



Lionheart Academies Trust

Health, Safety and Welfare Policy

2017-19

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Health & Safety Policy (HS1)

In accordance with the Health and Safety at Work, etc. Act 1974

General Statement of Health and Safety Policy for:

LAT Beauchamp College Oadby Leicester LE2 5TP

It is the policy of the LAT, so far as is reasonably practicable, to provide and maintain safe and healthy working conditions, equipment and procedures for all its employees and to provide such information, training and supervision as they need for this purpose.

The LAT also accepts responsibility for the health and safety of other people who may be affected by its activities. In particular the LAT will, so far as is reasonably practicable, ensure the safe working environment for students of the LAT where that environment or activity is under the control of the LAT.

The overall and final responsibility for health and safety in the LAT lies with the Board of Governors/Trustees, with delegated powers to the Principal, who is advised by his appointed officers, for all policy and procedure issues.

The Board of Governors/Trustees recognise their role in guiding the LAT strategy for health and safety and support all recognised efforts to meet the objectives and targets set within the College corporate plan.

The Board of Governor's/Trustees will receive a termly report on health and safety to inform them of the College's performance.

The Principal supports and endorses the Policies and Practices outlined in the LAT and Department policies and handbooks. The Principal will determine in the corporate plan for meeting the LAT's objectives on health and safety that ensure a safe and healthy working environment for staff and students.

Heads of Department/Team Leaders are responsible for health and safety in their area, and ensuring that this policy is carried out.

All employees have the responsibility to co-operate with supervisors and managers to achieve a healthy and safe workplace and to take reasonable care of themselves and others. The LAT will ensure that employees understand their responsibilities at whatever level they operate and discharge them with care.

The LAT will co-operate fully in consultation to enable employees and students to contribute positively to the development of measures to promote health and safety at work.

The policy will be kept up to date as required by any changes in legislature or by any changes in the LAT's size or nature of operations. To ensure this, the policy and the way in which it has operated will be reviewed every year, and will be supplemented in appropriate cases by further statements relating to the work of individual areas or groups of employees.

LAT Health, Safety and Welfare Policy (General Application) (HS2)

Responsibilities and Organisation

The Board of Governors/Trustees have overall responsibility for health and safety within the LAT, with delegated powers to the Principal.

The Principal, particularly through the Health and Safety Co-ordinator (who is the Estates Manager has responsibility for monitoring the operation and accuracy of the policy, providing advice on all policy matters to the Heads of Department/Faculty and recommending revisions as appropriate.

Heads of Department are responsible for all aspects of health and safety within their Department. They have to ensure that the Health and Safety Co-ordinator and where necessary other Departments and the Principal are kept advised of safety issues and problems.

Line management and team leaders are responsible for all aspects of health and safety in the areas under their control. They have to ensure that their Head of Department/Faculty and where necessary the Health and Safety Co-ordinator, are kept advised of safety issues and problems.

All staff are themselves responsible for their own safety and that of others who may be affected by their actions or omissions. They have a responsibility to advise their team leader or manager of safety issues and problems. They are also free to contact, in confidence, the Governing Body/Trustees on any issue relating to safety or welfare.

Governing Body

The LAT is a trust whereby the governing body has overall responsibility as the employer to ensure compliance with health and safety legislation and to ensure the health, safety and welfare employees, pupils, visitors and contractors and the self employed.

The Governing Body is responsible for:

- determining the school's/academy's health and safety policy and its implementation
- allocating sufficient funds for health and safety
- establishing clear lines of accountability for health and safety
- annually assessing the effectiveness of the policy and ensure that any necessary changes are made
- identifying and evaluating risks relating to possible accidents and incidents connected with the LAT
- providing access to competent health and safety advice

Principal

Without limiting the responsibility of the Governors, the Principal will generally oversee the day-to-day management of safety and implementation of this policy within the LAT.

The Principal will comply with LAT's health and safety policy and in particular will:

- make him/her familiar with any documentation and/or instruction referring to the health and safety arrangements for staff, building maintenance or operation of LAT and maintain and up to date file of policies and procedures
- work with trade unions and employee health and safety representatives and ensure that all employees are aware of and accountable for their specific health and safety responsibilities and duties
- in the event of any hazard or risk to health and safety of any persons under their control, take appropriate action to remove the hazard
- ensure health and safety policies, procedures, action plan and risk management programme is implemented as an integral part of business, operational planning and service delivery
- liaise with the Governing Body undertake monitoring and ensure the provision of adequate resources to achieve compliance
- ensure that local procedures for the selection and monitoring of contractors are in place
- take appropriate action under the Disciplinary Procedures against anyone under their control found not complying with health and safety policies and/or procedures
- ensure the college has access to competent health and safety advice

In addition to their statutory duties, Principals and teachers have a common law duty of care for pupils which stems from their position in law “in loco parentis”.

Senior Leadership Team

The leadership team at the LAT will undertake general responsibility to ensure that all necessary health and safety activities, requirements and standards are undertaken and met within their respective areas of control. This will be done under the direction of the Principal. Any member of staff with supervisory responsibilities will:-

- make themselves familiar with and conform to this policy, including any instructions and requirements for safe methods of work
- identify hazards, initiate risk assessments, record the significant findings and implement any necessary control measures
- check and document that the working environment is safe; equipment, products and materials are used safely; that health and safety procedures are effective and complied with and that any necessary remedial action is taken
- inform, instruct, train, supervise and communicate with employees and provide them with equipment, materials and clothing as is necessary to enable them to work safely; to complete the health and safety induction checklist for all new employees at the commencement of their employment
- report all accidents, incidents and near miss events, undertake an investigation into the cause and take appropriate remedial action to prevent recurrence
- be responsible for aspects of health and safety included in their job description
- organise risk assessments where significant risks are identified and ensure, as far as is reasonably practicable, full implementation of any control measures
- ensure that all statutory registers and records are adequately kept up to date
- ensure the reporting and investigation of all accidents, ensure all persons under their control are aware of the reporting procedure

All Staff

All employees, agency and peripatetic workers and contractors must comply with the school's health and safety policy and associated arrangements and, in addition to any specific responsibilities which may be delegated to them, in particular are required to:-

- take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- cooperate with their line manager and senior management to work safely,
- comply with health and safety instructions and information and undertake appropriate health and safety training as required
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements
- support the college in embedding a positive safety culture that extends to pupils and any visitors to the site

Pupils

All pupils are expected to behave in a manner that reflects the college's code of conduct and in particular are expected to:-

- take reasonable care for their own health and safety and of their peers, teachers, support staff and any other person that may be at the college
- cooperate with teaching and support staff and follow all health and safety instructions given
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- report to a teacher or other member of college staff any health and safety concerns that they may have

Shared site users

Where two or more employers share a workplace, each employer shall co-operate with the other employers concerned to enable them to comply with their duties under health and safety legislation. LAT as the primary site user will have the lead responsibility.

All shared users of the site must agree to:

- co-operate and co-ordinate with LAT on health and safety matters
- provide the LAT with a copy of their health & safety policy & associated documentation
- provide information relating to any additional risks or procedures which will be new or unusual to those of the college that may arise from their activities
- maintain a standard of health and safety which is reasonably practicable and at least equivalent to the standard maintained by the college so as to ensure the health, safety and welfare of all college staff and users
- meet the insurance requirements of the college and the college's insurance provider
- familiarise themselves with and communicate to their employees/users the college's health and safety arrangements
- report to the college any health and safety concerns, hazardous condition or defect in the health and safety arrangements

The LAT will ensure that:

- the premises are in a safe condition for the purpose of use subject to compliance with the above
- adequate arrangements for emergency evacuation are in place and communicated
- users are consulted with on health and safety matters
- the college's health and safety arrangements are made available to shared users

Lettings

LAT has a lettings policy. The policy covers procedures such as fire evacuation and security arrangements and the requirements relating to accident, assault and near miss reporting requirements and the provision of first aid.

Persons/organisations hiring the site must agree to:

- co-operate, comply and co-ordinate fully with the college on health and safety matters
- agree to the terms of the lettings policy in relation to health and safety arrangements
- provide information relating to any additional risks or procedures which will be new or unusual to those of the college that may arise from their activities
- report to the college any health and safety concerns, hazardous condition or defect in the health and safety arrangements

LAT will ensure that:

- the premises are in a safe condition for the purpose of use subject to compliance with the above
- health and safety arrangements are detailed in the lettings policy and that these are fully explained and communicated
- adequate arrangements for emergency evacuation are in place and communicated

Health and Safety Committee

The Joint Consultative Health and Safety Committee are established in order to enable employees to contribute positively to the development of measures to promote health and safety at work.

The management of health and safety is to be undertaken by staff at all levels commensurate with their position. It will be monitored and encouraged by the LAT Health and Safety Committee, which forms the management group that oversees LAT policy and procedure.

Students are encouraged to join the Committee each year.

Basic Health and Safety Policy for all College Departments (HS3)

Health and Safety at Work, etc. Act 1974

This is divided into three parts for convenience:

- Part I Safety for All LAT Staff
- Part II Safety in the Learning Environment
- Part III Safety in High Risk Areas

Part I Safety for All LAT Staff

General

All members of staff must make themselves familiar with the LAT Policy on Health, Safety and Welfare at work. This Basic Department Policy is complimentary to and must be read in the context of the LAT policy.

Within this document the legally generic pronouns “he”, “him” and “his” are used. They are used in the interests of ease of reading and do not imply restricted application of these procedures.

All references to the ‘Department/Faculty’ include all staff assigned to the Department/Faculty, all offices, stores and other areas specifically allocated to the Department/Faculty and all equipment and materials used or acquired for use in the Department/Faculty. It also includes all activities organised by the Department/Faculty, even though such activity may take place elsewhere. In such a case the responsibility for the safety of the workplace or equipment provided in the workplace will remain the responsibility of the provider. Associate Staff Teams are classed as Departments for the purpose of this policy.

Aim

The aim of each Department/Faculty is to ensure that all reasonable practical steps are taken to secure the health, safety and welfare of all persons using the premises:

- a) To establish and maintain a safe and healthy environment throughout the Department/Faculty;
- b) To establish and maintain safe working procedures among staff and students, and to encourage students to carry such procedures forward in their careers
- c) To make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- d) To ensure the provision of sufficient information, instruction and supervision to enable all people working in the Department/Faculty, including students, temporary staff and work experience students, to avoid hazards and contribute positively to their own safety and health at work;
- e) To ensure that they have access to health and safety training as and when provided;
- f) to maintain a safe and healthy place of work and safe access and egress from it;
- g) To formulate effective procedures for use in case of fire and other emergencies and for evacuating the premises;
- h) To operate procedures to be followed in case of accident;
- i) To provide and maintain adequate welfare facilities.
- j) To carry out absence monitoring for staff within the department/faculty and to ensure that return to work interviews are carried out following an absence.

The Office Environment

An office may present a number of opportunities for ill health or injury if basic health and safety precautions are not followed. Department managers/Team Leaders should provide a suitable environment (light, heat, ventilation, organisation of work, etc.) so as to reduce the likelihood of injury or illness.

It is the responsibility of the Department/Faculty to ensure members of staff have:

- a. Adequate lighting (both natural and artificial) for their particular workstation;
- b. Suitable furnishings (to avoid back complaints, neck strain, etc.);
- c. Adequate space (both working and storage);
- d. Adequate training (on equipment, methods, software and safety);
- e. Suitable equipment and facilities to perform all tasks required;
- f. Where necessary, time limits on the amount of time spent:
 1. in front of a VDU (to avoid eye strain, headaches);
 2. using a keyboard (upper limb syndrome, repetitive strain injury)

Resources

All Departments will be responsible for allocating adequate resources for the maintenance of safe plant, equipment and systems of work under their control. The College will provide resources for specific corporate activities where necessary.

Obligations of all Employees

It is the responsibility of the employee to use any facilities provided in the interest of health and safety at work, report any defects in any of the above factors and to report any form of complaint or injury to the Head of Department/Faculty.

In order that the laws be observed and that responsibilities to students and other visitors to the Premises are carried out, all employees are expected to:

- a. Know the special safety measures and arrangements to be adopted in their own working areas and to ensure they are applied;
- b. Observe standards of dress consistent with safety and/or hygiene, where appropriate;
- c. Exercise good standards of house keeping and cleanliness;
- d. Know and apply the emergency procedures in respect of fire and first aid;
- e. Use and not wilfully misuse, neglect or interfere with things provided for their own safety and/or the safety of others;
- f. Co-operate with other employees in promoting improved safety measures in their Department;
- g. Co-operate with the Principal, LAT Health and Safety Manager, the appointed safety representative or the enforcement officer of the Health and Safety Executive (HSE) in all items relating to safety law or policy.

Organisation

The Head of Department/Faculty has overall responsibility within the Department/Faculty for the implementation of the health and safety policy.

If a Safety Coordinator is nominated, they will act with the authority of the Head of Department/Faculty and perform all duties related to the general management of health and safety for the Department/Faculty. They will report directly to the Head of Department/Faculty and will co-ordinate regular inspections to ensure this and the College policy are implemented in the Department/Faculty.

Arrangements

Fire or Other Emergency

All Staff should acquaint themselves with the fire alarm points, location and type of fire extinguisher, fire exits and assembly points.

Most Departments will designate a Responsible Person(s) to oversee the evacuation and to act as a focus for the Senior Fire Officer when the Fire Service arrives. This may be the Head of Department/Faculty themselves, or a nominee, or a number of nominees (part-time staff should not be nominated). Normally at least one responsible person and a deputy should be allocated per **building**.

On noticing a fire the alarm should be sounded and if possible, where there is no personal risk, the fire can then be tackled.

Where possible, a list of all members of staff who work in each office should be easily available. In most buildings with student study rooms a roll call will not be feasible. In these cases the aim of the evacuation system should be to identify as clearly as possible the location of persons that may be left in the building. This is best done by allocated 'wardens' or 'sweepers' to check on the quality of the evacuation without placing themselves at risk.

- In cases where automatic notification to the fire service does not operate, the emergency services should be called (9-999). If in doubt, they should be called anyway.
- On hearing the alarm, all staff should leave quickly and quietly by the nearest exit, taking with them any students or visitors to the Department.
- Disabled students or visitors should be accompanied out of the building. If evacuation is difficult (e.g. as lifts cannot be used) a procedure should be in place for disabled persons to be taken to 'safe havens'. The safe havens are usually within protected routes but will be defined for each building where they apply.
- Nominated 'sweepers' should move through their area to determine the quality of the evacuation (and if possible encouraging stragglers), leaving through the nearest available exit at the end of their 'sweep'.
- Wherever feasible, a roll call should be taken as soon as possible at the assembly point, where all staff and students will wait for further instruction. Otherwise the responsible person should try to identify areas where there may be persons requiring rescue.
- Once out of the building, no one must re-enter without express permission.
- All assistance will be given to the fire and emergency services at all times. Particular attention should be paid to allow free access to all emergency vehicles and personnel.
- A report on the incident will be made by the staff to the Responsible Person as soon as possible after the incident.

A fire drill will be held at least once a term, organised by the Community/Premises Team, who will then forward a report on the effectiveness of the drill to the Health & Safety Committee. The drill should be treated as a real incident so that any defects in procedure or equipment can be highlighted and resolved.

Illness or Accident

If anyone should become ill or suffer injury as a result of an accident, the procedures below should be followed:

- a) First aid should be rendered, but only as far as knowledge and skill permit. The patient should be given all possible reassurances and, if absolutely necessary removed from danger.
- b) All staff and students should be aware of the location of the first aid room, the identity of those staff who have been trained in first aid and the means to contact them. If circumstances necessitate, a trained first aider should be summoned immediately to tend to the casualty.
- c) Transport to hospital: if an ambulance is required the emergency "9-999" service should be used. In less severe cases, it may be appropriate to transport the casualty to the hospital Casualty

Department without using the ambulance service but it should be noted that this must always be on a voluntary basis. If members of staff use their own cars for these purposes, they must ensure that they have obtained specific cover from their insurance companies. Wherever possible, no casualties should be allowed to travel to hospital unaccompanied if there is any doubt about their fitness to do so.

Accident forms

As soon as possible after the incident, every case of injury or accident must be reported fully and accurately on the appropriate accident form and, where possible, detailed statements should be obtained from witnesses. Accident forms, obtainable from the Medical Room and the main office, should be completed and passed immediately to the Principal. An accident form must be completed for all accidents, (to employees, students, members of the public, etc.), however minor and are kept for 10 years.

In the case of a serious injury or a serious event (even if such an event may not have caused any injury) there must be no clean-up of the site until a full investigation has been completed. This requires that there be no removal or movement of items or of evidence. The Community/Premises team will be involved in all such investigations and will take photographs and statements.

Conclusion

It is the responsibility of everyone to make these arrangements work. This will ensure, as far as is reasonably practicable, that working conditions are safe and that the working life of everyone is accident free.

Any member of staff noticing a failure to comply with this statement of organisation and arrangements, or other advice and guidance issued by the College or one of its Departments in pursuance of the safety policy, should immediately report the circumstances to the head of the Department/Faculty. Hazardous situations should also be reported immediately to the line manager. Normally the Community/Premises Team will be informed as well.

Further information on LAT Policies, Codes of practice, etc. and legal requirements may be obtained by reference to other parts of this document or through the Assistant Principal (Resources) or website.

Part II Safety in the Learning Environment

Teaching Staff

The safety of students in classrooms, studios and workshops is the responsibility of their academic tutor for that unit, topic, etc.

If for any reason (e.g. the condition or location of equipment, the physical state of the room or the splitting of a class for practical work) academic supervisors consider they cannot accept this responsibility, they should discuss the matter with the Head of Department/Faculty before allowing practical work to take place.

Tutors are expected to:

- a. Complete adequate assessments of the risk to the health or safety of students and staff through assigned or approved tasks. Where there are residual risks, the results of these assessments should be provided to all persons likely to be affected. If the assessment is written it should be stored or copied to a central location for the Department/Faculty.
- b. Know the special safety measures to be adopted in their own special learning areas and to ensure they are applied
- c. Provide sufficient supervision, information, instruction and training to enable students and other employees, if appropriate, to avoid hazards and contribute positively to their own safety and health at work
- d. Give clear instructions and warnings as often as necessary
- e. Follow safe working procedures personally

- f. Know the emergency procedures in respect of fire, bomb scare and first aid and to carry them out
- g. Make recommendations to their Heads of Departments, e.g. on safety equipment and on additions or improvements to plant, tools, equipment or machinery which is dangerous or potentially so.

Other Supervisory Staff

Although teachers are responsible for the provision of suitable topics and methods of study and work, it is often a technician or assistant that provides the expertise in equipment and facilities. Thus it is possible for a technician or assistant to be in a supervisory position regarding the training of students in the use of equipment or facilities. The responsibility held by the class teacher is not delegated in these circumstances.

Technicians are responsible for the provision of the equipment and facilities in a safe working condition and in the instruction regarding their safe use.

The Student

Students are expected to:

- a. Exercise personal responsibility for the safety of themselves and classmates
- b. Observe standards of dress consistent with safety and/or hygiene where this is appropriate or necessary (this would preclude unsuitable footwear, etc. and include the wearing of recommended or statutory protective clothing or equipment).
- c. Observe all the safety rules of the Department/Faculty and, in particular, the instructions of academic staff given in an emergency
- d. Use and not wilfully misuse, neglect or interfere with things provided for their safety.
- e. All students should be made aware of the contents of this policy and that of the Department/Faculty.

Part III Safety in High Risk Areas

There are areas within the College which cannot be included under the description of 'an office environment'. These areas will often include equipment, material or activities that present a higher risk of injury to the user or bystander.

Examples of such areas may be woodworking shops, stores containing hazardous chemicals, areas with high background noise, tasks that involve a high risk of injury (e.g. regular manual handling), physical education activities, off-site activities, etc.

It is the responsibility of the Head of Department/Faculty to identify these areas or activities. They will then ensure that an adequate assessment of risk is made and recorded and that all reasonable measures are taken to remove, reduce or control the risk.

Specific Codes of Practice (CoP) will be made for areas or activities where the risk of ill health or injury cannot be removed. The CoP's will be placed before the College Health and Safety Committee for adoption. They will be reviewed periodically by the originating Department (refer to resource base coded document and available on the website).

Organisation - Arrangements

The following arrangements will be adopted to ensure that the Governing Body and the Principal fulfil their responsibilities and provide the foundation for securing the health and safety of employees, and all users of the site.

- **Setting health and safety objectives**

The Governing Body, &/or the delegated subcommittee, and the Principal specifically review progress of health and safety objectives at the termly meeting of the delegated subcommittee. Where necessary health and safety improvements will be identified and included within the college's action plan.

- **Provision of effective health and safety training**

The Governing Body and the Principal will consider & review health and safety training on an annual basis in line with the college's health and safety training matrix focussing on mandatory training as a priority.

- **Provision of an effective joint consultative process**

The college health and safety committee will meet at least once per term. This committee will report to the Governing Body and the Principal, who will ensure that concerns are considered and addressed within a clear action plan, with identified responsibilities and target dates. The committee membership will include (as a minimum) a member of the senior leadership team, a member of teaching staff, a member of support staff, the site services officer, a member of the Governing Body and trade union representatives (and where applicable shared site users)

- **Establishing adequate health and safety communication channels**

Communication channels will be established for the exchange of health and safety knowledge and information. Where necessary, these communications will be recorded and include:

- senior leadership team meetings, staff meetings and staff bulletins
- site health and safety committee
- provision of information relating to safe systems of work and risk assessments
- training provided
- communications with relevant specialist advisors and bodies

Where health and safety issues cannot be resolved at local level, they will be escalated through the management structure as appropriate.

- **Financial resources**

The Governing Body's' delegated subcommittee along with the Principal will review the college budget to determine, in the light of past performance, if adequate resources are being deployed to ensure adequate health and safety management and control.

- **Specialist advice/support**

LAT will ensure that we have access to competent technical advice on health and safety matters to assist us in meeting our objectives; we will do this by;

- accessing the services of a competent Health and Safety Advisor through Leicester County Council Health, Safety and Wellbeing Service

Organisation - Other arrangements

- **Accident and assaults**

All accidents, assaults including near miss incidents will be reported in the accident book or the online accident reporting system within 24 hours of occurrence; RIDDOR reportable incidents, as per the online accident reporting system, will be reported to the HSE within the legally required timescale.

All incidents will be investigated in a timely manner in an attempt identify the root cause: relevant local policies, procedures and risk assessments will be reviewed and revised as required. All premises related issues will be addressed. Any relevant learning from investigations will be communicated to relevant staff, pupils etc.

Accident, assaults and near miss incidents will be monitored at least termly as part of the site health and safety committee; identification of significant trends or major incidents will be reviewed by the senior leadership team as required with information communicated to the governing body.

Pupil forms/records are retained until they are 24 years of age (indefinitely for SEN & Speech & Language pupils), employee forms for 7 years and forms relating to work related ill health for 7 years or longer (40 years where there has been potential exposure to radiation or asbestos; further guidance is obtained from Occupational Health).

- **Audit**

LAT's health and safety management will be audited by Health, Safety and Wellbeing Team every two years. The college views this process as a positive assessment of our health and safety management system and takes appropriate action to continually improve health and safety across the college.

- **Contractor management**

LAT comply with the HSE's approved code of practice '*Managing health and safety in construction - Construction (Design and Management) Regulations 2007*' (L144) relating to the management and control of contractors. The college ensures that:

- competent contractors are used
- clear specifications of works are drawn up by a competent person
- pre start meetings take place to discuss how works will be managed, responsibilities, codes of conduct and to assess new hazards that may be introduced to the site
- key contacts are identified
- regular update meetings take place throughout any works/projects
- works are visually monitored and any concerns immediately reported
- works are signed off and any associated certification and documentation is obtained.
- all staff pupils and other users of site remain in a safe environment for the duration of the works.

- **Control Of Substances Hazardous To Health (COSHH)**

LAT comply with the HSE's approved code of practice '*Control of substances hazardous to health*' (L5) relating to the management and control of hazardous substances on site. The LAT will ensure:

- an inventory of all hazardous substances on site is kept and updated regularly
- wherever possible non hazardous substances are used and if this is not possible the least harmful substance is used
- a COSHH risk assessment will be completed for all hazardous substances used and shared with relevant staff
- wherever possible exposure to hazardous substances is prevented, where exposure cannot be prevented, a risk assessment will be carried out and controls measures implemented
- where identified as part of the risk assessment, appropriate PPE will be provided to staff
- any need for exposure monitoring or health surveillance will be carried out
- sufficient information, instruction and training is given to staff to ensure full understanding of the hazards to health posed by substances in the workplace, and the importance of control measures provided
- training records are maintained centrally for those who receive training
- information will also be given to others who may be affected, such as contractors, temporary staff and visitors
- only substances purchased through the schools procurement systems can be used on site
- substances are stored correctly and those that are no longer used disposed of properly
- COSHH risk assessments are monitored termly and reviewed annually

Main areas for COSHH are in:

1. Science
2. Design

3. The school kitchens
4. Premises and cleaning
5. Reprographics
6. Information Technology

In all of the areas the substances must be clearly labelled in their correct bottle/container with the appropriate warning signs:

1. Irritant
2. Corrosive
3. Harmful
4. Toxic
5. Very Toxic

All of the substances must be kept, stored and locked away in appropriate store cupboards.

It is the responsibility of the named members of staff to have all data sheets for the substances that are used in their areas of the College.

1. Science (Science Technician)
2. Design (Head of Faculty)
3. Kitchens (Head of Catering)
4. Reprographics(Head of Reprographics)
5. ICT (Network Manager)

A log containing all substances is kept in the Premises Office.

- **Dealing with health and safety emergencies - procedures and contacts**

As per legal requirements all dangerous occurrences and near miss incidents that are RIDDOR reportable incidents, will be reported to the HSE within the required timescale.

All incidents will be investigated in an attempt identify the root cause: relevant local policies, procedures and risk assessments will be reviewed and revised as required. All premises related issues will be addressed. Any relevant learning from investigations will be communicated to relevant staff, pupils etc.

Local arrangements for dealing with fatalities, missing pupils, bomb threats, other emergencies that would not be covered by the fire and emergency plan can be found in the Business Manager's office in the Policy Folder.

- **Defect reporting**

LAT has a defect reporting procedure whereby any damage or defect to the premises or equipment and furnishings is reported. Defective equipment is isolated and labelled as defective to prevent use until replaced or repaired. Where premises defects are identified a dynamic assessment is carried out to decide whether an area should be isolated or cordoned off safely whilst awaiting repair.

- **Display screen equipment (DSE)**

LAT acknowledges that staff that use DSE should have suitable equipment for which to undertake the tasks that they are required to carry out, knows how to safely use the equipment and have a DSE assessment which is reviewed at suitable intervals. The LAT ensures that:

- all static workstations used by staff meet the minimum standards required
- equipment is maintained in good working condition
- staff are aware of best practice in using DSE and issued with relevant information
- staff whose roles require significant use of DSE are prioritised for individual assessment
- assessments are reviewed at least bi-annually, earlier if there are significant changes to equipment/layout or individual health
- a trained DSE assessor is available

- **Driving**

All staff that drive their own cars for work purposes must have a full UK driving licence, business insurance and maintain their vehicle in a road worthy condition. Annual licence and insurance checks are undertaken and documented.

Mini Bus policy to be found in the Business Managers office in the policy folder.

- **Electrical systems and equipment**

LAT maintains and services electrical systems and equipment in line with statutory guidance and best practice. Electrical systems (hard wiring) is periodically inspected every 5 years by a competent contractor and records maintained; any remedial works recommended are acted upon in a timely manner.

Portable electric appliances have a portable appliance test (PAT) carried out, in line with HSE guidance '*Maintaining portable electrical equipment in offices and other low environments*' (INDG236), by a competent person with records maintained.

Formal termly workplace inspections are undertaken whereby all equipment is visually inspected.

Staff are instructed to undertake a visual inspection of equipment prior to use and not to use any equipment that appears damaged or defective. The college's defect reporting procedure is followed.

- **Fire safety**

The LAT is committed to providing a safe environment for both staff and pupils. The LAT manages the risk of fire by ensuring:

- a comprehensive fire risk assessment is in place, reviewed annually and any actions/improvements identified are progressed given consideration to risk and cost
- a detailed fire and emergency plan has been developed that clearly details actions to be taken when a fire is identified or suspected, individual responsibilities and arrangements for safe evacuation
- statutory inspections are carried out on all fire related systems and equipment either by competent contractors or in house by trained staff

all staff receive fire awareness training that is regularly updated and fire marshals receive role specific instruction

a fire drill is undertaken, recorded & reviewed at least termly to practice evacuation arrangements and ensure working as expected. Any resultant issues identified are to be actioned.

There are several different types of fire extinguisher and appliances located throughout the LAT. The details of each type are shown below.

NB Using the wrong type of extinguisher for a particular fire type can increase the hazards.

All new extinguishers are now red with black writing. There will be some old extinguishers on site that are still in use but they will be phased out over the next year or so.

All new fire extinguishers are now RED but there are still some of the older extinguishers located around the College. These will be phased out over the next few years. It is also the intention of the College to reduce the amount of Dry Powder extinguishers in the LAT and replace with Foam extinguishers where possible. The Powder extinguishers are very messy and also can cause breathing problems after they are used.

Appliance Type	Colour code	Provides	Effect	For use on Fire types
Hose Reel	RED	Mains water	Heat reduction	Wood/paper/furniture etc.
Water Cylinder	RED with WHITE LETTERS	Water under pressure	Heat reduction	Wood/paper/furniture etc.
Foam Cylinder	BEIGE or RED with CREAM LETTERS	AFFF Foam	Oxygen starvation and heat reduction	Multi-purpose; wood/paper/furniture/oil/inflammable liquid
CO ₂ Cylinder	BLACK or RED with BLACK LETTERS	Carbon dioxide gas	Oxygen starvation	Electrical fires
BCF Cylinder (Not available in the College)	GREEN	Vaporising liquid gas	Oxygen starvation	Electrical fires
Dry Powder Cylinder	BLUE or RED with BLUE LETTERS	Dry, non conductive powder	Oxygen starvation	Any fire type
Fire Blanket	RED or WHITE with RED LETTERS	Fire protection sheet	Oxygen starvation	Small contained fire

Water type extinguishers must not be used on electrical or inflammable liquid fires.

Fire extinguishers must never be removed from their normal locations other than for genuine emergencies.

Fire extinguishers should only be used if you **know the instructions for operation.**

Do not try to attack a fire if personal risks are involved.

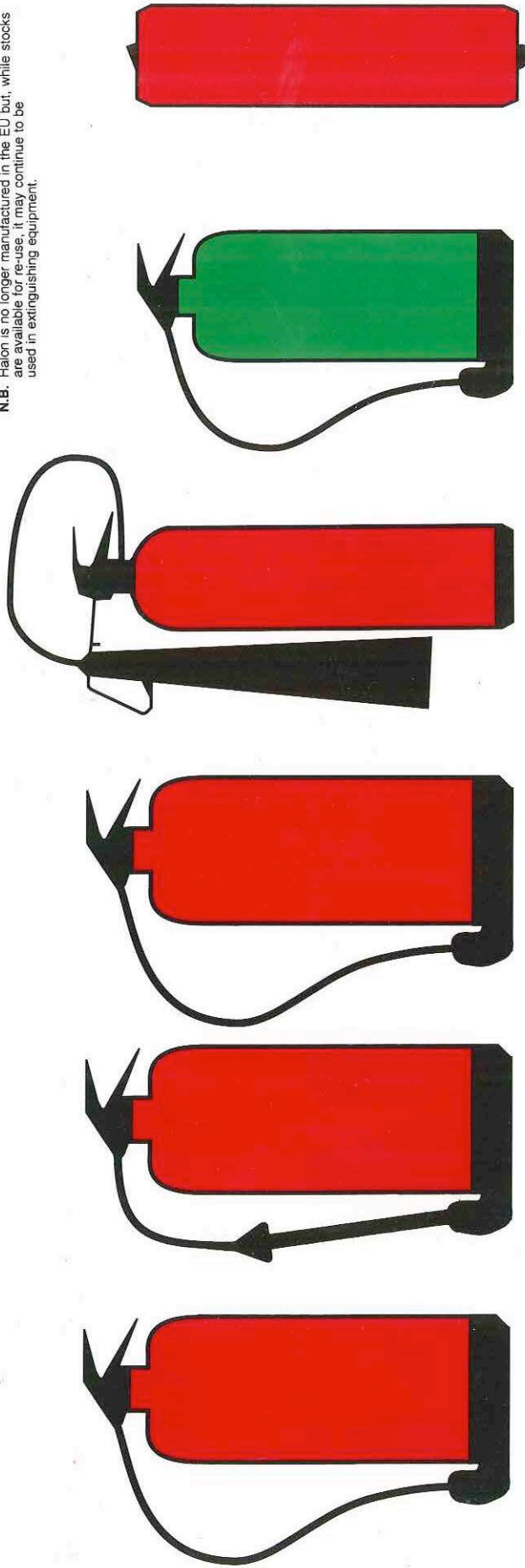
Fire extinguishers are visually checked on a weekly basis and a full service is carried out during the summer. The certificate for the testing is in the Estates office.

Any staff who notice any fire fighting equipment is either missing or looks to have been tampered with should report it to the Premises team.

If you would like training in the use of fire extinguisher use the LAT occasionally run training sessions.

Fire Extinguisher Colour Reference Chart

N.B. Halon is no longer manufactured in the EU but, while stocks are available for re-use, it may continue to be used in extinguishing equipment.



WATER
For wood, paper, textile, fabric and similar material

NOT TO BE USED ON
BURNING LIQUID
ELECTRICAL OR
FLAMMABLE
METAL FIRES

FOAM
For use on burning liquid fires

NOT TO BE USED ON
ELECTRICAL OR
FLAMMABLE
METAL FIRES

POWDER (STANDARD)
For burning liquid and electrical fires

NOT TO BE USED ON
FLAMMABLE
METAL FIRES

CARBON DIOXIDE (CO₂)
For burning liquid and electrical fires

NOT TO BE USED ON
FLAMMABLE
METAL FIRES

HALON
For burning liquid and electrical fires

NOT TO BE USED ON
FLAMMABLE
METAL FIRES

FIRE BLANKET

LIGHT DUTY
for burning liquids and burning cloth

HEAVY DUTY
for industrial use and welding areas, etc

Relevant Safety Signs

Prohibition Signs



Warning Signs



Mandatory Signs



Safe Condition Signs



Fire Fighting/Equipment Signs



- **First-aid and supporting pupils' medical needs**

Adequate first aid arrangements are assessed and maintained at the college and for all activities that the college leads. The college ensures that:

- the number of first aiders and appointed persons meets recommendations and adequate cover is available to cover for annual leave/trips and unexpected absences
- all first aiders and appointed persons hold a valid certificate of competence, the college maintains a register of all qualified staff and will arrange re-training as necessary
- first Aid notices are clearly displayed around the college
- sufficient numbers of suitably stocked first aid boxes are available and checked monthly to ensure they are adequately stocked
- a suitable area is available for provision of first aid
- staff are regularly informed of first aid arrangements within college, through induction, teacher training days and the staff handbook which is issued annually
- where first aid has been administered this is recorded in the first aid treatment book
- correct reporting procedures are followed
- individual risk assessments have been carried out which consider first aid provision for lone workers and employees who travel in works vehicles that carry passengers.
- information, instruction and training will be provided to staff on any specific medical conditions of pupils and the procedures to follow in case of emergency

- **Management of asbestos**

LAT complies with the HSE's approved code of practice *'The management of asbestos in non-domestic premises' (L127)*. The college is committed to preventing exposure to asbestos fibres to all persons that enter onto its premises. The college has a whole site asbestos management (Type 2) survey from which a local asbestos management plan (lamp) has been developed.

A minimum six monthly visual inspection of all identified asbestos containing materials (ACMs) that are not encapsulated or in restricted access areas are undertaken and documented. Any concern relating to known or suspected ACMs are addressed as per the procedures detailed in the college's lamp. Where necessary more frequent checks of ACMs are undertaken.

Prior to any works that will or has the potential to alter the fabric of the building; a refurbishment and demolition (Type 3) survey will be procured in order to undertake a comprehensive assessment of the materials being disturbed prior to any works commencing.

- **Moving and handling**

LAT complies with the HSE's approved code of practice *'Manual handling. Manual Handling Operations Regulations 1992 (as amended). Guidance on Regulations (L23)*.

Within LAT there are a variety of moving and handling tasks that may be necessary; this could range from moving files to assisting an individual with mobility issues. The college manages the risk associated with moving and handling tasks by ensuring that:

- moving and handling is avoided whenever possible
- if it cannot be avoided, moving and handling is properly planned, has a relevant risk assessment, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe
- those undertaking specific moving and handling tasks have received appropriate training and training records are maintained
- any equipment provided to assist with moving and handling tasks is maintained and serviced in accordance with statutory requirements
- any defective equipment is taken out of use until repaired or is replaced
- an individual risk assessment will be completed for all new or expectant mothers and staff with identified medical conditions that may be affected by undertaking moving and handling tasks, these may result in some moving and handling task being restricted

- any accidents resulting from manual handling operations will be investigated to identify root causes and implement additional controls as required

- **Occupational health services and work-related stress**

LAT acknowledges that there are many factors both work related and personal that may contribute to staff ill health including stress.

The college will follow the principles of the HSE guidance *'Managing the causes of work-related stress'* (HS(G) 218). The following arrangements are in place to locally manage staff health issues:

- employees are advised that it is their responsibility to inform their line manager, the Principal or another member of the senior leadership team of any ill health issues. Such information will be treated confidentially
- an appropriate senior member of staff will meet and discuss the ill health issues with the employee and consider what actions could be taken to support the staff member and where appropriate assist in reducing stress levels
- the member of staff will be offered a referral to an occupational health professional for advice and support, e.g. counselling, etc.
- the member of staff will be advised that support can also be provided through their trade union
- a series of regular review meetings will be scheduled to monitor ill health and stress levels where they have been identified
- if it is identified that there is a high occurrence of staff ill health or stress within the school, the Principal will actively seek support to undertake a holistic assessment to identify what the possible root cause may be and implement a plan to improve the situation.

- **Off-site visits including school-led adventure activities**

LAT adopts the National Guidance for the Management of Off-site visits and LOtC activities. To follow the Leicestershire County Councils Off-Site Educational Visits Policy.

- **Risk assessment**

Risk assessments are undertaken for tasks/activities where significant hazards have been identified or where there is a foreseeable risk of injury/ill health.

Within the LAT various persons are tasked with the development of risk assessments based on their knowledge, experience and competence. Relevant staff are involved in the development of risk assessments prior to consultation with all staff to which they are relevant prior to sign off. Risk assessments are accessible to staff at all times electronically via the shared drive and hard copies via Office Manager.

- **Site security**

LAT has a site security policy in place; this will be reviewed and updated on a regular basis or as necessary.

- **Statutory Inspections**

LAT ensures that statutory inspections are undertaken at required intervals for all plant and equipment required. A table detailing required inspections, date of last inspection, date of next inspection and who is undertaking the inspection has been developed and this is monitored at the health and safety committee to ensure on track.

- **LAT Personal Safety Policy**

Anyone who works with members of the public is at risk of violence, but those working in the education sector are particularly vulnerable. All employees should try to identify and report relevant personal safety issues to their Line Manager. The following suggestions are designed to minimise any potential danger.

It is important to identify vulnerable groups and individuals and also risky situations.

It is the responsibility of the Governing Body/Trustees of the College to introduce measures for combating violence and to give full support to staff and students who have been assaulted or abused.

All reported incidents must be investigated and reported to the Principal who will then decide whether to report the incident to the Governing Body/Trustees and in some cases the Police.

TASKS: What tasks do you do which are likely to annoy people?

- Always risk assess a situation beforehand and follow any relevant school procedures;
- When interviewing, ensure that it is not conducted in isolation. Try to use a room visible to others and make sure someone knows you are there and is able to interrupt if necessary;
- Prevent waiting time before a meeting whenever possible. Keep the other person informed if you are running late and make sure they are comfortable and have access to cloakrooms etc.;

PEOPLE: Do you work with individuals or groups whose behaviour could be expected to be unreasonable?

- Any member of staff who has concerns about a particular contact should research information about that person's history and assess the risks. If necessary arrange to take another person or contact the appropriate agency for support.
- Report and record any aggressive incident regarding a service user. This should be clearly marked on the appropriate file in accordance with the Data Protection Act 1984 and 1998 and be passed on to the staff who need to know.
- Use assertive communication skills and avoid any words or actions that could be seen as undermining, threatening or challenging. If you are concerned for your own safety leave.
- Avoid going to sites or meetings with anyone you are not absolutely sure about. Check the person's name, company, address, telephone number etc. Tell your work place where you are going and why and when you expect to return. Try to carry a mobile phone.

PLACES: Are some of the places you work inherently unsafe?

- Consider the appropriateness of the room layout and respect personal space. Think about your position in relation to the interviewee and arrange the furniture appropriately. Ensure that the furniture is comfortable and robust enough not to be thrown. Stay near the exit.
- Plan your route and always inform others of your whereabouts, time of departure and if necessary when the interview has concluded.
- Ensure you have some method of communication and/or change for a public telephone.
- Spend a little more time to park your car in a position that enables you to drive straight away, particularly in multi-storey car parks or cul-de-sacs.

TIMES: Are there times when you are less safe than at other times?

- Be as traceable as possible. Inform others of your whereabouts and ensure that you are able to summon help if required.
- Always park your car near a street light if possible; it may be daylight when you park and dark when you leave.
- Follow the College Working Alone Policy at all times when working alone.
- At all times, follow the College Aggression Policy.

- **Preventing workplace harassment and violence**

The LAT is committed to providing a safe and secure working and educational environment for staff, pupils and any other persons on its site. Where applicable, in addition to the control measures identified in the site specific violence and assaults risk assessment and lone working risk assessment, the following procedures are in place:

- Staff are advised to:
 - avoid confrontation if possible
 - withdraw from situation
 - arrange seating so that a clear escape route from the room to a place of safety is available. Sit near the door, or use a room with two doors
 - follow measures/ procedures identified in violence and assaults risk assessment
 - contact emergency services, as appropriate.
 - inform the Principal or a member of the senior management team if confrontation has taken place
- LAT will:
 - Principal or member of the senior management team to attend site on being informed of an incident, if considered necessary
 - have in place procedures for the reporting of incidents
 - offer counselling/ support through Occupational Health
 - debrief individuals following any incident
 - provision of training on how to manage conflict and aggression as required
 - review the violence and assaults risk assessment following any incident.

- **Water hygiene management**

The LAT will comply with the HSE approved code of practice '*Legionnaires' disease - The control of legionella bacteria in water systems*' (L8).

The LAT will:

- employ an external person with relevant knowledge and competence to obtain initial advice on any necessary actions
- employ a competent external contractor to provide a suitable survey/risk assessment; with the risk assessment being reviewed at least every two years or whenever there is reason to suspect it is no longer valid
- employ a competent external contractor to undertake water sampling and routine cleaning and disinfection of water systems
- ensure regular flushing of outlets is completed by a competent individual
- employ a competent person to undertake monthly monitoring of water systems including temperature readings

- **Working at height**

The LAT will follow the principles of the HSE guidance *'The Work at Height Regulations 2005 (as amended) A brief guide' (INDG401)*. LAT use a variety of access equipment for working at height tasks, ranging from kick stools for short low risk access such as the putting up of a poster, step ladders and ladders for short duration works and mobile tower scaffolds for more complex tasks. The LAT ensures that:

- work at height is avoided whenever possible
- if it cannot be avoided, work at height is properly planned, has a relevant risk assessment, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe
- those undertaking work at height have received appropriate training and training records are maintained
- all access equipment (ladders, step ladders, tower scaffolds etc) is identified and inspected annually
- any equipment provided to assist with working at height tasks is maintained and serviced in accordance with statutory requirements
- any defective equipment is taken out of use until repaired or is replaced
- an individual risk assessment will be completed for all new or expectant mothers and staff with identified medical conditions that may be affected by undertaking working at height tasks, these may result in some working at height tasks being restricted
- any accidents resulting from working at height will be investigated to identify root causes and implement additional controls as required

- **LAT Working Alone Policy**

It is inevitable that at some time during the working day, probably during the evening, employees will be working alone in the school, e.g. the Premises officers locking the buildings at night and opening the building in the morning; cleaners scattered all across the campus, working late and probably after dark; teachers staying behind to wait for parents' evenings or waiting alone prior to meeting children who are taking part in a sporting fixtures/trips/events.

All employees should satisfy themselves that they meet the necessary criteria for working alone.

Please make sure that you:

- ensure that someone you trust knows where you are and expects to hear from you;
- know where the nearest assistance can be located and that they know you are relying on them; (so that they do not go home without letting you know)
- have the means to communicate e.g. a mobile phone or a two-way radio, or access to a telephone, and that you know who to call;
- know the fire regulations and where to report in case of emergency;
- have obtained authorisation from your Line Manager for working alone;

If you feel vulnerable inform the Leadership team so that a risk assessment may be carried out. Further guidance and information can be obtained from the Leadership team.

If any employee is unsure about working alone they should seek advice from their Line Manager.

- **Workplace inspections**

LAT recognises the importance of undertaking regular formal workplace inspections to ensure that the premises remain a safe working and educational environment for staff and pupils. A formal termly workplace inspection is undertaken with findings documented and any actions allocated with remedial actions. The termly inspection findings are reviewed with actions monitored for close out at the health and safety committee. It is recognised that termly inspections alone will not keep a premises safe and there is an expectation that staff will report any defects/damage to premises and equipment as per the college's defect reporting procedure.

Monitoring and review

This Health and Safety Policy together with the associated procedures and health and safety performance, will be reviewed by the Governing Body and the Principal on a regular basis (every two years as a minimum), or as required.

In order to substantiate that health and safety standards are actually being achieved, the college will measure performance against pre-determined plans and objectives. Any areas where the standards are not being met will require remedial action.

The college will use different types of systems to measure health and safety performance:

Active monitoring systems

- spot checks and termly site inspections will be undertaken by the health & safety committee
- documents relating to the promotion of the health and safety culture will be regularly examined and reviewed
- appropriate statutory inspections on premises, plant and equipment will be undertaken
- where necessary, health surveillance and environmental monitoring systems will be implemented to check the effectiveness of health control methods and to detect early signs of harm to health.

Reactive monitoring systems

- identifying where health and safety standards are not being met, by monitoring for failures in the systems - such as accidents, cases of ill health (work-related sickness), damage to property, etc

Reporting and response systems

- ensuring that monitoring information is received, having regard to situations which create an immediate risk to health or safety, as well as longer-term trends and ensuring remedial action is taken
- health and safety committee, Governing Body and Senior Leadership team will all receive and consider reports on health and safety performance

Investigation systems

- prioritising investigation of incidents which indicate the greatest risk and the identification of both the immediate and the underlying causes of events
- analysing data to identify common features or trends and initiate improvements is undertaken by the health & safety committee.
- where cases of occupational ill-health are to be investigated
- where complaints relating to occupational health and safety are to be recorded and investigated
- where accidents/incidents and assaults with the potential to cause injury, ill-health or loss are to be reported, recorded and appropriately investigated

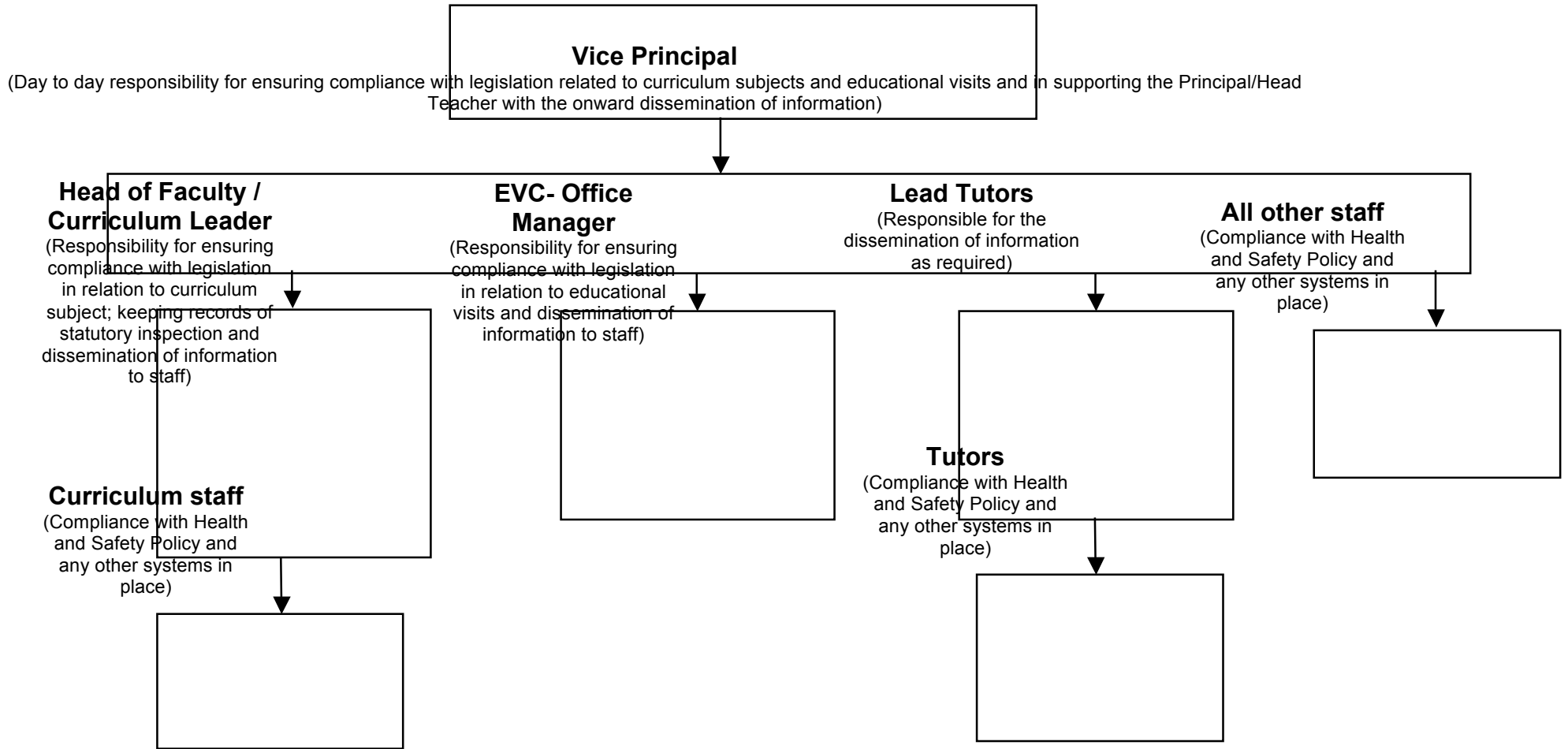
Third Party Monitoring/ Inspection

The LAT will be subject to third party inspection and monitoring, as part of Ofsted requirements. Actions arising from third party audit/inspection will be incorporated within the school/academy action plan with appropriate target dates for completion.

Principal

(Overall responsibility for ensuring compliance with legislation)

Academic Staff



Principal

(Overall responsibility for ensuring compliance with legislation)

Support Staff

