

EDGBASTON COLLEGE

Health & Safety Policy

This Policy Applies to the whole college

Note: Please refer also to separate, related policies which exist as follows:

- Anti-bullying Policy
- Safeguarding Policy
- Educational Visits Policy
- Equal Opportunities Policy
- Fire Risk Assessment
- First Aid Policy
- Special Educational Needs and Disabilities Policy & Plan
- Missing Student policy
- Online Safety (within Safeguarding Policy)
- Mobile Phones and Cameras (within Safeguarding Policy)
- Use of Reasonable Force and Physical Restraint (within Safeguarding Policy)
- Fire Prevention and Evacuation
- Risk Assessment Policy
- Critical Incident Policy
- Lockdown Policy
- Guidance on Managing Contractors

This Policy also incorporates

- Building Security and Visitors' Notice
- Policy for admission of visitors into the college building
- Template for Risk Assessment

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Contents

General Statement	3
Purpose and Aims	3
Health and Safety Management Arrangements:	4
Risk Management	4
Fire Safety	5
On-site Vehicle Movement	5
Safeguarding Students	6
Staff Welfare/Stress	6
Lone workers	6
Glazing	7
Records	7
Accidents	7
Student Behaviour	7
Status Review	8
Development Plan	8
Responsibilities:	8
Equal Opportunities	9
Monitoring and Review	9
Policy for management, including identification, of visitors into the college site	9
Security and Entering the College during College Hours.	10
Exceptional Procedures	10
Appendix 1	12

EDGBASTON COLLEGE Health and Safety Policy

General Statement

Edgbaston College Health and Safety Policy aims to ensure that, so far as is reasonably practicable:

- all employees are safeguarded in respect of health, safety and welfare whilst at work.
- all students and members of the public, including parents, visitors and contractors who enter college premises, are not exposed to unreasonable health and safety risks during the course of their business.
- no work is carried out by the college or contractors that is liable to expose employees, students or members of the public to hazards to health unless suitable and sufficient assessments of the risk are made and necessary measures to prevent or control the risk have been introduced.
- all contractors are able to demonstrate that they have suitable arrangements for securing proper health and safety, including, where necessary, a written statement of policy.

Purpose and Aims

This college policy sets out the means by which it will fulfil the college's requirements for a healthy and safe environment for students, staff and visitors.

EDGBASTON COLLEGE aims to:

- Ensure that everything reasonably practicable will be done to safeguard students, staff and visitors.
- Make and keep under review relevant policies and procedures.
- Maintain a list of hazards within the college and keep this under review.
- Take immediate action where hazards are likely to turn into risks.
- Ensure that the college's health, safety and security arrangements are known and implemented.
- Provide relevant training in health and safety in relation to the roles and responsibilities of staff. For all staff, this will include training in;
 - Risk assessment
 - Online safety
 - Fire evacuation procedures

Members of staff are expected to:

- Take reasonable precautions to safeguard the health and safety of themselves and others.
- Observe all health and safety rules and procedures as laid down by the college and use all health and safety equipment provided.
- Alert management to any potential hazard that they have noticed and report all accidents, incidents or near misses that have led, or may lead, to illness or damage.
- Ensure that no person uses a prescribed dangerous machine unless fully instructed as to the dangers and precautions to be observed and either have received sufficient training to work at the machine or are being supervised by someone with a thorough working knowledge and experience of the machine.
- No person under the age of eighteen will be allowed to dismantle or clean a prescribed dangerous machine.

Health and Safety Management Arrangements:

The college has appointed a Health and Safety Committee to plan, monitor and evaluate the Health and Safety needs of the college. The actions necessary to ensure Health and Safety are recorded on the college's information management system.

The Health and Safety Committee is comprised of;

- Chair - Health and Safety Co-ordinator (HSC). – Owais Ahmed
- Member of SLT – Umar Ahmed
- First Aider – Jeffrey Guille
- Educational Visits Co-ordinator – Daniel Julian

The Health and Safety Committee will meet half-termly – with a rolling agenda to include, as a minimum the following

- Review of accidents/incidents, near misses
- Review of risk assessments and trips visits
- Review of fire drills and procedures, including the condition of exit routes
- Review of Site Manager's H & S tours
- Review of Health and Safety items raised in staff meetings
- Review of absence records, bullying, behaviour and complaints logs
- Review of accidents/incidents, near misses
- Quality of risk assessment in college
- Monitor the currency of qualifications
- Review of fire drills and procedures
- Monitoring of H & S activity in college
- Science Lab/PE and Games
- Site manager's H & S tours
- Contractors
- Address items raised in staff meetings
- Policy and Procedure review
- Quality of off-site visit planning

Consultation arrangements

Staff are able to raise any concerns relating to health and safety directly with the SLT or members of the college's Health and Safety Committee. Concerns relating to maintenance of premises, facilities and equipment can be recorded in the maintenance book or reported directly to the college office. Health and Safety is a regular item on the agenda of staff meetings and staff can use this as a forum to discuss concerns. The college's leadership will communicate information about Health and Safety to staff through staff meetings, briefings and INSET days, as well as by email. These occasions will also be used for health and safety training.

Risk Management

Health and safety will be regularly discussed at staff meetings, and minutes of any discussion and action to be taken, will be kept and passed to the college's Health and Safety Committee via the Health and Safety Co-ordinator (HSC).

The Principal will ensure that generic risk assessments are made and kept under review. All staff will make assessments in areas they are responsible for, and will observe the risk controls that have been determined, in accordance with the college's Risk Assessment policy.

All members of staff undertake to inform the main office of any potential risk as soon as they perceive it. Risk assessments have to be carried out by 'competent' persons. The Principal will determine the criteria for a 'competent' person, but assessing risks in classrooms and teaching lessons is within the competence of a trained teacher.

All staff will use the college's risk assessment template (which can be obtained from the college office or staff handbook), as a means of assessing risks.

Fire Safety

All members of the College will:

- Familiarise themselves with the college's fire safety procedures;
- Ensure that fire doors open as intended and that nothing impedes their opening;
- Ensure that any fire equipment for which they are responsible is properly maintained and checked periodically;
- Know any special fire precautions for equipment and materials that they use;
- Check periodically that the fire notices are on display in their teaching areas;
- Ensure that students know the alarm and evacuation procedure and route from their areas to the assembly area;
- Keep a register of students present in each teaching period; and report to the Principal/main office any hazards likely to cause a fire.
- Direct any visitors to the college to the assembly area in case of fire. Nevertheless, all staff must be aware that visitors will need to be properly supervised.
- Undertake training in the actions to be taken on hearing the fire alarm, as provided by the college.

On-site Vehicle Movement

There is no vehicle movement on this site

Working at height

The college pays regard to the Working at Height Regulations (WAHR) 2005. Falls from height are one of the biggest causes of death or major injury in the workplace. You are working at height if:

- You are working on a ladder or flat roof
- You could fall through a fragile surface.
- You could fall through an opening or hole in the floor.

Before working at height you must work through these simple steps:

- Avoid work at height where it is reasonably practicable to do so;
- Where work at height cannot be avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment;
- Minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated.

In practical terms, staff should not, for example, use furniture such as desks and chairs to gain height to put up displays etc. Correct equipment should be used, such as a kick-step or step ladder. At greater heights staff should call on the help of someone who has had appropriate working at height training.

The Principal must make sure work is properly planned, supervised and carried out by competent people, including creating a risk assessment. This includes using the right type of equipment for working at height. Low-risk, relatively straightforward tasks will require less effort when it comes to planning. The college uses the step-by-step risk assessment flow chart provided by the HSE to evaluate risks: <http://www.hse.gov.uk/pubns/indg401.pdf>

Take a sensible, pragmatic approach when considering precautions for work at height. Factors to weigh up include the height of the task; the duration and frequency; and the condition of the surface being worked on. There will also be certain low-risk situations where common sense tells you no particular precautions are necessary.

What do you need to consider when planning work at height?

The following are all requirements in law that you need to consider when planning and undertaking work at height. You must:

- take account of weather conditions that could compromise worker safety;
- check that the place (e.g. a roof) where work at height is to be undertaken is safe. Each place where people will work at height needs to be checked every time, before use;

- stop materials or objects from falling or, if it is not reasonably practicable to prevent objects falling, take suitable and sufficient measures to make sure no one can be injured, e.g. use exclusion zones to keep people away or mesh on scaffold to stop materials such as bricks falling off;
- store materials and objects safely so they won't cause injury if they are disturbed or collapse;
- plan for emergencies and rescue, e.g. agree a set procedure for evacuation. Think about foreseeable situations and make sure employees know the emergency procedures. Don't just rely entirely on the emergency services for rescue in your plan

Manual Handling, Slips and Trips

Staff receive guidance on appropriate manual handling. Heavy or bulky items should be moved only by staff who have had appropriate training, which may be a site manager or maintenance staff. At all times appropriate equipment, such as a trolley, should be used to move heavy or bulky items. As serious injury, especially to the back, can result from incorrect lifting, staff should familiarise themselves with the correct method of lifting heavy or bulky objects.

Procedures are in place to reduce the risk of injury from slips and trips. The regular Health and Safety tours of the college include a consideration of potential risk of slips and trips, including the checking of external fire escapes. Appropriate signage is put in place to designate wet floors, particularly after cleaning or spillages, and, where necessary, students and staff will be directed to use an alternative route. The college ensures appropriate procedures to maintain, so far as is possible, safe movement around the college grounds in times or snowy or icy weather. This includes;

- A communication protocol to inform parents and students on occasions when the college has to close due to adverse weather conditions
- Designated responsibilities for appropriate clearing and salting/gritting of circulation routes
- Cordoning off/putting out of bounds any areas of the grounds deemed to pose an unacceptable risk of injury
- Consideration of whether any activities or events need to be postponed, cancelled or amended due to weather conditions.

HSE guidance on manual handling can be found here: <http://www.hse.gov.uk/pubns/indg143.pdf>

HSE guidance on manual slips and trips can be found here: <http://www.hse.gov.uk/pubns/indg225.pdf>

HSE guidance on the use of ladders can be found here: <http://www.hse.gov.uk/pubns/indg455.htm>

Safeguarding Students

All staff must be aware of their duty to note and report any suspicions that a student might (however remotely) be subject to some abuse. The college will provide periodic training in the requirements for safeguarding students and in recognising potential problems. Any suspicions should be reported immediately to the college's Designated Safeguarding Lead.

Teaching staff are expected to teach safe practice and risk management to students according to the National Curriculum requirements in their subject, notably in areas such as science, design technology and sport, and also to cover any particular requirements the college may have.

Staff Welfare/Stress

Staff are expected to be concerned for their own health and for the welfare of their colleagues and to provide support for each other. Staff who feel under stress that is more than the normal expected stress of working in the college should report this initially in confidence to the Principal. Staff are also expected to report in confidence any concerns they may have about another member of staff's state of health.

Lone workers

When a member of staff is working alone in the college he/she should ensure that the college's procedure for signing in and communication are observed.

The HSE guidance on lone working can be found here: <http://www.hse.gov.uk/pubns/indg73.htm>

Management of Asbestos

There is no asbestos on the college site

Control of Substances Hazardous to Health (COSHH)

The college is vigilant in relation to requirements for the management of hazardous substances, this includes safe storage of substances and ensuring contractors and staff are aware of their obligations. Data sheets are stored in the same location as the chemicals.

Maintenance of Plant and Equipment

The college has appropriate arrangements to ensure maintenance and servicing of plant and equipment, including the maintenance of appropriate records. This includes periodic testing of electrical appliances (PAT testing). The college's electrical items and also any belonging to staff or students and used in college are subject to this testing regime. Further useful information on PAT testing can be found here: <https://surreyfire.co.uk/pat-testing-explained/>.

The college arranges for a 5-yearly inspection of fixed wiring and attends appropriately to any matters arising in the report.

Minibuses

The college follows the DfE guidance "Driving School Minibuses: Advice for Schools and Local Authorities (2013)" in relation to the use of college minibuses and the selection and qualifications of those entitled to drive them. The guidance can be found here: <https://www.gov.uk/government/publications/driving-school-minibuses-advice-for-schools-and-local-authorities>

Display Screen Equipment (DSE)

Incorrect use of DSE or poorly designed workstations or work environments can lead to pain in necks, shoulders, backs, arms, wrists and hands as well as fatigue and eye strain. The causes may not always be obvious. Health and Safety regulations relating to DSE apply to workers who use this equipment for an hour or more at a time. The college provides a work place assessment for staff to whom this applies and enables staff to undertake training and information as required. Particular care should be taken in respect of staff who are pregnant or have epilepsy. Further guidance on working with display screen equipment can be found here: <http://www.hse.gov.uk/pubns/indg36.htm>.

Guidance on undertaking a DSE assessment can be found here: <http://www.hse.gov.uk/msd/dse/assessment.htm>

Glazing

In accordance with Health and Safety advice, the college undertakes and regularly reviews a glazing risk assessment. Action points arising from the risk assessment are undertaken with appropriate consideration.

Records

Appropriate records of risk management events and issues will be kept by the college office and will be periodically inspected by the college Health and Safety Co-ordinator (HSC), who will report on such matters at each Health and Safety Committee meeting.

Details of the college's RIDDOR reporting process can be found in the First Aid Policy.

Accidents

All accidents involving staff and students MUST be recorded. Staff who are unsure about the system must seek advice from the main office (Registrar). The Lead First Aider, will monitor the accident book regularly, looking particularly for patterns and trends and will report on the college's accident record and other matters of first aid at each Health and Safety Committee meeting.

Student Behaviour

Student misbehaviour is one of the greatest risks to health and safety in any school or college. All staff have a common law and contractual duty to maintain the good behaviour of students and to safeguard their health and safety. Staff must know the college rules that are designed to ensure student safety and participate in ensuring that the rules are obeyed.

Status Review

Staff will contribute to the college's annual health and safety status review. This will be presented annually at the Spring Term proprietor's meeting.

Development Plan

The development of health, safety and security within the college will be part of the college's Development Plan as appropriate.

Responsibilities:

Proprietor

Overall responsibility for Health and Safety rests with the proprietor. The proprietor's effective oversight of the college's Health and Safety is facilitated through regular routines and reporting mechanisms, which include:

- Regular visits to the college and strategies to maintain an up-to-date understanding of regulatory requirements
- An annual two-day in-college review of regulations and compliance
- The proprietor's annual review of safeguarding
- The Principal's termly reports to the Proprietor
- The colleges' reporting to and access to information through the termly governance meetings and the college's Management meetings
- On-going access for consultation on regulatory and health and safety matters
- Governance oversight of the college's Self Evaluation documentation and College Improvement Plan

The Principal in conjunction with other staff members

- Is responsible with the Health and Safety Co-ordinator for the implementation and operation of the policy as it affects their areas of responsibility
- will familiarise themselves with the college's Health and Safety Policy and all regulations and codes of practice relevant to the work in their areas of responsibilities
- will set up and implement safe methods of work
- will apply effectively all relevant health and safety regulations, rules, procedures and codes of practice
- will instruct all staff, students and others under their jurisdiction in safe working practices
- will carry out regular safety inspections of their areas and keep records of those inspections
- will ensure that risk assessments are carried out on any relevant risk and effective measures are taken to control those risks
- will ensure that all plant machinery and equipment is adequately guarded, is in good and safe working order, serviced and maintained according to the manufacturers' schedules and that all reasonably practicable steps are taken to prevent unauthorised or improper use
- will make available appropriate protective clothing and equipment, first aid and fire safety equipment
- will ensure that toxic, hazardous and highly flammable substances are correctly used stored and labelled
- will provide appropriate health and safety information and training to relevant persons
- will report any health and safety concerns to the Health and Safety Coordinator and Health and Safety Committee.

All Members of staff will:

- be responsible to the Principal for the implementation and operation of the policy as it affects their areas of responsibility
- familiarise themselves with the college's Health and Safety Policy and all regulations and codes of practice relevant to the work in their areas of responsibility
- assist the Principal in ensuring that the college environment and practices are as safe as is reasonably practicable
- set up and implement safe methods of work
- apply effectively all relevant health and safety regulations, rules, procedures and codes of practice
- instruct all staff, students and others under their jurisdiction in safe working practices (including fire safety)
- carry out regular safety inspections of their areas and keep records of those inspections

- ensure that risk assessments are carried out on any relevant risk and effective measures are taken to reduce and control those risks
- ensure that all plant machinery and equipment is adequately guarded, is in good and safe working order, serviced and maintained according to the manufacturers' schedules and that all reasonably practicable steps are taken to prevent unauthorised or improper use
- use appropriate protective clothing and equipment, first aid and fire appliances
- ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled
- provide appropriate health and safety information to relevant persons
- keep up to date with developments in their particular field of work; and report any health and safety concerns to the Health and Safety Committee via the Health and Safety Co-ordinator.

Equal Opportunities

In implementing this policy all staff must ensure that the college's policy on non-discrimination and equal opportunities is taken into account. For further information, please refer to the separate Equal Opportunities policy.

Monitoring and Review

The Principal will monitor the progress of the policy. The HSC will liaise with the Principal and report to the Health and Safety Committee to ensure that it remains in line with college policies.

Policy for management, including identification, of visitors into the college site

Reference should also be made to the Guidance on contractors working in college.

Aim

To ensure the safety of students, staff and other adults and young people on the premises.

The standard procedure is for all visitors to enter by the main entrance and to enter their details (name, time of arrival and purpose of visit) in the visitors' book located at the main office. The college secretary, as admitting adult, will take responsibility for the visitor when she is on duty. At other times the Principal (or delegated deputy in his absence) is primarily responsible as 'admitting adult'. The Principal will designate a member of staff to act as admitting adult at times when he knows that the college office staff are unavailable. At no time will students be given responsibility for admitting visitors, although they may assist a member of staff in doing so.

Any member of staff admitting a visitor through any other door, or to any annex to the college, is personally responsible for ensuring that the visitor's details are recorded in the visitors' book.

Particular attention must be paid to this rule if the visitor is not personally known to the member of staff. Staff may enter details for a visitor if they know the visitor.

Unless the admitting adult recognises the visitor and knows his/her business at the college, he or she will establish:

i. The identity of the visitor, through having sight of an appropriate identification document;

- if the visitor is working on site he or she should provide evidence of address and, ideally, official photographic identity (passport, driving licence, work issue card) on or before their first day of work
- if the visitor is a volunteer previously unknown to the college, who will have supervised access to the children he or she should provide an acceptable form of identification

ii. The purpose of the visit before admitting the visitor to the college and will ensure that the visitor enters adequate visitor details in the visitors' book and take that visitor to the person they are visiting.

If in any doubt about the visitor, he or she must ask the visitor to wait outside the front door, ensuring it is secured and inform the office, deputy head or Principal immediately.

Office staff will check the visitors' book during the lunch break and at the end of the college day to establish that all visitors entered in the book have a time of departure against their name, or (if not) that they have not yet left the college. Staff will note in the book details of any visitor where no time of departure has been recorded or for whom no details have previously been entered. The visitors' book will be taken to the assembly point by the college secretary if there is an emergency evacuation of the college in order to conduct a roll call of visitors still on site.

It is the duty of any member of staff to report to the Principal the presence in the college building or grounds of any person of whom they are suspicious, giving the best description they can of any such person. The Principal will keep a written record of such reports and details and will decide on appropriate action (which may include reporting to other schools, the LEA, the police and alerting all staff).

The Principal is responsible for ensuring that the procedures in this policy are followed by all staff. On behalf of the proprietor, the Principal will monitor the carrying out of this policy at least once a year.

Security and Entering the College during College Hours.

Any person arriving at the college for entry will be either;

- i) let in by the secretary having been appropriately identified or
- ii) admitted by a member of staff who will identify the person and escort them to the main office.

All visitors must be directed to the main office.

All visitors must be required to sign the visitors' book, noting date, location, name, time in and out and reason for visit. If arriving by car, details of the registration may be recorded. Visitors are required to wear a badge to confirm their identity and that they have authorisation to be on the premises.

The college will ensure that, in so far as is possible, the security of the grounds and premises is maintained. In addition to the procedures for the admission and supervision of visitors, already noted, this includes;

- ensuring that the college's perimeter provides appropriate measures to limit unlawful entry and student egress
- ensuring that gates, doors and other points of entry and exit are locked and/or monitored as appropriate
- having sufficient members of staff on duty at times of students' arrival and departure
- ensuring appropriate external lighting for safe entry and exit in hours of darkness
- changing door codes at regular intervals or when a code is known or suspected to be known by an unauthorised person.

The DfE produced draft guidance for colleges on security in November 2018. This provides useful information and links for further advice and support. The DfE in N. Ireland produces a useful security survey and risk assessment for colleges: <https://www.education-ni.gov.uk/sites/default/files/publications/de/security-risk-assessment.pdf>

Exceptional Procedures

Any suspicious person will be asked to wait outside whilst a second member of staff is called. Should an adult try to force entry into the college the following guidelines should be followed:

- If practical, the door should be closed upon any such person trying to enter.
- Help or assistance should be called for while any students are instructed to go to their classroom or assembly point and to tell other members of staff that 'a stranger has entered the building'.
- Any member of staff not involved in supervising students should go to provide assistance.
- Supervising staff of younger classes in proximity to point of entry of the unauthorised person should, if possible and thought necessary, take the students quietly away to a more remote location.
- If necessary, the college's lockdown policy will be implemented

The DfE has produced useful guidance on controlling access to school and college premises (November 2018), which can be consulted here: <https://www.gov.uk/government/publications/controlling-access-to-school-premises/controlling-access-to-school-premises>

Violence to Staff

Occurrences of violence towards staff are, thankfully, very rare. However, there may be occasions when a member of staff has to deal with verbal or physical aggression from a parent, visitor, or even a student or a fellow member of staff. Staff are familiar with the college's policy on physical intervention and physical contact, found in the safeguarding policy, and will follow this in the event of any aggression directed towards them by a student.

Where potential aggression, from an adult or a student, may be predicted, staff are instructed to ensure that a member of the college's leadership team attends any planned meeting. Staff also receive guidance on how to manage and diffuse a situation in which verbal or physical aggression occurs, which had not been predicted.

Appendix 1

BUILDING SECURITY AND VISITORS' NOTICE

Welcome to **EDGBASTON COLLEGE**.

Please read and note the following information.

1. Signing in and out: please remember to sign both in and out of the visitors' book.
2. In the event of a fire: the fire alarm will sound and you must evacuate the building as quickly as possible, do not stop to collect belongings.
3. You must go the assembly point via the marked fire escape routes. Please evacuate by the nearest safe exit.
4. In the event of any injury: please inform a member of the office staff.
5. If you should identify a hazard please tell a member of staff.
6. Toilets: staff and visitors' facilities are situated on the ground floor near the garden entry.
7. Badge: you are required to wear a visitor's badge while in college. Please obtain one from a member of staff in the office and remember to return it when leaving and signing out.
8. The College's Designated Safeguarding Lead (DSL) is Jeffrey Guille. If you have any safeguarding concerns during your visit, please report them to the DSL.

Thank you