



HEALTH, SAFETY AND WELFARE POLICY

Introduction

Collingham is required to set out the Health and Safety arrangements in a written Health and Safety policy. DfE Guidance 2014 *Health and Safety Advice on Legal Duties and Powers for Local Authorities, Principals, Staff and Governing Bodies* requires the employer to have:

- (a) a general statement of policy;
- (b) who is responsible for what (delegation of tasks);
- (c) arrangements to establish, monitor and review measures needed to meet satisfactory Health and Safety standards.

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

- (i) the employer (Collingham Limited) is responsible for Health and Safety, although tasks may be delegated to staff;
- (ii) employees also have a duty to look after their own and others Health and Safety. Employers, college staff and others also have a duty under common law to take care of students in the same way that a prudent parent would.

The overall and final responsibility for Health and Safety is that of Collingham Limited. In order to effectively discharge its duties, Collingham Limited has appointed a Board of Directors who in turn have:

- established a Health and Safety Committee, whose Chairman is a member of the Board of Directors; and
- appointed and delegated the day-to-day responsibility for ensuring this and other Health and Safety policies are put into practice by the Health and Safety Manager (HSM) who is Mr James Allder.

The Collingham policy is achieved by the establishment of an effective Health and Safety management system within the college. This involves the implementation of arrangements for the effective planning, organisation, control, monitoring and review of preventative and protective measures. The reporting lines for Health and Safety may on occasions differ in some ways from those reporting lines that are applicable for any other issues and concerns, an example of which are the Safeguarding Child Protection policy and procedures. On matters of Health and Safety, the HSM reports to the Chairman of the Health and Safety Committee.

The HSM, when delegating responsibility for carrying out a particular Health and Safety function to employees, must ensure that the persons are aware of the duty, know how they are expected to perform it, and are provided with any necessary information, instruction, training and supervision and resources (including time). In addition suitable measures for monitoring performance standards must be in place.

General Statement of Health and Safety Policy

Collingham Limited notes the provisions of the Health and Safety at Work etc Act 1974, which places responsibilities on all staff and in so doing conducts its employment in such a way as to ensure, so far as is reasonably practicable, that persons who are and also persons who are not in its employment, but who may be affected by it, are not exposed to unacceptable risks to their Health and Safety. The aim of Collingham Limited is to provide a safe and healthy working and learning environment for staff

and students believing that the prevention of accidents, injury or loss is essential to the effective operation of the college and is part of the education of its students.

The arrangements outlined in this policy statement and the various other safety provisions made by Collingham Limited cannot in themselves prevent accidents or ensure safe and healthy working conditions. This can only be achieved through the adoption of safe methods of work and good practice by every individual. Collingham will take all reasonable steps to identify and reduce hazards to a minimum but all staff and students must appreciate that their own safety and that of others also depends upon their individual conduct and vigilance while on the college premises, or while taking part in college sponsored activities. All areas are maintained under the control of the HSM in a condition that is safe. This includes providing means of access to and egress from the place of work.

With regard to the welfare, health and safety of students in our college, we take into consideration:

- safeguarding arrangements including safe recruitment and recording procedures, effective arrangements for child protection and the training and development of staff so that children can be safe in college;
- All staff are subject to DBS checks;
- procedures to eliminate bullying and promote a safe environment and the prevention and tackling of all forms of bullying and harassment, including cyber-bullying and prejudice-based bullying related to special educational need, sexual orientation, sex, race, religion and belief, gender reassignment or disability;
- the systematic and consistent management of behaviour, including the use and recording of rewards and sanctions, including written policies to promote good behaviour;
- the provision of a safe and secure college environment, including the elimination of potential risks to students' welfare, health and safety both on and off-site, including particular attention, where relevant, to the health and safety of students with priority needs
- the systematic and consistent management of procedures to reduce the risk of fire and comply with fire safety regulations
- how effectively the arrangements for students' care in the event of sickness, accident or injury are implemented
- how our students are supervised during college hours;
- the effectiveness of the college's monitoring and recording systems for students' attendance and punctuality
- the way we teach children how to understand and respond to risk, for example risks associated with extremism, new technology, substance misuse, knives and gangs, relationships (including sexual relationships);
- the views expressed by students, and different groups of students, on welfare, health and safety, respect for, and courtesy towards others and their views on harassment, racism, homophobia and different types of bullying and
- the views of parents and carers, staff, proprietors and others .

We have policies and audit procedures relevant to our responsibilities, duties and arrangements for Health and Safety along with which we have a system for assessing risks on all the tasks and activities we do and the areas and locations we do them in. Where appropriate, controls and procedures are put into place to ensure these risks are as low as reasonably practicable. We have a risk assessment file documenting this.

Responsibility of the Board of Directors:

The Board of Directors of Collingham Limited are ultimately responsible for ensuring the implementation of this policy within Collingham. In particular, they will:

- monitor the effectiveness of the Health and Safety policy and the safe working practices described within it and revise and amend it on a regular basis as necessary;
- prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills to take place at least once a term and for the outcome to be recorded to facilitate improvement;

Collingham is committed to safeguarding and promoting the welfare of our students and expects all staff and volunteers to share this commitment. It is our aim that all students fulfil their potential.

- ensure that all staff and parents are made aware of any risks identified and of the systems and procedures we put in place to deal with these risks;
- make arrangements to draw the attention of all staff employed at Collingham to college and departmental safety policies and procedures together with any other safety guidelines and information issued by the relevant authorities;
- ensure that the Visitors Book which records the arrival and departure of all visitors is completed;
- make arrangements for the implementation of accident reporting procedures and draw these to the attention of all staff at the college as necessary;
- ensure that regular safety inspections are undertaken;
- arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe;
- ensure that any defect in the fabric of the building is attended to immediately or as appropriate, referred to the Board in committee whilst ensuring in the interim that arrangements are made to limit the risk identified;
- monitor through the Health and Safety Manager the activities of contractors, hirers and other organisations present on site as far as it reasonably practical;
- identify any member of staff having direct responsibility for particular safety matters or specifically delegated to assist in the management of Health and Safety at Collingham. Such delegated responsibility must be defined as appropriate;
- identify and evaluate risk control measures in order to select the most appropriate means of minimising risks to staff, students and others, while providing a health and safe environment for students to enjoy learning;
- make themselves familiar with the requirements of the Health and Safety at Work etc Act 1974 and any other Health and Safety legislation and codes of practice that are relevant to the work of the college, in particular the Management of Health and Safety and Work Regulations 1999;
- ensure that all our staff have been carefully selected to meet our requirements for the health, safety and security of the students in our care, including compliance with the Kensington and Chelsea Borough Children Board locally agreed inter-agency procedures and Safer Recruitment in Education guidance and HM Government Guidance in Keeping Children Safe in Education September 2016;
- provide employees with information, instruction, safe working practices, supervision and training to ensure they are competent to carry out their tasks;
- minimise cases of injury and work related ill health and to investigate accidents and incidents that might have resulted in harm to employees;
- seek support from and consult with employees on matters concerning their Health and Safety;
- provide safe equipment, safe play areas, safe access and egress and maintain them in good order;
- have a clear understanding on actions to take in the event of any emergencies;
- train all staff in the particular Health and Safety issues that affect students;
- ensure that activities undertaken by the college both on and away from college site are risk assessed and safely managed;
- adopt and maintain an effective policy, organisation and arrangements for the provision of Health and Safety throughout the college;
- comply with the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)*;
- hold regular meetings that include Health and Safety as a fixed agenda item;
- ensure duty rotas take into consideration both regulatory and best practice staffing ratios for the age range of the college community (Year 10 -Year 13); and
- ensure specific controls and procedures are in place for the safety of the students in our care from the point of arrival to the point at which they depart.

Duties of the Chairman of the Health and Safety Committee

The Board of Directors has established a Health and Safety Committee whose Chairman is a member of the Board of Directors. The Chairman has a particular responsibility for Health and Safety matters

at Collingham, including ensuring adequate representation of staff on the Health and Safety Committee.

Duties of the Health and Safety Manager (HSM)

The Board of Directors delegates day to day responsibility for Health and Safety matters to the Health and Safety Manager (HSM). The HSM acts as the focal point for day to day references on safety and gives advice; indicates sources of advice, obtaining, where necessary, external advice. The following which is not an exhaustive list includes:

- implementing, monitoring and developing this policy within Collingham;
- monitoring general advice given by appropriate authorities on safety matters and advise on its implementation at Collingham along with co-ordinating arrangements for the design and implementation of safe working practices within Collingham;
- investigating any specific Health and Safety problem identified within Collingham and taking or recommending remedial action as appropriate such as a method of working ceasing on Health and Safety grounds on a temporary basis subject to further consideration by the Board of Directors;
- ensuring that regular safety inspections of Collingham and its activities are carried out, with recommendations on methods of solving any problems identified;
- ensuring that staff control of resources, both financial and other, giving due regard to safety co-ordination arrangements for the dissemination of information and instruction of employees, students and visitors on safety matters and to make recommendations on the extent to which staff are trained;
- monitoring the Health and Safety policy, ensuring that the Board employees and other persons involved with the college have knowledge of it and are carrying out their duties in accordance with it;
- keeping up to date with current legislation and informing other staff and volunteers as appropriate;
- making the arrangements and ensuring implementation of the annual regulatory and best practice Health and Safety inspections;
- producing, implementing and monitoring Health and Safety procedures, including a risk assessment strategy, emergency plans and the collating of accident and incident information;
- organising regular fire drills, recording them formally in the Fire Drill File which is kept in reception along with ensuring that the fire drill instructions are in all rooms;
- ensuring that all Fire Safety policies and procedures are implemented including the external and internal fire safety audits and inspections;
- involving, via the academic staff, students in the Health and Safety of the college;
- ensuring that regular visitors observe the college's safety rules;
- familiarising visitors with college's Health and Safety rules as part of their induction;
- have a clear understanding on actions to take in the event of any emergencies.

Additionally, the HSM is also responsible for:

- ensuring that the *Safety Law Poster* that summarises our responsibilities are kept up to date and posted in the reception area, and elsewhere as is appropriate;
- ensuring the *Health and Safety Organisational Chart* is kept up to date and is placed in appropriate locations around the premises, along with updating the Health and Safety notice board in the staff room;
- liaising with external contractors on matters of Health and Safety.

Responsibilities and Duties of all Staff towards students and others in their care

The Health and Safety at Work etc Act 1974 states:

‘It shall be the duty of every employee while at work to:

- (a) to take reasonable care for the Health and Safety of himself and of any persons who may be affected by his acts or omissions at work, and

(b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.'

The Act also states:

'No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the relevant statutory provisions.'

In addition, teachers and other staff in colleges have a common law duty to act as any prudent parent would do when in charge of students. All staff will make themselves familiar and ensure compliance with the requirements of the Health and Safety at Work etc Act 1974 and any other Health and Safety legislation and codes of practice relevant to their work.

All members of staff are responsible for the Health and Safety arrangements in relation to staff, students, volunteer helpers and visitors under their supervision. In particular, they must monitor their own work activities and take all reasonable steps to:

- exercise effective supervision over all those for whom they are responsible;
- be aware of and implement safe working practices and personally set a good example;
- identify actual and potential hazards and introduce procedures to minimise the possibility of mishap;
- ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards;
- provide written job instructions, warning notices and signs as appropriate;
- provide appropriate protective clothing and safety equipment as necessary and ensure that it is used as required;
- minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process;
- evaluate promptly and, where appropriate, take action on criticism of Health and Safety arrangements;
- provide the opportunity for discussion of Health and Safety arrangements;
- investigate any accident or incident where personal injury could have arisen and take appropriate corrective action;
- provide for adequate instruction, information and training in safe working methods and recommend suitable 'off the job' training;
- where private vehicles are used to transport students to and from college functions, staff must ensure that child restraints and seats appropriate to the age of the students concerned are used. Staff must also ensure that their private motor insurance is endorsed to permit carriage of students and;
- where any member of staff considers that corrective action is necessary but that action lies outside the scope of their authority, they should refer the matter to the HSM.

All employees will, so far as is reasonably practicable:

- take reasonable care for Health and Safety of themselves and of any person who might be affected by their acts or omissions at work;
- co-operate with the Board, HSM and other relevant authorities in meeting statutory requirements, not interfere with or misuse anything provided in the interests of health, safety and welfare;
- make themselves aware of all safety rules, procedures and safe working practices applicable to their posts, when in doubt they must seek immediate clarification from the HSM;
- ensure that tools and equipment are in good condition and report any defects to the HSM;
- use the correct equipment and tools for the job and any protective equipment, protective clothing or safety devices that may be supplied;
- ensure that offices and classrooms are kept tidy and clean;

- ensure that any accidents, whether or not an injury occurs and any potential hazards are reported immediately to the HSM;
- be familiar with this Health and Safety policy and all safety arrangements including those for fire, first aid and other emergencies as laid down by the Board;
- ensure that Health and Safety regulations, rules, routines and procedures are being applied effectively;
- carry out/be aware of hazard identification and risk assessments as appropriate for their area of work;
- take part in Health and Safety training as required;
- inform their Head of Department or HSM if there is any reason they are unable to perform any task without undue risk (e.g. illness, incapacity, etc.);
- only undertake any task for which they have been trained and are competent or confident of undertaking safely. If they are in any doubt they must seek further advice;
- take reasonable care of their own Health and Safety and that of any other persons (staff, students, visitors, etc.) who may be affected by their acts or omissions at work;
- to observe standards of dress consistent with safety and/or hygiene;
- to exercise good standards of housekeeping and cleanliness;
- to know and apply the emergency procedures in respect of fire and first aid;
- co-operate fully, as a legal duty, with their employer on Health and Safety matters, including following safe systems of work and not interfering with or misusing anything provided for their health, safety or welfare;
- ensure that all tools, plant, machinery and equipment are adequately guarded, are in good and safe working order and are not used by unauthorised persons or in an improper manner;
- ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled in accordance with their written risk assessment;
- report any defects that they observe in the premises, plant, equipment and facilities and take action to ensure no one is put at risk;
- report all accidents and near misses immediately, whether injury is sustained or not, using the appropriate procedure, and recording these events in the Accident Book;
- promote and achieve high standards of Health and Safety and suggest improvements and ways and means of reducing risks;
- use and not wilfully misuse, neglect or interfere with things provided for his own safety and/or the safety of others; co-operate with other employees in promoting improved safety measures in their college to co-operate with the appointed safety representative and the enforcement officer of the Health and Safety Executive or the Public Health Authority;
- act as a prudent parent when in charge of students, as they have a duty to under common law.

Whenever an employee is aware of any possible deficiencies in Health and Safety arrangements, he/she must draw these to the attention of the HSM. **All members of Staff will be asked to sign a form annually to indicate they have read and will comply with the Health and Safety procedures of Collingham.**

Standard Working Practices

Our standard working practices also include:

- ensuring that the registration book to record the arrival and departure all visitors is completed;
- ensuring all staff are trained in the particular Health and Safety issues that affect students;
- ensuring all employees are in receipt of the Health and Safety Policy prior to commencing their employment or voluntary support for the college;
- arranging and encourage audits, fire risk and safety inspections from external authorities in order to check that what we are doing and the way we are doing it is right;
- ensuring registers are kept of students attending;
- overseeing our own system of regular checks and monitoring procedures to ensure that our Health and Safety arrangements are maintained in an effective manner;

- ensuring the college has direct access to sources of competent people and up to date guidance in all matters of Health and Safety;
- making arrangements, where appropriate, for the training of various persons to assist in carrying out the requirements of the College's Health and Safety Policy and Procedures;
- ensuring specific controls and procedures are in place for any external visits or outings anywhere, including emergency contact/medical details for each student;
- ensuring specific controls and procedures are in place for ensuring that students do not have access to any medicines, foods or drinks to which they are allergic. Details of these are kept on the list of students with medical conditions. This list is kept in the Front Office and teachers are encouraged to check it on a regular basis;
- ensuring all visitors wear badges when on college premises.

Risk Assessment

- Health and Safety law often refers to risk assessment and risk management. These are the terms used to describe the process of thinking about the risks of any activity and taking steps to counter them.
- The HSM will ensure that regular written risk assessments are undertaken of premises, methods of work and all college sponsored activities. These must be reviewed following changes in circumstances or personnel or in accordance with agreed timetables. In high-risk areas, risk assessments should be reviewed termly. In other activity areas, establishments should review risk assessments on a bi-annual basis.
- Written risk assessments will identify all defects and deficiencies together with the necessary remedial action or risk control measures.
- The results of all risk assessments will be reported by the HSM to the Board of Directors who will prioritise issues and assign resources to undertake remedial/control measures where required.

All students are expected, within their expertise and ability to:

- Exercise personal responsibility for the safety of themselves and their fellow students
- Observe standards of dress consistent with safety and/or hygiene, this would preclude unsuitable footwear, clothing and articles considered dangerous
- Observe all the safety rules of Collingham and in particular, the instructions of teaching staff in the event of an emergency

The Curriculum

We teach the students about Health and Safety in order to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate students in this regard in the normal college curriculum. We teach students respect for their bodies and how to look after themselves. We discuss these issues with the students in Personal, Social, Health Education (PSHE); reinforcing these points in science, where students also learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons. Health and Safety issues also arise when we teach care for the environment and awareness of the dangers of litter. Our college promotes Spiritual, Moral, Social and Citizenship education. Each class has the opportunity to discuss problems or issues of concern with their teacher.

Child protection

If any teacher suspects that a child in their class may be the victim of abuse, they should immediately inform the Principal and/or the college's Designated Safeguarding Person (DSP) about their concerns. It is the Board's policy for the college to comply with the London Borough of Kensington and Chelsea Child Protection Procedures. We require all adults working in the college to comply with the Safer Recruitment Procedures.

Supervision of students

In addition to this being built in to the day-to-day working practices at Collingham, we also have a separate policy that clearly states the college's approach. We make professional judgements taking

into the consideration the age of the students and activities in which they are engaged. No student is to be allowed unattended into areas of the college which could be deemed hazardous and classrooms where hazardous substances or equipment is stored for teaching purposes will be used solely for the purpose of teaching lessons and remain locked at all other times.

Behaviour of any person on the college premises

Our College has a written policy setting out the behaviour expected of all people on the premises and the procedures that will happen when the college wishes to restrict a person's access to college premises because such a person is causing a nuisance or disturbance. A person who has been banned from entering college premises is trespassing if he or she does so without permission.

Theft or other criminal acts

The Principal and the HSM will investigate any incidents of theft involving students. If there are serious incidents of theft from the college site, the Principal or the HSM will inform the police and record the incident in the incident book. Should any incident involving physical violence against a teacher occur, this must be reported to the Principal immediately.

Arrangements for the Comfort and Well-Being of Students and Staff

The following arrangements are specifically put in place to try to ensure that students are as happy and comfortable as possible whilst on our premises. We also like to make sure that our staff have the right environment in which to teach and supervise.

- Our premises are kept warm during cold weather through the use of easily adjustable, safe heating systems.
- Our windows are designed to be safe and to allow sufficient light through to provide a bright and cheerful environment.
- Our floors are designed to minimise the likelihood of slips and trips and are regularly checked to make sure they are free from obstacles along walkways and are not damaged.
- Our hot water supply is maintained at a temperature to prevent accidental scalding.
- We have a separate lockable room for the storage of any items we consider to be potentially harmful if accessed by students. Likewise, lockable cabinets for smaller items.
- We have safe and sufficient ventilation to maintain a fresh atmosphere in the building.
- All students are encouraged to drink water and fresh water is available at all times. Drinking water taps are identified.
- We have a disabled toilet

Key Elements to our Health and Safety Policy

The following Sections of this Policy support our college in the effective management of the Welfare Health and Safety of all people at our college.

Staff Training in Health and Safety, including Risk Assessment

Staff training is provided when appropriate in both generic and specific areas with reference to risk assessment, first aid, fire safety, educational visits, curriculum specific activities and COSHH. Newly appointed employees could be vulnerable to any risk and therefore the line manager will ensure that all relevant Health and Safety matters are drawn to their attention at an early stage.

Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards and wherever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards.

Consultation arrangements with employees

Staff are informed of updates with regard to health and safety through e-mail and at staff meetings and, in the case of immediate changes, staff are consulted individually by the Health and Safety Manager.

Recording and Reporting accidents to staff, students and visitors

The HSM Ensures that Collingham complies with the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)* under which Collingham is required to report to the Health and Safety Executive (telephone: 0845 300 99 23):

- Deaths;
- Major injuries;
- Over-seven-day injuries;
- An accident causing significant or multiple injury to students, members of the public or other people not at work; and
- A specified 'dangerous occurrence', where something happened which did not result in an injury, but could have done - a 'near miss'.

Off-site Visits, Including Residential Visits and College-Led Adventure Activities

With reference to our off-site activities:

- We always ensure adequate staffing ratios at all times.
- We ensure parents are always informed of all forthcoming plans for events on our premises.
- We ensure that our staff have access to all the equipment needed when we go on outings and that they use a checklist each time to ensure nothing is forgotten.
- All staff undertaking college trips make the appropriate risk assessment prior to the visit in liaison with HSM.
- We always ensure we have means of communication with us during outings and a list of appropriate telephone numbers for contacting the right people whenever required.
- Whenever we require vehicles to transport students anywhere, we only use approved and licensed contractors that operate vehicles that conform to all the safety standards.
- We ensure that any drivers of coaches etc that are required to transport the students on any outings are competent and trustworthy drivers and that the vehicles are properly equipped with safety seatbelts. We instruct the students to use seat belts at all times when the bus is moving.

Dealing with Health and Safety Emergencies: Procedures and Contacts

The procedures for Fire and Emergency evacuation are displayed in every classroom and in prominent positions around Collingham. These procedures are updated on a regular basis and dated to indicate the latest update. The log book for recording and evaluation of practice and evacuation drills will be held securely at Reception. The HSM has overall responsibility for implementing the evacuation procedure if an emergency were to occur. The college has a Crisis Management Policy detailing procedures that will be followed in the event of a major incident. It also has a Business Continuity Plan that outlines an action-plan that would be put in place in the event that the college is not able temporarily to continue to operate effectively from its current premises.

First Aid, Medication and supporting Medical Needs

Please refer to the college's separate First Aid Policy. Collingham has in place:

- practical arrangements at the point of need;
- the names of those qualified in first aid and the requirement for updated training every three years;
- having at least one qualified person on site when students are present;
- showing how accidents are to be recorded and parents informed;
- access to first aid kits;
- arrangements for students with particular medical conditions (for example, asthma, epilepsy, diabetes);

- hygiene procedures for dealing with spillage of body fluids and
- guidance on when to call an ambulance.

At Collingham:

- First Aid box is held at Reception and other key area. Portable boxes are available from Reception for off site visits and where needed;
- The names of all qualified First Aiders will be circulated to all staff and a copy held at Reception.
- The accident book for injuries and the procedures to be followed are clearly outlined in the First Aid policy;
- A written record will be kept of all first-aid administered either on the college premises or as a part of a college related activity; and
- The arrangement for First Aid for sports, outdoor pursuits and field trips are the responsibility of the Party Leader and supervising staff.

If a pupil requires medication whilst in the care of the college, the parent should notify the college and ask permission for the medication to be brought in. The safekeeping and administration of medication is in accordance with the college policy.

College Security

While it is difficult to make the college site totally secure, we will do all we can to ensure the college is a safe environment for all who work or learn here. We require all adult visitors to the college who arrive in normal college hours to sign the visitors' book in the reception area, and to wear an identification badge at all times whilst on the college premises. Staff must report to the college office immediately any visitor who is not identified with a college badge. If any adult working in the college has suspicions that a person may be trespassing on the college site, they must inform the Principal immediately. The Principal will direct any intruder that they must leave the college site straight away. If this does not occur, the Principal will contact the police immediately.

Manual Handling

The College has in place comprehensive procedures for manual handling. An action plan has been established to make sure that loads are managed safely and appropriately. All members of staff are aware of the regulations regarding *The Use of Force to Control or Restrain Children* as set out in Education Act 1996. Teachers in our college do not hit, push or slap children. Staff only use Positive Physical Intervention with children to prevent them injuring themselves or others, damaging property or committing a criminal offence.

Slips and Trips

All injuries, accidents, and dangerous occurrences will be recorded. The First Aider or supporting teacher will fill in an incident and accident report form for every serious or significant accident that occurs on or off the College site if in connection with the College. This will be kept by the College Office. Records should be stored for at least three years or if the person injured is a minor.

Management of Asbestos

An Asbestos survey has been undertaken with recommendations implemented. The college complies with the regulatory requirements for the management of asbestos.

Control of Hazardous Substances

The implications to COSHH applied at Collingham where both records and working practices reflect the seriousness in which Collingham implements its policy and procedures in the care and maintenance of premises, the delivery of the curriculum (including science laboratories) and administrative functions.

Working at Height

Any situations where work may need to be carried out at height are in consultation with our Health and Safety Manager.

Collingham is committed to safeguarding and promoting the welfare of our students and expects all staff and volunteers to share this commitment. It is our aim that all students fulfil their potential.

Selecting and Managing Contractors

When the premises are used for purposes not under the direction of the Principal then, subject to the explicit agreement of the Board, the person in charge of the activities for which the premises are in use will have responsibility for safe practices as indicated in the Responsibilities/Duties of the HSM. The Board note their residual responsibility for the control of premises and will take all reasonable steps to ensure that such persons detailed above comply with the terms of this Policy. The Board or their designated representative will seek to ensure that contractors conduct themselves and carry out their operation in such a manner that all statutory and advisory safety requirements are met at all times.

All contractors who work on the premises are required to ensure safe working practices by their own employees under the provisions of the Health and Safety at Work etc Act 1974 and must pay due regard to the safety of all persons using the premises in the accordance with this Act. In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Board or their representative will take such actions as are necessary to prevent persons in their care from a risk or injury. The Board will draw the attention of all users of the premises (including hirers and contractors) to Section 8 of the Health and Safety at Work etc Act 1974, which states that no person shall intentionally or recklessly interfere with, or misuse, anything which is provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions.

When the premises or facilities are being used out of normal college hours for an activity then, for the purposes of this policy, the organiser of that activity, even if an employee will be treated as a hirer and comply with the requirements of this section. When the premises are hired to persons outside the 'employ' of the Board, it will be a condition for all hirers and others using the premises or facilities, that they are familiar with this policy, that they comply with all safety directives of the Board and that they do not, without the prior consent of the Board:

- Introduce equipment for use on the college premises
- Alter fixed installations
- Remove fire and safety notices or equipment
- Take any action that may create hazards for any persons using the premises

For Health and Safety purposes the college must be notified by the person arranging the Works, at least two weeks in advance, of the following:

- the delineated area of the Works – including the associated adjacent area which, for Health and Safety reasons, forms the operating area of the contractor – hereafter and for the purposes of the contract termed 'the site';
- the scope of the Works
- the name of the Contractor undertaking the Works;
- the dates and times of operations at the college.

For the duration of the Works the cleanliness of the site and the Health and Safety of all persons affected by the operations on the site are the responsibility of the Contractor undertaking the Works who must ensure that the college is indemnified against the Works. Access to and from the site is the responsibility of the Contractor undertaking the Works.

Maintenance and testing of Equipment and Facilities

The following arrangements are specifically put in place to look after all the equipment we have on our premises and any equipment that we may wish to hire or purchase.

- Maintenance (and, where necessary examination and testing) of plant and equipment such as electrical equipment, local exhaust ventilation, pressure systems, gas appliances, lifting equipment and glazing safety)

- All our electrical equipment and installations are checked by competent persons or organisations to ensure their intrinsic safety.
- Our gas heating boiler and gas supply lines are regularly checked by competent persons or organisations to ensure their intrinsic safety. Access to these is strictly controlled to prevent any accidental access by students.

Fire Safety

In accordance with the 'Fire Safety Order' (2005) Collingham undertakes a fire risk assessment (formally recorded and regularly reviewed so as to keep it up to date) and our Proprietors comply with the additional duties to:

- produce a fire risk (prevention) policy which includes the elimination or reduction of risks from dangerous substances;
- develop fire procedures and provide staff training (repeated periodically where appropriate);
- ensure the safety of staff or anyone else legally on the premises;
- carry out fire drills and contact emergency services when necessary;
- appoint one or more competent persons (with sufficient training, experience and knowledge) to assist in taking preventative and protective measures (including fire-fighting and evacuation);
- have a suitable system for the maintenance of: clear emergency routes and exits (with doors opening in the direction of escape), signs, notices, emergency lighting where required, fire detectors, alarms and
- extinguishers (with the maintenance being a 'competent person' (such as, ISO 9001 certified or BAFE approved); and
- provide staff and any others working on the college site with fire safety information also requiring staff to take reasonable care.

The 'responsible person' at Collingham keeps records of the following: (i) the fire risk assessment and its review; (ii) the fire risk (prevention) policy; (iii) fire procedures and arrangements; (iv) training records (v) fire practice drills; (vi) certificates for the installation and maintenance of fire-fighting systems and equipment

Non-Smoking

The college is a non-smoking establishment. We do not allow smoking on college grounds.

Alcohol

Alcohol may not be brought onto the premises by staff or students except for designated staff / parents evenings with the express permission of the Principal. Staff or students clearly under the influence of alcohol will be sent home and disciplined.

Arrangements for Hygiene

- Our toilet facilities are cleaned on a daily basis and facilities are provided for washing and drying
- We provide all protective clothing and equipment as necessary when dealing with any issues of hygiene or cross-contamination, including suitable disposal facilities where appropriate.
- All food and drink kept on the premises is stored safely and appropriately. Our refrigerators are kept clean and at a temperature recommended for safe storage. It is checked on a daily basis.

Lettings and Hirers:

The Board must ensure that:

- the means of access and egress are safe for the use of hirers and that all plant and equipment made available to and used by the hirer is safe;
- fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness;
- hirers of the building are briefed about the location of the telephone, fire escape routes, fire alarms and fire-fighting equipment. Notices regarding emergency procedures should be prominently and clearly displayed;

Collingham is committed to safeguarding and promoting the welfare of our students and expects all staff and volunteers to share this commitment. It is our aim that all students fulfil their potential.

- hirers using any equipment or facility provided by Collingham are familiar with its safe use and if necessary, briefed accordingly;
- arrangements are made for checking the security and condition of the premises and equipment used after vacation by the hirer or their staff;
- hirers comply with all college policies as described in the letting agreement (e.g. in relation to smoking, substance abuse, alcohol, and so on.) and;
- hirers adhere to the capacity figures detailed on any lettings documentation.

Legal Status:

- Prepared with regard to Health and Safety at Work etc Act 1974 and associated amendments and regulations including any relevant supporting documents.
- The Management of Health and Safety at Work Regulations 1999.
- The Regulatory Reform (Fire Safety) Order 2005
- Prepared with regard to the Equality Act 2010, Race Relations Act 1976, Race Relations Amendment Act 2000, Sex Discrimination Act 1986, Children's Act 1989 and Special Educational Needs and Disability, Act 2001.
- Health and Safety Executive (HSE) *School trips and outdoor learning activities - tackling the health and safety myths* (HSE July 2011).
- Regulatory Requirements, Part 3 Welfare, Health and Safety of Students and Part 5 Premises and Accommodation of the Education (Independent School Standards) (England) (Amendment) Regulations.
- Accidents and ill health at work are reported in accordance with the *Reporting of Injuries, Diseases and Dangerous Occurrences* 2013 (RIDDOR) legislation www.hse.gov.uk/riddor Tel: 0845 300 9923.
- Health and Safety: Advice on legal duties and powers (DfE: 2014)
- The College has regard to Government recommended guidance and advice from the Outdoor Education Advisers' Panel (OEAP) on school trips and offsite activities

Applies to:

- The whole college along with all activities provided by the college, including those outside of the normal college hours;
- All staff (teaching and non-teaching) and the directors working in the college.

Related Documents:

- General Statement of Health and Safety Policy Summary, Health and Safety Poster (displayed)
- Educational Visits and Offsite Activities Policy
- Health, Safety and Welfare Procedures, Risk Assessment Policy
- Safeguarding Children - Child Protection, Safer Recruitment, Anti Bullying Policies, E Safety
- Behaviour Discipline and Sanctions Policy
- First Aid and Medication Policies

Availability:

- The Health and Safety Policy, along with relevant procedural documents, are provided either in hard copy or electronically to all new employees and volunteers before commencing work at Collingham. They are required to state that they have read and understood such documents and confirm this by signing the *Policies Register*.
- This policy is made available to parents, staff and students in the following ways: via the College website, within the Parents Policies Folder in the reception area, and on request a copy may be obtained from the College Office.

Monitoring and Review:

- The Board of Directors undertake a formal review of the Health and Safety Policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than two years from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.
- Where any changes, amendments or additions are made, the revision number will change. Reviews that result in no changes at all will maintain the same revision number.

Signed:

Date: February 2018

Dr Sally Powell
Principal

Robert Marsden and Edward Browne
Board of Directors