



The City of Leicester College
A Specialist Business & Enterprise College

HEALTH & SAFETY POLICY 2014

	TO BE REVIEWED BY GOVERNORS' LEADERSHIP COMMITTEE
Reviewed in:	May 2014
Next Review Date:	May 2016

1. HEALTH & SAFETY POLICY STATEMENT

- 1.1 The aim of the Governing Body is to provide a safe and healthy working and learning environment for staff, students and visitors to the school. The Governing Body believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its students.
- 1.2 The Health and Safety at Work etc. Act 1974 imposes a duty of care on employers and employees in the workplace. The Governing Body will ensure, so far as is reasonably practicable, that persons who are not in our employment, but who may be affected by it, are not exposed to unacceptable risks to their health and safety. The Governing Body accepts that it has a responsibility to take all reasonably practicable steps to ensure the health, safety and welfare of students, staff and others.
- 1.3 The Governing Body believes that only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. The Governing Body 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 on their own individual conduct and vigilance whilst on the school premises, or while taking part in school activities.
- 1.4 The Governing Body will ensure as far as is reasonably practicable, compliance with all current and future Health and Safety legislation. They note the provisions of the Health and Safety at Work etc. Act and in particular, the duty of every 'employer' to conduct their business in such way as to ensure, as far as is reasonably practicable, that persons who are and also persons who are not in their employment, but who may be affected by it, are not exposed to unacceptable risks to their health and safety. The governing body accepts that it has a responsibility to take all reasonably practicable steps to ensure the health, safety and welfare of staff and others
- 1.5 The Governing Body through delegated powers will promote, establish and consolidate such measures as are reasonably practical to foster safety, health and welfare at work of all employees, students and other users of the school premises.
- 1.6 The Governing Body will review this policy statement annually and update, modify or amend it as considered necessary to ensure the health, safety and welfare of staff and pupils/students.

Signed _____
On behalf of the Governing Body

Date _____

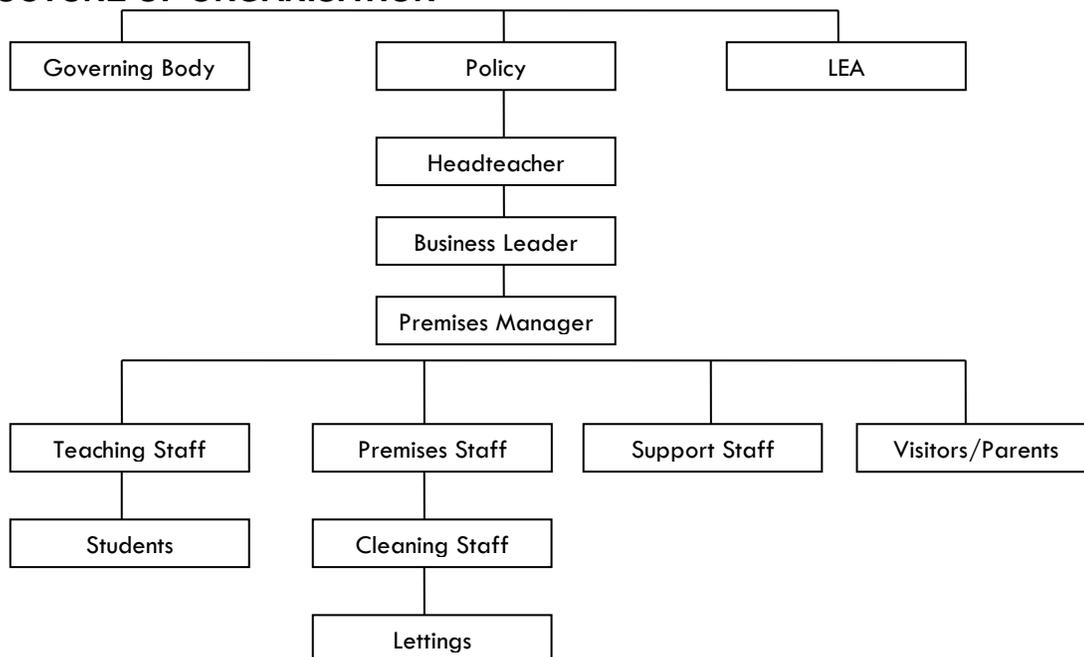
Signed _____
Headteacher
Date of Review _____

Date _____

2. ORGANISATION

- 2.1 The following section details how the City of Leicester College is organised for the management of health and safety by the establishment of responsibilities, accountabilities and duties which are designed to promote a positive health and safety culture. It will aim to ensure that all within the organisation are committed to the operation of safety management systems and thereby the health, safety and welfare of all staff, students and visitors.
- 2.2 Individuals or groups will be allocated responsibilities and duties in respect of the management of health and safety within the college.
- 2.3 Governors are responsible for monitoring compliance with statutory requirements and with the Local Authority school safety policy. As such governors are required to ensure that the management structure detailed below is documented, implemented and effective. They are also responsible for creating an effective organisation for the management of health and safety.
- 2.4 Health and safety will feature as a regular agenda item at governors' meetings. The Operations committee has Health and Safety as a standing agenda item to monitor and evaluate the health and safety policy and ensure that any necessary changes are made.
- 2.5 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 the work of the school and also the particular area in which they work.

STRUCTURE OF ORGANISATION



3. RESPONSIBILITIES/DUTIES OF THE GOVERNING BODY

- 3.1 Governors are responsible for monitoring compliance with statutory requirements and with the Local Authority school safety policy. As such governors are required to ensure that the management structure detailed above is documented, implemented and effective.
- 3.2 Health and safety will feature as a regular agenda item at governors' meetings, receiving reports from the Operation committee. The committee is responsible for ensuring that the terms of reference are in place.
- 3.3 Reports on health and safety will be received from the Headteacher and any of the following as appropriate:
- The Local Authority's Health and Safety Adviser (new initiatives/local advice).
 - The school health and safety committee.
 - Union safety representatives.
 - The school nurse or doctor.
- 3.4 The Governing Body will, so far as is reasonably practicable, provide:
- Adequate allocation of resources, including time, for work and activities with implications for health and safety to take place.
 - A safe environment for staff, pupils/students and visitors to go about their various activities.
 - Adequate welfare facilities.
 - Necessary safety and protective equipment and clothing.
 - Safe plant, equipment and systems of work.
 - Safe arrangements for the handling, storage and transport of articles and hazardous substances.
 - Supervision, training and instruction so that all staff and students can perform their activities in a safe and healthy manner.
 - The opportunity for all staff to receive health and safety training appropriate to their duties and responsibilities. This should be given before an employee commences any relevant work. Wherever training is required by statute, or considered necessary for the safety of staff, students and others, the Governing Body will ensure that such training is provided. Students will receive such training as is considered appropriate to the

school-related activities that they carry out. Records will be kept of all training. Staff/student training will be regularly updated.

- The following health and safety reports:
 - Information to parents via the minutes of normal meetings or as appropriate
 - On other occasions, as appropriate, and in response to specific concerns.

3.5 The Governing Body, so far as is reasonably practicable and in consultation with the Head teacher, will:

- Make itself 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 school, in particular the Management of Health and Safety at Work Regulations.
- Adopt and maintain an effective policy, organisation and arrangements for the provision of health and safety throughout the school.
- Identify and evaluate risk control measures in order to select the most appropriate means of minimising risks to staff, students and others.
- Set standards and ensure responsibility is assigned for:
 - Reporting accidents.
 - Recording and investigating accidents.
 - Establishing and participating in the school health and safety committee (including Governing Body representation).
 - Undertaking, recording and reviewing risk assessments, especially with regard to:
 - Potential accidents.
 - Health hazards.
 - School sponsored on and off site activities.
 - Students and their behaviour.
 - Monitoring adherence to health and safety standards.
 - Reviewing documentation and distributing information from the Local Authority etc.
 - Carrying out inspections.
 - Providing health and safety training.
 - Providing first-aid.
 - Dealing with emergencies.
 - Supervising storage facilities.
 - Dealing with waste disposal.
 - Monitoring housekeeping standards.
 - Dealing with complaints on health and safety.

- Purchasing and maintaining equipment.
- Testing of plant and equipment to ensure it is safe.
- Carrying out minor repairs to doors, fences, windows etc.
- Organising security and fire protection arrangements.
- Implementing risk control measures.

3.6 So far as is reasonably practicable, the Governing Body, through the Head teacher, as Key Manager, will make arrangements for all staff, including temporary and voluntary staff and helpers, to receive a copy of this policy and comprehensive information on:

- All other relevant health and safety matters.
- The instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

3.7 Where the Local Authority or the governors delegate responsibility for carrying out a particular health and safety function to an employee, they must ensure that the person is aware of the duty, knows how he/she is expected to perform it, and is provided with any necessary information, instruction, training and supervision and resources (including time). In addition suitable measures for monitoring performance standards must be put in place.

3.8 Governors are directly responsible for safety management/compliance during lettings and ensuring that premises, equipment and substances are safe and without risk to health.

3.9 Where the Governing Body awards contracts independent of the Local Authority such as cleaning, catering services and building works, etc. – it will give proper consideration to the health and safety aspects before the tendering of any such contract takes place and will satisfy themselves that successful contractors comply with all relevant safety legislation.

4. RESPONSIBILITIES/DUTIES OF THE HEALTH & SAFETY GOVERNOR

4.1 The Health and Safety Governor will ensure that Health & Safety is included as a regular agenda item at Governors' meetings. They should satisfy themselves that the Policy is being implemented and safety performance satisfactory by:

- Ensuring that physical controls are in place and working
- Ensuring that staff are carrying out duties allocated to them
- Ensuring that review procedures are working

4.2 The Health and Safety Governor will liaise on matters of Health and Safety

between the Governing Body and the Business Leader, who co-ordinates health and safety duties on behalf of the Headteacher.

4.3 The Health and Safety Governor will also lead on:

- Monitoring accident reports
- Carrying out health and safety inspections of certain areas
- Checking that maintenance reports are completed appropriately
- Monitoring complaints and hazard reports from staff, pupils, students and parents
- Receiving and monitoring the Health & Safety Committee minutes and actions.

5. RESPONSIBILITIES/DUTIES OF THE HEALTH AND SAFETY COMMITTEE (staff consultative arrangements)

5.1 Staff have a legal right to be consulted about health & safety matters and can make significant contributions towards achieving safe conditions at work. City of Leicester College has established a Health & Safety Committee.

5.2 The main function of the health & Safety Committee is to consult with employees on health and safety matters that may affect them, formulate and encourage implementation of health and safety arrangements and bring to light deficiencies in health and safety which arise, with a view to resolving them and to review measures taken to ensure the health & safety of employees. This will be done by analysing accident figures, monitoring safety arrangements and making appropriate safety recommendations to the key manager

5.3 Representation on this committee will cover all appropriate areas of work or special hazards. As a group, the nominated safety representatives of each accredited trade union or staff association will be entitled to a place on the committee and shall decide amongst themselves which individuals should sit on the committee. The Safety Committee will report to the Headteacher, the Governing Body and/or the Children and Young People's Services Safety Committee as appropriate.

Functions of the Safety Committees are:

- To assist in the development of safety rules and safe systems of work.
- To assist in the identification of hazards.
- To receive, monitor and analyse accident statistics and trends and make recommendations for corrective action as appropriate.

- To receive and examine safety audit reports.
- To consider the introduction of new or revised safe systems of work.
- To consider the implications with regard to health and safety of the introduction of new technologies into the workplace.
- To instigate and promote health and safety awareness campaigns.
- To assist in checking that the declared health and safety policy is fulfilled.
- To receive and act upon reports from the Health & Safety Executive.
- To consider reports from safety representatives.
- To assist in the identification of safety training requirements.
- To monitor the effectiveness of safety training.

The functions of the safety representatives are:

- To attend safety committee meetings
- To investigate health and safety complaints by employees
- To investigate accidents, potential hazards and dangerous occurrences at the school
- To make representations to the Governing Body on matters arising from the above
- To carry out regular formal inspections of the school and inspections following accidents
- To represent all staff in school
- To receive Health & Safety information from the Key Manager, Business Leader, CLT, Governing Body and the Local Authority
- To monitor the effectiveness of health and safety training
- To assist in the development of safety regulations and safe systems of work.

6. RESPONSIBILITIES/DUTIES OF THE HEADTEACHER

6.1 As well as having the general responsibilities/duties of all members of staff, the Headteacher, as Key Manager, also has responsibility for ensuring that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times and for the day to day maintenance and development of safe working practices and conditions for teaching staff, support staff, pupils/students, visitors and any other person using the premises or engaged in activities sponsored by the school. The Headteacher will take reasonable practical steps to achieve this and assign clear safety functions to other members of staff as appropriate.

In particular, the Headteacher will, so far as is reasonably practicable:

- Be aware of 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 the work of the school.
- Ensure that statutory health and safety notices are displayed in appropriate locations within the establishment.
- Implement this policy with regard to themselves and others, including the carrying out and documentation of hazard identification, risk assessments and suitable control measures – identified in a suitable health and safety action plan.
- Ensure that all staff, including those with delegated health and safety responsibilities, understand and fulfil their obligations for the day-to-day implementation of the safety policy, including the carrying out and documentation of hazard identification, risk assessments and suitable control measures.
- Ensure that adequate provision is made for employee consultation on matters regarding health and safety.
- Discuss health and safety matters with the Local Authority the Governing Body, the school health and safety committee and with other staff as appropriate, and seek advice on such matters as necessary from the most appropriate source.
- Ensure that decisions made reflect the health and safety intentions articulated in the health and safety policy.
- Ensure, at all times, the health, safety and welfare of staff, students and others via the provision of safe working conditions, systems of work, practices and procedures.
- Ensure that all tools, machinery, plant and equipment is fit for purpose, adequately installed, guarded and appropriately used.
- Ensure that all tools, machinery, plant and equipment receive planned maintenance, that maintenance records are kept, in accordance with

statutory legislation where appropriate, and ensure that defective equipment which constitutes a safety hazard is removed from service immediately and clearly labelled as defective.

- Ensure that all substances provided within the school are handled, stored and used in the manner prescribed by the supplier and in accordance with their own or an appropriate hazard identification and risk assessment.
- Ensure that appropriate protective clothing and equipment is provided and used whenever necessary.
- Identify the training needs of staff and students and make recommendations to the Governing Body on resource implications of meeting such needs.
- Ensure that all employees are trained and competent to undertake their work safely, are aware of their own limitations and know they must not undertake any task unless they have been trained, are competent and are confident they can carry out the task safely in the conditions that prevail.
- Ensure that adequate instruction and supervision are provided for students as required.
- Ensure that sufficient first aid cover and facilities are provided.
- Collate accident information and, when necessary, carry out accident and incident investigations.
- Ensure that emergency procedures including those for fire are in place, known, tested regularly and that any necessary revisions are made and disseminated.
- Encourage staff, students and others to promote and achieve high standards of health and safety and suggest improvements and ways and means of reducing risks.
- Monitor the standard of health and safety throughout the school, including all school based activities by:
 - Ensuring that frequent inspections of the premises are carried out and any deficiencies identified are rectified promptly.
 - Carrying out periodic audit and review of the safety management systems that are in place.
 - Monitor the effectiveness of the implementation of this policy and submit a termly report to the Governing Body on health and safety matters.

7. RESPONSIBILITIES/DUTIES OF THE BUSINESS LEADER

7.1 The Business Leader has delegated responsibility, on behalf of the Headteacher, for Health and Safety at the school and as such:

- Liaises with governors and the Head teacher on all policy issues.
- Chairs the school Health and Safety Committee and ensures policy is functional and current.
- Is responsible for ensuring that adequate planning and risk assessments are carried out before any activity or trips are undertaken in order to minimise risks and that all staff and students involved have detailed information relating to the trip/activity and are supervised throughout.
- Is responsible for promoting health and safety awareness and ensuring that staff use safe working methods and procedures at all times.

7.2 As part of the day-to-day management, on behalf of the Headteacher, will also ensure that:

- Accident investigation and reporting procedures are followed.
- Workplace safety inspections are carried out.
- Staff are aware of any hazards or risks involved with any substance used and that proper precautions are taken.
- Consul with members of staff on health & safety issues via an established school Safety Committee.
- Risk assessments are written to enable the prompt identification and elimination of potential hazards.
- Periodic reviews and safety audits are carried out on the findings of the risk assessments.
- Training needs of staff are identified and recommendations made to the Governing Body on resource implications.
- The standard of health & safety throughout the School is monitored.
- First aid and welfare provision is monitored.
- All new staff receive initial health and safety induction training on their first day at work.

- Governors receive regular reports regarding health and safety.
- All reasonable precautions are taken to ensure health and safety of all non-employees using the premises.
- Responsibility is taken for observing Health, Safety and Environmental policies and procedures, reporting accidents, dangerous occurrences and conditions promptly.
- Health & Safety & Environmental awareness is promoted.

8. RESPONSIBILITIES OF SITE MANAGER

The purpose of this role is to undertake strategic and operational responsibility for the maintenance, security, health and safety and general administration of the college site.

- Takes day to day management of all health, safety and welfare matters in the school.
- Takes responsibility for the day-to-day maintenance and development of safe working practices and conditions for staff, students, visitors and other users of the premises.
- Investigates and reports hazards, ensuring that suitable action is taken to eliminate or minimise the risk of accidents and is responsible for providing day to day instruction on safe working methods.
- Maintains and provides appropriate records, procedures and management information for internal and legislative requirements.
- Attends appropriate Governors, Leadership and other meetings, advising on and contributing to strategic planning, Health and Safety aspects and specific projects.

9 RESPONSIBILITIES/DUTIES OF SUBJECT TEAM LEADERS

- 9.1 As well as having general responsibility for members of staff, Subject Team Leaders will be directly responsible to the Business Leader for the implementation and operation of the health and safety policy in their relevant department and areas of responsibility.
- 9.2 The Subject Team Leaders will liase with the Site Manager on all matters regarding Health and Safety. They have day to day responsibilities for the implementation and operation of the school's health and safety policy ensuring that, as far as is reasonably practicable:

- They 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 the work of the Faculty and also their area of responsibility.
- They become familiar with and take a direct interest in this health and safety policy and help other members of staff, students and others to comply with its requirements.
- Safe methods of work exist and are implemented throughout their faculty.
- Health & Safety regulations, rules, procedures and Codes of Practice are being applied effectively.
- Staff, students and others within their faculties are instructed in safe working practices.
- New employees working within their faculty are given instructions in safe working practices, and receive full induction training.
- Regular safety inspections are made of their area of responsibility prior to commencement of the school term.
- All plant, machinery and equipment in the faculty in which they work are safe and in good working order.
- Maintenance and servicing of equipment is carried out according to the terms of contract.
- All faults with equipment are reported to the Business Leader and repaired/replaced as soon as possible and that faulty equipment is taken out of service and not used.
- Responsibility is taken for observing Health, Safety and Environmental policies and procedures, reporting accidents, dangerous occurrences and conditions promptly.
- Are responsible for assisting in the compilation of faculty procedures and annual review.
- They report any potential hazards or accidents/dangerous occurrences to the Business Leader immediately

10. RESPONSIBILITIES/DUTIES OF OTHER DESIGNATED MANAGERS

Designated managers will be directly responsible to the Site Manager for the implementation and operation of the health and safety policy in their relevant departments and areas of responsibility.

Due to the nature of the faculty the following areas have designated Health and Safety managers:

PE and Expressive Arts – Tracey Haines

Science – Alan cooper

Art, Design and Technology – Jonathon Chambers

10.1 All Managers of staff will, so far is reasonably practicable:

- 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 the work of the school and also their area of responsibility.
- In particular be familiar with and take a direct interest in this health and safety policy and in helping other members of staff, students and others to comply with its requirements.
- As part of their day to day work will ensure that:
 - Safe methods of work exist and are implemented throughout the school grounds, buildings and area of responsibility.
 - Health and safety regulations, rules, procedures and codes of practice are applied effectively.
 - All health and safety information is communicated to the relevant persons.
 - They themselves and others for whom they have direct responsibility take part in health and safety training as appropriate.
 - Staff, students and others under their management are instructed in safe working practices and adequate supervision is provided at all times.
 - Regular safety inspections are made of the school grounds, buildings and area of responsibility and recorded and corrective action taken where necessary to ensure the health and safety of staff, students and others.
 - They carry out and are aware of hazard identification and risk assessments as appropriate for their area of work.
 - All tools, machinery, plant and equipment in school grounds, buildings and those in the area in which they work are adequately guarded and are in good and safe working order.

- All Portable Appliance Testing of electrical equipment within the school is carried out routinely and regularly monitored and recorded, all items replaced or repaired as appropriate.
- All reasonably practicable steps are taken to prevent the unauthorised and improper use of all tools, machinery, plant and equipment in the area in which they work.
- Appropriate protective clothing and equipment, first-aid and fire appliances are provided and are readily available.
- Toxic, hazardous and highly flammable substances in school grounds and buildings and in the area in which they work are the subject of a written risk assessment, and are correctly used, stored and labelled.
- All health and safety signs meet the statutory requirements (e.g. Safety Signs and Signal Regulations) and are displayed in appropriate locations.
- They monitor the standard of health and safety throughout the school grounds and buildings and in the area in which they work, encourage staff, students and others to promote and achieve high standards of health and safety and suggest improvements and ways and means of reducing risks.
- They report, as appropriate, any health and safety concerns to the Headteacher/Business Leader and safety representative.

11. RESPONSIBILITIES/DUTIES OF ALL SCHOOL EMPLOYEES

- 11.1 Employees must take reasonable care for the health & safety of themselves, students and other persons including the public who may be affected by their acts or omissions whilst at work. They are responsible for observing Health and Safety and Environmental policies and procedures, reporting accidents, dangerous occurrences and conditions promptly to appropriate head of faculty or Business Leader. Proper use and care of personal protective clothing and equipment supplied in the interest of Health & Safety is the responsibility of the employee. All employees must promote Health & Safety & Environmental awareness around the school and be familiar with the Health & Safety Policy. They should report any defects which they observe in any plant, equipment or facilities to the Subject Team Leader, Business Leader or Site Manager immediately.
- 11.2 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 the work of the School and also the particular area in which they work. They will, so far as is reasonably practicable:

- 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 Governing Body.
- Ensure that health and safety regulations, rules, routines and procedures are being applied effectively.

11.3 Employees have a duty to:

- 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 manager 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, pupils/students, visitors, etc.) who may be affected by their acts or omissions at work.
- 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.
- Use the correct equipment and tools for the job and any protective equipment, protective clothing or safety devices that may be supplied.
- 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 on an Accident Report form.

- Promote and achieve high standards of health and safety and suggest improvements and ways and means of reducing risks.

11.4 Students are required to:

- Take all reasonable care for the Health and Safety of themselves and all other persons who may be affected by their acts or omissions.
- Cooperate with college staff in order that any statutory regulations orders, etc. may be fully carried out.
- Comply with all safety instructions issued by teaching and other staff with responsibilities for supervision.
- Report defects and dangers.
- Behave in an orderly manner at all times.
- Not misuse any item provided by the college in the interests of health and safety

POST	DEFINED RESPONSIBILITY
Headteacher	Has overall responsibility for ensuring that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times. Is responsible for the health and safety of all staff, students, visitors and any other users to the school.
Business Leader	Responsible to Headteacher for health and Safety matters relating to staff, students and visitors and the general and public areas of the premises. Responsible for co-ordinating the H&S committee and co-ordinating Risk Assessments
Site Manager	Provides advice and guidance to staff to enable them to discharge their responsibilities. Responsible to the Business Leader for H&S matters relating to premises, contractors and premises staff
Faculty Team Leaders	Responsible to Headteacher/Business Leader for areas of the premises used by their faculty,, staff in their area and also students being taught in their area
All Employees	Responsibility to check areas are safe before commencing activity, to check equipment is safe to use, to ensure safe procedures are followed, to use protective equipment as required, to report defects to supervisors or line managers, to encourage students and visitors to understand and comply with H&S requirements as appropriate

NOTE: It is the responsibility of those with supervisory positions to take adequate steps to ensure that all those under their supervision are instructed in safe and healthy work practices and that all applicable legislation, codes of practice and other

safety requirements are known and complied with.

12. VISITORS AND USERS OF THE PREMISES

- 12.1 When the premises are used for purposes not under the direction of the Headteacher then, ***subject to the explicit agreement of the Governing Body***, the principal 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 Headteacher.
- 12.2 The Governing Body notes its 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.
- 12.3 The Headteacher/Governing Body or the Business Leader will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operation in such a manner that all statutory and advisory safety requirements are met at all times.
- 12.4 The governors acknowledge their duty of care to all visitors and users of the school including those letting the premises and will make every reasonable effort to ensure that visitors are aware of procedures laid out in this policy.
- 12.5 All visitors should report to the main school reception where they will need to sign in and out. Visitors will be issued with a badge for identification and a card outlining their responsibilities for health and safety. Staff are also asked to sign in and out during the holiday periods.

13. CONTRACTORS

- 13.1 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.
- 13.2 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Headteacher or Business Leader will take such actions as are necessary to prevent persons in his or her care from a risk or injury.
- 13.3 Contractors and sub-contractors employed by the school are required to comply with requirements of all relevant health & safety legislation and in particular:
 - Taking reasonable care for the health & safety of themselves and all persons around the school including the public who may be affected by their work.
 - Using safe systems and methods of work.

- Providing suitable personal protective equipment.
- Reporting accidents and dangerous occurrences promptly to the Premises Manager/Business Manger or Head Teacher in line with statutory requirements.
- All sub-contractors to the school must provide a copy of the most recent CRB (Criminal Records Bureau) clearance form or must be supervised by the premises staff at all times whilst carrying out their duties within school hours or whilst students are on site.

14. COMMUNITY ACTIVITIES

14.1 When the premises or facilities are being used out of normal school 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.

14.2 When the premises are hired to persons outside the 'employ' of the Governing Body, 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 Governing Body and that they **do not**, without the prior consent of the Governing Body:

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

14.3 Hirers must:

- Comply with all school policies as described in the letting agreement (e.g. in relation to smoking, substance abuse, alcohol, etc.).
- Adhere to the capacity figures detailed on any lettings documentation If the school is used for community activities outside the school day, the Site Manager or Premises Officer on duty will provide emergency procedures.
- Community visitors are to receive a regular reminder that procedures in the Health and Safety Policy Document should be observed and that copies are available for their consideration. In particular, all groups should note the LA's disclaimer statement concerning loss, damage or injury and those hiring premises will be required to sign an indemnity form.

- 14.4 Records of those group members on site should be kept by a nominated responsible person, particularly where there are persons on the premises under the age of 18 years.
- 14.5 Use Of Equipment - The school will not accept responsibility for equipment brought on to site by the outside users. Other equipment hired from the school should be used appropriately and not modified in any way- this includes permanent fixtures and fittings.
- 14.6 Fire Drills - Occur regularly and all users must observe the instructions and guidance of the Health and Safety Policy.
- 14.7 First Aid - In the evenings and at weekends the school cannot always provide a trained assistant. Organisations should be prepared to make their own arrangements. And these arrangements will be reflected in the hire/letting agreement with that organisation when applicable.
- 14.8 Accident/Incidents dangerous or hazardous must be reported to the Business Leader or Premises Officer on duty immediately.
- 14.9 Storage Of Materials - The school cannot accept responsibility for items left stored on its premise by Community users without its knowledge or permission.

15. ARRANGEMENTS FOR THE SUPERVISION OF STUDENTS

15.1 Beginning and end of school day

All teaching staff on site have a responsibility in common law for the welfare of authorised students while on school site. Any teacher may be required to perform supervisory duties at the beginning or end of any school session.

15.2 Breaks and Lunch times

The Governing Body have agreed that a sufficient number of people will be on duty in specified locations, during all breaks and lunchtimes. The rota is maintained by the Business Leader. The leadership Team are on duty each break and lunchtime on a rota basis. All lunchtime and after school clubs are supervised by a member of staff.

15.3 Out of normal school hours

Teaching staff have a common law responsibility for the welfare of students on site. Written parental consent is given for all out of school hours. Students are not left unsupervised while on school site. All staff engaged in supervisory duties are provided with a basic understanding of the school's agreed policy on student behaviour, how to report incidents, and how to obtain first aid assistance. Students are safely escorted off the premises by the supervising member of staff.

15.4 Pupils Taking Medicines

The school complies with guidance detailed in Health and Safety bulletin no. 36A –‘Administration of Medicines and Healthcare Needs in Schools, Early Years and Youth Settings’.

16. LABORATORIES AND PRACTICAL AREAS

- 16.1 The Governing Body acknowledge and agree to comply with guidance circulated by the LA regarding safe practice in specialist areas. This includes guidance regarding the necessity for PRIOR training in the use of equipment perceived to constitute a risk and the need for regular servicing and maintenance of certain equipment. The Governing Body has identified certain items of equipment as requiring servicing at the frequency specified. **Details are specified in appendix ?? – (There needs to be a list of this equipment available)**

17. RISK ASSESSMENT

- 17.1 As Key Manager, the Headteacher will ensure that regular written risk assessments are undertaken of premises, methods of work and all school sponsored activities. These will be reviewed following changes in circumstances or personnel or in accordance with agreed timetables. The Local Authority requires a regular programme of planned assessments to be completed. In high-risk areas such as laboratories, workshops, gymnasiums, etc., risk assessments will be reviewed termly. In other activity areas, establishments will review risk assessments on an annual basis.
- 17.2 Written risk assessments will identify all defects and deficiencies together with the necessary remedial action or risk control measures.
- 17.3 The results of all risk assessments will be reported to the Governing Body who will prioritise issues and assign resources to undertake remedial/control measures where required.
- 17.4 The Business Leader and Site Manager are responsible for carrying out general risk assessments.
- 17.5 Subject Team Leaders and all members of staff are responsible for ensuring that consideration is given to the identification of all foreseeable risks which might occur from carrying out all activities. Having identified all reasonably foreseeable risks they must ensure that the effects of such risks are eliminated or controlled. All risk assessments will be readily available for inspection.
- 17.6 Areas of the school where risk assessment is particularly important are:

- Physical Education
- Design and Technology
- Science
- Information Technology
- Drama

18. PROVISION AND USE OF WORK EQUIPMENT REGULATIONS 1998

18.1 The regulations require employers to provide and maintain safe equipment, plant and systems of work. PUWER 98 applies to all work equipment including any that is leased, hired or second hand. PUWER 98 applies to all activities involving work equipment including:

- starting and stopping
- regular use
- transport
- repair and modification
- servicing and cleaning

18.2 Subject Team Leaders are responsible for ensuring:

- **Inspection**
 - equipment to be suitable for its intended purpose and to be used only in conditions where it is suitable.
 - equipment to be maintained in an efficient state, with maintenance records where appropriate.
 - where safety depends on the installation conditions, equipment to be inspected before first use and after any relocation to ensure that it is safe to use: suitable records of such inspection to be maintained.
 - any work equipment that may be subject to deterioration to be subject to regular checks at suitable intervals, and records of such inspection to be maintained.
 - work equipment that poses a particular risk to be used, repaired and maintained only by suitably trained personnel.
 - every piece of work equipment provided after 31.12.92 to meet the requirements of any specific relevant legislation (details of which are given in schedule 1 to the Regulations), for example the Supply of Machinery (Safety) Regulations 1992 (regulation 10).
- Information and training

- all those who use, supervise or manage work equipment to have suitable information and instruction for the purposes of health and safety, including written instructions where appropriate.
- all those who use, supervise or manage work equipment to have received appropriate training for the purposes of health and safety.
- **Controls**
 - access to any dangerous parts of machinery to be prevented or controlled by an appropriate method.
 - exposure to risks to health and safety of users to be prevented wherever reasonably practicable, and otherwise adequately controlled.
 - injury to be prevented from any work equipment or components, or any substance in use, having a very high or low temperature.
 - suitable controls to be provided for starting and controlling equipment and machinery.
 - suitable stopping devices to be fitted to work equipment to bring the equipment to a safe condition in a safe manner, or as appropriate.
 - controls for work equipment to be clearly visible and easily identified.
 - control systems for work equipment to be safe, and realistic in relation to the work being carried out.
 - work equipment to be isolated from all its sources of energy
 - where appropriate, work equipment to be stabilised as required.
 - work equipment to be constructed or adapted such that maintenance work can be carried out without risks to health and safety.
- **Marking of equipment**
 - suitable and sufficient lighting to be provided for the use of work equipment
 - where necessary, work equipment to be clearly marked with any marking appropriate for reasons of health and safety
 - work equipment to incorporate warnings or warning devices as appropriate.
- **Individual employees are responsible for:**

- following guidance and instructions regarding use of equipment and safe systems of work
- reporting to the Subject Team Leader/Business Leader any defect or matter of concern.

18.3 Members of staff must consider Health & Safety aspects when purchasing Equipment. The following areas are identified by OFSTED in the Handbook for the Inspection of Schools as potentially requiring additional attention within the inspection of establishments:

- Technology
- Science
- Art
- Physical Education

18.4 The Governors have delegated responsibility to monitor these curriculum areas and to provide specific reports on these issues to the relevant Director of Learning.

18.5 Portable Appliance Testing

A routine visual inspection of plugs and cables and for loose connections and faults should be carried out by all users as a matter of course. Portable electrical equipment should not be used unless it has a valid test certificate sticker. Equipment without a valid certificate sticker or whose safety test period has expired must not be used or should be removed to a place of safety away from other potential users. The matter should then be reported to the appointed Technician.

19. EQUIPMENT / MACHINERY USE

19.1 The Responsibilities of Equipment / Machinery Operators

- To read and understand the School's Safety Policy
- To work in accordance with its provisions
- To inspect any machinery/equipment you intend to use prior to its use, report any defects/damage to the appropriate Head of Department/Business Leader or Premises Manager
- To use ear protection devices to prevent gradual hearing damage as appropriate
- To use eye protection goggles for all activities and procedures where eyes

are at risk and as recommended in risk assessment

- To use the equipment/machinery only for the purposes for which it was designed
- To use such appropriate safety equipment and wear protective clothing as may be necessary in carrying out your duties
- Suggest to Subject Team Leaders ways in which working practices can be made safer
- Ensure that students and others within the vicinity of the equipment are not endangered by its use
- Report all accidents or damage to the relevant Head of Department/Business and ensure that details are entered in the accident book
- Inform relevant Subject Team Leader of any medication that you are taking, or treatment following an accident or illness, which may affect your capacity for operating machinery, carrying out any procedure safely or supervising any activity with students.

20. INSTRUCTION AND TRAINING

- 20.1 The Headteacher is responsible for ensuring that new staff are provided with suitable Health & Safety induction training on the first day of their employment or as soon as possible thereafter, and a record maintained. Training and continuing refresher training will be provided for all employees on potentially hazardous work tasks. Staff will be advised on Health & Safety hazards and given an explanation on safe systems and methods of work. The Business Leader must ensure that all staff are provided with suitable personal protective equipment and record the issue of such equipment in the Health & Safety file.

21. HEALTH & SAFETY PROMOTION

- 21.1 All staff are responsible for promoting a positive and active attitude and approach toward Health & Safety at work and Environmental Protection. The Business Leader will issue information and advice regarding Health & Safety matters to help staff keep abreast of current issues and new initiatives. The Business Leader will constantly enforce the need for safe working school premises.

22. HOUSEKEEPING

- 22.1 Good housekeeping and sensible safety precautions are the foundation of the

Safety Policy and everyone must play their part. All staff are responsible for maintaining a clean and tidy workplace. Good housekeeping is vital in all work areas. Clutter and untidiness increases the risk of trips and falls and is often a fire risk.

23. REPORTING ACCIDENTS AND DANGEROUS OCCURRENCES

- 23.1 All accidents must be reported immediately to the Headteacher or Business Leader or Site Manager and recorded in the Accident Book. Accidents and dangerous occurrence will be thoroughly investigated by the Site Manager to establish the cause and action taken to eliminate or minimise the risk of reoccurrence. A form SO2 must be completed and a copy sent directly both to the Local Authority Central Health and Safety Unit and the CYPS department Risk and Safety Team and a copy retained on file by the Business Leader. In addition accidents and/or injury to personnel or the general public must be reported to the school's Insurers.

24. PROCEDURE IN THE EVENT OF SERIOUS OR FATAL ACCIDENT

- 24.1 This is a summary of the action to be taken in cases of a serious or fatal accident or serious incident. This procedure applies in cases where staff, in the course of their work, are seriously or fatally injured and also in cases of a serious incident that may have resulted in serious or fatal injury. This procedure also applies in cases where students or other persons not employed by the school are involved in a serious or fatal accident or serious incident directly associated with work carried out by employees of the school. The member of staff, or in cases where the member of staff is incapacitated, the first person on the scene of an incident or accident must:

Contact the Head Teacher by the quickest mean. In cases when the Headteacher is not immediately available the Deputy Headteacher or member of the Senior Leadership Team must be contacted. If no one is available then the following information must be obtained and passed on to the Head Teacher urgently:

- name(s) of members of staff/pupil/persons involved
- location and address of accident or incident
- telephone number
- nature of accident or incident and current status of person involved
- what action has been taken
- name of the person to be contacted for further information
- Headteacher/Business Leader to contact CYPS Risk and Safety Team

25. MANUAL HANDLING

- 25.1 Whenever possible lifting and moving heavy items should be carried out using mechanical handling equipment. If such equipment is not available and the load is too much for one person, assistance must be sought from a colleague. Staff must not attempt to lift or move something that is beyond their capability. If the load has sharp edges or abrasive surfaces gloves must be worn. An assessment of all potentially hazardous manual handling operations will be carried out by a competent person in line with the Manual Handling Operations Regulations 1992.

26. WORKING WITH ELECTRICAL EQUIPMENT AND HAND TOOLS

- 26.1 Where it is necessary to work on live equipment suitable precautions must be taken to prevent injury. Any such work must be carried out by a suitably qualified competent person. Whenever possible, low voltage equipment and supplies should be used. The Site Manager will ensure that the electrical mains system and associated equipment are tested in line with statutory requirements.

The Site Manager will ensure that all portable electrical equipment which appears on the schools inventory is PAT tested on an annual basis and records maintained.

27. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

- 27.1 We are required to monitor substances in use in the workplace, assess the risks involved in their use and take any necessary precautions. Any person responsible for purchasing substances must ensure that the supplier provides a safety data sheet detailing any hazards involved in its use and advice on precautions to be taken, and that these are filed with other safety information for immediate access near to their place of use.
- 27.2 The Business Leader must ensure that employees are aware of the risks and precautions to be taken and that they comply with them. Substances must be issued in suitably marked containers clearly identifying the contents.

28. WASTE CONTROL

- 28.1 Waste oils, solvents, inks and other industrial waste materials must be disposed of using approved licensed disposal agents or contracts. Under no circumstances must waste oils and other substances be "Tipped" into drains, waterways, skips or any other un-approved or non-licensed point of disposal.

29. CLASSROOM/OFFICE SAFETY AND DISPLAY SCREEN EQUIPMENT

- 29.1 Trips, slips and falls are the most common occurrences of accidents in a classroom/ office environment. The workplace must be kept clear of obstructions for example, open filing cabinets, paper and litter on floors, trailing cables etc. Particular care should be taken to keep corridors and emergency escape routes clear and to ensure that lighting levels are adequate.
- 29.2 When working at a VDU or Word processor ensure that your workstation is suitably organised and that: -
- The seating is comfortable, at the right height and does not cause unnecessary strain to your eyes, neck and back.
 - You avoid excessive glare and reflection.
 - The keyboard is at the correct angle.
 - If copying from documents, ensure that they are the same distance away as the screen, and ideally at the same height.
 - If you are working repetitively for long periods, take short breaks to give your hands and eyes a rest.
 - Display screen equipment will be assessed by a competent person to identify any hazards that may exist and to advise on actions to be taken. The Business Leader is responsible for ensuring appropriate action is taken.
 - Habitual users of display screen equipment will be provided with vision screening and eye tests in line with our Display Screen Policy. For further information contact the Business Leader.

30. FIRST AID

- 30.1 The Business Leader, with the Site Manager, will be responsible for ensuring the provision of and maintaining, suitably equipped first aid kits on the premises. All first aid locations will be marked and all staff will be informed on where first aid facilities are and who to contact if an emergency situation arises. The school has a first aid room which displays the names of all trained first aiders.
- 30.2 When attempting to aid an accident victim, an untrained person may do more harm than good. The following points are particularly important.
- Do not try to remove a particle from a person's eye, or any other embedded object from the limbs or torso as this could be stemming blood flow
 - Do not move an injured person or try to get him/her to stand. Moving a

person with spinal injury can cause damage to nerves and may result in paralysis

- Summon help immediately and keep the victim calm and warm.

It is the first aider's role to assess the situation and then summon an ambulance if required.

- 30.3 Staff who have been identified as designated First Aiders, will be trained and provided with suitable facilities. A written record of all first aid administered is kept with the designated first aider. First aid materials are checked regularly to ensure that they meet minimum statutory requirements, and a record maintained of such checks.

31. FIRE PRECAUTIONS AND EMERGENCY PROCEDURES

- 31.1 A Fire Risk Assessment is in place and details how fire safety is managed at the school, it also details the measures in place in order to control the risks posed by fire. The Premises Manager will ensure that the fire action plan is carried out and that the fire risk assessment remains up to date.
- 31.2 Fire exits and routes to fire exits must be kept clear at all times. Fire and emergency evacuation drills will be carried out in line with the Fire Procedures.
- 31.3 The Business Leader must ensure that an up to date list of staff and students is maintained, to be used as a checklist when carrying out a check as part of the evacuation procedure, and ensure that staff, students and visitors know where to assemble in the case of an evacuation. All staff must familiarise themselves with the emergency procedure, the position of nearby fire exits and their assembly point.
- 31.4 The Site Manager has delegated responsibility for ensuring the provision of, and having maintained, all fire fighting equipment, fire doors, fire warning systems, fire blankets, notices and all associated equipment. The fire alarm procedure within the premises will be tested at least once per week from a different call point. Fire procedures will be displayed along with notices for fire points, alarm points and directional signage. It will be the responsibility of the Business Leader to ensure that all new staff receive training in the Fire and Emergency Procedures on their first day at work.
- 31.5 The Site Manager will ensure that all statutory checks/tests on fire fighting appliances and associated alarms and equipment are carried out, and a record maintained.

32. NO SMOKING POLICY

- 32.1 In line with the LA No Smoking Policy, there is now a ban on all smoking in

enclosed public spaces and workplaces. The aim of the new smoking policy is to protect employees from second hand smoke and exposure.

- 32.2 All employees are no longer permitted to smoke in working time and therefore are not permitted to take smoke breaks (whether paid or unpaid). Employees who wish to smoke may do so only in their own time (e.g. morning break or lunch breaks).
- 32.3 This restriction applies to all LA employees, Governors, agency and temporary staff, contractors, partner organisations, third parties hiring school premises and grounds, visitors, parents and students.

33. NEW AND EXPECTANT MOTHERS

- 33.1 Specific risk assessments will be made relating to the work operations of new and expectant mothers, and appropriate measures taken as a result, in compliance with the Management of Health and Safety at Work Regulations 1999.

34. YOUNG PERSONS

- 34.1 All risks to young persons employed by the school (under 18 years old) will be assessed before they start work, taking into account their inexperience, lack of awareness of existing or potential risks, and immaturity, specific factors in the risk assessment will be addressed. Information will be provided to the parents of school age children about the risks and control measures introduced. Account will be taken of the risk assessments to determine whether the young person should be prohibited from certain work activities, except when they are over minimum school leaving age, and it is necessary for their training and: - where risks are reduced so far as is reasonably practicable, and where proper supervision is provided by a competent person, in compliance with the Management of Health and Safety at Work Regulations 1999.

35. DRUGS & MEDICINES

- 35.1 Any Drugs and Medicines retained by the school will be kept in a locked Cabinet fitted with a suitable lock. Only fully trained and authorized members of staff will be permitted to dispense drugs and medicines, and then only with the permission of the Head Teacher/Business Leader, and directly in liaison with parents.
- 35.2 All medicines must be properly labelled and locked away in the securely until required. A record will be maintained recording all drugs administered by or to the pupils.

35.3 Epipen training must be given to any personnel required to administer an Epipen in emergency situations and refresher training should be given every year. Only named personnel, agreed by the parents, for each student may administer an epipen in an emergency situation.

36. OUT OF HOURS

36.1 Where staff are required to work outside of normal working hours, special attention will be made to their safety in respect of lighting access and egress and the need for supervision along with contact procedures for staff working on their own in isolated areas of the workplace.

37. STRESS POLICY

37.1 The Governing Body of City of Leicester College recognise that individual and organisational health are interdependent, in the sense that a positive approach to organisational well being can create substantial benefits for employees, health and organisational effectiveness. City of Leicester College is therefore committed to promoting an environment that has a positive impact on employee and organisational well being.

37.2 Key Managers have early responsibility for individual and organisational health. To carryout these responsibilities managers need to:

- Keep under ongoing review work pressures as identified through feedback from employees, team meetings, exit interviews, etc.
- Create a climate, which assists staff to discuss perceived causes of stress and encourage and engage constructively in their suggestions for a better work person fit
- Recognise that non work related problems can create stress for employees
- Recognise that it is over simplistic to see stress in terms only of rush or time pressure
- Be aware that some members of the workforce may be especially vulnerable
- Ensure that any preliminary examination in the cause of poor performance includes consideration of health factors such as stress as a contributory factor
- To provide access to Occupational Health Service for individual employees, to provide help and support via a confidential referral form
- To develop and keep under review the stress risk assessment

- 37.3 Individual members of staff have responsibilities to themselves to be aware that stress is not easily recognisable and if they do not report the situation to their line managers/Headteacher it is unlikely that appropriate assistance can be given.

Therefore individual employees are urged to:

- Draw the attention of their line Manager/Headteacher any undue pressure or symptoms they are experiencing
- To draw the attention of their line Manager/Headteacher to any health or non-work related issues that may impact on their work role
- To actively cooperate with management in their efforts to control work related pressures.

38. CHILD PROTECTION

- 38.1 All employees of City of Leicester College are required to attend the Child Protection CPD session organised at the start of each new academic year. If there is evidence that a child has been mistreated, either physically, emotionally, sexually or by neglect, the Head Teacher or Assistant Headteacher who is the school's named Child Protection Officer must be informed, and they will gather information and investigate the matter further, in line with the School policy on Child Protection.

39. MANAGING BEHAVIOUR

- 39.1 Children and young people sometimes exhibit challenging problem behaviour. Our aims are:
- To provide a safe, calm and caring atmosphere for learning
 - To ensure consistency, fairness and clear expectations
 - To ensure that students are listened to and treated with equal respect
 - To help pupils to develop social skills and moral values in the context of the school as a community
 - To support caring and co- operative behaviour and discourage anti social behaviour.

40. COMMUNICATION

40.1 The Governing Body will encourage the active participation of all staff in promoting good health and safety practice within the school, in line with The Health & Safety (Consultation with Employees) Regulations 1996.

- Arrange for appropriate measures for the health and safety of employees
- The appointment of competent persons to provide advice and to implement emergency procedures.
- The provision of information on risks to health and safety and on preventive measures.
- The provision of adequate health and safety information and training before starting work and when exposed to new risks.

41. POLICY ON DRUGS AND ALCOHOL AT WORK

41.1 The Governing Body are committed to providing a safe and healthy working environment. It recognises that this can be put at risk by those who misuse alcohol or drugs to such an extent that it may affect their health, performance, conduct and relationships at work. The Governing Body therefore aims to promote a healthy environment to minimise such problems, identify staff with possible problems at an early stage and offer all staff known to have alcohol or drug problems affecting their work, referral to an appropriate source for diagnosis and treatment if necessary.

41.2 Staff are encouraged to approach the Head Teacher to seek advice and assistance where appropriate. All information will be treated in utmost confidence. Should any member of staff be suspected or known to be affected by alcohol or any other substance the Governing Body request that an approach is made to the Head Teacher and she is informed of the details.

41.3 The Head Teacher will treat the information confidentially and will endeavour to provide advice and assistance to the affected member of staff. No member of staff will be permitted to continue normal duties affected by, or suspected to be affected by alcohol or drugs of any type.

41.4 Every member of staff is reminded that under Section 7 of the Health and Safety at Work etc. Act 1974, employees have a duty to take reasonable care of themselves and others who may be affected by their acts or omissions at work.

42. VIOLENCE AT WORK

42.1 The Governing Body recognises that violence to staff may occur at some point during their working hours. The Governing Body is committed to providing a safe and healthy workplace including the protection of staff from aggression and violence as far as it is able.

- 42.2 Violence is defined as any incident in which a member of staff is abused, threatened or assaulted by a student or fellow employee or a member of the public. This includes sexual or other forms of harassment. Staff potentially exposed to any particular threat of violence shall have their work activities and work environment subject to risk assessment by the Headteacher.
- 42.3 Staff are reminded to report any incidents of aggression, threat or actual violence to the Head Teacher, the school take these matters very seriously and any evidence of a serious problem will result in a review to seek better methods of elimination and control. All incidents will be recorded along with measures taken by the school to prevent, minimise and control the risk of violence.

43. VEHICLE SAFETY

- 43.1 Only authorised persons may drive the school minibus. All drivers of the school minibus must ensure the vehicle is safe and properly maintained. All drivers must have a full, current UK driving licence for the vehicles they drive during the course of their work and an additional certificate is required for the school minibus.
- 43.2 All users must adhere to statutory driving regulations and the Road Traffic Acts, in particular the laws regarding drinking and driving. Private vehicles should not be used to transport children without the correct insurance cover and the direct permission of the Headteacher.
- 43.3 All drivers must ensure that they have a member of staff to supervise all journeys and a trained first aider for longer journeys.

44. SHARPS

- 44.1 The School has developed a Sharps and a Control of Infection Policy, which shall be brought to the attention of, and implemented by all members of staff.
- 44.2 If a needle is discovered it should not be removed or touched by a member of staff or student. Everyone in the area should be made aware of the hazard as quickly as possible and steps should be taken to stop access to the area until the needle has been removed. This might be best achieved by allocating a member of staff to remain by the hazard until dealt with safely.

45. ARRANGEMENTS

- 45.1 The schools health and safety plan aims to ensure that suitable and sufficient management arrangements, risk control measures and workplace precautions are designed and in place.

- 45.2 To ensure that the organisational hazards affecting The City of Leicester College are properly managed, risk assessments will be carried out and policies, procedures and guidelines produced for implementation by the appropriate **designated** managers.

The areas covered by these arrangements to date are:-

Risk Assessments	Work Equipment
Fire Precautions	Display Screen Equipment
First Aid	Legionellosis
Manual Handling	Lone Working
Stress	Workplaces
Travelling in Safety	No Smoking at Work
Personal Protective Equipment	Electrical Safety
Emergency Procedures	Violence and Aggression
Accident Procedures	Building Maintenance
Home Working	Asbestos
Contractors	COSHH
Occupational Health	Curriculum Safety
Monitoring	Disable Access/Special Needs
Noise and Vibration	Radiation
Working at Height	Permit to Work
Vehicles on Site	Staff Training
Young Persons	New and Expectant Mothers
Educational Visits	Offsite Working
Security	Work with Other Organisations
Administration of medication	Control of restraint
Provision and use of minibuses	Waste Management
Criminal Records Bureau	Weapons in School

These procedures will be subject to routine and regular review to ensure they remain valid and effective in addressing their specific risk areas.

46. MONITORING

- 46.1 To ensure that the requirements of this health and safety policy are effective in producing and maintaining a safe working environment, together with safe systems of work, the following monitoring procedures are in place.
- 46.2 All managers are required to routinely and regularly carry out safety tours and inspect the areas within their control and where appropriate carry out operational risk assessments on the hazards identified.
- 46.3 All staff are required to routinely and regularly inspect the areas in which they are working and report any health and safety concern to their line manager.
- 46.4 Records of incidents and accidents are routinely assessed to assist in the risk assessment process and in the setting of priorities, where appropriate the Business Leader is responsible for carrying out sufficient investigations to

determine the cause/s and any remedial measures as necessary.

- 46.5 The Business Leader will analyse the accident/incident data and prepare statistical information to assist the annual review.
- 46.6 The governing body will also play a major role in the monitoring and evaluating the objectiveness of safety systems. This will be done by reviewing risk assessments, control measures and accident trends on a regular basis at each governing body meeting or by a committee established for this purpose.
- 46.7 The school will undertake to make a suitable and sufficient assessment of the risks to staff and others who may be affected by its undertakings, and to record the significant findings of that assessment. This record should represent an effective statement of hazards and risks, which then leads the school to take the relevant action to protect Health & Safety.

This will involve:

- Ensure that all relevant risks and hazards are addressed
 - Identify and prioritise the measures that need to be taken to comply with the relevant statutory provisions
 - Take account of existing preventative or precautionary measures
 - Address what actually happens in the school
 - Ensure that all groups of staff and others who might be affected are considered
 - Identify groups of staff who might be particularly at risk
- 46.8 The risk assessments will be used positively by the school to change working procedures and improve Health & Safety performance as appropriate.

47. CONSULTATION

- 47.1 Committees will meet regularly, but not less than termly, within the college to provide for joint consultation on health and safety matters.
- 47.2 Membership comprises appropriate senior and line management, and representatives of the staff.
- 47.3 Health and Safety Committees, as well as fulfilling the statutory requirements, will:
- Monitor and review the general working arrangements for health and safety

including the college's health and safety policy

- Act as a focus for joint participation in the prevention of accidents, incidents and occupational ill-health
- Assist in the development of safety procedures and systems
- Monitor the effectiveness of health and safety training, communication and publicity
- Consider reports and information from the enforcement agencies
- Consider accident statistics and trends
- Consider the circumstances of individual accidents and causes of reportable diseases
- Examine safety audit reports and inspections

OUR HEALTH AND SAFETY POLICY IS DESIGNED TO ENSURE THAT YOU FULLY UNDERSTAND THE ROLE THAT YOU AND THE SCHOOL MUST PLAY IN HELPING TO PROVIDE A SAFE AND HEALTHY WORKING ENVIRONMENT.

THE HEALTH AND SAFETY POLICY WILL BE REVIEWED ANNUALLY TO ENSURE IT CONTINUES TO SATISFY THE AIMS AND OBJECTIVES OF THE SCHOOL.