

The City of Leicester College



Health & Safety Policy

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Chair of Governors:		

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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, stakeholders and visitors to the College. The Governing Body believes that the prevention of accidents, injury or loss is essential to the efficient operation of the College and is part of the good education of its students and in keeping with the ethos of the College.
- 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 College premises, or while taking part in College 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 College 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 _____

Date _____

Chair of Governors

On behalf of the Governing Body

Signed _____

Date _____

Head Teacher

Date of Review: January 2023

2. ORGANISATION

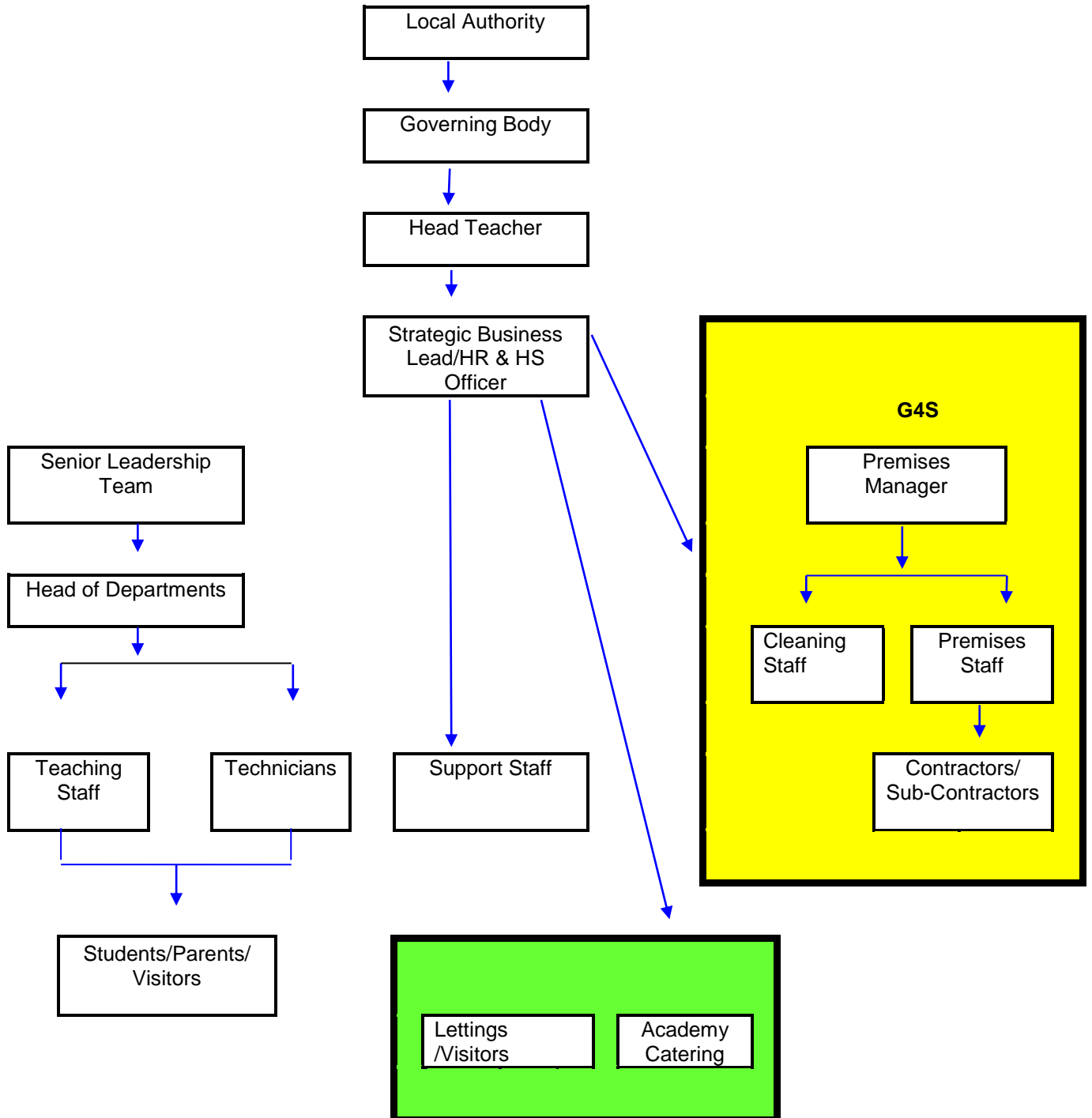
- 2.1 The following section details how The City of Leicester College is organised for the management of health and safety by the establishment of responsibilities, accountabilities and duties which are designed to promote a positive health and safety culture. It will aim to ensure that all within the 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 The Governing Body are responsible for monitoring compliance with statutory requirements and with the Local Authority College Safety Policy. As such The Governing Body is 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 Governing Body' Health and Safety meetings. The Health and Safety Committee will periodically monitor and review the effectiveness of the College 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 College and also the particular area in which they work.

DEFINED RESPONSIBILITY

POST	DEFINED RESPONSIBILITY
Head Teacher	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 College.
Strategic Business Lead	Responsible to the Head Teacher for Health and Safety matters relating to staff, students and visitors and the general and public areas of the premises. Responsible for Chairing the Health and Safety committee, Responsible to the Head Teacher for ensuring effective measures are in place in relation to any out of hours and offsite activities.
HR & HS Officer	Responsible for coordinating all Risk Assessments and disseminating information to staff. Responsible for maintaining all Health and Safety records, inspections (including copies where carried out by G4S), keeping statistics, coordinating and assisting audits. Responsible for investigating all near misses and accidents.
G4S and the G4S Premises Manager	Provides advice and guidance to staff to enable them to discharge their responsibilities. Responsible to the Strategic Business Lead for Health and Safety matters relating to premises, contractors and cleaning staff. Provides copies of all Health and Safety inspections and records to the HR & HS Officer
Heads of Departments	Responsible to the Head Teacher/Strategic Business Lead 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 personal protective equipment as and when required, to report defects to Line Managers, to encourage students and visitors to understand and comply with Health and Safety 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.

MANAGEMENT STRUCTURE



3. RESPONSIBILITIES/DUTIES OF THE GOVERNING BODY

- 3.1 The Governing Body are responsible for monitoring compliance with statutory requirements and with the Local Authority College safety policy. As such The Governing Body 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 Governing Body' meetings. A 'Health and Safety Committee' has been established and will periodically monitor and review the effectiveness of the College health and safety policy and ensure that any necessary changes will be made. The G4S Premises Manager will have a standing invitation to attend this meeting in order to raise any health and safety and other pertinent issues arising from the day to day operation of the premises.
- 3.3 Reports on Health and Safety will be received from the Head Teacher/Strategic Business Lead and any of the following as appropriate:
- The Local Authority's Health and Safety Adviser.
 - The College Health and Safety committee.
 - Union safety representatives.
 - The G4S Premises manager
- 3.4 The Governing Body will, so far as is reasonably practicable, provide within their area of responsibility:
- 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. G4S will provide plant and equipment
 - Safe arrangements for the handling, storage and transport of articles and hazardous substances. G4S Premises staff will assist with handling and transport of deliveries.
 - 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, through delegation to the appropriate person the Governing Body will ensure that such training is provided. Students will receive such training as is considered appropriate to the College-related activities that they carry out. Records will be kept of all training. Staff/student training will be regularly updated.
- 3.4 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 College, 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 College. □
 - 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:
 - a) Reporting accidents

- b) Recording and investigating accidents.
- c) Establishing and participating in the College health and safety committee (including Governing Body representation).
- d) Undertaking, recording and reviewing risk assessments, especially with regard to: -
 - Health hazards.
 - College sponsored on and off-site activities.
 - Students and their behaviour.
- e) Monitoring adherence to health and safety standards.
- f) Reviewing documentation and distributing information from the Local Authority etc.
- g) Carrying out inspections.
- h) Providing health and safety training.
- i) Providing first-aid.
- j) Dealing with emergencies.
- k) Supervising storage facilities.
- l) Dealing with complaints on health and safety
- m) Purchasing and maintaining equipment which is not included in the FM contract.
- n) Testing of plant and equipment which has been purchased by the College and which is not part of the FM contract to ensure it is safe.
- o) Implementing risk control measures in so far as they affect the day to day operation of the College and its associated activities.

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 annually 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 Governing Body 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 she/he is expected to perform it, and is provided with any necessary information, instruction, training and supervision and resources (including time).

3.8 The Governing Body are directly responsible for safety management/compliance during lettings/community activities and will provide, in liaison with G4S, supervision on site as necessary. It will ensure 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 catering services, 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 AND SAFETY COMMITTEE

- 4.1 Staff have a legal right to be consulted about health and safety matters and can make significant contributions towards achieving safe conditions at work. The City of Leicester College has established a Health and Safety Committee to enable this.
- 4.2.1 The main function of the Health and 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 and safety of employees. This will be done by analysing accident figures, monitoring safety arrangements and making appropriate safety recommendations to the key manager.
- 4.2.2 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 G4S Premises Manager will also be invited. The Committee will report to the Head Teacher, the Governing Body and/or the Children and Young People's Services Safety Committee as appropriate.

Functions of the Health and 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 and 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 College
- To make representations to the Governing Body on matters arising from the above
- To carry out regular formal inspections of the College and inspections following accidents.
- To represent all staff in College
- To receive Health and Safety information from the Head Teacher/Strategic Business Lead, Senior Leadership Team, 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.
- To liaise with the G4S Premises Manager, as necessary, in respect of the above.

5. RESPONSIBILITIES / DUTIES OF THE HEAD TEACHER

- 5.1 As well as having the general responsibilities/duties for all members of staff, the Head Teacher, 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, students, visitors, community staff and any other person using the premises or engaged in activities sponsored by the College. The Head Teacher will take reasonable practical steps to achieve this and assign clear safety functions to other members of staff as appropriate.

In particular, the Head Teacher 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 College.
- 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 College health and safety committee, G4S 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 for which the College is responsible is fit for purpose, adequately installed, guarded and appropriately used. G4S will be responsible for the majority of these items
- Ensure that all tools, machinery, plant and equipment for which the College is responsible receives 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 for use by the College 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 College, including all College based activities by:
 - 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 an annual report to the Governing Body on health and safety matters.

6. RESPONSIBILITIES / DUTIES OF THE STRATEGIC BUSINESS LEAD / HR & HS OFFICER

6.1 The Strategic Business Lead / HR & HS Officer have delegated responsibilities, on behalf of the Head Teacher, for Health and Safety at the College and as such:

- Takes day to day management of all health, safety and welfare matters insofar as they affect the College's undertaking.
- Liaises with Governing Body and the Head Teacher on all policy issues
- Chairs the College Health and Safety Committee and ensures policy is functional and current
- Takes responsibility for the day to day maintenance and development of safe working practices/conditions for staff, students, visitors and other users of the premises.
- Is responsible for promoting health and safety awareness and ensuring that staff use safe working methods and procedures at all times.
- 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.
- Carries out regular safety inspections of the College and its grounds and records any corrective action necessary, liaises with the G4S Premises Manager and ensures necessary action is carried out.

6.2 As part of the day to day management the Strategic Business Lead/HR & HS Officer, on behalf of the Head Teacher, 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
- Consult with members of staff on health and safety issues via an established College 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 Co-ordinates the College Health & Safety Committee and maintains records of these meetings.
- Training needs of staff are identified and recommendations made to the Governing Body on resource implications
- The standard of health and safety throughout the College 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
- The Governing Body, via the 'Leadership and Business Sub-Committee' receive regular reports regarding health and safety

- All reasonable precautions are taken to ensure health and safety of all non-employees using the premises in respect of College business
- Responsibility is taken for observing Health, Safety and Environmental policies and procedures, reporting accidents, dangerous occurrences and conditions promptly,
- Inspection of premises, consulting with G4S, reporting any necessary action to ensure Health and Safety and Environmental awareness is promoted.

7. RESPONSIBILITIES / DUTIES OF HEAD OF DEPARTMENTS

7.1 As well as having general responsibility for members of staff, Head of Departments will be directly responsible to the Strategic Business Lead/HR & HS Officer for the implementation and operation of the health and safety policy in their relevant department and areas of responsibility.

7.2 The Head of Departments will liaise with the Strategic Business Lead/HR & HS Officer on all matters regarding Health and Safety. They have day to day responsibilities for the implementation and operation of the College'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 department 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 and 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 College term
- All plant, machinery and equipment in the faculty in which they work are safe and in good working order by means of before use checks.
- All faults in machinery/equipment which is covered by the Facilities Maintenance contract and are reported to the G4S Premises Manager by the agreed means
- Maintenance and servicing of equipment, for which the College is responsible, is carried out according to the terms of contract
- All faults with equipment, for which the College is responsible, are reported to the HR & HS Officer / Strategic Business Lead 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 HR & HS Officer / Strategic Business Lead immediately

8. RESPONSIBILITIES/DUTIES OF OTHER DESIGNATED MANAGERS

As well as having the general responsibilities/duties of all members of staff designated managers will be directly responsible to the Strategic Business Lead / HR & HS Officer for the implementation and operation of the health and safety policy in their relevant departments and areas of responsibility

8.1 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 faculty 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 managers will ensure that:
 - Safe methods of work exist and are implemented throughout their faculty.
 - 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 within their faculty are instructed in safe working practices, adequate supervision is provided at all times and full induction training is required.
 - 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, for which the College is responsible, in buildings and those in the area in which they work are adequately guarded and are in good and safe working order.
 - 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 used by the College 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 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 HR & HS Officer /Strategic Business Lead and safety representative.

9. RESPONSIBILITIES/DUTIES OF ALL COLLEGE EMPLOYEES

9.1 Employees must take reasonable care for the health and 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 department or Strategic Business Lead / HR & HS Officer.** Proper use and care of personal protective clothing and equipment supplied in the interest of Health and Safety is the responsibility of the employee. All employees must promote Health and Safety and Environmental awareness around the College and be familiar with the Health and Safety Policy. They should report any defects which they observe in any plant, equipment or facilities to the HR & HS Officer / Strategic Business Lead immediately.

9.2 **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 College 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.

9.3 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 used by the College 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.
- All College based staff are, or will be, issued with keys for the part of the building they need to access from G4S. It is an individual member of staff's responsibility to ensure that their keys are kept safe at all times. Lost keys are a serious Health and Safety matter and if not reported will cause a security breach for the College and all its users (staff, pupils and visitors).

9.4 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

10. VISITORS AND USERS OF THE PREMISES

- 10.1 When the premises are used for purposes not under the direction of the Head Teacher then, ***subject to the explicit agreement of the Governing Body, Strategic Business Lead and G4S***, 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 Head Teacher.
- 10.2 The Strategic Business Lead / HR & HS Officer will seek to ensure that hirers and others who use the College premises conduct themselves and carry out their operation in such a manner that all statutory and advisory safety requirements are met at all times.
- 10.3 The Governing Body acknowledge their duty of care to all visitors and users of the College including those letting the premises and will make every reasonable effort to ensure that visitors are aware of procedures laid out in this policy.
- 10.4 All visitors should report to the main College reception where they will need to sign in and out. Visitors will be issued with a visitor's 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

11. CONTRACTORS

- 11.1 All contractors who attend the premises for either the College or G4S will be directed to the G4S Premises Manager and will be 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 Strategic Business Lead / HR & HS Officer or the G4S Premises

Manager, as necessary, will take any necessary action to prevent risk or injury to all those persons in their care.

Contractors and sub-contractors employed by the College or G4S are required to comply with requirements of all relevant health and safety legislation and in particular:

- Taking reasonable care for the health and safety of themselves and all persons around the College 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 Strategic Business Lead / HR & HS Officer or G4S Premises Manager as necessary in line with statutory requirements.
- All sub-contractors to the College must provide a copy of the most recent DBS (Disclosure and Barring Services) clearance form or must be supervised by G4S premises staff at all times whilst carrying out their duties within College hours or whilst students are on site.

12. COMMUNITY ACTIVITIES

12.1 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.

12.2 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 Strategic Business Lead / HR & HS Officer and G4S Premises Manager

- 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

12.3 Hirers must:

- Comply with all College and G4S 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 letting's documentation. If the College is used for community activities outside the College day, the G4S Premises Manager or Premises Officer on duty will provide emergency procedure including the administration of first aid (within his/her training and capabilities).
- 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.

12.4 Use of Equipment - The College or G4S will not accept responsibility for equipment brought on to site by the outside users. Other equipment hired from the College should be used appropriately and not modified in any way- this includes permanent fixtures and fittings.

- 12.5 Fire Drills - Occur regularly and all users must observe the instructions and guidance of the Health and Safety Policy.
- 12.6 First Aid - In the evenings and at weekends the College cannot always provide a trained first aider. Organisations should be prepared to make their own arrangements. These arrangements will be reflected in the hire/letting agreement with that organisation when applicable.
- 12.7 Accident/Incidents and dangerous occurrences must be reported to the College's representative immediately or G4S's Premises Staff on duty.
- 12.8 Storage of Materials - The College and G4S cannot accept responsibility for items left or stored on its premise by Community users without its knowledge or permission.

13. ARRANGEMENTS FOR THE SUPERVISION OF STUDENTS

13.1 Breaks and Lunch times

The Governing Body has 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 designated Assistant Head of Behaviour. The Leadership Team are on duty each break and lunchtime on a rota basis. All lunchtime and after College clubs are supervised by a member of staff.

13.2 Out of normal College hours

Teaching staff have a common law responsibility for the welfare of student on site. All staff engaged in supervisory duties are provided with a basic understanding of the College's agreed policy on student behaviour, incidents, and how to obtain first aid assistance.

13.3 Pupils Taking Medicines

The College complies with guidance detailed in the Health and Safety bulletin no. 36A – 'Administration of Medicines and Healthcare Needs in Colleges, Early Years and Youth Settings'.

14. LABORATORIES AND PRACTICAL AREAS

- 14.1 The Governing Body acknowledges and agrees to comply with guidance circulated by the Local Authority 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.

- Fume Cupboards
- Machinery in D&T dept (full details of equipment and service checks are held by G4S)

15. RISK ASSESSMENT

- 15.1 As Key Manager, the Head Teacher will ensure that regular written risk assessments are undertaken of premises, methods of work and all College 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.
- 15.2 Written risk assessments will identify all defects and deficiencies together with the necessary remedial action or risk control measures.
- 15.3 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.
- 15.4 The Head Teacher with the Strategic Business Lead / HR & HS Officer are responsible for carrying out general whole school risk assessments.
- 15.5 Heads of Department 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.
- 15.6 Areas of the College where risk assessment is particularly important are:
- Physical Education
 - Design and Technology
 - Science
 - Information Technology
 - Drama

16. PROVISION AND USE OF WORK EQUIPMENT REGULATIONS 1998

- 16.1 The regulations require employers to provide and maintain safe equipment, Plants (this will be done by G4S) 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

16.2 Head of Department are responsible for ensuring:

- Inspection
 - Equipment to be suitable for its intended purpose and to be used only in conditions where it is suitable.
 - Where safety depends on the installation conditions, equipment to be inspected by G4S before first use and after any relocation to ensure that it is safe to use: suitable records of such inspection to be maintained by G4S
 - Any work equipment that may be subject to deterioration to be subject to regular before use 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 (College and G4S)
 - 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 (to be arranged by G4S)
 - 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 Head of Department, HR & HS Officer / Strategic Business Lead any defect or matter of concern.

16.3 Members of staff must consider Health and Safety aspects when purchasing equipment. G4S must be aware of all equipment required before purchasing. The following areas are identified by OFSTED in the Handbook for the Inspection of Colleges as potentially requiring additional attention within the inspection of establishments:

- Technology
- Science
- Art
- Physical Education

16.4 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 HR & HS Officer / Strategic Business Lead and G4S Premises Manager.

G4S are responsible for all Portable Appliance Testing of electrical equipment within the College, this is to be carried out routinely and regularly monitored and recorded.

17. **EQUIPMENT / MACHINERY USE**

17.1 The responsibilities of equipment / machinery operators:

- To read and understand the College'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 Head of Department, HR & HS Officer / Strategic Business Lead
- 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 Head of Department 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 HR & HS Officer / Strategic Business Lead and ensure that details are entered in the accident book / S02 System.
- Inform relevant Head of Department / HR & HS Officer / Strategic Business Lead 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.

18. INSTRUCTION AND TRAINING

- 18.1 The Head Teacher is responsible for ensuring that new staff are provided with suitable Health and Safety induction training before or 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 and Safety hazards and given an explanation on safe systems and methods of work. The HR & HS Officer / Strategic Business Lead and Head of Department must ensure that all staff are provided with suitable personal protective equipment.

19. HEALTH and SAFETY PROMOTION

- 19.1 All staff are responsible for promoting a positive and active attitude and approach towards Health and Safety at work and towards Environmental Protection. The Strategic Business Lead / HR & HS Officer will issue information and advice regarding Health and Safety matters to help staff keep abreast of current issues and new initiatives. The Strategic Business Lead ? HR & HS Officer will constantly enforce the need for safe working College premises.

20. HOUSEKEEPING

- 20.1 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 increase the risk of trips and falls and is often a fire risk.

21. REPORTING ACCIDENTS AND DANGEROUS OCCURRENCES

- 21.1 All accidents must be reported immediately to the HR & HS Officer and recorded in the S02 systems. Accidents and dangerous occurrence will be thoroughly investigated by the HR & HS Officer / Strategic Business Lead to establish the cause and action taken to eliminate or minimise the risk of reoccurrence. An online form (SO2) must be completed to the Local Authority Central Health and Safety Unit.

22. PROCEDURE IN THE EVENT OF SERIOUS OR FATAL ACCIDENT

- 22.1 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 College are involved in a serious or fatal accident or serious incident directly associated with work carried out by employees of the College. 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 means**. In cases when the Head Teacher is not immediately available the Deputy Headteacher / Strategic Business Lead 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
- Head Teacher/Strategic Business Lead to contact CYPS Health and Safety Team

23. MANUAL HANDLING

- 23.1 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. Unless the staff member has undertaken manual handling training then all portering must be carried out by G4S staff. Trolleys and other devices will be provided by the HR & HS Officer / Strategic Business Lead for the movement of books and resources around the College.

24. WORKING WITH ELECTRICAL EQUIPMENT AND HAND TOOLS

- 24.1 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 G4S Premises Manager will ensure that the electrical mains system and associated equipment are tested in line with statutory requirements.

The G4S Premises Manager will ensure that all portable electrical equipment which appears on the Colleges inventory is PAT tested on an annual basis and records maintained.

25. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

- 25.1 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.
- 25.2 The HR & HS Officer/ Strategic Business Lead 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.

26. WASTE CONTROL

- 26.1 Waste oils, solvents, inks and other industrial waste materials will be disposed of by G4S 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.

27. CLASSROOM / OFFICE SAFETY AND DISPLAY SCREEN EQUIPMENT

- 27.1 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.
- 27.2 When working with a device that has a screen 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 HR & HS Officer / Strategic Business Lead 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 HR & HS Officer / Strategic Business Lead.

28. FIRST AID

- 28.1 The Strategic Business Lead / HR & HS Officer will be responsible for ensuring the provision and maintaining of 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 College has a dedicated medical room in the main reception.
- 28.2 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.

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

29. FIRE PRECAUTIONS AND EMERGENCY PROCEDURES

- 29.1 A Fire Risk Assessment is in place and details of how fire safety is managed at the College. It also details the measures in place in order to control the risks posed by fire. The Strategic Business Lead / HR & HS Officer and G4S Premises Manager will ensure that the fire action plan is carried out and that the fire risk assessment remains up to date.
- 29.2 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.
- 29.3 The Strategic Business Lead / HR & HS Officer 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 to 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.
- 29.4 The G4S Premises Manager has delegated responsibility for ensuring the provision of, and having maintained, all firefighting 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 Strategic Business Lead / HR & HS Officer to ensure that all new staff receives training in the Fire and Emergency Procedures before or on their first day at work.
- 29.5 The G4S Premises Manager will ensure that all statutory checks/tests on firefighting appliances and associated alarms and equipment are carried out, and a record maintained.

30. NO SMOKING POLICY

- 30.1 In line with the LA No Smoking Policy, there is now a ban on all smoking, (this includes use of e-cigarettes and vaping) in enclosed public spaces and workplaces. The aim of the new smoking policy is to protect employees from second hand smoke and exposure.
- 30.2 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).
- 30.3 This restriction applies to all LA employees, Governing Body, agency and temporary staff, contractors, partner organisations, third parties hiring College premises and grounds, visitors, parents and students.

31. NEW AND EXPECTANT MOTHERS

- 31.1 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.

32. YOUNG PERSONS

- 32.1 All risks to young persons employed by the College (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 College 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 College 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.

33. DRUGS and MEDICINES

- 33.1 Any Drugs and Medicines retained by the College will be kept in a locked Cabinet fitted with a suitable lock. Only fully trained and authorised members of staff will be permitted to dispense drugs and medicines, and then only with the permission of the Head Teacher, and directly in liaison with parents.
- 33.2 All medicines must be properly labelled and locked away until required. A record will be maintained recording all drugs administered by or to the students.
- 33.3 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.

34. OUT OF HOURS

- 34.1 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. G4S staff must be made aware of all staff working out of hours and their locations. Where the risk is significant radios will be provided for communication purposes.

35. STRESS POLICY

- 35.1 The Governing Body of The City of Leicester College recognise that individual and organisational health are interdependent, in the sense that a positive approach to organisational wellbeing can create substantial benefits for employees, health and organisational effectiveness. The City of Leicester College is therefore committed to promoting an environment that has a positive impact on employee and organisational wellbeing.
- 35.2 The Headteacher, Deputy Head teacher, Strategic Business Lead, HR & HS Officer and all Line Managers have responsibility for individual and organisational health. To carry out 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
- Provide access to Occupational Health Service for individual employees, to provide help and support via a confidential referral form
- Develop and keep under review the stress risk assessment

35.3 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 or HR & HS Officer / Strategic Business Lead it is unlikely that appropriate assistance can be given.

Therefore, individual employees are urged to:

- Draw the attention of their Line Manager / HR & HS Officer / Strategic Business Lead to any undue pressure or symptoms they are experiencing
- To draw the attention of their line Manager/ HR & HS Officer / Strategic Business Lead 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.

36. CHILD PROTECTION/SAFEGUARDING

36.1 All employees of The City of Leicester College are required to read the DFE Keeping Children Safe in Education and attend the Child Protection/Safeguarding CPD session every year. If there is evidence that a child has been mistreated, either physically, emotionally, sexually or by neglect, the College's named DSL/ Deputy DSL must be informed, and they will gather information and investigate the matter further, in line with the College policy on Child Protection.

37. MANAGING BEHAVIOUR

37.1 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 College as a community
- To support caring and co-operative behaviour and discourage anti-social behavior
- Only use physical restraint when absolutely necessary and in accordance with the physical restraint policy and guidelines.

38. COMMUNICATION

38.1 The Governing Body will encourage the active participation of all staff in promoting good health and safety practice within the College, in line with The Health and 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.

39. POLICY ON DRUGS AND ALCOHOL AT WORK

- 39.1 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.
- 39.2 Staff are encouraged to approach the Head Teacher or Strategic Business Lead 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 or Strategic Business Lead and are informed of the details.
- 39.3 The Head Teacher and Strategic Business Lead 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.
- 39.4 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.

40. VIOLENCE AT WORK

- 40.1 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.
- 40.2 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 Head Teacher and Strategic Business Lead.
- 40.3 Staff are reminded to report any incidents of aggression, threat or actual violence to the Head Teacher or Strategic Business Lead., The College 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 College to prevent, minimise and control the risk of violence.

41. SHARPS

- 41.1 The College 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.
- 41.2 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.

42. NUT FREE POLICY AND ALLERGIES

- 42.1 The College is a Nut Free site and the Head of ADT ensures that no nuts are used in cooking lessons and that there are controls in place to reduce the risk of any cross contamination from ingredients bought in by students.
- 42.2 The College catering contractors Academy also ensure that no nuts are used in the produce they sell and also have in place strict controls to reduce the risk of cross contamination. Academy have a duty to ensure all food is correctly labelled and that they know the provenance of all their ingredients and produce.
- 42.3 Where external hirers use the catering facilities the Catering Manager must make arrangements to supervise the use of the facilities and ensure measures are put in place to avoid cross contamination.
- 42.4 Where students are taken for external trips the trip leader must ensure that any food purchased is Nut free and they must be specifically aware of any students and staff that have known allergies.
- 42.5 The College will keep a record on SIMS of any students or staff with known allergies and will have a plan to deal with any allergic reactions. The Strategic Business Lead / HR & HS Officer will monitor these arrangements regularly.

43. COVID 19

- 43.1 The Head teacher is in regular contact with the Local Authority and Public Health England and is responsible for ensuring all test and trace is carried out.
- 43.2 Throughout the pandemic the College has followed all government, Public Health England and local authority advice and will continue to do so. In so doing staff, trade unions students and parents have been consulted and communicated with.
- 43.3 The Local Authority produce a whole school risk assessment template and this is regularly reviewed and updated by the Headteacher, Strategic Business Lead and HR & HS Officer and published on the College Website. Individual Risk Assessments have also been carried out for all staff members and are updated as needed.
- 43.4 The College have invested in signage, PPE, cleaning materials and equipment sanitiser and wash stations to protect the staff, students and public and reduce transmission and infection. It will continue to do so until the pandemic is over and will keep a stock of items for any future pandemics. Any surplus stock of PPE will be monitored and will be donated to the NHS or Care Sector before it expires.
- 43.5 The Strategic Business Lead liaises with all hirers of the College and ensures that they have read and understood the College risk assessment and have their own controls in place including wearing of masks, sanitising and cleaning.

44. ARRANGEMENTS

- 44.1 The Colleges health and safety policy aims to ensure that suitable and sufficient management arrangements, risk control measures and workplace precautions are designed and in place.
- 44.2 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.
- 44.3 The areas covered by these arrangements include: -
- | | |
|-------------------------------|-------------------------------|
| 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 Trips and Visits | Offsite Working |
| Security | Work with Other Organisations |
| Administration of medication | Physical Intervention |
| Waste Management | DSB / Safeguarding |
| Weapons in College | Medical Policy |
| No Nuts and Allergies | Infections In Children |
| Covid 19 | |

These procedures will be subject to routine and regular review to ensure they remain valid and effective in addressing their specific risk areas. The College and G4S are responsible for some/all of the above, either independently or collectively

45. MONITORING

- 45.1 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.
- 45.2 All Heads of Department and managers are required to carry out safety tours routinely and regularly and inspect the areas within their control and where appropriate carryout operational risk assessments on the hazards identified.
- 45.3 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.
- 45.4 Records of incidents and accidents are routinely assessed to assist in the risk assessment process and in the setting of priorities, where appropriate the Strategic Business Lead / HR & HS Officer is responsible for carrying out sufficient investigations to determine the cause/s and any remedial measures as necessary.
- 45.5 The Strategic Business Lead and HR & HS Officer will analyse the accident/incident data and prepare statistical information to assist the annual review.
- 45.6 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 key risk assessments, control measures and accident trends on a regular basis through the Leadership and Business Committee.
- 45.7 The College 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 College to take the relevant action to protect Health and 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 College
 - Ensure that all groups of staff and others who might be affected are considered
 - Identify groups who might be particularly at risk
- 45.8 The risk assessments will be used positively by the College to change working procedures and improve Health and Safety performance as appropriate.

46. CONSULTATION

46.1 Committees will meet regularly, but not less than termly, within the College to provide for joint consultation on health and safety matters.

Membership comprises appropriate senior and line management, and representatives of the staff.

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 COLLEGE MUST PLAY IN HELPING TO PROVIDE A SAFE AND HEALTHY WORKING ENVIRONMENT.

THE HEALTH AND SAFETY POLICY WILL BE REVIEWED ANNUALLY (AS A MINIMUM) TO ENSURE IT CONTINUES TO SATISFY THE AIMS AND OBJECTIVES OF THE COLLEGE.