

# Slough and Eton Church of England Business and Enterprise College



A Member of Slough and East Berkshire C of E  
Multi Academy Trust

## Health and Safety Policy

Owner:	Mr Chris Fisher
Ratified by Governing Body:	
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BUSINESS SUPPORT

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## HEALTH AND SAFETY POLICY STATEMENT

### SLOUGH AND ETON CHURCH OF ENGLAND BUSINESS AND ENTERPRISE COLLEGE

The health and safety of all the people who work or learn at **Slough and Eton Church of England Business and Enterprise College** are of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The governing body takes responsibility for protecting the health and safety of all children/students, members of staff and visitors.

Under the overall direction of the Governors we will provide suitable and sufficient information, training and supervision, as is required to ensure the health and safety of employees, our College children/students, their parents and anyone else that may be affected by our activities.

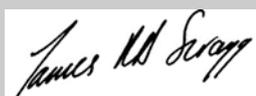
**Slough and Eton Church of England Business and Enterprise College** especially recognises its duty of care towards others that are not in our employment, particularly the college children/students. These people also include; parents, visitors and contractors with whom we interact both within **Slough and Eton Church of England Business and Enterprise College** premises and the local environment. The actions of visitors and contractors will be controlled in such a way so as not to cause harm to our children/students, our employees or themselves.

All employees have a duty to ensure that they work in a safe manner and that they ensure their acts and omissions do not cause harm to others. Employees will be encouraged to bring to the attention of their line managers any concerns regarding health and safety issues.

We recognise that the control of contractors is essential to create safe working environments and will ensure that contractors are appointed and managed with due regard to their ability to work safely in our premises.

Our Health and Safety Policy complies with the requirements of the **Health and Safety at Work etc Act 1974** and will be subject to regular review at least annually or when there are any significant changes.

Overall responsibility for Health and Safety in **Slough and Eton Church of England Business and Enterprise College** rests with the Governing Committee, led by the Chair of Governors and the Head Teacher as the principal employee:

Signed:  Chair of Governors/Trustees

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igned:  **Head Teacher**

Dated: 23<sup>rd</sup> March 2017

## LEGAL DUTIES AND RESPONSIBILITIES OF EMPLOYERS

It is our duty and responsibility as employers under the **Health and Safety at Work etc Act 1974 section 2.1 and 2.2 a-e** and this policy to:

- Ensure so far as is reasonably practicable the health, safety and welfare at work of all our employees and others who may come into **Slough and Eton Church of England Business and Enterprise College**.
- To provide and maintain plant and safe systems of work that are, so far as reasonably practicable, safe and without risk to a persons health or safety.
- To make arrangements for ensuring, so far as is reasonably practicable, the safety and absence of risks in connection with the use, handling, storage and transportation of articles and substances.
- To provide information, instruction, training and supervision as is necessary to ensure so far as is reasonably practicable the health and safety at work of our employees.
- And as far as is reasonably practicable, we will maintain any place of work in our control in a safe manner and maintain safe access and egress from it.
- Provide and maintain so far as is reasonably practicable a safe working environment with adequate facilities and arrangements for the welfare of our employees and others who enter **Slough and Eton Church of England Business and Enterprise College**.

We are particularly conscious of our responsibilities towards the children, and their parents, of **Slough and Eton Church of England Business and Enterprise College**.

We also recognise that a breach of health and safety legislation may constitute a criminal offence. An Enforcing Authority may take criminal proceeding against **Slough and Eton Church of England Business and Enterprise College** and or its management. This can result in penalties, i.e. fines and/or imprisonment.

## **LEGAL DUTIES OF EMPLOYEES**

In addition to the previously described general responsibilities, the **Health and Safety at Work etc Act 1974** places legal duties on all employees.

These are:

### **Section 7 'Health and Safety at Work etc Act 1974'**

- To take reasonable care for the health and safety of them and other persons who may be affected by their acts or omissions at work – i.e. college children.
  
- To cooperate with the management to enable the employer to carry out legal duties or any requirements as may be imposed.

### **Section 8 'Health and Safety at Work etc Act 1974'**

- No person shall intentionally or recklessly interfere with or misuse any item provided in the interest of health, safety, and welfare.

Employees should bear in mind that a breach of health and safety legislation by an individual constitutes a criminal offence and action may be taken by an Enforcing Authority against an individual. Such action can result in penalties, i.e. fines and/or imprisonment.

## HEALTH AND SAFETY RESPONSIBILITY

### **Overall**

The overall responsibility for health and safety within **Slough and Eton Church of England Business and Enterprise College** rests with the Governors body/Trustees and the Head Teacher.

They will ensure that sufficient resources, both financial and physical are available so that the Policy and its arrangements can be implemented effectively.

To ensure that the Policy is implemented and maintained so that **Slough and Eton Church of England Business and Enterprise College** keeps within the requirements of the **Health and Safety at Work etc Act 1974** the above may delegate duties to employees who will provide support to meet the responsibilities.

Delegation of the individual duties and responsibilities to employees does not in any way detract or remove the ultimate responsibility and duty of care placed on the above person by the **Health and Safety at Work etc Act 1974**.

### **Specific Responsibilities of the Governors/Trustees and Head Teacher**

The Governors and Head Teacher are responsible for implementing this policy within the college. In particular they will:

- Monitor the effectiveness of the safety policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis;
- Prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills (normally at least once a term) to take place and for the results of these to be recorded;
- Make arrangements to draw the attention of all staff employed at the college to the college safety policies and procedures and of any relevant safety guidelines;
- Make arrangements for accident recording and reporting procedure and draw this to the attention of all staff at the college as necessary;
- Make arrangements for informing staff and students, of relevant safety procedures. Other users of the college will be appropriately informed;
- Identify defects in the state of repair of the buildings or their surrounds which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed. This requires that regular safety inspections are undertaken;
- Arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe by the Health and Safety inspection team;
- Monitor, within the limits of their expertise, the activities of contractors, hirers and other organisations present on site, as far as is reasonably practicable;
- Identify any member of staff having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist the Governors and Head Teacher in the management of health and safety at the college. Such delegated responsibility must be defined as appropriate.

## **INDIVIDUAL RESPONSIBILITIES**

The duties of those employees with responsibility for health and safety are set out within our Policy. Details of their individual responsibilities are set out within the Arrangements for Health and Safety section.

The person responsible for ensuring this Policy is put into practice is:

**The Head Teacher**

Other duties will include:

- Identifying hazards present within any college activities.
- Ensuring risk assessments are undertaken and any actions are followed through to completion
- Ensuring that hazardous substances are assessed and any actions are followed through to completion.
- Liaising with the Enforcing Authorities as and when required.
- Identifying any training needs.
- The development and implementation of safe systems of work.
- The maintenance of the workplace and buildings.
- Fire and emergency management.
- Ensuring waste is managed.
- Ensuring accidents are reported and investigated.
- Ensuring that any ill-health situations that are caused by work activities are reported and investigated.

### **RESPONSIBILITIES OF STAFF TOWARDS STUDENTS & OTHERS IN THEIR CARE**

All employees are responsible for the health and safety arrangements in relation to staff, students, students and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

- exercise effective supervision over all those for whom they are responsible, including students;
- be aware of and implement safe working practices and to set a good example personally. identify actual and potential hazards and introduce procedures to minimise the possibility of mishap;
- ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards;
- provide written job instructions, warning notices and signs as appropriate;
- provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required;
- minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process;
- evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements;
- provide the opportunity for discussion of health and safety arrangements;
- investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action;
- provide for adequate instruction, information and training in safe working methods and recommend suitable "off the job" training;

- where private vehicles are use to transport children to and from college functions, staff should ensure that child restraints and seats appropriate to the age of the children concerned are used.

N.B. When any member of staff considers that corrective action is necessary but that action lies outside the scope of their authority, they should refer the problem to the Head Teacher.

## COMPETENT ASSISTANCE

The competent assistance and advice is provided by:

**Employment Law Advisory Services Ltd**

The **Management of Health and Safety at Work Regulations 1999, regulation 7**, requires that every employer must appoint one or more competent persons to assist them with the implementation and provision of health and safety measures.

The organisation of Health and Safety Consultants indicated above has been contracted to ensure that **Slough and Eton Church of England Business and Enterprise College** is provided with the necessary information, advice and assistance to comply with current Health and Safety Legislation.

**Employment Law Advisory Services Limited** will carry out audits of our Health and Safety Management Documentation in order to measure our health and safety performance. These will be completed within the contractual arrangements at no more than twelve monthly intervals.

## ARRANGEMENTS FOR HEALTH AND SAFETY AT WORK

### THE HEALTH AND SAFETY INFORMATION FOR EMPLOYEES (AMENDMENT) REGULATIONS 2009

The regulations require information relating to health, safety and welfare to be provided for our employees by means of posters or leaflets in the 'approved form' and published for the purposes of the regulations by the Health and Safety Executive (HSE).

The regulations require the identification of Employees Safety Representatives and any other Health and Safety contracts to be written in the appropriate spaces on the poster, and when the leaflet is provided, you should specify the information in a written notice.

The poster 'Health and Safety Law' – 'What You Should Know' will be displayed in a prominent position in the workplace where it can be read by all our employees.

Information on the poster states who has overall responsibility for health and safety within **Slough and Eton Church of England Business and Enterprise College** and the name of any safety representatives that have been identified

### NOTICES

All notices whether on **Slough and Eton Church of England Business and Enterprise College** premises or elsewhere issued in accordance with the **Health and Safety at Work etc Act 1974** and its associated legislation must be complied with.

All employees, visitors, and contractors alike must take the necessary action to ensure that they are familiar, as far as is reasonably practical, with any warning signs and the meanings and interpretations of signs, both advisory and warning, and comply with them.

Any suggestions on how we may improve health and safety within **Slough and Eton Church of England Business and Enterprise College** should be communicated to your line manager for assessment and feasibility.

All employees and others who may be affected by the contents of this Policy are advised and a master copy of the 'Health and Safety Policy' statement for **Slough and Eton Church of England Business and Enterprise College** is retained in the main office. The policy contains detailed information relating to the college activities and a copy is available for you to read.

**Slough and Eton Church of England Business and Enterprise College** consider themselves responsible employers, we will ensure that all employees read the policy and any areas that are not understood are explained to them in detail.

## THE HEALTH AND SAFETY (CONSULTATION WITH EMPLOYEES) REGULATIONS 1996

Where there are employees, who are not represented by safety representatives under **The Safety Representatives and Safety Committees Regulations 1977 amended 1997** the employer must consult those employees in good time on matters concerning their health and safety at work. This will be carried out by meetings, talks, use of the notice board and an open door policy.

- The introduction of any measures in the workplace, which may substantially affect the health and safety of the employees.
- The employer's arrangement for appointing or nominating an employees representative and their responsibilities and any resources that may be required to allow them to carry out the duty.
- Any information that the employer is required to provide under relevant statutory provisions
- The planning and organisation of any training requirements with regard to health and safety
- Any new technologies that are brought into the workplace and the training and consequences with regard to health and safety that may arise from the new technology.

To allow the college to carry out this duty consultation with employees will be the responsibility of:

**Business and Procurement Manager**

The elected or nominated person/s to act as the employees' representative is:

**Appointed Staff Representative**

Health and Safety will be a regular topic on departmental meeting agendas.

Regular health and safety information will be posted on a specific notice board. The notice board is located in:

**Staff Room**

## IDENTIFYING AND MANAGING HEALTH AND SAFETY RISKS

### RISK ASSESSMENTS

The **Management of Health and Safety at Work Regulations 1999, Regulation 3**, requires that we must carry out a suitable and sufficient assessment of the health and safety risks to our employees whilst they are at work. We will also consider those that are not in our employment who may come into contact with our college activities or premises. Before embarking on this task we need to have an understanding of the following:

- A **Hazard** is something with potential to cause harm.
- The **Risk** is a measure of the likelihood that harm will be caused.

**Slough and Eton Church of England Business and Enterprise College** will ensure that we carry out suitable and sufficient risk assessments of all the tasks and equipment connected with our college activities that are likely to present a significant risk of injury or ill health to our employees or others within our activities.

The person responsible for ensuring that risk assessments are undertaken is:

**Business and Procurement Manager**

The risk assessments will be made available to all our employees who will read them. After reading and understanding the content of the risk assessment, the employee must sign our confirmation sheet to confirm that they have read and understood the assessment and its findings.

The responsibility for the implementation of risk assessments and any controls that are required rests with the nominated person identified above and shall be supported by any other employees as is required.

The managers or supervisors will also monitor the effectiveness of any actions resulting from the findings of the risk assessments. Any deficiencies that are identified will be reported to the person responsible for carrying out the risk assessments.

All risk assessments will be reviewed annually as a minimum or if there is any significant change that affects the validity of the risk assessment, whichever comes sooner.

## **CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH**

The **Control of Substances Hazardous to Health Regulations 2004 (as Amended)** requires us to carry out an assessment and record the risks involved with using, storing and handling hazardous substances.

Hazardous substances will not be used handled or stored until a suitable and sufficient risk assessment has been carried out. The findings and content of the risk assessment will be communicated to all employees likely to come into contact with the substance.

Safety Data sheets (SDS) will be obtained for all hazardous substances purchased and this information will be retained. We understand these data sheets are freely available from suppliers and manufacturers who have a legal obligation to provide them.

We also recognise that as a result of our business undertaking hazardous substances may develop as a result of our business practices. These substances will also be assessed and controlled.

The person responsible for carrying out the CoSHH assessments is:

**Premises Manager**

After reading and understanding the content of the CoSHH assessments the employee will sign the confirmation sheet to confirm that they have read and understood the assessment and its findings.

Responsibility for implementation of CoSHH assessments and any controls that are required rests with the nominated person identified above and supported by any other employees as is required.

The effectiveness of the CoSHH assessment and any deficiencies will be reported to the person responsible for carrying out the CoSHH assessments.

All CoSHH assessments will be reviewed annually or if there are any significant changes that affect the validity of the risk assessment, whichever comes sooner.

### **LOCAL EXHAUST VENTILATION (LEV)**

Where necessary, local exhaust ventilation is provided to remove the hazardous substance away from the operative and workplace. This reduces the risks from operative hazardous substance exposure and we will ensure our employees use the extract systems at all times.

A competent person will inspect the extraction system every fourteen months.

The competent person for inspecting the LEV system is:

**AMS Ltd**

Records of these inspections will be retained and available for inspection by the enforcing authority and insurance provider when required.



## **BIOLOGICAL HAZARDS**

### **Control of Infection**

To control the risks associated with biological hazards such as viruses from blood, faeces, and urine there must be **infection control policies** put into place as a separate item to the Health and Safety Policy, although they should both support each other.

The person responsible for the Infection Control policy is:

**Business and Procurement Manager**

The Infection Control Policy must address such issues as:

- Education and training of employees in infection control issues.
- Protocols on hand washing.
- Service user isolation
- Aseptic procedure
- Disinfection and decontamination including domestic cleaning.
- Ill health reporting and recording
- Monitoring, surveillance, and auditing.
- Prevention of exposure to blood borne viruses including prevention of sharps injuries and immunisation policies for employees at risk.
- Use of personal protection equipment including disposable powder free gloves
- Generation, collection, and disposal of clinical waste.
- Legionella

The policy must be made available and read by all employees who must sign the signature sheet to indicate that they have read and understood the policy.

The person responsible for carrying out the Water Temperature and Legionella checks is:

**Clearwater Ltd**

Any questions about the policy must be directed to:

**Business and Procurement Manager**

The policy must be reviewed annually or when any significant change occurs whichever is sooner.

The policy will be reviewed by:

**Business and Procurement Manager**

## **DRUGS AND MEDICINES**

A separate policy is in place for the drugs and medicines administered along with **The Control of Substances Hazardous to Health Regulations 2002 (as amended)** which is identified in the above section of this health and safety policy. Controlled drugs and medicines are locked away in a cupboard.

The person responsible for the development and implementation of drugs and medicines policy is:

**School Office Manager**

The Drugs and Medicines Policy should address issues such as:

- Training and education of employees that distribute, order and store drugs and medicines
- Safe storage of drugs and medicines
- Risks involved with handling
- Labelling
- Procedures for issue
- Procedures for auditing and accounting during distribution
- Authorised drugs and medicines workers
- Emergency procedures

The policy is available to all employees, particularly those who are registered to administer drugs and medicines. The policy must be read and understood and signed to state that they fully understood the content of the policy.

Any questions must be referred to:

**School Office Manager**

The persons responsible for the safe administration of drugs and medicines are:

**Nominated Admin Staff**

## **HEALTH SURVEILLANCE**

We recognise that some hazardous substance exposure or working practices and tasks require us to provide health surveillance of employees. The level of health surveillance is dependent upon the level of exposure and the hazardous substance or task involved. This will be determined at the Risk/CoSHH assessment stage and form part of the control measure required.

The health surveillance arrangements usually require the services of an occupational health practitioner (e.g. Nurse or Doctor). When this situation arises we will provide these services at no cost to the employee.

Employees are reminded of their duty to report any concerns regarding their health and safety any concerns regarding health in connection with work must be directed to:

**Business and Procurement Manager**

## **MANUAL HANDLING**

The **Manual Handling Operations Regulations 1992 (as amended)** require that all manual handling tasks must be avoided where reasonably practicable, where this is not reasonably Practicable then an assessment of the risks to employees must be carried out. The manual handling assessments will be made available to all employees.

After reading and understanding the manual handling assessment, the employee will sign the confirmation sheet to confirm that they have read and understood the content of the assessment.

The person responsible for carrying out the manual handling assessments is:

**Premises Manager**

Responsibility for implementation of manual handling assessments and any controls that are required rests with the nominated person above, supported by any other employees as required.

The manager/supervisor will monitor the effectiveness of the manual handling assessments. Any deficiencies will be reported to the person responsible for carrying out the manual handling assessments.

However, management cannot carry out an assessment for all minor tasks therefore it is the responsibility of employees to mentally assess the risk of harm to themselves and others before carrying out manual handling.

Before carrying out any manual-handling task employees must consider

**The Task** - What you are going to do

**The Individual** – The persons own capabilities

**The Load** - The weight, size and shape of the load

**The Environment** – The environment to which the task is being undertaken

### **If in doubt get help**

All manual handling assessments will be reviewed annually or if there is any significant changes that affect the validity of the risk assessment, whichever comes sooner.

## **PERSONAL PROTECTIVE EQUIPMENT**

Personal protective equipment (PPE) must be provided for employees where a risk assessment indicates there is a requirement. The equipment provided will be suitable for the task affording the necessary protection.

An assessment of personal protective equipment will be carried out and where a need is identified, the equipment will be provided at no cost to the user.

Where PPE is supplied then employees must use the equipment provided; this is a legal requirement under the **Health and Safety at Work etc Act 1974 section 7**.

The person responsible for the assessment and provision of PPE is:

**Business and Procurement Manager**

Any questions or complaints (e.g. discomfort) about the PPE provided should be directed to:

**Business and Procurement Manager**

The requirement for PPE will be reviewed regularly. PPE will always be used as a last resort when controlling risks.

## WORK EQUIPMENT

The **Provision and Use of Work Equipment Regulations 1998** requires that all equipment and machinery used for work must be suitable for the task. When choosing work equipment a number of factors must be considered:

- The task that the equipment or machinery is to be used for.
- The environment where it is going to be used.
- Who is going to use it?
- All equipment purchased or hired by **Slough and Eton Church of England Business and Enterprise College** must comply with the minimum safety standards as are required by **The Supply of Machinery (Safety) (Amendment) Regulations 2005**, We will also ensure our equipment is in compliance with British and ISO standards and it is CE marked when purchased within the European Union.

The person responsible for the supply, procurement, and repair of work equipment and machinery is:

**Business and Procurement Manager**

Items of work equipment that require statutory inspection by competent persons will be inspected at the required intervals as stated below,

All lifting equipment will be inspected at six or twelve month intervals as required by the **Lifting Operations and Lifting Equipment Regulations 1998 as Amended**, records will be retained.

The competent person responsible for inspection of lifting equipment is:

**Premises Manager**

All portable electrical equipment will be inspected at regular intervals dependant on its type and usage.

The competent person responsible for inspection of electrical equipment is:

**Sigma Ltd**

Records of these inspections are kept in:

**Site Office**

## WORK EQUIPMENT - Cont

All defects of any work equipment must be reported to:

**Business and Procurement Manager**

Records of repair and maintenance are retained and inspections of other work equipment that may deteriorate with use (e.g. play equipment, gym equipment, ladders and stepladders) require such inspections.

Records of repair and maintenance are kept in:

**Site Office**

### Machinery Guarding

Under the **Provision and Use of Work Equipment Regulations (PUWER) 1998, Dangerous Parts of Machinery or Equipment (Regulation 11)**, require that all dangerous parts of machinery or equipment must be guarded or covered. The Management will ensure that where practicable and technically possible, appropriate guards or covers will be fitted to dangerous parts of machinery or equipment.

Where this isn't a practicable, alternative safety devices and jigs will be provided for the safety of its employees.

Employees are also reminded that they have a duty under the **Health and Safety at Work etc Act 1974** and **The Management of Health and safety at Work Regulations 1999** to work in a safe manner and to use all equipment provided for their safety. Failure to do this may lead to disciplinary action.

### Stop Buttons and Guards

Under the **Provision and Use of Work Equipment (PUWER) 1998 Regulation 16**, requires that emergency stop buttons will be fitted to all machinery and equipment where appropriate. The need will be determined by the specific risk assessment carried out on each machine or equipment.

In order to ensure that all guards, covers and emergency stops are maintained and in efficient working order, they will be tested and inspected at regular intervals (e.g. daily checks).

The Technician for the department will ensure that all machinery or equipment guards or covers and stop buttons are tested regularly and the test recorded.

Records of maintenance and repair of any work machinery or equipment will be kept available for inspection.

Any electrical work equipment that is used outside will be connected to the electrical circuit via a Residual Current Device that will break the circuit in the event of a fault or incident.

Any maintenance carried out on equipment that may be hazardous to people in his vicinity (e.g. work at height) will be carried out under strict isolation procedures. This may necessitate the need to raise a permit to work.

## **DISPLAY SCREEN EQUIPMENT (DSE)**

The **Health and Safety (Display Screen Equipment) Regulations 1992** require that an assessment of all display screen equipment (DSE) and the workstation be carried out to identify any risks present in relation to essential display screen users as defined in the regulations.

Prior to carrying out the assessment a checklist will be completed so as to identify the presence of any significant risk.

We recognise that DSE users require training and will provide it as necessary.

The person responsible for the assessment of display screen equipment is:

**HR Manager**

The assessments will be reviewed annually or when any significant change occurs.

### **Eyesight Tests and Corrective Glasses**

**Slough and Eton Church of England Business and Enterprise College** accepts their responsibility under these regulations. Should an employee classified as an essential user under the regulations have difficulty with their eyesight whilst using the display screen for their work, then we will pay for an eyesight test. This will determine if the employee requires corrective glasses to reduce the health risks involved in the use of computer screens.

If corrective eyewear is required then we will provide basic eyewear, which must be used whilst the operative is using the computer.

**Slough and Eton Church of England Business and Enterprise College** will not pay for any other type of eyewear, such as bi focal or varifocal if an employee requires these then they must pay the cost difference.

## **THE WORKPLACE**

The **Workplace Health Safety and Welfare Regulations 1992** are designed to provide employees with a safe place of work and adequate welfare facilities.

We will also ensure that the premises as well as any fixtures, fittings and plant within it do not present a health and safety risk to any children, visitors and contractors that may come into contact with our college activities and premises.

Premises inspections that provide for the early identification of defects and omissions will be carried out at regular intervals by representatives of both the staff and Governing body, when defects and omissions are identified then a time scale and person responsible for repair or implementation will be set.

Inspections of the buildings and outside environment will be carried out every:

**Week**

All defects and omissions must be reported promptly so that they can be dealt with. The person responsible for dealing with workplace defects is:

**Premises Manager**

The Institution of Electrical Engineers Regulations and the HSE recommend that a competent electrician should inspect fixed electrical installations at least every five years and a certificate of inspection obtained and retained.

The person responsible for ensuring electrical installations are inspected is:

**Business and Procurement Manager**

Any electrical defects must be reported to:

**Premises Manager**

In order to maintain a safe and health workplace, good housekeeping is extremely important. All employees have a part to play in the delivery of this requirement. They will ensure that their work areas and equipment is kept in a clean and tidy condition, items and equipment must not be left on the floor to present a trip, slip or fall hazard and any cables are to be routed away from traffic routes.

## **THE HEALTH ACT 2006**

Chapter 28 of the Health Act is to make provision for the prohibition of smoking in certain premises, places and vehicles and therefore "Smoking" is not allowed in any of our workplaces or entrances where smoke can enter the building. This also applies where cigarette smoke can enter the building through a window. It is our policy to ensure that this legislation is fully applied and also includes our vehicles and therefore "Smoking" is not

allowed. In the event of a person smoking in the workplace areas, disciplinary action will be taken.

**Good Housekeeping is Everybody's Responsibility**

## **THE WORKPLACE** Cont

Under the **Gas Safety (installation and use) Regulations 1998** we have a duty to ensure that any installations within the premises are installed and maintained by a competent person. The annual checks will include the effectiveness of any flue, the supply of air for combustion, the operational pressure and the safe function of appliances.

The person responsible for ensuring a Gas Safe registered engineer inspects gas installation is:

**Business and Procurement Manager**

## **CONTROL OF CONTRACTORS**

All contractors (for example electricians, window cleaners, painters, and decorators, plumbers) must report to reception on arrival and departure from the college. This is to ensure that the Head Teacher can make necessary arrangements to ensure the safety of staff and students.

We also understand that the controls must also protect the contractor from any risk them from any hazards that may arise as a result of our college activities.

Prior to any contractor carrying out any work at our college premises or elsewhere on our behalf, the contractor must produce or complete the following:

- A copy of their current Employer and Public liability insurance.
- Copies of any accreditations applicable to the job they may have.
- A method statement for the task they are to carry out.
- Copies of all risk assessments relevant to the job.
- Any other information that may affect the health and safety of anybody involved.

The person responsible for the control of contractors is:

**Premises Manager**

## **ASBESTOS**

**Under the Health and Safety at Work Act 1974 Section 2 and the Control of Asbestos Regulations 2012** we are required to protect the health and safety of our employees and others who may be affected by our undertaking, whether the work is for us or not.

Asbestos substances or materials will not be used handled or stored until a suitable and sufficient risk assessment has been carried out. The findings and content of the risk assessment will be communicated to all employees likely to come into contact with the substance.

The person responsible for ensuring that a risk assessment has been undertaken and an Asbestos Survey or Register is obtained before any work is undertaken is the responsibility of:

Premises Manager

We recognise that Asbestos Exposure requires us to provide health surveillance of our employees. The level of health surveillance is dependant upon the level of exposure and the hazardous substance involved. This will be determined at the Asbestos assessment stage and form part of the control measures required.

## **LONE WORKING**

Slough and Eton Church of England Business and Enterprise College has a duty to ensure the safety of lone workers as far as reasonably practicable. As far as the Health and Safety at Work, etc Act 1974 is concerned, the responsibility of the employer to ensure the safety of lone workers does not differ much from that of the responsibility to ensure the safety of employees working in a group or under close supervision.

Employees must co-operate with management to enable them to comply with their health and safety duties in respect of lone working. Section 7 of HASWA requires employees to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

**Slough and Eton Church of England Business and Enterprise College** will manage the risks associated with lone working by the following means;

- Risk assessments will be carried out for all lone working activities. This will enable us to establish the degree of risk and to put in place the control measures required to reduce the risk to an acceptable level. Risk assessment will take into consideration the person, the equipment/ materials being used and the environment where lone working is carried out. The assessment will also consider the emergency arrangements including rescue and first aid.
- We will ensure that the required communication equipment and procedures are implemented to enable employees to be communicated with at suitable intervals (the degree of risk determines what constitutes a suitable interval). The means of communication will be determined via the risk assessment process, but the telephone is an obvious means.
- Only trained, competent and authorised persons will be permitted to work alone. Training, information and instruction will be provided following the satisfactory completion of a suitable and sufficient risk assessment.

Whether or not a person will be permitted to work alone in or out of normal hours, will depend on the degree of risk posed by the work, the working environment and on the individual.

The person responsible for ensuring that the risk assessment for lone working is carried out:

Premises Manager

The person responsible for developing procedures for the lone working activity is:

**Business and Procurement Manager**

## **SECURITY**

College security is of paramount importance. All staff are responsible for being vigilant and acting decisively and quickly should they notice a breach of security or security risk e.g. stranger on or near premises without identification etc.

The Head Teacher, staff and governors regularly review security arrangements for the site.

- Access is via the main entrance only once the college day has begun. Staff may open external doors for lunchtimes and breaks. These doors once open are monitored at all times and locked when not in use.
- Signs point out the main entrance and detail the need to register with the college office staff.
- Signing in must be completed by all visitors and badges are issued to identify authorised visitors.
- Children arriving late or needing to leave the college before the end of the day **must** register at the office.

### **However, the whole community is encouraged to keep our college safe and secure by**

- Notifying police immediately of any trespassers on the premises in or out of college working hours or of any unauthorised use of any part of the premises.
- Notifying police if the alarm light is flashing or siren sounding.
- By reporting any unusual suspicious sightings of cars or persons in the close proximity to the college.
- Reporting of incidents that happen to their child or themselves e.g. asked to get in a car, offered sweets, asked questions about college routines etc.

## **FIRST AID**

The **Health and Safety (First Aid) Regulations 1981 (as amended)** requires us to provide adequate first aid equipment and a sufficient number trained people to administer first aid when required.

We will carry out a first aid risk assessment; this will enable us to establish the number of trained first aid person/s we require as well as the amount of first aid equipment needed.

The College's appointed first aider will take charge of first aid arrangements.

Factors considered will be:

- The number of people involved.
- The level of risk that our college activity presents (low, medium or high risk).
- The proximity of our college (location e.g. rural or town centre that may affect the speed at which the paramedics will arrive).
- Any other issues that may affect the assessment.

The qualified first aid people or appointed persons are:

**Listed on Notice Boards**

The first aid boxes are located at:

**First Aid Room and Offices around the School Site**

All accidents are to be reported and entered in the relevant accident book, which are located in:

**First Aid Room**

All accidents or near misses will be investigated and remedial actions identified this will prevent reoccurrence of the same or similar incidents. The level of investigation will depend up on the seriousness of the accident.

The person responsible for investigation of accidents or near misses is:

**Business and Procurement Manager**

## **REPORTING OF INJURIES DISEASES AND DANGEROUS OCCURENCES (RIDDOR) REGULATIONS 2013**

Under these regulations specific work related accidents, diseases, and dangerous occurrences must be reported to the Enforcing Authorities. The method of reporting is through the **Incident Contact Centre (ICC)**.

Although there is a comprehensive list of reportable situations within the regulations the main incidents that must be reported are:

- Fatalities –These must be report as soon as possible by the quickest method possible, usually by telephone.
- Major injuries such as broken bones and back injuries etc.
- Injuries that causes the employee to be away from his/her normal work activity for more than seven days incapacitation (not counting the day on which the accident happened) incapacitation means that the worker is absent or is unable to do work that they would reasonable be expected to do as part of their normal work.
- Any incident that leads to a member of the public being taken to hospital by any means.
- Diseases
- Dangerous Occurrences

You only have to report injuries that lead to a worker being incapacitated for **more than seven consecutive days** as the result of an occupational accident or injury (not counting the day of the accident but including weekends and rest days). The report must be made within 15 days of the accident.

The person responsible for reporting incidents is:

**Business and Procurement Manager**

**You must still keep a record** of the accident if the worker has been incapacitated **for more than seven consecutive days**. If you are an employer, who must keep an accident book under the Social Security (Claims and Payments) Regulations 1979, that record can be treated as a record for the purposes of RIDDOR.

The record must include information such as:

- The name and occupation of the injured person or those involved in the incident.
- The status of the injured person (employee or visitor/contractor).
- The location of the incident.
- A brief description of the incident or disease.
- The date, time and method of reporting.

Incidents and diseases can be reported by the following methods:

### **Online**

Go to [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) and complete the appropriate online report form. The form will then be submitted directly to the RIDDOR database. You will receive a copy for your records.

### **Telephone**

All incidents can be reported online but a telephone service remains for reporting **fatal and major injuries only**. Call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

## **FIRE SAFETY POLICY**

Under the **Fire Safety Order 2005**, employers and employees are required to consider and aid in fire safety whilst at work. More importantly we recognise the responsibility and will strive to achieve the safety of all relevant persons with a legitimate right to be in, on or in the vicinity of our premises. These may include employees, students, visitors and contractors.

Employees should be aware that it is a criminal offense not to consider theirs and others fire safety whilst at work and breaches will be dealt with by means of disciplinary action.

All employees have a responsibility for their own and others fire safety. They should report any possible fire safety issues to the Senior Fire Warden without delay.

The overall person responsible for the implementation of fire safety action is:

**Business and Procurement Manager**

The Senior Fire Warden and person responsible for day to day fire safety operation and the fire plan is:

**Business and Procurement Manager**

Additional Fire Wardens and roll calls coordinators are:

**Nominated as per School Fire Evacuation Plan**

The fire safety strategy is to ensure there is a suitable means of alerting all persons, who have a legitimate right to be, in the premises to a fire in the early stages and provide a sufficient number of exits to allow the safe evacuation to a place of final safety.

The evacuation procedure is for all persons to evacuate immediately. The type, number and level of fire safety measures will be decided by Fire Risk Assessment which will be carried out by a competent person.

Whilst management accepts there is a legal duty to ensure there are some persons trained in the use of firefighting equipment, they do not encourage the fighting of fires by employees and actively discourages the fighting of fires by any guests. Employees will receive fire safety training including the use of fire extinguishers but their overriding responsibility is to sound an alarm and initiate an evacuation of the premises.

Company management will employ a competent person to assist them with their duties under Article 18 of the Fire Safety Order 2005 so that a fire risk assessment (FRA) will be completed for the premises. The FRA will be reviewed annually or when there is a major change in circumstance to the premises. A hard copy of the FRA will be held on site in a safe place. Any significant finding will be prioritised as High, Medium and Low or as a note. High, Medium and Low are an identification of the risk the hazard presents to relevant people.

The Company will use this system as a way of prioritising the completion of the fire safety works.

The Trust's fire strategy concentrates on life safety and not property protection.

## **FIRE SAFETY – Evacuation and Servicing**

It is anticipated that evacuation drills will take place without visitors. Evacuation drills will be carried out at least twice a year, but not in the same six months. All evacuations, with evacuee names, will be recorded to show the completed drill and attendees.

The assembly point is situated at:

**Netball Courts**

The person responsible for carrying out the evacuation practice and recording the results is:

**Business and Procurement Manager**

Management will ensure accurate and true records associated with the testing and maintenance of fire safety measures as well as staff training. Records must be kept on site and, except for employee training, in a single file with the following information:

- Date of test
- Item tested
- Result of test
- Action taken
- Person completing test

Employee training records should be retained on site for the period the employee is working on site. The records should be kept confidential but may be shown to enforcing authorities for the purpose of showing due diligence to legislation.

The alarm will be inspected daily by staff to ensure it is showing a healthy supply (green light on panel) as part of the business's opening checks.

The alarm system will be sounded weekly. The call points will be tested over the course of a month by using a test key to operate a different call point each week on a rolling program. Records of the tests will be maintained on site for inspection by company personnel, fire risk assessors and enforcement officers.

The fire alarm system will be serviced and maintained by a competent person contracted by:

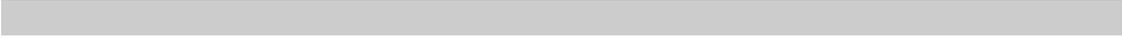
**PEL Ltd**

All fire extinguishers are serviced by a competent person annually and must be replaced when discharged. The competent person for fire extinguisher servicing is:

**PEL Ltd**

The emergency lighting will be serviced annually. The person responsible for this is:

**PEL Ltd**



## **FIRE SAFETY – Internal Audit**

The fire alarm system will be sounded via call points on a weekly basis. The person responsible for this is:

**Business and Procurement Manager**

The fire extinguishers will be visually inspected monthly. The person responsible for this is:

**Premises Manager**

The emergency lighting will be tested monthly and any defects found recorded. The person responsible for this is:

**PEL Ltd**

Final fire exits, emergency exits and evacuation routes will be kept clear at all times and checked monthly. The person responsible is:

**Premises Manager**

## **Flammable Liquids and Compressed Gases**

All flammable liquids and gases will be stored safely. Flammable liquids will be kept in a flameproof locker, and employees will return them to the locker after use. Flammable liquids will not be left near sources of heat or ignition.

Compressed gases are kept in a compound that will comply with the gas storage guidelines. All gas bottles when not in use will be returned to the compound immediately and not left in the working area. All operational gas bottles will be fitted correctly, and chained or fixed in the correct position to prevent falls, damage, leaks or explosions.

## **Fire Safety Training**

All employees will be given induction training when they start employment; this will take place on their first day of employment and will encompass:

- Action to take on discovering a fire or hearing the alarm
- Use of firefighting equipment
- Location of exits
- Assembly points

Where employee positions require, nominated key employees will receive additional training that will provide detailed knowledge on the installed fire safety measures. The instruction and training record will show that all employees have completed the required level of training.

The person responsible for employee induction fire safety training is:

**Business and Procurement Manager via use of Safe Smart**

## **FIRE SAFETY – Additional Procedure**

### **Personal Emergency Evacuation Plans (PEEP's)**

All staff known to have a disability will have a PEEP completed for them. The purpose of the PEEP is to ensure the person is provided with a means of being alerted to a fire emergency and a safe means of escape taking into account their disability, injury or illness. The PEEP should not disadvantage the employee in their job role, but ultimately the purpose of the PEEP is to ensure the safety of the employee. If no reasonable solution can be found to ensuring the safety of the person a restriction in their location within or on the premises may have to be considered. When completing a PEEP the Manager should speak to the person involved to discuss:

- What fire safety issues present problems?
- How serious are the problems?
- How can they be overcome?

Where it is recognised an employee, visitor or student has a disability that may affect their escape from the building the Responsible Person should consider discussing with them how they can be assisted.

A generic emergency evacuation plan (GEEP) will be put in place to accommodate any disabled or injured visitors or contractors whilst on our premises.

### **Contractors on Site**

Any contractors invited to site to carry out authorised repairs must provide management with a method statement stating how the work is to be safely completed. This must include a section on fire safety. Any contractor invited on site to complete “hot work” (work that could use open flame or heat producing equipment high enough to cause ignition to flammable material) must produce a risk assessment stating how the equipment is to be used and what precautions will be put into place to reduce the risk and deal with a fire. All such contractors must bring their own firefighting equipment on site suitable for the hazard they are introducing as specified in their risk assessment. All such firefighting equipment must be in service (within one year). When the contractors have set up to work, management will carry out an inspection and satisfy themselves they are working safely and to their risk assessment/method statement. Management has the right to stop any contractor from working in or on the premises where they feel there is an unacceptable risk to the contractors, staff and/or visitors.

The person responsible for contractor fire safety inspections and review is:

**Business and Procurement Manager**

## **FIRE ACTION**

The Fire Procedure is as follows:

### **If you discover a fire:**

- Raise the alarm by the recognised method.
- Only tackle the fire if trained to do so, with the equipment provided, ensuring your exit is clear at all times and without taking personal risks.

### **Contact with Emergency Services:**

In the event of the alarm being triggered automatically all staff are to follow the procedures laid down in the emergency evacuation procedure.

### **Upon hearing the alarm:**

All students will stand in silence and form a line to leave the working area. The person in charge of the students will instruct the students to leave by the nearest safe exit, follow behind and close all windows and doors behind them, switching off any electrical equipment where possible. The students must make their way to the fire assembly point in an orderly manner.

Nominated members of staff must be responsible for checking toilet areas on the way out of the building to ensure that no children are left behind.

To ensure that no one is left in the toilets please follow this course of action:-

- Nominated staff to check toilets/cloakroom for classes in each area.

The assembly point is situated at:

**Netball Courts**

The registers will be used to ensure that all people (including visitors and contractors) are present. This will be coordinated by:

**Deputy Head teacher or nominated Deputy**

### **Once Evacuated from the building**

- Any missing persons must be reported to the Head Teacher.
- The Head Teacher will inform the fire service of any missing persons.
- The Head Teacher may direct that the children be moved to another place of safety depending on the circumstances.
- Do not re-enter the building until the Premises Manager informs the Head Teacher that it is safe to do so.

## **DANGEROUS SUBSTANCES AND EXPLOSIVE ATMOSPHERES**

The Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR) require employers to control the risks to safety from fire and explosions.

DSEAR stands for the Dangerous Substances and Explosive Atmospheres Regulations 2002.

Dangerous substances can put peoples' safety at risk from fire and explosion. DSEAR puts duties on employers and the self-employed to protect people from risks to their safety from fires, explosions and similar events in the workplace, this includes members of the public who may be put at risk by work activity.

### **WHAT ARE DANGEROUS SUBSTANCES?**

Dangerous substances are any substances used or present at work that could, if not properly controlled, cause harm to people as a result of a fire or explosion. They can be found in nearly all workplaces and include such things as solvents, paints, varnishes, compressed gases (such as oxygen cylinders, calor gas, etc).

### **WHAT DOES DSEAR REQUIRE?**

Employers must:

- Find out what dangerous substances are in their workplace and what the fire and explosion risks are;
- Put control measures in place to either remove those risks or, where this is not possible, control them;
- Put controls in place to reduce the effects of any incidents involving dangerous substances;
- Prepare plans and procedures to deal with accidents, incidents and emergencies involving dangerous substances;
- Make sure employees are properly informed about and trained to control or deal with the risks from the dangerous substances;
- Identify and classify areas of the workplace where explosive atmospheres may occur and avoid ignition sources (from unprotected equipment, for example) in those areas.

## **STRESS**

**Slough and Eton Church of England Business and Enterprise College** recognises that work related stress can cause ill health and will put controls in place to help prevent stress. However, **Slough and Eton Church of England Business and Enterprise College** cannot be held responsible for stress caused by outside sources such as financial or domestic problems.

Because stress does not affect all people in the same way and that one person may find a job stressful when another does not, it is difficult to assess the risk to all employees. Therefore, employees must ensure that they report any undue stress that they may feel from different work activities

Stressful situations can be reported in confidence to:

**HR Manager**

Stress counselling will be provided if and when necessary by:

**Appointed Provider**

## **VIOLENCE & AGGRESSION**

Violence and aggression in the workplace is unacceptable but is a recognised hazard, therefore to reduce the risk to any of our employees a specific risk assessment will be carried out and reviewed as and when required but at least annually.

The assessment will:

- Recognise the risk from violence.
- Give commitment to reducing the risks.
- State who is responsible for doing what.
- Provide an explanation of what is expected from individual employees.
- Provide support for people who may have been assaulted or suffered verbal abuse.

Training in the prevention and management of violence and aggression will be provided where it is considered necessary.

The policy, risk assessments and procedures will be reviewed annually or if there is any significant change.

## **PREGNANCY**

It is important to **Slough and Eton Church of England Business and Enterprise College** that the health, safety and welfare of all our employees is safeguarded. We recognise our responsibilities under the **Management of Health and Safety Regulations 1999 Regulation 16** and realise that if any of our employees become pregnant they must inform their manager/supervisor immediately. This can be verbally but must be followed up by a written confirmation from their doctor.

The management will carry out an individual specific risk assessment of the work that the employee does for the company to determine any risks to her and her unborn baby that may arise from the work activities.

The risk assessment will be carried out by:

**HR Manager**

Where the risks are significant then assistance or alternative employment will be provided.

Pregnant employees must not:

- Carry out manual handling tasks (Lifting and Carrying).
- Use or come into contact with any chemicals.
- Work at height (stand on stepladders, step ups etc).

Pregnant employees must.

- Work to the controls put in place by the risk assessment.
- Inform their line manager/supervisor of any problems or changes that may occur during their pregnancy so that the risk assessment can be reviewed.

To maintain a safe working environment for any pregnant employees a suitable rest area will be provided for them to rest if required.

Seating will be provided for the employee to carry out their work.

## YOUNG PERSONS (AS WORKERS)

The Management of Health and Safety at Work Regulations 1999 Regulation 19 defines a young person as someone who is over the legal college leaving age of 16 years but has not reached the age of 18 years.

Further consideration should be given to young people who are placed within the working environment on 'Work Experience'. **Slough and Eton Church of England Business and Enterprise College** will do all that is reasonably practicable to ensure students or children on placements are not placed in a working environment where there are significant risks to their health and safety.

Due to their lack of experience, maturity and lack of awareness it is essential that they are supervised at all times until they gain the required experience, maturity and awareness of the risks.

A risk assessment will be carried out to determine any risks that the young person may be exposed to; the risk assessment will be carried out by:

**Business and Procurement Manager**

Any young person will be provided with all the information; instruction, training and supervision they require. They will also be provided with a mentor (responsible employee), who has accepted the responsibility of overseeing the young person.

Young persons will not be allowed:

- To carry out work that is beyond their mental and physical capability.
- To be exposed to substances that are toxic or carcinogenic.
- To carry out tasks that can involve risks be assumed is beyond their recognition.
- To be exposed to extremes of heat, cold, noise and vibration.

The young person must

- Carry out all reasonable instructions given to them by their mentor.
- Refrain from horseplay or practical jokes.
- Report any thing that they feel unsure or unsafe about



## **FOOD SAFETY**

**The Food Safety Act 1990 and Food Hygiene (England) Regulations 2013 (as amended)**, sets out basic hygiene requirements for all aspects of our food business operation. This includes the premises and facilities to the personal hygiene, cleanliness and food hygiene training of food handlers. This policy sets the highest standards with regard to food hygiene, where food is stored, prepared, served or consumed and so we can provide safe and wholesome food to our customers.

A documented food safety management system based on HACCP principles has been implemented and maintained, that is suitable for our food business operations and is understood by all food operatives and management who have a responsibility for food safety. We will review the food safety management system periodically, or as new legislation is introduced, or when any significant changes are made to the food business operations.

All employees that handle or prepare food will be provided with appropriate information, training, instruction and supervision. Employees will be issued with guidance on the essentials of food hygiene and where appropriate HACCP procedures prior to the commencement of, and during, their employment.

Food preparation safety falls under the requirements of this Health and Safety Policy. This requirement covers housekeeping, cleaning, storage of food, layout of the food preparation area, the equipment in use and the condition of floors and surfaces etc.

The Person responsible for food safety is:

**Catering Manager**

All food handlers have a responsibility to ensure that a high degree of personal hygiene and cleanliness is maintained when preparing food by wearing suitable, clean and where appropriate protective clothing. Food handlers must be in good health and should report any illnesses or diseases prior to commencing a working shift.

All employees have a duty to ensure a high degree of housekeeping is maintained but the person identified below has the duty to ensure this is carried out.

The person responsible for general kitchen housekeeping is:

**Catering Manager**

## **FOOD ALLERGENS AND INTOLERANCE**

**The Food Information Regulations 2014** requires food businesses to provide allergy information on food sold unpackaged and allergenic ingredients in pre-packed foods. All food businesses must declare any of the 14 identified allergenic ingredients which are used in non-pre-packed or loose foods that are sold or provided to consumers.

We will ensure that we provide suitable information concerning our ingredients used in the preparation of any food made or sold to our consumers either written or verbally concerning any food products that may contain any of the listed allergens.

Under **The Food Information Regulations 2014** employees who work in the kitchen preparing food will receive suitable training on food allergies and intolerance. All employees must ensure they follow all training and information to make sure good practice is maintained in the manufacture, production and service of our food to our customers.

The Person responsible for ensuring compliance with the Food Information Regulations is:

**Catering Manager**

### **WASTE MANAGEMENT**

The **Environmental Protection Act 1990** places a “Duty of Care” on producers of waste to ensure that it is disposed of correctly. The duty has 5 aspects:

- To prevent the keeping, treatment or disposal of waste without a licence.
- To prevent the escape of waste
- To transfer waste only to an authorised person.
- To ensure that there is clear labelling and information of the waste
- To retain documentary evidence.

To enable the premises to carry out this duty a written system and procedures for the identification, segregation, and disposal of waste is in place. The person responsible for the development and implementation of this system of waste management is:

**Business and Procurement Manager**

There are two categories of waste produced by the premises, domestic waste and controlled waste.

Domestic waste will be collected and disposed of by:

**Amey**

Controlled waste will be collected and disposed of by:

**Approved Contractors**

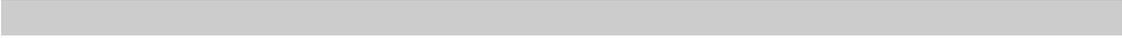
Who are properly licensed and authorised waste disposal agencies.

Records of waste transfer will be kept in the **Site Managers Office** and a receipt **must** be obtained from the disposal agency on collection of the waste.

The waste management system will be audited and reviewed annually to ensure that the system works and is being adhered to.

The system will be audited by:

**Business and Procurement Manager**



## **NOISE EXPOSURE**

The **Control of Noise at Work Regulations 2005** requires us to monitor noise levels within the workplace. This is to ensure that all our employees and any contractors or visitors are not exposed to noise levels likely to cause short or long-term hearing damage.

The current noise exposure levels are set as follows:

The **Lower Exposure Action Values** are:

- A daily or weekly exposure level of **80dB(A)**
- A peak sound pressure level of **135dB©**

The **Upper Exposure Action Values** are:

- A daily or weekly exposure level of **85dB(A)**
- A peak sound pressure level of **137dB©**

The **Exposure Limit Values** are:

- A daily or weekly exposure level of **87dB(A)**
- A peak sound pressure level of **140dB©**

The **Exposure Limit Value** will take into account the effectiveness of any hearing protection that is provided and worn.

So as to ensure that our noise levels are maintained to the lowest levels possible we will ensure that a suitable and sufficient risk assessment is carried out. It is the policy **Slough and Eton Church of England Business and Enterprise College** to use equipment with low noise emission levels or to provide covers, enclosures or sound damping equipment to reduce the amount of noise in our business premises and activities.

Personal protective equipment such as earplugs and ear defenders will be provided as a last resort. This personal protective equipment will be suitably assessed and meet the relevant British and European standards.

The actions implemented will follow the hierarchy below:

- At the **Lower Exposure Action Level** hearing protection will be provided and employees and visitors will be advised to wear the hearing protection.
- At or above the **Upper Exposure Action Level** hearing protection will be provided for all employees and visitors. In areas where the noise levels are above 85 dB(A) it will be mandatory for employees and visitors to wear the hearing protection. Employees found to be in breach this rule will be subject to disciplinary action. A visitors refusing to wear the hearing protection will not be allowed in the area. Signs will be placed to warn staff and visitors that they are entering a hearing protection zone.

Health Surveillance programmes will be put in place where necessary. Employees that are regularly exposed to noise levels above the Upper Exposure Action Level will be expected to attend audiometric testing.

The person responsible for carrying out and reviewing the noise risk assessments is:

**Premises Manager**

## **VIBRATION EXPOSURE**

The **Control of Vibration at Work Regulations 2005** requires **Slough and Eton Church of England Business and Enterprise College** to take measures to protect employees from the effects of exposure to vibration in the workplace. The vibration can be as a result of the use of work equipment in use or the process itself. There are two particular subject areas that require consideration; these are vibration exposure to the hand and arms or vibration exposure to the whole body.

To ensure that **Slough and Eton Church of England Business and Enterprise College** complies with these regulations we will ensure that:

- We consider vibration exposure when we are carrying out specific risk assessments for the use of particular pieces of work equipment. This is particularly important when our employees are using hand held tools or are carrying out plant driving activities.
- When we consider that the levels of vibration exposure are fairly high and there is a possibility that the levels of vibration are likely to cause long-term health problems. Then we will call on the services of a competent body to carry out a survey. The results of the survey will enable us to determine whether we are within the Exposure Action Value of 2.5 m/s<sup>2</sup> A(8). We must also consider whether the Exposure Action Limit is being exceeded this is currently set at 5 m/s<sup>2</sup> A(8). If the results show that the limit is being exceeded then we must take immediate action to reduce the level exposure.
- In order to control the level of risk from vibration we will consider as far as reasonably practicable the following:
  - The equipment we purchase in order to ensure that vibration exposure is suppressed to low levels.
  - We will ensure that all our equipment is well maintained and/or replaced as and when required.
  - We will reduce the length of time that employees are likely to use the equipment by eliminating the need to use the equipment or by job rotation.
  - We will provide our employees with sufficient information and instruction to raise their awareness of the exposure health risks. Typical information provided will be the recognition of the effects of hand arm vibration and vibration white finger.
  - We will provide personal protective equipment and emphasise the importance of maintaining heat in the body's extremities.
- Employees must inform management of any symptoms that they feel they are suffering as a result of vibration exposure. The symptoms may be:
  - Tingling of the hands and fingers.
  - Joint pains and numbness.
  - Back pain after driving activities.
  - Whitening of the fingers especially during cold weather.
- Employees identified as being regularly exposed to vibration may be requested to enter into a health surveillance programme. This programme will enable us to monitor our employees and ensure that our control measures are working effectively.

The person responsible for ensuring a vibration risk assessment is carried out is:

**Premises Manager**

### **WORKING AT HEIGHT**

The **Working at Height Regulation 2005** requires us to consider a number of key elements prior to carrying out any work that involves climbing from floor level.

We are required to suitably and sufficiently assess the risks involved in working at height. This will involve consideration of the following key factors:

- Is there a specific need to work at height or can the operation or task be carried out without working at height?
- Is the equipment we provide suitable for the task involved and does it allow ease of access to the working area?
- Is the equipment used to access the work area maintained?
- Are the employees we intend to use suitably trained to carry out the task and is their level of fitness acceptable?
- If employees are required to access surfaces at height, then we must take into account the surface of sufficient strength to support the persons involved.
- The height involved must also be taken into account, as well as should a fall occur what is the employee likely to fall on or into. A secondary means of supporting the employee should he/she fall must be provided for the higher access tasks.
- If the task requires employees to work outside, then the weather conditions must be taken into account. If the weather conditions are adverse and likely to threaten the safety of our employees, then the task will be postponed until such time when it is safe to precede.

We will carry out a risk assessment, taking into account the factors indicated above. If the work is beyond what we consider acceptable then we will call on the services of a specialist contractor to make the work zone easily accessible to our employees.

The person responsible for carrying out the working at height assessments is:

**Premises Manager**

## **EDUCATIONAL VISITS**

The Head Teacher may delegate the task of co-ordinating educational visits but will ensure that the arrangements are reviewed prior to the commencement of the trip.

A risk assessment **must** be made for every visit.

In particular we will ensure that reputable companies are hired to transport children on college outings. The Governing Body insist that only transport with seat belts be hired for such purposes.

The Class-teacher will have undertaken a preliminary visit to the location of the outing and assessed risks, emergency facilities, standby vehicle etc.

All trip applications must follow the documented procedure including adequate risk assessment and formal approval by the Vice Principal

The Class-teacher will ensure that adult: pupil ratios are in line with DCSF guidelines or more favourable whenever possible.

The Class-teacher or Assistant will provide a checked medical box and other equipment necessary for the outing.

The Class-teacher or Assistant will be aware of any medical conditions which may affect any child during the outing. Necessary precautions to deal with problems should be taken.

The Class-teacher or Assistant must check that there is a signed consent form from the parent of each child taking part in any outing.

### **Review**

Teachers are encouraged to review each visit both in terms of educational value and the safety performance; for example did the coach company comply with the collection/pick-up arrangements?

We will ensure that where the review identifies serious failings that we learn from that experience and consider finding alternatives.

## **TRAINING**

**Slough and Eton Church of England Business and Enterprise College** recognises the duty to provide its employees with whatever training is required so that they can carry out their job in a safe manner. This will ensure they are protected from hazards and that they do not cause anyone to be harmed by their activities.

To ensure this is carried out the person below has been appointed to identify any training needs:

**Business and Procurement Manager and Line Managers**

The type of training that will be provided is:

- Induction training for all new employees
- Job specific training for all new employees or employee who transfers to other roles.
- Health and safety training for all employees that have been given specific tasks in the policy and to allow all employees to carry out their jobs safely.
- Extra training and supervision will be provided for young people because of their immaturity and lack of experience.
- Training will either be provided in house where appropriate or by an accredited training provider.

All training will be recorded and retained with the employee's personal file, the employee will sign to confirm that they have received the training and understood it.

The person responsible for maintaining the training records is:

**HR Manager**

Health and Safety Training should include:

- Risk and CoSHH assessment training when applicable.
- Manual handling training as and when required.
- Use of Personal Protective Equipment (PPE) when issued.
- Use of Display Screen Equipment where necessary.
- Personal and food hygiene.
- Health and Safety awareness.
- Fire prevention and safe use of fire equipment.
- Any other training that may be relevant to their tasks or health and safety.

## **TRANSPORT**

The road transport safety of our employees is important to **Slough and Eton Church of England Business and Enterprise College**. To ensure that vehicles and users are safe at all times the company will carry out risk assessments to ensure that the correct controls and safeguards are put in place.

The person responsible for ensuring that the risk assessment is carried out; is:

### **Premises Manager**

- Only authorised employees will be allowed to drive college vehicles.
- All drivers will comply with the **Road Traffic Act 1988 (and amendments)**.
- All drivers will hold full clean UK driving licenses.
- If required, the driver must undergo a thorough medical examination and eyesight test.
- All drivers must report any ill health which may impair their driving abilities, road accidents and any fines and driving endorsements received. They may then be removed from the authorised drivers list
- All vehicles will have a valid Road Fund Tax disc.
- All vehicles will have valid fully comprehensive insurance for the extent of the vehicles use.

**Slough and Eton Church of England Business and Enterprise College** vehicle insurance provider is:

### **Marsh Insurance Brokers**

- All vehicles will have a current MOT certificate if required.
- A competent garage will service all vehicles regularly.
- Employees responsible for college vehicles must fill in a weekly check sheet and report any defects immediately.

The competent garage is:

### **Reliance (Slough)**

- Privately owned vehicles may only be used on college business if covered by fully comprehensive insurance with extra business or passenger cover dependant on the type of vehicle
- Privately owned vehicles used for college business must have all the relevant documentation.

The rules and assessments will be reviewed annually or if any significant change takes place.

## **Mobile phones**

It is an offence under the **Road Traffic Act** to use a hand held mobile phone whilst driving this includes waiting at traffic lights and in traffic queues.

**Slough and Eton Church of England Business and Enterprise College** will not place pressure on any employee to use the phone whilst driving. Therefore the college cannot be held responsible for any employee who is prosecuted for this offence. Before answering the phone the driver must pull over and park in a safe place. The use of call divert to voice mail is encouraged or the use of the answering machine. The text message service is not to be used whilst driving. Failure to comply with this rule may lead to disciplinary action.

## **ENGLISH AS A SECOND LANGUAGE**

**The Health and Safety at Work etc Act 1974** and **The Management of Health and Safety at Work Regulations 1999** require us to provide our employees and students with understandable and relevant information on risks to their health and safety and on precautions to take to avoid those risks. Information shall be provided in a way that takes account of any language difficulties or disabilities. It will be provided in a form that is most suitable in the circumstances, as long as it can be understood by everyone. For employees or students with little or no understanding of spoken or written English, we will make special arrangements.

The person responsible for ensuring that employees and students with little understanding of English are given suitable information, instructions, training and supervision is:

**ESOL Head of Department**

## GENERAL GUIDELINES FOR EMPLOYEES

- You must not commit or allow to be committed any act which may result in potential danger in any way.
- You must attend as requested any training course, meeting etc, designed to further the interests of health and safety.
- You must observe all laid down procedures concerning work activities, equipment, materials and substances.
- You must ensure you understand the Health and Safety Policy and familiarise yourself with safety information and instructions.
- You must observe all safety rules on and off the Company's property.
- You must comply with all written or verbal instructions given to you to ensure your personal safety and the safety of others.
- You must conduct yourself in an orderly manner at all times and not stray from responsible behaviour.
- You must dress with health and safety of yourself and others in mind.
- You must use the safety equipment and/or protective clothing provided.
- You must avoid improvisation in any form, which may create a risk to your safety or the safety of others.
- All employees are to obey the rules of **Slough and Eton Church of England Business and Enterprise College** as contained in the Contract of Employment.
- You must not invite visitors onto **Slough and Eton Church of England Business and Enterprise College** premises without permission from your Manager.
- If at any time you are unsure about duties you may be asked to perform, then you must inform your Manager.
- Co-operation is vital to ensure successful health and safety standards.
- Health and safety notices will be posted on notice boards from time to time you must ensure you view this information.
- No alcohol or non-medical drugs are to be consumed during working hours. Employees found to be under the effects of either will subject to disciplinary action.