HEALTH & SAFETY POLICY

CONTENTS

Section
Part 1 - Policy Statement
Part 2 - Organisation and Responsibilities
Part 3 - Arrangements
Part 4 - Procedures and Instructions for Implementing Health and safety Policy
Part 5 - Health & Safety Monitoring

PART 1 - POLICY STATEMENT

Salesian College is committed to the implementation of measures that are designed to minimise, or where reasonably practicable, to reduce risks to the Safety and Health of staff, students, parents, visitors and members of the general public that may arise from the activities conducted within Salesian College in accordance with the Health and Safety at Work Act 1974 and all associated regulations.

The Governors of Salesian College will take steps to meet this responsibility by, as is reasonably practicable, provision of;

- a safe and healthy place of work, including safe means of entry and exit to and from the premises, and adequate facilities and arrangements for the welfare of staff at work.
- a safe teaching and learning environment and adequate welfare facilities for staff and students.
- premises, plant, equipment and systems of work which are safe.
- safe arrangements for the handling, storage, transport and maintenance of articles and substances used at work.
- necessary information, instruction, training and supervision.

The management of health and safety is imperative for this policy's success and the College therefore expects all staff to treat health and safety matters with paramount importance. Health and safety ranks equally with other school priorities. Staff will take all reasonable steps to meet their responsibility by:

- taking care of their own and others' health and safety

- co-operating with the College in making sure health and safety duties are fulfilled particularly in line with their own departmental health and safety arrangements.

- reporting any problems they encounter, and defects they discover in equipment, systems etc.

- ensuring visitors, suppliers and contractors are competent and conduct their activities safely, giving due regard to the safety of staff, students and others.

It is the policy of the College to take all reasonable practicable precautions for the prevention of and / or reporting of accidents and dangerous occurrences and for the creation of working conditions which safeguard staff and students.

This policy and the organisation and arrangements which form part of it, will be reviewed regularly, modified and updated as necessary and staff notified of changes or additions.

M. Gliniecki
CHAIR OF GOVERNORS
23 October 2025

PART 2 – ORGANISATION AND RESPONSIBILITIES

The policy statement confirms the commitment of Salesian College to achieve so far as is reasonably practicable, an acceptable level of safety within the College.

Principal Health and Safety responsibilities are as follows:

THE GOVERNING BODY

The Governing Body is responsible for promoting health and safety within the College.

The Governing Body will:

- liaise on matters of health and safety with the Headmaster, the Bursar and staff.
- promote the adoption and implementation of the Health and Safety Policy.
- strive to maintain acceptable standards of health and safety within the workplace, in relation to its own staff, also to those not employed directly by the College, but who could be affected by our undertakings.
- provide the facilities and level of expertise to assess the associated risks, also the preparation of accompanying documentation to comply with the Health and Safety at Work etc. Act 1974 and supporting Regulations and to ensure that information relevant to the continued safety of employees is disseminated in an effective manner.
- promote the delivery of health and safety training for staff and in relation to the work which they undertake.
- make suitable and adequate provision of workplace equipment and its servicing and maintenance.
- appoint one member of the Governing Body to chair Health and Safety Committee meetings as detailed below.

To help the Governing Body to achieve this, the Governors have appointed a Health & Safety Committee whose membership includes the Headmaster, the Bursar and representative members. This committee will report to the Governing Body on all matters relating to the management of health and safety within the College.

THE HEAD

The Head will:

- Liaise with the Governing Body, the Bursar and staff on matters relating to health and safety.
- Ensure staff receive appropriate health and safety training for the work they undertake.

- Attend Health and Safety Committee meetings.

- Provide the necessary resources to maintain satisfactory levels of health and safety within the workplace.

- Appoint the Bursar as the College's Health & Safety Representative.

THE BURSAR

The Bursar as the Health and Safety Representative, will oversee and advise on the management of Health and Safety within the College by working with the Headmaster, the Senior Leadership Team, Heads of Department and staff and will endeavour to build and sustain a culture in which health and safety considerations are prioritised.

In particular they will:

- Report to the Headmaster on matters relating to health and safety.

- Act in a supportive role to the Senior Leadership Team.

- Help the College to analyse and interpret relevant legislation and its impact upon College and staff.

- Advise on the possible strategies for compliance with such legislation.

- Develop and implement policies and procedures to help achieve legal compliance.

- Carry the day to day responsibility for implementing health and safety and will endeavour to maintain safe working practices in line with the College's Health & Safety Policy and that any control measures put into place should be used where applicable and not misused or interfered with.

- Provide support and advice on request to staff on matters relating to health and safety.

- Endeavour to ensure that the risks associated with the work activities carried out within their area of responsibility are adequately assessed to the best of his ability and knowledge at that time, or seek further assistance / advice as necessary.

- Maintain acceptable standards of housekeeping.

- Check that adequate first aid facilities are maintained.

- See that health and safety information, instruction and training is provided in respect to the premises of the College and that no person undertakes any duty for which they have not received suitable and sufficient training to deem them competent to perform that duty.

- In the event that a concern is reported or identified, to take immediate action to remedy or isolate any hazardous situation or unsafe act in order to prevent an injury or dangerous occurrence so far as is reasonably practicable.

- Prepare and implement policy for effective accident / incident investigation to facilitate statutory compliance. Liaise with relevant enforcing authorities as necessary. Ensure there is appropriate and timely accident/incident reporting locally and serious accident/incident reporting to the Health & Safety Executive in accordance with RIDDOR legislation and where appropriate to the Charity Commission under the regulations of Reporting Serious Incidents.

- Liaise with appropriate Insurance companies and their representatives where relevant.

- Liaise with the Headmaster and external competent advisors as appropriate on issues which require further clarification or specialist knowledge on matters relating to health and safety.

- Check that tools, plant and machinery and substances supplied for use, are used for their intended purpose and to their designed function in a safe and proper manner.

- Investigate and report any damaged or defective tools, plant and equipment and check that repairs are effective prior to re-use.

- Report and initiate the College's disciplinary procedure in the event of a member of staff interfering with equipment, signs or systems provided in the interest of Health & Safety.

- Attend Health & Safety Committee meetings, minute proceedings and deal with action points assigned to him.

HEADS OF DEPARTMENT AND THOSE WITH SUPERVISORY RESPONSIBILITIES

Heads of Department and staff have a duty to support the health and safety function. They should make themselves familiar with the requirements of the Health and Safety at Work Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work within their area(s) of responsibility.

As part of their day-to-day responsibilities, Heads of Department and those with supervisory responsibilities will so far as is reasonably practicable, will:

- Comply with the College's Health and Safety Policy and carry out their functions and work as trained and instructed.

- Ensure that health and safety information, instruction and training is provided in respect to the Teaching and Learning within the College and that no person undertakes any duty for which they have not received suitable and sufficient training to deem them competent to perform that duty. Not perform any work or use any machinery for which they are not suitably trained, authorised and deemed competent to use.

- Use equipment correctly, including any safety equipment or personal protective equipment provided.

- Staff will report to the maintenance team, who in turn will report to the Bursar, any incident or defect to plant and equipment, which has led, or may lead, to danger, damage or injury.

- Co-operate with the College in complying with health and safety legislation.

- Staff will report and record injuries, accidents and near misses immediately in an Accident Book located in the College's Reception Office. The PE Department retains an accident book in the Sports Pavilion, on Park Road, to record any accidents occurring at the College's sports field. They should also report the incident to their Head of Department or appointed First Aid Personnel, where relevant.

- Ensure that anything provided in the interests of health and safety is not intentionally or recklessly interfered with or misused.

- Staff should advise the Bursar of any points they wish to be raised at the Health & Safety Committee meeting.

EXTERNAL HEALTH AND SAFETY ADVISERS

The College engages an external contractor as the 'Competent Advisor' who liaises with the Bursar and the Estates & Facilities Manager to provide support and guidance with regard to appropriate fire and health and safety requirements.

The 'Competent Advisor' also attends Health & Safety committee meetings.

VISITORS TO THE COLLEGE

Visitors, contractors and temporary workers attending our sites will be expected to comply with our Health and Safety Policy and associated rules and procedures insofar as these should be relevant and applicable to such persons, given the purpose and likely duration of the visit. The duty to ensure that these are brought to their attention rests with the person responsible for the visitor, contractor or temporary employee.

It should be noted that disciplinary action may be taken against staff who persistently and / or deliberately flout the requirements placed upon them by statutory provisions and College's Health & Safety Rules.

PART 3 - ARRANGEMENTS

The management of Health and Safety at Work Regulations 1999 require employers to establish appropriate arrangements for planning, controlling, monitoring and reviewing health and safety measures. These arrangements have been incorporated into the following section of the Safety Policy Document.

For the purposes of managing Health and Safety across the College divides the College between Teaching and Learning and the Premises. 'Teaching & Learning' refers to the academic functions and focuses on the welfare and health and safety of the students and academic staff whereas the 'Premises' concentrates attention on the buildings and fabric within the College grounds.

The College has established a Health and Safety Committee chaired by a member of the Governing Board. The details of membership, frequency of meetings and terms of reference are shown below.

THE HEALTH AND SAFETY COMMITTEE

Membership:

Shall not be less than two Governors and the Bursar. The Committee may make recommendations to the Governing Body for co-option of non-governor members.

Quorum:

Two Governors and the Bursar.

Meetings:

At least once a term and otherwise as required.

Terms of Reference:

- To provide guidance and assistance to the Headmaster and the Governing Body in all matters relating to Health and Safety.
- To annually review the Health and Safety Policy and ensure that it meets all regulatory requirements.
- To ensure the College adopts the HSE guidelines (HSG65) for "Managing for Health and Safety", a system comprising the following elements of "Plan, Do, Check, Act".
- To ensure the College provides and maintains safe and healthy working conditions for both staff and students with adequate resources.
- To monitor the accident statistics with a view to preparing trend analyses where appropriate.
- To ensure the College provides training, instruction and supervision as and when required.
- To liaise and consult with other committees where necessary.
- To report to the Governing Body at each of its meetings where required.

PART 4 - PROCEDURES AND INSTRUCTIONS FOR IMPLEMENTING HEALTH AND SAFETY POLICY

ACCIDENT PREVENTION, INVESTIGATION & REPORTING

- We will investigate the causes of accidents and identify the means for the prevention of accident and for investigating and reporting, should they occur.
- An accident book is provided and used to record accidents. This should include accidents to students, staff, members of the public, contractors and visitors to our premises.
- Accidents will be investigated, initially to determine the basic facts, then and depending upon the severity, a more in depth investigation will be conducted. Reports will be produced and where applicable statutory notifications made in accordance with RIDDOR.
- Accidents and instances of ill health and dangerous occurrences which are notifiable under RIDDOR (*Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013*) will be reported immediately to the Headmaster for further reporting to the enforcing authority.
- Details concerning the reporting of illness and accidents to students can be found in the Staff Handbook

ALCOHOL / DRUGS

- Anyone known to be under the influence of alcohol and / or drugs will not be allowed to carry out work. Account needs to be taken of organised school events so high-risk activities are not undertaken where alcohol is served.

ASBESTOS

- The location of all asbestos or suspected asbestos is identified and recorded.
- A plan is in place to manage the potential risks from any asbestos or suspected asbestos.
- The location of any known asbestos is identified by signage.
- All persons, including staff and contractors, who are likely to work on or near the location of the asbestos, are informed of its location.

ASSESSMENT OF RISK

- The College is responsible for the identification and assessment of risk in relation to Regulations made under the Act.
- Our aim once a potential risk has been identified is to implement control procedures, which seek to reduce that risk to as low as is reasonably practicable.

- Our significant findings will be recorded, in a manner which can be easily understood by those who may be affected. These findings will be brought to their attention by instruction, information and training and will be regularly reviewed.

- It is the policy of the College to consider and address the risks to students, staff, members of the public and other visitors when on our premises.

- The College will on an annual basis, check that procedures for;
  - health and safety laid down in this document,
  - safe systems of working and procedures that the College has adopted,
  - are fully complied with and that a person who is competent regarding health and safety law checks to ensure that foreseeable issues have not been overlooked.

- Risks to the students during 'Teaching and Learning' will be addressed by the controls identified in the Staff Handbook and the Departmental Handbooks. The risks as a consequence of organised activities outside of the College are addressed in the 'Educational Visits Policy' contained in the Staff Handbook.

BUILDINGS, PLANT & EQUIPMENT

- Buildings, their fittings and decorations are maintained in a safe condition.

- Equipment provided for use at work should meet a suitable standard for purposes of Health, Safety and Welfare in terms of both integrity and suitability.

- New equipment and tools should meet a suitable standard of compliance. Equipment should be suitably examined and maintained so as to ensure safety to operators and others.

- Adequate instruction, information and training to enable the safe use of work equipment will be provided.

- The use of work equipment which could pose special risks to the safety of persons in the workplace should be restricted to persons specially trained in its use.

- Damaged or defective equipment / machinery will be withdrawn from service until such times that it is repaired / serviced or replaced.

CONTINGENCY PLANNING

- Potentially critical incidents are identified and consideration given to what might happen on-site and off-site, who might be harmed and how, checking our plans for managing these incidents.

- Effective plans are established to mitigate the effects of an unforeseen crisis.

- These plans are rehearsed periodically and refined as necessary.

- Key staff are trained in their duties.

CONTRACTORS

- To ensure contractor competency the College uses a pre-qualified assessment framework as a method of procuring works in line with appropriate financial policies and regulations.

- Any contractors used are assessed as competent, are DBS cleared if they have unsupervised access to student areas and can carry out tasks required of them.

- Contractors will be asked to provide risk assessments and method statements specific to the site and works to be undertaken. The College, contractor(s) and any subcontractor(s) involved will agree the risk assessment and safe systems of work to be used prior to works commencing on site.

- No work is commenced until agreement is reached on safety, taking into account the magnitude of the risks of the job and use of the area where the work will be done.

- Any work authorisation procedures, such as a hot works permit, are implemented where necessary for the safety of people and premises.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

- The College will make arrangements for the written assessment of hazardous substances, which are classified as being potentially hazardous to health, where staff could be exposed. An inventory of chemicals and flammable substances is maintained and will be shared with the emergency services in case of a fire emergency.

- Training and information regarding substances is given to users and others and work instructions issued as necessary.

- PPE / RPE is provided where the preceding measures are unable to control the hazard.

- Monitoring and review of substances and measurement of mechanical controls will be carried out as appropriate.

- Safe disposal of substances should be employed.

DISPLAY SCREEN EQUIPMENT

- It is College policy that risk assessments are conducted of Display Screen Equipment (DSE) workstations for staff who habitually use these as a significant part of their work.

- Its aim is to reduce the risk to as low as is reasonably practicable.

- Eye-sight tests will be provided for DSE users upon request.

DRUGS AND MEDICINES

- All medication will be administered to students in accordance with appropriate DfE guidelines.
- All medication kept in school is securely stored e.g. lockable cupboard with access strictly controlled.
- Individual health care plans are in place for those students with significant medical needs, chronic or ongoing medical conditions such as diabetes, epilepsy, anaphylaxis.
- Designated staff will receive appropriate training related to health conditions of students & in the administration of medicines by a health professional as appropriate.
- Medication will only be given with the written consent of parents / guardians.
- Any 'over-the-counter' medication is strictly controlled by specific staff.
- Records are kept over the use of medication.

EDUCATIONAL VISITS AND ACTIVITIES

- All visits and activities are authorised, planned and risk assessed in line with legislative requirements and best practice.
- Arrangements exist for obtaining informed parental consent in advance of any visit or activity.
- Supervisory ratios and the competence of supervision are determined by risk assessment.
- Visits and activities support the religious ethos and the educational identity of the School.

ELECTRICITY

- The College is responsible for arrangements to ensure that the fixed electrical installations are safe and inspected periodically. This should be carried out by a competent / approved contractor to examine the relevant electrical system.
- Portable electrical appliances are regularly examined. In addition, employees should check for signs of damage to equipment, wires or cables prior to use. If found defective, do not use and report the matter immediately.
- Ensure that connections to a power supply are made by means of a proper plug. Do not overload a power point.
- Do not take chances with electricity. If in doubt about the equipment or circuitry, then contact the Maintenance Department and do not use the equipment until you have been assured of its fitness for use.

- The use of electrical extension cables should be kept to the minimum number required and to the minimum length. These should be laid and used in a tidy manner then coiled and safely stored after use to minimise any trip hazard.

- Electrical cables and equipment should not be allowed to come into contact with water or other liquids, dust or corrosive conditions likely to impair insulation qualities or otherwise affect electrical integrity

EVENTS

- Events are planned, managed and risk assessed by people who are competent.

- Each event has a nominated person to act as the event safety officer, usually the Bursar or his nominated deputy, who establishes the necessary fire safety and general health and safety controls as required through the use of risk assessments.

- Where necessary, a post event analysis is carried out to learn any lessons and to inform risk assessment.

- A formal record will be maintained of all post event meetings where required which will influence the process of continual improvement.

EXTERNAL AREAS

- The outdoor space is safely accessible for staff, students and visitors.

- All paths, steps and any ramps are maintained in good condition and free from moss, fallen leaves and similar slip hazards.

- Adequate separation is maintained between pedestrians and vehicles where this is assessed as a significant risk.

- External areas are well lit during the hours of darkness where people walk.

- External features such as trees, monuments, walls, external buildings and storage areas are checked for safety.

FIRE SAFETY

- A fire risk assessment is carried out and any remedial measures identified are implemented.

- The assessment is reviewed biennially, when there are significant changes or when a significant incident dictates.

- Fire evacuation procedures are documented and communicated.

- Consideration is given to evacuation of persons with disabilities (whether long or short term) and personal emergency evacuation plans (PEEP) are drawn up as appropriate.

- Termly fire evacuation drills are carried out.

- Staff are trained in the emergency evacuation plan.

- Fire doors, fire alarms, emergency lighting, smoke detectors and fire extinguishers are checked and maintained in line with legislative requirements.

FIRST AID

- The provision of first aid assistance available is determined by risk assessment & ensures that sufficient cover is provided during teaching time, out of hours activities, functions & for educational visits.

- First aid kits are checked and replenished regularly.

FOOD SAFETY

- Adequate food safety procedures are implemented in line with current Food Standards Agency guidelines.

- Hygiene audits are carried out at regular intervals.

- Food contact surfaces are in sound condition, clean and easy to disinfect.

- All kitchen equipment and machinery is robust and in a good state of repair.

- The catering facilities are registered with the Local Authority Environmental Health Department.

- Staff are trained in food safety to an appropriate level.

- The catering facility is managed by Thomas Franks.

GENERAL BUILDING & EQUIPMENT MAINTENANCE

- The buildings, their fittings and decorations are maintained in a safe condition.

- Equipment is maintained and serviced to ensure it remains in a safe condition.

- Statutory safety inspections on equipment are carried out by competent engineers in line with the required schemes of inspection.

- Work at height is only undertaken when no other method is available and assessed safe to do so following completion of a risk assessment.

GENERAL PREMISES SAFETY

- Regular premises, fire and health and safety inspections are carried out.
- A procedure is in place for reporting damage or deficiencies to premises and facilities.
- Any area found to be unsafe will be taken out of use until safe again.
- Boiler houses, plant rooms and storerooms are secure and locked.
- Services (gas, water, & electricity) isolation systems are clearly marked, and are kept free of obstruction.
- Portable residual current devices (RCD's) are provided where necessary (e.g. for use by visitors, use of electrical equipment outside).
- Glazing throughout the premises is of a suitable safety standard or is safe by position.
- All opening windows in student access areas above the ground floor have safety restraining catches where risk assessed as necessary.

GROUNDS MAINTENANCE

- Grounds maintenance equipment is provided with the required safety devices, is maintained in good condition and is used by staff who have been shown how to use it safely.
- Authorised staff use equipment and substances that require specialised training.
- The spraying of herbicides and pesticides is risk assessed prior to use.
- Secure areas are used to store chemicals, fuel & equipment.

HEALTH AND SAFETY COMMITTEE MEETINGS, INSPECTIONS, AUDITS AND REVIEWS

- A Health and Safety Committee exists with representation to reflect the College's activities.
- Meetings will be held at least three times a year. Proceedings will be minuted and records kept. Action points will be assigned to individuals for corrective or other measures to be taken.
- The purpose of monitoring, auditing and reviewing Health, Safety & Welfare is to monitor the effectiveness of our policies, procedures and documentation, to identify any weaknesses and include any relevant changes to internal processes and legislation.

INDUCTION AND TRAINING

- It is the College's responsibility to ensure that their staff are informed, instructed, equipped and trained such that they may carry out their duties in a safe and efficient manner.

- The College should ensure that new employees are given induction training and that limited, substantive work is undertaken until this training is complete. Employees may only be given work which they are capable and competent to do safely.

- Young and/or inexperienced employees or trainees should be afforded additional supervision based on specific risk assessments.

- Persons are prohibited from doing work for which they have not been properly trained.

LEGIONELLA

- A combination of temperature control, physical checks and disinfection are in place to manage the risk of legionella from our water systems.

- Any infrequently used outlets such as showers or taps are regularly cleaned and flushed through.

- Records are maintained of our control systems.

LETTINGS – HIRING OF ROOMS

- The means of access and egress are safe for the use of hirers, and all equipment made available to and used by the hirers is checked for safety prior to use.

- Fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness.

- Hirers are briefed about the location of the telephone, fire escape routes, fire alarms and fire-fighting equipment. Notices regarding emergency procedures are prominently displayed.

- Hirers using any equipment or facility provided by the College are made familiar with its safe use and if necessary, briefed accordingly.

- Arrangements are made for checking the security and condition of the premises & equipment used after vacation by the hirer.

- Hirers must sign a form in respect of safeguarding.

LIFTS - PASSENGER & GOODS

- Thorough examinations for all passenger lifts are carried out at a frequency specified by the competent person and records are kept.

- Lifts are serviced in accordance with manufacturers / installers guidelines.
- A system is in place to deal with a lift getting stuck and trapping passengers.

LIFTING OPERATIONS AND EQUIPMENT

- Lifting equipment and accessories are suitable for the lifting operations.
- Lifting equipment and accessories are marked with their safe working load
- All items of lifting equipment and accessories are given a thorough examination by a competent person in line with the statutory timescales and records are kept.
- All lifting operations are risk assessed and properly planned prior to the lift

MANUAL HANDLING

- Detailed risk assessments are completed on tasks that require the moving and handling of equipment where there is a significant risk of injury.
- Moving and handling of heavy or awkward loads is never carried out by lone workers unless aided by the use of lifting & handling equipment.
- All staff are shown the correct methods of the moving & handling aspects of their work.

NOISE

- A person's hearing may be affected by exposure to persistent or loud / impact noise. Noise assessments are carried out under these circumstances and reasonable measures taken to reduce the levels to as low as practicable. The College has a noise meter which can be found in the Bursar's office. The meter is made available to any member of staff as appropriate.
- Should noise levels at or above the statutory action levels be detected then the associated notices to be posted indicating the need to wear ear defenders.
- Hearing protection to be provided for each person employed where the noise levels reach 80dB(A) and above and staff are required to wear these as indicated by the appropriate signage.

OCCUPATIONAL HEALTH

- Staff in certain jobs determined by risk assessment as having the potential for long term ill health are required to pass a fitness to work medical prior to starting employment & then attend health surveillance at regular intervals thereafter.

- An external competent occupational health provider to be contracted to assist with the fitness to work assessments.

- The results of health surveillance are suitably recorded and the records are kept readily available for inspection by any person who has a right to see them.

- An individual's health surveillance records are treated as confidential information.

- Staff diagnosed with a medical condition caused by their work, will be referred to an occupational advisor in order that reasonable adjustments may be made to their working environment as necessary.

PERSONAL PROTECTIVE EQUIPMENT (PPE) RESPIRATORY PROTECTIVE EQUIPMENT (RPE)

- The requirements for PPE are assessed where necessary to ensure that suitable provisions are made. PPE is used for their intended function and maintained in a serviceable condition. Guidance is provided to staff as to when and how to wear / use PPE.

- Contractors are to provide their own PPE / RPE, which should be of an equal or higher standard to our own.

PHYSICAL EDUCATION EQUIPMENT

- Equipment is used in accordance with the suppliers' recommendations.

- Equipment is checked and maintained regularly.

- Recreational surfaces are to the correct safety standard for the equipment and activities for which they are used

RISK ASSESSMENTS

- Each Head of Department is responsible for or may have a nominated person who carries out risk assessments.

- Staff who undertake risk assessments are competent due to their experience & knowledge.

- Risk assessments are undertaken to identify significant risks associated with the College buildings, activities and people.

- Generic risk assessments may be used to ensure consistency of approach.

- The risk assessment findings are recorded, communicated and acted upon.

- Risk assessments are reviewed regularly and following a significant accident, change in legislation or in key personnel.

- Staff appointments are subject to rigorous reference and clearance checks.
- Internet use and digital photograph protocols are established & monitored.
- Visitors are required to sign in at Reception and are not permitted to walk around the College unless accompanied.
- Visitor badges must be always worn when upon College premises.
- Contractors are required to sign at Reception and where necessary, will be accompanied by the Estates & Facilities Manager or designated deputy.
- Building layout, lighting levels and the securing of areas are checked to ensure that personal safety risks are eliminated or reduced.
- The personal safety of staff and students is taken into account when planning changes to buildings, events and activities.
- Key holder intruder alarm checks by contractors are never carried unaccompanied.
- CCTV cameras are placed in key locations around the College for security and safety purposes.

SAFETY AWARENESS AND INFORMATION

- A copy of the health and safety policy statement is included in the staff handbook.
- Health and Safety training records are maintained.
- The statutory Health and Safety Law Poster and a current Employer's Liability Compulsory Insurance Certificate are displayed in staff areas.
- Staff are consulted on fire and health and safety issues.
- Health and safety and risk assessment information is available to staff on the central computer system.

SPORTS AND AFTER SCHOOL ACTIVITIES

- Risk assessments are undertaken for sports and activities.
- The level of coaching competence is considered as part of the risk assessment process.
- Student skill and physique are considered as part of the risk assessment process.

- Coaches and instructors who are not members of the College teaching staff are subject to competency and child protection checks prior to appointment.

- Premises, equipment and class size are suitable for activities

STRESS MANAGEMENT

- The College's approach to staff wellbeing and stress management is guided by the Health & Safety Executive's published 'Stress Management Standards'.

- All claims of ill health due to workplace stress are documented and investigated.

- Members of staff are encouraged to report any stress related concerns to their line manager or to seek advice from a trusted colleague. Stress management is outlined in the Mental Health & Well-Being policy.

SUPERVISION

- Staff /personnel who supervise student activities are competent.

- Staff /personnel who supervise break time activities are vigilant and can contact another member of staff quickly in an emergency.

TEACHING & OFFICE AREAS

- Work areas are provided with suitable lighting, ventilation, heating and space.

- Classroom layout provides staff with sufficient line of sight to safely supervise.

- Any cables or other trailing leads are managed to prevent tripping hazards.

- Shelving is strong and secure and suitable for the materials stored on it.

- Filing cabinets are fitted with anti-tilt mechanisms or are secure to prevent them tipping over.

- Steps, hop-ups or stepladders are provided to gain access to high level storage

TRANSPORT AND WORK-RELATED ROAD SAFETY

- Transport provided by the College is suitable for the task, driver and passengers.

- Contracted transport providers are vetted.

- Checks are carried out on the vehicles owned by the College to ensure that they are maintained in a serviceable and roadworthy condition.

- Checks are carried out on the suitability of drivers and vehicles used when driving on behalf of the College.

- Minibus drivers are trained, MIDAS accredited and authorised.

VEHICLES ON SITE

- Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents or guardians when bringing children to school or collecting them.

- Access to the school must be kept clear for emergency vehicles.

- Pedestrian routes are highlighted where possible.

WASTE CONTROL AND ENVIRONMENTAL CARE

- We will comply with environmental legislation requiring the College to dispose of wastes in a controlled manner.

- Waste will initially be properly stored on site and contracts will be established to ensure that waste is appropriately disposed of by authorised bodies.

WORKING AT HEIGHT

- Working at height can present a significant risk, where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled.

- Findings of risk assessments are communicated to those that are affected.

- Suitable training and equipment is provided where work at height is unavoidable.

- Where possible work at height is carried out using a cherry picker, scaffolds or mobile elevated work platform.

- All access equipment is installed by trained personnel.

- Suitable exclusion zones are erected around the base of any platforms, scaffolds or ladders etc. to prevent persons from walking directly under an area where work is being carried out.

- All ladders and stepladders are inspected on a regular basis & a record is kept.

WORK EQUIPMENT

- All work equipment provided is suitable and safe for the tasks intended.

- Work equipment is maintained, inspected and tested as required for safety.

- The use of work equipment is restricted to authorised people where specific hazards have been identified.

- We provide information, instruction and training where appropriate to all staff who use work equipment.

- Work equipment provided is CE marked where required. Potentially hazardous equipment will be risk assessed.

YOUNG PERSONS, NEW AND EXPECTANT MOTHERS

- Every young person will always work under the supervision of an experienced employee and be given all necessary training to ensure their health and safety.

- A specific risk assessment will be undertaken for each young person (under 18 years).

- Any employee who becomes pregnant shall inform their line manager in writing at the earliest opportunity. A specific risk assessment will then be carried out for the employee in question, as well as when they return as nursing mothers.

PART 5 - HEALTH & SAFETY MONITORING

A number of different checks are carried out on buildings and equipment to ensure the health and safety of our staff, students, and visitors. In addition, the College also:

- Monitors fire and health and safety performance by discussing at meetings of the Health & Safety Committee, undertaking routine checks, spot inspections and external audit reviews.
- Reviews risk assessments.
- Investigates any identified fire and health and safety issues or hazards.
- Keeps up to date with information on fire and health and safety.
- Investigates accidents and near misses.
- Reviews fire and health and safety as part of the formal risk management process.
- Reviews other health and safety documents periodically, for example, the Health and Safety Policy.

Should anyone fail to understand any of their imposed duties as described within this Health and Safety policy, then they should seek clarification / guidance from their line-management or advisors.

No one should undertake any work-related activity until they have been made fully aware of the associated risks and the control measures to prevent damage, danger or injury.

IF IN DOUBT, ASK!

POLICY CONTROL	
Author	*Bursar*
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