ASHVILLE

Health & Safety Policy

Member of staff responsible:
Bursar

Governor responsible

Greg Styles

Last reviewed: March 2026

Next review due: March 2026

The policy requires Governor approval

Location: Every/Parent Portal

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Definition of Terms

ACOP	Approved Code of Practice
BS	British Standards
DTCLEAPSS	Consortium of Local Education Authorities for the Provision of Science Services.
College	Ashville College, the Prep School (including Acorns at Ashville), Senior School, Trading and Ashville Education
COSHH	Control of Substances Hazardous to Health
DEFRA	Department for Environment, Food and Rural Affairs
DSL	Designated Safeguarding Lead
EVC	Educational Visits Co-ordinator
EYFS	Early Years Foundation Stage
HAZ Cards	Hazard Cards (CLEAPSS)
HSE	Health and Safety Executive
LEV	Local Exhaust Ventilation
PASMA	Prefabricated Access Suppliers' and Manufacturers' Association
PAT	Portable Appliance Testing
PPE	Personal Protection Equipment
PUWER	Provision and Use of Work Equipment Regulations
RIDDOR	Recording of Injuries, Diseases and Dangerous Occurrences Regulations
SSOW	Safe Systems of Work
Staff	Any member of the staff employed by the College in either a teaching or non-teaching role, members of the Governing Body and Volunteers working within the College
Trade Union Representative	Trade Union member who represents and gives advice to colleagues when they have problems at work
WEL	Workplace Exposure Limit

Policies to be read in conjunction with this policy

- Child Protection Policy
- Fire Risk (Prevention) Policy
- First Aid Policy
- Risk Assessment Policy
- School Excursions and Educational Visits Policy
- Security Policy
- Sickness Absence Policy
- Stress Management and Employee Wellbeing Policy

Introduction

This policy applies to all staff that are employed by the College, contractors and visitors throughout the campus facilities.

This document refers to the safe practices and policies that must be followed to manage and comply with Health and Safety legislation throughout the workplace.

Fundamental to our College values and practice is the principle of sharing the responsibility for the education of young people with parents, by keeping them informed and involved at all times. Effective communication and co-operation from all is essential to the implementation of this policy.

The College believes that it has a duty and responsibility to inform and educate staff and anyone about site on relevant and appropriate aspects of Health & Safety, encouraging a safe workplace and College for all.

It is intended that this document should be reviewed on at least an annual basis. However, it may be necessary for an immediate review should circumstances require it. The annual review shall be undertaken by the Bursar, with input from members of the Health and Safety Committee.

Section 1

Statement of Intent of the Health and Safety Policy

1. Statement of General Policy

We are, through all levels of management, committed to ensure so far as is reasonably practicable that:

1.1 all employees are safeguarded fully in respect of health, safety and welfare whilst at work.

1.2 pupils and members of the public, including visitors and contractors' employees who enter our premises, are not exposed to any undue health and safety risks during the course of their business.

1.3 no activity is to be carried out by the College or contractors which is likely to expose employees, pupils or members of the public to significant hazards. Activities are to be risk assessed, so that any hazards are identified and the measures necessary to eliminate or manage the risk are introduced.

1.4 all contractors are to be able to demonstrate that they have suitable arrangements for securing proper health and safety, including where necessary a written statement of policy or procedures.

The Governing Body's objectives are to:

1.5 provide conditions and systems of work for all employees which prevent, as far as reasonably practicable, any danger to individuals. This requires that risk assessments be carried out as appropriate to enable hazards and risks to be identified, and to enable safe working practices to be implemented, adapted and enforced.

1.6 ensure that all infrastructure, facilities, plant and equipment are maintained properly and that none will be used knowingly when it presents any risk to the safety of the staff, pupils or members of the public.

1.7 provide means of access and egress that are safe and without risk to health.

1.8 provide comprehensive information, instruction, training and supervision, so far as reasonably practicable, to ensure the health and safety of all on site.

1.9 ensure that the health, safety and welfare of all employees, pupils and members of the public are under continuous review by management at all levels.

1.10 ensure safe arrangements are made for the storage, handling and transport of goods and substances.

1.11 ensure the Governing Body of the College will have and maintain up to date fire procedures and documents: and ensure that all employees and pupils are familiar with the actions required of them.

This policy is largely dependent upon the co-operation of every person who works for the College. All employees have a legal duty to:

1.12 take reasonable precautions in safeguarding the health and safety of themselves and others.

1.13 observe all health and safety rules and procedures as laid down by the Governing Body and use all the health and safety equipment provided.

1.14 alert management to any potential hazard that they have noticed and report all accidents, incidents or near misses that have led, or may lead to, injury, illness or damage.

1.15 ensure that no person uses a prescribed dangerous machine and/or handles controlled or notifiable substances unless they have been fully instructed as to the dangers and the precautions to be observed, have received sufficient training for the operation to be carried out, and/or are sufficiently supervised by someone with a thorough working knowledge and experience. No person under the age of 18 years should be allowed to dismantle or clean a prescribed dangerous machine or handle controlled or notifiable substances without the appropriate supervision.

2. Staff Consultation

The College will hold staff meetings not less than once per term. Health and Safety will be a standing item on the agenda at these meetings and any points raised will be duly minuted, reported to the Health and Safety Committee and actioned accordingly. Health and Safety Committee minutes will be noted by the Committee. At least one member of the H&S Committee will be a DSL.

This policy will be monitored to ensure it is effective and will be regularly reviewed and revised as necessary.

Signed_____ **Date**_____

Chair of Governors

Signed_____ **Date**_____

Head

Section 2

Organisation

1. Introduction

1.1 **Scope**
The College Health and Safety Policy outlines the College's commitment and strategy with regard to compliance with the Governing Body's Statement of Intent. All occupants and visitors are protected by safe working practices and risk is to be managed appropriately.

1.2 **Interpretation**
The 'Head' includes deputies. 'Staff' refers to all those working for or on behalf of the College (including staff working on behalf of third-party contractors, such as catering staff), full or part time, permanent or temporary, in either a paid or a voluntary capacity (this includes Governors).

2 The Governing Body

The Governing Body is responsible for ensuring that:

2.1 a written policy statement is implemented, which promotes a positive health and safety culture and provides strategic direction.

2.2 health, safety and welfare responsibilities are allocated to nominated individuals.

2.3 individuals with health and safety responsibilities are appropriately trained, knowledgeable and experienced.

2.4 procedures to assess hazards and risks and to produce Safe Systems of Work (SSOW) are implemented.

2.5 funding is allocated for the provision of health and safety training, Personal Protective Equipment (PPE) and to operate SSOW.

2.6 health and safety performance is managed proactively.

2.7 the College's Health and Safety Policy and performance is reviewed annually.

3 The Head and Bursar

The Head and the Bursar are responsible for ensuring that:

3.1 staff are aware of the College's Health and Safety Statement of Intent.

3.2 the College Health and Safety Policy is communicated effectively to staff.

3.3 visitors and contractors are informed of any significant hazards and risks appropriate to the nature of their visit.

3.4 consultation arrangements are in place for staff and their Trade Union representatives.

3.5 staff are provided with adequate information, instruction and training on health and safety issues.

3.6 appropriate risk assessments and SSOW are in place.

3.7 decisions regarding facilities management such as new projects, procurement decisions, contractor selection and office moves consider the health and safety requirements from the project design phase through to the completion and use.

3.8 emergency procedures are in place.

3.9 equipment is inspected, as appropriate, to ensure it remains in a safe condition.

3.10 records are maintained of all relevant health and safety activities, processes and events.

3.11 reviewing and monitoring procedures are in place.

3.12 accidents and near misses are investigated and remedial actions implemented.

3.13 the Governing Body receives regular health and safety updates with regards to performance and legislative changes, at least annually.

4 Health and Safety Officer

The Bursar is the Health and Safety Officer and is responsible for:

4.1 co-ordinating the College's risk assessment process.

4.2 co-ordinating workplace inspections.

4.3 the management and maintenance of health and safety records including the management of building fabric and building services and other contractors.

4.4 advising the Head of situations or activities which are potentially hazardous.

4.5 ensuring that staff are adequately instructed in safety matters in relation to their specific workplace, and the College in general.

4.6 ensuring that all accidents and near misses are investigated. The investigation can be delegated to a subject specialist if appropriate.

4.7 ensuring due diligence that health and safety is considered in the selection of contractors

4.8 raise all health and safety concerns which cannot be resolved through normal resources available to them with the Health and Safety Committee for discussion and appropriate actions

5 Health and Safety Advisor

The Health and Safety Advisor is to:

5.1 maintain and develop their own knowledge of current health and safety legislation, regulations and codes of practice, relevant to role and College activities.

5.2 provide staff and others with training, information and guidance on safety matters in relation to their specific workplace and the College in general, making use of outside service providers as required.

5.3 manage the College's risk assessment process and maintenance of health and safety records, registers and schedules including those for accidents, near misses, fire, asbestos, legionella and COSHH.

5.4 conduct and arrange workplace health and safety inspections, including those for fire and asbestos, recording findings and completion of any remedial action.

5.5 advise staff, visitors and contractors of situations or activities to reduce risk.

5.6 investigate all accidents or near misses to determine causes, trends and potential measures to reduce risk.

6 Senior Management and Heads of Departments (including EYFS)

Senior Management and Heads of Departments are responsible for:

6.1 applying the College's Health and Safety Policy and Safety Code of Practice to their own department or area of work.

6.2 carrying out regular health and safety risk assessments for the activities under their control.

6.3 ensuring that all staff under their control are familiar with the Health and Safety Policy, risk assessments and safe systems for their area of work.

6.4 investigate in the first instance, health and safety concerns raised by staff. Unresolved problems are to be referred to the Health and Safety Officer if a satisfactory solution cannot be reached within the resources available to them.

6.5 carrying out regular inspections of their area of responsibility to ensure that equipment, furniture and activities are safe. These checks are to be recorded as required.

6.6 ensuring, so far as is reasonably practicable, that training, instruction and supervision is provided to enable staff and pupils to avoid necessary hazards.

6.7 investigating any accidents or near misses that occur within their area of responsibility and reporting these to the Health and Safety Advisor.

7 Class Teachers, Technicians and Staff running Co-Curricular Activities

Staff are to:

7.1 follow safe working procedures and the health and safety measures pertinent to their own working areas. These may be laid down in a code of practice.

7.2 understand the procedures for fire, first aid and other emergencies and be prepared to carry them out.

7.3 exercise effective supervision of their pupils, giving clear verbal and/or written instructions regarding health and safety and warnings to pupils as often as necessary.

7.4 use personal protective clothing, equipment and guards where appropriate.

7.5 raise concerns regarding health and safety deficiencies with regards to plant, tools, equipment or machinery to their Head of Department or the Health and Safety Advisor.

7.6 integrate relevant aspects of health and safety into their teaching, curriculum and activities planning.

7.7 avoid introducing personal items of equipment (electrical or mechanical) into the College without prior authorisation and testing.

7.8 report all accidents, near misses, defects and dangerous occurrences to the Head of Department and the Health and Safety Advisor. Record these in the relevant incident book.

8 All Employees

All employees have a legal responsibility to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. Employees must:

8.1 comply with the College's Health and Safety Policy and procedures at all times.

8.2 co-operate with the College's management in complying with the relevant health and safety law.

8.3 use all work equipment and substances in accordance with manufacturers instruction, training and information received.

8.4 report to their immediate Line Manager any hazardous situations and defects in equipment found in their workspace.

8.5 report all incidents or near misses in line with the current incident reporting procedures.

8.6 act in accordance with any specific health and safety training received.

8.7 inform their Line Manager of what they consider to be shortcomings in the College's health and safety arrangements.

8.8 exercise good standards of housekeeping and cleanliness.

8.9 be aware of the College Risk Assessment Policy and guidance.

9 Pupils

Pupils, allowing for their age and aptitude, are expected to:

9.1 comply with the directions of staff regarding health and safety and the signs and notices regarding such matters, including standards of dress and PPE.

9.2 exercise personal responsibility for the health and safety of themselves and others.

9.3 not wilfully misuse, neglect or interfere with equipment provided for health and safety.

10 Contractors

Contractors should be supervised as follows:

10.1 contractors must be made aware of the relevant site risk assessments and abide by the College's Health and Safety Policy.

10.2 due diligence must be exercised to ensure that health and safety is considered in the selection of contractors.

10.3 all contractors must notify either the Bursar or the Site Manager of any works to be conducted and provide the appropriate risk assessments or permits to work prior to arriving on site.

10.4 all contractors must report to Senior School Reception before any work takes place and prior to each working session (unless other suitable arrangements are agreed with the Estates department).

10.5 the contractor will be informed of any conditions which may affect their safety and that of others.

11 Visitors and other users of the College

Visitors must ensure that:

11.1 during College hours, all visitors must report to the reception and sign in. By signing in they confirm that they are familiar with the College's safeguarding and health and safety requirements. The visitor's identification and lanyard must be worn at all times whilst on site. Where reasonably practicable and with safeguarding as a primary consideration, visitors will be accompanied at all times by a member of staff.

11.2 all visitors are expected to comply with the College's Health and Safety Policy and procedures.

11.3 visitors are to drive and park their vehicles on site in such a way that is consistent with the safety measures employed by the College.

11.4 visitors must report all accidents, incidents and near misses to the College and these will be recorded in the appropriate records.

12 Lettings, Facility Hirer and Event Organisers

Those using the College for lettings, facility hirers and event organisers must:

12.1 be made aware of their obligations under health and safety legislation and the relevant College policies (e.g., Health &Safety, Child Protection, Fire Risk (Prevention)) and acknowledge they have read and will comply with these.

12.2 provide adequate risk assessments to the trading managers for the activities they are undertaking at the College.

Section 3

Procedures and Arrangements

1 Introduction

The following procedures and arrangements have been formulated to ensure compliance with the College's Statement of Intent. The Health and Safety Policy will be reviewed annually by the Health and Safety Officer, or sooner if required by legislative change.

2 Health and Safety Committee

2.1 Health and Safety will be a standing item on the agenda of all departmental meetings and if necessary, raised to a member of the Committee.

2.2 The Health and Safety Committee will meet once a term to review accident records and any concerns with a view to taking remedial action and preventative measures. It will inform the Governors as required.

2.3 There is a broad representation of staff across the College's community with the facility for ad-hoc attendance as and when required. At least one member of the committee should be a DSL.

Committee members are as follows:

2.3.1 Bursar (Chair)
2.3.2 DSL
2.3.3 Head of Prep
2.3.4 Head of Acorns/Pre-Prep
2.3.5 Governor responsible for health and safety
2.3.6 Site Manager
2.3.7 Health & Safety/EVC Officer
2.3.8 Trading Manager
2.3.9 Director of Sport
2.3.10 Employee Representative (elected by employees, and may be (Employee Union Representative)

2.4 Additional invitees may be asked to attend committee meetings where members feel additional subject specialism is required. Additional invitees may include;

2.4.1 Senior Nurse
2.4.2 Head of Design and Technology
2.4.3 Head of Science
2.4.4 Head of Art
2.4.5 Head of Food and Nutrition
2.4.6 Sports Centre Manager
2.4.7 Catering Manager

3 Accident/Near Miss Reporting

Accidents are defined as any instance where property or persons are damaged or come to harm, and include instances when people are not injured. A near miss is defined as 'An incident which has the potential to have caused injury to a person or damage to property'. All accidents and near misses are to be recorded by a member of staff or other witness using the College Accident/Near Miss form on Evolve and Tapestry (Acorns and Pre-Prep only) these are reviewed by the Health & Safety Adviser who will enter them on to the College Accident Record.

3.1 **Reporting under Incidents, Diseases, Dangerous, Occurrences, Regulations (RIDDOR).** Reportable incidents, accidents or diseases in schools are listed on the HSE website www.hse.gov.uk/pubns/edis1.htm . Reporting to RIDDOR or HSE will be done by the College's Health and Safety Advisor.

3.2 **Monitoring.** All accidents and near miss incidents will be reviewed by the Health & Safety Advisor and by the Health and Safety Committee to identify trends, risks and possible mitigation and preventative control measures.

4 Asbestos

Refer to the College Asbestos Risk Management Procedures Asbestos management plan.docx

5 Communication of Information

The Head and the Bursar are to ensure that:

5.1 all staff are familiar with the College Health and Safety Policy.

5.2 the Health and Safety Law poster is displayed in the various premises around the site.

5.3 the Health and Safety Officer and/or Advisor are available to provide health and safety advice when required.

6 Contractors and Construction Design and Management

6.1 The College 'Contractor Pack' contains risk assessments and site information relevant to contractors coming on to the College site and should be completed before work begins. In the case of emergency callouts, when there is insufficient time to complete the contractors pack, then briefing and supervision adequate to minimise risk will be put in place.

6.2 Contractors will follow their own safe systems of work, but their working methods must consider how they will impact upon staff, pupils and other visitors to the site.

6.3 In the event that the College contracts a company to provide Construction Design and Management services, the College will exercise the duties of the 'Client', and the contractor will act as the 'Principal Designer'.

6.4 Project planning meetings will identify timescales for work, methodology, safe systems of work, access requirements, emergency procedures, protection of children, segregation of buildings site, safe use and storage of equipment brought onto site and any other considerations that impinge on Health and Safety.

7 Curriculum Activities

Heads of departments are to produce risk assessments for curriculum activities for:

- Art
- Design Technology

- Drama
- Educational Visits
- Food & Nutrition
- Music
- P.E.
- Science
- Sports
- Outdoor Learning

Heads of department must ensure that risk assessments are communicated effectively and are understood by those who are involved in leading and supporting lessons within their department.

7.1 **Design and Technology.** The Head of Design and Technology department is responsible for producing a specific Health and Safety Policy covering all aspects of the department activities with reference to BS 4163:2021+A1:2022. The CLEAPSS resource will be used as the baseline for model risk assessments, HAZCards, COSHH requirements, and for general safe working practices within the department.

7.2 **Educational Visits.** Refer to the School Excursions and Educational Visits Policy.

7.3 **Science.** The Head of the Science department is responsible for producing a specific Health and Safety Policy covering all aspects of the department's activities. The CLEAPSS resource will be used as the baseline for model risk assessments, HAZCards, COSHH requirements and for general safe working practices within the department.

8 Disabled Workers

Any staff member with a disability, debilitating illness or undergoing recovery from an operation must work cooperatively with the College to implement a Wellbeing Support Plan so that they can be supported by the College. The College endeavours to support staff with disabilities and where applicable makes reasonable adjustments to an individual's workspace and around site to mitigate any risks or problems they may encounter.

9 Display Screen Equipment (DSE)

Any member of staff who is a Display Screen Equipment user (as defined by HSE regulations) must complete the College online user training and self-assessment. A user is defined as someone who is habitually employed to work on a computer and does so for more than one hour at a time, more or less on a daily basis. All workstations will be a safe place to work, with ergonomic and posture considerations. The College will make sure users take breaks from DSE work. If a DSE user asks for an eye test the College will provide one and if the test shows that the user needs glasses specifically for DSE work, it will pay for a basic pair of frames and lenses. Queries on the safe use of Display Screen Equipment should initially be referred to Line Managers who will refer the matter to the Health and Safety Advisor; they will make reference to the Regulations and Guidance from HSE (Working safely with display screen equipment: Overview - HSE) and provide guidance for any actions to be taken.

10 EYFS

The Head of Acorns and Pre-Prep is to have written procedures/risk assessments in place to cover any requirements which are specific to that setting only.

11 Electrical

11.1 **Electrical Installations.**
The fixed electrical installation is tested by maintenance contractors every 5 years as required by legislation. Following this check and any necessary remedial works a certificate is issued to confirm the electrical installation is safe. A copy of this certificate is to be kept by the Site Manager and a copy given to the Health and Safety Adviser.

11.2 **Portable Appliances.**
All portable appliances will be visually inspected annually by a competent person. College property, and personal items deemed necessary, will be subject to Portable Appliance Testing (PAT)at appropriate intervals. All tests will be recorded by the College's portable appliance tester. All electrical appliances should be visually checked before being used. Any appliance which does not show an in-date test sticker, shows signs of damage or fails a test must be removed from use. Teaching staff are to ensure that pupils who bring electrical items to the College which are to be plugged in arrange to have them inspected or tested as soon before use. Cables must be managed so as to prevent slips, trips, falls and damage to equipment etc. The Site Manager is to arrange for testing to be completed and recorded.

12 Fire

Refer to the College Fire Risk (Prevention) Policy.

13 First Aid

Refer to the College Medical Policy.

14 Glazing

For compliance purposes, where glazing is present and accessible, the minimum acceptable standard will be as prescribed in Building Regulations 2000, Part N (Glazing Safety).

15 Hazardous Areas

Pupils will be denied access to areas of potential risk (e.g. hazardous storage, boiler and plant rooms, roofs, gas and electrical installations, construction and refurbishment sites) by means of briefing, signs and physical barriers as necessary. The risk assessment for each area, building or activity will specify appropriate control measures, and these will be reviewed as necessary.

16 Hazardous Substances – Control of Substances Hazardous to Health (COSHH)

16.1 The requirement to risk assess hazardous substances either in use or created by the College operations is a requirement of the COSHH Regulations. Hazardous substances are those identified as corrosive, irritant, toxic, harmful and any with a Workplace Exposure Limit (WEL), which may include dust from pottery, wood etc, and biological hazards.

16.2 The records of the risk assessments carried out are kept in specific COSHH risk assessment files in relevant areas and on the College Office 365 SharePoint. Guidance and templates

for the COSHH inventory and COSHH Risk Assessments can be found on the College Office 365 SharePoint.

16.3 Hazardous substances will be correctly stored, and signage prominently displayed.

16.4 The correct PPE must be worn when handling or coming into contact with hazardous substances.

17 Infection Control

17.1 The College's medical staff work closely with the local GP Practice to ensure that there is prompt identification of any communicable infection.

17.2 The medical staff are responsible for producing the College's Infection Control Guidelines, which aims to implement procedures to curtail the spread of communicable infection through the College community.

18 Kitchen and Food Hygiene

18.1 The College employs contract caterers but retains responsibility for the kitchen premises and equipment.

18.2 All work surfaces, shelves, floors, walls, crockery, cutlery, storage areas and equipment will be in good condition, be regularly cleaned and remain sanitary at all times.

18.3 The Food Safety and Hygiene (England) Regulations 2013 cover the keeping of foodstuffs at optimum temperatures (hot and cold). Equipment designed to keep food at the required temperatures will be provided and maintained to a suitable standard.

18.4 The College is committed to the provision of wholesome and healthy food, with consideration given to its provenance.

18.5 The College is committed to the provision of food whilst taking into account the various allergies and intolerances of pupils, staff and visitors.

19 LEV

LEV is to be managed in line with HSE guidance Clearing the air: A simple guide to buying and using local exhaust ventilation (LEV) (hse.gov.uk) and records of inspections and maintenance will be stored on the SharePoint.

20 Lone Working

The regulatory guidance for lone working is at https://www.hse.gov.uk/lone-working/ . Where staff are required to work alone, both the College and the individual have a duty to assess and reduce risks which lone working can present. Line Managers are to ensure that their departmental staff are safe whilst lone working. They must consult the generic Lone Worker Risk Assessment, assess the risks for those in their department, determine what control measures are required and ensure they are implemented. If the nature of the role, task, situation or

circumstances require it then the Line Manager should complete a written Lone Worker risk assessment and inform stakeholders of the control measures required. If required, the assessment should include measures to safeguard individuals who may have additional needs because of issues such as those related to health, physical ability, stress or protected characteristics.

21 Maintenance

The College employs qualified and experienced Estates and Maintenance teams to manage and conduct routine inspections, preventative servicing and maintenance of facilities and equipment, as well as reactive repairs. The College maintains registers of scheduled servicing and is subject to annual audits.

22 Manual Handling

Manual handling legislation requires that any manual handling operation that is likely to cause a significant injury needs to be assessed. All staff will undertake an element of manual handling but any frequent operations and any involving even the occasional movement of heavy (over 10kg) or awkward items must be covered by a written risk assessment. All staff will receive basic manual handling training during induction and inset training. Basic information and literature is available from the Health and Safety Advisor and staff should conduct the Edu Care Moving and Handling course annually.

23 Medical

Refer to the College's medical policies and procedures.

24 New and Expectant Mothers

The College has a comprehensive guidance document and Wellbeing Support Plan for new and expectant mothers produced in line with the Management of Health and Safety Work Regulations 1999. Once a member of staff informs their Line Manager that they are a new or expectant mother the Wellbeing Support Plan must be completed as soon as possible so that the mother and child are not exposed to risks that would affect them. Suitable rest areas are also available around the College for new and expectant mothers as required by the Workplace (Health, Safety and Welfare) Regulations 1992. The Wellbeing Support Plan also takes into account Guidance from the Equality Act 2010 so that expectant mothers and those on maternity leave are not discriminated against.

25 Noise

The Control of Noise at Work Regulations 2005 state that the level at which employers must provide hearing protection and hearing protection zones is 85 decibels (daily or weekly average exposure) and the level at which employers must assess the risk to workers' health and provide them with information and training is 80 decibels. There is also an exposure limit value of 87 decibels, taking account of any reduction in exposure provided by hearing protection, above which workers must not be exposed. Noise assessments are included within department or activity risk assessments and periodically reviewed.

26 Occupational Health

If staff have an acute or long-term health issue or have returned from a long period of sickness absence the College may seek occupational health advice from a qualified and accredited provider with the aim of:

- ensuring that staff are fit to undertake the role they are employed to do both physically and emotionally.
- preventing and removing health risks arising in the workplace and advising on ergonomic issues and workplace design.
- providing screening and surveillance services in the initial stages of ill health and developing solutions to keep staff with health issues at work.
- providing independent and professional diagnosis, prognosis and advice on staff unable to work due to long-term or short-term intermittent health problems, and organisational wide steps to reduce sickness absence

The occupational health adviser will carry out an assessment of the employee and report back to the College. The employee does not have to agree to an occupational health assessment.

27 Personal Protective Equipment

PPE should be the last resort to mitigating risk. Where required, staff are provided with the correct PPE for the activity being carried out by the College. Line Managers are tasked with training department staff for use with PPE and regularly checking their department staff are provided with and using the correct PPE and that it is serviceable.

28 Pesticides (Safe Use)

28.1 The use of pesticides is to be minimised with safer and more environmentally friendly products used wherever possible.

28.2 All pesticides must be approved substances that have been awarded a recognised product number by DEFRA and are procured through the correct methods.

28.3 Only competent, trained persons will be allowed to use and apply pesticides. They must hold certificates of competence to that effect and be authorised by the Site Manager.

28.4 Safe systems of work are to be in place for:

- handling and storage of pesticides
- application of pesticides
- the use of PPE
- disposal of surplus and unused pesticides and containers
- COSHH risk assessments and safety data sheets
- protection of staff, pupils, visitors, contractors, the public and others

29 Play Equipment

The playground and playground equipment is inspected and maintained in accordance with RoSPA guidance RoSPA- Inspection and maintenance: Ensuring safety and longevity of play areas | RoSPA and this is recorded by the Site Manager. The Estates staff conduct a Routine Inspection weekly and an Operational Inspection monthly. The Annual Inspection is conducted by an accredited

contractor such as the Royal Society for the Prevention for Accidents (RoSPA), the Site Manager being responsible for organising this inspection. Any equipment that is not serviceable must be repaired or removed and a replacement provided if required.

30 PE and Sports Equipment

Staff or others (e.g., lettings) conducting activities are to ensure equipment is visually inspected and safe and serviceable before each use. The Director of Sport should annually produce an inventory of all gymnasium equipment and provide this to Estates so that they can arrange an inspection by a qualified person. A record of the inspection, findings and remedial action is to be maintained by the Site Manager, informing the Director of Sport as necessary. If at any time equipment is found to be potentially unsafe it must be stored and marked as 'out of use'.

31 Record Keeping

Records regarding H&S should be kept for a period of five years and where possible stored on the College SharePoint and/or Every.

32 Remote Working

The College has a health and safety responsibility for those working from home with regards to issues such as lone working without supervision, working with display screen equipment, and work-related stress and mental health (see Stress at Work). Line Managers should maintain regular contact with remote workers to ensure they are healthy and safe and take necessary action to allow the College to provide reasonably practicable support. If working from home on a long-term basis workers should conduct a workstation assessment at home (see DSE).

33 Risk Assessments

Refer to the College Risk Assessment Policy.

34 Safeguarding

Refer to the College Child Protection Policy.

35 Security

Refer to the College Security Policy.

36 Smoking

Refer to the College Smoking, Substance Misuse Drugs and Alcohol Policy.

37 Sports Centre

Operations and activities in the Sports Centre and Swimming Pool are to be adequately risk assessed and managed. Guidance on Health and Safety in Swimming Pools is provided by the HSE publication ISBN 9780717666775. The Sports Centre Manager is responsible for producing the Pool Safe Operating Procedures (PSOP), which is to include the Normal Operating Procedure (NOP) and Emergency Action Plan (EAP). The pool hall is to be kept secure to ensure there is no unauthorised access. The Sports Centre Manager is to ensure that there are systems in place for:

- hygiene, including the temperature of the water and the cleanliness of the facility.
- the display of safe procedures and pool rules.
- first aid and the provision of emergency equipment.
- the use and storage of chemicals.

38 Stress at Work

Refer to the College Stress Management and Employee Wellbeing Policy.

39 Training – Health and Safety

39.1 The provision of appropriate health and safety information and training (followed by appropriate supervision) is essential to a safe system of work. Training is an ongoing process and Line Managers are responsible for ensuring their staff have received adequate H&S training for their role and duties. Training required by statute, such as training for those working at height on scaffolding, training to change an abrasive wheel and training in the operation of dangerous machinery must be provided, as well as regulatory compliance training (e.g., first aid at work, fire awareness etc.).

39.2 Any member of staff who identifies a need for training must raise this with their Line Manager, Health and Safety Advisor or a member of the Health and Safety Committee. Arrangements will be made for any training that individuals require to enable them to carry out their duties safely.

39.3 Health and Safety induction training will be provided for all new employees by their Line Manager and/or the Health and Safety Advisor. New employees will receive information on fire safety, first aid, accident reporting, welfare provision, manual handling, management responsibilities and how to request training.

39.4 Comprehensive training records must be maintained by Human Resources. Line Managers are responsible for assisting Human Resources in the maintenance of training records.

39.5 Supervision and support will be provided as required for the safety of young workers, new employees and employees carrying our unfamiliar tasks.

39.6 Where identified as a requirement (e.g., fire safety, use of tools and machines) then pupils should receive appropriate H&S training.

40 Transport and Vehicles

40.1 College Vehicles

Vehicles will be maintained and checked prior to use and the correct check sheets completed and recorded. They must be roadworthy, taxed and have a valid MOT certificate. Records must be kept of defects, damage and work carried out on the vehicle. The Site Manager is responsible for maintaining vehicles and vehicle records.

40.2 Use of College Vehicles

Staff must have the appropriate licence category for the vehicle to be used and must not use vehicles without authorisation. The Site Manager is responsible for authorising staff use of vehicles and ensuring appropriate licences and competency. Authorisation for the use of a trailer will require a trailer assessment and the correct licence category.

40.3 Use of own vehicle for College Business

Staff can use their own vehicles for College business on the understanding that the driver has a valid driving licence and insurance for the vehicle that they are using which is roadworthy and has a valid MOT certificate and road fund licence.

40.4 Safe Driving

Speed restrictions are in place across the site, speed limits are displayed on signage and speed restriction humps located where required. There are one-way systems in operation on parts of the site to avoid congestion on narrow routes. Drivers must drive their vehicles taking in to account the road, traffic, pedestrians, light and weather conditions.

40.5 Parking

Where possible vehicles are to be parked in clearly marked parking bays and designated parking areas. Where it is not possible to have full segregation between vehicles and pedestrians great care must be taken when driving and manoeuvring and staff should seek assistance (e.g., guide) when required.

41 Vibration (Hand/arm, whole body)

Hand-arm vibration is vibration transmitted from work processes into workers' hands and arms. It can be caused by operating hand-held power tools, hand-guided equipment, or by holding materials being processed by machines. Regular and frequent exposure to hand-arm vibration can lead to permanent health effects and this is regulated by the Control of Vibration at Work Regulations 2005. Heads of department are to ensure vibration risk assessments (and if necessary vibration testing of tools) is conducted by a competent person and are to control the risks in line with Regulations and guidance (Hand arm vibration - Vibration risk assessment (hse.gov.uk). Where necessary, vibration exposure monitoring and health surveillance should be conducted, and records kept.

42 Winter Conditions

The Grounds Department has a site clearance procedure in place for winter conditions. They have been tasked by the Site Manager to clear and salt all main access paths prior to the arrival of pupils. Should the College have to close due to the winter conditions the Head will make a decision as early as possible and communicate this to all parents and staff.

43 Water

A control of legionella bacteria written scheme and logbook including check schedules and risk assessments is used to ensure that the management of the hot and cold-water systems is compliant with the L8 ACOP. The Bursar is responsible for ensuring the written scheme is being implemented. Legionella and Water Testing - OneDrive (sharepoint.com)

44 Wheelchair Lift Platforms and Non-Passenger Stage Lift

Both the wheelchair platform lift, and non-passenger stage lift may only be used when the surrounding doors are locked. The keys and controls for these lifts must be secured and only used by trained personnel. The lift mechanisms and functions are tested and inspected weekly by the College Maintenance Team. They are to be routinely serviced, inspected and maintained by qualified contractors. Records are kept by the Site Manager.

45 Work at Height

Work at height means work in any place where, if precautions were not taken, a person could fall a distance liable to cause personal injury. Numerous staff will undertake an element of working at height and the College takes the necessary steps to comply with the Work at Height Regulations 2005. Any regular requirement must be covered by a work at height assessment. The College has a generic work at height risk assessment for routine tasks that require use of step ladders or accessing roofs.

45.1 **Specialist Operations.**
Specialist access equipment is required when work requires high level operations or on fragile surfaces and a specific assessment must be produced and authorised. Procedures are in place requiring the regular checking and recording of all ladders and access equipment. Staff who are required to erect and use scaffold towers or mobile working platforms must be trained and certified by the Prefabricated Access Suppliers' and Manufacturers' Association (PASMA).

46 Work Equipment and Machinery

All of the College work equipment and machinery is inspected and serviced regularly in line with PUWER guidance and the manufacturer's instructions. Only those staff who have received up to date training and are experienced in the use of the equipment and machinery in their department are authorised to operate it. All activities that require the use of equipment and machinery are risk assessed. Any equipment and machinery that is faulty or broken must not be used; it must be secured so that it may not be used and any power source to the equipment must be removed or shut off. Signage must be placed on the equipment warning that the machine is broken and must not be used.

46.1 **Daily inspections**
Prior to the use of any equipment or machinery the staff operating the equipment must conduct, as a minimum, a visual inspection for damage and serviceability.

46.2 **Weekly and monthly servicing and inspections**
Trained staff must complete regular inspections and servicing of equipment as required by law and the manufacturers' instructions for the equipment.

46.3 **Annual Servicing and Inspections**
Heads of department are to facilitate the equipment servicing and inspections organised by the Site Manager.

47 Work Experience Placements

All staff must attend a health and safety induction before starting work at the College. A generic risk assessment has been completed for work experience employees at the College and Line Managers of such employees are to review and adapt this as required.

48 Workplace Safety

48.1 The Workplace Health and Safety and Welfare Regulations (1992) are concerned with basic workplace conditions. The College, as far as reasonably practicable has arrangements that are suitable and sufficient for the following:

48.1.1 Heating, lighting and ventilation.
48.1.2 Cleanliness of all workplaces, good housekeeping and the removal of waste, storage of materials, books and files etc.
48.1.3 Room dimensions and space.
48.1.4 Sanitary provisions (male/female, pupil and accessible toilet facilities).
48.1.5 Temperature of workplaces and the provision of thermometers.
48.1.6 Condition of premises including floors.
48.1.7 Workstations, desks and seating, use of computers etc.

48.2 Facilities and arrangements are in place for:

48.2.1 the provision of wholesome supply of drinking water.
48.2.2 canteen/rest places.
48.2.3 pregnant and nursing mothers.

This policy was ratified by the H&S Committee on _____

Signed by Chair of Governors _____