

BOSWORTH INDEPENDENT COLLEGE

Barrack Road
Northampton
NN2 6AF

HEALTH and SAFETY POLICY

Prepared by:

J D Roughton-Bentley

17 Lychgate Green
Crofton
Fareham
Hampshire
PO14 3HA

Tel: 01329 662221

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HEALTH and SAFETY POLICY STATEMENT

- a) The Proprietors and Principal are fully aware of their responsibilities under The Health and Safety at Work Act 1974 and other Health and Safety legislation relevant to the College's operation. In order to meet these responsibilities, they regard Health and Safety of paramount importance and give it the highest priority.
- b) The objective of the Health and Safety Policy is to minimise risks to Health and Safety of the Staff and others affected by the College's activities, by identifying and then controlling hazards.
- c) The Principal, assisted by the Health and Safety Officer, will provide a positive lead in organising Health and Safety activities, using the best available knowledge and methods and whatever resources are necessary to achieve the required standards.
- d) Accident prevention is essential for the smooth and efficient running of the College requiring full co-operation between all concerned.
- e) Staff are under a legal obligation to co-operate fully in Health and Safety matters by ensuring that all areas are safe for themselves and others. They are also required to act in a safe way themselves, use protective equipment provided, follow the Health and Safety Rules, Regulations and Requirements and report any hazardous conditions to their Head of Department or Principal.

Signed:

PRINCIPAL

Dated: 1st September 2019

RESPONSIBILITIES

PROPRIETORS

- a) Will ensure that there is an effective policy for Health and Safety within the College and will be responsible for ensuring the establishment and effectiveness of that programme.
- b) Will periodically discuss the effectiveness of the policy with the Principal and ensure that any necessary changes are made.
- c) Will ensure that adequate staff, funds and material are provided to meet the requirements of the Health and Safety at Work Act 1974 and subsequent Health and Safety legislation.

PRINCIPAL

- a) Will ensure that there is an effective Policy for Health and Safety within the College and will be directly responsible for the establishment and effectiveness of that programme.
- b) Will periodically appraise the effectiveness of the Policy and ensure that any necessary changes are made.
- c) Will ensure that adequate staff, funds and material are provided to meet the requirements of the Health and Safety at Work Act 1974 and subsequent Health and Safety legislation.
- d) Will ensure that responsibilities are properly assigned and accepted at all levels.
- e) Will take a direct interest in the Health and Safety programme and support all persons carrying it out.
- f) Will ensure that all areas of the College are inspected, from a Health and Safety point of view, once per term.
- g) Will review the Health and Safety Officer's reports and take action where appropriate.
- h) Will ensure that all Teaching Staff have adequate training for the tasks that they are required to perform.
- i) Will ensure that all Staff have read and understood the Health and Safety Policy either in its entirety or the sections relevant to them.

COLLEGE HEALTH and SAFETY OFFICER

- a) Will coordinate the College Health and Safety Programme.
- b) Will regularly inspect plant and equipment to ensure that it is safe and being operated correctly.
- c) Will monitor the effectiveness of the implementation of the Health and Safety Policy.
- d) Will report to the Principal concerning Health and Safety matters, making recommendations as necessary.
- e) Will, in conjunction with the Principal, ensure that there is sufficient material and publicity for the Health and Safety Programme.
- f) Will assist in investigating all accidents and dangerous occurrences and recommend corrective action as necessary.
- g) Will inspect all new plant, buildings and equipment for potential hazards, in conjunction with the Principal.
- h) Will ensure that all areas of the College are inspected from a Health and Safety point of view once per term.
- i) Will ensure that assessments under the Control of Substances Hazardous to Health Regulations, The Management of Health and Safety at Work Regulations and other Regulations as appropriate are undertaken as required.

HEADS OF DEPARTMENT

- a) Will fully familiarise themselves with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time.
- b) Will draw up Safe Methods and Procedures, written where appropriate, for operations within their department with Risk Assessments as required.
- c) Will, as far as reasonably practicable, ensure that all classroom/work areas are safe before they are used by any person.
- d) Will, as far as reasonably practicable, ensure that all equipment is safe before it is used by any person.
- e) Will ensure that Protective Equipment, where appropriate, is used at all times.
- f) Will ensure that any hazardous or dangerous conditions or situations are reported to the Principal or Estates Manager without delay.
- g) Will at all times endeavour to ensure the Health, Safety and Welfare for all persons within their control.

TEACHING STAFF

- a) Will fully familiarise themselves with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time.
- b) Will ensure that all safe methods and procedures, where appropriate, are followed at all times.
- c) Will ensure that all classroom/work areas are safe before they are used by any person
 - reporting any problems to the Estates Manager.
- d) Will ensure that all equipment is safe before it is used by any person.
 - reporting any problems to the Estates Manager.
- e) Will report any faulty equipment or unsafe areas
 - reporting any problems to the Estates Manager.
- e) Will ensure that protective equipment, where appropriate, is used at all times.
- f) Will ensure that any hazardous or dangerous conditions or situations are reported to the Principal or Estates Manager without delay.
- g) Will, at all times, endeavour to ensure the Health, Safety and Welfare for all persons within their area of responsibility.

ALL OTHER STAFF

- a) Will make themselves familiar with the Health and Safety Policy, especially the sections relevant to themselves.
- b) Will observe Health and Safety Rules at all times.
- c) Will conform to all advice given by the Health and Safety Officer and instructions of others with a responsibility for Health and Safety.
- d) Will report all accidents, damage, hazardous or dangerous conditions or situations to their Principal or Estates Manager without delay.
- e) Will wear appropriate personal protective clothing, safety equipment and use appropriate safety devices as appropriate.
- f) Will ensure that working areas are kept clean and safe.
- g) Will inspect all equipment and plant before use to establish that it is safe to use.
 - reporting any problems to the Estates Manager.
- h) Will familiarise themselves with First Aid and Fire procedures.
- i) Will look after all Health and Safety Equipment properly and report any defects immediately

ALL OTHER PERSONS ON THE COLLEGE PROPERTY

- a) Will observe the Health and Safety Rules and the Instructions given by persons enforcing the Health and Safety Policy.
- b) Will not work on the premises until the relevant rules are read, understood and accepted.
- c) Will not work on the premises until covered by insurance against risk.

ARRANGEMENTS/METHODS and PROCEDURES

SAFE SYSTEMS

Staff have devised safe systems, where appropriate, for their area of responsibility. The aim of these systems is to minimise the risk of accident or injury to both students and staff when working within the College

The systems will have taken into account the following principles as far as reasonably practicable:-

- a) The layout of the work and the use of the working areas will allow safe access to and egress from the areas involved.
- b) Analysis of the tasks involved, including safety analysis and the provision of clear instruction.
- c) Where appropriate, details of the correct sequence of operations involved.
- d) Identification of safe procedures, both routine and emergency.
- e) Written procedures for the operation of potentially hazardous machinery or for the use of potentially hazardous materials.

TRAINING

Teaching Staff engaged have all received Teaching Training. Additional training and guidance as to specific requirements will be given either by reference to this Health and Safety Policy Document or by other means as deemed appropriate.

Ancillary, Support and Cleaning Staff etc will be given training, as necessary, appropriate to the tasks that they are to fulfil. In all cases the training will be adequate such that, following training, staff will be competent to carry out the tasks for which they have been engaged.

Health and Safety are both regarded as being of paramount importance and all staff will be required to read the Health and Safety Policy Document either in its entirety or the sections relevant to them. They will then be required to sign to the effect that they understand it and agree to abide by it.

LEISURE AREAS SAFETY

The ages of the College Students means that close supervision at all times is not required in Leisure Areas.

Generally Staff are available to exercise control

SPORT - General

Sport is coordinated by the Head of Sporting Activity.

Risk Assessment is carried out for all sports undertaken.

FIRE

The College is visited by the Local Fire Officer from time to time and complies with any Fire Officer requirements.

A full Fire Procedure is in place and Fire Drills are carried out each term for Boarding Houses and buildings used for day time use.

Full Fire Alarm systems are in place with all buildings covered by automatic detectors to ensure early warning at all times.

Fire Risk Assessment, in line with the requirements of the Regulatory Reform (Fire Safety Order) 2005, has been carried out by the College.

A Fire Risk Prevention Policy is in place.

OFF SITE ACTIVITIES -Field Trips, Visits etc

For trips of this nature the following procedure will be observed:

- a) Careful planning of trip including Risk Assessment, with prior visit made by organiser if necessary.
- b) Adequate evaluation of all Health and Safety factors involved.
- c) Adequate notice given to parents of all facets of the trip and written permission obtained for a student to go on the trip.

SUPERVISION:

The College always considers the ratio of adults to students very carefully. Ratios are used which, in the College's opinion, are satisfactory and ensure adequate supervision for students, commensurate with the activities that are being undertaken.

For all off site activities the following points will be taken into consideration:

- a) Any hazardous pursuits that are to be undertaken and any safety or additional insurance requirements.
- b) The expertise of Staff accompanying the trip.
- c) Accident and Emergency procedures.
- d) Contact person who knows the itinerary and is able to alert the Authorities in the event of failure to make a pre-arranged contact.

FIRST AID and MEDICINE CONTROL

First Aid and Medicines are under the control of the College Nurse.

A First Aid Policy is in place and is available on the shared directory.

First Aid Boxes are checked once a term and kept topped up from a supply kept by in the Medical Room.

The following items are also controlled by the College Nurse:

- 1) The Accident Book - filled in for any injury requiring A & E referral.
- 2) Visits to the College Nurse by students for all injuries/ailments, however minor, whether or not they require treatment are recorded on the Engage system.
- 3) Day Student's Medicines - kept in a fridge or locked cabinet or and administered as directed.
- 4) A stock of proprietary tablets and medicines for general use, kept in a locked cabinet.

SECURITY OF SITE

The College's security arrangements are under the control of the Estates Manager.

The security arrangements cover the following areas:

- The site
- The buildings
- Notices
- Control of visitors to the College with signing in arrangements and issue of Visitor Badges
- Locks and keys
- Out-of-bounds areas
- Dealing with trespassers
- Security of staff and student property
- Vehicles and cycles
- Movement around the site and buildings
- Responsibilities for security aspects

Security of buildings is generally controlled by way of keypad type locks and is assisted by CCTV.

CONTROL OF VEHICLES

Control of vehicles is of paramount importance within the College's sites.

Car Park Areas are generally separated from pedestrian areas.

The following rules must be observed at all times:

- a) Speed must be kept to a minimum
- b) Care to be exercised always as there may be pedestrians moving in the areas
- c) Parking only to be carried out in designated areas
- d) Full observance of the one way systems where relevant

MACHINERY and PLANT

Maintenance on all the College Equipment is carried out on a regular basis to ensure that The College complies with its obligations under section 2(2)(a) of the Health and Safety at Work Act 1974. The Inspections and Checks are carried out as follows:

- 1) Inspection of Guards and Mechanical Equipment by Maintenance Staff and Teaching Staff before use.
- 2) Weekly checks on Fire Alarm systems and maintenance under contract.
- 3) Statutory checks on lifts.
- 4) Annual Checks on Electrical Equipment.
- 5) Annual Checks on Gas Equipment.
- 5) Annual Service of Fire Extinguishers.
- 6) Annual Service of Boiler Plant and Associated Equipment.
- 7) Five yearly checks on Fixed Wiring Installations.

ENVIRONMENTAL CONTROL

CLASSROOMS and GENERAL AREAS

Conditions in these areas are monitored regularly to ensure that temperature, ventilation and lighting are adequate for the purpose to which the areas are put. The College endeavours to ensure that all areas are in line with the most up to date requirements in the Educational Sector.

ART & SCIENCE ROOMS

Conditions in these areas are monitored closely to ensure that they do not become contaminated when using substances that may be controlled under the Control of Substances Hazardous to Health Regulations 2002. Science Laboratories are fitted with Fume Cupboards and these are serviced annually as required by the COSHH Regulations.

ENVIRONMENTAL CONTROL

NOISE

The College regards Noise as a very important issue and takes the following action in order to minimise its effect.

- 1) Installations and equipment are looked at carefully to establish whether reductions in noise levels can be made by isolation, damping, absorption and insulation.
- 2) Where it is not possible or practical to control by the methods in 1) Hearing Protectors will be used.
- 3) Where applicable, Noise Meters will be used to monitor the noise situation and should action be required in order to comply with the requirements of the Control of Noise at Work Regulations 2005, steps will be taken to implement this.

VIBRATION

The College is aware of its responsibilities under the Control of Vibration at Work Regulations 2005 and takes the following action to minimise the effect of vibration on employees:

- 1) Equipment is selected carefully to ensure that the vibration level is as low as possible.
- 2) Vibration levels will be established by reference to manufacturers' published data or by comparison with similar machinery.
- 3) Exposure time by employees will be established which should enable an assessment to be made to establish whether or not vibration exposure is satisfactory.

If a suitable assessment by the above means does not indicate that the levels are well below the Exposure Action Value or a problem is clearly evident, then Vibration Specialists will be called in to carry out an appropriate survey and introduce an appropriate Management Plan which will include the consideration of Health Surveillance.

DOMESTIC ARRANGEMENTS

RESTAURANT

The College undertakes its own catering arrangements and the activities in the Kitchen are under the control of the Chef.

The Chef ensures that activities are undertaken in line with the Food Safety (General Food Hygiene) Regulations 1995. The Food Hygiene (Amendment) Regulations 1990 are not applicable to the College's catering activities as hot food is eaten within two hours of preparation and cold food within four hours.

In order to ensure that activities are in compliance with the regulations, the following records and checks are carried out.

- 1) Cleaning schedules are established and details recorded.
- 2) Equipment temperature checks are carried out daily and the results recorded.
- 3) Temperature of food is taken and recorded for each item when it comes out of the oven and immediately prior to serving.
- 4) Equipment is maintained by a competent person on a planned basis.
- 5) A full Management system for Food Hazard Analysis and Critical Control Point has been implemented.
- 6) Health of the personnel in the Kitchens is constantly monitored and the wearing of jewellery on hands except for a wedding band is not permitted.
- 7) Induction training for new personnel is carried out to ensure that there is a full understanding of personal hygiene requirements.
- 8) General hygiene inspections are carried out on a regular basis.
- 9) Full Risk Assessments of activities and safe systems of work are in place.
- 10) Mandatory training records are available.
- 11) Recommendations, following visits by the Environmental Health Officer, are instigated without delay.

CLEANING

Cleaning is under the control of the Cleaning Supervisor who ensures that all areas are cleaned in an appropriate manner in line with an established schedule.

- 1) Cleaning Schedules are in place for all buildings.
- 2) Equipment is maintained by a competent person on a planned basis.
- 3) A full Management System for Control of Substances Hazardous to Health has been implemented.
- 4) Induction training for new personnel is carried out to ensure there is a full and safe understanding of COSHH, the safe use of equipment, Manual Handling and Risk Assessment.

REPORTING PROCEDURES - Accidents and Near Misses

The procedures in use are in line with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations as follows:

a) Notification to the Health and Safety Executive by the HSE Approved Method if the following occurs:

- 1) Fatal Injury to Staff, Students or Any Other People in an accident on the premises.
- 2) Specified Injury to Staff, Students or Any Other People in an accident on the premises
- The Specified Injury as listed in the Regulations.
- 3) Dangerous Occurrences listed in the Regulations.

b) Reporting

- 1) A report will be sent to the Health and Safety Executive of any notifiable incident covered by 1) 2) and 3) above.
- 2) A report will be sent to the Health and Safety Executive for any other injury which results in Staff being absent from, or unable to do their normal work for more than seven days.
- 3) A report will be sent to the Health and Safety Executive in the case of any of 8 categories of work related illness listed in the Regulations.

Note: When reporting of accidents to students, the HSE guidance Education Sheet No 1 will be used to establish whether the accident is reportable or not as the reporting criteria are different for students and employees.

c) Reporting Arrangements

Reporting to the HSE will be carried out electronically on the HSE's approved electronic reporting arrangements.

d) Record Keeping

A record will be kept of any injury, occurrence or disease requiring report as follows:

TIME : DATE : PLACE : PEOPLE INVOLVED : DESCRIPTION OF EVENT

PERSONAL PROTECTIVE EQUIPMENT

There are certain activities where hazards cannot be eliminated by other means and PPE is the only method of controlling the risk. Under the Personal Protective Equipment at Work Regulations 1992 the following procedure will apply by The College:

- a) Provide suitable PPE
- b) Assess present PPE
- c) Maintain PPE
- d) Provide accommodation for PPE
- e) Ensure PPE is compatible
- f) Replace PPE where lost or damaged
- g) Ensure PPE is used properly through instruction and training of staff

Under the same Regulations, Staff will:

- a) Use the PPE correctly
- b) Always wear PPE
- a) Report any loss or defect

HAZARDOUS SUBSTANCES

Where substances are used that may be controlled under specific regulations eg Control of Substances Hazardous to Health (COSHH) the procedures are as follows:

- a) Listing of Substances being used to establish whether they come under COSHH Regulations.
- b) Carry out COSHH Assessment having regard to the following points:
 - 1) Prevention or Control - ideally prevention by substitution of a non-controlled substance, but if not possible control.
 - 2) Control Measures to be adopted.
 - 3) Maintenance of the Control Measures.
 - 4) Monitor the situation to establish that the measures are effective.
 - 5) Undertake Health Surveillance where relevant.
 - 6) Carry out Instruction and Training to ensure the following are understood:
 - Use of the substances, their handling, storage and disposal
 - Emergency Procedures
 - Methods of Control
 - Use of Personal Protective Equipment
- c) Record all information on relevant assessment form.

This type of assessment would be carried out by Staff as required.

DISPLAY SCREEN EQUIPMENT

The College, in line with The Display Screen Equipment Regulations 1992, carries out the following procedures where equipment is used that comes under the regulations:

- a) Assess the operator of the Display Screen Equipment to establish if the operator is classified as a 'user' under the regulations.
- b) If there is a 'user' carry out an analysis of the Work Station to assess risks to Health and Safety - Work Station includes Display Screen Equipment, ancillaries, chairs, desks and immediate surrounding environment.
- c) Implement any requirements established in b).
- d) Plan or adjust activities of the 'user' to ensure that work is interrupted by breaks or changes of activity. The recommendations are that there should be a maximum usage of 50 minutes in every hour.
- e) Provide eye and eyesight tests for the 'user' or any person about to become a user.
- f) Provide appropriate eye and eyesight corrective appliances as necessary.
- g) Train the user or any person about to become a 'user' on the Health and Safety aspects concerned with the use of the Work Station.

RISK ASSESSMENT

Risk Assessments will be carried out on all hazardous work activities in line with the requirements of The Management of Health and Safety at Work Regulations 1999.

The Assessment will establish the following:

- a) The Hazards associated with a particular activity.
- b) The Potential Frequency and Severity of an accident.
- c) The Control Measures being employed to minimise the risk of an accident occurring.
- d) Any Further Action to be taken to adequately control the hazard.

The Assessments will be carried out by the Health and Safety Officer or College Staff as appropriate.

A Risk Assessment Policy is in place.

Training for Risk Assessment is carried out as required.

MANUAL HANDLING

The College is aware of its obligations under The Manual Handling Operations Regulations 1992 and where there is a possibility of injury being caused the following action will be taken in line with the Regulations:

- a) Manual handling activities involving risk, so far as reasonably practicable, will be eliminated or removed by a mechanised process.
- b) Where activities involving risk cannot be avoided they will be subject to an assessment.
- c) The risk of injury will be reduced as far as reasonably possible:
 - assistance from other personnel
 - use of sack barrows or other similar equipment etc

All personnel are required to exercise discretion when lifting any object. The initial responsibility for assessing any manual handling implications rests with the person lifting the object.

WORK AT HEIGHTS

The College is aware of the requirement to control work at height in order to comply with the requirements of The Work at Height Regulations 2005.

The regulations apply to all Work at Height where there is a risk of a fall that may cause injury and there is no minimum height at which they become effective.

They apply to all access equipment which covers ladders and stepladders as well as more advanced equipment such as scaffolding and mobile access equipment.

In order to ensure that the College complies with these regulations, the following will be taken into account:

- Work at Height will be properly planned and organised.
- Those involved in Work at Height will be properly trained and competent.
- A Risk Assessment will be carried out to establish the correct access equipment.
- Equipment for Work at Height will be properly inspected and maintained.

In addition, risks due to work on or near fragile surfaces will be properly controlled.

The College will further comply with the Work at Height Regulations by taking account of the following:

- Avoiding Work at Height if reasonable to do so.
- Using work equipment or other measures to prevent falls where Work at Height cannot be avoided.
- Where the risk of a fall cannot be eliminated, using work equipment or other measures to minimise the distance and consequences of a fall.

CONTROL of CONTRACTORS

The College is aware of its obligations under The Health and Safety at Work Act 1974 in so far as it applies to contractors on the College Premises.

In order to meet these obligations The College exercises control over contractors in the following way:

1) IDENTIFICATION OF SUITABLE BIDDERS

The following items will be taken into account:

- a) Adequacy of Health and Safety Policy
- b) Control Structure
- c) Safe Systems of Work in Operation
- d) Training Standards

2) IDENTIFICATION OF HAZARDS IN THE SPECIFICATION

The Contractor will be required to demonstrate that these hazards have been adequately taken into account. Apart from normal site hazards the following will also be considered:

- a) Special Hazards applicable - eg Asbestos
- b) Safe Access to/egress from the site
- c) Confined Space Entry
- d) Chemical Storage
- e) Occupational Health Risks including Noise

3) APPOINTMENT OF CONTRACTOR

Based upon the best bid, taking into account all factors

4) ACCEPTANCE BY CONTRACTOR OF COLLEGE SAFETY RULES FOR THE SITE

Full list of Site Rules available for contractors.

5) CONTROL OF CONTRACTOR ON SITE

- a) Nomination of person to co-ordinate all Health and Safety aspects
- b) Pre-commencement meeting to establish Contractor Liaison Person
- c) Arrangement of regular progress meetings
- d) Regular inspection of Contractor's operations
- e) Participation in site Safety Committee - where applicable
- f) Provision by Contractor of Written Method Statements in advance -
- particularly where they apply to 2 a)
- g) Notification by Contractor of all accidents etc
- h) All machinery on site to have documentary evidence of Statutory Inspections and Driver/Operator Training - where applicable

Where relevant, Contractors will be required to undertake their work in line with The Construction (Design and Management) Regulations 2015

CONSTRUCTION (DESIGN and MANAGEMENT) REGULATIONS 2015 (CDM)

The College is aware of its obligations under the CDM Regulations and where small projects are carried out and come under these regulations the College, as client, will carry out the following:

Select and appoint a Principal Designer who will be responsible for planning, managing, monitoring and coordinating health and safety in the pre-construction phase of a project. The Principal Designer will also liaise with the Principal Contractor to help in the planning, management and monitoring of the health and safety in the construction phase

Select and appoint a Principal Contractor who will be responsible for planning, managing, monitoring and coordinating health and safety in the construction phase of a project

Ensure that, where there is more than one contractor, a Health and Safety File is prepared on completion of the project and is kept available for those subsequently carrying out construction work.

The CDM Regulations 2015 are triggered, for smaller projects, when two or more contractors are appointed. The Principal Designer and Principle Contractor roles can be fulfilled by the College as client. If this is the case, the College is responsible for undertaking both these roles.

On projects where the CDM Regulations do not apply (where there is only one contractor appointed) or where the College fulfils the Principal Contractor role and appoints contractors under the CDM Regulations, the College will exercise control over contractors as outlined in the section entitled Control of Contractors.

The triggers for larger projects are either that the project lasts longer than 30 working days and has more than 20 workers working simultaneously at any point or the project exceeds 500 person days. These larger projects need to be notified to the HSE before commencement.

HEALTH AND SAFETY COMMITTEE

The Health and Safety Committee meets each half term and its purpose is to carry out the following:-

- a) To promote Health and safety throughout the College
- b) To receive reports from the Health and Safety Officer on the effectiveness of the implementation of the Health and Safety Policy.
- c) To consider and introduce additional Safety Rules that may be required from time to time.
- d) To ensure that current Health and Safety legislation is being complied with.
- e) To consider the causes of any accidents that have occurred and to establish methods and procedures to prevent any recurrence.
- f) To carry out any inspection of the College that may be required
- g) To consider what material, publicity or training should be used in order to help promote Health and Safety throughout the College.
- h) To investigate any special hazards and to recommend action to be taken.
- i) To consider any communication received from the Health and Safety Executive and recommend action to be taken as appropriate.

CONSULTATION WITH EMPLOYEES

The College is aware of its obligations under The Health and Safety (Consultation with Employees) Regulations 1996 and consults its employees on the following areas as covered by the regulations:

- a) Any changes which substantially affect their Health and Safety at work - changes in procedures, equipment or ways of working etc.
- b) Arrangements for using 'competent people' to assist in complying with Health and Safety legislation.
- c) Information on the likely risks and dangers arising from the work activities and measures to reduce or eliminate these risks.
- d) The planning of Health and Safety training.
- e) The Health and Safety consequences of introducing new technology.

The College adopts various methods for carrying out this consultation as the situation demands. Many situations can be satisfied by direct consultation but the College may consult by way of the Health and Safety Committee if deemed appropriate.

ASBESTOS

Policy

A Policy for Asbestos is in place in the College.

In line with the requirements of the Control of Asbestos Regulations 2012, the College is required to carry out a survey of the premises to establish whether any Asbestos is present and if so what action if any is located, steps need to be taken either to remove or control the Asbestos.

Survey

A Management Survey will be carried out for the premises to establish if any Asbestos is in the premises.

A Refurbishment/Demolition Survey is carried out in areas where work is to be carried out to establish the full position and Asbestos is removed by Registered Contractor before work commences on any building.

Management

The Estates Manager is the College's Asbestos Manager and in order to manage the situation in an appropriate way, the Estates Manager carries out the following:

- Keep and maintain an up to date log of the location, condition, maintenance and removal of all asbestos containing materials on the premises;
- Repair, seal or remove asbestos containing materials if there is a risk of exposure owing to their condition or location;
- Maintain asbestos containing materials in a good state of repair;
- Inform anyone who is likely to disturb asbestos containing materials about the location and condition of the material;
- Have arrangements and procedures in place, so that work which may disturb asbestos containing materials complies with the The Control of Asbestos Regulations 2012;
- Review the plan at regular intervals.

OCCUPATIONAL HEALTH & STRESS

OCCUPATIONAL HEALTH

Occupational Health issues in the Education Sector are generally more evident in higher and further education where these apply to Students.

In summary, these issues arise from the following areas:

- Laboratory Hazards
- Workshop Hazards
- Fieldwork and Site Work
- Clinical Activities
- Allergies associated with substances or animals

Student involvement at the College with the above activities is extremely low and the substances used by students are generally benign.

Activities carried out by Staff, particularly on the Grounds and in Maintenance Activities, are more likely to have aspects of Occupational Health.

Noise and Vibration issues have been considered and action taken where necessary and use of Substances is carefully controlled and monitored.

STRESS

The College is aware of the potential for Stress with its employees.

A full Stress Policy is in place and this covers recognising stress symptoms, the causes of stress and a strategy for dealing with stress.

The College adopts a proactive approach to this issue.

SLIPS and TRIPS

The College is aware that Slips and Trips are the most common of workplace hazards and make up over a third of all major injuries.

The College is also aware that Slips happen in wet conditions and that Slips and Trips often occur through poor housekeeping.

In order to address these issues, the College adopts the following procedures:

- Spills are managed carefully and are signed if immediate remedial action is not possible
- Appropriate cleaning regimes are in place
- Effective matting systems are employed with appropriate mats in place
- Footwear is specified and/or selected correctly for employees and students
- College premises have been designed or modified to ensure Trip Hazards are controlled
- Plant and the Premises are maintained on an on going basis
- Flooring is specified appropriately and renewed when necessary
- Housekeeping is maintained to a high level
- Supervision of Staff and Students is in place as required
- Risk Assessment is undertaken where extraordinary situations exist

VIOLENCE

The College acknowledges that it has a legal duty of care towards those who work at and attend the College, and a responsibility to ensure, as far as is reasonably possible, that the College is a safe place in which both staff and students may work without fear of being subjected to violence or aggression.

There are no circumstances in which violence towards any member of staff is acceptable, whatever form it takes, and no member of staff will be expected to accept exposure to violent behaviour as being part of their job.

The College has devised a Violence Policy which relates to violence and aggression directed at staff in connection with their duties, from whatever quarter. It links in with other policies such as the College's Disciplinary Policy.

In the case of violent or aggressive behaviour on the part of parents, the Principal will remind them that they are on site by implied permission at certain times and for certain purposes by invitation. If necessary, the parents will be requested to leave the College's premises and should compliance with the request not be forthcoming, assistance from the police will be sought.

HEALTH AND SAFETY EMERGENCIES

CRITICAL INCIDENTS

The College has anticipated the possibility of a Critical Incident occurring and has devised a Critical Incident Management Plan.

The Plan covers the constitution of a Critical Incident Committee, allocates responsibilities to members of staff as appropriate and also considers a series of possible Critical Incidents and the action by way of responses that the College would take.

DISASTER RECOVERY

Alongside the Critical Incident Management Plan, the College has devised a Disaster Recovery Plan.

The Plan covers the actions to be taken in order for the College to return to normal operations and the action to be taken to ensure that activities can continue on a temporary basis while remedial work is carried out.

MONITORING POLICY

The Health and Safety Policy will be monitored on an annual basis. Checks will be made regularly with an inspection being made of all areas of The College followed by a report.

There will be a full review every twelve months to establish whether any major changes or additions need to be made to ensure that the Health and Safety Policy Document is fully up to date and correctly reflects the activities.