

Health and Safety Policy

1. This policy statement complements (and should be read in conjunction with) the Staffordshire County Council Health, Safety and Welfare Policy, it records the Trust's local organisation and arrangements for implementing the County Policy.
2. The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Trust and those in control recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc. Act 1974.
3. In compliance with the Health and Safety at Work etc. Act, this Trust will ensure so far as is reasonably practicable that:
 - All places and premises where staff and students are required to work and engage in school activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on our schools' premises or taking part in school activities elsewhere.)
 - All plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work.
 - Appropriate safe systems of work exist and are maintained.
 - sufficient information, instruction, training and supervision is available and provided to ensure that staff and students can avoid hazards and contribute in a positive manner towards their own health and safety and others.
 - A healthy working environment is maintained including adequate welfare facilities.
4. In addition to the above the Trust will ensure that so far as is reasonably practicable that the health and safety of non-employees is not adversely affected by its' activities.
5. Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representative's forms part of this policy.
6. This policy statement and the accompanying organisational arrangements supersede any previously issued.

<i>Signed:</i> 	<i>Signed:</i>
John Fisher, <i>Chair of Governors</i>	Andrew Shaw, <i>Executive Principal</i>
<i>Date:</i> _____	<i>Date:</i> _____

Part 2

Health, Safety and Welfare Policy

– Organisation and Responsibility

Overall responsibility for health and safety in schools rests with the employer. Who the employer is, depends upon the type of school.

Type of School	Who is the Employer?	Comments
Community Schools Community Special Schools Voluntary Controlled (VC) Schools Maintained Nursery Schools Student Referral Units	The County Council.	Governors of schools in this category have an obligation to ensure that the County Council health and safety policy is implemented.
Foundation Schools Foundation Special Schools Voluntary Aided (VA) Schools	The Governing Body.	NOTE. Where County Council employed staff are working on these premises (e.g. cleaning staff) the County Council has responsibility for their health and safety.
Academy Schools	The Trust (Governing Body)	NOTE. Where County Council employed staff are working on these premises (e.g. cleaning staff) the County Council has responsibility for their health and safety.

Regardless of anything stated above, all school governing bodies have health and safety responsibility as the **occupier** of the premises.

Headteachers must make arrangements for ensuring the implementation of the health and safety policies of their employer and/or any Governing Body arrangements arising out of their health and safety responsibilities.

The County Council's delegation scheme includes provision to ensure that schools meet their health and safety responsibilities and that necessary work is carried out.

Organisation and Responsibilities for Health, Safety and Welfare

Duties and responsibilities for health and safety have been assigned to Staff and Governors based upon the following roles outlined in the County Council's Health, Safety and Welfare Policy

Policy-makers	Devise and produce policy on health, safety and welfare at a strategic level. Preserve, develop, promote and maintain the School's and the Council's health and safety management system. Ensure that health and safety matters are taken into account when organisational decisions are made.
Planners	Develop the local plans to achieve corporate/school health & safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area
Implementers	Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively
Assisters	Have the authority, independence and competence to advise Directors, Managers and Employees (or their representatives). They may also be

	technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field
Employees	Irrespective of their position within the County Councils structure, everyone is regarded as an employee and therefore the employee duties within the H&S Policy apply to them.

Who are the Policy-makers, Planners, Implementers, Assisters and Employees in schools?

	Policy-makers	Planners	Implementers	Assisters	Employees
Trust Board / School Governors					
Executive Principal					
Headteachers					
Trust Business Director					
School Leadership Team					
Deputy/ Assistant Headteacher					
Health and Safety Coordinator					
Subject Leaders.					
Teachers					
Managers					
Premises Managers					
Teaching and Classroom Assistants					
Learning Support Staff					
Admin Staff					
Site Supervisor / Caretaker					
Council Health and Safety Policy Group					
Health and Safety Adviser					
County Council Officers e.g. C&LL Directorate Staff Occupational Health Staff Specialist Technical staff HR Adviser					

The responsibilities of Policy Makers, Planners, Implementers, Assisters and Employees within the Policy

Policy-makers	
School Governors Executive Principal Headteachers CC H&S Policy Group H&S Advisers	Devise and produce policy on health, safety and welfare at a strategic level. Preserve, develop, promote and maintain the School's and the Council's health and safety management system. Ensure that health and safety matters are taken into account when organisational decisions are made.

The Policy makers;

- Will be familiar with the overall responsibilities laid down for **Policy Makers** in the County Council Health, Safety and Welfare Policy.
- Must ensure that the school has a structure in place to manage health and safety which includes; planning, implementation of these plans, monitoring, and reviewing and auditing. This must be integrated into general day to day management.
- Will ensure that plans for continuous improvement in health and safety management are developed and reviewed regularly.
- Must ensure that all school activities are organised and have sufficient arrangements and resources; to ensure that health and safety can be managed effectively.

As Policy Makers the Trust/Governing Body;

- Must ensure that those who have been assigned specific responsibilities in school for H&S have been identified, this has been communicated, and adequate training or instruction has been given.
- Must ensure that sufficient competent persons are in place to advise the school on H&S issues.
- Will set H&S targets (with Planners) to improve H&S performance.
- Is required to monitor that the H&S targets are being met and the school is meeting health and safety obligations by checking that policies and procedures are implemented in accordance with requirements, and by reviewing Key Performance Indicators (KPI) of health and safety performance on a regular basis.
 - *Some annual KPIs are required by the County Council, the GB can also identify other indicators they wish to monitor.*
 - *The H&S Coordinator may be delegated the responsibility to collate these KPI's on the Executive Principals' behalf (see **Assisters** below)*
- Seek advice from and receive reports from the County Council H&S Advisers and their School H&S Coordinator as appropriate and take actions as necessary.
- Ensure that the auditing of H&S takes place and that action plans are developed as a result of audit.
- The GB will ensure that all their decisions reflect the commitment of this policy and promote a positive culture towards health, safety and welfare issues.
- The GB will inform the Children and Lifelong Learning Directorate of any issue which has significant health and safety implications which cannot be resolved satisfactorily without their support and involvement.

Planners	
Executive Principal Headteachers Trust Business Director Members of the School Leadership Team School Governors	Develop the local plans to achieve corporate/school health & safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area

Deputy/Assistant Headteacher Health and Safety Coordinator Subject Leaders. Managers Premises Manager	
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The Planners will;

- Be familiar with the overall responsibilities laid down for **Planners** in the County Council Health, Safety and Welfare Policy.
- Take overall responsibility for the day to day health and safety management of the school and school activities taking place outside school premises.
- Determine the resources and arrangements needed to manage health and safety effectively as part of the school planning process.
- Delegate duties to other members of staff any or all of the duties associated with the management of health and safety. *(It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Executive Principal from the overall day to day responsibilities for health and safety within the establishment.)*
- As part of their management of health and safety;
 - appoint a Premises Manager (see **Implementers** below)
 - identify a member of staff who can act as a Health and Safety Coordinator (see **Assisters** below)
- Ensure that these staff receive appropriate H&S training.
- Ensure that all staff within the school are aware of their responsibilities with regard to Health and Safety issues. Where staff have specific duties in health and safety matters (e.g. First Aid/Fire Marshal), this should be identified clearly to everyone in the premises.
- Keep up to date with changes or updates in health and safety management by using the County Council or other resources and communications.
- Ensure that suitable and sufficient training, instruction and information is provided when required
- Set health and safety objectives as part of the school planning process.
- Include health and safety in staff objectives where appropriate and assess their performance against these objectives regularly.
- Advise Governors of the resources and arrangements needed to manage health and safety effectively as part of the school planning process.
- Communicate any health and safety actions outlined in the school planning process to relevant staff and governors.
- Develop management arrangements for the identification of hazards and control of risks (risk assessments), ensure these take place and that results are communicated to staff.
- Develop local policies and procedures as necessary for health and safety and ensure they reflect the overall CC Policy.
- Seek help from the CC H&S Adviser or other specialist to ensure that H&S Policy can be implemented effectively and advise the GB and/or the County Council (as necessary) where issues arise which cannot be managed at a local level, need additional resources or require external support.
- Ensure that an annual **Premises H&S Evaluation** (inspection) of the premises is carried out, in line with the County Council Audit arrangements. (This duty may be delegated to other members of school staff)
- Ensure that an **Annual Self Audit** of the management of H&S is carried out, in line with the County Council Audit arrangements. (This duty may be shared with other staff such as SLT)
- Draw up any Action Plans required from the results of the Premises H&S Evaluation and Annual Self Audit and monitor these regularly.
- Take part in and cooperate with any **Internal Health and Safety Audit** which may be carried out by the Directorate H&S Team.
- Advise the GB and others of the results of any H&S monitoring (including KPI information) which takes place and of any actions required as a result of this.

- Consult with staff as necessary on matters of health and safety which may affect them at work.

Health and Safety Committee

The school may choose to establish a Health and Safety Committee which should meet regularly to consider health and safety planning and organisation, the implementation of policies and to review and monitor performance. Where Health and safety is integrated into the strategic planning meetings of the school a separate meeting may not be required. It is recommended that H&S is a regular agenda item in these meetings.

An annual report to the Governing Body outlining achievements against the H&S plan and annual KPI's should be considered by Planners and Implementers, the school's Health and Safety Coordinator may be responsible for collating this information (see **Assisters**) for their consideration. As a minimum, the report will contain a summary of accident and ill health statistics for the current year and will suggest health and safety targets and priorities for the forthcoming year.

Implementers	
<i>Executive Principal (also Policy maker, Planner)</i> <i>Headteacher (also Policy maker, Planner)</i> <i>School Leadership Team (also planners)</i> <i>Subject Leaders (who may also be planners)</i> <i>Teaching Staff [Including supply teachers]</i> <i>Managers</i> <i>Premises Managers</i> <i>Teaching Assistants</i> <i>Learning Support Staff</i> <i>Admin Staff</i> <i>Site Supervisor/Caretaker</i>	Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively

The Implementers will;

- Maintain an understanding of the Health and Safety Policies of the County Council and those developed within school
- Demonstrate commitment to the management of health and safety by:
 - Setting a good example to others
 - Promoting good practice
 - Identifying H&S problems and rectifying them if possible
 - Challenging poor H&S performance or attitudes
 - Communicating regularly about H&S
- Be responsible for and take the lead on implementation of health and safety policies and any arrangements which have been developed by the Policy makers and Planners.
- Understand and own the plans in place for H&S as part of the overall school planning process monitor progress in these areas and advise planners of the results or any deficiencies.
- Ensure than any personal targets set by Planners are achieved, feedback any issues identified in this process.
- Ensure that individuals have health and safety objectives as part of their annual review process (these may reflect the overall H&S plans)
- Encourage participation in H&S and ensure that communication about H&S issues takes place.
- Assess new and existing work activities for hazards, ensuring that risk assessments are in place, control measures implemented (safe methods of work/Personal Protective Equipment etc.) and the results of risk assessments communicated.
- Ensure that, where responsibilities for health and safety have been delegated to staff members, these roles are properly assigned and understood by employees in their

teams/areas.

- Ensure that staff in these roles have received appropriate training.
- Ensure that there is sufficient information, instruction and training and resources available for staff in order for them to do their job
- Consult with staff as necessary on matters of health and safety which may affect them at work and receive health and safety reports from Health and Safety Representatives, responding as necessary.
- Supervise work adequately to ensure that good health and safety standards are maintained.
- Ensure that adequate monitoring of H&S takes place e.g. by taking part on Premises H&S Evaluations and carrying out own inspection of work areas.
- Carry out any reactive monitoring required such as investigation of accidents, near misses and occupational illness and ensure the information gained is used to improve H&S in the future.
- Avoid allocating “blame” to individuals who report accidents, illness or near misses, and ensure that all reports of this nature are managed effectively.
- Monitor H&S standards at the local level by retaining statistics to identify patterns and trends in events.
- Seek advice from the CC H&S Adviser or other specialist as required.
- Make use of other resources provided by the County Council to promote H&S at work (e.g. intranet/Newsletters)
- *In addition to the above, teaching staff are responsible for the health and safety of all students under their control whilst involved in organised work activities both on site e.g. classrooms, laboratories, workshops etc., and off site e.g. school trips.*

Premises Managers

In addition to the responsibilities above Premises Managers have specific duties laid down in the County Council Health, Safety and Welfare policy. These are reproduced here;

1. To maintain an understanding of County Council health and safety policy arrangements and the premise manager responsibilities detailed within them, and an awareness of relevant premise related health and safety legislation, issues and procedures and operating within these requirements;
2. To control contractors working on the premises, and ensure that hazard information has been exchanged and suitable risk control measures implemented;
3. Ensuring adequate security arrangements are maintained;
4. Ensuring the general cleanliness of the premises and that adequate welfare facilities are provided;
5. Arranging for regular inspection of the areas of the premises for which they are responsible to monitor that workplace health and safety standards are in effective working order and that a safe means of access and egress is maintained;
6. Ensuring that adequate fire safety arrangements and emergency procedures are implemented and maintained;
7. Ensuring that plant and equipment is adequately maintained;
8. Arranging for the regular testing and maintenance of electrical equipment;
9. Maintaining records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance;
10. Ensuring adequate first aid requirements for the premises are formally assessed and adequate provision is made;
11. Ensuring that all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored;
12. Undertaking thorough investigation of all premise related accidents/incidents. Ensure the availability of an accident book at each premise ;
13. Ensuring the adequate provision of health and safety notices and warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations;
14. Ensuring that a copy of the Health and Safety Law Poster is displayed in an accessible location and the information on the poster kept up to date;

15. Maintaining a health and safety file on the premises in relation to any construction work covered by the Construction (Design and Maintenance) Regulations and make this available to contractors upon requests;
16. Ensuring that adequate systems are in place for the management of asbestos and control of legionella and excessive water temperatures;
17. To respond promptly to 'D1 Notifications' that is notification of a defect that could affect the health and safety of building occupants/visitors, informed to them by County Property Services as a result of a maintenance contact visit.

Assisters	
<i>Health and Safety Coordinators Health and Safety Advisors Occupational Health Professionals Specialist Technical Staff</i>	Have the authority, independence and competence to advise Directors, Managers and Employees (or their representatives). They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field

Assisters act in a supportive role to managers and may use their authority, independence and competence to advise when required to do so

The Health and Safety Coordinator;

- Is familiar with the responsibilities of Assisters laid down in the County Council Health, Safety and Welfare Policy.
- Has the core duty to ensure that there is a system established for the management of health and safety – this planning and organisation must take place with the Planner(s) and Policy makers as necessary.
- Will keep up to date with Health and Safety issues and changes by making use of resources provided by the County Council to promote H&S at work (e.g. intranet/Newsletters)
- May take on certain functions such as communication, collation of statistics, coordination of H&S Evaluation/Audits as directed, but the overall responsibility rests with the Head of Establishment.
- May collate and produce an **annual report on Health and Safety performance including essential KPIs** (see Part 4) for Governing Bodies to view as part of their monitoring process. A template is available for this on the SLN/Health and safety Intranet site at: <http://education.staffordshire.gov.uk/SchoolAdministration/HS/KeyDocuments/>

Employees
Irrespective of their position within the County Councils structure, everyone is regarded as an employee and therefore the employee duties within the H&S Policy apply to them.

Employees [including temporary & volunteers]

Employees – Irrespective of their position within the County Councils structure.

All staff are employees and therefore all the employee responsibilities within the County Council Health, Safety and Welfare Policy apply to everyone. All employees in the establishment are aware of the responsibilities of Employees laid down in the County Council Health, Safety and Welfare Policy.

All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions.

Employees must also co-operate with the governing body and senior management of the school so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises.

Students

All students must be encouraged to follow all safe working practices and observe all school safety rules. All students will:

- follow all instructions issued by any member of staff in the case of an emergency;
- Ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
- Inform any member of staff of any situation which may affect their safety.

Staff Safety Representatives

Health and safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees. Where the governing body is notified in writing of such an appointment, the safety representative shall have the following functions:

- to investigate potential hazards and to examine the causes of accidents in the workplace;
- to investigate complaints by any employee he represents relating to that employees health and safety or welfare at work;
- to make representations to the Executive Principal via the Headteacher on general matters affecting the health, safety and welfare of employees;
- to carry out workplace health, safety and welfare inspections;
- to attend any safety committee meetings;
- To co-operate with employers in promoting health and safety at work.

None of the above functions given to a safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

Part 3

Arrangements & Procedures for Health, Safety and Welfare

The following procedures and arrangements have been established within our College to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

1. Accident Reporting, Recording & Investigation

The Support Services Manager should be informed of all accidents through the completion of an accident form. The Support Services Manager will then notify the LA and HSE as appropriate.

2. Asbestos

Malcolm Clewes, Site Officer is responsible for the Asbestos Record System Manual, the location of the manual and arrangements to ensure contractors and others such as site supervisors etc. have sight of manual prior to starting any work on the premises. Staff are instructed not to drill or affix anything to walls without first obtaining approval from the Site Officer. Any damage caused to asbestos materials should be reported to the Site Officer immediately.

3. Contractors

Contractors are selected through Best Value systems and tender processes where appropriate. The Site Officer is responsible for arranging an induction for contractors to exchange health and safety information and agree safe working arrangements. Risk assessments should be completed prior to any contracted works commencing. The Site Officer is responsible for monitoring contractors, their working methods, liaising with the contract supervisor in Property & Estates. Any staff should report any concerns immediately to the Site Officer.

4. Curriculum Safety [including out of college learning activity/study support]

Teaching staff are required to liaise with Stuart Jones, Assistant Headteacher, and to undertake suitable (written) risk assessments prior to commencing any hazardous activities. Where necessary they must be qualified to teach certain activities, e.g. PE. The Educational Visits Co-ordinator is Kim Bailey and staff must complete the EVCs pack for any out of college visits.

5. Drugs & Medications

Any student needing to take medicines during the school day (e.g. to complete a course of antibiotics) must bring to college **only** the medication required for that day. Medicines should be clearly labelled with your son/daughter's name and the dosage and time and frequency of administration.

Where appropriate Westwood encourages students to be responsible for, and to manage, their own medication. If this is not a sensible option we ask that parents complete a 'Request for the Administration of Medicines in College' form (available from Senior Learning Mentors). We are unable to accept medication unless this form is completed.

STUDENTS WHO HAVE ASTHMA MUST ENSURE THAT THEY CARRY THEIR INHALER WITH THEM AT ALL TIMES. IN ADDITION, A SPARE INHALER CLEARLY NAMED MUST BE HANDED INTO NEW HALL RECEPTION.

Parents of students with diabetes, epilepsy or a history of severe allergic reaction or anaphylaxis must discuss the appropriate medical action required with the student's Senior Learning Mentor and provide this information in writing as an individual care plan.

The College accepts no responsibility for any student medication. Explicit written parental requests are required should a student be likely to be given any planned medication in emergency. A number of the staff will be trained in the use of epi-pens by the school nurse.

6. Electrical Equipment [fixed & portable]

All staff are responsible for visually inspecting any electrical equipment that they use and to immediately report any defects in writing to Malcolm Clewes, Site Officer. The Site Officer is responsible for PAT testing all electrical equipment within the College and maintaining a record

of inspection. No electrical equipment may be brought onto or used on the premises without a prior PAT test being conducted by the Site Officer.

7. Fire Precautions & Procedures [and other emergencies incl. bomb threats]

Richard Hey, Headteacher and the Health and Safety coordinator are responsible for undertaking & reviewing the fire risk assessments, the frequency and arrangement of drills, and procedures to be followed. Refer to the College's separate fire procedure.

8. First Aid

Deborah Allen, Malcolm Clewes, Janey Cook, David Maynard, Duncan Smith and Paul Willis are trained First Aid at Work personnel. Retraining takes place as required and the college is actively attempting to increase the number of First Aiders on staff. First Aid boxes are located in either reception. The responding First Aider is responsible for instructing a receptionist to summon an ambulance. Wherever possible a parent, carer, given contact should be called to accompany the student to hospital. If this is not possible the Support Services Manager will allocate a member of the non-teaching staff to accompany the student.

9. Glass & Glazing

All glass in doors, side panels will be safety glass where practicably possible. All replacement glass will be of safety standard where practicably possible. Malcolm Clewes, Site Officer is responsible for conducting an assessment of the premises to establish whether there are areas which are unsuitable for use by students due to glass being of low standard.

10. Hazardous Substances

The Head of Science is responsible for the selection and use of substances, hazard data sheets, risk assessments, staff training in safe use, selection & use of protective equipment, storage arrangements, and staff health surveillance in accordance with the Science Department Health and Safety Policy. The Radiation Protection Supervisor is Mr David Maynard. The Radiation Protection Adviser (LA) is Dr Peter Branson tel: 01785 277900.

11. Health and Safety Advice

The College obtains competent health and safety advice from the Health & Safety Adviser, Education Personnel & Corporate Services, Staffordshire LA, tel: 01785-223121.

12. Housekeeping, cleaning & waste disposal

The College employs a team of cleaning staff to ensure that the premises are kept clean, that there is a minimum accumulation of rubbish, that wet floor cleaning takes place outside of student hours to minimise risks of slips. Glass and other sharp objects will be disposed of separately. The facilities management staff will clear snow to provide access to the buildings when necessary and will grit paths, the drive ways and car parks in icy weather or snow to minimise the risks of slips. Security checks are performed outside of college term dates by the facilities management staff and the site is monitored by CCTV at all times. External waste bins are located at both Halls.

13. Handling & Lifting

All activities involving lifting/handling should be reported to Kim Bailey, Health and Safety Co-ordinator, or Duncan Smith, Deputy Health and Safety Co-ordinator, who will make arrangements for a risk assessment to identify precautions to minimise manual handling tasks. Staff are instructed not to lift heavy objects/items alone and to identify any concerns to their line manager immediately.

14. Jewellery

Facial piercings of any type are not allowed as part of the college's uniform policy.

15. Lettings/shared use of premises

The College has a lettings agreement that sets out the requirements for any letting of the college premises.

16. Lone Working

Staff are asked to take every precaution to avoid lone working and to inform Malcolm Clewes, Site Officer, if they intend to be on site during college holidays. A member of the facilities management staff is always on site when the buildings are open. All staff, students, visitors and contractors **must** sign in and out during the college holidays to ensure facilities management staff are aware of who is in college at any given time.

17. Maintenance / Inspection of Equipment

Periodic inspections take place on equipment within college including examination and testing where required. Ladders and steps are inspected by the Site Officer, Departmental equipment such as fume cupboards, PE equipment, D&T machines are inspected through arrangements made by the relevant Heads of Department. The lifts & lifting equipment, fire alarm and smoke detection, emergency lighting and fire extinguishers checks/inspections are organised by the Site Officer. Records of inspections are kept by the responsible person.

18. Monitoring the Policy

The Health and Safety Co-ordinator is responsible for ensuring the H&S audit procedures are carried out. Accident report forms are monitored by Kim Bailey and she liaises with Staffordshire County Council regarding reportable incidents. Any identified trends or complaints must be reported to the Health and Safety Co-ordinator immediately.

19. Poster on Health and Safety Law

Malcolm Clewes, Site Officer is responsible for siting this poster and keeping it up to date.

20. Personal Protective Equipment (PPE)

PPE will be provided free of charge where risk assessment determines this to be necessary.

21. Reporting Defects

Building and premises defects should be reported in writing to the Headteacher in the first instance who will arrange for interim measures to be taken pending rectification, and will also arrange remedial works. Following this, the defect should be notified in writing to the Health and Safety Co-ordinator.

22. Risk Assessments

The Health and Safety Co-ordinator is responsible for liaising with staff to ensure that RA's are undertaken for staff activities. Special RA's for such as for staff who are pregnant or who have health problems will be arranged by the Support Services Manager.

23. College Trips/ Off-Site Activities

Requests to take a college trip must be made in writing to the Headteacher, and the College Visits Co-ordinator (Kim Bailey), who will arrange for a RA to take place and that the correct parental authorisation, supervision requirements, first aid provision is in place and for the notification of the LA of emergency arrangements.

24. College Transport

Only authorised drivers may drive the college minibus after undertaking driver medical examinations and obtaining a minibus license from the LA. A list of authorised drivers is available from the Office Manager. The Site Officer is responsible for undertaking checks on minibuses and ensuring that the vehicle has the appropriate MOT, insurance and road tax.

25. Smoking

Westwood College is a no smoking site.

26. Staff Consultation and Communication

The Health and Safety Committee of the College meets half termly. Any member of staff wishing to raise an issue or concern may do so in writing to the Health and Safety Co-ordinator. Suggestions for health and safety improvements are welcome from all staff at any time and can be made in writing to Kim Bailey, Health and Safety Co-ordinator, or Duncan Smith, Deputy Health and Safety Co-ordinator.

27. Stress and Staff Well-being

The college has adopted the LA's Managing Stress Policy.

28. Supervision [including out of college learning activity/study support]

Students must not be left unattended during curriculum time and all other times when in care of college. The agreed ratios for college trips will be in accordance with the LA's guidance. All staff employed by the college will be List '99 checked on appointment and at varying intervals. All staff employed by the college will be DBS checked.

29. Training and Development

New staff are briefed about H&S arrangements by their line manager during their induction period. It is the line manager's responsibility to ensure that staff are aware of the Health and Safety policy and any requirements that may be expected of them.

30. Use of VDU's / Display Screens / DSE

Staff who undertake significant use of VDU's are instructed to take regular breaks from screen work. Defects in workstations should be reported to the line manager. Any health concerns should be reported to the Health and Safety Co-ordinator immediately.

31. Vehicles on Site

Cars must be parked in the designated areas. Student parking is only allowed on the bus park.

32. Violence to Staff / College Security

It is a college requirement for all staff to report all incidents of verbal & physical violence to staff to the Support Services Manager immediately. Site security is the responsibility of all staff and any unknown person should be asked their reason for being on the premises, at whose request and to produce appropriate identification. All visitors to the site should sign in and out of the visitor's book in a reception office and wear a visitor's pass for the duration of their visit.

33. Working at Height

Malcolm Clewes and Duncan Smith are PASMA Licensed to erect and inspect mobile and fixed scaffold towers to work at height and should be consulted in all cases where working at height may occur. Where reasonably practicable, no work at height should be undertaken.

34. Water Hygiene

Malcolm Clewes, Site Officer is responsible for ensuring water hygiene samples and checks take place as required by the premises Water Hygiene Manual, and for recording and updating the Manual, which is located in the Site Officer's Office.

35. Work Experience

The College has adopted the Health, Safety and Welfare Policy from Staffordshire Partnership relating to all work experience placements (see attached). Work placements are used only following assessment and approval from Staffordshire Partnership. Work placements conduct inductions with students on their first day of placement. Wherever possible a visit is made to the student whilst on placement by the Work Experience Co-ordinator. Training of the Work Experience Co-ordinator happens as and when required.

ADOPTED BY THE GOVERNORS ON: February 2016

POLICY REVIEW DATE: February 2018