

HEALTH AND SAFETY MISSION STATEMENT

Prior Pursglove and Stockton Sixth Form College is committed to safeguarding the health and safety of all students, staff and visitors to the College. The College aims to provide a safe, healthy and supportive environment for all learners. We must all follow, review and strive to improve systems which minimise risk and promote the concept of the Safe Learner.

STATEMENT OF GENERAL POLICY

Prior Pursglove and Stockton Sixth Form College is, through all levels of management, committed to ensure, so far as is reasonably practicable, that:

- All employees are safeguarded fully in respect of health and safety whilst at work.
- Students and members of the public including parents, visitors and contractors' employees who enter our premises, are not exposed to any health and safety risks during the course of their business.
- The concept of 'the safe learner' is promoted within all learning programmes.
- All contractors are able to demonstrate that they have suitable arrangements for ensuring that the health and safety of everyone at College is not compromised by their activities, including risk assessments.

The Trust has the ultimate responsibility for the implementation of this policy and through the Chairman will ensure that the requirements of all health and safety legislation are established. The Principal is responsible for implementation of this policy within the College. Matters that cannot be resolved at this level must be referred to the Local Governing Body.

The College's objectives are:

- To provide conditions and systems of work for all employees which minimise any danger to health. Risk assessments will be carried out to enable hazards and risks to be identified and risk minimised.
- To ensure that all plant and equipment is maintained properly and that none will be used knowingly when it presents any risk to the safety of the staff or the public.
- To provide means of access and egress which are safe and without risks to health.
- To provide comprehensive information, instruction, training and supervision, so far as is reasonably practicable, to ensure the health and safety at work of all employees and students. This shall include an input into induction of all new staff and students.
- To ensure that the health and safety of all employees, students and members of the public are under continuous review by management at all levels.
- To ensure safe arrangements are made for the storage, handling and transport of articles and substances.

- To ensure the College has and maintains up to date fire detection systems and evacuation procedures and ensures that all employees and students are familiar with them
- To review the policy on an annual basis.

The success of this policy is largely dependent upon the total co-operation of every person who works for Prior Pursglove and Stockton Sixth Form College. All employees therefore have a duty to:

- Take reasonable precautions in safeguarding the health and safety of themselves and others.
- Be aware that they are responsible for their own health and safety
- Observe all health and safety rules and procedures which apply legislation and use all health and safety equipment provided.
- 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, illness or damage.
- Ensure that no person uses any machine or equipment unless they have been fully trained in its safe use.

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

Signed: Date:

For and on behalf of the Local Governing Body.

Signed: Date:

Principal

(A signed copy of this policy is held by the Health and Safety Co-ordinator)

RESPONSIBILITIES

Local Governing Body

- Receive regular reports on Health and Safety;
- Prioritising actions where resources are required;
- Ensuring actions are taken;
- Including health and safety on governing body and board meeting agendas if appropriate;
- Assessing the termly reports on health and safety performance;
- Reviewing the Health and Safety policy and the annual fire risk assessment.

The Local Governing Body is wholly responsible for the health and safety of employees, students and visitors and for buildings and equipment. They are also responsible for outside contractors who will themselves have duties as employers.

The Principal and other staff have an obligation to co-operate with the Local Governing Body so far as necessary to ensure health and safety requirements are met.

Principal

- Co-ordinating the day to day activities of the running of the whole college in accordance with the health and safety policy;
- Liaison with the Local Governing Body, advisers and enforcement agencies on policy issues and any problems implementing the health and safety policy;
- Ensuring regular inspections are carried out;
- Submitting inspection reports to the Local Governing Body and others where applicable;
- Ensuring action is taken;
- Passing on information received on health and safety matters to appropriate people;
- Carrying out investigations;
- Co-operation with and providing necessary facilities for employee safety representative.
- Ensuring approval of the annual fire risk assessment.

Managers

Responsible for ensuring the Health and Safety of all their staff, students, visitors and contractors within the college and particularly within their specific area of responsibility. As part of this they will ensure that Risk Assessments and, where appropriate, Safe Working Procedures have been completed prior to the commencement of any activity for which required, and that these documents are being observed, are reviewed annually, and revised accordingly, incorporating any legislative changes. Curriculum Managers must approve Risk Assessments by Teaching Staff.

Responsible for ensuring there is a consistent approach to the preparation of the above mentioned documents across the Curriculum/Support Team and the college as a whole, and that, as a minimum they meet the requirements of the appropriate Health and Safety Legislation including the Health and Safety at Work Act 1974 and subsequent amendments, and the higher expectations of the College Health and Safety Policy and Procedures.

Responsible within the Curriculum/Support Team, and in co-ordination with the Health and Safety Co-ordinator, to identify and prioritise the Health and Safety induction and training needs of the staff within the Curriculum/Support Team. Responsible for, in conjunction with the Health and Safety Co-ordinator and the Personnel Team, developing and implementing a training programme that meets these identified needs. Responsible for disseminating Health & Safety information at Team meetings.

In conjunction with the Health & Safety Co-ordinator, be responsible for the investigation of accidents and identified hazards within the Curriculum/Support Team and reviewing/revising the relevant Risk Assessments and other procedural documents to ensure, as far as reasonably possible, that such accidents and hazards are eliminated.

Will hold a termly review (Note: this frequency can be reviewed once the system is embedded) of Health and Safety performance with the Health and Safety Co-ordinator, and as a result of this will, where necessary, develop a Health and Safety improvement plan.

In conjunction with the Health and Safety Co-ordinator, to be the first and main point of contact with any outside Health and Safety agency representatives that visit the Curriculum/Support Team for whatever reasonable purpose, including the investigation of reportable incidents.

Responsible within the Curriculum/Support Team, and in co-ordination with the Health and Safety Co-ordinator, for the identification and provision of appropriate safety equipment such as (but not exclusively) PPE, DSE for defined "Users", and to ensure that staff are trained in the use of such equipment, that this equipment is used and maintained in a suitable condition.

Responsible within the Curriculum/Support Team for providing a Health and Safety briefing to contractors working within the specified area of work, ensuring this is done prior to any work commencing. The briefing is, as a minimum, to include specific hazard information the contractor may encounter, the procedures for the appropriate interface with staff and particularly students, whether other contractors are working in the same area, a briefing on the fire alarm and evacuation procedures.

Clarification examples:

- Contractors in a Curriculum area could be coaches, instructors, facilitators, guest speakers who are contracted in to deliver a session(s) for students.
- Contractors in a Support Team could be builders, electricians, plumbers, IT installers who are contracted to carry out a range of installation /repair/ maintenance tasks on the campus.

All Staff

Responsible for day to day management of Health and Safety within their work area. This requires ensuring that classrooms/work areas are safe, checking that all equipment is safe to use before and during use and ensuring that all activities are carried out safely and complying with all instructions, such as Risk Assessments and any Safe Working Procedures, issued by the College in accordance with agreed procedures relating to safety.

Be responsible for reporting all accidents using the agreed College forms and procedures.

To assess the need for and ensure that Personal Protective Equipment is used when needed.

To assist in the identification of defects & hazards and be involved in the production and review of Risk Assessments, and where appropriate Safe Working Procedures, for activities within their work area/College. Be prepared to seek the views of others, e.g. peers, Health and Safety Co-ordinator, to ensure that the Risk Assessments are as thoroughly thought through to minimise the likelihood of an accident.

To ensure that safeguarding for campus users is upheld, by ensuring that all visitors are signed in and, wherever relevant, DBS clearance has been approved (e.g. for staff from other schools as visiting teachers or to deliver sessions for students).

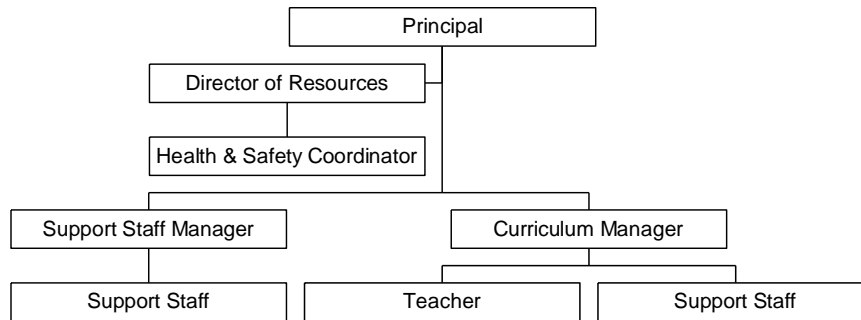
To report any identified hazards or faults to the Health and Safety Co-ordinator and Estates Team if they themselves cannot immediately eliminate the hazards. It is vital that issues are reported

promptly and not wait for the annual Health & Safety audit to declare them. To bring other problems to the attention of the relevant Health & Safety Line Manager.

To co-operate and provide relevant information as part of accident investigation procedures. Whenever required, co-operate with members of the Health and Safety committee during their inspections/visits and provide all relevant information regarding Health & Safety issues.

Participate in Health & Safety staff development, in agreement with your Health & Safety Line Manager, and appropriately apply the Health & Safety procedures covered in all training sessions.

Health & Safety Management & Responsibilities



Health & Safety Co-ordinator (the nominated competent person for the purposes of the Regularity Reform (Fire Safety) Order)

- Co-ordinating the development and implementation of the policy;
- Monitoring the implementation of the policy;
- Review and updating of the policy and its supporting arrangements;
- Communication of any changes to all staff; communicating the requirements of the policy to all staff;
- Upkeep of SafeSmart Health and Safety Portal – assigning members of staff, allocating and tracking online training, develop system for further uses.
- At the Prior Pursglove site - liaising with Montessori Nursery on all matters relating to Health and Safety
- At the Stockton site – liaising with Stockton Town Football Club and EDC.
- Ensure provision of appropriate consultative arrangements with Staff representatives;
- Reporting on all health and safety matters to the Principal and the Corporation;
- Obtaining and disseminating specialist advice to the relevant staff, including the latest Health & Safety guidance and regulations
- Providing and/or obtaining specialist advice, including safety audits;
- Devising and developing appropriate responses to ensure safe working methods are implemented;

- Work in conjunction with managers to support the development of effective Health and Safety practices and procedures;
- In conjunction with managers and staff identify necessary training responses to ensure staff are able to undertake their work in a safe manner including First Aid provision;
- Monitoring the reporting and recording of accidents on college premises;
- In conjunction with managers and staff carry out accident investigation and analysis;
- Ensuring that all statutory and Trust policy requirements are met as far as practicable and all staff receive training so as to perform their work activity without risk to themselves and others;
- Undertaking regular reviews of the effectiveness of site/location specific policy implementation;
- Develop and apply appropriate reporting and recording procedures necessary to support the policy including the reporting of accidents;
- Ensuring that an annual Fire Risk Assessment is carried out;
- Ensuring that fire safety procedures are followed by all members of staff and regular fire drills are held;
- Approve Risk Assessments and store on Sharepoint. To organise the storage of Risk Assessments, including archiving older versions.

Contractors

- Conform to the requirements of this policy.
- Provide and maintain measures necessary for ensuring the health and safety of personnel (on college premises or not) whose health and safety may be affected by their actions.
- Agree with the college, prior to the commencements of work, the steps that they will take to protect the health, safety and welfare of their own and College employees, students and visitors.
- Ensure that they have all necessary documentation before commencing work e.g. 'Hot Works' permits.

Reception Staff

- Ensure that any visitors sign in and out and are issued with visitors' badges.

ORGANISATION & ARRANGEMENTS

- For detailed Health and Safety Arrangements see Health & Safety section of Staff Handbook.
- The College Health and Safety Committee meets regularly (at least once per term). This group acts as a forum for debate on health and safety issues and may provide advice to staff concerning safe working practice. In particular it provides an opportunity for all staff to raise issues of concern. The Co-ordinator produces a termly report which the committee reviews.
- The Senior Leadership Team (SLT) also regularly receives the Co-ordinator's Health & Safety Reports for review and action (where appropriate) and follow up.
- The College will appoint external safety advisers in order to: Establish timetables and methodology for safety auditing; Carry out safety audits; Advise on health and safety policy revisions; Assist in the implementation of the safety policy as necessary; Help in the

investigation of serious incidents where appropriate; Advise on inspection and monitoring procedures; Give advice on changes in legislation.

- Training will be planned on a College wide and departmental basis to take account of changes in work practice, working environment, responsibilities, technology or systems to ensure that all employees and students are competent to carry out their tasks without undue risk to their health, safety and welfare. Records of all training will be kept.
- Training in health and safety is included in all organised courses as appropriate. Opportunities should be taken during normal training to emphasise safe methods or work.
- In particular, all new employees to the College are to receive health and safety induction training by their appropriate line manager in consultation with the Health and Safety Co-ordinator as appropriate.
- Disciplinary action may be taken against any student or employee who wilfully disregards their health and safety obligations as set out in this policy or in any subsidiary documents.

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| Date of next review | December 2021 |
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