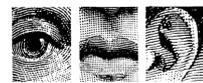


**Campbell Harris**

# **Health and Safety Policy Statement for Campbell Harris**

July 2015



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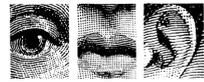
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## **STATEMENT OF GENERAL POLICY**

### **1. INTRODUCTION**

- 1.1. Campbell Harris has a duty under the Health and Safety at Work Act 1974 to provide safe and healthy working conditions for employees and to ensure that their work does not adversely affect the health and safety of other people (e.g. students/visitors).
- 1.2. The objectives of this statement are to ensure the following, as far as is reasonably practicable:
  - a) Equipment and systems of work are safe and without risks to health;
  - b) Safe arrangements for the use, handling, storage and transport of articles and substances;
  - c) Sufficient information, instruction, training and supervision to enable all employees to identify hazards, reduce risks and contribute positively to their own and to others safety and health;
  - d) A safe and healthy place of work, including safe access to and safe egress from it.
  - e) A healthy working environment in line with current legislation identifying, eliminating and controlling risks.
  - f) Adequate welfare facilities.
- 1.3. This policy has been formulated with reference to the need for employer/employee consultation on health and safety matters and the need to consult individuals before the allocation of particular health and safety functions.
- 1.4. Expert advice for determining the risks to health and safety within the establishment and the precautions required to deal with them is available from Fire Alarm Installations (UK) Ltd Ltd.



**Review**

A review of this health and safety policy will take on an annual basis.

**Signed** .....

**PRINCIPAL** .....

**Date** .....



## 1. THE ORGANISATION FOR IMPLEMENTING THIS POLICY INCLUDING ALLOCATION OF FUNCTIONS

### 2.1. THE CO-PRINCIPALS

Main functions are:

- (a) Day-to-day management of all health and safety matters in the College in accordance with the health and safety policy, etc.
- (b) Ensuring termly inspections and risk assessments are carried out
- (c) Ensuring appropriate action is taken;
- (d) Passing on information received on health and safety matters to appropriate people;
- (e) Carrying out investigations where necessary;
- (f) Identifying staff training needs.

### 2.2. STAFF

Main functions are:

- (a) Day-to-day management of health and safety in accordance with the health and safety policy;
- (b) Checking classrooms/work areas are safe;
- (c) Checking equipment is safe before use;
- (d) Ensuring safety procedures are followed;
- (e) Ensuring protective clothing/equipment is used, when needed;
- (f) Participating in inspections and the health and safety meetings, if appropriate;
- (g) Bringing potential problems to a **Co-Principal's** attention.



### 2.3. LEGAL DUTIES OF ALL EMPLOYEES

The Health and Safety at Work Act etc. 1974 states:

“It shall be the duty of every employee while at work:

- (a) To take reasonable care for the Health and Safety of him/herself and of any other persons who may be affected by his/her acts or omissions of work, and
- (b) As regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him/her so far as it is necessary to enable that duty or requirement to be performed or complied with”

The Act also states:

“No person shall intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions”

**In order that the laws be observed and responsibilities to students and other visitors to the College are carried out all employees are expected:**

- (c) To know the safety measures and arrangements to be adopted in their own working areas and to ensure they are applied.
- (d) To observe standards of dress consistent with safety and/or hygiene.
- (e) To exercise good standards of housekeeping and cleanliness.
- (f) To know and apply the emergency procedures in respect of fire and first aid.
- (g) To use and not wilfully misuse, neglect or interfere with things provided for his/her own safety and/or the safety of others.
- (h) To co-operate with other employees in promoting improved safety measures in their College.
- (i) To co-operate with the safety representative and the enforcement officer of the Health and Safety Executive.



## 2.4. SPECIAL OBLIGATIONS OF CLASS TEACHERS

The safety of students in classrooms and laboratories etc is the responsibility of class teachers who have traditionally carried responsibility for the safety of students when they are in their charge.

If for any reason, (e.g. the condition or location of equipment, the physical state of the room) a teacher considers he/she cannot accept this responsibility, he/she should discuss the matter with a **Co-Principal** before allowing practical work to take place.

Class teachers are expected:

- (a) To exercise effective supervision of the students and to know the emergency procedures in respect of fire and first aid, and to carry them out.
- (b) To know the safety measures to be adopted in their own special teaching areas and to ensure that they are applied.
- (c) To give clear instructions and warning as often as necessary.
- (d) To follow safe working procedures personally.
- (e) To call for protective clothing/equipment, safe working procedures, etc. when necessary.
- (f) To make recommendations to a **Co-Principal** on safety equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.



## 2.5. STUDENTS

Are expected:

- (a) To exercise personal responsibility for the safety of self and classmates.
- (b) To observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous).
- (c) To observe all the safety rules of the College and in particular the instructions of teaching staff given in an emergency.
- (d) To use and not wilfully misuse, neglect or interfere with things provided for her/his safety.

## 2.6. VISITORS/SECURITY

Regular visitors and other users of the premises (e.g. contractors and delivery persons from specific companies) should be required to observe the safety rules of the College. This will be monitored by the **Administrator**.

All visitors must report to the reception office where a 'signing in' system is in operation.

## 2.7. STAFF HOLDING POSITIONS OF RESPONSIBILITY

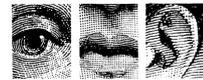
### THE MANAGEMENT CHAIN

- Level (1) Co-Principals
- Level (2) the Administrator
- Level (3) Teachers



## **DELEGATION OF FUNCTIONS**

- Level (1) - Day to day responsibility for all health and safety matters
  
- Level (2) -
  - Implement procedures
  - Arrange for staff to be trained/informed
  - Check procedures are followed
  
- Level (3) -
  - Check work area/equipment is safe
  - Check procedures are followed
  - Report defects
  - Carry out special tasks (e.g. first aid)



### 3. ARRANGEMENTS FOR HEALTH AND SAFETY

A **Co-Principal** and **Administrator** will make a termly tour of the College to monitor H&S. The focus of the tour will vary but will be guided by an inspection of the accident books and incident reports.

The College health and safety policy and procedures form part of the staff handbook.

#### 3.1. SUPERVISION OF STUDENTS

The Staff Handbook lists relevant policies and is located in the staff folder on the College intranet.

#### 3.2. PROVISION OF FIRST AID

The College designated First Aiders are:

<u>Name</u>	<u>Location</u>
Caleb Smith	reception office
Mark Harris	Lab., Room 7 or reception office

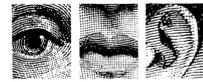
A first aid box and accident book are provided in the reception office

The person responsible for checking and maintaining the contents of first aid box is Caleb Smith.

#### 3.3. ACCIDENT/INCIDENT/DISEASE REPORTING AND INVESTIGATING

If anyone should become ill or suffer injury as a result of an accident the procedures below must be followed.

- (a) First Aid should be rendered, **but only as far as knowledge and skill admits**. If circumstances necessitate, the trained first aider should be summoned immediately to tend to the patient. The patient should be given all possible reassurances, and if absolutely necessary, removed from danger. In less serious circumstances, the patient may be sent, with a note in their diary, to the reception office.



(b) If the patient needs to be taken to hospital then an ambulance should always be called. If an ambulance is required the emergency “999” service should be used. For cases of a less severe nature then it may be appropriate to transport a member of staff/pupil to a casualty department without using the ambulance service but it should be noted that this should always be on a voluntary basis. (If a member of staff uses his/her own car for these purposes he/she must ensure that he/she has obtained specific cover from his/her insurance company). Whenever possible no casualty should be allowed to travel to hospital unaccompanied if there is any doubt about their fitness to do so.

(c) Accident Forms

*Accidents must be reported in accordance and recorded in the accident/incident book located in the reception office. Staff need to be aware of the accident reporting system.*

### **Accident/Incident/Disease Report Form**

Every case of injury, accident or incidents, must be fully and accurately reported and, where possible, detailed statements should be obtained from witnesses. Accident forms are obtained from the **Administrator**. Completed forms should be passed immediately to the **Administrator** who will ensure that the accident is investigated and report the outcome to a **Co-Principal**.

## **3.4. FIRE AND EMERGENCY PROCEDURES**

It is the duty of all members of staff to carry out the fire and emergency procedures as follows:

### **(i) Escape Routes**

The **Administrator** is responsible for ensuring that all escape routes are kept clear and reporting any building defects.

### **(ii) Fire Fighting Equipment**

All fire fighting equipment is serviced annually by:

- Chubb

The **Administrator** is responsible for ensuring that the annual service takes place, and that an inventory of all equipment and a plan showing its location is held by the College.



### **(iii) Fire Alarms**

Fire alarms are tested weekly by **Fire Alarm Installations (UK) Ltd** and recorded in the fire alarm logbook. The maintenance of the Fire Alarms is the responsibility of the College and the system is inspected/test a year by **Fire Alarm Installations (UK) Ltd** (the Alarm Contractor).

### **(iv) Fire Drills**

At least termly fire drills will be arranged by the **Administrator** in conjunction with **Fire Alarm Installations (UK) Ltd**. The purpose is to remove everyone from the building as quickly as possible, assemble them in a safe place and check attendance. The following staff have specific responsibilities:

**Fire Wardens** call Emergency Services, ensure evacuation and check the building

The **Co-Principals** take charge of the assembly area

### **(v) Evacuation Procedures for Serious and Imminent Danger**

It is the duty of all members of staff to carry out the procedures necessary to stop work and move to a place of safety when faced with a situation presenting serious and imminent danger.

## **3.5. HEALTH AND SAFETY GUIDANCE AND ADVICE**

All staff must ensure that guidance is adhered to.  
A central copy of the College Health and Safety Policy is available for all staff in the reception office.

## **3.6. TRAINING**

It is the responsibility of senior managers to identify the training needs within their area of responsibility. Staffs are encouraged to attend health and safety training courses.

## **3.7. MAINTENANCE AND REPAIRS**

- (i) All defects/requests for improvements must be reported via a maintenance form and passed to the **Administrator**.



- (ii) Gas equipment is serviced annually by a Gas Safe Registered Engineer.

### 3.8. ELECTRICAL EQUIPMENT

- (i) All portable appliances will be tested (PAT) annually. A copy of the inventory of the electrical equipment tested including test results will be held in the **reception office**. All staff must visually check all electrical appliances prior to their use and report any defects to the **Administrator**. All defective equipment must be taken out of use immediately. Privately owned appliances must not be used.

The College should inspect fixed wiring every 5 years.

### 3.9. CONTRACTORS ON SITE

**The Administrator** will be responsible for Contractors entering or working within the College. He will be responsible for monitoring the work.

If contractors' activities create a risk to health and safety of staff, students, visitors etc., the **Administrator** should issue any instructions necessary to reduce the risk.

### 3.10. RISK ASSESSMENT

- (i) Risk assessment is a legal requirement. It is the process of identifying hazards and assessing the risks of harm and loss threatened by the hazard. The assessment considers consequences and implements control measures to reduce the level of risk of harm.
- (ii) A **Co-Principal** will ensure that a risk assessment of the premises, methods of work and all College sponsored activities are conducted on a regular basis. The assessment will identify defects and deficiencies, together with the necessary remedial action or risk control measures.
- (iii) Generic risk assessments (i.e. one risk assessment applicable to more than one person or workplace or applicable to similar tasks) are produced by Metro Inspections Services Ltd. Such assessments are adapted into the College's working practices.
- (iv) Regular reminders on risk assessment and topics that may require risk assessing feature in issues of health and safety news.



(v) Reporting Of Hazards.

Any person noticing a hazard (something with a potential to cause harm or loss) should immediately take steps to protect other persons from the hazard. It should then be reported to the **Administrator** or a **Co-Principal**.

(vi) Control Of Substances Hazardous to Health (COSHH)

All substances/equipment used within the establishment must comply with COSHH. Risk Assessments for new substances must be provided. It is the responsibility of the College to inspect and test fume cupboards once every fourteen months. The College will hold a copy of the report.

**3.11. EDUCATIONAL VISITS** (Refer to Requirements for Educational Visits in the Staff Handbook)

The College utilises the Advice and Procedures for Educational Visits as outlined in 'Health and safety of Pupils on Educational Visits (DfES 1998). The College's own procedures are available in the staff handbook.

**3.12. SITE SECURITY**

All visitors must report to the reception office where they will be asked to fill in the visitor's book. They will be provided with a badge to wear as identification whilst on the premises.

Any member of staff who notices an unidentified person on the site should seek to identify that person and/or inform the **Administrator** or a **Co-Principal** immediately.

**3.13. PROTECTIVE CLOTHING AND EQUIPMENT**

Where protective clothing and equipment is provided, both staff and students must use it at all relevant times. Damaged or insufficient protective clothing or equipment must be reported immediately to the **Administrator**.



### 3.14. CONCLUSION

It is everybody's responsibility to make these arrangements work. Any member of staff noticing a failure to comply with the policy should immediately report the circumstances to the **Administrator**. If no action is seen to be taken, guidance should be sought from a **Co-Principal**.

Suggestions by any member of staff to improve standards of health and safety are welcomed by the **Co-Principals**.

June 2019  
Review June 2020