



Health and Safety Policy

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Tech City College Health and Safety Policy

Overview

Based in London Borough of Islington, Tech City College is a new 16-19 Academy specialising in subjects related to Science, Technology, Engineering and Mathematics.

Tech City College is a non-selective school and seeks to engage pupils that have an interest and aptitude for STEM subjects; a commitment to learning and personal development; and a real determination to work hard and succeed.

Introduction

Tech City College recognises and accepts that every one of its employees, students and visitors to Tech City College are entitled to a safe and healthy environment.

Purpose and Objectives

- The Governing Body of Tech City College will take all appropriate steps to meet statutory requirements, recognised codes of practice, and guidance notes, in establishing a safe and healthy environment.
- The overall high quality of the environment will be evidence of a strong ethos of housekeeping, which will permeate Tech City College's community, and an awareness of the fabric and appearance of the building will be demonstrated by students and employees on a daily basis.
- All employees have both a duty and a responsibility to take reasonable care to avoid injury to themselves and others and to co-operate to ensure statutory duties and obligations are fulfilled. Tech City College's Health and Safety Policy can only be successfully implemented with the full co-operation of everyone concerned.
- Department for Education information on the statutory responsibilities of schools can be found on the Department's web site.

Responsibilities of the Governing Body

In discharging its responsibilities, the Governing Body will:

- Make itself familiar with the requirements of the appropriate legislation and codes of practice;
- Create and monitor a management structure for health and safety;
- Ensure there is an effective and enforceable policy for the provision of health and safety throughout Tech City College, and, that it is implemented periodically. It will also assess the effectiveness of the policy and ensure that any necessary changes are made;
- Identify and evaluate risks relating to possible accidents and incidents connected with Academy-sponsored activities, including work experience.

In particular, the Governing Body undertakes to provide, as far as is reasonably practicable:

- A safe place for all users of the site to work, including safe means of entry and exit;
- Plant, equipment and systems of work that are safe;
- Safe arrangements for the handling, storage and transportation of articles and substances;
- Safe and healthy working conditions that take account of appropriate statutory requirements, codes of practice, and guidance;
- Supervision, training and instruction, so that all staff and students can perform their Academy-related activities in a healthy and safe manner;
- Safety and protective equipment and clothing, with associated guidance, instruction, and supervision.

Responsibilities of the Principal

The Principal Designate has responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, students and visitors. The Principal Designate will take all reasonably practicable steps to ensure that the Health and Safety Policy is implemented, including:

- Line managing the Business Manager;
- Allocating sufficient resources to meet health and safety priorities;
- Liaising with other agencies, as appropriate, over health and safety issues;
- Organising and implementing an annual inspection, in consultation with Governors and the Trades Union Health and Safety Representative;
- Overseeing the completion of arrangements and risk assessments for all Academy off-site visits;
- Formulating and implementing a policy for the management of critical incidents.

Responsibilities of the Business Manager

The Principal Designate will designate the Business Manager to be Tech City College's Health and Safety (H&S) Manager. The H&S Manager will be responsible for the day-to-day implementation of the Health and Safety Policy and will be the designated contact with the Health & Safety Executive. Other key tasks include:

- The safe working of the Premises, Catering and ICT teams – ensuring that appropriate training is undertaken;
- Ensuring Tech City College adopts and follows safety procedures for building, engineering, and grounds improvements projects;
- Liaising with contractors over health and safety, ensuring that all documentation, including for example the Accident Log book, any reports to the Health and Safety Executive, Asbestos Register, Hazardous Materials Register, Fire Risk Assessment, Emergency Evacuation log, PAT log, (this is not an exhaustive list) are completed;
- Arranging for all necessary insurance forms and premiums to be in place;
- The maintenance of an accurate inventory of all equipment and resources;
- Updating first aid procedures around Tech City College site;
- Ensuring that appropriate health and safety guidance and documentation is completed for Community use of the site;

- Arranging for Community users and visitors to be registered and aware of emergency procedures.

The Site Manager will be responsible for:

- Ensuring a daily check of the site, its perimeters, as well as a weekly check of the minibus;
- Prioritising and processing Maintenance Forms;
- carrying out weekly fire tests, checking fire extinguishers weekly, and maintaining the Fire Book;
- Ensuring that the Premises Team are fully briefed on health and safety issues.
- Complete risk assessments as appropriate;
- Monitoring health and safety issues associated with contractors on site;
- Alerting the Business Manager to issues connected with lone workers;
- Booking and keeping records of maintenance/insurance/hire of minibus;
- Carrying out monthly water temperature tests.

The Catering Manager will be responsible for:

- Producing health and safety guidance and documentation, as appropriate, and training staff, as appropriate;
- Promoting student awareness of health and safety;
- Maintaining an accurate inventory of all kitchen equipment and resources;
- Overseeing completion of risk assessments and ensuring that they are carried out when necessary;
- Ensuring that all hazardous equipment is appropriately tested, marked, and maintained.

ICT manager will be responsible for:

- Organising the regular maintenance of computers, photocopiers, printers, and equipment in the reprographics area;
- Arranging for electrical testing to take place across Tech City College on an annual basis

Responsibilities of Directors of Learning/Heads of Faculty and Curriculum Leaders

- All supervisory staff will make themselves familiar with the requirements of health and safety legislation and codes of practice that are relevant to the work of their area of responsibility;
- In addition to the general duties that all members of staff have, they will be directly responsible to the H&S Manager for the implementation and operation of Tech City College's Health and Safety Policy within their relevant departments and areas of responsibility;
- Responsibility for aspects of health and safety are written into the Job Descriptions of Tech City College's managers;
- Supervisory staff will take a direct interest in Tech City College's Health and Safety Policy and in ensuring that staff, students, and others comply with its requirements.

Responsibilities of all members of staff

All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put themselves, or anyone else, at risk. In particular, all members of staff will:

- Be familiar with the Health and Safety Policy and all safety requirements laid down by the Governing Body;
- Ensure that staff, students, visitors and contractors are applying health and safety regulations, rules, routines and procedures effectively;
- See that all plant, machinery and equipment are in good and safe working order and adequately guarded, and not make or allow improper use of such plant, machinery and equipment;
- Use the correct equipment and tools for the job and any protective equipment or safety devices that may be supplied;
- Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled;
- Report any defects in the premises, plant, equipment and facilities that they observe to the H&S Manager;
- Take an active interest in promoting health and safety and suggest ways of reducing risks.

Health and Safety Committee

Tech City College will have a Health and Safety Committee, which will monitor health and safety issues within Tech City College. The Committee will report to the Principal and the Governing Body.

Safety Education

- The DfE has published guidance for schools on safety education. This guidance shows how the curriculum for Personal and Health Education (PSHE) and Citizenship can address the issue of accidental injury and death in children and young people.
- One of the aims of PSHE is to enable children to apply personal and social skills to a range of contexts in their lives. Skills in risk assessment, learned in relation to preventing accidents, are transferable to other issues.
- This DfE guidance also sets out the general teaching requirement for Health and Safety in relation to Science, Design and Technology, Information and Communications Technology, Art and Design, and Physical Education.

Health & Safety Arrangements

Fire Safety

- Appropriate procedures for ensuring that safety precautions are properly managed will be formulated and disseminated to all staff. These procedures will include Emergency Evacuation Procedures (Fire Drills) and the use of fire extinguishers. All monitoring will be recorded in appropriate log books.

- Tech City College's evacuation procedure will be prominently displayed in all teaching rooms, offices and curriculum areas. All staff and students must be fully conversant with the procedures for evacuation of the premises, in case of a fire/bomb threat. Evacuation procedures will be tested each term. The evacuation and safety of visitors and contractors will be the responsibility of the person who they are visiting or working for.
- All firefighting equipment will be checked annually by an approved contractor and records maintained. The fire alarm will be tested weekly from different points, when the site is not in use, and records maintained. All emergency lighting will be tested six-monthly and records maintained.

Reporting Accidents

All accidents to staff, students or visitors must be reported, in writing, using Tech City College's accident report form. The completed form should be given to the H&S Manager. Certain accidents must be reported to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). The H&S Manager will ensure that the Health and Safety Executive is informed of reportable incidents.

Coping with the sudden death of a student

A copy of the DfE guidance notes on coping with the sudden death of a student is given in Annex 2 to this policy.

First Aid

- First Aid can save lives and can prevent minor injuries becoming major ones. Under health and safety legislation, employers have to ensure that there are adequate and appropriate equipment and facilities for providing First Aid in the workplace. (See Tech City College's First Aid Policy).
- A DfE good practice guide, Guidance on First Aid for Schools, has been written to provide advice on drawing up First Aid policies and ensuring that statutory duties are being met. In particular, it includes a checklist of issues, which schools may find helpful when undertaking a risk assessment. The Governing Body adopts this guidance on good practice.
- The Business Manager will ensure that the number of certified First-Aiders will not, at any time, be less than the number required by law. In addition, supplies of First Aid material should be held at various locations throughout Tech City College.
- These supplies should be checked on a regular basis by Tech City College's appointed First Aid Officer.

Equipment

- Protective clothing/gloves/masks/helmets must be provided and used by technicians and site supervisory staff, when required. Staff and students must be provided with, and use, protective glasses/eye shields in all workshops and laboratories. Visitors must be provided with protective clothing, as appropriate.
- The following equipment must be checked annually by approved inspectors, or an appropriately trained member of staff:
 - fume cupboards
 - all electrical appliances
 - workshop equipment, for example: lathes, kilns
 - fixed gymnasium equipment

- When new equipment is purchased, it is the responsibility of the appropriate Director of Learning or Curriculum Leader, with the assistance of the Business Manager as necessary, to ensure that it meets appropriate educational standards and that its installation and use conforms to health and safety requirements.
- Equipment, materials and chemicals must be stored in the appropriate storage containers and areas. All containers must be labelled with the correct hazard sign and contents label. Managers should consider storage life when ordering new supplies. Reference must be made to COSHH and the Ionising Radiations Regulations; copies of all relevant COSHH and regulations must be kept in the Science Department.

Housekeeping

- The Site Manager will monitor the cleaning standards of the cleaners. The standard required is laid down in the cleaning specification. Special consideration will be given to hygiene areas.
- The Site Manager will monitor the efficiency of the waste collection service. Separate provision must be made for the collection and disposal of laboratory materials (chemicals, broken glass, etc), clinical waste and normal refuse.

Visits

Educational trips and visits must be organised in accordance with Tech City College's "Off-site and Residential Activities" Policy.

Minibuses

Users of minibuses must be aware of, and observe, the following requirements:

- The driver must have a current and full licence in Group 'A' or PSV, must not have been involved in any accident for the past five years, and must be aged 25 years or over;
- The driver of the minibus is required to complete a record form and supply a photocopy of their driving licence;
- The driver is responsible for ensuring the vehicle is roadworthy and should undertake preliminary checks regarding tyres, oil, fuel and lights;
- Before departure, the driver of the minibus is required, where the transport of students is involved, to have undertaken a driver's assessment programme, and to have received the resulting accreditation;
- When a charge is being made to passengers, the minibus permit must be displayed in the vehicle;
- Internal damage to the minibus is not covered by insurance and the responsibility for the repair lies with the individual or organisation using the minibus (Tech City College will decide upon the repairer to be used);
- Only one person per seat is to be carried;
- Seat belts are to be worn by all passengers and the driver at all times;
- The driver at the time, should any offence be committed, is responsible for the payment of fines incurred;

- A log sheet must be taken on each journey, which must be completed by recording the starting and closing mileage readings, detailing any defects, and signing, before returning (along with the vehicle keys and permit) to Tech City College reception.

Visitors to Tech City College Site

- All visitors to Tech City College will sign in at the reception. Visitors will be collected from the reception by the member of staff concerned, or escorted to the appropriate area of Tech City College.
- No contractor may undertake work on Tech City College site without permission from the Site Manager, other than in an emergency, for example: fire, flooding, or to make safe following theft/vandalism.
- Contractors are responsible for the health and safety of their employees and for their safe working practices, which must not constitute a hazard to staff, students or visitors to Tech City College.
- Hirers of Tech City College premises must use plant, equipment and substances correctly, and must use the appropriate safety equipment. They will be made aware of their obligations in relation to health and safety when making the booking.
- Whilst on site, all visitors and contractors must wear an Academy visitor's badge. Temporary teaching staff on cover duties will be required to indicate their presence in Tech City College by reporting to reception.
- If a member of staff meets someone on site who they do not recognise and who is not wearing a visitor's badge, they should, if they do not feel threatened, enquire if the person needs assistance and direct them either to Tech City College reception or off the site, as appropriate.
- If an intruder is uncooperative in going to the reception or leaving the site, or a member of staff feels threatened, or is threatened with violence, or a violent attack takes place, immediate help from the Police should be sought by telephone. A runner to the reception for a '999' call may be quicker than using the internal telephone system.

Security

- All staff should be conscious of all aspects of the security of people and property. In particular, the emergency exit doors on the outer perimeter of the buildings should only be used in the event of emergencies, and should be kept secure at all other times.
- Maintaining security is aimed at reducing the opportunity for unauthorised persons to enter the buildings through non-designated access points. It is also necessary to be alert to the possible presence of unauthorised persons on site who may constitute a threat to staff, students and bona-fide visitors and contractors.

Critical Incidents

As part of its commitment for the well-being of staff, students and visitors, Tech City College has set out a procedure, which is to be adopted in the event of a critical incident occurring, either on Tech City College premises, or on an activity away from Tech City College site.

Healthy Eating

It is the policy of Tech City College to encourage students to adopt eating habits that are conducive to a healthy lifestyle.

Conclusion

At Tech City College, we seek to provide the very best for each of our students. Tech City College is committed to ensuring, as far as is reasonably possible, the health and safety of all who enter the premises. This policy provides a framework to this end.

Monitoring, Evaluation and Review

The Governing Body will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout Tech City College.

Annex 1

DfE (previously DCFS) Guidance: Responsibility for Health and Safety

Health and Safety at Work Law

Health and safety responsibilities derive from the Health and Safety at Work etc Act 1974, and associated regulations. Health and safety legislation is enforced by the Health and Safety Executive (HSE).

Employer

- The Health and Safety at Work etc Act 1974 places overall responsibility for health and safety with the employer. Who this is, varies with the type of School.
- For schools, the employer is usually the Governing Body.
- Education employers have duties to ensure, so far as is reasonably practicable:
 - the health, safety and welfare of teachers and other Academy staff;
 - the health and safety of students, both in Tech City College and on off-site visits;
 - the health and safety of visitors to Tech City College, and volunteers involved in any Academy activity.

Employees

- Employees have responsibilities too. The Health and Safety at Work etc Act 1974, and the Management of Health and Safety at Work Regulations 1999, apply to them as well.

Employees must:

- take reasonable care of their own and others' health and safety;
- co-operate with their employers;
- carry out activities in accordance with training and instructions;
- inform the employer of any serious risks.

Enforcement

- The HSE enforces health and safety law relating to the activities of schools.
- Because the employer is responsible for health and safety in the workplace and on work activities, the HSE will normally take action against the employer. However, in some circumstances, for example where an employee failed to take notice of the employer's policy or directions in respect of health and safety, the HSE may take action against the employee as well, or instead.

Responsibility of All Schools

- The employer must have a health and safety policy and arrangements to implement it. The Health and Safety at Work etc Act 1974 applies. Key elements of a health and safety policy are listed below; this is not a comprehensive list.
- Employers must assess the risks of all activities, introduce measures to manage those risks, and tell their employees about the measures. The Management of Health and Safety at Work Regulations 1999 apply.
- In practice, employers may delegate specific health and safety tasks to individuals (LAs may delegate specific tasks to schools). But the employer retains the ultimate responsibility, no matter who carries out the tasks. The employer should therefore maintain an audit track, making clear who is doing what, and confirming that these tasks are being carried out.

Annex 2 DfE Guidance

Coping with the sudden death of a student

- Unfortunately, some Principal Designate Designates will be faced, in the course of their professional lives, with a set of circumstances arising from the death of a student, at Tech City College or elsewhere.
- In such circumstances, Principal Designates may feel that they are on their own and may need advice at that moment.
- Accordingly, the Department has been asked to make advice available to help Principal Designates cope with the immediacy of a student's sudden death at Tech City College.

Working with the Police

- Very soon after the death is announced, the Police should visit, as they have to carry out an investigation into the circumstances.
- You will need to clear rooms or spaces for them to work in.
- They may want to collect evidence.
- The Police will normally tell the child's next of kin and will want to speak at once to the usually very upset teacher, who will need someone with them and will probably need to stay at Tech City College.
- The Police will almost certainly tell you that you must not speculate on the cause of death. But remember that the media are under no such restriction.

Telling Students

- Where a student collapses during the School day when other students are present, is rushed to hospital and subsequently dies, those students will need to know what has happened before they leave at the end of the School day.
- It is important to agree with the Police the timing and content of the information that you give to students, so as to meet the needs of the students, whilst not impeding any police investigation.
- Are there any siblings, close relatives, or a boy/girl friend, who need(s) to know first? Advise them first, but only when parents are ready to collect them.
- Gather the whole year group together with 20 minutes to go before the final bell. Timing is everything. The students will listen intently until you tell them that the student has died. Then they stop hearing. If the student has died as the result of an accident, you may want to ask them not to speculate about the causes of the accident and not to spread rumours. Getting them to hear this is very difficult. Allow them ten minutes to just be together as a year group. They may need to cry. Expect that some students will contact the local press.
- If you want teachers to tell other students, you should have a statement ready for them to read out before you advise them.

Telling Teachers

- This may have to be after you have told the key students. You will need to tell the teachers who were nearest to what happened first. Depending on who the teacher is, they will probably need someone with them.
- If you want teachers to tell other teachers for you, have a statement ready for them to read out before you advise them.

Telling Parents

- The Police will tell the parents of the child.
- Getting a letter to other parents, which both expresses sympathy, and gives factual information about the death, is very important. It saves the rumours, which can be intensely hurtful to other students, parents and teachers.

Dealing with the Media

- Principal Designates should contact their Chair of Governors as soon as possible, especially if at all unclear about procedures for dealing with the media. The LA should also be informed. It is recommended that Tech City College should have an Emergency (or Critical Incident Recovery) Plan, which sets out procedures.
- If Tech City College does not already have a member of staff nominated as press officer, you may need to assign a colleague as press officer at once, even for fielding enquiries. You may well need intense help. A press officer may be required for the whole day.
- The press and local TV channels may contact the parents and they, together with the press, may speculate about the cause of death. This is a very hard thing to deal with, especially if a TV crew has filmed this speculation by distraught parents.
- You may find you have no time to prepare interviews and certainly no time to filter statements through the Chair of Governors.
- Keep expressing your sympathy for the parents, so that editors will find it hard to cut this part of your statement.
- If there is a post mortem, this may happen very quickly, possibly within 24 hours of the death.
- Ensure you are advised of the results of any post mortem as soon as possible.
- The best way to stop media speculation is to give them facts.

Helping Tech City College Recover

- This is a long-term issue. You can help Tech City College recover through a memorial service, or assembly, and through the use of counsellors.
- Recognise that those who go to counsellors may well not be those whose need is greatest.
- A brother or sister may well have intense needs that appear later. It is very difficult for Tech City College to know when to stop making allowances.

Educational Visits

The Department for Education has already issued guidance on coping with emergencies off-site in its 1998 good practice guide Health & Safety of Students on Educational Visits and three-part supplement published in July 2002.

See: <http://www.teachernet.gov.uk/wholeschool/healthandsafety/visits/>