



**SOUTH HOLDERNESS TECHNOLOGY COLLEGE
HEALTH & SAFETY POLICY
ARRANGEMENTS
(PART III)
2016**

1. The following procedures are considered to be reasonably practicable in meeting the obligations set out.

Risk Assessments

2. The Site Manager in conjunction with the head of departments will undertake Risk Assessments. The co-ordination and collation will be through the Site Manager.

Name	Risk Assessment For Area/Machine/Process
Site Manager	Any college area as and when required.
Heads of Department	Their own department as directed/requested by the Site Manager.
Maintenance/Grounds	Their own processes/equipment as directed/requested by the Site Manager.

3. The Site Manager will report the findings of continual non-compliance to the Director of Resources.
4. The Headteacher or Senior Leadership Team on advice from the Site Manager will approve action required to remove/control risks.
5. The findings and remedial action will then be passed onto all employees of the SHTC if required.
6. On direction from the Headteacher or Senior Leadership Team, the Site Manager and the Heads of Departments will be responsible for ensuring the action(s) required are implemented.
7. The Site Manager or the Heads of Departments will check that the implemented actions have removed/reduced the risks.

Risk Assessments Reviews

8. Risk Assessments will be reviewed when the work activity changes, new processes added or taken away, or immediately when there has been an Accident. Arrangements for other review's or any adjustment of a Risk

Assessment is if an employee has special needs, a disability, learning/language difficulty or is a young or vulnerable person. This will be identified at the interviewing process and passed onto the Site Manager once confirmation that the offer of employment has been accepted.

9. Remember Risk Assessments **MUST** be reviewed immediately following an accident in the work place.

10. Due to the sensitive nature concerning Expectant and New Mothers, the Heads of Department in line with this policy, will in the first instance carry out the necessary Risk Assessment with advice/assistance from the Site Manager if required.

Consultation with employees

11. The Headteacher and Senior Leadership Team, or through the named elected Safety Representative will consult employees on matters affecting their health & safety in the work place.

CONSULTATION WITH EMPLOYEES PROVIDED BY THE FOLLOWING REPRESENTATIVE	WORK LOCATION
The Headteacher and Senior Leadership Team, in consultation with the following: The Health & Safety Committee, Heads of Departments, and the Site Manager	Overview of South Holderness Technology College Health & Safety Policy and any issues with Student H&S.
Site Manager	Overview of South Holderness Technology College, Proactive Health & Safety Policy and further action points.
Site Manager with Health and Safety Committee.	Agenda at all meetings to cover H&S issues pertaining to own work and any issues with Student H&S.
Head of Departments	All staff within their departments

Health & Safety Committee

12. The health & safety committee is made up of the following employees and headed by a member of the SLT or in his absence, a responsible nominated person.

The role and aims of the committee is to: -

- a. Meet twice a year (April and October) and allow the committee representatives to bring the associated health & safety problems within the work place to the attention of management in a formal company procedure and a record of recorded minutes of the meeting.

- b. The committee will investigate all accidents within the work place and analyse the causation factors and the control measures implemented to reduce all accidents in the work place.

NAME	POSITION TITLE	WORK AREA	REPORTS ON
David Arundel	Site Manager	All locations	All H&S issues, Problems/requests within any occupational area
Rob Howbridge	Head of Maintenance	All Locations	Health & Safety within the whole area of operation
Heads of Departments	Line Managers	Own Occupational Area	Own occupational area, Staff and Students

13. Other information will be made available at regular staff meetings. In addition to the “Management Chain” the Health and Safety committee provides a direct link between every employee and the College Board of Governors over all Health and Safety at work matters.

Changes to the Policy

14. All changes to the policy will be made on the college’s internal Intranet site and the Site Manager will brief personnel affected by the change/addition.

Safeguarding of Students

15. Selecting new employees with due regard to the personal attributes necessary for the position to be filled and due regard to Safeguarding Children: Safer Recruitment and Selection in Education Settings.
16. Training for all staff in safeguarding to be completed by all employees.
17. Consideration at all times of the safety of students from arrival to departure including break periods.
18. The safeguarding reporting procedure is embedded into the daily routine of all college employees.

Safe Plant and Equipment

19. All heads of departments within the remit of their work, or instruction of employees/Students with powered equipment, will be responsible for identifying all equipment/plant requiring close supervision, training and the maintenance of the tool being used.
20. It will be the responsibility of the Head of Departments for ensuring an effective maintenance procedure is implemented and maintenance records are maintained of all machines.
21. Any problems found with plant/equipment should be reported to the Site Manager, with the use of the Site Maintenance Yellow Form.
22. It is a requirement of the college that Heads of Departments over seeing employees or students using powered tools, or plant and equipment, will check and routinely inspect them. It is also a requirement that any new plant and equipment meets health & safety standards and is fit for purpose before it is purchased.

Safe Handling and Use of Substances

23. The Heads of Departments at each college location will be responsible for identifying all substances, which require a Control of Substances Hazardous to Health (**COSHH**) assessment.
24. The College is using software called COSHH 365, and training is carried out by the Site Manager for the purpose of producing COSHH and Task Risk Assessments.
25. The Heads of Department or Technician's will be responsible for undertaking **COSHH** Assessments and will be responsible for ensuring that all actions identified in the assessments are implemented.
26. The Site Manager will in conjunction with the Heads of Departments be responsible for ensuring that all relevant employees are informed about the **COSHH** Assessment and will check that new substances can be used safely before they are purchased.
27. Assessments will be reviewed on a yearly basis or when an Accident occurs or the work activity changes, whichever is soonest.

Information, Instruction and Supervision

28. The Health & Safety law poster is displayed in the admin corridor outside the Headteacher's office, and also in suitable locations throughout the college for all employees to see.
29. Health & Safety advice is available from the Site Manager who is also a qualified Health and Safety Advisor.
30. Supervision of Young Workers/Students will be arranged, undertaken, and monitored by the manager whose department they work under. This must conform to the relevant risk assessment conducted and the training of the young person in conjunction to the findings in the assessment.
31. Employees of South Holderness Technology College will be expected to attend a period of instruction during the year, as this will update and reinforce the college policy on Safety, Health & Welfare. The Heads of Departments in each respective location will conduct this and update individuals training records accordingly.

Co-ordination and liaison

32. Co-ordination and liaison with outside agencies will be ongoing to ensure that Health & Safety within the College is kept up to the required standards under the Health and Safety at Work etc, Act 1974.
33. Health & Safety information and literature is available to all College personnel from the Site Manager.
34. The co-ordination and safety of all employees at work will be co-ordinated with a booking in and out system through the main entrances. This co-ordination will also form a crucial part of the Colleges Emergency Planning.

Competency for tasks and training

35. The Senior Leadership Team will arrange induction training for all new employees. This will include the completion of the college induction forms by the new employee, and is the college's nominated person to carry out the induction process.
36. Job specific training will be given/organised by the relevant heads of department.

Specific jobs requiring special training are: -

Job/work area	Type of special training required	Competent person special training
Site/Health & Safety	Minimum NEBOSH/NVQ Level 3	David Arundel
Safety Training	CIEH Health & Safety Certificate.	David Arundel
Grounds Maintenance	Triple Mower	Dale Harrison
Sports Hall	Pool Plant	Rob Howbridge

37. Employees training records are kept by the personnel officer for the college.
38. Training will be identified following the initial induction procedure, and there after future staff development will be identified during the staff annual appraisal.
39. Further identification of training will be given if any changes are made to an employee's job role or when employee requests further job role training.

Accidents, First Aid and Work – Related ill Health

40. Health Surveillance is required for all employees doing the following jobs:

LOCATION	TYPE OF WORK	HAZARDS
IT Office/Department	Data Input - Computer	RSI – Eye Strain
College Cleaners	Whole School	Dermatitis

41. The Site Manager will arrange health surveillance regarding these area's and report any issues to the Director of Resources.
42. The Site Manager will keep health surveillance records in the employee's personnel files when required.
43. The first aid boxes are kept at the main reception area at each college location.
44. The appointed person(s) first aider (s) is/are: -

Name	Location	Appointed/first aider
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Sharon Grantham	Medical Room	First Aider
Joy Harrison	Reception (am)	First Aider
Michelle Redfern	Medical Room	First Aider
Jayne Arksey	Roaming	Appointed Person
Adam Cotson	Roaming	Appointed Person
Annette Day	Year 7 Office	Appointed Person
Gail Dibnah	Roaming	Appointed Person
Sam Douglas	Roaming	Appointed Person
Kerry Edmondson	Roaming	Appointed Person
Jayne Ellis	Roaming	Appointed Person
Mathew Fratson	Roaming	Appointed Person
Elizabeth Garvey	Science Tech Room (L/S)	Appointed Person
James Green	Roaming	Appointed Person
Victoria Norton	Roaming	Appointed Person
Richard Sleight	Roaming	Appointed Person
Junior Tupai	Roaming	Appointed Person
Michelle Turner	Roaming	Appointed Person
Suzanne Willis	Roaming	Appointed Person
Shari Wilson	Roaming	Appointed Person

45. All accidents and cases of work-related ill health are to be recorded in the accident book.
46. The location of the accident book is to be kept by the receptionist's/First Aiders at each college location (Upper College and Lower College) with confidential information kept under lock and key.

Accident Investigation

47. All accidents will be investigated culminating with identification of any causation factors. The college internal accident form (for staff) will outline the action to be conducted to prevent further reoccurrence.
43. The Site Manager is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority following an investigation and with the time frame if reportable under **RIDDOR 2013**.

Monitoring

44. To check and confirm our working conditions, and ensure our safe working practices are being followed, we will: -
 - a. **Proactively**: The Site Manager will carry out inspections and complete reports for submission to the Director of Resources. This will be conducted with either on the spot checks/visits or to conduct an inspection on a work process.

b. **Reactively:** The Site Manager or nominated person will be responsible for investigating all accident and occupational sickness absences that occur. Inspecting all accidents will be a way of reviewing the college safety systems, and if there is an increase of work absence due to ill health by employees suffering similar ailments, this may identify a problem with their jobs causing ill health.

Emergency Procedures – Fire and Evacuation

45. The heads of department at each college location is responsible for ensuring the emergency evacuation plan is undertaken and implemented. Advice can be obtained from the Site Manager.
46. Emergency plans must be devised to encompass the possibility of gas explosion; arson attack and possible terrorist attacks using the process of Assess, Prepare, Prevent, React and Recover.
47. Escape routes are to be checked by the maintenance staff at each college location daily. At all other venues on site (Swimming Pool), it is the responsibility of the location manager/facilitator to carry out a daily check of the escape routes.
48. Before any training commences in the college, the action to be taken in the event of a fire or emergency must be outlined at every training event by the facilitator.
49. Fire extinguishers are maintained and checked by a contract fire company and inspected every twelve months or sooner when requested to repair/maintain damaged or faulty equipment. The maintenance of the equipment is to be recorded in the fire logbook by the head caretaker.
50. Alarms are tested by the head caretaker every Monday at 10:30am and recorded in the fire logbook. All other college locations are also to conduct the same procedure with their appointed manager.
51. Emergency evacuation will be tested at a minimum of once every term and recorded in the fire logbook.
52. The use of the college booking in and out system is also to be tested on all emergency evacuation drills and taken to the assembly point by the Receptionist.
53. The procedure for evacuation and fire drills is posted at each fire point throughout all college locations of operation.
54. In conjunction with the emergency procedure, all employees of the college will be required to answer a simple set question paper on the fire and emergency procedure, which will be set by the Site Manager. Records will be kept in the personnel training file held by the Personnel Officer.

Welfare Arrangements

55. Staff rest rooms are available throughout the college, and facilities exist for hot/cold drinks and a seating area only.
56. Toilet/washing facilities male and female, are available for staff throughout the college, which are maintained and cleaned by the college cleaners.
57. Heating, lighting, ventilation and workspace are all monitored and amended when required.
58. All the college buildings and grounds strictly operate under a no smoking policy.