

John Leggott College

HEALTH AND SAFETY POLICY

Health and Safety Policy

Scope

All College properties and operations, all staff, learners and members of the public.

Purpose

To ensure that all College activities are carried out in a safe and healthy manner, in a safe and healthy environment, in accordance with the Health & Safety at Work Act 1974, and the Health & Safety (Management) Regulations 1999.

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GLOSSARY

- 1) HSE- Health and Safety Executive
- 2) NLH&SG-North Lincolnshire Health and Safety Group
- 3) NLC- North Lincolnshire Council
- 4) RIDDOR-reporting of accident, Injuries, Diseases and Dangerous Occurrences 2013
- 5) COSHH- Control of Substances Hazardous to Health (COSHH) Regulations 2002
- 6) CLEAPPS-Consortium of Local Education Authorities for the Provision of Science Services

Useful links

<http://www.hse.gov.uk/>

<http://www.cleapss.org.uk/>

1. The Policy Statement

This is a statement of organisation and arrangements (Code of Practice) for John Leggott College for the benefit of teaching and non-teaching staff and students, parents, visitors, contractors and all those on the college site including persons with disabilities. Copies of these documents along with other Codes of Practice and information on health and safety matters will constitute the college's safety manual.

This statement covers safety associated with the building structure, plant, portable and fixed equipment and services. It has been produced in full consultation with the Governors of the Corporation. It describes how the Principal is discharging their responsibilities in respect of students, visitors and other employees who are present on college premises and in the internal organisation, management and discipline of the college in accordance with the Articles of Governance.

1.1. Statement of Intent

The college recognises its duty under health and safety law and the promotion of safety, health and welfare of all staff, students, visitors, contractors and persons with disabilities is considered to be a mutual objective for the Governors and staff of John Leggott College. It is therefore the college's policy to ensure the safety, health and welfare of all persons using or visiting the premises as far as is reasonably practicable.

- 1.1.1. To establish and maintain a safe, healthy, clean and supportive working and learning environment throughout the college.
- 1.1.2. To establish and maintain safe working procedures among staff and students, contractors and visitors.
- 1.1.3. To make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- 1.1.4. To ensure the provision of sufficient information, instruction and supervision to enable all staff, students, visitors and contractors to avoid hazards and contribute positively to their own safety and health at work and to ensure that they have access to health and safety training as and when necessary.
- 1.1.5. To maintain a safe and healthy place of work and safe access to and egress from it.
- 1.1.6. To formulate effective procedures for use in case of fire and other emergencies and for evacuating the college premises.
- 1.1.7. To lay down procedures to be followed in case of accidents and accident investigations.
- 1.1.8. To make special arrangements to ensure the health and safety of any disabled persons or vulnerable groups using the college site.

The Principal has the overall responsibility for the application of the college Health & Safety Policy. However, staff within the college are responsible for implementing and maintaining compliance with the policy in the areas for which they are responsible.

The practice of self-monitoring has become a vital feature of health and safety on all premises. At John Leggott College it is the responsibility of all staff to be vigilant on health and safety matters; the practice of self-monitoring is inherent in the line management structure for health and safety.

2. Organisational Structure & Responsibilities

All staff have a duty to ensure their own safety and the safety of those around them including colleagues, visitors and students.

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

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

[a] *To take reasonable care for the health and safety of himself / herself and of any other persons who may be affected by his acts or omissions at 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 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 interests of health, safety or welfare in pursuance of any of the relevant statutory provisions."

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

2.2.1. To know the special safety measures and arrangements to be adopted in their own working areas and to ensure they are applied.

2.2.2. To observe standards of dress consistent with safety and/or hygiene.

2.2.3. To exercise good standards of housekeeping and cleanliness.

2.2.4. To know and apply the emergency procedures in respect of fire, first aid and evacuation.

2.2.5. To use and not wilfully misuse, neglect or interfere with things provided for their own safety and/or the safety of others.

2.2.6. To co-operate with other employees in promoting improved safety measures in the college.

2.2.7. To co-operate with the appointed safety representative within the college, and the enforcement officer of the Health and Safety Executive.

2.2.8. It is the responsibility of individual staff to notify the Principal of any significant changes in their disability status, medical fitness or health that might necessitate an appropriate risk assessment to allow the college to do its best to maximise their health, safety and wellbeing.

2.3. Corporation

Under the Health and Safety at Work Act the Corporation have the overall responsibility for health and safety. The Governing Body as a whole has collective responsibility for health and safety in the college. The Senior Management Team (SMT) has, as part of its role, the duty to regularly monitor and review all matters associated with health and safety.

2.4. The Principal

The Principal is responsible for the application of this policy on the premises at John Leggott College, and in relation to college business activities. The Principal may apply discretion where required.

The Principal has overall responsibility for effective health and safety and will ensure the following:

2.4.1. The management of effective health and safety throughout the college, and in particular ensure the college has an effective Health and Safety Policy.

2.4.2. Co-ordinate the implementation of the safety procedures in the college and produce a line management structure making clear who does what.

2.4.3. Will inform the Governing Body and stop practices or the use of any plant, tools, equipment, machinery, etc., they consider to be unsafe until satisfied as to their safety.

2.4.4. Will make recommendations to the Governors as appropriate for additions or improvement to plant, tools, equipment, machinery etc. which are dangerous or potentially so.

- 2.4.5. Make or arrange for investigation of premises, places of work and working practices on a regular basis and ensure that they are kept informed of accidents and hazardous situations.
- 2.4.6. Review from time to time:
 - The provision of first aid in the college.
 - The emergency regulations.
 - And make recommendations for improving the procedures laid down.
- 2.4.7. Inform the Governing Body from time to time of the safety procedures of the college, and provide them with up-to-date reports and safety issues.
- 2.4.8. Ensure the Director of Finance & Resources has set an adequate budget for health and safety resources and for health and safety training.
- 2.4.9. Ensure the Director of Finance & Resources has all required insurance at all times.
- 2.4.10. Ensure the Director of Finance & Resources has renewed any licences as required.
- 2.4.11. Maintain full records of all health and safety matters, and ensure all inspections are carried out at correct intervals.
- 2.4.12. Ensure the Site Manager will monitor and review the college policy on health and safety procedures and update them as new safety information is supplied by outside consultants, HSE and other bodies, ensuring information is distributed to those who need to know.

2.5. Site Manager

The Site manager will take responsibility for campus Health and Safety with respect to:

- 2.5.1. Research, develop, and maintain the campus risk assessment system.
- 2.5.2. To respond appropriately to emergencies or urgent issues as they arise
- 2.5.3. To lead and chair the Health and Safety Committee providing regular reports to the Principal. See **Appendix 3** for the Terms of Reference for this committee.
- 2.5.4. To ensure that all staff have appropriate health and safety training including specific training as identified by the line manager.
- 2.5.5. To undertake risk assessments as required by the Principal.
- 2.5.6. To ensure that records are maintained, and formal checks undertaken as are legally required including fire alarms, emergency lighting, power trips, and fire extinguishers.
- 2.5.7. To ensure that checks are undertaken and recorded for all estates areas including Completion of COSHH assessments and risk assessments, routine servicing and water hygiene as appropriate.
- 2.5.8. To be the focal point for day-to-day references on safety and give advice or indicate sources of advice
- 2.5.9. Ensure contractors working on site comply with their own and the college's Health & Safety policies and procedures. This will include risk assessments and permits to work etc.
- 2.5.10. Maintain contact with outside agencies able to offer specialist advice e.g. HSE, NLC Health & Safety Dept; NLH&SG.

2.6. Wellbeing Officer

Will be responsible for the reporting on provision of first aid throughout the college to the Principal and Site manager, this will include:

- 2.6.1. Recording of first aid treatment given.

- 2.6.2. Student accidents.
- 2.6.3. Maintenance of first aid Boxes.
- 2.6.4. First aid signage across the campus.
- 2.6.5. Maintenance review of wheelchairs.
- 2.6.6. Maintenance review of Evac chairs

2.7. Line managers

- 2.7.1. Are responsible for inspecting their working areas so as to maintain a suitable level of health and safety.
- 2.7.2. Should ensure that they and their colleagues are fully conversant with the health and safety rules and the literature pertaining to their particular situation. It is the duty of the line managers to ensure that all such literature is readily available and, where practicable, displayed in prominent locations in the working environment.
- 2.7.3. Health and safety information, warning of hazards and dangerous practices, must be displayed in prominent positions in working areas. It is indeed a health and safety requirement that this is done.
- 2.7.4. Responsible for producing a Safety Statement, including safety procedures and practices and risk assessments for their departments which are a supplement to the main policy. They should be brought to the attention of staff and students under their charge and posted in a prominent position.
- 2.7.5. Should identify any training requirements necessary to ensure the continuing safe working practice of the department.
- 2.7.6. Any line managers requiring further information on health and safety should address enquiries to the Site Manager.
- 2.7.7. To ensure that all staff have basic health and safety training, and that specific health and safety training needs are identified to the Site Manager

All staff

- 2.7.8. Have a general responsibility for the application of the Corporation's policy to their own area of work and for the application of existing safety measures and procedures within that Department/area of work. Advice or instructions given by the Corporation and the Principal, including the relevant part of this statement, shall be observed.
- 2.7.9. Shall wear staff ID lanyards at all times for security and safeguarding reasons.
- 2.7.10. Shall, where necessary, establish and maintain safe working procedures in the area of working including arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- 2.7.11. Shall make every effort to resolve any health and safety problem in their area of work which any member of staff may refer to them and refer any of these problems for which they cannot achieve a satisfactory solution within the resources available to them.
- 2.7.12. Shall carry out a regular safety inspection and risk assessments of the activities for which they are responsible and, where necessary, submit a report as appropriate.
- 2.7.13. Shall ensure, as far as is reasonably practicable, the provision of sufficient information, training and supervision to enable other employees and students avoid hazards and contribute positively to their own safety and health at work.
- 2.7.14. Shall where appropriate, seek the advice and guidance of the Site manager or HSE.
- 2.7.15. Shall report to their line manager requirement for safety equipment and/or additions or improvements to plant, tools.

- 2.7.16. Shall ensure that all hazardous substances are securely / appropriately stored when not in use.
- 2.7.17. Shall undertake a risk assessment prior to working from home in accordance with the working from home policy.

2.8. Teaching staff including technicians/demonstrators/academic advocates and learning support assistants

The safety of students in the classroom environment is the responsibility of the teacher including technicians/demonstrators/academic advocates/learning support assistants whilst in their charge.

They are expected to:

- 2.8.1. Exercise effective supervision of the students and to know the emergency procedures in respect of evacuation, fire, bomb scare and first aid, and to carry them out.
- 2.8.2. Know the special safety measures to be adopted in their own teaching areas and to ensure that they are applied.
- 2.8.3. Give clear instructions and warning as often as necessary.
- 2.8.4. Follow safe working procedures personally.
- 2.8.5. Ask for protective clothing, guards, special safe working procedures etc. where necessary.
- 2.8.6. Make recommendations to their line manager, e.g., on safety equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.

2.9. Students

Students are expected to:

- 2.9.1. Wear student lanyards at all times for security and safeguarding reasons.
- 2.9.2. Exercise personal responsibility for the safety of self and fellow students.
- 2.9.3. Observe standards of dress consistent with safety and/or hygiene.
- 2.9.4. Observe all the safety rules of the college and in particular the instructions of all staff given in emergency situations.
- 2.9.5. Use and not wilfully misuse, neglect or interfere with things provided for their safety.
- 2.9.6. Report students' infringements/non-compliance to a member of the teaching staff, or the Site Manager.

2.10. New Staff

A college induction including appropriate training will be carried out for all new staff, including long term supply staff and agency workers; this will include familiarisation with our Health and Safety Policy, our fire and evacuation procedures, first aid arrangements, security measures and reporting of health and safety issues through line managers as appropriate, and the location of health and safety information.

2.11. Visitors

- 2.11.1. Visitors, contractors and other users of the premises must observe the safety rules of the college.
- 2.11.2. Visitors will be made aware of the need to sign in at reception and obtain a visitors pass. Their attention should be drawn to the information displayed and repeated on the visitors' passes.

- 2.11.3. With respect to other users, the Principal or Site Manager will seek to ensure that hirers, contractors and others who use the premises conduct themselves and carry out their operations in such a manner that all statutory and advisory requirements are met at all times.
- 2.11.4. **N.B.** When the college premises or facilities are being used out of normal college hours for a college sponsored activity, then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and comply with the requirements of this section.
- 2.11.5. When the premises are hired to persons outside the employ of the governing body, it will be a condition that they are familiar with this policy, that they comply with safety directions and they will not, without the consent of the Governing Body, introduce equipment for use on college premises, alter fixed installations, remove fire and safety notices or equipment, nor take any action that may create hazards for persons using the premises or the staff or students of the college.

2.12. Contractors

- 2.12.1. All contractors must report their presence on site by signing in at the gatehouse and obtaining and wear the green lanyard with the contractors' badge. They are required to ensure safe working practices by their own employees and must pay due regard to the safety of all persons using the premises.
- 2.12.2. All contractors will have a health and safety induction prior to being able to access the site.
- 2.12.3. Where a contractor creates hazardous conditions and refuses to eliminate them or take action to make them safe, the Principal will take such actions as are necessary to prevent persons in their care from risk or injury.
- 2.12.4. All users of the college premises including hirers and contractors are referred to the Health and Safety at Work Act 1974, Section 8, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

3. General Health & Safety Procedures, Arrangements and Information

3.1. Accident Reporting Procedures

Where an accident or potentially dangerous situation occurs, it is essential that follow-up action is taken to prevent possible recurrence of the situation with more drastic consequences. The action taken in the first instance should be to inform the Site Manager, Principal / Deputy Principal or Line manager if deemed necessary. It is then the responsibility of this individual to follow the problem through to achieve effective action.

Any incident involving personal injury will be followed up by the procedures already established by the college:

- 3.1.1. All student accidents should be recorded in the student accident book located in the Wellbeing Officer' room, all staff/visitor/contractor accidents will be recorded in the accident book located at reception.
- 3.1.2. The Site Manager is responsible for carrying out any accident investigations.

3.2. Reporting of Accident, Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

By law, any accident resulting in the death or specified major injury or any person must be reported to the Health and Safety Executive without delay. Injuries to employees which lead to

incapacity for more than seven days must also be reported to the Health and Safety Executive (RIDDOR).

All accidents, including those resulting in less serious but significant injuries, must be reported to the Principal, whether or not absence from work results.

It is the legal responsibility of an injured employee to report any accident in the Accident book, which is kept by the Site Manager.

There should be no delay in reporting and dealing with any accident involving staff, students or visitors. An accident report form must be completed by the person in charge or person involved. The Site Manager will be responsible for ensuring that the appropriate information is supplied to the Health and Safety Executive. Investigations of the accident will be carried out by the Site Manager and any remedial work required to prevent an accident recurring will be dealt with as a matter of urgency.

Other hazards, near-misses and accidents involving damage to property should also be reported.

Certain **dangerous occurrences** and diseases [as defined in law] must be reported to the Health and Safety Executive without delay. Details of what constitutes a dangerous occurrence are contained in the RIDDOR information held by Site Manager or on the HSE website.

3.3. Alcohol, Illegal Drugs & Smoking

3.3.1. Students are not allowed to bring alcoholic drinks onto college premises. Drinking alcohol during the college day is not permitted. Any student whose behaviour is influenced by alcohol will be sent home. Parents will be informed and a disciplinary warning will be given.

3.3.2. The possession, use or supply of illegal or any unauthorised drugs including alcohol on the college campus is unacceptable. There is no place for such substances within the college environment. Drugs education and related guidance are provided to enable students to manage this aspect of their lives in a sensible and informed manner.

3.3.3. Any student found using or dealing in illegal drugs on or around the college site will be suspended pending an investigation, as a result of which the student may be excluded from the college. Police will be informed as necessary.

3.3.4. Smoking (including electronic cigarettes) is not permitted in the college buildings, grounds or the vicinity of John Leggott College, or inside any vehicle owned or operated by the college including hire/leased vehicles.

3.4. Asbestos

3.4.1. Under the Health and Safety at Work etc. Act 1974 it is the duty of an employer to provide a safe workplace.

3.4.2. Work with asbestos is covered by The Control of Asbestos Regulations 2012, which introduces a specific duty to manage the risk from asbestos containing materials in premises.

3.4.3. There are duties to prepare a risk assessment and to make written arrangements to protect those at risk in the Management of Health and Safety at Work Regulations 1999 and to maintain workplace buildings/premises to protect occupants and workers under the Workplace (Health, Safety and Welfare) Regulations 1992.

3.4.4. Assessing the risk and producing a management plan will require the employer to:

- Take reasonable steps to find out if asbestos is present, the extent and its condition.
- Presume that materials contain asbestos unless there is strong evidence that they do not.

- Make and maintain an up-to-date written record of the location of asbestos containing materials (ACMs) or presumed ACMs.
- Assess the risks from the material.
- Prepare a management plan that sets out how you will manage the risk.
- Take the steps needed to put the plan into action.
- Review and monitor the plan and the arrangements made to put it in place.
- Provide information on the location and condition of the material to anyone who is liable to work on it or disturb it.
- Certain items by their nature should be assumed to have an asbestos content, for example fire doors, fuses to electrical boxes, gaskets, ropes associated with heating or power plant. They should be assumed to have an asbestos content unless proven otherwise.

3.4.5. The duties in Regulation 4 rest with the college Site Manager who has control of maintenance activities at John Leggott College, and will act as duty holder representing the college Principal and the Corporation.

3.4.6. These obligations will extend to:

- Carrying out an assessment as to whether asbestos is present and determining its condition.
- Recording results of assessments and surveys and logging condition inspections.
- Ensuring everyone potentially at risk receives information on the location and condition of the material, so far as within his control.

3.5. Control of Substances Hazardous to Health (COSHH) Regulations 2002

The C.O.S.H.H. Regulations require an assessment to be made of all substances that may be hazardous to health and appropriate records and procedures developed concerning their storage, use and disposal.

3.5.1. **The Control of Substances Hazardous to Health in Colleges**

As an employer, John Leggott College is required to have procedures in place which deal with risks from hazardous substances. These procedures must contain the following.

- A risk assessment procedure.
- Arrangements for controlling exposure to substances either by preventing exposure or, if this is not possible, by introducing adequate controls.
- A system for testing and reviewing the control measures.
- Arrangements for monitoring exposure at the workplace.
- Health surveillance facilities for employees.
- Details of training and information for employees in relation to risks and precautions.

In colleges, hazardous substances are likely to be found in laboratories, workshops, print rooms and cleaners' cupboards. They can also be created by practical work, such as chemical experiments and work with micro-organisms.

A number of general assessments have been developed for most of the substances and experiments used for college science. The **Hazards** produced by the Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS), are particularly useful.

Each substance used in a work activity does not necessarily have to be assessed separately. When assessing the risks of work which involve the use of a variety of hazardous substances, e.g. in a laboratory, it is permissible to group the substances and assess the risks for each group.

It is not always necessary to record every assessment, but records are extremely important, not just in relation to the assessment themselves. For example, records can be kept of maintenance, examinations and the testing of control measures.

Thus, colleges are required to make decisions about risks based on informed judgements as a result of assessments. In order for a college to discharge this obligation in relation to hazardous substances, it must:

- Collect information about the substances and the relevant working practices – this should be an on-going process.
- Evaluate the health and safety risks by finding out what the level of exposure is, taking into account the circumstances at the time the risk assessment is carried out.
- Decide what needs to be done in relation to the prevention or control of exposure, the implementation of control measures, the monitoring of exposure, health surveillance and information and the instruction and training of staff.
- Record the assessment, unless it is self-evident and easily explained.
- Review the assessment regularly – this does not mean repeating the assessment but checking that it is still valid and making any necessary changes.

3.6. Display Screen Equipment

The **Health and Safety (Display Screen Equipment) Regulations 1992**: the regulations require employers to plan the activities of “display screen equipment users” in order to ensure that their daily work on display screen equipment is periodically interrupted by such breaks or changes of activity as are necessary.

3.6.1. Definitions

In these regulations “display screen equipment” means any alphanumeric or graphic display screen, regardless of the display process involved, and “user” means any employee who habitually uses display screen equipment as a significant part of his or her normal work.

3.6.2. Display Screen Equipment in Colleges

Most teachers are unlikely to use display screen equipment as a significant part of their normal work. Therefore, teachers are unlikely to be classified as users. Students are even less likely to be classified as users. Only the staff employed in the college offices are likely to be governed by the regulations. However, it is to the advantage of the Governing Body to treat the regulations as best practice in order to reduce the risks to both teachers and students.

Where governing bodies identify members of staff who are users within the regulations, they must assess the display screen equipment and workstations which those users use and take action to reduce the risks which are discovered. As an employer, John Leggott College must also provide information and training for display screen equipment “users”.

Finally, those members of staff who are users under the regulations are entitled, on request, to have appropriate eye and eyesight tests by an optician or doctor, provided and paid for by the employer. If a user is prescribed a special pair of spectacles for display screen work, the employer must pay the cost of a standard pair of those spectacles.

Any extra costs for designer frames or for lenses with optional treatments, which are not necessary for work, must be paid for by the employee.

3.7. Driving at Work

Staff driving on college business are responsible for

- Driving in a safe and competent manner.
- Completing the driver declaration form and updating details as necessary (**Appendix 1**).
- Ensuring that private vehicles are road worthy and have the appropriate business insurance.
- Reporting any medical conditions, medication, treatment which precludes them from driving or places restrictions on their driving.
- Complying with all relevant legislation in particular with regard to smoking, drug and alcohol use, use of mobile communication devices.
- Complying with the Highway Code and all applicable road traffic regulations under the Road Traffic Act.
- Reporting any accidents/incidents whilst driving for college to the Site Manager.
- Advising own insurance company about any accidents /incidents whilst driving own vehicle for college business.

3.7.1. As an **employer**, John Leggott College will ensure that employees who drive their **own vehicle** for work purposes:

- Have a full driving licence.
- Have insurance for business use.
- Have a current road fund licence and MOT certificate.

3.7.2. **Employees** must:

- Ensure their vehicle is maintained in a safe and roadworthy condition at all times.
- Show, on request (and at specified intervals) documentary proof of the above
- Keep the Human Resources department informed (without delay) of any changes in circumstances that will affect their ability to drive.
- Employees driving in the course of their duties must report to the Human Resources department all formal cautions and prosecutions resulting from their driving whether on college business or not.

3.7.3. **College minibus drivers** - Drivers who drive a minibus on behalf of the college, not for hire or reward, must hold a full driving licence with the necessary privileges:

- Drivers must be aged 21 years of age or over.
- Drivers of college owned minibuses must have held a UK car licence for a minimum of 21 months.
- Drivers of minibuses weighing more than 3.5 tonnes (unladen) must hold an entitlement to drive vehicles with a D1 classification. In order to drive a minibus on College business drivers **must not have more than 6 penalty points**.

3.7.4. **All drivers** (own vehicle and college minibus) must ensure that a driving risk assessment is carried out and that any control measures identified are implemented. Drivers should ensure that they complete the minibus checklist (**Appendix 2**) prior to driving the college minibus, for residential visits they must also complete the declaration for each day.

3.8. Educational Visit and Work Placement

3.8.1. Staff planning educational visits must be fully aware of the content of the JLC documents available on staff shared area:

- Educational Visits JLC Policy.

- JLC offsite visits operational procedure.
- JLC Work Experience Policy

Before undertaking any college trip staff are legally required to carry out a written risk assessment. The college has a duty of care towards staff/students, and in an activity where there is an element of risk we will need to show that we have considered, and as a result taken "all reasonable precautions" as part of our legal health and safety duties.

- 3.8.2. All activities involving students going off campus for visits, journeys or activities must apply for approval via the Evolve educational visits system, approval will be authorised in advance from the Educational Visits Coordinator (Site Manager)/Principal.
- 3.8.3. Visit leaders can sign out a first aid kit from the wellbeing officer.

3.9. First Aid Arrangements

- 3.9.1. The college will provide adequate first-aid equipment and facilities for employees if they are injured or become ill at work and ensure adequate provision of qualified first aiders to render first-aid to employees. In the absence of a first aider, an appointed person shall take charge of first-aid equipment and facilities and any situation relating to an injured or ill employee who will need help from a medical practitioner or nurse.
- 3.9.2. The Wellbeing Officer will oversee the successful provision of all First Aid facilities. All first aiders will receive training and become qualified in accordance with standards approved by the Health and Safety Executive. Appropriate first aid equipment and materials will be provided and maintained on all college sites. Notices indicating first-aid arrangements will be posted on notice boards throughout the college.
- 3.9.3. The college has a common law responsibility to look after the students in its care and, where possible, first-aid arrangements for employees and students will be combined so long as they do not dilute the level of provision for employees. These arrangements will also cover visitors to the college.
- 3.9.4. The college first aid room is located in room A048. College wellbeing services can be accessed in the ARC

3.10. Fire Procedure

- 3.10.1. The **Regulatory Reform (Fire Safety) Order 2005** which is designed to create a greater emphasis on fire prevention, and to identify all factors which may cause harm to people, property and/or the environment. Statutory provisions require employers to provide general fire precautions, including a fire risk assessment, training, fire warning systems, fire-fighting equipment and means of escape.
- 3.10.2. The college will ensure that instruction in fire safety is given by competent persons to all employees to ensure that they understand the fire precautions and the action to be taken in the event of fire.
- 3.10.3. In addition, notices setting out procedures to be followed in case of an outbreak of fire will be posted throughout the college. Fire alarms will be tested, and fire drills held at least annually and details recorded.
- 3.10.4. The college Fire Risk Assessment is located in the Site Managers office. This assessment contains all information regarding testing, inspection and location of emergency assembly points, as well as the names of all fire wardens, as part of our Fire and Emergency Regulations Policy.

3.11. Health and Safety Committee

The Health and Safety Committee will consist of the following personnel:

- Site manager (Chair)
- Safety representatives for teaching associations

- Safety representatives for support staff
- Student Wellbeing and Support Manager
- Technicians
- Premises Assistant
- Wellbeing Officer
- Human resources

This committee will meet twice per term to discuss any health and safety issues which have been raised. Minutes will be kept by the Site Manager and are shared in the staff .shared T drive under All Staff -Health and Safety file

The committee will also be responsible for carrying out a physical inspection of the whole premises throughout the year.

3.12. Health and Safety Law

In accordance with the Health and Safety Information for Employees Regulations 1989, the college will ensure that the relevant notice is displayed for access by staff and by visitors to the college.

3.13. Lone Working

The college defines Lone Working as a member of staff who works by themselves or without close supervision in a range of situations including:

- Working alone in premises
- Working in an isolated environment
- Working outside normal working hours
- Working from home
- Carrying out home visits

Wherever possible the college seeks to reduce the incidence of lone working and has a number of control measures in place to mitigate the risks where lone working is unavoidable.

3.13.1 Procedure during Holiday periods

During the college holiday periods staff are expected to provide Human resources department with their planned working patterns, this is collated and used to plan site unlocking procedures and SMT planning.

During these periods access is only available through the main reception and all staff are required to sign in with an indication of where they will be working. The doors to the main college from reception will remain locked with access codes only being issued to authorised personnel.

During this time staff will be working predominantly in office areas which are considered as low risk. Staff working in outlying areas including estates and IT staff are issued with 2 way radios monitored by the Site Manager.

3.13.2 Procedure during Term Time

During term time it is the responsibility of all staff members to advise their line managers or where this is not practical team members of their whereabouts and the estimated time they will be lone working.

If during this time concern becomes apparent, an initial search should be carried out; if this does not resolve the matter Estates should be notified with a request to locate the staff member.

3.13.3 Procedure outside of 'normal' college hours

Staff working outside of normal hours i.e. after 6.00pm have a duty to notify the Estates staff of this intention in advance. In all but exceptional circumstances:

- Blocks C to G are locked at 6.00pm.
- The internal coded doors from Reception are closed with effect from 4.30pm.
- The front college doors are set to exit only from 6.00pm.
- The college premises are locked, and alarms set at 8.00pm.

3.13.4 Staff working away from college premises

All staff required to complete duties away from college premises should have in place with their line manager a means of contact and confirmation of safe return agreed for implementation prior to undertaking the duty.

3.13.5 Staff working from Home

- 3.13.5.1. From time to time some staff may undertake some of their duties away from their normal place of work on college premises. Working from home on these occasions must be agreed with your line manager.
- 3.13.5.2. In order to agree requests to work from home managers must ensure that they have the address details and telephone contacts for the employee. When individuals work from home on an ad-hoc basis, then attention is drawn to the Health and Safety elements involved.
- 3.13.5.3. Most of the work that staff would undertake at home is paper-based work or work on a computer and in general such work is not high risk. Nevertheless, both the college and staff have responsibilities under health and safety legislation when staff are working from home.
- 3.13.5.4. When working from home staff should ensure that they are familiar with this policy and in particular the points below.
- 3.13.5.5. Staff must maintain the working environment to the required health and safety standards.
- 3.13.5.6. Staff must notify the manager if anything changes in the working environment in terms of safety, such as construction work.
- 3.13.5.7. Staff must ensure adequate security within the working environment to keep both themselves and any college property secure.
- 3.13.5.8. Any employee who has an accident whilst working at home should report the incident or accident to the college's Site Manager.
- 3.13.5.8.1. Staff have a duty to report sickness absence when working from home in line with college sickness absence policy.

3.14. Children on College Premises

- 3.14.1. Staff and learners are not generally permitted to bring children or dependants (aged 16 or under) into the workplace. However, the college recognises that some staff and learners have childcare responsibilities and acknowledges that there can be occasions when normal childcare arrangements break down.
- 3.14.2. The college will take all responsible steps to manage safeguarding and the health and safety of staff, learners and visitors to the college. This is to comply with our legal duties and to demonstrate that we have taken all reasonable steps to ensure and manage safe systems of working.
- 3.14.3. It is for this reason that the following procedures are set out to cover exceptional circumstances in which children may be permitted authorised access to college premises.

3.14.4. Supervision of Children on College Premises

- 3.14.5. Parents / learners / visitors / carers/guardians are required to supervise the children in their care and must accompany them at all times, without exception, while on college premises.
- 3.14.6. Supervision means that the children are in the immediate vicinity of their carer, within their area of vision, and close enough for accidents to be prevented, for the duration of their time on college premises.
- 3.14.7. It is not expected that the child will be in any way disruptive to the work of the college environment. Should this be the case then the child's carer will be asked to remove them from the premises.

3.14.8. Exceptional Circumstances

- 3.14.9. This procedure applies in all instances in which the children of staff / learners / visitors visit the workplace areas of the college with the exception of:
- Children who are students of the college and are enrolled on its courses or who are visiting the college as part of the information seeking/potential applicant process.
 - Children who are on organised visits by schools or who are on authorised courses as part of partnership arrangements with schools.
 - Children who are seeking to enrol at the college.
 - Staff bringing their children to events where the general public are invited.
 - Children who are on authorised work experience.
 - Enrolment - whilst we would prefer that children are not brought onto college premises it may be permitted during the enrolment process.

3.14.10. Staff with New Infants

- 3.14.11. Where a member of staff has either a new born child or adopted a child, and wishes to meet with their colleagues, bringing their new born infant/child with them; these visits must take place on parts of the campus agreed by the Site Manager. This applies to all visits within the college including those that take place out of normal working hours.
- 3.14.12. Staff are not permitted to take their new born / adopted child into any other areas of the college premises.
- 3.14.13. Staff must ensure that their prams or buggies do not cause an obstruction, particularly to ensure safe evacuation.

3.14.14. Learners and Children

We recognise that there are occasions when learners come into the college with their children, for example to hand in assignments or meet with a member of staff. Arrangements must be made for this to happen at an appropriate time in an agreed location. Where possible the learner will be restricted from taking their children beyond the reception area of the college.

3.14.15 Visitors

The public are permitted to bring children into the college on certain occasions. In such circumstances visitors must ensure that their prams or buggies do not cause an obstruction, particularly to ensure safe evacuation of the building if required. Staff may request that a visitor moves their pram or buggy if it is causing an obstruction.

The college is not liable for any loss or damage to personal property which is left unattended.

3.14.15. Prohibited Areas

- 3.14.16. The college has areas which are not suitable for any child even when supervised.

3.14.17. Prohibited areas include all workshops, kitchens, laboratories, boiler rooms, switch and server rooms, sports hall and gym (unless the area is set up for enrolment). This list is not exhaustive and may be amended to include other areas as appropriate.

3.15. Management of Health and Safety at Work Regulations

3.15.1. Risk Management

Once a risk assessment has been carried out, the **Management of Health and Safety at Work Regulations 1999** require employers to make sure that there are arrangements for action to be taken with regard to the risks identified by the risk assessment. Regulation 4(1) requires employers to make arrangements for the effective planning, organisation, control, monitoring and review of any preventative and protective measures.

The regulations require that, as part of health and safety management, employers must ensure that employees are provided with health surveillance which is appropriate with regard to the risks to health and safety which are identified by the assessment.

In addition, employers must provide all employees with clear and relevant information about any risks which are identified by a risk assessment and the preventative and protective measures which are to be taken.

The regulations require that, when they give work to employees, employers must be reasonably sure that the demands of the job do not exceed the employee's ability to carry out the work without risk to themselves or others. In coming to this decision, employers should take into account the employee's capabilities, knowledge, experience and level of training. If extra training is needed, it should be provided.

3.15.2. Competence

Under the regulations, unless employers are themselves competent to carry out their health and safety obligations and, in particular, are able to draw up and apply protective measures without assistance, they must have access to competent help in undertaking these tasks. The Approved Code of Practice, Management of Health and Safety at Work which accompanies the regulations, advises that employers can appoint one or more of their own employees or they can engage external support from external specialists or health and safety consultants, who will act in an advisory capacity, or they can do both.

It is the employer's responsibility to ensure that those who are appointed as competent persons:

- Are in fact competent to carry out whatever task is given to them.
- Receive sufficient information and support.
- Are given enough time to fulfil their functions, having regard to the size of the workplace, the risks present at the workplace and the distribution of those risks.

The regulations explain that a competent person means someone who has sufficient training and experience or knowledge and other qualities to be able to assist the employer effectively in the discharge of its health and safety responsibilities. Competency in this sense is not directly related to the possession of particular skills or qualifications and the Approved Code of Practice states that in what are called "simple situations" a competent person requires an understanding of relevant current best practice, an awareness of the limitations of his or her own experience and knowledge and a willingness and ability to add existing experience and knowledge. Where the provision of effective health and safety measures is more complex and technical knowledge is required, membership of a professional body or equivalent organisation and/or an appropriate health and safety qualification should be taken into account.

Employers also have an obligation to see that employees who have functions in the health and safety management system are competent to carry them out. Appropriate training should be provided wherever necessary. Monitoring and reviewing health and safety performance may

indicate that some individual members of staff or staff groups are falling short of the required health and safety performance standards. This may indicate a need to provide information, instruction, training or support. Training needs may vary over time and those needs should be regularly assessed to take into account the induction of new employees, the changing roles of existing employees, the introduction of new equipment or new work arrangements and any other changes to existing practices.

3.16. Manual Handling

The **Manual Handling Operations Regulations 1992** came into force with a new, comprehensive approach to reducing back problems at work. The regulations are not confined to any particular type of workplace, such as factories, offices or shops, or to any particular type of work activity. Teachers, technicians and nurses are all protected by these regulations whenever they are involved in manual handling activities. Although it is not required by the Regulations, teachers also have a duty of care to protect pupils in this area.

3.16.1. Definitions

In the Regulations, “manual handling operations” means any transporting or supporting of a load (including the lifting, putting down, pushing, pulling or carrying or moving thereof) by hand or by bodily force. “Load” includes any person or any animal.

3.16.2. Manual Handling Operations in Colleges

As an employer, John Leggott College must ensure that all members of staff avoid manual handling operations where this is reasonably practicable. For any hazardous lifting operations which cannot be avoided there must be a risk assessment.

This duplicates the duty to assess risks under the **Management of Health and Safety at Work Regulations 1999**. As an employer, John Leggott College must attempt to reduce the risk of injury during manual handling operations as far as reasonably practicable. Steps can include rearranging the task, breaking down the load, providing assistance or mechanical aids and providing training.

In colleges, teaching and support staff are often called upon to lift and move equipment and furniture and possibly move disabled persons. In each case it is a matter of judgement where there is a risk or injury and there is no such thing as a completely safe manual handling operation. However, risk assessment is now the employer’s responsibility and college staff can expect risks to be reduced to the lowest level “reasonably practicable”.

3.17. Personal Protective Equipment (PPE)

“Personal protective equipment” means all equipment intended to be worn or held by a person at work in order to protect him or her against one or more risks to his or her health or safety, or any addition or accessory which is designed to meet that objective.

3.17.1. Personal Protective Equipment in Colleges

In colleges, personal protective equipment includes gloves, aprons, safety helmets, eye protectors, etc.

The regulations state that every employer must ensure that personal protective equipment is provided to employees who may be exposed to a risk, as identified under the requirements of the **Management of Health and Safety at Work Regulations 1999**.

In most areas of employment providing personal protective equipment is a “last resort” health and safety measure. It may be possible to do the job by another method which does not require the use of personal protective equipment or, if that is not possible, adopt other more effective safeguards. However, in education personal protective equipment is a vital part of controlling risk and both staff and students should be trained to use it effectively.

Members of staff must also be given information, instruction and training on the risk that the personal protective equipment is supplied to avoid or limit, how to use the personal

protective equipment and what they have to do to look after that equipment. As an employer, John Leggott College must take all reasonable steps to ensure that personal protective equipment is properly used by members of staff. It should also be remembered that teachers are role models for students.

3.18. Premises

Premises issues requiring immediate attention should be reported directly to the Site Manager or the college Principal.

Concerns relating to non-urgent hazards or requests for minor repairs and maintenance should be logged in accordance with the college's on-line reporting procedure.

We will ensure the campus is clean and a safe environment for young people, staff and visitors.

3.19. Provision and Use of Work Equipment

Aim of the regulations:

The Provision and Use of Work Equipment Regulations 1998 (PUWER)

The primary objective of the Regulations is to ensure the provision of safe work equipment and its safe use. Work equipment should not give rise to risks to health and safety, irrespective of its age or place of origin. The Regulations build on the existing general duties of employers to provide safe plant and equipment and they also overlap with existing specialist Regulations, such as the **Electricity at Work Regulations 1989**.

The Health and Safety Executive Publication *Work Equipment: Guidance on regulations* says that the suitability of work equipment lies at the heart of the Provision and Use of Work Equipment Regulations 1998. It points out that the issue of suitability addresses the safety of work equipment from three aspects.

- *Its initial integrity* - This means that when employers provide equipment they should ensure that it has been produced for the work to be undertaken and that it is used in accordance with the manufacturer's specifications and instructions. If employers adapt equipment, then they must ensure that it is still suitable for its intended purpose.
- *The place in which it will be used*. Employers must assess the location in which the work equipment is to be used to take into account any particular risks presented by the working environment.
- The purpose for which it will be used. Employers must ensure that any equipment is suitable for the job in hand.

3.19.1. Definitions

"Work equipment" means any machinery, appliances, apparatus or tools and any assembly of components which, in order to achieve a common end, are arranged and controlled so that they function as a whole. "Use" means any activity involving work equipment and includes starting, stopping, programming, setting, transporting, repairing, modifying, maintaining, servicing and cleaning.

3.19.2. Work Equipment in Colleges

Examples of work equipment which can be found in colleges include ladders, overhead projectors, computers, photocopiers, any woodworking or metalworking tools, safety cabinets and other laboratory apparatus.

As an employer, John Leggott College must ensure that work equipment is so constructed or adapted as to be suitable for the purpose for which it is used or provided. In addition, employers must:

- Select work equipment responsibly.
- Ensure that any work equipment is only used for purpose and under conditions for which it is suitable.

- Ensure that it is properly maintained.
- Take special precautions where the use of work equipment involves a specific risk.
- Provide employees who use work equipment with written health and safety information, instruction and training.

3.20. Risk Assessment

The **Management of Health and Safety at Work Regulations 1999** contain a number of references to “risk” or “hazard”. A hazard is defined as something with the potential to cause harm and it can include substances or machines, methods of work, etc. A risk is defined as the likelihood that the harm from a particular hazard will be realised.

Employers are to make suitable and sufficient assessments of:

3.20.1. The risks to the health and safety of their employees while they are at work.

3.20.2. The risks to the health and safety of persons who are not in their employment which arise as a result of the conduct of their undertakings.

Employers which have five or more employees must record the significant findings of any assessment. Therefore, colleges must record the significant findings of any risk assessment.

3.21. Safeguarding Children & Vulnerable Adults

John Leggott Sixth Form College recognises that young people and vulnerable adults have a fundamental right to be protected from harm and exploitation and students/adults cannot learn effectively unless they feel safe. The college is committed to ensuring that best practice is adopted when working with all young people and vulnerable adults, offering them support and protection, and accepts that it has a legal and moral responsibility to implement procedures, to provide a duty of care to young people, to safeguard their wellbeing and to protect them from abuse.

The college recognises that all members of staff and learners have a role to play in safeguarding the welfare of students/adults and preventing abuse. The college employ designated Safeguarding and Wellbeing Officers. Full details can be found in the college Safeguarding Policy

The college ensures the health and safety of learners living in college organised accommodation by undertaking monitoring checks on the accommodation and safeguarding checks on the providers of this accommodation.

3.22. Security

John Leggott College seeks to ensure, as far as is reasonably practicable, the security and safety of all students, staff, visitors and contractors, whilst within or on college premises. Further details are contained in the college Security Policy.

Effective and efficient procedures and systems have been put in place to achieve this objective, which are constantly reviewed and monitored to maintain effectiveness to prosecute and/or take disciplinary action against any person who acts negligently, dishonestly or commits a crime against the college.

Responsibility for security and personal safety rests with all persons who study, work or visit the college. All students, members of staff, visitors and contractors should assist the Premises team to ensure the security and personal safety of everyone. The college reserves the right to prosecute and/or take disciplinary action against any person who acts negligently, dishonestly or commits a crime whilst on the premises.

Threatening/abusive behaviour – Premises assistant should be called for, and if this fails to resolve the situation outside help from the police should be obtained e.g. if the Premises assistant is called to a situation whereby unauthorised persons are refusing to leave the premises, these people should be approached and politely but firmly asked to leave. If they refuse the premises

assistant should radio for assistance as back up and then again ask the offenders to leave. If there is still a refusal, then the police should be called.

Physical Intervention - Any use of physical intervention is by reasonable and non-injurious means, only for the minimum time necessary to prevent injury to self or others or very serious damage to property and will always be recorded in writing.

3.22.1. The use of *Closed-Circuit Television* [CCTV] has been recognised as a powerful tool in the fight against crime, both in its prevention and detection. The college uses a CCTV system around the site covering many of the entrances, car parks and public access areas. It is installed internally and externally, with the objective of assisting to provide a safe and secure environment. For further information on the college CCTV operating procedures, please see the college CCTV Policy.

3.22.2. *ID Badges* - All staff, students, visitors and contractors will be provided with ID badges which must be displayed on their person at all times.

3.22.3. Due consideration will be given to the requirements of the **Disability Discrimination Act 1995** in providing adequate access and egress facilities whilst maintaining a suitable control of security.

3.22.4. *Vehicle Parking* - Limited car parking is provided on the college site. The parking spaces are for the use of staff, and disabled persons only, there are no parking facilities for students on the college site however, a large car park opposite the college provides parking for students, staff and visitors' vehicles. A car park permit system is in operation for staff and students.

3.23. Work Placement

College staff placing students with an employer for work placement or work experience will take all steps that are reasonably practicable to ensure that the following standards are met:

3.23.1. Students are supervised at placement by a suitably qualified member of staff.

3.23.2. All students are issued with any necessary protective clothing and equipment.

3.23.3. Employer Placement Providers have the relevant health and safety policies as required by the Health and Safety at Work Act 1974.

3.23.4. Safety of premises, plant, equipment and practices are managed to meet all requirements and steps are taken to monitor these standards on a regular basis.

3.23.5. Accidents notified in accordance with the requirements of the HSE.

3.23.6. Contractors, Sub-Contractors and Employer Placement Providers have insurance cover in accordance with the Employers (Compulsory Insurance) Act of 1969 and Regulations 1998.

3.23.7. Health and safety literature is issued to all students when appropriate.

3.23.8. If an employer placement does not match the criteria for health and safety as required by the **Health and Safety at Work 1974** the college will not use the Employer until these requirements are met.

3.24. Workplace (Health, Safety and Welfare) Regulations 1992

3.24.1. Aim of the Regulations

The regulations apply to all workplaces, including colleges. The employer must ensure that any workplace within its control complies with the regulations.

In addition to the specific health, safety and welfare requirements set out in the **Workplace (Health, Safety and Welfare) Regulations 1992**, there is, in Regulation 5, an obligation on the employer or controller of the premises to see that the workplace

and equipment, devices and systems in it are in an efficient state and kept in good order.

3.24.2. Definitions

“Efficient” refers to health, safety and welfare efficiency – not to productivity or financial efficiency. In health and safety terms, efficiency means identifying a defect and taking steps to protect people from any risk until the defect can be put right. If the defect is in a welfare facility such as a toilet, then if taking it out of service whilst being repaired would mean that there were not enough toilets to comply with the regulations (see below), the defect should be dealt with immediately.

3.24.3. The Workplace Regulations and Colleges

The regulations contain safety provisions dealing with route ways, windows, floors and stairs. It also contains a number of provisions dealing with the working environment, including temperature and ventilation, lighting, emergency lighting, room dimensions and space, workstations and seating and also general cleanliness and disposal of waste material. The regulations have a major impact on colleges and need to be clear about the division of responsibilities for the college premises and the source of funding for both repairs and capital projects. The regulations also cover facilities at work, laying down requirements for toilets, washing and changing facilities, clothing storage, drinking water and rest areas, including rest facilities for pregnant women and nursing mothers.

3.24.4. Requirements of the Regulations

- **Route ways**
Every workplace must be organised to allow pedestrians and vehicles to move about safely.
- **Windows**
Windows or windows in doors, gates and partitions must be of a safety material which is protected against breakage and which, if it does break, breaks safely. Windows, skylights and ventilators must not present a risk when being opened, closed or adjusted and they must be able to be cleaned safely.
- **Floors**
Every floor and the surface of every traffic route in a workplace must be of a sound construction and must be strong and stable enough to cope with the loads which are placed on it and the traffic which uses it. Floors must be free of holes, slopes and uneven or slippery surfaces which could cause a person to slip, trip or fall or to drop anything which is being carried. Any holes, bumps or uneven surfaces which could cause an accident should be put right as soon as possible and, in the meantime, extra precautions should be taken.
- **Stairs**
Every open side of a staircase should be securely fenced and the Approved Code of Practice, *Workplace Health, Safety and Welfare: Approved code of practice* (L Series No. 24, Health and Safety Executive, 1992), recommends an upper rail at 900mm or higher and a lower rail anywhere below this. There should be a handrail on at least one side of every staircase and there should be handrails on both sides if there is a particular risk of falling.
- **Falls and Falling Objects**
So far as is reasonably practicable, suitable and effective measures must be taken to prevent any person falling or being struck by a falling object.

- **Temperature**
 The **Workplace (Health, Safety and Welfare) Regulations 1992** require that during working hours the temperature in all workplaces must be reasonable.
 The Approved Code of Practice, *Workplace Health, Safety and Welfare: Approved code of practice* states that the temperature in workrooms should normally be at least 16°C (60.8°F) unless much of the work involves severe physical effort, in which case the temperature should be at least 13°C (55.4°F). However, these temperatures may not ensure reasonable comfort, depending on other factors such as air movement and relative humidity. These temperatures refer to readings taken using an ordinary dry bulb thermometer, close to anywhere a person works, at working height and away from windows.
- **Ventilation**
 The regulations state that effective and suitable provision must be made to ensure that every enclosed workplace is ventilated by a sufficient quantity of fresh or purified air. In most cases, windows or other openings provide sufficient ventilation.
- **Lighting and Emergency Lighting**
 The regulations require every workplace to have suitable and sufficient lighting which, so far as is reasonably practicable, must be by natural light. Lighting should be sufficient to allow people to work, use facilities and move around safely without risk of eye strain. Emergency lighting should be provided where there would be a special risk if normal lighting failed.
- **Room Dimensions and Space**
 The regulations state that every room where persons work must have sufficient floor area, height and unoccupied space for the purposes of health and safety and welfare. The regulations, or the Approved Code of Practice, *Workplace Health, Safety and Welfare: Approved code of practice*, refer to non-employees, i.e. students and visitors. The Approved Code of Practice recommends that the total volume of the room when empty divided by the number of people who normally work in it should be at least 11 cubic metres. However, this calculation does not apply to rooms used for “lectures, meetings and similar purposes”.
- **Suitability of Workstations and Seating**
 Workstations, including seating, should be arranged so that each task can be carried out safely and comfortably.
- **Cleanliness and Waste Material**
 Every workplace and its furniture, furnishings and fittings must be kept sufficiently clean. Similar requirements apply to floors, walls and ceilings. So far as is reasonably practicable, waste must not be allowed to accumulate, except in suitable receptacles. The standard of cleanliness required depends on the use to which the workplace is put.
- **Toilets**
 The regulations state that “suitable and sufficient” sanitary conveniences must be provided at readily accessible places “suitable and sufficient” means adequately ventilated and lit, clean and tidy and with separate facilities for men and women.

- **Washing and Changing Facilities**
There must be “suitable and sufficient” washing facilities, including showers if the nature of the work requires this. “Suitable and sufficient” means that there is a supply of clean, hot and cold or warm water and that there are facilities in the immediate vicinity of every sanitary convenience and in the vicinity of any changing rooms. Washing areas must be clean, tidy and sufficiently lit and ventilated, with separate facilities for men and women.
- **Clothing Storage**
There must be “suitable and sufficient” accommodation for work clothing, e.g. laboratory coats for science teachers and tracksuits for physical education teachers, and employees’ own personal clothing in a clean, warm, dry, well-ventilated place.
- **Drinking Water**
There must be an adequate supply of “wholesome” drinking water for all persons at work in the workplace.
- **Rest Areas**
There must be “suitable and sufficient” rest facilities for employees, including eating facilities.
- **Rest Facilities for Pregnant Women and Nursing Mothers**
Suitable rest facilities must be provided for pregnant women and nursing mothers. They should be conveniently situated in relation to washing and toilet facilities.

4. Review of the Health & Safety Policy

A review of all procedures will take place each year in time for the commencement of the new academic year.

- The impact of this policy will be to promote the health and safety of all students, staff, visitors and all other external agencies.
- Consultation was carried out with the Health and Safety Officer at North Lincolnshire Council.
- Implementation of this policy will be monitored by the Corporation on an annual basis.
- The policy will be published on the college website.
- The college will promote the policy in all of its activities.
- We will endeavour to make this policy in alternative formats upon request – please contact the Site Manager on 01724 282998.

Policy References:

Site Security Policy
CCTV Policy
Safeguarding Policy
Fire and Emergency Regulations Policy
Educational Visits Policy

Policy Owner:	Joe Hepples Estates Manager	Date: July 2023	Review Date: July 2024
Impact Assessment by:	B Robinson	Version of IA used:	1.1

This **must** be completed by all employees who drive on John Leggott College business.

Personal details:

Title	
Initials	
Surname	
Date passed UK driving test	

Details of own vehicle being used on college business:

Type	
Make	
Model	
Registration Number	
Engine capacity	

The use of your vehicle on college business is permitted under the following conditions:

- You have a current, full and valid driving licence
- Use of your own vehicle has been approved by Human Resources
- You have a current valid motor vehicle insurance policy, including business use cover, which provides cover for all legal liabilities to third parties and passengers.
- You or your insurers will bear all losses or damage to the vehicle arising from business use.
- You have a valid MOT certificate as required
- The car is taxed and roadworthy
- You notify Human Resources immediately if your circumstances change, any restrictions are imposed upon your ability to drive, either permanently or temporarily. This includes any medical condition likely to affect your ability to drive safely

Driver history and experience:

Have you:				
• been convicted of any motoring offence during the last five years or have any prosecution/points pending?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
• ever been disqualified from driving or had a driving licence suspended or revoked?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
• ever had a motor vehicle insurance policy cancelled or refused, or ever had special terms imposed?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
• been involved in any accident/loss, whether to blame or not, with any motor vehicle wither owned or driven by you in the last five years?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Please provide details if the answer to any of the above questions is YES:				
Can you read a vehicle number plate at 20 metres in good daylight?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If required, do you wear glasses or contact lenses at all times while driving?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Please give details if the answer to any of these questions is NO:				

Employee declaration:

I confirm that, as far as I am aware, the statements made by me are true and complete. I have read, understood and accept the terms relating to the use of my own vehicle on college business and agree to abide by them.

Name: Employee Signature: Date:

For HR use only:

I confirm I have seen, and attached copies of, the following original documentation:

Driving Licence	<input type="checkbox"/>	Vehicle Registration (V5)	<input type="checkbox"/>
Insurance Schedule	<input type="checkbox"/>	MOT Certificate (where appropriate)	<input type="checkbox"/>

Signature: Date:

Appendix 2

MINIBUS DAILY/PRE USE CHECK LIST

Date		Vehicle Reg.	
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AM

PM

Driver name			Driver name	
Driver signature			Driver signature	

Item check	Comment	✓		Item check	Comment	✓	
Bodywork				Bodywork			
Seats				Seats			
Seat belts				Seat belts			
Windows				Windows			
Oil level				Oil level			
Coolant				Coolant			
Washers				Washers			
Foot brake				Foot brake			
Handbrake				Handbrake			
Wheels				Wheels			
Tyre damage				Tyres damage			
Tyre pressure				Tyre pressure			
Lights front				Lights front			
Lights rear				Lights rear			
Indicators				Indicators			
Fog lamps				Fog lamps			
Brake lights				Brake lights			
Reversing light				Reversing light			
First aid kit				First aid kit			
Fire extinguisher				Fire extinguisher			
Permit 19				Permit 19			
Fuel				Fuel			

Defects noted during journey AM		Defects noted during journey PM	
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Appendix 3

Terms of Reference – Health & Safety Committee

Committee Name - Health & Safety Committee

Type - A standing meeting which meet twice each term.

Purpose - The Committee has been set up to ensure adequate health and safety for all (staff, students, contractors & visitors) at the College, which meets the legislative requirements and guidelines.

To implement best practice and encourage members to share and cascade information across their teams and departments.

Membership - Chairperson: Site Manager.

Other members include: Wellbeing Officer, Department Technicians, Premises assistant, HR member, Safeguarding Officer, PE dept., Union representative, Apprenticeship co-ordinator, Minute-taker.

Additional members by invitation of the Chair according to the focus of the agenda.

In order for a quorum to be achieved the Health & Safety Committee must have the following members present:

- Chair
- Secretary/Minute-taker and,
- Two core members in addition to nominated chair.

Meeting arrangements - Meeting frequency: meet twice a term, usually in Green or Grey Room. Minutes and Agenda will be distributed in advance via email by the minute-taker.

Reporting - The committee reports to the Principal and SMT when appropriate.

Resources and budget - Meetings will be held within the college premises – There is no additional budget for this group.

Duties - Discuss health and safety issues. This requires a generic approach throughout the college operational areas, in relation to health & safety, fire safety, security and environmental protection, and to discuss policies for their implementation, approval and ratification by SMT and the Corporation.

To monitor safety standards achieved throughout the college site, and report on any key areas of concern and recommended actions to SMT.

Inform Committee and SMT of changes to legislative requirements and recommend good practice (ACOP).

To identify and review the health & safety implications of any proposed changes in relation to business or activities undertaken and advise on the necessary actions to ensure adequate standards are maintained.

Review health and safety incident statistics and trends reporting relevant and appropriate information to the Director of finance & resources.

Review reports on health and safety inspections undertaken across the campus, feedback outcomes, and ensure appropriate actions are completed.

The members of the group should ensure they are familiar with the location and content of the current Health & Safety Policy.

The members of the group are responsible for demonstrating good health & safety practice in their work areas, advising all staff/students/visitors/contractors on the acknowledgement of safe working practices within the Campus.

The Chair is responsible for reporting to SMT, in a timely manner, any issues arising which could have an adverse effect on the college's health & safety reputation.

In order to protect the college's reputation in respect of health & safety, the Chair will be required to report to SMT any concerns raised during the meeting which may adversely affect the college and its occupants.

Items to be discussed include:

- Feedback from college groups and departments acting on their behalf
- Discuss and implement inspections
- Adverse events, incidents, errors and near misses
- First Aid
- Fire Log
- Security
- Relevant HR policies
- Safeguarding
- Prevent
- Relevant expert and or professional bodies, including the findings of research projects they undertake
- Norvic/NLHSG feedback
- Other comments received

Review

Last reviewed May 2022. Review/update frequency - yearly.