



THE DOWNS
MALVERN

HEALTH & SAFETY POLICY

Sponsor: Director of Estates

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CONTENTS

INTRODUCTION	5
SECTION 1 - HEALTH, SAFETY AND WELFARE POLICY STATEMENT	7
SECTION 2 – ORGANISATION	8
Health and Safety (H&S) Management System	8
Plan	8
Do	9
Risk Profiling	9
Organising Activities to Deliver the Plan	9
Organising for Health and Safety	10
Health and Safety Responsibilities	13
Implementing the Plan	21
Check	22
Measuring Performance	22
Act	23
Reviewing Performance	23
Lessons Learned	23
SECTION 3 – ARRANGEMENTS	25
Accidents/Incidents/Near Misses and Occupational Ill Health Reporting, Recording, and Investigation	25
Animals in College	25
Asbestos	25

Competence/Training	25
Communication with Employees	25
Control of Contractors	25
Control of Substances Hazardous to Health (COSHH)	25
Critical Incidents.....	25
Design Technology (DT)	26
Disabled Staff (including temporary disabilities).....	26
Disabled Pupils (including temporary disabilities).....	26
Display Screen Equipment	27
The College recognises its duties under the Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002.....	27
DSE are devices or equipment that have an alphanumeric or graphic display screen and includes display screens, laptops, touch screens and other similar devices.	27
All reasonable steps will be taken to secure the health and safety of employees who work with DSE. To achieve this objective, the College will:.....	27
Driving for Work.....	28
Drugs and Alcohol	29
Educational Visits.....	29
Electrical Safety.....	29
The College recognises its duties under the Electricity at Work Regulations 1989 and aims to achieve high standards of electrical safety in compliance with the duties imposed.	29
Event Safety	31
Fire Safety	31
First Aid	31
Food Safety	31
Gas Safety	31
Glazing & Window Safety	32
Health & Safety Committee – Terms of Reference	32
Health Surveillance	34
Homeworking.....	34
Ionising Radiation and Radioactive Substances.....	35
Instructors and Peripatetic Staff.....	35
Legionella	35
Lifting Equipment & Lifting Operations	35
Lone/Remote Working.....	36
Malvern College Enterprises Ltd.....	36
Manual Handling.....	36

Medication	38
New & Expectant Mothers	38
Noise	39
On-site Vehicle Movement	40
Personal Protective Equipment	40
Pressure Systems and Equipment	41
Pupil Access to Risky Areas of College Buildings and Grounds.....	42
Risk Assessment	42
Science	42
Security	42
Slips, Trips and Falls	42
Smoking & Vaping	43
Sport Complex.....	44
Sports & Play Equipment	44
Stress.....	44
Theatre	45
Tree Management	45
Vibration	45
Violence/Aggression	46
Visitors	47
Welfare Facilities & Workplace Environment.....	48
Work at Height.....	50
Work Equipment & Machinery	51
Work Experience	53
Young Persons at Work.....	53

INTRODUCTION

This Policy is for The Corporation of Malvern College (the College) and includes both Malvern College and The Downs.

This Health and Safety (H&S) Policy is divided into three distinct sections as follows:

SECTION 1 – HEALTH, SAFETY AND WELFARE POLICY STATEMENT

The statement sets out the general aims and objectives of this H&S Policy and is signed by the Chair of the Health and Safety Committee.

SECTION 2 – ORGANISATION

This section sets out the organisational arrangements in place for implementing the aims and objectives of this H&S Policy.

SECTION 3 - ARRANGEMENTS

This section sets out the specific procedures to be adopted by staff, pupils, visitors and contractors in order to implement the H&S Policy and ensure the provision of a safe, healthy and supportive environment. Where procedures are outlined in separate stand-alone policies, these are clearly signposted from this arrangements section.

Amendment Record

Any amendments made to this Policy will be recorded in the table below and communicated to employees accordingly. Employees will be consulted on any significant changes to this Policy via the Health and Safety Committees.

Revision No.	Date	Section No.	Section Title	Details of Amendment(s) Made	Amendment(s) Made By

SECTION 1 - HEALTH, SAFETY AND WELFARE POLICY STATEMENT

The Corporation of Malvern College believes that excellence in the management of Health and Safety is an essential element within its overall organisational strategy, and its ethos is to treat Health and Safety management as an integral part of good management generally, rather than as a stand-alone system.

The College Council recognise and accept their duty as the employer, in accordance with the law, to provide a safe, healthy and supportive working and learning environment for employees, pupils, visitors, contractors, and anyone else who might be affected by their work activities, and are committed to maintaining a cycle of continuous improvement in health and safety.

In particular, care will be taken to provide and maintain:

- Safe premises and safe places of work with safe access and egress
- Safe plant, and equipment
- Proper arrangements for the use, handling, storage and transport of articles and substances
- Information, instruction, training and supervision for safety and safe systems of work
- A safe and healthy working environment throughout
- Appropriate communication with employees and other relevant persons
- Committee arrangements for the consideration of health and safety matters.

The day-to-day duty of ensuring health and safety rests with the Headmaster at each site and without detracting from this primary duty, will be assisted and supported by staff throughout the management structure in ensuring effective Health and Safety management at both a strategic and operational level.

The Council will provide competent professional health and safety advice and additional resources when required.

The Headmaster must report to the Council at least annually on all significant health and safety matters and as and when there is a major accident or incident.

Employees must be mindful of their own duties to take care of their own personal health and safety and that of fellow employees, pupils and other persons who might be affected by their work activities. All employees have the duty to co-operate with the employer to ensure good safety management and to comply with the health and safety policy.

Details of the organisation for health and safety management and the arrangements for policy compliance are to be found in the compliance documents following.

The policy will be reviewed as and when necessary (and annually as a minimum) and copy of this statement is issued to all employees.

[Signature _____]

[Chairman of the Council _____]

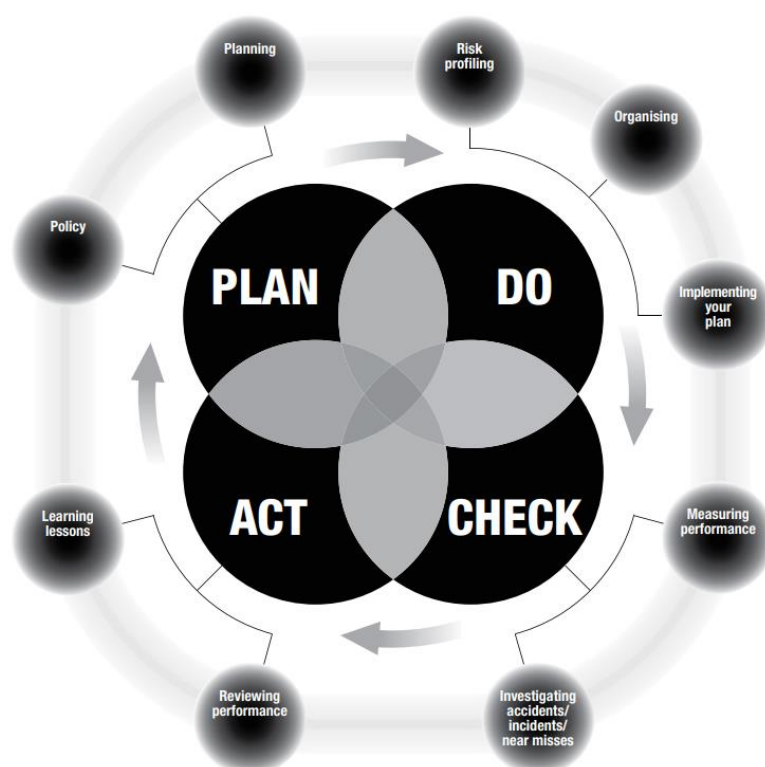
[Date _____]

SECTION 2 – ORGANISATION

Health and Safety (H&S) Management System

The system in place for the management of H&S at the College follows the guidance set out in the H&S Executive (HSE) publication [HSG65 'Managing for Health and Safety' \(HSE, 2013\)](#) and is based on the 'Plan – Do – Check – Act' cycle as illustrated in the diagram below:

Figure 1 – The Plan, Do, Check, Act Cycle



This framework supports the College to achieve a balance between the systems *and* behavioural aspects of management. The College's ethos is to treat H&S management as an integral part of good management generally, rather than as a stand-alone system.

1. Plan

The way in which the College will achieve the four elements of Plan – Do – Check – Act is through the effective implementation of this H&S Policy. The College has adopted various written policies and procedures for each aspect of H&S which complement the aims and objectives of this Policy. These associated policies and procedures can be found in SECTION 3 – ARRANGEMENTS and are arranged in alphabetical order. They include procedures to ensure compliance with legislation (e.g. Electrical Safety, Risk Assessment etc.), as well as procedures for dealing with emergency situations (e.g. Fire, Critical Incident etc.). Where a separate policy exists for a particular aspect of H&S, this is clearly signposted from the ARRANGEMENTS section.

The HEALTH, SAFETY AND WELFARE POLICY STATEMENT (SECTION 1), and the ORGANISATION (SECTION 2) of this H&S Policy are reviewed annually and as required by the Director of Estates and H&S Committee, prior to being reviewed/approved by the Chair of the Council. The associated policies/procedures (as set out in SECTION 3 - ARRANGEMENTS) are reviewed every three years (as a minimum) and following any significant changes that may affect their content.

Electronic copies of this H&S Policy are available on the College's website and on the [Health and Safety SharePoint site](#). Hard copies are available in the main reception areas of Malvern College and The Downs, and in the Domestic Bursary office. Please contact the Health, Safety & Compliance Manager if you require this Policy, or any of the associated policies/procedures, in a different format.

2. Do

2.1 Risk Profiling

The varied nature of the College premises and the activities that are undertaken result in a variety of potential H&S risks. Risk assessments are undertaken as set out in the College's Risk Assessment Policy in order to assess the risks, identify what could cause harm in the workplace, who it could harm and how, and outline what the College will do to manage the risk. Risk assessments are routinely completed, reviewed, and stored electronically on the [Health and Safety SharePoint site](#).

There is an active training programme in place to ensure the competency of risk assessors and quality and consistency of risk profiling.

The College also has an overarching Risk Register in place. This is reviewed and updated termly by the Audit and Risk Committee.

2.2 Organising Activities to Deliver the Plan

The effective organisation of College activities is essential to the successful delivery of our management system and, as such, is a key focus for the College. The College will ensure that all staff know what is expected of them, that there are suitable communication channels in place (both downward and upward) through which H&S matters can be raised and discussed, and will maintain a proactive approach to developing and sustaining a positive H&S culture.

Health and safety is owned by all College Staff and everyone is expected to ensure continuous improvement in the provision of a safe, healthy and supportive environment. Staff are expected to address hazards which they identify and must actively seek rectification or temporarily make those situations safe until a suitable solution can be determined.

SECTION 3 of this policy lists the arrangements for H&S (e.g., Electrical Safety, Risk Assessment etc.), most of which are underpinned by legislation and/or government guidance. The specific duties and responsibilities of staff in relation to these arrangements are also clearly specified in each of the arrangements listed within SECTION 3.

2.3 Organising for Health and Safety

Organising for H&S is the collective label given to activities in four key areas that together promote positive health and safety outcomes:

A. Controls Within the College: The Role of Supervisors

Heads of Department/Managers must identify key objectives for H&S within their area and must review progress made against them. Heads of Department/Managers must provide clear direction and take responsibility for their area, together with leading by example in order to ensure a positive H&S culture for staff, pupils, visitors and contractors.

Staff must ensure that they display best practice at all times and set a good example to pupils, visitors and contractors. Should any employee be found to be negligent and/or have seriously breached their H&S duties, disciplinary action will be taken against them.

B. Co-operation

The College encourages co-operation by all staff, pupils, visitors and contractors to ensure the effectiveness of this Policy and to help ensure the development of a positive H&S culture throughout the College.

To achieve this, the College:

- Co-ordinates with contractors (please refer to the College's Control of Contractors Policy);
- Involves staff in managing health and safety (e.g. through actively involving them in the risk assessment process, development of H&S policies and procedures, and delivering training/toolbox talks etc.); and
- Ensures that suitable emergency procedures are in place and briefed to relevant staff (and where relevant, pupils, visitors and/or contractors), liaising with external services where necessary (please refer to the College's Fire Policy and Critical Incident Policy).

Formal consultation regarding this H&S Policy and associated policies/procedures is via the H&S Committee (please refer to the Health & Safety Committee – Terms of Reference for further information). Where local changes are required, staff and other stakeholders that are directly affected will be consulted (e.g. via focus groups etc.).

C. Communication

Effective communication is imperative in ensuring that this H&S Policy (and its associated policies/procedures) are implemented throughout the College. The College provides staff, pupils, visitors and contractors with information about the hazards, risks, preventative measures and emergency arrangements that are relevant to them.

Heads of Department/Managers are tasked with communicating relevant information to their staff and acting on any feedback which may arise from such communication.

H&S matters will be communicated via a variety of methods, including but not limited to:

- H&S Committee meetings
- Weekly staff briefings
- Mandatory and job-specific staff H&S training sessions
- Induction training for new employees and pupils
- Internal College publications (e.g., Termly Staff Bulletins, and H&S Committee meeting minutes etc.)
- Email
- H&S notice boards located within the entrance to each building; and
- [Health and Safety SharePoint site](#)
- Annual Health and Safety Refresher Training

All Heads of Department/Managers must ensure that H&S is a fixed agenda item for all team meetings.

D. Competence

Competence is achieved through a combination of elements, including training, skills, experience, and knowledge. All staff must be aware of legislation, Approved Codes of Practice, HSE guidance, and industry guidance (e.g., afPE, OEAPNG, CLEAPSS etc.) relevant to their role, and how to manage H&S effectively. All staff need to be able to work in a safe manner and all pupils need to be taught to do so by competent people. Competency is a mandatory element of the College's recruitment process whereby qualifications will be checked, and Heads of Department/Line Managers are required to identify H&S training needs at the outset.

Details of H&S training requirements for staff and pupils are outlined below:

Staff H&S Training

All staff must complete the mandatory H&S training package relevant to their role (as identified on the overarching H&S training matrix produced by the Health, Safety & Compliance Manager). This may include (N.B. this list is not exhaustive):

- Health and Safety in Education: Senior Leadership and Management
- Health and Safety in Education: Staff Awareness
- Fire Safety in Education
- How to be an Effective Fire Warden or Marshal
- Raising Awareness of Asbestos
- Raising Awareness of Legionella
- Risk Assessments in Educational Settings
- Risk Assessment for School Trips
- Moving and Handling
- Administration of Medication
- Infection Prevention Control; and
- Food Hygiene and Safety etc.

The Fire Safety in Education and Health and Safety in Education: Staff Awareness (and for members of SLT/OMT and above, the Health and Safety in Education: Senior Leadership and Management) training courses are mandatory for staff and must be completed within the first half-term of their employment. For all other mandatory training courses, they must be completed within a reasonable timeframe and then refreshed periodically thereafter (every 3 years as a minimum).

It is the responsibility of Heads of Department/Line Managers to compile and maintain a H&S training matrix at department level to identify the internal/external training completed/required for each staff member and to ensure that this is monitored to completion, with a means of identifying when refresher training is due (N.B. this is especially important for any training/qualifications that have an expiry date, such as first aid, NPLQ, NRASTC, DATA for Design Technology etc.).

Staff H&S Induction

All new staff are inducted on H&S matters in accordance with the mandatory new employee procedures. This involves:

- Completing the online H&S Induction training video on day 1
- Attending a departmental H&S induction and completing the H&S Induction Checklist as evidence of what has been covered/discussed
- Completing the mandatory H&S training modules assigned to them (as identified by the Health, Safety & Compliance Manager and/or their Line Manager); and

- Ensuring that they have read and understood (or been briefed on) all relevant policies, procedures, risk assessments, and safe systems of work relevant to their role.

Pupil H&S Induction

All pupils receive the general College H&S Induction presentation as part of the induction process.

Pupils need to receive appropriate H&S training in relation to the environment that they will be learning in and activities they will be undertaking. It is necessary for a further, more specific H&S Induction to be delivered to pupils learning in higher-risk areas (e.g. kitchens, science labs, machine shops, workshops etc.) to ensure that they are informed of the following as a minimum:

- Emergency arrangements (fire, accident/incident and first aid)
- Any significant risks that may affect them (e.g. machinery and equipment, manual handling, hazardous substances, slips/trips/falls etc.)
- Control measures for the above (e.g. safe systems of work, supervision, protective and preventative measures etc.)
- Supervision arrangements, who is responsible for them and the contact for any H&S concerns
- Any restrictions or prohibitions that apply to the pupils
- Any personal protective equipment (PPE) or clothing that they must wear and the manner in which it is to be worn and used
- Location of welfare facilities; and
- General do's and don'ts (rules, codes of conduct etc.).

It is the responsibility of the teacher to ensure that all pupil H&S inductions are recorded and retained on file for audit and compliance purposes.

Each time a pupil is introduced to a new hazardous activity (e.g. use of a machine/tool, use of a hazardous substance etc.), it is the responsibility of the teacher to ensure that all the hazards and control measures are explained to them (i.e. the key points from the relevant risk/COSHH assessment). The teacher must be confident that the pupils have understood the risks before they are permitted to commence the activity. It is recommended that H&S aspects taught to pupils are recorded in some way – this could be through teaching materials used (e.g. PowerPoint presentations), lesson plans, schemes of work, or safety passport type systems.

It is necessary for boarding pupils to be provided with an induction which covers relevant aspects of H&S and is in line with requirements of the [National Minimum Standards for Boarding Schools](#). It is the responsibility of the HouseMs to ensure that all boarding pupil inductions are recorded and retained on file for audit and compliance purposes.

External Health and Safety Consultants

The College recognises its duties under the Management of Health and Safety at Work Regulations 1999 to appoint one or more competent persons to assist in meeting our health and safety legal duties, and achieves this in a number of ways as follows:

- The College ensures, where necessary for the purposes of health and safety, that external specialist contractors are appointed to advise and undertake work on behalf of the College. For example, this may include asbestos surveyors, water hygiene specialists, fire risk assessors, building surveyors, occupational hygienists, and engineers to undertake statutory inspections etc.;
- The College has appointed a Health, Safety & Compliance Manager who holds at least a Level 3 qualification (i.e. NEBOSH National General Certificate or equivalent) in health and safety and can provide advice and guidance to staff, pupils and others; and

- The College has access to external Health & Safety and Fire Safety Consultants on a retainer basis, who can provide advice and guidance upon request. The consultants also undertake periodic audits on behalf of the College to review the effectiveness of our H&S arrangements in achieving legal compliance and maintaining a cycle of continuous improvement.

2.4 Health and Safety Responsibilities

A. College Council and Management Boards

The College Council and Management Boards adopt the guidance provided in [INDG417\(rev1\) 'Leading Health and Safety at Work: Actions for Directors, Board Members, Business Owners and Organisations of All Sizes \(HSE, 2013\)](#). The Council and Management Boards operate a policy governance model providing a systematic approach to governance to ensure that:

- There is strong and active leadership from the top, with visible, active commitment from the Council
- There are effective 'downward' communication systems and management structures in place
- There is an integration of good H&S management with business decisions
- Staff are engaged in the promotion and achievement of a safe, health and supportive environment
- There is effective 'upward' communication in place
- The College has access to competent advice on matters of H&S
- The College has a H&S Policy in which management responsibility for H&S is clearly defined
- The appropriate organisational arrangements relating to the management of H&S exist and are monitored and reviewed (including the identification and management of H&S risks); and
- Sufficient resources are allocated within the College budget to allow for the effective implementation of this H&S Policy and all related policies/procedures.

B. Board Member responsible for Health & Safety

The Board Member Responsible for Health & Safety is the designated Health & Safety Champion for the College. They are responsible for acting as a link between the Health & Safety Committees and College / Downs Boards, as well as to the College Council.

C. Heads

The Heads have overall responsibility for H&S within the College and ensure that the College is fully compliant with relevant legislation and that this H&S Policy is disseminated and effectively implemented. In practice, many of the responsibilities are delegated to various College staff as outlined in the following sections of this Policy. However, the Heads are ultimately accountable through the management structure, for ensuring that safe working and learning conditions are implemented and maintained across all aspects of College provision. This is achieved through the College's Senior Leadership Team (SLT), Operations Leadership Team (OLT), and Heads of Department (Academic and Operational). The Heads chair the Health and Safety Committee meetings.

D. Chief Operating Officer (COO)

In addition to the responsibilities set out for members of the Senior Leadership Team and Operations Leadership Team (below), the Chief Operating Officer (COO) is also responsible for overseeing operational aspects of H&S and acting as the lead SLT member with responsibility for H&S.

E. Senior Leadership Team (SLT) and Operations Leadership Team (OLT)

The Senior Leadership Team and Operations Leadership Team are responsible for ensuring that Heads of Department/Managers fulfil their specific responsibilities for implementing the College's H&S policy and associated policies/procedures. As the College is committed to achieving a measurable, progressive improvement in H&S performance, the primary responsibility for implementing this Policy lies with senior managers, who are expected to lead by example at all times.

F. Heads of Department/Managers (both Academic and Operations)

All Heads of Department/Managers (both Academic and Operations) have direct responsibility for all H&S matters within their area, and to ensure the implementation and operation of the College H&S policy and associated policies/procedures. They are expected to lead by example at all times. A summary of their main H&S responsibilities is as follows:

- Ensuring that appropriate resources are allocated to ensure that effective H&S measures are introduced and maintained
- Bringing to the attention of the Health, Safety & Compliance Manager any high-risk activity which cannot be adequately controlled by use of departmental resources
- Ensuring that all staff fully understand their responsibilities as outlined in this H&S Policy and its associated policies/procedures
- Ensuring that all staff and pupils within their area of responsibility are provided with a suitable H&S induction
- Ensuring that risk assessments exist for all areas, activities, educational/offsite visits and events, and that they are appropriately communicated and reviewed as outlined in the College's Risk Assessment Policy
- Ensuring that safe methods of working exist in accordance with recognised procedures
- Ensuring that written procedures and codes of practice exist (where necessary) and are applied effectively. These must be reviewed annually or when there has been a significant change
- Ensuring that staff and pupils are instructed in safe working practices and corrective action taken where necessary. In particular, ensuring that there are adequate levels of supervision in place for pupils – especially for practical activities and educational visits/offsite trips
- Ensuring that all plant, machinery and equipment is in good and safe working order, maintained as appropriate, adequately guarded and that all reasonable steps are taken to prevent unauthorised or improper use
- Ensuring that appropriate protective clothing and equipment (PPE) is available and used as instructed at all times
- Ensuring that hazardous substances are recorded with an accompanying COSHH register, Manufacturers' Safety Data Sheet, and COSHH assessment and are correctly used, stored securely, and labelled

- Ensuring that hazards are identified with appropriate signage and all H&S information is communicated to relevant persons
- Ensuring that all accidents, incidents, near misses and/or cases of occupational disease are notified to the Health, Safety & Compliance Manager and investigated as necessary
- Setting standards for their area for the improvement of H&S
- Ensuring that any H&S concerns that they are unable to remedy are formally reported to the Health, Safety & Compliance Manager
- Ensuring that H&S is a fixed agenda item for team meetings
- Communicating H&S matters to the staff within their area as soon as they become aware of them
- Notifying a member of SMT /OMT immediately of any serious H&S concerns
- Ensuring that their staff complete all mandatory H&S training in line with College requirements
- Compiling and maintaining a H&S training matrix at department level to identify the internal/external training completed/required for each staff member and ensuring that this is monitored to completion, with a means of identifying when refresher training is due (N.B. this is especially important for any training/qualifications that have an expiry date, such as first aid, DATA etc.), ultimately ensuring that staff receive adequate H&S training for their role and needs; and
- Ensuring that staff co-operate with fire drills
- Keeping up to date with regulations and best practice for their area (e.g. for higher-risk departments), through CPD etc.

G. Director of Estates

The Director of Estates is the health and safety coordinator whose duties are to:

- Be familiar with the contents of the policy and ensure a copy is readily available for all employees
- Ensure that the Health and Safety Policy is reviewed annually, and any changes communicated with all employees.
- Oversee, monitor and review the health and safety performance of departmental line managers, including reviews of departmental H&S management plans, departmental risk assessments,
- Arrange for annual Health and Safety audits to be conducted and actions arising to be completed in a timely manner
- Together with others monitor that line managers prepare and review local management arrangements, standalone management plans, prepare and review risk assessments,
- Oversee the monitoring of the formal defect reporting procedures
- Ensure accidents / incidents are properly recorded and investigated with any lessons learned effectively communicated to relevant employees. Notification to the enforcing authority at the HSE Incident Contact Centre is the responsibility of the Director of Estates.
- Ensure that information, training, instruction and supervision is provided together with appropriate consultation and that safe systems of work are in place
- Liaise with Council Members responsible for Health and Safety where necessary and ensure they are kept updated on all key Health & Safety issues and provided with the minutes of Health & Safety committee meetings.
- To be the overall responsible person for the following:
 - Premises / Estates Compliance
 - Onsite Traffic management.
 - Asbestos Management

- Legionella Management
- Transport Management
- Fire Safety
- Safe disposal of Hazardous Wastes

H. Health, Safety and Compliance Manager

The **Health, Safety and Compliance Manager** reports to the Director of Estates and is responsible for:

- Assist Director of Estates with fulfilling their duties and deputise for the Director of Estates on Health and Safety issues in their absence.
- Provide day to day advice on matters of Health and Safety, in liaison with the College's external Health and Safety consultants, where necessary.
- Ensure that appropriate inspections in relation to estates compliance and health and safety are carried out and that appropriate records are centrally stored
- Regularly review College Risk Assessments, ensure they are suitable and up to date, and communicated to and implemented by relevant employees
- Ensure compliance with Health and Safety for non-teaching matters
- Attend all Malvern College and The Downs Health & Safety committee meetings.
- Investigate accidents, incidents and near misses, providing recommendations where necessary to minimise risk of injury and prevent accidents / incidents
- Liaise with the Schools' Health and Safety Consultants to ensure Annual Health and Safety Audits and Fire Risk Assessments are carried out and the actioning of any recommendations is coordinated and completed in a timely manner
- Regularly review Health and Safety training requirements of all employees, arranging for the suitable Health and Safety training of all employees as necessary to perform their duties safely and retaining a record of training received including when update / refresher training is required

I. Estates & Projects Manager

The **Estates and Projects Manager** reports to the Director of Estates and is responsible for:

- Supporting the Director of Estates and Health and Safety Compliance Manager in all aspects of Premises / Estates compliance (e.g., PPM, gas, electricity, legionella, asbestos etc.), including ensuring that any remedial actions identified are actioned within a reasonable timeframe and that suitable records are retained and made available for inspection upon request; and
- Managing the control of estates-related contractors to ensure compliance with the Construction (Design and Management) Regulations 2015 (CDM) and other related H&S regulations.
- Alongside the Health, Safety and Compliance Manager, ensure the regular compliance testing and inspections are completed either in-house or with contracted services in accordance with the necessary regulations, and records centrally retained.

J. Educational Visits Coordinator (EVC)

Malvern College and The Downs has designated Educational Visits Coordinator responsible for ensuring all staff follow the relevant EVC process for their school alongside the following duties:

- Oversee the approval process for all off-site trips and educational visits

- Review and assist staff with the completion of trip Risk Assessments
- Ensure staff possess the necessary training and competencies to organise trips and educational visits
- Ensure the necessary information and training, instruction and supervision is provided to staff responsible for trips and educational visits.

K. Nurse Manager and Senior Matrons

The Nurse Manager (Malvern College) and Senior Matron (The Downs) are responsible for ensuring that:

- First aid provision in the school is up to standard and that any shortfalls in provision are identified and dealt with immediately.
- All supply staff and new staff members are fully briefed as to the needs of any pupil with individual care plans/allergy action plans which they are likely to encounter;
- The provision of first aid supporting pupils with medical needs;
- Administration of medication;
- Medically assessing minor illnesses and injuries;
- Managing the Medical Centre;
- Liaising with the DSL and pastoral care for pupils; and
- Liaising with local GP services.

L. Employees (All)

Staff are reminded of their legal obligations under the Health and Safety at Work etc. Act 1974 and Management of Health and Safety at Work Regulations 1999 as summarised below:

- To take reasonable care of the H&S of themselves and of other persons who may be affected by their actions or omissions
- To co-operate with the College so far as is necessary to enable compliance with all H&S matters
- Not to interfere with or misuse anything provided in the interests of H&S
- Staff must inform the College of:
 - Any work situation which a person would reasonably consider represented a serious and immediate danger to H&S; and/or
 - Of any matter which a person with the employee's training and instruction would reasonably consider represented a shortcoming in the employer's protection against arrangements for H&S.

Staff are also responsible for:

- Ensuring that all work is carried out in accordance with this Policy, associated policies/procedures, risk assessments, COSHH assessments and associated documents
- Attending mandatory H&S training sessions in line with College requirements
- Attending any other H&S training as directed by the Health, Safety & Compliance Manager and/or their Head of Department/Manager
- Familiarising themselves with the location of fire alarm points, fire escape routes, fire procedures and firefighting equipment, and co-operating with fire and lockdown drills
- Familiarising themselves with the College H&S Policy and associated policies/procedures relevant to their role
- Adhering to information, training, instruction and supervision

- Promptly reporting any accidents, incidents, near misses, cases of occupational disease, and/or fires to the Health, Safety and Compliance Manager
- Ensuring that unauthorised or improper use of plant, machinery, and/or hazardous substances does not occur in their area of work
- Using the correct equipment and tools for the job (including guards and safety devices) and any protective clothing and safety equipment supplied in the proper manner, and never interfering with or disconnecting guarding/safety devices
- Ensuring that any hazardous substances are correctly used, stored, and disposed of
- Reporting immediately to the Estates department any defects in the premises, plant, equipment and facilities which they observe
- Take an active part in promoting H&S
- Wearing their College ID lanyard at all times when on site and challenging any persons not wearing a recognised lanyard where they feel safe to do so; and
- Ensuring that any visitors to the site that they are responsible for:
 - Sign in and are issued with a visitor lanyard
 - Are adequately supervised at all times
 - Receive a H&S induction where necessary (i.e., for contractors and/or other visitors that may need to be left unsupervised); and
 - Sign out and return their visitor lanyard at the end of each day and prior to leaving the site.

M. Teaching Staff (including any Peripatetics, Instructors, Assessors and Technicians) and HouseMs

The H&S of pupils is the responsibility of the person teaching them whilst they are in the learning environment, and HouseMs when they are in the residential environment. It is imperative that teaching staff and HouseMs set an example with regards to H&S, and that they demonstrate best practice in H&S at all times. In addition to the responsibilities of all staff (as detailed above), teaching staff and HouseMs are also responsible for:

- Ensuring that all pupils receive the College Induction presentation
- Ensuring that pupils receive training in the College fire and emergency procedure (and more specifically for the building(s) in which they will be taught/residing)
- Ensuring that pupils are informed of H&S regulations, rules and procedures and that pupils and other staff in their area of work apply these effectively
- Briefing pupils on the key points of all relevant risk/COSHH assessments prior to the start of practical sessions
- Ensuring that pupils are wearing appropriate personal protective equipment (PPE), where issued and in the manner in which they have been instructed
- Ensuring that all pupils that will be learning in a high-risk area (e.g. kitchens, science labs, machine shops, workshops etc.) and boarding pupils receive a specific H&S induction (as outlined in the Pupil Health and Safety Induction section of this Policy). It is the responsibility of the teacher/HouseM to ensure that all pupil H&S inductions are recorded and retained on file for audit and compliance purposes.
- Each time a pupil is introduced to a new hazardous activity (e.g. use of a machine/tool, use of a hazardous substance etc.), it is the responsibility of the teacher/HouseM to ensure that all the hazards and control measures are explained to them (i.e. the key points from the relevant risk/COSHH assessment). The teacher/HouseM must be confident that the pupils have understood the risks before they are permitted to commence the activity. It is recommended that H&S aspects

taught to pupils are recorded in some way – this could be through teaching materials used (e.g., PowerPoint presentations), lesson plans, schemes of work, or safety passport type systems.

N. Pupils (age 11 years and over)

It is the responsibility of each individual pupil (age 11 years and over) to take reasonable care of their own H&S and not to act in a manner that places others in danger. In particular, all pupils must:

- Be familiar and comply with, fire and emergency evacuation procedures
- Assist teaching staff, technicians, and HouseMs in maintaining good standards of housekeeping
- Use plant, machinery and equipment only when authorised to do so and in accordance with instructions
- Use the correct equipment/tools and wear the appropriate personal protective equipment for the task (as directed by their teacher/technician/HouseM)
- Report immediately to a member of staff, any defects in the premises, plant, equipment and first aid facilities which they observe
- Report immediately to a member of staff, any accidents, incidents or near misses; and
- Take an active interest in H&S.

Pupils must not interfere with or misuse anything provided in the interests of health, safety or welfare (e.g., misuse/discharge of fire extinguishers) and/or engage in horseplay that could put themselves and/or those affected by their actions at risk. Such behaviour should be dealt with appropriately i.e., disciplinary action by the College.

The College will provide an induction covering H&S aspects (and area specific H&S induction where appropriate) to ensure that pupils are aware of their health and safety responsibilities

O. Visitors and Contractors

It is the responsibility of all visitors and contractors to take reasonable care of their own health and safety and not to act in a manner that places themselves and/or others in danger. In particular, visitors and contractors must:

- Comply with instructions given by members of staff
- Not tamper with emergency equipment
- Sign in upon arrival (either at the Estates Office or Reception)
- Wear a visitor/contractor lanyard
- Bring to the attention of staff any H&S issues/concerns
- Wear personal protective clothing/equipment where indicated; and
- Sign out and return their lanyard prior to leaving the site.

Information on emergency procedures and the necessity to report any illness, injury or accident is provided on the reverse of the visitor pass. Contractors who will be working without direct supervision by a member of College staff must be provided with a H&S Induction prior to commencing work.

2.5 Implementing the Plan

Planning is the key to ensuring that the College's H&S efforts really work. Planning for H&S involves setting objectives, identifying hazards, assessing risks, implementing standards of performance and developing a positive safety culture.

- **Risk Control** – The aim is to eliminate risks where possible, or to reduce the risk to as low as is reasonably practicable where elimination is not possible. Risk assessments are used to decide on priorities and to set objectives for eliminating hazards and reducing risks. Wherever possible, risks are eliminated through the selection and design of facilities, machinery/equipment and working/learning processes. If it is not possible to eliminate the risk completely, the risk will be minimised through the use of physical controls (e.g., machine guarding) or, as a last resort, through safe systems of work and personal protective equipment.

Additional, specific risk control systems are outlined in SECTION 3 ARRANGEMENTS (e.g., permit to work systems etc.) where relevant.

- **Department Planning** – Heads of Department/Managers ensure that their risk assessments are up to date and cover all areas/activities etc. within their area of responsibility. Heads of Department/Managers also ensure that department budgets include any resource proposals for dealing with any high-risk activities identified that are not already adequately controlled. Consequences of failure to provide the required resources must be made clear to SMT/OMT.

Heads of Department/Managers are responsible for identifying areas for improvement within their H&S performance/risk control systems and providing details of how they plan to make the necessary improvements.

- **Reporting Defects** – Any defects to College buildings, fabric of buildings and external areas on College premises must be reported to the Estates department via email (estates@malverncollege.org.uk). For any defects that require urgent attention (i.e., whereby delay could result in serious danger) please contact the Estates Manager (ext. 422). If the Estates office is closed (i.e., outside of normal working hours) please contact the emergency number (07718 982739). With regards to defects in equipment/machinery, it is the responsibility of Heads of Department/Managers to ensure that they have a reporting and rectification system in place for the equipment/machinery that they are responsible for.
- **Reporting Hazards** – It is the responsibility of all Staff to report any item/situation that they believe to be hazardous to the relevant Head of Department/Manager. Hazards that cannot be dealt with at department level and/or that pose an immediate risk must be reported by telephone to the Health, Safety & Compliance Manager (or in the absence of the Health, Safety & Compliance Manager, the Director of Estates). For any long-term, low risk hazards, a Hazard Report must be completed via the online reporting system or directly to the Health, Safety & Compliance Manager.
- **Insurance** – It is the responsibility of the Director of Finance to ensure that the College (and its subsidiaries) has adequate Employee and Public Liability insurance cover in place. The Certificate of Employers' Liability Insurance is available for staff to view on the [Health and Safety SharePoint site](#).
- **Implementation** – Where necessary, specific procedures will be compiled to assist persons in implementing the H&S policy. A list of these procedures is provided in SECTION 3 ARRANGEMENTS.

3. Check

3.1 Measuring Performance

H&S performance needs to be measured to check that the H&S Policy is being effectively implemented. We need to know:

- Where we are
- Where we want to be
- What is the difference – and why.

The two key components of H&S monitoring systems are active monitoring and reactive monitoring.

Active Monitoring (before things go wrong) – involves regular inspection and checking to ensure that standards are being implemented and management controls are working. The College will carry out active monitoring through:

- **Workplace Inspections** – each area of the College is subject to a periodic H&S inspection undertaken by the Health, Safety & Compliance Manager. Areas are prioritised based on the level of risk and fed into an annual inspection schedule. Following each inspection, a full report is produced, and Heads of Department/Managers are expected to ensure that all items on the action plan are completed within the agreed timescales. Completion of the actions will be monitored by the Health, Safety and Compliance Manager, and reported on at H&S Committee meetings;
- **Other inspections** – specialist inspections undertaken by competent persons (usually external to the College). For example, asbestos, legionella, fixed electrical installation, lifting equipment, pressure vessels, local exhaust ventilation, fixed play equipment, gym equipment etc.;
- **Statutory Compliance Reports to the Audit and Risk Committee** – Statutory Compliance Reports will be produced on a termly basis by the Director of Estates, providing the Audit & Risk Committee with feedback on the current status of property compliance (e.g. asbestos, legionella, fire etc.); and
- **Annual Report to the School Boards** – An annual report is produced by the Director of Estates on the College's H&S performance and is presented at the Malvern College and The Downs summer term School Board meetings.

Reactive Monitoring (after things go wrong) – involves investigating injuries, cases of occupational illness or disease, property damage and near misses in order to identify in each case whether performance was substandard, and if so, why. The College carries out reactive monitoring through:

- Investigating accidents, incidents, near misses and cases of occupational disease as outlined in the College's Accident, Incident, Near Miss, Occupational Disease Reporting, Recording and Investigation Policy;
- Accident/incident/near miss/occupational disease statistics will be submitted for discussion during Health & Safety Committee meetings. Statistics will also be compiled and included in H&S reports to the School Boards; and
- Work related ill health and sickness/absence figures will be submitted by the Human Resources department for discussion at Health & Safety Committee meetings.

4. Act

4.1 Reviewing Performance

Monitoring provides the information to let you review activities and decide how to improve performance. Audits, by internal staff or external parties, complement monitoring activities by looking to see if the College's policy, organisation and arrangements are actually achieving the right results.

External auditing will be carried out by the local authority Environmental Health Officers (for food hygiene visits to catering departments), Fire Authority visits, Independent Schools Inspectorate (ISI) inspections, insurance company risk surveys, and HSE inspections etc. Other ways in which the College will review its H&S performance are as follows:

- **Workplace Inspections** – as previous.
- **Other inspections** – as previous.
- **Risk Assessment Review and Audit** – Heads of Department/Managers are responsible for ensuring that all areas, activities, educational/offsite visits and events within their area of responsibility have been risk assessed and that such assessments have been recorded and are reviewed in line with the requirements of the College's Risk Assessment Policy. Heads of Department/Managers must ensure that any new activities that are being considered for the forthcoming academic year are risk assessed before the activity commences to ensure that suitable control measures are in place.
- **Statutory Compliance Reports to the Audit and Risk Committee** – as previous.
- **Annual Report to the School Boards** – as previous.
- **External H&S Audits** – External audits to review the College's H&S arrangements are organised periodically.

Any recommended actions arising from the above will be fed into the H&S development plan, with progress on completion monitored by the Health & Safety Committee.

4.2 Lessons Learned

Learning lessons involves acting on:

- **Findings of accident/incident/near miss/occupational disease investigations** – each accident/incident/near miss is investigated as outlined in the College's Accident, Incident, Near Miss, Occupational Disease Reporting, Recording and Investigation Policy. Findings of the investigations are communicated to relevant staff and discussed at Health & Safety Committee meetings where relevant.
- **Adverse events that occur at other, similar establishments** – The Health, Safety & Compliance Manager and Director of Estates will cascade information relating to adverse events which have occurred at other, similar establishments (e.g., via the HSE's Education e-bulletin etc.) to relevant staff with a view to identifying lessons learned and any actions required.
- **Organisational vulnerabilities identified during monitoring, audit and review processes** – where any potential vulnerabilities/shortcomings are identified, an action plan with SMART targets will be put into place and fed into the H&S development plan, with progress on completion monitored by the Health & Committee.

SECTION 3 – ARRANGEMENTS

Accidents/Incidents/Near Misses and Occupational Ill Health Reporting, Recording, and Investigation

Please refer to the College's Accidents, Incidents, Near Misses and Occupational Ill Health Reporting, Recording and Investigation Policy.

Animals in College

Please refer to the College's Animals in College Policy.

Asbestos

The College recognises its duties under the Control of Asbestos Regulations 2012 to:

- Take reasonable steps to find out if there are asbestos-containing materials present in our premises and, if so, how much material, where it is, what type it is (for example, tile, boards, lagging) and what condition it is in;
- Make, and keep up-to-date, a record of the location and condition of the asbestos-containing materials (or materials which are presumed to contain asbestos);
- Clearly identify any areas that have not been accessed/surveyed;
- Prepare a plan that sets out how the risks from these materials will be managed (i.e. an Asbestos Management Plan);
- Take the necessary steps to put the plan into action; and
- Provide information on the location and condition of any asbestos-containing materials to anyone who is liable to work on or disturb them (including contractors).

The Director of Estates is the responsible person for the management of asbestos and therefore holds overall responsibility for all of the above. Please refer to the College's Asbestos Management Plan for further information.

Competence/Training

Please refer to the section on Competence within Section 2 – ORGANISATION of this Policy.

Communication with Employees

Please refer to the section on Communication within Section 2 – ORGANISATION of this Policy.

Consultation with Employees

Please refer to the following sections of this Policy:

- Co-operation within Section 2 – ORGANISATION; and
- H&S Committee – Terms of Reference.

Control of Contractors

Please refer to the College's Control of Contractors Policy.

Control of Substances Hazardous to Health (COSHH)

The College recognises its duties under the Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended) and is committed to ensuring that all reasonable steps are taken to prevent exposure of employees, and others such as pupils, to substances hazardous to health, or where exposure cannot be prevented, that it is controlled within statutory limits and reduced so far as is reasonably practicable.

COSHH covers substances that are hazardous to health. Substances can take many forms and include:

- Chemicals and products containing chemicals
- Fumes, dusts, vapours, and mists
- Gases and asphyxiating gases
- Biological agents (germs). If the packaging has any of the hazard symbols then it is classed as a hazardous substance; and
- Germs that cause diseases such as leptospirosis or legionnaires disease and germs used in laboratories.

COSHH does not cover the following substances as they have their own specific regulations:

- Lead;
- Asbestos (please refer to the Asbestos section of this Policy); and
- Radioactive substances (please refer to the Ionising Radiation and Radon sections of this Policy).

Many materials or substances used or created at work could harm health. These substances could be dusts, gases or fumes that persons breathe in, or liquids, gels or powders that come into contact with eyes or skin. There could also be harmful micro-organisms present that can cause infection, an allergic reaction or are toxic.

Harmful substances can be present in anything from paints, adhesives and cleaning products to wood dust, solder and welding fume, blood or waste. Ill health caused by these substances used at work is preventable. Many substances can harm health but, used properly, they almost never do.

There are various routes for harmful substances to get into the body, including:

- Exposure by breathing in (inhalation), such as breathing in dusts, fumes, vapours etc. Once breathed in, some substances can attack the nose, throat or lungs while others get into the body through the lungs and harm other parts of the body, e.g., the liver;
- Exposure by skin contact - some substances damage skin through direct contact, while others pass through it and damage other parts of the body (absorption). Skin gets contaminated by:
 - Direct contact with the substance, e.g., if you touch it or dip your hands in it;
 - Splashing;
 - Substances landing on the skin, e.g. airborne dust; and/or
 - Contact with contaminated surfaces – this includes contact with contamination inside protective gloves;

- Exposure by swallowing (ingestion) - people can transfer chemicals from their hands to their mouths by eating, smoking etc without washing first, or people may accidentally consume hazardous substances through lack of, or incorrect, labelling;
- Exposure to the eyes - some vapours, gases and dusts are irritating to eyes. Caustic fluid splashes can damage eyesight permanently; and
- Exposure by skin puncture - risks from skin puncture such as needlestick injuries are rare, but can involve infections or very harmful substances, e.g. drugs.

Heads of Department/Line Managers are responsible for:

- Identifying hazardous substances used, stored and/or produced within their area of responsibility. This is likely to be relevant for departments including Estates/Maintenance, Grounds Maintenance, Catering, Cleaning, Art, Ceramics, Design Technology, Food Technology, Science, Swimming Pool etc. (guidance is available from the HSE [here](#). For academic departments including Art, Ceramics, Design Technology, Food Technology and Science, guidance is available from [CLEAPSS](#));
- Ensuring that no new hazardous substances are introduced into the College without prior assessment and their approval;
- Ensuring that approval is obtained from the Director of Estates prior to purchasing any on-tool extraction, portable extraction, and/or fixed extraction systems such as local exhaust ventilation (LEV) or fume cupboards etc.;
- Eliminating hazardous substances within their area of responsibility where reasonably practicable (e.g., by replacing them with a non-hazardous substance). Where this is not possible:
- Ensuring that a COSHH inventory/register of all hazardous substances used/stored/produced within their area of responsibility is held and maintained, and is supported by copies of the relevant manufacturers' safety data sheets where relevant, and that these are made available to staff;
- Ensuring that all activities which involve, or may involve, exposure to substances hazardous to health are assessed (i.e. a COSHH assessment is completed), and that appropriate control measures are taken if elimination of the substance is not possible (guidance is available from the HSE [here](#), and example COSHH assessments are available from the HSE [here](#). For academic departments including Art, Ceramics, Design Technology, Food Technology and Science, guidance, model risk assessments and hazcards, are available from [CLEAPSS](#))
- Ensuring that control measures to reduce the risk of exposure, so far as is reasonably practicable, are chosen in order of priority as follows:
 1. Eliminate the use of a harmful product or substance and use a safer one
 2. Use a safer form of the product, e.g., paste rather than powder
 3. Change the process to emit less of the substance
 4. Enclose the process so that the product does not escape
 5. Extract emissions of the substance near the source (e.g., through use of on-tool extraction or local exhaust ventilation)
 6. Have as few workers/pupils in harm's way as possible
 7. Provide personal protective equipment (PPE) such as gloves, coveralls and a respirator. PPE must fit the wearer (please refer to the PPE section of this Policy for further information)

If your control measures include 5, 6 and 7, make sure they all work together.
- Ensuring that COSHH assessments are reviewed periodically, following any changes, and/or following any accidents, incidents, near misses, and/or any reports of symptoms and/or occupational disease relating to exposure to hazardous substances;
- Liaising with the Health, Safety and Compliance Manager to arrange for exposure surveys (e.g. dust/fume etc.) to be undertaken by a competent person (e.g. an external occupational hygienist) where there are any concerns regarding actual levels of exposure (see the HSE guidance on Workplace Exposure Limits [here](#));

- Ensuring that staff (and where relevant, pupils) are provided with suitable training and instruction on the findings of the COSHH assessment, including:

- What the hazards and risks are;
- About any workplace exposure limit;
- The results of any monitoring of exposure;
- The general results of health surveillance;
- What to do if there is an accident (e.g. spillage) or emergency.

Staff using hazardous substances should also complete the Educare COSHH training upon employment and every 3 years thereafter as a minimum. Staff may also require specialist external training for some tasks (e.g. CLEAPSS provide specialist training courses for Science staff, and grounds maintenance staff working with pesticides will require PA1/PA6 training etc.).

- Ensuring that all fixed or portable extraction systems within their area of responsibility (e.g., on-tool extraction, portable dust/fume extraction units, fixed extraction systems such as local exhaust ventilation and fume cupboards etc.) are subject to a servicing/maintenance regime in accordance with good practice, and taking into account manufacturers'/installers' recommendations, to ensure their continued effectiveness;
- Ensuring that records of all servicing/maintenance and any subsequent remedial work are held on file for a minimum of 5 years for audit and compliance purposes;
- Ensuring that any defects to fixed or portable extraction systems within their area of responsibility identified through inspections/servicing/maintenance are rectified in a timely manner;
- Ensuring that any defective fixed or portable extraction systems (together with their associated equipment) are taken out of service whilst awaiting repair or replacement and clearly marked as out of use;
- Ensuring that hazardous substances used within their area of responsibility are suitably stored when not in use in line with the findings of the COSHH assessment (e.g. in lockable COSHH cabinets, store cupboards etc.) in order to prevent access by unauthorised persons, especially pupils. Hazardous substances must not be left out in areas where pupils can access them (e.g. on open shelving), and must be kept out of reach of young pupils at all times;
- Ensuring that hazardous substances are stored in suitable containers and appropriately labelled;
- Ensuring that where health surveillance is identified as necessary (i.e. where there is a disease associated with the substance in use, such as Asthma, Dermatitis, or Cancers, where it is possible to detect the disease or adverse change and reduce the risk of further harm, and where the conditions in the workplace make it likely that the disease will appear), that they liaise with the Health, Safety & Compliance Manager to set up a scheme in consultation with the affected employees, and with input from a competent occupational health professional (please refer to the Health Surveillance section of this Policy for further information); and
- Ensuring that any used/surplus hazardous substances are suitably disposed of via an [authorised business](#), and that [consignment notes](#) are completed and retained on file for 3 years as a minimum for audit and compliance purposes.

The Director of Estates is responsible for ensuring that:

- All on-tool, portable and fixed extraction/local exhaust ventilation (LEV) systems are identified on a schedule which is used to ensure that each item receives the necessary Thorough Examination and Test (i.e. statutory inspection), and that this is kept under review;
- All on-tool, portable and fixed extraction/local exhaust ventilation (LEV) systems are subjected to a periodic Thorough Examination and Test by a competent person (completed by the insurer) and an inspection report held on file (this is typically upon installation, and then every 14 months thereafter);
- Records of all statutory inspections and any subsequent remedial work are held on file for a minimum of 5 years for audit and compliance purposes;
- Any defects identified through statutory inspections are rectified in a timely manner; and

- Any defective on-tool, portable and fixed extraction/local exhaust ventilation (LEV) systems (together with their associated equipment) are taken out of service whilst awaiting repair or replacement and clearly marked as out of use.

The Health, Safety and Compliance Manager is responsible for:

- Providing advice and guidance on matters relating to COSHH upon request (e.g. COSHH assessments, PPE, storage/disposal of hazardous substances, staff/pupil training requirements etc.);
- Arranging for exposure surveys (e.g. dust/fume etc.) to be undertaken by a competent person (e.g. an external occupational hygienist) where there are any concerns regarding actual levels of exposure;
- Assisting Heads of Department/Line Managers in setting up a health surveillance scheme (where this has been identified as necessary), in consultation with the affected employees, and with input from a competent occupational health professional (please refer to the Health Surveillance section of this Policy for further information); and
- Investigating any accidents, incidents, near misses, and reports of symptoms and/or occupational disease relating to exposure to hazardous substances in line with the College's Accidents, Incidents, Near Misses and Occupational Ill Health Reporting, Recording and Investigation Policy.

Employees must:

- Not introduce (i.e. by purchasing or bringing in from home) any new hazardous substances into the College without prior assessment and approval from their Head of Department/Line Manager;
- Ensure that hazardous substances used/stored within their area of responsibility are suitably stored when not in use in line with the findings of the COSHH assessment (e.g. in lockable COSHH cabinets, store cupboards etc.) in order to prevent access by unauthorised persons, especially pupils. Hazardous substances must not be left out in areas where pupils can access them (e.g. on open shelving), and must be kept out of reach of young pupils at all times;
- Ensure that hazardous substances are stored in suitable containers and appropriately labelled (i.e. do not decant substances into unsuitable or unlabelled containers);
- Wear all PPE required (i.e. as identified in the COSHH assessment), and ensure that (where relevant), pupils for whom they are responsible wear PPE;
- Complete visual pre-use checks of any exposure control equipment (e.g. on-tool extraction, local exhaust ventilation etc.) and PPE and report any defects that they observe to their Head of Department/Line Manager;
- Comply with the instructions and training given, including the findings of the COSHH assessment; and
- Attend all health surveillance appointments (N.B. these will be organised to take place during employees' normal working hours); and

Critical Incidents

Please refer to the College's Critical Incident Policy.

Design Technology (DT)

Please refer to the College's Design Technology (DT) Department H&S Policy.

Disabled Staff (including temporary disabilities) and Medical Conditions

All new staff are required to complete a medical questionnaire upon employment. This will be reviewed by a member of the Human Resources Department. For any staff with either a permanent and/or temporary

disability or medical condition that may affect their health and safety (or the health and safety of those affected by their actions) whilst working, an individual risk assessment will be completed, with the view to making reasonable adjustments where reasonably practicable. In addition, for any members of staff whereby their temporary/permanent disability/medical condition may affect their ability to be alerted to a fire evacuation, and/or to evacuate safely, the College will ensure that a Personal Emergency Evacuation Plan (PEEP) is completed.

The individual risk assessment process will be fair and will look at what reasonable adjustments can be made in line with the requirements of the Equality Act 2010. Advice to assist in completion of the risk assessment may be sought from Occupational Health, Medical Practitioners, and/or other agencies where required.

Staff must report any disabilities and/or medical conditions that they develop during employment to their Line Manager as soon as they become aware, whereby upon notification, the process outlined above will be followed.

Line Managers are responsible for liaising with the Health, Safety & Compliance Manager to arrange completion of individual risk assessments and PEEPs.

Disabled Pupils (including temporary disabilities) and Medical Conditions

All new pupils are required to complete a medical questionnaire upon enrolment. This will be reviewed by the Nurse Manager / Senior Matron. For any pupils with either a permanent and/or temporary disability or medical condition that may affect their health and safety (or the health and safety of those affected by their actions) whilst at the School, an individual risk assessment will be completed, with the view to making reasonable adjustments where reasonably practicable (unless this has already been covered within an Education, Health and Care Plan, or EHCP). In addition, for any pupils whereby their temporary/permanent disability/medical condition may affect their ability to be alerted to a fire evacuation, and/or to evacuate safely, the College will ensure that a Personal Emergency Evacuation Plan (PEEP) is completed.

The individual risk assessment process will be fair and will look at what reasonable adjustments can be made in line with the requirements of the Equality Act 2010. Pupils and their parents/carers/guardians will be consulted, and advice to assist in completion of the risk assessment may be sought from Occupational Health, Medical Practitioners, and/or other agencies where required.

Pupils (and/or parents/carers/guardians of pupils) must report any disabilities and/or medical conditions that they develop during their time at the School to School Nurse Manager / Senior Matron as soon as they become aware, whereby upon notification, the process outlined above will be followed.

The School Nurse Manager / Senior Matron are responsible for liaising with the Health, Safety & Compliance Manager to arrange completion of individual risk assessments and PEEPs where required.

Display Screen Equipment

The College recognises its duties under the Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002.

DSE are devices or equipment that have an alphanumeric or graphic display screen and includes display screens, laptops, touch screens and other similar devices.

The main risks that may arise in work with DSE are musculoskeletal disorders such as back pain or upper limb disorders (sometimes known as repetitive strain injury or RSI), visual fatigue, and mental stress. While the risks to individual users are often low, they can still be significant if good practice is not followed.

All reasonable steps will be taken to secure the health and safety of employees who work with DSE. To achieve this objective, the College will:

- Identify those employees who are 'users' as defined by the regulations (i.e. those who use DSE daily, as part of their normal work, continuously for an hour or more);
- Ensure that all users are provided with suitable training in the hazards of DSE use, the precautions for safe working, and the arrangements for obtaining eyesight tests;
- Ensure that all users complete a DSE self-assessment as soon as possible upon employment and that this is repeated following any changes (e.g. a change of desk or office move etc.);
- Review all completed DSE self-assessments and implement any control measures required to either eliminate or reduce any risks found as a result of the assessments;
- Endeavour to incorporate changes of task within the working day, to prevent intensive periods of on-screen activity;
- Arrange for the provision of a free eyesight test by an Optometrist or Doctor (including a vision test and eye examination) for DSE users upon request at regular intervals (every two years, or as recommended by the Optometrist or Doctor) and/or where a visual problem is experienced;
- Arrange for the supply of corrective appliances upon request where the eyesight test indicates that an employee needs special glasses prescribed for the distance the screen is viewed at (N.B. if an ordinary prescription is suitable, the College is not liable for the supply of corrective appliances);
- Investigate any reported discomfort or ill-health believed to be associated with the use of DSE and take appropriate remedial action; and
- Make special arrangements for individuals with disabilities and/or health conditions that could be adversely affected by working with DSE (please refer to the section on Disabled Staff (including temporary disabilities) and Medical Conditions in this Policy).

The Human Resources Department are responsible for notifying the Health, Safety & Compliance Manager of all new staff who have been identified as 'users' upon employment.

The Health, Safety & Compliance Manager is responsible for:

- Upon notification from the Human Resources Department, assigning the online DSE training course and self-assessment (provided via Educare) to new employees that have been identified as 'users' upon employment;
- Assigning re-assessments to existing employees upon notification that a re-assessment is required (i.e. following a change of desk or office move etc.) received either from an employee or their Line Manager;
- Reporting on non-completion of DSE training/self-assessments to Line Managers and The Health & safety Committee to enable them to take action;
- Reviewing completed DSE self-assessments and advising on any control measures required to either eliminate or reduce any risks found as a result of the assessments; and
- Investigating any reported discomfort or ill-health believed to be associated with the use of DSE and advising on any control measures required to either eliminate or reduce any risks (including referral to an Occupational Health provider for further advice where appropriate).

Employees who are DSE 'users':

- Must complete the DSE training course and self-assessment as soon as possible upon employment (and within 3 months);
- Must report to the Health, Safety & Compliance Manager the need for a re-assessment (e.g. following a change of desk or office move etc.);

- Must comply with the instructions and training given regarding safe workstation set-up and use, including the need for regular changes of activity or breaks and the use of the equipment provided;
- Must inform their Line Manager of any disability or medical condition which may affect their ability to work using DSE or that may be made worse by working with DSE;
- Must report to their Line Manager any discomfort or health concern believed to be associated with the use of DSE; and
- Can request a free eyesight test by an Optometrist or Doctor (including a vision test and eye examination) at regular intervals (every two years or as recommended by the Optometrist or Doctor) and/or where a visual problem is experienced. The request must be made in advance via the Human Resources Department, whereby the employee will be required to arrange the eyesight test with their preferred provider, and will then be reimbursed for the cost via the College's expenses policy. Should the eyesight test indicate that the employee needs special glasses prescribed for the distance the screen is viewed at, then the employee will also be reimbursed for the cost of corrective appliances.

Driving for Work

The College accepts its responsibility to manage health and safety risks to employees who drive for work, and of any other persons who may be affected by our driving activities, such as pupils, visitors, contractors etc.

Driving for work may include:

- Driving a College vehicle such as a minibus, van, or pool car (including vehicles leased and/or hired by the College); and
- Employees driving their own vehicles on college business (other than commuting to and from their permanent place of work, as commuting is not covered by H&S law).

All reasonable steps will be taken to eliminate the hazards posed by driving for work. Where hazards cannot be eliminated, they will be reduced so far as is reasonably practicable. To achieve this objective, the College will:

- Ensure that all College vehicles are suitable for our operations and include driver aids and other safety devices where appropriate (such as reversing alarms, camera systems, proximity sensors etc.);
- Ensure that all College vehicles are maintained in a safe and fit condition for use;
- Maintain a process to vet and approve drivers of College vehicles, and those staff who drive their own vehicles on College business, to ensure their suitability and competence, and maintain an approved list of drivers;
- Ensure that steps are taken to prevent the unauthorised use of College vehicles;
- Ensure that journeys are appropriately planned and managed;
- Ensure that suitable and sufficient risk assessments are undertaken for all driving for work activities, and that these are reviewed periodically, following any changes, and/or following any accidents, incidents or near misses;
- Ensure that any accidents, incidents or near misses associated with driving for work are reported, recorded and investigated; and
- Ensure that approved drivers are provided with suitable training and instruction (including the completion of pre-use checks and procedures to follow in the event of an emergency or breakdown etc.), and that this is refreshed periodically.

The Transport Manager is responsible for:

- Ensuring that all College vehicles purchased/leased/hired are suitable for our operations and include driver aids and other safety devices where appropriate (such as reversing alarms, camera systems, proximity sensors etc.);

- Ensuring that all College vehicles purchased/hired/leased are identified on a schedule which is used to ensure that each item receives the necessary permits (where applicable), road tax, MOT (where applicable), safety inspections (where applicable, e.g. for the minibuses), servicing/maintenance, and insurance (including breakdown cover);
- Ensuring that any lifting equipment associated with College vehicles (e.g. vehicle tail lifts etc.) receives a Thorough Examination and Test (i.e. statutory inspection) by a competent person periodically in line with the requirements of the Lifting Operations and Lifting Equipment Regulations 1998;
- Ensuring that all College vehicles purchased/leased/hired have the appropriate permits in place, and that they are displayed in the vehicles during use (e.g. Section 19 permits for the minibuses etc.);
- Ensuring that all College vehicles purchased/hired/leased have the appropriate road tax in place, and receive the required MOT (where applicable), safety inspections (where applicable, e.g. for the minibuses), servicing/maintenance in line with the manufacturers' recommendations, and insurance (including breakdown cover);
- Ensuring that all approved drivers complete a satisfactory Driver Questionnaire prior to being authorised to commence driving for work activities, and then annually (as a minimum) thereafter;
- Maintaining the approved list of drivers;
- Acting on any concerns arising from completed Driver Questionnaires, reported accidents/incidents/near misses, reported additional convictions (including penalty points) or periods of disqualification, and/or reported disabilities, health conditions or medication which could affect a driver's ability to operate a vehicle safely; with drivers being removed from the approved list and prohibited from driving on College business where necessary;
- Ensuring that steps are taken to prevent the unauthorised use of College vehicles (i.e. that keys are held securely when not in use and only provided to those staff who are on the approved list and have been authorised to drive the vehicle);
- Ensuring that approved drivers are provided with suitable training and instruction (including the completion of pre-use checks and procedures to follow in the event of an emergency or breakdown etc.), and that this is refreshed periodically;
- Ensuring that any defects identified during pre-use checks, safety inspections, servicing/maintenance, MOTs etc. are rectified by a competent person within a reasonable timeframe;
- Ensuring that defective College vehicles are taken out of service (where necessary) and clearly marked as out of use; and
- Ensuring that records of all pre-use checks, safety inspections, servicing/maintenance, MOT, driver questionnaires, and staff training are held on file for a minimum of 3 years for audit and compliance purposes.

Heads of Department/Line Managers are responsible for:

- Ensuring that employees within their department do not undertake driving for work activities (including driving their own vehicle on College business, such as to a meeting, training course or conference off site) until they have submitted a satisfactory Driver Questionnaire and have been authorised to drive the vehicle in question by the Transport Manager;
- Ensuring that suitable and sufficient risk assessments are undertaken for all driving for work activities that consider the vehicle, the journey, and the driver(s), and that these are reviewed periodically, following any changes, and/or following any accidents, incidents or near misses;
- Ensuring that where employees within their department are required to undertake driving for work activities, that the schedule of driving, work activities, and periods of rest are mutually agreed and determined, so as not to place an undue burden upon the person(s) concerned. This may require

provision of overnight accommodation, second drivers, and/or additional staff as passenger assistants to supervise passengers etc.

The Health, Safety & Compliance Manager is responsible for ensuring that any reported accidents, incidents or near misses associated with driving for work are investigated.

Employees who undertake driving for work are responsible for:

- Not operating any College vehicles (including leased vehicles, and any hired vehicles) and/or driving their own vehicle on College business (other than commuting to and from their permanent place of work) without prior authorisation from the Transport Manager;
- Completing a Driver Questionnaire and submitting it to the Transport Manager prior to being authorised to commence driving for work activities, and then annually (as a minimum) thereafter;
- Not driving for work when under the influence of alcohol, illegal drugs, legal highs, and/or prescribed drugs;
- Not driving for work when feeling too ill and/or fatigued to drive safely;
- Not using a mobile phone whilst driving;
- Informing the Transport Manager if they are suffering from any disability, health condition or taking any medication which could affect their ability to operate a vehicle safely;
- Informing the Transport Manager immediately of any of any additional convictions (including penalty points) or periods of disqualification;
- Taking regular breaks when driving (i.e. a 15 minute break for every 2 hours of driving);
- Completing and submitting a Driver Questionnaire prior to being accepted onto the approved list of drivers, and then annually thereafter;
- Completing appropriate pre-use vehicle checks prior to driving for work to ensure that the vehicle is safe for use (N.B. the law states that it is the responsibility of the driver to ensure that any vehicle driven on the public highway is safe and fit for use);
- Reporting any defects to College vehicles that they identify to Transport Manager immediately;
- Ensuring that where using their own vehicle for driving on College business (other than commuting to and from their permanent place of work), that the vehicle is taxed, MOTd (where applicable), serviced/maintained in a roadworthy condition, and that their private vehicle insurance extends to cover business use;
- Reporting any accidents/incidents/near misses associated with driving for work (including all road traffic accidents) in line with the College's Accidents, Incidents, Near Misses and Occupational Ill Health Reporting, Recording and Investigation Policy; and
- Complying with the instructions and training given regarding safe use, including the findings of the risk assessment.

Drugs and Alcohol

Please refer to the College's Drugs and Alcohol Policy.

Educational Visits

Please refer to the College's Educational Visits Policy.

Electrical Safety

The College recognises its duties under the Electricity at Work Regulations 1989 and aims to achieve high standards of electrical safety in compliance with the duties imposed.

The main hazards of working with electricity are:

- Electric shock and burns from contact with live parts
- Injury from exposure to arcing (when electricity jumps from one circuit to another)
- Fire from faulty electrical equipment or installations
- Explosion caused by unsuitable electrical apparatus; and
- Static electricity igniting flammable vapours or dusts.

Electric shocks can also lead to other types of injury, for example by causing a fall when working from ladders or scaffolds etc. Even incorrectly wiring a plug can be dangerous and lead to fatal accidents or fires.

All reasonable steps will be taken to eliminate the hazards posed by electrical equipment and installations. Where hazards cannot be eliminated, they will be reduced so far as is reasonably practicable. To achieve this objective, the College will:

- Ensure that all electrical equipment and installations (including temporary installations) are suitable for their intended use and the conditions in which they are operated, and only used for their intended purpose;
- Ensure that suitable electrical e-stops are installed for cutting off the electrical supply to any electrical equipment where this is necessary to prevent danger;
- Ensure that all work on College equipment and installations is carried out by competent persons (either College-employed electricians, or external contractors);
- Ensure that all electrical equipment and installations are maintained to prevent danger;
- Ensure that risk assessments for electrical equipment and installations are in place (including for any work undertaken to equipment and/or installations), and that these are reviewed periodically, following any changes, and/or following any accidents, incidents or near misses;
- Instruct employees to carry out basic visual pre-use checks of electrical equipment; and
- Instruct boarders that they must ensure that any electrical equipment brought into the College meets UK standards and is appropriate for use with UK distribution systems.

For work undertaken by our employed electricians, it is the responsibility of the Director of Estates to ensure that:

- The employed electricians tasked with undertaking the work are suitably qualified and competent to do so;
- Risk assessments are completed for the tasks undertaken and that safe systems of work are adopted based on best practice, and that the employed electricians are briefed on and adhere to these; and
- The employed electricians are updated and provided with further information and training when there are changes to electrical installation standards.

For work to electrical equipment and installations undertaken by contractors, please refer to the Control of Contractors Policy.

It is the College's policy that live working is prohibited, although voltage detection testing is permitted where essential by qualified and experienced employees/contractors with appropriate controls and suitable equipment. In the unusual circumstance that live working cannot be avoided, the Director of Estates is responsible for ensuring that stringent controls are in place including risk assessment, method statement, competent supervision, and the use of a permit to work.

In addition, it is the responsibility of the Director of Estates to ensure that:

- All new electrical installations are installed to a suitable standard (e.g., BS 7671 Requirements for Electrical Installations, also known as the IET Wiring Regulations);
- All electrical installations (including temporary installations) are suitable for their intended use and the conditions in which they are operated, and only used for their intended purpose;
- Suitable electrical e-stops are installed for cutting off the electrical supply to any electrical equipment where this is necessary to prevent danger;
- All work on College equipment and installations is carried out by competent persons (either College-employed electricians, or external contractors); and
- Access to electrical distribution equipment is kept free from obstruction and areas around this equipment is not used for storage purposes.

It is the responsibility of the Maintenance Manager to ensure that:

- A maintenance schedule is drawn up and maintained for all fixed electrical installations whereby they are inspected (i.e. an Electrical Condition Installation Report or EICR) periodically in line with the requirements of BS 7671 Requirements for Electrical Installations (also known as the IET Wiring Regulations) by a competent electrical contractor. This will be arranged:
 - Annually for the swimming pool;
 - Every 3 years for the Theatre and Sports Centre;
 - Every 5 years (as a minimum) for the remainder of the commercial premises; and
 - Every 5 years (as a minimum, and/or following a change of occupancy) for the domestic premises;
- A maintenance schedule is drawn up for fixed Residual Current Devices (RCDs), and that they are tested periodically in line with the requirements of BS 7671 Requirements for Electrical Installations by a competent person;
- All College-owned and boarders' portable electrical appliances are subject to a risk-based testing regime (PAT testing) undertaken by competent persons;
- Any defective electrical equipment is taken out of service whilst awaiting repair or replacement and clearly marked as out of use;
- Any defects identified during the inspections/PAT testing are rectified by a competent person within a reasonable timeframe; and
- Records of all inspections/testing and any subsequent remedial work are held on file for a minimum of 5 years for audit and compliance purposes.

Heads of Department/Line Managers are responsible for ensuring that:

- Staff do not undertake any repairs and/or modifications to electrical equipment and/or installations (with the exception of the College-employed electricians);
- Any electrical equipment purchased for use within the College meets UK standards and is appropriate for use with UK distribution systems. All electrical products will have the manufacturers name or trademark along with other marks such as CE or UKCA on their label if made by a legitimate manufacturer. This information is normally on the product itself;
- Suitable and sufficient risk assessments are undertaken and recorded for electrical equipment used within their area of responsibility, and that these are reviewed periodically, following any changes, and/or following any accidents, incidents or near misses;
- The risk of using electrical equipment is reduced at source wherever possible. For example, use of battery operated tools as opposed to mains-powered, use of portable tools designed to be run from a 110 volt centre-tapped-to-earth supply, and use of socket-outlet RCDs where appropriate etc.;
- Staff are instructed to carry out basic visual pre-use checks of electrical equipment; and
- Any defective electrical equipment is taken out of service whilst awaiting repair or replacement and clearly marked as out of use.

HouseMs must:

- Instruct boarders that they must ensure that any electrical equipment brought into the College meets UK standards and is appropriate for use with UK distribution systems (i.e. this could be covered as part of the boarding induction). All electrical products will have the manufacturers name or trademark along with other marks such as CE or UKCA on their label if made by a legitimate manufacturer. This information is normally on the product itself; and
- Remain vigilant for any electrical equipment that does not appear to meet UK standards and/or be suitable for use with UK distribution systems.

Employees must:

- Not undertake any repairs and/or modifications to electrical equipment and/or installations;
- Not bring in and use personal items of electrical equipment (with the exception of residential staff in their own private dwelling, whereby the equipment must meet UK standards and be suitable for use with UK distribution systems);
- Complete a basic, visual pre-use check for any electrical equipment to ensure that it is safe to use (guidance on how to complete a visual pre-use check is available [here](#) under 'user checks');
- Report any defects to electrical installations that they identify (e.g. damaged plug sockets etc.) to the Estates department;
- Report any defects to electrical equipment that they identify to their Line Manager and ensure that the item is taken out of service and clearly marked as out of use;
- Comply with the instructions and training given regarding safe use, including the findings of the risk assessment;
- Ensure, where possible, that tools and power socket outlets are switched off before plugging in or unplugging; and
- Ensure that equipment is switched off and/or unplugged before cleaning or making adjustments.

Event Safety

Please refer to the College's Event Safety Policy.

Fire Safety

Please refer to the College's Fire Safety Policy and Fire Orders (by building).

First Aid

Please refer to the College's First Aid Policy.

Food Safety

The College recognises its duties under the following legislation:

- The Food Safety Act 1990
- The Food Safety and Hygiene (England) Regulations 2013; and
- The Domestic Food Information Regulations 2014.

Food poisoning is caused by eating something that has been contaminated with germs or toxins. This can happen if food is:

- Not cooked or reheated thoroughly

- Not stored correctly – for example, it's not been frozen or chilled
- Left out for too long
- Handled by someone who's ill or has not washed their hands; and/or
- Eaten after its "use by" date.

Any type of food can cause food poisoning.

The significant majority of food preparation on College sites is managed by our selected catering contractor. As part of the selection process, the College established that the contractor has in place procedures for hazard analysis, employee training, temperature control, cleaning, and preventing contamination. The Domestic Bursar is responsible for monitoring the contract and liaising with the catering contractor to deal with any concerns and/or complaints.

However, some College staff may undertake food preparation and/or serving activities as part of their role (e.g. preparing food for pupils, delivering cooking activities with pupils etc.), and it is imperative that such activities are appropriately managed to reduce the risk of food borne illnesses and allergic reactions.

The Domestic Bursar is responsible for:

- Ensuring that the selection process for the catering contractor includes due diligence checks on their management systems for food safety and allergens;
- Monitoring the catering contract and liaising with the catering contractor to investigate and respond to any concerns or complaints; and
- Ensuring that external audit reports of the catering contractors food safety management and H&S management arrangements are received and reviewed;
- Ensuring that there is a suitable cleaning schedule in place for areas in which food is consumed (e.g. dining halls, staff rooms etc.),

The Director of Estates is responsible for:

- Ensuring that any drink machines/chilled water dispensers/water boiler taps are connected to a potable water supply, and maintained by a competent person to ensure that they remain safe and hygienic for use.
- ensuring that there is a suitable cleaning schedule in place for commercial kitchens, domestic kitchens (other than in the tenanted properties), house kitchens and food technology classrooms.

Heads of Department are responsible for:

- Identifying any work-related food preparation/serving activities undertaken by their staff/pupils;
- Ensuring that suitable and sufficient risk assessments and food safety management procedures are in place covering work-related food preparation/serving activities undertaken by their staff/pupils, and that these are reviewed periodically, following any changes, and/or following any accidents, incidents, near misses and/or reports of food borne illnesses or allergic reactions (guidance is available from the Food Standards Agency [here](#));
- Ensuring that work-related food preparation/serving activities are only undertaken by staff who have had suitable and sufficient information and training on food hygiene (i.e. Level 2 for food preparation, and L1 for serving food, as a minimum) and allergens, and any precautions or safeguards required.

HouseMs are responsible for:

- Taking and recording fridge temperatures in the house kitchens daily to ensure that they are within the desired range (i.e., 0–5°C or 32–41°F) (N.B. this does not apply to the commercial kitchens as this responsibility falls to the catering contractor);
- Periodically checking the contents and cleanliness of fridges in the house kitchens to ensure that they remain clean and that any old food is discarded (N.B. this does not apply to the commercial kitchens as this responsibility falls to the catering contractor); and

- Ensuring that boarders are briefed on basic food hygiene and safety (including allergens) as part of the boarding induction.

Staff undertaking food preparation/serving activities must:

- Comply with the instructions and training given regarding food hygiene and allergens, including the findings of the risk assessment; and
- Not engage in any work-related food preparation or serving activities if they are suffering with diarrhoea/vomiting, and until 48hrs have passed from symptoms stopping naturally.

Gas Safety

The College recognises its duties under the Gas Safety (Installation and Use) Regulations 1998 (as amended) and related Approved Code of Practice, and aims to achieve high standards of gas safety in compliance with the duties imposed.

Gas can be inherently dangerous if the distribution pipe system and gas fired equipment is not installed and maintained correctly. Hazards normally associated with gas include the risk of explosion and fire resulting from an escape of gas, and asphyxiation by carbon monoxide (CO) gas, a colourless and odourless gas that is the by-product of combustion. This may be a danger due to inadequate ventilation of combustion flue gases from gas fired equipment.

The College has the following gas appliances:

- Domestic cooking appliances (such as cookers, hobs etc.)
- Commercial catering appliances
- Domestic and commercial boilers
- Gas heaters
- Gas taps and proving systems in the Science labs
- Gas-powered equipment and proving systems in the Design Technology workshops; and
- LPG cylinders and gas canisters for use with BBQ's, Trangia stoves etc.

All reasonable steps will be taken to eliminate the hazards posed by gas appliances and installations. Where hazards cannot be eliminated, they will be reduced so far as is reasonably practicable.

It is the responsibility of the Director of Estates to ensure that:

- All new gas appliances, fittings and installations are installed to a suitable standard by a competent person (i.e. a Gas Safe registered engineer) in line with the Gas Safety (Installation and Use) Regulations 1998;
- All gas appliances, fittings and installations are suitable for their intended use and the conditions in which they are operated, and only used for their intended purpose;
- Suitable manual isolation valves or e-stops are installed for cutting off the gas supply to any gas appliances where this is necessary to prevent danger, and that these are appropriately signed;
- All rooms with gas appliances have adequate ventilation;
- All work inspections and servicing/maintenance/repair work on College gas appliances, fittings, and installations is carried out by competent persons (i.e. Gas Safe registered engineers);
- Access to gas appliances, such as boilers, is kept free from obstruction and areas around this equipment is not used for storage purposes;
- Suitable Carbon Monoxide (CO) detectors are installed where necessary;
- There are suitable emergency procedures in place in the case of a suspected gas leak;
- Suitable storage facilities are available for gas bottles and canisters (i.e. for use with portable appliances such as BBQ's, Trangia stoves etc.) when not in use.

It is the responsibility of the Maintenance Manager to ensure that:

- A maintenance schedule is drawn up and maintained for all gas appliances, fittings, and installations (including pipework and flues) whereby they are inspected/serviced/maintained by a competent Gas Safe registered contractor. This will be arranged:
 - Annually (as a minimum) for gas appliances, fittings and installations in tenanted properties (i.e. a Landlord Gas Safety Check). Tenants are provided with a copy of the Landlord Gas Safety Record (LGSR);
 - Annually (as a minimum) for all domestic/commercial boilers, domestic cooking appliances, gas heaters, gas taps and proving systems in the Science labs, and gas appliances and proving systems in the Design Technology workshops;
- Any defective appliances, fittings or installations are taken out of service whilst awaiting repair or replacement and clearly marked as out of use;
- Any defects identified during the gas safety checks/servicing/maintenance are rectified by a competent person within a reasonable timeframe;
- Carbon Monoxide (CO) detectors installed/provided by the College are tested periodically to ensure that they remain fully operative; and
- Records of all gas safety checks/servicing/maintenance and any subsequent remedial work are held on file for a minimum of 5 years for audit and compliance purposes.

Heads of Department/Line Managers are responsible for ensuring that:

- Approval is obtained from the Director of Estates prior to purchasing any gas appliances and/or gas bottles or canisters for use by their department;
- Staff do not undertake any repairs and/or modifications to gas appliances, fittings, or installations;
- Suitable and sufficient risk assessments are undertaken and recorded for gas appliances, fittings, and installations used within their area of responsibility (with the exception of the domestic/commercial heating systems, which are completed by the Health, Safety & Compliance Manager), and that these are reviewed periodically, following any changes, and/or following any accidents, incidents or near misses;
- Staff are instructed to carry out basic visual pre-use checks of gas appliances;
- Any defective gas appliances, fittings or installations are taken out of service whilst awaiting repair or replacement and clearly marked as out of use;
- Their staff do not block air inlets to prevent draughts, and do not obstruct flues and chimneys; and
- Gas bottles and canisters (i.e. for use with portable appliances such as BBQ's, Trangia stoves etc.) used within their department are suitably stored when not in use.

The Health, Safety & Compliance Manager is responsible for completing suitable and sufficient risk assessments for the domestic and commercial heating systems, and that these are reviewed periodically, following any changes, and/or following any accidents, incidents or near misses.

Employees must:

- Not undertake any repairs and/or modifications to gas appliances, fittings or installations;
- Not block air inlets to prevent draughts, and must not obstruct flues and chimneys;
- Not bring in and use personal gas appliances on College premises (e.g. portable gas heaters);
- Complete a basic, visual pre-use check for any gas appliances to ensure that it is safe to use (i.e. look out for signs that the appliance isn't working properly, it produces a floppy yellow flame rather than a crisp blue one, black/brown marks on or around the appliance, the boiler pilot light keeps going out etc.);
- Report any defects to gas appliances that they identify to their Line Manager and ensure that the item is taken out of service and clearly marked as out of use;

- Ensure that any gas bottles and canisters (i.e. for use with portable appliances such as BBQ's, Trangia stoves etc.) that they use are suitably stored when not in use;
- Comply with the instructions and training given regarding safe use, including the findings of the risk assessment;
- Report any concerns regarding gas appliances, fittings or installations to the Estates department by the quickest possible means; and
- Act quickly in the event of a suspected gas leak by:
 - Getting fresh air immediately - open all doors and windows to ventilate the area;
 - Extinguishing any naked flames;
 - Not operating electrical switches (including turning light switches on or off) because this can ignite escaping gas;
 - Turn off the gas by operating the manual isolation valve or e-stop if they are aware of its location and how to operate it (unless the valve or e-stop is located in a basement or cellar, in which case staff should not attempt to enter these areas);
 - Notifying the Estates Manager (ext. 422) by the quickest possible means. If the Estates office is closed (i.e., outside of normal working hours) please contact the emergency number (07718 982739); and
 - Not using the affected gas appliance or installation until authorised to do so by the Estates department.

Glazing & Window Safety

The College recognises its duties under the Workplace (Health, Safety and Welfare) Regulations 1992 to ensure that every window (or other transparent or translucent surface in a wall or partition and every transparent or translucent surface in a door or gate), where necessary for reasons of health or safety (i.e. where they are in 'critical locations' as illustrated in the diagram on page 31 of [Approved Document K \(2013 Edition\)](#), is:

- Made of safety material or is protected against breakage of the transparent or translucent material; and
- Is appropriately marked or incorporates features so as, in either case, to make it apparent (e.g. manifestation etc.).

Impacts with glazing, particularly glazing in doors and door side panels, and at low level in walls and partitions, can result in cutting and piercing injuries. For doors and door side panels, the risk is greatest for glazing between floor and shoulder level when near to door handles and push plates, especially when normal building movement causes doors to stick. Hands, wrists and arms are particularly vulnerable. An initial impact at between waist and shoulder levels can be followed by a fall through the glazing, resulting in additional injury to the face and body or even a fall from height. In walls and partitions, away from doors, the risks relate predominantly to glazing at low level. At that level, children are especially vulnerable.

The College also recognises its duties under general health and safety law to ensure, so far as is reasonably practicable, that staff and any other persons visiting our premises, are not exposed to risks to their health or safety, and this includes the risk of falling from windows.

Windows that are large enough to allow building occupants to fall/climb out should be restrained sufficiently to prevent such falls. The opening should be restricted to 100mm or less. Window restrictors should only be able to be disengaged using a special tool or key.

The Director of Estates is responsible for:

- Ensuring that the premises is surveyed to identify:

- All windows above ground level that are large enough to allow building occupants to fall/climb out;
- All windows (or other transparent or translucent surface in a wall or partition and every transparent or translucent surface in a door or gate) that include 'critical locations' as outlined in Approved Document K (2013 Edition);
- Ensuring that suitable window restrictors (designed to restrict opening to 100mm or less) are installed on all windows above ground level that have been identified via survey as large enough to allow building occupants to fall/climb out;
- Ensuring that windows (or other transparent or translucent surface in a wall or partition and every transparent or translucent surface in a door or gate) that include 'critical locations' that have been identified via the survey:
 - If broken on impact, break in a way which is unlikely to cause injury (*see paragraphs 5.3 and 5.4 of Approved Document K (2013 Edition)*); or
 - Resist impact without breaking (*see paragraphs 5.5, 5.6 and 5.7 of Approved Document K (2013 Edition)*); or
 - Are shielded or protected from impact (*see paragraph 5.8 of Approved Document K (2013 Edition)*).
- Ensuring that manifestation is used to make glazing apparent where necessary (N.B. the risk of collision is greatest when two parts of the building, or the building and its immediate surroundings, are at the same level but separated by transparent glazing and people may think they can walk from one part to the other, such as full length glazing or patio doors etc.); and
- Ensuring that any new glazing in windows (or other transparent or translucent surface in a wall or partition and every transparent or translucent surface in a door or gate) is installed by a competent person in line with the requirements outlined above and in Approved Document K (2013 Edition).
- Ensuring that openable windows, skylights and ventilators are capable of being opened, closed or adjusted safely and, when open, do not pose any undue risk to anyone (e.g. do not open into an area where people may collide with them etc.); and
- Ensuring that all windows and skylights are designed or constructed so as to be able to be cleaned safely. Where this is not the case alternative arrangements must be devised so as to render the window cleaning operation safe and without risks to health.

The Estates and Projects Manager is responsible for:

- Arranging for periodic checks to be undertaken on the condition of glazing, presence and functionality of window restrictors; barriers used to prevent impact with windows (such as metal/wooden bars), and manifestation;
- Ensuring that any defects identified during the periodic checks and/or reported by staff are rectified by a competent person within a reasonable timeframe; and
- Ensuring that records of all periodic checks and any subsequent remedial work are held on file for a minimum of 5 years for audit and compliance purposes.

HouseMs are responsible for:

- Periodically checking the condition of glazing (.g. for cracked/smashed/missing panes), and presence and functionality of window restrictors, barriers used to prevent impact with windows (such as metal/wooden bars), and/or manifestation within their boarding house.

Staff must:

- Not tamper or remove window restrictors, barriers used to prevent impact with windows (such as metal/wooden bars), and/or manifestation; and

- Report any defects to glazing (e.g. cracked/smashed/missing panes etc.), window restrictors, barriers used to prevent impact with windows (such as metal/wooden bars), and/or manifestation that they identify to the Estates department.

Health & Safety Committee – Terms of Reference

The aim of the Health & Safety Committee is to act as a vehicle for the College to consult with its employees on matters of health and safety, and to lead on health and safety policy, implementation, and monitoring/review across the College.

The objectives of the Health and Safety Committee are to:

- Promote all aspects of health and safety across the College
- Consult with employee representatives on health and safety matters
- Promote co-operation between SMT/OMT and employees in order to make continuous improvements in health and safety
- Assist in reviewing and monitoring the effectiveness of the Health and Safety Policy and consider the need for any changes or additions to the College's arrangements for health and safety
- Consider the implications of any forthcoming new or amended health and safety legislation, and whether any changes to the College's arrangements will be required
- Examine and discuss the significant findings of internal/external health and safety inspections/audits and agree on any further action required
- Review advice/reports etc. provided by bodies such as the HSE, Fire Authority, local authority Environmental Health Officers etc. and/or insurers and agree on any further action required
- Consider relevant health, safety, and/or welfare matters raised by members of the Committee
- Review and discuss statistics for reported accidents, incidents/near misses, and/or cases of confirmed occupational disease with the aim of identifying any trends
- Review the findings of formal accident/incident/near miss/occupational disease investigations to consider the effectiveness of any action taken to prevent future similar incidents and disseminate lessons learned
- Assist in identifying and planning health and safety training; and
- Monitoring progress of the H&S development plan.

Membership of the Committee

The College ensures that the composition of the committee reflects adequate representation for all employees. Committee members include:

- Headmaster (Chair)
- Council Member responsible for H&S (designated H&S Champion)
- Senior Deputy Head
- Chief Operating Officer (COO)
- Deputy Head: Curriculum
- Deputy Head: Pastoral
- Domestic Bursar (Representative of Employee Safety)
- H&S Academic Representative
- Health, Safety & Compliance Manager
- H&S Coordinator
- Head of Human Resources
- Head of Safeguarding & Pupil Wellbeing
- Sports Complex Manager
- Director of Drama
- Head of DT and Art

- Head of Science
- First Aid Manager
- Educational Visits Coordinator; and
- Outdoor Pursuits.

Pupil representatives are also invited to attend. In addition, specialist advisors (e.g. external Health and Safety Consultants, Occupational Health Advisor etc.) may be invited to attend meetings in order to provide professional advice etc.

Meeting Arrangements

Committee meetings are held termly (as a minimum), with a meeting schedule drawn up annually by the Chair and issued to members in advance via email.

Arrangements for Reporting the Outcome of Meetings to Employees

The Chair is responsible for ensuring that minutes of the committee meetings are taken as a record of what was discussed and agreed, including action points and responsible persons. Copies of the minutes are sent via email to all members, as well as the College Council. Copies of the meeting minutes are also made available to all employees via the [Health and Safety SharePoint site](#).

Health Surveillance

The College recognises its duty under the Management of Health and Safety at Work Regulations 1999 to ensure that our employees are provided with such health surveillance as is appropriate to the risks to their health and safety, as identified by the risk assessment.

Health surveillance is a scheme of repeated health checks which are used to identify ill health caused by work, such as audiometry (hearing tests), spirometry (lung function tests), skin checks, and hand-arm vibration checks etc. Health surveillance is a legal requirement in specific circumstances when there is still some residual risk to an employee's health despite the control measures put in place, and they are likely to be exposed to noise, vibration, and/or substances hazardous to health. This is because control measures may not always be reliable, despite appropriate checking, training and maintenance.

Heads of Department/Line Managers are responsible for:

- Ensuring that the need for health surveillance is identified through completion of area/activity risk assessments and COSHH assessments in line with the HSE guidance available [here](#);
- Ensuring that where health surveillance is identified as necessary, that they liaise with the Health, Safety & Compliance Manager to set up a scheme in consultation with the affected employees, and with input from a competent occupational health professional;
- Liaising with the Health, Safety & Compliance Manager to act on the results to protect employees where health surveillance shows they have work-related ill health, and for arranging further investigation in a timely manner where required in discussion with an occupational health professional; and
- Retaining health records (i.e. records of the outcome of health surveillance) for a minimum of 40 years.

The Human Resources Director is responsible for:

- Assisting Heads of Department/Line Managers in setting up a health surveillance scheme (where this has been identified as necessary), in consultation with the affected employees, and with input from a competent occupational health professional;

- Assisting Heads of Department/Line Managers to act on the results to protect employees where health surveillance shows they have work-related ill health, and for arranging further investigation in a timely manner where required in discussion with an occupational health professional; and
- Ensuring that in the event of a change in occupational health provider, that medical records (paper and electronic) are transferred to the new provider.

Employees must:

- Report any suspected or confirmed cases of occupational disease to their Line Manager; and
- Attend all health surveillance appointments (N.B. these will be organised to take place during employees' normal working hours).

Home/Hybrid Working

The College recognises that we have the same health and safety responsibilities for employees working at home as for any other worker.

Homeworkers are defined as those staff who are contracted to work from home long term. Hybrid workers are defined as those staff who routinely split their time between their workplace and home.

Heads of Department/Line Managers are responsible for:

- Ensuring that suitable and sufficient risk assessments are undertaken and recorded for home/hybrid working activities, and that these are reviewed periodically, following any changes, and/or following any accidents, incidents or near misses (guidance is available from the HSE [here](#)). Most of the time, risks to home/hybrid workers will be low and the actions required to protect them will be straightforward;
- Ensuring that where home/hybrid workers use Display Screen Equipment, that the arrangements outlined in the Display Screen Equipment section of this Policy are implemented; and
- Maintaining regular contact with home/hybrid workers, as a team and one to one (meetings should be accessible to all your workers).

Staff who undertake home/hybrid working must:

- Report any work-related accidents, incidents, near misses and/or suspected/confirmed cases of occupational disease (including those that occur in their home) in line with the College's Accidents, Incidents, Near Misses and Occupational Ill Health Reporting, Recording and Investigation Policy; and
- Comply with the instructions and training given regarding safe home/hybrid working, including the findings of the risk assessment.

Ionising Radiation

The College has radioactive substances within the Senior Science department and recognises its duties under the Ionising Radiation Regulations 2017 to ensure the safety of our employees who work with ionising radiation, and other persons who may be affected by our work.

N.B. information on the College's management arrangements for radon are outlined in the Radon section of this Policy.

The Head of Science is responsible for ensuring that radioactive substances are appropriately managed in accordance with the CLEAPSS guidance document [L93 Managing Ionising Radiations and Radioactive Substances in Schools and Colleges](#), namely ensuring that:

- The HSE has been notified of the intention to use radioactive sources;

- A competent Radiation Protection Adviser (RPA) has been appointed;
- A Radiation Protection Supervisor has been appointed (this is currently the Head of Physics), and that they have received appropriate training;
- The Standard Operating Procedures and contingency plans are in place;
- The name and contact details of the RPS and RPA have been included in the Standard Operating Procedures and/or in the Science department's H&S Policy;
- The radioactive sources held are within the Standard School Holding, or have been justified and approved;
- Appropriate, working monitoring equipment is easily available;
- There are satisfactory storage arrangements for radioactive substances;
- The Fire & Rescue Service has been told where the radioactive substances are kept (through the Director of Estates);
- The following documentation is in place and is kept up to date:
 - List of staff authorised to handle the sources
 - Radioactive source history for each source, including the results of inspections and leak tests
 - Use log (which must be completed whenever sources are used)
 - Monthly simple store-check records; and
 - Annual RPS Checklists for Radioactive Sources and Store;
- The RPS is satisfied that staff authorised to handle or use radioactive substances are appropriately trained;
- For each member of staff who handles or uses radioactive substances:
 - The RPS is satisfied that they are familiar with and understand the Standard Operating Procedures; and
 - The RPS has provided appropriate instruction and training; and
- The RPS has ensured that appropriate instruction and training has been given to pupils aged 16 and above who handle sealed sources.

Instructors and Peripatetic Staff

The College recognises its duties under general health and safety law to ensure, so far as is reasonably practicable, that Instructors and Peripatetic staff working on our premises or as part of our activities offsite (such as sports coaches, visiting artists, music teachers etc.), are not exposed to risks to their health or safety; and to ensure that Instructors and Peripatetic staff are suitably competent to perform the activities required of them so as not to present a risk to our staff, pupils, visitors etc.

Heads of Department/Line Managers are responsible for ensuring that:

- Where the Instructor or Peripatetic staff member is not an employee of the College, requesting and reviewing copies of H&S-related documentation such as:
 - Employers'/Public Liability Insurance (N.B. where the individual does not have insurance, liaising with the PA to COO to determine whether the College's insurance policy will extend to cover the activities that they will be delivering on behalf of the College);
 - Evidence of competency to deliver the activities required (e.g. qualification certificates, accreditations, club memberships etc.); and
 - Risk assessments for the activities that they will be delivering on behalf of the College where relevant (e.g. for practical activities such as sports coaching, arts/crafts etc.).
- They liaise with the Human Resources department to ensure that suitable safeguarding arrangements are in place;
- They are provided with suitable information, instruction and training, including an induction as outlined in the Competence section within Section 2 – ORGANISATION of this Policy.

Legionella

The College recognises its duties under general health and safety law to take suitable precautions to prevent or control the risk of exposure to legionella, including:

- Identifying and assessing sources of risk on our premises via completion of legionella risk assessments by a competent person in line with the Approved Code of Practice: Legionnaires' disease: The control of Legionella bacteria in water systems (L8);
- Ensuring that the legionella risk assessments are reviewed periodically (e.g. every 2 years),
- Implementing a Legionella Written Control Scheme to prevent or control the risk; and
- Keeping records throughout the period for which they remain current and for at least two years after that period for:
 - The person or persons responsible for conducting the risk assessment, managing, and implementing the written scheme;
 - Significant findings of the risk assessments
 - Legionella written control scheme and details of its implementation;
 - Details of the state of operation of the system, i.e. in use/not in use; and
 - Results of any monitoring inspection, test or check carried out, and the dates (N.B. records of such results should be retained for at least five years).

The Director of Estates is the responsible person for the control of legionella and therefore holds overall responsibility for all of the above. Please refer to the College's Legionella Written Control Scheme for further information.

Lifting Equipment & Lifting Operations

The College recognises its duties under the Lifting Operations and Lifting Equipment Regulations (LOLER) 1998 to ensure that all lifting equipment and lifting accessories used on our sites are suitable and safe for use, and that all lifting operations are properly planned by a 'competent person', as well as appropriately supervised and carried out safely.

Lifting equipment is any work equipment for lifting or lowering loads and includes its attachments used for anchoring, fixing or supporting it. It includes any lifting accessories that attach the load to the equipment which is not a permanent part of the load (e.g. hooks, ropes, chains, shackles and eyebolts), in addition to the equipment which carries out the actual lifting function. A 'load' includes 'a person' as well as the usual material, animals or combination of these that are lifted by the lifting equipment.

The College has the following lifting equipment/accessories:

- Passenger lifts
- Goods lifts
- Mobile elevated work platforms (MEWPs, such as scissor lifts, cherry pickers etc.)
- Vehicle tail lifts
- Tractor foreloaders; and
- Lifting accessories such as hooks, ropes, chains, slings, shackles and eyebolts.

Use of lifting equipment presents a range of hazards, such as:

- People being hit and injured by moving parts of machinery or dropped or ejected material. Parts of the body can also be drawn in or trapped between rollers, belts, chains and pulley drives;
- Sharp edges which can cause cuts and severing injuries, sharp-pointed parts can stab or puncture the skin, and rough surface parts can cause friction or abrasion;
- People being crushed both between parts moving together or towards a fixed part of the machine, wall or other object, and two parts moving past one another can cause shearing;

- Parts of the machine, materials and emissions (such as steam or water) can be hot or cold enough to cause burns or scalds and electricity can cause electrical shock and burns;
- Equipment or attachments can become unreliable and develop faults due to poor or no maintenance, or machines may be used improperly through inexperience or lack of training; and
- Parts of the equipment may fail and loads may drop.

The College ensures that:

- All lifting equipment and lifting accessories are subject to a Thorough Examination and Test by a competent person in line with the requirements of LOLER 1998, and are serviced and maintained in line with the manufacturers'/installers' recommendations to ensure that they remain safe for use;
- All lifting operations involving lifting equipment and lifting accessories are properly planned by a competent person, appropriately supervised and carried out in a safe manner;
- All lifting equipment and lifting accessories have a risk assessment in place that is reviewed periodically, following any changes, and/or following any accidents, incidents or near misses;
- All lifting equipment and lifting accessories are clearly marked with their 'safe working load' (SWL) and have a proof load test certificate;
- Suitable storage is provided for lifting accessories to prevent accidental damage or corrosion;
- Adequate emergency warning devices are installed in passenger lifts, together with instructions for passengers to follow in the event of a lift breakdown/malfunction, and that procedures exist to facilitate rescue by competent persons;
- Pre-use inspections are carried out by operators of lifting equipment where necessary (e.g. MEWPs etc.) and the results recorded; and
- Lifting equipment and accessories are only used by persons that have had suitable and sufficient information and training on their safe operation and use, and any precautions or safeguards required.

The Director of Estates is responsible for ensuring that:

- All lifting equipment and lifting accessories are identified on a schedule which is used to ensure that each item receives the necessary servicing/maintenance and Thorough Examination and Test (i.e. statutory inspection), and that this is kept under review;
- All lifting equipment and lifting accessories are clearly marked with their 'safe working load' (SWL) and have a proof load test certificate;
- All lifting equipment is subjected to a periodic Thorough Examination and Test by a competent person in line with the requirements of LOLER 1998 (completed by the insurer) and an inspection report held on file (this is typically prior to being put into service, and then every 6 months for equipment used to lift people and/or lifting accessories, and 12 months for all other equipment);
- All lifting equipment is subject to a servicing/maintenance regime in accordance with good practice and taking into account manufacturers'/installers' recommendations (e.g. regular servicing);
- Records of all statutory inspections/servicing/maintenance and any subsequent remedial work are held on file for a minimum of 5 years for audit and compliance purposes;
- Any defects identified through inspections/tests are rectified in a timely manner;
- Any defective lifting equipment or lifting accessories are taken out of service whilst awaiting repair or replacement and clearly marked as out of use; and
- Adequate emergency warning devices are installed in passenger lifts, together with instructions for passengers to follow in the event of a lift breakdown/malfunction, and that procedures exist to facilitate rescue by competent persons.

For any lifting equipment that is occasionally hired in for use (e.g. MEWPs etc.), the Director of Estates is responsible for ensuring that:

- A risk assessment is in place covering use of the equipment and the task, and that that it is reviewed periodically, following any changes, and/or following any accidents, incidents or near misses;
- The hired equipment is clearly marked with its 'safe working load' (SWL) and has a proof load test certificate;
- Suitable storage is provided for lifting accessories to prevent accidental damage or corrosion;
- Evidence is obtained from the hiring company to confirm that the item has received the required maintenance and periodic Thorough Examination and Test;
- Pre-use inspections are carried out by operators of the equipment and the results recorded;
- Defective equipment is taken out of service whilst awaiting repair or replacement by the hire company, and clearly marked as out of use;
- The equipment is only used by persons that have had suitable and sufficient information and training on their safe operation and use, and any precautions or safeguards required (e.g. IPAF training etc.); and
- Operators are formally authorised to use the equipment by the Director of Estates.

Heads of Department/Line Managers are responsible for ensuring that:

- Approval is obtained from the Director of Estates prior to purchasing any lifting equipment or accessories for use by their department;
- Ensuring that all lifting operations involving lifting equipment are properly planned by a competent person, appropriately supervised and carried out in a safe manner;
- Suitable and sufficient risk assessments are undertaken and recorded for lifting equipment and lifting accessories used within their area of responsibility (with the exception of risk assessments for use of passenger and goods lifts, which are completed by the Health, Safety & Compliance Manager), and that these are reviewed periodically, following any changes, and/or following any accidents, incidents or near misses;
- Suitable storage is provided for lifting accessories to prevent accidental damage or corrosion;
- Any defective lifting equipment or lifting accessories are taken out of service whilst awaiting repair or replacement and clearly marked as out of use;
- Pre-use inspections are carried out by operators of lifting equipment where necessary (e.g. MEWPs) and the results recorded; and
- Lifting equipment is only used by persons that have had suitable and sufficient information and training on their safe operation and use, and any precautions or safeguards required.

The Health, Safety & Compliance Manager is responsible for completing suitable and sufficient risk assessments for the use of passenger lifts and goods lifts, and that these are reviewed periodically, following any changes, and/or following any accidents, incidents or near misses.

Employees who use lifting equipment and lifting accessories must:

- Complete pre-use visual checks of lifting equipment and lifting accessories;
- Report any defects to lifting equipment and/or accessories that they identify to their Line Manager and ensure that the item is taken out of service and clearly marked as out of use; and
- Comply with the instructions and training given regarding safe use, including the findings of the risk assessment.

Lone Working

The College recognises its duties under the Health and Safety at Work etc. Act and Management of Health and Safety at Work Regulations 1999 to manage risks to lone workers.

The Health and Safety Executive (HSE) defines lone workers as ‘those who work by themselves without close or direct supervision.’ In the College, we have identified the following potential lone working situations:

- Those employees that are defined as home or hybrid workers (please refer the Home/Hybrid Working section of this Policy for further information);
- Staff coming into the College to undertake work outside of normal opening hours (e.g. early in the morning, late at night, and/or during holiday periods);
- Those employees who may work separately from other people on the College premises or
- outside normal working hours, such as Estates, grounds, security, and domestic staff undertaking work across the various College properties; and
- Staff travelling offsite alone for work, such as driving a minibus to an away sports fixture, travelling to a meeting or conference etc.).

There will always be greater risks for lone workers without direct supervision or anyone to help them if things go wrong, and so this requires careful consideration and management. Risks that particularly affect lone workers include:

- Violence or aggression in the workplace (e.g. estates or security staff responding to a security incident late at night);
- Stress and mental health or wellbeing;
- A person's medical suitability to work alone; and
- The workplace itself, for example if it's in an isolated area (e.g. grounds staff working in remote areas of the College grounds etc.).

Heads of Department/Line Managers are responsible for:

- Identifying lone working activities within their area of responsibility;
- Ensuring that suitable and sufficient risk assessments are undertaken and recorded for lone working activities; and that these are reviewed periodically, following any changes, and/or following any incidents or near misses associated with lone working (guidance is available from the HSE [here](#) and [here](#)). Control measures may include:
 - Communication systems and devices;
 - Recording details of the whereabouts of lone workers;
 - Reporting mechanisms;
 - Tracking devices and alarms;
 - Regular contact with Heads of Department/Line Managers/colleagues;
 - Additional training;
 - Emergency procedures;
 - Health checks for lone workers;
 - Out of hours registration and security arrangements;
 - Prohibitions (e.g. prohibiting high-risk activities for lone workers where appropriate, such as the use of machinery, work at height etc.). Staff are strictly prohibited from undertaking any work in confined spaces when lone working; and/or
 - Buddy systems.
- Implementing suitable systems for monitoring lone workers, keeping in touch with them and responding to any incidents, and making sure they understand any monitoring system and procedures you use. These may include:
 - Supervisors visiting and observing lone workers;
 - Knowing where lone workers are, with pre-agreed intervals of regular contact, using phones, radios, email etc.;
 - Other devices for raising the alarm in an emergency (e.g. in a medical emergency), operated manually or automatically; and
 - A reliable system to ensure a lone worker has returned to their base once they have completed their task;

- Regularly testing systems and all emergency procedures to ensure lone workers can be contacted if a problem or emergency is identified; and
- Ensuring that employees who undertake lone working activities are provided with suitable training and instruction in line with the findings of the risk assessment.

The Health, Safety and Compliance Manager is responsible for:

- Providing advice and guidance on the management of lone working activities upon request; and
- Investigating any reported accidents, incidents, or near misses associated with lone working in line with the College's Accidents, Incidents, Near Misses and Occupational Ill Health Reporting, Recording and Investigation Policy.

Employees are responsible for:

- Never undertaking any work in confined spaces when lone working;
- Not undertaking any high-risk activities when lone working, such as use of plant/machinery, work at height, hazardous manual handling etc., without prior authorisation from their Head of Department/Line Manager and following completion of a suitable and sufficient risk assessment;
- Notifying their Line Manager in advance should they wish to come into the College and work outside of normal opening hours (e.g. early in the morning, late at night, and/or during holiday periods);
- Notifying their Head of Department/Line Manager if they have a disability or health condition that may impact their safety when lone working; and
- Complying with the instructions and training given regarding lone working activities, including the findings of the risk assessment, any monitoring systems introduced, and not engaging in any prohibited activities that have been identified via the lone working risk assessment.

Malvern College Enterprises Ltd

Please refer to the Malvern College Enterprises (MCEL) H&S Policy.

Manual Handling

Manual handling can be defined as the transporting or supporting of a load by hand or by bodily force, including lifting, lowering, carrying, pushing or pulling. This includes the use of manual handling aids such as trolleys, sack trucks etc. A load can include a person or animal, as well as inanimate objects, but not an implement, tool or equipment while in use for its intended purpose.

Manual handling causes over a third of all workplace injuries. These include work-related musculoskeletal disorders (MSDs) such as pain and injuries to arms, legs and joints, and repetitive strain injuries of various sorts.

The College recognises its duties under the Manual Handling Operations Regulations 1992 to:

- Avoid the need for hazardous manual handling, so far as is reasonably practicable;
- Assess the risk of injury from any hazardous manual handling that can't be avoided; and
- Reduce the risk of injury from hazardous manual handling, so far as is reasonably practicable.

Heads of Department/Line Managers are responsible for:

- Ensuring that the need for hazardous manual handling by staff and/or pupils within their area of responsibility is avoided, so far as is reasonably practicable (e.g. by redesigning the task to avoid moving the load, arranging for products or materials to be delivered to where they will be used etc.);
- Where risks from hazardous manual handling are identified within their area of responsibility (e.g. staff or pupils moving furniture/equipment or carrying/setting up sports equipment, receiving

deliveries etc.), ensuring that suitable and sufficient risk assessments are undertaken that consider the task; load; working environment, and individual capability; and that these are reviewed periodically, following any changes, and/or following any accidents, incidents or near misses (guidance is available from the HSE [here](#)). Some tasks are low risk, and can therefore be incorporated into general area/activity risk assessments. Higher risk tasks will require a more detailed, specific manual handling assessment:

- Ensuring that suitable manual handling aids or equipment are made available to minimise or simplify handling of heavy objects (e.g. trolleys, sack trucks etc.) in line with the findings of the risk assessment;
- Ensuring that staff who undertake hazardous manual handling are provided with suitable PPE where appropriate as identified via risk assessment;
- Ensuring that staff who undertake hazardous manual handling activities are provided with suitable training and instruction in manual handling (including the use of any manual handling aids or equipment), and that this is refreshed periodically;
- Ensuring that suitable instruction and supervision is provided to pupils who undertake manual handling; and
- Ensuring that those employees identified as being at increased risk of injury from manual handling (e.g. due to a disability, health condition, or pregnancy etc.) are not required to undertake any hazardous manual handling activities. For those staff whose role requires hazardous manual handling and whereby they have been identified as being at increased risk, please refer to the Disabled Staff (including temporary disabilities) and Medical Conditions and Pregnant Workers & New Mothers sections of this Policy for further information.

Employees who undertake manual handling activities must:

- Complete pre-use visual checks of any manual handling aids or equipment (e.g. trolleys, sack trucks etc.);
- Report any defects to manual handling aids or equipment that they identify to their Head of Department/Line Manager and ensure that the item is taken out of service and clearly marked as out of use;
- Comply with the instructions and training given regarding manual handling and use of manual handling aids and equipment, including the findings of the risk assessment;
- Ensuring that where pupils for whom they are responsible are required to undertake manual handling activities (e.g. as part of a lesson or activity that they are overseeing), that they are provided with suitable instruction and supervision;
- Inform their Line Manager if they have any disabilities or health conditions that could put them at increased risk of manual handling injuries, and/or if they are pregnant; and
- Report any accidents, incidents, or near misses arising from manual handling activities in line with the College's Accidents, Incidents, Near Misses and Occupational Ill Health Reporting, Recording and Investigation Policy.

Medication

Please refer to the College's First Aid Policy.

Noise

The College recognises its duties under the Control of Noise at Work Regulations 2005 to eliminate or reduce risks to health and safety from noise at work through:

- Assessing the risks to our employees;
- Taking action to reduce the noise exposure that produces those risks;

- Providing employees (and where relevant, pupils) with hearing protection if the noise exposure cannot be reduced by using other methods;
- Making sure the legal limits on noise exposure are not exceeded (i.e. that exposure is not at or above the Exposure Limit Value, or ELV);
- Providing employees (and where relevant, pupils) with information, instruction and training; and
- Arranging for employees to receive health surveillance where there is a risk to health.

Noise at work can cause hearing damage that is permanent and disabling. This can be hearing loss that is gradual because of exposure to noise over time, but also damage caused by sudden, extremely loud noises. The damage is disabling as it can stop people being able to understand speech, keep up with conversations or use the telephone. Hearing loss is not the only problem. People may develop tinnitus (ringing, whistling, buzzing or humming in the ears), a distressing condition which can lead to disturbed sleep.

Noise at work can interfere with communications and make warnings harder to hear. It can also reduce people's awareness of their surroundings. These issues can lead to safety risks – putting people at risk of injury or death.

Heads of Department/Line Managers are responsible for:

- Identifying those activities, equipment, machinery etc. that may produce significant levels of noise within their area of responsibility (guidance is available from the HSE [here](#). For music departments in schools and colleges, guidance is available from the HSE [here](#)). This is likely to be relevant for departments including Estates/Maintenance, Grounds Maintenance, Music, and Design Technology etc;
- Working with the Health, Safety & Compliance Manager to ensure that suitable and sufficient noise risk assessments are undertaken, and that these are reviewed periodically, following any changes, and/or following any accidents, incidents, near misses, and/or any reports of symptoms and/or occupational disease relating to noise exposure (general guidance is available from the HSE [here](#). For music departments in schools and colleges, guidance is available from the HSE [here](#)). The risk assessment means more than just taking measurements of noise, and should:
 - Identify where there may be a risk from noise and who is likely to be affected, including:
 - risks to health; and
 - risks to safety;
 - Contain an estimate of employees' exposures to noise (or confirmed noise exposure levels, i.e. via a report or survey completed by a competent person, such as an external occupational hygienist) and compare the exposure with the lower and upper exposure action values as follows:
 - Lower exposure action values - daily or weekly exposure of 80 dB(A) and peak sound pressure of 135 dB(C)
 - Upper exposure action values - daily or weekly exposure of 85 dB(A) and peak sound pressure of 137 dB(C)
 - Identify what needs to be done to comply with the law, e.g., whether noise-control measures or hearing protection are needed, and, if so, where and what type; and
 - Identify any employees who need to be provided with health surveillance (e.g. audiometry or hearing checks) and whether any are at particular risk.
- Ensuring that the legal limits on noise exposure (i.e. the Exposure Limit Value, or ELV) are not exceeded for activities within their area of responsibility (i.e. a daily or weekly exposure of 87 dB(A), and peak sound pressure of 140 dB(C));

- Providing suitable hearing protection to staff (and where relevant, pupils) for tasks which involve exposures between the lower and upper exposure action values, and enforcing mandatory wearing of hearing protection for tasks which involve exposures above the upper exposure action values;
- Ensuring that where employees are exposed (or are likely to be exposed) above the lower exposure action values, that they are provided with suitable training and instruction on:
 - The risks that they are exposed to
 - The likely noise exposure and the risk to hearing this noise creates;
 - What the College is doing to control risks and exposures;
 - Where and how people can obtain hearing protection;
 - How to report defects in hearing protection and noise-control equipment
 - What their duties are under the Control of Noise at Work Regulations 2005;
 - What they should do to minimise the risk, such as the proper way to use hearing protection and other noise-control equipment, how to look after it and store it, and where to use it; and
 - The need for health surveillance, how it can help them remain fit for work, how the College plans to provide it, how the College plans to use the results and the confidentiality of the results (where health surveillance has been identified as a requirement).
- Ensuring that where health surveillance is identified as necessary (i.e. for all employees who are likely to be frequently exposed above the upper exposure action values, or are at risk for any reason, e.g. they already suffer from hearing loss or are particularly sensitive to damage), that they liaise with the Health, Safety & Compliance Manager to set up a scheme in consultation with the affected employees, and with input from a competent occupational health professional (please refer to the Health Surveillance section of this Policy for further information); and
- Taking noise emission levels into account when purchasing or hiring machinery/equipment.

The Health, Safety & Compliance Manager is responsible for:

- Supporting Heads of Department/Line Managers in undertaking suitable and sufficient noise risk assessments;
- Arranging for noise surveys to be undertaken by a competent person to inform noise risk assessments where required;
- Assisting Heads of Department/Line Managers in setting up a health surveillance scheme (where this has been identified as necessary), in consultation with the affected employees, and with input from a competent occupational health professional (please refer to the Health Surveillance section of this Policy for further information); and
- Investigating any reports of symptoms and/or occupational disease relating to noise exposure in line with the College's Accidents, Incidents, Near Misses and Occupational Ill Health Reporting, Recording and Investigation Policy.

Employees must:

- Wear hearing protection where its use is mandatory (i.e. as identified in the risk assessment);
- Report any defects to noise control equipment and/or their hearing protection to their Line Manager;
- Comply with the instructions and training given, including the findings of the risk assessment;
- Attend all health surveillance appointments (N.B. these will be organised to take place during employees' normal working hours); and
- Report to their Head of Department/Line Manager if they are experiencing any symptoms associated with noise exposure, including:
 - Conversation becomes difficult or impossible
 - You have trouble using the telephone
 - You find it difficult to catch sounds like 't', 'd' and 's', so you confuse similar words; and/or

- Tinnitus - ringing, whistling, buzzing or humming in the ears.

On-site Vehicle Movement

The College's premises include car parks and site roads used by employees, pupils, visitors, contractors, and delivery drivers. In addition, grounds maintenance vehicles operate across the site.

The College recognises its responsibility to provide:

- A safe site (design and activity);
- Safe vehicles; and
- Safe drivers

In order to reduce the risk of vehicles colliding with:

- Pedestrians;
- Other vehicles; and/or
- Premises/equipment.

Procedures outlining the arrangements for safe vehicles and safe drivers are outlined in the following sections of this Policy:

- Driving for Work; and
- Work Equipment & Machinery.

The Health, Safety & Compliance Manager is responsible for:

- Ensuring that suitable and sufficient overarching risk assessments are undertaken and recorded to cover on-site vehicle movement in the car parks, site roads, and operation of grounds maintenance vehicles; with a view to ensuring that the risk of vehicles colliding with pedestrians, other vehicles, and/or premises/equipment are either eliminated, or where this is not possible, reduced so far as is reasonably practicable;
- Ensuring that the overarching on-site vehicle movement risk assessments are reviewed periodically, following any changes, and/or following any accidents, incidents or near misses;
- Investigating any reported accidents, incidents or near misses associated with on-site vehicle movement.

Heads of Department/Line Managers are responsible for:

- Ensuring that suitable and sufficient risk assessments are undertaken and recorded to cover on-site vehicle movement associated with their areas, activities (including driving for work activities, receipt of deliveries etc.), educational visits and events; with a view to ensuring that the risk of vehicles colliding with pedestrians, other vehicles, and/or premises/equipment are either eliminated, or where this is not possible, reduced so far as is reasonably practicable; and
- Ensuring that the risk assessments are reviewed periodically, following any changes, and/or following any accidents, incidents or near misses.

Employees must:

- Adhere to all College site speed limits, road markings, and safety signage (including not parking on double yellow lines and/or hatched areas);
- Remain mindful that pupils are the main users of these premises, and that they may fail to observe vehicle movements, may be distracted (e.g. headphones in, or on their phone) and may be small in stature and more difficult to observe than adults. Great care is therefore required when manoeuvring, especially if reversing; and

- Report any accidents, incidents, or near misses associated with on-site vehicle movement in line with the College's Accidents, Incidents, Near Misses and Occupational Ill Health Reporting, Recording and Investigation Policy.

Personal Protective Equipment

Personal Protective Equipment (PPE) means all equipment, including accessories, additions and clothing which is intended to be worn or held by a person at work to protect that person against one or more risks to health or safety. Examples of PPE include:

- Hard hats or safety helmets
- Gloves
- Eye protection such as safety glasses, goggles or visors
- Hearing protection such as ear plugs, ear defenders etc.
- High-visibility clothing
- Safety footwear
- Respiratory protective equipment (RPE); and
- Harnesses.

The College recognises its duties to employees under the Personal Protective Equipment at Work Regulations 1992 (as amended), and its duties under general health and safety law for pupils, to:

- Provide PPE to employees (including limb (b) workers) free of charge, and to pupils where a risk or COSHH assessment shows it is needed (i.e. when the risk presented by a work or learning activity cannot be eliminated or adequately controlled by other means); and
- Ensure that PPE is:
 - Properly assessed before use to make sure it is fit for purpose
 - Maintained and stored properly
 - Provided with instructions on how to use it safely; and
 - Used correctly by staff and pupils.

The College recognises that the use of PPE as a control measure is a last resort as it only protects the user and is at risk of not being worn correctly. When it is provided, it is because health and/or safety hazards have been identified that require the use of PPE and it is therefore necessary to use it in order to reduce the risk so far as is reasonably practicable.

Heads of Department/Line Managers are responsible for ensuring that suitable and sufficient risk and COSHH assessments are undertaken and recorded for activities within their area of responsibility, and for using the most effective means of controlling risks without the need for PPE whenever possible, and only providing PPE where it is necessary as a 'last resort'.

Where PPE is identified as a control measure in a risk/COSHH assessments, Heads of Department/Line Managers are responsible for:

- Ensuring that PPE is made available to employees (including limb (b) workers) free of charge, and to pupils;
- Ensuring that PPE is purchased from reputable suppliers, is CE or UKHA marked, and has a Declaration of Conformity and instructions on how to use the item;
- Ensuring that PPE requirements (including suitability) are identified through completion of risk and COSHH assessments (guidance is available from the HSE [here](#), and for academic departments such as Art & Design, Design Technology and Science, from [CLEAPSS](#));

- Ensuring that risk/COSHH assessments clearly state exactly what items and type of PPE are required. For example, stating 'suitable PPE to be worn' is not sufficient, the individual items of PPE required for the activity should be listed. Stating 'eye protection required' is not sufficient. Risk Assessors must clearly state what type of eye protection is required, e.g., safety glasses, goggles, visors etc., and should also state the relevant standard – e.g. 'safety glasses to EN166 1.F must be worn'. This is particularly important for any RPE as there are many different types available (N.B. nuisance dust masks should NEVER be used as RPE);
- Ensuring that risk/COSHH assessments within their area of responsibility are reviewed annually, following any changes, and/or following any accidents, incidents, near misses, or cases of occupational disease, including reassessing the need for PPE and its suitability;
- Liaising with the Health, Safety & Compliance Manager to arrange for face-fit testing to be undertaken by a competent person for employee use of RPE at the initial selection stage (guidance is available from the HSE [here](#));
- Ensuring that if two (or more) items of PPE are used simultaneously, they are compatible and are as effective used together as they are when used separately;
- Recording issuance of items of non-disposable PPE (if it is for the employee's own personal use);
- Providing adequate accommodation for correct storage of PPE to minimise the risk of contamination/damage (e.g. a dry, clean cupboard etc.);
- Ensuring that items of PPE are maintained in line with the findings of the risk/COSHH assessment. Maintenance may include cleaning, disinfection, testing, examination, repair, and replacement;
- Ensuring that employees who are required to use or wear PPE are provided with suitable training and instruction on the circumstances in which it is used, the hazards against which it will give protection, the importance of correct use, how to wear it to obtain the right protection, and any limitations of the equipment. The training should also include how to inspect, clean, maintain and store the equipment, and how to report defects and obtain replacements;
- Making arrangements for replacement of worn or defective PPE; and
- Seeking advice from the College's chosen PPE suppliers, or the Health, Safety and Compliance Manager, where required;

The Health, Safety & Compliance Manager is responsible for:

- Providing advice and guidance on PPE matters to Heads of Department/Line Managers and employees upon request; and
- Arranging for face-fit testing to be undertaken by a competent person for employee use of RPE upon request.

Employees are responsible for:

- Not tampering with items of PPE, including not making any modifications;
- Wearing items of PPE as indicated by the findings of the risk/COSHH assessment and as instructed by their Head of Department/Line Manager. If the risk/COSHH assessment shows PPE is needed for a task, it should always be used, even for those jobs that 'only take a few minutes'. Disciplinary action will be taken against staff who fail to wear the required PPE;
- Ensuring that any pupils for whom they are responsible are issued with, and wear, PPE that is fit for purpose and appropriate to the activity being undertaken (i.e. in line with the findings of the risk/COSHH assessment);
- Completing pre-use visual checks of items of PPE worn either by them, and/or by pupils for whom they are responsible;
- Notifying their Head of Department/Line Manager immediately of any defects to their PPE, and/or loss of PPE; and
- Ensuring that PPE is stored appropriately when not in use to prevent contamination/damage.

Pregnant Workers & New Mothers

Many women work while they are pregnant and may return to work while they are breastfeeding. Some hazards in the workplace may affect the health and safety of pregnant workers and new mothers and/or of their children. Therefore, working conditions normally considered acceptable may no longer be so during pregnancy and/or while breastfeeding.

The College recognises its duty under the Management of Health and Safety at Work Regulations 1999 to manage the risks to women of a childbearing age, pregnant workers and new mothers.

Heads of Department/Line Managers are responsible for:

- Assessing the risks to women of childbearing age as part of the general risk assessments and for ensuring that there are reviewed periodically, following any changes, and/or following any accidents, incidents, near misses and/or cases of occupational ill health;
- Instructing employees on the need to inform their Line Manager at the earliest available opportunity if they are pregnant, breastfeeding, and/or have given birth in the last 6 months;
- Carrying out an individual risk assessment using the Pregnant Worker and New Mother Risk Assessment Form (taking into account the HSE guidance at: www.hse.gov.uk/mothers and any particular information the employee has provided) when an employee informs them in writing that they:
 - are pregnant
 - are breastfeeding, or
 - have given birth in the last 6 months.

With a view to identifying any significant risks and ensuring that they are either eliminated or reduced so far as is reasonably practicable. Where risks cannot be eliminated or reduced to an acceptable level then, in consultation with the employee and HR department, consideration must be given to adjusting working conditions and/or hours or, if necessary, providing suitable alternative work or suspension with full pay;

- Ensuring that individual risk assessments are signed and dated by both the Line Manager and employee, and retained on file for a minimum of 3 years for audit and compliance purposes;
- Ensuring that individual risk assessments are reviewed as the pregnancy progresses, following any significant changes to the employee's activities or workplace, and/or following any adverse events involving the pregnant worker or new mother;
- Ensuring that appropriate training etc. is provided where suitable alternative work is offered and accepted;
- Ensuring that pregnant workers and new mothers are informed of any risks to themselves and/or their child and the control measures required to protect them;
- Ensuring that pregnant workers and new mothers do not undertake hazardous manual handling activities;
- Ensuring that any adverse events involving new and expectant mothers are reported in line with the College's Accident, Incident, Near Miss, Occupational Disease Reporting, Recording and Investigation Policy;
- Ensuring that provision is made to support pregnant workers and new mothers who need to take time off work for medical reasons associated with their condition; and
- Arranging for a suitable rest area to be provided, where required, to enable the pregnant worker or new mother to rest in a degree of privacy and calm. It must:
 - Include somewhere to lie down if necessary;
 - Be hygienic and private so they can express milk if they choose to – toilets are not a suitable place for this; and
 - Include somewhere to store their milk, for example a fridge

The Health, Safety & Compliance Manager is responsible for providing advice and guidance on completion of pregnancy risk assessments upon request.

Employees are responsible for:

- Notifying their Line Manager, in writing, if they are pregnant, breastfeeding, or have given birth in the last 6 months;
- Co-operating with their Line Manager in the completion and review of individual risk assessments;
- Adhering to control measures set out in both general risk assessments, and their individual risk assessment; and
- Notifying their Line Manager of any circumstances that would prompt a review of the risk assessments (e.g. any adverse events, and if they develop any pregnancy-related health conditions etc.).

Pressure Systems and Equipment

The College recognises its duties under the Pressure Systems Safety Regulations (PSSR) 2000 and Pressure Equipment Regulations (PER) 1999 for all pressure systems/equipment it owns/operates.

A pressure system is one that contains or is likely to contain a relevant fluid over 0.5 bar.

The College has the following pressure systems/equipment:

- Commercial heating systems
- Compressors (fixed and portable)
- Pressure cookers/autoclaves (Science department); and
- Steam coffee machines.
- Expansion Vessels

If a piece of pressure equipment fails and bursts violently apart, the results can be devastating to people in its vicinity. The principal causes of pressure-related incidents are:

- Poor equipment and/or system design
- Poor installation
- Poor maintenance of equipment
- Inadequate repairs or modifications
- An unsafe system of work; and/or
- Operator error, poor training/supervision.

The College ensures that:

- All pressure systems and equipment are suitable for their intended purpose and installed correctly, and that any modifications/repairs are carried out properly;
- All pressure systems and equipment are subject to an examination in line with a written scheme (i.e. statutory inspection) by competent person where required by the Pressure Systems Safety Regulations 2000 (i.e. where the pressure x volume of the pressure system is greater than 250 bar litres, or the vessels contain steam), and are serviced and maintained in line with the manufacturers'/installers' recommendations to ensure that they remain safe for use;
- All pressure systems and equipment have a risk assessment in place that is reviewed periodically, following any changes, and/or following any accidents, incidents or near misses;
- Pressure systems and equipment are only used by persons that have had suitable and sufficient information and training on their safe operation and use (including the characteristics of the relevant fluid in the system and the safe operating limits of the equipment), and any precautions or safeguards required.

The Director of Estates is responsible for ensuring that:

- All pressure systems and equipment are suitable for their intended purpose and installed correctly by competent persons, and that any modifications/repairs are carried out properly by competent persons;
- All pressure systems and equipment are identified on a schedule which is used to ensure that each item receives the necessary examination in line with a written scheme (i.e. statutory inspection) where required under the Pressure Systems Safety Regulations 2000, and that this is kept under review;
- All pressure systems and equipment are subjected to a periodic examination in line with a written scheme by a competent person (completed by the insurer – TBC) where required (i.e. where the pressure x volume of the pressure system is greater than 250 bar litres, or the vessels contain steam), and an inspection report held on file (this is typically prior to being put into service, and then every 12 – 24 months depending on the system/equipment);
- All pressure systems and equipment are subject to a servicing/maintenance regime in accordance with good practice and taking into account manufacturers'/installers' recommendations (e.g. regular servicing). N.B. this may be delegated to department level, i.e. in the case of the Science department servicing and maintaining pressure cookers/autoclaves in line with CLEAPSS guidance etc.;
- Records of all statutory inspections/servicing/maintenance and any subsequent remedial work are held on file for a minimum of 5 years for audit and compliance purposes;
- Any defects identified through inspections/tests are rectified in a timely manner; and
- Any defective pressure systems or equipment are taken out of service whilst awaiting repair or replacement and clearly marked as out of use.

Heads of Department/Line Managers are responsible for ensuring that:

- Approval is obtained from the Director of Estates prior to purchasing any pressure systems/equipment for use by their department (e.g. compressors, pressure cookers, autoclaves, steam coffee machines etc.);
- Any pressure systems/equipment purchased for use by their department are suitable for their intended purpose and installed correctly by competent persons, and that any modifications/repairs are carried out properly by competent persons;
- Suitable and sufficient risk assessments are undertaken and recorded for pressure systems and equipment used within their area of responsibility (with the exception of risk assessments for the commercial heating systems, which are completed by the Health, Safety & Compliance Manager), and that these are reviewed periodically, following any changes, and/or following any accidents, incidents or near misses;
- Any defective pressure systems or equipment are taken out of service whilst awaiting repair or replacement and clearly marked as out of use;
- Pre-use inspections are carried out by operators of pressure systems/equipment; and
- Pressure systems and equipment are only used by persons that have had suitable and sufficient information and training on their safe operation and use (including the characteristics of the relevant fluid in the system and the safe operating limits of the equipment), and any precautions or safeguards required.

Employees who use pressure systems and equipment must:

- Complete pre-use visual checks of pressure systems and equipment;
- Report any defects to pressure systems or equipment that they identify to their Line Manager and ensure that the item is taken out of service and clearly marked as out of use; and
- Comply with the instructions and training given regarding safe use, including the findings of the risk assessment.

Pupil Access to Risky Areas of College Buildings and Grounds

Please refer to the College's Pupil Access to High Risk Areas Policy.

Radon

The College recognises its duties under the Health and Safety at Work etc. Act 1974, to ensure, so far as is reasonably practicable, the health and safety of employees and others who use our premises; and under the Management of Health and Safety at Work Regulations 1999, to assess health and safety risks, and that this includes radon in the following circumstances:

- Above ground premises in a radon affected area; and
- Occupied below ground premises such as basements and cellars (for example those occupied greater than an average of an hour per week or approximately 50 hours per year), or those containing an open water source.

Radon is a colourless, odourless, radioactive gas that occurs in rocks and soils, some building materials and water. The ground is the most important source as radon can seep out and build up in houses and indoor workplaces. The highest levels are usually found in underground spaces such as basements, caves and mines. High concentrations are also found in some buildings because warm air rising draws radon from the ground underneath buildings to enter through cracks and gaps in the floor. Many parts of the UK have high radon levels.

Most radon gas breathed in is immediately exhaled and presents little radiological hazard. However, the decay products of radon are solid materials and are themselves radioactive. These solid decay products, which may attach to atmospheric dust and water droplets, can then be breathed in and become lodged in the lungs and airways. Some of these decay products emit particularly hazardous radiation called alpha particles, which cause significant damage to the sensitive cells in the lung. Radon is now recognised to be the second largest cause of lung cancer in the UK after smoking.

Radon is measured in units of becquerels per cubic metre, Bq/m³ (the concentration of radioactivity in air). The average indoor concentration in the UK is 20 Bq/m³.

The Director of Estates is responsible for ensuring that suitable and sufficient radon risk assessments are undertaken for College premises, and that they are reviewed periodically, following any changes, and/or following any concerns. This will involve reviewing the College's premises to identify parts whereby their location and characteristics suggest that elevated levels may be found, and significant exposures to employees and/or other persons are possible; and conducting radon surveys for these areas.

Where the results of the radon surveys show annual average radon levels below 300 Bq/m³, the Director of Estates is responsible for identifying and recording an appropriate date for review (N.B. this will be every 10 years as a minimum, or more frequently depending on the radon levels);

Where the results of the radon surveys show annual average radon levels of above 300 Bq/m³ in occupied areas, The Director of Estates is responsible for following the steps outlined in the [HSE guidance](#), namely:

- Appointing a competent Radiation Protection Adviser (RPA) to advise the College on how best to manage radon exposures;
- With appropriate input from the RPA, notifying the HSE (as required by the Ionising Radiation Regulations 2017) via the [online notification form](#);

- With appropriate input from the RPA, restricting the radon exposures immediately if the seasonally adjusted figures are significantly greater than 300 Bq/m³;
- Appointing a competent radon removal (remediation) contractor to design and install measures to reduce radon levels; and
- Arranging for radon surveys to be repeated following the introduction of measures to reduce radon, to check that the measures are effective in reducing the annual average radon levels to below 300 Bq/m³. Once this has been achieved, The Director of Estates is responsible for seeking advice from the RPA on the frequency for reviewing the risk assessments and surveys to verify their continuing effectiveness, and for noting this on the risk assessment.

Where radon protection systems are installed, such as sumps or pumps etc., the Director of Estates is responsible for ensuring that they are serviced and maintained by a competent person in line with the manufacturers'/installers' recommendations.

The Director of Estates is responsible for ensuring that all documentation relating to radon management (e.g. radon risk assessments, surveys, HSE notifications, remedial works, and servicing/maintenance of radon protection systems etc.) are held on file for a minimum of 10 years (or as directed by the RPA) for audit and compliance purposes.

Risk Assessment

Please refer to the College's Risk Assessment Policy.

Science

Please refer to the College's Science Department H&S Policy.

Security

Please refer to the College's Security Policy.

Slips and Trips

The College recognises its duties under general health and safety law to manage risks to staff, pupils, contractors, and visitors to the site; and that this includes taking steps to control slip and trip risks so that everyone is able to move around safely.

Slips and trips are the highest cause of workplace injuries, but they are preventable, and most solutions are simple and low cost. The prevention of slip and trip accidents within the College relies on the involvement of all employees, and everyone is encouraged to adopt a 'see it, sort it' attitude, or to escalate the matter where they are unable to resolve the issue safely themselves.

Heads of Department/Line Managers are responsible for:

- Ensuring that good standards of housekeeping are maintained within their areas of responsibility to reduce the risk of slips and trips (e.g., no trailing cables, not allowing waste to accumulate, ensuring that walkways are kept clear, ensuring that storage rooms and areas are kept tidy etc.); and
- Ensuring that slip/trip hazards are considered in area, activity, educational visit and event risk assessments (guidance is available from the HSE [here](#), including a Slips and Trips Hazard Spotting Checklist [here](#)).

The Director of Estates is responsible for:

- Ensuring that for any new flooring, that it is suitable for its intended use (guidance is available from CIRIA [here](#));
- Internal and external steps/stairs are equipped with handrails where necessary, and that step edges/stair nosing are maintained in good condition;
- Ensuring that step edges/stair nosing are made apparent (e.g., by using a permanent contrasting material on both the tread and the riser etc.) where necessary to aid visibility;
- Ensuring that suitable and sufficient internal/external lighting is provided to assist with safe access/egress, and for normal tasks; and for ensuring that emergency lighting is provided to aid escape in case of lighting failure;
- Ensuring that the condition of access/egress routes, paths, pavements, walkways, stairs, steps etc. is checked periodically (e.g., during opening/closing checks and/or periodic inspections by the Estates team etc.), and that any defects identified are rectified in a timely manner, with suitable barriers/warning signage erected where necessary for safety purposes until repair work can be completed;
- Ensuring that the functionality of internal/external lighting is checked periodically (e.g., during opening/closing checks and/or periodic inspections by the Estates team etc.) to ensure that it remains in good working order; and
- Ensuring that arrangements are in place to deal with autumn/winter conditions on site to reduce the risks of slips/trips so far as is reasonably practicable (e.g., procedures to deal with ice, snow and/or the accumulation of leaves etc.).

The Domestic Bursar is responsible for ensuring that:

- The cleaning regimes are designed to ensure that dust, grease and other slip and trip hazards are well controlled;
- Cleaning activities which could present a risk of slips or trips (e.g., vacuuming, mopping etc.) are undertaken outside of peak/busy times wherever possible; and
- Waste bins are emptied daily so that waste does not accumulate and cause a trip hazard.

Employees are responsible for:

- Ensuring that good standards of housekeeping are maintained within their areas of responsibility to reduce the risk of slips and trips (e.g., no trailing cables, not allowing waste to accumulate, ensuring that walkways are kept clear, ensuring that storage rooms and areas are kept tidy etc.);
- Ensuring that pupils for whom they are responsible for maintain good standards of housekeeping (including ensuring that coats and bags are stored so as not to pose a trip hazard);
- Adopting a 'see it, sort it' attitude to slip/trip risks, and for reporting any slip or trip hazards that they are unable to personally resolve (such as defects to flooring, internal/external lighting etc.) to the Estates department in line with the procedure outlined in the Reporting Defects section of this Policy (within the Section 2 – ORGANISATION section of this Policy); and
- Responding to any spillages promptly, ensuring that the affected area is cordoned off where possible, or that a wet floor sign is used, and that the spillage is cleaned up. Staff should seek assistance from the Domestic Bursary in dealing with the spillage where they are unable to deal with it themselves (e.g., body fluid spill, hazardous chemical spill, large spill etc.). Cordons and/or wet floor signs should remain in place until the floor is completely dry.

Smoking & Vaping

The College operates a smoke and vape-free site, therefore smoking (including the use of e-cigarettes, or vaping) is strictly prohibited in all areas of the College site (including the grounds), and in College vehicles. This applies to all staff, pupils, visitors, and contractors.

Should persons wish to smoke or vape, then they must leave the College site and ensure that they are at least five metres away from the boundary wall. They must also remain mindful of the College's neighbours, and ensure that any smokers materials are suitably extinguished and safely disposed of.

The Director of Estates is responsible for ensuring that:

- Appropriate 'No Smoking' signs are clearly displayed at the entrances to and within the premises; and
- Contractors are made aware of the College's no smoking/vaping policy.

The Transport Manager is responsible for ensuring that appropriate 'No Smoking' signs are clearly displayed in all College vehicles.

Employees must:

- Not smoke or vape anywhere on the College site (including the grounds), or within College vehicles;
- Leave the College site if they do wish to smoke or vape, and ensure that they are at least five metres away from the boundary wall. They must also remain mindful of the College's neighbours, and ensure that any smokers materials are suitably extinguished and safely disposed of;
- Ensure that any pupils, visitors, and/or contractors that they are responsible for are advised of the College's no smoking/vaping policy.

Sport Complex

Please refer to the College's MCEL and Sports Complex H&S Policies.

Sports & Play Equipment

The College recognises its duties under general health and safety law to ensure, so far as is reasonably practicable, the safety and health of employees and others (e.g., pupils) who may use equipment associated with physical education, school sport, and physical activity (referred to as PESSPA equipment).

The very nature of PESSPA activities involve elements of inherent risks to participants, ranging from minor trips, slips or collisions, through to catastrophic equipment failure. The College recognises its responsibilities to manage those risks effectively to reduce the risk of harm occurring and the seriousness of any potential injury to as low as is reasonably practicable whilst maintaining an appropriate level of physical challenge.

Some examples of PESSPA equipment include:

- Mats and benches
- Gymnastic equipment
- Indoor and outdoor sports posts, nets, goals and tables
- Athletics equipment
- Play equipment such as soft play shapes, wheeled equipment such as bikes/trikes etc.
- Indoor and outdoor adventure play equipment such as climbing frames, swings, slides etc.
- Traverse and climbing walls; and
- Fitness equipment such as cardio machines, resistance equipment, free weights etc.

Heads of Department/Line Managers are responsible for:

- Ensuring that any new sports or play equipment purchased is of acceptable quality in terms of design, manufacture and durability, e.g., is British (BS) or European Standards (EN) Kitemarked. For example, domestic adventure play equipment should not be purchased as it is not designed for heavy use;
- Ensuring that all sports and play equipment within their area of responsibility is only used for the purpose for which it is designed;
- Ensuring that suitable and sufficient risk assessments are undertaken and recorded for use of PESSPA equipment; and that these are reviewed periodically, following any changes, and/or following any incidents or near misses associated with the use of PESSPA equipment (guidance is available from the Association for Physical Education in their publication Safe Practice: in Physical Education, School Sport and Physical Activity [here](#). For adventure play equipment, guidance is available from RoSPA [here](#));
- Ensuring that, where relevant, PESSPA equipment is formally inspected periodically by a competent person (guidance is available from the Association for Physical Education in Section 9 of their publication Safe Practice: in Physical Education, School Sport and Physical Activity available [here](#). For adventure play equipment, guidance is available from RoSPA [here](#));
- Ensuring that any defects identified through pre-use checks/formal inspections are rectified in a timely manner, and that any condemned items are immediately removed from service and suitably disposed of; and
- Ensuring that any defective PESSPA equipment is taken out of service whilst awaiting repair or replacement and clearly marked as out of use.

Employees are responsible for:

- Not improvising in the use of PESSPA equipment beyond the design specification of the equipment;
- Only using PESSPA equipment in line with their level of competence/training;
- Complying with the instructions and training given, including the findings of the risk assessment;
- Ensuring that any pupils for whom they are responsible for are appropriately supervised when using PESSPA equipment in line with the findings of the risk assessment, and that the equipment is age-appropriate (e.g., not allowing 4-year old pupils to use adventure play equipment that is designed for ages 5+ etc.);
- Completing visual pre-use checks of PESSPA equipment to ensure that it is safe for use and not damaged or faulty. Staff must report any defects that they observe to their Head of Department/Line Manager and ensure that the item is taken out of service and clearly marked as out of use;
- Where relevant, completing pre-use checks of PESSPA equipment to ensure correct assembly before the activity commences, and remaining vigilant throughout the activity for any unintended adjustments;
- Where relevant, ensuring that PESSPA equipment is returned to its designated storage facility and left in a stable position; and
- Ensuring that, for dangerous items of PESSPA equipment (e.g., fencing foils, javelins, trampolines etc.), that they are adequately secured when not in use to prevent access and use by unauthorised persons (e.g. pupils etc.).

Stress

Please refer to the College's Stress Policy.

Theatre

Please refer to the College's Rogers Theatre (Drama) H&S Policy.

Tree Management

The College recognises its duty under general health and safety law to have effective systems in place to manage trees on our sites, particularly those in areas frequently accessed by pupils, staff and the public.

Each year between 5 and 6 people in the UK are killed when trees or branches fall on them. Around 3 people are killed each year by trees in public spaces. Thus the risk of being struck and killed by a tree or branch falling is extremely low (in the order of one in 10 million for those trees in or adjacent to areas of high public use).

The Director of Estates is responsible for ensuring that:

- Tree surveys, whereby all trees that the College is responsible for are identified and prioritised (i.e. by using a zoning system), are undertaken by a competent person;
- Trees are inspected periodically by competent person to identify any defects such as disease or structural integrity. Inspections can range from a light touch visual inspection to a more detailed formal inspection by a specialist. The type of required inspection will vary based upon the tree's location (i.e. which zone it is in) and any prior indication of structural instability or disease;
- Where any defects have been identified by a competent person, that appropriate remedial action is undertaken in a timely manner;
- Where defects have been identified by a competent person, but a decision is made to preserve any tree that presents a risk, that a tree management plan is put in place and regularly reviewed as required (e.g. if the tree's condition worsens because of damage, disease or adverse weather); and
- Records of all tree surveys, tree management plans, tree inspections, and any subsequent remedial work are held on file for a minimum of 5 years for audit and compliance purposes.

Employees must report any hazards that they observe or concerns relating to trees on site to the Director of Estates.

Vibration

The College recognises its duties under the Control of Vibration at Work Regulations 2005 to eliminate or reduce risks to health and safety from vibration at work through:

- Assessing the risks to our employees;
- Taking action to reduce the vibration exposure that produces those risks;
- Making sure the legal limits on Hand Arm Vibration (HAV) and Whole Body Vibration (WBV) are not exceeded (i.e. that exposure is not at or above the daily Exposure Limit Value, or ELV);
- Maintaining and ensuring the use of equipment provided to control vibration risks;
- Providing employees with information, instruction and training; and
- Arranging for employees to receive health surveillance where there is a risk to health.

Hand-arm vibration (HAV) can be caused by:

- Operating hand-held power tools, such as road breakers
- Operating hand-guided equipment, such as powered lawnmowers; and/or
- Holding materials being processed by hand-fed machines, such as pedestal grinders

Occasional exposure is unlikely to cause ill health, but significant exposure can cause Hand Arm Vibration Syndrome (HAVS) - a painful and disabling condition that affects the nerves, blood vessels, muscles and joints of the hands and arms. It causes tingling and numbness in the fingers, reduces grip strength and the sense of touch, and affects the blood circulation (vibration white finger, also known as VWF).

Whole-body vibration (WBV) mainly affects drivers of vehicles used off-road, such as agricultural tractors. WBV is associated mostly with low back pain. However, back pain can also be caused by other factors, such as manual handling and postural strains, and while exposure to vibration and shocks may be painful for people with back problems, it will not necessarily be the cause of the problem.

Heads of Department/Line Managers are responsible for:

- Identifying those activities, equipment, machinery etc. that may produce significant levels of HAV/WBV within their area of responsibility (guidance on HAV is available from the HSE [here](#). Guidance on WBV is available from the HSE [here](#)). This is likely to be relevant for departments including Estates/Maintenance and Grounds Maintenance etc;
- Working with the Health, Safety & Compliance Manager to ensure that suitable and sufficient HAV and/or WBV risk assessments are undertaken, and that these are reviewed periodically, following any changes, and/or following any accidents, incidents, near misses, and/or any reports of symptoms and/or occupational disease relating to vibration exposure (guidance on risk assessing HAV is available from the HSE [here](#). Guidance on risk assessing WBV is available from the HSE [here](#)). The risk assessment means more than just taking measurements of HAV/WBV, and should:
 - Identify where there may be a risk from HAV/WBV and who is likely to be affected;
 - Contain an estimate of employees' exposures to HAV/WBV (or confirmed HAV/WBV exposure levels, i.e. via a report or survey completed by a competent person, such as an external occupational hygienist) and compare the exposure with the daily exposure action values (EAV) and exposure limit values (ELV) as follows:
 - EAV for HAV - daily exposure of 2.5 m/s² A(8);
 - ELV for HAV - daily exposure of 5 m/s² A(8);
 - EAV for WBV – daily exposure of 0.5 m/s² A(8);
 - ELV for WBV - daily exposure of 1.15 m/s² A(8);
 - Identify what needs to be done to comply with the law, i.e. if the risk assessment identifies that employees are likely to be exposed to HAV/WBV above the daily ELV, immediate action must be taken to reduce their exposure below the limit value (details of which must be recorded in the risk assessment). If the risk assessment identifies that employees are likely to be exposed to HAV/WBV above the daily EAV, a programme of controls must be introduced to eliminate or reduce their daily exposure so far as is reasonably practicable (details of which must be recorded in the risk assessment);
 - Identify any employees who need to be provided with health surveillance and whether any are at particular risk.
- Ensuring that the legal limits on HAV/WBV exposure are not exceeded for activities within their area of responsibility, i.e. the ELVs – a daily exposure of 5 m/s² A(8) for HAV, and a daily exposure of 1.15 m/s² A(8) for WBV;
- Providing employees exposed to HAV with suitable training and instruction on:
 - The health effects of hand-arm vibration;
 - Sources of hand-arm vibration;
 - Whether they are at risk, and if so whether the risk is high (above the ELV), medium (above the EAV) or low;
 - The risk factors (e.g., the levels of vibration, daily exposure duration, regularity of exposure over weeks, months and years);
 - How to recognise and report symptoms associated with HAV exposure;

- The need for health surveillance, how it can help them remain fit for work, how the College plans to provide it, how the College plans to use the results and the confidentiality of the results (where health surveillance has been identified as a requirement);
- Ways to minimise risk including:
 - Changes to working practices to reduce vibration exposure;
 - Correct selection, use and maintenance of equipment;
 - Correct techniques for equipment use, how to reduce grip force etc;
 - Maintenance of good blood circulation at work by keeping warm and massaging fingers and, if possible, cutting down on smoking.
- Providing employees exposed to WBV with suitable training and instruction on:
 - The possible link to back pain from exposure to whole-body vibration, including from large shocks and jolts;
 - The likely sources of hazardous vibration;
 - The risk factors (e.g., severity of vibration and length of exposure, increased risk from poor posture or manual handling of heavy objects);
 - The findings of the WBV risk assessment including decisions on which employees' vibration exposures need to be managed;
 - The measures the College is using to control the risks;
 - The need for health surveillance, how it can help them remain fit for work, how the College plans to provide it, how the College plans to use the results and the confidentiality of the results (where health surveillance has been identified as a requirement);
 - How to report back problems; and
 - The ways they can help to minimise risk.
- Ensuring that where health surveillance is identified as necessary (i.e. for all employees who are likely to be regularly exposed above the EAV, or are considered to be at risk for any other reason), that they liaise with the Health, Safety & Compliance Manager to set up a scheme in consultation with the affected employees, and with input from a competent occupational health professional (please refer to the Health Surveillance section of this Policy for further information); and
- Taking vibration values into account when purchasing or hiring plant/machinery/equipment.

The Health, Safety & Compliance Manager is responsible for:

- Supporting Heads of Department/Line Managers in undertaking suitable and sufficient HAV/WBV risk assessments;
- Arranging for HAV/WBV surveys to be undertaken by a competent person to inform HAV/WBV risk assessments where required;
- Assisting Heads of Department/Line Managers in setting up a health surveillance scheme (where this has been identified as necessary), in consultation with the affected employees, and with input from a competent occupational health professional (please refer to the Health Surveillance section of this Policy for further information); and
- Investigating any reports of symptoms and/or occupational disease relating to vibration exposure in line with the College's Accidents, Incidents, Near Misses and Occupational Ill Health Reporting, Recording and Investigation Policy.

Employees must:

- Report any defects to vibration control equipment to their Head of Department/Line Manager;
- Comply with the instructions and training given, including the findings of the risk assessment;
- Attend all health surveillance appointments (N.B. these will be organised to take place during employees' normal working hours); and

- Report to their Head of Department/Line Manager if they are experiencing any symptoms associated with vibration exposure, including:
 - Tingling and numbness in the fingers
 - Not being able to feel things properly (i.e. loss of dexterity)
 - Loss of strength in the hands
 - Fingers going white (blanching) and becoming red and painful on recovery (particularly in the cold and wet, and probably only in the tips at first); and/or
 - Back pain in connection with driving vehicles.

Violence & Aggression at Work

The College recognises its duty to ensure, so far as reasonably practicable, the health, safety, and welfare of employees and other persons affected by our activities. This includes protecting them from work-related violence.

Violence at work is defined by the Health and Safety Executive (HSE) as ‘any incident in which a person is abused, threatened or assaulted in circumstances relating to their work.’

It is important to remember that this can include:

- Verbal abuse or threats, including face to face, online and via telephone; and
- Physical attacks.

This might include violence from colleagues, members of the public, contractors, and pupils towards a person at work. For violence to be work-related, it must be in connection with the work activity (e.g. it does not include such situations as personal disputes between employees, and violence between people not at work, such as pupils etc.).

Violence or aggression perpetrated by employees whilst at work will not be tolerated and will be treated as a disciplinary offence (up to and including dismissal and, if appropriate, criminal action).

Heads of Department/Line Managers are responsible for:

- Identifying those work activities within their area of responsibility that may present a risk of work-related violence or aggression (e.g. provision of security services, staff responding to intruder alarm call outs, front of house employees, customer services teams etc.);
- Ensuring that suitable and sufficient risk assessments are undertaken and recorded for activities presenting a risk of work-related violence or aggression; and that these are reviewed periodically, following any changes, and/or following any incidents or near misses associated with work-related violence or aggression (guidance is available from the HSE [here](#));
- Ensuring that employees who undertake activities that may present a risk of work-related violence or aggression are provided with suitable training and instruction in line with the findings of the risk assessment; and
- Liaising with the Human Resources department to provide management and occupational health support to employees who have been impacted by incidents of work-related violence or aggression, including supporting them to pursue legal action against the perpetrator(s) where appropriate.

The Health, Safety and Compliance Manager is responsible for investigating any reported incidents of violence or aggression at work, and for reporting incidents to the enforcing authority where required (i.e. where incidents are reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013), and Police where required.

Employees are responsible for:

- Treating all colleagues, visitors, pupils and contractors with dignity and respect;
- Reporting all work-related incidents of violence or aggression in line with the College's Accidents, Incidents, Near Misses and Occupational Ill Health Reporting, Recording and Investigation Policy.

Visitors

The College recognises its duty under general health and safety law to ensure, so far as is reasonably practicable, that visitors to our premises are not exposed to risks to their health or safety.

Heads of Department/Line Managers are responsible for ensuring that risks to visitors are covered within their area, activity, educational visit, and/or event risk assessments where relevant, with a view to eliminating risks, or where this is not possible, reducing the risk so far as is reasonably practicable.

Employees are responsible for:

- Notifying reception in advance via email of any expected visitors. The email must include the visitor's name, anticipated time of arrival, and details of who they are meeting with as a minimum;
- Ensuring that visitors are directed to report to reception upon arrival, sign in via the system, and wear their visitor badge;
- Ensuring that visitors are escorted by a member of staff at all times whilst on College premises;
- Directing and escorting their visitors in the event of an emergency (e.g. fire evacuation, lockdown etc.);
- Reporting any accidents, incidents, near misses, and/or hazards that are reported to them by the visitor in line with the requirements of the College's Accidents, Incidents, Near Misses and Occupational Ill Health Reporting, Recording and Investigation Policy;
- Ensuring that visitors wear any personal protective equipment necessary for the areas that they will be entering; and
- Ensuring that at the end of their visit, that all visitors are escorted to reception where they can return their visitor badge and sign out via the system.

It is the responsibility of all visitors to take reasonable care of their own health and safety and not to act in a manner that places themselves and/or others in danger. In particular, visitors must:

- Report to reception upon arrival and sign in via the system;
- Wear their visitor badge at all times whilst on College premises;
- Comply with instructions given by College employees;
- Not tamper with emergency equipment;
- Bring to the attention of College employees any health and safety issues (e.g. accidents, incidents, near misses, hazards etc.);
- Wear personal protective clothing/equipment where indicated; and
- Sign out via the system and return their visitor badge prior to leaving the site.

Welfare Facilities & Workplace Environment

The College recognises its duties under the Workplace (Health, Safety and Welfare) Regulations 1992 to, so far as is reasonably practicable, protect the health and safety of everyone in the workplace, and ensure that adequate welfare facilities are provided.

Many of the requirements under this legislation are also reflected in the Education (Independent School Standards) Regulations 2014 and National Minimum Standards for Boarding Schools.

Maintenance of Workplace, Equipment, Devices and Systems

The Estates team works to ensure that all equipment, devices, and systems which fall under the scope of these regulations, including the workplace itself, are maintained (including being cleaned as appropriate, which falls to the Domestics team) in an efficient condition and in a good state of working order and repair. Where appropriate this includes such items being subject to a suitable system of maintenance, and the condition of the buildings is monitored to ensure that they have appropriate stability and solidity for their use

Ventilation

The Director of Estates works with staff to ensure that effective and suitable provision is made to ensure that every enclosed workspace is ventilated by a sufficient quantity of fresh or purified air. Windows or other openings may provide sufficient ventilation but, where necessary, mechanical ventilation systems are installed and are regularly maintained.

Temperature in Indoor Places

Please refer to the College's Heating and Comfort Policy.

Lighting

The Director of Estates works with staff to ensure that the workplace has sufficient lighting to enable safe access/egress, safe movement around the College site, and that is suitable for the tasks performed. Such lighting will, as far as is reasonably practicable, be natural and emergency lighting will be provided in circumstances where occupants would be exposed to dangers in the event of the failure of artificial lighting.

Cleanliness, Floors, Traffic Routes and Waste Materials

The Estates and Domestics teams work to ensure that all work areas, furniture, furnishings and fittings are kept sufficiently clean, and that waste is removed daily so as not to accumulate and pose a risk.

The Director of Estates ensures that the construction of all floors and traffic routes are suitable for the purpose for which they are used, including the absence of unevenness, holes (unless suitably guarded to prevent falls), slopes (unless suitably hand railed) and slippery surfaces that constitute a risk to health and safety. The Director of Estates also ensure that all traffic routes which are staircases are fitted with suitable and sufficient handrails and where appropriate, guardrails.

Please refer to the Slips & Trips section of this Policy for further information.

Windows, and Transparent or Translucent Doors, Gates and Walls

Please refer to the Glazing & Window Safety section of this Policy for further information.

Windows, Skylights and Ventilators

Please refer to the Glazing & Window Safety section of this Policy for further information.

Organisation, etc. of Traffic Routes

Please refer to the On-Site Vehicle Movement section of this Policy for further information.

Doors & Gates

The Director of Estates ensures that:

- Doors and gates are suitably constructed and fitted with safety devices if necessary;
- Doors and gates which swing both ways and conventionally hinged doors on main traffic routes have a transparent viewing panel;

- Power-operated doors and gates have safety features to prevent people being struck or trapped and, where necessary, have a readily identifiable and accessible control switch or device so that they can be stopped quickly in an emergency; and
- Upward-opening doors or gates are fitted with an effective device to prevent them falling back.

Room Dimensions and Space

The Director of Estates works with staff to ensure that workrooms have enough free space to allow people to move about with ease (i.e., the volume of the room when empty, divided by the number of people normally working in it, should be at least 11 cubic metres, although this will depend on the layout, contents and the nature of the work and does not apply to classrooms or meeting rooms).

Toilets, Washing Facilities and Changing Rooms

The Director of Estates works with staff to ensure that:

- A suitable and sufficient number of sanitary conveniences and washing facilities are provided at readily accessible places, with separate facilities for the sole use of pupils (with separate toilet facilities for boys and girls aged 8 years or over provided except where the toilet facility is provided in a room that can be secured from the inside and that is intended for use by one pupil at a time), and that washing facilities have an adequate supply of hot and cold water;
- Suitable changing facilities are provided for staff whose work requires them to change into special clothing, and that suitable and secure space is provided for such staff to store their own clothing and special clothing;
- Suitable changing accommodation and showers are provided for pupils aged 11 years or over at the start of the school year who receive physical education; and
- The rooms containing the toilets, washing facilities and changing rooms/showers are adequately ventilated and lit and are kept in a clean and orderly condition by the Estates and Domestic teams.

Drinking Water

The Director of Estates works with staff to ensure that an adequate supply of high-quality drinking water is made available to all persons within the College (e.g., through kitchens, mains-fed drinking fountains, or bottle-fed water dispensers etc.), and that cold water supplies that are suitable for drinking are clearly marked as such.

Staff Facilities for Rest and to Eat Meals

The Director of Estates works with staff to ensure that suitable and sufficient rest facilities, in the form of rest rooms or rest areas, are provided at readily accessible places, including suitable facilities to eat meals. Rest rooms and/or areas include arrangements for pregnant workers and new mothers where required (please refer to the Pregnant Workers & New Mothers section of this Policy for further information).

Employees are responsible for reporting any problems or concerns regarding any of the above aspects in line with the procedure outlined in the Reporting Defects section of this Policy (within the Section 2 – ORGANISATION section of this Policy).

Work at Height

The College recognises its duties under the Work at Height Regulations 2005 to ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the job, and that the right type of equipment is used for work at height activities.

The College recognises the requirement to:

- Avoid work at height where it is reasonably practicable to do so;

- Where work at height cannot be avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment; and/or
- Minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated.

'Work at height' means work in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury (for example, falling from a ladder or flat roof, a fall through a fragile roof, or a fall into an opening in a floor or a hole in the ground etc.). Working at height remains one of the biggest causes of fatalities and major injuries. Common cases include falls from access equipment such as mobile tower scaffolds, ladders and stepladders, and through fragile surfaces.

Heads of Department/Line Managers are responsible for:

- Ensuring that approval is obtained from the Health, Safety & Compliance Manager prior to purchasing any access equipment (e.g., kickstools, stepladders, ladders, working platforms etc.) for use by their department;
- Ensuring that access equipment used within their department meets appropriate standards (e.g., for ladders, Industrial Class 1 – BS203 for heavy industrial use, or Commercial Class II - BSEN1312 for light trade use). Ladders intended for domestic use (i.e., Class III - BS2037), must not be used for work activities;
- Identifying all work at height activities undertaken by staff (and where relevant, pupils) within their area of responsibility;
- Ensuring that suitable and sufficient risk assessments are undertaken for all work at height activities to identify the hazards and the precautions required to either eliminate the risk, or reduce it so far as is reasonably practicable. The assessments should consider both the work to be done and the most appropriate access equipment to be used to achieve a safe system of work. The detail of the assessment will depend on the level of risk involved (guidance on risk assessing work at height activities is available from the HSE [here](#)). Heads of Department/Line Managers should take a sensible approach when considering precautions. Low-risk, relatively straightforward tasks will require less effort when it comes to planning and there may be some low-risk situations where common sense tells you no particular precautions are necessary;
- Ensuring that work at height risk assessments are reviewed periodically, following any changes, and/or following any accidents, incidents, and/or near misses;
- Ensuring that the need to undertake work at height is eliminated whenever it is reasonably practicable to do so (e.g., by removing high-level storage where possible, using extendable tools from ground level to remove the need to climb a ladder etc.);
- Ensuring that where it is not practicable to eliminate the need to undertake work at height, that the risk is reduced so far as is reasonably practicable in line with HSE guidance [here](#);
- Ensuring that employees (and where relevant, pupils) undertaking work at height activities have the sufficient skills, knowledge and experience to perform the task, or, if they are being trained, that they work under the supervision of somebody competent to do it. In the case of low-risk, short duration tasks (short duration means tasks that take less than 30 minutes) involving ladders, competence requirements may be no more than making sure employees receive instruction on how to use the equipment safely (e.g., how carry out pre-use checks, how to tie a ladder properly etc.) and appropriate training (N.B. an online Work at Height training course is available via the College's Educare training system). Training often takes place on the job, it does not always take place in a classroom, but a record of any training delivered must be retained on file for audit and compliance purposes. When a more technical level of competence is required (e.g., erecting/using a mobile tower scaffold, erecting/using scaffolding, roof work, use of a Mobile Elevated Work Platform such as

a cherry picker etc.) then specialist external training will be required. Advice on suitable training can be sought from the Health, Safety and Compliance Manager;

- Ensuring that users are instructed on the need to undertake visual pre-use checks of access equipment such as kickstools, stepladders, and ladders to ensure that they are in a safe condition for use. In the case of mobile tower scaffolds and scaffolding, Heads of Department/Line Managers are responsible for ensuring that a formal inspection is completed and recorded by a competent person prior to its first use (i.e. after being erected), every 7 days that it remains in place, after bad or excessively dry weather or high winds or another event likely to have affected its strength or stability, and/or after any substantial additions or other alterations. In the case of Mobile Elevated Work Platforms (MEWPs – i.e., cherry pickers, scissor lifts etc.), Heads of Department/Line Managers are responsible for ensuring that a formal pre-use inspection is completed and recorded by a competent person prior to each use;
- **Ensuring that any defects to access equipment within their area of responsibility identified through pre-use/periodic inspections are rectified in a timely manner;**
- **Ensuring that any defective items of access equipment are taken out of service whilst awaiting repair or replacement and clearly marked as out of use;**
- Ensuring that there is a means for securing access equipment (such as stepladders, ladders etc.) when not in use to prevent use by unauthorised persons (e.g., pupils etc.);
- Ensuring that staff do not undertake any work at height above 2m (i.e., where feet are above 2m) and/or roof work (including work on flat roofs) without prior approval (via submission of a satisfactory risk assessment) from the Health, Safety and Compliance Manager, and that they never undertake such work alone; and
- Ensuring that pupils do not undertake any work at height activities without prior approval (via submission of a satisfactory risk assessment) from the Health, Safety and Compliance Manager.

The Director of Estates is responsible for:

- Overseeing the management of work at height activities undertaken by contractors working on behalf of the College (please refer to the College's Control of Contractors Policy for further information).

The Health, Safety and Compliance Manager is responsible for:

- Providing advice and guidance on the management of work at height activities upon request;
- Responding to requests for employees to undertake work at height activities above 2m and/or roof work (including work on flat roofs);
- Responding to requests for approval for pupils to undertake work at height activities;
- Maintaining a register of access equipment (e.g., kickstools, stepladders, ladders etc.), and for ensuring that they are subject to periodic formal inspections (every 6 months as a minimum) by a competent person to ensure that they remain safe for use;
- Ensuring that safe-line systems and any associated safety equipment is inspected periodically by a competent person in line with the manufacturers'/installers' recommendations, that any defects are rectified in a timely manner, and that only persons with sufficient competence are permitted to use the systems; and
- Investigating any reported accidents, incidents, or near misses associated with work at height in line with the College's Accidents, Incidents, Near Misses and Occupational Ill Health Reporting, Recording and Investigation Policy.

Employees must:

- Not, under any circumstances, use chairs, tables/desks or other furniture as an item of access equipment;

- Not, under any circumstances, undertake any work at height above 2m (i.e., where feet are above 2m) and/or roof work (including work on flat roofs) without prior approval (via submission of a satisfactory risk assessment) from the Health, Safety and Compliance Manager, and must never undertake such work alone;
- Not permit pupils to undertake any work at height activities without prior approval (via submission of a satisfactory risk assessment) from the Health, Safety and Compliance Manager;
- Comply with the instructions and training given, including the findings of the risk assessment;
- Complete visual pre-use checks of access equipment and report any defects that they observe to their Head of Department/Line Manager and ensure that the item is taken out of service and clearly marked as out of use;
- Ensure that access equipment such as stepladders, ladders etc. are adequately secured when not in use to prevent use by unauthorised persons (e.g., pupils etc.); and
- Not use ladders or stepladders for strenuous or heavy tasks, only use them for light work of short duration (a maximum of 30 minutes at a time). Guidance on the safe use of ladders and stepladders (including how to complete pre-use checks) is available from the HSE [here](#).

Work Equipment & Machinery

The College recognises its duties under the Provision and Use of Work Equipment Regulations 1998 to ensure that equipment provided for use at work is:

- Suitable for the intended use;
- Safe for use, maintained in a safe condition and inspected to ensure it is correctly installed and does not subsequently deteriorate;
- Used only by people who have received adequate information, instruction and training;
- Accompanied by suitable health and safety measures, such as protective devices and controls. These will normally include guarding, emergency stop devices, adequate means of isolation from sources of energy, clearly visible markings and warning devices; and
- Used in accordance with specific requirements, for mobile work equipment and power presses.

Work equipment is any machinery, appliance, apparatus, tool or installation for use at work (whether exclusively or not), such as hammers, knives, ladders, fixed machinery, power tools, photocopiers, ride-on mowers, lifting equipment etc. This includes equipment which employees provide for their own use at work. The scope of work equipment is therefore extremely wide. The use of work equipment is also very widely interpreted and '*...means any activity involving work equipment and includes starting, stopping, programming, setting, transporting, repairing, modifying, maintaining, servicing and cleaning*'.

All work equipment used in the course of work activities, whether provided by the College, on hire, on lease, or belonging to individuals, should be safe for use, suitable for the task and properly maintained in accordance with current legislation and the manufacturers'/suppliers' instructions.

Heads of Department/Line Managers are responsible for ensuring that:

- Approval is obtained from the Health, Safety & Compliance Manager prior to purchasing and/or hiring any plant/machinery for use by their department;
- Any new work equipment purchased conforms with the essential requirements of any relevant product supply law. For new machinery, this means the Supply of Machinery (Safety) Regulations 2008;
- Work equipment used by staff and pupils within their area of responsibility is suitable for Intended use - equipment selected must be suitable for the particular work it is provided to do, i.e. both for the operation concerned and for the conditions under which it will be used;
- Work equipment used by staff and pupils within their area of responsibility is maintained in a safe condition. Equipment must be maintained in a safe working order (i.e. in line with manufacturers'/installers' recommendations) and in a good state of repair. The extent of

maintenance required will vary with the complexity of the equipment, but even the simplest hand tools and sports equipment should be subject to a visual check for defects before use. For complex equipment such as plant and machinery, maintenance is likely to involve routine internal servicing/maintenance conducted by competent staff, and/or external servicing/maintenance undertaken by specialist contractors (guidance is available from the HSE [here](#). Guidance is also available from other relevant bodies, such as [CLEAPSS](#) for Art, Science and Design Technology, and the [Design and Technology Association](#) or DATA for Design Technology). Heads of Department/Line Managers are responsible for ensuring that suitable maintenance schedules are drawn up, and that records of both internal and external servicing/maintenance are held for audit and compliance purposes. Records should be retained for a minimum of 3 years;

- Work equipment used by staff and pupils within their area of responsibility is inspected periodically by a competent person in line with statutory requirements where necessary – equipment such as lifting equipment, gas appliances, pressure systems, and local exhaust ventilation (LEV) require statutory inspections.
- Any defects reported to them are dealt with promptly, and that the equipment is either repaired by a competent person or replaced;
- Any work equipment that is in a dangerous condition is securely removed from service and marked as 'out of use' whilst awaiting repair or disposal;
- Risk assessments extend to cover the use of work equipment, and that these consider the hazards associated with starting or stopping the equipment, repairing, modifying, maintaining, servicing, cleaning and transporting the equipment where relevant (guidance is available from the HSE [here](#). Guidance is also available from other relevant bodies, such as [CLEAPSS](#) for Art, Science and Design Technology, and the [Design and Technology Association](#) or DATA for Design Technology);
- Suitable hardware measures are in place to either eliminate or reduce the risk – this includes control measures such as suitable guarding, protection devices, markings (e.g. safe working load, safety signage) and warning devices, system control devices (such as emergency stop buttons and isolation/lock off switches) and personal protective equipment. These protective measures should follow the hierarchy laid down in PUWER regulation 11(2) and the [PUWER Approved Code of Practice and guidance](#) or, for woodworking machinery, the [Safe use of woodworking machinery: Approved Code of Practice and guidance](#);
- Suitable software measures are in place to either eliminate or reduce the risk – this includes control measures such as written safe systems of work, information, instruction, training, and supervision;
- In areas used by pupils that house items of fixed machinery (such as Design Technology workshops, etc.), that the standards set out in BS 4163 Health and safety for design and technology in schools and similar establishments – Code of practice are met;
- Work equipment is only used by staff (and where relevant, pupils) who have received adequate information, instruction, and training in its use – the level of information, instruction, and training required may vary according to the complexity of the work equipment. For low risk equipment, in-house training delivered by another competent member of staff, coupled with a briefing on the risk assessment, may suffice. For more complex equipment such as fixed machinery, specialist external training may be required (guidance is available from the HSE [here](#). Guidance is also available from other relevant bodies, such as [CLEAPSS](#) for Art, Science and Design Technology, and the [Design and Technology Association](#) or DATA for Design Technology). Heads of Department/Line Managers are responsible for ensuring that records of both internal and external training in the use of work equipment are held for audit and compliance purposes. Records should be retained for a minimum of 3 years; and
- Where the use of work equipment is likely to involve a specific risk to health and safety (e.g. woodworking machinery, metalworking machinery, grounds maintenance plant/machinery, and chainsaws etc.), ensure that the use of the equipment is restricted to those people trained and appointed to use it (e.g. locking items away with keys restricted to authorised persons, use of keys safes, use of lockable isolators etc.).

Where work equipment is hired or leased from a third party, Heads of Department/Line Managers are responsible for ensuring that:

- The equipment hired is suitable for the task that it is to perform, and for the environment in which it will be used in;
- They obtain evidence from the hire/leasing company that the equipment has been properly maintained and inspected before work commences, with proof in the form of an inspection certificate or similar;
- The equipment is supplied with all relevant information (maintenance schedule, etc.) and operating instructions;
- A qualified or competent employee is available to use the equipment
- Any maintenance/inspection that is required is carried out at the correct intervals by a competent person;
- Any defects are promptly reported to the hire/leasing company; and
- Any hired/leased work equipment that is in a dangerous condition is securely removed from service and marked as 'out of use' whilst awaiting repair/collection by the hire/leasing company.

The Health, Safety and Compliance Manager is responsible for:

- Responding to approval requests from Heads of Department/Line Managers for the purchase/hire of plant/machinery;
- Providing advice and guidance on matters relating to work equipment upon request (e.g. inspection/maintenance requirements, risk assessments, suitable hardware/software measures, staff/pupil training requirements etc.).

Employees are responsible for:

- Only using work equipment when authorised and competent to do so;
- Only using work equipment for its intended purpose (i.e. not improvising);
- Completing visual checks of work equipment prior to use and reporting any defects to their Head of Department/Line Manager immediately;
- Not bringing in and using their own equipment for work purposes unless prior permission has been granted from their Head of Department/Line Manager;
- Complying with the instructions and training given regarding safe use, including the findings of the risk assessment.

Work Experience

The term work experience refers to all forms of work-related activity for pupils, including work tasters, running a student enterprise, participation in a social action project, volunteering or a placement with an external employer.

Work experience gives pupils vital insight into the world of work, encourages them to aspire to great things, and helps them to prepare for their future. It bridges the gap between College, further education, and work, and helps pupils make decisions about their future and develop new and existing skills.

The primary responsibility for workplace health and safety rests with the employer (i.e. the work experience provider). However, the College recognises its duty under general health and safety law, for work experience which it organises on behalf of pupils, the need to take reasonable steps to satisfy itself that any work-related risks to a pupil are managed by the employer (noting that, in some cases, the College may be the employer). This includes for any work experience organised by pupils themselves, and/or their parents/carers/guardians where this is connected with the College (e.g. the College requires that the pupil undertakes a work experience placement).

The Work Experience Co-ordinator (Director of Sixth Form Centre) is responsible for:

- Liaising with pupils and parents/carers/guardians to make sure employers know in advance about pupils who might be at greater risk, for example due to disabilities, health conditions or learning difficulties, so they can consider this in their risk assessments/risk management arrangements;
- Liaising with the employer to pass on any relevant information and advise on the suitability of a pupil for a particular placement;
- Ensuring that suitable checks have been undertaken to confirm that the employer has appropriate risk management arrangements in place (as outlined by the HSE [here](#)) prior to authorising work experience. This includes obtaining a copy of the employer's Employers' Liability insurance certificate and confirming with the employer that their insurance extends to cover pupils on work experience;
- Ensuring that suitable checks have been undertaken to confirm that the employer has suitable safeguarding arrangements in place (as outlined in [Keeping Children Safe in Education](#), paragraphs 329 – 334);
- Ensuring that suitable records of the above are retained on file for a minimum of three years for audit and compliance purposes.

Heads of Department are responsible for:

- Seeking approval from the Work Experience Co-ordinator (Director of Sixth Form Centre) prior to organising any work experience placements for their pupils;
- Liaising with the Work Experience Co-ordinator to ensure that all necessary checks (e.g. H&S, insurance etc.) have been completed prior to pupils commencing work experience;
- Ensuring that pupils are provided with appropriate training and instruction prior to undertaking work experience (e.g. the need to report accidents/incidents/near misses, how to raise and report concerns etc.); and
- Ensuring that any accidents, incidents, near misses or occupational disease occurring in connection with work experience is reported in line with the requirements of the College's Accidents, Incidents, Near Misses and Occupational Ill Health Reporting, Recording and Investigation Policy.

Young Workers

The College recognises its duty under the Management of Health and Safety at Work Regulations 1999 to ensure that any young people it employs (including those on work experience or an apprenticeship with the College) are not exposed to risk because of lack of experience, being unaware of existing or potential risks, and/or lack of maturity.

A young person is defined as anyone at or above the Minimum School leaving Age or MSLA (N.B. pupils will reach the MSLA in the year that they turn 16), and under the age of 18. Young people are likely to be new to the workplace and so are at more risk of injury in the first six months of a job, as they may be less aware of risks. They will often be vulnerable, as they may:

- Lack experience or maturity
- Not have reached physical maturity and lack strength
- Be eager to impress or please people they work with; and/or
- Be unaware of how to raise concerns.

Young people need clear and sufficient instruction, training and supervision so they understand the importance of health and safety and can work without putting themselves and other people at risk. They may need more supervision than adults, and they may need to be prohibited from undertaking high-risk activities such as lone/remote working, use of plant/machinery, work at height, significant manual handling etc.

Heads of Department/Line Managers are responsible for:

- Seeking approval from the Head of Sixth Form prior to employing a young person (including accepting a young person on a work experience placement or apprenticeship);
- Reviewing all relevant area/activity risk assessments prior to the employment of a young person to ensure that they consider the risks to young persons, and that the risks are either eliminated, or where this is not possible, reduced so far as is reasonably practicable. In some cases, it may be preferable to complete an individual risk assessment for the young person (guidance is available from the HSE [here](#));
- Ensuring that, in line with the requirements of the Management of Health & Safety at Work Regulations 1999, that they do not employ a young person for work:
 - Which is beyond their physical or psychological capacity;
 - Involving harmful exposure to agents which are toxic or carcinogenic, cause heritable genetic damage or harm to the unborn child or which in any other way chronically affect human health;
 - Involving harmful exposure to radiation;
 - Involving the risk of accidents which it may reasonably be assumed cannot be recognised or avoided by young persons owing to their insufficient attention to safety or lack of experience or training; or
 - In which there is a risk to health from extreme cold or heat, noise, and/or vibration.
 - N.B Nothing in the bullet points above shall prevent the employment of a young person who is no longer a child for work—
 - (a) Where it is necessary for their training;
 - (b) Where the young person will be supervised by a competent person; and
 - (c) Where any risk will be reduced to the lowest level that is reasonably practicable.
- Ensuring that their working hours are in line with the law (government guidance is available [here](#));
- Ensuring that they are provided with a suitable H&S induction (please refer to the section on Competence within Section 2 – ORGANISATION of this Policy); and
- Ensuring that they are provided with suitable training, instruction and supervision in line with the findings of the risk assessment (including how to raise concerns, and details of any prohibited activities etc.).

Health and Safety Policy

Sponsor: Director of Estates

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