

# HAVEN HIGH TECHNOLOGY COLLEGE

## HEALTH AND SAFETY POLICY

This statement covers the activities of HAVEN HIGH TECHNOLOGY COLLEGE. It is to be read in conjunction with the general statement of safety policy issued by the Lincolnshire County Council and the Education Department's Health and Safety policy.

Haven High Technology College recognises the importance of safety, health and welfare, in the successful operation of all its activities. It believes in the active participation of every person within the organisation, in order to achieve and maintain the highest standard of accident prevention. Success in this relies on initiative, teamwork and the co-operation of all members of staff.

The Governors and Executive Headteacher are required by the Health and Safety at Work Act 1974, to allow facilities for consulting with Trade Union safety representatives, and to establish safety committees where requested.

### **Responsibilities**

- it is the responsibility of the Governors and Executive Headteacher to ensure that the safety policy remains valid and is operated effectively within the above establishment.
- the Health and Safety at Work Act 1974, makes it the legal duty of Employer and its Employees to take reasonable care for health, safety and welfare of themselves, other employees and all other persons who may be affected by their acts or omissions.
- the Executive Headteacher and Governors are responsible for the general application of the arrangements, and for ensuring communication of relevant information to staff.
- all staff are required to familiarise themselves with this statement and any other relevant safety information.
- all staff are responsible for reporting to the Executive Headteacher any hazards or safety defects which they cannot eliminate themselves. In turn the Executive Headteacher will report to the Governors any defect which cannot be eliminated. In the case of an emergency repair, the Executive Headteacher will report this to the LA immediately.
- a safety professional is available for advice and guidance on hazards and legislation affecting the activities of education establishments. Safety inspections of Education establishments will also be carried out as directed by the LA.

### **Responsibilities of the Executive Headteacher**

- the Executive Headteacher shall identify the main hazards and welfare problems that could arise from systems of work, premises, grounds, equipment and substances.
- the Executive Headteacher should satisfy himself that adequate arrangements are in place to:
  - (a) eliminate or control the hazards identified and that all

equipment, apparatus, and materials are safe to use and where appropriate these are marked with appropriate warning signs;

(b) that all equipment, apparatus, and materials are used in accordance with the manufacturer's instructions;

(c) where substances hazardous to health are involved, the Executive Headteacher will ensure that the CLEAPSS documentation is available, and that the safe systems of work outlined in CLEAPSS are implemented. In cases where the substances hazardous to health are not covered by the CLEAPSS documentation, the Executive Headteacher shall ensure that an assessment of the risk to health is carried out and that the appropriate control and monitoring measures are in place.

- the Executive Headteacher shall ensure that all departments are adequately equipped with items of protective clothing and equipment. The Executive Headteacher must also enforce the use of protective clothing and safety equipment.

## **Arrangements**

### **Machinery and electrical equipment**

- staff must ensure that all safety guards and eye protection equipment is present, serviceable and utilised when any machine is in use.
- staff must not attempt repairs or make modifications to machinery other than those normally associated with daily operations. Any defects or malfunctions must be reported to the Executive Headteacher at once.
- electrical equipment and systems are subject to the Electricity at Work Regulation 1989. The Chief Property Officer is responsible for arranging for the routine testing of the sockets to ensure proper earth continuity and correct phase/neutral connections. This testing will be carried out every five years.
- the Executive Headteacher is responsible for maintaining an up to date inventory of all mains electrical equipment and portable electrical equipment with a value of more than £25. All items of portable electrical equipment must be tested by a competent person on an annual basis in accordance with the Electricity at Work Regulations (see Education Health and Safety Manual for annual electrical testing procedure).
- all items of electrical equipment within the college should be fitted with a safety type plug of BS1363 standard.
- no staff or students should bring any item of electrical equipment into the college without it being checked with the Safety Officer before use. These items will not be covered by the college insurance whilst they are on the college premises.

### **Fire arrangements**

On discovering a fire, no matter how small, operate the nearest fire alarm point.

The person in charge of the students will instruct them to leave immediately by the nearest safe exit, closing doors behind them, but not locking them.

The fire Drill procedure will be followed by all staff. Please refer to this policy.

The Executive Headteacher is responsible for ensuring that regular fire evacuations are carried out, also that the fire alarms are tested on a weekly basis and the

emergency lighting system is tested on a regular basis. All of the fire evacuations, fire alarm test and emergency lighting tests must be formally recorded. A regular check on fire blankets and extinguishers must be made to ensure they are in situ and in working order.

A key is held by the Site Managers to open the far gate to allow access for emergency vehicles.

### **First Aid arrangements**

First Aid Boxes are kept in the front office, where a member of staff qualified in first aid is based. Contents of the boxes should be replenished as soon as possible after use in order to ensure that there is always an adequate supply of all materials. Items should not be used after the expiry date shown on packets. It is therefore essential that first aid equipment is checked frequently, to make sure there are sufficient quantities and all items are usable.

If First Aid Treatment is required by a student, he/she must be escorted by a student or member of staff, depending on the seriousness of the injury. They must report to the Front Office to the named first aid person where the injuries will be assessed and treated or arrangements will be made for further treatment.

First aid materials must be taken on all college trips but it is not always possible to have first-aiders on all trips.

There are many First Aiders within the college, including: Lesley Cooper, Linda Beauchamp, and Gemma Harris.

### **Reporting of accidents**

All accidents to students, staff and visitors must be recorded as soon as possible on the appropriate documentation for accident reporting (see Education Health and Safety Manual for accident reporting procedure).

All serious accidents, near misses and dangerous occurrences must be reported by the Executive Headteacher to the Governing Body, the County Council and, where necessary, to the HSE using the appropriate form. In all cases the Executive Headteacher is responsible for ensuring that such remedial action as is reasonably practicable is taken to avoid a repetition of the incident.

### **Safety representatives**

The Health & Safety officer, Linda Beauchamp, is recognised as such by her trade union. Any member of staff has the right to take up an issue on health and safety with the H&S officer. There shall be an appropriate form (forms will be provided by the Education and County Council) for the reporting of hazards.

The H&S officer will be given copies of all health and safety materials and information received by the Governing Body or from outside agencies (i.e. Health and Safety Executives and County Council ) or produced by the college itself.

The Executive Headteacher is responsible for responding to safety representatives or other employee safety initiatives.

## **Contractors**

The Executive Headteacher should ensure that all contractors report to Reception or the college Front Office on arrival and departure from the college. This is necessary to ensure that the Executive Headteacher can make any necessary arrangements (see Education Health and Safety Manual for further guidance on procedures for dealing with contractors).

When contractors are engaged in work at the college the Executive Headteacher, through the H&S officer, will liaise with the contractors or their representative to ensure that the contractor is aware of the college rules, or any particular hazard which may be present, and of any temporary rules which apply during the contractors' presence on the premises.

The Executive Headteacher, through the H&S officer, will ensure that all temporary rules, such as exclusion from the premises or part thereof, are made known to all staff, students and visitors to the premises.

## **General arrangements**

Staff should not use chairs, boxes or similar equipment to reach items stored on high shelves or racks. In general, heavy objects should be stored low down to reduce the risk of injury from falling and handling.

Staff should not lift or move any items they consider to be too heavy or awkward, or ask any students to do so. If help is required the H&S officer or Executive Headteacher should be consulted.

Special attention should be given to trailing wires from computers and other electrical equipment, particularly in classroom situations. VDUs should be set up and operated in accordance with the comprehensive guidance given in the Visual Display Units guidance booklet No pcs/21/90.

Industry Related Injury (IRI) : staff should be aware of this type of injury and report any pain, discomfort, swelling or weakness experienced during or shortly after keyboard or typing work, to the H&S officer.

## **Specific activities**

Certain activities require their own written procedural policy. These are listed below. Before carrying out any of the activities please refer to the appropriate procedural policy before carrying out such duties. These policies are to be found in the appropriate work areas shown in brackets:

- **Work in laboratories** (Science Laboratories)
- **Craft, Design and Technology** (Technology Department)
- **Radioactive materials** (Science Laboratories)
- **Physical Education** (Games/PE area)
- **Swimming** (Games/PE area)
- **College Outings** (Games/PE area)

It is necessary to give certain members of staff responsibility for the areas listed above.

The Faculty leader for Science is responsible for the COSHH assessments, care and

recording of the Radioactive material and safe storage of dangerous chemicals within the science areas.

The Director of Technology is responsible for the COSHH assessments within the Technology area. (i.e. toxic substances, glues etc) and the risk involved.

The Faculty leader for Sports is responsible for the safe use of equipment within his department. Any faulty equipment must be repaired or disposed of and not used in the meantime. Students are not allowed on the roof space to collect balls or lost articles.

Outside activities are covered by the same college rules that would apply in a normal college day. Staff must assess any risk to the students before undertaking any such activities and liaise with the trips organiser.

The outside wall on the far end of the gym has been marked out for the use of ball games, and students should be warned that this is a potentially dangerous area.

Please refer to the separate safety policy for the above faculties.

The Executive Headteacher has delegated the responsibility for carrying out the above tasks to the staff mentioned, although the Executive Headteacher cannot delegate the accountability for the task i.e. the Executive Headteacher has to ensure that the task is being carried out to a satisfactory standard.

### **Site Management**

The joint Site Managers are responsible for using all cleaning chemicals in accordance with the manufacturers instructions. Full product information, safe working methods and COSHH assessments have been provided for all Premier Products used within the college. The Site Managers must use these chemicals in accordance with the Premier Products booklet. If alternatives to Premier Products are used in the college then the Executive Headteacher must ensure that an adequate COSHH assessment is carried out on these products before they are used.

The Site Managers are responsible for storing cleaning materials in a safe manner and locking them away in a safe place out of reach of the students. The Site Managers' storage area must be locked at all times during college hours. Cleaning materials must not be left in classroom or toilet areas.

Any slippery surfaces or tripping hazards must be reported to one of the Site Managers as soon as possible to avoid an accident to staff or students.

The Site Managers are responsible for the day to day maintenance of fixtures and fittings, (i.e. window replacement, broken door handles etc).

### **Induction Training**

All new and existing members of staff must be given a copy of the Safety Policy. The return slip must be returned to the Administration Manager duly signed by all staff members.

Their duties under that Policy must be discussed and understood as part of the induction programme.

New members of staff should be made aware of any special responsibilities under the Safety Policy.

Emergency arrangements to be listed in the Supply Teachers Handbook and details included regarding the location of the full Health & Safety Policy.

### **Local Monitoring of Performance and Review**

Regular monitoring of the Safety Policy is the responsibility of the Governors and Executive Headteacher. The County Council general statement of safety policy requires the Governors and Executive Headteacher to test the arrangements to ensure that they are working correctly.

The Executive Headteacher and the Governors shall carry out a safety inspection of the college premises at least once a year.

The Executive Headteacher should be informed of any hazard within the college that may present problems in the future. The Executive Headteacher must inform the college safety representative so that the hazard can be dealt with.

The Safety Policy will be reviewed at least annually taking into account the findings of any safety inspection. This will be reviewed more regularly if the arrangements laid down in the Policy are found not to be working effectively.

### **Grievance and Disciplinary Issues**

All health and safety issues will be dealt with under the standard grievance and disciplinary procedures as laid down in the appropriate terms and conditions of employment. If you have any queries relating to the Health and Safety Policy please contact the College's Health & Safety Officer.

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