

# Oakley College

[www.oakley.ac.uk](http://www.oakley.ac.uk)

## Health & Safety Policy

This policy has been written for...	All staff and students at Oakley College.
Copies of this policy may be obtained from...	<ul style="list-style-type: none"> <li>It is available on the college cloud based one drive</li> <li>Hard copies are available, on request, from the Administration Team</li> </ul>
This policy links with the following policies	This policy should be read in conjunction with all other policies that relate to Health and Safety
Participants and consultees in the formulation of this policy were...	Executive Head Site Manager College Business Manager
Edition, Review frequency and dates	This is edition 2, published in May 2017 This policy will be reviewed every 2 years, the next review is due in May 2019
Relevant statutory guidance, circulars, legislation & other sources of information are...	Health and Safety at Work Act 1974 DfE "Guidance on First Aid for Colleges – A good practice guide". COSHH Regulations 2004 Workplace (Health, Safety & Welfare) Regulations 1992 Electricity at Work Regulations 1989 DCLG guidance document: "Fire Safety Risk Assessment – Educational Premises"
The Lead Member of staff is...	The Executive Head
The Rationale and Purpose of this policy	Every establishment employing five or more people must, by law, write down its policy for their safety and health, bring it to the attention of the employees and show it to an HSE Inspector or KCC auditor if requested. An explicit safety policy demonstrates to staff, children and visitors that the organisation cares for their health, safety and welfare. The allocation of responsibilities for matters of health and safety and the writing down of particular arrangements that we make to implement the policy encourages a coherent approach to the management of health and safety.
Appendices	This policy has no appendices
Copying	No College policy is ever written in isolation. Acknowledgement of sources of advice and significant influence in the development and recording of policies at Oakley College are noted on the front page. We request that any Colleges or organisations incorporating large sections of this policy without alteration should make similar appropriate acknowledgement.

## Policy Statement

The Executive Head and Governors are committed to establishing and implementing arrangements that will:

- Ensure all staff and all Student are safeguarded when on College premises, or engaged in off-site activities (e.g. College trips, sports events etc.).
- Ensure the premises for which they are responsible have safe access and egress for all staff, Student and visitors.
- Provide adequate facilities and arrangements for welfare.
- Provide and maintain safe plant and safe systems of work without risks to health.
- Ensure safe use, handling, storage and transport of articles.
- Provide suitable information, training, instruction and supervision to keep all staff, Student and visitors safe.

## Organisation

Kent County Council (as the employer) has a statutory duty in respect of health and safety in community and voluntary controlled Colleges to ensure that premises and people are healthy and safe.

At College level, the responsibility is devolved to the Executive Head who has day to day responsibility as Officer in Charge of the premises for ensuring that they are safe. In so doing, he/she may delegate certain tasks and responsibilities to other members of staff and will refer appropriate matters to the Local Authority, either because the LA is responsible under the Local Management Scheme, or because specialist advice is needed.

He/she is also responsible as a senior line manager for ensuring that staff, Student and other visitors (including contractors) adopt safe working practices and generally conduct themselves in such a way that they will not injure themselves or others.

### **THE EXECUTIVE EXECUTIVE HEAD'S RESPONSIBILITIES:**

- To ensure this policy is reviewed annually, or before if there are any changes in circumstances;
- To ensure that employee responsibilities regarding health and safety are included in his/her job description and that it is properly received and understood;
- To include health and safety issues in the College improvement plan, if necessary;
- To carry out regular health and safety inspections (at least three times a year) and take remedial action as appropriate;
- To undertake risk assessments, record significant findings, and review annually, or before if there is a change in circumstance;
- To receive and deal promptly with raised issues or complaints about unsafe premises, equipment or work practices;
- To liaise with KCC property and infrastructure support and/or the building maintenance consultants and/or with contractors to resolve property maintenance issues;
- To ensure that the requirements of any enforcement officer (e.g. HSE Inspector, Environmental Health Officer, Fire Liaison Officer, or Environmental Agency Inspector) are properly addressed;
- To ensure that emergency evacuation procedures are in place and tested;
- To ensure that adequate first aid provision is available and kept up to date;
- To report health and safety issues to the management board on a regular basis;
- To monitor and review all health and safety policies and procedures.

<b>Areas of responsibility</b>	<b>When</b>	<b>Named person/persons</b>
Health & Safety Reports	Termly	Teachers/Tutors
Pupil Risk Assessments & updates	As needed	Leader 19-25 LLDD Form Tutor/Teacher
Accident Reporting to KCC/H&S Executive	As needed	(admin)
Care Plans	As needed	Leader 19-25 LLDD
Personal Evacuation Plans (kept in points folders on sec site)	In place & reviewed if changes	Site Manager/Form tutors teachers
Site Inspections	Once a year + any focussed	Site Manager
Regular Walks of the Site	Weekly or as needed	Site Manager
Outside equipment inspections	Yearly and quarterly by College	Site Manager
Car park Risk Assessments	Yearly or as needed	Site Manager
Moving & Handling Training	As needed	External Trainer
Signing in protocols & systems for head count on evacuation	In place & regularly reviewed	College Business Manager/Office staff
Asbestos Register - signing	All visitors working on the fabric of the College	Site Manager/Deputy
CCTV systems - operational	Monitor	Network Manager
Staff Training in Child Protection, Physical Intervention & Health & Safety	Induction & refreshers	DSL's Gordon Tillman Ros Leach
Subject Based/ Environmental Risk Assessments	In place & reviewed yearly or if changes	Leader 19-25 LLDD or Teacher/ Tutors
Systems for safe handling/keeping of medicines	In place & reviewed yearly or if changes	(LSP's)
Food Safety procedures	In place & reviewed if changes	Food Tech Co-ordinators on each site & trained staff
Fire Safety Officers – systems & procedures	In place & reviewed yearly or if changes	Site Manager & Deputy
Minibus drivers – check licences, training/re-training, leaflets, lists	In place. Leaflets reviewed yearly	Admin/Finance Assistant
First Aiders – system for training/re-training, lists	In place	Admin/Finance Assistant
Site Security	In place & reviewed yearly or if changes	Site Manager & College Business Manager
Fire Drills regularly	3 times a year	Site Manager
GOF (Off Site Visits)	As needed	Leader 19-25 LLDD

**NB:** Tasks can be delegated to other staff members, but the responsibility remains with the Executive Head.

**THE MANAGEMENT BOARD RESPONSIBILITIES:**

- Responsibility for the health and safety of Student lies with the management board of the College, either as the employer of College staff or because it controls College premises (or both).
- The management board will promote a strategic overview for health and safety.
- The management board will take all reasonable measures to ensure that the premises and equipment on site are safe and do not put the health or safety of staff, Student or visitors at risk while they are on the premises.

- The management board of a community College must comply with any directions given by the LA concerning the health and safety of persons in College, or on College activities elsewhere.
- The management board will make adequate provision for maintenance of the College premises and equipment within the College's delegated budget.
- The management board will support and monitor health and safety within the College.
- The management board can consider appointing a governor to coordinate health and safety from a strategic point of view (A. Bernstein, Chair of Governors).

The list of Oakley College Governors' committees, roles and responsibilities is displayed on noticeboards in College offices and staffrooms and on the College website.

**STAFF RESPONSIBILITIES:**

- Must take reasonable care of their own health and safety and that of others who may be affected by what they do or fail to do.
- Will co-operate with their employer on health and safety matters.
- Will not interfere with anything provided to safeguard their health and safety or that of others.
- Have a duty to report all health and safety concerns to the Executive Head or their line manager.

**AREA EDUCATION OFFICER'S (AEO) RESPONSIBILITIES:**

- The AEO will take responsibility for the strategic overview of health and safety matters in Colleges, and report concerns to the Corporate Director of Education, Planning and Access.
- The AEO will raise specific health and safety issues with the health and safety unit.

Name of Oakley's AEO: +++++

**KCC Capital & Premises Development Manager**

- Has responsibility for ensuring that regard is given to health and safety concerns when carrying out property maintenance plans for major maintenance and improvement works.

**KCC Property and Infrastructure Support**

- Will ensure that property matters for which the local authority as the employer has statutory responsibilities, (e.g. regular maintenance and testing of fixed electrical wiring or fixed gas appliances) are properly dealt with, (if necessary, by taking premises or fixed equipment out of use). The Executive Head is responsible for liaising with KCC property and infrastructure support, and/or the building consultants and/or with contractors from KCC preferred contractors list, to resolve property maintenance issues.

**Safety Representatives**

Safety representatives of a Trade Union have the following functions:

- Represent employees generally and when you consult them about specific matters that will affect the health, safety and welfare of the employees
- Represent employees when Health and Safety Inspectors from HSE or Local Authorities consult them
- Investigate accidents, near misses, and other potential hazards and dangerous occurrences in the workplace
- Investigate complaints made by an employee they represent about their health, safety or welfare in the workplace
- Present the findings of investigations to you.

- Inspect the workplace;
- With at least one other appointed representative, request in writing that you set up a health and safety committee and attend Health and Safety Committee and meetings as a representative of your employees.

#### **Names of Trade Union Representatives:**

Julie Huckstep, ATL

Hartsdown Tech College, George V avenue, Margate, CT9 5RE Tel: 01843 223478. Email:

[jhuckstep@kent.atl.org.uk](mailto:jhuckstep@kent.atl.org.uk)

John Walder, NUT

Regional SE Office, Britton House, College Road, Ardingly, West Sussex, RH17 6TT

Tel: 01227 731320. Email: [wjwalder@aol.com](mailto:wjwalder@aol.com)

Jonathan Shield, NAHT

Executive Head, St. John Catholic Primary College, Rochester Road, Gravesend, DA12 2SY

Email: [head@st.johnsprimary.kent.sch.uk](mailto:head@st.johnsprimary.kent.sch.uk)

Graham Russell NAS/UWT

Mobile: 07854 209191, Email: [nasuwtruss@hotmail.co.uk](mailto:nasuwtruss@hotmail.co.uk)

Suzanne Sinclair, GMB

Thanet Innovation Centre, Thanet Reach, Business Park, Broadstairs, CT10 2NA

Tel: 07843 088629, Email: [ssinclairgmb@aol.co.uk](mailto:ssinclairgmb@aol.co.uk)

Seth Cruse, UNISON

County Hall, Maidstone, Kent, ME14 1XQ

Tel: 07708 559129 Email: [unison@kent.gov.uk](mailto:unison@kent.gov.uk)

#### **Consultation with Employees**

It is a legal requirement to consult with employees on health and safety issues. A Safety Committee is where formal consultation with employees takes place, but in the absence of a request for a safety committee, individual and group staff meetings are also appropriate forums for communication on health and safety matters and concerns.

#### **Information, Instruction and Supervision**

Under health and safety law it is a legal requirement to display or provide a leaflet version of the Health and Safety Law poster.

- A copy of the Health and Safety Law Poster is displayed on each site. Please check with the site staff for locations.
- Supervision of young workers/trainees will be arranged/undertaken/monitored by the Executive Head or other delegated key members of staff.
- The Executive Head will supply adequate information, instruction and supervision for all staff, Student and visitors to ensure their health and safety.

#### **Competency for Health and Safety Tasks and Training**

- Induction training will be ensured for all members of staff by the Executive Head.
- Training will be identified, arranged and monitored by the Executive Head and the management board .
- Staff are also responsible for drawing to the attention of the Executive Head their own personal training needs.

- Training records will be easily accessible for audit purposes and will be kept up to date.

The person responsible for holding the records electronically in SIMS is the College Business Manager

### **Monitoring**

- The Executive Head will check working conditions and ensure that safe working practices are being followed. Regular inspections will be undertaken of the College building and grounds three times a year.
- The Assistant HT on primary and Executive Head on secondary are responsible for investigating accidents although the accountability lies with the Executive Head.
- The Assistant HT on primary and Executive Head on secondary is responsible for investigating work-related causes of sickness and absences, although the accountability lies with the Executive Head.
- The Executive Head is responsible and accountable for acting on investigation findings in order to prevent a reoccurrence.

**Arrangements – General Practices applying to all staff, and for Student or visitors in their care**

## **1.1 STUDENT**

### **Supervision of Student**

The College supervision policy must be followed in order to ensure the safety of Student. Some guidance on a variety of situations is given on KELSI in the Health & Safety section. See also risk assessments for all College trips.

### **Parent/Carers/Transport Providers collecting Student**

Parent/Carers or known Transport Providers should normally be the only people to collect children from College without agreed specific aural or written instructions to the contrary which names an authorised person who must be able to produce evidence of identity if requested.

### **Child Protection (CP)/Safeguarding**

See also C.P. policy & Staff Safe Working Practice Policy.

The College will provide an environment in which all children feel safe, secure, valued and respected. Children will be helped to understand the need for 'being safe' and ways in which they can help to protect themselves.

## **1.2 VISITORS & STAFF**

### **VISITORS**

All visitors shall be directed by clear signage to the Reception and must report to the College Office, (except for parents who are only bringing or collecting children).

There is an appropriate arrangement for the signing in and out of visitors, noting vehicle registration number as appropriate, and for visitors to wear an identifying badge. This is important for reasons of security and fire safety. People in College who are unknown to staff or who are not wearing a "visitor's tag" should be challenged by staff. They should be asked to identify themselves and to report to the office if they have not already done so or if they need an identity badge. If the person becomes difficult or abusive then withdraw tactfully and contact the office staff who will immediately contact the Executive Head/Deputy or AHT. CCTV cameras will be able to show and track the intruder.

All visitors shall be made aware of the College's fire arrangements in the event of a fire and the College's emergency procedures.

Contractors will be expected to also read and sign the Asbestos Register before carrying out surveys or alterations involving the fabric of the College buildings.

#### **STAFF**

All staff are required to sign in and out each time they enter or leave the premises using the register provided in the entrance foyer on both sites. This is important for reasons of security and fire safety.

Staff requiring urgent support in classrooms must use the nearest telephone. They should ask the office to contact a member of the management team for assistance or send a LSA or pupil to the office administrator. Some class groups have walkie-talkies to support Student with potentially serious medical problems e.g. epilepsy. Please use these in emergencies only.

#### **1.3 FIRE SAFETY**

A fire risk assessment is a legal requirement and the Executive Head is responsible for ensuring this is undertaken. A pro-forma for this is available on KELSI (via Policy, Strategies & Guidance/Health & Safety/Documentation Index/Fire). Further guidance for Colleges may be found in the DfE guidance booklet "Managing College Facilities: Guide 6: Fire Safety and the DCLG guidance document: **"Fire Safety Risk Assessment – Educational Premises"**. Colleges should also use the KCC CFE "Fire Log Record Sheet" to log fire procedures such as drills and training. This is available on KELSI, as above.

##### **Fire Instructions**

- i. Fire Instructions are posted in each room on the Emergency Exits, Assembly Point and Assembly Point instruction notice.
- ii. One member of the Site staff on each site is a Fire Warden. (Brian Rousell on secondary, Paul Harmer on primary.)
- iii. Emergency Exits, Assembly Point and Assembly Point Instructions are clearly identified by safety signs and notices.
- iv. The Alarm will be raised by the Office staff (or Head/Deputy/AHT) depending on the location of the fire), and the office staff will call the Fire Service by dialling 999. On hearing the alarm (continuous bell) everyone must leave the building in an orderly way as quickly as possible and then assemble in the playground for checking by the AHT. The Executive Head is responsible for liaising with the emergency services.
- v. Outside normal College hours, the member of staff on site or the hirer of the premises has the responsibility of checking personnel and alerting the emergency services. All hirers are provided with 'Conditions of Use for a Letting' which provides guidance on potential health & safety issues that could arise.
- vi. Regular testing of fire alarms will occur after College hours.
- vii. The Fire Log Book is kept by the Site Manager. The result of each test is properly recorded in the Fire Log Book and will be available for a visiting Fire Officer.

##### **Fire Drills**

- i. Fire drills will be carried out at least three times a year, initiated and recorded by the Fire Wardens.
- ii. A record of the drill must be kept in the Fire Log Book in the site office on each site. The College will keep a record of fire wardens/fire marshals' training & arrange refresher training when necessary, for their duties.

##### **Fire Fighting**

Staff should only use fire extinguishers if trained in how to operate them safely. If trained, they should only use the extinguisher if confident to do so and not put themselves at undue risk. There should always

be a clear escape available. Ensure the alarm is raised BEFORE attempting to tackle a fire. (NB: Student will have been taught “Get out; stay out; call the Brigade out”).

### **Fire Hazards**

i. Storage, of flammables and chemicals.

Refer to the Control of Substances Hazardous to Health Regulations, in section 3.6 below, which identifies the need for assessment for substances that are hazardous to health and/or whose risks need to be controlled.

ii. Material Safety Data Sheets (‘Hazard sheets’) for Chemicals and flammable substances. These will be kept by Site Manager/Head of Science, as appropriate, for consultation.

iii. Advice may be sought from the local Fire Prevention Officer. The Fire Safety Service may be contacted at 01622 774191.

iv. Fire hazards are reduced by the carrying out of regular, routine inspections.

### **Maintenance of Fire Precautions.**

The College will ensure regular maintenance of:

i. Emergency lighting, and other emergency equipment.

ii. Fire extinguishers

iii. Fire alarms

iv. Fire doors

v. Fire Safety Signs and identification of escape routes.

vi. “Fire Risk Assessment” will be carried out using the guidance given in the H&S section on Kent Trust Web.

### **1.4 BOMB ALERTS**

The College will follow procedures as given in the document “Emergency Planning for Kent Colleges”. Advice is available from the KCC Insurance and Risk Manager (01622 694632) or the CFE Health and Safety Unit (01622 694476).

### **1.5 OTHER EMERGENCY PROCEDURES**

(a) The College will hold appropriate Emergency Procedures (an Emergency Business Plan) and this is reviewed/updated annually.

(b) The College will have procedures for alerting parents to collect children (for example in the event of severe weather). This is updated at least annually.

### **1.6 FIRST AID/ILLNESS (See also C1.7 below)**

(a) Refer to KELS’s H&S section “*First Aid*” and to the DfE “*Guidance on First Aid for Colleges – A good practice guide*”.

(b) The College will have an appropriate number of designated and trained First Aiders and/or Appointed Persons. These Names will be posted at appropriate places within the College to ensure ready assistance.

(c) The College will ensure that a member of the primary staff is on the primary site at all times (and on offsite trips) who holds a paediatric first aid certificate as per the requirements of the EYFS statutory framework

(d) The College will hold an appropriate number of First Aid boxes, First aid Instructions and Instructions for the logging of treatments. These can be found in "Framework for Health and Safety – pages 10.23 to 10.26" and the DfES "Guidance on First Aid for Colleges – A good practice guide".

(e) The College will follow the procedure for completion of incident/accident records in accordance with the KCC Accident Forms HS157, HS160 and F2508 (See also 1.8 below).

(f) If the First Aider or Executive Head considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or carers will also be informed.

(g) The College will follow the procedure for reporting of injuries as described in 1.8 below:

- (i) removal of injured person(s) to hospital (normally by ambulance) and
- (ii) in the case of reportable accidents, telephone HSE immediately on 0845 300 9923, or Fax: 0845 300 9924 (See guidance in 1.8).

(h) Parents will be invited to complete the Consent Form for medical treatment in accordance with College policy and the document in 1.7 below.

### **1.7 ADMINISTRATION OF MEDICINES & MEDICAL TREATMENT** (See also 1.6(g) above)

- (i) Procedures will be carried out in accordance with DfE statutory requirements (procedures contained within our Oakley College Medical Needs' Policy)
- (ii) DfE document "Health and Safety of Student on Educational Visits".
- (iii) As agreed with the Area Health Authority and the College's named College Nurse. Note: Asthma inhalers must be readily available and not locked away.
- (iv) A list of the children with medical problems and dietary requirements is in the staff room (Tunbridge Wells site) & medical room (Tonbridge site) and recorded electronically in SIMS which is available to all staff. Teachers should be aware of the various needs, which may affect the child's well-being or learning. Children with "emergency" medical needs, and the appropriate action to take, is also noted.
- (v) All medication must be handed in to the office immediately with the exception of some forms of inhaler.
- (vi) Designated (first aid) trained staff will administer medication on both sites. Only medication prescribed by a doctor may be administered.

### **1.8 ACCIDENT REPORTING & RECORDING**

The section on KELSI on Accidents provides full guidance and should be followed. All accidents, including "near misses" must be reported immediately and entered into the Accident Book, and the Accident/Incident Report Form HS157 which is located in the Medical Room. This book will be checked by the Executive Head on a regular basis and reported to the Governors, as necessary. The head of a member of the College's management team will investigate all accidents immediately and, in the case of any accident or incident to staff and significant injury to Student, will submit an Accident Report Form HS157 to the Area Office. A KCC Accident Investigation Form HS160, to be found on KELSI, may be used to assist with any investigation.

Certain types of accidents that arise from work (College) activity are reportable to the HSE. Examples include Student or other non-employees taken to hospital, and major injury to employees. Both categories

require immediate notification to the HSE by fax or telephone. A copy of form F2508 should also be faxed to the HSU on 01622 221582.

The Forms HS157 and F2508 and the results of an investigation to prevent recurrence (e.g., on Form HS160) should also be forwarded to the CFE Health and Safety Unit and the Colleges Personnel Services. If the accident is not reportable to the HSE, then HS157 should only be sent to KCC. For significant pupil accidents, copies of all forms should be sent to the CFE Health and Safety Unit only.

All reportable incidents under RIDDOR '95 will be reported to the HSE by the College.

### **1.9 BLOOD/BODILY SUBSTANCE SPILLAGES**

Advice on "Infection Control" given on KELSI will be followed. This also gives advice to avoid the possibility of staff contracting infectious diseases such as AIDS, Hepatitis B and Gastro-Enteric diseases.

### **1.10 ELECTRICAL SAFETY**

All staff should monitor the condition of plugs, cables and electrical equipment. All staff are required to report to the College site staff any damaged electrical apparatus or wiring - including portable equipment and permanent wiring.

They must not attempt any repairs unless the Executive Head is satisfied that they are competent to do so. Personal mains-powered electrical equipment must not be brought to College, unless it has been subjected to the same tests as College equipment. (See 2.10).

Advice on Electricity can be found on KELSI: "Guidance Note on the Electricity at Work Regulations 1989".

### **1.11 HOUSEKEEPING**

#### **(a) Cleanliness (See also 1.13)**

The College buildings will be cleaned by the Assistants & Site Manager/Contract Cleaning Agency, supplemented as necessary by Student/staff as part of practical lessons (for example, after craft work and cookery). Cleaning associated with the provision of College meals will be undertaken by the Catering Contractor as specified in the appropriate contract.

The surrounds to the buildings will be kept clean by the Site staff who will follow the provisions laid down in the "Risk Assessments for Caretakers and Caretakers' Manual", issued September 2002. The "Generic Risk Assessments for Caretaking Staff" are also available on KELSI.

#### **(b) Waste Disposal**

Normal, small amounts of clinical waste can be disposed of as ordinary household waste i.e. placed in appropriate bins within the building and its surrounds, and removed each day by the cleaners to the designated storage area prior to removal by a Refuse Service Contractor.

Large amounts of Hazardous Waste such as sanitary towels, disposable nappies, incontinence pads and chemicals used in laboratories, swimming pools or for cleaning etc., will be removed by a specialist contractor who will require the College to sign a 'Duty of Care' consignment Note to state that the waste will be disposed of in a properly managed way. (See also COSHH Regulations 2004).

Kent Commercial Services can be asked for a quotation to remove substances (01622 605424), or, in the case of chemicals, contact The Colleges Science Service CLEAPSS on 01895 251496 or e-mail [science@cleapss.org.uk](mailto:science@cleapss.org.uk) for advice.

(c) Stacking and Storage

Materials, equipment and any other items will be kept in appropriate storage areas. Where this is not possible for temporary reasons, the staff responsible for those materials will ensure that they are stacked tidily, to a height which does not constitute a hazard and in such a way that they do not impede the movement of staff, Student or visitors.

(d) Pedestrian Routes

Stairs, Corridors, Cloakrooms and Exits etc., will be kept clear of obstructions (including electrical cables).

(e) Classrooms

Teachers will be alert on a daily basis to the following and will report any hazards to the Site Manager or Deputy Site Manager on that site. Teachers have a responsibility to:

- Check that classroom and work area is safe.
- Check equipment is safe before use.
- Ensure safe procedures are followed.
- Ensure any accidents are reported and recorded.
- Ensure protective equipment is used.
- Ensure health and safety issues are reported.
- Ensure guidelines and training are followed.

(f) The College will comply with the requirements of the Workplace (Health, Safety & Welfare) Regulations 1992 with regard to facilities for staff such as lighting, heating, ventilation, space, conditions of floors and general welfare facilities, and with the arrangements of the Education (College Premises) Regulations 1999 with regard to College facilities such as washrooms for Student and staff, medical accommodation and indoor temperatures.

### **1.12 EXTERNAL ACCESS TO COLLEGE**

The children's and parent's access shall be kept clear of vehicles.

The access from the road shall be kept clear for emergency vehicles.

The vehicle access gate must not normally be used for children's pedestrian access. If an event is being held outside of normal College activities for which this is the sole access, then all due care must be taken to ensure the safety of those passing through this entrance.

### **1.13 FOOD & FOOD HYGIENE**

The Client Services Manager (Catering) for the area will advise on recommendations regarding food prepared by staff for their own consumption, contract catering and pupil lunches. The Colleges Advisory Service can advise on Home Economics areas. Government guidelines should be followed.

### **1.14 MOVING & HANDLING (see also our policy)**

Injuries can be caused by incorrect moving and handling of objects, (which need not be large or heavy), or people.

Generic Risk Assessments are undertaken and staff engaged in the specified activities will be required to adopt the particular safe working practices outlined, after the appropriate training.

The “Manual Handling Policy and Procedures” and “Manual Handling Risk Assessment Guidance” for both inanimate objects and paediatric live loads will be found on the H&S section of KELSI under ‘Moving and Handling’.

Advice may also be sought from the CFE Moving & Handling Adviser, David Graeme, at Joynes House 01474 544320.

### **1.15 OUTSIDE PLAY EQUIPMENT**

The external play equipment will only be used when supervised by staff. Such equipment should be regularly checked for defects by KCC approved contractors (at least yearly) and quarterly by the Site Manager or Deputy/Assistant Site Manager who will note the inspections.

## **2 MORE SPECIFIC/FOCUSED/PARTICULAR ARRANGEMENTS**

### **2.1 INSPECTION OF PREMISES, PLANT & EQUIPMENT**

The Executive Head will arrange for regular visual inspection of the premises, plant and equipment each term.

Advice and pro forma on Inspections can be found on:

KELSI: Inspections - Safety.

KELSI : H&S Index on Health and Safety Inspections: “Guidance Note on H&S Inspections” , and “Visual Inspection of Premises and Equipment - A Guide for Local Managers and Officers in Charge of Premises” .

These routine checks may be undertaken by a combination of class teachers, governors, site staff and the Executive Head/AHTs using the checklists.

If the Professional Associations have appointed Health and Safety Representatives, they may be involved in inspections, investigations, etc.

Access to store rooms, boiler rooms, tank and plant rooms should also be checked, including ladders or other equipment. These should also be suitable for the use of caretaking staff.

CCTV Cameras are located in corridors and at other strategic places to ensure the safety and welfare of all users of the College. Tapes are re-cycled.

Where damaged asbestos is encountered or suspected, procedures as laid down in Asbestos guidance will be followed as appropriate. Refer also to Section C3.7 below.

### **2.2 CONTROL OF DUST & FUMES**

All practical equipment will be installed and used as recommended in “Safety and Risk Assessment in College Technology Rooms and Practical Areas”. KCC will undertake regular inspection and testing of fixed fume extraction systems at least every 14 months as per COSHH Regulations. (Colleges will be responsible for mobile fume extraction plant).

Work in Laboratories leading to the production of fumes should only be undertaken within the recommendations of the CLEAPPS documents: “L196: Managing Risk Assessment in Science”, and “PS25: Model Risk Assessments for Laboratory Technician Activities” .

### **2.3 MINI-BUSES**

Basic guidance can be found in the “Minibus Basic Guidance”. For more detailed advice, the “Minibus Code of Practice” produced by KCC Corporate Minibus Group should be followed. All minibus drivers

should receive training by the KCC Road Safety Unit; drivers will be issued with a copy of the code at the training sessions.

Minibus drivers are responsible for carrying out a preliminary check on vehicles before driving and for reporting any defects or accidents while in charge of the vehicle. They must declare any endorsements immediately and have their licences checked regularly at least annually.

#### **2.4 BANK RUNS**

Arrangements will be reviewed with the Executive Head from time to time so that the day, time, route etc., are varied as much as possible and money banked frequently. The member of staff involved will report to the College office when he/she has returned from the bank. Advice may also be sought from the KCC Insurance and Risk Manager, 01622 694632.

KCC procedures on "Lone Working Guidance" can be found on KELSI. A guidance on **Cash Handling** can also be found under Risk Management and Insurance on KELSI. Refer also to 3.3 'Dealing with Violence' below.

#### **2.5 P.E. & GAMES**

These activities will be conducted within the recommendations of The Association for Physical Education, 'Safe Practice in Physical Education and College Sport' (2008 edition). Subject Co-ordinators will ensure they remain up to date with current recommendations.

#### **2.6 SCIENCE**

The latest version of **CLEAPSS** "Model Science Health & Safety Policy L223" will be followed. This can be found on the CLEAPPS website or the 2010 CLEAPPS Science CD-ROM, as supplemented by any Science Newsletter from the Kent Colleges Advisory Service, tel: 01622 203800.

Radiation safety should be governed by the document AM1/92 "The use of radioactive sources in Colleges (AM 1/92): Local Rules for Teachers and Radiation Protection Supervisors". Subject Co-ordinators will ensure they remain up to date with current recommendations.

#### **2.7 DESIGN and TECHNOLOGY**

Procedures recommended by **CLEAPPS** will be followed. This can be found on the CLEAPPS website or the 2010 CLEAPPS Design and Technology CD-ROM Subject Co-ordinators will ensure they remain up to date with current recommendations.

#### **2.8 SEWING MACHINES**

Supervised usage; serviced as and when required.

#### **2.9 ELECTRICAL PLANT & EQUIPMENT**

The Executive Head will arrange for all portable electrical equipment to be checked regularly and a record kept in the College office. Further information from KCS (Kent Technical Services), tel: 01622 605314 or their agents, 'Making Colleges Safer', tel: 01795 477988.

Alternatively, consult the HSE free leaflet "Electrical safety and you". This 8 page leaflet contains notes on good practice which are not compulsory but which Colleges may find helpful in considering what they need to do.

Building maintenance consultants will arrange for the major fixed wiring circuits to be checked periodically by KCC as Landlord, every 5 years.

No machine may be used unless appropriate training or refresher training has been satisfactorily completed.

### **2.10 SMOKING POLICY**

The College has a strictly no smoking policy (including the use of electronic cigarettes) in its buildings and grounds. All staff, visitors and users of the College and its premises must comply with this policy. KCC transport providers cannot smoke in their vehicles in the College grounds.

### **2.11 ACTIVITIES OUTSIDE THE COLLEGE SITE**

KCC approval must be gained for some categories of Offsite Visits. When organising Offsite Educational Visits, the College will follow in the first instance the approval process guidance document reviewed in August 2008. This is available on the Outdoor Education section of KELSI.

Staff will not take children out of the College grounds on trips without prior permission of the AHT. The HOE needs at least 14 days notice of all trips. Strict conditions apply to such activities. The member of staff leading the trip must have received Oakley College Offsite Leadership Training from the Executive Head. A College journey risk assessment & planning form must be completed when going on a trip. Pupil details must be taken together with any medications. Individual pupil permission slips are sent home for all trips out of College. A 'blanket' permission is not acceptable.

The College has appointed an Educational Offsite Visits Co-ordinator (the Assistant Executive Head, Tunbridge Wells Site) who has undergone training by the Outdoor Educational Unit at Swattenden.

### **2.12 Extended Services**

Adequate health and safety arrangements will be in place for extended services whether this is managed by the College or by an external organisation. A transfer of control agreement that transfers control during College hours, if in place, will be agreed with the LA prior to any activity taking place. Further guidance is available on the Extended Services section of KELSI.

Risk Assessments will be carried out for activities that may affect the health and safety of staff, Student and others. A generic Risk Assessment is available on the health and safety section of KELSI.

## **3 MISCELLANEOUS PROCEDURES**

The following should be followed as and when appropriate:

### **3.1 STRESS**

Counselling arrangements can be made for staff and Student. The College will fund counselling by KCC's 'Supportline' and staff can contact counsellors by telephoning 01622 605539. The KCC "Stress Management Policy and Risk Assessment" document is available on KELSI. All Colleges should carry out stress risk assessments with relevant staff. The College employs a counsellor for children who need this help, on an ad hoc basis.

### **3.2 ALCOHOL & DRUGS**

The abuse of alcohol or drugs is a safety and health hazard and if there is any suspicion that a member of staff, pupil or visitor is incapacitated, this must be reported to the Executive Head. Further advice, including the current KCC "Drugs and Alcohol Policy", can be obtained from the Area Personnel Officer (regarding staff) or the Drugs Coordinator at the Colleges Advisory Service, Oxford Road, tel 01622 203800 ext 243.

### **3.3 DEALING WITH VIOLENCE**

Guidelines may be found on KELSI. Refer also to C2.4 'Bank Runs' above. The DfE guidance "*A Legal Toolkit for Colleges*"<sup>ni</sup> may also be found useful.

### **3.4 HOME VISITS**

Home visits shall only be made in consultation with the Executive Head and will follow 'Lone Working' guidance.

### **3.5 ICT & DISPLAY SCREEN EQUIPMENT (DSE)**

All ICT equipment in the College will be installed safely and users of laptops are required to sign off a use of Laptop Policy. All staff and Student are required to sign off a policy on safe use of the Internet. Advice on the use of DSE is available on KELSI. Ill health and injury can result from incorrect use of DSE. All significant users, e.g. clerical staff, shall have a DSE assessment carried out by their line manager. Assessment forms are available on KELSI. If a problem arises, costs for eye tests and any reasonable expenses for corrective spectacles for use with a DSE at work will be funded from the College budget.

### **3.6 COSHH**

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the "Control of Substances Hazardous to Health Regulations 2004" (the "COSHH" Regulations). Guidance on COSHH procedures can be found on KELSI.

Care will be taken in ordering supplies of hazardous substances and contractors will be asked to refrain from their use if safer alternatives are available. Where hazardous materials must be used, only the smallest practicable quantities will be brought onto the site, where they will be stored securely under the personal responsibility of a member of staff or contractor. If the substances have been brought on to site for a specific "one-off" purpose, any remaining quantities will be removed from site as quickly as possible and disposed of safely. The substances as supplied by the current "KCC County Supplies Catalogue" will have been vetted for safety and should be safe when properly used.

Regular checks will be made by the Executive Head to ensure that no substances have been brought on to the site without his/her prior knowledge. Particular attention will be paid to cleaners' stores, technology areas and, if appropriate, grounds person's stores and kitchens.

Safety Data Sheets for approved chemicals and cleaning agents used by sit staff may be obtained from the supplier.

### **3.7 ASBESTOS & LEGIONELLA MANAGEMENT**

KCC's Asbestos Policy, which is available on the Property website will be followed. The Asbestos Register will be held in the College or site staff office on each site for visiting contractors to read and sign. This is irrespective of whether or not asbestos is known to be present in the College. The location of asbestos containing materials will be drawn to the attention of a contractor working on the fabric of the building at the planning stage. All staff who deal with contractors will understand their responsibilities with regard to the management of asbestos.

KCC's Property & Infrastructure support will arrange for a water hygiene risk assessment to be carried out every 2 years and together with regular monitoring of the water system these are both statutory requirements. Assessments identify if there are areas where conditions such as Legionella bacteria could grow, list any required works and include details of future monitoring requirements.

### **3.8 WORKING ALONE**

Procedures are adopted in line with the HSE's 'Lone Working Guidance'. These procedures have been adopted by Governors. Working alone with dangerous parts of machinery without recourse to assistance will not be allowed and no one at high risk of injury must work alone in College

### **3.9 RISK ASSESSMENTS**

Risk assessments shall be undertaken and recorded for all tasks with a possibility of significant risk. The responsibility for ensuring that risk assessments are carried out rests with the Executive Head. The results of the risk assessments must be brought to the attention of those employees to whom they relate (including pregnancy risk assessments). Several other generic risk assessments are provided to help Colleges, such as the premises-related ones in the Caretakers' Manual, and the Educational visit ones on the Outdoor Education section of KELSI.

Special safety consideration shall be given for College plays, the College's use of its outdoor areas, discos, public events and external hirers of the premises etc. All hirers are provided with 'Conditions of Use for a Letting' which provides guidance on potential health & safety issues that could arise.

Additional guidance can be found in the Risk Assessment section of KCC's KELSI website. Further guidance can be obtained from the CFE Health and Safety Unit at Sessions House, County Hall, Maidstone, on telephone 01622 694476, or Fax: 01622 221295.

### **3.10 TRAINING**

The responsibility for safety training and/or refresher training rests with the employer, which in the case of community Colleges, is delegated to the Executive Head and Management board. The Executive Head is responsible for ensuring that he/she is sufficiently trained and that appropriate staff receive the necessary training.

Each member of staff is also responsible for drawing the Executive Head's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence. All staff need some understanding of health and safety issues even if they do not go on specific courses but information can be cascaded down from others who do know. Staff will be expected to have knowledge on what to do when an accident or violent incident occurs, know the fire and first aid procedures and understand the basics of infection control and manual handling.

The Executive Head is responsible for keeping records of the training which has been undertaken and having a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits. Periodic examination of training records of all staff will be made by the Executive Head and, if training needs are identified, then appropriate training should be provided. This may be particularly urgent for those who need to work with dangerous parts of machinery, handle dangerous chemicals or undertake risky processes.

Details of Training Courses may be found on KCC's CPD Online website.

## References

### USEFUL CONTACTS

**K.C.C. Health and Safety Advice Line: 03000 418456** Email: [healthandsafety@kent.gov.uk](mailto:healthandsafety@kent.gov.uk)  
**Fax: 01622 221582.** The telephone line is available from 9am to 5pm weekdays.

Helen Bale, Head of Health and Safety, **Tel:** 01622 694273 Email: [helen.bale@kent.gov.uk](mailto:helen.bale@kent.gov.uk)  
SallyAnne Clark, Health & Safety Manager **Tel:** 01622 694138 [sallyanne.clark@kent.gov.uk](mailto:sallyanne.clark@kent.gov.uk)  
David Nicholson, Health & Safety Adviser **Tel:** 01622 696268 [david.nicholson@kent.gov.uk](mailto:david.nicholson@kent.gov.uk)

#### **Outdoor Education Unit**

**Tel:** 01580 715854 Email: [outdoor.education@kent.gov.uk](mailto:outdoor.education@kent.gov.uk)

**Location:** The Swattenden Outdoor Centre, Swattenden Lane, Cranbrook, TN17 3PS

#### **Client Services – Caretaking, Cleaners and Waste Management**

Janet Stein – Client Services Manager. **Tel:** 01622 696050, Email: [janet.stein@kent.gov.uk](mailto:janet.stein@kent.gov.uk)

Location: Room m2.33, Sessions House, Maidstone, ME14 1XQ

#### **Insurance and Risk Management**

Darryl Mattingly, Insurance and Risk Manager. **Tel:** 01622 694632, Email:

[darryl.mattingly@kent.gov.uk](mailto:darryl.mattingly@kent.gov.uk)

Location: Room 2.53 Sessions House. Maidstone. ME14 1XQ

#### **Staff Care**

Occupational Health, Mediation Services, and Support Line.

**Tel:** 01732 526910 Email: [occupational.health@kent.gov.uk](mailto:occupational.health@kent.gov.uk)

Location: Park House, 110-112 Mill Street, East Malling, ME19 6BU

#### **Health and Safety Executive**

Enforcement of Health and Safety Legislation.

**Tel:** 0845 345 0055

Location: International House, Dover Place, Ashford, TN24 1HU

#### **Kent Fire & Rescue Safety Teams**

Tonbridge (incorporating Sevenoaks and Tunbridge Wells)

Fire safety manager - Daren Jenner

Tonbridge Fire Station , Vale Road, Tonbridge TN9 1SW

Phone 01622 212 451

Email [tonbridgefiresafety@kent.fire-uk.org](mailto:tonbridgefiresafety@kent.fire-uk.org)

#### **RIDDOR Incident Contact Centre**

The reporting service for work-related health and safety, RIDDOR incidents to the HSE.

Website: [www.riddor.gov.uk](http://www.riddor.gov.uk). E-mail: [riddor@connaught.plc.uk](mailto:riddor@connaught.plc.uk).

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