

POLICY STATEMENT

Policy	Health and Safety policy
Date Written	20 th April 2017 (Reviewed 20 th April 2018)
Written by	A Cabezas Hayes
Approved by	G Sutton
Next major review date	20 th April 2019
Location and disseminations	A copy of the policy can be found, in the college admin office and on the college website.

Health and Safety Policy

Fire Alarms (Where Applicable)

The named person will be in charge of checking that the fire alarms are kept in working order at all times. The fire alarm should be sounded at a pre-arranged time each week. The maintenance company responsible for this is J.S. Fire Protection Limited. The Fire alarm system will be checked every Monday at approximately 08:45 and recorded in the Fire Alarm Log.

Advice

The local Health & Safety Executive office is located at Peninsula Business Services Limited.

The telephone number is 0161 834 2773

See Appendix 3 which contains some useful HHS Classroom Policies.

Training

All employees should receive all the training necessary to ensure that they are able to do their work safely. The person responsible for health and safety training on these premises is the Principal.

Scholars, Contractors and Visitors to the Premises

- The safety of our clients must always remain of paramount importance and they should sign in the Visitors' Book. All scholars should be made aware of the existence of the Safety Policy and the Fire Procedures on arrival, found in the Scholar Handbook and in regular reminders during form period (Tuesdays).
- All visitors and contractors on the premises should be made aware of any particular hazards at the time that they are on the premises and should be informed of any particular

precautions that they should take.

- Contractors in particular should carry out work on the premises at agreed specified times. Dangerous tools, equipment and machines should not be left unattended.
- In the case of window cleaners being required to clean windows on the first floor and above, safety bolts are provided so that harnesses can be used to enable the cleaners to work in safety.

Risk Assessment

If any machine, piece of equipment or substance could potentially cause harm to anyone on the premises a risk assessment should be carried out and clear procedures laid down for the use of the item. The manufacturer's guidance should be followed at all times. All potential hazards should be brought to the attention of anyone who may come into contact with them. All Log Books are completed termly. The person responsible for ensuring that this information is disseminated is the Principal.

Housekeeping and Premises

All the following come under the responsibility of Principal..

Cleanliness

- All floors and stairs must be kept clean and not slippery.
- The premises, furniture and fittings (e.g. lights) should be cleaned regularly; and all dirt, dust, refuse and trade waste regularly removed.
- Any spillage should be cleaned up promptly.
- Special arrangements must be made for the disposal of sanitary waste.
- All waste paper bins should be emptied daily and the rubbish stored safely until collection. Rubbish should not be stored on the street, causing inconvenience and a potential hazard to the health of the general public.
- Toilet supplies of paper, soap and towels should be maintained and regularly checked.

Safe Stacking and Storage

- All materials and objects should be stored and stacked so that they are not likely to fall and cause injury. Heavy boxes or photocopy paper, for example, are stacked in the paper store.
- On arrival, deliveries of supplies and equipment should be stored safely away from public areas.
- Storage is the responsibility of the Handyman.

Exits, Corridors, Stairways

- All exits, corridors and stairways must be kept clear at all times.

Lighting

- All light bulbs and fluorescent tubes should be replaced as necessary in order to ensure adequate lighting at all times.

Comfortable Conditions

- A reasonable working temperature must be provided at all times. The temperature should be at least 16°C.

Flooring

Carpets and floors must provide even surfaces to walk on. Carpets should not be worn through or frayed and floorboards should not be broken. Any broken tiles on the ceiling or on the floor must be replaced immediately.

Electrical Equipment

Routine Inspection and Procedures

- All electrical equipment must be checked annually by an independent electrical contractor.
- The Safety Representative(s) and the management of the college should make a termly inspection tour of the premises and arrange for replacement of any frayed or damaged cables, broken plugs, sockets or any other electrical appliance which is not functioning properly.
- All appliances must be unplugged before cleaning or making adjustments. All electrical equipment used for teaching must be switched off after use. Extension leads may be used with portable electric equipment for teaching purposes. No leads are to be left where they could pose a threat to teachers, scholars or other staff.
- All suspect or faulty equipment should be immediately removed from use, labelled 'Do Not Use' and kept secure until checked by a competent person.
- Electric sockets in the classrooms are to be located in the most appropriate place for easy access for the teacher and to avoid trailing wires on the floor of the classroom.
- All staff are required to report any electrical problems to the SMT.

Photocopiers

- Regular servicing should be arranged. The contract details of the company which carries out this servicing are NCS – Tel: 0870 0502233.
- All staff should be careful when extracting misfed paper and take care not to touch the hazard areas of the machine.
- Toner cartons should be stored safely in college Office. Waste toner should be disposed of safely.

VDUs

- The workstations of employees must be regularly assessed to ensure that they at least meet the minimum requirements of the Health & Safety (Display Screen Equipment) Regulations 1992.
- All staff using the VDU's should plan their work so that there are 10 minute breaks after each 50 minutes of constant use.
- On request eye and eyesight tests must be arranged and special spectacles provided, if required, to all staff who habitually use VDUs for a significant part of their normal work

Risky Areas

St George's staff are fully committed to controlling access by pupils to potentially dangerous or risky areas of the campus. The College makes every effort to ensure that all potentially dangerous areas are, wherever possible, made secure by fencing, locking or otherwise physically preventing access to them. Areas temporarily out of bounds are fenced or cordoned off and appropriate warning notices are placed to describe the danger. Students are made aware that to enter such an area deliberately is regarded as a very serious disciplinary offence that will be dealt with in an appropriate manner.

A risk assessment for the college site and areas deemed as potential risks is regularly updated.

We ensure that pupils do not have unsupervised access to potentially dangerous areas. Doors to such areas are kept locked at all times when not in use. All flammables and chemicals are kept securely locked in appropriate storage facilities. Unsupervised pupils do not have access to grounds maintenance areas, the kitchens or caretaking areas.

Security

The surroundings of St Georges College are protected by CCTV. The on duty staff patrols the College site in the evening and makes sure it is secure. All doors that provide access to the main College buildings and/or classrooms areas are locked and are alarmed during periods of unoccupancy. Additionally the college has staff residing on site.

Health & Safety Risk Areas

Small Kitchen/Laundry

Washing machine/detergents: in case of any accidents Principal must be informed. BEWARE when using detergent - wash your hands.

Kitchens

All equipment: in case of burns, hold affected area under cold water. Call duty manager.

Responsibilities

Proprietor

The Proprietor, as the Landlord, is responsible for ensuring that the College's buildings, premises and services are constructed; installed and maintained in accordance with current building, fire health and safety legislation.

The Proprietor as a designated "Duty Holder" under health & safety legislation, is responsible for the management of health and safety risks arising from the provision and management of the College's buildings, premises, equipment and services contained therein including asbestos, legionella, gas, electricity.

The Proprietor, as the "Responsible Person", under the Regulatory Reform (Fire Safety) Order, is responsible for:

- Ensuring that Building Fire Risk Assessments are undertaken by a competent person and that any remedial actions identified are implemented

- Ensuring that suitable means of detecting fires and raising the alarm are provided and maintained
- Ensuring that suitable fire-fighting equipment is provided and maintained
- Ensuring the appointment of a competent Managers to manage health and safety across the College and within the activities and buildings under their control.
- Will ensure the appointment of a competent Health & Safety Manager/ Consultant.
- Will ensure the implementation of Policies and Procedures, in line with health & safety legislation and that these are reviewed and where necessary, revised periodically to ensure they remain effective.
- Will ensure that staff at all levels of the College receive all necessary information, instruction, training and where necessary, supervision.

The Proprietor is responsible for ensuring, so far as is reasonably practicable, the development, implementation and monitoring of the College's Health & Safety Policies. The Proprietor is also responsible for ensuring the provision of adequate financial, equipment and human resources to ensure the College can meet its responsibilities for health and safety.

Managers

College Manager are responsible for the management of fire, health and safety within the activities and buildings under their control. Managers are responsible to the Proprietor and to the activities and buildings under their control, for:

- Ensuring the implementation and monitoring of College, and where appropriate Departmental, Health & Safety Policies, Procedures and safe working practice.
- Undertaking risk assessments and implementing suitable control measures to remove or reduce the risks identified so far as is reasonably practicable to the lowest levels possible.
- Ensuring that staff, Students or others working are advised of all relevant College and Departmental Health & Safety Policies, Procedures and risk assessments.
- Ensuring that staff and Students receive all necessary health and safety information, instruction, training and where appropriate, supervision.
- Ensuring, where applicable, the adequate supervision of Students both within the College and on visits or trips away from the College.
- Undertaking where appropriate, building fire, health & safety inspections.
- Ensuring, where appropriate, that when staff are organising College visits or trips they are managed in accordance with the Educational Trips Policy
- Ensuring that all staff and Students working or studying in the buildings under their control are informed of the building fire emergency procedures.
- Responsible for ensuring the implementation and monitoring of School Health & Safety Policies and Procedures relevant to the curriculum and operational areas under their control.

Employees

For health and safety purposes, the term employees includes ALL persons who work full or part-time or, on a voluntary basis for the College. Every employee is responsible for ensuring, they:

- Take reasonable care for their own safety whilst at work

- Take reasonable care for the safety of others who may be affected by their actions or omissions whilst at work
- Co-operate with the College to ensure it meets its health & safety responsibilities
- Do not intentionally or recklessly interfere with or misuse anything provided for or in the interests of health & safety
- Only use machinery, equipment, vehicle, safety device, dangerous or hazardous substance in accordance with any information, instruction or training provided
- Inform their Manager of any work situation which they consider to represent serious or imminent danger to health & safety
- Inform their Manager of any shortcomings in the College's Health and Safety Policies and Procedures or with any information, instruction or training provided, which they consider puts themselves or others at risk of injury or ill-health
- Wear/use, inspect, maintain etc. ALL Personal Protective Equipment (PPE) & safety devices provided by the College in accordance with its policies, procedures or risk assessments.
- Report all accidents, incidents or damage to equipment to their Manager.

Students

Whilst the principal responsibilities for health & safety rest with the College and its staff, it is vital that students understand that they also have roles and responsibilities which they must adhere to so that the college can meet its responsibilities for ensuring their safety whilst at St George's. Students should:

- Ensure that they take reasonable care for the safety of themselves and others who may be affected by their actions
- Follow all instructions, emergency procedures, codes of conduct etc. issued by the College and its staff
- Not use any equipment unless they have been trained and authorised to do so
- Not to misuse or interfere with any fire, health & safety related equipment e.g. fire alarms & extinguishers
- Inform staff of any fire, health, safety or safeguarding concerns they may have
- Report all accidents and injuries suffered whilst at the College
- Report any incidents that could have caused accidents or injury to themselves or others whilst at the College

Where students are found to be a risk to their own health & safety or that of others at the College or elsewhere they may be subject to disciplinary action in accordance with the Behaviour Policy including being banned from participation in College activities.