

**DAWLISH COLLEGE**  
**HEALTH AND SAFETY POLICY**

**SECTION 1: STATEMENT OF INTENT**

The Governing Board of Dawlish College will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work etc Act 1974 and other statutory and common law duties.

This statement sets out how these duties will be conducted and includes a description of the college's organisation and arrangements for dealing with different areas of risk. Section 2 will establish specific responsibilities at all levels of the college's organisation. Section 3 will outline the specific arrangements put in place to manage these areas of risk and hence to meet the college's obligations under the law.

This policy will be brought to the attention of all members of staff at induction and with annual updates on the first training day in September. A master copy is kept in the policies file in Mrs N Drake's office and on SharePoint in the Business Manager's documents section.

This policy statement and the accompanying organisation and arrangements will be reviewed annually in September. The next review will take place in September 2019.

.....  
Chair for the Governing Board

.....  
Date

.....  
Head of College

.....  
Date

## **SECTION 2: ORGANISATION**

### **The Duties of the Governing Board**

- To produce and regularly review the Health & Safety Policy for the college. This policy will reflect the requirements of the Health and Safety at Work etc Act 1974 by outlining arrangements to ensure, so far as is reasonably practicable, the health, safety and wellbeing of staff, students and others affected by the organisation
- To monitor both compliance with, as well as the effectiveness of, this policy
- To provide adequate resources to meet the college's legal responsibilities as well as compliance with this policy
- To assist the Governing Board in discharging its legal obligations, the college has appointed the Devon Health, Safety & Wellbeing Service as its 'competent person' as defined by the Management of Health and Safety at Work Regulations 1999
- The specific arrangements adopted will be guided by the Devon Health, Safety & Wellbeing Service's Health & Safety Guidance Notes.

### **The Duties of the Head of College**

The Head of College has day-to-day responsibility for health and safety management and will take all reasonable practicable steps to secure the health and safety of students, staff and others using the college premises or participating in college sponsored activities.

In particular, the Head of College will:

- Ensure that suitable and sufficient risk assessments of work activities are undertaken, that a written record of the significant findings of these assessments is kept and that these assessments are subject to regular review
- Co-operate with the Governing Board to ensure that this policy and its associated arrangements are implemented and complied with
- Communicate the policy and other appropriate health and safety information to all relevant people including contractors
- Report to the Governing Board on health and safety performance and to monitor both compliance with, as well as the effectiveness of, this policy
- Ensure that the premises, plant and equipment are maintained in a safe and serviceable condition
- Report to the Governing Board any significant risks or policy requirements which cannot be met within the establishment's budget
- Identify the training needs of students and staff and hence ensure that all students and staff are competent to carry out their roles and are provided with adequate information, instruction and training
- Ensure consultation arrangements are in place for staff and their trade union representatives.
- Monitor purchasing and contracting procedures to ensure health and safety is included in specifications and contract conditions
- Receive reports from enforcement officers and advisory bodies and, where appropriate, take relevant actions to address issues raised
- Promote a positive health and safety culture by leading by example

Whilst overall *responsibility* for health and safety cannot be delegated the Head of College may choose to delegate certain *tasks* to the Health & Safety Co-ordinator.

The role of Health & Safety Co-ordinator for the College has been delegated to Corinna

Medland, Business Manager. Within faculties this task is further delegated to:

*Nann Stimpson – Director of Learning – Maths, Computing and Business Studies*

*Emma Simmons – Director of Learning – English and Humanities*

*Katrina McGeever – Director of Learning – Science and Technology*

*Tom Sewell – Director of Learning – MFL, Expressive Arts and PE*

### **The Duties of the Health and Safety Co-ordinator**

The health and safety co-ordinator has the delegated task of assisting the Head of College discharge their duties in relation to day-to-day health and safety management.

To do this the Health and Safety Co-ordinator will:

- co-ordinate and manage the risk assessment process for the college
- co-ordinate general workplace monitoring inspections and performance monitoring processes and report findings to the Head of College and Governing Board
- instruct the college Premises Manager, Ian Woods, to co-ordinate records of external inspections and maintenance to plant or facilities and ensure that remedial actions identified are either addressed without delay or brought to the attention of the Governing Board if funds are not available
- assist the CPD co-ordinator, Rachel Wickham, with the identification of training needs and training delivery across the college to ensure that staff and students are adequately instructed
- when necessary, under instruction from the Head of College, Rachel Wickham, carry out investigations after accident and incident information has been collated by the PA to Head of College, Nancy Drake
- arrange periodic health and safety audits and liaise with the Head of College and Governing Board in relation to findings and any associated remedial actions
- ensure that appropriate action is taken to resolve any health and safety concerns or premises and equipment defects reported by staff or students

### **The Duties of Directors of Learning and Raising Standards Leaders**

Directors of Learning (DOL) (as listed above) have specific delegated tasks in relation to health & safety management within their faculties. To fulfil their duties they will call upon the expertise of Raising Standards Leaders (RSLs) working in departments within the faculty.

They must ensure that:

- They apply the arrangements described in this health and safety policy to their own faculty or area of work, including the arrangements described in any associated guidance notes
- Staff under their control are aware of and follow any externally adopted health and safety guidance such as CLEAPSS and AfPE .
- Risk assessments are undertaken for the work areas for which they are responsible and that identified control measures are implemented
- They ensure that appropriate safe working procedures are brought to the attention of all staff under their control and are enforced effectively
- They take appropriate action on health, safety and welfare issues referred to them, informing the Head of College or Governing Board of any problems they are unable to resolve within the resources available to them

- They carry out regular inspections of their areas of responsibility and report / record these inspections to the Head of College or Governing Board
- They ensure the provision of sufficient information, instruction, training and supervision to enable staff and students to avoid hazards and contribute positively to their own health and safety
- all accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated
- all machinery and equipment in their area of responsibility is inspected and maintained within the established schedule.
- 

### **The Duties of all Members of Staff**

Under the *Health and Safety at work Act etc 1974* all employees have general health and safety responsibilities. All employees are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions. This also applies to volunteers who are under the control of the college.

Specifically, all employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work
- Comply with the college's health and safety policy arrangements at all times
- Report all accidents and incidents in line with the reporting procedure
- Co-operate with college management on all matters relating to health and safety
- Not intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare
- Report all defects in the condition of premises or equipment and any health and safety concerns immediately to their line manager
- Ensure that they only use equipment or machinery that they are competent / have been trained to use
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons

### **Students**

Students, in accordance with their age and aptitude, are expected to:

- exercise personal responsibility for the health and safety of themselves and others
- observe standards of behaviour and dress consistent with safety and/or hygiene
- observe all the health and safety rules of the college and, in particular, the instructions of staff given in an emergency
- Not wilfully misuse, neglect or interfere with facilities or equipment provided for their and others' health and safety

### **Contractors**

All contractors who work on the college premises are required to identify and control any risks arising from their activities and inform the Head of College of any risk that may affect the staff, students and visitors.

All contractors must be aware of this policy and the associated emergency procedures and comply with these requirements at all times.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or take measures to make them safe, the Head of College will take such actions as are necessary to prevent staff, students and visitors being put at risk from injury.

### **SECTION 3: ARRANGEMENTS**

The specific arrangements adopted by the college are guided by the Health & Safety Guidance Notes provided by the Devon Health Safety & Wellbeing Service. Details of these arrangements can therefore be found in these Guidance Notes which can be accessed via the OSHENS system Document Library.

The College also has a subscription to CLEAPSS via the Devon Health, Safety & Wellbeing Service. CLEAPSS guidance has been adopted to guide arrangements in Science, D&T and Art.

In addition the following publications have been adopted to guide arrangements for safety in specific curriculum areas:

- Safe Practice in Physical Education and College Sport' Association of Physical Education 'AfPE' <http://www.afpe.org.uk/>
- OEVOSA Health and Safety Policy

### **Risk Assessment**

The underlying process which informs safety management is risk assessment. Assessments of significant risks will be made with those persons responsible for the activity/area affected and the significant findings of these decisions will be recorded in writing. This will be achieved principally by amending and adopting the model risk assessments provided by the Devon Health Safety & Wellbeing Service. Specifically the model risk assessments amended and adopted in order to identify suitable risk control measures will be as follows:

RA02 – Art and Pottery, RA03 – Buildings and Site Safety, RA05 – COSHH, RA06 – DT, RA07 – Drama, RA08 – Whole College Fire Risk Assessment, RA09 – First Aid, RA10 – ICT Department, RA11 – Kitchen Areas and Equipment, RA12 – Library, RA13 – Lone Working, RA14 – Moving and Handling Objects, RA16 – Moving and Handling Young People, RA17 – Music, RA18 – New and Expectant Mothers, RA19 – Office Areas, RA20 – PE, RA23 – Science, RA24 – Security, RA25 – Stress.

Where model risk assessments do not address all the significant hazards of the college, the RA01 format will be used to record the significant findings of risk assessment decisions.

Risk assessments are available for all staff to view and are held centrally on SharePoint in 'Business Manager's Documents'. A hard copy is kept in the Business Manager's Office. Wherever possible, affected staff will be included in the risk assessment process. Staff and other affected parties will be briefed in the risk assessment findings.

Risk assessment records will be reviewed either annually or every three years depending upon the levels of risk. This will be identified on the risk assessment record.

For full details relating to risk assessment arrangements, reference should be made to the HS0047 Guidance Note.

*Other arrangements in alphabetical order:*

### **Accident/Incident Reporting**

All employee accidents/incidents must be recorded using the Devon County Council form P03 (located on SharePoint). The completed form should be given to Nancy Drake who will enter the accident details onto the OSHENS on-line accident reporting system. This will subsequently be reported to the Governing Board and Devon County Council.

Accidents/incidents, to students and other non-employees, including those that are work related or have arisen out of a material defect or organisational failure must be recorded using the Devon County Council form P03 (located on SharePoint). The completed form should be given to Nancy Drake who will enter the accident details onto the OSHENS on-line accident reporting system. This will subsequently be reported to the Governing Board and Devon County Council.

Parents / carers will be notified immediately of all major injuries.

Accidents will be monitored for trends and a report will be presented by Nancy Drake as a standing agenda item at every Resources Committee of the Governing Board. Copies will be made available to relevant line managers or team leaders, if applicable.

The Head of College or the Business Manager will investigate accidents and take remedial steps to avoid similar instances recurring.

All accidents which fall within the scope of the Reporting of Diseases Injuries and Dangerous Occurrence Regulations 2013 will be reported to the HSE via the OSHENS on-line accident reporting system. This will be undertaken by the Devon Health, Safety & Wellbeing Service.

For full details relating to accident reporting arrangements, reference should be made to the HS001 Guidance Note.

### **Asbestos**

The arrangements for the management of asbestos on the site are detailed in the Asbestos Management Plan (AMP). This is located in the Business Manager's Office.

The Asbestos Register which is maintained by NPS South West is held in Main Reception and will be made available to all staff and contractors prior to **any** work commencing on the fabric of the building or fixed equipment containing asbestos. No work can commence until permission to work has been given by the authorising manager named in the AMP.

The authorising manager shall ensure:

- The AMP is reviewed annually and that any changes are approved by the Governing Board

- That the Asbestos Register is consulted at the earliest possible opportunity in the planning process and that **all** work on the fabric of the building or fixed equipment is approved via the completion of the ASB1 form
- A visual inspection of those asbestos containing materials remaining on site is conducted and recorded on the ASB2 form according to the frequencies identified in the AMP *or after any work has taken place that disturbs the asbestos containing materials*. Ian Woods undertakes an annual inspection of all ACMs on site and records any changes.
- All changes to asbestos containing materials on site, whether due to removal works or accidental damage, will be recorded in the Register by returning the ASB3 form to NPS South West.

All parties will ensure that any damage to materials known or suspected to contain asbestos should be reported to Ian Woods, Premises Manager, at the earliest opportunity.

For full details relating to the management of asbestos, reference should be made to the HS004 Guidance Note as well as the Asbestos Management Plan.

### **Communication and Training**

Detailed guidance and information about health & safety issues can be found in the Devon Health, Safety & Wellbeing Service Guidance Notes which are located in the OSHENS Document Library. The Devon Health, Safety & Wellbeing Service also provide competent health and safety advice for College staff and can be contacted on 01392 382027 or on [healthandsafety@devon.gov.uk](mailto:healthandsafety@devon.gov.uk).

The Health and Safety Law poster is displayed in Main Reception and the main staff room.

### **Health and Safety Training**

All employees will be provided with:

- induction training in the requirements of this policy
- updated training in response to any significant change
- training in specific skills needed for certain activities as identified by the relevant risk assessment
- refresher training where required

Training records will be kept in the office of the CPD co-ordinator, Rachel Wickham, Head of College, who is responsible for co-ordinating health and safety training needs. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

Each member of staff is also responsible for drawing the relevant line manager'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 employees shall undertake work tasks as instructed and trained.

For full details relating to staff training, reference should be made to the HS0055 Training Guidance Note.

## **Consultation**

Staff are represented at each full Governors' meeting. Consultation on day to day matters will be achieved by raising concerns in the staff briefing on Monday morning which is dedicated to Health and Safety, or reporting via Premises Service Desk on SharePoint.

Members of staff with concerns should raise them initially with the RSL for their department, the DOL for their faculty or the Health & Safety Co-ordinator. The staff briefing on each Monday morning will be dedicated to reporting Health and Safety concerns. If required, requests for external advice should then be sought from the Devon Health, Safety & Wellbeing Service for concerns of employees which cannot be resolved locally.

Staff should feel free to contact the appropriate trade union appointed Safety Representative. The Governing Board welcome the support of trade unions in health and safety matters.

For full details relating to staff consultation, reference should be made to the HS008 Guidance Note.

## **Contractors**

All contractors used by the college shall ensure compliance with relevant health and safety legislation, guidance and good practice.

All contractors must report to Main Reception where they will be asked to sign the visitors' book and wear an appropriately coloured lanyard and visitor's identification badge. All contractors without a DBS check will wear an orange lanyard and must be accompanied. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions. Where necessary, contractors will also be requested to sign to confirm that they have read and understood the Asbestos Register.

To ensure contractor competency, Ian Woods or Corinna Medland will undertake appropriate competency checks prior to engaging a contractor. Contractors will be asked to provide risk assessments and method statements specific to the site and works to be undertaken. The college, contractor(s) and any subcontractor(s) involved will agree the risk assessment and safe systems of work to be used prior to works commencing on site.

Ian Woods is responsible for monitoring areas where the contractor's work may directly affect staff and students and for keeping records of all contractor work. In respect of construction works, Corinna Medland has attended training to ensure that the client's duties under the Construction (Design & Management) Regulations 2015 have been understood and complied with. Specifically, Corinna Medland will ensure that any Designer/Principal Designer and Contractor/Principal Contractor is appointed in writing and will ensure that a Construction Phase H&S Plan is in place prior to any works commencing on the site.

For full details relating to the control of contractors, reference should be made to the HS0007 CDM Guidance Note.



## **Curriculum Activities**

The responsibility for the completion of risk assessments for curriculum activities will lie with Directors of Learning but will be carried out by the Raising Standards Leader for each subject area using the appropriate Health, Safety & Wellbeing Service model risk assessments listed above.

Within Science, CLEAPSS *Hazcards* and *Recipe Cards* are used as model risk assessments to manage the risks within practical activities. The specific controls adopted in these activities will be checked against these models and significant findings incorporated into schemes of work, lesson plans and technicians requisition sheets.

For full details relating to the higher risk curriculum areas, reference should be made to the HS0003, HS0011, HS0042 and HS0049 Guidance Notes.

## **Display Screen Equipment (DSE)**

All staff who use computers daily for continuous spells of an hour or more, or a total daily time of three hours or more will have a DSE assessment carried out. This will be achieved by completing the OSHENS DSE online training and assessment.

Staff identified as DSE users are entitled to an eyesight test for DSE use every two years by a qualified optician and corrective glasses (if required specifically for DSE use). Dawlish College buy into a corporate eye care voucher scheme with Specsavers. Please contact Corinna Medland if you think you are eligible for a voucher.

For full details relating to DSE, reference should be made to the HS0012 DSE Guidance Note.

## **Fire Safety**

The Head of College is responsible for ensuring the college's fire risk assessment is undertaken using the RA08 document and controls implemented accordingly. The fire risk assessment is located in the Business Manager's Office and will be reviewed annually.

Fire and emergency evacuation procedures are detailed in the Fire Emergency Plan document which is located in the Business Manager's Office, with an electronic copy kept on SharePoint in Business Manager's Documents and a summary Fire Action notice will be posted at the exit point of each room. These procedures will be reviewed along with the fire risk assessment and are made available to all staff as part of the college's induction process.

All staff will be briefed in the contents of the Fire Emergency Plan on an annual basis. This will be augmented by fire drills which will be undertaken termly and results recorded in the Fire Log book. Additional specific fire safety training will be undertaken as identified in the Fire Risk Assessment.

Evacuation procedures are also made known to all contractors / visitors.

Emergency contact and key holder details are held by Southern Monitoring Services (on behalf of Metcalfe Allen Ltd) and on the Devon County Council portal, Connect 2. All members of the Leadership Team and faculty team leaders and subject leaders have a copy of the college telephone tree which will be used in an emergency situation.

Ian Woods, Premises Manager, is responsible for ensuring that the college's Fire Log is kept up to date and that the following inspection / maintenance is undertaken:

- Dates of fire fighting equipment inspections and checks
- Dates and outcome of fire alarm system(s) inspections and checks
- Dates and outcome of emergency lighting system - records of tests
- Dates and outcome of visits by Devon & Somerset Fire & Rescue
- List of all fire training / instruction carried out
- Dates and outcome of fire drills

Procedures for other critical incidents and off-site emergencies are contained within the College's Emergency Management Plan (Business Continuity Plan) which is located in the Business Manager's Office, with an electronic copy on SharePoint. Every member of the Leadership Team is issued with an up-to-date hard copy of the plan. The plan will be reviewed annually.

For full details relating to fire safety, reference should be made to the HS0018 Fire Safety Guidance Note.

### **First Aid**

The college has risk assessed the need for first aid provision and this is recorded on the RA09 risk assessment document. The following first aid provision has been provided accordingly:

First Aid at Work level:

Name	Expiry date
Lorraine Chambers	06/04/2020
Hannah Dempsey	06/10/2018
Shelagh Hillyard	24/07/2021
Ian Woods	06/09/2021

Emergency First Aid at Work level:

Name	Expiry date
Bryony Belworthy	24/09/2020
David Bradbury	29/11//2020
Leigh Chantry	23/06/2019
Nicky Cruickshank	11/04/2019
Neil Freeman	21/06/2021
Lisa Noble	22/02/2019
Elaine Sheldon	11/04/2019
Sacha Willoughby	11/04/2019

First aid qualifications remain valid for three years. Rachel Wickham, CPD Co-ordinator, will ensure that refresher training is organised to maintain competence and that new persons are trained should first aider trained staff leave.

First Aid boxes are located at the following locations:

- Every departmental staffroom
- Main staffroom
- Nancy Drake's office
- LRC
- Gym
- Learning Hub
- Design Technology department – metalwork room, woodwork room, food technology rooms x 2
- Main college kitchen
- Each science lab
- First aid room in Student Office

**The college also has a defibrillator located in the First aid room in Student Office.**

Ian Woods is responsible for maintaining the contents of first aid boxes and replenishing stocks as necessary.

For full details relating to first aid, reference should be made to the HSA0019 First Aid Guidance Note.

### **Hazardous Substances**

Where it is consistent with the effective performance of the task in hand, every attempt will be made to choose the least harmful chemical possible.

Within curriculum areas faculty team leaders and subject leaders are responsible for the safe use and storage of hazardous substances within their areas of control. Specifically, they must ensure that an up to date inventory of hazardous substances and CLEAPSS model risk assessments are in place within their faculty/department. It shall be ensured that the findings of model risk assessments are incorporated into point-of-use documents as described in the paragraph entitled 'Curriculum Activities' above.

In all other areas the responsible manager shall ensure that:

- an inventory of all hazardous substances used within their area of responsibility is compiled and kept up to date
- Material Safety Data Sheets (MSDS) are obtained from the relevant supplier for all such materials
- risk assessments are conducted and that these assessments are recorded and control measures are understood by those staff that are exposed to the product/substance. This will include the identification and provision of appropriate Personal Protective Equipment
- all chemicals are appropriately and securely stored out of the reach of children
- all chemicals are kept in their original packaging and never decanted into unmarked containers

For full details relating to the control of hazardous chemicals, reference should be made to the HS0010 COSHH Guidance Note.

## **Legionella**

A water risk assessment for the college has been completed by Interserve and Mr I Woods is responsible for ensuring that the identified operational controls are being conducted and recorded in the water hygiene log book. Interserve are engaged to undertake 6 and 12 monthly monitoring visits and Ian Woods is responsible for actioning any issues identified in their reports. This risk assessment will be reviewed where significant changes have occurred to the water system.

For full details relating to the control of legionella, reference should be made to the HS0028 Legionella Guidance Note.

## **Lettings/shared use of premises**

The Governing Board will ensure that the hirer/tenant has public liability insurance and will share with the hirer/tenant all relevant College health and safety information. The hirer/tenant will be required to provide a copy of their risk assessment where their activities present a significant hazard either to the building itself or to the safety or health of the occupants within it.

## **Maintenance of Plant and Equipment**

Regular inspection and testing of college equipment is conducted to ensure that work equipment is maintained in a safe and efficient state. Records of such monitoring will be kept in the office of Ian Woods, Premises Manager or Bryony Belworthy, RSL - DT. All staff are required to report any problems found with plant/equipment to the responsible manager. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

The following specific statutory inspections and tests will be undertaken:

- six monthly lift Thorough Examination (passenger lifts and hoists), to be undertaken by Zurich Insurance.
- Annual lift servicing and maintenance – PP Lifts
- Bi-annual hoist servicing and maintenance – PP Lifts
- Pressure Vessel Thorough Examination according to a Written Scheme, to be undertaken by Zurich Insurance.
- Annual gas appliance inspection and maintenance, to be undertaken by Gary Taylor for the Design Technology Department and KJR for the main college kitchen.
- Annual gas fixed heating plant inspection and maintenance, to be undertaken by Gary Taylor
- Annual gas tightness test, to be undertaken by Gary Taylor
- Annual inspection of Intruder Alarm and automatic door systems undertaken by Metcalfe Allen
- Half termly servicing of fire alarm system undertaken by Chubb
- Annual inspection of fire alarm, fire extinguishers and emergency lighting undertaken by Chubb
- Annual LEV survey (Dust Extraction) undertaken by A1 Extraction
- Annual inspection of air-conditioning systems undertaken by 4 Seasons Air-Conditioning Ltd
- Annual inspection of lightning conductors undertaken by South West Lightning Protection.

- Annual inspection of the kiln undertaken by SM & K Ltd
- Annual inspection of the stage lighting undertaken by Showbitz Ltd.

Directors of Learning, Raising Standard Leaders, support staff managers and facility managers are responsible for identifying all plant and equipment in an equipment register for their area of responsibility. Where such plant and equipment present significant hazards, risk assessments will be undertaken and any training needs and personal protective equipment requirements are provided.

## **Electrical Safety**

All staff will conduct a visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to the responsible manager.

All portable items of electrical equipment will be subject to formal inspection and, where appropriate, a testing regime on an identified cycle dependant upon the level of risk associated with the particular appliance type. This inspection and testing is conducted by Total Safety and is completed on a rolling programme through 2 annual visits.

All Directors of Learning, Raising Standard Leaders, support staff managers and facility managers are responsible for keeping an up-to-date inventory of relevant electrical appliances within their areas of responsibility and for ensuring that all equipment is reported to Ian Woods, Premises Manager so that it is inspected and where appropriate tested according to the frequencies set out above.

Personal items of equipment should not be brought into the college without prior authorisation and must be subjected to the same inspection process as college-owned equipment.

An electrical installation test will be conducted every 5 years. In 2014/15 this was completed by Taylectrics but subsequent testing will be awarded to the contractor who represents best value. Ian Woods is responsible for arranging the remedial actions for all Code 1 and 2 non-compliances identified in the report.

For full details relating to work equipment and electrical safety, reference should be made to the HS0016 and HS0058 Guidance Notes.

## **Medication Arrangements**

Arrangements for medication are detailed in the separate Administration of Medicines Policy, which is reviewed annually. A copy of this policy can be found in the office of Assistant Principal, Kate Bukowski, and on SharePoint.

For full details relating to the administration of medication, reference should be made to the HS0032 Medication Guidance Note.

## **Monitoring**

The Head of College, assisted by the Health and Safety Co-ordinator, will put in place procedures to monitor compliance with the arrangements described in this policy. The central component of this process is the three-yearly Health & Safety Review process undertaken by the Devon Health, Safety & Wellbeing Service. Feedback from this process is to be referred to the Governing Board.

A general inspection of the site will be conducted termly and be undertaken by Corinna Medland and Ian Woods. Inspections of individual departments will be carried out by Directors of Learning and Raising Standard Leaders or their nominated staff.

In both cases the person(s) undertaking inspection will complete a report in writing and submit this to the Head of College and the Governing Board. Responsibility for following up items detailed in the safety inspection report will rest with Corinna Medland.

Inspections will be conducted jointly with the college's health and safety representative(s) if possible.

Other processes employed to monitor compliance with this policy and health and safety performance in general include:

- daily ongoing inspections and monitoring of site by the Premises staff
- use of Premises Service Desk on SharePoint for all staff to report Health and Safety and site maintenance items
- standing agenda item on Monday morning briefing meeting for all staff
- faculty and department inspections conducted annually, or following a health and safety incident, by Directors of Learning, Raising Standard Leaders, support staff managers and facility managers.
- annual review of risk assessments and other relevant documentation such as equipment reports by faculty team leaders, subject leaders, support staff managers and facility managers
- completion of fire hazard awareness sheets by all faculties and departments
- review of termly fire drill and update of procedure if necessary
- review, at every full governors' meeting, of all P03 forms submitted to Oshens
- a Health and Safety report standing agenda item at every full governors' meeting
- written or verbal maintenance report submitted to every full governors' meeting
- ongoing audit of training records and CPD evaluation

For full details relating to monitoring, reference should be made to the HS0005 Audit & Monitoring Guidance Note.

## **Moving and Handling**

Generic risk assessments for regular manual handling operations are undertaken as described in the risk assessment section above. Staff engaged in these activities will be provided with information on safe moving and handling techniques and will receive specific training where the need is identified in the risk assessment.

All manual handling activities which present a significant hazard, which are not accounted for in the generic risk assessments described above, will be reported to Ian Woods and Corinna Medland. Where such activities cannot be avoided, a specific risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instructions given when carrying out the task. Staff should ensure that they do not lift heavy items unless they have received a briefing on the control measures in place.

All moving and handling of students will be risk assessed by Shelagh Hillyard and recorded in a specific Handling Plan for the individual concerned. The format found in the HS0035 Guid-

ance Note will be used. All staff who move and handle students will receive appropriate training both in the controls listed in the Handling Plan and specific training on any lifting equipment that they may be required to use. Equipment for moving and handling people is subject to inspection on a 6 monthly basis by PP Lifts Ltd.

For full details relating to moving and handling, reference should be made to the HS0034/35 Moving and Handling Guidance Notes.

### **Offsite Visits**

In line with the *Outdoor Education, Visits and Off-site Activities Health & Safety Policy*, the DCC Educational Visit Adviser will be notified of all Category B and C visits via the *Evolve* online system

The *Evolve* system will also be used for the planning and approval of all lower risk Category A offsite visits. Relevant risk assessments will be attached electronically as required. The College's Educational Visits Co-ordinator, Nancy Drake, will check the documentation and planning of the trip and, if acceptable, submit the proposal to the Leadership Team for final approval.

For full details relating to educational visits, reference should be made to the *Outdoor Education, Visits and Off-site Activities Health & Safety Policy 2014*.

### **Personal Safety and Security**

The College believes that staff should not be expected to put themselves in danger and will not tolerate violent / threatening behaviour to its staff. A separate specific behaviour policy is in place at the College.

Staff will report any such incidents on the OSHENS system in accordance with agreed accident/incident reporting procedures.

Working alone will be avoided wherever possible. Work carried out unaccompanied or without immediate access to assistance will be risk assessed by the relevant line manager in order to identify and implement control measures. Work involving potentially significant risks (for example work at height) will not be undertaken whilst working alone. In order to ensure that this is the case, staff working outside normal college hours must obtain permission of Ian Woods, Premises Manager or Corinna Medland, Business Manager.

The requirement to undertake a lone working risk assessment will also extend to working alone off site where staff conduct home visits.

### **College staff responding to call outs**

Nominated key holders attending empty premises where there has been an alarm activation should not do so unless they have contacted the Premises Manager before and after the call out. They should not enter the premises unless they are sure it is safe to do so.

Risk assessments will be reviewed annually or after significant change and recorded by amending the RA13 risk assessment document.

## **College Security**

Corinna Medland is responsible for undertaking a risk assessment for site security in order to identify and implement control measures in this area. This will be reviewed annually or after significant change and recorded by amending the RA24 risk assessment document.

For full details relating to security and lone working issues, reference should be made to the HS0031 Lone Working and HS0050 Security Guidance Note.

## **Radon Gas**

The college is located in a radon affected area as defined by Public Health England (PHE) although considered low risk. Consequently, radon gas levels will be measured on a 7-10 year cycle coordinated by NPS South West Ltd and detectors returned to PHE for analysis.

If levels are below the 400 Bq/m<sup>3</sup> threshold, this process of measurement will continue. If readings exceed the 400 Bq/m<sup>3</sup> threshold, a risk assessment of staff exposure will be undertaken in consultation with the DCC Radiation Protection Adviser. Based upon the findings of this assessment, suitable mitigation systems will be identified and installed to reduce the radon level to well below 400 Bq/m<sup>3</sup>. These systems will be maintained and levels will be re-measured annually.

## **Stress/Wellbeing**

The college is committed to promoting high levels of health and well being and recognises the importance of identifying and reducing workplace stressors through risk assessment in line with the HSE's management standards.

Employees with health and wellbeing concerns should initially approach their line manager for help to resolve the problem. The line manager can ask for further assistance from the Head of College, Rachel Wickham, for teaching staff and the Business Manager, Corinna Medland for support staff.

The following methods will be used to identify and reduce workplace stressors:

- Mentoring
- Regular performance management meetings
- Stress Risk Assessment
- Return to work meetings after absence

The college subscribes to IMASS Occupational Health services and the Employment Assistance Programme for situations when more complex support is needed.

Where appropriate, risk assessment findings will be recorded on the RA25 document.

For full details relating to staff wellbeing, reference should be made to the HS0024 Health Issues for Staff Guidance Note.



## **Work at Height**

Work at height will be avoided wherever possible. Work carried out at height where a significant injury could result will be risk assessed by the relevant line manager in order to identify and implement control measures. Staff who work at height will be briefed in risk assessment findings. When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff *must not* climb onto chairs etc.

Formal training on work at height will be undertaken where the need is identified in the work at height risk assessment. Such training will also be undertaken by those who line manage staff who work at height. The College's nominated person responsible for work at height is Premises Manager, Ian Woods.

The nominated person shall ensure:

- all work at height is risk assessed and properly planned and organised
- all those involved in work at height are trained and competent to do so
- the use of access equipment is restricted to authorised users
- a register of access equipment is maintained and all equipment is regularly inspected and maintained
- access to fragile surfaces is properly controlled.

For full details relating to the control of work at height, reference should be made to the HS0060 Work at Height Guidance Note.

## **Work Experience**

Amanda Moore is responsible for managing and co-ordinating work experience using the services of the Teignbridge Work Experience Consortium (TWEX)

All pre-placement checks will be undertaken by TWEX who will assess the suitability of the placement and maintain a list of suitable host employers. No work experience placement will go ahead if deemed unsuitable.

- If significant hazards exist within the work tasks of any work placement, these will be risk assessed by the host employer and findings will be communicated to the student and their parents/guardians
- All students are briefed before taking part in work experience on supervision arrangements and health and safety responsibilities
- Arrangements will be in place to visit/monitor students during the placement
- Emergency contact arrangements are in place (including out of college hours provision) in order that a member of college staff can be contacted should an incident occur
- All incidents involving students on work placement activities will be reported to by the employer to the College at the earliest possible opportunity

If the College *hosts* a work experience placement, any significant hazards within the planned work tasks will be risk assessed by the host employer and findings will be communicated to the student and their parents/guardians. This assessment will be recorded on the RA28 risk assessment document.

## **Workplace safety**

The Business Manager, Corinna Medland assisted by the Premises Manager, Ian Woods, is responsible for undertaking a risk assessment for general sites and buildings safety in order to identify and implement control measures for the following site workplace hazards:

- Slips, trips and falls
- Glazing
- Trees
- Waste storage and disposal
- Vehicle/pedestrian conflict

This will be reviewed annually or after significant change and recorded by amending the RA03 risk assessment document.

For full details relating to the control of hazards within the premises, reference should be made to the HS0044 Premises Guidance Note.