

LIPA  
**SIXTH FORM**  
COLLEGE

**Health and Safety Policy**

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<b>Document Owner:</b>	Charles Bartholomew, Headteacher
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**Document Version History**

<b>Version</b>	<b>Date</b>	<b>Ref</b>	<b>Change Summary</b>
1.0	August 2016		New Policy.
1.1	August 2018		Reviewed.

## **Health and Safety Policy**

### **General Statement of Health and Safety Policy**

This statement covers the activities of LIPA Sixth Form College. The ultimate responsibility for Health and Safety lies with the Governing Body.

The Governing Body is committed to:

- The provision of safe and healthy conditions for students, staff, visitors and contractors;
- Compliance with all relevant health and safety legislation;
- Seeking the co-operation of staff, students, parents and contractors to achieve these objectives in order to minimise injuries and work related ill health.

LIPA Sixth Form College recognises the importance of safety, health and welfare, in the successful operation of all its activities. It believes in the active participation of every person within the organisation, in order to achieve and maintain the highest practicable standards of accident prevention. Success relies on the initiative, teamwork and the cooperation of all staff.

Appropriate health and safety standards will be applied to all activities and deviations from these will not be tolerated. Any uncertainty regarding health and safety is to be raised through normal managerial channels and where necessary specialist advice and assistance will be obtained.

The risk control arrangements are set out in the risk assessments which are recorded separately.

It is impossible to list every hazard likely to be present at any time and therefore everyone must be continually vigilant to ensure that any new hazards are identified and appropriate arrangements implemented to control the risks.

If in any doubt about anything connected with health and safety, appropriate specialist advice should be sought.

Overall and final responsibility for health and safety is that of the Governing Body.

Day to day responsibility is delegated to the LSFC Director.

### **Responsibilities of the Governing Body**

The governing Body is responsible for ensuring that:

- A Health and Safety policy is prepared, implemented and reviewed to ensure it remains valid.
- Health and Safety standards are monitored.
- Actions are prioritised where resources are required.

- Health and Safety is an agenda item at Governors' meetings.
- A Governor is given specific responsibility for Health and Safety.
- That Governor and the LSFC Director receive Health and Safety Management Training.
- Assistance is obtained from specialists when in any doubt about Health and Safety.
- The Director of Education and Cultural Services is informed of any situation of concern where appropriate Health and Safety standards cannot be implemented.
- Staff functions are set.
- Staff are aware what is expected of them.
- Staff are competent to meet these expectations.

### **Responsibilities of the LSFC Director**

The LSFC Director is responsible to the Governing Body for ensuring that:

- The Health and Safety Policy is implemented on a day to day basis.
- Risk Assessments are carried out and measures are implemented to control the significant risks and comply with Health and Safety legislation.
- The significant findings of the Risk Assessments are recorded.
- Health and Safety standards are monitored informally on a day to day basis and formally monitored three times a year, keeping records of the findings and any actions required.
- Staff are aware of what is expected of them and that they are capable of dealing with the health and safety requirements of their work.
- Any problems with implementing and maintaining appropriate Health and Safety standards are reported to the Governing Body long with details of significant injuries to staff, students and visitors.
- Specialist help and assistance is obtained when necessary.
- Relevant health and safety legislation is identified.
- These arrangements are monitored to ensure they are working.
- The results of health and safety monitoring are reported to the Governing Body along with details of any major injuries to staff or students.
- A regular slips and trips check is carried out.

### **Responsibilities of staff**

All staff are responsible to the LSFC Director for:

- Taking reasonable care of their own health and safety and that of others who may be affected by their activities.
- Where appropriate, exercise effective supervision of students so as to minimise risks to their health and safety.
- Co-operating with the management of the college to implement the requirements of health and safety legislation and the college's Health and Safety Policy, and the measures detailed in the Risk Assessments.

- Using all equipment and substances in accordance with training and instructions received and following the systems of work and procedures laid down in the college's Health and Safety Policy.
- Monitoring the Health and Safety standards of their own areas, ensuring that appropriate risk control measures are implemented.
- Not misusing anything provided in the interests of health and safety.
- Reporting to the LSFC Director any health and safety matter they cannot, or do not feel competent to, deal with themselves or any perceived shortcoming in the health and safety arrangements.

### **Responsibilities of Students**

Students are expected:

- To exercise personal responsibility for their own Health and Safety and that of others.
- Observe standards of dress and behaviour consistent with the safety of themselves and others.
- Observe the rules of the college and in particular the instructions of staff.

### **Responsibilities of Parents**

Parents are expected to:

- Encourage young people to follow college rules regarding Health and Safety and follow instructions of the staff.

### **General safe working practices and procedures**

Proper access equipment is provided and should be used where necessary to reach items on shelves and racks above eye level. Staff are not to use chairs, boxes or similar items to reach items stored in this way, and must not climb up the face of any cupboards or storage racks. Heavy objects should be stored at a low level to reduce the risk of injury from falling.

Specific attention should be given to wires trailing from computers and other electrical equipment, particularly in classrooms. Trailing leads should be channelled through purpose designed equipment.

The member of staff should assess the risk in asking young people to perform manual handling tasks.

### **Working in College Alone**

Any staff working in college alone e.g. during holidays, weekends or late at night should ensure that a friend or family member is aware of this circumstance and has an anticipated time for return home. If in the unlikely event of a problem then the friend or relative can raise the alarm.

## **Display Screen Equipment**

The LSFC Director will arrange to assess “users” and “workstations” under the Display Screen Equipment Regulations 1992 (See Education Safety Manual for information on assessment procedures). Once the assessments are complete arrangements will be made to reduce any risks which are highlighted from the assessments.

The LSFC Director will plan display screen equipment work so there are breaks or changes of activity and provide information, instruction and training for the usage of display screen equipment. (See Education Safety Manual for Guidance).

## **Workplace (Health and Safety and Welfare)**

The Governors and LSFC Director will review the college in line with the Workplace (Health and Safety and Welfare) Regulations 1999.

## **Manual Handling**

The LSFC Director will assess all manual handling operations (lifting loads, lowering loads, pushing, pulling, carrying, etc.). Wherever possible manual handling operations will be eliminated. If this is not possible then suitable arrangements will be made to reduce the risk of injury as a result of a manual handling operation.

The LSFC Director will arrange for the provision of manual handling equipment where necessary and will arrange for appropriate training of personnel involved in manual handling operations.

## **Personal Protective Equipment**

The LSFC Director will provide personal protective equipment where risks cannot be controlled at source. Personal protective equipment will only be used when other methods of controlling risks to health are not reasonably practicable. All personal protective equipment which is provided will be to the relevant safety standard. Instructions on the use, maintenance and cleaning of the equipment will be issued to the staff.

## **Control of Substances Hazardous to Health (COSHH)**

No work will take place within or without the classroom involving students with hazardous substances. The LSFC Director will ensure that all work involving hazardous substances has been assessed. This assessment must be formally recorded where there is a significant risk to health. The LSFC Director will ensure that the relevant safe systems of work, appropriate control measures and monitoring systems are in place and working.

The LSFC Director must ensure that sufficient information, instruction and training is provided to all persons handling hazardous substances.

## **Machinery and Electrical Equipment**

The LSFC Director will ensure that all equipment purchased meets the relevant safety standard required and is suitable for the intended task. In addition instructions, information and training will be provided to all operators of equipment.

The LSFC Director will ensure that all equipment is maintained to prevent danger. All such maintenance inspections must be formally recorded.

Any defects or malfunctions must be immediately reported to the LSFC Director .

Electrical equipment and systems are subject to the Electricity at Work Regulation 1989. The Chief Property Officer is responsible for arranging the routine testing of the sockets to ensure proper earth continuity and correct phase/neutral connections. This testing will be carried out every 5 years.

The LSFC Director is responsible for maintaining an up to date inventory of all portable electrical equipment.

## **Contractors**

All contractors must report to the college office on arrival and departure from the college. This is to ensure that the LSFC Director can make any necessary arrangements to ensure the safety of staff and students. When contractors are working at college the LSFC Director will liaise with the contractor and his/her supervising officer to make them aware of the college rules, any particular hazards, which may be present, and any temporary rules, which apply during the contractors' presence.

The LSFC Director will ensure that all temporary rules such as exclusion from the premises or parts thereof are made to all staff, students and visitors to the premises whilst contractors are working in the college.

## **Fire Precautions**

Fire prevention is part of everyone's duties. In particular attention should be paid to checking the premises before leaving at night to ensure nothing has been left which could lead to fire developing whilst the premises are unoccupied.

All electrical equipment that need not be left on such as computers, photocopiers and kettles are to be switched off. Equipment needed to be left on should be kept clear of combustible material in case of a fault developing when unattended.

The volume of combustible rubbish must be kept to a minimum in order to reduce the risk of fire. Arrangements must be made to have any large amounts of combustible rubbish removed from the building.

The LSFC Director is responsible for ensuring that:

- Termly fire evacuation practises are carried out
- Fire alarms are tested on a weekly basis
- Any emergency lighting is tested on a monthly basis.

These tests must be recorded and the LSFC Director is responsible for the recording of these inspections.

The LSFC Director is responsible for ensuring that all fire extinguishers are inspected and maintained annually.

### **Fire Drill**

- On discovering a fire a student must inform the nearest adult. In the case of an adult discovering a fire they would be required to operate the nearest alarm.
- On hearing the alarm the College Administrator must phone the fire brigade immediately. The College Administrators must take the Visitor Book out with them to the assembly point.
- On hearing the alarm all young people leave the building in an orderly manner by the nearest fire exit.
- The member of staff of the young people will give instructions that they must leave by the nearest safe exit, follow behind and close all doors. Windows will be closed and electrical equipment switched off where possible.
- In the event of a fire. The teachers will be responsible for checking their students and then reporting to the LSFC Director either that all students are present or reporting any missing student.
- The LSFC Director is responsible for ensuring that all fire extinguishers are in situations where required and designated.

### **Possible Evacuation of Site**

In the event of a serious incident it may be necessary to evacuate the entire college site. Students will be gathered together by teachers and learning support assistants in an appropriate safe place.

The students will be supervised by the class teachers under the guidance of the LSFC Director or the most senior member of staff present.

### **First Aid Arrangements**

It is the policy of the college to train as many members of staff as possible in emergency first aid so that there is always cover for the most likely times that injuries occur, and for absences/college trips etc. This training is repeated every three years to maintain competence.

To comply with current regulations, one member of staff is trained as 'First Aider at Work'.

The 'First Aider at Work' is responsible for the regular updating of the First Aid boxes in accordance with the First Aid at Work Code of Practise. The First Aid equipment is located in the Administrative Office.

Staff should administer first aid in accordance with their training and always err on the side of caution by referring students for further medical attention as set out below or when in doubt.

Head injuries can easily be underrated. Any significant injury to the head which shows signs of swelling, grazing, crushing, or which changes the behaviour of the pupil, should be referred immediately for further medical attention. Slight knocks to students who have had previous head injuries could be serious and these also should be referred immediately for further medical attention. Parents are to be contacted immediately where further medical attention is necessary and informed via the standard letter of any non-significant bumps which show no signs or slight reddening.

Broken bones may sometimes not be obvious in young people. Any injury which results in continued pain or changed mobility should be referred immediately for medical attention.

Aids and hepatitis viruses are a risk to staff involved in the provision of first aid. The universal precautions for cleaning up body fluid spillages detailed in the Department of Health poster 'Guidance on infection control in colleges and nurseries' should be followed to prevent the spread of infection. This poster is displayed in the Staff room

If an accident occurs in the learning environment the teacher in charge will deal with minor accidents and ensure that the LSFC Director is informed if the accident is of a more serious nature.

All serious accidents will be reported to the LSFC Director.

All accidents will be entered in the college's accident book.

The LSFC Director is responsible for ensuring that there are adequate numbers of staff trained in First Aid.

### **Reporting of Accidents**

- All accidents to students, staff and visitors must be recorded on the appropriate documentation for accident reporting. All serious accidents, near misses and dangerous occurrences must be reported to the LSFC Director, and to the HSE using the appropriate forms. In all cases the LSFC Director is responsible for ensuring that such remedial action as is reasonably practicable is taken to avoid a repetition of the incident.
- Minor and major accidents will be recorded, by the staff member who deals with the student or adult, in the relevant accident report books.
- The LSFC Director is responsible for telephoning the Incident Contact Centre (ICC) 0845 300 9923 in the event of 'fatal', 'major', or 'over 3 day absence' injuries, 'reportable diseases' and 'dangerous occurrences' as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).
- 'Major' injuries to students and visitors are those which require them being taken directly to hospital. This only applies to injuries which arise in connection with work, either through a premises fault or through work organisation, such as lack of care. Injuries which arise from play activities or health conditions are not reportable, unless



these happen in connection with work, or as a result of work activities. Injuries arising out of curriculum sporting activities, requiring hospital treatment, are reportable.

- ‘Major’ injuries to staff are any break of the large bones or any injury which requires hospitalisation for more than 24 hours.
- ‘Over 3 day’ absence are injuries to staff and do not count the day of the injury but every day after when they were unable to carry out their normal duties is counted, irrespective of weekends, holidays etc.
- ‘Reportable Diseases’ are those notified by a doctor’s certificate. These diseases are numerous but rare and include injuries from repetitive movements, infections such as Leptospirosis, Tetanus, Hepatitis and Legionellosis, and conditions from exposure to substances such as occupational dermatitis. The Health and Safety Team should be contacted for further details if there is any suspicion of a reportable disease (01522 836713).
- Injuries to self-employed persons working on college premises must be reported in the same way as for college staff.
- Some incidents which do not result in injury must also be reported to the ICC. These are known as ‘Dangerous Occurrences’ and are only those which are specified by the Regulations. These are mainly large incidents in the construction and manufacturing, but do include the failure of a lift, and fires, or electrical short circuits which disrupt activities for more than 24 hours.

### **Statutory Notices**

The statutory notice, ‘Health and Safety Law’ poster is displayed in the Staffroom.

### **Administration of Medicine**

Please refer to supporting students with medical conditions policy.

### **Staff**

All new members of staff must be given a copy of the Health and Safety Policy and they must sign to say they have read it. Their duties under the policy must be discussed and understood. New members of staff should be made aware of any special responsibilities under the Health and Safety Policy. The LSFC Director is responsible for the induction training of new members of staff.

Supply teachers must be fully aware of any local arrangements for emergency action i.e. fire evacuation, accident procedures and reporting, and any other safety arrangements which may affect them whilst in the college. Brief notes will be given to supply teachers on arrival, in the form of an Ancillary/Supply Teacher’s Handbook. The College Administrator is responsible for providing the supply teacher with the relevant information.

In particular attention will be drawn to:

- Evacuation procedures.
- First aid and injury reporting arrangements.

- Any other relevant emergency procedure.

### **Risk Assessment Procedure**

Risk Assessments shall be recorded on the relevant forms.

These will be reviewed on a regular basis, or when circumstances occur.

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

Regular monitoring of these arrangements is the responsibility of the Governors.  
Regular monitoring of the safety within the college will be carried out by the LSFC Director through the normal managerial arrangements within the college.

The LIPA Group health and safety Consultant will carry out a safety inspection of the premises.

The local arrangements will be reviewed annually taking into account the findings of any Safety inspections and changes in Health and Safety legislation and amend where necessary.