	Thomas Estley Community College
	Local H&S arrangements Appendix to
	Success Academy Trust H&S Policy
	(March 2024)

The current Trust's Health and Safety Policy was revised by the Trust on 4/2024 and covers the Trust and its Academies.

The full policy can be found at https://successat.org.uk/trust-documents

As per the Trust's H&S Policy, 4.0 Organisation – Other Arrangements are adopted by the LGC and the Principal to ensure they fulfil their responsibilities and provide the foundation for securing the health and safety of employees and all users of the site. Where associated procedures or policies are referred to, these are available as an appendix to the H&S policy locally in that Academy.

This document is the appendix for Thomas Estley.

In addition to the information within the Trust's H&S policy,

4.1 Accident and assaults

College Manager shares termly first aid/ illness figures with LGC for monitoring purposes

Accident records are maintained by Pupil Health Administrator and kept in reception

Near miss book is kept at reception in back of pupil comfort book which records all pupil visits to first aid/medical room

4.2 Asbestos, Management of

A copy of Thomas Estley's Local Asbestos Management Plan (LAMP) can be found with the Asbestos Management Survey which is in Reception. Reception alert Premises to the arrival of any contractors that may need to see and sign the asbestos register.

Latest copy of the LAMP is also made available to LGC for information.

The Site Manager maintains inspection records.

4.3 Audit

The latest TECC full H&S Audit and any other H&S audit updates are shared with TECC LGC for awareness/ oversight.

4.4   Contractor management

Site Manager/ Premises team coordinate contractor management on site and induction which includes sharing of onsite H&S information as required.

For larger projects the College Manager will coordinate tenders/ contract management with Site Manager and external support as required.

4.5   Control of hazardous substances

The inventory and of all hazardous substances on site are kept and updated regularly, coordinated by the Site Manager

The Site Manager maintains a log of all COSHH risk assessments excluding curriculum related which are kept within the appropriate dept.

PPE is organised via line management as identified

The College Manager will instigate any requirement for exposure monitoring or health surveillance as identified/ recommended

COSHH e-learning module available via Every or COSHH training given to staff as required

Line Managers update HR Admin where any training has occurred for recording centrally

COSHH cupboard are located off the bar store and Science prep room with some items kept within cleaning cupboards

Site Manager responsible for updating annually all COSHH risk assessments apart from substances relating to curriculum dept use where appropriate curriculum leader is responsible for ensuring COSHH risk assessments are updated and information shared as appropriate

4.6 Defect reporting

Staff are able to report any defects via the Click for Premises app within RM Unify or by emailing the Site Manager

In addition, a termly H&S Microsoft form is shared by the College Manager with staff to request feedback on specific H&S questions around their place of work

– results from which are shared with Site Manager and others if needed for action.

Annual walkabout with governor also undertaken to record any visual issues with site.

4.7 Display screen equipment (DSE)

There is an e-learning DSE module available via Every to staff who request to check their workstation set up – this is only usual for habitual VDU users

4.8 Driving

Annual licence and insurance checks are undertaken and documented by the HR Admin

For Minibus hire arrangements/ generic risk assessment, see College Manager

4.9 Educational Visits, off-site

The Academy adopts the National Guidance for the Management of Off-site visits and LOtC activities.

~~Janine Hartley and~~ Edward Timmins currently acts as the EVO for the College which includes assessing risk assessments around trips.

4.10 Electrical systems and equipment

4.10.1 The latest 5 yearly Electrical Installation condition Report was completed by Glenfield Associates on 7 August 2019 (one booked in for summer 2024). All records and actions are available from the Site Manager.

4.10.2 Portable electric appliances have a portable appliance test (PAT) carried out by the Premises Officers; Network Manager or Science Technician.

4.10.3 If you have any electrical personal equipment that you need to bring in to school please check with the Site Manager first as would need to arrange for it to be PAT Tested before use.

4.10.4 The College Manager circulates termly Microsoft form to staff to check and return if any issues with their area.

4.11 Emergencies - Procedures including Business Continuity

4.11.1 Near miss book is kept at reception in back of pupil comfort book which records all pupil visits to first aid/medical room.

4.11.3 The SEMT (Senior Emergency Management Team) in the event of a major emergency or major disruption includes the SLT with notification to the Chair of Governors/Trustees as needed.

4.11.4 The Academy's business continuity plan is reviewed annually by the SEMT – as the copy contains personal and restricted contact details the document is not shared more widely but is available for inspection by the Chair of Governors on request when on site.

4.12 Fire safety

The latest Fire Risk Assessment was completed by Phil Burton, Trust Business Manager on 24th January 2024. The resulting action plan is progressed by the Site Manager and College Manager through site processes or obtaining quotes for works identified.

The TECC Fire and Emergency evacuation plan is updated for each academic year and circulated to all staff. (Updated more frequently if required) Copies of the plans are available in teaching areas.

Any PEEPs for students are completed by the Pupil Health Administrator, or for staff by the HR Manager.

Fire equipment is serviced by Bryant's Fire and copies of reports and actions are available from the Site Manager (in the Fire log book)

Fire awareness training is given annually by the College Manager as part of the H&S briefing/ update to staff on the August training day. New staff receive details about fire arrangements as part of their induction. Staff who act as fire marshals undertake appropriate eLearning course.

Fire drills are recorded at least termly and details are maintained by the Site Manager in the Fire log book.

4.13 First-aid and supporting pupils' medical conditions

- Number of first aiders is in line with requirement as detailed in the College's First Aid Risk Assessment
- staff are regularly informed of first aid arrangements within the school/college, through induction, teacher training days and the staff handbook which is issued annually
- All first aid is recorded in the first aid book maintained by the Pupil Health Administrator – where necessary details are shared with LCC/ HSE re anything that is RIDDOR reportable.
- College Working alone procedure is shared with all staff which includes expectation that there is access to first aid equipment

- The Pupil Health Administrator maintains information relating to supporting pupils' medical as required

4.14 Glass & Glazing

The last Glazing audit was undertaken by Durable in July 2021. All high and medium risk works identified have been authorised for completion Summer 2022.

4.15 Grounds - Safety/Security

4.15.1 Safety

For details of the specific local procedures in relation to Grounds Safety see RA - Site Security and Security Policy below

4.15.2 Security Policy

Thomas Estley Community College will ensure Security of Thomas Estley Community College premises is of paramount importance in ensuring the continued provision of education to Students.

Security Policy

The College recognises the importance of developing a security strategy that identifies key roles for individuals. Our Security policy aims to ensure a regular review of susceptibility and to develop cost effective measures to minimise risk.

Summary for Staff

- All visitors/Contractors must sign in at reception and abide by the information provided
- Staff/ students must not prop open doors or allow visitors enter building at other entry/exit points apart from reception
- All staff must take responsibility for equipment, access to data and keys in their control
- Cash should not be left out without a member of staff in attendance at all times
- Duty Staff must ensure they arrive promptly at the start of their duty/ organise cover if not available and maintain communication via walkie talkies
- All staff must follow reasonable instructions/ control measures within risk assessments and ensure they are reviewed to identify anyone who may be at a greater risk of injury where required

Risk management

Within college, crime prevention must be seen as a shared responsibility. It cannot be regarded solely as a function of the Principal, College and Site Manager or the Premises Officers. Implementing a risk management programme is the logical starting point, the object of which is to protect staff and students and save money by minimising, in a cost-effective way, the drain on

college resources caused by crime. In specific terms, risk management involves:

- creating awareness
- identifying risks
- measuring potential losses
- considering strategies for risk reduction
- implementing appropriate, cost-effective solutions
- monitoring and evaluating the impact

Security strategy

It is important that the extent of risk and its ultimate impact upon the college is determined. Only by understanding the risks can we select the most suitable strategy to reduce them. Principal considerations include:

- Consultation: Identifying and talking to experts who can give specialist advice, such as the LA, police crime prevention officers, and the fire service.
- Procedural improvement: Ensuring checks and procedures to reduce criminal opportunity and improve safety
- Physical and electronic protection: Implementing measures, such as the consideration of the installation of locks, security glazing, intruder and fire alarms, security fencing; security lighting and CCTV

Our actions thereafter, must be:
- manageable
- reasonable
- realistic
- cost-effective
- commensurate with the risk
- tailored to the college's requirements and needs

The most common crimes directed against colleges and colleges are, petty/criminal damage, theft, burglary and arson. We therefore need to adopt measures to:
- safeguard the college and its assets from these crimes
- ensure the best use of available resources

Good security will involve a combination of physical and procedural measures.

The physical security of the college has three distinct aspects. These are the:

- perimeter
- external protection of buildings within the perimeter
- protection of specific vulnerable or sensitive areas within buildings

It should not be assumed that totally effective perimeter security would reduce the need for the other two stages, in fact, they are interdependent. We understand that whilst it might be theoretically possible to render the college's

perimeter virtually impenetrable, it is not possible to do so in ways that are socially acceptable and affordable particularly given the nature of our shared site with Old Mill Primary and the Sure Start Centre as well as the public footpath which runs around the perimeter of the field, it is paramount that all possible physical and procedural measures are in place and followed.

Alarms

The college shall maintain an alarm system which has a direct line connection to a central monitoring station. Through this means the alarm system can be continuously monitored, and any change of state will be recorded and acted upon as appropriate

Visitors

The college has many visitors. They include contractors, parents of students and people making deliveries and attending meetings/training events. They may also include, from time to time, individuals with dishonest motives, such as walk-in thieves. It is unlikely that all of these callers, even the legitimate ones, will be known by sight and it is important for the security of the college and the safety of its occupants that their actions are subject to some form of routine scrutiny. As an initial measure, all visitors to the college should be directed by means of prominent, unambiguous notices, to reception where they will be required to sign electronically giving the following details:

- name
- time in and out
- which organisation they are from
- who they are seeing

They will be printed a visitor's badge, which they should be instructed to wear at all times whilst on college premises. If the visitor does not have a DBS then the receptionist will put their badge on to a red Layard which the visitor will be asked to wear at all times.

Red lanyard wearers must be accompanied by a member of staff. This is a low-cost means of enabling both staff and students to differentiate between authorised callers and those who have not followed the required reporting procedure. Members of staff should challenge anyone they encounter whom they do not recognise as a legitimate visitor. Such people should be required to produce evidence of their identity and account for their presence. If they are unable to do so satisfactorily, they should either be escorted from the premises or accompanied to reception for the purpose of confirming their authority to remain. If the latter course is chosen, the reason for it should be clearly explained and the visitor given the option of simply leaving the college. All incidents of this nature should be reported to the Principal.

Under no circumstances should visitors be permitted to remove items of the college's property, or the property of staff or students, unless the person witnessing the event has personal knowledge of their identity and their authority to do so. Walk-in thieves, sometimes under the guise of equipment repair

personnel, can be extremely plausible in manner and appearance and staff need to be aware of the dangers.

Students who encounter anyone whom they do not recognise as a legitimate visitor should report their concerns to a member of staff. They should under no circumstances challenge the person themselves.

Casual access to parts of the premises should, as far as possible within the limits of safety, be prevented by physical means.

As a general rule, visitors should be escorted to and from their destination within the college, although we understand that this may not always be necessary or practical.

Cash handling

Cash is obviously a very attractive target for criminals, and its presence, even in moderate quantities, can pose a threat to the college. Cash, regardless of quantity and whether it is required immediately, should always be routinely locked in the safe. The Receptionist on leaving gives the safe key to the premises officer on duty to lock in their key cabinet. A second key is kept in the Finance office is a floor safe which is also where the petty cash is kept. The key for the Finance office safe is taken off site by the Finance Manager and the spare locked in the key cabinet in reception. Access control restricted to Finance Managers office.

All cash collected from students should be paid over as quickly as possible to the Finance Office. Cash should never be handled in areas visible to visitors.

Sums in excess of the college insurance limit should not be held on site, but should be sent to the bank. To minimise the risk of robbery, it should be banked, so far as is possible, at irregular times by means of a secure cash handling company.

Protecting valuable equipment

The college contains much valuable, portable equipment of a kind attractive to thieves. It may be consumable property with a low individual value but a high cumulative worth, or property with a useful life of several years with a high individual value. The market for any or all of these items may change from time to time, and so periodic assessment is necessary to review the current level of resources appropriate to the protection of each item or category of items.

When not in use, equipment should be stored in conditions that reflect accurately the level of risk attached to it. The greater the risk, the more secure the storage required

All members of staff should take personal responsibility for the security of valuable equipment used in the course of their duties. An inventory shall be kept, which shall include details of who is currently responsible for particular items. Frequent, regular checks should be conducted, at least in accordance with the departmental review schedule, with additional, occasional, random

spot checks. Equipment inspections should not merely be used to confirm the correctness of the inventory. They should also check that valuable property has been security marked in such a way as to readily identify its source should it be stolen and subsequently recovered.

Safeguarding personal property

Staff and students should be encouraged to take an active interest in the security of their personal property whilst on the college premises or engaged on college activities elsewhere. The loss, theft or vandalism of personal property can create distrust and suspicion and can lower morale. Personal property should not be left unattended and the College cannot accept responsibility for the loss or damage of personal items brought into College. The College will endeavour to provide lockers to those students who request them via payment of deposit through on line payment system.

Staff

Offices used by the staff should be kept locked during the day when they are unoccupied if possible. Rooms where coats and other personal property are left, should be capable of being secured against casual intrusion.

Students

Students should be discouraged from bringing valuables to college unless they are necessary for a particular lesson or activity. Students must abide by the requirements of the mobile phone use policy. Any items of students that are confiscated by staff should be locked in a safe at reception. Any cycles or scooters brought on to the grounds must be locked at the designated cycle/scooter storage racks. The College cannot accept responsibility for any loss or damage of cycles/scooters brought on to the site. Provision has been made for owners to secure their bicycles to the fabric of a fixed structure by the use of locks and chains. Students/staff should provide their own good-quality locks and chains for this purpose.

Key control

The Site Manager and premises team hold main key holding duties for the site. The Site Manager holds the key inventory and will arrange for additional keys to be cut when authorised. Any staff leaving must had in their keys to the HR Manager – not pass on within their department. Similarly, staff should hand back their TECC lanyard and pass/id to the PA to the Principal on leaving.

Access keys which afford access to all external doors throughout the college shall be issued only to key people such as the Premises Team.

General keys give access to all areas within the college by means of internal corridor controls, but not the external doors (excluding swipe passes). These should only be issued to members of staff whose duties demand comprehensive access throughout the college internally.

Individual keys give access to a particular high-secure room only. These should be issued to the prime user(s) of the room.

Lost keys/Control Access passes

All members of staff are required to report the loss of any key immediately to the Site Manager and loss of control access pass to the PA to the Principal who will arrange for the barring of the access card asap. An assessment must then be made of the:

• circumstances of the loss and the likelihood of the key being used improperly
• need for the lock, or locking mechanism, to be changed based on the circumstances of the loss and the key's level of security

In most cases, it will be usual for locks to be changed whenever an external door or secure store key is lost.

On change of premises staff, the Site Manager will arrange barring of any old alarm activation keys if not returned.

Trespass

As previously stated, the main security threat to the college comes from acts of burglary, theft, vandalism and arson, all of which are statutory offences which should be reported to the police. Trespass affects the vast majority of colleges, if not all of them. Despite this, prosecutions are rare and successful prosecutions almost unheard of. Yet trespass remains one of the most intractable problems facing colleges, particularly those occupying large sites with undefined or insecure boundaries. Unlike many other places, however, colleges do enjoy some protection from statute law in this area. Section 40 of the Local Government (Miscellaneous Provisions) Act 1982 makes it an offence to trespass on college property as detailed below.

Nuisance and disturbance on educational premises. Any person who, without lawful authority, is present on premises to which this section applies and causes or permits nuisance or disturbance to the annoyance of persons who lawfully use those premises (whether or not such persons are present at the time) shall be guilty of an offence and shall be liable on summary conviction to a fine. This section applies to premises, including playgrounds, playing fields and other premises for outdoor recreation.

Key holders

To enable a police response when the security alarms are activated, the following conditions shall apply: All Premises staff shall be recorded as key holders and be available for call-out as agreed rota
• They must have a telephone at their home address.
• They shall be expected to have their own transport to ensure prompt attendance.

- Both the alarm company and the local police must be informed immediately of details of key holders and of any changes whether of a temporary or permanent nature.
- The College subscribes to Regent security services who also hold keys to the premises and are first response to alarm activations overnight.

Site Surveys and Risk Assessments

A security survey can give a better overall picture of the risks that the college faces and the effectiveness of any measures that have been put in place. The college will undertake/review the security survey on an annual basis

Access control

Unlocking the site: During Term Time the duty Premises Officer will clear the alarms and unlock the site buildings at 7 am. Staff wishing to access the college should conform to this opening time. Any problems staff may have in accessing the college should be directed to the Business Manager. During holidays, all staff (except full time all year round staff) must sign in and out at reception.

Closing doors and windows: All members of staff are required to secure windows and doors when rooms are not in use and upon their departure at the end of the day. As a second check, the cleaners are required to check windows and doors in their areas to ensure that they are secure. Finally, upon securing the site, the Premises Officer is to also check that doors and windows are secured in all areas.

Locking the site and setting the alarms: The duty Premises Officer is responsible for locking the site and setting the security alarms. The following procedures should be adhered to.

- Following departure of all staff, visitors, hirers, etc from the site, all external doors and windows should be locked and/or secured.
- Normally, during term time, the site should be secured between 9pm and 10.00pm depending on affiliated group use. However, there are many occasions when staff, hirers or contractors require later access to part(s) of the site. In these instances, all doors and windows where access is not required should be locked or secured at the earliest convenience, with the remaining doors and windows being secured following the departure of all others. Where access outside of normal opening and closing periods is required, staff must liaise with the Site Manager to ensure this can be covered.
- Once all doors and windows have been secured, the alarms should be set from the control panel. Where only parts of the site are being used, the alarms for the areas that have been secured are to be set in so far as this is possible.

Action in event of incidents

All security incidents should be reported to the Site Manager either at the time of occurrence or, if during closure hours, on the following working day. The Site Manager will report all security incidents to the Principal and the College Manager who will maintain records for insurance and other reporting purposes.

If the alarms are activated outside of college hours due to a genuine incident (not just a resetting of alarm by key holding company) then a Premises Officer will be required the attend who will carry out an initial investigation to ascertain the circumstances of the activation and take appropriate action to secure the premises until full remedial works can be carried out.

Also see associated Security Risk Assessment (appendix A)

4.16   Harassment and violence, Preventing in the workplace

The College follows the expectations from the Trust's H&S policy in this area.

4.17   Housekeeping – storage, cleaning & waste disposal

The College follows the expectations from the Trust's H&S policy in this area.

4.18   Jewellery

Local arrangements shared with parents -

Jewellery
  One pair of small sleeper or stud earrings is permissible
  No tongue or facial piercings.

Nails
   Must be of a natural length.

 Other Accessories
   Belts, hairbands etc. need to be discreetly coloured.

Information is shared in Welcome booklet

4.19   Lone working
4.19.2 TECC College Working alone procedure is shared

Lone Working in the workplace and out of the workplace eLearning available for staff as identified as appropriate.

4.20   Mental Health and Wellbeing

TECC has a number of trained Mental Health First Aiders for students and adults. Details are displayed around site.

Some specific wellbeing groups/ drop ins are run and details shared through weekly update from the Principal.

Support staff middle manager training includes support for new line managers in how to manage a team.

The College supports the implementation of the Trust's Staff Wellbeing Strategy.

eLearning course on Mental Health Awareness for management is available for line managers if requested.

4.21 Moving and handling

Local Moving and handling risk assessments in operation at TECC are:

RA Manual handling – Science porterage
RA Manual handling – Putting up and taking down dining tables
RA Manual handling – Emptying litter bins
RA Manual handling – Moving of IT trollies
RA Manual handling – Winter gritting
RA Manual handling – General/ others as identified

4.22 Noise
The College follows the expectations from the Trust's H&S policy in this area.

4.23 Occupational health services
The College follows the expectations from the Trust's H&S policy in this area

4.24 Risk assessment

The College maintains various written risk assessments (RAs). Most operational RAs are shared within the H&S area of the SharePoint

PEPA department RAs are available from the Whole staff SharePoint area

ADT and Science depart RAs are available from within the departments

Pre school and OSC risk assessments are available from the setting

Catering RAs are available from the Catering Manager

The HR Manager will maintain an RAs relating to individual members of staff

4.25 Smoking

The College follows the expectations from the Trust's H&S policy in this area.

4.26   Statutory Inspections
Details of what inspections are required to be undertaken and when is maintained by the Site Manager on the Every compliance management system.

4.27   Vehicles on Site

TECC shares vehicle movement on site risk assessment with Old Mill annually.

It is also shared as appropriate with groups using the premises out of hours (eg Football teams)

4.28   Water hygiene management (Legionella)

The College follows the expectations from the Trust's H&S policy in this area.

The last Legionella Risk Assessment was completed by Waterman environmental in July 2022 with the next one due in July 2024.

The Site Manager progresses the action plan from the risk assessment within premises budgets.

The College follows its Water Hygiene Procedure as shared with governors which includes log of monitoring the temperatures from water outlets across the site by the Site Manager – signed off by the Principal monthly.

4.29   Winter preparedness – For clearing of Snow etc

RA Manual handling – Winter gritting

4.30   Working at height

The College follows the expectations from the Trust's H&S policy in this area.

RA Working at Height – use of ladders, step ladders, stool steps and scaffold

4.31   Workplace inspections
The formal termly workplace inspection is shared via a Microsoft Form and checks the following –

That floors and stairs are in good condition

That ceiling is secure and in good condition
That dire doors and other doors are in good condition
That fire exits are clearly signed and clear from obstruction
If all shelving/storage is secure – not overloaded
That displays are clear from fire exit routes (no notices on exit glazing)
That coat hooks are in good condition and sufficient for room
That furniture is in good condition
That room is free from trailing leads/ sufficient sockets for needs
That all lights are working and diffusers are in place
That all electrical equipment has been PAT tested in last 12 months
If there are any other H&S issues with the room
What ranking would be awarded for cleanliness of the room
The Academy recognises the importance of undertaking

Results are shared with the College Manager and Site Manager and actioned as appropriate.

In addition to above, premises undertake regular inspections as part of their unlocking and locking up routine. Also, staff are able to raise any premises issues via "Click for Premises" app or contacting premises team directly.

4.32   Monitoring and review
The College follows the expectations from the Trust's H&S policy in this area.