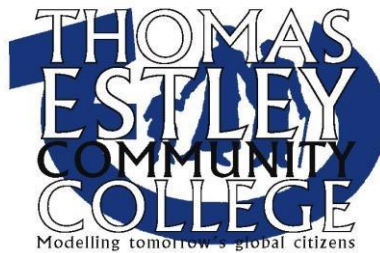




**Academy Establishment:  
Thomas Estley Community  
College**

A (Multi) Academy Trust Limited by Guarantee

# Health and Safety Policy



**Date: December 2016**  
**Review Date: December 2019**



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## 1.0 Statement of Intent

- 1.1 As a responsible employer, **the Trustees of Success Academy Trust** will honour their legal obligations, in particular the requirements of the Health and Safety at Work Act 1974 and associated regulations and codes of practice.
- 1.2 The **Trustees of Success Academy Trust** recognises and accepts its responsibilities and duties as the employer to conduct its operations in a manner which protects the health, safety and welfare of employees, students and visitors so far as is reasonably practicable.
- 1.3 In compliance with the Management of Health and Safety at Work Regulations, risk assessments will be undertaken and arrangements will be made, where significant risks are identified, the necessary preventative and protective measures will be put into place so far as is reasonably practicable using a sensible risk management approach.
- 1.4 **Thomas Estley Community College and its Local Governing Board (LGB)** are committed to the prevention of accidents and ill health.
- 1.5 **Thomas Estley Community College and its LGB** will work towards continual health and safety improvement.
- 1.6 To achieve these objectives we will:
  - Conduct all our activities safely and in compliance with legislation and where possible, best practice
  - Provide safe working conditions and safe equipment
  - Ensure a systematic approach to identify risks is developed and implemented and sufficient resources are allocated to control them
  - Provide suitable information, instruction, training and supervision
  - Promote a positive health and safety culture that is demonstrated by open communication and a shared commitment to the importance of health, safety and welfare
  - Promote the principles of sensible risk management
  - Monitor, review and modify this policy and any arrangements as required.
- 1.7 All of Thomas Estley Community College’s employees have a responsibility to take reasonable care of themselves and others and to co-operate with their employer to ensure statutory duties and obligations are fulfilled.

Signed

**Chair of Trustees  
Success Academy Trust**

**Principal  
Thomas Estley CC**

**Chair of LGB  
Thomas Estley CC**

Date: .....

Date: .....

Date .....



## 2.0 Organisation – Roles and Responsibilities

### Multi Academy Trust (MAT) – Success AT

- 2.1 Thomas Estley Community College is an academy within Success Academy Trust – a Multi Academy Trust Limited by Guarantee, whereby the Trustees of Success Academy Trust has overall responsibility as the employer to ensure compliance with health and safety legislation and to ensure the health, safety and welfare employees, pupils, visitors and contractors and the self-employed.
- 2.2 The Trustees are responsible for:
- determining the school's/academy's health and safety policy and its implementation
  - allocating sufficient funds for health and safety
  - establishing clear lines of accountability for health and safety
  - periodically assessing the effectiveness of the policy and ensure that any necessary changes are made
  - identifying and evaluating risks relating to possible accidents and incidents connected with Thomas Estley Community College.
  - providing access to competent health and safety advice

### Local Governing Body (LGB)

- 2.3 Without limiting the responsibility of the Trustees of Success AT, the LGB have delegated authority to oversee the responsibilities outlined in 2.2 above on behalf of the Trustees and report back to the Trustees on Thomas Estley's compliance with them.

### Principal

- 2.4 Without limiting the responsibility of the Trustees and Governors, the Principal will generally oversee the day-to-day management of safety and implementation of this policy within Thomas Estley Community College.
- 2.5 The Principal will comply with Thomas Estley Community College's health and safety policy and in particular will:
- make him/herself familiar with any documentation and/or instruction referring to the health and safety arrangements for staff, building maintenance or operation of Thomas Estley Community College and maintain an up to date system of policies, procedures and risk assessments
  - work with trade unions and employee health and safety representatives and ensure that all employees are aware of and accountable for their specific health and safety responsibilities and duties



- in the event of any hazard or risk to health and safety of any persons under their control, take appropriate action to control the hazard/risk
- ensure the health and safety policy, procedures, action plan and risk management programme is implemented as an integral part of business, operational planning and service delivery
- liaise with the LGB and Trustees of Success AT
- undertake monitoring and ensure the provision of adequate resources to achieve compliance
- ensure that local procedures for the selection and monitoring of contractors are in place
- take appropriate action under the Thomas Estley Community College's disciplinary procedures against anyone under their control found not complying with health and safety policies and/or procedures
- ensure the (Name of School) has access to competent health and safety advice

**2.6** In addition to their statutory duties, **Principals/Head Teachers** and **teachers** have a common law duty of care for pupils which stems from their position in law "in loco parentis".

### **College Manager**

**2.7** Without limiting the responsibility of the Principal, the College Manager will support the Principal in co-ordinating the day to day running of the College's H&S policy. This will involve:

- Ensuring regular and appropriate liaison with Premises and Catering Teams to ensure appropriate inspections are conducted and records kept
- To maintain initiate action on reported risks and near misses
- To liaise and respond to queries with other staff with regard to H&S
- To keep records of accidents and dangerous occurrences reported via First Aid team/trip leaders
- Ensuring first aid requirements for the premises are formally assessed and adequate provision is provided, maintained and monitored
- In co-ordination with the Site Manager, manage schedule of maintenance and fabric improvements to the building as budget and prioritisation allows, organising quotes for premises improvement work which include completion of appropriate H&S procedures
- To provide the Principal with a termly H&S update for the Principal to share with Governors **and Trustees**
- To ensure through personnel procedures that appropriate H&S information is shared with staff as part of their induction and is recorded.
- Maintain College Risk Register and action appropriate control measures as possible
- **Develop Trust Risk Register and shared H&S protocols across the Trust in co-ordination with SBMs/Site Teams across the Trust**



### Senior Leadership Team/Heads of Faculty/Subject Leaders/Other Departments (including Extended Services)

2.8 All Staff with leadership/ line management responsibilities at Thomas Estley Community College will undertake general responsibilities to ensure that all necessary health and safety activities, requirements and standards are undertaken and met within their respective areas of control. This will be done under the direction of the Principal. Any member of staff with supervisory responsibilities will:-

- make themselves familiar with and conform to this policy, including any instructions and requirements for safe methods of work
- identify new and existing hazards, initiate risk assessments, record the significant findings, implement any necessary control measures and review these to ensure that they remain relevant
- check and document that the working environment is safe; equipment, products and materials are used safely; that health and safety procedures are effective and complied with and that any necessary remedial action is taken
- inform, instruct, train, supervise and communicate with employees and provide them with equipment, materials and clothing as is necessary to enable them to work safely;
- complete a health and safety induction checklist for all new employees at the commencement of their employment (or ensure this has been completed adequately by Personnel)
- report all accidents, incidents and near miss events, undertake an investigation into the cause and take appropriate remedial action to prevent recurrence
- be responsible for aspects of health and safety included in their job description
- organise risk assessments where significant risks are identified and ensure as far as is reasonably practicable the implementation of any control measures
- ensure that all statutory registers and records are adequately kept
- ensure the reporting and investigation of all accidents
- ensure all persons under their control are aware of the reporting procedure
- ensure themselves and all persons under their control have any H&S training needs identified and recorded into College T&D plan (or actioned sooner if required)

### Teaching Staff (which includes supply and cover supervisors)

2.9 In addition to 2.8 above or other role including 2.10 below, this will involve:

- Teaching staff are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site e.g. classrooms, laboratories, workshops etc., and off site e.g. school trips (see Trips policy and procedures for more specific requirements)
- Ensure effective supervision by only permitting practical work to be carried out by pupils after carrying out an appropriate risk assessment. The class size, the abilities of the pupils involved, the activities to be undertaken; safety instructions and training given to pupils etc., will all need to be considered;



- Ensure that pupils/other staff follow College/departmental safety rules and that protective equipment is worn/guards in place etc.
- Ensure pre use safety checks have been undertaken and recorded where required and follow all control measures from associated risk assessments for any equipment or activity
- Be aware that local conditions can alter and require a dynamic risk assessment to be undertaken to take account of any changes which may result in the activity not being able to continue or happen in the same way (e.g., bad weather)

### All Staff

2.10 All employees, agency and peripatetic workers and contractors must **make themselves familiar with and** comply with the school's health and safety policy and associated arrangements, in addition to any specific responsibilities which may be delegated to them. All staff are required to:

- take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- cooperate with their line manager and senior management to work safely
- comply with health and safety instructions and information and undertake appropriate health and safety training as required
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements
- support Thomas Estley Community College in embedding a positive safety culture that extends to pupils and any visitors to the site

**In addition to the responsibilities above the Site Manager/ in conjunction with the College Manager and Premises Team have specific duties:**

2.11 This will involve:

- to maintain an understanding of the Health and Safety Policy arrangements and responsibilities detailed within them.
- to maintain an awareness of the relevant premises related health and safety legislation, issues and procedures
- to control contractors working on the premises and ensure that hazard information has been exchanged and suitable risk control measures implemented **including checking and signing of the Asbestos Register**
- ensuring adequate security arrangements are maintained **including locking up procedures; alarm checks; gate duties; weekend security checks including boiler check; trespassers on site; maintenance of litter free site and safe disposal of hazardous items**
- ensuring the general cleanliness of the premises and that adequate welfare facilities are maintained **including control and disposal of waste; completion and sharing of COSHH data sheets as appropriate**
- Arranging for regular inspection of the areas of the premises for which they are responsible; that workplace health and safety standards are in effective working order and that a safe means of access and egress is maintained.



- Ensuring that adequate fire safety arrangements and emergency procedures are implemented and maintained
- Ensuring that plant and equipment is adequately maintained Arranging for the regular testing and maintenance of electrical equipment (PAT training to be maintained)
- Maintaining suitable records of plant and equipment maintenance and tests and where any service contracts are in place that service schedules are adhered to by contractors and any recommendations from services are actioned
- Ensure fire risks are formally assessed and adequate fire safety arrangements are provided, maintained, monitored and recorded including; fire risk assessments fire evacuation drills, fire officer inspections and the maintenance of fire extinguisher/blankets, emergency lighting, fire alarm (including detectors and sensors) and any other fire safety equipment devices
- Ensuring that all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored
- Ensuring the adequate provision of health and safety notices and warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations 1996
- Maintaining a health and safety file on the premises in relation to any construction work covered by the Construction (Design and Maintenance) Regulations 2015 and make this available to contractors upon request
- Ensuring that adequate systems are in place for the management of asbestos through the 'Local Asbestos Management Plan' and control of legionella and excessive hot water temperatures log is maintained and signed off monthly by Principal
- To respond promptly to a notification of a defect that could affect the health and safety of building occupants/visitors – including daily check of R&M book in staffroom
- Ensuring minibus servicing and pre use checks are completed in line with College procedures
- Liaison with other staff members where premises/equipment monitoring and maintenance responsibilities are held elsewhere within Thomas Estley Community College i.e. design and technology and science
- To ensure all third party hirers are aware of H&S arrangements for their hire as detailed in Conditions of Hire

**In addition to the responsibilities in 2.8 and 2.9 above the Catering Manager in conjunction with the College Manager and Catering Team has specific duties:**

2.12 This will involve:

- Day to day responsibility for all food safety
- Ensuring all food is prepared and stored in a safe and hygienic manner that prevents contamination as far as is reasonably practical
- Ensuring the Catering team receive adequate induction and on-going H&S training as required including food hygiene training to an appropriate level for the job undertaken and that the team understand their responsibilities in relation to personal hygiene/hand washing and infectious illnesses
- All appropriate risk assessments are undertaken, shared and control measures implemented by the team and this is monitored and reviewed appropriately
- The Catering Food Safety Policy is implemented and reviewed and in consultation with the College Manger that catering resources are made available to ensure that the Catering Food Safety Policy can be implemented





- The operational procedures and records in relation to food safety are maintained including delivery monitoring; temperature monitoring; cleaning monitoring; retention of food samples and these records are to be made available for inspection at the required frequencies
- All recommendations from visiting enforcement officers are acted upon in consultation with independent external consultants as required
- The kitchen is kept clean and any pest infestation is reported and dealt with timely if arises
- Liaison with Site Manager to ensure all servicing is maintained

### Students

2.13 All pupils are expected to behave in a manner that reflects Thomas Estley Community College's Positive behaviour policy and in particular are expected to:-

- take reasonable care for their own health and safety and of their peers, teachers, support staff and any other person that may be at Thomas Estley Community College
- cooperate with teaching and support staff and follow all health and safety instructions given
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- report to a teacher or other member of Thomas Estley Community College staff any health and safety concerns that they may have

### Shared site users

2.14 Where two or more employers share a workplace, each employer shall co-operate with the other employers concerned to enable them to comply with their duties under health and safety legislation. Thomas Estley Community College as the primary site user will have the lead responsibility.

All users of the shared site must agree to:

- co-operate and co-ordinate with Thomas Estley Community College on health and safety matters
- provide information relating to any additional risks or procedures which will be new or unusual to those of Thomas Estley Community College that may arise from their activities
- maintain a standard of health and safety which is reasonably practicable and at least equivalent to the standard maintained by Thomas Estley Community College so as to ensure the health, safety and welfare of all Thomas Estley Community College staff and users
- meet the insurance requirements of Thomas Estley Community College and its insurance provider
- familiarise themselves with and communicate to their employees/users Thomas Estley Community College's health and safety arrangements

Thomas Estley Community College will ensure that:



- the premises are in a safe condition for the purpose of use
- adequate arrangements for emergency evacuation are in place and communicated
- users are consulted on health and safety matters
- health and safety arrangements are made available to shared users

## Lettings

2.15 Thomas Estley Community College has a lettings and hire policy. The policy covers procedures for fire evacuation and security arrangements and the requirements relating to accident, assault and near miss reporting requirements and the provision of first aid **which are covered in conditions of hire/indemnity booking form.**

Persons/organisations letting the site must agree to:

- co-operate and co-ordinate with Thomas Estley Community College on health and safety matters
- agree to the terms of the lettings policy in relation to health and safety arrangements
- provide information relating to any additional risks or procedures which will be new or unusual to those of Thomas Estley Community College that may arise from their activities

Thomas Estley Community College will ensure that:

- the premises are in a safe condition for the purpose of use
- the health and safety arrangements detailed in the lettings policy are fully explained and communicated to all individuals or groups letting a space/area of the school premises
- adequate arrangements for emergency evacuation are in place and communicated



### 3 Organisational Arrangements for Health And Safety

- 3.4 The following arrangements will be adopted to ensure that the Trustees/Governing Body and the Principal fulfil their responsibilities and provide the foundation for securing the health and safety of employees and all users of the site

#### Setting health and safety objectives

- 3.5 The Trustees/ LGB and the Principal/Head Teacher will specifically review progress of health and safety objectives at the termly meeting of the R&E Committee of the LGB and the R&E Committee of the Trustees. Where necessary health and safety improvements will be identified and included within Thomas Estley Community College's action plan.

#### Provision of effective health and safety training

- 3.6 The Trustees/LGB and the Principal will consider health and safety training on an annual basis in line with the Thomas Estley Community College's health and safety training matrix focussing on mandatory training as a priority.

#### Provision of an effective joint consultative process

- 3.7 Thomas Estley Community College's R&E Committee includes the remit for health and safety and will meet at least once per term. This committee will report to the LGB and the Trustees. The Principal will ensure that concerns are considered and addressed within a clear action plan, with identified responsibilities and target dates. The committee membership will include (as a minimum) three governors of the LGB and a member of the senior leadership team. Other staff will be invited to the committee as/when required or by consideration of request to attend. Link Trustee for H&S is also able to attend.

#### Establishing adequate health and safety communication channels

- 3.8 Communication channels will be established for the exchange of health and safety knowledge and information. Where necessary, these communications will be recorded and include:
- senior leadership team meetings and staff meetings
  - health and safety standing item on R&E sub committee /staff noticeboard
  - provision of information relating to safe systems of work and risk assessments
  - training provided
  - communications with relevant specialist advisors and bodies
  - sharing experiences, findings and good practice across the Trust
- 3.9 Where health and safety issues cannot be resolved at local level, they will be escalated through the management structure as appropriate.



### Financial resources

- 3.10 The Trustees/LGB along with the **Principal** will review Thomas Estley Community College's budget to determine, in the light of past performance, if adequate resources are being deployed to ensure adequate health and safety management and control.

### Specialist advice/support

- 3.11 **Thomas Estley Community College** will ensure that access to competent technical advice on health and safety matters is procured to assist Thomas Estley Community College in complying with statutory duties and meeting health and safety objectives; it will do this by;

- Accessing the services of a competent Health and Safety Advisor through Leicestershire County Council Health, Safety and Wellbeing Service



## 4 Organisation - Other Arrangements

### Accident and assaults

- 4.4 All accidents, assaults and near miss incidents will be reported in the accident/**comfort** book or agreed reporting form within 24 hours of occurrence; **ie via LCC Assess net and if applicable**, RIDDOR reportable incidents, as per the HSE's Information Sheet (EDIS1), will be reported to the HSE within the required timescales.
- 4.5 All incidents will be investigated in an attempt to identify the root cause: relevant local policies, procedures and risk assessments will be reviewed and revised as required. All premises related issues will be addressed in a timely manner. Any relevant learning from investigations will be communicated to relevant staff, pupils etc.
- 4.6 Accident, assaults and near miss incidents will be monitored at least termly as part of the site health and safety committee; identification of significant trends or major incidents will be reviewed by the senior leadership team as required with information communicated to the governing body.
- 4.7 Accident records will be retained for the following periods; Pupil's records will be retained for a period of Date of Birth + 25 years, employee records will be retained from the date of incident + 7 years and forms relating to work related ill health is current year + 10 years or longer (40 years where there has been potential exposure to asbestos; where radiation is the cause retention is last action + 50 years).

### Audit

- 4.8 **Thomas Estley Community College's** health and safety management will be audited by Leicestershire County Councils (**Health, Safety and Wellbeing Service**) **every two years**. Thomas Estley Community College reviews this process as a positive assessment of our health and safety management system and takes appropriate action to continually improve health and safety across the College.

### Contractor management

- 4.9 **Thomas Estley Community College** comply with the HSE's approved code of practice Construction (Design and Management) Regulations 2015' (L153) relating to the management and control of contractors. The College ensures that:
- roles of client, principal designer, designer, principal contractor, contractor are understood and formally allocated
  - competent contractors are used
  - clear specifications of works are drawn up by a competent person to include phases of the work, duration, separation of building and school site, delivery times and locations, tapping into utilities, site security, fire and emergency coordination, fire escape routes, accident reporting etc.
  - pre start meetings take place to discuss how works will be managed, responsibilities, codes of conduct and to assess new hazards that may be introduced to the site
  - key contacts are identified
  - regular update meetings take place throughout any works/projects
  - works are visually monitored and any concerns immediately reported



- works are signed off and any associated certification and documentation is obtained
- all staff/ pupils and other users of site remain in a safe environment for the duration of the works.
- all contractors are given access to the asbestos register
- all contractors to complete a contractor site induction sheet before work can proceed

### Control of hazardous substances

4.10 **Thomas Estley Community College** comply with the HSE's approved code of practice Control of Substances Hazardous to Health (L5) relating to the management and control of hazardous substances on site. The College will ensure:

- an inventory of all hazardous substances on site is kept and updated regularly
- wherever possible non-hazardous substances are used and if this is not possible the least harmful substance is used
- a COSHH risk assessment will be completed for all hazardous substances used and shared with relevant staff
- wherever possible exposure to hazardous substances is prevented, where exposure cannot be prevented, a risk assessment will be carried out and controls measures implemented
- where identified as part of the risk assessment, appropriate PPE will be provided to staff
- any requirement for exposure monitoring or health surveillance will be carried out
- sufficient information, instruction and training is given to staff to ensure full understanding of the hazards to health posed by substances in the workplace and the importance of control measures provided
- training records are maintained for those who receive training
- information will also be given to others who may be affected, such as contractors, temporary staff and visitors
- only substances purchased through the schools procurement systems can be used on site
- substances are stored correctly and those that are no longer used are disposed of as per the substances safety data sheet
- COSHH risk assessments are monitored quarterly and reviewed annually

### Dealing with health and safety emergencies - procedures and contacts

4.11 As per legal requirements all dangerous occurrences and near miss incidents that are RIDDOR reportable incidents, will be reported to the HSE within the required timescale. Staff are advised to report any other near misses into the "Near Miss" book which is kept at reception.

4.12 All incidents will be investigated in an attempt to identify the root cause: relevant local policies, procedures and risk assessments will be reviewed and revised as required. All premises related issues will be addressed in a timely manner. Any relevant learning from investigations will be communicated to relevant staff, pupils etc.



SLT/Other senior leaders and Trip Leaders also please refer to the College's Emergency Plan for additional guidance in relation to major incidents that would not be covered by the Fire and emergency Evacuation Plan.

insert local arrangements for dealing with fatalities, missing pupils, bomb threats and other emergencies that would not be covered by the fire and emergency evacuation plan]

### Defect reporting

- 4.13 Thomas Estley Community College has a defect reporting procedure whereby any damage or defect to the premises, equipment or furnishings is reported – via the repair and maintenance book in the Staffroom, or by emailing the Site Manger. Staff reporting the defective equipment should ensure it is isolated and labelled as defective to prevent use until replaced or repaired or bring it up to the Premises Office. Where premises defects are identified a dynamic assessment is carried out to decide whether an area should be isolated or cordoned off whilst awaiting repair.

### Display screen equipment (DSE)

- 4.14 Thomas Estley Community College acknowledges that staff who use DSE and are classified as a "habitual DSE user" – ie more than 50% of working day continually working with DSE, should have suitable equipment to undertake the tasks that they are required to carry out, knows how to safely use the equipment and have a DSE assessment which is reviewed at suitable intervals. Thomas Estley Community College ensures that:

- all static workstations used by staff meet the minimum standards required
- equipment is maintained in good working condition
- staff are aware of best practice in using DSE and issued with relevant information
- staff whose roles require significant use of DSE are prioritised for individual assessment
- assessments are reviewed at least bi-annually, earlier if there are significant changes to equipment/layout individual health
- a trained DSE assessor is available

### Driving

- 4.15 All staff that drive their own cars for work purposes must have a full UK driving licence, business insurance and maintain their vehicle in a road worthy condition. Annual licence and insurance checks are undertaken and documented.

- 4.16 Before using the minibus, drivers must ensure that:

- They are authorised to drive the minibus and have appropriate driver checks (see Personnel)
- It is not being used for hire and reward or for personal use
- Bookings are co-ordinated via Reception
- They have appropriate minibus training certificate in date (renewed every 3 years)
- the carry out a pre use check of the minibus with Premises staff
- they have a specific risk assessment for the journey (tailored from generic risk assessment which can be found in minibus handbook and electronically on the teachers area)



- they have read and understand all the control measures and instructions in place in the minibus file and what to do in the event of a breakdown/ accident

### Electrical systems and equipment

- 4.17 Thomas Estley Community College maintains and services electrical systems and equipment in line with statutory guidance and best practice. Electrical systems (hard wiring) is periodically inspected every 5 years by a competent contractor and records maintained; any remedial works recommended are acted upon in a timely manner.
- 4.18 Portable electric appliances have a portable appliance test (PAT) carried out, in line with HSE guidance 'Maintaining portable electrical equipment in low risk environments' (INDG236), by a competent contractor with records maintained. If staff purchase any new electrical equipment or notice an item has not been checked within the last 12 months they should bring it to the attention of the Site Manager (general school items); Network Manager (IT items) Senior Science Technician (Science equipment) so it can be logged and/or recorded on PAT log/inventory.
- 4.19 Formal termly workplace inspections are undertaken whereby all equipment is visually inspected. Staff are instructed to undertake a visual inspection of equipment prior to use and not to use any equipment that appears damaged or defective. Where procedures are in place (ADT and PE) these pre use checks should be recorded and records kept for inspection. Thomas Estley Community College's Defect reporting procedure is followed as required.

### Fire safety

- 4.20 Thomas Estley Community College is committed to providing a safe environment for both staff and pupils. The College manages the risk of fire by ensuring:
- a comprehensive fire risk assessment is in place, reviewed annually and any actions/improvements identified are progressed given consideration to risk and cost
  - a detailed Fire and Emergency Evacuation plan has been developed that clearly details actions to be taken when a fire is identified or suspected, individual responsibilities and arrangements for safe evacuation. The plan includes the requirement for Personal Emergency Evacuation Plans (PEEPs) for any person requiring assistance in an evacuation. For students, please refer to Student First Aid/Health Assistant (located in Reception) or for Staff see Personnel Officer located in K2.
  - statutory inspections are carried out on all fire related systems and equipment either by competent contractors or in house by trained staff
  - all staff receive fire awareness training that is regularly updated and fire marshals receive role specific instruction
  - a fire drill is undertaken at least termly to practice evacuation arrangements and to ensure that the evacuation procedure is carried out successfully and as expected.
  - A fire log book is kept and maintained by the Site Manager





### First-aid and supporting pupils' medical conditions

4.21 Adequate first aid arrangements are assessed, maintained and monitored at the **Thomas Estley Community College** and for all activities that the College leads. The **College** ensures that:

- the number of first aiders and appointed persons meets recommendations and adequate cover is available to cover for annual leave and unexpected absences
- all first aiders and appointed persons hold a valid certificate of competence, the College maintains a register of all qualified staff and will arrange re-training as necessary
- first aid notices are clearly displayed around the College
- sufficient numbers of suitably stocked first aid boxes are available and checked periodically to ensure they are adequately stocked
- a suitable area is available for the provision of first aid
- staff are regularly informed of first aid arrangements within College, through induction, staff training days etc
- where first aid has been administered this is recorded in the first aid treatment book
- correct reporting procedures are followed including those required under RIDDOR regulations
- individual risk assessments have been carried out which consider first aid provision for lone workers and employees who travel in works vehicles that carry passengers.
- information, instruction and training will be provided to staff on any specific medical conditions of pupils and the procedures to follow in case of an emergency
- children with medical conditions will be cared for in line with the medical conditions policy
- medication shall be kept securely in line with the medical conditions policy

### Glass & Glazing

4.22 **Thomas Estley Community College** will comply with the Workplace (Health, Safety and Welfare) Regulations 1992 and the Approved Code of Practice L24 as it relates to glass and glazing

4.23 The **College** will survey its glass surfaces in doors, windows and door side panels for the presence of safety glass and where appropriate will make remedial actions to install safety glass or film and have it suitably marked to that effect

### Grounds - Safety/Security

#### Safety

4.24 **Thomas Estley Community College** will ensure that there is safe access and egress from the buildings and grounds including balancing the need for security with the need for emergency escape. The College will ensure that there is a regime for maintaining the grounds, perimeter demarcation (where owned) and equipment e.g. outdoor play equipment



## Security

- 4.25 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

We recognise 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, Business 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

### 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 the visitors book giving the following details:

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

They will be issued with a visitor's badge, which they should be instructed to wear at all times whilst on college premises. A blue badge if the visitor has a clear DBS and a red badge if this is unclear (in which case they must be accompanied by a member of staff at all times). 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 and the two keys kept by the Reception Manager and Finance Assistant. Both keys should be taken off-site out of college hours.

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.

The College subscribes to the use of “Smartwater” which Premises staff will mark with on purchase of new equipment as well as marking on the College’s postcode where/ when applicable.

#### 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 hand in their keys to the Personnel Officer – not pass on within their department. Similarly, staff should hand back their TECC lanyard and pass/id to the Personnel officer 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 rooms only. These should be issued to the prime user(s) of the room.

### Lost keys

All members of staff are required to report the loss of any key immediately to the Site Manager. 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

If any swipe door control cards are lost, staff must report this immediately to the Personnel Officer so that the cards ID can be removed from the doors.

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



### 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 over night.

### 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 6 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 to 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.

#### **Housekeeping – storage, cleaning & waste disposal**

- 4.25 Thomas Estley Community College will ensure that there is suitable and sufficient storage including systems for ensuring that items are included on an inventory and checked periodically where necessary for safety.
- 4.26 Thomas Estley Community College will ensure that there are systems in place for cleanliness, to minimise the accumulation of rubbish, for the removal and disposal of controlled waste and for the cleaning of spills/ wet floors to minimise the risk of slips. The College will ensure that there is suitable and sufficient external waste bins secured from the risks of arson and tampering.
- 4.27 Where applicable and to accommodate the requirements of environmental legislation the College will arrange for suitable disposal/recycling of relevant items e.g. fluorescent lighting and waste electrical appliances.
- 4.28** Suitable arrangements will be made for the clearing of snow as part of winter preparedness. (Separate risk assessment for Premises staff).





## Jewellery

[This should be repeated in school prospectus]  
 [Policy on pupils wearing earrings and other jewellery, instructions to pupils,] signposting to other policies or procedures on jewellery can be made here

## Lone working

- 4.29 Thomas Estley Community College will ensure through risk assessment that all staff who work alone are given suitable instruction on lone working procedures including communications, emergency procedures and any restrictions during lone working e.g. work at height.

### Procedures

It is inevitable that at some time during the working day, probably during the evening, employees will be working alone in the school, e.g. the site staff locking the buildings at night and opening the building in the morning; cleaners working out in the mobiles or new block, working late and probably after dark; teachers or support staff staying behind to wait for parents' evenings or waiting alone prior to meeting children who are taking part in a sporting fixtures/trips/events; SLT working late etc.

During holiday periods all staff should ensure they that sign in and out in the book opposite reception (Cleaning staff sign in and out at Premises Office)

At all times, all employees should satisfy themselves that they meet the necessary criteria for working alone, via:

### Please make sure that **you:**

- ensure that someone you trust knows where you are and expects to hear from you;
- ensure that a second person is aware when attending an 'emergency call-out' and make arrangements to report back to the second person within a specified time period, ie, 1 hour;
- know where the nearest assistance can be located in the building and that they know you are relying on them; (so that they do not go home without letting you know);
- ensure that premises staff have an emergency call-out list and that additional arrangements are made during holiday periods to ensure cover is provided;
- do not enter the premises when attending an 'emergency call-out' until it has been established that there is no danger of attack or accident;
- have access to First Aid facilities and assistance;
- have the necessary training and qualifications to execute the task properly;
- are medically fit;
- have the correct equipment in good condition to fulfil the task properly;
- have the correct clothing;
- have the means to communicate e.g. a mobile phone or a two-way radio, or access to a telephone, and that you know who to call;
- if you are relying on using a mobile, that it is fully charged and that you have a signal;
- have means of summoning help;
- know the fire regulations and where to report in case of emergency;
- have obtained authorisation from your Line Manager for working alone;
- do not carry out tasks that are outside your remit;
- do not carry out tasks that require more than one person, eg working at heights;
- do not use machinery/dangerous equipment alone;



- seek specialist training before carrying out unfamiliar procedures;
- have informed one of the premises staff;
- have obtained well ahead of time (if you are travelling) all necessary tickets, timetables and emergency telephone numbers;
- are not carrying visible valuables;
- do not confront intruders or trespassers, the Police should be called on every occasion;

If any employee is unsure about working alone they should seek advice from their Line Manager or College Manager to agree and share appropriate control measures for the activity.

### Management of asbestos

4.30 Thomas Estley Community College complies with the HSE's approved code of practice *'Managing and working with asbestos, Control of Asbestos Regulations 2012, Approved Code of Practice & Guidance (L143)*. The College is committed to preventing exposure to asbestos fibres to all persons that enter onto its premises. The College has a whole site asbestos 'management survey' (previously known as Type 2 survey) from which a local asbestos management plan (Lamp) has been developed. The Lamp along with the asbestos register will be kept up to date.

4.31 A minimum 12 monthly visual inspections of all identified asbestos containing materials (ACMs) that are not encapsulated or in restricted access areas are undertaken and documented; where necessary more frequent checks of ACMs will be undertaken. Any concern relating to known or suspected ACMs are addressed as per the procedures detailed in the College's Lamp.

4.32 Prior to any works that will or has the potential to alter the fabric of the building; a 'refurbishment and demolition survey' (previously known as a Type 3 survey) will be procured in order to undertake a comprehensive assessment of the materials being disturbed prior to any works commencing. Where necessary works that are likely to disturb asbestos will be planned so as to avoid disturbance (re-routed) or the asbestos will be removed by competent licensed contractors prior to building works commencing.

### Moving and handling

4.33 Thomas Estley Community College complies with the HSE's approved code of practice *'Manual Handling. Manual Handling Operations Regulations 1992 (as amended). Guidance on Regulations (L23)*.

4.34 Within the College there are a variety of moving and handling tasks that may be necessary; this could range from moving files to assisting an individual with mobility issues. The College manages the risk associated with moving and handling tasks by ensuring that:

- moving and handling is avoided whenever possible
- if it cannot be avoided, moving and handling is properly planned. If likelihood x consequence is significant then a relevant risk assessment, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe



- those undertaking specific moving and handling tasks have received appropriate training and training records are maintained
- any equipment provided to assist with moving and handling tasks is maintained and serviced in accordance with statutory requirements
- any defective equipment is taken out of use until repaired or is replaced
- an individual risk assessment will be completed for all new or expectant mothers and staff with identified medical conditions that may be affected by undertaking moving and handling tasks, these may result in some moving and handling task being restricted
- any accidents resulting from manual handling operations will be investigated to identify root causes and implement additional controls as required

## Noise

**4.35** Thomas Estley Community College will make arrangements for the assessment of risk, protection and other control measures where the noise levels reach the action values as detailed within the Control of Noise at Work Regulations 2005. If you believe there is an element of your work that requires a noise assessment, please inform the Personnel Officer.

## Occupational health services and work-related stress

- 4.36 Thomas Estley Community College acknowledges that there are many factors both work related and personal that may contribute to staff being absent from work through injury and ill health including stress.
- 4.37 The College will follow the principles of the HSE guidance '*Managing the causes of work-related stress*' (HS(G) 218). The following arrangements are in place to locally manage staff health issues:
- employees are advised that it is their responsibility to inform their line manager, the Principal or another member of the senior leadership team of any ill health issues
  - an appropriate senior member of staff will meet and discuss the ill health issues with the employee and consider what actions could be taken to support the staff member and where appropriate assist in reducing stress levels
  - the member of staff will be offered a referral to an occupational health professional for advice and support, e.g. counselling, etc.
  - the member of staff will be advised that support can also be provided through their trade union
  - a series of regular review meetings will be scheduled to monitor ill health and stress levels where they have been identified
  - if it is identified that there is a high occurrence of staff ill health or stress within the College, the Principal will actively seek support to undertake a holistic assessment to identify what the possible root cause may be and implement a plan to improve the situation.



### Off-site visits including school-led adventure activities

4.38 Thomas Estley Community College adopts the National Guidance for the Management of Off-site visits and LOTC activities. A member of the SLT is designated EVO and can discuss procedures including appropriate risk assessments with the Trip Leaders that must be undertaken before a trip can be authorised.

### Risk assessment

4.39 Risk assessments are undertaken for tasks/activities where significant hazards have been identified or where there is a foreseeable risk of injury/ill health.

4.40 Within the College various persons are tasked with the development of risk assessments based on their knowledge, experience and competence. Relevant staff will develop the risk assessments prior to consultation with all staff to which they are relevant prior to sign off. Risk assessments are accessible to appropriate staff at all times either electronically or via a hard copy kept in the Department/Area.

4.41 New and expectant mothers risk assessments will be conducted in line with HSE Guidance. Please see Personnel Officer for more information.

4.42 Young person's risk assessments will be carried out for staff working on site falling within this age range, as applicable. Please see Personnel Officer for more information.

### Smoking

4.43 Thomas Estley Community College is a NO SMOKING SITE and complies with UK law on smoking in both indoor and external spaces. The College has a no smoking policy which extends to the limits of the curtilage of the site. The policy extends to the used of substitute inhalers and all types of vaping devices including e-cigarettes. The College has signage on site and will ensure that persons seen smoking onsite are instructed not to do so.

### Statutory Inspections

4.44 Thomas Estley Community College ensures that statutory inspections are undertaken at required intervals for all plant and equipment required. A table detailing required inspections, date of last inspection, date of next inspection and who is undertaking the inspection has been developed which is implemented by the Site Manager / Premises Officer and monitored by the health and safety committee.

### Preventing workplace harassment and violence

4.45 Thomas Estley Community College is committed to providing a safe and secure working and educational environment for staff, pupils and any other persons on its site. Where applicable, in addition to the control measures identified in the site specific lone working risk assessment, the following procedures are in place:

- Staff are advised to:
  - avoid confrontation if possible
  - withdraw from a situation or escalating situation



- arrange seating so that a clear escape route from the room to a place of safety is available. Sit near the door, or use a room with two doors
  - contact emergency services, as appropriate.
  - inform the **Principal** or a member of the senior management team if confrontation has taken place
- **Thomas Estley Community College** will :
    - ensure the **Principal** or member of the senior leadership team to attend the site of an incident on being informed of an incident, if considered necessary
    - have in place procedures for the reporting of incidents
    - offer counselling/ support through Occupational Health
    - debrief individuals following any incident
    - provide training on how to manage conflict and aggression as required
    - review the appropriate risk assessments following any incident.

### Vehicles on Site

4.46 *The College has restricted access to site for vehicles during the start and end of the school day. Parents are reminded to use the White Horse if dropping off/ picking up students. The College maintains a comprehensive Vehicle Movement on Site risk assessment which is updated annually or sooner if required.*

### Water hygiene management

4.47 Thomas Estley Community College will comply with the HSE approved code of practice '*Legionnaires' disease - The control of legionella bacteria in water systems*' (L8).

The College will:

- employ an external person with relevant knowledge and competence to obtain initial advice on any necessary actions
- employ a competent external contractor to provide a suitable survey/risk assessment; with the risk assessment being reviewed at least every two years or whenever there is reason to suspect it is no longer valid
- Address any remedial actions identified by the survey including dead leg removal or drain down
- employ a competent external contractor to undertake water sampling and routine cleaning, maintenance and disinfection of water systems and thermostatic mixing valves (TMV's) as applicable
- ensure regular flushing of little used outlets is completed by a competent individual on a weekly basis
- employ a competent person to undertake monthly monitoring of water systems including temperature readings

### Working at height

4.48 Thomas Estley Community College will follow the principles of the HSE guidance '*The Work at Height Regulations 2005 (as amended) A brief guide*' (INDG401). *The*



College use a variety of access equipment for working at height tasks including ladders, step ladders and kick stools. The College ensures that:

- work at height is avoided whenever possible
- if it cannot be avoided, work at height is properly planned, has a relevant risk assessment, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe
- those undertaking work at height have received appropriate training and training records are maintained
- all access equipment (ladders, step ladders, tower scaffolds etc.) is identifiable and inspected as required
- any equipment provided to assist with working at height tasks is maintained and serviced in accordance with statutory requirements
- any defective equipment is taken out of use until repaired or is replaced
- an individual risk assessment will be completed for all new or expectant mothers and staff with identified medical conditions that may be affected by undertaking working at height tasks, these may result in some working at height tasks being restricted
- any accidents resulting from working at height will be investigated to identify root causes and implement additional controls as required

### Workplace inspections

4.49 **Thomas Estley Community College** recognises the importance of undertaking regular formal workplace inspections to ensure that the premises remain a safe working and educational environment for staff and pupils. A formal termly workplace inspection is undertaken with findings documented and any actions allocated with remedial actions. The termly inspection findings are reviewed with actions monitored for close out at the health and safety committee. It is recognised that termly inspections alone will not keep a premises safe and there is an expectation that staff will report any defects/damage to premises and equipment as per the College's defect reporting procedure.



### Monitoring and review

- 4.50 This Health and Safety Policy together with the associated procedures and health and safety performance, will be reviewed by the **Trustees/ Local Governance Board** and the **Principal** on a regular basis (every two years as a minimum), or as required.
- 4.51 In order to substantiate that health and safety standards are actually being achieved, the **College** will measure performance against pre-determined plans and objectives. Any areas where the standards are not being met will require remedial action.
- 4.52 The **College** will use different types of systems to measure health and safety performance:

### Active monitoring systems

- spot checks and termly site inspections will be undertaken
- documents relating to the promotion of the health and safety culture will be regularly examined and reviewed
- appropriate statutory inspections on premises, plant and equipment will be undertaken
- where necessary, health surveillance and environmental monitoring systems will be implemented to check the effectiveness of health control methods and to detect early signs of harm to health.

### Reactive monitoring systems

- identifying where health and safety standards are not being met, by monitoring for failures in the systems - such as accidents, cases of ill health (work-related sickness), damage to property, etc

### Reporting and response systems

- ensuring that monitoring information is received, having regard to situations which create an immediate risk to health or safety, as well as longer-term trends and ensuring remedial action is taken
- **The Resources & Environment subcommittee of the Local Governance Board** and Senior Leadership team will all receive and consider reports on health and safety performance

### Investigation systems

- investigations will be implemented for incidents proportionate to the severity of the incident. The investigation will incorporate systems to identify both the immediate and the underlying causes of events
- analysing data to identify common features or trends and initiate improvements
- where cases of occupational ill-health are to be investigated
- where complaints relating to occupational health and safety are to be recorded and investigated
- where accidents/incidents and assaults with the potential to cause injury, ill-health or loss are to be reported, recorded and appropriately investigated



### Third Party Monitoring/ Inspection

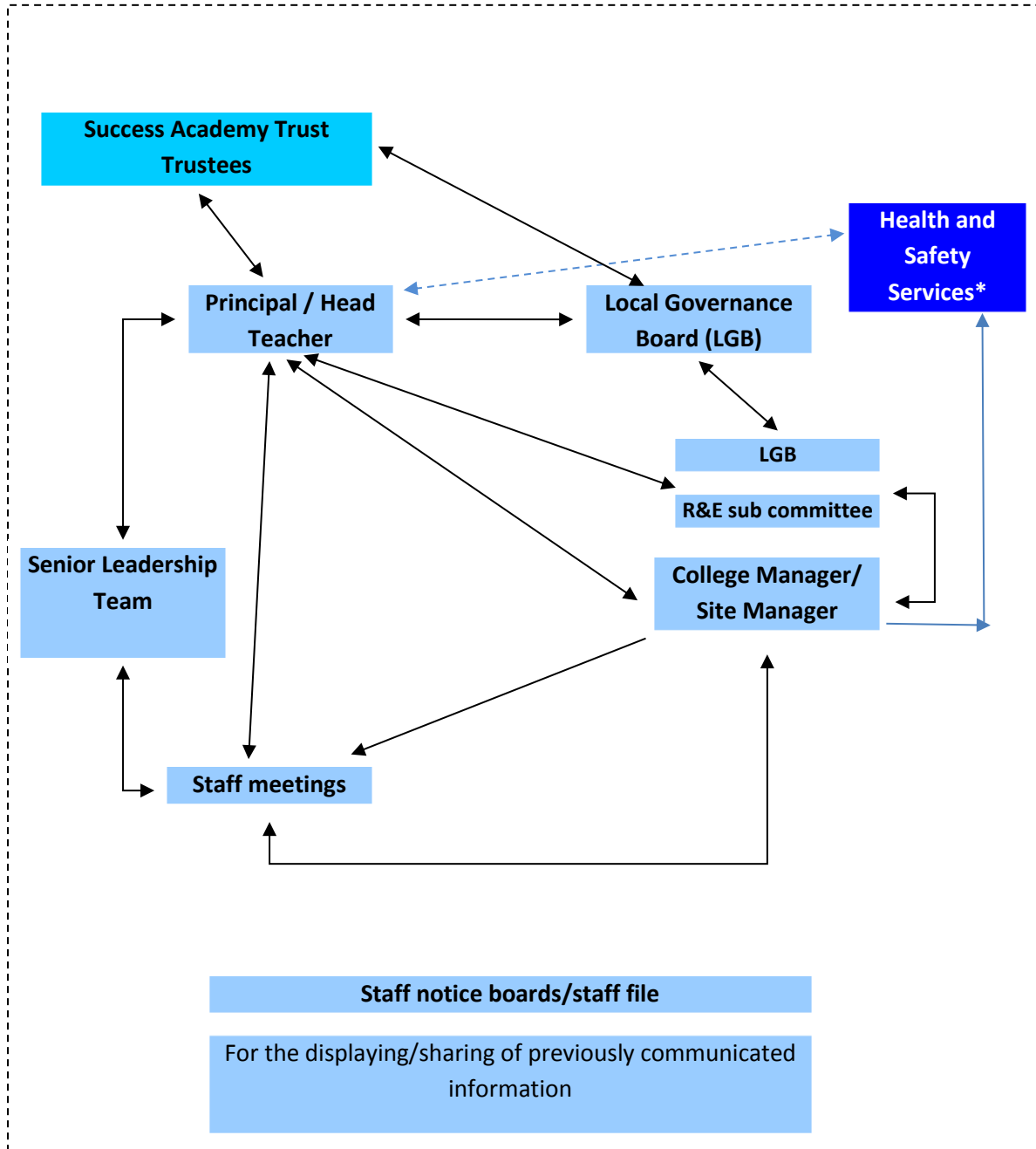
- Thomas Estley Community College will be subject to third party inspection and monitoring, as part of Ofsted requirements. Actions arising from third party audit/inspection will be incorporated within the College's action plan with appropriate target dates for completion





## Thomas Estley Community College Health and Safety

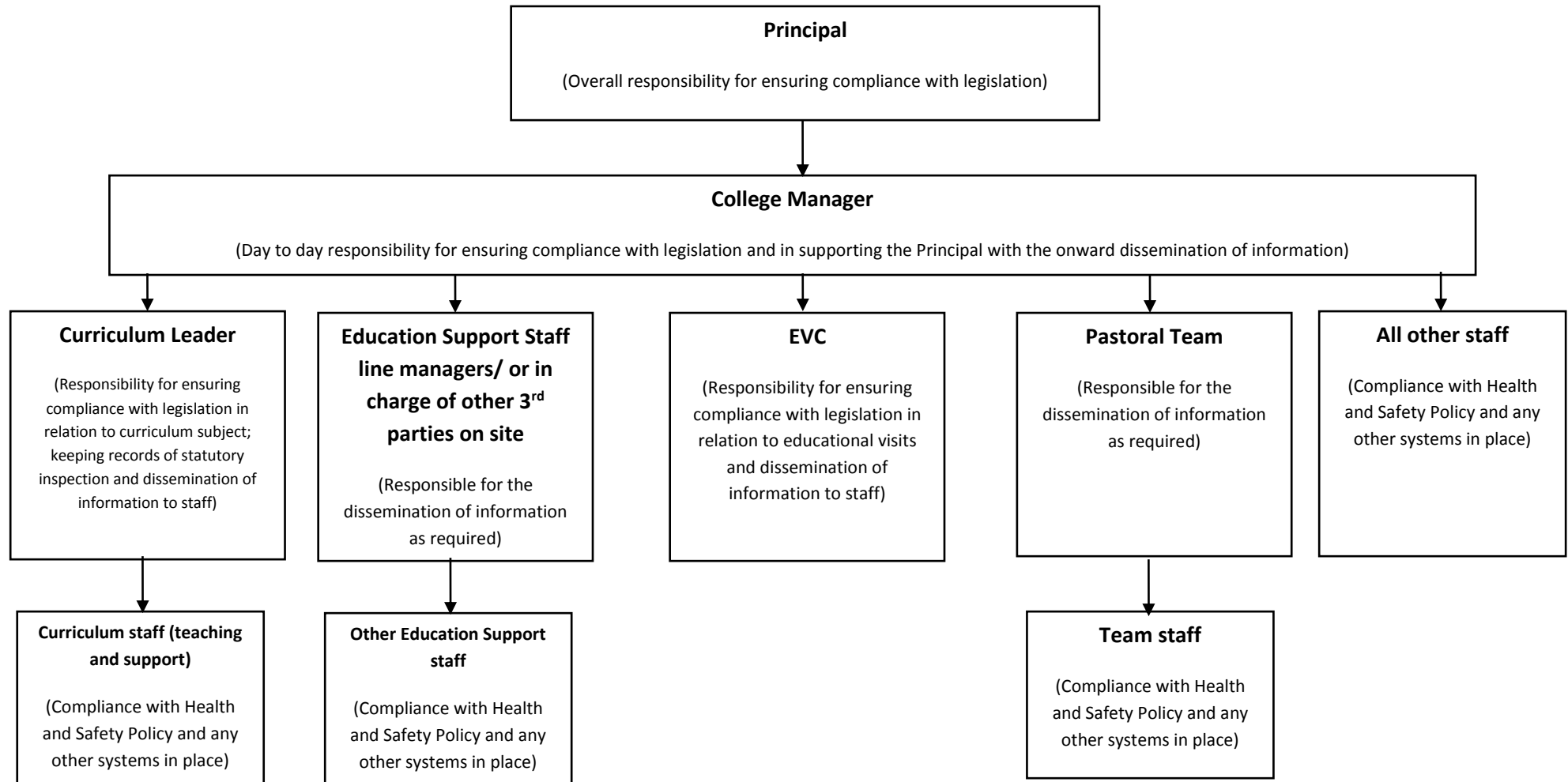
### Organisation and Arrangements



\*H&S Services for Thomas Estley currently LCC Health & Safety & Wellbeing Service



**Thomas Estley Community College Health and Safety Organisation and Arrangements – Academic Staff**





## Thomas Estley Community College Health and Safety Organisation and Arrangements – Support Staff

