



Health and Safety Policy

Policy Ref: TMP50v3

This policy will not discriminate either directly or indirectly against any individual on grounds of sex, race, ethnicity or national origin, gender, sexual orientation, marital status, religion or belief, age, disability, socioeconomic status, offending background or any other personal characteristic.

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Signed

Date Jan 2021

Reviewed By Martin Heaton
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Signed

Date Jan 2021

Record of Changes

Version	Issue Date	Changes	Initials
v1	July 2019	Initial issue	JM
v2	July 2020	General procedural review, references updated, formatting changes	JM
v3	Jan 2021	General re-write, expansion and update to include statement of intent and reference Risk Assessments	JM

Date of Next Review: July 2021

Definition

Throughout this policy document **TMP Studios CIC** is referred to as 'TMP College'.

Health and Safety Statement of Intent

TMP College is committed to ensuring the health, safety and welfare of its employees and learners and will, so far as is reasonably practicable, establish procedures and systems necessary to implement this commitment and in accordance with the requirements under Section 2(3) of the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 (as amended).

The Chair of Governors has overall responsibility for ensuring that the Health and Safety Policy is fully implemented and is effective for all health, safety, welfare and environmental matters.

It is in the interests of employees, learners, subcontractors and visitors to seek continuous improvement in health and safety at work. High standards of health and safety at work will benefit all employees, learners, subcontractors, visitors and member of the public affected by College work activities. The College's most important resources are its employees and its learners. Cooperating and working together can reduce accidents and work-related ill health and improve performance and reduce costs: human, financial and social.

The support, co-operation and compliance of all employees, learners, subcontractors and visitors is required for the aims of the policy to be achieved.

It is the Policy of the College to:

- Regard legal compliance as the lowest acceptable standard of management with regard to health and safety. For the purposes of this policy document the term 'health and safety' will be deemed to include all aspects of occupational health.
- Regard health and safety as a core management function and arrange for adequate resources and funds to be available to meet the requirements of the policy.
- Develop a clear structure which identifies health and safety responsibility at all leadership levels across the College.
- Promote an attitude of safe working by employees, learners and subcontractors in all aspects of the College's work underpinned by appropriate disciplinary procedures.
- Encourage discussion and consultation on safety, health and environment matters.
- Maintain a safe and healthy working environment and safe methods of operation.
- Ensure the provision and maintenance of premises, plant and equipment to a safe level.
- Ensure safe handling and use of hazardous substances.
- Bring to the attention of all employees and learners, their responsibilities to ensure the health and safety of themselves and any other persons affected by their actions or omissions.
- Prevent accidents and cases of work-related ill health.

Statement of Intent (cont.)

It is the Policy of the College to:

- Provide all necessary information, instruction, training and supervision, to ensure the health and safety of employees, learners, subcontractors and visitors to the College and on College related business.
- Provide as appropriate and ensure the correct use of, approved safety equipment and protective clothing and to ensure no charge will be levied on any employee in respect of anything carried out or provided in pursuance of any specified requirements of relevant statutory provisions.
- Ensure immediate and accurate reporting and investigation of occupational ill-health issues, accidents and incidents.
- Ensure the provision of an appropriate number of employees with responsibilities for safety and health and to ensure appropriate contingency arrangements are made during the absence of such employees to meet the relevant statutory requirements.
- Develop a system of inspection, monitoring and auditing procedures to identify risk and ensure that acceptable standards of risk management are being achieved across the College.
- Make specific arrangements on sites controlled by the College to ensure that contractors are carrying out their responsibilities for Health and Safety to an acceptable standard.
- Ensure that the health and safety of all employees, learners, contractors, visitors and any others who may be affected by its undertakings is safeguarded, so far as is reasonably possible.
- Review this Policy annually or when there is a change of circumstances, e.g. change of law, introduction of new processes, equipment or working environment.

Related Policies and Procedures

This policy should be read in conjunction with the following TMP Policies:

- TMP51v2 Environmental and Sustainability Policy
- TMP15v2 First Aid Policy
- TMP59v2 Accident & Incident Recording and Reporting Policy
- TMP60v1 Staff Health Monitoring Policy
- TMP61v2 Building Risk Assessment
- TMP62v2 Fire Risk Assessment

Roles & Responsibilities

Director

The Director is responsible for the day-to-day Health and Safety management of the College and all staff directly employed by the College. This responsibility will include ensuring that staff are aware of the safety rules and procedures which apply and also that they have access to detailed and specific regulations affecting their work.

The Director must also be aware of the arrangements governing visits and general contractors whilst on the College premises.

Director and the Board of Governors

- Monitor the effectiveness of the health and safety policy.
- Provide arrangements to ensure that all staff employed by the College, and all other persons working on the premises, are aware of all policies, risk assessments and all other relevant health and safety information.
- Understand their responsibilities under the Health and Safety at Work Act, in relation to the roles and responsibilities of the College.
- Provide arrangements and implement the College's accident reporting procedure and ensure that staff are aware of the system.
- Ensure accidents are reported and investigated where necessary, and ensure control measures are implemented.
- Develop and maintain safe working practices.
- Ensure that all staff are aware of the first aid arrangements and first aiders.
- Ensure the implementation of procedures in the event of fire and ensure that all staff are aware of their roles and responsibilities.
- Provide suitable induction training for all new staff and visitors.
- Identify health and safety training needs.
- Ensure all structural defects are reported and actioned in an efficient manner.
- Ensure staff have an awareness of relevant health and safety legislation and their responsibilities as employee.
- Where personal protective equipment is identified as necessary, ensure it is provided and maintained.
- Ensure there are suitable provisions for contractors working on site.
- Understand the organisation, role and powers of Health and Safety Executive Inspectors.
- Recognise that the policy, risk assessments and practices are not static, and ensure that the Colleges health and safety policies and procedures are updated and amended where necessary.

Roles & Responsibilities

Employees

The Health and Safety at Work Act 1974 states:

"It shall be the duty of every employee whilst at work to take reasonable care for the health and safety of himself and of any other persons who may be affected by his acts or omissions at work: and as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as it is necessary to enable that duty or requirement to be performed or complied with"

No person shall intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions.

All employees have a general responsibility for the application of the College's Health and Safety Policy, and any other Policy, to their own department or area of work and are directly responsible to the Head for the application of existing safety measures and procedures within that department/area of work.

Advice or instructions given by the Director, including the relevant parts of this statement, shall be observed.

All employees:

- *shall, where necessary, establish and maintain safe working procedures including arrangements for ensuring, as far as is reasonably practicable, safety and absence or risk to health in connection with the use, handling storage and transport of articles and substances, (e.g. chemicals, boiling water, duplicating fluid, guillotines); they should also refer to documents produced for these products under the COSHH Regulations*
- *shall resolve any health and safety problems any member of staff may refer to them and refer to the Director any of these problems for which they cannot achieve a satisfactory solution within the resources available to them*
- *shall carry out a regular safety inspection of the activities for which they are responsible and, where necessary, submit a report to the Director*
- *shall ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and learners to avoid hazards and contribute positively to their own safety and health at work*
- *shall, where appropriate, seek the advice and guidance of the relevant Adviser or Officer of the Authority*
- *shall propose to the Head requirements for safety equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.*

Roles & Responsibilities

Class Teachers, Teaching Assistants and Support Staff

The class teacher is responsible for the safety of learners whilst in classrooms, rehearsal rooms and other teaching areas (This has been a statutory duty since 1987). Where class teachers or teaching assistants have concerns regarding safety issues they should discuss the problems with the Director before the lesson.

Class Teachers and teaching assistants should:

- Liaise with and recommend to the Director any safety issues and hazards such as class sizes, condition of equipment and also recommend additions and discuss improvements that can be implemented
- ensure that before the lesson, by carrying out a risk assessment, that all protective measures plus any special safety procedures are available and will be used
- they personally should follow safe procedures and working practices
- know the various safety procedures in their teaching areas including the location of any safety equipment
- they should ensure that all the procedures are followed
- control and supervise the learners and ensure that safety rules and protective equipment are followed and used
- ensure that safety instructions are clear and understood and check frequently that they are being followed.

First Aiders

All Colleges must have at least one First Aider who can provide trained support in the event of an accident or illness to any employee or non-employee. Where the risk of injury is identified as significant, such as during physical, practical and vocational lessons, access to a first aider and first aid equipment must be readily available (including provision of a wash basin or sterile water).

Learners

Learners are expected to:

- Exercise personal responsibility for the safety of self and class-mates;
- Wear the correct clothing consistent with safety and/or hygiene
- Follow all the safety rules of the College and in particular the instructions of teaching staff given in an emergency
- Only use, and not wilfully misuse, neglect or interfere with things provided for his/her safety.

All learners and parents/guardians will be made aware of the requirements of this section.

Roles & Responsibilities

Visitors

The Health and Safety at Work Act, 1974 imposes a general duty of care on most people associated with work activities. Everyone employed in educational establishments is protected by the Act and employers have an obligation to ensure, as far as is reasonably practicable, that persons *NOT EMPLOYED* by them who may be affected by their activities are not exposed by their actions to health or safety risks within the College premises. (Health and Safety at work Act, 1974 Section 3.)

Visitors should report to the Director or Reception on arrival at TMP College. They should be required to observe the safety rules of the College, in particular parents helping out in College should be made aware of the health and safety arrangements applicable to them through the teacher to whom they are assigned and should not be asked to carry out tasks for which they are not 'competent', trained or authorised for.

In addition, the 'Occupiers Liability Act 1957' introduced a 'common duty of care' which an occupier owes to all visitors other than trespassers. This duty required him/her to see that visitors were reasonably safe in using the premises for the purpose for which they were invited or permitted to be there. In 1984 the Occupiers Liability Act was updated, and occupiers must also take reasonable care to see that trespassers do not suffer personal injury whilst on the premises.

Contractors

Contractors should report to the Director or Reception on arrival at TMP College. Outside contractors working on educational premises are required to ensure safe working practices by their employers under the provision of the Health and Safety at Work Act and must pay due regard to the safety of all persons using those premises in accordance with Section 3 and 4 of the Health and Safety at Work Act.

They should also inform the College of any hazardous operations they intend to carry out and liaise with the appropriate person on site regarding this work. They should also have available COSHH assessments for any substances they intend to use.

In instances where the contractor creates hazardous conditions and refuses to eliminate them the Director must take actions as are necessary to prevent persons in his/her care from risk of injury.

Arrangements

This section of the Health and Safety Policy has been designed to highlight the relevant health and safety information for staff, visitors and contractors.

Roles & Responsibilities	
The Senior member of staff in the College with responsibility for Health and Safety matters is:	Director (Martin Heaton)
The health and safety co-ordinator is:	Director (Martin Heaton)
The Board of Governors member appointed for health and safety is:	
Consultation with staff, regarding health and safety is provided via:	Informal weekly staff meetings, Quarterly H&S Meetings

Risk assessment	
The persons responsible for ensuring risk assessments are carried out:	Director (Martin Heaton)
Copies of risk assessments are located:	Main Office
Staff who have undergone training and are competent to carry out risk assessments are:	All College Staff
Any hazards noted within the establishment/ departmental environment must be reported to:	Director (Martin Heaton)
The person responsible for initiating risk assessments of hazard reported and for ensuring that control measures are implemented is	Director (Martin Heaton)
Risk assessments will be reviewed on an annual basis by:	Director (Martin Heaton)

Emergency & Fire Arrangements

The person who discovers the emergency will raise the alarm immediately by the most appropriate means and ensure that the Director/ nominated persons/member of the senior management team is informed immediately and that where appropriate the emergency services are summoned. He/she will liaise with the emergency services when they arrive and take advice from them.

The priorities in an emergency situation are as follows:

- to ensure the safety of all persons, their removal from danger
- their care and the application of first aid and medical treatment where appropriate
- to call the emergency services when appropriate
- to safeguard the premises and equipment, if this is possible without putting persons at risk

The competent 'RESPONSIBLE PERSON' for monitoring the fire risk assessment:	Director (Martin Heaton)
Fire drills will be practised by:	All on site
Fire drills will be held:	Termly (3 times a year)
Fire alarm points will be tested and recorded on a weekly basis by:	Director (Martin Heaton)
Means of escape, automatic doorstops and mag lock doors will be checked and recorded on a monthly basis by:	Director (Martin Heaton)
Firefighting equipment will be checked and recorded on a monthly basis by:	Director (Martin Heaton)
Emergency lighting will be tested on a monthly basis by:	Director (Martin Heaton)
Records of tests, checks and drills will be held in:	Fire Logbook / Health and Safety File in Main Reception
Fire extinguishers will be serviced on an annual basis arranged via:	Director (Martin Heaton)
Staff training and development:	All designated staff should undertake fire training on an annual basis

Accident, Dangerous Occurrence, Violent Incident and Near Miss Reporting and Investigation

Any employee who witnesses an accident, dangerous occurrence, verbal abuse or actual or threatened violence or near miss, or to whom one is reported, will complete an accident report as soon as possible after the event for both employees and non-employees (including learners, visitors etc.)

Location of accident forms:	Health and Safety File in Main Reception
Persons responsible for accident forms:	Director (Martin Heaton)
Persons responsible for carrying out accident investigations is:	Director (Martin Heaton)
The Person responsible for monitoring and reviewing accidents and incidents to identify trends and patterns is:	Director (Martin Heaton)
Where accidents are found to be caused by faulty plant, equipment, premises or unsafe systems of work action must be taken to remove or isolate the hazard and warn people until the necessary modifications or repairs can be made.	

Work Equipment

The following equipment has been identified as likely to involve a specific risk to health and safety and its use, inspection and repair is therefore restricted.

Maintenance and cleaning equipment Including powered cleaning equipment, power and hand tools etc.)	
Person responsible for selection, inspection, maintenance, training, Supervision, safe use and risk assessment is:	Every designated user
Person(s) trained and authorised to use are:	Director (Martin Heaton)
The person(s) responsible for instructing learners in the safe use of equipment before they use it and checking they use it correctly is/are:	Tutor(s) who is delivering the session

First Aid		
Name	Provider	Expires
The person responsible for ensuring first aid qualifications are maintained is:		Safeguarding Lead (Jackie Manning)
The person responsible for ensuring that first aid cover is provided for staff working out of normal College hours is:		Director (Martin Heaton)
First aid boxes are kept in the following points in the education establishment / department: 1. Reception 2. Main Kitchen 3. Kates Room/Welfare Office		
Travelling first aid boxes are located:		Main Reception
The location and contents of all first aid boxes will be checked on a:		Monthly Basis
The persons responsible for the checks are:		Director (Martin Heaton)
Stock of first aid materials will be checked and re-ordered by:		Director (Martin Heaton)
The address and telephone number of the nearest hospital with accident and emergency facilities is:		Wrightington, Wigan & Leigh NHS Foundation Trust, Wigan Ln, Wigan WN1 2NN 01942 244000

Portable Electrical Appliances	
The person responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded is:	Director (Martin Heaton)
Person(s) responsible for carrying out formal visual inspection and testing is/are:	Director (Martin Heaton)
<i>Staff must not bring onto the premises any personal portable electrical appliances unless authorised to do so</i>	

Personal Protective Equipment (PPE)

Suitable PPE will be provided free of charge, where identified as necessary in a risk assessment. All employees are responsible for informing their manager as soon as they become aware of a need to repair or replace PPE, which they use

Person(s) responsible for inspecting PPE termly and replacing:
personal protective equipment when it is worn out is:

Director (Martin Heaton)

Hazardous Substances

Copies of all the hazardous substances inventories are held in:

Health and Safety File in
Main Reception

The person responsible for undertaking and updating the COSHH risk
assessments is:

Director (Martin Heaton)

Asbestos

The person responsible for making the arrangements for dealing with
asbestos in compliance with the Company policy, and ensuring that
the premises asbestos plan is consulted by visiting contractors and
other relevant persons is:

Director (Martin Heaton)

The asbestos management plan is held:

Health and Safety File in
Main Reception

The person responsible for ensuring that the plan is updated, annually
and as appropriate following work on the fabric of the building is:

Director (Martin Heaton)

Work Experience

The person responsible for co-ordinating work experience placement
ensuring risk assessments are completed is:

Director (Martin Heaton)

Visitors	
On arrival all visitors should report to:	Main Reception
All visitors will be: <ul style="list-style-type: none"> • Requested to sign the visitors' book • asked for identification (if not already known) • issued with visitor's pass (Health & Safety included) 	

Contractors	
The person responsible for selecting contractors and vetting contractor's health and safety, policies, procedures, risk assessments, method statements and past health and safety performance is:	Director (Martin Heaton)
The person in control of contractors whilst on site is:	Director (Martin Heaton)

Noise	
Any employee concerned about the noise levels at work should report the matter to:	Director (Martin Heaton)

Cleaning Arrangements	
<i>All members of staff are responsible for arranging to clear up spillage, which occur whilst they are in charge of the area concerned.</i>	
Other spillages, leaks or wet floors should be reported to:	Director (Martin Heaton)

Display Screen Equipment	
The display screen equipment assessor for the College is	Director (Martin Heaton)

Smoking

In line with the Smoke-free (Premises and Enforcement) Regulations 2006, TMP College has prohibited smoking in the College and in vehicles under its control

Miscellaneous

The Health and Safety Law Poster is sited:	On the Health & Safety Notice board in the main Reception
A full copy of this policy is located:	in the Main Staff Office
Health and Safety Statement of Intent is sited:	On the Health & Safety Notice board in the main Reception
Fire Warden Information is sited:	On the Health & Safety Notice board in the main Reception
First Aider Information & First Aid Box is sited:	On the Health & Safety Notice board in the main Reception
Location of First Aid Boxes:	1. Reception 2. Main Kitchen 3. Kates Room/Welfare Office?
Fire Assembly location & Evacuation Plan is sited:	On the Health & Safety Notice board in the main Reception
Public & Employers Liability Insurances:	On the Health & Safety Notice board in the main Reception
The person responsible for updating the above and ensuring compliance is:	On the Health & Safety Notice board in the main Reception

Appendix 1: Useful Links and Other Information

Health and Safety at Work etc. Act 1974

<https://www.legislation.gov.uk/ukpga/1974/37/contents>

<https://www.hse.gov.uk/pubns/hsc13.pdf>

Management of Health and Safety at Work Regulations 1999 (as amended)

<https://www.legislation.gov.uk/uksi/1999/3242/regulation/27/made>

The Control of Substances Hazardous to Health Regulations 2002

<https://www.legislation.gov.uk/uksi/2002/2677/contents/made>

<https://www.hse.gov.uk/coshh/>

The Control of Asbestos Regulations 2012

<https://www.legislation.gov.uk/uksi/2012/632/contents/made>

<https://www.hse.gov.uk/asbestos/regulations.htm>

The Control of Noise at Work Regulations 2005

<https://www.legislation.gov.uk/uksi/2005/1643/made>

<https://www.hse.gov.uk/noise/index.htm>

<https://www.hse.gov.uk/pubns/indg362.pdf>

The Health and Safety (Display Screen Equipment) Regulations 1992

<https://www.legislation.gov.uk/uksi/1992/2792/made>

<https://www.hse.gov.uk/toolbox/workplace/display.htm>