



## **Health and Safety Policy**

### **STATEMENT OF GENERAL POLICY**

1.1 The Principal of Swansea College has the overall health and safety responsibility.

The Health and Safety at Work Act 1974 (HASWA) places duties on employers to safeguard so far as is reasonably practicable, the health, safety and welfare of their employees (section 2 HASWA) and the health and safety of persons not employed (section 3) but who may be affected by the work activities such as pupils and visitors. Employers have additional duties under other health and safety legislation such as the Control of Substances Hazardous to Health Regulations (COSHH).

1.2 The planning and implementation of the policy is the direct responsibility of the principal, ensuring that staff at all levels and all employees fulfil their duties to co-operate with it. Arrangements will also be made to bring it to the notice of all staff, including new employees, volunteers and supply teachers.

1.3 The principal recognises the need to consult staff on health and safety matters and with the need to consult individuals before allocating particular health and safety functions. This will be achieved by discussion with appropriate members of staff

1.4 It is the responsibility of the Principal to take all steps within their power to prevent and minimise the possibility of personal injury, health hazards and damage to property. It is also the responsibility of the Principal to extend this protection to pupils, contractors, parents and visitors from foreseeable risks.

1.5 The Principal recognises their responsibility under the Health and Safety at Work Act and any subsequent legislation/regulations so far as is reasonably practicable to:

- provide plant, equipment and systems of work which are safe and without risks to health;
- make arrangements for ensuring so far as is reasonably practicable and without risks to health, the handling, storage and transportation of articles and substances;
- provide adequate training, information, instruction and supervision so far as is reasonably practicable to enable all staff employed in the college and pupils to perform their work safely and efficiently;
- to promote the development and maintenance of sound safety, health and welfare practices;

- to maintain the premises in a condition that is safe and without risks to health and the maintenance of access to and egress from the premises;
- to provide and maintain a working environment that is so far as is reasonably practicable safe without risks to health and adequate as regards welfare facilities for staff and pupils;
- to ensure funds are available to provide as necessary protective clothing/equipment to all staff employed in the college appropriate to their requirements;
- maintain a close interest in all health and safety matters insofar as they affect activities in the premises

## **2. ORGANISATION**

### **2.1 Duties and Responsibilities of the Principal**

- 2.1.1 To promote an interest in and enthusiasm for safe and healthy working conditions and to implement the Welsh Government's [Health & safety code of practice](#).
- 2.1.2 To receive regular information on Health and Safety related matters and ensure its dissemination to appropriate staff.
- 2.1.3 To provide appropriate arrangements for:
- fire precautions
  - first aid
  - reporting of injuries and dangerous occurrences, RIDOR
  - hazardous substances
  - PAT electrical testing
  - risk assessment
  - training of staff
- 2.1.4 To identify and react to Health and Safety issues and to ensure that the necessary Safety Inspections are carried out.
- 2.1.5 To refer any Health and Safety problem which she is unable to resolve to the relevant contract such as Chubb or appropriate person/contractor used for work.
- 2.1.6 To draw to the attention of any contractor working at their establishment any risk which may not be readily apparent, so that the contractors' personnel are not exposed to risk.
- 2.1.7 Where they believe that the activities of contractors or other persons are such as to put at risk anyone who is under the control of the establishment, they Remove all persons under their control from the hazard area and:
- Draw the attention of the contractor or other person to the dangerous activity and request that the practice shall cease immediately. The contractor or other person shall be required to leave the establishment if necessary.
  - Bring the situation to the notice of the Service Manager, Technical Services where he has commissioned the contract.

- Maintain an up to date Asbestos register and make it available to all staff and contractors
- 2.1.8 To identify and react to Health and Safety issues and to ensure that the necessary Safety Inspections are carried out.
- 2.1.9 To draw to the attention of any contractor working at their establishment any risk which may not be readily apparent, so that the contractors' personnel are not exposed to risk.
- 2.1.10 Where they believe that the activities of contractors or other persons are such as to put at risk anyone who is under the control of the establishment, they Remove all persons under their control from the hazard area and draw the attention of the contractor or other person to the dangerous activity and request that the practice shall cease immediately. The contractor or other person shall be required to leave the establishment if necessary.

## **2.2 Duties and Responsibilities of all Employees**

- 2.2.1 To take care of their own Health and Safety and the Health and Safety of any person who may be affected by their acts or omissions. This may be in addition to any specific responsibility which may have been delegated by the Principal.
- 2.2.2 To make themselves familiar with and conform to this Policy or any code of safe working practice issued by the Welsh Government.
- 2.2.3 To conform to safety instructions issued by management and share their responsibility for safety, health and welfare.
- 2.2.4 To report any hazard, accident or dangerous occurrence to their immediate supervisor, whether or not physical injury has occurred.
- 2.2.5 To use any safety appliance or personal protective equipment provided for their protection at all necessary times, and to ensure that such equipment is maintained in safe working condition. Any defect shall be reported.
- 2.2.6 To make themselves familiar with the contents of the asbestos report and not to carry out repairs or alterations to the fabric of the building.

### **3. ARRANGEMENTS**

The Principal recognises that the way forward in achieving effective management of the Health and Safety Policy and the arrangements necessary to fulfil the obligation are as follows:

#### **3.1 Information, Instruction and Training Arrangements**

All information relating to Health and Safety issues will be published in the Teacher notice board. All requests for instructions or training, as a result of new technologies, legislation, new appointments, will be dealt appropriately by the Principal.

#### **3.2 Emergency Procedures**

In the event of fire/accident, the first priority is for the health and safety of staff and pupils, by evacuation and/or medical attention, whichever is appropriate, or both. Following this, the Principal must be informed immediately by the Fire Marshall that the building is clear and whether or not any staff or students require medical attention

#### **3.3 Monitoring**

The Principal will monitor school performance and analyse accident/emergency reports in order to identify strengths and weaknesses.

**ACCIDENTS**

All accidents must be reported to the Principal and complete the appropriate accident log book and reported to the Principal for investigation. Completed forms are to be completed and emailed.

**STUDENTS**

Students who are absent from school due to broken bones or have a temporary disability which affects movement around the building need to contact the Principal before return to school. A risk assessment must be completed by the Principal before student returns to lessons, the student must continue learning online until they are able to return.

**STAFF**

Staff who need support for any reason regarding their well being, disability or temporary incapacity must Contact The Principal to complete a risk assessment on their return to work or sooner.

**PREGNANCY**

Staff and students who are pregnant must inform The Principal immediately for completion of risk assessment form.

**FIRE SAFETY**

It is the responsibility of the member of staff in reception to ensure the safe exit of all students and staff from the building in the event of a fire or fire drill.

**FIRE RISK ASSESSMENT**

The fire risk assessment is a living document which must be up-dated annually.

**SCHOOL BUILDING**

Any defects and control measures such as asbestos, legionella, replacement glass etc is the responsibility of The Principal. A risk assessment must be completed.

**KITCHEN**

All kitchen equipment is maintained by The Principal

**ELECTRICAL TESTING (PAT)**

Portable appliance Testing must be done regular by trained staff and outside companies on a regular basis.

**DISCLOSURE AND BARRING SERVICE**

All staff employed by the school must have a current DBS check in place.

**SUPPLY TEACHERS**

All supply teachers to be fully inducted onto site, in relation to fire evacuation procedures and evacuation points, first aid arrangements, non-smoking, toilet use.

## **4.0 Accident/Incident and Physical/Verbal Abuse Reporting**

All accidents should be reported to the Principal as soon as possible after the occurrence. The first priority is to obtain any necessary medical attention.

All accidents and cases of physical or verbal abuse must be reported to the Principal immediately.

All "RIDDOR" reportable accidents/incidents. Details of all accidents must be kept and these must be available for audit purposes and inspection.

### **5.0 First Aid**

There will always be at least two members of staff first aid trained at the college. The primary provider of first aid will be the Principal. In the absence of the Principal first aid will be provided by another member of staff, this will usually be admin support staff, which is readily available. The Principal will be responsible for contacting parents and, where necessary, make arrangements for hospital treatment. Staff accompanying pupils on school visits/sporting fixtures will be issued with a basic first aid kit. In the case of serious injury it is important that proper medical attention is sought immediately. All injuries must be reported to the Principal so that the necessary accident report can be completed.

### **5.1 Curriculum Safety – Schools specific**

Curriculum safety includes out of school learning activity/study support. All employees/ teaching staff must where appropriate undertake suitable (written) risk assessments prior to commencing high risk activities, or when using specific equipment for curriculum purposes e.g. Interactive Whiteboards or science lab equipment. Documented arrangements for the control of safety in specific subjects such as PE, Science, Technology/CDT and reviewed at periodic intervals.

### **5.2 Medications**

Please refer to the policy on Administration of Medication.

### **5.3 Servicing of Electrical, Water, Gas systems and equipment**

The Principal will undertake detailed inspections of the fixed installations at the agreed set scheduled frequency by suitably qualified persons. The Principal will ensure that all related documentation is maintained on site as a point of reference. Details should include the names of the servicing Body, Certificates, any resulting reports, information of necessary maintenance etc.

#### **5.3a Electrical Equipment (fixed & portable)**

Portable Appliance Testing will be undertaken on a regular basis by competent persons. The Principal will maintain a list of competent persons. No electrical appliances are to be brought onto the premises and used until such appliances have been tested and approved safe by a qualified person or sub-contractor. No electrical equipment should be used if the Portable Appliance Test date has expired.

### **5.3b Visual Inspections**

Details of and the frequency of visual inspections, examinations must be carried out by a competent person. Information will be retained on site in the form of documentary evidence i.e. the records of inspection and any limitations on using personal items in the college must be kept on site.

## **5.4 Fire Precautions & Procedures**

A review of the fire risk assessment and arrangements will be undertaken by the Principal at least annually, or in the event of change in level of risk or operations of the building. The Normal Operating Procedure (NOP) and Emergency Action Plan (EAP) will include the arrangements for periodic drills, procedures to be followed, staff with special responsibilities, assembly points, maintenance of fire exits /escape routes, maintenance of fire extinguishers, staff training, calling the fire service, testing the fire alarm, emergency lighting etc.

The Principal will be responsible for ensuring:

- all rooms display the fire evacuation procedures;
  - regular testing of the fire alarm system;
- annual inspection of fire extinguishers;
  - iv) all relevant fire exit signs are displayed;
  - v) regular fire drills.

It is the responsibility of all staff to ensure that

- i) all escape routes are kept clear and unobstructed;
- ii) no fire doors are wedged open.

## **5.5 Fire Risk Assessment**

The Principal will undertake a Fire Risk Assessment, of the premises and undertake a review at least annually. The content of the risk assessment and development plan must be communicated to all employees, including supply teachers. The Fire Risk Assessment is located in the Office.

## **5.6 Hazardous Substances (COSHH)**

The Principal will have up to date information of chemical substances present at their premises, records will be kept. Information on site should include Substance Data Sheets provided by manufacturers or suppliers.

The Principal has the duty to give suitable and sufficient information, instruction and training to employees exposed to substances hazardous to health. This must include the safe handling and storage of the substances. Any chemicals or substances used on the premises must be approved by the Principal

## **5.7 Lone Working/Banking**

All reasonable steps will be taken to ensure the safety of staff and others working in isolation within the School. All works carried out in isolation need to be risk assessed by the Principal and a safe working procedure developed for all such tasks. Information will be provided for all staff who may work alone

## **5.8 Maintenance/Inspection of Work Equipment (including selection of equipment)**

All work equipment within premises will be subject to inspection and testing e.g. ladders, fume cupboards, other extraction systems, PE equipment, Science equipment and pressure systems (including boilers and heating systems), furniture (internal and external), fire alarm and smoke detection, emergency lighting, fire extinguishers, panic alarms etc. Documented records of checks must be kept.

## **5.9 New & Expectant Mothers**

Specific assessments for new and expectant mothers must be undertaken by the Principal and reviewed at pre-determined intervals. Personal risk assessments will be stored securely

## **5.10 Personal Protective Equipment (PPE)**

Where required and through the process of risk assessment, PPE will be provided to all employees where required. Any user must ensure that PPE is inspected prior to use, maintained in good repair. Defective equipment must be reported to the Principal and decommissioned where applicable. All PPE must be used in conjunction with instruction and training. Necessary PPE will be provided free of charge where risk assessment determines to be necessary.

## **5.11 Reporting Defects**

All employees have a responsibility to report any defective equipment to the Principal. Where defective equipment has been identified, this must be taken out of use and isolated to ensure future use is prevented.

## **5.12 Risk Assessments**

The Principal and nominated employees will undertake risk assessments where and when required. Risk assessments will be reviewed at a minimum annually or where there has been a significant change. Significant change may include a change to a work process, work equipment' work practices or a change in staff which may have introduced new hazards or increased the risk of existing ones.

## **5.13 School Trips/ Off-Site Activities – Schools specific**

Any school trips or off site activities must be planned and undertake with the Welsh Government Educational Visit guidance documents. All visits must be approved by the Principal, all documentation will be stored centrally at the college as a point of reference



## **5.14 Use of Display Screens (DSE)**

Any employee who is required to use a DSE must undertake a self-assessment of their working environment/ ergonomic assessment. The assessment will be reviewed at regular intervals and held centrally with the Principal.

## **5.15 Working at Height**

Restrictions apply to working at height and these include the use of steps and ladders where required. Only employees who have received appropriate training will be permitted to undertake these tasks and detailed risk assessments will be undertaken for each activity.

## **5.16 Work Experience**

The Principal will ensure that suitable and sufficient arrangements are in place for assessing potential work placements and these are communicated to all appropriate personnel. Arrangements must include a process of induction; identify training requirements and supervision of all work placements when engaged. Detailed risk assessments must be completed and communicated to appropriate persons.

## **5.17 Instruction and Training**

Health and Safety legislation requires employers to provide training, information, instruction, and supervision to ensure the health, safety and wellbeing of its employees at work. Swansea College has put in place mandatory Health and Safety training for all levels of employment

- Induction
- On being exposed to new or increased risks i.e. employees transferring, or taking on new responsibilities
- A change in their work equipment or systems of work used.
- Refresher training will be given as and when deemed necessary
- On the job H&S instruction and training
- Specialist H&S training according to need

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