

Ernest Bevin College



Health and Safety Policy, Organisation and Arrangements

May 2022

For review May 2023

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1. Introduction

The Governing Body and the Principal of Ernest Bevin College are committed to the provision of a safe and healthy environment for all staff, students and visitors whilst working or carrying out any associated activities on the college site.

The Governing Body and the Principal will take all necessary precautions to ensure that the College has:

- safe systems of work in place;
- suitable and sufficient work equipment;
- adequate welfare arrangements; and
- robust arrangements to provide information, training and supervision to staff to ensure they are competent to perform their task.

All steps will be taken to eliminate and reduce risks as far as reasonably practicable. Any remaining residual risks will be managed by ensuring adequate control measures are in place. This Health and Safety Policy, which must be read in conjunction with the college Policies listed in Appendix 1, sets out the roles and responsibilities and organisational arrangements for the management of Health and Safety at the college.

2. Statement of Intent

The Governing Body of Ernest Bevin College accepts responsibility for all safety, environmental matters and maintaining good relations with the local community within the College including health and safety at work, environmental protection and fire safety. The Governing Body is aware of the requirements of the Health and Safety at Work etc. Act 1974, the Environment Protection Act 1990, the Environment Act 1995, the Regulatory Reform (Fire Safety) Order 2005 and other relevant legislation. In keeping with the spirit and intentions of the Acts, and in accordance with the Council's policy statement and guidance on safety and environmental matters, an Organisation (section 3) and Arrangements (section 4), to ensure that the college meets its legal and moral obligations and complies with legislation, has been set up.

The Governing Body is committed to achieving the highest standards in all aspects of safety and environmental protection and the wellbeing of staff and students within the College.

In addition, all College staff are responsible for complying with the college's Health and Safety Policy and must:

- act in a safe manner so as to ensure that their actions or inactions do not put themselves or anyone else in danger;
- cooperate with the College to assist with the maintenance of a safe and healthy working environment;

- ensure they are competent to carry out their tasks including safe use of any equipment as part of their role;
- not interfere with any items provided for Health and Safety; and
- report any health and safety concerns, accidents and incidents using the correct procedure.

Senior Leaders will make regular reviews of safety and environmental standards within their areas of responsibility to ensure compliance with all the standards including record keeping as laid down by the Council and the college policies.

Contractor, sub-contractors, lessees and visitors also have a duty of care and a right to a safe working environment. Like college staff they must ensure that they comply with the requirements of this Health and Safety Policy.

3. Organisation

3.1 The Governing Body

The Governing Body has overall responsibility for ensuring compliance with this Health and Safety Policy document. In particular, the Governing Body is responsible for:

- ensuring a Health and Safety policy is in place;
- monitoring the application of the Health and Safety policy including consideration of inspection reports;
- prioritising actions where resources are required;
- ensuring actions are taken;
- including Health and Safety on Governor's meeting agenda;
- producing an annual report on Health and Safety;
- ratifying the local Health and Safety Policy; and • following up any report to limit or reduce the risk.

3.2 The Principal

The Principal has day to day responsibility for ensuring compliance with the policy statement and that all endeavour to ensure the safety of others; be they staff, students, parents, visitors or contractors. The Principal will be responsible for:

- ensuring that the Health and Safety Policy is prepared and, together with the Governing Body is reviewed annually;
- day-to-day management of all Health and Safety matters in the College in accordance with the Health and Safety policy;
- delegating responsibilities to others to broaden Health and Safety across the college;

- co-operating with and providing necessary facilities for trades union safety representatives.

3.3 College Business Manager with Principal

The College Business Manager, under the direction of the Principal will be responsible for:

The day-to-day management of Health and Safety in accordance with the Health and Safety policy and ensuring that:

- a Critical Incident Plan is in place and is continuously monitored and reviewed;
- arrangements in the event of fire are in place and are regularly tested;
- a first aid needs assessment has been carried out to determine the level of provision;
- accident and incident reporting is undertaken in an appropriate and timely manner;
- suitable and sufficient risk assessments are carried out by competent persons for all areas, activities and processes;
- a training needs analysis is undertaken to ensure that all staff receive mandatory Health and Safety training and refresher training; and
- students are kept up to date with any changes regarding Health and Safety arrangements.

3.4 College Business Manager

The College Business Manager is responsible for:

- line management of the Premises Management Team;
- being aware of safe working practices and setting a good example personally;
- ensuring remedial action is taken where appropriate;
- acting on reports from the Principal;
- ensuring regular inspections are carried out;
- identifying staff safety training and awareness needs; and
- liaising with the Health and Safety Governor; and the Council's Health and Safety Team on policy issues and any problems in implementing the Health and Safety policy

3.5 Premises Manager

The Premises Manager will ensure all statutory and non-statutory planned, preventative maintenance is carried out and will oversee the maintenance and testing required to be undertaken by external contractors.

The Premises Manager will also:

- inspect the buildings and equipment as per statutory requirements and on a termly basis submit a report to the College Business Manager and Principal prior to forwarding to the Local Authority;
- inspect the buildings and site access on a daily basis ensuring that all fire escape doors are unlocked, escape routes are clear of obstruction and that access to the site is safe;
- record all defects noted and, if urgent, effecting immediate repair or when appropriate to do so;
- report major defects to be repaired by outside contractors/authorities to the College Business Manager;
- obtain like for like quotes for all works required as per financial regulations and limits;
- ensure that the fire alarm system is kept in a serviceable condition and for testing the system each week as required by operating the system at a different call point each time;
- assist with the termly fire drill and recording the date of the drill, the evacuation time with any further actions necessary in the Fire Log Book;
- ensure fire appliances are properly maintained, checked and kept in designated positions and that fire signage is correctly displayed;
- liaise with all external contractors working within the college, reminding them of their obligations under this Policy and notifying them of any existing hazards;
- notify the Principal or College Business Manager of any hazards introduced by contractors on site;
- undertake annual risk assessment relevant to own working environment / equipment and common areas;
- carry out an annual stock check of all items relevant to premises department, adding new items on receipt and ensuring all electrical appliances are Portable Appliance Tested (PAT) as required and a record of testing is kept;
- act on and share information received on Health and Safety matters to appropriate people; and
- arrange for any unsafe item of furniture, fitting or equipment to be withdrawn, repaired or replaced.

3.6 Health Care Co-ordinator and First Aiders

The Health Care Co-ordinator and First Aiders are responsible for:

- managing the provisions for students with medical conditions as outlined in the Medical Needs Policy;
- maintaining first aid kits and equipment and ensuring stocks are kept replenished and are in date;
- maintaining the Automated External Defibrillator (AED) located in the main college Admin Office and one in the Sports Hall Reception; and

- ensuring current first aider lists are updated by the Health Care Co-ordinator including booking and recording of training;

3.7 All Staff

Health and Safety is the responsibility of *all* staff and all staff are responsible for:

- taking care of themselves and others who may be affected by their acts or omissions;
- co-operating with the Principal to ensure that statutory requirements are met;
- not interfering with or misusing anything provided in the interest of health, safety or welfare;
- checking classrooms and work areas are safe and that fire exits are unlocked and unobstructed prior to use;
- checking equipment is safe before use;
- ensuring they are aware of safe procedures and that these are followed;
- ensuring protective equipment is used when needed;
- participating in inspections as appropriate;
- bringing problems to the attention of their line manager and also reporting by e-mail to the admin e-mail: - mail@ernestbevin.london;
- ensuring all accidents to students, staff or visitors are recorded by the person affected, member of staff supervising the activity or first aider on the appropriate accident form and submitted to the Principal and then to the Local Authority.

3.8 Wandsworth Council Health and Safety Team

The Health and Safety Team will:

- give advice and assistance to the Principal in the discharge of their responsibilities in relation to Health and Safety;
- give advice to all staff in respect of Health and Safety by establishing and maintaining a Health and Safety Manual and associated Codes of Safe Working Practice;
- be the nominated Competent Person in respect of Health and Safety legislation;
- carry out regular audits of all Health and Safety management systems, policies and procedures;
- ensure that regular inspections of premises, and establishments where Wandsworth staff are occupiers, are carried out to ensure the maintenance of a safe working environment;
- receive regular reports of any accidents, injuries or near misses that occur, investigate such accidents reporting those that fall within RIDDOR to the Health and Safety Executive, analysing trends and proposing remedial actions to prevent reoccurrence;
- maintain adequate and up to date information of relevant law and safety management practice;

- coordinate liaison with the relative statutory authority (Health and Safety Executive, London Fire and Emergency Planning Authority, etc.) during any investigations or inspections relating to Council operations; and
- attend meetings of relevant Health and Safety committees, acting as professional advisor where requested.

3.9 Health and Safety Representatives

The Governing Body and Principal recognise the role of Health and Safety Representatives who may be appointed by a recognised Trade Union.

Health and Safety Representatives:

- will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time wherever practicable; and
- are entitled to certain information, e.g., information relating to accidents, and to paid time away from the workplace to train for and carry out their health and safety functions.

Representatives are not part of the management structure and do not carry out duties on behalf of the Principal or Governing Body.

4. Arrangements

4.1 Accident Reporting

All accidents, no matter how minor, that occur to members of staff, students or visitors are to be reported using Wandsworth Council's accident reporting system, The Info Exchange, which is used by the Council Health and Safety Team to record workplace accidents and incidents. This replaces the former Wandsworth paper based process which was replaced April 2022.

Major accidents, i.e., any fatality, major injury, reportable disease or dangerous occurrence, must be reported immediately by telephone to the Council Health and Safety Team to enable a report to be submitted to the Health and Safety Executive in compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

4.2 Asbestos

A copy of the Asbestos Register is to be kept in the SBM office. All staff are made aware regarding the dangers of disturbing asbestos during the mandatory Health and Safety awareness training, attended by all staff, for example they are instructed not to use drawing pins in any asbestos containing material.

The Premises Manager must be familiar with the location of asbestos within the premises and must ensure that contractors access the Asbestos Register prior to commencing work in college.

An Asbestos Management Plan detailing how any asbestos containing material on the premises is to be protected and monitored is held in the SBM office.

4.3 Working at Height

Ernest Bevin College will ensure that any working at height is properly planned, risk assessed, supervised and carried out by competent people to comply with the Work at Height Regulations 2005.

The College will avoid working at height where it is reasonably practicable to do so and, where work at height cannot be avoided, the work will be planned with a robust risk assessment carried out taking the following factors into consideration:

- the height at which the work has to be undertaken;
- location of work, access and egress, fragile surfaces, adverse weather;
- availability of appropriate correct equipment, both to carry out the work and for personal protection, which is checked regularly;
- duration of work; and
- competency of staff.

Contractors will be informed that they are expected to have their own risk assessments, method statements for working at height and provide their own working at height equipment and are not permitted to use the College equipment.

4.4 Biological Hazard Control

4.4.1 Coronavirus (COVID19)

Ernest Bevin College is committed to protecting the health and safety of everyone who comes onto site and controlling the spread of the virus and has:

- assessed the risk from Covid-19 by identifying the hazards resulting in the risk of the transmission of the virus and ensured that preventative measures are in place;
- followed the most up to date guidance, including but not limited to, from the Government, Public Health England and the Department for Education;
- consulted with all staff, staff representatives and Governors at all stages of the pandemic;
- established the frequency of the review of the risk assessment and how the school will keep up to date with any changes in the guidance; and
- implemented and shared protocols for the key controls e.g., hygiene, cleaning, social distancing, reducing contact time between people, using screens/barriers or zones to separate people, not undertaking activities or opening areas where social distancing

cannot be implemented and protecting those who are particularly vulnerable to COVID-19.

4.4.2 Legionella (Water Hygiene)

Ernest Bevin College accepts its duty with respect to the control of risk from exposure to legionella to staff, students, visitors and contractors under the Health and Safety at Work etc. Act 1974, Control of Substances Hazardous to Health Regulations 2002 and the Management of Health and Safety at Work Regulations 1999.

The college will manage all its operations with regard to the design and maintenance of domestic water systems and air handling systems to ensure that:

- all sources of risk are identified, a suitable and sufficient risk assessment is carried out and kept up to date;
- a Written Scheme is in place to prevent or control the risk;
- precautions are implemented, managed, monitored and routine testing is undertaken: monitored
- records are maintained;
- there is a clear allocation of responsibilities and training is provided to ensure competence; and
- a specialist, competent contractor is appointed to undertake aspects of the operation, maintenance and control measures required for the systems.

4.5 Cash Handling

The amount of cash entering the college and being handled on the premises must be kept to a minimum. Where cash is held, it must be kept in the college safe and must be banked on a regular basis, when any amount in excess of £1000.00 has accumulated.

Cash must be counted out of sight, for example in an inner room. Where staff need to transport cash to the bank this should be carried out at random times and, in the instance of a member of staff being subjected to a robbery, should hand over the cash and report the incident immediately to the Police.

4.6 Competency and Training

All staff must be competent to perform their duties thus specific training is required where, for example, additional hazards exist or if specialist duties are required. Fire Marshals, staff responsible for maintenance of the swimming pool and the Premises Team are among those staff requiring specific training.

A record of all training courses attended by staff must be maintained in individual staff Personnel Files and on SIMS.

4.6.1 Induction

All college staff will be provided with a comprehensive induction as follows:

4.6.2 All staff

- General Health and Safety Awareness
- Accident/incident reporting procedures
- General fire safety awareness, including awareness of relevant Personal Emergency Evacuation Plans (PEEPs) as part of staff induction process
- Evacuation procedures
- Safeguarding

4.6.3 Premises team to cover

- Asbestos Awareness
- Chemical Safety
- Legionella Awareness
- Manual Handling
- Swimming Pool maintenance
- Working at Height

4.6.4 Specific staff (e.g., First Aiders, Science, D&T, Art, IT, Drama and Music Department)

- First Aid Training
- Training in the use of evacuation aids for those with mobility impairments, if required
- Chemical Safety
- Manual Handling
- Fire Marshal training
- Working at Height

4.7 Contractors and Visitors

All contractors and visitors must report to the College Reception desk where they will be asked to sign in via the electronic inventory system and issued with a sticker. The system must also be used to sign out.

Information regarding weekly fire alarm testing will be displayed in Reception. Arrangements in the case of emergency or other relevant information e.g., COVID19 protocols will be shared via an all-staff email or weekly bulletin and must be brought to the attention of the attending contractor.

The College Receptionist will be made aware in advance regarding planned visitors and Contractors to be able to alert the relevant member of staff to meet the contractor/visitor in Reception.

Contractors and visitors are not permitted to move around the site unless accompanied by a member of College Staff or when carrying out works during holidays when students are not present.

The control of Contractors on site, including the induction process will be in accordance with the College Contractor Management Policy.

4.8 Display Screen Equipment

All Display Screen Equipment (DSE) users will be identified and must complete a DSE selfassessment to ensure that all workstations are set up correctly and remedial action is taken where required.

4.9 Emergency Planning

College arrangements in the event of any emergency e.g. fire, adverse weather, loss of services such as gas, water, electricity and lockdown are covered in the College Critical Incident Plan

4.10 Fire Precautions

Every employee must ensure that:

- they know what to do in the case of fire;
- they are familiar with the sound of the fire alarm;
- all classrooms and other areas are vacated immediately on hearing the fire alarm;
- hazardous electrical appliances are disconnected and all doors shut when vacating the premises;
- they inform the General Office by email if they are using equipment likely to emit smoke, dust, etc.; and
- they always check for any potential fire hazard at the end of the day.

Further, every employee must:

- NEVER ignore a fire alarm or disregard any notice on fire prevention;
- NEVER smoke (including e-cigarettes) in the College building or grounds;
- NEVER be untidy and leave waste materials laying around;
- NEVER leave obstructions in passages or stairways;
- NEVER leave any temporary heating appliances burning when unattended;
- NEVER move or interfere with firefighting appliances; and
- NEVER leave furniture etc. by fire exits or placed directly in front of electrical heaters.

In the event of a fire, students will be escorted from the buildings by the nearest exit, in silence, and line up at the designated fire assembly points.

All staff should know where the nearest firefighting appliances are. Call point testing will take place every Wednesday at 8.30 a.m. Fire drills will take place termly.

All staff must report any faults, for example, failure to hear the alarms at the correct levels.

4.11 First Aid

The Principal will ensure that a suitable number of staff are qualified to administer first aid in an emergency as identified in the College First Aid Policy.

The arrangements for the administration of medicines are covered in the College Medical Needs Policy and the responsibility of the Health Care Coordinator as identified in Section 3.6 of this Policy.

First aid boxes are located throughout the College and are clearly identified. The contents will be checked on no less than a monthly basis by the Health Care Co-ordinator and all deficiencies made good.

A record will be kept of every occasion when any member of staff, student or other person receives first aid treatment whether on College premises or as part of a College-related activity and the appropriate reporting will be undertaken as identified in Section 4.1 of this Policy.

4.12 Hazardous Substances

Ernest Bevin College acknowledges that persons may use or be exposed to substances (or mixtures of substances), both chemical and biological with the potential to cause harm to health. Where possible exposure to hazardous substances will be prevented e.g., a non-hazardous substance used.

The College understands that it must comply with the Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended) and will ensure:

- an inventory of all substances at the college is maintained and regularly reviewed:
- current Safety Data Sheets are held together with the COSHH assessments: and
- all substances are stored, used and disposed of in accordance with the COSHH assessment.

Personal Protective Equipment will be provided, where identified in the COSHH assessment and health surveillance will be arranged, where required

Arrangements will be put in place to deal with emergencies

The Science, D&T and Art Departments will have additional specific procedures and processes supported by the CLEAPSS advisory service supporting practical science and technology in schools.

4.13 Kiln

The Art Department at Ernest Bevin College have an operating kiln in a dedicated room. At all times:

- the kiln will only be used by competent, trained staff;
- personal protective equipment will be provided;
- a risk assessment and safe operating procedures will be displayed in the kiln room;
- combustible items will not be stored in the kiln room; and
- the annual inspection and maintenance will be undertaken by a competent contractor, report reviewed and remedial action scheduled, where required.

4.14 Lettings

The College building, grounds and facilities may be let to external parties to use for authorised activities.

All lettings will be in accordance with the College Lettings Policy which sets out the terms and conditions including:

- responsibilities of all parties;
- exclusions; and
- lettings process including the completing of the Lettings Agreement Form.

Risk assessments, insurances and arrangements in the case of emergencies will be in place and shared.

4.15 Lifting Equipment

Ernest Bevin College provides a lift for people to use to access the first floor of the Sports Hall.

The College accepts the duties placed on establishments who operate lifting equipment by the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) including the requirement for the equipment to be of adequate strength and stability and the additional general obligations under the Provision and Use of Work Equipment Regulations 1998 (PUWER) regarding the suitability of work equipment.

The College acknowledges that persons can be at greater risk of harm when they are lifted by machinery and will ensure that enhanced levels of safety are considered in the:

- design and manufacture;
- use and maintenance; and
- inspection and thorough examination.

In addition, the College will maintain the safety of the lifting equipment used by:

- carrying out simple inspections and checks;

- appointing a competent person(s) to carry out a thorough examination at the required intervals – every 6 months for equipment for lifting people; and
- ensure any defects are reported and any remedial action taken with serious defects being reported to the relevant enforcing authority.

4.16 Local Exhaust Ventilation

Ernest Bevin College recognises that whilst using substances they may become hazardous to health in different forms including gas, fume, vapour dust and mist.

The College accepts its duty to control the exposure to substances that are hazardous to health to staff pupils/students, visitors and contractors under the Health and Safety at Work etc. Act 1974, Control of Substances Hazardous to Health Regulations 2002 and the Management of Health and Safety at Work Regulations 1999.

Where Local Exhaust Ventilation (LEV) systems are used to control this exposure, the College will have considered all other controls; eliminating the substance creating the hazard, substituting it with a safer substance, reducing the amount of substance used, changing work processes to reduce the frequency and time of emission, reducing the number of persons involved in the process or applying simple controls.

The College will ensure that:

- all components of the LEV system(s) are specified, designed and commissioned correctly including, hood, airflow indicators and ducting
- a user manual and log book is present
- all persons required to carry out routine checks are competent with the system and its function, how it should be used and how to recognise defects
- a competent service provider is appointed to carry out maintenance and through examination and tests at least every 14 months

4.17 Lone Working

Staff at Ernest Bevin College must avoid lone working wherever possible. Due to the expansive nature of the College site, lone working may occur in the case of members of staff working late in the evening or where a member of the Premises Team is required to work during a weekend or College holiday.

Certain activities such as locking and unlocking and cleaning duties must also be considered.

Staff are aware of the College Lone Working Policy is available on the College intranet and covers:

- process for reporting that you are working alone;
- communication, security and emergency arrangements; and
- work/activities that must not be carried out whilst working alone e.g., working at height, use or dangerous machinery;
- Lift may not be used in lone working scenario.

4.18 Manual Handling

To comply with the Manual Handling Operations Regulations 1992 Ernest Bevin College will ensure:

- the need for hazardous manual handling is avoided as far as reasonably practicable
- a risk assessment is carried out for any hazardous manual handling that cannot be avoided; and
- the risk of injury has been reduced as far as reasonably practicable.

Low risk ad hoc manual handling activities must be included in general risk assessments and can be carried out safely.

All staff required to undertake manual handling operations (lifting, pushing, pulling or carrying of equipment or pupils) with a potential risk of injury as part of their role must:

- receive appropriate training prior to carrying out such duties;
- be provided with information regarding the task;
- follow appropriate safe systems of work; and
- use any mechanical aids provided correctly and/or undertake team handling where applicable.

4.19 Monitoring

Application of the Health and Safety Policy is monitored on an annual basis and the results of any monitoring carried out will be reported to the Health and Safety Governor, Principal and staff, as necessary.

Termly Health and Safety monitoring inspections will be carried out, by means of a walk around by the Health and Safety Governor with the School Business/Premises Manager.

4.20 Online Safety

Online safety is managed by the College Network Department and outlined in the College Online Safety Policy.

4.21 Personal Protective Equipment

Personal Protective Equipment (PPE) will be provided free of charge and must be used as identified in risk assessments.

Staff will be provided with information, instruction and formal training, where required, in the use of PPE.

Adequate supplies of all PPE will be maintained, storage/locker facilities will be provided for multi-use items and arrangements for disposal for single use items in place.

It is the responsibility of the member of staff required to wear PPE to ensure:

- they wear the PPE correctly and at all times as specified in the risk assessment;
- dispose of or store the PPE correctly; and
- report any defects in relation to their PPE to their line manager promptly.

4.22 Provision and Use of Work Equipment (PUWER)

All work equipment will be provided in accordance with the requirements of the Provision and Use of Work Equipment Regulations 1998 (PUWER) and in conjunction with other relevant legislation.

Work equipment/machines include:

- “toolbox tools” - hammers, screwdrivers, handsaws;
- Powered equipment /machines - electrical and battery powered;
- lifting equipment;
- all apparatus and equipment used by individual departments e.g., Art, D&T, Music, Science and Sports; and • transport – College minibus.

All work equipment and machinery provided by the College will be suitable, inspected, maintained and used by competent persons in the correct environment in accordance with a risk assessment to ensure that any electrical, mechanical and any other hazards have been considered and control measures applied.

Portable electrical equipment will be included in annual Portable Appliance Testing (PAT) with non-statutory and statutory testing and maintenance schedules for all other work equipment and machinery and procedures in place for ensuring remedial action is undertaken, if required.

4.23 Risk Assessments

The College Business Manager will ensure that suitable and sufficient risk assessments are carried out by a competent person(s).

The following Departments will carry out risk assessments relevant to their areas: - Science, D & T, Art, ICT, Swimming Pool, PE and Gym, Library, Drama, Music and Premises.

For all other curriculum areas, Heads of Departments will ensure risk assessments are in place.

The Premises Manager will complete risk assessments for premises team activities and general areas including offices, halls, toilets, corridors and outdoor areas. Risk assessments will follow the following steps:

- identify hazards;
- evaluate the risk that these hazards present and to whom;
- identify suitable measures to reduce and control the risks;
- record the significant findings;
- monitor the effectiveness of the control measures;
- review the risk assessment on a regular basis.

Specific risk assessments are required for new and expectant mothers, working at height, violence, lone working, etc. where such a risk exists.

4.24 Safeguarding

Ernest Bevin College recognise their responsibility under Section 175 of the Education Act 2002 to safeguard and promote the welfare of children.

The College will ensure that:

- the College Child Protection and Safeguarding Policy is in place and kept under review
- a Safeguarding Governor, Designated Safeguarding Lead and Deputy Safeguarding Leads are appointed; and
- all staff are trained, attend refresher training and are kept up to date.

4.25 Security

During term time College gates/doors are unlocked at 7am. During the school day entry is only permitted via the main entrance gate and access controlled front door to reception. All other gates are locked at 09:00. The College gates and doors are locked at the end of each day at 19:00 and the intruder alarm is set.

The opening and closing of the Sports Centre is managed by Sports Hall Reception Staff between 16:00 and 22:00 during weekdays and 08:00 to 17:00 at the weekend, when required.

4.26 Safety on College Visits

The Teacher-in-charge of a trip is responsible for all aspects of Health and Safety when off the College premises. A specific risk assessment must be completed for each trip. All risk assessments and arrangements will be reviewed by the EVC Coordinator, the Local Authority and signed off by the Principal.

When taking students out of College, mobile telephones must be taken so that in an emergency the College can be contacted and contact maintained between groups when travelling.

All residential visits and those where dangerous activities are involved must be authorised by the Local Authority.

4.27 Smoking

Smoking, either cigarette or vape, is not allowed in College buildings or in the grounds of the College.

Cigarettes and matches must not be left where students can have access to them. If staff light candles for any reasons (e.g., religious services, scientific experiments etc.) they should not be left unattended.

Any persons wishing to smoke must leave the College grounds and move away from the site.

4.28 Transport

Ernest Bevin College staff requiring to use/transport students using the College minibus must:

- have a full current UK driving licence covering the use of minibuses with D1
- have attended the MiDAS (minibus driver) training; and
- complete the pre use checklist prior to any use and ensure remedial action is taken, if required.

The Finance Officer will ensure that the staff records, vehicles, tax, MOT, insurance and servicing is kept up to date.

4.29 Tree Safety

All trees in College grounds must be checked for disease and checked to guard against falling branches on a regular basis. Formal inspections should be carried out every two years.

Similarly, all low-level bushes etc. should be checked to ensure that they do not present a risk to students, either of scratches or skin or eye penetration by sharp twigs.

4.30 Violence or Aggression Towards Staff

The risk of violence and aggression towards staff is included in risk assessments and the College Behaviour for Learning Policy in which dealing with incidents involving confrontational and aggressive behaviour is detailed.

Staff are aware to report any such incidents to their line manager.

Staff are required to complete the accident/incident form with accurate details to maintain a record.

4.31 Wellbeing

The Principal and Line Managers take responsibility for the wellbeing of all staff. The College have been awarded the National Children Wellbeing Award 19th Dec 2019 – 19th Dec 2022 and all staff are aware that they have access to the Local Authority Employee Assistance Programme.

Wellbeing is a standing item on departmental meeting agendas and along with a well equipped staff room with refreshments, staff have:

- access to Sports facilities at designated times.
- the opportunity to attend organised events organised by the Staff Association; and
- the opportunity to identify any factors that maybe impacting their wellbeing, via their line managers.

4.32 Work Experience/Placements

The Careers Advisor manages the College students work experience/placement opportunities and will ensure that:

- risk assessments are carried out for all student work experience/placements;
- all the suitable and relevant checks are carried out on the work experience/placement provider; and
- reviews of the provider H&S induction and workplace risk assessment process is reviewed.

5. Appendix 1 – List of Associated Policies and Documents

1. Critical Incident Plan
2. Supporting Children with Medical Needs
3. Contractor Management Policy
4. First Aid Policy
5. Lettings Policy
6. Lone Working Policy
7. Online Safety Policy
8. Child Protection and Safeguarding Policy
9. Behaviour for Learning Policy