



Health and Safety Policy

Co-ordinator	EHT
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Section 1: General Policy Statement

The Executive Headteacher and trustees of Downs View believe that the health and safety of persons within the college is of paramount importance. It is our intent to prevent accidents and occupational ill health and where possible eliminate hazards in the workplace.

It is the intent of the Executive Headteacher, and trustees of the college to ensure that a safe and healthy workplace is provided and maintained for all our employees. This will include the provision of safe systems of work, safe plant and equipment and safe access and egress to the premises. We will ensure that adequate information, instruction, training and supervision is provided to ensure that staff can carry out their work safely.

The Executive Headteacher and trustees will ensure that others who are affected by our activities are not subjected to unacceptable risks to their health and safety including pupils, visitors, parents, volunteers and contractors.

These responsibilities will be achieved by the establishment of an effective health and safety management system within the college. This will involve the implementation of arrangements for the effective planning, organisation, control, monitoring and review of preventative and protective measures. In addition the Executive Headteacher and trustees will undertake to ensure compliance with policy and guidance produced by Brighton and Hove City Council. The Executive Headteacher and trustees will ensure that adequate resources are identified for health and safety.

We believe that health and safety standards will be maintained only with the co-operation of all staff, pupils and visitors to the college. We expect all staff to co-operate fully with this policy. In addition we will ensure that all pupils, visitors and contractors are provided with the information they require to enable them to comply with this policy and remain safe. It is the intention of the Executive Headteacher and trustees that procedures to ensure relevant health and safety issues are embedded within the curriculum at all levels where appropriate.

The effectiveness of the policy will be regularly monitored to ensure that health and safety arrangements are being implemented and that the people named in the policy are carrying out their duties. The policy will be reviewed annually and revised where necessary.

Signed



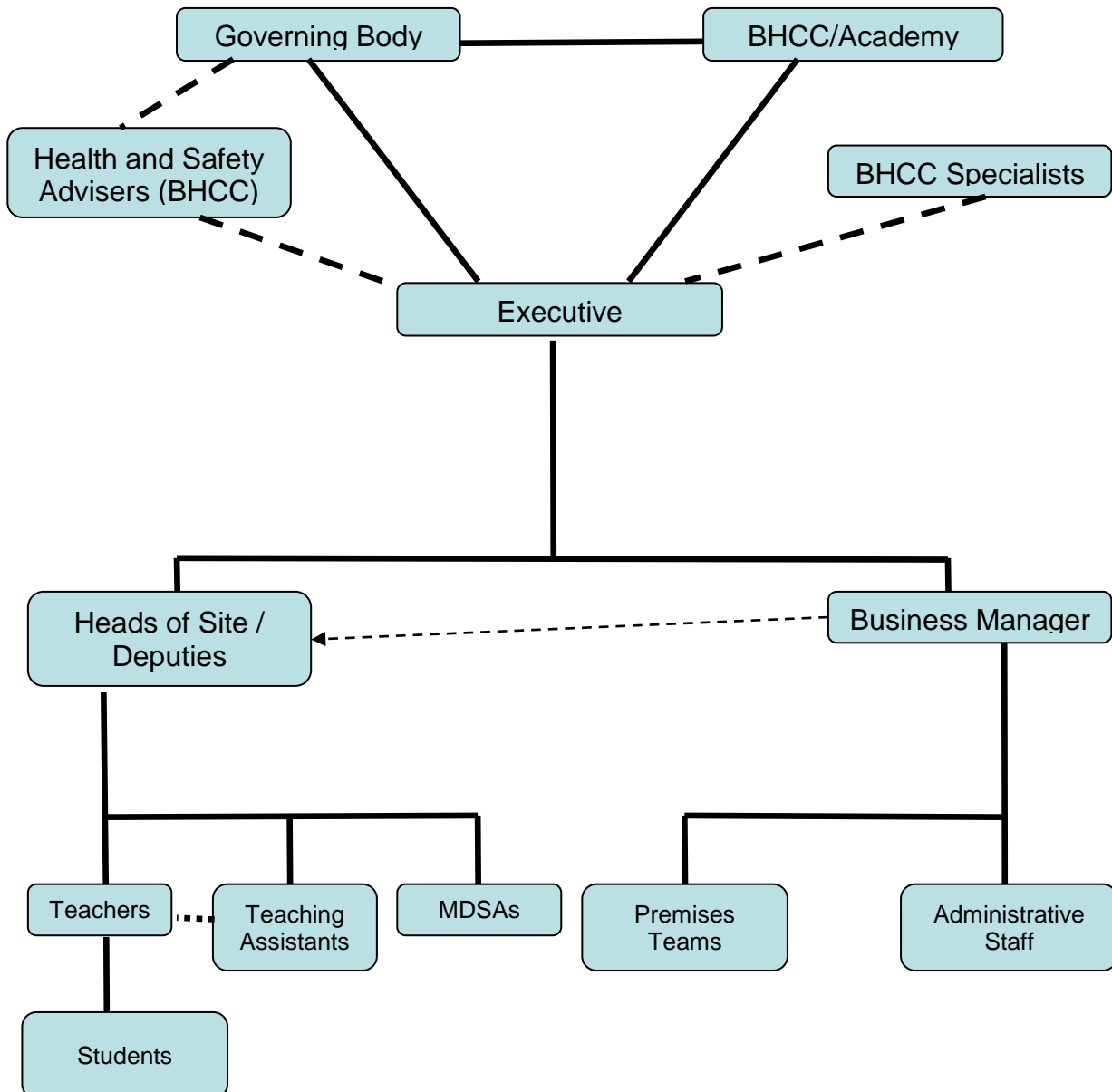
Executive Headteacher

Date 13.09.22

Section 2: Organisation within the College

Below is the organisation within the college to meet the requirements of the General Policy Statement.

Ultimately the responsibility for all College organisation and activity rests by definition, with the Executive Headteacher. However all staff have a responsibility towards safety with the specific lines of delegation being set out as shown below.



Section 3: Arrangements for Health and Safety

3.1 Safety Responsibilities of Groups and Individuals

The Governing Body

The Governing Body in its role as employer will ensure, so far as is reasonably practicable, the health and safety at work of employees and others (e.g. contractors, pupils, visitors) in accordance with Section 2 and 4 of the Health & Safety at Work Act 1974.

In order to discharge this responsibility, the Governing Body will:

- Ensure that the Local Authority's Health and Safety Policy is delivered through this College's Health and Safety Policy.
- Ensure that procedures are kept up-to-date and that arrangements are in place to ensure that all staff and students are aware of and comply with them;
- Ensure that the policy contains rigorous and comprehensive systems for active monitoring (auditing health and safety management systems, inspections and risk assessments) and reactive monitoring (accident/incident investigation) and for rectifying identified faults within the College;
- Nominate a Health & Safety Governor and maintain a Health & Safety committee
- Ensure there is adequate provision both in staffing, facilities and resources to allow the college to meet both its legal and moral obligations with respect to health, safety and welfare;
- Receive updates on the college development plan for health and safety from the PFB subgroup that has oversight of the Health and Safety Forum in order to enable the Governing body to monitor the adequacy of arrangements and take any action necessary;
- Consider information, statistics and reports relating to health, safety and welfare matters;
- Ensure appropriate performance management processes are maintained to enable all staff to discharge the duties and arrangements set out through this policy
- Consider and make recommendations regarding individual health and safety issues which have not been resolved at management level;
- Implement where appropriate, Executive recommendations made by regulatory bodies e.g. OfSTED and the Health and Safety Executive.

All Staff

All staff are responsible for their own health and safety and that of other persons in the College by the proper observation of College rules and procedures. Staff are reminded of the general duty imposed by the Health and Safety at Work etc. Act 1974 at Sections 7 and 8:

'It shall be the duty of every employee while at work

- a) to take reasonable care for the health and safety of himself and other persons who may be affected by his acts or omissions at work, and,
- b) 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 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 interests of health, safety or welfare in pursuance of any of the relevant statutory provisions,'

All staff shall:

- Attend and act in accordance with any relevant health & safety training identified to discharge their duties
- Ensure all accidents, incidents and near misses within their area of responsibility are recorded in line with the college procedure.
- Follow safe working procedures;
- Be familiar with the general, emergency and particular safety rules that apply to their area of work;
- Ensure that the classroom and other areas are tidy and good housekeeping standards are maintained;
- Undertake a visual inspection of equipment prior to use and ensure that any portable electrical equipment they use is made available for testing;
- Report defects to their line manager and make the equipment/area safe until the defect is dealt with;

Executive Headteacher

The Executive Headteacher has overall responsibility for safety policy, organisation and arrangements throughout the College and will:

- Provide liaison with Inspectors and outside bodies concerned with safety and health: Local Authority, Department for Education (DfE) and the Health and Safety Executive (HSE) with regard to safety aspects;
- Budget for safety and health matters;
- Review the Safety Policy annually and when significant changes occur within the organisation of the college, and communicate these to all staff;
- Develop, introduce, maintain and review safety management procedures to ensure the college complies with legislative requirements and good industry practice;
- Ensure health and safety issues associated with major building projects are complied with;
- Nominate specific staff with designated safety roles, e.g. First Aiders; Health and Safety Coordinator, Risk Assessors and ensure they receive appropriate training;
- Ensure that statutory maintenance and inspections of fixed service equipment is undertaken;
- Ensure the implementation and continued effectiveness of the colleges safety management framework 'Team Safety' including aspects such as risk assessment, staff training, monitoring and supervision;
- Ensure that all incidents are reported to the Health & Safety team within 5 days of the incident (especially before the end of term); that necessary records of incidents are maintained and that incident data is monitored and reviewed to identify trends and remedial actions needed;
- Chair the Health and Safety Committee, or nominate a member of senior management team to undertake this activity.
- Make an annual report on safety matters to the Board of Trustees.
- Ensure that health and safety is considered as an integral part of teaching and the course syllabi, both in preparation of new course submissions and in their reviews;
- Identify staff training requirements to allow the college to comply with legislative and good industry practice that relate to or affect health, safety and welfare.

- Instigate appropriate disciplinary action where it is shown that staff have ignored or shown a disregard for health and safety matters outlined within the Safety Policy, College Codes of Practice or health and safety legislation.
- Ensure that Safety Inspections are carried out at termly intervals, recorded and that necessary remedial action is carried out.
- Develop and establish emergency procedures, and organise fire evacuation practices within the college.
- Ensure that health and safety is taken into account when considering any proposed or impending changes e.g. building works, room allocation/usage etc;
- Develop and adhere to safety procedures for operations carried out within the College by their staff and by outside contractors under their control.
- Ensure the provision and maintenance of all 'fire' equipment, including the preparation and review of Fire Risk Assessments;
- Have a general oversight of health and first aid matters.
- Communicate and publicise safety matters as appropriate to staff, contractors, visitors, students (as appropriate.)
- Ensure that all staff (including agency / cover workers) receive appropriate health and safety training at induction which must include emergency arrangements (i.e. first aid, fire and accident reporting), any restricted tasks and activities; and an introduction to the H&S Policy;
- Ensure that adequate numbers of staff are provided with appropriate training so that they can support the following management arrangements.
 - First aid.
 - Fire and emergency evacuation.
 - Complete the colleges risk assessment list and guide and ensure that risk assessments covering all aspects of the colleges operations are in place, regularly reviewed and information is communicated to relevant staff.

The Business Manager will assume these duties in the absence of the Executive Headteacher and has the authority to make and implement decisions throughout the college at any level if there is:

- immediate danger, or
- dangerous practice, or
- breach of the law

The College Health & Safety Coordinator – this role will be taken by the Premises Administrator overseen by CBM

The College Health and Safety Coordinator is responsible for the co-ordination of health and safety management throughout the College and will:

- Make an annual report, in conjunction with the Health and Safety Governor and assisted by the Deputy Headteachers, on safety matters to the Executive Headteacher and the Board of Trustees;
- Assist with inspections and safety audits;
- Investigate and advise on hazards and precautions (and seek assistance from the Health & Safety Team if the issue is outside their level of competence);
- Develop and establish emergency procedures, and organise fire evacuation practices within the college;
- Have a general oversight of health and first aid matters;
- Monitor the general safety programme on behalf of the Executive Headteacher;
- Make recommendations to Executive Headteacher for matters requiring immediate attention, e.g. changes to legislation, outcomes of safety inspections;
- Make recommendations to the Executive Headteacher on matters of safety policy in compliance with new and modified legislation;
- Communicate and publicise safety matters as appropriate to staff, contractors, visitors, students (as appropriate);
- Liaise with outside bodies concerned with H&S e.g. LA Health, & Safety team;
- Monitor accidents to identify trends and introduce methods of reducing accidents;

Educational Visits Co-ordinator (EVC)

- Engage in educational visit management in order to ensure that the Local Authority Off-site Guidance is followed;
- Work with group leaders to ensure that the aims of the educational visit are achievable and in line with those of the establishment;
- Work with the group leader to ensure there is a 'plan B' in the event of adverse weather, transport issues, emergencies etc.

- Use the online outdoor educational visits approval system 'Evolve' for all hazardous and residential trips;
- Ensure that the colleges educational visits meet the Local Authority's requirements;
- Confirm that adequate risk assessments have been carried out;
- Support the Executive Headteacher in the management and evaluation of educational visits;
- Confirm group leaders are competent and appropriate, including accompanying staff and volunteers;
- Confirm that adequate first aid cover is provided;
- Keep their EVC training up to date;
- Ensure that any incidents that take place on a trip are recorded and copies provided to the LA Health & Safety Team.

Heads of Site & Managers within Support Departments

Each Head of Site and Manager within a Support department is responsible to their line manager for the provision of safe working conditions for staff and students and in particular to:

- Prepare reports on safety matters for the meeting of the Health and Safety Committee/ Governing Body/ Senior Management and Health and Safety Co-ordinator.
- Attend to defect reports and recommendations from the Executive Headteacher, staff, Safety Representative and Health and Safety Co-ordinator;
- Conduct regular inspections of their area of responsibility and rectify hazards identified from those inspections;
- Instigate and ensure that safety procedures are developed for operations carried out within their area of responsibility;
- Ensure that all appropriate risk assessments are undertaken and communicated;
- Ensure equipment, including personal protective equipment, is maintained in a safe condition and that substances hazardous to health are stored and used safely;
- Ensure staff have received the appropriate training to ensure they are competent to undertake their role safely;
- Circulate communications relating to safety matters to staff within their control.

Curriculum Leaders

- Ensure safety procedures are developed and adhered to for operations carried out within the section ensuring that these are in line with curriculum codes of practice issued by Children's Services Department e.g. Science, Design Technology, PE, etc;
- Updating colleagues within the college in any change in practice;
- Issuing safety guidance for their curriculum area;
- Carrying out risk assessments for their specialist areas.
- Nominate, in conjunction with their manager, teachers responsible for particular classrooms and the associated equipment;
- Notify CBM and Deputy Head of any proposed or impending changes affecting safety, health and welfare, in room allocation or usage;
- Ensure safety inspections of their designated areas are carried out and ensure that hazards identified from those inspections are rectified.

Teachers

Teachers are responsible to their Deputy Headteacher for the immediate safety of the students in their classroom and areas used for teaching. Nominated teachers are responsible for their own classroom and their associated equipment and as such it is their responsibility to ensure that it is maintained to a high standard with respect to health and safety issues.

Additionally, each teacher will:

- Undertake and implement risk assessments for specific activities and ensure that safe working and emergency procedures are followed personally;
- Provide safety information regarding the activity being undertaken prior to the activity commencing and during the activity, as and when required;
- Ensure that special working procedures, protective clothing and equipment are provided where necessary and are appropriate for use.
- Ensure that clear instructions and warnings are given to students verbally and in writing as often as necessary, and as appropriate for the age and level of understanding of the students (i.e. taking special educational needs (SEN) into account);

- Ensure they have attended any specific curriculum based/ health and safety training relevant to their role – especially in relation to science, DT/Technology and PE.

Teaching Assistants

The teaching assistant is immediately responsible to the teacher whilst the class is in session; or otherwise their line manager.

First Aiders

The First Aiders are responsible for supporting health and welfare issues within the College relating to First Aid. They will be supported by the Deputy Headteachers(DHTs) and admin. Responsibilities are delegated below:

- Be responsible for attending to and monitoring student or visitor illness/injury and referring pupils to their own GP/doctor or college nurse/hospital as appropriate - **First Aider/Class Teacher**
- Administer pupil medication as outlined in the colleges Administration of Medicines Policy - **Class Teacher**
- Maintain the class first aid/ medical rooms and equipment - **First Aider/Class Teacher**
- Maintain storage for pupil medication to ensure its secure but accessible as needed - **Class Teacher**
- Monitor student health records prior to entry and advise the class team of medical needs. Work with college nurse/DHT to ensure training in place. (e.g. epilepsy, allergies etc) - **Class Teacher/DHT**
- Assist in the monitoring of first aid equipment and boxes within the college - **Admin**
- Assist in the development of health promotion activities at the College - **DHT/Admin**
- Ensure adequate numbers of staff are trained in first aid procedures (to cover trips, sickness, etc) and co-ordinate the work of the First Aiders - **DHT/Premises Admin.**
- Ensure that the necessary records are maintained relating to administration of medicines and incidents/ accidents following the colleges procedures - **Class Teacher**

Premises Team

The Premises Team will:

- Ensure that reports on health and safety matters with respect to the college buildings and grounds are prepared;
- Perform all checks related to fire, legionella, equipment are carried out and maintenance is carried out at agreed intervals.
- Ensure that statutory maintenance and inspections of fixed service equipment are undertaken;
- Ensure that premises safety inspections are undertaken e.g. weekly, bi-termly, and keep records of any faults identified (if appropriate);
- Attend to defect reports and recommendations from the Executive Headteacher, CBM, Staff, Safety Representative and Health and Safety Coordinator/Premises Administrator
- Ensure all portable electrical equipment is tested on an annual basis;
- Keep records of hazards identified on site by staff and the remedial action taken and when;
- Ensure safety procedures/ method statements are developed and adhered to for operations carried out within the organisation by their own site staff and by outside contractors under their control;
- When liaising with contractors, ensure they have had sight of the Asbestos Register;
- Ensure equipment, including personal protective equipment is maintained in a safe condition and that substances hazardous to health are stored in a safe place;

Trade Union Safety Representatives

In accordance with the Safety Representatives and Safety Committee Regulations, the safety representatives will, where appointed:

- Represent the employees in consultation with the employer and with their representative; investigate potential hazards and dangerous occurrences at the workplace and examine the causes of accidents at the workplace;
- Investigate complaints by any employee they represent relating to health and safety and welfare at work;

- Represent employees in consultations with inspectors of the Health and Safety Executive and of any other enforcing authority;
- Receive information from inspectors;
- Attend meetings of safety committees to which they are elected;
- Inspect the workplace if they have given the employer or their representative reasonable notice in writing of their intention to do so and have not inspected it in the previous three months. They may carry out additional inspections where there are substantial changes in work conditions.

Staff Liaising with Contractors

A member of college staff should be appointed as lead/ main point of contact for each contractor that works within the college. The premises team has a responsibility to take appropriate action if they either observe the contractor/ their staff undertaking dangerous/ potentially dangerous working practices or have received a report of such behaviour/ practice. Such action could include reporting the matter and explaining what actions have been taken to the EHT, Deputy Headteacher and CBM. If the matter is not rectified satisfactorily then the CBM will report to the Health and Safety Governor and to the LA Health & Safety Team.

Staff must ensure that a contractor arriving at site reports to Reception and that a nominated person ensures the contractors are informed of any hazards on the college site e.g. providing access to the asbestos register. Approval must be gained by the contractor to start work. Only those staff nominated by the Executive Headteacher to liaise with the contractors must undertake this activity due to the procedures put in place by the college to implement other council policies such as Safeguarding, Asbestos and the Management of Contractors.

Students

With consideration of their age, ability and any SEN or behavioural need, each student is responsible for their personal safety and that of their peers by proper observation of College rules and procedures. In particular, each student will:

- Observe standards of dress and behaviour appropriate to the working situation.

- Heed warnings and observe rules and ask for such warnings and rules where they are not made obvious.
- Not wilfully misuse, neglect or damage things provided for safety.

Visitors

The Executive Headteacher and trustees are responsible for health and safety of visitors to the college, including contractors. All visitors to the college are asked to sign in and sign out when they leave the premises. Visitors will be issued with and wear at all times a 'visitor' pass. Each class teacher will accept responsibility for specific volunteers or visitors including checking that they are aware of emergency procedures and supervising their evacuation in case of an emergency. The Designated Safeguarding Leads will ensure that volunteers have the necessary safety information, please refer to the colleges safeguarding policy.

3.2 College Health and Safety Committee (reporting to the trustees)

The College Health and Safety Committee representing the various groups within the College is comprised of:

- Head of Site
- Trustee with responsibility for H & S
- Staff representatives (teaching and support staff i.e. premises team)
- Health and Safety Coordinator
- Union Safety Representatives (1 representative from each of the recognised staff unions)

Where possible efforts are made to ensure as wide a spread of curriculum and support areas of the college are represented.

Overall Function and Objective: The provision of effective communication and consultation between management and employees in order that the health, safety and welfare policy is properly maintained and developed.

Specific Functions

- To consider information, statistics and reports relating to health, safety and welfare matters affecting the operational area covered by the Committee generally and to make recommendations/observations to the Trustees accordingly.
- To consider and make recommendations to the Trustees regarding individual health and safety problems which have not been resolved at operational management/ safety representative level, or at section level.
- To develop policy to improve and maintain health and safety issues for staff and pupils.
- To encourage the implementation and maintenance of effective safety rules and practices at departmental level.
- To encourage effective communication regarding health, safety and welfare matters.

3.3 Crisis Management

A crisis management team has been set up to assist in the reduction of major hazards and risks and to action a recovery plan in the event of a serious accident.

Membership of the Crisis Management Team:

- Executive Headteacher
- Deputy Headteacher
- College Business Manager
- Premises Team

Function of the Crisis Management Team

The function of the Crisis Management Team is to:

- Act as the decision-making authority for the management of an incident.
- Develop the procedures and practices to be used for handling emergency situations and communicating these to all employees within the college.
- Establish and maintain a crisis management 'centre'. The 'centre' will have the necessary equipment available for rapid activation during an emergency. The equipment includes communications equipment, emergency plans and procedures, a

log to record all actions taken during the crisis, necessary office equipment and supplies and appropriate maps and building plans.

- Assess the nature, degree and likelihood of threats to the colleges interests (personnel, facilities, information and other assets) in order to determine the vulnerability to those threats of the colleges personnel, facilities or assets.
- Test the crisis management plan on a regular basis to ensure that it is feasible and realistic. Whenever the plan is found to be deficient immediate corrections will be made.

3.4 General Emergency Procedures

The summoning of emergency services is carried out by the Deputy Headteacher, CBM or a member of the Admin Team. They will also contact:

- A member of the Senior Management Team - [for information]
- Executive Headteacher - [if students are involved]
- Premises Team – [for access/ to isolate electrical supplies etc.]

The councils Emergency Planning and Resilience Team will provide the college with advice, support and equipment and undertake a co-ordinating role (where multiple teams respond,) and provide a single point of contact for other agencies. Contact details: Group email address is: epu@brighton-hove.gcsx.gov.uk ; Address: **Unit 11, Level 5 South, New England**

House, Brighton, BN1 4GH

Main office number is: **01273 296699**

Out of hours our Duty Officer can be contacted on: **07540 675169**

Fire Policy and Procedures & Bomb Incident Management

Downs View College holds a site specific Emergency Evacuation Plan and Fire Risk Assessment. These documents outline the college's fire risks, how they are managed and the instructions to be followed in the event of an emergency. Copies of these documents are found on the Amber Drive within Health & Safety.

In the event of a suspected bomb threat, the Crisis Management Team will liaise with the Police, LEA and Fire Brigade and follow their advice on the evacuation procedure and assembly point. This will then be communicated to staff, pupils, visitors, etc. by an

appropriate means. Any member of staff who receives information regarding a bomb on site must immediately inform the Executive Headteacher or a member of senior management in their absence.

First Aid Procedure – (see also the council's First Aid Standard)

The college has carried out a First Aid needs assessment and has identified the following requirement. (The needs assessment must identify provision for term time and out of term time if the college is still in use):

- There will be at least 1 person per class (normally LTA) that will be trained in first aid

Qualified First Aiders will have completed either the First Aid at Work 3 day initial training or the First Aid at Work 1 day course dependent on the requirements for the site. This will be followed by a 1 day refresher course every 3 years.

The named First Aiders for the college are listed in Appendix A at the end of this document and also published in college on the Health and Safety Boards.

First aid boxes are kept in reception, at specific points within the site and in the mini buses. The First Aiders provide first aid support and maintain a central supply of first aid materials to supplement first aid boxes. Parents/carers are expected to inform the college if their child has an allergy and a list of any such learners is kept on Reception and in every register.

All injuries which come to staff attention, no matter how slight, are recorded on the tally sheets, incident reports and cpoms and/or HS2 Incident form. In case of doubt as to whether or not a learner's parent should be immediately alerted, staff should contact the class teacher or in their absence the Deputy Headteacher. In the event of an accident, if the parents (and their nominated contacts) are unavailable, the learner may be sent to hospital to err on the side of caution. In these cases the learner will be accompanied by a member of staff. Parents must be informed of all injuries but this must be by telephone for a head injury.

Every parent/carers will be informed of the colleges arrangements for First Aid each college year.

Accident Recording and Reporting

In the event of an accident the following procedure is followed:

- Any equipment is turned off and the area is made safe (where possible)
- A call for help is made – including First Aid assistance.
- The qualified First Aider will judge whether the injury is of a minor or major nature. If minor the First Aider will provide appropriate treatment.
- If a major injury an ambulance will be called immediately without undue delay due to attempting to contact parents or guardians.
- If the injured person requires hospital treatment but an ambulance is not necessary, the Deputy Headteacher is responsible for arranging for a member of staff to transport the student/staff to hospital.

The member of staff taking the injured person will:

- Stay with the injured person and return with them; or
- Stay with the injured person until the parent/guardian arrives at the hospital and return to college.

All staff report any accident (or near misses) involving either themselves, visitors or volunteer helpers by recording the details on the Incident Report form HS2. Pupil accidents, depending on the severity are reported either on the Incident Sheets or using a HS2. If the incident involves intentional violence/harassment or verbal/written abuse, it will be reported using the Violent Incident Occurrence Report Form HS3.

The Deputy Head or CBM will ensure that the electronic forms are completed and emailed to the councils Health & Safety Team within 5 days. As the authority is obliged to report certain categories of injury or dangerous occurrence to the Health and Safety Executive (HSE) it is important that the Health & Safety team are notified at the earliest opportunity of accidents or incidents that are of a serious nature to determine if the HSE should be informed.

All accidents are investigated to prevent a re-occurrence. The investigation is recorded on Part B of the HS2 form. CBM monitors accidents to identify any trends. The PFB also receive information on accidents on a termly basis. The Health & Safety team will investigate certain incidents/accidents following receipt of the form.

3.5 Health Issues

Smoking and Vaping– (see also the Council Policy on Smoking and Vaping)

We have a specific legal duty to protect staff, contractors, visitors and the general public from the dangers of smoking and second-hand smoke (breathing smoke from other people's cigarettes). In an effort to reduce the risk to health from passive smoking, smoking is only allowed off site.

Whilst the use of electronic or e-cigarettes, is not covered by the Health Act 2006, the manufacture of these devices is not regulated and there is evidence that the nicotine they contain can also include small quantities of toxic substances, some of which are carcinogenic. Trace amounts of other hazardous compounds and toxic metals have also been found in the vapour produced by these devices.

In view of this, and the fact that more research is needed before the long-term health effects of e-cigarettes is known, the council considers it is prudent, as part of its general duty to protect the health and wellbeing of its employees, to adopt the same approach to e-cigarettes as it does to the smoking of conventional cigarettes and other tobacco products. Therefore vaping is only allowed within the designated smoking areas.

Alcohol and Drug Abuse – (see also the Council Policy on Drugs and Alcohol)

Staff attending work while under the influence of alcohol or drugs creates an unprofessional image of the college and increases the risk of accidents both to themselves and to colleagues. To minimise the probability of accidents from alcohol or drug abuse, staff whose judgment is impaired will be excluded from work and will be subject to disciplinary procedures.

Some drugs prescribed for medical reasons may impair judgment, induce fatigue and/or lower concentration. If staff feel they are affected when on medication, they must inform their line manager who will implement additional arrangements that safeguard both the individual and the staff/ pupils they work with.

Colleges staff have access to the services of Occupational Health which includes access to staff counselling/ staff wellbeing advice.

Staff Wellbeing

Our health and safety at work is not only determined by the physical environment we work in, but also by the nature of our work, our emotional wellbeing, fitness, our relationships and issues from outside work that impact on physical and mental wellbeing.

The college consider staff wellbeing by:

- Running surveys for colleagues to feedback on issues and concerns at work.
- Encouraging staff to run small scale well-being events or campaigns.
- Where individuals are or could be affected, staff should discuss the matter with their line manager or the Executive Headteacher to seek ways of reducing the pressure at work. An individual stress risk assessment form will be used as a tool to help with these discussions and to identify individual action plans.

New & Expectant Mothers. - (See also Council Policy on New and Expectant Mothers)

Pregnancy should not be equated with ill health. It should be regarded as part of everyday life and its health and safety implications can be adequately addressed by normal health and safety management procedures.

Many women work while they are pregnant and many return to work while they are still breast feeding. Some hazards in the work place may affect the health and safety of new and expectant mothers and of their children.

The following procedure is in place:

- Female staff (full and part-time) are required to inform their Line Manager and Human Resources as soon as possible and in writing when pregnancy has been confirmed.
- The Line Manager will undertake a risk assessment of the employee work activity to ensure no risk to the health of the employee or the unborn child. Copies of the Risk Assessment will be kept and will be reviewed throughout the pregnancy and if circumstances surrounding the pregnancy alter in any way.

- The Health and Safety Coordinator is available to give advice at any stage of the process, but the general principles of common risk assessment will apply.

Infection Control - (see also the Infection Control Standard)

From time to time infectious diseases will occur amongst pupils and staff. Good personal and general hygiene precautions are crucial to prevent the spread of infections and handwashing is the most important intervention in cross-infection. Refer to the Infection Control Standard for:

- Guidance on who to contact for help and advice in relation to communicable diseases at college
- Basic information on common infections and diseases together with guidance on where to get further information
- Information on the role of Public Health England
- Managing respiratory illness in college risk assessment is in place.

3.6 Risk Assessment

Risk assessment is a key part of the colleges safety management arrangements and hazard control. Managers must ensure risk assessments are undertaken and information on identified controls are brought to the attention of staff and others who need to know.

The following staff complete risk assessments for the areas highlighted below:

- Premises CBM/Premises Team
- Curriculum Heads of Sites, Lead Teachers and Curriculum Leads
- Off-site Visits Jackie Hutching/EHT
- Individual/specific Line Manager or if student, Class Teacher

Managers must ensure that areas of work or activities that are deemed to be more hazardous have detailed and documented arrangements to minimise the associated risks and ensure these are communicated to staff and others who need to know. All staff must ensure the contents of risk assessments and any controls relating to their area of work are followed. Copies of these assessments are held in the classes purple folders and on the Amber Drive under Health & Safety on the Colleges Network.

3.7 Specific Hazards

Colleges are not generally considered as dangerous places to work in but they can still create risk of injury or to health. The hazards relevant to this college are detailed below along with the safe procedures put in place to manage the risk.

The colleges '**Risk Assessment Guide**' outlines the risk assessments that are required in all colleges; individual people assessments and specific assessments which may be required depending on the facilities, services etc. within the college. The guide has been used as a checklist to identify which assessments are needed in this college.

Swimming Pool

Downs View School has a hydrotherapy and splash pool that is used for hydrotherapy by the college. A site-specific risk assessment for both the pool and plant room can be found on the Amber Drive under Health & Safety. Classes who use the pools are expected to have their own class-specific risk assessment.

All procedures for using the pool safely, can be found in the Normal Operating Plan (NOP) and Emergency Action Plan (EAP). The Normal Operating Procedure (NOP) details the procedures in place for the safe management (under normal conditions) of Downs View College. The Emergency Action Plan (EAP) gives specific instructions about what to do in an emergency so staff and can react with confidence and efficiency.

Pool maintenance will only be carried out by staff who are **trained and competent**.

Working at Height – (see also the councils [Work at Height Standard](#) – this link takes you to the A-Z H&S Standards and Guides page on BEEM – See section V- Z.)

Activities involving working at Height are the top cause of fatalities and serious injuries in the workplace. Everyone has responsibilities to ensure activities are safely planned, those involved in working at height are competent and that risk assessments and controls are adhered to at all times.

All work at height must be properly planned and organised to ensure they are carried out safely. The hierarchy to follow is:

- **Avoid work at height if at all possible**
- If work at height is unavoidable, control measures must be put in place to prevent falls
- Where the risk of falling cannot be prevented, control measures must be put in place to minimise the distances and consequences of a fall

The selection and inspection of suitable equipment is an essential control feature. Chairs, furniture or other equipment not designed for this purpose must not be used to work at height or access. The procedures set out in Brighton and Hove City Councils Working at Height standard will be followed for all work at height activities.

The CBM and the premises teams are responsible for ensuring arrangements are in place for identifying and managing all working at height activities.

Work at height activities will only be carried out by staff who are **competent and authorised** for the work involved and work will only commence when risk assessments and safe systems of work are in place and understood.

Lone Working

Under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999, employers have legal duties to assess all risks to health and safety, including the risk of lone working.

Downs View College follow the Personal Safety and Lone Working Standard via BEEM, which has been developed to ensure measures are put in place to protect staff and other people carrying out work on behalf of the council from personal safety risks and all forms of work-related violence and aggression

Staff are encouraged not to work alone in college. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary. Work involving potentially significant risks (for example work at height) should not be undertaken whilst working alone.

For more information, please review the Downs View College - Lone Working Policy, which can be found on the Green Drive under policies on the network.

Allergen Management

Downs View College recognises its responsibility for the safeguarding of its pupils and the continuous need for awareness of the risk to pupils who may suffer from food allergies or intolerances, particularly those identified to be at risk of anaphylaxis

Anaphylaxis is a severe allergic reaction requiring immediate medical attention. The reaction usually occurs within minutes of exposure to the “trigger” substance although in some cases the reaction may be delayed for as much as a few hours. Common trigger substances include peanuts, tree nuts, eggs, shellfish, insect stings and drugs such as penicillin and aspirin.

The college follows the councils Allergen Management Standard for Colleges and has adopted a standalone Allergen Management Policy and Risk Assessment which can be found on the Green Drive under policies.

Vehicle Safety in Colleges

Vehicles at work are a major cause of fatal and major injuries nationally every year. All colleges have deliveries and waste collections on their sites and some also have provision of parking. All vehicle movements must be considered in relation to how traffic is managed. Detailed guidance is available via BEEM A-Z (Vehicle Safety in Colleges) on issues to consider to ensure transport risks are managed.

Further information and support in developing your arrangements is available from:

TransportProjects@brighton-hove.gov.uk and hometocollegetransport@brighton-hove.gov.uk

Deputy Heads and Premises Teams are responsible for ensuring vehicle safety arrangements are in place including risk assessments.

Asbestos

Downs View College has had an asbestos survey completed for the premises. Staff will be informed of the locality of any asbestos containing materials within in the college, and a

record will be made that this has been undertaken. Asbestos materials in good condition are safe unless fibers become airborne, which may happen when materials are damaged. It is essential that where asbestos has been identified staff follow safe working systems within the college to ensure that the fabric of the building is not disturbed and follow the escalation procedure in the Asbestos Management Policy where damage to an asbestos material has been identified. The premises teams are responsible for Asbestos management arrangements in the college including ensuring all staff are informed of the arrangements in place and any responsibilities and procedures they need to know. The premises teams will liaise with contractors to ensure they are provided with relevant safety information and will be responsible for approving works to be undertaken in the college.

Legionella – (see also Council Policy on Legionella)

The risk of contracting Legionellosis from our water system is low, but a managed approach to the condition and use of water systems is vital to manage risk, raise awareness of standards and ensure compliance with statutory requirements.

A risk assessment has been undertaken and this will be reviewed on a bi-annual basis. Water temperature monitoring and sampling will be undertaken by the term contractor directed by the BHCC Compliance Manager, Premises Team. Other on regular monitoring as directed by the risk assessment will be undertaken by the Premises Team. Legionella awareness training is mandatory for all duty holders with responsibilities for control or management of premises / water systems.

Display Screen Equipment (DSE) – (see also Council Policy on DSE)

All staff who are DSE 'users' (use a computer continuously for one hour or more and have no discretion on using the equipment,) complete DSE e-learning and a Workstation Self-Assessment. Where health issues are raised, the assessment is reviewed by a DSE Assessor. The DSE Assessor then completes a DSE Assessment on the individual.

All DSE users are encouraged to have an eyesight test every two years. An arrangement has been made with [Vision Express](#) via the council to give access to an online portal from which

managers can download a voucher which entitles the user to an eye test voucher. Managers must sign the voucher to authorise its use.

Electrical Equipment

All staff are responsible for ensuring that they carry out a pre-use visual check and handle electrical equipment sensibly and safely. Any pupil or volunteer who handles electrical appliances does so under the supervision of a member of staff who will also direct them.

An EICR (Electrical Installation Condition Report) is carried out at least every 5 years. Faults identified by the EICR will be addressed in the timescales recommended. Health and Safety legislation requires that employers take reasonable steps to ensure the safety of electrical appliances in the work place. As part of providing this assurance Downs View College have a regime of PAT (portable appliance testing) based on Brighton and Hove City Council's HS-G-65 'Electricity at Work' Guide. The premises teams are responsible for maintaining accurate records of the testing, ensuring that all equipment in current use is checked and for making arrangements for the equipment to be accessible for testing.

If there is any doubt about the safety of the equipment, it will not be used. Any potential hazards will be reported to reception and added to the site list immediately.

The Executive Headteacher must be made aware of, and approve the use of any item being brought into colleges by a member of staff, volunteer or a student. Electrical goods not purchased and owned by the organisation or rented from a known supplier will not be used unless authorised by CBM or EHT. The EHT must be made aware of and approve the arrangements for temporary electrical extensions required for drama productions, Christmas decorations etc.

Machinery and Equipment

There is a list of all specialist equipment (e.g. Design Technology equipment) owned by Downs View College and this is kept updated on the inventory system by individual departments (ICT etc). Maintenance schedules are in place to ensure that all equipment is safe. Guidance notes will be kept individually by departments on the relevant machinery and equipment used by their staff and students.

Where manufacturers' instructions are not available, the Head of Department will prepare instructions for maintaining the equipment, for machinery and will liaise with the Health and Safety Coordinator to obtain such advice as may be needed for preparing those instructions. A copy of the instructions will be exhibited close to the equipment or machinery to which it relates.

Hand tools are used under strict guidance and close supervision of the teacher or teaching assistant, and counted in/out when used by students. Such equipment – even simple items such as scissors – are stored away after use.

Manual Handling (see also Council Policy on Manual Handling)

All equipment must be moved safely. Large pieces of equipment will only be moved by people who have received manual handling training. PE equipment may be moved by pupils but they must be given clear instruction in the correct way to lift and handle items. There must always be at least two pupils per piece of equipment or mat. Close supervision is maintained at all times.

Downs View College have appointed a Manual Handling Lead, who will be responsible for undertaking risk assessments for manual handling tasks. All staff who are required to undertake manual handling or people handling activities will attend the appropriate training

Where lifting equipment/aids are provided, only those members of staff who have been trained in the use of the equipment and are authorized to use it may undertake the activity. Lifting equipment is checked every six months by a competent person, usually an outside contractor.

Housekeeping

The risk of injury within the workplace is most likely to be caused by the more mundane hazards as a result of poor housekeeping. It is the responsibility of the teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear. The premises teams undertake an inspection whilst opening the college each morning to ensure that communal areas are free from trip hazards, etc. The premises team reports all hazards, obstructions, defects or maintenance requirements that they have been unable to resolve to

CBM. It is the duty of all staff to be vigilant and aware of possible hazards. If any spillages occur, these are dealt with immediately.

The college is cleaned as per the cleaning schedule and is monitored by the premises team/Sensis. All waste is disposed of according to appropriate health and safety guidelines.

Off-site Visits

An Educational Visits Coordinator (EVC) has been appointed. The college has a separate policy on Off-site visits. Staff must ensure that prior to planning or accompanying an off-site visit, that they are aware of the college and council policy on educational visits.

Hazardous Substances (see also Council Policy on Hazardous Substances)

Responsibility for implementation of the COSHH Regulations, annual review and (where necessary) updating has been delegated to Subject Leaders where technical considerations so require, i.e. in relation to Design Technology, Art and Science; and the Premises Team.

The college will hold a material/product safety data sheet for any hazardous substance used and a written risk assessment for that substance will be carried out.

Noise at Work

All members of staff need to be aware of “nuisance noise” and respect the needs of others in the college. Common sense and courtesy by all members of staff, students and visitors to the college will prevent problems arising. Any member of staff or visitor detecting a potential problem will report immediately to the Deputy Headteacher or Premises Manager.

Machinery with the potential to create hazardous levels of noise will be maintained and inspected in accordance with the manufactures instruction to ensure noise levels are kept to a minimum. Noise will be considered as hazard within departmental risk assessments as appropriate.

Lettings

The Executive Headteacher must be satisfied that the hiring organisation will use the college premises in a safe manner. A signed, written letting agreement will be completed and copies kept. Copies of letting agreements are held administration office. The college will maintain

the premises being let in a safe condition and communicate any unsafe conditions or hazards with the lessee. It is the responsibility of the lessee to ensure there is adequate first aid arrangements in place and to report any hazards/ defects or incidents involving the premises/ any leased equipment following the colleges hazard/ incident reporting procedures.

Use of Minibuses and Other Vehicles

The Guidelines for Minibus Operation apply to all minibuses and other large passenger-carrying vehicles e.g. people carriers and are also the minimum standards to be applied to any vehicle hired for use on College business.

Under Brighton and Hove City Council (BHCC) policy, drivers of college minibuses must hold a license with a D1 category to drive a minibus. Drivers that have passed the driving test before 1st January 1997 will automatically have D1 entitlement. Drivers who passed their test after the 1st January 1997 are required to take the DSA Minibus PCV Test.

BHCC requires all drivers (whether driving a minibus or MPV) to undertake theory and practical Minibus Driver Training and Assessment, which is delivered by qualified DSA Approved Driving Instructors who also hold a PCV license.

- Minibus and MPV training and assessment must be retaken once every 3 years.
- Drivers must be aged between 21 years and under 70 years (Drivers over 70 must have an annual DVLA PCV Medical Report Form D4 completed and signed by their GP and be assessed driving a minibus by a DSA PCV Approved Driving Instructor.
- Held a full driving license for at least 2 years. Whilst there is no statutory requirement to ensure drivers have had no fault claims or convictions, Managers and Executive Headteachers should consider the implications of using a driver who may have a driving conviction and/or a fault claim as a potential risk.
- All colleges who employ staff to drive a minibus or who wish to charge passengers for carriage on the vehicle must have a Section 19 Permit for each minibus.

Drivers of vehicles on the college grounds are subject to all normal regulations including the wearing of seat belts. A speed limit of 5mph is imposed on vehicles on the site. Drivers of all vehicles, whether car or motor cycle must not drive carelessly or inconsiderately on any occasion.

Procedures are in place to notify the Premises Manager of any faults identified with the minibus. Guidance notes on what to do in case of an accident are kept in the glove compartment of the minibus.

Administration of Medicines

The College follows the council's Administration of Medicines Policy which is covered on the Downs View Administration of Medicines Policy. The college maintains consent forms and records of medicines administered.

3.8 Training and Information

A training needs analysis is undertaken by the Deputy Headteachers and CBM to identify the mandatory health and safety training required for each member of staff and is reviewed annually. The Executive Headteacher/ Heads of Department will ensure that staff are released for this training.

All members of staff receive a comprehensive health and safety induction when they commence employment with the college and the induction includes specific elements of this policy being brought to their attention. A volunteer will receive a specific induction relevant to the activities they are undertaking in college. If any member of staff feels the need for training they must alert their line manager or senior management team

The college has developed an agency/supply induction plan and this will be issued to all supply staff that includes health and safety information.

3.9 Monitoring Health and Safety

Health and safety standards are monitored by the senior management team in conjunction with the college trustees by the following:

- SLT include health and safety as part of the agenda of their regular meetings;
- The PFB Committee agenda and Executive Headteacher's report to the PFB trustees both have health and safety as standing agenda items.

Inspections

To maintain and improve standards throughout the college a termly premises inspection takes place and records kept. The college is inspected by CBM, the Premises Teams and the Head of Site.

Auditing

As a means of confirming that the necessary systems to comply with legislation are in place and are being followed, the council will complete a health and safety audit as part of a rolling programme. The action points identified through the audit will form part of the college development plan.

3.10 Safety Policy Review

The college acknowledges that the Safety Policy is a working document that includes details of policy and procedures relating to health and safety issues.

The college will monitor and update the Policy as appropriate and will undertake a formal review on an annual basis seeking endorsement from the Board of Trustees.

Section 4 Appendices

Appendix A List of Useful Contacts in College

Contact	Name
Health and Safety Trustee	Jim Watkins
Health and Safety Coordinator	CBM
Educational Visits Coordinator	Jackie Hutchings / EHT
Curriculum Coordinators PE ICT Literacy	Stuart Johnson Chris Fisher Julia Nicholson
First Aid Coordinator	Premises Admin
Persons responsible for reporting Accidents/incidents	Juliet Hudson Jackie Hutchings Vanessa Hickey Raul Ortiz CBM
Trade Union Safety Representatives	Mick Proctor
Health and Safety Committee	Mick Proctor CBM Jackie Hutchings Vanessa Hickey H & S governor Rae Casoria Enzo Bray Giovino Len Kroon
First Aiders	Listed on H&S Board at Each Site

Appendix B

Record Keeping

In the previous sections, reference has been made in various places to record keeping. There follows a list of those responsible for maintaining such records and where they are kept.

Records of	Produced by	Where kept
Accidents on Site	Those involved in the accident	Database/Office
First Aid administered	First Aiders & Appointed Persons	Classrooms
Fire Risk Assessment	Executive Headteacher/Staff	Amber Drive/Premises
Asbestos Management Plan	Executive Headteacher/Staff	Amber Drive/Premises
Medicines administered	First Aider/Staff	Classroom
Risk Assessments	Executive Headteacher/Staff	Amber Drive/H&S
COSHH Assessments	Executive Headteacher/Staff	Amber Drive/Premises
Electrical Tests	LEA approved contractor	Amber Drive/Premises
Maintenance of machinery and equipment	LEA approved contractor	Amber Drive/Premises
DSE Assessment	H&S Coordinator	Red Drive
Manual Handling Assessment	Heads of relevant Departments	Laura Strong
Training of staff & students	H&S Coordinator	Sims
Violent incidents	Staff involved in incident	Cpoms/Office
Testing of Equipment	LEA approved contractor	Amber Drive/Premises
Accident Investigations	Staff involved in accident	Red Drive/H&S
Noise Assessments	LEA approved contractor	
Legionella testing	Site Manager/Caretaker and LEA approved Contractor	Site Log
Monitoring Reports	H&S Coordinator	Site Book