



ST BRENDAN'S
SIXTH FORM COLLEGE

HEALTH AND SAFETY POLICY 2011

(incorporating
Fire Safety Policy)

Revised June 2011

HEALTH AND SAFETY POLICY
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HEALTH AND SAFETY POLICY STATEMENT

Mission Statement

It is the policy of St Brendan's College that all activities carried out on College premises or undertaken by College personnel (or their agents) will be managed in such a manner as to avoid, reduce or control all foreseeable risks to health and safety to any person to a tolerable level.

1.0 Introduction

- 1.1 The Health and Safety at Work Act 1974 is the basis of nearly all health and safety law in the United Kingdom. It sets out general duties which employers have towards employees and non-employees. **Two important sections of the Act state:**

“It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all his employees.”
(Section 2(1))

and

“It shall be the duty of every employer to conduct his undertaking in such a way as to ensure, so far as is reasonably practicable, that persons not in his employment who may be affected thereby are not thereby exposed to risks to their health or safety.” (Section 3(1))

The Act also places duties on individual members of staff

“It shall be the duty of every employee while at work:

(a) to take reasonable care for the health and safety of himself and of 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.” (Section 7)

- 1.2 The LSC developed ‘the Safe Learner Concept’. The Governing Body embraces this concept and the College will promote risk education, awareness and the learning of health and safety as an integral part of the students’ experience.
- 1.3 In the College, the Governing Body has the ultimate responsibility to take all measures within its power to make sure that the premises are safe and without risks to the health of staff, students and members of the public. In practice, the Principal endeavours to ensure, through the Premises Manager and Directors that the appropriate measures are carried out. The Premises Manager co-ordinates health and safety procedures and practice in the College as a whole, and the Curriculum and Support Managers, in turn, are responsible for Health and Safety within their respective areas.
- 1.4 The Governors have appointed the Chair of Resources as the Governor best placed to take a special interest in Health and Safety matters.
- 1.5 The operation of Health and Safety within the College is based upon assessment of risk. The Health and Safety Procedures identifies on-site risk assessments, these are supplemented by curriculum area procedures in areas of high risk and by the procedures for educational visits contained in the staff handbook.

2.0 Overall Objectives

- 2.1 The overall Health and Safety objectives of the College are:
- 2.1.1 To maintain any place of work under the College's control in a condition that is safe and without risks to health and to provide and maintain means of access to and egress from it that are safe and without such risks.
 - 2.1.2 To provide and maintain a working environment for employees and students that is safe and without risks to health and is adequate as regards facilities and arrangements for their welfare at work.
 - 2.1.3 To encourage staff to set high standards of health and safety by personal example, in order that students leaving the College should take with them an attitude of mind which accepts good health and safety practice as normal.
 - 2.1.4 To promote the safe learner concept with students
 - 2.1.5 To provide and maintain plant and equipment and systems of work that are safe and without risks to health.
 - 2.1.6 To make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
 - 2.1.7 To provide such protective equipment as is necessary for the health and safety at work of employees and students.
 - 2.1.8 To provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of employees and students and visitors.
 - 2.1.9 To monitor the effectiveness of health and safety provisions within the College, in consultation with the appointed representatives.
 - 2.1.10 To keep the College Health and Safety Policy under regular review.

3.0 Specific Responsibilities of the College Management

- 3.1 The College shall ensure, as far as is reasonably practicable, that it provides at all times:
- Premises, plant, equipment and systems of work that are safe and do not involve risks to health.
 - Proper facilities, equipment and protection for the safe use, transport, handling and storage of articles and substances.
 - Information, instruction, training and supervision as is necessary to ensure the health and safety at work of employees and all those lawfully occupied in areas controlled by the College or engaged in College external activities.
 - A safe working environment without risk to health and safety and risk-free access to and egress from any work environment, adequate welfare facilities (i.e. toilets, common rooms, dining rooms, etc).
 - For the maintenance of measures against tampering with building fabrics, electrical installations, fire alarm and fire-prevention installations and equipment.

- Adequate arrangements for negotiation and consultation on measures for ensuring health and safety at work.
- Arrangements for taking any other such measures in the interests of health and safety that may arise from time to time.

4.0 Responsibilities of the Individual in College:

- 4.1 The Health and Safety at Work Act 1974 makes it clear that everyone has a responsibility for safety. It is vital that all persons on College premises or involved in College external activities accept the extent of that responsibility:
- 4.2 Staff, registered students of the College, visitors, contractors and any other persons who may from time to time be on College premises, premises controlled by the College or involved in College external activities are required to co-operate fully with College management in ensuring that the College's Health and Safety Policy is observed.
- 4.3 All those mentioned in the above paragraph must comply with all instructions issued by the College in accordance with agreed procedures relating to health and safety statutory requirements and codes of practice.
- 4.4 No person on College premises, premises controlled by College or involved in College external activities, must interfere with or misuse intentionally or recklessly anything provided in the interests of health, safety and welfare.
- 4.5 Everyone on College premises, premises controlled by College or involved in College external activities, must take every care for personal health and safety and for the health and safety of all others around.

5.0 Corporate Manslaughter and Corporate Homicide Act 2007

- 5.1 Companies and organisations can now be found guilty of corporate manslaughter as a result of serious management failures resulting in a gross breach of a duty of care.
- 5.2 Companies and organisations that take their obligations under health and safety law seriously are not likely to be in breach of these provisions. Nonetheless, companies and organisations should keep their health and safety management systems under review, in particular, the way in which their activities are managed or organised by senior management.
- 5.3 The police will investigate suspected cases of corporate manslaughter/homicide. Prosecution decisions will be made by the Crown Prosecution Service (England and Wales), the Crown Office and Procurator Fiscal Service (Scotland) and the Director of Public Prosecutions (Northern Ireland).

6.0 Display Screen Regulations

- 6.1 These Regulations set out the requirements for work with computer workstations and VDUs. They require employers to assess the workstations of people defined in the regulations as "users". Workstations used by "users" have to meet certain minimum requirements. Employers must provide "users" with information about the health

risks associated with prolonged use of workstations and provide them with training in how to control those risks.

- 6.2 It is College policy to follow the HSE guidelines on DSE safety in that a "suitable and sufficient assessment is undertaken on all workstations used by regular computer users".

7.0 Projectors and Interactive Whiteboards

- 7.1 Interactive whiteboards are a tool which can assist teachers in delivering exciting and engaging lessons to learners of all ages and abilities. They enable teachers to deliver lessons interactively using a variety of methods, including video clips, use of the internet, interactive presentations, colour visuals and traditional blackboard skills. Additionally, they allow for manipulation of text, objects, and calculations by pupils/students as well as teachers.
- 7.2 It is recommended that the guidelines are displayed, as a reminder, in areas where projectors are used.

8.0 Manual Handling Operations Regulations

- 8.1 These Regulations require employers to identify where injury might be caused by lifting or carrying and then to take steps to reduce the risks of injury to acceptable levels.

9.0 Electricity at Work Regulations/ Portable Appliance Testing

- 9.1 These Regulations require electrical equipment to be maintained so as to prevent it becoming dangerous. Portable appliance testing will be carried out as specified in the College Health and Safety Procedure.

10.0 Control of Substances Hazardous to Health (COSHH) Regulations

- 10.1 The COSHH Regulations 1999 require:
- exposure by inhalation to specified substances to be kept below levels set by legislation.
 - special controls for carcinogens.
 - special controls for biological agents (particularly the categorisation of biological agents into hazard groups and the use of precautions appropriate to those levels).
 - personal protective equipment (e.g. respirators, gloves) to be the method of controlling exposure to a substance hazardous to health only when it has not been "reasonably practicable" to use other methods.
 - respiratory protective equipment to be examined at suitable intervals.
 - engineering controls (e.g. fume cupboards, microbiological safety cabinets, local exhaust ventilation systems) to be examined and tested every 14 months.
 - Disposal of Waste Chemicals in accordance with the Environmental Protection Act 1990.

11.0 Provision and Use of Work Equipment Regulations

- 11.1 These Regulations require that machinery and other equipment used at work is safe. Equipment must be maintained and must meet specified minimum requirements.

12.0 Reporting of Accidents, Injuries, Diseases and Dangerous Occurrences

- 12.1 All accidents, including those resulting in less serious but significant injuries, must be reported to the Premises Manager, whether or not absence from work results. It is the legal responsibility of an injured employee to report any accident in the College Accident /Dangerous Occurrence Book which is kept by the Premises Manager.
- 12.2 By law, any accident resulting in the death or specified major injury of any person must be reported to the Health and Safety Executive without delay. Injuries to employees which lead to incapacity for more than three days must also be reported to the Health and Safety Executive.
- 12.3 There should be no delay in reporting and dealing with any accident involving staff, students or visitors; the person in charge or person involved must complete an accident report form. The Premises Manager will be responsible for ensuring that the appropriate information is supplied to the Health and Safety Executive, the relevant funding agency and also ensuring that the Senior Management Team are aware of the incident.
- 12.4 Where necessary, investigation of accidents will be carried out by the Principal (or his representative, usually the Premises Manager) to establish the cause and identify preventative measures; a copy of this will be held on file. Investigations will endeavour to look beyond any immediate cause for underlying issues. The investigation should be completed and a report sent to the relevant funding agency, normally, within 8 days.
- 12.5 Any remedial work, identified by the investigation, required to prevent an accident recurring will be dealt with as a matter of urgency.
- 12.6 Other hazards, near misses and accidents involving damage to property should also be reported to the Premises Manager.
- 12.7 Certain dangerous occurrences [as defined in law] must be reported to the Health and Safety Executive without delay. Details of what constitutes a dangerous occurrence are contained in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) booklet held by the Premises Manager.
- 12.8 The College is required to report cases of certain diseases, which are linked with specific work activities as defined in law. Information about these is also contained in the RIDDOR booklet.
- 12.9 In the event of a learner suffering an accident /disease that does not fall within the remit of RIDDOR which involves lost time other than the day of the accident, but returns by the fourth day, then the incident is not a 'reportable accident' and does not have to be reported to the relevant funding agency. It must still be reported to the Premises Manager, who will still investigate the accident as in 12.4 above.

13.0 First-Aid Arrangements

- 13.1 Although the statutory requirements of the Health and Safety First Aid at Work Regulations 1981 apply to employees, there is also a moral obligation to treat students. To achieve a rationalised approach Educational Establishments are able to exercise local judgement on levels of First Aid provision, within the limits set by the guidelines.

- 13.2 The College appointed First Aid Officer is the holder of a current First Aid Certificate, having completed a 4-day course and test according to a syllabus approved by the Health and Safety Executive. Appointed person first aiders will have completed a certificated one-day course.
- 13.3 The College will provide first-aid equipment and facilities for employees if they are injured or become ill at work, and provide training opportunities for staff to gain first aid skills and qualifications. In the absence of a first-aider, an appointed person shall take charge of first-aid equipment and facilities and any situation relating to an injured or ill employee who will need help from a medical practitioner or nurse.
- 13.4 The College has a common law responsibility to look after the students in its care and, where possible, first-aid arrangements for employees and students will be combined so long as they do not dilute the level of provision for employees. These arrangements will also cover visitors to the College.
- 13.5 First Aid boxes are available on every floor. Further information is included in the College Student Handbook. Staff or students seeking help should, wherever possible, make their way to Reception where a first-aider will be called.

14.0 Fire Safety Procedures

- 14.1 "Good Management of fire safety is essential to ensure that fires are unlikely to occur; that if they do occur they are likely to be controlled or contained quickly, effectively and safely; or that, if a fire does occur and grow, everyone on the premises is able to escape to a place of total safety easily and quickly" (Fire Safety Regulatory Reform Order 2006).
- 14.2 Nothing is truer of fire than the old adage "prevention is better than cure". Regular fire prevention routines are one of the simplest and most efficient means of preventing fire. Fire safety is the responsibility of everyone. The value of the nightly routine of switching off and unplugging electrical equipment (unless the equipment concerned is designed to run continuously), checking that gas fires and gas taps are turned off, the removal of rubbish to a safe place and closing the doors to all rooms and staircase enclosures all reduce the risk of fire.
- 14.3 Fire, with the possible additional risk of explosion, is a much more acute problem in laboratories and workshops where flammable liquids and gases are often used. Stringent precautions are required in these areas to ensure that no sources of ignition occur. The presence of a Bunsen burner or sparking thermostat may be quite sufficient to start a fire. Welding and cutting equipment should never be used near flammable liquids or combustible materials, unless adequate precautions are taken to prevent ignition occurring. Advice on all aspects of fire prevention may be obtained from the Premises Manager.
- 14.4 Legislation exists which is designed to protect people at work from the effects of fire and other life threatening emergencies. Statutory provisions require employers to provide general emergency and fire precautions, including training, fire warning systems, fire-fighting equipment and means of escape.
- 14.5 The College will ensure that instruction in fire safety and other emergencies is given by competent persons to all employees to ensure that they understand the fire precautions and the action to be taken in the event of fire or emergency.

- 14.6 Notices setting out procedures to be followed in case of an outbreak of fire or other emergency will be posted throughout the College. Fire alarms will be tested weekly during term-time and evacuation drills held at least once a term and details recorded.
- 14.7 Means of Escape: It is essential that the means of escape from a building should function efficiently. Exit doors should be fastened so that they can be easily and immediately opened from the inside without the use of keys. Exit routes must not be obstructed or used as storage areas. Portable heating equipment or other sources of ignition must not be used in any part of an exit route.

Fire doors play an important role in the precautionary system; their purpose is to contain the fire, and to prevent the spread of smoke and toxic gases, which can be lethal even in small quantities. More people die through inhaling smoke than through burns. Fire doors must therefore not be propped or wedged open unless part of a system connected to the fire alarm and designed to do so; to prop open a fire door can cost lives if a fire breaks out. In addition, all fire/smoke doors should be closed when buildings are empty.

All staff/students are advised to become familiar with as many as possible of the exit and escape routes from the building in which they normally work.

- 14.8 The College will appoint some staff to undertake the extra duties of Fire Marshall (mainly Curriculum Managers, Senior Support Managers and Directors) to cover all parts of the College campus. Specific training will be required to enable staff to fulfil these duties.
- 14.9 Four types of fire extinguishers are provided in College premises. Each has a specific range of use and each is located adjacent to the related fire risk. The extinguishing media used are: water, carbon dioxide, vaporising liquid and dry powder. The external appearance of each type of extinguisher will look the same (red) however; each carries its own instructions for use. Fire blankets are provided in the kitchen and should be used for smothering fires involving flammable liquids or burning clothing. Training in the use of extinguishers will be provided for Fire Wardens and other staff in higher risk areas

Whenever fire fighting equipment has been used, an immediate report must be made to the Premises Manager so that the equipment may be recharged or replaced.

- 14.10 In all cases, evacuation must take precedence over fire fighting. Delay can be fatal.

15.0 Food Safety

- 15.1 The Governors of the College are responsible for all College affairs, including the production, supply and service of food to and within the College, for consumption on its premises and has agreed and approved the Food Safety Policy.

It is the policy of the College that all food supplied to and within the College shall be produced hygienically to the highest standards of safety, wholesomeness and quality. To this effect, the College will comply with the requirements of the Food Safety Act 1990; the Regulations made under that Act; all other relevant legislation, Codes of Practice, Industry Guides and other approved guidance. The College expects its contractors to do the same.

It is the policy of the College that adequate and appropriate resources (i.e. premises, facilities, equipment, and information) are provided; to assist in implementation of the general policy stated above.

It is the duty of all involved with the provision of food that they work in a manner conducive to the hygienic production, supply and service of safe, wholesome, good quality food.

The College will ensure that this Policy is applied where a food business is operated.

Where necessary, the College will consult on food safety matters with its Contractors.

16.0 Health and Safety Law

- 16.1 In accordance with the Health and Safety Information for Employees Regulations 1989, the College will issue to every member of staff a copy of the leaflet "Health and Safety Law - What You Should Know", which sets out basic information on health and safety law in an easily understandable form. This is incorporated into the Staff Handbook.

17.0 Contractors

- 17.1 Contractors must never undertake any work in any Department without first obtaining the permission of the Premises or Department Manager. This is to ensure that:
- contractors' staff do not endanger their own health and safety by entering classrooms, laboratories and offices without taking necessary precautions **and**
 - contractors' do not endanger the health and safety of departmental staff and students by carrying out works in an inappropriate manner.
 - On first arrival at the College contractors must complete the temporary induction policy held by the Premises Manager.
- 17.2 This applies both to contractors working directly for the College and to contractors brought in by departments to carry out other works.

18.0 Work Shadowing

- 18.1 College staff placing students with an employer for work shadowing or work experience must request employers to ensure that the following standards are met:
- i) Students are supervised during work shadowing.
 - ii) All students and trainees are issued with any necessary protective clothing and equipment.
 - iii) Employer Placement Providers have the relevant Health and Safety policies as required by the Health and Safety at Work Act 1974.
 - iv) Safety of premises, plant, equipment and practices are managed to meet legal requirements and steps are taken to monitor these standards on a regular basis and during the placement.
 - v) Accidents are notified in accordance with the requirements of the Health and Safety Executive and a copy of report given to Premises Manager at the College.
 - vi) Contractors, Sub-Contractors and Employer Placement Providers have insurance cover in accordance with the Employers [Compulsory Insurance] Act of 1969.

- vii) Health and Safety given to all students and trainees and appropriate literature issued.
- viii) If any employer placement does not match the criteria for Health and Safety as required by the Health and Safety at Work Act 1974 and the LSC safe learner criteria (to ensure that all safeguarding requirements are met) the College will not use that Employer until these are complied with.

19.0 Smoking

- 19.1 In order to promote the health and safety of both students and staff, the College will endeavour to ensure that its premises are free from tobacco smoke. The smoking of tobacco will not be permitted on College premises or in College vehicles. There is, however, a designated smoker's area near the entrance to the College site to avoid congestion of large numbers of people at or near the narrow entrance to the College.

20.0 Medicines and other substances

- 20.1 See Health and Safety Procedures for details.

21.0 Car Parking

- 21.1 The College recognises that it is impossible to separate entirely vehicles from pedestrians on the current site. To minimise 'mixing', students (except disabled) are not allowed to bring their cars past the Security Office and should only use the specified student parking areas.

- 21.2 Whilst the College encourages students (and staff) to travel to College by 'non-car' means, it recognises that for some there are few alternatives. However, it does not guarantee a parking place to students or staff and the available space is largely allocated on a 'first come first served basis'

- 21.3 When student parking is full, Security staff will refuse access to the site

- 21.4 In order to assist in policing considerate driving, all car users are required to register their vehicles details with the College. Students not manoeuvring sensibly are banned from the site. All registered drivers will be issued with a car parking permit that has to be displayed at all times when on site. Failure to do so will result in drivers receiving an appropriate ban from site.

- 21.5 Any driver found to be driving in an inappropriate manner may also face a ban from bringing their vehicle on site.

- 21.6 All car parking on site is at the driver's/owner's own risk.

22.0 Visitors

- 22.1 Whenever there are visitors to the College it is the responsibility of the relevant manager to ensure that they are signed in and out at Reception on arrival and departure. Managers are also responsible for the health and welfare of visitors ensuring they are not exposed to hazards or risks from equipment or the general environment. Students are not allowed to invite friends to any part of the College premises.

23.0 Asbestos

- 23.1 Following the College rebuild in 2008-2010 there is very little asbestos now onsite. An asbestos register is kept by the Premises Manager and is available to all contractors working on site. Where asbestos has been revealed suitable identification tagging has been put in place.
- 23.2 Before work is commissioned, the register must be referred to and risk assessments made, and if appropriate, specialist contractors employed to remove asbestos before other work is undertaken.

24.0 Gas Leaks

- 24.1 This procedure details the measures to be taken in the event of a gas leak, suspected gas leak or smell of gas anywhere in the College premises.
- 24.2 Roles and Responsibilities:

All staff are to take action as listed below:

- Carry out a quick check of all the equipment around you and ensure all gas taps are turned off
- If possible, isolate the gas supply at the stopcock.
- Open all windows to the affected area.
- Report the leak to your Line Manager, the building Duty Caretaker or Premises Manager. If they are unable to trace the leak quickly then the Emergency Centre should be telephoned on 0800 111 999 and the leak reported. If the leak is found to be a failed pilot light or a gas tap which has been left open, then follow steps 1 to 3 and allow at least five minutes for the gas to disperse before relighting the appliance.

WARNING

Do not search for leaks with a naked light or attempt to light any gas equipment until the source of the leak has been located, isolated and the area fully ventilated to disperse the gas.