

Date Approved	Draft
Date for Review	
Approved By:	
Person responsible	<i>Head of Young person HT/DHT</i>

Statements of Intent and Overarching Health and Safety Strategies

1.1 Health and Safety Statement of Intent

The Board of Trustees believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the College.

We are committed to:

- a) Providing a safe and healthy working and learning environment
- b) Taking action to prevent accidents and work related ill health
- c) Identifying and controlling curriculum and non-curriculum work activities and hazards through risk assessment.
- d) Defining duties, functions and responsibilities for health and safety at all levels within this policy and in associated arrangements, procedures and instructions.
- e) Complying with all relevant statutory duties and legal requirements as a minimum standard and adopting best practice to further minimize risks to health and safety wherever possible.
- f) Ensuring safe working methods and providing safe equipment
- g) Providing effective information, instruction, training and supervision as needed to enable our employees to understand and meet their health and safety responsibilities.
- h) Monitoring and reviewing systems to make sure they are effective
- i) Developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters
- j) Setting targets and objectives to develop a culture of continuous improvement
- k) Ensuring adequate welfare facilities exist at the College
- l) Ensuring adequate resources are made available with sufficient promptness to support the implementation of health and safety measures

A Health and Safety Management System has been created to ensure the above commitments can be met. All Governors, staff and pupils will play their part in its implementation.

It is the duty of all employees to familiarise themselves with this health and safety policy and to co-operate with the College as necessary to uphold the terms of the Policy. Employees are reminded that any failure to meet these requirements may be subject to disciplinary action.

This policy document will be reviewed on an annual basis and as necessary by the Health and Safety Committee and the Full Board of Trustees and formally agreed at the first Full Board of Trustees meeting of the college year.

This policy and any changes will be made available to all contracting agencies, partners and others affected by its provisions.

A signed and dated copy of this statement will be prominently displayed in the college reception and the staff room.

Name _____ Signature _____ Date: _____
(Chair of Governors)

1.2 The College's Health and Safety Management System

By implementing a health and safety management system, the college can more effectively satisfy:

- a) The requirement under Section 2 of the "Health and Safety at Work Act 1974" to prepare and revise a written health & safety policy.
- b) Regulation 3 of "The Management of Health and Safety at Work Regulations 1999" to make a suitable and sufficient health and safety assessment of the risks to which employees and others are exposed.
- c) Regulation 5 of "The Management of Health and Safety at Work Regulations 1999," which states that after the employer has introduced risk control (preventative and protective) measures as a result of risk assessment that they then have a duty to implement appropriate management controls to ensure the effective **"planning, organisation, control, monitoring and review"** of the preventative and protective measures.

The emphasis of any HSMS is that health and safety should be a continuously planned process, repeated on an annual cycle. This cycle is shown as a diagram below.



1.3 Health and Safety Planning

The primary focus of health and safety is to prevent harm and the college is committed to the prevention of injury and ill health.

The health and safety committee will develop a termly action plan resulting from any gaps in health and safety compliance.

The plan will show the designated persons responsible for completing actions and timescales.

The Health and Safety Committee will record progress in the minutes of its meetings

Section 2

Organisation

2.1 Introduction

This section of the policy defines health and safety roles and responsibilities at all levels by outlining a person's duties according to their position/job title

2.2 Health and Safety Governance Structure

2.2.1 The Employer

Ultimate responsibility for health and safety at the college lies with the 'employer.' As a independent college, the Board of Trustees is the employer for the college. The LA delegates the day-to-day responsibility for the management of health and safety to the Board of Trustees and Headteacher.

2.2.2 Board of Trustee

The College's Board of Trustees have overall responsibility for the implementation of this policy and will ensure that sufficient financial provision is made to support the policy.

The Board of Trustees will:

- Produce a clear written policy statement, which promotes the correct attitude towards safety in staff and pupils and demonstrates a commitment by the Board of Trustees to 'lead from the top' in all health and safety matters.
- Ensure that the college's health and safety policy and performance is reviewed annually.
- Ensure that health and safety issues are covered at meetings of the governing body, either through a special meeting or a standard agenda item.
- Establish, with co-operation from the Headteacher, a Health and Safety Committee.
- Implement a Board of Trustees approval process for college trips.
- Appoint at least one of its members as a Health and Safety Governor.
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2.2.3 Health and Safety Committee

The Board of Governors delegates strategic management of the College's Health and Safety responsibilities to the Oaklands School's Health and Safety Committee. The building is shared by the school and college and operational management of Health and Safety is delegated to the school through a service level agreement.

2.3 Health and Safety Management Structure

2.3.1 Executive Head/Head of College

The Executive Head/Head of College is accountable to the Board of Trustees and is responsible for day-to-day health and safety operations and for implementing the health and safety policy and for all matters relating to health, safety and welfare within the college on their behalf.

2.3.2 Delegated Roles

The Business Manager, Facilities Manager, Site Manager and caretakers and the Health and Safety Coordinator role is shared with the school's management through the service level agreement.

2.3.3 Mid-day Supervisors/SMSAs

Mid-day supervisors are responsible for supporting classroom staff in ensuring that students are safe and without risks to health during the mid-day period, inside and outside the college building, by effective supervision and by challenging inappropriate behaviour.

2.3.4 Office Staff

Office staff, as front of house staff, represent the outward face of the college and are the first port of call for all visitors and the passing of information, much of it health and safety related. As such they play a crucial role in ensuring that anyone arriving at the college does not pose a health and safety or security risk and

2.3.5 Cleaning Staff

The college outsources its cleaning service and it is the responsibility of the contractor to ensure that the building is cleaned to a high standard of hygiene to prevent health risks to staff, pupils and visitors and that they carry out their duties in a safe manner to prevent risks to the health and safety of themselves and others.

Section 3

Health and Safety Arrangements

3.1 Introduction

The following health and safety arrangements have been produced to ensure compliance with the Governing Body's Statement of Intent.

3.2 Risk Assessment

The college regards risk assessment as the crux of health and safety decision making and the principle tool for developing suitable preventative and protective control measures. The college will conduct documented risk assessments for all activities and situations for which there is a significant foreseeable risk. All risk assessments will be reviewed annually or earlier if significant changes occur.

3.2.1 Risk Assessment Procedure

With the exception of risk assessments for Display Screen Equipment (DSE), Control of Substances Hazardous to Health (COSHH), Manual Handling and curriculum risk assessments in Science, D&T and Art and Design, for which there are specific formats, staff will be required to carry out all other risk assessments using the same procedure and forms to ensure consistency of approach throughout the college.

3.2.2 General Risk Assessment

As there are a variety of hazards, which are common to all or many areas of the college, rather than producing multiple risk assessments for similar areas such as classrooms, corridors, and offices etc. the college has produced a General Risk Assessment for staff and visitors so that commonly shared hazards are covered under one document. The General Risk assessment will also identify hazards for which a specific risk assessment is required. Following each review of the General Risk Assessment it will be circulated to all staff for comment before finalising.

3.2.3 Specific Risk Assessments

In addition to the General Risk Assessment, the college will produce and maintain a library of risk assessments dealing with activities and situations, for which there are specific inherent risks and for which a dedicated risk assessment is required. These risk assessments will be carried out by a variety of staff, dependant on their positional responsibility and/or their competency in the specific topic being assessed. In certain situations, the appropriate knowledge may not be available in-house, in which case external experts will be engaged to carry out the risk assessments, e.g. as is the case for Fire, Asbestos and Legionella and an appropriate review period set. For a current list of staff and consultants responsible for different risk assessments, please refer to the college's *Risk Assessment Register*

3.2.4 Risk Assessment Register

The College will maintain a register of all risk assessments completed within the college so that they can be seen at a glance and their completion monitored centrally. The register (T:\risk assessments\2016\Risk Assessments Logs 2016_NSK) shows the title of the risk assessment,

which member of staff is currently responsible for it, the date it was first completed, its current review date and the date of the next review.

3.3 Health and Safety Monitoring and Inspection

A general Health and Safety Inspection of the site will be conducted on a termly basis by a small team of stakeholders. The team will comprise of the Health and Safety Governor, the Health and Safety Co-ordinator, the Site Manager and the business manager or the facilities manager.

Asbestos locations are inspected at the same time as the termly health and safety inspections, using a checklist created from the most current risk register.

The report will be presented at the Health and Safety Committee.

3.4 Health and Safety Audit and Review

To aid in the college's health and safety auditing procedure and in co-operation with the school the college completes the Governors' Annual Health and Safety Performance Review, which is requested every Summer Term by the LA Health and Safety Advisors.

3.4.1 Asbestos

The school and college building is new and does not contain any asbestos.

3.4.2 Legionella

The college delegates the responsibility of this area to the college. The school employs the services of a competent external consultant to complete a Legionella Risk Assessment, which is repeated every 3 years. The current Legionella Risk Assessment is available to all staff in the business managers office. Remedial actions resulting from the Legionella Risk Assessment are reviewed by the Health and Safety Committee.

Recent and historical records of monthly water temperature checking and weekly water flushing are available from the site managers files.

Maintenance of the hot water system, including disinfection and descaling, is carried out by an appropriate contractor. Maintenance records are available from the site manager.

Thermostatic Mixing Valves (TMV) are fitted to all taps and showers limit hot water to a maximum of 43 degrees centigrade and prevent scalding, whilst still allowing hot water pipes to remain at 55 degrees plus. Recent and historical records of TMV maintenance are available from the site manager.

3.5 Machinery and Work Equipment

All equipment presenting a significant risk will be risk assessed.

All staff will carry out a visual check of mechanical and electrical equipment before use to ensure safety devices are in place and that there are no obvious faults to cables, plugs, its stability or working parts. This ensures early identification of unsafe and defective equipment.

Furthermore, equipment is included in the checklist for termly health and safety inspections, ensuring that there is a regular documented inspection. All staff will report any problems found with equipment to their Head of Department and the College Business Manager. Defective equipment will be clearly marked and taken out of service by securely isolating it from its power source or by storing it in a secure location pending repair or disposal.

3.6 Hazard and Defect Reporting

It is the responsibility of all staff to resolve hazardous situations themselves if they discover them and if they are able to do so. If they are not able to resolve the situation, they must take temporary measures to make the area safe and then report the matter to a member of the SLT so that a permanent solution can be found.

If a permanent solution cannot be immediately found, the hazard must be reported by the member of staff or Head of Department to the Headteacher using the yellow incident form

3.7 Induction and Training

All new permanent and temporary staff and also any volunteers or student teachers will receive a health and safety induction carried out by the school's HR Officer and for department specific health and safety information, by the Head of Department.

The induction is carried out using a checklist of topics to be covered, which includes the reading of health and safety documents. All staff receive a health and safety update and refresher during the first inset of the school year.

Staff cannot carry out their duties safely without having the appropriate competencies and the school is committed to ensure that all staff receive the necessary instruction and training for their role and specifically with regards to their health and safety functions. Health and safety requirements are broad and so the school has conducted a training needs analysis to pre-identify all training requirements and the staff to which they apply.

3.8 Fire Safety and Emergency Preparedness

In addition to the requirements for maintaining fire equipment and systems that are detailed in the school's maintenance schedule.

The school employs the services of a competent external consultant to complete a Fire Risk Assessment, which is repeated every 3 years. The current Fire Risk Assessment is available to all staff in the business manager's office. Remedial actions resulting from the Fire Risk Assessment are reviewed annually at the Health and Safety Committee.

Recent and historical records of in-house fire checks carried out by the school's Site Manager and Caretakers, e.g. fire call points, emergency lighting, fire doors, automatic doors, fire extinguishers are kept in H&S Log book in the business manager's office.

3.8.1 Fire Precautions

Fire and emergency evacuation procedures, including details on the specific responsibilities of staff, emergency contact numbers, evac-pack contents, secondary evacuation points etc. are described in full in the school's *Fire and Emergency Plan*. These procedures will be reviewed at least annually and are made available to all staff as part of the school's induction process.

A pictorial *Evacuation Plan*, on laminated paper, is posted on the inside of each room of the

building showing the rooms location, the route to the nearest exit, all other secondary exits in case the preferred exit cannot be accessed and the location of the assembly point. The plans will be updated as changes occur.

Evacuation procedures are also made available to all contractors / visitors.

Emergency exits, fire alarm call points, assembly points etc. are clearly identified by safety signs and notices.

Emergency contact and key holder details are maintained by the College Business Manager.

3.8.2 Fire Drills

Fire drills are undertaken termly and results, including the date, time taken to evacuate and any problems encountered, recorded in the fire log book. The college has a target evacuation time of between 3 and 4 minutes. If any issues are encountered during evacuation, remedial actions will be taken to resolve the matter and the drill repeated in the same term to confirm they have been successful.

3.8.3 Fire-Fighting

Staff are not expected to fight fires and are actively advised not to do so during annual fire awareness training, unless they have no choice because their exit is blocked. However, the layout of the college is such that there is always at least 2 choices of exit in different directions, and regular fire drills ensure that practice is sufficient. Therefore this situation should never arise. Fire Wardens will have a slightly increased probability of encountering a fire, but are instructed to cease their search and leave the building rather than fight it. However, Fire Wardens are taught how to use fire extinguishers as part of their Fire Warden training and are therefore better placed to make a sensible judgement about whether or not a very small fire can be extinguished successfully. The Fire Wardens work in pairs, which ensures such decisions are shared and unanimous.

3.8.4 Fire and Rescue Services

The Fire Brigade will be met by a Fire Warden and supplied with any information regarding the fire, specific hazards, and any missing persons. The evacuation plan, detailing the layout of the building and essential information such as the location of the fire alarm panel and fire exits and details of service isolation points (i.e. gas, water, electricity) is kept in the school's evac-pack. This will be passed over to the fire brigade to help them navigate the building and carry out their job more efficiently. Also included in the plan are details of any hazardous substances such as Asbestos or Science Department chemicals and flammable substances on site such as petrol or gas canisters. These locations also have appropriate warning signage.

3.8.5 Hot Works

Any contractors carrying out hot works on site such as welding, cutting, brazing, soldering, use of blow lamps and bitumen boilers and any other equipment which produces heat, sparks or naked flames will be required to carry out a hot work permit to ensure that adequate controls are in place to prevent fire.

For larger projects where a principle contractor is in operational control of the site, then the principle contractor will issue hot work permits to their staff and sub-contractors. However, for smaller projects where the college remains in operational control of the premises or they have employed the contractor directly for a specific job, then the college will issue the Hot Work Permit.

3.8.6 Personal Emergency Evacuation Plans (PEEPS)

A PEEP will be completed for any member of staff or pupil with a physical disability to ensure that adequate precautions are in place to ensure their safe evacuation. A PEEP will also be carried out for anyone with a temporary disability, e.g. as a result of an accident or illness.

3.9 First Aid

There are sufficient first aid qualified members of staff and sufficient first aid facilities within the college to ensure that staff, pupils and visitors will receive appropriate care in the event of injury or illness during normal college operating hours and during extended college activities and official off-site activities. A list of First Aiders, and their level of qualification is displayed in the reception and the staff room.

3.9.1 Admin of Medication

Parents and pupils are encouraged to seek an alternative to having medication kept and administered at college unless absolutely unavoidable. However, if necessary the college does permit prescription medicine for chronic conditions only to be administered by the College Healthcare assistant or by classroom staff who do so on a voluntary basis if the healthcare assistant is on the premises and under strict control measures.

For full details on the college's approach to administering medication, please refer to the college's *Admin of Medication Policy*.

3.9.2 Communicable Diseases

If a member of staff or pupil contracts a communicable disease, e.g. chickenpox, tuberculosis or meningitis, the college's primary focus is to introduce effective controls to prevent its spread or outbreak, for which there is a higher probability in a densely populated environment like a college. Such controls are likely to include the exclusion of the individual for a period of time.

The college cannot identify communicable diseases themselves and they are not experts in this field. The college must therefore rely on the National Health Service and the co-operation of staff and parents to inform them of medical conditions.

If a General Practitioner or Hospital suspects or confirms that a patient has a communicable disease, they are duty bound to inform Public Health England (formerly the Health Protection Agency), who will then take the lead in dealing with the wider repercussions of the person's condition, by making contact with the person's place of work or in the case of young people, their college or college, to give advice.

In all cases of communicable disease, the college will follow the advice of Public Health England when contacted by them, including if, how and when to inform parents of the situation. If the college becomes aware of a case of communicable disease they will pre-empt Public Health England by contacting their local office first for advice:

North West London HPT, 61 Colindale Avenue, London, NW9 5EQ
Phone: [020 8327 7181](tel:02083277181)

The college will also follow directly the written guidance produced by Public Health England, detailing the symptoms and treatment of different communicable diseases and the control measures required.

3.9.3 Incidents involving blood and other biological agents

Dealing with blood and other bodily fluids carries obvious and potentially serious risks to health. The college's Healthcare Assistant and First Aiders will respond to all incidents involving blood and bodily fluids and will protect themselves and others when dealing with biological agents.

3.10 Incident Reporting

The college follows the LA's procedure on the Reporting of Injuries, Diseases and Dangerous Occurrences

Incidents occurring on or off of the college premises are reported using the LA's online accident reporting system <https://hounslow.info-exchange.com/schoolincidents>. The following types of incident are all reported:

- **Incidents resulting in fatality or injury** (including as a result of an illness or pre-existing condition)
- **Episodes of illness or pre-existing conditions** (which have not resulted in injury)
- **Incidents resulting in no injury** (e.g. near misses, damage to property)
- **Dangerous occurrences** (i.e. incidents that have not resulted in injury, but had the circumstances been right could have been catastrophic and lead to fatality or major injuries, e.g. Fire, gas leak, collapse of buildings or structures)
- **Cases of Occupational Disease** (i.e. diseases or conditions contracted by members of staff as a result of the job they do, which have been confirmed by a doctor, e.g. legionella, blood-borne viruses, carpal tunnel syndrome and tendonitis, dermatitis, asthma and cancers such as lung cancer caused by respiratory hazards such as asbestos, silica dust or wood dust)
- **Incidents of violence, aggression or abuse**
- **Incidents of Challenging Behaviour**

All incidents resulting in injury or involving illnesses or pre-existing conditions will be reported via the yellow form process to the headteacher. Where an online form is required this will be completed with the HR officer.

All incidents occurring off-site, e.g. on college trips or during sporting fixtures will be recorded on paper by the member of staff in charge of the activity and then reported back to the headteacher.

3.10.1 Reporting to the Health and Safety Executive (HSE)

It is a legal requirement that any incidents involving a fatality, major injury, dangerous occurrence or occupational disease are to be reported to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). In the case of fatalities, reports must be made immediately and for other incidents within 10 days.

The LA's Health and Safety Advisory service will report all accidents that meet the required criteria for RIDDOR to the HSE on the college's behalf as a function of their SLA. It is therefore essential that staff ensure that all incidents are reported online, because this is the means by which the college's Health and Safety Advisers are notified. In the unlikely event of a fatality or other catastrophic event, the college will contact the Health and Safety Adviser by telephone as soon as practically possible on the same day to appraise them of the situation and seek advice.

3.10.2 Incident investigation

The Headteacher, or an appropriate nominee, e.g. Deputy Headteacher, Head of Department or a nominated person will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. will be reported and attended to as soon as possible. Any findings of the investigation will be recorded in the manager's section of the online accident report and any written reports, witness statements, photographs, risk

assessments or other supporting documents uploaded and attached.

Following any incident, the investigating member of staff will review relevant risk assessments to ensure they remain suitable and sufficient. This action will then be confirmed in the relevant section of the online report.

3.10.3 Incident monitoring and analysis

Incidents will be monitored by the Health and Safety Committee for trends and a report made to the Board of Trustees as necessary. Where trends are identified, remedial actions and strategies will be put in place to prevent reoccurrence.

3.11 Health and Safety in the Curriculum

3.11.1 Design and Technology

Large DT equipment is not used by the college pupils or staff due to the level of their learning difficulties. Only small hand tools are used when required.

Equipment selected for purchase is safe and suitable for its intended purpose and any gifts are treated with caution and carefully assessed and records of any assessment kept. All workshop equipment or machinery is checked before use and periodically tested and maintained by a competent person where necessary, e.g. LEV (local Exhaust Ventilation), Lifting equipment, pressure vessels, power presses, portable electrical equipment, gas cookers and equipment.

Appropriate safety devices, e.g. emergency stop buttons and footplates, breaking devices and guarding are fitted to machines as required these are tested regularly and records kept of the tests. Written emergency procedures are produced for activities where there is a risk of serious and imminent danger to employees and/or pupils are prepared, including the need to activate electrical and gas shut off devices and evacuation procedures.

Any defective machinery or equipment is immediately taken out of use and appropriate measures taken to ensure it cannot be operated, and appropriate signage used. Equipment not to be used by certain pupils (i.e. because of their age or level of training) is clearly identified and understood.

All workshops, preparation rooms and store rooms are kept locked at all times except when in use, and all machinery and services isolated. No students are allowed to work in a workshop without adequate supervision. One socket is provided for use by cleaners, which is live when the main workshop power is isolated so that cleaners can work safely.

3.11.2 Art and Design

The Art and Design Department is managed safely through the adoption of model risk assessments, model COSHH Assessments and guidance produced by CLEAPSS.

CLEAPSS model Risk assessments are made specific through their incorporation into the department's written schemes of work and lesson plans, which allow them to be tailored to the specific needs of the lesson.

Equipment selected for purchase is safe and suitable for its intended purpose and any gifts are treated with caution and carefully assessed and records of any assessment kept. All equipment is checked before use and periodically tested and maintained by a competent person where necessary, e.g. Kilns, dust and fume extraction, portable electrical equipment, gas equipment.

3.11.3 Physical Education

The PE Department is managed safely through membership of the AfPE (Association for Physical Education) and the adoption of their guidance document, *“Safe Practice in Physical Education and Sport.”*

Risk assessments for each PE work area are created and maintained and the significant findings included in the “schemes of work”. All staff working in the PE Department are made aware of the risk assessments and are involved in their annual review.

Specialist teachers of PE are appropriately qualified and have completed appropriate initial teacher training and/or professional development courses covering the activities they are required to teach. Where there are specific National Governing Body Certificates available for certain sports or activities, teachers planning or supervising these activities are appropriately certificated, e.g. swimming, gymnastics, trampolining, contact sports and aspects of outdoor and adventurous activities.

Where pupils are involved in apparatus handling, e.g. in gymnastics and trampolining, it is carried out in such a way as to reduce risk to pupils as far as is reasonably practicable and arrangements are in place to enable pupils to learn how to handle equipment safely according to their age and strength.

PE department staff carry out pre-use visual checks of equipment to identify obvious defects, this includes a visual sweep of playing areas prior to use to ensure any hazardous objects are removed. Arrangements have been made with competent contractors to inspect PE equipment at least annually.

Procedures to address the needs of injured pupils and the remainder of the group are anticipated, especially on visits away from college premises, and appropriate provision for first aid and managing accidents are included in PE risk assessments.

3.12 College Visits and Off-site Activities

All college trips and off-site activities will be thoroughly planned and risk assessed. They will be lead and sufficiently supervised by competent members of staff and no trip will take place until approved by the college’s Educational Visits Co-ordinator and Governing Body.

3.13 Security

The college is protected from intruders by robust perimeter fencing, CCTV and an intruder alarm, which are regularly maintained and serviced.

In addition to the above, during the college day the college is also protected against unauthorised access via CCTV and intercom operated external pedestrian and vehicle gates, managed by the college office. Admission is only permitted to those with appointments or those on official business on production of suitable identification or personal recognition.

As a second line of protection, nobody can enter the building without first going through reception and being permitted past a second set of doors. Visitors are not permitted on site without supervision except by special arrangement and proper CRB clearance.

3.14 Control of Contractors

Before we select contractors, we will ensure that they not only have a good work record, but also a good health and safety record so that when invited onto our premises, they will not endanger any members of staff, pupils or visitors by their actions or failure to act.

3.15 Work related Stress

The College will endeavour to identify all work related stress and reduce it as far as is reasonably practicable, whilst creating a working environment in which employees have the confidence to come forward and discuss any work related problems.

Stress is the reaction people have to excessive pressures or other types of demands placed on them both in work and in their personal lives. Stimulation and challenge are positive impacts at work as they provide motivation and encourage staff to achieve their best. However, excessive, prolonged or overwhelming stress levels, have potentially negative effects, including reduced work performance and damage to an individuals' health. Stress usually arises when an individual is no longer able to cope with a given situation.

All college managerial and supervisory staff will monitor any members of staff in their care for signs of stress. They will do this informally through conversation and observation of their behaviour and formally through one-to-ones and Performance Management.

If any members of staff are identified as having work related stress, a member of senior management will complete a Stress Risk Assessment with the individual and ensure that reasonable adjustments are put in place to eliminate or reduce the causes of stress and enable them to continue working safely.

Because stress is a mental condition, all such cases will be treated confidentially and dealt with sensitively, with assistance from the college's professional HR advisors as necessary. If stress has resulted in absence from work, the member of staff will be referred to the college's Occupational Health provider. Members of staff suffering stress will also be offered a referral to the Employee Counselling Service.

3.16 Hiring and Letting of the Premises

The college is not responsible for hiring and letting of the premises..

3.17 Waste Control

Waste will be controlled in the following ways to reduce its risk to the health and safety of staff, pupils and others:

3.17.1 General waste and Recycling

- All members of staff are encouraged to prevent or minimise the production of waste, as far as reasonable practicable.
- Waste must be stored in the compliant and suitable containers, which are provided throughout the college and in designated locations pending their disposal.
- All waste is removed from the building at the end of the college day as a matter of course and during the day as necessary, e.g. where there has been a delivery or activity, which has resulted in a specific generation of waste or where waste containers are abnormally full.
- Waste containers must be securely sealed or not overfilled to prevent accidental spillage or leakage.
- Segregation of waste should take place to prevent mixing of incompatible materials and to allow for recycling and also to prevent injury to those staff responsible for disposing of waste, e.g. as a result of heavy items or broken glass or other sharp materials, which could cause a direct injury or result in bags splitting.
- Waste is not to be stored in plant rooms, corridors, stairwells or any other area where it could present a trip or collision hazard, be tampered with, present an obstacle during an evacuation of the building or constitute a combustible material in the start or escalation of a fire.

- Waste and recycling will be disposed of in the wheelie bins provided, pending collection by the LA's Waste Collection Service. Wheelie bins will be kept in their specific enclosure away from the building to prevent waste being tampered with and to reduce the risk of it being used as a fuel in an arson attack. Wheelie bins will also be kept locked for the same reasons.
- Waste should only be disposed of by the colleges cleaning and caretaking staff following appropriate manual handling training and using any lifting and moving equipment and Personal Protective Equipment provided.
- Any waste materials produced during lessons in specialist departments such as D&T workshops, Art and Design and science are cleaned up by staff and technicians and, where appropriate, pupils to ensure these areas are kept safe during throughout the college day and to ensure that specialist cleaning and disposal methods are employed where necessary.

3.17.2 Hazardous Waste

Hazardous Waste is waste that could, in certain circumstances, cause long or short term harm to human health or the environment due to its physical, chemical or biological properties. Such material could be explosive, oxidising, flammable, irritant, corrosive, toxic, carcinogenic or infectious.

Asbestos, Radio-active materials, Science chemicals, batteries, fluorescent tubes, photographic chemicals, paint, waste oils, solvents, acids, alkaline solutions, pesticides and electrical equipment are all hazardous wastes.

The college will ensure that all such items are disposed of appropriately. Where possible, the college's caretaking staff will make periodic trips to the local civic amenity to dispose of any items accepted there. For all other hazardous waste, the college will engage the services of a suitable registered collection service.

3.17.3 Clinical Waste

All clinical waste, including materials contaminated with blood and other bodily fluids is collected regularly under contract with an approved collection service.

3.18 Transport and Vehicle Safety

A risk assessment has been completed help to ensure that traffic management on site and work related journeys are safe, staff are fit and competent to drive safely and the vehicles used are fit for purpose and in a safe condition

3.18.1 Traffic Management on site

The main hazard on site with regards to traffic management is the proximity of moving vehicles to pedestrians, the majority of which will be pupils and the public.

Therefore the college has implemented control measures to ensure that vehicles and pedestrians are separated, especially at times of increased risk such as the beginning and end of the college day. Controls take the shape of physical separation, such as barriers and separate footpaths and the use of road markings, signage, speed limits and one way systems.

We also ensure that adequate supervision is in place at the beginning and end of the day and that the arrival of deliveries is restricted to certain times. Road markings and pathways are also provided to help ensure the safe access and egress of those that have parked their vehicle on the college grounds.

Access to the college must be kept clear for emergency vehicles. The vehicle access gate must not be used for pedestrian access.

3.18.2 Use of College Minibus

Staff who are willing to drive the minibus and have the appropriate licence and tests in place are allowed to drive the minibuses. Where no suitable driver is available, the college will employ drivers who are trained in accordance with the legal requirements. All nominated staff drive on a voluntary basis and receive no additional payment.

The minibus receives an annual MOT at a registered garage and a visual inspection by drivers before each trip using a checklist.

The use of the minibus is included in the risk assessment prior to college trips, sporting fixtures or any other excursion.

3.18.3 Use of Private Vehicles

All staff using their own private vehicle whilst on college business must have business use on their insurance certificate or their insurance could be invalidated if they have a road traffic accident when driving at work.

Driving at work is defined as:

Travelling from home to a location that is not your normal place of work or travelling to and from your normal place of work to other locations for any work purposes (this would include things like attending meetings, events and training and is the case whether it is done routinely or infrequently and is not reliant on goods or passengers being transported).

In addition to the above, we have a duty of care to ensure that staff who drive their own private vehicle at work do not do so unless they are competent to drive and their vehicle is roadworthy.

Therefore we will ensure that driver documentation for anyone in this category is checked and recorded on at least an annual basis, which will include the following:

- Validity of driving licenses and copies taken
- Make, type, colour and registration of their vehicle
- That the vehicle is roadworthy and a copy of their MOT and Emissions certificates are provided
- That they are insured to drive for business use

3.19 College Events

All events held at the college will be thoroughly risk assessed. The college does not have a PTA.

3.20 Lone Working

Risks associated with Lone working are included in all activity/task related risk assessments to determine if any work carried out unaccompanied or without immediate access to assistance is necessary. Staff are generally encouraged not to work alone in college and the focus of the risk assessments is to eliminate the need for such practices whenever possible.

Work involving potentially significant risks (e.g. work at height) must not be undertaken whilst working alone.

Staff working outside of normal college hours must obtain permission of the headteacher / senior member of staff / their line manager and register with site staff / sign in and out of the college premises.

Where lone working cannot be avoided, the college will ensure that staff have means to summon help in an emergency e.g. access to a telephone, mobile phone, radio or alarm and that a staff monitoring and checking-in procedure is followed.

Nominated key holders attending empty premises where there has been an alarm activation should do so with a colleague /member of relief caretaking service or wait until the police arrive. They should carry out a perimeter check of the premises together to identify evidence of a break-in and should not enter the premises unless they are sure it is safe to do so.

The college has a specific Lone Working Policy, which should be referred to for full details on its procedure for managing the risks presented by lone working.

3.21 Violence to Staff

The college believes that staff should not be expected to put themselves in danger and have a zero tolerance policy on violent, threatening or abusive behaviour of any kind towards its staff. Because of the nature of Oaklands pupils, many of whom display challenging behaviour, these pupils have individual behaviour plans and risk assessments which indicate how risks to staff should be managed.

If any member of staff is subjected to any aggression on college premises they must report such incidents to the Headteacher immediately. The college will work in partnership with the LA and the police, where inappropriate behaviour/ individual conduct compromises the college's aims in providing an environment in which staff and pupils feel safe.

3.22 Manual Handling

General office and classroom manual handling operations are included in the college's General Risk Assessment. All staff are provided with information and instruction in basic safe moving and handling techniques through in-house training by a train-the-trainer qualified member of staff, which is repeated annually at inset.

Wherever possible, risk assessments will aim to avoid the need for manual handling or reduce the risk through the introduction of safe working practices and/or moving and handling equipment, in which case relevant staff will also receive information and instruction in their use.

Those staff that are responsible for completing significant manual handling tasks will receive specific manual handling training, requiring them to attend a recognised training course. Training is repeated every 3 years. Such staff will include the college's site management, caretaking and cleaning staff and any staff in specific departments where manual handling is likely to be a significant factor, e.g. P.E., Drama, D&T, Art and design and Music.

Staff should ensure they do not lift heavy items and equipment unless they have received the appropriate training to enable them do so safely.

Staff are given clear parameters on what they should and shouldn't lift depending on their role and their level of training in the college's dedicated Manual Handling Policy.

3.22.1 Moving and Handling of People

All staff who move and handle pupils have received appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment, hoists,

slings etc. they are required to use). This training is refreshed according to the provider's specifications.

All moving and handling of pupils is risk assessed and recorded by a competent member of staff.

3.23 Working at Height

Working at height presents one of the college's most significant risks. For all working at height activities that cannot be avoided, a risk assessment will be conducted to ensure such risks are adequately controlled. Risk assessments will identify all fall hazards, set limits on the duration and height of the work carried out and determine the most appropriate access equipment to use for different tasks. A copy of this assessments will be provided to employees authorised to work at height.

Staff are not to carry out working at height operations alone. All such tasks should be properly planned so that they are carried out with another trained member of college staff or a member of the relief caretaking service

When working at height (including accessing storage or putting up displays) appropriate stepladders are to be used. Staff must not climb onto chairs, tables or other items of furniture.

Those staff that are responsible for completing significant tasks at height, e.g. site management, caretaking and cleaning staff, will receive specific training, requiring them to attend a recognised training course. Training is repeated every 3 years. Site manager/caretakers will receive training on how to formally inspect mobile and fixed ladders on a 6 monthly basis.

Training in the use of mobile tower scaffolds and cherry pickers etc. will also be provided to relevant premises staff.

The college has a specific Working at Height Policy which should be referred to for the full details on the college's approach to managing work at height.

3.24 Hazardous, Flammable and Explosive Substances

An inventory of all hazardous substances used on site is compiled and reviewed annually. COSHH Assessments are completed for all substances that present a significant risk and these are reviewed annually or when new substances are introduced.

Material safety data sheets (MSDS) are obtained from the relevant supplier/manufacturer of each substance and kept with the COSHH assessments and made easily accessible to those staff that use them. MSDS are updated annually along with the COSHH assessments to ensure they are the most current version.

In the unlikely event that a substance were to cause harm to a person, the emergency procedures stipulated in the relevant MSDS and COSHH Assessment will be followed. If this requires the individual to have emergency medical treatment, a copy of the MSDS will be supplied to the medical professionals so that they are aware of the active chemical in the substance and the correct treatment to give.

All chemicals are appropriately and securely stored out of the reach of pupils and other unauthorised persons. Flammable substances, e.g. petrol, white spirit will be stored in a

specific metal flammables cabinet, clearly labelled. Only staff with appropriate training in its use will have access to hazardous substances.

All chemicals are kept in their original packaging and labelled. If chemicals need to be decanted, this will only be done into clearly labelled containers.

Suitable personal protective equipment (PPE) has been identified and is available for use. PPE is to be provided free of charge where the need is identified as part of the COSHH assessment.

All substances are acquired through an approved supplier to ensure consistency in quality and service. The approved supplier also provides COSHH awareness training to staff and instruction materials such as posters and ensures that obtaining all of the necessary MSDS is straight forward and hassle free.

3.24.1 Substances used by contractors

In all situations where a contractor uses a hazardous substance, e.g. cleaning contractor, catering contractor, decorators, trade persons etc. the contractor will produce the necessary COSHH assessments and MSDS for the substances that their staff use and for ensuring that their staff are appropriately trained. The college regularly checks that these requirements have been met as part of its contractor performance monitoring.

3.24.2 Substances used or produced as by-products in the curriculum

All chemicals used in the science curriculum will be purchased through CLEAPSS approved suppliers. Offers of chemicals from third parties are not accepted to ensure that stocks are not increased unduly and that no unwanted, unstable or out of date chemicals are included.

Hazardous activities involving chemicals are restricted to staff and technicians who have received, or are receiving, proper training.

All chemicals are stored safely, including highly flammable liquids, and appropriate warning labels are affixed and readable. A spill kit is always to hand and properly replenished and spills are dealt with promptly and safely by trained staff.

All COSHH assessments in the science, D&T and Art and Design department are completed by following the model COSHH assessments produced by CLEAPSS, and these are reviewed annually and made specific to the college in schemes of work and lesson plans.

Outside specialists are used for air monitoring and the checking of fume cupboards and Local Exhaust Ventilation (LEV) for the removal of hazardous by-products such as dusts, vapours and gases produced by curriculum activities.

The use of hard wood is avoided in the D&T department, except for advanced projects for older students and only under strict controls, e.g. hand cutting, cutting outside, use of Respiratory Protective Equipment (RPE) and LEV, to avoid the production and dispersal into the air of potentially carcinogenic hard wood dust. Similar controls are applied when using MDF.

Clay used in the Art and Design department is silica-free.

Staff will undergo health surveillance by a competent Occupational Health professional if the college's COSHH assessments have identified that they are at risk of exposure to a hazardous substance.

All gas cylinders are maintained and safe to use and stored externally in a secure holding cage. Different gases and oxygen are either stored separately or at the required distance apart and hazchem warning signs are conspicuously displayed. The fire brigade has been informed and specific emergency procedures for gas canisters are contained in the college's *Fire and Emergency Plan*

3.25 Display Screen Equipment (DSE)

The college will ensure that all staff that are DSE users undergo a DSE assessment, which will be completed on employment and then repeated at least every two years or if an individual's circumstances change.

The term DSE does not just refer to computers, but any device with an interactive screen, e.g., laptops, tablets and interactive whiteboards. An individual is a DSE user if any of the following conditions are true:

- The individual is dependent upon the use of DSE in order to do the job as there are no alternative means readily available.
- The individual has no discretion as to whether or not to use the equipment
- Significant training or particular skills are required
- DSE is normally used continuously for at least one hour every day
- The job requires fast transfer of information between the user and the screen
- The job activity requires high levels of attention and concentration from the user

The college considers all office staff, college management, teachers, site management and ICT technicians to be DSE users as a matter of course. Other DSE users will continue to be identified through training needs analysis and staff performance appraisal. All DSE users are required to complete the LA's DSE Self-Assessment

Completion of the DSE self-assessments will be co-ordinated by a senior member of staff.

If DSE users identify any issues in their self-assessment, the DSE Co-ordinator will ensure that they are following good practice and arrange for reasonable adjustments to be made (e.g. purchase of new or specialist equipment or furniture).

The college will pay for any staff identified as DSE users have an eyesight test carried out every 2 years by a qualified optician, up to a maximum amount agreed by the Board of Trustees and available from the college office.

If the eyesight test identifies that the member of staff has a medium distance eyesight deficiency (specifically the distance required for computer use), the college will contribute towards the cost of standard corrective lenses up to a maximum amount agreed by the Board of Trustees and available from the college office. If staff wish to have more expensive fashion frames, they will be required to pay the difference. A contribution will not be made towards normal eyesight deterioration, i.e. long or short-sightedness.

3.26 New and Expectant Mothers

The college will complete a specific risk assessment for any members of staff that are new or expectant mothers, as soon their condition becomes known. The risk assessment will be completed by a senior member of staff with the individual.

Because the physical condition of an expectant mother will change of the course of the pregnancy, the risk assessment will be reviewed regularly in conversation with the employee to ensure it remains suitable and sufficient. Reviews will take place at least monthly, but the frequency may increase if specific complications arise.

Any staff that are pregnant, have given birth in the previous six months or are breast feeding are required to notify the college of the fact in writing as soon as possible to enable the college

to take the necessary actions to eliminate any potential harm to them or their unborn/new-born child or control them to acceptable levels.

3.27 Young Workers/Work Experience

Where those students in 16-19 education are involved in 'non-qualification' activities as part of their study programme e.g. work experience or other work related learning, enterprise activities, study visits etc. then the college retains a duty of care for all students undertaking such activities.

This will include ensuring that work experience providers are appropriate and that proportionate checks of their health and safety management are carried out, including the provision of suitable and sufficient risk assessments, safe working practices, supervision and emergency procedures. The college will ensure that the following takes place:

- All students are briefed before taking part in work experience on supervision arrangements and health and safety responsibilities.
- All placements (including private placements) are be subject to pre-placement checks by a competent person who will assess the suitability of the placement and provide all relevant supporting documentation. No work experience placement will go ahead if deemed unsuitable.
- All students are accompanied on work placements by a job coach or suitably qualified member of support staff.

3.28 Competent Health and Safety Assistance

It is a statutory duty of the employer to '**appoint one or more competent persons to assist**' with health and safety compliance. The HSE says that being 'competent' means having the relevant knowledge, skills and experience and the ability to apply these, but recognise the limits of your competence and having the necessary training to acquire and maintain your competence.

The LA appoints the LA's Occupational Health, Safety and Wellbeing Service to provide information and competent health and safety advice and to provide a variety of health and safety functions.

These functions are outlined in the Service Level Agreement which can be accessed via the following link: <http://www.hounslowservicesforschools.co.uk/services/occupational-health-safety-and-wellbeing>

3.29 Health Surveillance

It is a statutory duty of the employer to carry out health surveillance of staff where is has been identified as a potential risk.

The LA appoints the LA's Occupational Health, Safety and Wellbeing Service to carry out health surveillance and also to provide a variety of Occupational Health functions, such as post job-offer health checks