



# Health and Safety Policy

<b>POLICY DOCUMENT 15</b>	
<b>Title</b>	<b>Health and Safety Policy</b>
<b>Approved by</b>	Board of Trustees
<b>Date approved</b>	16 November 2023
<b>To be reviewed</b>	Every year, on legislative changes or in the event of a serious incident
<b>Review history</b>	29 March 2022, 14 April 2021, 14 April 2020; 7 March 2019; April 2017
<b>Executive director owner</b>	Chair of Trustees
<b>Where to be published (website/private)</b>	Website

## **1.0 Purpose**

1.1 The health, safety and welfare of all members of our community are paramount. The Board of Trustees strives to achieve the highest standards of health, safety and welfare consistent with its responsibilities under the Health & Safety at Work etc Act 1974 and other statutory and common law duties, and to support all our community members to develop their capacity to assess potential risk.

1.2 The key information in this policy (see Appendix 1) is to be printed and displayed in an easily accessible location. The following information and procedures are detailed in the Appendices:

1. Key Information
2. Risk Assessments
3. Fire & Emergency Procedures
4. First Aid, Accidents & Emergencies
5. Supporting Students with Medical Conditions
6. Premises
7. Personal Health & Safety
8. Safer Food Handling
9. Missing Student Procedure
10. Essential Information for Contractors
11. College Visits
12. Teaching Health & Safety

## **2.0 Policy Statement**

2.1 The aim of this policy is:

- To establish and maintain a safe and healthy learning environment throughout the college.
- To establish and maintain safe working procedures among stakeholders and raise awareness of the need to ensure a healthy and safe environment.
- To ensure adequate information, instruction, training and supervision are provided to allow stakeholders to be safe.
- To provide a systematic framework for the management of risk.
- To formulate effective emergency procedures for use in accident or fire.
- To emphasise the need for good levels of communication between stakeholders in ensuring everyone's health and safety.
- To support all stakeholders in making informed and balanced assessments of potential risks.

## **3.0 Responsibilities**

3.1 General Requirements:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with college health and safety policy and procedures at all times.
- Report all accidents and incidents in line with reporting procedures.
- Co-operate on all matters relating to health and safety.
- Not intentionally interfere with or misuse any equipment or fittings provided in the interests of health, safety and welfare.

### 3.2 The Trustees will:

- Have overall responsibility for the health and safety at the Centre for Self-Managed Learning and projects run on their behalf.
- Receive and act on reports from the Chair of Governors or delegated person (hereafter referred to as "the Chair").
- Seek specialist advice on health and safety matters when required.

### 3.3 The Governors will:

- Ensure health and safety management systems are in place and effective.
- Receive regular reports from the Chair in order to enable it to provide and prioritise resources for health and safety issues.
- Seek specialist advice on health and safety matters when required.

### 3.4 The Chair will:

- Cooperate with the Governors to enable health and safety policy and procedures to be implemented and complied with.
- Communicate the policy and other appropriate health and safety information to all relevant people, including contractors.
- Ensure effective arrangements are in place to proactively manage health and safety by conducting and reviewing inspections and risk assessments, and implementing required actions.
- Report to the Governors on health and safety performance and any safety concerns/ issues which may need to be addressed by the allocation of funds.
- Ensure that the premises, plant and equipment are maintained in a safe and serviceable condition.
- Report to the Trustees and Governors any significant risks that cannot be rectified within the establishment's budget.
- Ensure all contractors are competent to carry out their roles.
- Ensure all contractors are aware of and follow relevant published health and safety guidance.
- Prepare and display an emergency evacuation procedure, arrange for and record termly fire/emergency drills.

Under the Health and Safety at Work Act etc 1974 all employees have general health and safety responsibilities. All employees are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

('Employees' in the context of this Act to cover stakeholders, within SML College)

The Chair will also:

- Ensure health and safety risk assessments are undertaken for the activities for which they are responsible and that identified control measures are implemented.
- Ensure that appropriate safe working procedures are brought to the attention of all for whom they are responsible.
- Take appropriate action on health, safety and welfare issues referred to them, informing the Chair of Trustees of any problems they are unable to resolve.
- Carry out regular inspections of their areas of responsibility reporting and recording these inspections.
- Ensure that all accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated.

- Deal with all defects in condition of premises or equipment and any health and safety concerns. 7. Ensure that they only use equipment or machinery that they are competent/have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons (including e.g. age appropriate car seats on trips and outings).

3.5 Stakeholders. In addition to their responsibilities as members of the college community, stakeholders working or helping in the college are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions. In particular, stakeholders will:

- Report all defects in condition of premises or equipment and any health and safety concerns immediately to the Chair.
- Report all accidents (including near misses) to the Chair.
- Ensure that they only use equipment or machinery that they are competent/have been trained to use.
- Ensure the provision of sufficient information, instruction and supervision where appropriate to enable students to avoid hazards and contribute positively to their own health and safety.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

3.6 All students, within their age and ability, will:

- Take reasonable care for the health and safety of themselves and others (e.g. ensuring clothing is appropriate to activities etc.).
- Comply with college health and safety policy and procedures at all times.
- Report all accidents and incidents to the Chair.
- Not intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.

The Chair will ensure students and their parents/carers are aware of these responsibilities through direct information, and the Parent Handbook.

#### **4.0 Health and Safety Information and Training**

4.1 The Board of Governors meets termly and will discuss health, safety and welfare issues when necessary.

4.2 Communication of Information:

- The Health and Safety Law poster is displayed in the building.
- The Board of Trustees provides access to competent Health and Safety advice, as required by the Health and Safety at Work etc Act 1974. For example, be given access to information on how to carry out risk assessments and other relevant matters in the context of day-to-day activities.

4.3 Training records will be kept in the college office. The Chair is responsible for co-ordinating health and safety training needs as necessary.

4.4 Monitoring the effectiveness of the policy. The Chair will consider all incidents impacting on health and safety to determine whether the strategies used were appropriate and whether they can be improved. A report of the effectiveness of policy and practice will be reviewed by the Board of Trustees on circulation of such report by the Chair.

## **5.0 Procedures**

5.1 The procedures relating to Health and Safety are listed in the appendices

## **6.0 Related Policies**

- Anti-Bullying Policy
- E-Safety Policy
- Off-site Activities and Visits Policy
- Risk Management and Assessment Policy
- Safeguarding Policy
- Lone Working Policy

## **7.0 Review**

7.1 This policy will be reviewed as and when the legislation changes or after a significant change in operations of the Charity or a significant incident, but no less frequently than annually.

# APPENDICES

## APPENDIX 1: KEY INFORMATION

HEALTH AND SAFETY OFFICER: Chair

FIRST AIDER(S): The current list of qualified first aiders will be displayed at the college

### ANAPHYLAXIS

This is carried out when necessary, in relation to the needs of anyone on the premises. Currently the College holds EpiPens delivered and monitored by the appropriate students and the first aiders have had training in their use. There is a notice in the office concerning the actions necessary in relation to an emergency. All students, volunteers, visitors, parents/carers, learning advisors, contractors and college users (hereafter collectively referred to as 'stakeholders') are informed of the substances not permitted on the premises at any one time.

FIRST AID KITS ARE LOCATED IN:

- Kitchen
- College Office

CONTACT NUMBERS REGARDING FIRST AID

- NHS 111
- Worthing Hospital A&E: 01903-205111

INSPECTION & MAINTENANCE OF EMERGENCY EQUIPMENT:

The fire alarm test will occur:

Weekly at:

- Each and every Call Point and
- Be recorded in a log

Monthly at:

- Emergency Lighting

Annually at:

- Full power-down test of lighting

## **APPENDIX 2: RISK ASSESSMENTS**

Risk Assessments are carried out following the Risk Management and Assessment Policy

## **APPENDIX 3: FIRE & EMERGENCY PROCEDURES**

### **FIRE RISK ASSESSMENTS**

The Fire Precautions (Workplace) Regulations 1997 require that organisations undertake Fire Risk Assessments. The Chair is responsible for ensuring the college's fire risk assessment is undertaken and implemented.

1. Identification of potential fire hazards.
2. Assessment of risks in relation to the location of individuals and to their activities.
3. Evaluation of the risks identified together with any appropriate changes to existing fire precautions or to the ways in which risks are controlled.
4. The recording of findings and the details of any actions taken.
5. Review of the risk assessment procedure itself and its revision if this is found necessary.

The college's fire risk assessments are reviewed every two years or in the event of a significant change which could result in new hazards.

The fire risk assessment is located on the college network and/or the trustee google drive and a paper version in the College office.

### **FIRE PREVENTION**

The college recognises its responsibility to prevent the risks presented by fire and ensures everyone takes the following steps to prevent it:

1. No smoking on college premises.
2. No overloading of plugs or other electrical equipment.
3. Switch off electrical equipment after use.
4. Keep fire escape routes, exit doors and work areas clear.
5. Keep fire doors closed.
6. Maintain good housekeeping and remove combustible materials quickly.
7. Keep fire extinguishers and call points clear of obstructions.
8. Ensure nearest fire exit and evacuation procedure is known.
9. Details of flammable substances and chemicals on site.
10. An inventory of these will be kept by on the the college network and is available for inspection.

### **EMERGENCY PROCEDURES**



Fire and emergency evacuation procedures are posted in the corridor opposite the toilets. These procedures will be reviewed at least annually and are made available to everyone on college premises.

Evacuation procedures are also made available to everyone on college premises.

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 Chair.

Assembly Point in the event of an emergency evacuation is on the north side of the building in a grassed area adjacent to the garages.

#### FIRE EVACUATION PROCEDURE

The sound of the alarm will be either or both:

**A shouted warning**

**or**

**A continuously ringing bell**

#### RAISING THE ALARM

In the event of a fire:

Discovered by a contractor, student or visitor, they should notify the Chair, Administrator, or a Learning Advisor (LA) if the Chair is not in the building, and then activate the nearest fire call point or commence a shouted warning.

Any automatic detectors (if fitted) will trigger the fire alarm.

The following actions will be taken upon the fire alarm being sounded/raised:

1. The Fire Warden (either the Chair or the Administrator if the Chair is not in the building) will take charge and lead in the fire evacuation.
2. The Fire Warden will dial 999 and request attendance by the Fire Service. They will give their name, name of building, address (as detailed above), contact number (a mobile) and details of the fire.
3. The Fire Warden will collect the clipboard with the register, parent contact sheet etc and the Who's In When sheet and the College Mobile Phone from the College office and take those with them.
4. The Fire Warden will don the Hi-Viz jacket located in the College office.
5. The Fire Warden will commence evacuation of the building – ensuring this is done in a calm and orderly manner.
6. Only if safe to do so, will the Fire Warden sweep the building to ensure all rooms are clear and ensure all doors are closed on the way out.
7. If safe to do, electrical mains and gas supplies should be switched off before leaving the building. The location of these are detailed overleaf.

8. The Fire Warden will ensure that nobody re-enters the building until confirmed safe to do so by the Fire Service.
9. All people who were in the building are to meet at the assembly point. The Fire Warden will then check that all contractors, staff members, students and visitors are accounted for by ticking them off on the register, who's in sheet and visitors form.
10. The Fire Warden will liaise with the Fire Service upon their arrival.

#### FIRE DRILLS

Fire drills will be undertaken termly and results recorded in the fire log book.

#### SERIOUS THREAT PROCEDURE

In the event of a serious threat to the college (e.g. bomb) the Chair should be informed immediately and the following procedure followed:

1. The Chair will inform the police.
2. Unless otherwise advised by police, trigger the fire alarm and follow usual evacuation procedures.
3. All persons should take personal belongings with them if it is considered safe to do so, as that will assist in any police search of the buildings.
4. If the situation is likely to last for more than 1 hour, place a warning notice on the college door and lock the premises. Contact parents to arrange collection of students where possible.
5. Staff may be required to co-operate with police in managing a search of the building.
6. The Chair will decide when re-occupation of the site is safe.

The person receiving the message pertaining to the threat should be aware that they will be asked to recall as much information as possible, and should make a note where possible of for example:

- Exact time of call
- Name and address of caller
- Whether male or female, exact words used by caller
- Any distinguishing features of caller's voice (e.g. accent, whether they sounded intoxicated or as if reading from a script)

#### INSPECTION & MAINTENANCE OF EMERGENCY EQUIPMENT

The Chair is responsible for ensuring that the college's fire log is kept up to date and that the following inspection maintenance is undertaken and recorded in the fire log on the College network.

#### FIRE ALARM SYSTEM

1. Fire alarm call points are tested weekly on a rotating basis.

2. Any defects on the system are reported immediately to the lease holder of the building (currently the Church located downstairs)

#### EQUIPMENT FOR USE IN THE EVENT OF A FIRE

1. The Chair is responsible for weekly in-house checks on all fire fighting equipment to ensure it is available for use and operational.
2. An annual maintenance service of all firefighting equipment is carried out.
3. Defective equipment or extinguishers that need recharging are taken out of service and reported direct to the contractor.

#### MEANS OF ESCAPE

The Chair is to undertake daily checks for any obstructions on exit routes and ensure all final exit doors are operational and available for use.

## **APPENDIX 4: FIRST AID, ACCIDENTS & EMERGENCIES**

### FIRST AID

The college takes all reasonable steps to prevent accidents from occurring. In the event of any accident the first concern will be the care of any persons affected, and making the premises and/or equipment safe. The college has assessed the need for first aid provision and identified staff to provide first aid both on site and off site, e.g. where required for trips/visits.

Details of First Aiders and emergency contact numbers are listed at the start of this document under Key Information.

First Aid Boxes are located in:

- The Kitchen
- the College Office
- The Art Room

The Chair is responsible for checking termly that the contents of first aid boxes are complete and replenished as necessary.

Whenever a group of students is taken off the premises, a portable first aid kit is taken by the adult responsible for the trip/outing – it is located in the College Office.

### EMERGENCY TRANSPORT TO HOSPITAL

Where a first aider considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents/carers will be notified immediately of all major injuries to students, but do not need to be present for a student to be taken to hospital. If an ambulance needs to be called, any adult in attendance should outline the full condition and how it occurred giving details regarding the student's date of birth, address, parents/carers names and any known medical conditions. No casualty will be allowed to travel to hospital unaccompanied, or in the sole company of a driving adult. An accompanying adult will be designated in situations where the parents/carers cannot be contacted in time.

### ACCIDENT REPORTING PROCEDURES

An 'accident book' is a part of the college's electronic system and individual for each person listed on it. It is where all injuries to all persons are recorded.

Parents/carers are notified immediately of all major injuries to students.

Accidents are monitored for trends and a report made to the Governing Body as necessary.

The Chair investigates accidents and takes remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. are reported and attended to as soon as possible.

### REPORTING TO THE HEALTH & SAFETY EXECUTIVE (HSE)

Incidents involving a fatality or major injury will be reported immediately to the Health and

Safety Executive.

Incidents resulting in the following outcomes are reported to the HSE via their online reporting system - <http://www.hse.gov.uk/riddor/> within 15 days of the incident occurring. A student or other non-employee being taken directly to hospital for treatment and the accident arising as the result of the condition of the premises/equipment, due to the way equipment or substances were used or due to a lack of supervision/organisation etc. Employee absence or inability to carry out their normal duties as the result of a work-related accident, for periods of 7 days or more (including weekends and holidays).

Any incident notified to the HSE will also be reported to the Governors.

## **APPENDIX 5: SUPPORTING STUDENTS WITH MEDICAL CONDITIONS**

### **RESPONSIBILITIES**

#### **PARENT/CARER RESPONSIBILITIES**

The prime responsibility for a student's health lies with the parent/carer. They are responsible for:

Providing appropriately prescribed medication for the student and ensuring it is clearly labelled by a pharmacy with the name and dosage.

Supplying the college with all relevant information needed in order for proficient care to be provided. Supporting the student in learning to self-administer medicine where appropriate.

#### **CHAIR'S RESPONSIBILITIES**

The college will seek advice and guidance from a range of sources, including health professionals and the student's GP, in addition to that provided by parents.

The college is responsible for making sure that relevant adults know about and are, if necessary, trained to provide any additional support that students with medical conditions (long or short term) may need.

Contractors and volunteers are expected to discuss any concern or matter relating to the support of students with medical conditions, with the Chair.

#### **INDIVIDUAL HEALTH CARE PLANS (IHP)**

Individual Healthcare Plans will be written when the student enrolls/on diagnosis being communicated to the college and will be reviewed regularly by the relevant First Aider. IHPs will include the views and wishes of the student and parents/carers in addition to the advice of relevant medical professionals. Students with medical conditions which may require emergency attention, e.g. epilepsy, diabetes, anaphylaxis will have their names and an IHP readily accessible. All adults dealing with the student will have their attention drawn to this information.

Students are involved in discussing the management and administration of their medicines whenever possible,

and are able to access and administer their medicine if this is part of their IHP (e.g. an inhaler).

#### **ADMINISTRATION OF MEDICINES**

Only essential medicines will be administered during the college day and only as prescribed by a doctor. Parents must submit written permission before any medicine is administered. Permission is not automatically given as the Chair will judge if the College is able to have the student on the premises during the time they need medication.

Medicines to be given during the college day must be in their original container. All non-emergency medications kept in college are stored securely in the College Office.

Medicines may only be administered by the Chair (or under their explicit direction if not on site). Before administering any medicine, the Chair must check:

- that the medicine belongs to the student
- that the dosage they are giving is correct,
- that written permission has been given (list on wall of Chair's office).

Any student refusing to take medicine in college will not be made to do so, and parents will be informed about the dose being missed. All doses administered will be recorded in the Administration of Medicines log on the College network.

Essential medicines will be administered on trips & outings, subject to the conditions above, including the fact that a student may be debarred from going on a trip if it is regarded as unwise. A risk assessment may be needed before the visit takes place. Anyone supervising the visit will be responsible for safe storage and administration of the medicine during the visit.

#### ADMINISTRATION OF EMERGENCY MEDICATION

Where students need to have immediate access to emergency medication which is self-administered (e.g. asthma inhalers), it will be kept by them. Where students need to have immediate access to emergency medication which is administered by an appropriate adult (e.g. EpiPen), it will be kept in an appropriately labelled drawer in the College office, and be clearly labelled. Students self-administering emergency medication do not need to be recorded.

#### INHALERS

Students have access to their inhaler at all times but must inform a member of staff that they are taking a dose.

All inhalers are kept by the student.

All students with an inhaler must take it on educational visits, however short in duration. They must not go on a visit if they do not take their inhaler.

#### EPIPENS

Any appropriate adult can administer an EpiPen in an emergency.

The pen (cap off) should be pushed against the student's thigh, through clothing if necessary.

The pen should be held for a count of 10 seconds before being withdrawn. An ambulance must be called for a student who may require an epi-pen. Online Training can be found at:

<http://www.epipen.co.uk/demonstrationvideo/>

Parents should be contacted after this call has been made.

#### IN AN EMERGENCY

First aiders have been appropriately trained to administer emergency first aid if necessary. If an ambulance needs to be called, anyone doing this should:

- Outline the full condition and how it occurred.
- Give details regarding the student's date of birth, address, parents/carers names and any known medical conditions.
- Parents/carers will always be called in a medical emergency, but do not need to be present for a
- student to be taken to hospital.
- No casualty will be allowed to travel to hospital unaccompanied, or in the sole company of the
- driving adult.
- An accompanying adult will be designated in situations where the parents/carers cannot be contacted in time.



## **APPENDIX 6: PREMISES**

### **EQUIPMENT**

The Chair is responsible for identifying all equipment in the Equipment Log kept on the College network and ensuring that any training or instruction needs, personal protective equipment requirements are identified and relevant risk assessments conducted where required.

Regular inspection and testing of college equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept in the Equipment Log kept on the College network by the Chair. Equipment restricted to those users who are authorised/have received specific training is detailed in the Log.

All adults on the premises are required to report to the Chair any problems found with equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair/disposal.

### **EXTERNAL PLAY EQUIPMENT**

External play/sports equipment is only used when appropriately supervised and is visually checked before use for any apparent defects.

### **ELECTRICAL SAFETY**

All contractors and stakeholders using them, conduct a visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to the Chair.

Repairs to electrical equipment are only to be undertaken by trained and competent people. All portable items of electrical equipment are subject to formal inspection and testing (Portable Appliance Testing (PAT) when deemed necessary. There is no legal duty to do this within any fixed period.

The Chair is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing.

Personal items of equipment (electrical or mechanical) should not be brought into the college without prior authorisation by the Chair (except laptops, tablets, smartphones that are approved by parents/carers) and must be subjected to the same tests as college equipment.

### **FLAMMABLE & HAZARDOUS SUBSTANCES**

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the "Control of Substances Hazardous to Health Regulations 2002" (COSHH Regulations).

Chair is responsible for COSHH and ensuring that an up-to-date inventory and model risk assessments contained in the relevant national publications are in place. They shall ensure:

- An inventory of all hazardous substances used on site is compiled and regularly reviewed.
- Material safety data sheets are obtained from the relevant supplier for all such materials.

- Where required COSHH risk assessments are conducted and that these assessments are seen and understood by those persons that are exposed to the product/substance.
- All chemicals are appropriately and securely stored out of the reach of students.
- All chemicals are kept in their original packaging and labelled (no decanting into unmarked containers).
- Suitable personal protective equipment (PPE) has been identified and available for use.
- Where persons may be affected by their use on site, the Co-ordinator is responsible for ensuring that COSHH assessments are available from contractors (including both regular contracts such as cleaners and from builders, decorators etc.).

Operational checks include:

- Identifying and flushing any rarely used outlets on a weekly basis and after college holiday periods
- Conducting regular water temperature checks
- Inspecting water tanks for compliance and safety on an annual basis

#### GAS SAFETY

- Gas work is only undertaken by registered Gas Safe engineers.
- Statutory annual gas safety checks on the boiler are conducted and records maintained by the Freeholder and certificates passed to the Chair.

#### CONTRACTORS

- All contractors used by the college shall ensure compliance with relevant health and safety legislation, guidance and good practice.
- All contractors must report to the college office and will be issued with guidance on fire procedures and a health and safety summary.
- The Chair is responsible for monitoring areas where the contractor's tasks may directly affect students and anyone else on the college premises, and for keeping records of all works undertaken.
- Contractors are managed by the Chair who will ensure that all applicable statutory approvals (such as planning permission and building regulations) have been sought. Appropriate competency checks will also be made by prior to engaging a contractor. If they are to work more than one week on the premises the Chair of Governors must select and approve their appointment.
- Contractors will be asked to provide risk assessments and method statements specific to the site and works to be undertaken, if relevant,
- The college and works contractor(s) will agree the risk assessment and safe systems of work to be used prior to works commencing on site, if relevant.

## **APPENDIX 7: PERSONAL HEALTH & SAFETY**

### **STRESS AND WELLBEING**

The college and Governing Body are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE management standards.

### **VIOLENT OR THREATENING BEHAVIOUR**

The college believes that anyone on the premises should not be expected to put themselves in danger and will not tolerate violent/threatening behaviour in the building. Anyone affected or witnessing a problem will report any such incidents to the Chair. In their absence a call should be made to the Chair of Trustees.

The college will work in partnership with the police where inappropriate behaviour/individual conduct compromises the college's aims in providing an environment in which everyone feels safe.

### **WORKING AT HEIGHT**

Working at height can present a significant risk. Where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled.

### **DISPLAY SCREEN EQUIPMENT (DSE)**

The college recognises that a poorly equipped/arranged work station and/or excessive time spent using DSE are major contributing factors in the development of avoidable pain, discomfort and stress. These can include eyestrain, headaches, fatigue/stress and upper limb disorders. All regular DSE users are encouraged to incorporate short, regular breaks away from DSE.

Information and guidance around the safe use of DSE:

<http://www.healthyworkinglives.com/advice/work-equipment/display-screen-equipment-dse>

### **TAKING MEDICATION OR OTHER SUBSTANCES**

Anyone on the premises must not be under the influence of alcohol or any other substance which may affect their ability to care for others.

## **APPENDIX 8: SAFER FOOD HANDLING**

Any food supplied by the college is produced, stored, handled and transported to the highest standards of hygiene to meet the requirements of the Food Safety Act 1990, the Food Safety (General Food Hygiene) Regulations 1995, and the Food Safety (Temperature Control) Regulations) 1995.

This Policy does not apply to food brought onto college premises for own consumption.

Food Hygiene regulations require all catering operations to carry out hazard analysis and identify critical control points (HACCPs).

### **FOOD HYGIENE PRACTICES**

The college recognises the importance of good hygiene practices in controlling harmful bacteria and ensuring food safety. The college follows guidance provided by the Food Standards Agency to ensure good hygiene practices (including cleaning, avoiding cross-contamination, cleaning and cooking):

<http://www.food.gov.uk/business-industry/caterers/food-hygiene>

Guidance on food safety and hygiene for those who prepare and cook food is available:

<http://www.food.gov.uk/sites/default/files/multimedia/pdfs/publication/safetyfirst.pdf>

### **ALLERGENS**

Information about students with allergies is requested with medical information on entry to the college. As far as possible, the college avoids the use of known allergens that may affect anyone on the premises.

More information on the top 14 allergens and resources:

<https://www.food.gov.uk/business-industry/allergy-guide/allergen-resources#toc-8>

## **APPENDIX 9: MISSING STUDENT PROCEDURE**

The college is committed to safeguarding and promoting student welfare and expects all stakeholders to share this commitment and ensure students understand the need to remain on the premises or with the group while on a trip, at all times.

If a student is suspected as missing, the accompanying adult(s) will follow these steps:

- 1. Carry out an immediate head count to ensure all other students are present.
- 2. Make a note of the time the student was first noticed as absent (this information may be essential for a police search).
- 3. Ensure all other students are safe and occupied.
- 4. Inform the Chair who will first ensure no messages have been received to explain the student's whereabouts, do a search of the college, both inside and out, search the immediate vicinity and then record the time the student was first absent on a Missing Student Incident Record.
- 5. If the student is not found within a short time, contact the police and ring the student's parents/carers and explain what has happened, what steps have been set in motion, and ask them to come to the college immediately.
- 6. A full record of all activities taken up to the stage at which the student was found would be made for the incident report. If appropriate, procedures would be adjusted.

### **PROCEDURE ONCE THE STUDENT IS FOUND**

- 1. The Chair will meet with the parent/carer and the student to discuss the incident.
- 2. The college will carry out a full investigation with all relevant parties to ensure lessons are learnt and policies reviewed where necessary.
- 3. Ensure Incident Forms are completed with written records of time, place, the number of adults and students, when the student was last seen, what appeared to have happened, the purpose of the outing, the length of time that the student was missing and how s/he appeared to have gone missing.
- 4. Cooperate fully with any police or safeguarding investigations.
- 5. If the student is injured a report would be made under RIDDOR to the HSE.

### **MISSING STUDENT INCIDENT FORM**

Blank copies of this are stored on the College network on the Forms/Operations folder.

## APPENDIX 10: ESSENTIAL INFORMATION FOR CONTRACTORS

### DUTY OF CARE

As a college we are required to ensure that a safe place of work exists for all those who have cause to use the premises. This duty extends to other users, including contractors. Contractors working on college premises have a legal duty to ensure that:

- Their activities/equipment/substances etc. do not cause risks to the health or safety of themselves or others.
- They comply with all relevant health and safety legislation and HSE guidance (including for example PAT testing for all electrical equipment and appropriate protective clothing).
- They ensure that all workers working for them are informed that there is no smoking allowed within the college, the grounds or at the entrance to the college.
- They report to the college office upon arrival.

### SAFETY

All contractors are required to:

- Provide risk assessments and method statements specific to the site and works to be undertaken, prior to works commencing.
- Liaise closely with the Chair to ensure safe systems of work, segregation of working areas from students, emergency procedures and security measures, both prior to commencement and regularly updated during the course of the works.
- Work in a safe manner and not endanger anyone.
- Work behind substantial physical barriers/closed doors, with appropriate warning signs, at all times, if needed.
- Adequately control physical/chemical hazards to prevent risks such as trailing leads, solvent fumes, absence of lighting or fire alarm, etc.
- Avoid obstructing the means of escape or interfering with fire doors.
- Get prior agreement to break through fire compartments and make good any damage, e.g. when running electrical/data cabling or pipework.
- Maintain the site in a tidy condition, with adequate protection of floors / walls / surfaces etc, and remove all rubbish/ debris at the end of each day.
- Ensure all equipment/tools/materials (including e.g. ladders) are supervised at all times or unplugged and stored safely away.

### REPORTING

All contractors must report:

- Any suspected asbestos area not indicated on the Asbestos Register (such asbestos should not be disturbed or removed).
- All accidents / near miss-incident, no matter how minor.
- All planned changes to programme or location.
- Any possible disruption of services.
- Results of any testing on completion of works.

### RESPONSIBILITY OF THE COLLEGE

The college will provide all contractors with details of asbestos within the site, or any other materials or hazards, which may affect them.

The college will also provide all contractors with our Fire and Emergency Procedures.

## **APPENDIX 11: COLLEGE VISITS**

Offsite visits are required to following the 16 Off-site Activities and Visits Policy

## **APPENDIX 12: TEACHING HEALTH & SAFETY**

### **HEALTHY FOOD CHOICES**

Food plays an important part in college life as well as reinforcing student understanding of the importance of healthy eating.

### **PERSONAL HYGIENE**

Students are encouraged to take responsibility for their personal health and hygiene, e.g. by washing hands after going to the toilet, before preparing food and using tissues and disposing of them appropriately.

### **OUTDOOR PHYSICAL ACTIVITIES**

Students are encouraged to be physically active for enjoyment and wellbeing.

### **TEACHING SAFETY**

- The college recognises the role it plays in preparing students to recognise and manage risk and to be actively involved in risk assessment and risk management on- and off-site.
- The college encourage students in sensible risk taking while continuing to keep themselves as safe as necessary, rather than as safe as possible in line with ROSPA advice:  
<https://www.rospace.com/school-college-safety/>
- The college adopts positive approaches which model and encourage safe behaviour, within a safe, supportive environment

### **SUN SAFETY**

Advise students to be sun safety aware and how best to protect themselves (e.g. hats, long sleeves, eye protection and sun cream).