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Health and Safety Policy

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INTRODUCTION

The health and safety of all the people who work, study or visit **Richard Huish College** is of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The Corporation takes responsibility for protecting the health and safety of all students, members of staff, visitors and contractors.

Under the overall direction of the Corporation, the College will provide suitable and sufficient information, training and supervision, as is required to ensure the health and safety of employees, our students, their parents and anyone else that may be affected by our activities.

Richard Huish College especially recognises its duty of care towards others that are not in our employment, particularly our students. These people also include parents, visitors and contractors with whom we interact within both Richard Huish College premises and the local environment. The actions of visitors and contractors will be controlled in such a way so as not to cause harm to our students, our employees or themselves. This duty of care extends to students boarding in our accommodation facility, Oak House

All employees have a duty to ensure that they work in a safe manner and that they ensure their acts and omissions do not cause harm to others. Employees will be encouraged to bring to the attention of their line managers any concerns regarding health and safety issues.

We recognise that the control of contractors across all our facilities is essential to create a safe working environment, and in the case of Oak House a safe living environment for our boarders. We will ensure that contractors are appointed and managed with due regard to their ability to work safely in our premises.

Our Health and Safety Policy complies with the requirements of the **Health and Safety at Work etc Act 1974**, will be subject to regular review at least annually or when there are any significant changes and must be approved by the Corporation.

Overall responsibility for Health and Safety in the College rests with the Corporation, led by The Chair and The Principal.

ENQUIRIES

Enquiries relating to this Policy should be addressed to the Vice Principal: Finance

LEGAL DUTIES AND RESPONSIBILITIES OF EMPLOYERS

It is our duty and responsibility as employers under the **Health and Safety at Work etc Act 1974 section 2.1 and 2.2 a-e** and this policy to:

- Ensure as far as is reasonably practicable the health, safety and welfare at work of all our employees and others who may come into Richard Huish College and Oak house.
- To provide and maintain plant and safe systems of work that are, so far as reasonably practicable, safe and without risk to a person's health or safety.
- To make arrangements for ensuring, so far as is reasonably practicable, the safety and absence of risks in connection with the use, handling, storage and transportation of articles and substances.
- To provide information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of our employees.
- As far, as is reasonably practicable, we will maintain any place of work in our control in a safe manner and maintain safe access and egress from it.
- Provide and maintain, as far as is reasonably practicable, a safe working environment with adequate facilities and arrangements for the welfare of our employees and others who enter Richard Huish College and Oak house.

We are particularly conscious of our responsibilities towards the students of **Richard Huish College and our boarders at Oak House**. We also recognise that a breach of health and safety legislation may constitute a criminal offence. An Enforcing Authority may take criminal proceeding against **Richard Huish College** and or its management. This can result in penalties, i.e. fines and/or imprisonment.

LEGAL DUTIES OF EMPLOYEES

In addition to the previously described general responsibilities, the **Health and Safety at Work etc. Act 1974** places legal duties on all employees.

These are:

- **Section 7, 'Health and Safety at Work etc Act 1974'**
 - To take reasonable care for the health and safety of them and other persons who may be affected by their acts or omissions at work – i.e. students, visitors and contractors.
 - To cooperate with the management to enable the employer to carry out legal duties or any requirements as may be imposed.

- **Section 8, 'Health and Safety at Work etc Act 1974'**
 - No person shall intentionally or recklessly interfere with or misuse any item provided in the interest of health, safety, and welfare.
 - Employees should bear in mind that a breach of health and safety legislation by an individual constitutes a criminal offence and action may be taken by an Enforcing Authority against an individual. Such action can result in penalties, fines and/or imprisonment.

HEALTH AND SAFETY RESPONSIBILITY

The overall responsibility for health and safety within **Richard Huish College, including our Oak House student accommodation**, rests with the Corporation.

It will ensure that sufficient resources, both financial and physical are available so that the Policy and its arrangements can be implemented effectively.

To ensure that the Policy is implemented and maintained so that **Richard Huish College** complies with the requirements of the **Health and Safety at Work etc Act 1974** the above may delegate duties to employees who will provide support to meet the responsibilities.

Delegation of the individual duties and responsibilities to employees does not in any way detract or remove the ultimate responsibility and duty of care placed on the Corporation by the **Health and Safety at Work etc Act 1974**.

The Corporation recognises its corporate responsibility to contribute to the general health and safety of students staying in homestay accommodation. However, it is unable to have operational control of risk factors as the students are living in family homes. Therefore, the role of the H&S officer is limited to advice only. Responsible efforts are made in respect of viewing if the home is generally in good condition, if the homeowner has an up to date current gas certificate and that home stay providers speak to their boarders about recommended fire exit routes. If a homestay provider were considered to be putting the health and safety of lodging students at risk the student would be re-housed.

Specific Responsibilities of the Principal

The Principal is responsible for implementing this policy within the college and its boarding facilities. In particular, they will:

1. Monitor the effectiveness of the safety policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis;
2. Prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills (normally at least once a term) to take place and for the results of these to be recorded;
3. Make arrangements to draw the attention of all staff employed at the college to the college safety policies and procedures and of any relevant safety guidelines;
4. Make arrangements for accident recording and reporting procedure and draw this to the attention of all staff at the college as necessary;
5. Make arrangements for informing staff and students, of relevant safety procedures. Other users of the college will be appropriately informed;

6. Identify defects in the state of repair of the buildings or their surrounds as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed. This requires that regular safety inspections are undertaken;
7. Arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe by the Health and Safety inspection team;
8. Monitor, within the limits of their expertise, the activities of contractors, hirers and other organisations present on site, as far as is reasonably practicable;
9. Identify any member of staff having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist the Governors and Principal in the management of health and safety at the college. Such delegated responsibility must be defined as appropriate.

Individual Responsibilities

The duties of those employees with responsibility for health and safety are set out within our Policy. Details of their individual responsibilities are set out within the Arrangements for Health and Safety section.

The person responsible for ensuring this Policy is put into practice is:

Vice Principal: Finance

Other duties will include:

- Identifying hazards present within any college activities.
- Ensuring risk assessments are undertaken and any actions are followed through to completion
- Ensuring that hazardous substances are assessed and any actions are followed through to completion.
- Liaising with the Enforcing Authorities as and when required.
- Identifying any training needs.
- The development and implementation of safe systems of work.
- The maintenance of the workplace and buildings.
- Fire and emergency management.
- Ensuring waste is managed.
- Ensuring accidents are reported and investigated.
- Ensuring that any ill-health situations that are caused by work activities are reported and investigated.

Responsibilities towards learners and others in their care

All staff are responsible for the health and safety arrangements in relation to other staff, students, boarders and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

1. Exercise effective supervision over all those for whom they are responsible, including students;
2. Be aware of and implement safe working practices and to set a good example personally. identify actual and potential hazards and introduce procedures to minimise the possibility of mishap;
3. Ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards;
4. Provide written job instructions, warning notices and signs as appropriate;
5. Provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required;
6. Minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process;
7. Evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements;

8. Provide the opportunity for discussion of health and safety arrangements;
9. Investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action;
10. Provide for adequate instruction, information and training in safe working methods and recommend suitable "off the job" training;
11. Where private vehicles are used to transport students to and from college functions, staff should ensure that seat belts are used and business insurance is held.

N.B. When any member of staff considers that corrective action is necessary but that action lies outside the scope of their authority, they should refer the problem to the Principal.

Competent Assistance

The competent assistance and advice is provided by:

Peninsula

The **Management of Health and Safety at Work Regulations 1999, regulation 7**, requires that every employer must appoint one or more competent persons to assist them with the implementation and provision of health and safety measures.

The organisation of Health and Safety Consultants indicated above has been contracted to ensure that **Richard Huish College** is provided with the necessary information, advice and assistance to comply with current Health and Safety Legislation.

Peninsula will carry out audits of our Health and Safety Management Documentation in order to measure our health and safety performance. These will be completed within the contractual arrangements at no more than twelve monthly intervals.

The Assistant Estates Manager is the nominated Health and Safety Officer for Richard Huish College and our boarding facilities at Oak House.

ARRANGEMENTS FOR HEALTH AND SAFETY AT WORK

HEALTH AND SAFETY INFORMATION FOR EMPLOYEES REGULATIONS 1989

The regulations require information relating to health, safety and welfare to be provided for our employees by means of posters or leaflets in the 'approved form' and published for the purposes of the regulations by the Health and Safety Executive (HSE).

The regulations require the name and the address of the Enforcing Authority and the Employment Medical Advisory Service to be written in the appropriate spaces on the poster, and when the leaflet is provided, you should specify the information in a written notice.

The poster 'Health and Safety Law' – 'What You Should Know' will be displayed in a prominent position in the workplace where all our employees can read it.

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Information on the poster states who has overall responsibility for health and safety within **Richard Huish College** and the name of any safety representatives that have been identified.

NOTICES

All notices whether on **Richard Huish College** premises or elsewhere issued in accordance with the **Health and Safety at Work etc Act 1974** and its associated legislation must be complied with.

All employees, visitors, and contractors alike must take the necessary action to ensure that they are familiar, as far as is reasonably practical, with any warning signs and the meanings and interpretations of signs, both advisory and warning, and comply with them.

Any suggestions on how we may improve health and safety within **Richard Huish College** should be communicated to your line manager for assessment and feasibility or to the Assistant Estates manager if you are a visitor or contractor.

All employees and others who may be affected by the contents of this Policy are advised of the availability of a hard copy in the General Office and an electronic copy on SharePoint. The policy contains detailed information relating to college activities.

Richard Huish College consider themselves responsible employers, we will ensure that all employees read the policy and any areas that are not understood are explained to them in detail.

THE HEALTH AND SAFETY (CONSULTATION WITH EMPLOYEES) REGULATIONS 1996

Where there are employees, who are not represented by safety representatives under **The Safety Representatives and Safety Committees Regulations 1977 amended 1997** the employer must consult those employees in good time on matters concerning their health and safety at work. This will be carried out by meetings, talks, use of the notice board and an open door policy.

- The introduction of any measures in the workplace, which may substantially affect the health and safety of the employees.
- The employer's arrangement for appointing or nominating an employee's representative and their responsibilities and any resources that may be required to allow them to carry out the duty.
- Any information that the employer is required to provide under relevant statutory provisions
- The planning and organisation of any training requirements with regard to health and safety
- Any new technologies that are brought into the workplace and the training and consequences with regard to health and safety that may arise from the new technology.

To allow the college to carry out this duty consultation with employees will be the responsibility of:

Assistant Estates Manager

The elected or nominated person(s) to act as the employees' representative is:

The Assistant Estates Manager, Assistant Principals or Marketing and International Manager for Oak House

Health and Safety will be a regular topic on departmental meeting agendas.

Regular health and safety information will be posted on a specific notice board. The notice board is located in:

The Staff Room, College Intranet and Oak House office

IDENTIFYING AND MANAGING HEALTH AND SAFETY RISKS

RISK ASSESSMENTS

The **Management of Health and Safety at Work Regulations 1999, Regulation 3**, requires that we must carry out a suitable and sufficient assessment of the health and safety risks to our employees whilst they are at work. We will also consider those that are not in our employment who may come into contact with our college activities or premises. Before embarking on this task, we need to have an understanding of the following:

- **A Hazard** is an unplanned, unwanted event with the potential to cause harm to people, property or the environment
- **Risk** is the combination of the likelihood of a hazardous event occurring and the consequence of the event

Richard Huish College will ensure that we carry out suitable and sufficient risk assessments of all the tasks and equipment connected with our college activities that are likely to present a significant risk of injury or ill health to our employees or others within our activities.

The person responsible for ensuring that risk assessments are undertaken is:

The Assistant Estates Manager

The risk assessments will be made available for all employees to read.

The responsibility for the implementation of risk assessments, and any controls that are required, rests with the nominated person identified above and will be supported by all employees as is required.

The managers or supervisors will also monitor the effectiveness of any actions resulting from the findings of the risk assessments. Any deficiencies that are identified will be reported to the person responsible for carrying out the risk assessments.

All risk assessments will be reviewed annually as a minimum or if there is any significant change that affects the validity of the risk assessment, whichever comes sooner?

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

The **Control of Substances Hazardous to Health Regulations 2002 (as amended)** require us to carry out an assessment and record the risks involved with using, storing and handling hazardous substances.

Hazardous substances will not be used handled or stored until a suitable and sufficient risk assessment has been carried out. The findings and content of the risk assessment will be communicated to all employees likely to be exposed to the substance.

Material safety data sheets (MSDS) will be obtained for all hazardous substances purchased and this information will be retained. These data sheets are freely available from suppliers and manufacturers who have a legal obligation to provide them.

We also recognise that as a result of some activities hazardous substances may develop e.g. chemical experiments. These activities will also be assessed and controlled.

The person responsible for carrying out /identifying the COSHH assessments is:

The Assistant Estates Manager and Assistant Principals

Responsibility for implementation of COSHH assessments and any controls that are required rests with the nominated persons identified above and supported by any other employees as is required.

The effectiveness of the COSHH assessment and any deficiencies will be reported to the person responsible for carrying out the COSHH assessments.

All COSHH assessments will be reviewed annually or if there are any significant changes that affect the validity of the risk assessment, whichever comes sooner?

LOCAL EXHAUST VENTILATION (LEV)

Where necessary, local exhaust ventilation is provided to remove the hazardous substance away from the operative and workplace. This reduces the risks from operative hazardous substance exposure and we will ensure our employees use the extract systems at all times.

A competent person will inspect the extraction system every fourteen months.

The competent person for inspecting the LEV system is:

Williams Electrical and Mechanical Services, Brixham, Devon

Records of these inspections will be retained and available for inspection by the enforcing authority and insurance provider when required.

CONTROL OF INFECTION

The Infection Control Policy must address such issues as:

- Education and training of employees and especially students in infection control issues especially hand washing and personal hygiene.
- Disinfection and decontamination including domestic cleaning.
- Ill health reporting and recording
- Monitoring, surveillance, and auditing.
- Use of personal protection equipment including powder free gloves
- Legionella

The person responsible for carrying out the Water Temperature and Legionella checks is:

The Estates Team (Monthly) & Carewater (Quarterly)

Any questions about the policy must be directed to:

The Assistant Estates Manager

The policy must be reviewed annually or when any significant change occurs, whichever is soonest

The policy will be reviewed by:

Carewater, the Assistant Estates Manager and Peninsula

DRUGS AND MEDICINES

If a learner suffers with asthma, diabetes, epilepsy, or other long-term illnesses it is recorded that he/she may require daily medication. If so, the learner should bring the medicine to college in a clearly labelled container. It is anticipated that students, save for exceptional cases, will be responsible for the safe storage of their medication and administration whilst on college premises. Where Huish agrees to store medication on behalf of a student, it will be stored in accordance with the administration of medication procedure. A register of students requiring such medication is to be available at reception and provided to First Aiders for information purposes.

STAFF ARE NOT PERMITTED TO ADMINISTER DRUGS OR MEDICATION.

Please see separate section on the handling of medicines in relation to our boarding facilities at Oak House and homestay accommodation.

MANUAL HANDLING

The **Manual Handling Operations Regulations 1992 (as amended)** require that all manual handling tasks must be avoided where reasonably practicable, where this is not reasonably practicable then an assessment of the risks to employees must be carried out. The manual handling assessments will be made available to all employees.

The person responsible for carrying out/identifying the manual handling assessments is:

The Assistant Estates Manager and Assistant Principals

Responsibility for implementation of manual handling assessments and any controls that are required rests with the nominated person(s) above, supported by any other employees as required.

The manager/supervisor will monitor the effectiveness of the manual handling assessments. Any deficiencies will be reported to the person responsible for carrying out the manual handling assessments.

However, management cannot carry out an assessment for all minor tasks therefore; it is the responsibility of employees to dynamically assess the risk of harm to themselves and others before carrying out manual handling.

Before carrying out any manual-handling task employees must consider

The Task - What you are going to do

The Individual – The persons own capabilities

The Load - The weight, size and shape of the load

The Environment – The environment in which the task is being undertaken

If in doubt, get help

All manual handling assessments will be reviewed annually or if there is any significant changes that affect the validity of the risk assessment, whichever comes sooner.

PERSONAL PROTECTIVE EQUIPMENT

Personal protective equipment (PPE) must be provided for employees where a risk assessment indicates there is a requirement. The equipment provided will be suitable for the task affording the necessary protection.

An assessment of personal protective equipment will be carried out and where a need is identified, the equipment will be provided at no cost to the user.

Where PPE is supplied then employees must use the equipment provided; this is a legal requirement under the **Health and Safety at Work etc Act 1974 section 7.**

The persons responsible for the assessment and provision of PPE is:

The Estates Manager

The IT Services Manager

Assistant Principal for technicians as appropriate

Any questions or complaints (e.g. discomfort) about the PPE provided should be directed to the persons above.

The requirement for PPE will be reviewed regularly. PPE is the least effective control measure in the hierarchy of risk control and as such will be used alongside more effective control measures i.e. Elimination, Substitution Engineering controls and Administrative controls.

WORK EQUIPMENT

The **Provision and Use of Work Equipment Regulations 1998** requires that all equipment and machinery used for work must be suitable for the task. When choosing work equipment a number of factors must be considered:

- The task that the equipment or machinery is to be used for.
- The environment where it is going to be used.
- Who is going to use it?
- All equipment purchased or hired by **Richard Huish College** must comply with the minimum safety standards as are required by **The Supply of Machinery (Safety) (Amendment) Regulations 2005**, We will also ensure our equipment is in compliance with British and ISO standards and it is CE marked when purchased within the European Union.

The person responsible for the supply, procurement, and repair of work equipment and machinery is:

The Estates Manager

Items of work equipment that require statutory inspection by competent persons will be inspected at the required intervals as stated below,

All lifting equipment will be inspected at six or twelve-month intervals as required by the **Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)**, records will be retained.

The competent person responsible for inspection of lifting equipment is:

Prolift Access

All portable electrical equipment will be inspected and tested at regular intervals dependant on its type, usage and location.

The competent person responsible for inspection and testing of electrical equipment is:

Trained Inspectors/testers throughout the college

Pressure systems will be inspected at regular intervals as determined by the written scheme of examination.

The competent person responsible for inspection of pressure equipment is:

Allianz Insurance Plc
Espresso Technical Services (coffee machine)

Records of these inspections are kept in:

The Estates office

All defects of any work equipment must be reported to:

The Estates Manager/Assistant Estates Manager

Records of repair and maintenance are retained and inspections of other work equipment that may deteriorate with use (e.g. play equipment, gym equipment, ladders and stepladders) require such inspections.

Records of repair and maintenance are kept in:

The Estates office

Machinery Guarding

Under the **Provision and Use of Work Equipment Regulations (PUWER) 1998, Dangerous Parts of Machinery or Equipment (Regulation 11)**, require that all dangerous parts of machinery or equipment must be guarded or covered. The Management will ensure that where practicable and technically possible, appropriate guards or covers will be fitted to dangerous parts of machinery or equipment.

Where this is not a practicable, alternative safety devices and jigs will be provided for the safety of its employees. Employees are also reminded that they have a duty under the **Health and Safety at Work etc Act 1974** and **The Management of Health and safety at Work Regulations 1999** to work in a safe manner and to use all equipment provided for their safety. Failure to do this may lead to disciplinary action.

Stop Buttons and Guards

Under the **Provision and Use of Work Equipment (PUWER) 1998 Regulation 16**, requires that emergency stop buttons will be fitted to all machinery and equipment where appropriate. The need will be determined by the specific risk assessment carried out on each machine or equipment.

In order to ensure that all guards, covers and emergency stops are maintained and in efficient working order, they will be tested and inspected at regular intervals (e.g. daily checks).

The Technician for the department will ensure that all machinery or equipment guards or covers and stop buttons are tested regularly and the test recorded.

Records of maintenance and repair of any work machinery or equipment will be kept available for inspection.

Any electrical work equipment that is used outside will be connected to the electrical circuit via a Residual Current Device that will break the circuit in the event of a fault or incident.

Any maintenance carried out on equipment that may be hazardous to people in his vicinity (e.g. work at height) will be carried out under strict isolation procedures.

DISPLAY SCREEN EQUIPMENT (DSE)

The **Health and Safety (Display Screen Equipment) Regulations 1992** require that an assessment of all display screen equipment (DSE) and the workstation be carried out to identify any risks present in relation to essential display screen users as defined in the regulations.

The Smartlog Health and Safety Training software combines DSE training for employees along with a risk assessment completed by members of staff. The H&S Officer reviews the results and resolves any issues raised.

The person/service area responsible for the assessment of display screen equipment is:

The Assistant Estates Manager

The assessments will be reviewed annually or when any significant change occurs.

Eyesight Tests and Corrective Glasses

Richard Huish College accepts their responsibility under these regulations. Should an employee classified as an essential user under the regulations have difficulty with their eyesight whilst using the display screen for their work, then we will pay for an eyesight test. This will determine if the employee requires corrective glasses to reduce the health risks involved in the use of computer screens.

If corrective eyewear is required then we will provide basic eyewear, which must be used whilst the operative is using the computer.

Richard Huish College will not pay for any other type of eyewear, such as bifocal or varifocal if an employee requires these then they must pay the cost difference.

THE WORKPLACE

The **Workplace Health Safety and Welfare Regulations 1992** are designed to provide employees with a safe place of work and adequate welfare facilities.

We will also ensure that the premises as well as any fixtures, fittings and plant within it do not present a health and safety risk to any students, visitors and contractors that may come into contact with our college activities and premises.

Premises inspections that provide for the early identification of defects and omissions will be carried out at regular intervals by representatives of both the staff and Governing body, when defects and omissions are identified then a time scale and person responsible for repair or implementation will be set.

Inspections of the buildings and outside environment will be carried out quarterly

All defects and omissions must be reported promptly so that they can be dealt with. The person/service area responsible for dealing with workplace defects is:

The Estates Team

The Institution of Electrical Engineers Regulations and the HSE recommend that a competent electrician should inspect fixed electrical installations at least every five years and a certificate of inspection obtained and retained.

The person responsible for ensuring electrical installations are inspected is:

The Estates Manager

Any electrical defects, including Oak House, must be reported to:

The Estates Team

In order to maintain a safe and health workplace, good housekeeping is extremely important. All employees have a part to play in the delivery of this requirement. They will ensure that their work areas and equipment is kept in a clean and tidy condition, items and equipment must not be left on the floor to present a trip, slip or fall hazard and any cables are to be routed away from traffic routes.

SMOKING

“Smoking” is not allowed in any part of our premises including external area and entrances apart from the specifically designated area. It is also our policy to ensure this legislation is fully applied and includes our vehicles; therefore, “Smoking” is not allowed. In the event of a person smoking in the workplace areas, disciplinary action will be taken.

THE WORKPLACE

Under the **Gas Safety (installation and use) Regulations 1998**, we have a duty to ensure that any installations within the premises are installed and maintained by a competent person. The annual checks will include the effectiveness of any flue, the supply of air for combustion, the operational pressure and the safe function of appliances.

The person responsible for ensuring a Gas Safe registered engineer inspects gas installation is:

The Estates Manager

CONTROL OF CONTRACTORS

All contractors (for example electricians, window cleaners, painters and decorators, plumbers) must report on arrival and departure to the college reception. Contractors undertaking work at Oak House must report on arrival and departure to Oak House reception. This is to ensure that the Principal can make necessary arrangements to ensure the safety of staff and students.

We also understand that the controls must also protect the contractor from any risk them from any hazards that may arise as a result of our college activities.

Prior to any contractor carrying out any work at our college premises (including Oak House) or elsewhere on our behalf, the contractor must produce or complete the following:

- A copy of their current Employer and Public liability insurance.
- Copies of any accreditations applicable to the job they may have.
- A method statement for the task they are to carry out.
- Copies of all risk assessments relevant to the job.
- Any other information that may affect the health and safety of anybody involved.

The person responsible for the control of contractors is:

The Estates Manager

ASBESTOS

Under the Health and Safety at Work Act 1974 Section 2 and the **Control of Asbestos Regulations 2012** we are required to protect the health and safety of our employees and others who may be affected by our undertaking, whether the work is for us or not.

Asbestos substances or materials will not be used handled or stored until a suitable and sufficient risk assessment has been carried out. The findings and content of the risk assessment will be communicated to all employees likely to be exposed to the substance.

The person responsible for ensuring that a risk assessment has been undertaken and an Asbestos Survey or Register is obtained before any work is undertaken is the responsibility of:

The Assistant Estates Manager

We recognise that Asbestos Exposure requires us to provide health surveillance of our employees. The level of health surveillance is dependent upon the level of exposure and the hazardous substance involved. This will be determined at the Asbestos assessment stage and form part of the control measures required.

LONE WORKING

Richard Huish College has a duty to ensure the safety of lone workers as far as reasonably practicable. As far as the Health and Safety at Work, etc Act 1974 is concerned, the responsibility of the employer to ensure the safety of lone workers does not differ much from that of the responsibility to ensure the safety of employees working in a group or under close supervision.

Employees must co-operate with management to enable them to comply with their health and safety duties in respect of lone working. Section 7 of HASWA requires employees to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

Richard Huish College will manage the risks associated with lone working by the following means;

- Risk assessments will be carried out for all lone working activities. This will enable us to establish the degree of risk and to put in place the control measures required to reduce the risk to an acceptable level. Risk assessment will take into consideration the person, the equipment/ materials being used and the environment where lone working is carried out. The assessment will also consider the emergency arrangements including rescue and first aid.
- We will ensure that the required communication equipment and procedures are implemented to enable employees to be communicated with at suitable intervals (the degree of risk determines what constitutes a suitable interval). The means of communication will be determined via the risk assessment process, but the telephone is an obvious means.

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- Only trained, competent and authorised persons will be permitted to work alone. Training, information and instruction will be provided following the satisfactory completion of a suitable and sufficient risk assessment.
- Staffing arrangements pertaining to Oak House are considered in the Oak House student accommodation and homestay boarders section of this policy.

Whether or not a person will be permitted to work alone in or out of normal hours, will depend on the degree of risk posed by the work, the working environment and on the individual.

The person responsible for ensuring that the risk assessment for lone working is carried out:

The Assistant Estates Manager

The person responsible for developing procedures for the lone working activity is:

The Assistant Estates Manager

SECURITY

College security is of paramount importance. All staff are responsible for being vigilant and acting decisively and quickly should they notice a breach of security or security risk e.g. stranger on or near premises without identification etc.

The Principal, staff and governors regularly review security arrangements for the site.

1. Signage points out the main entrance and details the need to sign in with Reception staff.
2. Signing in must be completed by **all** visitors and contractors. Badges are issued to identify authorised visitors and Hi-Viz 'huish contractor' vests for all contractors.
3. Students needing to leave the college before the end of the day **must** notify Reception.
4. Access to Oak House is controlled at all times using the College MiFare system. Only authorised college personnel or boarding residents will have right of access to Oak House. All other staff, contractors and visitors must comply with the visitor procedures of Oak House.

However, the whole community is encouraged to keep our college and Oak House safe and secure by

1. Notifying the Duty Manager immediately of any trespassers on the premises in or out of college working hours or of any unauthorised use of any part of the premises.
2. Notifying police if the alarm light is flashing or siren sounding.
3. By reporting any unusual suspicious sightings of cars or persons in the close proximity to the college to a member of staff or a house parent for Oak House.
4. Reporting of incidents that happen to the learners e.g. asked to get in a car, asked questions about college routines etc. to a member of staff or a house parent for Oak House

FIRST AID

The **Health and Safety (First Aid) Regulations 1981** requires us to provide adequate first aid equipment and a sufficient number trained people to administer first aid when required.

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We will carry out a first aid risk assessment; this will enable us to establish the number of trained first aid person/s we require as well as the amount of first aid equipment needed.

The college's appointed lead first aider will take charge of first aid arrangements.

Factors considered will be:

- The number of people involved.
- The level of risk that our college activity presents (low, medium or high risk).
- The proximity of our college (location e.g. rural or town centre that may affect the speed at which the paramedics will arrive).
- Any other issues that may affect the assessment.

The qualified first aid people or appointed persons are:

**Contactable via 222 emergency telephone number or radio via Reception
Oak House – House Parents, Office Staff, On Call Supervisor Team**

The first aid boxes are located at:

**Locations in each building
Oak House – General Office**

All accidents/near misses are to be reported and entered in the relevant accident/near miss forms, which are located in:

**College Reception/digital versions on SharePoint
Oak House General Office for Oak House accidents**

All accidents/near, misses will be investigated and remedial actions identified, this will prevent reoccurrence of the same or similar incidents. The level of investigation will depend up on the seriousness of the accident.

The person responsible for investigation of accidents/near misses is:

The Assistant Estates Manager

REPORTING OF INJURIES DISEASES AND DANGEROUS OCCURENCES REGULATIONS 2013 (RIDDOR)

Under these regulations, specific work related injuries, diseases, and dangerous occurrences must be reported to the Enforcing Authorities.

Although there is a comprehensive list within the regulations, the main incidents that must be reported are:

- Fatalities –These must be report as soon as possible by the quickest method possible, usually by telephone.
- Specified injuries listed in RIDDOR (regulation4).
- Injuries that causes the employee to be away from his/her normal work activity for more than seven days incapacitation (not counting the day on which the accident happened) incapacitation means that the worker is absent or is unable to do work that they would reasonably be expected to do as part of their normal work.
- Work-related accidents involving members of the public or people who are not at work must be reported if a person is injured, and is taken from the scene of the accident to hospital for treatment. There is no requirement to establish what hospital treatment was actually provided, and no need to report incidents where people are taken to hospital purely as a precautionary measure.
- Reportable occupational diseases
- Reportable dangerous occurrences

You only have to report injuries that lead to a worker being incapacitated for **more than seven consecutive days** as the result of an occupational accident or injury (not counting the day of the accident but including weekends and rest days). The report must be made within 15 days of the accident.

The person responsible for reporting incidents is:

The Assistant Estates Manager

You must still keep a record of the accident if the worker has been incapacitated for **more than three consecutive days**. If you are an employer, who must keep an accident book under the Social Security (Claims and Payments) Regulations 1987, that record can be treated as a record for the purposes of RIDDOR.

The record must include information such as:

- The name and occupation of the injured person or those involved in the incident.
- The status of the injured person (employee, visitor or contractor).
- The location of the incident.
- A brief description of the incident or disease.
- The date, time and method of reporting.

Incidents and diseases are reportable using the following methods:

Online

Go to www.hse.gov.uk/riddor and complete the appropriate online report form. The form is submitted directly to the RIDDOR database. You will receive a copy for your records. **All** incidents can be reported online.

Telephone

A telephone service is available for reporting **fatal and major injuries only**. Call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

FIRE SAFETY

Under the **Regulatory Reform (Fire Safety) Order 2005** and the **Management of Health and Safety at Work Regulations 1999** employers are required to undertake a specific risk assessment of the risks posed by fire within their college's undertaking.

A specific fire risk assessment will be undertaken and the findings implemented.

The fire risk assessment will be reviewed at least annually, or if there is any significant change in the circumstances.

Essentials

Fire prevention is part of everyone's duties. In particular, attention should be paid to checking the premises before leaving at night to ensure nothing has been left which could lead to a fire developing whilst the premises are unoccupied. In line with good practice and managing the environment all electrical appliances should be switched off when not in use rather than left in standby mode. This should include closing down computers, kettles etc. If equipment is needed to be left on or in standby mode, they should be kept clear of combustible material in case of a fault developing when unattended.

The volume of combustible rubbish must be kept to a minimum in order to reduce the risk of fire. Arrangements must be made to have any large amounts of combustible rubbish removed from the building.

FIRE DRILLS

In the event of a fire being discovered, the nearest call point should be broken and, only if safe to do so, the appropriate fire extinguisher used to attempt to limit the fire spread.

In the autumn term, staff and students will be informed before the first drill is to be held and all staff and students will be walked through the procedure. No warning will be given on subsequent occasions and there will be additional drills during the year.

The alarm system will be tested weekly with records maintained by:

The Estates Team

The person responsible for carrying out the evacuation practices at least three times each academic year and then recording the results is:

The Estates Manager
Senior House Parent with assistance from the Estates team for Oak House

The fire marshals are:

**Identified on the emergency evacuation responsibility document
Oak House-House Parents**

All fire extinguishers are inspected by a competent person annually and must be replaced when discharged. The competent person for fire extinguisher inspection is:

**Rhino Fire Control (Annually)
The Estates Team (Monthly)**

The emergency lighting will be tested monthly and any defects found reported and repaired the person responsible for this is:

The Estates Team

Emergency exits and evacuation routes will be kept clear at all times and checked at regular intervals the person responsible is:

**The Estates Team and ALL Personnel – College Campus
House Parents - Oak House**

Flammable Liquids and Compressed Gases

All flammable liquids and gases will be stored safely. Flammable liquids will be kept in a flameproof locker and employees will return them to the locker after use.

Flammable Liquids are under no circumstances to be left near sources of heat or ignition.

Compressed gases are kept in a compound away from other sources of ignition and fuel. When a bottle is exchanged, the empty will be returned to the compound immediately and not left in the working area.

FIRE ACTION

The Fire Procedure is as follows:

If you discover a fire:

- Raise the alarm by the recognised method.
- Only tackle the fire if trained to do so, with the equipment provided, ensuring your exit is clear at all times and without taking personal risks.

Contact with Emergency Services:

In the event of an alarm activation, all staff are to follow the procedures laid down in the emergency evacuation procedure for the college. For Oak House – see separate section at the end of this policy

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Upon hearing the alarm:

All members of teaching/support staff to mobilise and take responsibility for the group of students/visitors/contractors in their charge and to remain responsible for that group throughout the evacuation/reporting/dispersal process.

Nominated members of staff ('clearers') are responsible for checking all areas on the way out of the building to ensure no one is left behind and to also report to the Fire Marshals/Evacuation Managers that their building is 'clear'.

Assembly point locations:

Holding Assembly Points A-G – Cross Campus

Rear Car Park (Final Assembly Point)

The nominated clearers are:

Identified within the Emergency evacuation responsibilities document.

Once Evacuated from the building

- Any missing persons must be reported to the Principal/ Duty Evacuation Manager.
- The Principal/ Duty Evacuation Manager will inform the fire service of any missing persons.
- The Principal/ Duty Evacuation Manager may direct that students/staff/visitors/contractors be moved to another place of safety depending on the circumstances.
- Do not re-enter the building until the Estates Manager/Assistant Estates Manager informs the Principal/ Duty Evacuation Manager that it is safe to do so.

Arrangements for Oak House can be found in the section at the end of this policy document

DANGEROUS SUBSTANCES AND EXPLOSIVE ATMOSPHERES

The Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR) require employers to control the risks to safety from fire and explosions.

Dangerous substances can put peoples' safety at risk from fire and explosion. DSEAR puts duties on employers and the self-employed to protect people from risks to their safety from fires, explosions and similar events in the workplace, this includes members of the public who may be put at risk by work activity.

WHAT ARE DANGEROUS SUBSTANCES?

Dangerous substances are any substances used or present at work that could, if not properly controlled, cause harm to people as a result of a fire or explosion. They can be found in nearly all workplaces and include such things as solvents, paints, varnishes, compressed gases (such as oxygen cylinders, calor gas, etc).

WHAT DOES DSEAR REQUIRE?

Employers must:

- Find out what dangerous substances are in their workplace and what the fire and explosion risks are;
- Put control measures in place to either remove those risks or, where this is not possible, control them;

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- Put controls in place to reduce the effects of any incidents involving dangerous substances;
- Prepare plans and procedures to deal with accidents, incidents and emergencies involving dangerous substances;
- Make sure employees are properly informed about and trained to control or deal with the risks from the dangerous substances;
- Identify and classify areas of the workplace where explosive atmospheres may occur and avoid ignition sources (from unprotected equipment, for example) in those areas.
- Oak House residents will not keep any such substances in their room or elsewhere at Oak House. If a boarder suspects that a fellow boarder is in breach of this instruction they must inform a house parent immediately.

STRESS

Richard Huish College recognises that work related stress can cause ill health and will put controls in place to help prevent stress. However, **Richard Huish College** cannot be held responsible for stress caused by outside sources such as financial or domestic problems.

Because stress does not affect all people in the same way and that one person may find a job stressful when another does not, it is difficult to assess the risk to all employees. Therefore, employees must ensure that they report any undue stress that they may feel from different work activities

Stressful situations can be reported in confidence to:

H.R Director

Stress counselling will be provided if and when necessary by:

H.R Director

VIOLENCE

Violence and aggression in the workplace is unacceptable but is a recognised hazard, therefore to reduce the risk to any of our employees a specific risk assessment will be carried out and reviewed as and when required but at least annually.

The assessment will:

- Recognise the risk from violence.
- Give commitment to reducing the risks.
- State who is responsible for doing what.
- Provide an explanation of what is expected from individual employees.
- Provide support for people who may have been assaulted or suffered verbal abuse.

Training in the prevention and management of violence and aggression will be provided where it is considered necessary.

The policy, risk assessments and procedures will be reviewed annually or if there is any significant change.

PREGNANCY

It is important to **Richard Huish College** that the health, safety and welfare of all our employees is safeguarded. We recognise our responsibilities under the **Management of Health and Safety Regulations 1999 Regulation 16** and realise that if any of our employees become pregnant they must inform their manager/supervisor immediately. This can be verbally but must be followed up by a written confirmation from their doctor.

The management will carry out an individual specific risk assessment of the work that the employee does for the college to determine any risks to her and her unborn baby that may arise from the work activities.

The risk assessment will be carried out by:

H.R Director

Where the risks are significant then assistance or alternative employment will be provided.

Pregnant employees must not:

- Carryout manual handling tasks (Lifting and Carrying).
- Use or come into contact with any chemicals.
- Work at height (stand on stepladders, step ups etc).

Pregnant employees must.

- Work to the controls put in place by the risk assessment.
- Inform their line manager/supervisor of any problems or changes that may occur during their pregnancy so that the risk assessment can be reviewed.

To maintain a safe working environment for any pregnant employees a suitable rest area will be provided for them to rest if required.

Seating will be provided for the employee to carry out their work.

YOUNG PERSONS (AS WORKERS)

The Management of Health and Safety at Work Regulations 1999 Regulation 19 defines a young person as someone who is over the legal school leaving age of 16 years but has not reached the age of 18 years.

Due to of their lack of experience, maturity and lack of awareness it is essential that they are supervised at all times until they gain the required experience, maturity and awareness of the risks.

A risk assessment will be carried out to determine any risks that the young person may be exposed to; the risk assessment will be carried out by:

H.R Director

Any young person will be provided with all the information; instruction, training and supervision they require. They will also be provided with a mentor (responsible employee), who has accepted the responsibility of overseeing the young person.

Young persons will not be allowed:

- To carry out work that is beyond their mental and physical capability.
- To be exposed to substances that are toxic or carcinogenic.
- To carry out tasks that can involve risks be assumed is beyond their recognition.
- To be exposed to extremes of heat, cold, noise and vibration.

The young person must

- Carry out all reasonable instructions given to them by their mentor.
- Refrain from horseplay or practical jokes.
- Report any thing that they feel unsure or unsafe about

FOOD SAFETY

A Food Safety Policy is required for our food handling activities. This must be developed alongside this Health and Safety Policy. Guidance on food safety within our premises is available from the local Environmental Health Department.

Food preparation safety falls under the requirements of this Health and Safety Policy. This requirement covers housekeeping, cleaning, layout of the food preparation area, the equipment in use and the condition of floors and surfaces etc.

The Persons responsible for food safety are:

**Chartwells for the College
House Parents and International Office staff at Oak House**

All employees have a responsibility to ensure that a high degree of personal hygiene is maintained particularly when preparing food for service user consumption.

All employees have a duty to ensure a high degree of housekeeping is maintained but the person identified below has the duty to ensure this is carried out.

The persons responsible for general kitchen housekeeping, if applicable are:

**Chartwells for the College
House Parents and International Office staff at Oak House**

WASTE MANAGEMENT

The **Environmental Protection Act 1990** places a “Duty of Care” on producers of waste to ensure that it is disposed of correctly. The duty has 5 aspects:

- To prevent the keeping, treatment or disposal of waste without a licence.
- To prevent the escape of waste
- To transfer waste only to an authorised person.
- To ensure that there is clear labelling and information of the waste
- To retain documentary evidence.

To enable the premises to carry out this duty a written system and procedures for the identification, segregation, and disposal of waste is in place. The person responsible for the development and implementation of this system of waste management is:

The Estates Manager

There are two categories of waste produced by the premises, domestic waste and special/controlled/clinical waste.

Domestic waste will be collected and disposed of by:

Viridor

Special/Controlled/Clinical waste will be collected and disposed of by:

South West Hygiene Services

Who are a properly licensed and authorised waste disposal agency.

Records of waste transfer will be kept in the **Estates Office** and a receipt **must** be obtained from the disposal agency on collection of the waste.

The waste management system will be audited and reviewed annually to ensure that the system works and is being adhered to.

The system will be audited by:

The Estates Manager

NOISE EXPOSURE

The Control of Noise at Work Regulations 2005 requires us to monitor noise levels within the workplace. This is to ensure that all our employees and any contractors or visitors are not exposed to noise levels likely to cause short or long-term hearing damage.

The current noise exposure levels are set as follows:

The Lower Exposure Action Values are:

A daily or weekly exposure level of **80dB (A)**

- A peak sound pressure level of **135dB (C)**

The Upper Exposure Action Values are:

- A daily or weekly exposure level of 85dB(A)
- A peak sound pressure level of 137dB(C)

The Exposure Limit Values are:

- A daily or weekly exposure level of 87dB(A)
- A peak sound pressure level of 140dB(C)

The Exposure Limit Value will take into account the effectiveness of any hearing protection that is provided and worn.

To ensure that our noise levels are maintained to the lowest levels possible we will ensure that a suitable and sufficient risk assessment is carried out. It is the policy **Richard Huish College** to use equipment with low noise emission levels or to provide covers, enclosures or sound damping equipment to reduce the amount of noise in our business premises and activities.

Personal protective equipment such as earplugs and ear defenders will be provided as a last resort. This personal protective equipment will be suitably assessed and meet the relevant British and European standards.

The actions implemented will follow the hierarchy below:

- At the **Lower Exposure Action Level** hearing protection will be provided and employees and visitors will be advised to wear the hearing protection.
- At or above the **Upper Exposure Action Level** hearing protection will be provided for all employees and visitors. In areas where the noise levels are above 85 dB (A) it will be mandatory for employees and visitors to wear the hearing protection. Employees found to be in breach this rule will be subject to disciplinary action. A visitors refusing to wear the hearing protection will not be allowed in the area. Signs will be placed to warn staff and visitors that they are entering a hearing protection zone.
- Boarders of Oak House will follow the boarder handbook with regards to acceptable levels of noise whilst in their bedrooms, communal areas and grounds of Oak House.

Health Surveillance programmes will be put in place where necessary. Employees that are regularly exposed to noise levels above the Upper Exposure Action Level will be expected to attend audiometric testing.

The person responsible for carrying out and reviewing the noise risk assessments is:

The Assistant Estates Manager

VIBRATION EXPOSURE

The **Control of Vibration at Work Regulations 2005** requires **Richard Huish College** to take measures to protect employees from the effects of exposure to vibration in the workplace. The vibration can be as a result of the use of work equipment in use or the process itself. There are two areas that require consideration; these are vibration exposure to the hand and arms or vibration exposure to the whole body.

To ensure that **Richard Huish College** complies with these regulations we will ensure that:

- We consider vibration exposure when we are carrying out specific risk assessments for the use of particular pieces of work equipment. This is particularly important when our employees are using hand held tools or are carrying out plant driving activities.
- When we consider that the levels of vibration exposure are fairly high and there is a possibility that the levels of vibration are likely to cause long-term health problems. Then we will call on the services of a competent body to carry out a survey. The results of the survey will enable us to determine whether we are within the Exposure Action Value of $2.8 \text{ m/s}^2 \text{ A(8)}$. We must also consider whether the Exposure Action Limit is being exceeded this is currently set at $5 \text{ m/s}^2 \text{ A(8)}$. If the results show that the limit is being exceeded then we must take immediate action to reduce the level exposure.
- In order to control the level of risk from vibration we will consider as far as reasonably practicable the following:
 - The equipment we purchase in order to ensure that vibration exposure is suppressed to low levels.
 - We will ensure that all our equipment is well maintained and/or replaced as and when required.
 - We will reduce the length of time that employees are likely to use the equipment by eliminating the need to use the equipment or by job rotation.
 - We will provide our employees with sufficient information and instruction to raise their awareness of the exposure health risks. Typical information provided will be the recognition of the effects of hand arm vibration and vibration white finger.
 - We will provide personal protective equipment and emphasise the importance of maintaining heat in the body's extremities.
- Employees must inform management of any symptoms that they feel they are suffering as a result of vibration exposure. The symptoms may be:
 - Tingling of the hands and fingers.
 - Joint pains and numbness.
 - Back pain after driving activities.
 - Whitening of the fingers especially during cold weather.
- Employees identified as being regularly exposed to vibration may be requested to enter into a health surveillance programme. This programme will enable us to monitor our employees and ensure that our control measures are working effectively.

The person responsible for ensuring a vibration risk assessment is carried out is:

The Assistant Estates Manager

RADIATION

Richard Huish College has an operational requirement to do work involving radioactive substances. We will therefore take the necessary actions to comply with all relevant legislation regarding radiation and in particular the **Radioactive Substances Act 1993**.

Richard Huish College will manage the risks associated with the equipment by the following means;

No person at **Richard Huish College (including Oak House)** shall, except in accordance with any authorisation granted and provisions specified in the Act, dispose of any radioactive waste or cause or permit any radioactive waste to be disposed of; unless authorisation has been given, no person may accumulate radioactive waste with the view to later disposal nor cause or permit the accumulation of any waste which he knows or has reasonable grounds to believe is radioactive.

- All tasks involving the use of radiation emitting substances will be subject to suitable and sufficient risk assessments.
- Certificates of Registration and Authorisation will be prominently displayed.
- The maximum activities of sources, which can be held on the premises, and maximum activities, which may be disposed of by authorised routes.
- Exposure will be limited to the lowest possible means at all times.
- Local Rules are provided and form a safe system of work for any activities involving the use of the equipment.
- Only trained, competent and authorised persons are permitted to operate the equipment.
- Inductions will be carried out before usage for all operators of the equipment.

In order to fulfill our legal responsibilities under the regulations **Richard Huish College** have appointed;

Radiation Protection Advisor (RPA): to advise on all aspects of radiation protection.

The appointed Radiation Protection Advisor is:

Tony Butterworth – Somerset County Council, County Hall

Radiation Protection Supervisor(s) (RPS): to ensure compliance within our working environment(s) regarding the arrangements for radiation protection made by the group and in particular to supervise and monitor the arrangements set out in our Local Rules.

The appointed Radiation Protection Supervisors are:

Tim Hunt and Tom Sulejz

The person responsible for carrying out risk assessments for the equipment is:

Tim Hunt

WORKING AT HEIGHT

The **Working at Height Regulation 2005 (WAHR)** requires us to consider a number of key elements prior to carrying out any work that involves climbing from floor level.

We are required to complete suitable and sufficient risk assessments for all work at height. This will involve consideration of the following key factors:

- Consideration whether there is a specific need to work at height or can the operation or task be carried out using an alternative method.
- Identify and assess whether the equipment is suitable for the task involved and allows ease of access to the working area.
- Ensure the equipment used to access the work area is maintained and records retained.
- Ensure the employees are suitably trained to carry out the task and is their level of fitness acceptable for the task.
- If employees are required to access surfaces at height, then we must take into account the surface of sufficient strength to support the persons involved.
- The height involved must also be taken into account, as well as should a fall occur what is the employee likely to fall onto or into. A secondary means of supporting the employee should he/she fall must be provided for the higher access tasks.
- If the task requires employees to work outside, then the weather conditions must be taken into account. If the weather conditions are adverse and likely to threaten the safety of our employees, then the task will be postponed until such time when it is safe to proceed.

We will carry out a risk assessment, taking into account the factors indicated above. If the work is beyond what we consider acceptable then we will call on the services of a specialist contractor to make the work zone easily accessible to our employees.

The person responsible for carrying out/identifying the working at height assessments is:

The Assistant Estates Manager and Assistant Principals

EDUCATIONAL VISITS

The Principal may delegate the task of co-ordinating educational visits but will ensure that the arrangements are reviewed prior to the commencement of the trip. These arrangements include activities organised for the boarders at Oak House.

Every visit **must** have a Risk Assessment completed prior to the outing.

Only established and reputable companies are to be used for the transportation of students on college visits.

Where possible, the tutor will have undertaken a preliminary visit to the location of the outing and assessed risks, emergency action plans, emergency vehicle accessibility etc.

All trip applications must follow the documented procedure including adequate Risk Assessment and formal approval by the Assistant Principal Student Support

The Tutor will ensure that Staff: Student ratios are in line with DCSF guidelines or more favourable whenever possible.

The Tutor or Assistant will collect a fully stocked First Aid kit, along with any other equipment necessary for the visit. There will be a **minimum** of one first aid trained member of staff per visit.

The Tutor or Assistant will be aware of any medical conditions that may affect any learner during the visit. Necessary precautions to deal with any foreseeable problems are to be taken i.e. Knowledge of Student care plans, medication, mobility aids etc.

The Tutor or Assistant must check that there is a signed consent form for each learner taking part in any visit.

Review

Tutors are encouraged to review each visit in terms of both educational value and the safety performance; for example did the coach company comply with the collection/pick-up arrangements?

We will ensure that, where the review identifies serious failings that we learn from that experience and consider finding alternatives.

TRAINING

Richard Huish College recognises the duty to provide its employees with whatever training is required so that they can carry out their job in a safe manner. This ensures not only employee protection from hazards but that they do not cause anyone to be harmed by their activities.

The person(s) below have been appointed to identify any training needs:

H.R Director/Assistant Estates Manager

The type of training provided is:

- Induction training for all new employees
- Job specific training for all new employees or employee who transfers to other roles.
- Health and safety training for all employees that have been given specific tasks in the policy and to allow all employees to carry out their jobs safely.
- Extra training and supervision will be provided for young people because of their immaturity and lack of experience.
- Training will either be provided in-house where appropriate or by an accredited training provider.

All training will be recorded and retained with the employee's personal file.

The person responsible for maintaining the training records is:

H.R Director

Health and Safety Training should include:

- Risk and COSHH assessment training when applicable.
- Manual handling training as and when required.
- Use of Personal Protective Equipment (PPE) when issued.
- Use of Display Screen Equipment where necessary.
- Personal and food hygiene.
- Health and Safety awareness.
- Fire prevention and safe use of fire equipment.
- Any other training that may be relevant to their tasks or health and safety.

TRANSPORT

The road transport safety of our employees is important to **Richard Huish College**. To ensure that vehicles and users are safe at all times the college will carry out risk assessments to ensure that the correct controls and safeguards are put in place.

The person responsible for ensuring that the risk assessment is carried out; is:

The Assistant Estates Manager

- Only authorised employees who have completed the 'Minibus driver awareness scheme' training will be permitted to drive college and hired minibuses.
- All drivers must hold a full UK driving license.
- If required, the driver must undergo a through medical examination and eyesight test.
- All drivers must report any ill health that may impair their driving abilities, road accidents and any fines and driving endorsements received. They may then be removed from the authorised drivers list
- All vehicles will have a valid Road Fund Tax.
- All vehicles will have valid fully comprehensive insurance for the extent of the vehicles use.

Richard Huish College vehicle insurance provider is:

Equity Red Star (ERS)

- All vehicles will have a current MOT certificate if required.
- A competent garage will service all vehicles regularly.
- Employees responsible for college vehicles must fill in a weekly check sheet and report any defects immediately.

The competent garage is:

Wellington Motors-Car/ Taunton Ford-Minibus

- Privately owned vehicles may only be used on college business if covered by fully comprehensive insurance with extra business or passenger cover dependant on the type of vehicle
- Privately owned vehicles used for college business must have all the relevant documentation.

The rules and assessments will be reviewed annually or if any significant change takes place.

Mobile phones

It is an offence under the **Road Traffic Act** to use a hand held mobile phone at any time.

Richard Huish College will not place pressure on any employee to use the phone whilst driving. Therefore, the college cannot be held responsible for any employee who is prosecuted for this offence. Before answering the phone the driver must pull over, park in a safe place and turn the engine off. The use of call divert to voice mail is encouraged. Failure to comply with this rule may lead to disciplinary action.

ENGLISH AS A SECOND LANGUAGE

The Health and Safety at Work etc Act 1974 and **The Management of Health and Safety at Work Regulations 1999** require us to provide our employees and students with understandable and relevant information on risks to their health and safety and on precautions to take to avoid those risks. Information shall be provided in a way that takes account of any language difficulties or disabilities. It will be provided in a form that is most suitable in the circumstances, as long as it can be understood by everyone. For employees or students with little or no understanding of spoken or written English, we will make special arrangements.

The person responsible for ensuring that employees and students with little understanding of English are given suitable information, instructions, training and supervision is:

The Assistant Estates Manager

GENERAL GUIDELINES FOR EMPLOYEES

- You must not commit or allow to be committed any act which may result in potential danger in any way.
- You must attend as requested any training course, meeting etc, designed to further the interests of health and safety.
- You must observe all laid down procedures concerning work activities, equipment, materials and substances.
- You must ensure you understand the Health and Safety Policy and familiarise yourself with safety information and instructions.
- You must observe all safety rules on and off the College's property.
- You must comply with all written or verbal instructions given to you to ensure your personal safety and the safety of others.
- You must conduct yourself in an orderly manner at all times and not stray from responsible behaviour.
- You must dress with health and safety of yourself and others in mind.
- You must use the safety equipment and/or protective clothing provided.

- You must avoid improvisation in any form, which may create a risk to your safety or the safety of others.
- All employees are to obey the rules of **Richard Huish College** as contained in the Contract of Employment.
- You must not invite visitors onto **Richard Huish College** premises without permission from your Manager.
- If at any time you are unsure about duties you may be asked to perform, then you must inform your Manager.
- Co-operation is vital to ensure successful health and safety standards.
- Health and safety notices will be posted on notice boards from time to time you must ensure you view this information.
- No alcohol or non-medicinal drugs are to be consumed during working hours. Employees found to be under the effects of either will be subject to disciplinary action.

Oak House student accommodation and homestay providers

Oak House boarders

Richard Huish College provides accommodation for students at 107-109 South Road Taunton. In the context of this policy, any reference to student accommodation or Boarders means those Huish students that are boarding at Oak House. Where policy statements refer to Oak House only these will be explicit, if a policy statement refers to all students no differentiation will be made.

Homestay students

For the purposes of this policy a homestay student is a Huish student, usually but not exclusively from overseas, where we have provided them with accommodation in a 'family/domestic' environment through our homestay provider network.

Huish works with a number of homestay providers across the local Taunton area. Legislative compliance in relation to safeguarding, principally DBS checks, is completed prior to any provider being allowed to take a Huish student. Gas Safe inspections are the responsibility of the provider and they must provide Huish with an annual compliance certificate. The college student accommodation officer, prior to a student being placed, undertakes a general dwelling suitability check. Periodic spot-checks are undertaken in line with college procedures.

Storage and handling of medication

Where a student has a medical condition that requires the use of drugs that are potentially harmful to others we will ensure that those medicines are held securely in the facility safe. We will issue sufficient medication for the student for one week at a time. Access to the safe is restricted to the house parents and International Office Staff.

Homestay students are responsible for ensuring that any medication that could be potentially harmful to others is communicated to the homestay provider who will work with the student to ensure that medicines can be stored in the home safely.

Fire safety and fire evacuation

Oak House has a fire evacuation plan that is communicated to all boarders and staff. Fire drills will be practised at least termly with at least one of those drills taking place in unsociable hours (i.e. after curfew). The drills will be overseen by the house parents supported by other Huish staff as appropriate.

All boarders and staff will use the Oak House registration system at all times to ensure that an accurate record of all people on site can be maintained in case of a fire/emergency evacuation.

Homestay providers will explain to their student/s how to exit their home safely in the event of a fire. They will make students aware of where smoke alarms are sited and test them regularly so that they can recognise the sound they make should they ever be activated.

Lone working

There is a requirement for at least one member of staff to be on the premises at all times. We recognise that there will be times where there will be only one member of staff 'on duty'. Huish has in place an on-call supervisor team that will be aware of the staff rota and are on-call to attend Oak House should there be an emergency for which the house parent needs support or has to leave site, for example to accompany a boarder to hospital. House Parents will be issued with a mobile phone that they are expected to carry with them at all times.

Security

Access to Oak House is controlled through the Huish 'Mifare' system. The Huish ID cards will be coded to allow access to the facility for all boarders, house parents, International Staff (on-call supervisor team), Caretaking and Cleaning staff and senior staff responsible for safeguarding and facility management.

Oak House has a procedure for the recording of guests of boarders and other visitors. Boarders will be reminded of their duty of care to fellow boarders through the handbook and regular facility meetings. Any boarder that suspects another boarder is in breach of guest/visitor procedures must report their concerns to a member of the facility staff immediately.

All contractors must be recorded on the college access system and issued with visitor identification. They must be accompanied at all times when working in boarder bedrooms by a member of staff.

All staff will use the facility access system to ensure that we know who is on site at any time.

First Aid

House Parents (including relief House Parents), International Staff, on-call supervisors and appropriate cleaning/caretaking staff will all receive First Aid training.

All incidents that require first aid intervention will be recorded in the facility incident/accident log.

Where an incident requires the house parent in charge to accompany a boarder to hospital, should the second house parent or International Staff not be on site, then they will call the on-call supervisor for assistance.

In the homestay environment, there is an expectation that the provider administers first aid only to the extent that would be reasonable within a home environment. Should the nature of the incident require a student to receive further medical intervention the provider must inform the on-call supervisor.

Boarder handbook

The Oak House boarder handbook will contain all the procedures that underpin this policy. Boarders will undertake a detailed induction to ensure that they are fully conversant with the expectations and necessary actions should there be an incident in relation to their personal safety or the safety of others whilst at the facility.

A homestay handbook is in place that reflects the above expectations in relation to the homestay setting.