

Health and Safety Policy 2020

Richard Huish College Board

Approved by the RHC Board on: 7th December 2020

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RICHARD HUISH COLLEGE

HEALTH AND SAFETY POLICY STATEMENT

General Policy

It is the policy of Richard Huish College (RHC) to conduct its operations in such a manner as to ensure the health, safety and welfare of all its employees, students, contractors, clients, general public and others while working, studying, participating or supporting events on or outside its premises where associated activities are involved.

The College will ensure, so far as is reasonably practicable, that:

- premises provide a healthy and safe working environment for all students, staff, clients, temporary contractors and the general public,
- there are safe systems of work for all employees, students, contractors and volunteers,
- suitable and sufficient work equipment is provided,
- there are adequate welfare arrangements,
- information, instruction, training and supervision is provided to employees, students, contractors and volunteers to ensure their competency to perform their tasks.

The College recognises its responsibility to provide adequate control of the health and safety risks arising from both its own and its client's activities. When staff or students operate on behalf of the College, an assessment of risks specific to the activities, or tasks will be prepared where a significant risk has been identified. All reasonably practicable measures will be put in place to manage those risks and ensure the activities, or tasks can be conducted in a safe manner.

Overall responsibility for ensuring a safe and healthy environment lies with the Corporation led by the Chair and the Principal.

All Governors, Head teachers and members of staff must familiarise themselves with the contents of this statement, organisational structure and arrangements together with supporting sources of safety information and guidance from the College externally commissioned competent person.

Employees have a legal duty to act in a safe manner and not to endanger themselves or others by their actions. All health and safety procedures must be communicated to staff with consultation. Staff are encouraged to play a positive role in developing and maintaining a healthy and safe working environment and to report health and safety concerns to the appropriate line manager, or allocated health and safety officer and/or College senior management team.

The College commits itself to implementing the Health & Safety at Work etc. Act 1974 and all relevant statutory provisions. The College's competent health and safety adviser will provide information on updates, changes and arrangements, about any revisions to safety legislation.

It is the belief of the College that a positive health and safety culture is of significant benefit to good performance and safety. We aim to encourage, support and develop a positive and proactive approach for students, through risk education and awareness. The organisational structure will ensure that sufficient resources, both financial and physical, are available so that the policy and its arrangements can be implemented effectively.

This policy and our health and safety standards will be kept under continual review in the interests of improvement. Formal amendment to this policy will be conducted annually, or as necessary to reflect changes in the College's strategy and any changes will be brought to the attention of all staff.



Signed

Date 07/12/2020

Chair of RHC Corporation
Richard Huish College



Signed

Date 07/12/2020

Chief Executive Officer
Richard Huish College

HEALTH AND SAFETY POLICY
RICHARD HUISH COLLEGE
ORGANISATION AND RESPONSIBILITIES

1. Introduction

Richard Huish College (RHC) recognises the need to identify organisational methods for implementing and controlling the health and safety of all persons who work within the College and Oak house, and anyone who visits College premises.

The College understands that the Health and Safety at Work etc. Act 1974 places ultimate and overall responsibility for health and safety with the College Corporation. This Health and Safety Policy directly relates to the Board, as a corporate body, the Principal and the Senior Management Team.

The following is an outline of duties and responsibilities that have been assigned to these specific groups:

Prime delegation for the delivery of health and safety falls to the Principal, which may include the delegation of various roles to colleagues in order to maintain a robust safety system. The Board will monitor the approaches taken and require management reports to assess statutory compliance.

2. Richard Huish Corporation/Board

The Richard Huish College Corporation/Board, as a corporate body, has the responsibility to set the strategic direction and objectives of all health and safety matters and to comply with all legal requirements.

The Corporation/Board is responsible for ensuring that high standards of corporate governance are maintained. It exercises its powers and functions by addressing such matters as policy and strategy development, adopting an annual plan, monitoring safety management systems, managing the College and Oak house risk register and making strategic decisions about the direction of the College and boarding house. The overall aim is to ensure a positive health and safety culture is established and maintained.

The Corporation/Board must ensure that all reasonable steps have been taken to reduce the possibility of accident or injury to staff, students, oak house boarders, contactors and/or visitors.

The Corporation/Board's committees, the Principal and the Senior Management Team will be kept informed of all developments relating to health and safety matters and will include such matters in an annual health and safety report.

The Corporation/Board's responsibilities are to:

- Ensure that each Member of the Board accepts their individual role in providing health and safety leadership
- Ensure that it formally and publicly accepts its collective role and responsibility in providing health and safety leadership.
- Ensure that its decisions reflect its health and safety intentions, as articulated in the College's Health and Safety Policy statement.
- Provide and ensure an overall College/Oak house health and safety strategic development plan is implemented and undertaken.
- Warrant that all external and third party contracts that are awarded have consistency of approach and ensure legal compliance and that successful contracts awarded must have been appropriately vetted for health and safety standards, and other measures deemed appropriate.
- Ensure that there are adequate communications channels of co-operation between relevant third parties, to enable the College/Oak house to meet its statutory requirements.
- Ensure that the Principal and Senior Management Team assists the Corporation/Board by:

- implementing and reviewing policies
 - strategic and operational decision making
 - identify ways of reducing the likelihood of people getting harmed by the College's activities
 - providing findings from health and safety audits
 - ensuring that compliance audits, building condition surveys and any necessary inspection audits are carried out
 - complying with the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR)
 - minimising the likelihood of prosecutions and penalties under current health and safety and other relevant legislation
 - ensuring that there is an overall development plan outlined and implemented.
- Provide and ensure an informed, proportionate and prioritised risk management system for the College/Oak house is implemented and monitored.
 - Establish and ensure effective accident reporting and investigation procedures are in place.
 - Ensure there are effective and adequate formal internal and external communications on health and safety.
 - Ensure monitoring of compliance contracts is undertaken and suitable reports are provided to the Chief Finance Officer, and reported to the Corporation/Board, e.g. M&E statutory inspections, fire risk assessments, asbestos surveys and management systems and water hygiene monitoring
 - Ensure there are effective business continuity and emergency plans and procedures for the safe evacuation and lockdown of all the College/Oak house premises. Contingency emergency arrangements must be in place to ensure the College's strategic and educational operations continue in line with their statutory requirements.
 - Confirm that there have been no instances of material irregularity, impropriety, lack of integrity or negligence of health and safety statutory instruments.
 - Ensure, as part of an overall and effective approach, that health and safety is not a standalone subject but has a major and integral part to play in effective Safeguarding.

3. The College's Finance and General Purpose Committee

The Finance and General Purpose Committee's responsibilities are to:

- Implement a health and safety strategic development plan.
- Identify and manage risk.
- Openly and transparently inform the Corporation/Board on:
 - implementing and reviewing policies
 - strategic and operational decision making
 - ways of reducing the likelihood of people getting harmed College/Oak house activities
 - findings from health and safety audits, compliance audits, building condition surveys and inspection audits
 - Reporting of Injuries Diseases and Dangerous Occurrences (RIDDOR) reports, and minimising the likelihood of prosecutions and penalties under current Health and Safety legislation.
- Gather data, record, monitor and provide reports to the Corporation/Board on the effectiveness of health and safety systems to ensure that the Corporation/Board is satisfied with the support and governance of health and safety.
- Ensure suitable and sufficient monitoring, reviewing and recommendations of all health and safety management systems are warranted and implemented.
- Ensure that there are adequate communication and cooperation channels between all levels of the College/Oak house and relevant third parties, to ensure that the College meets its statutory requirements.

- Receive reports from the **Chief Finance Officer**, which incorporates information and advice from Independent health and safety specialists, on the effectiveness of the health and safety policy, safety management systems, procedures and arrangements.
- Ensure that effective business continuity and emergency plans and procedures for the safe evacuation of all the College's premises are in place. These must be in place to ensure the College's strategic and educational operations continue in line with their statutory requirements.

4. Chief Finance Officer supported by the Senior Management Team, Estates Manager and Health, Safety and Environment (HSE) Manager

The Chief Finance Officer must:

- Implement and review individual Health and Safety Policies to ensure that they reflect the status of the College/Oak house and that the policy is regularly reviewed, revised and new arrangements are implemented, as and when necessary.
- Ensure that risk assessments are undertaken for any activity that has significant associated hazards and that a written record of these assessments are kept and reviewed regularly.
- Ensure that sufficient resources are allocated and authorised within the organisation's budget to meet statutory procedures and standards for health and safety.
- Consider the impact of health and safety in all strategic and operational decision making.
- Implement ways of reducing the likelihood of people being harmed by the College's activities.
- Monitor findings from health and safety audits, compliance audits, inspection audits, Reporting of Injuries Diseases and Dangerous Occurrences (RIDDOR) reports, and to implement changes to policy and procedures where required.
- Ensure that systems are in place and adhered to in order to minimise the likelihood of enforcement action, penalties and prosecutions.
- Implement and monitor an informed, proportionate and prioritised risk management system.
- Receive a progress report on findings, issues and progress to date on health and safety audit action plans.
- Monitor the structure, attendance, agendas and minutes from the Health and Safety Committee.
- Enable and encourage regular feedback in relation to health and safety function and be the point of contact to enable staff representatives, and the Senior Management Team to discuss higher level health and safety issues e.g. funding and building issues.
- Implement spot checks on specific target areas for consistency of approach and compliance.
- Implement an effective accident reporting and investigation procedure.
- Record, implement, monitor and review the business continuity plan, including emergency plans and procedures for the safe evacuation and lockdown of the College/Oak house premises.
- Monitor and review that contingency emergency arrangements are in place to ensure that the strategic and education operations continue in line with statutory requirements.

5. Other Employee Duties

Under the Health and Safety at Work Act etc. 1974 (sections 7&8), and the Management of Health and Safety at Work Regulations 1999 (section 1.12.2), all employees have general health and safety responsibilities. Employees must take reasonable care for the Health and Safety of themselves and others affected by their acts and omissions.

All employees have responsibility to:

- Comply with the health and safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Report immediately to their line manager any shortcomings in the arrangements for health and safety.
- Co-operate with the employer and others to enable them to fulfil their legal obligations.

- Not to interfere with or misuse any equipment, fittings or other safety provisions provided in the interests of health, safety and welfare.
- Inform the College/Oak house management if something happens that might affect their ability to work. e.g. suffering an injury, taking prescribed medications that could affect them, penalty points on a driving license, or becoming pregnant, etc.
- Ensure that they only use equipment, machinery or substances that they are competent / have been trained to use and use it in accordance with training or instruction given by the employer.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.
- Report to the employer any serious or imminent danger and any other ‘Health and Safety Cause for Concern’ using the reporting procedure.

6. First Aid

Staff, who are competently trained will be appointed as first aiders and will receive refresher training as necessary.

First Aiders will be required to ensure that they have a fully stocked first aid kit at their normal place of work to enable them to respond effectively to any notified incident.

All staff will be made aware of the first aid procedure along with the locations of first aid kits and automated external defibrillators (AED’s).

7. Trade Union Representative

Any trade union representative will be encouraged to fulfil his or her duties as well as being released for any appropriate training. They will consult regularly with the health and safety representatives on health and safety matters. They will be entitled to inspect the establishment in accordance with the agreed trade union procedures.

8. Competent Health and Safety Advice

In compliance with Regulation 7 of the Management of Health and Safety at Work Regulations 1999, the College will ensure that competent person(s) are appointed to provide health and safety advice and assistance in undertaking the measures needed to meet the requirements of relevant legislation.

HEALTH AND SAFETY POLICY
RICHARD HUISH COLLEGE & OAK HOUSE STUDENT ACCOMODATION
ORGANISATION AND RESPONSIBILITIES

1. Aims

The College aims to:

- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to the College/Oak house sites
- Have robust procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely, and are regularly inspected

2. Legislation and policy framework

This policy is based on advice from the Department for Education on health and safety and the following legislation:

- The Health and Safety at Work etc. Act 1974, which sets out the general duties employers have towards employees and duties relating to lettings.
- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees.
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training.
- The Control of Substances Hazardous to Health Regulations 2002, which require employers to control substances that are hazardous to health.
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept.
- The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test.
- The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by someone on the Gas Safe Register.
- The Regulatory Reform (Fire Safety) Order 2005, which requires employers to take general fire precautions to ensure the safety of their staff.
- The Work at Height Regulations 2005, which requires employers to protect their staff from falls from height.
- Control of Asbestos Regulations 2012, which details the 'duty to manage' asbestos, to protect anyone using or working in the premises from the risks to health that exposure to asbestos causes.
- The Construction (Design and Management) Regulations 2015, the main set of regulations for managing the health, safety and welfare of construction projects.
- Legionella bacteria in water systems (L8), contains practical guidance on how to manage and control the risks in your system

The College/Oak house follows national guidance published by Public Health England when responding to infection control issues.

This policy complies with our funding agreement and articles of association. This policy complies with the College's Health and Safety Policy Statement

3. Roles and responsibilities

The following is an outline of duties and responsibilities that have been assigned to the Principal, Corporation/Board and members of staff.

3.1. The Corporation/Board

The Corporation/Board is responsible for complying with health and safety legislation and the College/Oak house Health and Safety Policy. Whilst the Corporation/Board holds these responsibilities it may delegate day-to-day responsibility to the Principal.

The Corporation/Board must ensure that:

- All reasonable steps are taken to ensure that staff, students, visitors and contractors are not exposed to risks to their health and safety. This applies to activities on or off the College/Oak house premises.
- Where reasonably practicable sufficient resources are allocated and authorised within the budget to meet statutory procedures and standards for health and safety.
- Competency, management, monitoring and auditing of all statutory requirements, compliance contracts, asbestos management, fire risk assessments, water hygiene management, management of radioactive sources and all other maintenance services agreements are carried out on the College/Oak house premises and in line with current legislation.
- The Corporation/Board appoints a Health and Safety Governor and receives an annual audit of health and safety systems and standards for the College/Oak house.
- There are effective arrangements for business continuity and an effective emergency plan and emergency procedures for the safe evacuation and lockdown of the College/Oak house.
- Health and safety is on the agenda by including it intrinsically with business discussions.
- **A Health and Safety Committee** is established with key representation from College management, staff and staff groups. The chair must be a person in a position of responsibility and influence. The purpose and objectives of the committee are to be defined and the committee must meet a minimum of three times per year.
- The Principal reports areas of non-compliance to the Chief Executive.

The College, as the employer, also has a duty to carry out the following activities. The task of carrying out these duties is delegated from the Corporation to the College's Board:

- Assess the risks to staff and others affected by College/Oak house activities in order to identify and introduce the health and safety measures necessary to manage those risks.
- Inform employees about risks and the measures in place to manage them.
- Ensure that adequate health and safety training is provided.

3.2. The Principal

The Principal is responsible for health and safety day-to-day. This involves:

- Implementing and complying with the health and safety policy.
- Ensuring there is enough staff to safely supervise students.
- Ensuring that the College/Oak house building and premises are safe and regularly inspected.
- Providing adequate training for staff.
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held.
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff.
- Ensuring all risk assessments are completed and reviewed.
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary.

- Co-operating with the Corporation/Board to advise on any safety policies that need to be introduced, to enable health and safety policy and procedures to be implemented and complied with.
- Ensuring a positive health and safety culture is encouraged and developed within the College/Oak house.
- Ensuring effective health and safety management arrangements are in place for carrying out statutory requirements, regular inspections, surveys, risk assessments, implementing actions and submitting inspection reports to the Corporation/Board and other agencies where necessary.
- Ensuring that there are effective arrangements in place for business continuity along with an emergency plan and/or relevant emergency procedures, and that they are effectively communicated to all students, staff, contractors, volunteers, visitors, other members of the public and, where applicable, emergency services and the Local Authority as part of Safeguarding.
- Communicating the policy and other appropriate health and safety information to all relevant people, including contractors.
- Carrying out health and safety investigations, or to ensure an investigation has been carried out by a competent person.
- Ensuring all staff have had induction training and are competent to carry out their roles and are provided with adequate information, instruction and training.
- Ensuring that a Health and Safety Committee is established with key representation from senior academy staff and staff groups.
- The chair must be a person in a position of responsibility and influence. The purpose and objectives of the committee are to be defined and the committee must meet a minimum of three times per year.
- Ensuring consultation arrangements are in place for staff. This will be in partnership with their trade union representatives (where appointed) and recognising the right of trade unions in the workplace.
- Reporting to the Corporation/Board and the College's Chief Executive and Chief Finance Officer, respectively, including any areas of noncompliance and any hazards which cannot be rectified within the College/Oak house budget.
- Ensuring that the premises, plant and equipment are maintained in a safe working condition.
- Ensuring that the College appoints a lead first aider.
- Ensuring that the College appoints a named Educational Visits Co-ordinator who has received relevant training to carry out the role.
- Ensuring that student off site visits or learning outside of the classroom has effective health and safety management arrangements in place for pupils and staff to:
 - Ensure risk assessments for the activities are undertaken, and suitable and sufficient action plans and procedures are implemented, and
 - Ensure information and arrangements to parents/carers of pupils on all off-site visits or learning outside of the classroom activities are communicated effectively.

The Principal may either undertake, or devolve certain tasks to appropriate senior staff or managers within the College/Oak house. Some health and safety responsibilities have been delegated by the Principal to the **Estates Manager** as detailed below. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Principal from the overall day-to-day responsibilities for health and safety.

3.3. Estates Manager

The Estates Manager is responsible and accountable for delivering the College/Oak house health and safety strategic plan in collaboration with the HSE Manager. The Estates Manager must also ensure the College/Oak house meets and adheres to the health and safety legislation, as advised by the College's competent health and safety provider.

The Estates Manager, along with the HSE Manager, are also required to:

- Be responsible for awarding, checking competency, managing, monitoring and auditing all compliance contracts and maintenance service agreements carried out on the academy premises.
- Develop and implement relevant action plans based on risk assessments, outcomes of meetings, audits and inspections and emergency arrangements.
- Review existing health and safety policies and procedures in the academy, to ensure all staff, students and contractors adhere to them.
- Be responsible for the implementation of effective arrangements for business continuity and an emergency plan, emergency procedures and the safe evacuation and lockdown of premises.
- To ensure that the College's asbestos register and the asbestos management plan is maintained and available as required.
- Investigate all serious incidents and liaise with appropriate authorities and third parties as necessary.
- Convene and attend all Health and Safety Committee meetings. Working with the Principal to ensure that a Health and Safety Committee is established with key representation from senior staff and staff groups. The purpose and objectives of the committee are to be defined and the committee must meet a minimum of three times per year.
- Ensure there is a systematic and methodical system of servicing and inspection to maintain workplace equipment.
- Ensure that first aid boxes are available in agreed strategic places around the site and that these are inspected on a termly basis, or as required.
- Be responsible for checking the competency of contractors. Managing, monitoring and auditing all statutory requirements, compliance contracts, asbestos management, fire risk assessments, water hygiene management, management of radioactive sources and all other maintenance service agreements carried out on the College/Oak house premises. This should be undertaken with guidance from the **Chief Finance Officer**.
- Ensure competency of all contractors engaged by the College/Oak house to undertake work or activities on both sites e.g. insurance, financial viability, health and safety policies, Exor or other appropriate registration, method statements, risk assessments, accident records, DBS.
- Ensure building projects comply with the Construction (Design and Management) Regulations 2015 (CDM 2015), length or project as well as other statutory instruments e.g. 'Principal Designer' has been appointed.
- Ensure reasonable attempts to identify the hazards arising out of any contractors work or activities are undertaken. Provide any health and safety information to contractors' e.g. asbestos register/location, underground services, floor loading, safe working loads, College/Oak house activities, ensuring safeguarding requirements are met.
- Reporting to the Principal/Chief Finance Officer any areas of non-compliance and any hazards which cannot be rectified within the academy's budget.
- Ensure all staff are made aware of the contents of the Health and Safety Policy and their responsibilities within it.
- Ensure the development of the overall health and safety strategic plan.

3.4. Estates Manager

The Estates Manager is responsible and accountable to the Principal/Chief Finance Officer for all matters relating to health, safety and welfare within the scope of their duties.

The Estates Manager's responsibilities are to:

- Report to the Principal any non-compliance, defects and hazards that are brought to his/her notice.

- Notify the Principal/Chief Finance Officer whenever contractors are due to undertake maintenance, service or works contracts. Any works that affect the fabric of the building will be subject to a permit to work.
- Ensure all relevant information, surveys, inspections, statutory and compliance findings are communicated to the Principal/Chief Finance Officer for actions to be considered, authorised and implemented.
- Support and contribute to the effective operation of the Health and Safety Committee.
- Be responsible for coordinating all contractual work and maintenance carried out on College/Oak house premises, including health and safety matters concerned with other contractors.
- Ensure that strict procedures are laid down for building work such as roofing, excavation and drainage, alterations to building structures, refurbishments and renovations or re-modelling schemes.
- Ensure that all site, cleaning and catering staff are equally aware of the Health and Safety Policy and that they are aware of any arrangements of the policy that affects their work activities, e.g. storage arrangements, materials, equipment and hazardous substances.
- Implement a systematic and methodical system of servicing, inspecting, maintaining and checking workplace equipment within the College/Oak house sites. Once tested, ensuring that a full list of items tested is generated and retained.
- Implement a systematic and methodical system to ensure that all safety systems are checked and serviced, e.g. fire alarm, fire doors, firefighting equipment, smoke detectors, etc.
- Implement a systematic and methodical system to ensure that the use of showers and all water systems are checked and maintained to ensure the control of Legionella.
- Ensure asbestos information is provided to all relevant contractors to enable them to plan and undertake their works without risk of exposure to asbestos fibres.
- Ensure that all contractors share the College's commitment to safeguarding young people.
- Undertake and co-ordinate the Estates team's specific emergency procedures, as detailed in the emergency plan.
- Manage full details of compliance contracts and ensure they are carried out according to the contracts in a timely manner, maintaining full records of visits.

3.5. Deputy & Assistant Principals, Heads of Department and Support Staff Line Managers

Line Managers are responsible to the Principal/Chief Finance Officer for the health and safety of all staff, workplaces and activities under their control. To achieve this, their duties include the following:-

- Developing strong, positive health and safety attitudes among those employees reporting directly to them. Ensuring that a positive health, safety and welfare awareness culture is also developed, actively encouraged and reinforced with all students.
- Applying the College's Health and Safety Policy to their own department or area of work and be directly responsible to the Chief Finance Officer for the application of the health and safety procedures and arrangements to all staff and students.
- Developing, publishing and sharing with members of the team, specific Health and Safety procedures for high risk departments, such as Science, PE, Photography and Art.
- Maintaining or having access to an up to date library of relevant published health and safety guidance from sources including CLEAPSS , AfPE and ensure that all staff are aware of and make use of such guidance.
- Ensuring regular health and safety risk assessments are undertaken for the activities for which they are responsible and that control measures are implemented and shared with all staff.
- Ensuring that appropriate safe working procedures are brought to the attention of all staff under their control.

- Ensuring that where necessary, the appropriate personal protective equipment is available, in good condition and used correctly and that any other identified safety measures in the risk assessment are implemented.
- Resolving any health, safety and welfare problems members of staff refer to them, and inform the Principal/Chief Finance Officer of any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- Carrying out termly inspections (as a minimum – 3 times per year) of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections, reporting any defaults in line with College/Oak house procedures where required. Arrange for the repair, replacement or removal of any item of furniture or equipment that has been identified as unsafe.
- Checking the adequacy of fire precautions and procedures in liaison with the Estates Manager. Ensuring that a copy of the lockdown, Fire Action Notices and assembly point(s) are prominently displayed in all rooms and areas for which they are responsible.
- Ensuring, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety.
- Establishing acceptable housekeeping and safe storage standards, in all areas of their responsibility.
- Developing a training plan that includes specific job instructions and induction for new or transferred employees. Ensuring that the training needs of their staff are monitored and training opportunities made available. Notify the HSE Manager/HR Manager of any identified training needs annually via the PRAD system and as part of the induction programme for any new staff that join during the year.
- Ensuring that all accidents (including near misses) occurring within their department are promptly reported and investigated using the appropriate forms etc.

3.6. Teaching Staff, Progression Tutors and Technicians

Teaching Staff and Progression Tutors are responsible to their line managers or heads of department for the health and safety of themselves, other staff and students, and activities under their control. In order to achieve this, their duties include the following:

- Ensuring that a positive health, safety and welfare awareness culture is developed, actively encouraged and reinforced with all students.
- Implementing the health, safety and welfare procedures for students at a level appropriate for their requirements. Ensuring that these procedures are explained in terms that they can be easily understood.
- Carrying out safety briefings that refer to specific risk assessments, especially before any hazardous or high-risk activities and lessons. Seeking information on any special safety measures that must be adopted in their own areas of responsibility and ensuring that they are adhered to.
- Ensuring that all students, probationers and supply teachers are aware of the general health and safety requirements of the academy and the detailed requirements, or arrangements for activities relevant to them.
- Ensuring, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety.
- Exercising effective supervision of students and maintain an awareness of emergency procedures in respect of lockdown, fire, first aid and accident or incident reporting.
- Setting an example by personally following safe working practices.
- Ensuring that where necessary, the appropriate personal protective equipment is available, in good condition and used and that any other identified safety measures in the risk assessment are implemented.

- Ensuring that all electrical and other equipment, particularly in higher risk areas, is visually checked before use.
- Reporting to the Line Manager/Estates Manager any defects in equipment or identified inadequacies in procedures. N.B where any defect renders the equipment potentially hazardous, it should be isolated and removed from use, until repaired or replaced.
- Integrating all relevant aspects of health and safety into the teaching process and if necessary, giving special lessons - e.g. the use of equipment in technology lessons.
- Highlighting any training needs deemed necessary to fulfil their role to their line manager.
- Establishing acceptable housekeeping and safe storage standards, in all areas of their responsibility.

3.7. Other Employees

Under the Health and Safety at Work Act etc. 1974 all employees have general health and safety responsibilities. Staff must be aware that they 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.

All employees have responsibility to:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work.
- Comply with the College's health and safety policy and procedures at all times.
- Work in accordance with training and instructions.
- Model safe and hygienic practice for students.
- Understand emergency evacuation procedures and feel confident in implementing them.
- Report all accidents and incidents in line with the reporting procedure.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager/Estates Manager and/or use the system available for doing this, and where relevant, taking any immediate safety action to stop the issue causing harm to others while a remedy is put in place.
- Report immediately to their line manager/Estates Manager/HSE Manager any shortcomings in the arrangements for health and safety.
- Co-operate with the College/Oak house leadership and management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Inform their immediate line manager/HR Manager if something happens that might affect their ability to work, e.g. suffering an injury, taking prescribed medications that could affect them, penalty points on a driving license, becoming pregnant or any other matter that may impact on the safe and healthy performance of their role.
- 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.

3.8. Students and parents/carers

All students and parents/carers are required to:

- Adhere to detailed procedures and policies at the College/Oak house.
- Cooperate with all staff on health and safety matters.
- Not interfere with anything provided to safeguard their own health and safety.
- Take reasonable care of their own health and safety.
- Report all health and safety concerns to a member of staff.

3.9. Contractors

All contractors must report to reception, be signed in and given an identity/visitors badge or high-viz vest. On leaving the site they will need to sign out and inform the appropriate member of staff of the work that has been carried out and any further work that is required.

Contractors will agree health and safety practices with the Estates Manager/Director of IT and Facilities before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

A contractor's health and safety record will be taken into consideration as part of any procurement selection process.

3.10. Visitors

All visitors must report to reception, be signed in and given an identity/visitors badge. On leaving the site visitors will need to sign out.

Visitors will be instructed on site safety information by those members of staff whom they are visiting.

3.11. First Aiders and Nominated Persons

Staff, who are competently trained, will be appointed as first aiders and will receive refresher training as necessary. First Aiders will be required to ensure that they have a fully stocked first aid kit at their normal place of work to enable them to respond effectively to any notified incident. First Aiders should also ensure that the first aid kits have a stock of incident reporting forms to enable them to complete and report the incident in a timely manner.

Staff, who are competently trained will be appointed as first aiders and will receive refresher training as necessary to:

- Attend to injuries resulting from minor accidents occurring at the College/Oak house and ensure that students receive appropriate attention and advice. Parents/Carers to be informed.
- Depending on advice from paramedics, the parent/carer OR member of staff, escort the injured party to a doctor or hospital where injuries are considered more serious. Telephone parent/carer to inform of status of student.
- To complete accident reports in respect of all incidents affecting staff, students and other persons on site.
- Immediately inform the Duty Manager of all serious incidents.
- To inform the HSE Manager/ /Chief Finance Officer of all RIDDOR reportable incidents within 24 hours of the incident occurring.

3.12. First Aid Lead

The First Aid Lead will develop and maintain working relationships with other staff, work effectively and in co-operation with all other staff in the College/Oak house using their own knowledge and skills, to contribute positively to the overall welfare of the College/Oak house and its students.

The First Aid Lead will be responsible for:

- Maintaining College, Oak house and student records of first aid support given to staff and students.
- Maintaining first aid stocks and records, ensuring that sufficient appropriate materials and equipment are available to administer first aid when the need arises and maintaining and restocking first aid boxes.
- Ensuring accident reports are completed in respect of all incidents affecting staff, students and other persons on site.

- Immediately informing the Duty Manager of all serious incidents
- Informing the HSE Manager/Chief Finance Officer of all RIDDOR reportable incidents within 24 hours of the incident occurring.
- Assisting in analysing the accidents and reporting them to the Health & Safety Committee on a termly basis.
- Maintaining an up-to-date log of current first-aiders and ensuring this information is distributed/displayed as necessary

3.13. Appointed Educational Visits Coordinator (EVC)

If an Educational Visits Coordinator (EVC) has not been appointed by the College, the roles and responsibilities remain with the Principal.

The Educational Visits Coordinator's responsibilities are to:

- Attend appropriate and relevant training when required to ensure the competence for the role.
- Coordinate Student off-site visits or learning outside the classroom and ensure that effective health and safety management arrangements are in place for Students, staff and volunteers.
- Ensure that suitable risk assessments have been recorded for the activity and suitable and sufficient actions and procedures have been implemented.
- Ensure that advice from the SENCO is sought if applicable for individual students.
- Ensure that there are emergency contingencies, alternative options and that necessary details and information is provided at key locations, or within online / server systems.
- Communicate all relevant information and arrangements to providers of off-site visits, staff, students and parents/carers of students to ensure that the key learning objectives of the visit can safely be achieved.
- Ensure that sufficient finances and resources are allocated and authorised for student off-site visits or learning outside the classroom activities.
- Take reference from the National Guidance for the Management of Outdoor Learning, Off-Site Visits and Learning outside the Classroom www.oeapng.info , and the Foreign Office when appropriate.

3.14. Competent Health and Safety Advice

In compliance with Regulation 7 of the Management of Health and Safety at Work Regulations 1999, The College's "competent person" is **Peninsula** and is appointed to provide health and safety advice and assistance in undertaking the measures needed to meet the requirements of relevant legislation.

3.15. Trade Union Safety Representative

There is no requirement to have a union health and safety representative at the College. If a person wishes to represent staff, they should have been employed by the College for the preceding two years or have enough experience in similar employment. The Safety Representative and Safety Committees Regulations 1977, as amended, has detailed information on what the law requires employers to undertake when consulting staff on health and safety matters.

Any Trade Union Safety Representative will be encouraged by the Principal/Chief Finance Officer to fulfil his or her duties as well as being released for any appropriate training. They will also consult regularly with the Safety Representative on health & safety matters. He or she will be entitled to inspect the College/Oak house in accordance with the agreed Trade Union procedures.

4. Grounds – Safety/Security

The Estates Manager must ensure that there is a safe access and egress from the buildings and grounds balancing the need for security with the College site in and out of working hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

All visitors are required to report to Reception and collect a visitor's badge. Reception has a list of all regular visitors who have had a DBS check. These people will be issued with a badge on an identifying lanyard indicating that they may move around the site un-accompanied. Visitors not on the list will be given an alternative lanyard and must be accompanied at all times when students are on site.

If staff have any doubts about strangers, they should ask if they can help them and report their presence if they still have doubts.

5. Lockdown procedures

Management of the lockdown procedure is the responsibility of the Principal/Chief Finance Officer. The Principal/Chief Finance Officer will devise and communicate the lockdown procedure to all necessary staff, pupils, parents/carers, contractors and visitors.

6. Fire Safety

A Fire Risk Assessment of the premises is maintained and reviewed annually.

The College and Oak house maintain records of full details of evacuations, servicing and checks. The records are regularly updated by the Estates Manager and Oak House Manager.

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices and are kept free from obstructions. Final exit doors must be unlocked while there are people in the building.

Emergency evacuations are practised at least three times per year. Details should be formally recorded.

The fire alarm is a loud continuous sounder.

Fire alarm testing will take place at least once a week by manually activating call points. Call points from different zones should be used to trigger the alarm to ensure that all are in working order. Details should be formally recorded.

Fire extinguishers and emergency lighting are tested monthly, formally serviced and inspected annually. Details are formally recorded.

The location of explosive substances such as gas supply pipes, butane gas cylinders and highly flammable substances should be known and the information made available to emergency services as required.

New staff will be trained in fire safety as part of their induction training.

In the event of a fire:

- 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 College/Oak house will have special arrangements in place for the evacuation of people with mobility/sensory needs (Personal Emergency Evacuation Plans, PEEPS) and fire risk assessments will also pay particular attention to those with additional needs.

7. COSHH

Colleges are required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

An inventory of all hazardous substances used on site is maintained by the College/Oak house and is reviewed regularly.

Control of substances hazardous to health (COSHH) risk assessments are completed by the HSE Manager or Department Technicians and are shared with all employees who work with those hazardous substances. Staff will also be provided with protective equipment, where necessary. COSHH material safety data sheets (MSDS's) and assessments are located on SharePoint and a copy is available in the General office. The Science, Art and Photography departments have copies specific to the chemicals used in their subject areas.

Staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

Any hazardous products are disposed of in accordance with specific disposal procedures identified in the COSHH assessment.

8. Gas safety

All gas equipment will be serviced in line with the manufacturer's recommendations which will include at least an annual safety check by a competent **Gas Safe** registered engineer and servicing according to manufacturer's instructions.

Gas pipework, appliances and flues are regularly maintained.

All rooms with gas appliances are checked regularly to ensure that they have adequate ventilation.

9. Legionella

The Estates Manager is appointed as the responsible person for implementing arrangements to control the risk of legionella within systems and for reviewing the effectiveness of the arrangements.

The Estates Manager will manage potential risk from Legionella exposure in accordance with current legislation, guidance and good practice by:

- commissioning a competent external contractor to provide a suitable survey/risk assessment; with the risk assessment being reviewed at least every two years or whenever there is reason to suspect it is no longer valid.
- Addressing any remedial actions identified within the risk assessment.
- Ensuring that a competent employee or external contractor undertakes the control measure tasks identified in the risk assessment and maintains records.

10. Asbestos

The College will maintain an asbestos management plan and asbestos register.

Staff are briefed on the hazards of asbestos, the location of any asbestos in the College and the action to take if they suspect they have disturbed it.

A refurbishment or demolition survey must be undertaken before any proposed works which could potentially disturb the fabric of the building.

An annual visual inspection of accessible asbestos-containing materials must be undertaken annually and the findings recorded. If any damage or deterioration is noticed to an asbestos-containing material (ACM), either during an inspection or otherwise, it should be reported immediately to the Estates Manager.

Material known to contain asbestos e.g. ceiling tiles, must never be drilled or screwed into, nor must any item be affixed to it e.g. posters, mobiles, especially with pins or staples.

Arrangements are in place to ensure that contractors are made aware of any asbestos in the area that they will be working in and that it is not disturbed by their work. Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately, until the area is declared safe, and report to the Estates Manager. Contractors are required to sign and confirm that they have seen the asbestos register in relation to the area they will be working in or the activities they will be undertaking.

11. Electrical Safety

Fixed electrical installations will be inspected by a competent electrical engineer every 5 years.

Portable appliance testing (PAT) will be undertaken by a competent person (annually). An inventory or PAT register is maintained and all defective items identified are either repaired or removed immediately.

Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.

All staff are responsible for ensuring that they visually check electrical equipment before use and handle equipment sensibly and safely.

Any Student or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them.

Any potential hazards, electrical faults or faulty fittings must not be used and must be reported to the Estates Manager immediately.

Staff are informed that they should not bring electrical items in from home unless they are new or a recent portable appliance test (PAT) can be evidenced. Electrical items can be tested by the Estates Team if evidence cannot be provided.

Where it is necessary to use an extension lead this must be only as a temporary measure. Extension leads should be fully unwound.

Hirers of the College's facilities, contractors and visitors must ensure that any electrical equipment they bring in must have an appropriate portable electrical test and be safe to use. Random checks of electrical equipment may be required to ensure compliance with this arrangement.

12. Sports equipment

Staff are trained and students are instructed how to carry out and set up sports equipment safely and efficiently. Staff check that equipment is set up safely before use.

Any concerns about the condition of the gym floor or other apparatus will be reported to the Estates Manager.

Sport equipment (including goal posts and rugby posts) will undergo visual checks at every use and will be independently inspected annually, with a condition report being produced by a suitably qualified person. Any equipment found to be faulty, will be taken out of service under repairs can be made or a replacement sourced.

13. Display screen equipment (DSE)

All staff who habitually use computers daily as a significant part of their normal work complete a short display screen equipment (DSE) course and self-assessment. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time. DSE self-assessments are reviewed by the Estates Manager/HSE Manager and then re self-assessed annually or if a change occurs.

Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use).

14. Glazing

Glazing surveys are completed, as necessary, and any required actions taken.

15. Lone working

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Estates team duties
- Site cleaning duties
- Working in a single occupancy office

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed then the task will be postponed until other staff members are available.

If lone working is to be undertaken the colleague's line manager must be informed about where the member of staff is and receive confirmation of their safe return.

A risk assessment should be completed for instances of lone working and a policy is available to all staff via SharePoint. The employee(s) has a responsibility to report any medical conditions that may make them unsuitable to work alone.

16. Working at height

The College will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work. A risk assessment should be completed for instances of working at height.

In addition:

- The Estates Manager retains ladders for working at height and ensures that they undergo inspection with records kept.
- Students are prohibited from using ladders.
- Staff must be trained and wear appropriate footwear and clothing when using ladders.
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Contractors are expected to provide their own ladders for working at height.
- A documented annual condition inspection is completed.

17. Manual handling

A manual handling risk assessment should be carried out and recorded for all manual handling activities that pose a risk of injury to staff.

The College will ensure that proper mechanical aids and lifting equipment are available, where necessary and that staff are trained in how to use them safely.

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

Staff and Students are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help.
- Take the more direct route that is clear from obstruction and is as flat as possible.
- Ensure the area where you plan to offload the load is clear.
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable.

Expectant mothers must not undertake any hazardous manual handling activities.

18. 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.
- The appointed Radiation Protection Advisor (RPA), who advises on all aspects of Radiation protection is:

Tony Butterworth – Somerset County Council, County Hall

19. Construction Design and Management Regulations (CDM) 2015 and Client Duties

The College/Oak house will be acting as a Client under these Regulations for any works procured on the site and need to ensure compliance. The College/Oak house should also have knowledge of their Client duties under these regulations.

The Client shall make suitable arrangements for managing a project, including making sure:

- Other duty holders are appointed as appropriate
- Sufficient time and resources are allocated

The Client shall remain responsible for:

- Ensuring relevant information is prepared and provided to other duty holders (i.e. designers and contractors)
- That a competent Principal Designer is appointed
- That the Principal Designer and Principal Contractor carry out their duties
- That appropriate welfare facilities are provided

20. Off-site visits

The College may appoint an Educational Visits Coordinator. Where an Educational Visits Coordinator has not been appointed by the College, the roles and responsibilities remain with the Principal.

When taking Students off the College premises, the College will ensure that:

- Risk assessments are completed where off-site visits and activities require them.
- All off-site visits are appropriately staffed.
- Staff will take a College mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents'/carers contact details.
- There will always be at least one first aider on trips and visits.

21. 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.

Only authorised employees who have completed the 'Minibus driver awareness scheme' will be permitted to drive college and hired minibuses.

- All drivers must hold a full UK driving licence.

- If required, the driver must undergo a thorough 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.
- Annually, owner drivers will provide their driving licence details, evidence of their vehicle's road worthiness, MOT and insurance details, which must include business cover.
- 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.
- Mobile Phones/Devices – Whilst driving, 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.

22. Lettings

This policy applies to lettings. Those who hire any aspect of the College site or any facilities will be made aware of the content of the College's health and safety policy by the Marketing Team, and will have responsibility for complying with it.

23. Violence at work

Staff should not be in any danger at work, and violent or threatening behaviour towards staff will not be tolerated.

All staff will report immediately to their line manager/HR manager and record any incidents of aggression or violence (or near misses) directed to themselves. This applies to violence from Students, visitors or other staff.

24. Smoking

Smoking and the use of electronic cigarettes (vapes) are only permitted in designated areas.

25. Infection prevention and control

The College applies the national guidance published by Public Health England when responding to infection control issues.

26. Drugs and Medicines

If a student suffers with asthma, diabetes, epilepsy, or other long-term illnesses it is recorded that he/she may require daily medication. If so, the student 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.

27. New and expectant mothers

Risk assessments will be carried out whenever any employee or student notifies the College/Oak house that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles.
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation.
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly.

28. Occupational stress

The College is committed to promoting high levels of health and wellbeing and recognises the importance of identifying and reducing workplace stresses through risk assessment.

Systems are in place within the College and Oak house for responding to individual concerns and monitoring staff workloads.

29. Accident Reporting

29.1 Accident record book

An accident and first aid record if appropriate will be completed as soon as possible after an accident occurs by the member of staff or first aider who deals with it.

Injuries to staff and significant incidents involving students and members of the public will be recorded. As much detail as possible will be supplied when reporting an accident.

Records of accidents and incidents involving adults will be retained by the College for a minimum of 3 years and those for students until 3 years after their 18th birthday.

29.2 Reporting to the Health and Safety Executive

All accidents which result in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7) will be sent to the College's HSE Manager, before being referred by him/her as soon as is reasonably practicable directly to the Health and Safety Executive.

29.3. Notifying parents

The Principal/Duty Manager will inform parents/carers of any accident or injury sustained by a student, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

29.4. Reporting to Ofsted and child protection agencies

The Principal, in conjunction with the **Chief Finance Officer** will notify Ofsted of any serious accident, illness or injury to, or death of, a student while in the College's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Principal, in conjunction with the Chief Finance Officer, will also notify the appropriate Local Authority of any serious accident or injury to, or the death of, a student while in the College's care.

29.5. Reporting to the Governors

Details of all accidents are provided to the Governing Body, where issues and trends can be identified. If required, measures to prevent reoccurrence will be implemented.

30. Training

All staff are provided with health and safety training as part of their induction process.

Staff who work in high risk environments, such as in science labs, are given additional health and safety training.

31. Monitoring

This policy will be reviewed by the HSE Manager and the Chief Finance Officer annually.

At every review, the policy will be approved by the College's Governing Body and referred to the Health and Safety Committee.

32. 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.

An annual audit of this Policy and the health and safety management systems in place will be carried out by the College's competent person, **Peninsula**.

33. Oak House Student Accommodation and Homestay Providers

33.1 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.

33.2 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. International staff, prior to a student being placed, undertakes a general dwelling suitability check. Periodic spot-checks are undertaken in line with college procedures.

33.2 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 boarding house manager and house parents.

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.

33.3 Fire Safety and 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 Boarding House Manager and 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.

33.4 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 boarding house manager/house parent need support or has to leave site, for example to accompany a boarder to hospital. The boarding house manager/house parents will be issued with a mobile phone that they are expected to carry with them at all times.

33.5 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.

33.6 First Aid

The boarding house manager and 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 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.

33.7 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.

34. Related policies & documents

- Stress Management Policy
- Staff Code of Conduct
- Safeguarding and Child Protection Policy
- Lone Working Policy
- Contractor Procedures
- Oak house & homestay residential handbook
- Risk assessments