

**HAYBROOK COLLEGE**

**HEALTH AND SAFETY POLICY**

This policy has been approved and ratified by the Governing Body

Of Haybrook College

**Review Date: February 2023**

**STATEMENT OF INTENT**

The Governors and Executive Head Teacher believe that ensuring the health and safety of staff, students and visitors is essential to the success of Haybrook College.

The College attaches the utmost importance to the health, safety and welfare of its own staff, students and the public, whilst carrying out its activities.

In recognition of its statutory duties in accordance with the provisions of the Health and Safety at Work Act 1974 the Governors and Haybrook College will take all reasonable practicable steps to ensure the health, safety and welfare of staff and students whilst engaged in College activities.

The Governors and the College recognise the importance of safety and security relating to property and equipment. The Governors and the College believe that the issues of Health, Safety and Welfare rank higher than all other functions, and will therefore take precedence over expediency in every instance and in every aspect of its work.

The promotion of good and sensible Health and Safety measures and practices are regarded as mutual objectives for the College, staff and students. It is the duty of everyone to do everything that is reasonably possible to reduce the risk of accidents and to maintain the highest possible standards of safe working at all times. It must be understood that safety may be compromised if students or adults are subject to bullying, teasing, challenging etc. The Colleges Anti Bullying Policy is regarded as being incorporated into this Health and Safety Policy.

We are committed to:

* Providing a safe and healthy learning and working environment.
* Preventing accidents and work related ill health.
* Compliance with statutory requirements as a minimum.
* Assessing and controlling risks from curriculum and non-curriculum work activities.
* Establishment and maintaining safe working methods and providing safe working equipment.
* Providing effective information, instruction and training.
* Consulting with employees and their representatives on health and safety matters.
* Monitoring and reviewing our systems and prevention measures annually to ensure they are effective.
* Setting targets and objectives to develop a cultural of continuous improvement.
* Ensuring adequate welfare facilities exist throughout the College.
* Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

A Health and Safety Management System ensures the above commitments can be met. All staff will play their part in its implementation.

**HAYBROOK COLLEGE**

**INTRODUCTION**

In order to achieve compliance with the Statement of Intent the Governors, Executive Head Teacher and Senior Leadership Team will have additional responsibilities assigned to them as detailed in this part of the policy.

**THE GOVERNORS**

The Governors have the responsibility to ensure that:

* Clear written policy statement is created which promises the correct attitude towards safety in staff, students and visitors.
* Responsibilities for health, safety and welfare are allocated to specific people and that these persons are informed of these responsibilities.
* Persons have sufficient experience, knowledge and training to perform the tasks required of them.
* Clear procedures are created which assess the risk from hazards and produce safe systems of work.
* Sufficient funds are set aside with which to operate safe systems of work.
* Health and Safety performance is measured both actively and reactively.
* The Health and Safety policy and performance is reviewed annually.

**THE EXECUTIVE HEAD TEACHER**

In the Head Teachers capacity as the key person responsible for the effective management of health and safety and for developing a safety culture throughout the College, the Head Teacher will have the authority to stop any activity if it is considered that there is a risk of injury, or if it infringes safety legislation/specific College regulations.

The Head Teacher will ensure the effective implementation of this policy by ensuring:

* This policy is communicated to all relevant persons.
* Appropriate information on significant risks is given to visitors and contractors.
* Appropriate consultation arrangements are in place for staff and their representatives.
* All staff are provided with information, instruction and training on health and safety issues.
* Risk assessments of the premises and working practices are undertaken.
* Safe systems of work are in place as identified from risk assessments.
* Emergency procedures are in place.
* Machinery and equipment is inspected and tested to ensure it remains in a safe condition.
* Records are kept of all Health and Safety activities e.g. assessments, inspections, accidents, training, etc.
* Arrangements are in place to inspect the premises and monitor performance.
* Accidents are investigated and any remedial actions required are taken or requested.
* The activities of contractors are adequately monitored and controlled.
* A report to the Governors on the Health and Safety performance.

**TEACHING/NON-TEACHING STAFF HOLDING POSTS/POSITIONS OF SPECIAL RESPONSIBILITY**

This includes Deputy Head Teachers, Business Manager, Site Controller, Director of Finance and Administration Staff. They must:

* Apply the Health and Safety Policies to their own department or area of work and be directly responsible to the Head Teacher for the application of the health and safety procedures and arrangements.
* Develop health and safety policies/procedures in accordance with the Colleges policies which identify the key risks in their areas of responsibility and the within the College and make arrangements for managing those risks.
* Carry out regular health and safety risk assessments of the activities for which they are responsible.
* Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.
* Resolve health, safety and welfare problems that members of staff refer to them, or refer to the Head Teacher any problems to which they cannot achieve a satisfactory solution within the resources available to them.
* Carry out regular checks of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these checks where required.
* Ensure, as 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.
* Ensure that all accidents are investigated appropriately.

**Obligations of the Heads of Centre**

* Carry out Centre risk assessments and review annually, with particular emphasis on any changes that may occur within their Centre. Ensure that these documents are shared with all members of their Centre, particularly new members of the Centre.
* Ensure that all relevant COSHH, CLEAPS regulations relating to equipment and substances used within their Centres, are maintained and are readily available.
* Ensure that all relevant health and safety data sheets are made readily available to all staff and students within their Centres.

**SPECIAL OBLIGATIONS OF CLASSROOM STAFF**

**Class teachers/sports mentors are expected to:**

* Exercise effective supervision of their students and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
* Teachers/sports mentors should not leave students unattended and must ensure that their actions do not lead to an insufficient student to staff ratio occurring in classrooms or other supervised area at any time.
* Give clear oral and written health and safety instructions and warnings to students as often as necessary.
* Ensure the use of personnel protective equipment and guards where necessary.
* Make recommendations to their Head Teacher on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
* Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with the National Curriculum requirements for safety education.
* Ensure that no personal items of equipment (electrical or mechanical) or proprietary substances are brought into the College without authorisation.
* Regularly check their classrooms for potential hazards and report any observed to the Site Controller.
* Report all accidents, defects and dangerous occurrences (including near misses) to the Facilities/Business Manager or Site Controller.

**OBLIGATIONS OF ALL STAFF**

Apart from any specific responsibilities which may have been delegated to them, all staff must:

* Act in the course of their employment with due care for the health, safety and wellbeing of themselves, other staff, students and other persons.
* Observe all instructions on health and safety issued by the Head Teacher or any other person delegated to be responsible for health and safety.
* Act in accordance with any specific health and safety training received.
* Report all accidents and near misses in accordance with procedures appended to this policy.
* Co-operate with other persons to enable them to carry out their health and safety responsibilities.
* Inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious imminent danger.
* Inform their Line Manager of any shortcomings they identify in the local health and safety arrangements.
* Exercise good standards of housekeeping and cleanliness.
* Know and apply the procedures in respect of fire, first aid and other emergencies.
* Ensure that their work space is safe.
* Be alert to, and inform the facilities staff and SLT of any serious risks including inadequacies in this policy.
* Use safely all equipment provided

All staff who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchases are considered.

**OBLIGATIONS OF CONTRACTORS**

When the premises are used for purposes not under the direction of the Head Teacher or Facilities/Business Manager e.g. outside catering company, then, the principal person in charge of the activities will have responsibility for safe practices in the areas under their control.

All contractors who work on College premises are required to identify and control any risk arising from their activities and inform the Site Controller of any risks that may affect the staff, students and visitors. Who will pass this information to the Facilities/Business Manager and or the Head Teacher.

All contractors must be aware of the Colleges health and safety policy and emergency procedures and comply with these at all times, by signing to agree with the procedures.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Head Teacher or the appoint representative will take such actions as are necessary to protect the safety of staff, students and visitors.

**STUDENTS**

Students, in accordance with their age and aptitude, are expected to:

* Exercise personal responsibility for the health and safety of themselves and others.
* Observe standards of dress consistent with safety and/or hygiene.
* Observe all the health and safety rules of the College and in particular the instructions of staff given in an emergency.
* Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

**PROCEDURES AND ARRANGEMENTS**

**INTRODUCTION**

The following procedures and arrangements have been established at the College to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements.

The list provides a brief, alphabetical summary of all the key health and safety arrangements applicable to the College. More detailed policies and written procedures for a number of these areas are also available and these will be provided as applicable to staff and visitors.

**ACCIDENT AND INCIDENT REPORTING**

All accidents, incidents and near misses/dangerous occurrences must be reported as promptly as possible on the College Accident Report Form and passed to the Facilities/Business Manager.

Significant accidents as defined in RIDDOR must also be reported to the HSE using FORM F2508. Such accidents are:

* Staff/student/visitor is sent to hospital due to an accident.
* Member of staff is off work for more than three days due to an accident.
* Fatal accident or major injuries (as listed in the RIDDOR regulations).

# Please refer to the HAYBROOK COLLEGE Recording and Reporting of Accidents, Incidents and Injury. Accident & Incident Investigation Policy.

**ACTIVE MONITORING SYSTEMS**

Active monitoring provides essential feedback on performance before an accident, ill health, or an incident. It involves checking compliance with performance standards and the achievement of specific objectives. Its primary purpose is to measure success and reinforce positive achievement by recognising good work.

The forms that these systems take at the College are:

* The periodic examination of documents to checks standards are complied with, i.e., reviewing risk assessments, training records, induction records.
* The systematic inspection of premises, plant and equipment, to ensure the continued effective operation of hardware controls – carried out termly by the Facilities/Business Manager and Site Controller.
* Environmental monitoring and health surveillance to check the effectiveness of health control measures annually as above.
* Safety tours, as above.
* Audits (Health and Safety audits, HR audits, Fire Risk Assessment etc), annually as above.
* Regular reports to management meetings (SLT, Governors).
* Other measures (accident monitoring, Environmental Health visits, Investors in People, OFSTED).

**BEHAVIOUR MANAGEMENT**

All staff must be familiar with the Colleges policies for behaviour management and bullying. Any incidents of unacceptable behaviour or bullying must be reported and dealt with in accordance with these policies.

**BOMB THREAT PROCEDURE**

Action to be taken on receipt of a bomb threat or suspicious package(s).

The caller should be asked the following questions, whether it is police or direct:

* Where is it?
  + In which building?
  + Where appropriate, on which floor?
* What time will it go off?
* What does it look like?
  + Size?
  + Colour of package?
* What kind of bomb is it (type of explosive)?
* Why are you doing this and do you have a code word?
* Who are you?
  + Name……………………………………
  + Address………………………………..
* Time of call.

Try to write down exactly what the person said immediately as this might include a code word and it is very important to the Police. The person receiving the call should immediately contact the Head Teacher, or most senior member of staff available and facilities staff. The Head Teacher or duty head should be informed of the answer to the questions and should alert the Police/Local Authority and the Chair of Governors.

The Head Teacher will decide whether to evacuate the building.

**Evacuation:**

Inform all Heads of Centre of the situation and tell them to evacuate the College as per a fire drill, except to instruct them to:

* Leave all doors and windows open (the area that contains the bomb or suspicious package should be sealed with windows and doors closed). This will be done by the Site Controller.
* Ask staff and students to take all personal items with them (if left, these items would need to be searched thus wasting valuable time and effort).
* Ask staff and students to make their way to the assembly areas (avoiding the area of the bomb/suspicious package) as directed by the Head Teacher.

Stage 1 – Assemble at the normal fire drill areas

Stage 2 – Move to the alternative location TBC, once the area has been cleared.

**Security during an evacuation**

The security of the buildings during an incident is the responsibility of the Site Controller and should be carried out from a safe distance, out of line of sight of any bomb/suspicious package(s). The Site Controller will be positioned at the gates leading into to College (which will be locked once the premises have been evacuated) and will remain there until advised by emergency services.

**CRISIS POLICY**

The College will be developing a separate policy for managing a Crisis, which should be followed in the event of:

* People related issues – Major accidents, epidemics, abductions or acts of extreme violence in which there is clearly a risk of serious injury
* Premises issues – Fire, explosions, floods, subsidence
* Technological – Computer related issues

**CLEANING & MAINTENANCE**

This should be read in conjunction with the Haybrook Code of Good Practice for Site Staff. The Site Controller in support of the cleaning contractors, contract management staff will be responsible for ensuring the safe, routine cleaning of the College premises in accordance with the College policies and procedures for maintenance.

**COMMITTEE MEETINGS**

Health and Safety is a standing agenda item at the staff forum meetings.

**CONTRACTORS**

The College is responsible for the selection and management of contractors in accordance with the Colleges policy for the management of contractors (in development).

Contractors should be made aware of the Colleges Health and Safety Policy and their obligations under it before commencing any work on site.

College staff must be aware of this policy and report any concerns regarding contractor’s activities to the Facilities/Business Manager or Site Controller.

**DISPLAY SCREEN EQUIPMENT**

The Site Controller is responsible for ensuring that DSE assessments are completed for administrative staff and classroom staff who regularly use laptops or desktop PCs. Staff are reminded that laptops should not be used on laps, chair arms and other unsuitable surfaces.

**ELECTRICAL EQUIPMENT**

The Facilities/Business Manager and Site Controller will ensure that testing inspection and maintenance of equipment is undertaken as required.

Day to day inspection of all equipment to detect visible signs of damage, obvious faults or deterioration rests with the user, or in the case of equipment used by students, with the teacher/sports mentor.

Equipment found to be unserviceable or of doubtful serviceability, must be taken out of service, labelled correctly, locked away and the defect reported to the Site Controller who will arrange repair or replacement.

The Facilities/Business Manager and Site Controller will ensure that all electrical equipment brought onto College premises from other sources e.g. on loan, or during a letting, has the appropriate test certificate and is formally visually inspected in accordance with the electrical safety management guidelines.

Staff are reminded that they must not bring electrical equipment into the College without the permission of the Facilities/Business Manager.

**EDUCATIONAL VISITS AND JOURNEYS**

The Facilities/Business Manager is responsible for ensuring that all College trips are managed in accordance with the College policy for Educational Visits and journeys and requirements of Evolve.

All staff must be familiar with said procedures.

**FIRE EVACUATION PROCEDURE**

Fire Drills are held every term in accordance with the procedure below. All staff, students and visitors must participate in the fire drill and follow the correct procedures.

In the event of an evacuation no member of staff, student or visitor should remain inside the building, and no one should re-enter the building without the permission of the Senior Fire Marshall. All staff, on entering any area of the College, should check that everything is in order. If it is not, the Facilities/Business Manager and Site Controller should be alerted immediately. If there is a potential hazard, the room should be vacated and the Facilities/Business Manager and Site Controller alerted on the **ALARM SOUNDING.**

A member of the duty site staff will check the alarm status at the alarm panel. They should then investigate the reason for the alarm, at the alarm point identified. **The alarm should not be silenced at this point.**

The College is to evacuate on the alarm sounding. The priority is to evacuate the College to ensure the safety of students, staff and visitors.

The Senior Fire Marshal will decide whether to call the Fire Brigade or not based on the investigation of the alarm point. Alternatively, they will pass on the all clear to the Head Teacher and the alarm will be silenced at this point.

Students should wait quietly when at the assembly point, in case staff need to make any announcements. Staff should vacate the building with their students and supervise them at all times, ensuring they progress speedily to the appropriate assembly point.

Once at the assembly point, they should register their students, all staff from a Centre should be with their Centre groups and assist as required. Staff should note that they have checked attendance at the start of each lesson.

Responsibility for individual visitors and their evacuation falls to the member of staff being visited. The receptionist should bring the staff signing in sheets, to allow attendance to be checked. All fire wardens should report to the Senior Fire Marshal as they clear the building.

The receptionist should evacuate any visitors from the reception area, and bring the visitors signing in/out book to the assembly point to checking evacuation of visitors.

**Everyone is to remain at the assembly point, until the ‘all clear’ instruction is given.**

The Head Teacher will decide when classes can return to the College buildings. In the event of a fire, the Fire Brigade will take overall responsibility.

If the alarm sounds during break or lunch, the same principles apply.

**FIRE PRECAUTIONS**

The Site Controller is responsible for:

* The formal maintenance and regular testing of the fire alarm and emergency lighting.
* The maintenance and inspection of firefighting equipment.
* The maintenance of exit/escape routes and signage.
* Supervision of contractors undertaking hot works.
* All staff must be familiar with the College Fire Safety Risk Assessment, the College emergency plan and evacuation procedures.

**FIRST-AID AND SUPPORTING STUDENTS’ MEDICAL NEEDS**

The College has completed a First Aid Risk Assessment to ensure ample provision of trained personnel and First Aid supplies. There is a separate policy for student’s medical needs, please refer to the FIRST AID, ILLNESS, ADMINISTRATION of MEDICATION and ACCIDENT POLICY.

**GLAZING SAFETY**

The design of the College means that there is a lot of glazing inside the building, many classrooms have glazed walls onto the corridor, and these must remain clear at all times and must not have anything affixed to them.

All glazing is strengthened safety glass and will provide protection on fire routes.

**HAZARDOUS SUBSTANCES**

The Site Controller is responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed before being used.

The substances must be stored securely in accordance with the manufacturer’s instructions and only used by persons trained in the safe use of the product.

All staff are reminded that no hazardous substances should be used without the permission of the Facilities/Business Manager. The Site Controller will complete an assessment for any authorised products.

Substances used in the practical curriculum will normally be stored and used in accordance with CLEAPSS Hazcards.

Where an appropriate Hazcard is not available the appropriate member of staff is responsible for ensuring that the substance is assessed.

Products with low toxicity routinely used in classrooms must be stored securely and only used by staff or students under supervision. These will include such items as:

* Spirit based marker pens
* Corrective fluid
* Aerosol paints

All the above should be used in a well-ventilated area.

Dust and fumes in the practical curriculum should be controlled by LEV. No member of staff or student should be at risk through exposure to hazardous substances used or created in the practical curriculum.

**HAZARD REPORTING**

An important feature of this policy is the operation of an effective hazard reporting system. Any staff, student or visitor is encouraged to report any sub-standard condition or practice.

The reporting of hazards, in the main, should be done verbally to the Site Controller and line manager as soon as possible, but where the situation warrants, a more formal response may be required. This can be done via e mail copied to the Facilities/Business Manager or by using the facilities maintenance reporting system.

**INCLUSION**

The Head Teacher is responsible for ensuring that there are adequate facilities and support staff to ensure the health, safety and welfare of any student with physical disabilities.

All appropriate staff must be given any information about a student’s needs and receive such training as is necessary for them to be able to support the student’s learning, social and personal needs.

The SENCO and Head of Centre must ensure all risk assessments for curriculum activities are adapted as necessary to ensure the safety of any student with physical disabilities. No student should be excluded from any activity on the grounds of health and safety unless this is absolutely unavoidable.

Where this is considered essential to exclude a student from all or part of an activity this exclusion must be authorised by the Head Teacher.

**LONE WORKING**

Lone workers can be defined as anyone who works by themselves without close or direct supervision.

Premises staff may be regular lone workers but teachers/sport mentors and other staff may also work in isolation, e.g. classrooms, offices particularly after normal College hours or during holiday times.

Lone workers should not undertake any activities which present a significant risk of injury.

If you can, avoid working alone in isolated parts of the building especially outside normal working hours or during holidays.

If it is necessary and you are required to work early in the morning or after normal working hours at night:

* Give prior notice to facilities staff if you intend working late and indicate you will be in the building;
* Make sure your colleagues know;
* Check where they are likely to be in the building;
* Make sure suitable precautions have been taken to prevent intruders entering the area where you are working;
* If possible take a mobile phone into the room in which you are working;
* If you are alone, consider locking yourself in;
* Report your departure when you leave the premises.

**MANAGING MEDICINES AND DRUGS**

No student is allowed to take medicine on the College site without a letter of consent from his/her parent/carer.

Staff must notify the Head of Centre if they believe a student to be carrying any unauthorised medicine/drugs.

The College policy for the Administration of Medication provides detailed guidance and all staff should be familiar with this policy.

**MAINTENANCE AND REPAIR OF EQUIPMENT**

The detailed arrangements for the maintenance and inspection of equipment are described in the site maintenance procedure under the control of the Site Controller.

All faulty equipment must be taken out of use and reported to the Site Controller. Staff must not attempt to repair equipment themselves.

**MANUAL HANDLING**

The College will ensure that any significant manual handling tasks are risk assessed and these tasks eliminated where possible.

No member of staff should attempt to lift any heavy furniture or equipment themselves but must ask the facilities staff for assistance. Students are not allowed to move or lift any heavy unwieldy furniture or equipment.

Support staff who assist students with physical disabilities must be trained in the safe use of lifting equipment and handling techniques.

**PERSONNAL PROTECTIVE EQUIPMENT (PPE)**

The need for PPE has been identified in Risk Assessments. It is the responsibility of the Head of Centre and Facilities/Business Manager to ensure adequate supplies of PPE.

Where the need for PPE has been identified it must be worn by any staff member or student who might be at risk of injury or harm to health.

Any staff member or student who refuses to use the PPE will be subject to disciplinary action.

PPE must be kept clean and stored in designated areas. Staff must report any lost or damaged PPE to their line manager.

**RISK ASSESSMENT**

It is the Head Teachers/Facilities/Business Manager’s responsibility to ensure that potential hazards are identified and that risk assessments are completed for all significant risks in the College.

Risk assessments for offsite College trips, both residential and day trips are in a separate policy.

There will be a regular programme of planned assessments to be completed in high risk areas such as Science, DT workshop, etc. In other activity areas there will be annual risk assessments.

Risk assessments will identify all defects and deficiencies, together with the necessary remedial action or risk control measures. The results of all such surveys will be reported to the Facilities/Business Manager and Site Controller who will prioritise issues and assign resources to undertake remedial control measures where required.

The Head Teacher and Facilities/Business Manager will ensure that risk assessments are completed by all staff who organise and lead College visits.

**SECURITY**

Cash is kept in a safe and monies are banked regularly. Counting of accumulated cash must occur at an appropriate location. Staff should not put themselves at risk in the event of an attempted robbery and should hand over the money to any would be assailant.

All staff are responsible for their own personal belongings and should not leave valuables unattended at any time. The College accepts no responsibility for items left unattended. In the event of a theft in the College, staff will be advised to report the incident to the police where a Crime Number will be raised and will assist them in their investigation.

It is the responsibility of the staff to take appropriate measures to maintain the security of any College equipment being used, if equipment is found to be missing or believed stolen it is important that this is reported immediately to the Facilities/Business Manager.

When using portable and desirable equipment such as lap-top computers staff will be required to sign for them making them responsible and to ensure their security.

**SEVERE WEATHER CONDITIONS**

In the event of severe weather conditions, it is the responsibility of the Head Teacher in liaison with the Chair of Governors to make a decision on closure on grounds of health and safety.

**SMOKING**

The Governors have adopted a no smoking policy throughout the College premises.

All College staff, students and parents will be informed and signs will be displayed at points around the site.

**STAFF TRAINING AND DEVELOPMENT**

The Head Teacher in consultation with the Facilities/Business Manager as the ‘responsible person’ will assess annually the health and safety training needs of all staff and for arranging any identified training.

Safety induction must be given to all new staff on the first day of employment. This induction should take the form of a checklist and new staff should be clearly informed of the Colleges Health and Safety provisions e.g. Action to be taken in the event of a fire, fire exits and knowledge of first aid arrangements.

Training must also be given to all key staff and staff with special responsibilities, such as facilities staff, First Aid staff and staff taking students on trips.

The College will keep a record of all staff who have been trained and the expiry dates of any certificates.

**STRESS MANAGEMENT**

Where appropriate a risk assessment of stress in the workplace will be carried out under the management of Health and Safety at Work Regulations 1992.

Symptoms of stress include problems sleeping; dietary problem; mood swings; lethargy; inability to concentrate; fatigue; emotionalism; chest pains, palpitations; sweating and racing heart; if you suffer from any of these symptoms, you are advised to consult your GP without delay.

If you consider you may be suffering from stress for reasons connected with your workload, you should approach the Head Teacher who will deal with the issue promptly and in the strictest confidence and make all reasonable efforts to reduce work related stress.

No disciplinary action will; be taken against an individual who, in medical opinion, is suffering from stress, unless the action is unrelated to the medical condition. Formal stress counselling may be arranged by the College.

On return to work for any period of stress-related illness, the College will take account of medical advice and the needs of the College when determining which duties are most appropriate.

**TRANSPORT**

The Site Controller is responsible for arranging the annual maintenance and MOT of the College vehicles. He is also responsible for ensuring that the vehicles are in road worthy condition at all times.

A record of the staff holding the required licence and who have undertaken specific driver training is maintained by the Facilities/Business Manager. Only these staff are authorised to drive the College vehicles.

All divers must complete the driver checklist before any trip.

All groups using the minibus must be accompanied by a second member of staff who is responsible for supervision of the students throughout the journey. The driver must not be responsible for supervision whilst driving.

All staff are responsible for reporting any damage or unsafe condition to the Site Controller immediately.

Staff should refer to the ‘Safe Driving at Work’ policy.

**VISITORS – HAELTH AND SAFETY**

Under the provisions of the Health and Safety at Work Act 1974, the College has a duty of care to all visitors. Visitors are to be made aware, by the member of staff that they have come to see, of any potential hazards to their health and safety within the area of the College they intend to visit. They are to obey all warning notices and verbal instructions.

Contractors who arrive to carry out work must inform the Site Controller of any potential hazard that may arise due to their work.

All visitors are to be made aware of the emergency procedures, action to be taken during an emergency.

By implementing a Visitors Policy which is monitored and kept continually under review. It is intended that entertaining visitors should not become a chore, but should seem to be seen by everyone in the College as a continuing and valuable opportunity to illuminate our guests with our “beacon of excellence”.

**There are five categories of visitors to the College:**

* VIPs/Educational Visitors
* Casual Visitors
* Ex-students
* Intruders
* Troublemakers

**VIPs/Educational Visitors**

There is every reason to suppose that the College will experience high levels of VIPs and Educational Visitors.

Such visits need careful managing, if the benefits of showing our work to visitors are not to be overshadowed by negative feelings of disruption, distraction and dislocation to our central aim of delivering a high-quality curriculum to our students.

All incoming request for visits to the College should be cleared by the Head Teacher and or SLT.

The volume of visitors will be continually monitored. It may become necessary to sort requests for visits to the College into various categories and accord them varying levels of priority. Requests by colleagues from other Academies and the Governors would normally be given high priority.

**Casual Visitors**

As with all busy work places, there is a high level of casual visitors to the College during the course of a normal working day. These could be parents or engineers or commercial representatives going to particular areas within the College. Sometimes they are expected, more often than not, their visit is unplanned.

**If the visit is expected by a member of staff, their name, date of visit and expected time of arrival should be entered into the Reception Diary, so that the Receptionist is aware of the visit and will be able to greet the person accordingly on arrival. The visitor will then be asked to wait in the Reception Area, while the person expecting the visitor can be located. At this point, the member of staff will come to Reception to collect their visitor.**

For reasons of safety for staff and students, unknown visitors should on no account be allowed to wander through the College premises. Notices are displayed at all entrances requesting all visitors to report to Centre receptions to obtain a visitor badge and sign the visitors book.

**Ex-students**

On occasion ex-students make social calls to the College, or need to make contact with a member of staff for other reasons. The Head of Centre should be contacted and permission granted for the visitor to come onto the premises. Once permission has been given they have signed the visitor’s book, a visitors badge is issued and the visitor can proceed.

In all three cases, it is imperative that the visitor completes the visitor’s book and is issued with a visitor’s badge (details of any vehicles should also be entered into the Visitors Book).

**Intruders**

All staff are asked to take careful note of the following advice, which may help you to handle any difficult situations if you are confronted by an intruder or intruders on the premises.

Always aim to be welcoming and polite to all visitors. If you see anyone that you think should not be on the College premises, do not approach them directly on your own but inform the reception immediately and ask that the Site Controller be contacted. It may be possible to keep them in site by telephoning the reception or sending a student rather than by reporting in person.

When you have identified the intruders to the Site Controller, please remain present whilst the Site Controller politely requests their reason for being on the premises. Staff should guard against questioning someone on the basis of stereotyped assumptions about people based on their appearance. If satisfied that they are on legitimate business, please accompany them to the reception

To collect a Visitors badge and sign the visitors book.

If the person is unable to offer an acceptable reason for remaining, the Site Controller should ask them politely to leave in a clear and firm way. NEVER touch the intruder, even lightly, as this can be misinterpreted and provoke hostile reactions. If they refuse to leave, staff should not attempt to force them to leave but dial 999 to call the police. In this situation, try to remain calm and avoid raising your voice or being drawn into an argument.

If the police are called as a result of a physical assault, in serious cases they have the power to arrest the assailant and take legal proceedings directly.

**Take note of the description of any intruders and any conversation which you might have had with them, even when they leave the premises on your request or where they might have refused to leave initially but then leave before the police arrive. In the unfortunate event of any injuries being sustained, a separate report should be made on the College Accident/Incident Report Form and returned to the Facilities/Business Manager.**

**REMEMBER,** the Governors will provide the fullest support legally possible to staff in connection with alleged assaults, threats or criminal damage arising in the course of or out of the performance of their duties.

**Troublemakers**

Guidance was issued by the DCSF on 16th December 1997 called “Academy Security: Dealing with Troublemakers”. The guidance spells out the powers of the police and the criminal justice system to deal with troublemakers in and around educational establishments.

The Head Teacher is responsible for the day to day management of the College and responsible for determining who should have access to the premises. The Governors have determined that nobody (including governors, staff, students or parents) has an unrestricted right of access to the College premises except those with statutory right to do so. During the day parents should act as visitors complying with appropriate arrangements.

For further information please speak to Facilities staff.

**General precautions**

Any members of staff going off site must ensure that they sign out at reception. On their return they must be sure to sign back in again.

All visitors to the College must sign in and out in the visitor’s book, so that a list of visitors in the building is available at any time.

Any events, which use the premises out of working hours, especially where visitors to the College are involved, will be subject to particular procedures for the specific event. The key individual organising the event, will check with the Site Controller.

**Working at Height**

The Site Controller is responsible for the purchase and maintenance of all ladders in the College.

All ladders conform to BS/EN standards as appropriate.

The Site Controller is also responsible for completing risk assessments for all working at height tasks in the College.

Staff are reminded that ‘working at height’ applies to all activities which cannot be undertaken whilst standing on the floor.

If you need to hang decorations or displays then a step stool or small step ladder must be used. Standing on desks, chairs or other furniture is not permitted.

Do not work at height when you are alone. If you are planning to use a step ladder ask the site Controller to help you erect it properly and have an assistant to hold the ladder steady and pass you the materials you need.

Your knees should be no higher than the top of the platform of the ladder. Never overreach. Try always to keep one hand free on the ladder to steady yourself.

**WORK EXPERIENCE PLACEMENTS – Students**

In the event of an incident or situation that puts students at risk whilst on Work Experience, the Work Experience Co-ordinator will contact the work placements. The purpose of the call is to ensure that the employer makes arrangements for the student’s safety and their safe return home.

In the absence of the Work Experience Co-ordinator, the Head of Centre will ensure contact is made with the Work experience Students and/or providers to ensure their safety.

For safety reasons students must contact the College if they do not attend the placement.

If a student cannot be contacted, the College/Work Experience Co-ordinator will make initial contact with the parents/carers. In the absence of the Work Experience Co-ordinator, contact will be made by the Head of Centre.

The College will maintain student mobile phone numbers, where possible, on the database for Work Experience.

In the absence of both Head of Centre and Work Experience Co-ordinator, all addresses and contacts will be available through the Centre Admin staff.

Related Policies and documents:

Fire safety record book

Lone Working Policy

PAT Testing records

Fire alarms and emergency lighting documents

Fume cupboard test records

Electrical wire test records

Legionella water hygiene monitoring

This policy shall be subject to annual year review.