



SALESIAN COLLEGE

HEALTH, SAFETY & WELFARE

POLICY DOCUMENT

HEALTH, SAFETY & WELFARE POLICY DOCUMENT

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HEALTH, SAFETY & WELFARE POLICY DOCUMENT

PART 1

POLICY STATEMENT

Salesian College is committed to the implementation of measures that are designed to minimise or where reasonably practicable to reduce risks to the Safety and Health of staff, pupils, parents, visitors and members of the general public that may arise from the activities conducted within Salesian College in accordance with the Health and Safety at Work Act 1974 and all subsequent regulations, including those implementing EC Directives.

To endeavour so far as is reasonably practicable, the Health Safety & Welfare of staff, pupils or any other persons affected by its operations and undertakings the Governors of Salesian College will take steps to meet this responsibility by provision of:

- a) a safe and healthy place of work, including safe means of entry and exit to and from the premises, and adequate facilities and arrangements for the welfare of staff at work.
- b) a safe teaching and learning environment and adequate welfare facilities for the pupils.
- c) premises, plant, equipment and systems of work which are safe
- d) safe arrangements for the handling, storage, transport and maintenance of articles and substances used at work.
- e) necessary information, instruction, training and supervision.

Adequate resources will be provided to meet the above objectives.

The management of health and safety is imperative for this policy's success and the College therefore expects staff, of whatever level, to treat health and safety matters with paramount importance. Health and safety should rank equally with other school priorities. Staff will take all reasonable steps to meet their responsibility by:

- a) taking care of their own health and safety.
- b) looking out for the safety of others.
- c) co-operating with the College in making sure health and safety duties are fulfilled particularly in line with their own departmental health and safety arrangements.
- d) reporting any problems they encounter, and defects they discover in equipment, systems etc.

It is the policy of this College to take reasonably practicable precautions for the prevention of and / or reporting of accidents and dangerous occurrences and for the creation of working conditions, which safeguard staff and pupils.

This policy and the organisation and arrangements, which form part of it will be reviewed regularly, modified and updated as necessary and staff notified of changes or additions.

Further details of our Organisation and Arrangements to achieve the above are appended to this policy statement.

Signed & Accepted on behalf
of Salesian College Farnborough Ltd

Date 25th January 2012

AP Byrne - CHAIR OF GOVERNORS

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PART 2

ORGANISATION

The policy statement confirms the commitment of Salesian College to achieve so far as is reasonably practicable an acceptable level of safety within the College.

The main health and safety responsibilities are as follows:

Duties of the Governing Body

In the discharge of its duty, the Governing Body is responsible for promoting health and safety within the company.

The Governing Body will:

- a) liaise on matters of health and safety with the Headmaster, the Bursar and staff.
- b) promote the adoption and implementation of the Health and Safety Policy.
- c) strive to maintain acceptable standards of health and safety within the workplace, in relation to its own staff, also to those not employed directly by the College, but who could be affected by our undertakings.
- d) provide the facilities and level of expertise in order to assess the associated risks, also the preparation of accompanying documentation to be in compliance with the Health and Safety at Work etc Act 1974 and supporting Regulations and to ensure that information relevant to the continued safety of employees is disseminated in an effective manner.
- e) promote the delivery of health and safety training for staff and in relation to the work which they undertake.
- f) make suitable and adequate provision of workplace equipment and its servicing and maintenance.
- g) appoint one member of the Governing Body to chair Health and Safety Committee meetings as detailed below.

To help the Governing Body to achieve this, the Governors have appointed a Health & Safety Committee whose membership includes the Headmaster, the Bursar and representative members. This committee will report to the Governing Body on all matters relating to the management of health and safety within the College and its terms of reference are described on pages 9 and 10.

Duties of the Headmaster

The Headmaster will:

- a) liaise with the Governing Body, the Bursar and staff on matters relating to health and safety.
- b) Make arrangements for staff to receive appropriate health and safety training for the work they undertake.
- c) Attend Health and Safety Committee meetings as required.
- d) Report to the enforcing authority any accidents and instances of ill health and dangerous occurrences which are notifiable under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995).
- e) Provide the necessary resources to maintain satisfactory levels of health and safety within the workplace.
- f) Appoint the Bursar as the College's Health & Safety Representative.

Duties of the Bursar

The Bursar as the Health and Safety Representative will oversee and advise on the management of Health and Safety within the College by working through the Headmaster, the Senior Management Team, Heads of Department and staff and will endeavour to build and sustain a culture in which health and safety considerations are prioritised.

In particular he will:

- a) Report to the Headmaster on matters relating to health and safety.
- b) Act in a supportive role to the Senior Management Team.
- c) Help the College to analyse and interpret relevant legislation and its impact upon College and staff.
- d) Advise on the possible strategies for compliance with such legislation.
- e) Develop and implement procedures to help achieve legal compliance.
- f) Carry the day to day responsibility for implementing health and safety and will endeavour to maintain safe working practices in line with the College's Health & Safety Policy and that any control procedures, measures, or items of PPE put into place should be used where applicable and not misused or interfered with.
- g) Provide support and advice on request to staff on matters relating to health and safety.
- h) Provide and support health and safety training requirements.

- i) Endeavour to ensure that the risks associated with the work activities carried out within their area of responsibility are adequately assessed to the best of his ability and knowledge at that time, or seek further assistance / advice as necessary.
- j) Maintain acceptable standards of housekeeping.
- k) Check that adequate first aid facilities are maintained.
- l) See that health and safety information, instruction and training is provided in respect to the premises of the College and that no person undertakes any duty for which they have not received suitable and sufficient training to deem them competent to perform that duty.
- m) In the event that a concern is reported or identified, to take immediate action to remedy or isolate any hazardous situation or unsafe act in order to prevent an injury or dangerous occurrence so far as is reasonably practicable.
- n) Prepare and implement policy for effective accident / incident investigation to facilitate statutory compliance. Liaise with relevant enforcing authorities as necessary.
- o) Liaise with appropriate Insurance companies and their representatives where relevant.
- p) Ensure that accidents and dangerous occurrences are reported clearly, accurately and promptly in accordance with the College procedure.
- q) Liaise with the Headmaster or seek other specialist advice as appropriate on issues which require further clarification or specialist knowledge on matters relating to health and safety.
- r) Check that tools, plant and machinery and substances supplied for use, are used for their intended purpose and to their designed function in a safe and proper manner.
- s) Investigate and report any damaged or defective tools, plant and equipment and check that repairs are effected prior to re-use.
- t) Report and initiate the College's disciplinary procedure in the event of a member of staff interfering with equipment, signs or systems provided in the interest of Health & Safety.
- v) Attend Health & Safety Committee meetings, minute proceedings and deal with action points assigned to him.

Duties of Heads of Department and those with supervisory responsibilities

As stated in the “policy statement”, Heads of Department and staff have a duty to support the health and safety function. To this end, they should make themselves familiar with the requirements of the Health and Safety at Work Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work within their area of responsibility.

As part of their day-to-day responsibilities, Heads of Department and those with supervisory responsibilities will so far as is reasonably practicable, ensure that:

- a) Comply with the College Health and Safety Policy Statement and carry out their functions and work as trained and instructed.
- b) See that health and safety information, instruction and training is provided in respect to the Teaching and Learning within the College and that no person undertakes any duty for which they have not received suitable and sufficient training to deem them competent to perform that duty. Not perform any work or use any machinery for which they are not suitably trained, authorised and deemed competent to use.
- c) Use equipment correctly, including any safety equipment or personal protective equipment provided.
- d) Staff will report to their Head of Department, who in turn will report to the Bursar, any incident or defect to plant and equipment, which has led, or may lead, to danger, damage or injury.
- e) Co-operate with the College in complying with health and safety legislation.
- f) Staff will report and record injuries, accidents and near misses immediately in the Accident Book held in Reception. They should also report the incident to their Head of Department or appointed First Aid Personnel, where relevant.
- g) Ensure that anything provided in the interests of health and safety is not intentionally or recklessly interfered with or misused.
- h) Staff should advise the Bursar of any points they wish to be raised at the Health & Safety Committee meeting.

It should be noted that disciplinary action may be taken against staff who persistently and/or deliberately flout the requirements placed upon them by statutory provisions and College’s Health & Safety Rules.

Visitors to the College

Visitors, contractors and temporary workers attending our sites will be expected to comply with our Health and Safety Policy and associated rules and procedures in so far as these should be relevant and applicable to such persons, given the purpose and likely duration of the visit. The duty to ensure that these are brought to their attention rests with the person responsible for the visitor, contractor or temporary employee.

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PART 3

ARRANGEMENTS

The Management of Health and Safety at Work Regulations 1999 require employers to establish appropriate arrangements for planning, controlling, monitoring and reviewing health and safety measures. These arrangements have been incorporated into the following section of the Safety Policy Document.

For the purposes of managing Health and Safety across the College, the organisation structure as shown on the diagram on page 17 divides the College between Teaching & Learning and the Premises. 'Teaching & Learning' refers to the academic functions and focuses on the welfare and health and safety of the pupils and academic staff whereas the 'Premises' concentrates attention on the buildings and fabric within the College grounds.

The College has established a Health and Safety Committee chaired by an external Governor. The details of membership, frequency of meetings and terms of reference are shown below.

Membership:

Shall not be less than two Governors and the Bursar. The Committee may make recommendations to the Governing Body for co-option of non-governor members.

Quorum:

Two Governors and the Bursar.

Meetings:

At least once a term and otherwise as required.

Terms of Reference:

1. To provide guidance and assistance to the Headmaster and the Governing Body in all matters relating to Health and Safety.
2. To annually review the Health and Safety Policy and ensure that it meets all regulatory requirements.
3. To ensure the College adopts the HSE guidelines for "Successful Health and Safety Management", a system comprising the following elements of organization, planning and implementation, performance measurement, audit and review.
4. To ensure the College provides and maintains safe and healthy working conditions for both staff and pupils with adequate resources.
5. To monitor the accident statistics with a view to preparing trend analyses where appropriate.

6. To ensure the College provides training, instruction and supervision as and when required.
7. To liaise and consult with other committees where necessary.
8. To report to the Governing Body at each of its meetings where required.

1. Induction and Training

It is the College's responsibility to ensure that their staff are informed, instructed, equipped and trained such that they may carry out their duties in a safe and efficient manner.

The College should ensure that new employees are given induction training and that limited, substantive work is undertaken until this training is complete. Employees may only be given work which they are capable and competent to do safely.

Young and/or inexperienced employees or trainees should be afforded additional supervision based on specific risk assessments.

Persons are prohibited from doing work for which they have not been properly trained.

2. Assessment of Risk

The College is responsible for the identification and assessment of risk in relation to Regulations made under the Act.

Our aim once a potential risk has been identified is to implement control procedures, which seek to reduce that risk to as low as is reasonably practicable.

Our significant findings will be recorded, in a manner which can be easily understood by those who may be affected and these findings will be brought to their attention by instruction, information and training.

Our assessment of risk will be subject to periodic review so as to ensure the adequacy and accuracy of the implemented control regime.

It is the policy of the College to consider and address the risks to pupils, staff, members of the public and other visitors when they enter into our premises.

In order to do this the College will, on an annual basis check that procedures for health and safety laid down in this document, safe systems of working and procedures that the College has adopted are fully complied with and that a person who is competent regarding health and safety law checks to ensure that foreseeable issues have not been overlooked.

Risks to the pupils during 'Teaching and Learning' will be addressed by the controls identified in the Staff Handbook and the Departmental Handbooks. The risks as a

consequence organised activities outside of the College are addressed in the ‘Trips and Visits Policy’ contained in the Staff Handbook.

3. Safe Systems of Work

Where applicable ‘Safe Systems of Work’ will be drafted in conjunction with our risk assessments and good working practices in order to provide further guidance to those who may be affected by that work and these procedures will be brought to the attention of those to whom they relate and will be updated as and when necessary.

If a “written” safe system of work has not been implemented then the employee should use their experience and judgement to undertake the work. If they are in any doubt they should refer the matter to their supervisor. Employees should feel free to ask for specific written safe systems of work if they have areas of concern.

4. Plant & Equipment

Equipment provided for use at work should meet a suitable standard for purposes of Health, Safety & Welfare in terms of both integrity and suitability.

New equipment should meet a suitable standard of compliance. Equipment should be suitably maintained so as to ensure safety to operators and others.

Where applicable a programme for examining and maintaining tools and equipment will be implemented.

Adequate instruction, information and training to enable the safe use of work equipment will be provided.

The use of work equipment which could pose special risks to the safety of persons in the workplace should be restricted to persons specially trained in its use.

Damaged or defective equipment / machinery will be withdrawn from service until such times that it is repaired / serviced or replaced.

5. Personal Protective Equipment (PPE) Respiratory Protective Equipment (RPE)

The College's policy will assess the requirements for PPE where necessary and to ensure that suitable provisions are made, they are used for their intended function and maintained in a serviceable condition. Guidance will be provided to our employees when and how to wear / use PPE.

Contractors are to provide their own PPE / RPE, which should be of an equal or higher standard to our own.

Each person is responsible for their own Health, Safety & Welfare and this includes the need to wear items of PPE / RPE as instructed. Signage is provided as a reminder to formal instructions. Disciplinary action can and will be taken against those who repeatedly ignore these instructions.

6. Accident Prevention, Investigation & Reporting

We will investigate the causes of accidents and identify the means for the prevention of accident and for investigating and reporting, should they occur.

An accident book is provided and used to record accidents. This should include accidents to pupils, staff, members of the public, contractors and visitors to our premises.

Accidents will be investigated, initially to determine the basic facts, then and depending upon the severity, a more in depth investigation will be conducted. Reports will be produced and where applicable statutory notifications made in accordance with RIDDOR.

Accidents and instances of ill health and dangerous occurrences which are notifiable under RIDDOR (*Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995*) will be reported immediately to the Headmaster for further reporting to the enforcing authority.

Details concerning the reporting of illness and accidents to pupils can be found in the Staff Handbook.

7. Health and Safety Committee Meetings, Inspections, Audits and Reviews

A Health and Safety Committee will be established with representation to reflect the College's activities.

Meetings will be held regularly and at least three times a year. Proceedings will be minuted and records kept. Action points will be assigned to individuals for corrective or other measures to be taken.

The purpose of auditing and reviewing Health, Safety & Welfare is to monitor the effectiveness of our policies and procedures and to seek out any weaknesses so that they can be remedied.

8. Electricity

The College is responsible for making arrangements to ensure that the fixed electrical installations are safe. This should be done by arranging for a competent / approved contractor to examine the relevant electrical system.

Additional arrangements are implemented to ensure that mobile and portable electrical appliances are regularly examined. In addition employees should make the following checks prior to use:

- a) Check for signs of damage to equipment, wires or cables. If found defective, do not use and report the matter immediately.
- b) Ensure that connections to a power supply is made by means of a proper plug. Ensure that the plug is properly made. Do not overload a power point.
- c) Do not take chances with electricity. If in doubt about the equipment or circuitry, then contact the Maintenance Department and do not use the equipment until you have been assured of its fitness for use.

The use of electrical extension cables should be kept to the minimum number required and to the minimum length. These should be laid and used in a tidy manner then coiled and safely stored after use so as to minimise the hazard that cables present from tripping.

Electrical cables and equipment should not be allowed to come into contact with water or other liquids, dust or corrosive conditions likely to impair insulation qualities or otherwise affect electrical integrity.

On no account should any defective electrical equipment be used.

9. Noise

A person's hearing may be affected by exposure to persistent or loud / impact noise. Noise assessments would need to be carried out under these circumstances and reasonably practicable measures would be taken to reduce the levels to as low as practicable. The College has a noise meter which is retained in the Bursar's office. This can be made available to any member of staff as appropriate.

Should noise levels at or above the statutory action levels be detected then the associated notices would be posted indicating the need to wear ear defenders.

Hearing protection will be provided for each person employed where the noise levels reach 80dB(A) and above and staff are required to wear these as indicated by the appropriate signage.

10. Control of Substances Hazardous to Health (COSHH)

The College will make arrangements for the assessment of hazardous substances, which are classified as being potentially hazardous to health where staff could be exposed.

Arrangements will be made to record these assessments.

A hierarchy of control will then be implemented in the following manner:

- The most harmful substances are substituted (wherever possible) for less harmful types.
- Where harmful substances cannot be eliminated, then working practices are employed to reduce the level of risk.
- Training and information regarding substances is given to users and others and work instructions issued as necessary.
- PPE / RPE is provided where the preceding measures are unable to control the hazard.

Monitoring and review of substances and measurement of mechanical controls will be carried out as appropriate.

Safe disposal of substances should be employed.

11. Manual Handling

It is the College's policy so far as is reasonably practicable, to avoid the need for staff members to undertake manual handling operations at work which could involve the risk of injury.

Where this is not reasonably practical to achieve, a suitable and sufficient assessment will be made and appropriate steps taken to reduce the risk of injury. The assessment will take into account the task, the load, the working environment and the capability of the individual concerned. An assessment will be reviewed if there is any reason to suspect that it is no longer valid.

If lifting operations can be avoided by for example using equipment or changes in work practices then this is the preferable hierarchy of control.

No person is to attempt to manually handle any item that is too heavy for them.

12. Workplace Safety and Welfare

Where applicable work places are required to consider the following:

- Heating
- Lighting
- Temperature
- Washroom facilities
- Toilet facilities etc

The required standards will be monitored as part of the routine audit regime.

13. Fire

The College is responsible to assess the risk presented from Fire and to implement control procedures so as to minimise this risk.

Portable fire fighting appliances, emergency lighting and other means provided for purpose will be maintained on an annual basis and where applicable, staff will be trained in their use.

Fire evacuation practices will be carried out at three times a year during term time. Details will be recorded within the 'Fire Log Book'.

14. Display Screen Equipment

It is College's policy is to conduct risk assessments of Display Screen Equipment (DSE) workstations staffed by staff who habitually use these as a significant part of their work.

Its aim is to reduce the risk to as low as is reasonably practicable.

Eyesight tests will be provided for DSE users upon request.

15. Waste Control and Environmental Care

Environmental legislation requires the College to dispose of wastes in a controlled manner. Waste will initially be properly stored on site and contracts will be established to ensure that waste is appropriately disposed of by authorised bodies.

16. First Aid

Suitable first aid equipment will be provided on the premises for use following accidents to either staff or pupils. The Medical Room is adjacent to Reception in the main building.

17. Alcohol / Drugs

Anyone known to be under the influence of alcohol and / or drugs will not be allowed to carry out work while in that condition. Account needs to be taken of organised school events so that no high risk activities are undertaken where alcohol is served.

18. Transport

Drivers of College minibuses are bound to comply with the legal requirements of the Road Traffic Act and must be in a possession of a current motor vehicle license for the type of vehicle being driven. All drivers of the College's minibuses will undergo MIDAS training or the full driver training programme if required due to age constraints.

Also, drivers are responsible for the minibus they take out on the public roads and any defects should be reported immediately to the Maintenance Department as any defects or faults which affect the safety of the vehicle or other road users must be repaired immediately before the vehicle is allowed on the public highway

Drivers under or who appear to be under the influence of alcohol or drugs are not allowed to drive College minibuses.

Should anyone fail to understand any of their imposed duties as described within this Health, Safety & Welfare policy, then they should seek clarification / guidance from the management or their advisors.

No one should undertake any work related activity until they have been made fully aware of the associated risks and the control measures to prevent damage, danger or injury.

If in doubt ask!

