

**CALLINGTON COMMUNITY COLLEGE  
ACADEMY TRUST**

# **GENERAL HEALTH & SAFETY POLICY**

The purpose of this policy is to state how we deal with the Health and Safety at Work Act 1974 and how it relates to all college activities, identifying the arrangements and organisation for putting the policy into practice.

## **Our Policy**

- To maintain a safe working environment, by identifying, assessing and controlling the risks to Health and Safety arising from our College activities and through use of equipment, materials and substances we work with
- To provide information, instruction, training and supervision to ensure our employees are competent to carry out their tasks
- To prevent (as far as practically possible) accidents and ill health arising from college activities and investigate incidents that might have resulted in any harm to our employees
- To seek support from and consult with all employees on matters concerning their Health and Safety
- To provide safe equipment and working practices and maintain such equipment in good order
- To provide clear instructions and actions to take in the event of emergencies
- To recognise our responsibilities to students, visitors, contractors and the public who visit our site and may be affected by our activities
- To monitor and review the arrangements for controlling Health and Safety of our College site activities and to revise them whenever considered necessary

## Organisation

This section of the policy defines the names, positions and duties of those at the College that have responsibility for Health and Safety.

Overall and final responsibility for Health and Safety on our premises is that of:

**Governing Body**

The day to day responsibility for ensuring this and all other Health and Safety policies are put into practice is designated to:

**Principal**

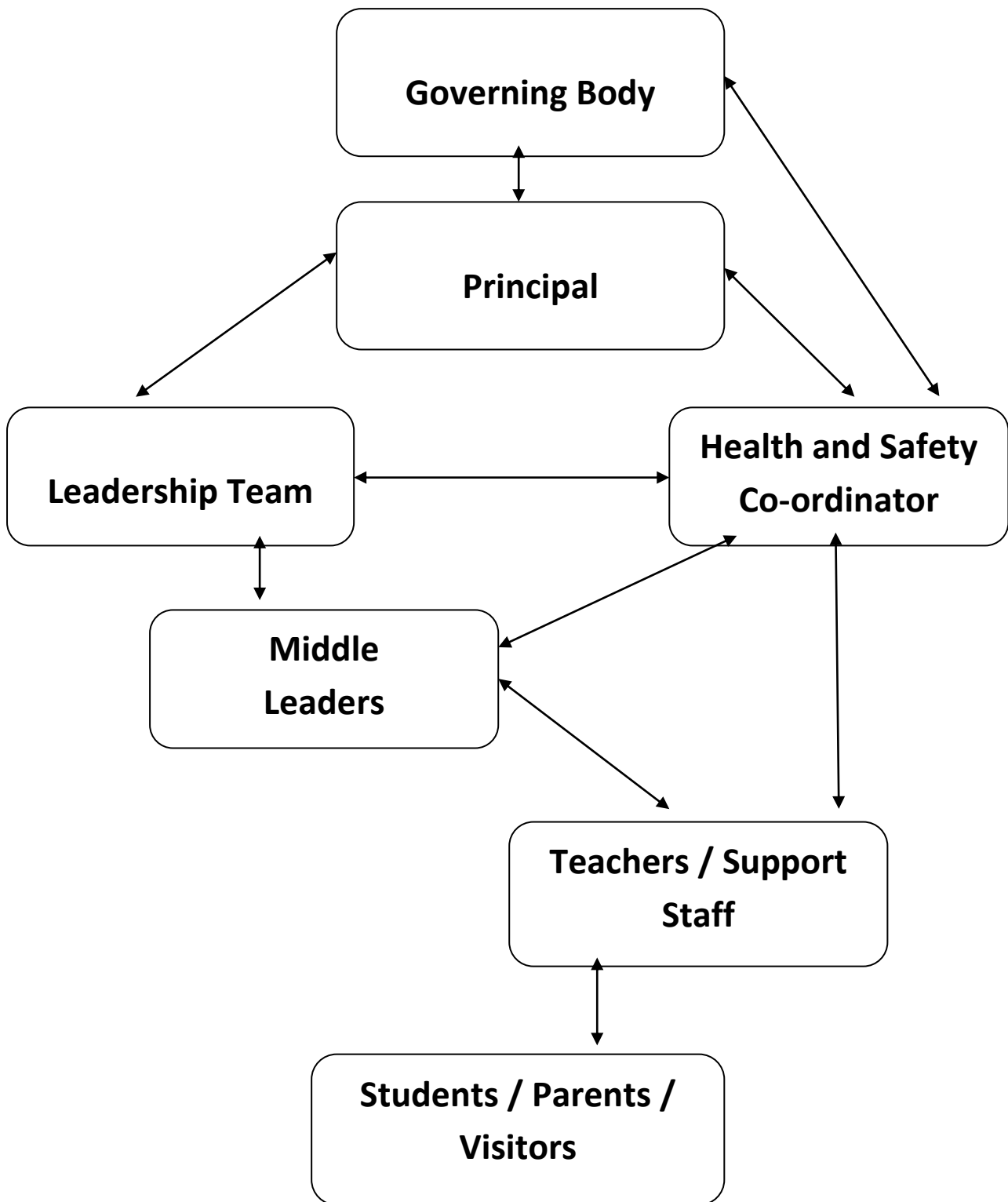
This person delegates aspects of this responsibility to other members of staff as outlined in the organisational chart, "College structure and lines of communication for Health and Safety purposes".

It is the duty and responsibility of all Senior Staff, Managers, Teaching Staff and Support Staff to ensure that they take all reasonably practicable care to prevent foreseeable personal harm or injury to any fellow colleague, whilst carrying out their work activities and to others who may be affected such as our Students, Visitors, and Contractors etc. Any deficiencies noticed by employees regarding Health and Safety practices and controls must be reported straight away via their immediate line manager.

Co-operation with College policies and arrangements is an essential ingredient to the Health, Safety and Welfare of all who are part of the College organisation. Co-operation is therefore actively encouraged through consultation and communication. In particular, co-operation with all College Health and Safety systems and procedures is both required and expected.

A poster summarising the Health and Safety Law applicable to all is displayed in the main Staff Room and in the Sports Reception and should be read and understood by all.

**COLLEGE STRUCTURE AND LINES OF COMMUNICATION FOR HEALTH AND SAFETY PURPOSES**



## Structure Organisation

A nominated Governor, (Catriona Hart) is responsible, as far as is reasonably practical, for:

- Ensuring that Health and Safety matters are regularly and appropriately reported and considered by Governors.
- Ensuring that the Principal, Leadership Team and the Health and Safety Co-ordinator are effectively developing and implementing the colleges Health and Safety policies in such a way that the Governors may require.
- Advising Governors of their responsibilities and obtaining competent assistance as may be required.

The Principal, (Gary Lobbett) is responsible for:

- Strategic oversight of College Safety policies
- Liaison with the Leadership Team and Health and Safety Co-ordinator over College Health and Safety matters
- Liaise with the Governing body over College Health and Safety matters
- Ensuring adequate funding is available for Health and Safety issues

The Leadership Team:

- Forms an integral part of Health and Safety management for the College
- Aims to assist in, and to encourage, the taking forward of good practice in Health and Safety across the College
- Assists in the implementation and monitoring of points arising from matters raised in Governors meetings, Leadership Team meetings, external Health and Safety audits and internal meetings
- Members act as a channel of communication for members of staff wishing to raise issues of strategic concern beyond those for which routine reporting procedures are appropriate
- Raise and discuss Health and Safety issues that have not been dealt with through routine reporting procedure
- Has the role of informing and consulting with all staff on Health and Safety matters and ensures that minutes of meetings are published for all staff to peruse.

The Health and Safety Co-ordinator, (James Taylor), Campus Manager:

- Attends regular Leadership Team meetings to comment on and discuss Health and Safety issues
- Provides information where needed to those in the College with Health and Safety responsibilities

- Keeps abreast with changes in Health and Safety requirements
- Has the management of the provision and maintenance of all fire fighting equipment
- Ensures the provision and display of fire evacuation procedure notices
- Ensures the provision and display of statutory notices
- Oversees the regular testing of the fire alarm / detection system
- Manages Asbestos on site and Legionella testing
- Manages fixed electrical wiring testing and gas boiler inspections, together with lifts, pressure systems, LEV
- Oversees safety matters in the maintenance department and plant rooms
- Safe practice by Contractors working at the College is under his remit

#### Curriculum and Subject Leaders:

- Ensure Health and Safety procedures are complied with in their relevant departments
- Identify hazards and report them promptly through the reporting system or directly to Leadership Team for urgent matters
- Reporting promptly any accidents to the First Aid Co-ordinator
- Ensure that staff in their departments comply with this policy and are fully conversant with fire and evacuation procedures and any other safety rules or emergency arrangements applicable to them

#### Teachers, Support Staff, Students, Parents and Visitors:

- Ensure safe Health and Safety practice in avoiding all possible risks to themselves and others as they go about their business within the College environment
- Ensure they familiarise themselves and comply with the College Health and Safety policy

## **Procedures and Arrangements**

This section of the policy defines the procedures and arrangements that are in place to ensure compliance with the Governing Body's statement of intent.

## **Consultation and Communication**

### **Consultation**

The Principal, Leadership Team and Health and Safety Co-ordinator meet at least once per month to discuss Health, Safety and welfare issues affecting staff, pupils or visitors.

### **Communication**

The Principal ensures that systems are in place so that staff and pupils are familiar with the arrangements set out in this document.

Information for staff is principally communicated by the following means:

- Induction programme for new teachers / support staff
- Notices and minutes on staff section of the College intranet
- Notices on staff room notice boards
- Weekly briefing details on staff section of Fronter
- Announcements in staff and department meetings
- Training activities for individuals and groups

Information for students and parents is principally communicated by the following means:

- College information and notes to parents posted on pupil/parents section of Fronter (intranet)
- Announcements at Assemblies and tutor learning sessions
- Notices on classroom and College notices boards
- Letters to parents distributed to students, to take home
- Newsletters produced termly

Health and Safety Law posters are displayed in communal areas across the College.

### **Raising Health and Safety Concerns at the College**

- Straight forward day to day problems should be reported to the line manager, as identified in the 'College structure' document
- Notified staff are to raise the concern in the first instance with the Health and Safety Co-ordinator / Campus Manager through the 'Site Defects' reporting system as outlined on the Fronter system, but should not hesitate to inform the Leadership Team in writing of any shortcomings which continue to concern them.

Health and Safety is a standing item on the agenda of department meetings.

Health and Safety advice is available from the Health and Safety Co-ordinator or by reference to the 'Cornwall Council' website.

## **Emergency Procedures**

Every member of staff **MUST** familiarise themselves with the emergency procedures that are in place across the College.

## **Emergency, Fire and Evacuation**

Fire safety practice and guidance is documented in the 'Fire Safety Briefing Sheet 2011/2012', updated and distributed at the start of each academic year.

Detailed evacuation procedures are placed in prominent positions around the College, in classrooms and all work areas.

## **First Aid**

First Aid assistance notices are placed in prominent positions around the College, in classrooms and all work areas.

## **Health and Safety Training**

- Health and Safety induction training will be provided for all new employees. The purpose of such training is to ensure all new members of staff have a good understanding of the Health and Safety ethos of the College, and will be cognizant of the basic Health and Safety procedures in place and be shown the reporting aspect of the Fronter system
- Health and Safety training is available to all staff where the need is identified by Middle Leader or line Manager
- The Principal and Leadership Team together with the Health and Safety Co-ordinator with input from Middle Leaders and line manager will identify training needs
- Identified Leadership Team managers and the Health and Safety Governor will have passed the CIEH Level 2 Certificate in Health and Safety
- The Health and Safety Co-ordinator will have passed the Neboosh National General Certificates 1, 2 and 3
- Specific training has been given to First aiders, Fire Marshalls, Fire fighting equipment handlers
- Minibus use and training is provided through Cornwall Council and in conjunction with the College minibus policy

## **Health and Safety Monitoring**

### **Inspections and Audits**

- Classroom and departmental inspections will be carried out annually by classroom users and Middle Leaders
- Area inspections will be carried out termly by a Governor responsible for Health and Safety, a Leadership Team member and the Health and Safety Co-ordinator, with published results and action plan
- Matters arising will be monitored by the Health and Safety Co-ordinator/Campus Manager
- Other inspection will be carried out by external consultants as part of Health and Safety audits

### **Premises Management**

#### **Security and Visitors**

- All staff are provided with and are asked to wear a Callington Community College staff identification badge
- All visitors must report to reception where they will be asked to sign the visitors register and be given an identification badge, and will need to sign out when leaving the premises. There they will be given instructions and guidance on fire and evacuation procedures.
- All building contractors come under the supervision of the Campus Manager

#### **Vehicles on Site/Parking**

- All staff vehicles parking on site must display a current parking permit
- There is limited visitor parking available at the College

#### **Building Maintenance**

- General building maintenance is carried out by the in house Site Team
- Where required external specialist / consultants will be used
- The Campus Manager is responsible for ensuring that all identified building maintenance is carried out in compliance with statutory requirements

## **Asbestos**

- The Asbestos register is held in the Campus Managers office
- The Campus Manager is responsible for ensuring that contractors who may be working in areas of the premises where asbestos materials have been identified are given access to the register and areas affected identified
- The Campus Manager is responsible for keeping the Asbestos records updated and relevant

## **Legionella**

- An external consultant 'Promanex Ltd' is employed to regularly assess the risks associated with potential Legionella proliferation in the hot and cold water services
- The Campus Manager is responsible for keeping the monthly reports and implementing any recommendations

## **Control of Contractors**

- All contractors must report to reception to sign the visitors register and will be supervised on site by the Site Team
- Contractors will be issued with guidance on fire and evacuation procedures
- The Campus Manager is responsible for monitoring the areas where contractors work and see to it that appropriate precautions are taken to ensure the safety of any staff, students and visitors is not compromised

## **Risk Management**

Risk Assessments are a legal requirement under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999.

- The College subscribes to the step by step guide as documented in the HSE guidelines – Five Steps to Risk Management
- Risk Assessment for curriculum activities are carried out by Middle Leaders in liaison with departmental members
- Risk Assessment for trips and wider curriculum activities, (i.e. PEPS), are managed by the trips coordinator in the finance office
- Specific reference, where applicable is made to guidelines e.g. CLEAPPS for Science activities

## Fire Risk Assessment

- This is carried out by an external consultant each year in accordance with the Regulatory Reform (Fire Safety)order 2005
- Any resulting comments form part of an action plan for instigating improvements

This policy is available online at [www.callington.cc](http://www.callington.cc) or by contacting the college direct on 01579 383292. It is reviewed annually, or in the event of any significant change to procedures / or personnel.