



# HEALTH & SAFETY POLICY

## VERSION CONTROL

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Agreed by The Board of Trustees

## 1. AIMS

To act as a framework which provides guidance for staff and students to ensure that The Hive College and the sole occupancy of the building remains a safe and healthy environment in which to work and learn. This policy statement should be read in conjunction with the Health and Safety at Work Act.

## 2. OBJECTIVES

Those members of staff who work within The Hive College should follow the Health & Safety procedures of their place of work. This includes compliance with attendance at the appropriate fire lectures and hygiene up dates. As far as is practicable, they should work within the guidelines of the Safety Policies adopted by the Trust.

Within the framework outlined above, the College Principal and all line managers are responsible for the detailed implementation of the Safety Policy. So far as is reasonably practicable, they must ensure that:

- 2.1. All personnel within their area know and accept their individual duties and responsibilities with regard to the safety of themselves and others within the establishment.
- 2.2. Safe working practices are adopted at all times to ensure the health and safety of both employees and members of the public (including students) who may be thereby affected.
- 2.3. All accidents and dangerous occurrences in the area under their control, reported to them either formally or informally, are investigated, and that the correct procedure is followed with reports to the College Principal.
- 2.4. Matters relative to Health and Safety which are brought to their attention by an accredited safety representative or by other personnel within the establishment are given prompt and appropriate attention.
- 2.5. All persons are aware of, and attend practices of, fire and emergency evacuation procedure and know where fire alarms are located and designated staff understand how to operate firefighting equipment (training for all staff September 2010 and again in January 2015).
- 2.6. The means of access to and egress from the premises is without hazard so far as lies within their control.
- 2.7. Appropriate protective equipment and clothing is used when and where necessary.

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- 2.8. Senior Management may need to delegate some of the above functions to staff with responsibility for certain specific areas of work. Delegation of function should be agreed with staff concerned, recorded in writing at establishment level and a copy of the appropriate memorandum logged by the College Principal as an appendix to the Health and Safety Policy.

### 3. PROCESSES

- 3.1. To achieve a healthy and safe working environment, Senior Management within the Trust are expected to assess carefully the working practices of their area and identify any particular hazards or risks to the health and safety of staff, students and other users. They are also expected to undertake tasks required by specific health and safety regulations eg COSHH and electricity at work. The College Principal must be made aware of any significant hazards and actions needed to eliminate or control these.
- 3.2. It is equally important that **ALL** staff are aware of any possible hazards or risks in the workplace. In order to facilitate this, the College Principal must ensure that each member of staff or other user working in their Sector is aware of this policy. Each staff member has access to the policy on the Trust's network. This will take the form of a document which should be lodged in the Policy handbook and a copy on the Trust's network, drawing attention to possible hazards and risks encountered in the job, together with the necessary advice to control, safely, possible danger(s).
- 3.3. Staff working in holiday periods or are on the premises alone, must advise the site staff that they are on site and also when they leave.
- 3.4. Staff must also comply with information on the Health and Safety executive website <http://www.hse.gov.uk/> to ensure they maintain a healthy and safe working environment.
- 3.5. Copies of recently received Health and Safety Circulars will also be displayed for half a term and thereafter be lodged within the Health and Safety file. The College Principal will keep a duplicate file of these documents for referral. The Trust Health & Safety Manual will be retained on and should be referred to for guidance.
- 3.6. To monitor the Health and Safety situation, there will be a senior member of staff who will work closely with the College Principal. There should also be close liaison with the Safety representatives of the staff.
- 3.7. **Any member of staff** who feels that there are hazards or risks in his/her workplace that have not been covered in the unit/administration base assessment **has a responsibility to make them known in writing to an appropriate senior manager**. They will investigate further, act to eliminate or minimise the risk and make any necessary recommendations. This should be done on the forms available in the staff room.
- 3.8. Whether fulfilling normal personal job commitments or supervising for absent colleagues, the individual member of staff must make sure he/she is fully aware of the agreed safe practices of the Service by reading the relevant assessment statements. At all times, staff must follow safe working practices and always be mindful of their own and others safety. Appropriate footwear needs to be worn at all times and closed (full) shoes must be worn if you work directly with the pupils - open toed shoes, sandals or flip flops are not permitted.
- 3.9. The Trust also has an Emergency and Contingency Plan which details our response to a major emergency in the Trust which is annually updated.

### 4. MONITORING AND EVALUATION

- 4.1. The Health and Safety Assessments, advice and procedures will be reviewed during the Policy review cycle. Health and Safety inspections will be carried out at least annually by the College Principal and designated safety representative on site.

### 5. RESPONSIBILITY

**Particular attention of all staff is drawn to the following:**

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All teachers are responsible for the safety and well-being of students within their charge; they should therefore:

- 5.1. Follow safe working procedures themselves and ensure that clear instructions on safety matters are issued to students and observed by them.
- 5.2. Familiarise themselves with and observe any specific instructions or advice, relevant to their area of work.
- 5.3. Follow prescribed accident reporting procedures, assisting investigation of accidents which may occur.

### FURTHERMORE IT IS THE RESPONSIBILITY OF ALL EMPLOYEES TO:

- 5.4. Conform to and observe safety instructions and safe working procedures.
- 5.5. Not misuse or interfere with any provision made in their work place in the interests of health and safety.
- 5.6. Report immediately to staff in charge or to an accredited safety representative.
- 5.7. Wear appropriate safety clothing and equipment and use safety devices as required by staff in charge of their work area.
- 5.8. Take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions at work.