

# HEALTH AND SAFETY POLICY - supplement



Health and Safety in schools is governed by legislation and associated regulations. These are enforced by the Health and Safety Executive (HSE).

The **Board of Directors** of Bath Academy, as the **employer**, have a duty (as required by The Management of Health and Safety at Work Regulations, 1999):

- to institute a health and safety policy and advise employees of it;
- to have a critical incident/emergency contingency plan;
- to ensure, **so far as is reasonably practicable**, the health, safety and welfare of teachers and other education staff; the health and safety of students in college and on off-site visits; and the health and safety of visitors to colleges, and volunteers involved in any college activity;
- to assess the risk of all activities, both in college and off-site; introduce measures to manage those risks, and tell employees about the measures;
- to ensure that staff are trained in their health and safety responsibilities; and,
- to take reasonable steps to make sure that the buildings, equipment and materials are safe and do not put the health of users and visitors at risk.

Statutory health and safety responsibilities fall on the Board of Directors (as the employer) and on the Principal and staff (as employees). In practice, the Directors will delegate specific health and safety tasks to others at the college, however, the Board of Directors retains the ultimate responsibility no matter who carries out the tasks.

## **Organisation and Responsibilities - The College's Part**

Policy making is the responsibility of the Board of Directors. Mansour Kaveh is the Director with specific responsibility for Health and Safety at Bath Academy. The development of the Health and Safety policy, establishment of strategies to implement policy and integrate these into general business activity is undertaken on behalf of the Board by the college Senior Management Team, and the Site Manager who reports to the Principal.

The ultimate responsibility for all aspects of Health and Safety at Bath Academy, and for ensuring the effective design and application of the Health and Safety Policy and objectives, is that of the Principal.

The responsibility for review and revision of the Health and Safety policy, the implementation structure and supporting plans, setting out improvement targets, and reporting on progress is the responsibility of the Site Manager.

The responsibility for managing the health and safety of students on a day-to-day basis is that of the Vice Principals & Boarding House Parents. All staff have a general responsibility to themselves and to the students in their care.

## **Organisation and Responsibilities – Site Manager**

The Site Manager is responsible to the Principal for the following:

- Undertaking initial risk assessments of premises and departmental activity, training and advising responsible personnel (Vice-principals, managers, etc.) in the conduct and maintenance of Risk Assessments (RAs) in those areas and activities for which they are responsible. The Site Manager retains RAs relating to the following specific risks, for those areas where those risks apply:
  - Manual handling in those areas where this takes place.
  - Slips and trips
  - On-site vehicle movement
  - The management of asbestos.
- Reviewing the currency and validity of RAs across the College.
- Identifying unmanaged risks and their controls and overseeing implementation and monitor the controls.
- Providing advice and guidance in relation to Health & Safety matters.
- Conducting Fire Risk Assessments, writing and promulgating Fire Procedures for all premises.
- Ensuring fire alarm drills and equipment tests are routinely carried out.
- Supervising arrangements with contractors and maintenance suppliers for Health and Safety equipment.
- Conducting routine inspections to ensure the Bath Academy Health & Safety policy is carried out, reporting termly to the Principal, and in writing at least annually to the Board of Directors.
- Arranging appropriate training for those members of staff who require it.
- Ensuring that they remain current and aware of developments in Health and Safety legislation and best-practice and identifying and proposing to the Principal any training that they need to maintain currency.

- Undertaking an annual review of the Health and Safety management arrangements across the College; this review will provide information that will influence decisions on the scope, adequacy and implementation of the current arrangements and provide data for action plans and changes for the future.
- Oversight of the HANDSAM system.

### **Responsibilities – Vice-principals and Boarding Staff**

Vice-principals and Boarding Staff must be aware of, and fully understand, the Bath Academy Health & Safety policy and procedures. Their responsibilities include:

- Ensuring students are conversant with rules and procedures to avoid fire, hazards, injuries and other incidents which are a risk to Health & Safety.
- Being vigilant to avoid incidents, and to discourage any behaviour likely to lead to incidents.
- Keeping records of incidents, and the actions taken.
- Ensuring that proper written and oral instructions are given to students for the use of potentially hazardous equipment, such as kitchen equipment, sewing machines and laboratories.
- Carrying out at least termly fire drills, and weekly fire alarm tests (Boarding Staff and Site Manager only).
- Notifying the Site Manager of any hazard, risk, or any defect in heating, lighting, ventilation etc. noticed on any college premises, as soon as practicably possible. (HMs and Building Custodians only).
- Carrying out regular reviews of the premises with the Site manager

### **The Directors of Bath Academy will:**

- Provide as far as reasonably practicable a safe and healthy environment for all persons who work at, attend or visit the college.
- Ensure, as far as practicable, the Health & Safety of students' and staff on off-site visits & activities.
- Seek improvement to working conditions according to priorities within existing resources.
- Recognise their responsibilities when they make available premises or equipment for hire, and will ensure that risks to the safety or health of hirers and other persons are adequately controlled as far as possible.
- Ensure that Risk Assessments are carried out within the college using an identified method for recording (e.g. Handsam) and to review them as appropriate.
- Encourage informal meetings and ensure time in meetings where health and safety issues can be raised.
- Ensure that staff have access to training to ensure their competence for their tasks.
- Accept the duties that they may hold as a client where they arrange for work through contractors or volunteers; follow the competent Health and Safety adviser's guidance for the selection of competent contractors and seek assistance from the competent Health & Safety adviser when necessary; ensure that volunteers receive adequate instruction and supervision to work safely.
- Report all incidents/accidents by following the college's accident reporting and recording procedure using the EEC Accident Reporting module and ensure appropriate follow up action has been carried out.
- Review on a termly basis, all accidents and incidents reported to identify trends.
- Consult with the college council and inform students of their responsibilities for Health and Safety.

Policy Holder: Site Manager

This Policy will be reviewed every year.

Chairman of the Board of Directors

Signature needed

Mr D Game

Principal

Signature needed

Mr T Naylor

**Date: September 2019**

## Delegated areas of responsibility within the college

Name of College: Bath Academy

Principal: Mr Tim Naylor

Area	Location of Policy/Guidance	Name of person responsible
<b>ACCIDENTS/INCIDENTS (NEAR MISSES):</b>		
Incidents/Injuries		Martin Lees
<b>EMERGENCY PROCEDURES:</b>		
Critical Incidents Emergency Procedures Updating Contingency Plan	Critical Incidents Policy College Closures Dealing with major (foreseeable) incidents	Tim Naylor Tim Naylor Daniel Bull
<b>EXTERNAL VISITS:</b>		
External Visit Co-ordinator	Educational Visits Policy	Sam Hollingshead
<b>MEDICAL:</b>		
Hygiene Control	Guidance for Colleges: Volume 4	Alan Chapman
Infection Control	Health Protection Agency guidance <a href="http://www.hpa.org.uk/webc/HPAwebFile/HPAweb_C/1194947358374">http://www.hpa.org.uk/webc/HPAwebFile/HPAweb_C/1194947358374</a>	Alan Chapman
Medicines in college	Managing medicines in college <a href="https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/196479/Managing_Medicines.pdf">https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/196479/Managing_Medicines.pdf</a>	Alan Chapman
Needlestick Injuries	Policy manual- HS007 <a href="http://extranet.somerset.gov.uk/health-and-safety/policies-forms/">http://extranet.somerset.gov.uk/health-and-safety/policies-forms/</a>	Alan Chapman
New and Expectant Mothers	Policy manual- HS017 <a href="http://extranet.somerset.gov.uk/health-and-safety/policies-forms/">http://extranet.somerset.gov.uk/health-and-safety/policies-forms/</a>	Anna Hall
Students with medical needs		Alan Chapman
<b>RISK ASSESSMENTS</b>		
Computer Use	DSE Assessment Form, Managers Guide, User Guide and also training course and descriptions. Policy manual HS030 <a href="http://extranet.somerset.gov.uk/health-and-safety/policies-forms/">http://extranet.somerset.gov.uk/health-and-safety/policies-forms/</a>	Anna Hall
COSHH	Hazardous substances. Policy manual HS008, COSHH Assessment Form (F08) <a href="http://extranet.somerset.gov.uk/health-and-safety/policies-forms/">http://extranet.somerset.gov.uk/health-and-safety/policies-forms/</a>	Martin Lees
First Aid	Policy manual HS012 <a href="http://extranet.somerset.gov.uk/health-and-safety/policies-forms/">http://extranet.somerset.gov.uk/health-and-safety/policies-forms/</a>	Alan Chapman
<b>SITES AND BUILDINGS:</b>		
Asbestos	Asbestos Register - in College	Martin Lees
Construction Work/ Contractors on College Site	Guidance on Construction, Design and Management Regulations. HS034 of the H&S Manual <a href="http://extranet.somerset.gov.uk/health-and-safety/policies-forms/">http://extranet.somerset.gov.uk/health-and-safety/policies-forms/</a>	Martin Lees
Electrical Safety, Portable Appliance Testing	PAT Testing	Martin Lees
Fire Safety, Arson Prevention	Policy manual HS010 <a href="http://extranet.somerset.gov.uk/health-and-safety/policies-forms/">http://extranet.somerset.gov.uk/health-and-safety/policies-forms/</a>	Martin Lees
Gas Appliances, Boilers, Kitchen	Guidance from HSE and Insurers	Martin Lees

**ESTABLISHMENT: Bath Academy**

Documents relating to this Policy are listed below along with the locations in which they can be found:

<b>Document</b>	<b>Location</b>
<b>Health and Safety Policy.</b>	Queen Square Reception
<b>Health and Safety Site Reviews and Action Plan.</b>	Queen Square Reception
<b>Fire Risk Assessment and Evacuation Procedure</b>	Queen Square Reception Chapel Row Office Oxford House
<b>Fire practice record</b>	Queen Square Reception Chapel Row Office Oxford House
<b>Alarm function test records.</b>	Queen Square Reception Chapel Row Office Oxford House
<b>Risk Assessments</b>	Queen Square Reception Chapel Row Office Oxford House
<b>Asbestos Register</b>	Queen Square Reception Chapel Row Office Oxford House
<b>External visit documentation and risk assessments</b>	Queen Square Reception

## Testing of portable electrical appliances

1. All mains-electrical equipment within Bath Academy shall be subject to safety testing as specified in the attached schedule.
2. It is the responsibility of the college to ensure that equipment belonging to the college is tested in line with this policy.
3. Before use all new equipment will have an label placed on a visible part of its casing with the date of testing
4. According to the HSE, visual testing identifies more than 90% of faults and is the most important part of maintaining appliances – see the checklist at the end of this document. Staff should carry out visual inspections of equipment being used as per the schedule laid out. Any defects should be reported to the Site Manager.
5. Equipment under repair, damaged or gives cause for concern during a visual inspection must be removed and referred for an electrical safety test.
6. Equipment failing an safety test should have a 'failed/do not use' label attached and be withdrawn from service immediately
7. Persons carrying out inspections/tests shall have appropriate training and be approved by the Site Manager.
8. Companies supplying equipment such as games or vending machines for use on Bath Academy premises must show that it has been appropriately inspected and tested. The same applies to the equipment of contractors brought onto Bath Academy premises and also to equipment brought onto the premises by persons or individuals hired by Bath Academy.
9. Anyone hiring Bath Academy accommodation must be informed in the contract that electrical equipment brought onto the premises must be electrically safe and show that it has been subject to an adequate scheme of inspection and testing. Bath Academy reserves the right to conduct its own safety checks on equipment brought onto its premises.
10. The College reserves the right to remove any electrical equipment from use if considered by the Site Manager to be a risk. The owners of any personal equipment may be instructed to remove the equipment from the premises. Any items not removed immediately will be placed in store for collection for one week and then disposed of.
11. All electrical equipment brought onto the premises by staff and students will be subject to this policy.
12. The College reserves the right to remove any electrical equipment from use if considered by the Site Manager to be a risk. The owners of any personal equipment may be instructed to remove the equipment from the premises. Any items not removed immediately will be placed in store for collection for one week and then disposed of.
13. Redundant equipment within schools and departments should be ruthlessly disposed of since hoarded items take up valuable space, pose an increased risk to electrical safety and add to the burden of inspection/testing. N.B. Due consideration should be taken of the Waste Electrical Equipment Regulations when arranging disposal of electrical equipment.

### Inspection/test frequencies for equipment

Equipment/Environment	Visual check by user	Formal Visual Inspection	**BattPAT Electrical Test
Battery operated <20V	No	No	No
>50V AC e.g. telephone equipment or low voltage desk lights	No	No	No
IT equipment - rarely moved	No	Yes, 4 years	Yes, 4- 5 years Class I or II.
Photocopiers, fax machines: not hand held. Rarely moved slide projectors	No	Yes, 4 years	Yes, 4- 5 years Class I or II.
*Class II (double insulated equipment. Hand held, floor cleaners, power tools.	Yes	Yes, 1 year	Yes, 2 years
*Class I (earthed equipment) hand held or frequently moved items, electric kettles, fires.	Yes	Yes, 1 year	Yes, 2 years or sooner if visual inspection or other reason such as accident or repair gives reason
Class I (earthed equipment) - rarely moved items eg. table lamps, fridges.	No	Yes 2 years	Yes, 5 years or sooner if visual inspection or other reason such as accident or repair gives reason
Class II (double insulated) equipment. Not hand held. Moved occasionally, e.g. fans, table lamps,	No	Yes, 4 years.	Yes, 4- 5 years

- Based on HSE Guides HSG)107 & IND(G)236L.

\* Some items subject to very robust treatment or used in wet environments will require six monthly checks

\*\*Class I items – earth continuity & insulation resistance will be tested.

\*\*Class II items – insulation resistance only will be tested

#### Visual Inspection checklist – for equipment in use in an office or lab etc.

- i) Any damage to the casing, cable or plug?
- ii) Any signs of overheating on plug or casing?
- iii) Is cable securely held by the cable grip if fitted?
- iv) Proper fuse fitted where externally visible? *i.e.* not an improvised one
- v) equipment positioned to avoid strain on cables?
- vi) ventilation points not obstructed?
- vii) overloading of extension leads or multi-blocs?
- viii) cables creating trip hazards?
- ix) cables located to avoid damage? e.g. not trapped by furniture or doors