



# Myddelton College

## Health and Safety Policy

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Myddelton College has taken guidance and advice relating to Health and Safety Policy and practices from:  
[phw.nhs.wales/about-us/policies-and-procedures/policies-and-procedures-documents/risk-management-health-and-safety-and-operations-policies/health-and-safety-policy/](http://phw.nhs.wales/about-us/policies-and-procedures/policies-and-procedures-documents/risk-management-health-and-safety-and-operations-policies/health-and-safety-policy/)

# MYDDELTON COLLEGE

## 1. Responsibilities:

The Directorss of Myddelton College believe that the health and safety of persons within the College is of paramount importance. The Headteacher, staff, Directorss and all members of the College concur.

The first responsibility for maintaining high standards of health and safety is that everyone is vigilant and undertakes personal responsibility for their own health and safety, and that of others. In the special circumstances of a College, it is also important that all adults recognise their additional responsibility for modelling safe practice for young people. It is our intention to prevent accidents and occupational ill health and, where possible, eliminate hazards in the workplace.

## The Law

The Health and Safety at Work Act 1974 determines British health and safety law. The Health and Safety Executive (HSE), with local authorities, enforce this Act. The Management of Health and Safety at Work Regulations 1999 supports the Act. Colleges must make sure they are familiar with these documents.

It is also the responsibility of the Directors Headteacher and SLT, **Health and Safety Officer** and staff to ensure that a safe and healthy workplace is provided and maintained for all our employees. This will include the provision of safe systems of work, safe plant and equipment, and a safe access and egress to the premises. The Directors will delegate to the Headteacher **and Health and Safety Officer** the responsibility to ensure that adequate information, instruction, training and supervision are provided for staff to be able to carry out their work safely.

The Directors, Headteacher and Senior Leadership Team will endeavour to ensure that others who are affected by the College's activities are not subjected to risks to their health and safety. This will include pupils, visitors, parents, volunteers and contractors. These responsibilities will be achieved by the establishment of an effective health and safety management system within the College. This will involve the implementation of arrangements for the effective planning, organisation, control, monitoring and review of preventative and protective measures.

Alongside the delegated responsibilities to the Headteacher **and Health and Safety Officer** are the responsibilities of each person to reflect on good practice (for example: risk assessments) and contribute to the development of safe routines. The Headteacher **and Health and Safety Officer** will also ensure compliance with legislative and other relevant guidance. In order to achieve this, it is the responsibility of everyone to challenge directly any behaviour or practice which could lead to an unacceptable risk being suffered by anyone, to report such an occurrence and to follow up to ensure that action has been taken so that the occurrence is unlikely to occur again.

The Directors are responsible for ensuring that adequate resources are identified for health and safety. We believe that health and safety standards will be maintained only with the co-operation of all staff, pupils and visitors to the College. We require all staff to comply fully with this policy. In addition, we will ensure that all pupil, visitors and contractors are provided with the information they require to enable them to comply with this policy.

It is the responsibility of the Headteacher **and Health and Safety Officer**, to ensure relevant health and safety issues are embedded within the curriculum at all levels where appropriate .

The Directors will regularly review and monitor the effectiveness of the policy to ensure that health and safety arrangements are being implemented and that the people named in the policy are carrying out their duties.

## **2. Leadership – Health and Safety Responsibilities:**

### **a. The Directors**

The Directors will ensure, so far as is reasonably practicable, the health and safety at work of pupils, employees and others (for example, contractors, visitors) in accordance with Sections 2 and 4 of the Health & Safety at Work Act 1974.

In order to discharge this responsibility, the Directors will:

1. Ensure that all staff undertake health and safety training appropriate for their role, updated when necessary and will receive copies of all health and safety information;
2. Ensure that the College's Health and Safety Policy and procedures are kept up-to-date and that positive arrangements are in place to ensure that all staff and pupils are aware of and comply with its contents;
3. Ensure that the policy contains rigorous and comprehensive systems for active monitoring (auditing health and safety management systems, inspections, risk assessments) and reactive monitoring (accident/incident investigation) and rectifying identified faults within the College as outlined within policy and guidance ;
4. Ensure, via reviewing risk assessments and inspection reports, that there is adequate provision both in staffing, facilities and resources to allow the College to meet both its legal and moral obligations with respect to health, safety and welfare;
5. Nominate a Health and Safety Officer and provide a specific job specification;
6. Consider information, statistics and reports relating to health and safety matters;
7. Make decisions regarding individual health and safety issues which have not been resolved at management level.

### **b. The Headteacher **and Health and Safety Officer** have overall delegated responsibility for safety, policy, organisation and arrangements throughout the College. This is also shared with the **Designated Safeguarding Person**.**

They will:

1. Provide liaison with Inspectors: Estyn, CQC, and the Health and Safety Executive (HSE) with regard to safety aspects;
2. Advise the Directors about necessary budget needs for safety and health matters;
3. Implement the Health and Safety Policy
4. Maintain and review safety management procedures to ensure the College complies with legislative requirements and good practice (e.g. risk assessments including fire, and manual handling);
5. Nominate specific staff with designated safety roles: for example: Health and Safety Co-ordinator, Site management throughout the College;
6. Ensure that routine maintenance checks and inspections required by legislation of fixed service e

quipment (i.e. boilers, pressure vessels etc.) are undertaken;

7. Ensure the provision and maintenance of all 'fire' equipment, including the preparation and review of Fire Risk Assessments;
8. Ensure health and safety issues associated with major building projects are complied with;
9. Ensure that incidents, near misses and dangerous occurrences are reported using the College's reporting system, minor injuries' reporting or hazard reporting, as appropriate;
10. Monitor incident trends to identify methods of reducing accidents;
11. Ensure the necessary records are maintained relating to accidents associated with the work of the College;
12. Report on health and safety matters including buildings and safety management to the Directors;
13. Check safety procedures are developed and adhered to for operations carried out within the College both by staff and outside contractors;
14. Ensure, in conjunction with Heads of Faculties and Houses, that health and safety are considered as integral parts of the curriculum and lesson planning, and House procedures;
15. Ensure that departmental inspections are carried out at regular intervals and that necessary remedial action is carried out;
16. Ensure that health and safety are considered as integral parts of teaching;
17. Instigate appropriate disciplinary action where it is shown that staff have ignored or shown a disregard for health and safety matters outlined within the Health and Safety Policy, College Policies or health and safety legislation;
18. Ensure that premises' inspections are carried out;
19. Ensure that health and safety are taken into account when considering any proposed or impending changes, for example: building works, room allocation;
20. Ensure that emergency procedures and fire evacuation practices are in place within the College;
21. Investigate and advise on hazards and precautions;
22. Have general oversight of health and first aid matters;
23. Ensure all full and part-time staff receive appropriate health and safety training at induction which must include emergency arrangements (for example: first aid, fire evacuation), and specific sections of the Health and Safety Policy are discussed to ensure that newmembers of staff are aware of their responsibilities and any restricted tasks and activities;
24. Monitor pupils' health records prior to entry and to report/advise Pupil Attendance and Welfare of illnesses that need to be brought to the attention of specific staff (for example: epilepsy);
25. Ensure adequate numbers of staff are provided with appropriate training so that they may support the following management arrangements:
  - First aid;
  - Fire and emergency evacuation;
  - Risk assessments, including fire, manual handling, substances and general risk assessments.
26. Make and implement decisions throughout the College at any level
  - if there is: immediate danger, or discovery of a dangerous practice, or a breach of the law.

**c. Health & Safety Officer**

The Health and Safety Co-ordinator is responsible for the co-ordination of health and safety management on behalf of the Headteacher throughout the College and in particular, will

1. Report safety matters to the Headteacher (assisted by Heads of Faculties) and support the Headteacher in producing any reports for the Directors, or if delegated to the Governing Body;
2. Assist with inspections and safety audits;
3. Investigate and advise on hazards and precautions;
4. Develop and establish emergency procedures, and organise fire evacuation practices within the

College;

5. Have general oversight of health and first aid matters;
6. Make recommendations to the Directors and Headteacher for matters requiring immediate attention: for example safety reports;
7. Make recommendations to the Directors and Headteacher on matters of safety policy in compliance with new and modified legislation;
8. Publicise safety matters;
9. Liaise with outside bodies concerned with safety and health, including Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR);
10. Monitor accidents to identify trends and introduce methods of reducing accidents;
11. Ensure adequate numbers of staff are trained in first aid procedures and administering medicines.

**d. The Educational Visits Co-Ordinator**

The Educational Visits Co-ordinator will:

1. Be involved in educational visit management in order to ensure that the College's Offsite Activities and Educational Visits' Regulations and Guidelines are followed;
2. Work with visit leaders to ensure that the aims of the educational visit are achievable and in line with those of the College;
3. After checking, and discussion with the Headteacher, approve the proposal or require changes. The Headteacher will countersign approval for 'out-of-UK' visits;
4. Confirm that adequate risk assessments have been carried out;
5. Support the Headteacher in the management and evaluation of educational visits;
6. Confirm the leadership of the visit group is appropriate, including the accompanying staff and volunteers.

**e. Heads of Faculties / Heads of Section / Head of Prep School**

Each Head of Faculty or Head of Section is responsible for the provision of safe working conditions in their areas of responsibility for staff and pupils and, in particular, will:

1. Prepare reports on safety matters for the Headteacher or Health and Safety Officer
2. Nominate, in conjunction with their manager, teachers responsible for particular classrooms, laboratories and workshops and the associated equipment, or on House bases and areas;
3. Notify The Health and Safety Officer of any proposed or impending changes affecting safety, health and welfare, in room allocation or usage;
4. Ensure safety inspections of their designated areas are carried out and to ensure hazards identified from those inspections are rectified;
5. Instigate and ensure that safety procedures are developed and adhered to for operations carried out within the section ensuring that these are in line with curriculum codes of practice: for example, Science, LTTO, PE;
6. Carry out or allocate the undertaking of risk assessments which include manual handling, COSHH, and to ensure details are documented and that appropriate action is carried out;
7. Undertake a visual inspection of equipment prior to use and ensure that portable electrical equipment is tested on an annual basis;
8. Ensure all accidents within the section are recorded in line with College policy and investigate reports of accidents and dangerous occurrences in his/her designated areas;
9. Ensure equipment, including personal protection equipment, is maintained in a safe condition and that substances hazardous to health are secured in a safe place;
10. Identify staff training and development requirements with reference to health and safety;
11. Attend to defect reports and recommendations from the Headteacher and the Health and Safety Officer;

12. Circulate publicity relating to safety matters to staff within their control.

**f. Teachers**

Teachers are responsible to their Head of Faculty / Head of Prep School for the immediate safety of the pupils in their classroom, laboratory or workshop. Tutee Attendance and Registration are very important.

Teachers should tidy their classrooms at the end of each day to facilitate cleanliness and maintain a high standard with respect to health and safety issues.

Additionally, each teacher will:

1. Undertake and implement risk assessments for specific activities and ensure that safe working procedures are followed personally;
2. Give adequate safety information regarding the activity being undertaken prior to the activity commencing and during the activity as and when required;
3. Ensure that special working procedures, protective clothing and equipment, etc. are provided and used where necessary;
4. Ensure that clear instructions and warnings are given to pupils verbally as often as necessary;
5. Establish routines for issuing, checking and securing equipment used in lessons: for example, items counted out and counted back in. Investigate immediately, with support where necessary, should any equipment be missing;
6. Ensure that the classroom and other areas are tidy and good housekeeping procedures are followed;
7. Undertake a visual inspection of equipment prior to use and ensure that portable electrical equipment is regularly tested;
8. Report defects and make recommendations to their line manager where necessary;
9. Ensure all accidents, incidents and near misses within the area of responsibility are recorded.

**Teaching Assistants**

Teaching assistants are immediately responsible to the teacher whilst the class is in session or to their direct line manager.

Additionally, teaching assistants will:

1. Follow safe working procedures personally;
2. Be familiar with the general and particular safety rules that apply to his/her area of work;
3. Ensure that the classroom and other areas are tidy and good housekeeping procedures are followed;
4. Undertake a visual inspection of equipment prior to use and ensure that portable electrical equipment is tested on an annual basis;
5. Report defects to his/her line manager;
6. Ensure all accidents, incidents and near misses within the area of responsibility are recorded in line with the College policy.

**g. Pupil Attendance and Welfare – Form tutors and Prep School Class teachers:**

Tutors and Prep School Class teachers are responsible for supporting health and welfare issues within the College and in particular will:

1. Be responsible for addressing pupil illness/injury by contacting a First Aider, and to contact parents if necessary;
2. Understand how to access the College medical room and call for a First Aider;
3. Assist in the monitoring of first aid equipment and boxes for use on and off the College site;
4. Ensure that necessary records are maintained relating to accidents associated with the work of the College .

**h. Managers of Support Departments:**

Each manager is responsible for the provision of safe conditions for staff, pupils and visitors and will:

1. Attend to, and where possible correct defects immediately, or place an area 'out-of-use' temporarily, informing the Headteacher and Health and Safety Officer as a matter of urgency;
2. Conduct regular inspections of their area of responsibility and rectify hazards identified from those inspections;
3. Instigate and ensure that safety procedures are developed for operations carried out within his/her area of responsibility;
4. Ensure that risk assessments, including manual handling, noise, COSHH assessments are undertaken and documented and that appropriate action is carried out;
5. Ensure all portable electrical equipment is tested on a regular basis;
6. Ensure equipment, including personal protection equipment, is maintained in a safe condition and that substances hazardous to health are stored in a safe place;
7. Ensure all accidents, incidents and near misses within the area of responsibility are recorded in line with the College's policy.

**j. The Operations Manager and all maintenance and grounds staff will:**

1. Report on health and safety matters with respect to the College's buildings and grounds;
2. Develop safety procedures and ensure their adherence for operations carried out within the College by maintenance or grounds' staff and / or by outside contractors under their control. In particular they must ensure work complies with the Construction (Design and Management) Regulations;
3. Ensure records of hazards identified on site by staff are kept, logging the remedial action taken with date; this will include Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR);
4. When liaising with contractors, assume the duties as outlined in 'staff liaising with contractors and members of staff';
5. Conduct routine maintenance checks and inspections required by legislation of fixed service equipment: that is, for example, boilers, pressure vessels;
6. Ensure the effective checking, provision and maintenance of all 'fire' equipment and for the preparation and review of fire risk assessments;
7. Ensure all accidents within the area of responsibility are recorded in line with the College policy;
8. Ensure that premises' safety inspections are undertaken effectively;
9. Attend to defect reports and recommendations from the Headteacher, Health and Safety Officer and staff;
10. Ensure that all portable electrical equipment is tested on an annual basis;
11. Ensure equipment, including personal protection equipment, is maintained in a safe condition and that substances hazardous to health are stored in a safe place.

**i. Staff Liaising with Contractors**

The Responsible Member of Staff must ensure each contractor is taken, on every visit to Myddelton College, as the first priority, to Reception to:

1. Be informed about the College's Safeguarding and Child Protection Procedures,
2. Learn and agree to follow the basic rules about College Safeguarding of Children,
3. Be 'signed in',
4. Be given and wear a Visitors' lanyard and badge,
5. Understand the College has a 'duty of care' to its pupils to 'escort' the contractor around the site .

Responsible staff liaising with contractors carrying out work at the College should be fully aware:

1. that they must report any unsafe safeguarding practices by a contractor to the

DSP:

2. that they have a responsibility to take appropriate action if they observe the contractor or their employees using any working practice or item of equipment which the member of staff considers to be dangerous or potentially dangerous;
  - a. Such action could include reporting the matter to the Operations Manager for them to rectify.
3. that they must ensure contractors arriving on site report to Reception and a nominated person will then ensure the contractors are informed of any hazards on the College site.

**j. Individual Members of Staff:**

Each member of staff is responsible for his or her personal safety and that of other persons in the College by the proper observation of College rules and procedures.

Staff are reminded of the general duty imposed by the Health and Safety at Work Act, 1974, at Sections 7 and 8:

*'It shall be the duty of every employee while at work:*

- a) to take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions at work, and,*
- b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with them so far as is necessary to enable that duty or requirement to be performed or complied with.'*

*'No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.'*

**k. Pupils**

Each pupil is responsible for his/her personal safety and that of their fellow pupils by proper observation of College rules and procedures. In particular, each pupil will:

1. observe standards of dress and behaviour appropriate to the working situation;
2. heed warnings, observe rules and routines, and ask for such warnings and rules where they are not made obvious;
3. not wilfully misuse, neglect or damage equipment provided for safety.

**3. Elements of a Health and Safety Policy:**

**The Health and Safety Committee:**

The Headteacher will appoint a College Health and Safety Committee which will meet termly; an agenda, record of attendees, and Minutes **will be kept by the Health and Safety Officer.** The Committee will request from constituent groups items for inclusion in each Agenda. It will report to the whole College, via constituent groups, following each meeting.

**The Committee's role will be to:**

**Plan** – set the direction for effective health and safety management,

**Do** – introduce management systems and practices that ensure risks are dealt with sensibly, responsibly and proportionately,

**Check** – monitor and report,

**Act** – produce an annual formal management review of health and safety performance.

**This Committee will comprise:**

1. Headteacher or Deputy Headteacher
2. **Health and Safety Officer (Chair)**
3. Designated Safeguarding Person or Deputy DSP
4. Head of the Prep School

5. Head of Boarding or a representative
6. Headteacher's PA (also taking minutes)
7. Catering Manager
8. Faculty representative :
9. An outdoors' activities representative (LTTO, D of E, CCF)
10. A Head of Section
- 11 and 12. Two Senior Pupils

#### **4. Assessing and Managing Risks:**

#### **The Health and Safety Officer will publish policy and practice in relation to: Assessing and Managing Risks**

Risk assessments identify measures to control risks during College activities. Health and safety law requires the College to assess risks and put in place proportionate control measures. The law also requires it to record details of risk assessments, the measures taken to reduce these risks and expected outcomes.

Risk assessments record significant findings of each assessment by  
 Records of the assessment will be simple and focused on controls.  
 Outcomes will explain what involved parties are required to do and  
 help staff with planning and monitoring.

Risk assessments consider what measures we all need to protect the health and  
 safety of all: staff  
 pupils  
 visitors  
 contractors

The College will also assess the  
 risks that may arise in the course of the College day. This could include anything related to the College  
 premises or delivery of its curriculum, whether on or off site. The Deputy Headteacher will inform  
 Heads of Sections which Risk Assessments need to be drawn up; once each is completed, the  
 Headteacher's PA will check these have been lodged with the Health and Safety Officer.

#### **Specific risk assessments**

These are required for activities involving fire, manual handling and substances.

More general risk assessments must be completed for those activities where specific assessments have not been carried out.

Although risk assessments relating to most activities of the College will have been or will be completed on your behalf, all staff have a responsibility to make themselves familiar with both the general and the specific risk assessments relating to their area of work. Copies of these assessments are held by The Health and Safety Officer

However, it is the responsibility of each staff member to identify the relevant Risk Assessment for their work and implement the recommendations. If it is believed that no relevant risk Assessment exists, then the adult should, with the help of the Health and Safety Officer compose such a risk assessment and share it with others.

Areas of work or activities that are deemed to be more hazardous will have detailed, documented arrangements to minimise the associated risks. It is the responsibility of staff to make themselves aware of the contents of those relating to your area of work.

Various 'Codes of Safe Working Practice' and guidance issued by the Department for Education are available either in College on request, or by accessing on the Web. All new and existing staff should be

aware of the contents relevant to them.

Risk assessment proformas are available for staff on request from the Health and Safety Officer. The College has published guidance on Off-site Activities and Educational Visits which details clear procedures to be followed when planning and arranging a visit.

## **Crisis Management**

A crisis management team is set up to assist in the reduction of major hazards and risks and to action a recovery plan in the event of a serious accident. A separate **Critical Incident Plan and Lockdown Policy** have been developed by the College and are summarised below.

### Members:

1. Headteacher;
2. Deputy Headteachers
3. DSP
4. Head of Boarding
5. Operations Manager
6. Health and Safety Officer

### Function of the Crisis Management Team:

1. To act as the decision-making authority for the management of an incident.
2. To develop the procedures and practices to be used for handling emergency situations and communicating these to all staff of the College.
3. To establish and maintain a crisis management centre. The centre will have the necessary equipment available for rapid activation during an emergency. The equipment includes communications equipment, emergency plans and procedures, a log to record all actions taken during the crisis, necessary office equipment and supplies and appropriate maps and building plans.
4. To assess the nature, degree and likelihood of threats to the organisation's interests (personnel, facilities, information and other assets) in order to determine the vulnerability to those threats to the organisation's personnel, facilities or assets.
5. To test the crisis management plan on a regular basis to ensure that it is feasible and realistic. Whenever the plan is found to be deficient, immediate corrections will be made.

## **5. Preparation for Incidents:**

### **a. General Emergency Procedures**

The summoning of emergency services is via the Reception Office following a member of the SLT's instruction. Ensure the following details are given:

- Caller's name
- College name and address, post code and return 'phone number
- Nature of emergency
- Which service(s) are being called
- Note time and name of person receiving your call

Out of College hours, contact emergency services by dialling 999. Then, call the on-duty member of the site team.

In the event of a major disaster, call all members of the Crisis Management Team – Headteacher to be called first.

### **a. Fire Procedures (also see Emergency Evacuation Procedures)**

The signal for evacuation will be the continuous ringing of the fire bell. Always evacuate the College if the fire alarm sounds – assume every alarm could be for real. Never re-enter the building while the alarm is still sounding and only after the Fire Officer has confirmed it is safe to do so.

On hearing the alarm, leave the room you are in; once all have left, close the door taking the 'room empty' tag to the roll call point. Proceed to the nearest safe exit, switching off lights, closing doors and windows **if possible**. Everyone must walk swiftly – not run – and take no belongings with them.

When outside the building, all must assemble at the assembly point. Check that all pupils/visitors/volunteers are accounted for by calling registers as practised. Staff must then report, once they are satisfied the roll call details are accurate, to the senior member of staff as to whether all of their pupils /visitors /volunteers, etc are safely out of the building. One member of staff must await, at the main College gate, the arrival of fire engines.

Teachers must know the fastest and safest route for evacuating their class when teaching; it is the responsibility of the Deputy Headteacher to define these routes to safety and inform all members of staff. Staff are responsible for helping to maintain clear access to that escape route at all times, and for helping to maintain access to the other escape routes. Teachers are responsible for evacuating volunteers or other visitors to assembly points in an emergency.

The **Headteacher** will organise day practice fire evacuations as appropriate- at least once each term and (ideally) before the end of the first week. The Head of Boarding will run evening practices. Each fire drill will be recorded in the fire log and monitored for effectiveness by the Deputy Headteacher. Fire extinguishers will be serviced and maintained as part of an annual contract. This contract will be monitored via the premises inspection. Any faults must be reported to the Operations Manager for immediate remedial action.

Emergency evacuation notices are displayed in all classrooms. The Site Manager will ensure that these notices are displayed in a prominent position as part of the premises inspection.

Any pupil with special needs must be given special consideration by their class teacher as to whether or not a Personal Emergency Evacuation Plan (PEEP) is required. This will need to be devised with the Health and Safety Co-ordinator, if the class teacher or ALNCO identify a particular problem.

A current fire risk assessment has been completed for these premises and will be reviewed on an annual basis or when any changes occur.

## **b. College Site Security Policy**

Myddelton College regards site safety and security as a very important part of its safeguarding work. Plans are in place to enable the College to manage and respond to incidents related to College security.

Myddelton College also has procedures for both controlling access and barring individuals from premises. The Colleges includes this within the College security plan but would normally expect to deal with an issue as it arises.

The DfE has recommended guidance on helping Colleges with accessing and barring of individuals from premises; this is available if required.

## 6. Other areas and activities to consider:

### First Aid Incident

The names of staff who have current first aid training qualifications are published and displayed in College. First aid boxes are kept around the College; locations of these are published. In case of doubt as to whether or not a child's parent should be immediately alerted, contact the Head of Prep School or Head of Section. Always err on the side of caution.

In the event of an accident, if the parents (and their nominated contacts) are unavailable, we may consider it wise to send the injured child or young person to hospital; in such cases, the pupil will be accompanied by a member of staff.

### a. Administration of Medicines

The College has a separate

policy on the arrangements for the administration of medicines and staff should make themselves familiar with the content of that document.

### b. Health Issues

#### 1. Smoking

In an effort to reduce the risk to health from passive smoking, there is a No Smoking Policy across the College site. This includes e-cigarettes.

#### 2. Alcohol and Drug Abuse

Staff under the influence of alcohol or drugs will be excluded from work and will be subject to disciplinary procedures.

- If you are feeling depressed or anxious about either your work or social situation , alcohol or drugs will not provide a long-term solution. To access help and support, you are advised to seek your doctor's advice and support.
- Some drugs prescribed for medical reasons are likely to impair judgment and lower concentration. If you feel you are affected when on medication please inform your line manager, so that additional arrangements may be made to safeguard you while at work.

### c. Staff Wellbeing

Stress is defined by the Health and Safety Executive as "the adverse reaction people have to excessive pressures or other types of demands placed on them." This distinguishes stress from the pressures or challenges that provide the motivation for everyday living. Being under pressure can often improve performance but, when demands and pressures become excessive, they can lead to stress.

People respond to pressure in different and individual ways. Much will depend on an employee's personality, experience, motivation and the support available from managers, colleagues, family and friends.

It is important that affected staff try to identify the factors that can give rise to stress (stressors) so that, where possible, their causes can be foreseen and appropriately managed before damage/harm is done. The Headteacher will liaise with staff in identifying the individual stressors and, where practicable, steps will be taken to minimise/eliminate these stressors. Workloads and stressors will be monitored on an on-going basis.

### d. Expectant Mothers

Pregnancy should not be equated with ill health. It should be regarded as part of everyday life and its health and safety implications can be adequately addressed by normal health and safety management procedures.

Whilst the Health and Safety Officer is available to give advice at any stage of the process, the

general principles of common risk assessment will apply once the pregnancy is announced.

#### **e. Communicable Diseases**

From time-to-time, infectious diseases will occur amongst pupils and staff. Infectious diseases are more common amongst College-aged children. Refer to the GP Surgery or Local Hospital in the first instance. Good personal hygiene precautions are crucial to prevent the spread of infections and hand washing is the single most important intervention in the control of cross-infection.

#### **7. College sections and areas Health and Safety:**

Heads and Leaders of Faculties, Departments and Houses are responsible for writing their sections' Risk Assessments, and Health and Safety Policies.

These policies should be consistent with the College's Policy and will reflect the specific needs, practices and hazards relating to the Department. These Departmental Policies will be part of the Departmental Guidelines issued to all members of staff teaching or working within the Department and held by the Head of Faculty and the Health and Safety Officer.

Colleges are not generally considered as dangerous places in which to work but they can still create risk of injury or to health. The hazards relevant to the College are regularly mentioned in meetings for staff, along with the safe procedures put in place to manage the risk.

#### **8. Duties on Employees:**

##### **a. Electrical Equipment**

All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely. The electrical equipment must be PAT tested to show it is safe. Any staff member, pupil or volunteer who changes, alters, extends or adapts electrical appliances must do so under the supervision of the member of the maintenance department.

##### **b. Maintenance schedules for machinery and equipment**

These are in place to ensure that all equipment is safe. Guidance notes will be kept individually by departments on the relevant machinery and equipment used by their staff and pupils. Where manufacturer's instructions are not available, the Head of section should liaise with the Health and Safety Officer to obtain such advice as may be needed.

##### **c. Moving and Handling**

All equipment must be moved safely. Large pieces of equipment must only be moved by people who have received training. PE equipment may be moved by pupils but they must be given clear instruction in the correct way to lift and handle items. Close supervision is appropriate at all times. If you are apprehensive about your capability to move goods, equipment or furniture, please either ask for help or do not undertake the activity. If equipment or files are kept over-head-height, then step-ladders or a step-up should be used. Where lifting equipment is provided, only those members of staff who have been trained in the use of the equipment may undertake this activity.

##### **d. Working at Height**

All work at height must be properly planned and organised to ensure that it is carried out safely. Chairs, furniture or other fixtures must not be used to work at height or to access it. Work at height is only carried out by staff who are competent for the work involved. Staff members who are expected to use ladders or step-ladders more than four rungs high will require training. Staff should contact the Maintenance Team if any work at height is necessary over four rungs high.

##### **e. Housekeeping and Catering**

The risk of injury within the workplace is most likely to be caused by the more mundane hazards as a result of poor housekeeping and catering practice. Trips and falls can be caused by trailing cables, objects left on floors, traffic routes blocked within rooms. It is the responsibility of the teacher or support staff member to ensure that their classroom or work space has clear traffic routes and that exit routes are kept clear. It is the duty of all staff to be vigilant and aware of possible hazards. If any spillages occur, these should be dealt with immediately.

The College is cleaned as per the cleaning schedule and will be monitored by the Operations Manager. All waste will be disposed of according to appropriate health and safety guidelines.

The College's catering team will be briefed and supervised by the catering manager.

**f. Lone Working**

It is recognised that, within the College or on site, there are posts where staff are required to work alone, even for a short period of time. It is the worker's responsibility to undertake a risk assessment of all risks associated with lone working on the College site. Staff who identify themselves as lone workers will be given all necessary information, instruction and training to enable them to recognise the hazards and appreciate the risks involved with working alone.

**9. Specific and Specialised Maintenance on site:**

**a. Control of Substances Hazardous**

Responsibility for implementation of the Control of Substances Hazardous Health (COSHH) Regulations, annual review and (where necessary) updating is delegated to the Maintenance Departments. The main departments that use these types of substances are Art, Science, Reprographics and the Site team.

Any hazardous substance used in the College

- must have a product safety data sheet,
- a hazard risk assessment for that substance.

A record of the arrangements currently in force is maintained by the Health and Safety Officer. It may be inspected by staff (or, indeed, by the Health and Safety Executive) at any time. Any colleague unsure of their position in relation to COSHH may consult the Health and Safety Officer or Operations Manager.

**b. The Science Department**

The Science Department may, at any time, hold a selection of hazardous, dangerous and radioactive substances. The Science Department liaises closely with the Health and Safety Officer in implementing CLEAPSS regulations, on behalf of the College, to ensure that the College complies with all good sense, important and responsible regulations.

**c. Pressure Systems**

All pressure vessel systems in the College are listed on the inventories of the departments concerned. All pressure vessel systems in the College are subject to annual inspection by appointed contractors. Safety certificates for all such systems are displayed in the vicinity of the system concerned. Systems identified as faulty are removed from use at once. Written inspection and reporting schemes for affected items are kept by the Health and Safety Officer and must be consulted prior to any inspection.

**10. Off-site Visits by Myddelton College staff, with or without pupils:**

The College has separate guidance and procedures for Off-site visits. Staff must ensure that, prior to planning, running or accompanying an off-site visit, they are aware of the College's procedures on

## **Use of College Minibuses and Other Vehicles:**

The Guidelines for Minibus Operation apply to all minibuses, other large passenger-carrying vehicles and 'people carriers' and are also the minimum standards to be applied to any vehicle hired for use on College business.

Eligibility to Drive – All drivers must:

- a. be aged 25 and under 65 and have held a full current driving licence for at least three years without 'own fault' claim or conviction; this minimum age is reduced to 23 for teachers appointed to teach physical education;
- b. be authorised by the Headteacher and Health and Safety Officer to drive a minibus;
- c. have passed appropriate minibus driver training and assessment.

Drivers of vehicles on the College site are subject to

- a. all normal regulations including keeping to the speed limit of 10 mph,
- b. the wearing of seat belts,
- c. driving carefully, safely and responsibly on every occasion.

Procedures are in place to notify the Operations Manager of any faults identified with the minibus. Guidance notes on what to do in case of an accident are kept in the glove compartment of the minibus.

## **11. Training and Information**

A staff training needs' analysis is undertaken by the Deputy Headteacher (Pastoral) in September each year. This is done in conjunction with all staff to identify any mandatory health and safety training required by those staff with specific responsibilities, as well as training which will enable or enhance performance further.

All members of staff receive a health and safety induction when they commence employment with the College and the induction will include specific elements of this policy being brought to their attention. The Headteacher will, wherever possible, support staff who choose to further their own professional training needs.

Staff are reminded to provide the Headteacher with at least 3 months' notice if qualifications relating to Health and Safety are due to expire: for example, First Aid.

Those staff who need to renew specialist qualifications – to enable them to teach subjects or aspects of subjects effectively and safely, should identify appropriate courses and then discuss their proposed training with the Deputy Headteacher. Teachers and coaches of games are likely to be within this category as are Boarding Houses' staff.

## **12. Monitoring Health and Safety**

Health and Safety standards must be monitored by the senior leadership team. The College's Directors will support initiatives and promote plans, asking appropriate questions to contribute to effective oversight of decision-making, by:

- asking Senior Leaders to present reports on health and safety as part of Advisory Committee meetings;
- asking the Headteacher and Health and Safety Officer to report findings following the annual premises inspection;
- asking staff speakers to report on health and safety at Governance meetings;

- asking staff and pupils about the importance of health and safety when touring the College.

## **Auditing**

As a means of confirming that the necessary systems for complying with legislation are in place, and are being followed, a health and safety audit will take place at least every 2 years. The action points identified through the audit will be presented to the Directors and subsequent actions will be agreed, as appropriate.

Myddelton College regularly monitors and reviews its Health and Safety policy to ensure it is reducing risks effectively. As part of this, the College's Health and Safety Committee:

- takes appropriate corrective action,
- shares learning,
- puts necessary improvements in place,
- is working to establish sensible performance measures.

## **Health and Safety Policy Review**

The College acknowledges that the Health and Safety Policy is a working document which includes details of policy and procedures relating to health and safety issues. The College SLT and Health and Safety Officer will regularly, systematically and efficiently monitor and update the policy as appropriate, and will undertake a formal review on an annual basis seeking endorsement from the Directors.

## **Immediate Reporting - Accident, Hazard and Faulty Equipment**

If any member of staff identifies a hazard or an unsafe piece of equipment/system of work, they should report it in the first instance to their line manager, Site Manager or Health and Safety Officer, depending on the hazard and its potential or actual impact on Health and Safety.

The following hazards are examples. This is not an exhaustive list:

- a. If the hazard is an unsafe piece of equipment/system, then you MUST inform your line manager immediately. The equipment/system should be isolated and a note clearly put on the equipment to say that it must not be used under any circumstances.
- b. If the hazard is a spillage, then you should contact a member of the maintenance team IMMEDIATELY, informing them of what the spillage is and where, so that they can contact the cleaners and ensure this is cleaned up straight away.
- c. If the hazard is blocking corridors, then you must contact a member of the maintenance team IMMEDIATELY informing them where the blockage is, so that this can be cleared.
- d. If the hazard is electrical cabling, then you MUST ensure that all staff and pupils are aware of the potential hazard by highlighting the area or you must cover the cables with correct cable covering so that all access is safe. If in any doubt you should take steps to isolate the equipment or work area in question, and to warn others of the hazard by posting warning notices.