



JUDGEMEADOW COMMUNITY COLLEGE

HEALTH AND SAFETY POLICY

Last reviewed date:

January 2018

Next review date:

January 2019

Responsibility of:

Business Manager/Senior Information Risk Officer

Judgemeadow Community College Health and Safety Policy

This Health and Safety Policy should be read in conjunction with the corporate Leicester City Council Health and Safety Policy Statement and Associated Safety Manual together with the Leicester City LEA Health and Safety Policy, which is, contained in Part B of that manual. This policy should also be read in conjunction with the G4S Health and Safety Policy for schools

1. GENERAL

- 1.1 The aim of the Governing Body is to provide a safe and healthy working and learning environment for staff, students and visitors.
- 1.2 The Governing body of Judgemeadow Community College notes the provisions of the **Health and Safety at work act 1974** must be met, along with the provisions of the newer regulations listed below:
- Management of Health and Safety at Work Regulations 1999**
 - Health and Safety at Work (General Risk and Workplace Management) Regulations 2016**
 - Control of Substances Hazardous to Health Regulations 2002**
 - Health and Safety (Display Screen Equipment) Regulations 1992**
 - Lifting Operations and Lifting Equipment Regulations 1998**
 - Manual Handling Operations Regulations 1992 (Miscellaneous Amendments) Regulations 2002**
 - Personal Protective Equipment at Work Regulations 1992**
 - Pressure Systems Safety Regulations 2000**
 - Provision and use of Work Equipment Regulations 1998**
 - Workplace (Health, Safety and Welfare) Regulations 1992**
 - Noise at Work Regulations 1989 and 2005**
 - Electricity at Work Regulations 1989**
 - Special Educational Needs and Disability Act 2001**
 - The Special Educational Needs and Disability Regulations 2014**
 - Special educational needs and disability code of practice: 0 to 25 years Education Act 2002**
 - Control of Asbestos at Work Regulations 2002 and 2006**
 - Management of Health and safety at work and Fire Precautions (Workplace) (Amendment) Regulations 2003**
 - The Food Hygiene (England) Regulations 2005**
 - The Food Information Regulations 2014**
 - Work at Heights Regulations 2005**
 - Code of Practice for DandT BS 4163:/2007**
 - The Equality Act 2010**

Which states that it is the duty of every employer to conduct his or her business in such a way as to ensure, 'so far as it is reasonably practicable', ("Practicable" is taken to mean "able to be achieved in the current state of knowledge") that persons who are not in his or her employment but who may be affected by it are not exposed to risks to their Health and Safety and accepts that it has a responsibility to take all reasonable practicable steps to ensure the Health and Safety of students, staff and others using the school premises or participating in school sponsored activities.

The definition of premises for this establishment is:

JUDGEMEADOW COMMUNITY COLLEGE AND GROUNDS - Including 'The Football Development Centre and AWP'

1.3 The outstations listed below will also be subject to Health and Safety policy outlines in this document when pupils/students of Judgemeanow Community College use the premises. However, the dedicated Health and Safety policies of these institutions will remain prevalent at all times. A copy of Judgemeanow Community College's Health and Safety policy will be distributed to all outstations. A copy of all the outstations own Health and Safety policy will be expected and sought and kept on file at Judgemeanow Community College.

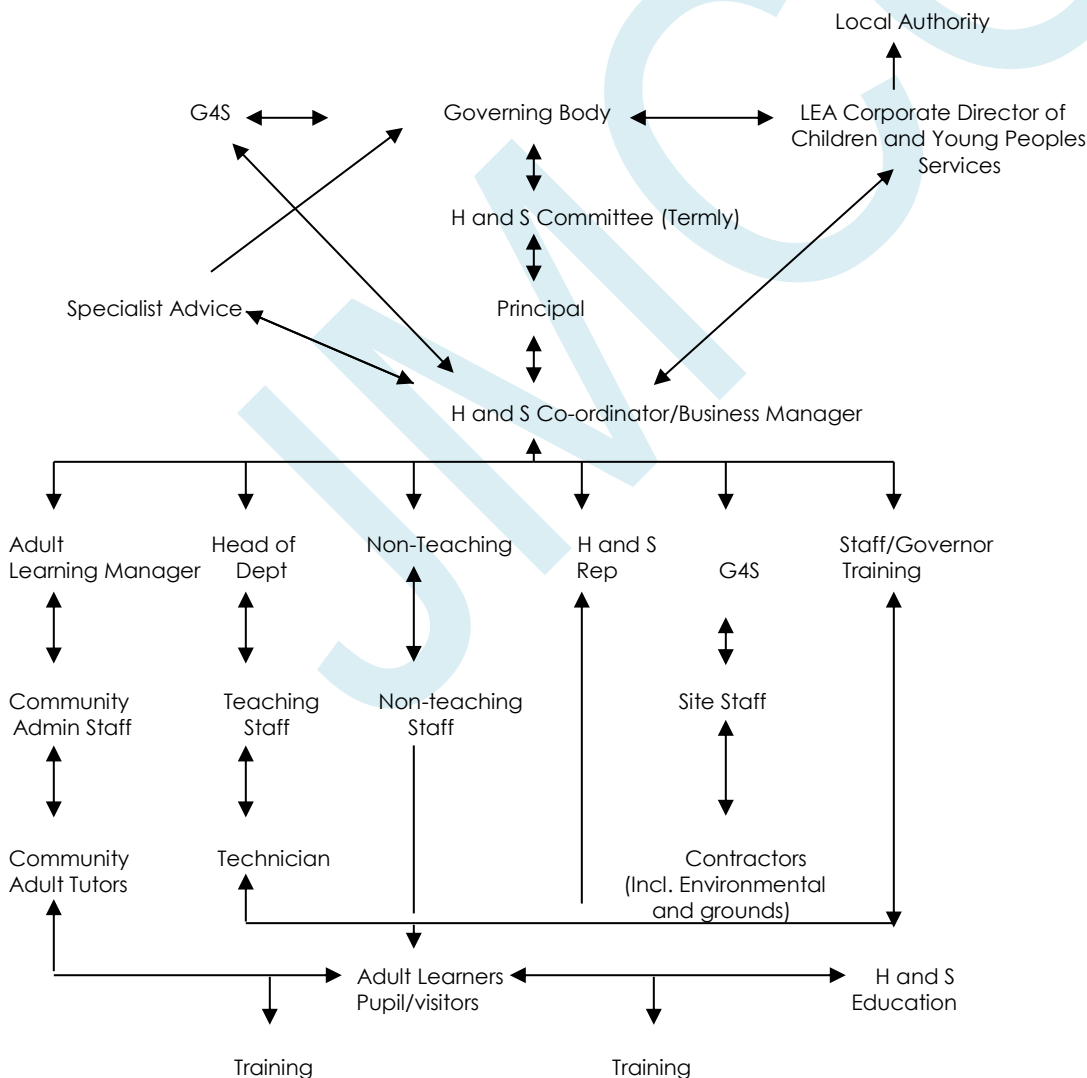
Evington Pool:

The governing body believes that the prevention of accidents, injury or loss is essential to the effective operation of the school and is part of the education of its students.

1.4 The aim of the governing body is "to provide a safe and healthy working and learning environment for staff, students and visitors" and that the work of those staff does not affect the health and safety of other people.

2. RESPONSIBILITIES

2.1 Organisational Structure at Judgemeanow



The current Health and Safety co-ordinator and Health and Safety representative (Senior Teacher) to meet weekly and report where necessary to staff and pupils.

The overall responsibility for Health and Safety will lie with the Governing Body, but the Health and Safety sub-committee will actively represent the governing body and will comprise of the following members.

Principal (or his/her delegated representative) (Chairman)
Vice Principal, Community Education (or his/her delegated representative)
1 member of teaching staff
1 member non-teaching staff
Health and Safety co-ordinator
Health and Safety representative
G4S Personnel

3. RESPONSIBILITIES/DUTIES OF THE GOVERNING BODY

3.1 The governing body of Judgemeanow Community College, in consultation with the Principal will:

- a) Make itself familiar with the requirements of the **Health and Safety at Work Act 1974**, any other Health and Safety legislation and codes of practices which are relevant to the work of the school, in particular **the management of Health and Safety at work regulations 1999 (S1 1999 No. 3242)**;
- b) **Health and Safety at Work (General Risk and Workplace Management) Regulations 2016**
- c) Maintain effective policy, organisation and arrangements for provision of Health and Safety throughout the school and grounds;
- d) Access periodically the effectiveness of this policy and ensure necessary changes are made;
- e) Identify and evaluate all risks related to:
 - (i) Accidents detailed in Health and Safety bulletin no. 2
 - (ii) Health
 - (iii) School sponsored activities (including work experience)
 - (iv) Pupils and their behaviour
- f) The governing body also requires the Principal to receive a report on their behalf to ensure adequate provision of care. This will apply to all types of off site activities and cover the following aspects:
 - (i) Pupil /Adult ratio, depending on age
 - (ii) Transport (current MOT roadworthy minibus)
 - (iii) Level of qualification (for certain activities)
 - (iv) First aid (see note)
 - (v) All off site activities (**Activity Centres (Young Persons' Safety) Act 1995**)
- g) Only allow teachers/non teachers driving the minibus for school purposes that have taken and passed a proficiency test as recommended and no other teacher/non teacher may drive a minibus. All authorised drivers will be expected to have undertaken full training. They will be certified and a record placed on their personnel file. The Finance Business Manager maintains a list of all authorised drivers.

3.2 In particular the Governing Body of Judgemeanow Community College undertakes to provide:

- a) A safe place for staff and pupils to work including safe means of entry and exit;
- b) Safe plant equipment and systems of work, and acknowledge and agree to comply with guidance circulated by the LEA regarding safe practice in specialist areas. This includes guidance regarding the necessity for prior training in the use of equipment perceived to constitute a risk and the need for regular servicing and maintenance of certain equipment.

The Governing Body recognises that all equipment will be inspected and/or serviced at regular intervals.

Item:	Frequency:	Location:
Photocopiers/ Printing equipment	Quarterly	Reprographics Humanities Office LRC Science Art Languages Maths
Electrical equipment	Yearly G4S	All departments
Non electrical science Kilns	Yearly Yearly G4S	Science Tech 9 store
Pressure Vessels	Yearly G4S	Science
Woodwork equipment Dustraction equipment	Yearly Yearly G4S	Wood/Metal (TN 2/3)
Metalwork equipment	Yearly	Wood/Metal (TN 2/3)
PE equipment	Yearly G4S 8 times a year	Gym Fitness Suite Sports Hall AWP

Other essential maintenance checks regarding health and safety are carried out by G4S at regular intervals.

The person designated to co-ordinate and record inspection/servicing of equipment will be G4S within the contract and will be overseen by Judgemeanow Community College Health and Safety Co-ordinator.

- c) Safe arrangements for the handling, storage and transport of articles and hazardous substances. (**COSHH – Control of Substances Hazardous to Health Regulations 2002**);
- d) Safe and healthy working conditions which take account of all appropriate:

- (i) Statutory requirements
- (ii) Codes of practice – whether statutory or advisory
- (iii) Guidance - whether statutory or advisory

- e) Supervision, training and instruction so that all staff and pupils can perform their activities in a healthy and safe manner. All staff will be offered the opportunity to receive Health and Safety training appropriate to their duties and responsibilities. Whether training is required by statute, or considered necessary for safety of staff, pupils and others, the Governing Body will ensure, within the financial resources available, that such training is provided. Pupils will receive such training as considered appropriate to Judgemeanow related activities, which they carry out. A record will be kept of all staff/pupil/student training by department heads;
- f) All persons using woodwork machinery will be required to have a certificate of competence before using circular saws, band saws, planers, thicknessers and spindle moulding machines; a copy of certificates will be held by the Technology Department.
- g) The Governors have delegated responsibility to monitor these curriculum areas and for provision of specific reports to be provided by the relevant Heads of Departments (i.e. Science, Art, Technology and Physical Education), via the Principal. The Governing Body has delegated responsibility for any areas not specified above to relevant heads of departments, who will report via the Principal and the Health and Safety Co-ordinator.
- h) Necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision; **Personal Protective Equipment at Work Regulations 1992** and **Health and Safety (Safety Signs and Signals) Regulations 1996**.
- i) Adequate welfare facilities.

3.3 So far as it is reasonably practicable the Governing Body, through the Principal or Health and Safety Co-ordinator, will make arrangements for all staff including temporary and those on fixed term contracts to review comprehensive information on:

- a) This policy;
- b) All other relevant Health and Safety matters;
- c) The instruction and training, which will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

4. RESPONSIBILITIES/DUTIES OF G4S

4.1 To create a safe environment within the school and grounds of Judgemeanow Community College having regard to the Authorities and schools responsibility to ensure the safety and security of all users who have a good reason to be in the school.

4.2 The contractor (G4S) will be responsible for the following scope of services:

- a. Hold a duty of care to notify the school of any matters in relation to the services which the contractor considers a hazard and should establish systems for the receipt from the Authority and dissemination to the Authority related parties and contractor related parties of all warnings and safety action bulletin notices published by the DFES and ensure appropriate action is taken and recorded centrally at the contractors expense.
- b. To produce, maintain and implement fire and emergency management procedures in accordance with statutory and insurance requirements;
- c. Carry out fire safety inspections and audits in accordance with statutory requirements;
- d. Maintain all firefighting and safety equipment in accordance with statutory requirements;

- e. A fully comprehensive Health and Safety service relating to the accommodation and services provided, covering all necessary training, health and safety plans, files, policies, surveys and tests. This also includes compliance with The Construction (Design and Management) Regulations 2007;
- f. Operating of buildings and associated infrastructure;
- g. Consultation with the following parties in relation to safety systems and operations:
 - The Police Authorities architectural liaison officer.
 - The Police Forces crime prevention officer and reduction and community safety unit.
 - Authorities Health and Safety Manager.
 - Schools Health and Safety Co-ordinator/Business Manager
- h. The school will provide personnel who are to be briefed and trained as fire wardens.
- i. Providing agreed fire warden duties
- j. Producing detailed fire procedures in conjunction with the school. These will be continually reviewed and updated as circumstances demand.
- k. All procedures must be sufficient to allow the discharge of legal obligations by the Authority in respect of staff, students and public.
- l. Provide all contractors related parties with suitable and appropriate personal protective equipment.

5. JUDGEMEADOW COMMUNITY COLLEGE HEALTH AND SAFETY REPORTING ARRANGEMENTS

Level 1

- a) The Principal or through the Health and Safety Co-ordinator.
- b) Takes day to day responsibility for overseeing that all Health and Safety matters in the Community College and grounds.
- c) Liaise with Governors, G4S or LEA on policy issues.
- d) Chairs the Community College Safety Committee (see page 4 of this policy) and ensures policy is activated.
- e) Ensures that problems in implementing the Health and Safety Policy are reported to the LEA.
- f) Liaise with G4S on Health and Safety issues

Level 1a

Health and Safety Co-ordinator (Business Manager)

- a) Liaises with level 2 informing them of Health and Safety regulations and report to level 1, Principal any problems.
- b) Act on reports from levels 2 and 3 within an agreed timetable depending on risk of low medium or high (needs immediate attention).
- c) Check Health and Safety procedures are followed in all departments.
- d) Display all Health and Safety information on Health and Safety notice board and Health and Safety folder in staff room and weekly bulletin when necessary.
- e) Act on all Health and Safety regarding Educational Visits and review the Health and Safety of pupils on Educational visits Policy annually.

Level 1b

G4S

- a) Hold a duty of care to notify the school of any matters in relation to the services which the contractor considers a hazard any student, staff or visitor.

- b) Act on reports from level 1 and 1b within an agreed timetable which sits within the Service contract.

Level 2

Heads of all departments/G4S

- a) Compile departmental procedures and review these annually.
- b) Arrange for staff to be informed or trained by communication.
- c) Check procedures are followed in the department.
- d) Ensure Safe methods of work exist and are implemented throughout their department/area of responsibility
- e) Act on reports received from level 3 and report problems to level 1a.

Level 3

Teachers/non teachers/technicians

- a) Check class rooms/work areas are safe.
- b) Check equipment is safe before use.
- c) Carry out/be aware of hazard identification and risk assessments as appropriate for their area of work.
- d) Ensure safe procedures are followed.
- e) Ensure protective equipment is used where required.
- f) Report defective equipment to level 1a through completing a Health and Safety report found in the staff room on the Health and Safety notice board
- g) Promote and achieve high standards of Health and Safety and suggest improvements and ways and means of reducing risks.

Level 4

Ensures that all visitors/contractors understand and follow Health and Safety requirements as appropriate.

COMMUNICATION will be two way at all times to ensure that teaching and non-teaching staff/safety reps and pupils/students are fully aware of all current issues/guidelines/developments.

6. DUTIES OF THE PRINCIPAL

- 6.1 As well as the general duties which all members of staff have (see point 8) the Principal as key manager has responsibility for the day to day maintenance and development of safe working practices and conditions for teaching staff/non-teaching staff, ancillary staff, pupils/students, visitors and any other persons using the premises or engaged in activities sponsored by the Community College. The Principal will take reasonable practicable steps to achieve this end and assign clear safety functions to the Health and Safety Co-ordinator, senior members of staff, heads of all departments, class teachers and all others as appropriate to levels 1a, 2, 3 and 4.
- 6.2 The Principal shall take all necessary and appropriate action to ensure that the requirements of all relevant legislation codes of practice and guidance are met in full at all times.
- 6.3 In particular the Principal of Judgemeanow Community College will:

- a) Be aware of the basic requirements of the **Health and Safety at Work Act 1974** and any other Health and Safety legislation and codes of practice relevant to the work of Judgemeanow Community College;
- b) Ensure at all times the Health and Safety and Welfare of staff, pupils and others using the school premises and facilities or services or attending or taking part in learning or other school sponsored activities;
- c) Ensure safe working conditions for Health, Safety and Welfare of staff, pupils and others using the school premises and facilities;
- d) Ensure safe working practice and procedures throughout the Community College are activated through the Health and Safety Co-ordinator;
- e) Consult with the Health and Safety Co-ordinator and members of staff on Health and Safety issues via an established Community College Safety Committee;
- f) Identify the training needs of staff and pupils and make recommendations to the Governing Body on resource implications of meeting such needs;
- g) Encourage staff, pupils/students and others to promote Health and Safety;
- h) Encourage staff, pupils/students and others to achieve the highest possible standards and discipline to those who consistently fail to consider their own wellbeing or Health and Safety of others;
- i) Monitor first aid and welfare provision;
- j) Monitor the effectiveness of the safety management/communication structure in conjunction with the Governing Body;
- k) Collate accident information and, when necessary, carry out accident and incident investigations and report all accidents and serious occurrences to the LEA.

7. DUTIES OF THE HEALTH and SAFETY CO-ORDINATOR/BUSINESS MANAGER

- 7.1 Will, in consultation with the Principal of Judgemeanow Community College, take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.
- 7.2 In particular, in consultation with the Principal, take note of points 5.3 a, b and c, and will:
 - a) Also ensure all risk assessments are carried out relating to the buildings and grounds of Judgemeanow Community College and consult with Head of Department on all other activity risk assessments to enable the prompt identification and elimination of potential hazards;
 - b) Carry out periodic reviews and safety audits on finds of the risk assessment and report to the principal any resource implications;
 - c) Encourage staff, pupils/students, visitors and contractors to promote Health and Safety;
 - d) Ensure that any defects on the premises, it's plant equipment or facilities that relate to or may affect the Health and Safety of staff, pupils and others are made safe without delay through the G4S helpdesk;
 - e) Monitor the standard of Health and Safety throughout the Community College, and liaise with all staff and G4S

8. DUTIES OF G4S

- 8.1 Will, in conjunction with the Authority and Judgemeanow Community College, take all necessary and appropriate actions to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.

8.2 In particular, in consultation with the Business Manager will:

- a) Develop, implement and maintain a Health and Safety plan for the school
- b) Should integrate with all of the schools plans and procedures relating to health and safety.
- c) Shall provide and maintain first aid kits, other safety equipment and all related consumables in the school in accordance with health and safety legislation and requirements.
- d) Provide suitable PPE.
- e) Carry out fire evacuation drills in conjunction with the school and at the schools request.
- f) Shall produce detailed procedures for a variety of emergency situations in conjunction with the Authority and the school. These procedures must be continually updated and reviewed as circumstances demand.
- g) Shall ensure safety systems are compliant with statutory regulations and service standards at all times.

9. DUTIES OF SUPERVISORY STAFF

- 9.1 All establishments will display the statutory notice prepared by the Health and Safety Executive (HSE) detailing Health and Safety Law and local HSE contact numbers. All supervisory staff (e.g. heads of departments, co-ordinators, science technicians) will make themselves familiar with the requirements of the **Health and Safety at Work, etc. Act 1974** and any other Health and Safety legislation and Codes of practice, which are relevant to the work of their area of responsibility.
- 9.2 In addition to the general duties which all members of staff have (see 5.0), they will be directly responsible to the Principal or member of staff nominated by them to have overall day-to-day responsibility for the implementation and operation of the School/College Health and Safety Policy in their relevant departments and areas of responsibility.
- 9.3 They will take a direct interest in the School/ College Health and Safety policy and in helping other members of staff, pupils and others and others to comply with its requirements.
- 9.4 As part of their day-to-day responsibilities, they will ensure that:
- a) Safe methods of work exist and are implemented throughout their department;
 - b) Health and Safety regulations, rules, procedures and Codes of Practice are being applied effectively;
 - c) Staff, pupils and others under their management are instructed in safe working practices;
 - d) New employees working within their department are given instructions in safe working practices.
 - e) Regular safety inspections are made of their area of responsibilities required by the Principal or Governing Body by having time made available during directed time;
 - f) Positive, corrective action is taken where necessary to ensure the Health and Safety of all staff, pupils and others;
 - g) All plant, machinery and equipment in the department in which they work is adequately guarded;
 - h) All plant, machinery and equipment in the department in which they work is in good and safe working order;

- i) All reasonable practicable steps are taken to prevent the unauthorised and improper use of all plant, machinery and equipment in the department in which they work;
- j) Appropriate protective clothing and equipment, first-aid and fire appliances are provided and ready and are readily available in the department in which they work;
- k) Toxic hazardous and highly flammable substances in the department in which they work are the subject of a written risk assessment, correctly used, stored and labeled;
- l) Monitor the standard of Health and Safety throughout the Department in which they work, encourage staff, pupils and others to achieve the highest possible standards of Health and Safety and discipline those who fail to consistently to consider their own wellbeing or the Health and Safety of others;
- m) All signs meet the statutory requirements;
- n) All Health and Safety information is communicated to the relevant persons.
- o) They report, as appropriate, any Health and Safety concerns to the Health and Safety Co-ordinator using the appropriate Health and Safety Report Forms.

10. DUTIES OF ALL STAFF

10.1 All staff will make themselves familiar with the requirements of the **Health and Safety at Work, Etc Act 1974** and any other Health and Safety legislation and Codes of Practice which are relevant to the work of the department in which they work. They should:

- a) Take reasonable care of their own Health and Safety and any other persons who may be affected by their act or omissions at work;
- b) Co-operate with their employers on health and safety matters and not interfere with or misuse anything provided for their health, safety and welfare.

10.1.1 All staff are expected to familiarize themselves with the Health and Safety aspects of their work and to avoid conduct which would put them or anyone else at risk.

10.2 All members of staff will:

- a) Be familiar with the Health and Safety Policy and all safety regulations as laid down by the Governing Body;
- b) Ensure Health and Safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils;
- c) See that all plant, machinery equipment is adequately guarded;
- d) See that all plant, machinery, equipment is in good and safe working order;
- e) Not make unauthorized or improper use of plant, machinery or equipment;
- f) Use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied;
- g) Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labeled in accordance with their written risk assessment and comply with the **Control of Substances Hazardous to Health Regulations 2002 (COSHH) and 2004 ammendment**.
- h) Report any defects which they observe in the premises, plant, equipment and facilities to the Business Manager;
- i) Report all accidents and near misses using the Education Department accident reporting procedures;
- j) Take an active interest in promoting Health and Safety and suggest ways of reducing risks.
- k) Adhere to any guidelines that have been published by G4S after consultation with the school.

11. HIRERS, CONTRACTORS AND OTHERS

11.1 When the premises are in use for purposes not under the direction of the Principal of Judgemeanow Community College then, **subject to the explicit agreement of the Governing Body**, the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices as indicated in paragraphs 5 and 6 of this document. (Lettings Agreement)

The Governing Body notes its residual responsibility for the control of premises and will take all reasonable steps to ensure that such persons detailed above comply with the terms of this Policy.

11.2 The Principal/Governing Body or their designated representative will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operation in such a manner that all statutory and advisory safety requirements are met at all times. Contractors will make contact with the main reception on their arrival and sign in the appropriate contractors visitors book.

11.3 G4S will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operation in such a manner that all statutory and advisory safety requirements are met at all times. Contractors will make contact with the main reception on their arrival and sign in the appropriate contractors visitors' book with G4S at all times. All contractors will have the appropriate DB clearance to work in isolation within the school. Any contractor who does not have DB clearance **will be accompanied by G4S at all times.**

11.4 When the premises or facilities are being used out of the normal College hours for an activity then, for the purposes of this Policy, the organiser of that activity, even if an employee, will be treated as a hirer and comply with the requirements of this section.

11.5 When the premises are hired to persons outside the employ of the Governing Body, it will be a condition for all hirers, contractors and others using the premises or facilities that they are familiar with this Policy, that they comply with all safety directives of the Governing Body and that they do not, without the prior consent of the governing body:

- a) Introduce equipment for use on the School/ College premises;
- b) Alter fixed installations;
- c) Remove fire and safety notices or equipment;
- d) Take any action, which may create hazards for persons using the premises or the staff or pupils/ students of that School/College.

Hirers must:

- a) Adhere to the capacity figures detailed on any lettings documentation and obtain insurance for public liability.
- b) Adhere to the LEA's direction on the total ban on corporal punishment on all educational premises.
- c) Sign the Agreement of Terms and Conditions of Hire.
- d) Not smoke within any area of the grounds or building

- e) Only permitted to consume alcohol if prior permission is given by the school and a license is obtained.

All contractors who work on the premises are required to ensure safe working practices by their own employees under the provisions of the **Health and Safety at Work, Act 1974** and must pay due regard to the safety of all persons using the premises in the accordance with the SS.3-4 of the **Health and Safety at Work, etc Act 1974 and Management of Health and Safety at Work Regulations 1999, also Health and Safety at Work (General Risk and Workplace Management) Regulations 2016**

- 11.6** In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Principal, Business Manager, G4S or their representative will take such actions as are necessary to prevent persons in his or her care from a risk or injury.
- 11.7** The Governing Body will draw the attention of all users of the premises (including hirers and contractors) to S.10 **Health and Safety at Work, etc Act 1974**, which states that no person shall intentionally or wrecklessly interfere with, or misuse, anything which is provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions.

12. ARRANGEMENTS FOR CONSULTATION ON HEALTH and SAFETY

- 12.1** The Governing Body has agreed that the mechanism for consultation with teaching staff/non-teaching staff and, where appropriate, contractors will be through the Health and Safety Co-ordinator who in turn reports to the Health and Safety Committee/Governing Body.

12.2 ARRANGEMENTS FOR THE SUPERVISION OF PUPILS AND SAFEGUARDING

- 12.3** For the purpose of this policy document the school day is defined as 8.20 until 14.55 with extra activities until 4:30pm. However, it is also recognised that this policy also applies to cover using school transport until such time that they have left the school site and Adult Community daytime and evenings

- 12.4** School policies are available and understood by staff and students on
- Sending students home
 - Snow routine
 - Wet weather routine.
 - Trips/visits

12.5 Break and lunchtimes

The Governing Body has agreed that an adequate number of people will be on duty during all break and lunchtimes.

The Principal is delegated by the Governing Body to ensure that all staff engaged in supervisory duties is provided with basic understanding of the schools agreed policy on pupil behaviour, how to report incidents and how to obtain first aid assistance.

12.6 Pupils taking medicine

The Governing Body have agreed to comply with the evidence detailed by the Leicester City LEA.

13. ARRANGEMENTS FOR SCHOOL VISITS/TRIPS

A comprehensive document covering all Health and Safety of pupils on Educational visits is a supplementary policy, papers 1 to 8, Bulletin 33, the DfEE health and Safety of pupils/students on Educational visits and The Protection of Young People in the Context of International visits. These must always be adhered to by all members of staff before any kind of visit/trip takes place and co-ordinated with the Health and Safety/ Educational visits Co-ordinator/Business Manager.

- 13.1 It is the policy of Judgemeanow C.C that, in organised escorted trips off college premises, those responsible undertake to read and adhere to the guidelines within this supplementary policy stated above. These guidelines represent best practice in such situations and the Governing Body will undertake to review their applicability on a regular basis.

14. RISK ASSESSMENT

- 14.1 Risk assessment responsibilities will be carried out and co-ordinated by the Health and Safety Co-ordinator/Business Manager and appropriate high-risk areas such as Science, Technology and PE in order to comply with current and future legislation. The Governing Body will enable officers of the Leicester City LEA or their agents to carry out risk assessments in respect of landlord items that are maintained by G4S.

All risk assessment surveys will identify all defects and deficiencies together with the necessary remedial action or risk control measures. All risk assessments will be recorded for the whole of Judgemeanow Community College and grounds and inspected regularly.

Appropriate risk assessments will be carried out before any off-site activity takes place and placed on file using EVOLVE with the Education Visits Coordinator/Health and Safety. No trip/visit/off-site activity will be allowed to take place without a current up to date risk assessment. All trips will be registered on the EVOLVE PROGRAMME. All residential and overseas trips will be authorised by the LEA.

- 14.2 Under the **Control of Asbestos at Work Regulations 2002** Asbestos is managed by the Leicester Authority and the arrangements and plans for removal are in place through the Asset Management Plan. The Asbestos Survey is reviewed annually kept up to date on site. All Contractors who are to commence work on site must be made aware of location of all asbestos and will carry out any work appropriately.
Asbestos will only be removed by registered Asbestos Removal Contractors approved by Leicester City Council and overseen by a specialised Asbestos consultancy agency.

In respect of Asbestos all of the new build no asbestos is present.

- 14.3 Under the **Health and Safety at Work Act etc 1974** and **Control of Substances Hazardous to Health Regulations 2002** all hot and cold water supplies are monitored for Legionellosis on a quarterly basis and risk assessments are kept on site.

15. FIRST AID

- 15.1** The Governing Body acknowledges its responsibility for implementing the requirements of the First Aid Regulations and has identified the HS Co-ordinator as the appointed person to ensure that the establishment has First Aid cover at all times. A record will be made of each occasion any member of staff; pupil or other person receives first aid treatment either on the Community College Premises or as part of a Community College activity.

Where First Aid is unable to be provided by the College, Marketing/Languages Manager or Business Manager in writing, will give notification to the affected group.

The College's qualified First Aiders are Lead First Aider, and relevant fully qualified first aiders and a number of staff throughout the school who are trained to appointed persons.

The College's First Aid boxes are located in the Medical Room and all the departments are marked with a white cross on a green background. It is the responsibility of G4S and Lead First Aider to ensure that all first aid boxes are maintained in accordance with the specified regulations.

G4S will provide a number of staff with an appropriate first aid qualification and training in emergency responses as required by legislation.

16. EMERGENCY PROCEDURES

16.1 Illness

The appointed Lead first aid person will be contacted, assess the situation and take appropriate steps.

In the case of pupils, parents will be asked to provide an emergency contact number and to alert the school of any known health problems e.g. diabetes, asthma etc. This record will be kept on the pupil's record in the Administration Department and key medical requirements within the First Aid Room.

In the event of serious illness an ambulance will be called.

16.2 Accidents

The Governing Body has read and agrees to comply with the guidance detailed in Health and Safety bulletin number 2 – Reporting Accidents and Dangerous Occurrences.

- 16.3** The Governing Body acknowledges its legal duty to notify the Health and Safety Executive of major accidents and occurrences as identified in the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. This will be through the S02 online service reporting system, which highlights every event to the Corporate Health and Safety Team.**

17. FIRE AND OTHER EMERGENCIES

The Governing Body acknowledges its responsibility to ensure that where practicable all visitors are aware of these procedures and have read and agreed to comply with the guidance detailed in bulletin number 6 Fire Precaution – Workplace Regulations (1997), and the agreed procedure for evacuation of the premises in the event of fire or other emergencies are posted in all classrooms.

G4S will provide appropriate fire-fighting equipment following risk assessments and they will be made available within the school. They will be inspected and serviced by an approved contractor on an annual basis by G4S, who also keeps a record.

Staff and pupils will rehearse emergency plans regularly. (At least once per term) The result of such rehearsals will form part of the regular risk assessment survey and the outcome will be reported to the Governing Body.

Under the **Fire Precautions Act 1971** and the **Fire Precautions (Workplace) Regulations 1997 (as amended)** and the **Fire precautions (Workplace) (Amendment) Regulations (1999)** a supplementary Fire Risk Assessment Policy forms part of this Health and Safety Policy, Appendix 1

18. STRESS MANAGEMENT

- 18.1 The Governing Body recognises that stress can create many harmful effects for both Judgemeanow and for the individual, and acknowledges its importance for resource management and for all individual welfare.
- 18.2 The Governing Body is committed to reducing work related stress in the workforce by effective management techniques and providing an environment where stress can be positively discussed.
- 18.3 A stress audit will be undertaken twice a year with all teaching and Support staff.

19. VIOLENCE AT WORK

Violence at work, actual or potential, is an increasing cause of stress. The Governing Body acknowledges its duty of care to take steps that are practical to reduce and protect staff from any such incidents in which an employee is abused, threatened or assaulted by a student, pupil or a member of the public in circumstances that arise out of the course of his or her employment.

All employees also have a duty to take reasonable care for the Health and Safety of his/herself and other people who may be affected by their actions at work.

All violence considered in this Health and Safety policy does not only include physical force to the person or any part of the property on the grounds of Judgemeanow but also verbal abuse, threats, gestures, innuendoes, sexual or racial harassment, (ESSAC's definition of violence).

The governing body will give its full support to any member of staff who has suffered violence at work and will not perceive that the individual through reporting an act of violence will reflect in his/her ability to carry out their duties. The Governing Body expects incidents of actual assault to be reported to the police and to the city council by a senior manager.

20. WORKING ALONE

It is acknowledged that working alone can be both stressful and also create a risk to the individual becoming a subject to violence at work. Mechanisms for situations where it is necessary for staff to work alone will be in place to support staff and a risk assessment compiled.

21. ACCESS

The Governing Body recognises its statutory duties under the **Disability Discrimination Act 1995: Part 4** and **(as amended by the Special Educational Needs and Disability Act 2001)**.

22. SCHOOL SECURITY

G4S will provide a security management service 24 hours a day, every day throughout the year, throughout the life of the services period. They will provide a safe and secure environment established and maintained for all users of the building in conjunction with the school.

Digital enhanced CCTV security system is in operation monitoring and recording to protect all staff, pupils and visitors. All visitors and Contractors are required to sign in on their arrival and wear-approved badges.

A trespass incidents and vandalism record book is in place to record and, where practical, eliminate any problems which could be seen to cause concern to any employee or visitor to Judgemeanow.

A panic button is also located at the main reception. This should only be used in an emergency situation where the member of staff feels at risk. This along with the CCTV security will be tested by G4S for connection to the relevant body.

23. ENVIRONMENTAL PROTECTION ACT

23.1 The governing Body has established procedures to comply with the **Environmental Act 1990 and the Code of Practice.**

24. ARRANGEMENT FOR MONITORING AND REVIEWING THE POLICY STATEMENT

24.1 This policy came into effect on January 25 1995. (1st Edition).

24.2 Reviewed and updated February 23 1998. (2nd Edition).

23.3 Reviewed and updated March 3 1999. (3rd Edition).

23.4 Reviewed and updated October 6 1999. (4th Edition).

23.5 Reviewed and updated September 11 2000. (5th Edition).

23.6 Reviewed and updated October 5th 2001. (6th Edition)

23.7 Reviewed and updated December 12th 2001. (7th Edition)

- 23.8** Reviewed and updated October 15th 2002. (8th Edition)
- 23.9** Reviewed and updated May 22nd 2003. (9th Edition)
- 23.10** Reviewed and updated April 30th 2004 (10th Edition)
- 23.11** Reviewed and updated November 30th 2005 (11th Edition)
- 23.12** Reviewed and updated July 25th 2006 (12th Edition)
- 23.13** Reviewed and updated July 8th 2007 (13th Edition)
- 23.14** Reviewed and updated 1st July 2008 (14th Edition)
- 23.15** Reviewed and updated 1st June 2009 (15th Edition new school)
- 23.16** Reviewed and updated 1st December 2010 (16th Edition)
- 23.17** Reviewed and updated 4th December 2011 (17th Edition)
- 23.18** Reviewed and updated 7th December 2012 (18th Edition)
- 23.19** Reviewed and updated 14th December 2013 (19th Edition)
- 23.20** Reviewed and updated 8th December 2014 (20th Edition)
- 23.21** Reviewed and updated 27th November 2015 (21st Edition)
- 23.22** Reviewed and updated 21st July 2016 (22nd Edition)
- 23.23** Reviewed and updated 3rd January 2018 (23rd Edition)

24.

The Governing Body, through its Health and Safety Co-ordinator and Health and Safety Committee, will review this Policy Statement on an annual basis or more frequently should the need arise, e.g. on the publication of new regulations or on the receipt of new documentation from the Leicester City LEA or G4S

25.

The arrangements outlined in this policy statement and various other safety provisions made by the Governing Body cannot in themselves prevent accidents or ensure safe and healthy working conditions. This can only be achieved through the adoption of safe methods of work and good practice by every individual including in partnership with G4S. The Governing Body will take all reasonable steps to identify and reduce hazards to a minimum, but all and students must appreciate that their own safety and that of others also depends upon their individual conduct and vigilance while on the school premises, or while taking part in school sponsored activities.

Name/Position:	Sign:	Date:
Ms Alex Petrie Principal		
Ms Lorraine Oreilly Chair of EIP Governing Body		
Mr Neil Lewis Health and Safety Co-ordinator / Business Manager		

Signature:

Date:

