

## Health and Safety Policy

Person Responsible:	Business Manager
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## 1. Aims

The Trustees believe that ensuring the health and safety of staff, students and visitors is essential to the success of the College. Our college aims to:

- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures amongst staff, students and all visitors to the college site
- Have robust procedures in place in case of emergencies

- Ensure that premises and equipment are maintained safely, and are regularly inspected
- Take action to prevent accidents and work-related health issues.
- Identify and control work activities and hazards through risk assessment.
- Comply with all relevant statutory duties and legal requirements as a minimum standard and adopt best practice to further minimize risks to health and safety wherever possible.
- Provide effective information, instruction, training and supervision as needed to enable our employees to understand and meet their health and safety responsibilities.
- Monitor and review systems to make sure they are effective.
- Develop and maintain a positive health and safety culture through communication and consultation with employees on health and safety matters.
- Set targets and objectives to develop a culture of continuous improvement.
- Ensure adequate welfare facilities exist at the College.
- Ensure adequate resources are made available with sufficient promptness to support the implementation of health and safety measures.

## 2. Legislation

This policy is based on advice from the Department for Education on health and safety in schools, guidance from the Health and Safety Executive (HSE) on [incident reporting in schools](#), and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which require employers to protect their staff from falls from height

The school follows [national guidance published by UK Health Security Agency \(formerly Public Health England\)](#) and government guidance on [living with COVID-19](#) when responding to infection control issues.

This policy complies with our funding agreement and articles of association.

## 3. Roles and responsibilities

### 3.1 Trustees

The trustees have ultimate responsibility for health and safety matters in the college but will delegate day-to-day responsibility to the Principal.

The trustees have a duty to take reasonable steps to ensure that staff and students are not exposed to risks to their health and safety. This applies to activities on or off the college premises.

The trust, as the employer, also has a duty to:

- Assess the risks to staff and others affected by college activities to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided

## **3.2 Principal**

The Principal is responsible for health and safety day-to-day. This involves:

- Implementing the health and safety policy
- Ensuring there is enough staff to safely supervise students
- Ensuring that the college building and premises are safe and regularly inspected
- Providing adequate training for college staff
- Reporting to the board on health and safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments are completed and reviewed
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

In the Principal's absence, the Business Manager assumes the above day-to-day health and safety responsibilities.

## **3.3 Health and Safety lead**

The nominated health and safety lead is the Site Manager. The health and safety lead shall be overseen by the Business Manager.

## **3.4 Staff**

College staff have a duty to take care of students in the same way that a prudent parent/carers would do so.

Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Co-operate with the college on health and safety matters
- Work in accordance with training and instructions
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Model safe and hygienic practice for students
- Understand emergency evacuation procedures and feel confident in implementing them

Office staff play a crucial role in ensuring that no one arriving at the college poses a health and safety or security risk.

Trained first aiders will administer first aid to staff, students or visitors following incidents.

It is the responsibility of all staff to resolve hazardous situations themselves if they discover them and if they can do so. If they are not able to resolve the situation, they must take temporary measures to make the area safe and then report the matter:

- to reception for immediate attention by the site team
- on the helpdesk system
- Using either the student incident reporting system or HR accident report procedures if the incident relates to staff

### **3.5 Students and parents/carers**

Students and parents/carers are responsible for following the college's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

### **3.6 Contractors**

Contractors will agree health and safety practices with the Health and Safety Lead / Business Manager before starting work. Before work begins, the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

## **4. Risk assessment**

The college regards risk assessment as the crux of health and safety decision making and the principal tool for developing suitable preventative and protective control measures. The College will conduct documented risk assessments for all activities and situations for which there is a significant foreseeable risk. All risk assessments will be reviewed annually or earlier if significant changes occur.

### **4.1 Risk Assessment Procedure**

Except for risk assessments for Display Screen Equipment (DSE), Control of Substances Hazardous to Health (COSHH) and Manual Handling for which there are specific formats, staff will be required to carry out all other risk assessments using the same procedure and forms to ensure consistency of approach throughout the College.

### **4.2 Specific Risk Assessments**

In addition to the General Risk Assessment, the College will produce and maintain a library of risk assessments dealing with activities and situations, for which there are specific inherent risks and for which a dedicated risk assessment is required. These risk assessments will be carried out by a variety of staff, dependant on their positional responsibility and/or their competency in the specific topic being assessed.

## **5. Site security**

The Site Manager is responsible for the security of the college site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

OM Security and the Site Manager are key holders and will respond in an emergency.

Before we select contractors, we will ensure that they not only have a good work record, but also a good health and safety record so that when invited onto our premises, they will not endanger any members of staff, students or visitors by their actions or failure to act.

## **6. Fire**

The college will complete and regularly review a Fire Risk Assessment of college sites, which is repeated every 3 years. Remedial actions resulting from these Fire Risk Assessment will be reviewed by The Board.

A log of all records of in-house fire checks will be kept.

### **6.1 Fire Precautions**

Fire and emergency evacuation procedures, including details on the specific responsibilities of staff, emergency contact numbers, secondary evacuation points etc. are described in full in the *Great Oaks College*

*Emergency Plan*. These procedures will be reviewed at least annually and are made available to all staff as part of the College's induction process.

A pictorial *Evacuation Plan*, on laminated paper, is posted on the inside of each room of the building showing the rooms location, the route to the nearest exit, all other secondary exits in case the preferred exit cannot be accessed and the location of the assembly point. The plans will be updated as changes occur.

Evacuation procedures are also made available to all contractors / visitors. Emergency exits, fire alarm call points, assembly points etc. are clearly identified by safety signs and notices.

## **6.2 Fire Drills**

Fire drills are undertaken termly and results, including the date, time taken to evacuate and any problems encountered recorded. If any issues are encountered during evacuation, remedial actions will be taken to resolve the matter and the drill repeated in the same term to confirm they have been successful.

The fire alarm is a loud [continuous bell/buzzer} – details will be updated later for all sites.

Fire alarm testing takes place once a week. New staff will be trained in fire safety, and all staff will be made aware of any new fire risks.

## **6.3 Firefighting**

Staff are not expected to fight fires and are actively advised not to do so during annual fire awareness training unless they have no choice because their exit is blocked.

Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident, they can use them without putting themselves or others at risk

## **6.4 Personal Emergency Evacuation Plans (PEEPS)**

A PEEP will be completed for any member of staff or student with mobility needs to ensure that adequate precautions are in place to ensure their safe evacuation. A PEEP will also be carried out for anyone with a temporary disability, e.g. as a result of an accident or illness.

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services are contacted. Evacuation procedures will also begin immediately
- Staff and students will congregate at the assembly points. These [assembly points] details will be updated later for all sites.
- Class teachers are designated fire wardens and will take a register of students, which will then be checked against the attendance register of that day
- The Fire Evacuation Manager will take a register of all staff
- Staff and students will remain outside the building until the emergency services say it is safe to re-enter

Detailed instructions are included in the Fire Evacuation Plan for each site.

A fire safety checklist can be found in appendix 1.

## **7. First Aid**

There are sufficient first aid qualified members of staff and sufficient first aid facilities within the College to ensure that staff, students and visitors will receive appropriate care in the event of injury or illness during normal College operating hours and during extended College activities and official off-site activities. Contents of College First Aid kits are regularly checked and maintained by the Nurse.

## **8. COSHH**

Colleges are required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals

- Fumes
- Dusts
- Vapors
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by the Site Manager and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

Hazardous projects are stored in lockable cupboards and students are only permitted to access these when a risk assessment has been carried out to determine that it is safe to do so and if the activity is supervised by a member of staff.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

## **8.1 Gas safety**

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer
- Gas pipework, appliances and flues are regularly maintained
- All rooms with gas appliances are checked to ensure they have adequate ventilation

## **8.2 Legionella**

- A water risk assessment is completed by a competent external consultant and will be reviewed regularly. The Site Manager is responsible for ensuring that the identified operational controls are conducted and recorded
- This risk assessment will be reviewed regularly and when significant changes have occurred to the water system and/or building footprint
- Records are completed of monthly water temperature checking and weekly water flushing.
- Maintenance of the hot water system, including disinfection and descaling, is carried out by an appropriate contractor.
- Thermostatic Mixing Valves (TMV) are fitted to all taps and showers to limit hot water to a maximum of 43 degrees centigrade and prevent scalding, whilst still allowing hot water pipes to remain at 55 degrees plus.

## **8.3 Asbestos**

- An asbestos register and asbestos management plan are in the place for college sites that contain asbestos and this is regularly reviewed.
- Staff are briefed on the hazards of asbestos, the location of any asbestos in the college and the action to take if they suspect they have disturbed it.
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work.

- Contractors will be advised that if they discover material that they suspect could be asbestos, they will stop work immediately until the area is declared safe
- A record is kept of the location of asbestos that has been found on the college site

## 9. Equipment

All equipment and machinery are maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place.

When new equipment is purchased, it is checked to ensure it meets appropriate educational standards.

All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

### 9.1 Electrical equipment

- All staff are responsible for ensuring they use and handle electrical equipment sensibly and safely
- Any student or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- Any potential hazards will be reported to the helpdesk immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Only trained staff members can check plugs
- Where necessary, a portable appliance test (PAT) will be carried out by a competent person
- All isolator switches are clearly marked to identify their machine
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

### 9.2 Sports and Gym equipment

- Students are taught how to carry out and set up sports and gym equipment safely and efficiently. Staff check that equipment is set up safely
- Any concerns about the condition of the equipment will be reported to the helpdesk.

### 9.3 Display screen equipment

- All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time
- The College considers all office staff, college management and teachers to be DSE users as a matter of course. Other DSE users will continue to be identified through training needs analysis and staff performance appraisal. All DSE users are required to complete a DSE Self-Assessment (see appendix 2)
- If DSE users identify any issues in their self-assessment, the HR Officer will ensure that they are following good practice and arrange for reasonable adjustments to be made, if required (e.g. purchase of new or specialist equipment or furniture.)
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use). If the eyesight test shows that an employee needs special glasses prescribed for the distance the screen is viewed at, then the college will contribute towards the cost of standard corrective lenses up to a maximum amount agreed by the Board. If staff wish to have more expensive fashion



frames, they will be required to pay the difference. A contribution will not be made towards normal eyesight deterioration, i.e. long or short-sightedness.

## 9.4 Specialist equipment

Parents/carers are responsible for the maintenance and safety of their young person's wheelchairs. In college, staff promote the responsible use of wheelchairs.

## 10. Lone working

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office
- Remote working, self-isolation and/or remote learning

Risks associated with lone working are included in all activity/task related risk assessments to determine if any work carried out unaccompanied or without immediate access to assistance is necessary. Staff are encouraged not to work alone in college and the focus of the risk assessments is to eliminate the need for such practices whenever possible.

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure they are medically fit to work alone.

## 11. Working at height

Working from height represents the most common hazard within educational settings. College staff should not undertake any working at height activities unless necessary.

**When working at height (including accessing storage or putting up displays) properly designed and maintained stepladders or kick stools are to be used. Staff must not climb onto chairs, tables or other items of furniture.**

We will ensure that work is properly planned, supervised, and carried out by competent people with the skills, knowledge, and experience to do the work.

In addition:

- The Site Manager retains ladders for working at height
- Students are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons

**Staff are not to carry out working at height operations alone.** All such tasks should be properly planned so that they are carried out with another trained member of College staff or a member of the site team.

## 12. Manual handling

All staff are provided with information and instruction in basic safe moving and handling techniques through in-house training by a train-the-trainer qualified member of staff, which is repeated annually at inset.

Wherever possible, risk assessments will aim to avoid the need for manual handling or reduce the risk through the introduction of safe working practices and/or moving and handling equipment, in which case relevant staff will also receive information and instruction in their use.

**Staff should ensure they do not lift heavy items and equipment unless they have received the appropriate training to enable them to do so safely.**

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

The college will ensure that proper mechanical aids and lifting equipment are available in college, and that staff are trained in how to use them safely.

Staff and students are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

### 12.1 Moving and Handling of People

All staff who move and handle students have received appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment, hoists, slings etc. they are required to use). This training is refreshed according to the provider's specifications. All moving and handling of students is risk assessed and recorded by a competent member of staff.

## 13. Off-site visits

All College trips and off-site activities will be thoroughly planned and risk assessed. They will be led and sufficiently supervised by competent members of staff and no trip will take place until approved by a Deputy Principal.

Following completion of a comprehensive risk assessment, students who have a highlighted risk associated with absconding, will have additional precautions in place to support them to access the community safely that will also aid the college in locating these students should an incident take place. Further details of this can be found in the *Absconding Students policy*.

Longer College trips and residential trips will be thoroughly planned and risk assessed. No trip will take place until approved by the Principal.

When taking students off the college premises, we will ensure that:

- Risk assessments will be completed
- All off-site visits are appropriately staffed
- Staff will take a mobile phone, an appropriate portable first aid kit, information about the specific medical needs of students, along with the parents/carers' contact details

For work experience activities, we will ensure that:

- Work experience providers are appropriate and that proportionate checks of their health and safety management are carried out

- Students are briefed before taking part in work experience on supervision arrangements and health and safety responsibilities
- Placements are subject to pre-placement checks to assess the suitability of the placement
- Students are accompanied on work placements until they are assessed as able to attend without support

## 14. Transport and Vehicle Safety

A risk assessment has been completed to help to ensure that traffic management on site and work-related journeys are safe, staff are fit and competent to drive safely and the vehicles used are fit for purpose and in a safe condition.

### 14.1 Use of Minibus

The College has its own van and minibus. Staff who are willing to drive the minibus and have the appropriate licence and tests in place are allowed to drive the minibuses. Where no suitable driver is available, the College will employ drivers who are trained in accordance with the legal requirements. All nominated staff drive on a voluntary basis and receive no additional payment. The use of the minibus is included in the risk assessment prior to College trips.

Please read the minibus and vehicle policy and risk assessment for further details.

### 14.2 Use of Private Vehicles

All staff using their own private vehicle whilst on college business must have business use on their insurance certificate, or their insurance could be invalidated if they have a road traffic accident when driving at work.

Driving at work is defined as:

*Travelling from home to a location that is not your normal place of work or travelling to and from your normal place of work to other locations for any work purposes (this would include things like attending meetings, events and training and is the case whether it is done routinely or infrequently and is not reliant on goods or passengers being transported).*

In addition to the above, we have a duty of care to ensure that staff who drive their own private vehicle at work do not do so unless they are competent to drive and their vehicle is roadworthy.

Therefore, we will ensure that driver documentation for anyone in this category is checked and recorded on at least an annual basis, which will include the following:

- Validity of driving licenses and copies taken
- Make, type, colour and registration of their vehicle
- That the vehicle is roadworthy and a copy of their MOT and Emissions certificates are provided
- That they are insured to drive for business use

## 15. Snow and Ice

The Site Management team will carry out grit/salt laying to minimise risks from slips and falls. A visual check will be carried out to ensure that it is safe for students to use the outdoor areas of the premises.

Where weather conditions are particularly bad, to protect the health and safety of staff and students the College may decide to close the College. However, this will always be as a last resort after other measures have been put in place.

## 16. Violence at work

We believe that staff should not be in any danger at work and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/Principal immediately. This applies to violence from students, visitors or other staff.

## 17. Smoking

Smoking is not permitted anywhere on the college premises.

## 18. Waste Control

Waste will be controlled in the following ways to reduce its risk to the health and safety of staff, students and others:

### 18.1 General waste and Recycling

- All members of staff are encouraged to prevent or minimise the production of waste, as far as reasonably practicable.
- Waste must be stored in the compliant and suitable containers, which are provided throughout the College and in designated locations pending their disposal.
- All waste is removed from the building at the end of the College Day as a matter of course and during the day as necessary, e.g. where there has been a delivery or activity, which has resulted in a specific generation of waste or where waste containers are abnormally full.
- Waste containers must be securely sealed or not overfilled to prevent accidental spillage or leakage.
- Segregation of waste should take place to prevent mixing of incompatible materials and to allow for recycling and to prevent injury to those staff responsible for disposing of waste, e.g. because of heavy items or broken glass or other sharp materials, which could cause a direct injury or result in bags splitting.
- Waste is not to be stored in plant rooms, corridors, stairwells or any other area where it could present a trip or collision hazard, be tampered with, present an obstacle during an evacuation of the building or constitute a combustible material in the start or escalation of a fire.
- Waste and recycling will be disposed of in the wheelie bins provided, pending collection by the LA's Waste Collection Service. Wheelie bins will be kept in their specific enclosure away from the building to prevent waste being tampered with and to reduce the risk of it being used as a fuel in an arson attack. Wheelie bins will also be kept locked for the same reasons.
- Waste should only be disposed of by the staff following appropriate manual handling training and using any lifting and moving equipment and Personal Protective Equipment provided.

### 18.2 Clinical Waste

All clinical waste, including materials contaminated with blood and other bodily fluids is collected regularly under contract with an approved collection service.

## 19. Infection prevention and control

We follow national guidance published by the UK Health Security Agency when responding to infection control issues. We will encourage staff and students to follow this good hygiene practice, outlined below, where applicable.

### 19.1 Handwashing

- Wash hands with liquid soap and warm water, and dry with paper towels
- Always wash hands after using the toilet, before eating or handling food, and after handling animals
- Cover all cuts and abrasions with waterproof dressings

### 19.2 Coughing and sneezing

- Cover mouth and nose with a tissue
- Wash hands after using or disposing of tissues

- Spitting is discouraged

### **19.3 Personal protective equipment**

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (e.g., nappy or pad changing)
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals
- Use personal protective equipment (PPE) to control the spread of infectious diseases where required or recommended by government guidance and/or a risk assessment

### **19.4 Cleaning of the environment**

- Clean the environment and equipment frequently and thoroughly

### **19.5 Cleaning of blood and body fluid spillages**

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment
- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses, and suitable for use on the affected surface
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below
- Make spillage kits available for blood spills

### **19.6 Laundry**

- Wash laundry in a separate dedicated facility
- Wash soiled linen separately and at the hottest wash the fabric will tolerate
- Wear personal protective clothing when handling soiled linen
- Bag soiled clothing to be sent home, never rinse by hand

### **19.7 Clinical waste**

- Always segregate domestic and clinical waste, in accordance with local policy
- Used pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins
- Remove clinical waste with a registered waste contractor
- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

### **19.8 Animals**

The college has a therapy dog, Samson, who works with students. Students are taught how to safely be around Samson including:

- Wash hands before and after handling any animals
- Keep animals' living quarters clean and away from food areas
- Dispose of animal waste regularly, and keep litter boxes away from students
- Supervise students when playing with animals

- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a college pet

## **19.9 Infectious disease management**

We will ensure adequate risk reduction measures are in place to manage the spread of acute respiratory diseases, including COVID-19, and carry out appropriate risk assessments, reviewing them regularly and monitoring whether any measures in place are working effectively.

We will follow local and national guidance on the use of control measures including:

### **Following good hygiene practices**

- We encourage all staff and students to regularly wash their hands with soap and water or hand sanitiser, and follow recommended practices for respiratory hygiene. Where required, we will provide appropriate personal protective equipment (PPE)

### **Implementing an appropriate cleaning regime**

- We will regularly clean equipment and rooms and ensure surfaces that are frequently touched are cleaned once a day.

### **Keeping rooms well ventilated**

- We will use risk assessments to identify rooms or areas with poor ventilation and put measures in place to improve airflow, including opening external windows, opening internal doors and mechanical ventilation

## **19.10 Students vulnerable to infection**

Some medical conditions make students vulnerable to infections that would rarely be serious in most young people. The college will normally have been made aware of such vulnerable students. These students are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to any of these, the parent/carer will be informed promptly and further medical advice sought.

## **19.11 Exclusion periods for infectious diseases**

The college will follow recommended exclusion periods outlined by the UK Health Security Agency and other government guidance, summarised in appendix 4. In the event of an epidemic/pandemic, we will follow advice from the UK Health Security Agency about the appropriate course of action.

## **20. Food Safety**

The College ensures that staff working with food will have adequate training to support students with preparing and handling food. Staff will model good hygiene practice and support students to maintain good standards of hygiene. All staff working with food have a level two in food hygiene and staff with a lead role have a level three qualification.

## **21. New and expectant mothers**

Risk assessments will be carried out whenever any employee or student notifies the college that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to an antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation

- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly
- Some pregnant women will be at greater risk of severe illness from COVID-19

## 22. Occupational stress

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment. Systems are in place within the college for responding to individual concerns and monitoring staff workloads.

The College will endeavour to identify all work-related stress and reduce it as far as is reasonably practicable, whilst creating a working environment in which employees have the confidence to come forward and discuss any work-related problems.

All College managerial and supervisory staff will monitor any members of staff in their care for signs of stress. They will do this informally through conversation and observation of their behaviour and formally through one-to-ones and Performance Management.

If any members of staff are identified as having work related stress, a member of senior management will complete a Stress Risk Assessment with the individual and ensure that reasonable adjustments are put in place to eliminate or reduce the causes of stress and enable them to continue working safely.

Because stress is a mental condition, all such cases will be treated confidentially and dealt with sensitively, with assistance from the College's professional HR advisor as necessary. If stress has resulted in absence from work, the member of staff will be referred to the college's Occupational Health provider. Members of staff suffering stress will also be provided with contact details of the Employee Counselling Service.

## 23. Accident reporting

### 23.1 Accident record book

- An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. Student accidents are reported on the online safeguarding system and staff accidents are reported to HR.
- As much detail as possible will be supplied when reporting an accident
- Information about injuries will also be kept in the student's educational record
- Records held in the first aid and accident book will be retained by the college for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of

### 23.2 Reporting to the Health and Safety Executive

The HR Officer will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The HR Officer will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

#### **College staff: reportable injuries, diseases or dangerous occurrences**

These include:

- Death
- Specified injuries, which are:
  - Fractures, other than to fingers, thumbs and toes
  - Amputations
  - Any injury likely to lead to permanent loss of sight or reduction in sight



- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding) which:
  - Covers more than 10% of the whole body's total surface area; or
  - Causes significant damage to the eyes, respiratory system or other vital organs
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the HR Officer will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
  - Carpal tunnel syndrome
  - Severe cramp of the hand or forearm
  - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
  - Hand-arm vibration syndrome
  - Occupational asthma, e.g. from wood dust
  - Tendonitis or tenosynovitis of the hand or forearm
  - Any occupational cancer
  - Any disease attributed to an occupational exposure to a biological agent
- Near-miss events that do not result in an injury but could have done. Examples of near-miss events relevant to colleges include, but are not limited to:
  - The collapse or failure of load-bearing parts of lifts and lifting equipment
  - The accidental release of a biological agent likely to cause severe human illness
  - The accidental release or escape of any substance that may cause a serious injury or damage to health
  - An electrical short circuit or overload causing a fire or explosion

**Students and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences**

These include:

- Death of a person that arose from, or was in connection with, a work activity\*
- An injury that arose from, or was in connection with, a work activity\* and the person is taken directly from the scene of the accident to hospital for treatment
- \*An accident "arises out of" or is "connected with a work activity" if it was caused by:
  - A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
  - The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
  - The condition of the premises (e.g. poorly maintained or slippery floors)

Information on how to make a RIDDOR report is available here: [How to make a RIDDOR report, HSE](#)



### **23.3 Notifying parents/carers**

The Teacher or other relevant staff member will inform parents/carers of any accident or injury sustained by a student and any first aid treatment given, on the same day, or as soon as reasonably practicable.

### **23.4 Incident investigation**

The Principal, or an appropriate nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. will be reported and attended to as soon as possible. Any findings of the investigation will be recorded in the manager's section of the accident report and any written reports, witness statements, photographs, risk assessments or other supporting documents uploaded and attached.

Following any incident, the investigating member of staff will review relevant risk assessments to ensure they remain suitable and sufficient. This action will then be confirmed in the relevant section of the report.

### **23.5 Incident monitoring and analysis**

Incidents will be monitored by the Trustees as necessary. Where trends are identified, remedial actions and strategies will be put in place to prevent recurrence.

## **24. Training**

Our staff are provided with health and safety training as part of their induction process.

Staff cannot carry out their duties safely without having the appropriate competencies and the College is committed to ensure that all staff receive the necessary instruction and training for their role and specifically with regards to their health and safety functions.

## **25. Monitoring**

This policy will be reviewed by the Business Manager every year. At every review, the policy will be approved by the Board.

## **26. Links with other policies**

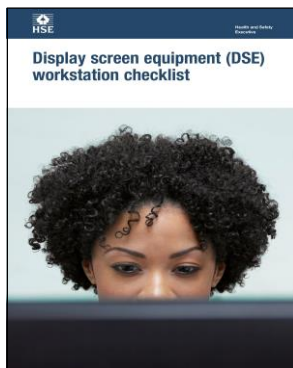
This health and safety policy links to the following policies:

- Absconding Students
- Positive Handling
- Moving and Handling
- Community Visits
- Emergency Response Plan
- Health and Medical Policy
- Minibus and Vehicle policy
- Fire Evacuation Plans

## Appendix 1. Fire safety checklist

ISSUE TO CHECK	YES/NO
Are fire regulations prominently displayed?	
Is fire-fighting equipment, including fire blankets, in place?	
Does fire-fighting equipment give details for the type of fire it should be used for?	
Are fire exits clearly labelled?	
Are fire doors fitted with self-closing mechanisms?	
Are flammable materials stored away from open flames?	
Do all staff and students understand what to do in the event of a fire?	
Can you easily hear the fire alarm from all areas?	

## Appendix 2. Display Screen Risk Assessment



# Display screen equipment (DSE) workstation checklist

This is a web-friendly version of *Display screen equipment (DSE) workstation checklist* published 05/13

**Workstation location classroom/office name:**.....

**User: (employee)** .....

**Checklist completed by: (employee)**.....

**Assessment checked by: (assessor)** .....

**Any further action needed: Yes/No (assessor)**

**Follow-up action completed on:** .....

The following checklist can be used to help you complete a risk assessment and comply with the Schedule to the Health and Safety (Display Screen Equipment).

Health and Safety (Miscellaneous Amendments) Regulations 2002.





The questions and 'Things to consider' in the checklist cover the requirements of the Schedule. If you can answer 'Yes' in the second column against all the questions, having taken account of the 'Things to consider', you are complying. You will not be able to address some of the questions and 'Things to consider', eg on reflections on the screen, or the user's comfort, until the workstation has been installed. These will be covered in the risk assessment you do once the workstation is installed.

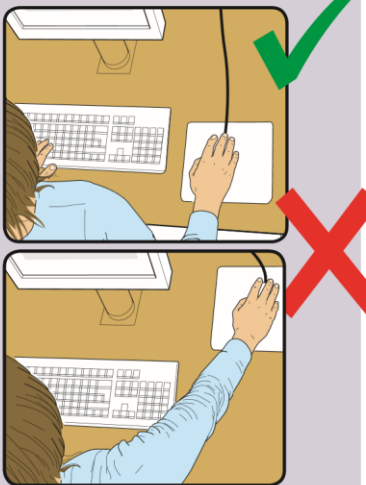
Work through the checklist, ticking either the 'Yes' or 'No' column against each risk factor:

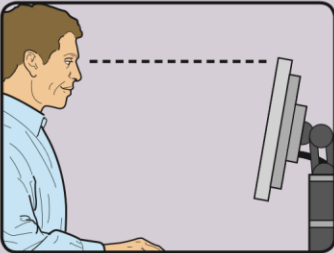
■ 'Yes' answers require no further action.


■ 'No' answers will require investigation and/or remedial action by the workstation assessor. They should record their decisions in the 'Action to take' column. Assessors should check later that actions have been taken and have resolved the problem.




Remember, the checklist only covers the workstation and work environment. You also need to make sure that risks from other aspects of the work are avoided, eg by giving users health and safety training, and providing for breaks or changes of activity. For more advice on these see *Working with display screen equipment (DSE): A brief guide*.

Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
<b>1 Keyboards</b>				
Is the keyboard separate from the screen?	<input type="checkbox"/>	<input type="checkbox"/>	This is a requirement, unless the task makes it impracticable (eg where there is a need to use a portable).	<input type="text"/>
Does the keyboard tilt?	<input type="checkbox"/>	<input type="checkbox"/>	Tilt need not be built in	<input type="text"/>
Is it possible to find a comfortable keying position?    	<input type="checkbox"/>	<input type="checkbox"/>	Try pushing the display screen further back to create more room for the keyboard, hands and wrists.  Users of thick, raised keyboards may need a wrist rest.	<input type="text"/>
Does the user have good keyboard technique?	<input type="checkbox"/>	<input type="checkbox"/>	Training can be used to prevent: <ul style="list-style-type: none"> <li>■ hands bent up at the wrist;</li> <li>■ hitting the keys too hard;</li> <li>■ overstretching the fingers.</li> </ul>	<input type="text"/>
Are the characters clear and readable?	<input type="checkbox"/>	<input type="checkbox"/>	Keyboards should be kept clean. If characters still can't be read, the keyboard may need modifying or replacing.  Use a keyboard with a matt finish to reduce glare and/or reflection.	<input type="text"/>

Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
<b>2 Mouse, trackball etc</b>				
Is the device suitable for the tasks it is used for?			If the user is having problems, try a different device. The mouse and trackball are general-purpose devices suitable for many tasks, and available in a variety of shapes and sizes. Alternative devices such as touch screens may be better for some tasks (but can be worse for others).	
Is the device positioned close to the user? 			Most devices are best placed as close as possible, eg right beside the keyboard.  Training may be needed to: <ul style="list-style-type: none"> <li>■ prevent arm overreaching;</li> <li>■ encourage users not to leave their hand on the device when it is not being used;</li> <li>■ encourage a relaxed arm and straight wrist.</li> </ul>	
Is there support for the device user's wrist and forearm?			Support can be gained from, for example, the desk surface or arm of a chair. If not, a separate supporting device may help.  The user should be able to find a comfortable working position with the device.	
Does the device work smoothly at a speed that suits the user?			See if cleaning is required (eg of mouse ball and rollers).  Check the work surface is suitable. A mouse mat may be needed.	
Can the user easily adjust software settings for speed and accuracy of pointer?			Users may need training in how to adjust device settings.	

Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
<b>3 Display screens</b>				
<p>Are the characters clear and readable?</p> <div>Health and safety</div> <div>Health and safety</div>			<p>Make sure the screen is clean and cleaning materials are available.</p> <p>Check that the text and background colours work well together.</p>	
Is the text size comfortable to read?			Software settings may need adjusting to change text size.	
Is the image stable, ie free of flicker and jitter?			<p>Try using different screen colours to reduce flicker, eg darker background and lighter text.</p> <p>If there are still problems, get the set-up checked, eg by the equipment supplier.</p>	
Is the screen's specification suitable for its intended use?			For example, intensive graphic work or work requiring fine attention to small details may require large display screens.	
Are the brightness and/or contrast adjustable?			Separate adjustment controls are not essential, provided the user can read the screen easily at all times.	
<p>Does the screen swivel and tilt?</p> 			<p>Swivel and tilt need not be built in; you can add a swivel and tilt mechanism.</p> <p>However, you may need to replace the screen if:</p> <ul style="list-style-type: none"> <li>■ swivel/tilt is absent or unsatisfactory;</li> <li>■ work is intensive; and/or</li> <li>■ the user has problems getting the screen to a comfortable position.</li> </ul>	

Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
<p>Is the screen free from glare and reflections?</p> 			<p>Use a mirror placed in front of the screen to check where reflections are coming from.</p> <p>You might need to move the screen or even the desk and/or shield the screen from the source of the reflections.</p> <p>Screens that use dark characters on a light background are less prone to glare and reflections.</p>	
<p>Are adjustable window coverings provided and in adequate condition?</p>			<p>Check that blinds work. Blinds with vertical slats can be more suitable than horizontal ones.</p> <p>If these measures do not work, consider anti-glare screen filters as a last resort and seek specialist help.</p>	
<h4>4 Software</h4>				
<p>Is the software suitable for the task?</p>			<p>Software should help the user carry out the task, minimise stress and be user-friendly.</p> <p>Check users have had appropriate training in using the software.</p> <p>Software should respond quickly and clearly to user input, with adequate feedback, such as clear help messages.</p>	

Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
<p>Is the chair adjusted correctly?</p> <div>    </div>			<p>The user should be able to carry out their work sitting comfortably.</p> <p>Consider training the user in how to adopt suitable postures while working.</p> <p>The arms of chairs can stop the user getting close enough to use the equipment comfortably.</p> <p>Move any obstructions from under the desk.</p>	
Is the small of the back supported by the chair's backrest?			The user should have a straight back, supported by the chair, with relaxed shoulders.	
Are forearms horizontal and eyes at roughly the same height as the top of the DSE?			Adjust the chair height to get the user's arms in the right position, and then adjust the DSE height, if necessary.	
Are feet flat on the floor, without too much pressure from the seat on the backs of the legs?			If not, a footrest may be needed.	



Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
<b>6 Environment</b>				
Is there enough room to change position and vary movement?	<input type="checkbox"/>	<input type="checkbox"/>	<p>Space is needed to move, stretch and fidget.</p> <p>Consider reorganising the office layout and check for obstructions.</p> <p>Cables should be tidy and not a trip or snag hazard.</p>	<input type="text"/>
Is the lighting suitable, eg not too bright or too dim to work comfortably?	<input type="checkbox"/>	<input type="checkbox"/>	<p>Users should be able to control light levels, eg by adjusting window blinds or light switches.</p> <p>Consider shading or repositioning light sources or providing local lighting, eg desk lamps (but make sure lights don't cause glare by reflecting off walls or other surfaces).</p>	<input type="text"/>
Does the air feel comfortable?	<input type="checkbox"/>	<input type="checkbox"/>	<p>DSE and other equipment may dry the air.</p> <p>Circulate fresh air if possible. Plants may help.</p> <p>Consider a humidifier if discomfort is severe.</p>	<input type="text"/>
Are levels of heat comfortable?	<input type="checkbox"/>	<input type="checkbox"/>	<p>Can heating be better controlled? More ventilation or air conditioning may be required if there is a lot of electronic equipment in the room. Or, can users be moved away from the heat source?</p>	<input type="text"/>
Are levels of noise comfortable?	<input type="checkbox"/>	<input type="checkbox"/>	<p>Consider moving sources of noise, eg printers, away from the user. If not, consider soundproofing.</p>	<input type="text"/>

## 7 Final questions to users...

- Has the checklist covered all the problems you may have working with their DSE?
- Have you experienced any discomfort or other symptoms which they attribute to working with their DSE?
- Have you been advised of their entitlement to eye and eyesight testing?
- Do you as a user take regular breaks working away from DSE?

**Write down the details of any problems here:**

## Further information

*Working with display screen equipment (DSE): A brief guide* Leaflet INDG36(rev4) HSE books 2013  
[www.hse.gov.uk/pubns/indg36.htm](http://www.hse.gov.uk/pubns/indg36.htm)

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This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory, unless specifically stated, and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance.

### Appendix 3. Asbestos record

Location	Product	How much	Surface coating	Condition	Ease of access	Asbestos type	Comment
To be completed in due course							

## Appendix 4. Recommended absence period for preventing the spread of infection


This list of recommended absence periods for preventing the spread of infection is taken from non-statutory guidance for schools and other childcare settings from the UK Health Security Agency. For each of these infections or complaints, there [is further information in the guidance on the symptoms, how it spreads and some 'dos and don'ts' to follow that you can check.](#)

In confirmed cases of infectious disease, including COVID-19, we will follow the recommended self-isolation period based on government guidance.

Infection or complaint	Recommended period to be kept away from school or nursery
<b>Athlete's foot</b>	None.
<b>Campylobacter</b>	Until 48 hours after symptoms have stopped.
<b>Chicken pox (shingles)</b>	Cases of chickenpox are generally infectious from 2 days before the rash appears to 5 days after the onset of rash. Although the usual exclusion period is 5 days, all lesions should be crusted over before children return to nursery or school.  A person with shingles is infectious to those who have not had chickenpox and should be excluded from school if the rash is weeping and cannot be covered or until the rash is dry and crusted over.
<b>Cold sores</b>	None.
<b>Respiratory infections including coronavirus (COVID-19)</b>	Children and young people should not attend if they have a high temperature and are unwell. Anyone with a positive test result for COVID-19 should not attend the setting for 3 days after the day of the test.
<b>Rubella (German measles)</b>	5 days from appearance of the rash.
<b>Hand, foot and mouth</b>	Children are safe to return to school or nursery as soon as they are feeling better, there is no need to stay off until the blisters have all healed.
<b>Impetigo</b>	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.
<b>Measles</b>	Cases are infectious from 4 days before onset of rash to 4 days after, so it is important to ensure cases are excluded from school during this period.
<b>Ringworm</b>	Exclusion not needed once treatment has started.
<b>Scabies</b>	The infected child or staff member should be excluded until after the first treatment has been carried out.

<b>Scarlet fever</b>	Children can return to school 24 hours after commencing appropriate antibiotic treatment. If no antibiotics have been administered, the person will be infectious for 2 to 3 weeks. If there is an outbreak of scarlet fever at the school or nursery, the health protection team will assist with letters and a factsheet to send to parents or carers and staff.
<b>Slapped cheek syndrome, Parvovirus B19, Fifth's disease</b>	None (not infectious by the time the rash has developed).
<b>Bacillary Dysentery (Shigella)</b>	Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.
<b>Diarrhoea and/or vomiting (Gastroenteritis)</b>	<p>Children and adults with diarrhoea or vomiting should be excluded until 48 hours after symptoms have stopped and they are well enough to return. If medication is prescribed, ensure that the full course is completed and there is no further diarrhoea or vomiting for 48 hours after the course is completed.</p> <p>For some gastrointestinal infections, longer periods of exclusion from school are required and there may be a need to obtain microbiological clearance. For these groups, your local health protection team, school health adviser or environmental health officer will advise.</p> <p>If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.</p>
<b>Cryptosporidiosis</b>	Until 48 hours after symptoms have stopped.
<b>E. coli (verocytotoxigenic or VTEC)</b>	The standard exclusion period is until 48 hours after symptoms have resolved. However, some people pose a greater risk to others and may be excluded until they have a negative stool sample (for example, pre-school infants, food handlers, and care staff working with vulnerable people). The health protection team will advise in these instances.
<b>Food poisoning</b>	Until 48 hours from the last episode of vomiting and diarrhoea and they are well enough to return. Some infections may require longer periods (local health protection team will advise).
<b>Salmonella</b>	Until 48 hours after symptoms have stopped.
<b>Typhoid and Paratyphoid fever</b>	Seek advice from environmental health officers or the local health protection team.
<b>Flu (influenza)</b>	Until recovered.
<b>Tuberculosis (TB)</b>	Students and staff with infectious TB can return to school after 2 weeks of treatment if well enough to do so and as long as they have responded to anti-TB therapy. Students and staff with non-pulmonary TB do not require exclusion and can return to school as soon as they are well enough.

<b>Whooping cough (pertussis)</b>	A child or staff member should not return to school until they have had 48 hours of appropriate treatment with antibiotics and they feel well enough to do so, or 21 days from onset of illness if no antibiotic treatment.
<b>Conjunctivitis</b>	None.
<b>Giardia</b>	Until 48 hours after symptoms have stopped.
<b>Glandular fever</b>	None (can return once they feel well).
<b>Head lice</b>	None.
<b>Hepatitis A</b>	Exclude cases from school while unwell or until 7 days after the onset of jaundice (or onset of symptoms if no jaundice, or if under 5, or where hygiene is poor. There is no need to exclude well, older children with good hygiene who will have been much more infectious prior to diagnosis.
<b>Hepatitis B</b>	Acute cases of hepatitis B will be too ill to attend school and their doctors will advise when they can return. Do not exclude chronic cases of hepatitis B or restrict their activities. Similarly, do not exclude staff with chronic hepatitis B infection. Contact your local health protection team for more advice if required.
<b>Hepatitis C</b>	None.
<b>Meningococcal meningitis/ septicaemia</b>	If the child has been treated and has recovered, they can return to school.
<b>Meningitis</b>	Once the child has been treated (if necessary) and has recovered, they can return to school. No exclusion is needed.
<b>Meningitis viral</b>	None.
<b>MRSA (meticillin resistant Staphylococcus aureus)</b>	None.
<b>Mumps</b>	5 days after onset of swelling (if well).
<b>Threadworm</b>	None.
<b>Rotavirus</b>	Until 48 hours after symptoms have subsided.

Approved by Board of Trustees	
Print Name	Killian O'Sullivan
Sign	
Date Agreed	8/7/2025