

HEALTH & SAFETY POLICY

Strategic Health and Safety Policy Number: SHSP 1.

Date of issue 1 January 2012

Last reviewed 19 January 2021 by G.McCurley, Health and Safety Manager.

INTRODUCTION

1. This policy applies to all staff working at Wymondham College. It will be reviewed annually and as a result of any-
 - significant change to the Management Structure and or responsibilities
 - significant change to the function of the College
 - critical incident

RESPONSIBILITY FOR HEALTH AND SAFETY

2. The Sapientia Education Trust (SET) as the employer is responsible under the Health and Safety at Work Act for ensuring as far as is reasonably practicable the health, safety and welfare at work of all employees, students and visitors to the College. In order to achieve this, the SET commits itself to the following:
 - (a) Preventing accidents and work related ill health.
 - (b) Compliance with statutory requirements as a minimum.
 - (c) Assessing and controlling risks from curriculum and non-curriculum work activities.
 - (d) Providing a safe and healthy working and learning environment.
 - (e) Ensuring safe working methods and providing safe working equipment.
 - (f) Providing effective information, instruction and training.
 - (g) Consulting with employees and their representatives on health and safety matters by way of the Information and Consultation with Employees Committee.
 - (h) Monitoring and reviewing our systems and prevention measures to ensure they are safe and effective.
 - (i) Promotion of a culture of continuous safety improvement.
 - (j) Ensuring adequate welfare facilities exist throughout the College.
 - (k) Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

3. The statement of intent as set out in section 2 is taken from the Health and Safety Policy of the SET. This also states that the 'day-to-day management of safety at our schools is delegated to the Head of each school'.
4. A Health and Safety Management system has been created for the College to ensure that these commitments can be met. Detailed responsibilities for the Governing Body, the Headteacher, Bursar, Teachers and other Employees are set out in the annexes A-F of this Policy.

HEALTH AND SAFETY MANAGEMENT SYSTEM

5. The routine management of the Health and Safety system is delegated by the Headteacher to the Bursar.
6. Any member of staff who has a Health and Safety concern directly associated with their area of work should raise this through their line management. Matters of a general safety concern may be raised directly with the Health and Safety Manager. An audit trail must be maintained for issues that are raised and the progress of any improvement action.
7. Responsibility for the health, safety and welfare of students will vary over the course of the day, as their location and activities change. Typically, this will be with the Head of House and then change to the class teacher. Student safety is a whole College priority and is a responsibility of all employees in the performance of their duties or when on the campus.
8. Visitors and contractors fall under the responsibility of the employee hosting the individual or group. For residential and other lettings it is the responsibility of the Bursar to ensure suitable safety arrangements are provided by the College and as appropriate by the hirer.
9. The management system is based on Health and Safety Executive guidance provided within HSG (65). The framework of this is set out at annex G. Wymondham College adopts the HSE system of Plan, Do, Check, Act.
10. The system is supported by a range of policies as detailed at annex H. The approach taken reflects a strategic, tactical and operational management of risk, with the aim of allowing for ease of reference to the information by employees.

COLLEGE HEALTH AND SAFETY REPRESENTATIVES

11. The SET and Headteacher recognise the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out inspections within directed time but, wherever practicable, outside teaching time.
12. It is also recognised that they are entitled to certain information, for example

about accidents and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and are not carrying out duties on behalf of the Headteacher or the SET.

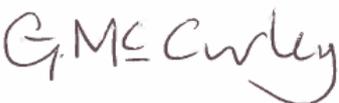
13. The HSM will attend the Information and Consultation of Employees Committee to report and consult on safety.

ANNEXES:

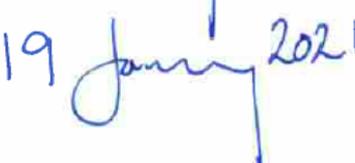
- A. Headteacher's responsibilities
- B. Bursar's responsibilities
- C. Health and Safety Manager responsibilities
- D. Managers' responsibilities
- E. Class Teachers' responsibilities
- F. Responsibilities of All Employees
- G. Health and Safety Management System
- H. Health and Safety Policies

Date of review: 19 January 2021

By G.McCurley, Health and Safety Manager, Wymondham College

Signature 

Adopted by Mr D Browning, Headteacher, Wymondham College

Signature 
Date 

WYMONDHAM COLLEGE ACADEMY TRUST

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ANNEX A

THE HEADTEACHER

(Taken from the SET Health and Safety Policy)

The Headteacher has the following responsibilities:

- (a) Ensure there is a Health and Safety policy in place for the school.
- (b) Ensure the Policy is communicated adequately to all relevant persons at the school.
- (c) Ensure appropriate information on significant risk activities is given to visitors and contractors if part of an arrangement made by the school.
- (d) Ensure appropriate consultation arrangements are in place for school staff and their Trades Union representatives.
- (e) Ensure that all school staff are provided with adequate information, instruction and training on health and safety issues.
- (f) Make or arrange for risk assessments of the school and of any potentially hazardous activities to be undertaken.
- (g) Ensure safe systems of work are in place at the school or during an off site visit as identified from risk assessments.
- (h) Ensure that emergency procedures are in place.
- (i) Ensure that equipment is inspected and tested to ensure it remains in a safe condition.
- (j) Ensure records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- (k) Ensure arrangements are in place for a safety inspection of the school once a term (*variation to this routine is adopted within the College's Premises and Facilities Policy*).
- (l) Ensure that all accidents are investigated and any remedial actions required are taken or requested.
- (m) Report to the School Local Governing Body meetings, on health and safety performance.

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ANNEX B

THE BURSAR

The Bursar has the following responsibilities:

- (a) To support the Headteacher in fulfilling their Annex A responsibilities by ensuring that efficient arrangements are in place.
- (b) To advise the Headteacher of any circumstances or activities which present a high risk to the health and safety of any staff, students or visitors.
- (c) Carrying out any other Health and Safety functions devolved to them by the Headteacher.

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ANNEX C

THE HEALTH AND SAFETY MANAGER

The College Health and Safety Manager has the following responsibilities:

- (a) To support the Bursar in fulfilling their responsibilities (a)-(c).
- (b) To advise and support all employees in carrying out their Health and Safety responsibilities.
- (c) Undertake and review risk assessments of the premises.
- (d) Undertake inspections of premises.
- (e) Provide any new Health and Safety Related Policy for Headteacher approval and undertake routine review of existing policies.
- (f) Ensure safe systems of work are in place as identified from risk assessments for the premises.
- (g) Ensure appropriate information on significant risk activities is available for visitors and contractors.

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ANNEX D

MANAGERS' RESPONSIBILITIES

This includes the Senior Leadership Team, Curriculum Co-ordinators, Heads of House, Heads of Departments and Support Staff with line management responsibility. They have the following responsibilities:

- (a) Apply the College's Health and Safety Policy to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.
- (b) Carry out annual review or on change of curriculum or method of teaching, health and safety risk assessments of the activities for which they are responsible and record the results of these where required.
- (c) Ensure that all staff within their line of management are familiar with the College Safety Code of Practice, if issued, for their area of work. These are Catering, Drama, Science, Design and Technology, Sports, Art and Food Technology.
- (d) Resolve health, safety and welfare problems within their areas of responsibility or refer to their Line Manager any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- (e) Ensure within their area of responsibility, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety.
- (f) Investigate and report on any accidents that occur within their area of responsibility.
- (g) Only approve new or unusual activities if satisfied that suitable and sufficient safeguarding and health and safety risk assessments have been undertaken and adequate risk control measures will be in place.

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ANNEX E

SPECIAL RESPONSIBILITIES OF CLASS TEACHERS

Class teachers are expected to:

- (a) Exercise effective supervision of their students, to know the procedures in respect of fire, first aid and other emergencies and to implement such measures if required.
- (b) Follow the particular health and safety measures to be adopted in their own teaching areas. For some higher risk departments, the measures will include those set out within the College's Safety Code of Practice for the subject.
- (c) Give clear oral and written instructions and warnings to students as often as necessary.
- (d) Ensure that the planning and delivery of any lesson or activity that exposes any person to risk is supported by a suitable and sufficient risk assessment.
- (e) Ensure any required protective clothing and safety measures are used by any persons exposed to risk within the classroom or area of activity.
- (f) Make recommendations to their Head of Department on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- (g) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- (h) Only introduce personal items of equipment (electrical or mechanical) into the College with prior authorisation from their line manager.
- (i) Report all accidents, near misses, defects and dangerous occurrences in accordance with the Wymondham College reporting policy.

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ANNEX F

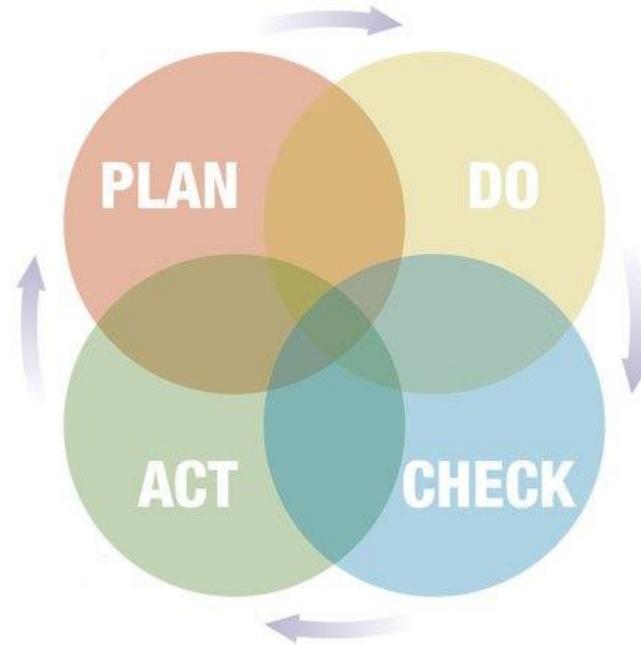
RESPONSIBILITIES OF ALL EMPLOYEES

In addition to any specific responsibilities for their role, all employees must:

- (a) Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- (b) Observe all instructions on health and safety issued by the College or any other person delegated to be responsible for a relevant aspect of health and safety.
- (c) Act in accordance with any specific health and safety training received.
- (d) Report all accidents, near misses and defects in accordance with current procedure.
- (e) Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- (f) Inform their Line Manager of all potential hazards to health and safety, in particular those that are of a serious or imminent danger.
- (g) Inform their Line Manager of any shortcomings they identify in the College's health and safety arrangements.
- (h) Exercise good standards of housekeeping and cleanliness.
- (i) Know and apply the procedures in respect of fire, first aid and other emergencies.
- (j) Co-operate with any appointed Trade Union Health and Safety Representative and the Enforcement Officers of the Health and Safety Executive.
- (k) Not undertake or allow any new or unusual event or activity that exposes people, equipment or buildings to risk without the permission of an appropriate senior manager.

All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchase are considered.

Employees entrusted with responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities as appropriate are re-assigned in their absence. Such re-assignments must be approved by the employee's immediate line manager.



Health and Safety Guidance 65 (April 2014)

	How safety is managed by the College	How safety is processed by the College
PLAN	<p>College safety policies, codes of practice for higher risk teaching and support departments.</p> <p>Organisational structure of safety management with defined responsibilities.</p> <p>Planning for new buildings, activities, processes includes safety.</p>	<p>Designated Health and Safety Manager (HSM) is employed</p> <p>Off site visits are subject to a safety approval process</p> <p>Staff safety awareness through publicised policies, school culture, training</p> <p>Staff have access to advice from HSM</p> <p>Annual review of higher risk departments</p> <p>Safety is a standing item on the agenda of the SET Executive meetings</p> <p>Safety is a standing item on the agenda of employees consultation meetings (ICE)</p> <p>Safety is established with arrangements for equipment procurement, use of contractors and allocation of works contracts</p>

DO	Risk register for site and operation of the College has been prepared Business Continuity Plan produced	Risk assessments maintained for higher risk areas/activities Infrequent or unusual events or activities are subject to risk assessment Records maintained of significant findings from risk assessments Heads of Departments have risk assessments originating from Codes of Practice
CHECK	Routine of safety inspections Accident and near miss reporting system Accident investigation policy Line management of staff	Arrangements in place for the review of policy and risk assessments Records maintained of accidents to support identification of trends or repeat incidents Fire drills and table top scenario exercises undertaken Routine of unannounced building inspections by HSM Senior management routines of teaching observation and checks across the campus Testing and maintenance records checked by designated Governor. Two Critical Incident exercises undertaken in 2019
ACT	Significant accidents and investigations are reported to the Bursar. A system is in place for post incident review and the development of action plans. A system is in place to ensure improvement is made to processes.	Action plans evolving from investigations are progressed and improvements implemented Risk assessments reviewed post incident by HSM

	POLICY DOCUMENT TITLE
<p>STRATEGIC</p> <p>The aim and structure of Health and Safety within the Wymondham College.</p>	<ul style="list-style-type: none"> • Health and Safety Policy • Visits and Trips Policy • Critical Incident and Business Continuity Plan
<p>MANAGEMENT</p> <p>How health and safety is managed.</p>	<ul style="list-style-type: none"> • First aid • Fire • Security and access • Traffic • Supervision of ancillary, contract and unchecked staff • Accident reporting and investigation • Driving for work • Waste Disposal and Pollution • Premises and facilities • Safety of pupils • Public use of College Facilities • CCTV • Control of substances hazardous to health • Display screen equipment <p>Codes of practice- Catering, Design and Technology, Science, PE, Art, Swimming pool, Drama, Food Technology Safety Manuals- bespoke to Boarding Houses</p>
<p>OPERATIONAL</p> <p>What to do to stay safe</p>	<ul style="list-style-type: none"> • Fire • First aid • General emergencies • Accident reporting • Driving for work • Bomb threat • Lockdown