



**Bridgwater & Taunton College Trust**  
**Health and Safety Manual**  
**Academic Year**  
**2020-2021**

**CONTROLLED COPY NUMBER:**

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## CONTROLLED COPIES:

Copy Number	Responsible Person	Location Kept
1	S Redman	Head of Operations Office
2	P L Elliott	Chief Executive Officer's Office
3	Z Stucki	Bridgwater College Academy Head Teacher's Office
4	M Thomas	Brymore Academy Head Teacher's Office
5	S Hitchings	Hamp Academy Head Teacher's Office
6	C Winch	Maiden Beech Academy Head Teacher's Office
7	C Luce	Otterhampton Academy Head Teacher's Office
8	E Forward	Stanchester Academy Head Teacher's Office
9	G Mockridge	West Somerset College Head Teacher's Office

## INTRODUCTION

This Health and Safety Manual contains our Health and Safety Policy as required by the Health and Safety at Work Act 1974 and it defines the way we manage the health and safety hazards and risks associated with our business, premises and activities.

The Bridgwater and Taunton College Trust is committed to managing health and safety effectively to protect our employees and other persons with whom we interact because we recognise that we have not only a moral and legal duty but also that our employees are our greatest asset.

Our Health and Safety Policy Statement sets out our commitment and the objectives we aspire to in managing health and safety. It is signed by the most senior person in our organisation to demonstrate that our commitment is led from the top.

Our approach to managing health and safety will be pragmatic and proportionate and will be prioritised according to risk, with the objective of maintaining continuous improvement. We accept that we cannot eliminate risk from everything we do but we can manage risk in such a way that exposure to hazards is controlled as far as is reasonably practical.

We recognise that improvement in health and safety will not happen by chance and that planning to manage using a systematic approach through risk assessment is a necessary first step and an ongoing process. In moving forwards we will, wherever possible, eliminate risk through selection and design of buildings, facilities, equipment and processes. Where risks cannot be eliminated, they will be minimised by the use of physical controls or, as a last resort, through systems of work and personal protection.

Our success in managing health and safety will be measurable and we look to establish performance standards against which we can monitor our progress to identify future actions to go into our improvement programme.

Based on our performance measurement in the form of accident monitoring, internal monitoring and external audits we will review our health and safety arrangements periodically and at least annually.

The results of our measurement will be recorded and presented to the Governors and Board in our Annual Report.

## **DOCUMENT CONTROL**

The hardcopies of the Health and Safety Manual provided are controlled copies and will be registered to individuals as detailed in the table below. Any revisions will be provided for each of these accordingly to ensure all copies in circulation remain the current version.

## HEALTH AND SAFETY POLICY STATEMENT

The management of the Bridgwater and Taunton College Trust recognises that it has a legal duty of care towards protecting the health and safety of its employees and others who may be affected by the Bridgwater and Taunton College Trust's activities, and that managing health and safety is a business critical function.

In order to discharge its responsibilities the management will:

- bring this Policy Statement to the attention of all employees
- carry out and regularly review Risk Assessments to identify proportionate and pragmatic solutions to reducing risks
- communicate and consult with its employees on matters affecting their health and safety
- comply fully with all relevant legal requirements, codes of practice and regulations at International, National and local levels
- eliminate risks to health and safety, where possible, through selection and design of materials, buildings, facilities, equipment and processes
- encourage staff to identify and report hazards so that they can all contribute towards improving safety
- ensure that emergency procedures are in place at all locations for dealing with health and safety issues
- maintain the premises, provide and maintain safe plant and equipment
- only engage contractors who are able to demonstrate due regard to health and safety matters
- provide adequate resources to control the health and safety risks arising from its work activities
- provide adequate training and ensure that all employees are competent to do their tasks
  - provide an organisational structure that defines the responsibilities for health and safety
  - provide information, instruction and supervision for employees
- regularly monitor performance and revise policies and procedures to pursue a programme of continuous improvement

This Health and Safety Policy Statement and the Health and Safety Handbook and Manual will be reviewed at least annually and revised as necessary to reflect changes to the business activities and any changes to legislation. Any changes will be brought to the attention of all employees.

## ENVIRONMENTAL POLICY STATEMENT

The management of the Bridgwater and Taunton College Trust recognises that the day to day operations can impact both directly and indirectly on the environment. We aim to protect and improve the environment through good management and by adopting best practice wherever possible. We will work to integrate environmental consideration into our business decisions and adopt greener alternatives wherever possible, throughout our operations.

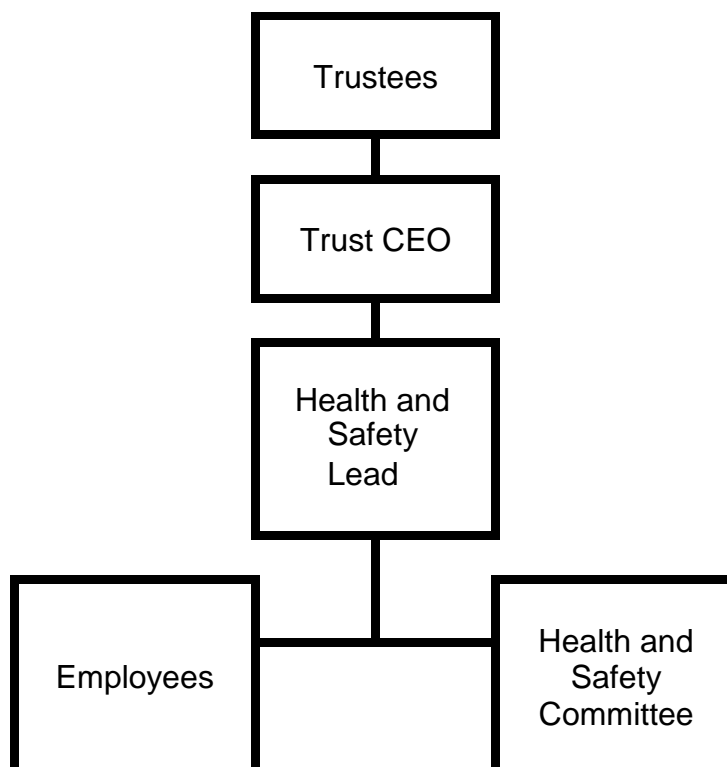
In order to discharge its responsibilities the management will:

- bring this Policy Statement to the attention of all employees
- carry out regular audits of the environmental management system
- comply fully with all relevant legal requirements, codes of practice and regulations at International, National and local levels
- ensure that emergency procedures are in place at all locations for dealing with environmental issues
- establish targets to measure the continuous improvement in our environmental performance
- identify and manage environmental risks and hazards
- improve the environmental efficiency of our transport and travel
- involve customers, partners, clients, suppliers and subcontractors in the implementation of our objectives
- minimise waste and increase recycling within the framework of our waste management procedures
- only engage contractors who are able to demonstrate due regard to environmental matters
- prevent pollution to land, air and water
- promote environmentally responsible purchasing
- provide adequate resources to control environmental risks arising from our work activities
- provide suitable training to enable employees to deal with their specific areas of environmental control
- reduce the use of water, energy and any other natural resources □ source materials from sustainable supply, when practicable

This Environmental Policy Statement will be reviewed at least annually and revised as necessary to reflect changes to the business activities and any changes to legislation. Any changes will be brought to the attention of all stakeholder.

## HEALTH AND SAFETY ORGANISATIONAL CHART

Our Organisation for the Implementation of Health and Safety



The overall responsibility for health and safety rests at the highest management level. However, it is the responsibility of every employee to co-operate in providing and maintaining a safe place of work.

This part of our Policy allocates responsibilities to line managers to provide a clear understanding of individuals' areas of accountability in controlling factors that could lead to ill health, injury or loss.

Managers are required to provide clear direction and accept responsibility to create a positive attitude and culture towards health and safety.

The following positions have been identified as having key responsibilities for the implementation of our health and safety arrangements:

- Trustees
- Chief Executive Officer
- Health and Safety Lead
- Head Teachers



## **HEALTH AND SAFETY RESPONSIBILITIES**

### **TRUSTEES**

The Trustees have the ultimate responsibility for the health and safety of the Bridgwater and Taunton College Trust but discharges this responsibility through the Health and Safety Lead down to individual managers, supervisors and employees.

The Trustees have nominated the Health and Safety Lead to have special responsibility for health and safety.

The Board will ensure that:

- they provide a lead in developing a positive health and safety culture throughout the organisation
- all its decisions reflect its health and safety intentions
- adequate resources are made available for the implementation of health and safety
- they will promote the active participation of workers in improving health and safety performance
- they will review the health and safety performance of the Bridgwater and Taunton College Trust on an annual basis

### **HEALTH AND SAFETY LEAD**

The Health and Safety Lead will ensure that:

- management are advised of relevant changes in health and safety legislation, codes of practice and industry standards
- risk assessment requirements are co-ordinated and the implementation of any action required is monitored
- risk assessments are reviewed regularly and any changes are brought to the attention of staff who may be affected
- regular meetings are held where health and safety issues can be discussed, progress made against objectives and plans monitored and actions decided
- provide advice on health and safety training requirements
- details of accidents, dangerous occurrences or diseases that are notifiable are reported to the Enforcing Authorities
- assist Managers in investigating and recording accident investigations
- contact with external organisations such as the emergency services is co-ordinated
- health assessment requirements are identified and advised to management

- the schedule of statutory examinations of plant and equipment is maintained and managers are made aware of impending examinations

## **EMPLOYEES**

All employees must:

- take reasonable care of their own safety
- take reasonable care of the safety of others affected by their actions
- observe the safety rules
- comply with the Health and Safety Policy
- conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others
- dress sensibly and safely for their particular working environment or occupation
- conduct themselves in an orderly manner in the work place and refrain from any antics or pranks
- use all safety equipment and/or protective clothing as directed
- avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others
- maintain all equipment in good condition and report defects to their supervisor
- report any safety hazard or malfunction of any item of plant or equipment to their supervisor or the Health and Safety Lead
- report all accidents to their supervisor whether an injury is sustained or not and ensure that the relevant paperwork is completed and submitted to the Health and Safety Lead
- attend as requested any health and safety training course
- observe all laid down procedures for processes, materials and substances used
- observe the fire evacuation procedure and the position of all fire equipment and fire exit routes

## **HEALTH AND SAFETY COMMITTEE**

The Health and Safety Committee's responsibility is to facilitate communication and consultation on health and safety issues across the organisation.

They are responsible for ensuring that:

- there is regular communication and consultation with staff on health and safety issues
- health and safety issues raised by employees are discussed and considered for action
- health and safety standards within departments are monitored

- trends in accident statistics across the Bridgwater and Taunton College Trust are identified and making recommendations for action
  - health and safety is promoted and new initiatives are considered to progressively improve standards in all areas
  - employees are aware of significant changes to our Health and Safety Policy documentation
- HEALTH AND SAFETY RULES**

This section specifies the rules laid down for the attention of all employees. These rules are prepared in accordance with legal requirements and acknowledged safe working practices. In addition to the legal duty imposed upon employees to comply with these rules, failure to observe them will be considered to be a breach of their contract of employment and will result in disciplinary action being taken.

Employees are reminded that a breach of health and safety legislation by an employee is a criminal offence and action taken by an Enforcing Officer against an individual may result in heavy penalties.

Safety rules may vary depending upon the nature of work and the circumstances therefore the overriding requirement is that employees are expected to act in a sensible manner and adhere to verbal instructions given by Management.

### **General**

- it is the duty of all employees to co-operate with management in fulfilling our legal obligations in relation to health and safety.
- employees must not intentionally or recklessly interfere with anything provided in the interests of health, safety or welfare.
- employees are required to notify to management of any unsafe activity, item or situation.

### **Working Practices**

- employees must not operate any item of plant or equipment unless they have been trained and authorised.
- employees must make full and proper use of all equipment guarding.
- employees must not clean any moving item of plant or equipment.
- employees under the age of 18 years must not operate any item of plant or equipment unless they have received sufficient training or are under adequate supervision.
- employees must not make any repairs or carry out maintenance work of any description unless authorised to do so.
- employees must use all substances, chemicals, liquids etc, in accordance with all written instructions.
- employees must not smoke on Bridgwater and Taunton College Trust premises, as they are all non-smoking facilities.

### **Working Conditions And The Environment**

- employees must make proper use of all equipment and facilities provided to control working conditions/ environment.
- employees must keep stairways, passageways and work areas clear and in a clean and tidy condition.

- employees must dispose of all rubbish, scrap and waste materials within the working area, using the facilities provided.
- employees must clear up any spillage or liquids within the work area in the prescribed manner.

### **Protective Clothing And Equipment**

- employees must deposit all waste materials and substances at the correct disposal points and in the prescribed manner.
- employees must use all items of protective clothing/equipment provided as instructed.
- employees must store and maintain protective clothing/equipment in the approved manner.
- employees must report any damage, loss, fault or unsuitability of protective clothing/equipment to their supervisor.

### **Fire Precautions**

- employees must comply with all laid down emergency procedures.
- employees must not obstruct any fire escape route, fire equipment or fire doors.
- employees must not misuse any fire-fighting equipment provided.
- employees must report any use of fire-fighting equipment to their supervisor.

### **Accidents**

- employees must seek medical treatment for work related injuries they receive by contacting a designated first aider. Upon returning from treatment, they must report the incident to their supervisor.
- employees must ensure that any accident or injury treatment is properly recorded on the Accident Report Form.
- employees must notify management of any incident in which damage is caused to property.

### **Health**

- employees must report to management any medical condition or medication which could affect the safety of themselves or others.
- employees must co-operate with the management on the implementation of the medical and occupational health provisions.

### **Bridgwater and Taunton College Trust Transport**

- employees must carry out prescribed checks of Bridgwater and Taunton College Trust vehicles prior to use and in conjunction with the laid down checking procedure.
- employees must not drive or operate any vehicles for which they do not hold the appropriate driving licence or permit.
- employees must not carry unauthorised passengers or unauthorised loads.
- employees must not use vehicles for unauthorised purposes. □ employees must not load vehicles above the stated capacity.
- employees must not drive or operate vehicles whilst suffering from a medical condition or illness that may affect their driving or operating ability.

## **Hazard Warning Signs And Notices**

- employees must comply with all hazard warning signs and notices displayed on the premises.

## **Rules Covering Gross Misconduct**

An employee will be liable to summary dismissal if they are found to have acted in any of the following ways:

- a serious or wilful breach of Safety Rules.
- unauthorised removal or interference with any guard or protective device.
- unauthorised operation of any item of plant or equipment.
- unauthorised removal of any item of first aid equipment.
- wilful damage to, misuse of or interference with any item provided in the interests of Health and Safety or welfare at work.
- unauthorised removal or defacing of any label, sign or warning device.
- horseplay or practical jokes, which could cause accidents.
- making false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrence.
- misuse of any item of equipment, utensil, fitting/ fixture, vehicle or electrical equipment. □  
deliberately disobeying an authorised instruction.

## ARRANGEMENTS FOR HEALTH AND SAFETY ACCIDENT, INCIDENT AND ILL HEALTH RECORDING, REPORTING AND INVESTIGATION

This Policy sets out the procedures that are to be followed when any employee, visitor or contractor has an accident, near miss or dangerous occurrence on the company's premises during the course of their employment.

This will also apply to visitors who are members of the public and are therefore not at work. In addition, employees who develop a work-related illness must also report via these procedures.

### Definitions:

- an **accident** is an unplanned event that causes injury to persons, damage to property or a combination of both
- a **near miss** is an unplanned event that does not cause injury or damage but could do so.
- a **work-related illness** is a prescribed illness that is obtained by an employee through the course of work or from a non-employee as a result of activities carried out by the company.

### The Accident Report Form

- all accidents resulting in personal injury must be recorded on the relevant location Accident Report Form.
- the Accident Report Form will comply with the requirements of the Data Protection Act.
- the Accident Report Forms will be audited regularly by the Health and Safety Lead to ascertain the nature of incidents that have occurred in the workplace. This audit will be in addition to any investigation of the circumstances surrounding each incident.
- all near misses must also be reported to the Health and Safety Lead as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.
- employees must ensure that they are aware of the location of the Accident Report Forms.

### Reporting Requirements

Certain accidents causing injury, both fatal and non-fatal, certain occupational diseases and certain dangerous occurrences are reportable to the Enforcing Authority under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

The following events must be reported to the Health and Safety Executive:

- death
- specified injuries as detailed in regulation 4

Injuries that lead to a worker being incapacitated for **more than seven consecutive days** as the result of an occupational accident or injury (not counting the day of the accident but including weekends and rest days) must also be reported within 15 working days using the Health and Safety Executive (HSE) website.

You **must** also keep a record of an accident if the worker has been incapacitated for **more than three consecutive days**. If you are an employer, who must keep a record of all injuries, accidents or near misses under the Social Security (Claims and Payments) Regulations 1979, that record can be treated as a record for the purposes of RIDDOR.

### **Contact details for the Health and Safety Executive are:**

**Tel:** 0845 300 9923 (Monday to Friday 8:30am to 5:00pm)

**Website:** [www.hse.gov.uk](http://www.hse.gov.uk)

For further advice on injuries, diseases or dangerous occurrences requiring notification please contact the Health and Safety Lead.

The completed report form sent back by the HSE should be kept with the other accident records and documents; this will confirm the notification has been made.

Accident report, completed notification form and investigation notes, witness statements and photographs are to be kept on file to advise the insurers of a potential claim and to present to the Enforcing Authority in the event of an investigation.

Records are to be kept for three years from the date of the incident. For students, they must be kept for three years after their eighteenth birthday.

### **Investigation**

All injury related accidents that are either notified to the Enforcing Authority or where a serious injury has occurred will be investigated:

- to ensure that all necessary information in respect of the accident or incident is collated
- to understand the sequence of events that led to the accident or incident
- to identify the unsafe acts and conditions that contributed to the cause of the accident or incident
- to identify the underlying causes that may have contributed to the accident or incident
- to ensure that effective remedial actions are taken to prevent any recurrence
- to enable a full and comprehensive report of the accident or incident to be prepared and circulated to all interested parties
- to enable all statutory requirements to be adhered to

The investigation will include obtaining signed witness statements, photographs and drawings as appropriate.

### **ASBESTOS**

The Bridgwater and Taunton College Trust will protect employees, students and other persons potentially exposed to asbestos as far as is reasonably practicable. Everyone who needs to know about the presence of asbestos will be alerted. No one will be allowed to start any work that could disturb asbestos unless the correct procedures are to be employed.

This will be achieved by minimising exposure through the:

- Management of asbestos-containing materials in the Bridgwater and Taunton College Trust premises by:



- Assessment - the premises will be surveyed to determine whether asbestos-containing materials are present. It will be presumed that materials contain asbestos unless there is strong evidence to the contrary.
- The amount and condition of the asbestos-containing material will be assessed and measures will be identified to ensure that airborne asbestos fibres are not present or formed in the workplace.
- A Written Plan or register that sets out the location of the asbestos-containing material and how the risk from this material will be managed will be prepared and steps will be taken to put the plan into action. The plan or register will be made available and the arrangements will be reviewed at regular intervals or when there has been a significant change to the organisation or personnel.
- Access to Asbestos-containing Materials in the premises will be controlled so as to prevent inadvertent disturbance of the material and the release of asbestos fibres. Procedures will be put in place to ensure that anyone liable to disturb asbestos-containing materials is made aware of their location.
- Monitoring and Maintenance - the condition of all asbestos-containing materials or materials suspected of containing asbestos will be inspected at agreed intervals to ascertain that there has been no damage or deterioration. Where damage or deterioration is found the asbestos-containing material will be reassessed and repaired or removed as appropriate.
- management of work in Bridgwater and Taunton College Trust premises that may contain asbestos:
- Training and Information - Employees who may come into contact with asbestos containing materials (ACM's) through the course of their work will receive adequate training and information such that they can recognise potential ACM's and know what precautions to take.

## **Asbestos-related Emergencies**

Procedures to deal with asbestos-related incidents will be put in place (including the provision of information and warning systems) unless there is only a slight risk to the health of employees, students and others.

## **Arrangements for Controlling Work on Asbestos**

Any work on, or removal of, asbestos-containing materials will be controlled to ensure that adequate precautions are taken to prevent the release of asbestos fibres.

Work with asbestos and asbestos-containing materials is to be carried out by a licensed contractor (licensed by the HSE) unless the work is exempted from the requirement for licensing.

## **Selection and Control of Contractors to Work on Asbestos-containing Materials**

When contractors are engaged to work on Bridgwater and Taunton College Trust premises, adequate steps will be taken to ensure the contractors are competent and have sufficient skills and knowledge to do the job safely and without risks to health.

Only contractors licensed by the HSE will be used for the removal of asbestos-containing materials, unless the work involves the removal of materials in which:

- asbestos fibres are firmly linked in a matrix
- the exposure during the removal process is likely to be sporadic or of low intensity

Contractors hired to carry out building or allied trade work that will involve minor work with asbestos must comply with the Control of Asbestos Regulations 2012.

### **Procedures for Dealing with Health and Safety Issues**

Where an employee raises a health and safety problem related to work with asbestos, the Bridgwater and Taunton College Trust will:

- take all necessary steps to investigate the circumstances
- take corrective measures where appropriate
- advise the employee of actions taken

Where a problem arises relating to the condition of, or during work on, asbestos-containing material, the employee must:

- inform the Operations Manager who will report to the relevant people as detailed in the Asbestos Policy.
- in the case of an accident or emergency, respond quickly to ensure effective treatment.

### **CONTRACTORS**

When working on Bridgwater and Taunton College Trust premises, it is considered that contractors are joint occupiers for that period and therefore we have both joint liabilities in “common areas”. In order to meet our legal obligations with regard to contractors we will ensure that prior to engaging any contractor they are competent and that any works are carried out safely. The following factors will be considered as part of our procedures for vetting contractors:

- sight of the contractor’s own safety policy, risk assessments, method statements, permits to work, etc. as applicable
- clarification of the responsibility for provision of first aid and fire extinguishing equipment
- details of articles and hazardous substances intended to be brought to site, including any arrangements for safe transportation, handling, use, storage and disposal
- details of plant and equipment to be brought onto site, including arrangements for storage, use, maintenance and inspection
- clarification for supervision and regular communication during work including arrangements for reporting problems or stopping work in cases where there is a serious risk of personal injury
- confirmation that all workers are suitably qualified and competent for the work (including a requirement for sight of evidence where relevant)
- evidence showing that appropriate Employers and Public Liability Insurance is in place

Clearly, it will not be necessary to go to such elaborate lengths if the contract is very short and will not create hazards of any significance. The complexity of the arrangements will be directly proportional to the risks and consequences of failure.

Similarly, we have a parallel duty to the contractor and must ensure that the contractor is not put at risk by our own activities for the duration of the contract.

We will stop contractors working immediately if their work appears unsafe. Staff should report any concerns to a manager immediately.

### **Construction work and the Construction (Design and Management) Regulations 2015**

Where any construction work is carried out that is subject to the Construction (Design and Management) Regulations 2015, to fulfil our legal duties as a “client” under the Regulations we will:

- make suitable arrangements for the management of the project and review those arrangements throughout the project to ensure that they are still relevant
- ensure that all duty holders that we appoint have the necessary skills, knowledge, training and experience to carry out their roles safely.
- appoint in writing the Principal Designer and Principal Contractor sufficiently early in the project to allow them to carry out their duties properly.
- notify the HSE in writing for projects that require it
- ensure that relevant pre-construction information is passed to all designers and contractors
- ensure that the Principal Designer and Principal Contractor carry out their duties
- ensure that adequate welfare facilities are provided for the contractors
- ensure that no construction commences until an adequate health and safety plan and construction phase plan covering the work has been prepared
- ensure that any health and safety file passed to us is kept securely and readily available for inspection by anyone who requires it to fulfil their legal duties, and , if we choose to dispose of the building, to pass the file to any person or company who acquires the building.
- cooperate fully with all other duty holders and provide all relevant information and instruction promptly and clearly

### **DESIGN AND TECHNOLOGY**

This Policy outlines the procedures for ensuring safe working in the Design and Technology Department. All staff are required to follow this Policy to minimise risks to themselves, to students and to others. Teachers are expected to use this information to help them to plan lessons and decide if an activity can be carried out safely, giving consideration to the age and responsibility of the students.

### **Communication, information and training**

The Head of Department is responsible for ensuring that:

- all staff are made aware of this Policy
- the procedures are followed
- providing suitable training or directing new staff to an appropriate member of staff
- for recording the dates and content of any training given.

Trainee teachers who are following a recognised teacher training course should be supervised by a qualified teacher at all times when they are engaged in practical work. Such trainees may use machines and may show students how to use machines as part of the lessons that they are teaching provided that appropriate supervision is maintained. This supervision may be progressively reduced, depending on the competence of the individual trainee teacher. In such instances, a specific risk

assessment of the situation should be carried out, and the degree of supervision needed discussed with the Head of Department.

Generally, the department follows guidance in *BS 4163:2007 Health and safety for design and technology in schools and similar establishments – Code of practice* and is also licensed to use CLEAPSS. A copy of the code is available in each Academy and all teachers within the Department are given access to the CLEAPSS website.

### **Monitoring and checking**

The Bridgwater and Taunton College Trust requires the Design and Technology Department to monitor the implementation of this Policy. Records of monitoring are kept by the Head of Department.

Equipment and machines will be checked in accordance with current guidelines and records kept.

### **Risk Assessments**

The Bridgwater and Taunton College Trust follows the recommendation of the Health and Safety Executive to adopt published 'model' or 'general' risk assessments, which the Design and Technology Department adapts to the curriculum and facilities.

Whenever a new course is adopted or developed, all activities (including preparation and clearingup work) are to be checked against the model risk assessments and significant findings incorporated into texts in daily use, i.e., the scheme of work, set of lesson plans, syllabus, technician notes.

If a model risk assessment for a particular operation involving hazards cannot be found in these texts, a special risk assessment must be completed.

Every activity is to be assessed for risk including working with simple hand tools as well as potentially hazardous processes such as wood machining. An attempt is made to balance the desire to eliminate risk with the need to reduce risk in order to maintain practical work, e.g. certain activities may be demonstrated in order to reduce the level of risk to students.

It is the responsibility of all staff and other adults to follow the relevant risk assessments and lesson plans.

### **Equipment Safety**

New equipment will be purchased that is safe and suitable for the intended purpose and to comply with the *Provision and Use of Work Equipment Regulations*. Equipment listed by specialist educational equipment suppliers is taken to meet these *Regulations* but all other equipment, especially gifts, are to be treated with caution and carefully assessed.

### **Use of guards**

All staff in the department must use all guards and other safety devices on machines and other equipment at all times. Under no circumstances should any guard or other safety device be removed or not used to enable a task to be done. Any operation which cannot be done with guards and other safety devices in place must not be done.

## **Maintenance, Inspection and Testing of Equipment**

All equipment and machinery must be maintained in a safe condition. To achieve this, equipment will be regularly maintained, inspected and, where necessary, tested.

There are 3 levels of inspection, maintenance and testing of equipment which must be carried out. These are:-

- Level 1 - visual check by staff of equipment prior to its use or on a daily basis.
- Level 2 - more formal visual inspections which should be carried out termly by staff. This requires checking equipment against an inventory using a checklist. Small items, e.g. hand tools, knives, can be banded together.
- Level 3 - formal maintenance/inspection checks carried out by specialist contractors. This is normally undertaken annually except for LEV (Local Exhaust Ventilation) which is carried out every 14 months. This includes PAT testing, no electrical equipment should be used in the unless it has in up to date PAT sticker.

When maintenance of equipment is carried out all machines must be isolated from the power supply and the fuses removed or the isolator locked off. A notice stating that the machine is under maintenance should be fixed to the machine. A risk assessment of the hazards involved in the task should be carried out before the work is started.

## **Recording of Inspections and Testing**

All Level 2 formal inspections of equipment by members of staff should be recorded. An up to date record of Inspections will be maintained by the technicians on a weekly basis.

All Level 3 inspections/maintenance must be recorded. It is recommended that the subject leader holds records of examinations, tests and certificates. This information will be kept in the office in the health and safety folder.

If any faults, or the need for maintenance, are identified at any time, they must be reported to the Head of Department. If the fault or need for maintenance makes the equipment unsafe, it must not be used and must be electrically isolated. An appropriate label must be clearly displayed on the equipment.

## **Pressure Vessels**

Autoclaves and pressure cookers need periodic inspection, normally annually, under the *Pressure Systems Safety Regulations*. Records of examinations are kept on file.

## **Local Exhaust Ventilation**

The Bridgwater and Taunton College Trust requires the regular testing of local exhaust ventilation equipment (dust extraction and fume extraction from heat treatment areas) every 14 months. The Head of Department has the responsibility of seeing that this happens. The records of the tests are available for staff reference and for inspection by an HSE Inspector on file.

## Room Safety

- all practical rooms must be locked when not in use.
- unsupervised students must not be allowed in hazardous rooms.
- when starting a practical lessons, staff should check that rooms are clear, all thoroughfares and room exists are free from obstruction, floors are dry and in a safe condition, and the lighting is adequate for the work being undertaken.
- fire doors must be unlocked and clear.
- only authorised staff are permitted to switch on the electricity and gas mains isolators. Students may not switch on these – not even under supervision.
- students must not use utensils, tools, machines or other equipment until they have been taught how to use them correctly.
- particular care should be given to the distribution and collection of hand-tools and of small items of equipment, the number and condition of which should be checked at both the beginning and the end of an activity or a lesson.
- only one person may operate a machine or piece of equipment at a time.
- a specialist room may only be used for other curriculum activities if the person supervising the students understands room hazards in the room and can prevent them having accidents.
- supply or cover teachers must be given information on the room hazards; explaining the location and operation of main services such as electrical isolators, any local hazards and where help can be obtained.
- students and staff are not to eat or drink in a room/workshop - this includes break and lunch times.
- gas and electricity must be switched off at the mains at the end of the day - the location of mains switches/taps is clearly indicated in each area.
- large volumes of shavings, sawdust and plastic cuttings are likely to constitute a fire hazard and so clearance and disposal should take place on a regular basis, rather than at the end of the day.
- excessive dust from machining operations and 'walked in' dirt contribute to respiratory problems and should be removed by vacuuming on a regular basis, rather than by sweeping.
- at the end of the day and particularly at weekends, all tool and storage cupboards should be locked, key switches and main electrical supplies isolated, gas valves closed, all machine tools and bench shears padlocked and all electrical equipment turned off. It is the responsibility of the teacher in charge of the room to make sure that all systems are safe, all hot items are cool and that everything is closed down safely before they leave the building.
- all Design and Technology areas are made safe for cleaners or contractors to work in before these persons are allowed to proceed.

## Storage

- storage must be kept well organised and tidy. Large items should not be stored high and proper stepladders or similar must be available for reaching high shelves safely.
- all chemicals should be stored in accordance with the COSHH Regulations and risk assessments must be in place dealing with their safe use.
- standing on benches, chairs, tables to watch a demonstration/get equipment etc. is not permitted.
- sharp tools and utensils must be stored so that accidental contact with the sharp part is unlikely and they must be securely locked when not in use.
- all materials which are hazardous, for example they may be toxic, flammable or corrosive, must be clearly labelled. The labelling must state the material and the nature of the hazard(s).
- keep all working quantities of these materials to a minimum.
- access to hazardous materials must be restricted to authorised staff only (technicians).
- all hazardous materials must be stored away from direct access by students.

- stocks of flammable liquids must be stored in a lockable fire-resistant cabinet in a well-ventilated stockroom.
- all sharp Design Technology Food knives should be stored in the locked store cupboards.
- all sharp craft knives should be stored in a locked cupboard or room.
- no sharp knives should be left unattended in a classroom.

## **Shelving**

- shelves must not be overloaded and heavy materials must not be stored high up.
- proper stepladders must be provided for access to shelving beyond easy reach from the floor.

## **Safety Signs, Notices and Displays**

- each workroom must have a set of safety rules and procedures displayed clearly.
- cautionary notices and signs must be displayed where appropriate.

## **Personal Protective Equipment**

- the Bridgwater and Taunton College Trust accepts the duty to provide eye protection, gloves, overalls and aprons for employees where the risk assessment requires them and safety spectacles for students.
- eye protection must be worn by all staff and students when using any machine or when soldering using soldering irons. Eye protection should be used for any other operation where the risk assessment shows it is required. Eye protection must conform to BS EN166.
- the employer expects eye protection to be available for students and visitors. Safety spectacles are provided for general use, with a set of goggles or face shields used whenever the risk assessment requires them.
- the condition of the eye protection is checked at the start of each term.
- protective clothing such as aprons must be used in lessons where students could get dirty during practical work, or where hazardous materials are being used.

## **Emergency procedures in the event of a fire sound the fire alarm.**

- on hearing the fire alarm staff should turn off the gas, electric and any machinery or equipment and make their way to the assembly point.
- in the event of a fire and if it is safe to do so staff should attempt to extinguish a fire using the appropriate fire extinguisher provided.

## **Disabled Persons including students with Special Educational Needs (SEN)**

The Bridgwater and Taunton College Trust will give full and proper consideration to the needs of disabled employees, students and visitors. To achieve this, the Bridgwater and Taunton College Trust will:

- treat all disabled employees, students and visitors with respect and dignity, both in the provision of a safe working environment and in equal access to the Bridgwater and Taunton College Trust premises
- ensure that risk assessments are undertaken of the special needs of the disabled and carry out reasonable adjustments to the premises and/or employment arrangements
- encourage employees with special needs to suggest any premises or task improvements to their line managers

- discipline any employees found treating their disabled colleagues with less than the expected standards of respect and dignity
- in an emergency evacuation, ensure suitable plans are in place which will assist disabled people to leave the premises swiftly.

Risk assessment of students with Special Education needs will consider:

- manual handling of students with physical disabilities;
- students unable to recognise everyday hazards, communicate distress, or move around independently;
- using mechanical aids and equipment;
- using therapy and ball pools;
- administering medical treatment and minimising the risk of infection;
- management of difficult behaviour and the use of restraint;
- lone working where an employee works on a one-to-one basis with an SEN student; and transport issues such as getting learning disabled or physically disabled students in and out of transport and making sure that access to the premises is appropriate.

### **When To Assess**

So far as is reasonably practicable risk assessments of the students with special educational needs will be made:

- before students are admitted – this is a planning ahead exercise;
- when planning educational activities both on and off site;
- when planning and purchasing new facilities and when work practices are to be introduced or changed;
- when deciding on a placement;
- when an existing student develops a health need, e.g. after an operation, or where a significant change in their existing needs occurs;
- when a student is to undertake work experience.

### **DISPLAY SCREEN EQUIPMENT**

All reasonable steps will be taken by the Bridgwater and Taunton College Trust to secure the health and safety of employees who work with display screen equipment. To achieve this objective the Bridgwater and Taunton College Trust will:

- carry out an assessment of each user's workstation
- implement necessary measures to remedy any risks found as a result of the assessment
- provide adequate information and training to persons working with display screen equipment
- endeavour to incorporate changes of tasks within the working day, to prevent intensive periods of on-screen activity
- review software to ensure that it is suitable for the task and is not unnecessarily complicated
- arrange for the provision of free eye tests of 'users' when requested, at regular intervals thereafter and where a visual problem is experienced



- arrange for the supply, at subsidised cost up to a maximum limit to be discussed with Line Manager, for any corrective appliances (glasses or contact lenses) where these are required specifically for working with display screen equipment
- advise existing employees, and all persons applying for work with display screen equipment, of the risks to health and how these are to be avoided
- investigate any discomfort or ill-health believed to be associated with the use of display screen equipment and take appropriate remedial action
- make special arrangements for individuals with health conditions that could be adversely affected by working with display screen equipment

Employees must:

- comply with the instructions and training given regarding safe workstation set-up and use, including the need for regular changes of activity or breaks and the use of the equipment provided
- inform their departmental supervisor/line manager of any disability or health condition which may affect their ability to work using display screen equipment or be affected by working with DSE (this information will be treated confidentially)
- report to their departmental supervisor/line manager any discomfort or health concern believed to be associated with the use of DSE (this information will be treated confidentially)

## **DRIVING**

Driving is an integral part to some roles within the Bridgwater and Taunton College Trust and as such requires driving on Bridgwater and Taunton College Trust. Driving has inherent risks associated with it which drivers should be made aware of.

The Bridgwater and Taunton College Trust is committed to reducing the risks its staff face or create when driving at work and therefore will:

- ensure risk assessments are completed and that journeys are planned
- not put unreasonable time constraints on travel
- ensure those driving for business are competent (and where required, authorised) and fit
- provide any additional training that may be deemed necessary to reduce driving related occupational risks
- provide sufficient information and guidance for managers and drivers to enable them to understand the additional occupational risks involved in driving
- establish a travel plan which will limit the requirement for travel and make provisions for long journeys
- require drivers to annually submit copies of their insurance and current driving licence

## **Implementation**

The Bridgwater and Taunton College Trust asks its entire staff to play their part, whether they use a Bridgwater and Taunton College Trust vehicle, their own or a hire vehicle.

## **Drivers**

Drivers will remain responsible for their own safety and that of others and must comply with the Highway Code and Road Traffic Act.

It is the responsibility of drivers to inform their manager of:

- anything that could affect their driving e.g. health conditions or injuries, use of prescribed medication
- changes to licence such as; limitations, offences recorded, period bans
- vehicle defects that affect ability / safety to drive
- any accidents / incidents that occurred whilst driving on behalf of the Bridgwater and Taunton College Trust.

Before driving, drivers must

- review the need to travel
  - have a valid licence for the vehicle they are driving and for any overseas travel if required
  - ensure valid insurance for business use
  - carry out a pre-use vehicle check
  - allow sufficient time to drive allowing for traffic, poor weather and rest breaks
  - ensure sufficient rest
  - be physically fit, with zero alcohol level and not under the influence of drugs that may affect the ability to drive
  - have had an eye test in last 2 years and be using any corrective appliance
  - adjust their driving position, head restraints and mirrors to ensure maximum comfort and safety
- Whilst driving, drivers must

- drive in accordance with the applicable law and with consideration for the safety of passengers and other road users
- take regular rest breaks every 2-3 hours or at first signs of tiredness
- remain in control of the vehicle at all times
- not smoke in any Bridgwater and Taunton College Trust vehicle
- never use any hand held electronic device e.g. mobile phone, satellite navigation, mp 3 player
- never receive or make calls unless using hands free facilities.

## **DRUGS AND ALCOHOL**

### **Alcohol**

- employees must not drink alcohol on the Bridgwater and Taunton College Trust's premises or the premises of its customers or clients without express permission from a senior manager or director.
- any employee who is found consuming alcohol on the Bridgwater and Taunton College Trust's premises or the premises of its customers and clients without permission or is found to be intoxicated at work will normally face disciplinary action on the ground of gross misconduct under the Bridgwater and Taunton College Trust's disciplinary procedure.

### **Drugs and medication**

- the possession, use or distribution of drugs for non-medical purposes on the Bridgwater and Taunton College Trust's premises is strictly forbidden and a gross misconduct offence.
- if you are prescribed drugs by your doctor which may affect your ability to perform your work, you should discuss the problem with your manager or supervisor.
- if the Bridgwater and Taunton College Trust suspects there has been a breach of this Policy or your work performance or conduct has been impaired through any substance abuse, the Bridgwater and Taunton College Trust reserves the right to require you to undergo a medical examination to determine the cause of the problem.

### **Medical Examination**

- existing and prospective employees may be asked to undergo a medical examination, which will seek to determine whether he/she has taken a controlled drug or has an alcohol abuse problem.
- a refusal to give consent to such an examination or a refusal to undergo the screening will result in the immediate withdrawal of any offer made to prospective employees and will normally be treated as gross misconduct for employees.
- if, having undergone a medical examination, it is confirmed that you have been positively tested for a controlled drug, or you admit there is a problem, the Bridgwater and Taunton College Trust reserves the right to suspend you from your employment (with or without pay) to allow the Bridgwater and Taunton College Trust to decide whether to deal with the matter under the terms of the Bridgwater and Taunton College Trust's disciplinary procedure and/or to require you to undergo treatment and rehabilitation.

### **Reasonable Grounds**

- the Bridgwater and Taunton College Trust reserves the right to search you or any of your property held on Bridgwater and Taunton College Trust premises at any time if there are reasonable grounds to believe that this Policy is being or has been infringed or for any other reason. If you refuse to comply with these search procedures, your refusal will normally be treated as gross misconduct.
- the Bridgwater and Taunton College Trust reserves the right to inform the Police of any suspicions it may have with regard to the use of controlled drugs by its employees on the Bridgwater and Taunton College Trust's premises.

## **EXTRA-CURRICULAR VISITS**

The Bridgwater and Taunton College Trust Policy is to ensure that the safety of students, employees and others is managed to minimise risk as far as practicable and in developing its procedures is guided by the guidance and procedures issued by the Department for Education and the Outdoor Education Advisers Panel Guidance for the Management of Outdoor Learning, Off-site visits and Learning Outside the Classroom. To achieve its objective to ensure safety the Bridgwater and Taunton College Trust will ensure that:

- all visits are approved by the Head Teacher and/or the Chair of Governors as appropriate
- a person is nominated to co-ordinate educational visits and that person will be trained in the role of an Educational Visit Co-ordinator (EVC)
- group leaders are trained and experienced to lead a visit
- all visits are planned
- risk assessments are completed as appropriate
- all employees are briefed prior to each visit
- emergency arrangements are established for all visits
- the ratio of adults to students is appropriate and proportionate to the needs of the visit and in compliance with County recommendations
- adequate insurance is in place
- adequate child protection measures are in place
- parents are notified of all visits and given the opportunity to withdraw their child from any particular school trip or activity
- consent is obtained from parents for all visits
- arrangements are made for students with medical or special needs
- adequate first aid is available
- contingency plans are made
- safety during visits is monitored and reviewed
- visits incorporating an activity that will involve caving, climbing, trekking, skiing or water sports, the provider must hold a licence as required by Adventure Activities Licensing Regulations 2004.

### **Responsibilities – Visit Leader**

- complete all relevant Educational Visits documentation, including risk assessments and consent forms
- complete risk assessments or acquire assessments completed by external agencies (for example, a tour operator) as appropriate
- ensure all students have made necessary payments and completed the necessary documentation
- for overseas visits, ensure photocopies of student passports (and EHIC cards if relevant) have been taken
- for an overseas visit, ensure all non-British citizens have visa entitlements to re-enter the country
- provide reasonable notice to the Health and Safety Lead to allow them to assist in completing agreed tasks
- plan for students with special educational needs, pre-existing medical condition or a disability and ensure appropriate provision
- lead the trip in accordance with the approval given by the Head Teacher, Chief Executive Officer and/or the Chair of Governors and ensure all staff and students are fully briefed and that emergency arrangements are in place
- record the details of any accident or incident in line with the Bridgwater and Taunton College Trust Policies
- have completed the Visit Leader training as recommended by the Outdoor Education Advisers Panel.

## **Responsibilities – Health and Safety Lead**

- to co-ordinate all educational visits to ensure procedures are complied with and all documentation is completed
- to liaise with Visit Leaders to ensure the approval requirements for each visit are clearly communicated
- to retain all documentation in relation to each extra-curricular visit.
- provide support and guidance to Visit Leaders
- ensure that any accident/incident on a visit is notified to the Head Teacher and the Chair of Governors and a record is kept and that future visits are reviewed in light of previous incidents
- ensure this Policy is kept up to date and that amendments are notified to the Head Teacher, Chief Executive Officer and Chair of Governors

## **Head Teacher and Chair of Governors**

- to consider the suitability of all proposed educational visits
- to 'sign off' all documentation prior to approval.

## **Staffing of Trips**

It is important to have a high enough ratio of adult supervisors to students for any visit. The factors to take into consideration include:

- sex, age and ability of group;
- students with special educational or medical needs;
- nature of activities;
- experience of adults in off-site supervision;
- duration and nature of journey;
- type of any accommodation;
- competence of staff, both general and on specific activities;
- requirements of the organisation/location to be visited; □ competence and behaviour of students;
- first aid cover.

The recommended ratio is:

Nursery	1:3
Reception	1:6
Key Stages 1 and 2	1:10
Key Stages 3 and 4	1:15
Sixth Form	1:20

Without special safeguards or control measures, these ratios will not be adequate to meet the needs of most residential or more complex visits. The ratios stated are the minimum acceptable.

Except in special circumstances and with the agreement of the Head Teacher and Chair of Governors, there must always be a minimum of 2 teachers with any visit. For certain visits a higher ratio will be appropriate because the leader of the visits has to ensure that there is a safe level of supervision at all times.

For visits abroad, at least 3 teachers must accompany the party unless the number of students is fewer than 10, in which case there should be 2 teachers.

If an adult who is not a member of staff is accompanying the trip then they must have an up to date and valid DBS check, authorised by the Human Resources Department and have completed the volunteer recruitment process.

No member of staff can be included in the staffing ratios if they are accompanied by their own child who is a minor (under 16).

Group Leaders must be experienced and have undertaken training as recommended by the Outdoor Education Advisers Panel.

## **Sporting Fixtures**

The level of supervision should be at least in the ratio of one teacher to 15 students. At the end of a fixture, staff must ensure that all students are supervised until they are collected.

The use of staff or students' cars to transport other students is not allowed.

## **Emergency Procedures**

Teachers should not hesitate to act in an emergency and to take lifesaving action in an extreme situation.

Emergency procedures are an essential part of planning an educational visit. If an emergency happens the priorities are to:

- Assess the situation
- Safeguard the uninjured members of the group
- Attend the casualty
- Inform the emergency services and everyone who needs to know of the incident.

## **Guidance on Emergency Procedures**

A copy of the following guidelines must be taken by all Visit Leaders and their deputies.

- establish nature and extent of the emergency.
- make sure that all other members of the party are accounted for and safe.
- if there are injuries, establish their extent and arrange for first aid
- establish names of the injured and call relevant emergency services.
- advise other party staff of the incident and that emergency procedures are in operation.
- ensure that an adult from the party accompanies casualties to hospital.
- ensure that the remainder of the party is adequately supervised throughout and arrange for their early return to the Bridgwater and Taunton College Trust premises.
- arrange for one adult to remain at the incident site to liaise with emergency services until the incident is over and all children are accounted for.
- control access to telephones until contact is made with the Head Teacher and until they have had time to contact those directly involved. Pass full details of the incident (name, nature, date and time of incident, location of incident, details of injuries, names and telephone numbers of those involved, action taken so far).

- telephone numbers for future communication (identify alternate telephone numbers in case telephone lines become jammed).
- the relevant Academy will arrange to contact the parents of those involved. In serious incidents the parents of all party members should be informed.
- media:
- a designated person should act as the point of contact with the media to whom all involved should direct questions.
- under no circumstances should the name of any casualty be divulged to the media.
- the Group Leader should write down as soon as practicable all relevant details. A record should be made of any witnesses. Any associated equipment should be kept in its original condition.
- legal liability should not be discussed or admitted.
- all accident forms should be completed and insurers and the HSE should be contacted.
- inform parents of any delays that will be necessitated

### **Additional Procedures for Visits Overseas**

Prior to the visit, the Group Leader should obtain and take with them:

- European Health Insurance Card (where appropriate) and significant medical histories.
- Details of insurance arrangements and the company's telephone number. □ Location of local hospital/medical services.

In the case of an emergency the framework outlined above should operate. In addition, the group leader should notify the British Embassy/Consulate.

### **After the Trip**

The trip leader must inform the Health and Safety Lead that the party has returned safely and ensure that a responsible adult, such as a parent or guardian, safely collects all the students from the relevant Academy.

If any difficulties or incidents occur on a trip, the Health and Safety Lead must be informed as soon as possible after the trip returns to the relevant Academy, so that appropriate follow up action can be taken quickly.

## **ELECTRICITY**

All reasonable steps will be taken to secure the health and safety of employees who use, operate or maintain electrical equipment.

To ensure this objective the Bridgwater and Taunton College Trust will:

- ensure electrical installations and equipment are installed in accordance with IEE Wiring Regulations
- maintain the fixed installation in a safe condition by carrying out routine safety tests
- inspect and test portable and transportable equipment as often as required to ensure safety
- promote and implement a safe system of work for maintenance, inspection and testing

- forbid live working unless absolutely necessary, in which case a permit must be issued □  
     ensure employees who carry out electrical work are competent to do so □      maintain  
     detailed records Employees must:
- visually check electrical equipment for damage before use
- report any defects found to their line manager/supervisor
- not use defective electrical equipment
- not carry out any repair to any electrical item unless qualified to do so
- switch off non-essential equipment from the mains when left unattended for long periods
- not bring any electrical item onto the Bridgwater and Taunton College Trust premises until it has  
     been tested and a record of such a test has been included in the appropriate record
- not leave electric cables in such a position that they will cause a tripping hazard or be subject to  
     mechanical damage



## **ENVIRONMENT**

All reasonable steps will be taken to protect the environment. In order to discharge its responsibilities the management will:

- comply fully with all relevant legal requirements, codes of practice and regulations
- prevent pollution to land, air and water
- reduce water and energy use
- minimise waste and increase recycling within the framework of our waste management procedures
- identify and manage environmental risks and hazards
- involve customers, partners, clients, suppliers and subcontractors in the implementation of our objectives
- promote environmentally responsible purchasing
- provide suitable training to enable employees to deal with their specific areas of environmental control
- improve the environmental efficiency of our transport and travel
- establish targets to measure the continuous improvement in our environmental performance
- eliminate risks to the environment through selection and design of buildings, facilities, equipment and processes. Where risks cannot be eliminated they will be minimised by the use of physical controls or, as a last resort, through systems of work and personal protection
- only engage contractors who are able to demonstrate due regard to environmental matters
- bring the Environmental Policy Statement to the attention of all employees

### **Environmental complaints procedure**

On receipt of a complaint about any environmental related matter, the following procedure will be implemented:

- the name, address and contact details will be taken from the complainant along with details of the complaint including dates, times, frequency, impact and location
- full details of the complaint will be recorded and passed a Senior Manager or Director for an investigation to be instigated
- investigations will be commenced at the earliest opportunity and at least within 24 hours
- where the complaint is found to be justified immediate measures will be taken to remedy the problem as far as is reasonably practicable
- results of all investigations will be recorded and copied to the complainant, a Senior Manager or Director
- the complainant will be kept advised of the results of any investigation and the measures being taken to seek a solution; including details of the proposed timescales where immediate resolution is not possible

All employees are responsible for working towards the objectives contained within this Policy.

## **FIRE**

All reasonable steps will be taken to prevent a fire occurring. In the event of fire, the safety of life will override all other considerations, such as saving property and extinguishing the fire.

In order to prevent fire and to minimise the likelihood of injury in the event of a fire the Bridgwater and Taunton College Trust will:

- assess the risk from fire at our premises and implement appropriate control measures
- ensure good housekeeping standards are maintained to minimise the risk of fire
- provide and maintain safe means of escape from the premises
- develop a fire evacuation procedure for all buildings
- provide and maintain appropriate fire-fighting equipment including the sprinkler system
- provide sand in bags in the Science Department as a precaution when using flammable metals
- regularly stage fire evacuation drills, inspect the means of escape and test and inspect firefighting equipment, emergency lighting and any fire warning systems
- provide adequate fire safety training to employees, plus specialist training to those with special responsibilities
- make arrangements for the safe evacuation of deaf or otherwise disabled persons
- make arrangements for ensuring all students and visitors are made aware of the fire evacuation procedures
- display fire action notices
- keep fire safety records

The Bridgwater and Taunton College Trust does not require persons to attempt to extinguish a fire but extinguishing action may be taken if trained and it is safe to do so.

Immediate evacuation of the building must take place as soon as the evacuate signal is given. All occupants, on evacuation, should report to the pre-determined assembly points.

Re-entry of the building is strictly prohibited until the fire brigade officer (or for fire drills, the senior member of staff present) declares it is safe to do so.

Employees are encouraged to report any concerns regarding fire procedures so the Bridgwater and Taunton College Trust can investigate and take remedial action if necessary.

## Summary of Key Actions

The key actions required to ensure fire safety is effectively managed are:

- complete and review annually a fire risk assessment
- arrange for fire safety checks to be completed and recorded for the following:
  - fire evacuations (drills)
  - fire alarm tests
  - fire escape route checks
  - extinguisher checks
  - emergency lighting tests
  - post fire evacuation notices
- develop personal evacuation plans for people with special needs
- provide fire safety training
- service the fire alarm, emergency lighting and sprinkler system as appropriate.

## Fire Maintenance/Test Procedures

### FIRE DRILLS

<b>TERMLY</b>		
Fire evacuations must be carried out at least once a term.	Ensure all occupants are able to evacuate to a place of safety in a reasonable time (3 minutes).	Record details of the drill, evacuation time and any problems.
<b>FIRE ALARM PANEL/SYSTEM</b>		
<b>DAILY</b>	Check fire alarm panel for normal working conditions.	<b>Report any faults and actions.</b>
<b>WEEKLY</b>	<p>Fire alarm audibility test conducted at a <b>different call point tested each week in rotation. Number each call point for identification (each zone to be tested every 13 weeks)</b></p> <p><b>Check alarm is audible in all areas (tests to be carried out during full occupation)</b></p> <p>Check that any fire doors on automatic closures linked to the fire alarm are closing properly.</p> <p>Check any doors fitted with electromagnetic locks are released.</p>	<b>Record details of call point test and call point number. Repair/ replace defective units.</b>
<b>SIX MONTHLY</b>	<p>For systems with battery back up, a six monthly battery check by a competent service engineer is required.</p> <p>This check may also include 50% of the automatic smoke/heat detectors, sounders and manually operated devices.</p>	<b>Site to keep maintenance records</b>
<b>ANNUALLY</b>	An annual test and examination of the alarm system by a competent service engineer is required including all automatic smoke/heat detectors, sounders and annually operated devices.	<b>Site to keep maintenance records.</b>
For 230 volt systems without battery back up		

<b>MEANS OF ESCAPE</b>		
<b>DAILY</b>	<p><b>Check for any obstructions on escape routes (internally and externally)</b></p> <p>Doors: check self-closing devices and that push bars and other emergency fastening devices are operational.</p>	<b>Site to record details and actions only if there is a fault</b>

<b>WEEKLY</b>	Check all internal fire doors for ease of opening, that they are a good fit, close fully, seals and self-closures are working correctly and are correctly signed,	<b>Site to record details and actions only if there is a fault</b>
<b>MONTHLY</b>	Check all electronic releases mechanisms on escape doors work correctly (i.e. fail safe in the open position on activation of alarm/loss of power.	<b>Site to record details and actions only if there is a fault</b>
<b>FIRE FIGHTING EQUIPMENT</b>		
<b>WEEKLY</b>	Check all extinguishers, fire blankets, etc are available for use, undamaged and unobstructed. Extinguishers must be properly fixed to wall brackets or on plinths. Check for evidence of tampering.	<b>Site to record details and actions only if there is a fault.</b>
<b>ANNUALLY</b>	Full check and test of extinguishers, fire blankets, etc by competent service engineer.	<b>Maintenance records to be kept on site.</b>
<b>FIXED SYSTEMS (sprinkler systems)</b>		
<b>Frequency specified by installer</b>	Programme of inspections and checks dependent on type of system and to be specified by installer, e.g. weekly checks on water and air pressure gauge readings, water levels in storage tanks, automatic pump and diesel engines.	<b>Site to record details and actions only if there is a fault.</b>
<b>ANNUALLY or to insurers/installers guidelines</b>	Formal inspection and testing of fire sprinkler system.	<b>Maintenance records to be kept on site.</b>
<b>EMERGENCY LIGHTING</b>		
<b>DAILY</b>	Check indicator lights are functioning. Operate/replace batteries in torches as required.	<b>Site to record details and actions only if there is a fault.</b>
<b>MONTHLY</b>	In-house operational test for a short period (a maximum of one quarter of the rated duration).	<b>Maintenance records to be kept on site.</b>
<b>ANNUALLY</b>	Emergency lighting full duration discharge test by a competent person.	<b>Maintenance records to be kept on site.</b>

### **Fire Safety Training within the Bridgwater and Taunton College Trust**

The Bridgwater and Taunton College Trust will provide adequate fire safety training for staff. The type of training will be on-line and will:

- take account of the findings of the fire risk assessment;
- explain the emergency procedures;
- take account of the work activity and explain the duties and responsibilities of staff;
- take place during normal working hours and be repeated periodically where appropriate;
- be easily understandable
- be tested by fire drills.

Students will also be involved in some aspects of fire safety training, particularly with respect to fire drills, etc.

The on-line fire awareness training will include the following:

- what to do on discovering a fire;
- how to raise the alarm and what happens then;
- what to do upon hearing the fire alarm;
- the procedures for alerting students, students, members of the public and visitors including, where appropriate, directing them to exits;
- the arrangements for calling the fire and rescue service;
- the evacuation procedures for everyone in your premises (including young children or mobility impaired persons) to reach an assembly point at a place of total safety;
- the location and, when appropriate, the use of fire-fighting equipment;
- the location of escape routes, especially those not in regular use;
- how to open all emergency exit doors;
- the importance of keeping fire doors closed to prevent the spread of fire, heat and smoke;
- where appropriate, how to stop machines and processes and isolate power supplies in the event of a fire;
- the reason for not using lifts (except those specifically installed or nominated, following a suitable fire risk assessment, for the evacuation of people with a disability);
- the safe use of and risks from storing or working with highly flammable and explosive substances;
- the importance of general fire safety, which includes good housekeeping □ the use of premises by outside bodies, e.g. IT training, music, etc.

All staff identified in the emergency plan that have a supervisory role if there is a fire (e.g. heads of department, fire marshals or wardens), will be given details of the fire risk assessment and receive additional training.

In addition to the above all staff will receive training about:

- the emergency plan;
- the importance of fire doors and other basic fire-prevention measures;
- where relevant, the appropriate use of fire-fighting equipment;
- the importance of reporting to the assembly area;
- exit routes and the operation of exit devices, including physically walking these routes; □ general matters such as permitted smoking areas or restrictions on cooking other than
- in designated areas
- assisting disabled persons where necessary.

Training will be provided:

- when staff start employment or are transferred into the premises;

- when changes have been made to the emergency plan and the preventive and protective measures;
- where working practices and processes or people's responsibilities change;
- to take account of any changed risks to the safety of staff, students or other relevant persons;
- to ensure that staff know what they have to do to safeguard themselves and others on the premises; and where staff are expected to assist disabled persons.

Training will be repeated annually or more often if necessary and will take place during working hours wherever practicable.

### **Training of students**

We recognise that it is good practice to provide students with some form of fire safety training so that they are aware of the actions to be taken in the event of a fire. This will include instruction on the:

- details of the emergency plan;
- importance of fire doors and other basic fire-prevention measures; □ importance of reporting to the assembly area
- exit routes and the operation of exit devices.

## FIRST AID

The Bridgwater and Taunton College Trust is committed to providing sufficient provision for first aid to deal with injuries that arise at work or as a consequence of Bridgwater and Taunton College Trust activities.

To achieve this objective the Bridgwater and Taunton College Trust will:

- appoint and train a suitable number of first aid personnel
- display first aid notices with details of first aid provision
- provide and maintain suitable and sufficient first aid facilities including first aid boxes
- provide any additional first aid training that may be required to deal with specific first aid hazards

### First Aiders

A First Aider is a person who has a valid certificate in either first aid at work or emergency first aid at work training.

First Aiders training will be refreshed every three years by undertaking the two day First Aid at Work requalification. (This may be taken up to 3 months before / 28 days after the expiry date on the certificate).

First aid personnel will be provided with refresher training at regular intervals to keep their skills up to date.

The number of first aiders required will be determined by completing a risk assessment. The HSE provide some general guidance on the number of first aiders required and expected provision is illustrated below:

Category Of Risk	Numbers Employed At Any One Location	Suggested Number Of First Aid Personnel
Lower Hazard	Less than 50	At least two First Aid At Work trained members of staff
	More than 50	At least one First Aid At Work trained member of staff for every 100 members of staff or part thereof
Higher Hazard	Less than 50	At least two First Aid At Work trained members of staff
	More than 50	At least one FAAW for every 50 members of staff or part thereof
<b>It is recommended that at least two are trained to provide cover during sickness, training, off site trips or annual leave and as support should a serious accident or incident occur</b>		

The numbers of first aid personnel will be determined by individual circumstances, the level of risk and in line with current government guidance.

### **Additional First Aid Provision**

- in addition to the above in higher risk areas such as science, Design and Technology, PE etc. at least one person will be trained to a minimum level of emergency first aid.
- adequate first aid provision will include cover for break times.
- first aid provision will be available at all times whilst people are present on Bridgwater and Taunton College Trust premises including out of hours activities. The assessment of need will be reviewed at least annually.

### **First Aid Boxes**

- first aid kits are issued to all First Aid At Work and Paediatric First Aid At Work trained staff.
- travel first aid kits will be kept in minibuses.
- first aid kits will contain a sufficient quantity of suitable first aid materials and nothing else.
- first aid does not include the administration of medicines and thus first aid boxes must NOT contain drugs of any kind including aspirin, paracetamol, antiseptic creams etc.
- all first aid kits will be checked regularly and maintained by the owner of the first aid box, items should not be used after expiry date shown on packaging. A small amount of stock will be kept at each Academy by the lead first aider, with more available from the Health and Safety Lead.
- disposable gloves are contained within the first aid kit.
- blunt-ended stainless steel scissors will be kept in the first aid kit
- small quantities of contaminated waste (soiled or used first aid dressings) can be safely disposed of via the usual refuse collection arrangements. Waste is to be double bagged in plastic and sealed by knotting.

### **First Aid Rooms**

The first aid rooms will either have a suitable sink or access to a suitable sink nearby.

### **First Aid Information**

- notices are posted in conspicuous positions within all Bridgwater and Taunton College Trust premises, giving the location of first aid equipment and facilities and the name(s) and location(s) of the first aid personnel. Typically this information is kept at Reception and with the Head Teacher at each premises.
- new and temporary employees are to be told of the location of first-aid equipment and first aid personnel, and facilities on the first day they join the Bridgwater and Taunton College Trust as part of the induction training.

### **First Aid Records**

The Bridgwater and Taunton College Trust ensures that the following records are available:

- Certification of training for all first-aiders and refresher periods;
- Any specialised instruction received by first-aiders or staff (e.g. Epi-pens);
- First aid cases treated (see accident / incident reporting).



## Minor injuries

The following injuries are considered minor and capable of being dealt with by a trained first aider: grazes, small scratches, bumps, minor bruising, minor scalding or burns resulting in slight redness to the skin.

Injuries requiring medical attention:

- deep cut
- long cuts. Long cuts are considered to be approximately 1 inch when on the hand or foot and 2 inches when elsewhere on the body □ the cut is jagged.
- the injury involved a pet, especially a cat
- the injury involved a wild animal
- the injury is due to a bite, either human or animal. □ the wound has debris stuck in it after cleansing □ the wound is bleeding heavily.
- the wound will not stop bleeding after applying direct pressure for 10 minutes
- the injury is a puncture wound.

## Head injuries

Injuries to the head need to be treated with particular care. Any evidence of following symptoms may indicate serious injury and an ambulance must be called.

- unconsciousness, or lack of full consciousness (i.e. difficulty keeping eyes open); □ confusion
- strange or unusual behaviour – such as sudden aggression
- any problems with memory;
- persistent Headache;
- disorientation, double vision, slurred speech or other malfunction of the senses;
- nausea and vomiting;
- unequal pupil size;
- pale yellow fluid or watery blood coming from ears or nose;
- bleeding from scalp that cannot quickly be stopped;
- loss of balance;
- loss of feeling in any part of body;
- general weakness;
- seizure or fit.

## Hospital Admission

Where a student is required to attend Hospital using an Ambulance the relevant Academy will always ensure that a suitably qualified member of staff travels with the student if a parent is not present. In the exceptional circumstance of parental permission being required, the Senior Teacher can act *in loco parentis*.

If a child is taken directly to Hospital they will be accompanied by a member of staff who will stay with the student until discharged or until a handover can be made to a parent or guardian.

The member of staff at the hospital must update the senior teacher on the condition of the injured student as and when information is made available.

The parent/guardian of a student attending Hospital must be advised at the earliest opportunity.

Support for the injured student and their parents will be provided as determined by the individual circumstances of the incident.

### **Blood and Body Fluid Spillages**

It is important that spillages of blood, faeces, vomit or other body fluids are dealt with immediately as they pose a risk of transmitting infection and disease, e.g. Blood borne viruses and diarrhoeal and vomiting illnesses, such as norovirus.

- a spillage kit is available to deal with blood and body fluid spillages, the kits are locked in the cleaner's cupboard. The Premises Team, who are on site at all times when an Academy is open, will access spill kits as soon as requested.
- the Premises Team are responsible for checking and replenishing the kit □ general principles of blood and body fluid spillage management:
- body fluid spillages should be dealt with as soon as possible with ventilation of the area. Anyone not involved with the cleaning of the spillage should be kept away from the area and protective clothing should be worn when dealing with the spillage such as gloves and aprons.

### **Spillage Procedure**

- cordon off the area where the spillage has occurred.
- cuts and abrasions on any areas of the skin should be covered with a waterproof dressing;
- use personal protective equipment and clothing to protect body and clothes: disposable gloves and apron must be worn.

### **Hard surfaces e.g. floor tiles, impervious table tops.**

Small spills or splashes of blood: Clean with neutral detergent and hot water.

### **Large spills**

- remove spillage as much as possible using absorbent paper towels
- flush these down toilet or dispose of carefully in waste bag
- cover remaining with paper towels soaked in diluted bleach solution (1:10 dilution with cold water)
- leave for up to 30 minutes, and then clear away.

Alternatively:

- large spills may be covered with granules from the spillage kit for two minutes.
- spillage and granules should be carefully removed with paper towels and disposed carefully into a waste bag.
- clean area with neutral detergent and hot water.

## **Soft surfaces and fabrics e.g. carpets and chairs**

- Remove the spillage as far as possible using absorbent paper towels, □ Then clean with a fresh solution of neutral detergent and water.
- Carpets and upholstery can then be cleaned using cleaner of choice.
- Steam cleaning may be considered.

For all spillage occurrences:

- contaminated gloves, aprons, paper towels, etc. should be carefully disposed of into a leak proof plastic bag, securely tied and placed immediately into the normal external waste container.
- large quantities of contaminated waste should be disposed of in consultation with the local waste authority.
- wash hands after procedure.
- as with all hazardous substances used in the Bridgwater and Taunton College Trust, bleach and disinfectants should be stored, handled and used in accordance with COSHH (Control of Substances Hazardous to Health, 2002) Regulations and the manufacturer's instructions. Product data sheets and safe use instructions should be accessible, along with risk assessments and details of actions required in the event of accidental ingestion, inhalation or contact with skin or eyes.
- all chemicals must be stored in their original containers, in a cool, dry, well-ventilated place that is lockable and inaccessible to children, visitors and the public.
- appropriate protective clothing (e.g. gloves and aprons) should be worn when handling bleach and other chemical disinfectants.
- contact with skin, eyes and mouth should be avoided

## **FOOD TECHNOLOGY**

The teaching of Food Technology must be risk assessed to ensure the safety of students and teachers; in addition the food prepared in the Bridgwater and Taunton College Trust must be handled and served to comply with good hygiene practice to make sure the food is safe to eat.

### **Food Hygiene Training**

The Bridgwater and Taunton College Trust will ensure that Food Technology teachers and any persons who support teaching programmes are competent in all aspects of food hygiene that they are required to teach to ensure that students are provided with appropriate experience to enable them to work correctly and safely, Level 2 in Food Safety is considered the minimum qualification.

Food hygiene training will be obtained by attending certificated courses, which should be regularly reviewed, updated and refreshed every three years.

### **Key Considerations for Teaching Food**

- food preparation rooms and classrooms provided are of sufficient size to allow people to work and circulate around the room with ease.
- class size can be determined by considering factors such as the size of the room, the equipment available, the age and ability of the students and the experience of the staff. Teachers must work within safe operating limits so that there is a safe teaching and learning environment and that they are able to provide adequate supervision for hazardous activities.
- staff are to be provided with safe equipment and systems that are regularly checked, inspected and maintained in an efficient state to recognised standards, with records kept. In addition to PAT testing this includes the servicing of gas equipment, fridge and freezer temperature checking, equipment guard checks, where appropriate.
- teachers will be trained to the standards specified in Health and Safety Training Standards in Design and Technology published by DATA.
- teachers will teach students about general health and safety requirements relating to the working environment and instil in them the need to work safely at all times.
- the students will be made aware of the hazards involved when working using processes, equipment and materials in various situations. They will be taught to assess the risks and identify the control measures taken, to help ensure the health and safety of themselves and others. Reference will be made to BS4163.
- lessons will be planned ahead to avoid risk. Work will be planned to involve the use of a wide range of food, food components and equipment to complete focused practical tasks. Student ability, knowledge, maturity, experience and special needs must be taken account of, to provide challenging tasks and potential for achievement.
- teachers should be aware that because of their inexperience, students working with food require a high level of supervision, and should not be left unattended.
- students with special needs may have poor co-ordination, slow reaction times and variable levels of concentration which require extra support and guidance. This will affect the teaching capacity/group size and may require additional support. Sometimes students can be paired with responsible peers to ensure safe working practices.
- teaching sessions must be long enough to complete processes without too high a percentage of time being taken up preparing for and tidying up afterwards. Short sessions can lead to frustration of both staff and students, as there is often insufficient time for full processes to be completed. Very long sessions without a break can give rise to problems with concentration.

- additional teaching support in lessons not only reduces risk but facilitates demonstration and allows for more practical work to be undertaken to the advantage of the students.

## **Manual Handling**

- it is recommended that trolleys are used for carrying heavy equipment and foodstuff.
- sugar and flour are best purchased in small containers, despite the possible cost savings from purchasing bulk containers.
- the use of high-level storage should be avoided. Where this is not possible, there must be safe procedures for access to such storage and the provision of suitable and adequately maintained steps/footstools.

## **Personal Protective Equipment**

- appropriate protective equipment, clothing, and storage of such, will be provided including suitably sized oven gloves and clean aprons.
- students should be made aware of the hazards of unsuitable footwear. Soft shoes and open toe sandals offer little protection from falling objects or spillages.
- long hair, jewellery, loose clothing such as ties and unbuttoned cuffs are potential hazards.
- sleeves should be rolled up, watches and ties removed and long hair tied back.
- additional personal protective equipment such as gloves and eye protection is required when using hazardous cleaning agents.

## **Microwave And Combination Ovens**

- manufacturer's instructions must be followed.
- the ovens must be kept clean, including ensuring that air vents are not blocked or obstructed and that food debris does not build up around the door seal which could lead to leaks.
- the ovens must not be used if the door does not close properly or if the door interlock switch does not work properly.
- the ovens must not be switched on when empty.
- burns and scalds can be avoided by using oven gloves, removing lids or microwave film away from the face and checking the temperature of food and drink.
- it is important to ensure food is thoroughly cooked throughout by stirring and turning the food during cooking.
- only food grade microwave film should be used in direct contact with food during cooking and defrosting.
- food should not be cooked in sealed containers; pierce the film covering containers (unless there are specific manufacturer's instructions to the contrary). Only use containers, films and ingredients which are known to be suitable for heating in a microwave oven.
- users should be made aware of the risk of certain foods superheating.

## **Deep Fat Frying**

Where small electrically powered thermostatically controlled deep fat fryers are provided, the following precautions should be remembered:

- fryers should not be over-filled,
- electric leads should be kept as short as possible,
- fryers should be positioned safely,

- fryers should not be left unattended,
- water must not be allowed to come into contact with hot oil or fat (dry food before deep frying),
- the handle must be positioned safely and fat must be cooled before straining or pouring into plastic containers.

All persons must be trained to deal correctly with a fat or oil fire.

### **Pressure Cookers**

Pressure cookers are covered by the Pressure Safety System Regulations 2000 and require annual inspections, against a suitable written scheme of examination.

### **Knives And Utensils**

- no student should be allowed to use a knife unless he or she has been properly trained in appropriate techniques.
- the degree of supervision which is required when students are using knives depends on the age of the particular students and the tasks for which knives are being used.
- students should be made aware that sharp utensils can cause cuts, that falling utensils can present a hazard, and that slipping can occur when pressure is applied.
- knives must be kept sharp and, when they are not in use, they must be stored securely.
- the knives inventory must be checked at the end of each lesson.
- where possible, the use of knives should be avoided, e.g. by the provision of vegetable peelers, scissors, etc. Mandolins are not recommended for use in schools.
- sharp utensils should not be left projecting from work surfaces and instruction must be given in their correct use, handling, storage and cleaning.
- At all Bridgwater and Taunton College Trust premises, risk assessments are in place for all reasonably foreseeable hazards.

### **First Aid**

- teachers must be aware of students with particular medical problems, including allergies, so that they are able to take the necessary precautions during lessons.
- at least one person holding a current first aid certificate, or who has been trained in emergency first aid, should always be available to attend/provide first aid when cookery rooms are in use.
- a first aid container equipped and maintained in accordance with Health and Safety (First Aid) Regulations should be readily available.
- food standard sterile waterproof dressings coloured blue should be provided.

### **Fire Safety**

- fire escape routes and fire doors must be operational and clearly marked, should be easily opened and free from all obstructions.
- fire-fighting equipment, including fire extinguishers, fire blankets and fire detectors, should be readily available and maintained.
- it is difficult to reduce the risk of fat-based pan-fires to zero, so specific instruction must be given to everyone on how to deal safely with such a fire when it occurs.
- spark devices are safer than matches for lighting gas hobs/ovens.
- all displays should be suitably positioned away from heat sources.
- to reduce the dangers of accidents, the number of students working at any one time around heating equipment must be controlled and close supervision given.

## Health And Safety Notices And Signage

- Appropriate notices and signs are to be clearly displayed including warning signs next to hobs that have no visual indication that they are on/hot, next to freezers, for hazardous materials, for fire exits, escape routes, fire-fighting equipment and emergency first aid.
- Hand washing/personal hygiene posters are also recommended.
- Signs are not a substitute for teaching students safe working practices. However, they do act as a reminder to those students who might forget what they have been taught

## HAZARDOUS SUBSTANCES (COSHH)

All reasonable steps will be taken to ensure all exposure of employees and students to substances hazardous to health is prevented or at least controlled to within statutory limits.

The Bridgwater and Taunton College Trust will implement the following:

- maintain an inventory of all substances hazardous used on site and retain copies of relevant hazard data sheets
- competent persons will be appointed to carry out risk assessments of the exposure to substances hazardous to health and advise on their control
- all activities which involve, or may involve, exposure to substances hazardous to health will be assessed and appropriate control measures will be taken if elimination or substitution of the substance is not possible
- fume cupboards and extract systems will be properly maintained by planned preventive maintenance and annual monitoring to ensure continued effectiveness
- systems of work will be reviewed at suitable intervals and revised if necessary
- personal protective equipment (PPE) will be provided and maintained as determined by risk assessment
- assessments will be reviewed periodically or if changes to the operation or any hazardous substances used
- qualified professionals, where necessary, will carry out health surveillance
- employee health records of all exposures to substances hazardous to health will be kept for a minimum of 40 years
- all employees and where necessary students will be provided with understandable information and appropriate training on the nature of the hazardous substances they work with. Employees will be informed about any monitoring and health surveillance results
- no new substances will be introduced into the Bridgwater and Taunton College Trust without prior assessment.

## Substances Hazardous to Health

Substances hazardous to health as defined by the COSHH regulations are:

- substances classified as very toxic, toxic, harmful, corrosive or irritant. These can be identified by their warning label and carry the pictograms detailed below.
- biological agents directly connected with work including micro-organisms.
- dust of any kind when present as a substantial concentration in the air.
- substances which have a Workplace Exposure Limit (WEL) assigned to them by the Health and Safety Commission document EH40.
- any other substance not specified above which may create a comparable hazard to a person's health.



## Principles of Control

- exposure to substances hazardous to health should either be prevented altogether, substituted with a less harmful substance, or (where it is not reasonably practicable) adequately controlled.
- in all cases personal protective equipment (PPE) should only be used where it is not reasonably practicable to adequately control exposure by other means. For example, fume cupboards in science labs and local exhaust ventilation systems on woodworking machinery should always take precedence over masks.
- if a substance is hazardous by inhalation, it is likely to have been assigned a "workplace exposure limit" (WEL). This should be used to assess the level of control.
- where PPE is identified as necessary for use by staff and students it should be ensured it is suitable for the purpose.
- employees have a duty to make full and proper use of all control measures identified as required in the risk assessment and must wear appropriate PPE (lab coat, eye protection, gloves etc.) where this is identified as required. Adequate information and training must be provided on its use and maintenance.

## Maintenance, Examination And Testing

- where controls such as fume cupboards, dust extraction for wood working equipment etc. are provided it is necessary to ensure that they are properly maintained. This will require visual and operational checks pre use in addition to a thorough examination and tests of engineering controls.
- in the case of local exhaust ventilation, tests for fume cupboards, woodworking extraction etc. should be carried out at least every fourteen months. A record of the results of all examinations must be kept for at least 5 years.
- all PPE must be kept clean, in good repair and stored correctly to prevent contamination.

## Health Surveillance

- health surveillance is typically only required in certain circumstances and is dependent on individual circumstances. Where there is a reasonable likelihood that an identifiable disease or adverse health effect associated with exposure will occur and the risk assessment shows that health surveillance is appropriate for the protection of employees then this should be carried out.



- monitoring and health surveillance records relating to named individuals must be kept for 40 years.

### **Information, Instruction and Training**

Information, instruction and training must be given to employees and students who may be exposed, about the risks to health and precautions.

### **HEALTH, SAFETY AND WELFARE**

The Bridgwater and Taunton College Trust is committed to providing suitable health, safety and welfare facilities in line with current legislation, in particular the provision of:

- adequate maintenance of workplace and equipment
- appropriate ventilation, temperature control and lighting
- suitable cleanliness and housekeeping standards
- adequate workspace allocation
- properly designed workstations
- well maintained traffic routes and floors
- appropriate fall protection
- suitable glazing
- safe access and egress (well maintained exits and entrances)
- appropriate sanitary and washing facilities
- separate toilet facilities for men and women
- plentiful drinking water supply and cups
- seating with an incorporated back rest
- accommodation for keeping clothing clean and dry
- facilities for changing, rest periods, hot drinks and meals preparation
- showering facilities if the nature of an employees work requires this
- appropriate first aid provision
- appropriate emergency, fire and evacuation equipment and procedures

The Bridgwater and Taunton College Trust recognises these responsibilities are required for any work whether on a remote work site, at their usual workplace or working from home.

## **INFECTION CONTROL**

Bridgwater and Taunton College Trust staff and students are from time to time at risk of infection or of spreading infection. The Bridgwater and Taunton College Trust aims to minimise the risk of the spread of infection and will:

- provide employees with information on potential infections and symptoms measures to assist with early identification and prompt implementation of control measures
- inform and take advice from the local Consultant in Local Disease Control (CLDC) and the Environmental Health Department of the Local Authority if an increase in illness is noted in the Bridgwater and Taunton College Trust, or if they have any concerns about infectious disease issues
- maintain up-to-date emergency contact numbers for all students, not only so that parents can be contacted if children are ill and need to be taken home, but also to assist in the investigation of any outbreaks
- maintain high standards of hygiene throughout the Bridgwater and Taunton College Trust including the promotion of good hand washing
- provide warm water, liquid soap and disposable towels in all toilets and cloakrooms.
- undertake risk assessments to include the infection control risk and identify control measures associated with farm or other similar visits
- ensure spillages of bodily fluids (blood, urine, vomit and faeces) are dealt with immediately and that adequate facilities are provided to provide protection to people involved.
- organise for the safe cleaning of equipment and where appropriate disinfection and thorough, cleaning of the premises
- arrange for safe disposal of any infected materials

### **Further Information**

The Health Protection Agency (HPA) provides details on recommended exclusion periods for the more common communicable diseases in Guidance on Infection Control in Schools.

Factsheets on infectious diseases are available from the Health Protection Agency <http://www.hpa.org.uk/Publications/InfectiousDiseases/Factsheets/>

### **Staff Illness and Reporting**

Staff should notify their manager if they develop any of the following infectious diseases or symptoms:

- skin infections or exposed areas of infestation
- severe respiratory infection (e.g. pneumonia, TB)
- severe diarrhoea
- jaundice
- hepatitis
- Chicken Pox, Measles, Mumps, Rubella
- HIV

Individual suitable controls will need to be applied depending on the circumstances of each case. In some instances, employees may need to be referred to an Occupational Health Practitioner or their GP for advice.

Staff should report diseases including Leptospirosis, Hepatitis, TB, and Tetanus that have been contracted through work as these are reportable under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).

### **Confidentiality**

Confidentiality will be maintained at all times in relation to an employee who is known to have any infectious disease.

No health information will be disclosed without the written consent of the employee concerned and any breach of such confidentiality, either inside or outside the Bridgwater and Taunton College Trust, will be regarded as a disciplinary offence and may result in disciplinary action

## **INTERACTIVE WHITEBOARDS**

All reasonable steps will be taken by the Bridgwater and Taunton College Trust to secure the health and safety of employees and students when interactive whiteboards are used. To achieve this objective the Bridgwater and Taunton College Trust will:

- consider ultra-short throw projectors as a first option during the procurement process as these present the safest option for teachers and students
- prior to the installation of any new whiteboard a risk assessment will be completed to cover the positioning of the projector and the exposure to intense light
- try to ensure that projectors are located out of the sight line from the screen to the classroom; to ensure that, when teachers look at the class, they do not also have to stare at the projector lamp. (The best way to achieve this is by ceiling-mounting rather than floor or table-mounting the projector)
- ensure that students are adequately supervised when they are asked to point out something on the screen
- provide a stick or laser pointer to avoid the need for the user to enter the beam is recommended.
- provide adequate information and training to persons working with interactive whiteboards especially in relation to beam viewing by teachers and students.

### **Guidance for Users**

- Teachers and students should avoid staring into the projector beam at all times
- Try to keep your back to the beam as much as possible
- Use the stick or laser pointer provided whenever possible

## **LEGIONNAIRES DISEASE**

All reasonable steps will be taken to identify potential legionellosis hazards and to prevent or minimise the risk of exposure.

At risk systems include the hot and cold water storage and distribution system.

To achieve control of legionella bacteria the Bridgwater and Taunton College Trust will implement the following:

- Avoidance of Conditions Favouring Growth of Organisms -
- as far as practicable, water systems will be operated at temperatures that do not favour the growth of legionella. The recommended temperature for hot water is 60°C and either above 50°C or below 20°C for distribution, as care must be taken to protect people from exposure to very hot water.
- the use of materials that may provide nutrients for microbial growth will be avoided. Corrosion, scale deposition and build-up of bio films and sediments will be controlled and tanks will be lidded.
- Avoidance of Stagnation
- dead-legs, which occur when water services leading from the main circulation water system to taps or appliances, are used only intermittently and other parts of systems which may provide a reservoir for infection will be identified and where possible eliminated.
- System Maintenance
- water systems will be disinfected by an effective means before being taken into service and after shut downs of five or more days. Plant will be regularly inspected and maintained (e.g. by monthly visits from a water treatment specialist). Plant will be disinfected periodically (normally twice yearly) by chlorination or by temporarily raising water temperatures. Biocides may be used to control microbial growth. Maintenance personnel must wear appropriate protective clothing.
- Sampling
- for legionella will not normally be necessary, unless in the case of an outbreak or to monitor the effectiveness of precautionary measures. Weekly monitoring of chemical and microbiological water quality will be carried out to give a useful indication of the state of the system.
- Record Keeping
- records will be kept of all maintenance, temperature monitoring and sampling carried out.

### **Selection, Training and Competence of Staff**

Persons carrying out control measures will receive appropriate training and supervision so they are able to perform their duties competently.

### **Action in the Event of an Outbreak**

A contingency plan in case of an outbreak of legionellosis will be prepared. This will include the:

- identification of people who may have been exposed
- involvement of public health authorities
- dissemination of information to employees and other interested parties as to the nature of the risks

## **LIQUIFIED PETROLEUM GAS (LPG) AND COMPRESSED GAS**

Gas cylinders are a convenient way to transport and store gases under pressure.

These gases are used for many different purposes, including:

- soldering, welding and flame cutting
- chemical processes
- fire extinguishers
- heating and cooking

The main hazards are:

- impact from the blast of a gas cylinder explosion, or rapid release of compressed gas
- impact from parts of gas cylinders that fail or any flying debris
- contact with the released gas or fluid
- fire resulting from the escape of flammable gases or fluids
- impact from falling cylinders

Where LPG / Compressed Gas are used, the Bridgwater and Taunton College Trust will ensure that provision is made for:

- adequate training and supervision in their use
- suitable handling equipment and storage facilities with adequate ventilation
- regular maintenance and inspection

### **Handling and Use of Gas Cylinders**

- users must carry out an external visual inspection of the gas cylinders and any attachments (e.g. valves and regulators), to determine whether they are damaged. Indicators may include dents, bulges, evidence of fire damage etc.
- use gas cylinders in a vertical position, unless specifically designed to use otherwise.
- always double-check that the cylinder/gas is the right one for the intended use.
- close the cylinder valve and replace dust caps, where provided, when a gas cylinder is not in use.
- before connecting a gas cylinder to equipment or pipe work make sure that the regulator and pipe work are suitable for the type of gas and pressure being used.
- wear suitable safety shoes when handling gas cylinders.
- do not drop gas cylinders.
- empty cylinders must be stored in a safe and secure manner and not disposed of with normal waste.
- do not lift the cylinders by valves, shrouds and caps.

### **Transporting Gas Cylinders**

- fit suitable protective valve caps and covers to cylinders, when necessary, before transporting.
- securely stow gas cylinders in an upright position to prevent them from moving or falling.
- disconnect regulators and hoses from cylinders whenever practicable.
- ensure gas cylinders are clearly marked to show their contents and the hazards associated with their contents.

## **Storage of Gas Cylinders**

- store gas cylinders in a safe and secure manner.
- gas cylinders containing flammable gas should not be stored in part of a building used for other purposes.
- protect gas cylinders from external heat sources and ensure that gas cylinders are stored away from sources of ignition and flammable materials.
- gas cylinders must be clearly marked to show what they contain and the hazards associated with their contents.
- LPG cylinders should be stored away from drains and not in cellars.

## **LONE WORKING**

Lone working relates to any individual who spends some or all of their working hours working alone without direct supervision and who does not have someone close at hand to assist them in the case of an incident.

Lone working increases the health and safety risks to individuals because they may not be able to summon assistance in the event of an incident and any delay in receiving attention may increase the consequences of any injury.

People falling into this category may include:

- anyone working outside normal hours on their own
- cleaners who normally work outside Academy hours
- teachers in classrooms away from the main building e.g. in the sports centre
- teachers working in workshops or laboratories
- caretakers or maintenance staff
- employees who open up or close the building on their own.

It is acceptable for people to work alone so long as the relevant Academy has a risk assessment in place and any measures deemed necessary have been put into place.

People who are not lone workers:

- teachers or others working alone in a classroom or office in the main buildings when an Academy is open

Some activities should not be carried out by people working alone and typically this may include:

- working at height on ladders or tower scaffolds
- use of high risk chemicals
- use of high risk machinery
- electrical work
- entry to areas of restricted or limited access or exit.

### **Key Actions**

- identify all workers who work alone
- identify all locations where lone working is carried out
- complete a risk assessment for all lone working
- control measures to be identified, prioritised and implemented.
- higher risk activities/area identified and formal decisions made on authorisation of lone working.
  - formal systems/procedures developed for particular activities/areas as required.

### **Requirements of lone workers**

- it is important that lone workers disclose any known medical conditions which may make them unsuitable for working alone. Consideration to be given to routine work and foreseeable emergencies which may impose additional or specific risks.



- lone workers must be suitably experienced, have suitable instructions and if necessary, training on the risks they are exposed to and the precautions to be used.
- the Bridgwater and Taunton College Trust shall ensure adequate supervision is provided. The adequacy of the supervision will depend on the level of the risk, types and duration of exposure.

Adequacy of supervision may involve some of the following:

- periodic checks on lone workers i.e. visual
- periodic contact with lone worker i.e. telephone
- general or specific alarms for emergencies
- checks on lone workers to ensure they have returned to the Academy on completion of extracurricular activities.

## **Rules for Lone Workers**

- anyone working alone must have access to a telephone and ensure that a relative or colleague is aware;
- the caretaker (or other named person) must be informed of anyone intending to work late and a satisfactory arrangement made for locking up the building;
- when the caretaker (or other named person) is not present all lone workers, for reasons of security, health and safety, should lock themselves in the building.
- staff must not place themselves in danger by challenging intruders or vandals but should call the police for assistance.
- staff working alone have a responsibility for making themselves familiar with the Bridgwater and Taunton College Trust's safety procedures and location of safety equipment.
- if staff rely on mobile phones they must ensure that their network has good reception within the Academy. Although phones can give extra reassurance, they do not provide complete protection and staff should still be alert for their own personal safety at all times.
- in the situation where two or more people are working in isolated areas of an otherwise unoccupied building, personnel should keep each other informed about their movements.

## **Opening/Closing**

- when the last person has left the building and notified the caretaker (or other named person), they should then secure the building. This includes the closing of all fire doors and leaving on any emergency and exterior lights.
- when the caretaker (or other named person) arrives in the morning they must make a quick examination of the exterior of the building to make sure that there are no signs of a break-in or of anyone having been in the building. If the caretaker is in any doubt he should contact the Police/security firm and should never enter the building if he is unsure of his safety. □ key holders are also advised to inform someone when they are attending an alarm call out.

## **Emergency Considerations**

Lone workers should be capable of responding correctly to emergencies. Risk assessment should identify foreseeable events. Emergency procedures should be established and the people concerned trained in using the procedures. Emergency Procedures may need to cover:

- fires resulting from the process or work being undertaken
- what needs to be done to recover a person who has had an accident - especially important in laboratories
- actions to be taken in case of a chemical spill

- actions to be taken in the event of power failure (for example where the person is reliant on power for their safety systems or for egress from a building e.g. power operated doors)

## **MACHINERY MAINTENANCE**

The Bridgwater and Taunton College Trust will take all reasonable steps to ensure the safety of all employees maintaining the machinery as well as the safety of those affected by the maintenance work. The Bridgwater and Taunton College Trust will liaise with the suppliers of all new machinery to establish how that machinery should be maintained safely.

The Bridgwater and Taunton College Trust will seek to inform and train personnel to implement this Policy.

To achieve this objective the Bridgwater and Taunton College Trust will, in consultation with the maintenance staff:

- carry out an assessment of how the machinery should be isolated for specific maintenance work
- carry out an assessment of how the machinery should be isolated to enable general maintenance work to be carried out safely
- carry out an assessment of the maintenance of the machine itself, including any heavy parts that have to be moved, any positions that have to be reached to achieve the necessary result and any risks of parts falling
- carry out an assessment of how the maintenance of the machine affects its environment
- carry out an assessment of all hazards that arise when guards have been removed
- take appropriate measures for the protection of any person carrying out maintenance operations which the assessment has shown to involve risk to health or safety
- provide any personal protective equipment that might be necessary to carry out the work safely
- ensure that employees are aware of the reporting procedures, so that a responsible person is informed of any problems as soon as they arise and remedial action can be taken

## **Information and Training**

The Bridgwater and Taunton College Trust will give sufficient information, instruction and training as is necessary to ensure the health and safety of all maintenance staff and any others affected by maintenance of the machinery. Managers responsible for supervising the maintenance of the machinery will be appropriately trained.

## **MANUAL HANDLING**

Manual handling means: the transporting or supporting of a load by hand or by bodily force including lifting, putting down, carrying, pushing or pulling.

A load can include a person or animal as well as inanimate objects but not an implement, tool or equipment while in use for its intended person.

Typical manual handling tasks in the Bridgwater and Taunton College Trust are:

- moving tables and chairs
- carrying piles of books or stationery

- putting out PE equipment
- maintenance activities
- receiving and putting away food deliveries

To prevent injuries and long term ill-health from manual handling the Bridgwater and Taunton College Trust will ensure that activities which involve manual handling are eliminated, so far as is reasonably practicable. Where it is not practical the Bridgwater and Taunton College Trust will carry out an assessment to determine what control measures are required to reduce the risk to an acceptable level.

To implement this Policy the Bridgwater and Taunton College Trust will ensure that:

- there is no lifting wherever possible and in relation to the handling of students with special needs, this Policy is intended to promote a safer handling approach, which means no manual lifting of the whole or a substantial part of a person's body weight.
- manual handling assessments are carried out of activities that:
- pose a foreseeable risk of injury
- cannot be avoided
- cannot be mechanised
- consider the risks to students and employees.
- adequate information and training is provided to persons carrying out manual handling activities including details of the approximate weights of loads to be handled and objects with an uneven weight distribution, where appropriate
- any injuries or incidents relating to manual handling are investigated, with remedial action taken
  - employees are properly supervised
- where relevant, employees undertaking manual handling activities are suitably screened for reasons of health and safety, before doing their work
- special arrangements are made for individuals with health conditions which could be adversely affected by manual handling operations.
- wherever possible, the Bridgwater and Taunton College Trust will conduct the risk assessments of students with special needs before they attend and the Bridgwater and Taunton College Trust should seek to receive information on students in advance.

## **Reducing the risk of injury**

In considering the most appropriate controls, an ergonomic approach to designing the manual handling operation will optimise the health, safety and productivity associated with the task. Techniques of risk reduction will include:

- mechanical assistance
- redesigning the task

- reducing risk factors arising from the load
- improvements in the work environment
- employee selection

No employee will be required to lift any item that they do not feel confident of doing without risking personal injury.

## **Moving and Handling People**

There are occasions when a student with medical needs requires assistance in moving. While the basics outlined above still apply, there are other considerations. When a move is essential and the person requires help, then their co-operation should be sought where possible. The move should be explained to them so that they can actively participate in it.

Whenever a student with physical disabilities needs regular support in standard moves such as from a wheel chair to toilet or a seat or vehicle, then a full risk assessment must be written. Clear instructions covering each activity should be included, so that all staff members who are involved in the task may move the person safely and in the same manner. Ancillary equipment such as hoists, sliding boards, swivel plates, etc. must all be used in the correct manner and staff must have received appropriate training in the use of the equipment.

The risk assessment should consider both routine manual handling and emergency situations when manual-handling procedures may have to be adapted (e.g. evacuation in the event of a fire). The risk assessment will help to provide information about the procedures for that student's needs. Procedures should be developed with the student or their representatives. An individual's needs might vary day-to-day and even during the course of a day.

The Bridgwater and Taunton College Trust will endeavour to ensure employees adopt the same handling techniques when assisting students with moving and handling to ensure a consistent and safe approach. This will help to keep the student calm and reduce the risk of struggling, sudden movement or violence.

The expert advice of external medical professionals should be considered where complex moving and handling problems of students are presented.

## **Key Actions**

- Heads of Departments to identify and list tasks with a potential to cause injury.
- complete a manual handling risk assessment for each task
- bring the assessment to the attention of relevant staff and students, where relevant
- provide manual handling information and where required training for staff and students
- supervise tasks to ensure safe lifting and handling
- review assessments at least annually
- complete risk assessments for students with special needs before they enter Bridgwater and Taunton College Trust premises

## **MINIBUS**

### **Legal Requirements**

The law requires that a minibus must:

- be correctly licensed
- have a valid tax certificate
- be adequately insured
- be well maintained
- have a valid MOT certificate (if more than one year old)

The Bridgwater and Taunton College Trust will ensure that appropriate safety procedures are established for the minibus in line with the ROSPA Advice for Minibus Safety and their code of practice. A copy of the full code of practice is available at [www.rospa.com](http://www.rospa.com).

## **Driver Training**

It is essential that the Bridgwater and Taunton College Trust is satisfied that all persons authorised to drive are competent to drive any Bridgwater and Taunton College Trust vehicle containing students safely. The absolute minimum requirements to comply with our insurance are that the drivers:

- are over the age of 21,
- have category D1 on their licence,
- have at least two years experience as a qualified driver,
- hold a current full driving licence with no more than 6 penalty points. If a driver has less than 6 points, the driver may still be precluded if the points are for dangerous driving
- have a current Somerset County Council Driver Authorisation Certificate

To comply with the above, the Bridgwater and Taunton College Trust has gone further in its quest to ensure that students are driven in safety.

Prior to transporting students for the first time, all drivers will be given the opportunity of a vehicle familiarisation session to include:

- daily vehicle checks
- pre-journey checks
- general driving safety
- road testing
- emergency stop
- use of mirrors and indicators
- reversing using mirrors only
- passenger safety
- passenger comfort

All new drivers will be added to the list of authorised minibus drivers.

Staff who passed the test to drive a car after the 1<sup>st</sup> January 1998 are required to successfully complete a Public Service Vehicle test to drive the Bridgwater and Taunton College Trust minibuses.

## **Drivers Hours**

It is the Bridgwater and Taunton College Trust's Policy that, if there is a trip which involves a driver being in charge on an extended day, then a second adult should accompany the party and that person should be competent to share the driving to reduce the possibility of driver fatigue. An extended day is anything beyond 7.00 pm when the teacher started work at 8.45 am. This requirement is non-negotiable.

## **Driver's Responsibilities**

Whilst the Bridgwater and Taunton College Trust will ensure a weekly check of the condition of the minibuses, drivers are responsible for the following checks before embarking on their trips:

- do a visual inspection of the minibuses which includes tyre pressure checks and that the windscreen and glass is clean and can be seen through
- check brakes to see that they are functioning correctly
- ensure that mirrors and seat are in the correct driving position
- check that all lights are functioning correctly
- ensure that all seat belts are being worn. This includes all passengers, who must wear a seat belt
- ensure that the windscreen washer system works and that wipers are functioning correctly
- ensure that the vehicle is correctly loaded and that no more than sixteen passengers are being carried
- emergency exits must not be blocked
- ensure that all doors are correctly closed
- check that you have enough fuel for your journey
- as soon as possible after moving off, the driver should carry out a running brake test and at the same time, check the operation of the seat belts
- at intervals throughout the journey, all instruments and warning lights should be checked and necessary action taken if a fault is indicated
- ensure that food and drink are not consumed on the vehicle
- make sure that no rubbish is left on the vehicle and ensure that no malicious damage has occurred to the interior of the vehicle

At the end of the journey the driver must lock and make the vehicle secure. Keys should only be taken just prior to making use of the minibuses. The keys should be returned immediately after use.

## **Passenger Responsibilities**

- must wear seat belts and always remain in their seats until instructed otherwise □ must never distract the driver by shouting, etc.
- students should not eat or drink on the vehicle
- must make sure that escape routes are not blocked by bags, etc.
- students are ambassadors of the Bridgwater and Taunton College Trust and must never bring its name into disrepute by gesturing, etc.
- passengers found to have vandalised the minibuses may face a ban from using it again and be required to pay for damages

## **Accident Procedures**

If an accident occurs and any personal injury or damage to third party property is involved, then the driver must stop. They must be prepared to give their name and address and details of the owner of the vehicle to a Police Officer or any other person having reasonable grounds to ask. If for any reason the driver is not able to give these details then they must report in person to a Police Station as soon as practically possible, otherwise an offence is committed, and in any event not later than twenty-four hours afterwards.

Report the accident immediately to the Bridgwater and Taunton College Trust and complete the appropriate forms for onward transmission to our insurers.

## **Breakdown and Recovery**

The minibuses are covered for breakdown and recovery. Details of how to contact the providers and our membership numbers are in the minibus.

## **First Aid**

All minibuses contain first aid boxes, which are checked at the end of each term. The contents of these boxes include:-

- Antiseptic wipes
- Bandages
- Assorted adhesive dressings
- Plasters
- Eye pads
- Scissors.

Any use of the first aid kit must be reported as soon as possible thereby maintaining a full kit at all times.

Minibuses must not be used for private use.

## **Weekly Checks**

Weekly checks of the minibuses will be carried out and recorded.

Any defects in the minibuses noted by staff should be notified immediately to the nominated person who will then determine whether the vehicle should be taken off the road and repairs carried out.

The minibuses are inspected every ten weeks and serviced in line with the manufacturers recommendations.

## **Incorrect Use of the Minibuses**

A driver who breaks the speed limit will be responsible for paying their own fines. Similarly, fines imposed for incorrect car parking or negligent driving will be the responsibility of the driver. Any damage caused to the minibuses through incorrect use, may result in the driver being asked to contribute fully or partially to any excess payable by the Bridgwater and Taunton College Trust.

## **Speed Limits**

The speed limit for minibuses is as follows:

- 30 mph not 40 mph on urban carriageways
- 50 mph not 60 mph on single carriageways
- 60 mph not 70 mph on dual carriageways
- 70 mph on motorways

## **List of Authorised Drivers**

The Bridgwater and Taunton College Trust will keep a list of drivers who have been authorised to drive the minibuses.

Authorisation may be withdrawn at any time by the Head Teacher. Any member of staff who has been advised not to drive their own vehicle for medical reasons must advise the Bridgwater and Taunton College Trust immediately.



## **NEW AND EXPECTANT MOTHERS**

The Bridgwater and Taunton College Trust recognises that the general precautions taken to protect the health and safety of the workforce as a whole may not in all cases protect new and expectant mothers and there may be occasions when, due to their condition, different and/or additional measures will be necessary.

To implement effective measures for new and expectant mothers the Bridgwater and Taunton College Trust will ensure that:

- employees are instructed at induction to inform their relevant manager of their condition at the earliest possible opportunity and that the highest level of confidentiality is maintained at all times
- risk assessments are carried out for all work activities undertaken by new and expectant mothers and associated records and documentation maintained
- necessary control measures identified by the risk assessment are implemented, followed, monitored, reviewed and, if necessary, revised
- new and expectant mothers are informed of any risks to them and/or their child and the controls measures taken to protect them
- any adverse incidents are immediately reported and investigated
- appropriate training etc. is provided where suitable alternative work is offered and accepted
- provision is made to support new and expectant mothers who need to take time off work for medical reasons associated with their condition
- where relevant a suitable rest area is provided to enable the new or expectant mother to rest in a degree of privacy and calm
- where risks cannot be eliminated or reduced to an acceptable level then consideration will be given to adjusting working conditions and/or hours or if necessary providing suitable alternative work or suspension with pay

## **OUTDOOR PLAY EQUIPMENT**

### **Supervision**

Children must be supervised at all times whilst using outdoor play equipment and the appropriate number of people required to supervise play areas must be determined for each location. Supervising staff should be familiar with the equipment, the rules for use and of the ability of the children.

### **General guidelines**

- staff/supervisors on duty must ensure that outdoor play equipment is visible and can be appropriately supervised when in use.
- staff/supervisors on duty have a responsibility to make regular checks for defects and report them as appropriate.
- staff/supervisors have a responsibility to ensure appropriate behaviour policy is adhered to.
- consideration needs to be given to weather conditions, outdoor play equipment should not be used during wet or icy conditions.
- apparatus must only be used at appropriate times when supervised. Parents need to be informed that the apparatus is for school aged children only and not to be used before and after school.

## **Clothing/Footwear**

- suitable clothing should be worn. Hazards can arise from - unfastened coats, woollen gloves, scarves, ties, etc.
- appropriate footwear must be worn. Hazards arise from - slippery soles, open toed and sling back sandals, heels and untied laces, etc.

## **Zoning of Activities**

Consideration will be given to the range of activities occurring within the playground area:

- ball games/chasing games to be sited away from the climbing area.
- in a nursery garden, wheeled toys in particular, are to be used away from the climbing area.

## **Play equipment standards**

- all new outdoor play equipment to be designed, constructed, installed and maintained in accordance with European standards BS EN 1176 and BS EN 1177.
- these European Standards are not retrospective or a legal requirement but represent good practice in the event of an accident claim. Play equipment which was considered safe under BS 5696 will still be safe under the new standards.
- the independent competent person carrying out annual inspection and maintenance will advise whether any alterations need to be made.
- only manufacturers/contractors with appropriate play industries registration will be used to install new outdoor play equipment. The Bridgwater and Taunton College Trust will check that companies have API (Association of Play Industries) or BSI registration for equipment manufacture and installation.
- scrambling and climbing elements must not exceed 3 metres, for children below 5 years the height should be a maximum of 1.6 metres.
- height should not be the dominant feature on any item of equipment. Interest, challenge and enjoyment should be achieved without the need for height itself.
- structures must be spaced clear of each other to prevent one activity interfering with another, and must also be clear of walls, fences etc.
- suppliers of new equipment will be required to supply information relating to surfacing requirements, intended age range, risk assessment, installation instructions, servicing and maintenance instructions

## **Safety surfaces**

- all products must meet the appropriate BS EN Standards. Both portable and fixed climbing equipment that has a fall height of 600mm must be on an impact-absorbing surface if used outside. (Fall height is the distance from the clearly intended body support to the impact area)
- although impact absorbing surfaces cannot prevent accidents they may reduce the level of injury, there are a range of surfaces available which provide impact attenuation.
- the extent of surfacing around static equipment is dependent on the fall height; this should extend at least 1.75m beyond the outermost points of the base of the frame.
- when considering so-called safety surfaces their likely effectiveness, durability, practicality and management will be taken into account.
- materials such as top soil and turf do have limited impact absorbing properties.
- where bark is used, this area should be a minimum of 300mm deep with a recommended particle size of 38mm max and 12mm min.

- loose materials will spread if not suitably contained and will need to be topped up from time to time, thus it is important to have additional bark available to top up to the original level.

## **Inspection and maintenance**

For new equipment, a post installation inspection will be arranged. BS EN 1176 recommends that all outdoor play equipment be inspected and maintained on a regular basis. Such inspection and maintenance is at 3 levels.

### **Level 1 checks – Daily / pre use checks by staff** (these do not require formal recording)

Concentrating on the following points:

- no evidence of obvious wear / damage
- area safe from health hazards e.g. needles, glass, faeces etc.
- impact absorbing surfaces no cuts, tears, wear or unstuck areas
- all fastening tightly secured
- no broken chains, stretched links or loose or twisted shackles
- uprights unbroken and firm in the ground

Where any defects / hazards are identified appropriate steps must be taken to prevent use until problems have been satisfactorily resolved.

### **Level 2 checks – termly inspection in house**

A more thorough check of the equipment to be conducted termly and these records kept on site.

### **Level 3 checks – annual inspection**

A detailed certified inspection by an independent competent person capable of inspecting to BS EN 1176 and 1177 these checks must be formally recorded and records kept on site.

Checks ensure safety and identify any improvements required in terms of the European standards.

The competent person conducting the annual inspection will advise on the extent of surfacing required for both static and moving equipment.

## **P**

### **ERMITS TO WORK**

- non-routine work, such as maintenance, cleaning, equipment installation and refurbishment, can produce health and safety risks over and above those normally encountered in our day to day activities. Permits to work are designed to check that all eventualities have been considered when planning and organising this type of work and are an important means of minimising any risks involved.
- employees, contractors and visitors are all expected to comply with the requirements of any permits that are in force.
- employees working off site, i.e. on another organisation's premises, are expected to abide by all permits to work operated on that site.
- should employees experience any problems with the operation of permit-to-work systems, they should immediately inform a responsible person (usually a manager or supervisor) so the organisation can investigate and rectify the situation.
- permits to work exist to cover tasks carried out under certain circumstances and over limited time periods. They will therefore be displayed while the work specified is under way but will cease to operate when the tasks have been completed.

### **Information and Training**

The Bridgwater and Taunton College Trust will provide the necessary information and appropriate training to ensure that appropriate employees, supervisors, contractors and visitors are fully aware of the permits in use and are competent to undertake the tasks and tests prescribed in the permits.

## **P**

### **PERSONAL PROTECTIVE EQUIPMENT**

The Bridgwater and Taunton College Trust provides personal protective equipment (PPE) when the risk presented by a work activity cannot be eliminated or adequately controlled by other means. When it is provided, it is because health and safety hazards have been identified that require the use of PPE and it is therefore necessary to use it in order to reduce risks to a minimum.

To effectively implement its arrangements for the use of PPE the Bridgwater and Taunton College Trust will:

- ensure that PPE requirements are identified when carrying out risk assessments
- use the most effective means of controlling risks without the need for PPE whenever possible and only provide PPE where it is necessary
- carry out an assessment to identify suitable PPE
- ensure that if two (or more) items of PPE are used simultaneously, they are compatible and are as effective used together as they are separately
- ensure PPE is available to all staff who need to use it
- provide adequate accommodation for correct storage of PPE
- provide adequate maintenance, cleaning and repair of PPE
- inform staff of the risks their work involves and why PPE is required
- instruct and train staff in the safe use and maintenance of PPE
- make arrangements for replacing worn or defective PPE
- review assessments and reassess the need for PPE and its suitability whenever there are significant changes or at least annually

Employees provided with PPE for their own personal use at work will be required to sign to confirm its receipt.

### **PHYSICAL EDUCATION**

The Bridgwater and Taunton College Trust is committed to safe practice in physical education and recognises that the teaching staff and others in positions of responsibility have a duty of care for those in their charge to ensure that planning and implementation include recognition of safety as an important element.

Young people should learn about the principles of safety as applied to themselves and to the care and wellbeing of others. This should be a planned and intentional aspect of the curriculum.

The Bridgwater and Taunton College Trust follows the standards set out in 'Safe Practice in Physical Education and School Sport' produced by the Association for Physical Education.

#### **Implementation**

- the Head of PE is responsible for ensuring this Policy is brought to the attention of all staff in the Department, for the purpose of ensuring that it is complied with.
- the Head of PE is also responsible for completing an Association for Physical Education (AfPE) PE risk assessment form for each PE event where significant health and safety hazards are reasonably foreseeable and for bringing risk assessments to the attention of relevant staff.

## **P**

### **Staff competence and qualifications**

- teachers with responsibility for the planning and delivery of PE programmes should have satisfactorily completed appropriate initial and/or in-service training which cover all those aspects of activity required to be taught, as recognised by the D.F.E.
- where there are specific National Governing Body Certificates available for certain sport or activities, teachers planning or supervising these activities should be certificated as appropriate.
- only in exceptional circumstances and with great care should teachers of other subjects who have no specialist training in physical education be time-tabled to teach in the PE department. Those teaching staff should not take full responsibility for any aspect of physical activity where there are elements of hazard and attendant risk. This will include swimming, gymnastics, athletics and throwing events.

### **Supervision of students**

Unqualified teachers will not be required to teach in areas where they lack the appropriate experience and expertise, particularly where there are safety implications. A qualified specialist teacher should closely supervise PE classes. It is not acceptable for non-teaching staff to supervise a practical class on their own.

### **Adults other than Teachers (AOTT's)**

When adults other than teachers are used to support the delivery of physical education and in the extended curriculum to:

- support and work alongside teachers in the delivery of the curriculum
- work alongside and support teachers in the development of clubs and teams on the premises
- deliver off-site activities

The Bridgwater and Taunton Trust Trustees continue to have a duty of care that operates for any activity in which students are engaged. Teachers cannot transfer this duty and therefore AOTT's must work alongside teachers with supervision.

The Bridgwater and Taunton College Trust will ensure that stringent checks, including Disclosure and Barring Service (DBS) checks, are made before allowing any unsupervised access to children.

### **Class sizes in Physical Education**

In determining the size of teaching groups in physical education, account will be taken of:

- nature of the activity
- age, experience and developmental stage of students
- requirements of National Curriculum

### **Risk Assessment**

- the Bridgwater and Taunton College Trust will create and maintain a risk assessment for each PE work area.
- significant hazards and their control measures will be included in "schemes of work" as appropriate.
- all staff working in the PE Department will be made aware of these findings and be involved in their review.

### **Manual handling and storage of equipment**

Where possible manual handling tasks should be avoided, or the risk of handling injury should be minimised by appropriate task design or the use of handling aids (e.g. trolleys). The layout of storage areas should minimise the need to stretch, reach, bend or twist the body excessively to reach frequently used or heavy items. This can be enhanced by ensuring that storage areas are kept tidy and well organised.

### **Apparatus Handling by Students**

It is an integral part of the subject to involve students in apparatus handling, particularly in gymnastics. However, this must be carried out in such a way as to reduce risk to students as far as is reasonably practicable. The Bridgwater and Taunton College Trust will make arrangements to enable students to learn how to handle equipment safely according to their age and strength.

### **Inspection of equipment**

- all indoor PE facilities (gymnasiums, halls, sports halls, multi-gyms etc.) and equipment will be inspected termly and records kept.
- PE department staff should carry out pre-use visual checks of equipment to identify obvious defects this includes a visual sweep of playing areas prior to use to ensure any hazardous objects are removed.
- games posts to be kept in good condition, lighter portable posts secured to prevent them falling over free standing posts secured and all posts checked regularly.

### **Hazards and equipment defects**

It is the responsibility of everyone in the PE Department to inform the teacher in charge of any hazards, e.g. defects to equipment, so that appropriate action can be taken.

If the teacher in charge considers a defect to be a significant threat to health and safety, the equipment must be taken out of action until the defect to the equipment has been remedied and/or the Head of Department agrees it is safe to be used. A notice must be hung on the equipment indicating that it is faulty and must not be used.

### **Emergency procedures**

The Head of Department is responsible for preparing written emergency procedures for activities where there is a risk of serious and imminent danger to employees and/or students. Where employees are allocated specific tasks to perform in an emergency their role will be detailed and they will be suitably trained.

### **Away Fixtures**

Such risks could be significant in the case of an injury to students during a lesson both on-site and off-site. Effective procedures are complicated by when and where the emergency happens. The Bridgwater and Taunton College Trust will consider what they will do during away fixtures and matches and agree procedures that will ensure effective handling of the situation. Members of the PE Department will be first aid trained.

### **First Aid**

- the Bridgwater and Taunton College Trust will ensure that a suitable numbers of trained first aiders are available.
- a travelling first aid kit and clear, effective procedures for contacting the emergency services is considered to be the minimum requirement.
- procedures to address the needs of injured students and the remainder of the group away from Bridgwater and Taunton College Trust premises and the managing accidents will be included in PE risk assessments.

### **Clothing and Footwear**

This must be appropriate to the activity. Suitable footwear must be worn on all occasions. Specific requirements are:

#### **Games, athletics, cross-country running**

- training shoes are acceptable in most circumstances. However, the soles must provide satisfactory grip, particularly in wet conditions.
- where appropriate, studded footwear should be worn.
- participation in 'everyday shoes', such as those with heels or open toes, must not be permitted under any circumstances.
- footwear must always be secured by suitable fastenings. Long, loose laces and flapping tongues present a significant hazard.
- in football-related or other similar activities, consideration will be given to students in boots / blades and those in trainers.

This will form part of the on-going risk assessment undertaken by the teacher.

### **Indoor activities, (dance, gymnastics, etc.)**



- participation with bare feet will enhance the quality of work considerably, thereby making it much safer.
- if the condition of the floor does not allow bare feet, then soft soled plimsolls provide the best alternative.
- during activities, such as 'step aerobics', where excessive and repeated impact might be anticipated, suitable training shoes must be worn.

## **PRESSURE VESSELS**

- pressure vessels used in the Bridgwater and Taunton College Trust Science Departments include autoclaves and domestic pressure cookers (used as autoclaves).
- because of the high pressures at which they operate and the steam that is generated they are subject to the requirements of the *Pressure Systems Safety Regulations 2001*.
- the metal from which the pressure vessels are constructed may become corroded.
- pressure vessels include some mechanism for regulating the pressure of steam that builds up internally; normally steam is released to maintain a constant working pressure.
- severe corrosion and failure of pressure-regulating and other safety valves could lead to an explosion.

To ensure the safety of the pressure vessels used and to meet the requirements of the legislation the Bridgwater and Taunton College Trust will:

- establish the safe operating limits of the equipment;
- provide adequate instructions to ensure the equipment is operated safely, and instructions for procedures to be followed in case of emergency;
- ensure that the equipment is properly maintained;
- have a suitable written scheme drawn up or certified by a competent person for the examination, at appropriate intervals, of the equipment;
- arrange to have examinations carried out by a competent person at the intervals set down in the scheme;
- keep adequate records of the most recent examination.

Autoclaves and pressure cookers need periodic inspection under the *Pressure Systems Safety Regulations*.

The examination normally takes place each year.

The examination is carried out by the inspector employed by the insurance company who uses a written scheme of examination provided by the company.

Records of examinations are kept in the Executive Head Teacher's office

## **RISK ASSESSMENT**

Risk Assessment is a systematic examination of what within our premises can cause harm to people and it helps us determine whether we are doing enough or further actions are required to reduce the likelihood of injury or ill health.

Our Policy is to complete a risk assessment of all our known and reasonably foreseeable health and safety hazards covering all our premises, people, equipment and activities in order to control risks and to plan and prioritise the implementation of the identified control measures.

We will ensure that:

- assessments are carried out and records are kept
- control measures introduced as a result of assessments are implemented and followed
- employees are informed of the relevant results and provided with necessary training
- any injuries or incidents lead to a review of relevant assessments
- assessments are regularly monitored and reviewed
- suitable information, instruction and training will be provided to all persons involved in the risk assessment process

We may be controlling risks in various ways, determining the effectiveness of those controls is part of our risk assessment process.

It is the responsibility of the Head Teacher to ensure risk assessments are conducted, in practice the actual assessment process will be delegated to Heads of Departments and Managers.

Generic/Model risk assessments are acceptable so long as the assessor can:

- satisfy themselves that the 'model' risk assessment is appropriate to their work; and □ adapt the model to their own actual work situations.

When completing risk assessments it is necessary to refer to the relevant subject guides:

### **Design & Technology**

- CLEAPSS Risk assessments in technology <http://www.cleapss.org.uk/>
- BS 4163:2007 Health and Safety for Design and Technology in Schools and Similar Establishments

### **Science**

- CLEAPSS <http://www.cleapss.org.uk/>
- CLEAPSS School Science Service Laboratory Handbook
- CLEAPSS Hazards

### **Food Science**

- CLEAPSS Food Technology <http://www.cleapss.org.uk/>

### **Art**

- National Society for Education in Art and Design (NSEAD) <http://www.nsead.org/hsg/index.aspx>

### **Physical Education**

- Safe Practice in Physical Education and School Sport' BAALPE/afPE <http://www.afpe.org.uk/>

## **Offsite visits**

- Health and Safety of Students on Educational Visits. DfE
- Outdoor Education Advisers Panel. <http://www.oeap.info/>

## **SCIENCE**

This Policy sets out the Bridgwater and Taunton College Trust's arrangements for ensuring that practical work within the science department is carried out safely and that safety control measures applied are pragmatic and proportionate so as not to inhibit good teaching.

The task of overseeing health and safety within the science department is that of the Head of Department.

### **Information**

- all staff are issued with a copy of this Policy which they should keep in their personal health and safety portfolio.
- any new instructions, restrictions or rescinded (lifted) restrictions made by the Bridgwater and Taunton College Trust are communicated to all staff in writing.

### **Monitoring and checking**

- the Bridgwater and Taunton College Trust requires the Science Department to monitor the implementation of this Policy.
- records of monitoring are kept by the Head of Department.

### **Training**

- any non-science staff who have to supervise any class in a laboratory will receive brief training in laboratory rules.
- records of the training received by members of the science staff are kept on file.

### **Risk Assessments**

The Bridgwater and Taunton College Trust follows the recommendation of the Health and Safety Executive to adopt 'model' or 'general' risk assessments adapted to the curriculum and facilities.

Whenever a new course is adopted or developed, all activities (including preparation and clearingup work) are to be checked against the model risk assessments and significant findings incorporated into texts in daily use, i.e., the scheme of work, set of lesson plans, syllabus, technician notes.

If a model risk assessment for a particular operation involving the relevant hazards cannot be found in these texts, a special risk assessment is to be completed. In order to assess the risks adequately, the following information is collected:

- details of the proposed activity.
- the age and ability of the persons likely to do it.
- details of the room to be used, i.e., size, availability of services and whether or not the ventilation rate is good or poor.
- any substance(s) possibly hazardous to health.
- the quantities of substances hazardous to health likely to be used, including the concentrations of any solutions.
- class size.
- any other relevant details, e.g., high voltages, heavy masses, etc.

**Lesson plans have been checked against the model risk assessments, staff should deviate from it only if their proposed activities have been also checked with the models and, where appropriate, agreed with the Head of Department.**

Where an activity must be restricted to those with special training, that restriction is included in a note on the text.

### **Fume Cupboards**

- the Bridgwater and Taunton College Trust will arrange regular testing of fume cupboards at a maximum interval of 14 months but require teachers to perform a quick check before use. Records of the tests are kept on file.
- all users have been trained to carry out a quick check that a fume cupboard is working before use.

### **Pressure Vessels**

- autoclaves and pressure cookers need periodic inspection, normally annually, under the *Pressure Systems Safety Regulations*.
- records of examinations are kept on file.

### **Equipment Safety**

- all staff selecting equipment for purchase will check that it is safe and suitable for the intended purpose (to comply with the *Provision and Use of Work Equipment Regulations*).
- equipment listed by specialist educational equipment suppliers is taken to meet these *Regulations* but all other equipment, especially gifts, is treated with caution and carefully assessed.
- any user who discovers a hazardous defect in an item of equipment must report it to the Head of Department or other nominated person.

### **Personal Protective Equipment**

- the Bridgwater and Taunton College Trust accepts the duty to provide eye protection, gloves and laboratory coats for employees where the risk assessment requires them and safety spectacles for students.
- the condition of the eye protection is checked at the start of each term.

### **Chemicals**

- the safe storage and, where necessary, disposal of chemicals including highly-flammable liquids, will be arranged in accordance with the requirements of the *Dangerous Substances and Explosive Atmospheres Regulations (DSEAR)* in order to ensure that chemicals are stored securely, the risks of fire, explosion and spillage are minimised, labels are readable and that a spill kit is available and properly replenished.
- hazardous activities involving chemicals is restricted to those who have received special training and as identified in the texts in daily use as part of the risk assessment.

### **Waste disposal**

Waste chemicals and equipment are disposed of in an environmentally-responsible manner in accordance with relevant legislation.

## **Safe disposal of Sharps**

- all sharps must be correctly and safely disposed in a leak-proof, puncture resistant, lockable container.
- the container should not be filled more than two thirds then sealed and disposed as per the Bridgwater and Taunton College Trust procedure.

## **Security**

- access to laboratories and preparation rooms will be controlled to prevent unauthorised access. All science rooms including store rooms are to be kept locked at all times except when in use.
- it is the task of the staff member leaving such a room to see that the room is empty and that the door is locked.
- all laboratories, which are left open, are cleared of all hazards, including shutting-off all services when supervision by a suitably trained teacher or teaching assistant comes to an end.
- no class is allowed to be in a laboratory without adequate supervision.
- all science areas are made safe for cleaners or contractors to work in before these persons are allowed to proceed.

## **Fire-fighting equipment**

- two 2 kg carbon-dioxide extinguishers and one fire blanket provided for fire-fighting are the standard for Science classrooms.
- when using flammable metals, it is better to have a bag of sand immediately available in case of fire.
- dry powder extinguishers may cause permanent damage to computers and lead to such a mess that industrial cleaning will be required.
- a fire blanket can be used to smother fires, often causing less damage than a carbon dioxide extinguisher, which may blast apparatus across the bench.

## **Spills**

- trivial spills are dealt with using damp cloths or paper towels. Spills of any amount which do not give rise to significant quantities of toxic or highly-flammable fumes ('minor spills') are dealt with by teachers using a 'spill kit' provided for this purpose.
- major spills are those involving the escape of toxic gases and vapours or of flammable gases and vapours in significant concentrations. (Small amounts can be 'major spills' if spilt in small rooms.)
- Staff are trained in the appropriate procedures, which may involve calling the Fire Service. This training is supported by regular drills arranged by the Head of Department.

## **SMOKING**

The Bridgwater and Taunton College Trust is a non-smoking facility and as such, no smoking is permitted on any of its premises.

## **STRESS**

The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

Stress at work can come about for a variety of reasons. It may be excessive workload, unreasonable expectations, or overly demanding work colleagues. As a reasonable Bridgwater and Taunton College Trust, we try to ensure that you are in a pleasant working environment and that you are as free from stress as possible.

We will:

- work to identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress
- regularly review risk assessments
- consult with Safety Representatives on issues relating to the prevention of work-related stress
- provide access to confidential counselling for employees affected by stress caused either by work or external factors
- provide training for all managers and supervisory staff in good management practices
- provide adequate resources to enable managers to implement the Bridgwater and Taunton College Trust's agreed stress management strategy

Employees who experience unreasonable stress, which they think, may be caused by work should raise their concerns with their Manager or through the Bridgwater and Taunton College Trust's grievance procedure.

Following action to reduce the risks, they shall be reassessed. If the risks remain unsustainable by the employee concerned, efforts shall be made to reassign that person to other work for which the risks are assessed as tolerable.

## **SUPPORTING STUDENTS WITH MEDICAL NEEDS**

The Bridgwater and Taunton College Trust's Policy is to support students who have a medical condition to attend one of their Academies. The Academy will therefore support the administration of short and long term medication and medical techniques where this is necessary for the student to continue to be educated at the Academy. The Academy will also put in place procedures to deal with emergency medical needs.

The Academy will establish procedures to ensure that all concerned, staff, parents, students and, where relevant, health professionals are aware of the student's condition and what steps have been agreed either to manage the condition on a daily basis or to be implemented in case of an emergency.

It is stressed however that the administration of medication is undertaken on a voluntary basis by FAAW or PFAAW staff and it will only be done where the procedures are followed.

## **Health Care Plans**



Parents are responsible for providing the Academy with up to date information regarding the student's health care needs and providing appropriate medication.

Individual health care plans are in place for those students with significant medical needs e.g. chronic or ongoing medical conditions such as diabetes, epilepsy, anaphylaxis etc. These plans will be completed at the beginning of the Academic Year, when the student enrolls or on diagnosis being communicated to the Academy and will be reviewed/updated annually.

All involved staff will be made aware of any relevant health care needs and copies of health care plans will be available on the computer network.

Staff will receive appropriate training related to health conditions of students and the administration of medicines by a health professional as appropriate.

### **Administering Medicines**

No student under 18 should be given medicines without their parent's written consent.

Only PFAAW or FAAW trained staff are authorised to administer prescription medication and only if the correct paperwork has been completed and signed by the parent/carer.

### **Refusing Medicines**

If a student refuses to take medicine, staff should not force them to do so, but should note this in the child's record and follow the agreed procedures. Parents should be informed of the refusal on the same day.

### **Educational Visits**

The Bridgwater and Taunton College Trust will consider what reasonable adjustments might need to be made to enable student with medical needs to participate fully and safely on visits. This might include reviewing and revising the Extra Curricular Activities Policy and procedures so that planning arrangements will include the necessary steps to include students with medical needs. It must also include risk assessments for such students.

Sometimes additional safety measures may need to be taken for outside visits. It may be that an additional supervisor, a parent or another volunteer might be needed to accompany a particular student. Arrangements for taking any necessary medicines will also need to be taken into consideration.

Staff supervising visits should always be aware of any medical needs and the relevant emergency procedures.

Copies of health care plans should be taken on visits in the event of the information being needed in an emergency.

### **Sporting Activities**

- any restrictions on a student's ability to participate in PE should be recorded in their individual health care plan. All adults should be aware of issues of privacy and dignity for students with particular needs.
- some students may need to take precautionary measures before or during exercise and may also need to be allowed immediate access to their medicines such as asthma inhalers.
- staff supervising sporting activities should consider whether risk assessments are necessary for some students, be aware of relevant medical conditions and any preventative medicine that may need to be taken and emergency procedures.

### **Bridgwater and Taunton College Trust Transport**

- where students have life threatening conditions, specific health care plans should be carried on vehicles. The health care plans should specify the steps to be taken to support the normal care of the student as well as the appropriate responses to emergency situations.
- all drivers and escorts should have basic first aid training. A FAAW or PFAAW trained member of staff will also be required to support all students including those with complex medical needs.
- some students are at risk of severe allergic reactions. Risks can be minimised by not allowing anyone to eat on vehicles. An FAAW or PFAAW trained member of staff who is able to administer an adrenaline pen for emergencies will be in attendance.

### **Non-Prescription Medication**

- non-prescription medication must not be administered by the staff. This includes paracetamol and homeopathic medicines.
- staff may not know whether the student has taken a previous dose, or whether the medication may react with other medication being taken.
- **a student under 16 should never be given aspirin containing medicine, unless prescribed by a doctor.**
- if a student suffers regularly from acute pain, such as migraine, the parents should authorise and supply appropriate painkillers for their student's use, with written instructions about when the student should take the medication.
- a member of staff should notify the parents that the student has requested medication and supervise the student taking the medication if the parents have agreed to it being taken.
- Only prescribed medication will be administered and only by PFAAW or FAAW qualified members of staff once the correct paperwork has been completed and signed by a parent/carer.

### **TEMPORARY EMPLOYEES**

The Bridgwater and Taunton College Trust will take the necessary measures to ensure the health and safety of any temporary and casual staff in its employment.

To achieve this, the Bridgwater and Taunton College Trust will provide temporary employees with the following information prior to starting work:

- details of the qualifications and skills are required to do the work safely
- the health surveillance to be provided under statutory provisions
- any risks to health and safety identified by workplace risk assessments
- the preventive measures to be taken
- safe working procedures
- the action to be taken in the event of an emergency

The competence of temporary workers will be assessed to ensure they are capable of working safely.

## TRAINING

Training in health and safety is a legal requirement and also helps create competent employees at all levels within the Bridgwater and Taunton College Trust to enable them make a far more effective contribution to health and safety, whether as individuals, teams or groups.

Competence of individuals through training helps individuals acquire the necessary skills, knowledge and attitude which will be promoted by managers and supervisors throughout the organisation.

Our training objectives will cover three areas, that of the organisation, the job and individuals.

All employees will need to know about:

- the Health and Safety Policy
- the structure and system for delivering this Policy

Employees will need to know which parts of the system are relevant to them, to understand the major risks in our activities and how they are controlled.

Managers and supervisors training needs will include:

- leadership and communication skills
- safety management techniques
- skills on training and instruction
- risk assessment
- health and safety legislation
- knowledge of our planning, measuring, review and audit arrangements

All our employees training needs will include:

- relevant health and safety hazards and risk
- the health and safety arrangements relevant to them
- communication lines to enable problem solving

All employees will receive induction training. Such training will include:

- fire procedures
- warning systems
- actions to be taken on receiving warning
- locations of exits/escape routes
- evacuation and assembly procedures
- first aid/injury reporting procedures
- names of first aiders/appointed persons
- instruction on any prohibition areas (i.e. no smoking)
- issue of protective clothing/equipment and its use
- instruction under COSHH, mandatory protection areas, thorough instruction applicable to their particular duties at work etc.

Training needs will be reviewed as a result of job changes, promotion, new activities or new technology, following an accident/incident and performance appraisal.

Records of training will be kept for all employees.

Employees must:

- participate in the induction training activities they have been required to attend or carry out
- work according to the contents of any training they receive
- ask for clarification of any points they do not fully understand
- not operate hazardous plant or equipment, use hazardous chemicals or carry out any hazardous activity unless they have been appropriately trained and instructed

## **VIOLENCE**

The Bridgwater and Taunton College Trust recognises that in certain situations violent behaviour towards staff may occur and therefore will take all reasonable measures to protect staff from violence and aggression.

We define violence and aggression as:

- actual or threatened physical assaults on staff
- psychological abuse of staff
- verbal abuse which includes shouting, swearing and gestures
- threats against employees

To achieve this objective we will:

- carry out risk assessments of potential conflict situations to determine the control measures necessary to protect staff
- ensure that premises are kept secure
- inform all employees of the procedure following a violent or challenging behaviour incident
- not tolerate violence or challenging behaviour towards our employees
- train our employees who may be exposed to violence or challenging behaviour situations
- support the employees involved in any incident
- support their decisions regarding the pressing of criminal charges
- provide any counselling or post-incident assistance required by the employees
- keep records of all incidents of violence and aggression and review the control measures with a view to continual improvement in employee safety

## **VISITORS**

In the interest of safety and security, the Bridgwater and Taunton College Trust will take the necessary measures to protect staff and visitors from any accidents or incidents that may occur during visiting.

Employees hosting visitors must ensure that:

- they are authorised to enter the premises or accompanied
- they adhere to applicable health and safety instructions and rules during their visit
- adequate information is passed to ensure their safety including emergency information
- any protective clothing required is provided and worn
- any accidents / incidents involving visitors are reported through the accident reporting arrangements

Employees aware of people on the premises who may be unauthorised should report these to their manager for action.

## **Emergency Action**

In the event of the fire alarm sounding, all visitors should be escorted to the assembly point by their host. Visitors should not leave the area before notifying the senior person present.



## **WASTE MANAGEMENT**

The Bridgwater and Taunton College Trust will instigate a waste management plan for any work carried out when required to by legislation and in order to do so will identify the:

- client
- Principal Contractor
- person with overall responsibility for the waste management plan
- location of the site where the work will be carried out
- estimated cost of the project - in carrying out any site work the Bridgwater and Taunton College Trust will adhere to the following hierarchy for processing of waste materials:
- re-use (on or off site)
- recycle (on or off site)
- send off site for recovery
- send for incineration
- as a last resort send to land fill

The waste management plan will:

- describe each type of expected to be produced
- estimate the quantities of each type of waste
- describe the waste management action for each type of waste (e.g. re-use, recycle)

The waste management plan will comply with the duty of care and ensure materials will be handled efficiently and waste managed appropriately. All waste materials which leave site will be processed through licensed contractors.

Additional duties:

- ensure co-operation between all contractors involved on the project during the construction phase
- discuss waste management with every site worker through induction, training and tool box talks
- ensure that waste is reused, recycled or recovered, where practicable to do so

## **WORK AT HEIGHT**

The Bridgwater and Taunton College Trust will take all reasonable steps to provide a safe working environment for all employees who may be affected by work at height activities.

The Bridgwater and Taunton College Trust will ensure that:

- all work activities that involve work at height are identified and assessed
- the need to undertake work at height will be eliminated whenever it is reasonably practicable to do so
- all work at height is properly planned and organised
- all employees required to use stepladders or ladders are competent
- regular inspections of all stepladders and ladders are undertaken
- any contractors on Bridgwater and Taunton College Trust premises comply with this Policy
- ladders and stepladders are secured to prevent unauthorised use.



## **Risk Assessment for Work at Height**

For all activities involving work at height a risk assessment must be conducted and the findings recorded. This assessment should consider both the work to be done and the most appropriate access equipment to be used (not just what is available) to achieve a safe system of work.

When determining control measures the following hierarchy of controls for work at height as follows must be considered:

- avoid the risk by not working at height, for example by working from existing platforms, using long reach equipment etc. If it is not practicable to do the work safely in some other way then:
- use work equipment or other measures to prevent falls; and:
- where the risk of a fall cannot be eliminated further controls to minimise the distance and consequences of a fall should one occur.

The detail of the assessment will depend on the level of risk involved, as a general guide the risk assessment should consider:

- the task and activity involved
- the people (medical conditions etc.)
- equipment to be used including erection and dismantling
- the location (proximity to roads, overhead electrical cables etc.)
- the environment, poor conditions and slippery surfaces (weather, temperature etc.)
- the effect on pedestrians, falling objects

### **Using Ladders (including stepladders)**

Ladders should not be used simply because they are readily available, the risk assessment should determine if a ladder or stepladder is appropriate for the task.

Ladders and stepladders should only be used for short duration tasks (less than 30 minutes), light duty tasks or where more suitable access equipment cannot be used due to existing features of the site which cannot be altered.

For example whilst a ladder may reach, if the task requires strenuous work, carrying bulky/heavy equipment or likely to take more than 30 minutes then an alternative means of access such as a tower scaffold or podium steps would be more appropriate.

Only those persons who have been trained to use ladders safely may use them.

All ladders should be secured against unauthorised use

Prior to use it should always be ensured that the ladder is in good condition and fit for purpose.

Where ladders are to be used to work from it should be ensured that:

- a secure handhold and support are available at all times; □ the work can be completed without stretching;
- the ladder can be secured to prevent slipping.

## **Equipment identification/inspection**

The Bridgwater and Taunton College Trust will compile a register of equipment (excluding kick stools). Where there is more than one piece of equipment each should be indelibly marked with an identifying number.

Equipment for work at height, should be inspected prior to use and by a competent person termly. The inspection will depend upon the complexity of the equipment. A Register will be kept of the inspections.

In the case of tower scaffolds, a competent person must inspect these prior to its first use and thereafter every 7 days that it remains in place.

## **WORK EXPERIENCE PLACEMENT**

This Policy on work experience relates to the placement of students on employers' premises in which the student carries out a particular task or duty, or range of tasks or duties, more or less as would an employee, but with the emphasis on the learning aspects of the experience.

The safety of students, whilst on work experience schemes, is recognised as being of prime importance by the Bridgwater and Taunton College Trust and we have appointed a named coordinator to action, control and assess work experience schemes. The co-ordinator will take reasonable steps to satisfy themselves that the placements they arrange will be safe and to ensure students are not exposed to significant risks to their health and safety.

Students on work experience placements with a host employer are regarded in health and safety law as their employees. The host employer therefore has a responsibility to ensure students are not exposed to significant risks to their health and safety.

Health and Safety Law defines all those under 18 as a young person and therefore at potentially increased risk in a workplace environment due to their lack of experience and maturity.

For learners with learning difficulties and disabilities (LLDD) additional safeguards may be identified and thus placements should be considered and risk assessed on an individual basis.

### **Key Actions**

- arrange for pre-placement checks of health, safety and welfare standards of employers (placement providers) to be carried out. Child safeguarding issues must also be considered. Using the Work Experience Placement Assessment Form.
- brief students prior to placements starting on their own health and safety responsibilities - and those of the employer - while on placement. Issue each student with a copy of the booklet: 'Be Safe! An introductory guide to health and safety'.
- monitor students' health, safety and welfare while on placement and provide 'pastoral' support.

### **Risk Assessments**

Before a student is allowed to start on a programme of work experience the host employer must carry out a risk assessment. A Placement Employer Risk Assessment Form should be used for this purpose. Any risks identified must either be controlled or the student excluded from exposure to them.

The host employer must also provide the parents, or guardians, with the key findings of the risk assessment and the preventative and protective control measures introduced to minimise, or ideally eliminate any significant risks.

The parent or guardian must sign the risk assessment form and return it to the relevant Bridgwater and Taunton College Trust. The original will be kept on file by the Health and Safety Lead and a copy at the relevant Academy.

### **Induction**

Students also need to be inducted by the employer on commencement. The induction should take place on the day the student first attends the work placement and before the student is placed in any actual work situation.

## **Prohibited and Restricted Activities**

Work Experience placements must not take place where the work concerned is subject to a statutory restriction based on a young person's age, or is restricted more generally for activities that are:

- beyond their physical or psychological capacity
- exposes them to substances chronically harmful to human health, e.g. toxic or carcinogenic substances, or effects likely to be passed on genetically or likely to harm the unborn child □ exposes them to radiation
- involves a risk of accidents which they are unlikely to recognise because of their lack of experience, training or attention to safety
- involves a risk to their health from extreme heat, noise or vibration.

There is an exception to these restrictions. Young persons over the minimum school leaving age can carry out such work as long as it is necessary for their training, if they are supervised by a competent person, and any risk will be reduced to the lowest level that is reasonably practicable.

Restrictions also apply in the following cases:

- agriculture - restrictions on the employment of young people
- lead - prohibition of employment on employment in certain processes
- potteries - prohibition of employment on employment in certain processes
- wood working machinery - prohibition on employment of untrained young people.

## **Preparation of and Support for Learners on Placements**

The relevant Academy will brief students on:

- realistic expectations for their placement
- supervision arrangements and health and safety responsibilities of students and employers □ safeguarding arrangements
- arrangements for mid-placement visit and 'pastoral' support during the placement
- arrangements for debriefing, assessment and recording

The relevant Academy will make suitable arrangements to visit/monitor students on placement as they retain the duty of care for the student during the placement.

The frequency of visits will vary depending on feedback from students and/or their parents, an accident or incident.

Host employers should be asked to report immediately (to a previously agreed contact) full details of any accident involving a student.

The relevant Academy will provide each student with emergency contact details for a member of the Academy staff who can be contacted should an incident occur or if significant concerns arise. This

includes early mornings, evenings and weekends, or if a student is attending their placement at irregular hours.

Emergency contact details must also be available and maintained in situations where a placement continues after the end of the Academic term and into a holiday period.

## Working Hours

The Working Time Regulations apply to students on work placements. Students should not work for more than five days in any consecutive seven day period. However, the number of hours worked and pattern of work is normally a matter for agreement by the placement provider, Bridgwater and Taunton College Trust and students. Students should not be asked to work excessively long hours, or unnecessarily unsocial hours, and should not work more than a standard eight hour day.

Students may not be assigned to work during the 'restricted period' between 22:00 and 06:00 (or after 11:00 or before 07:00 depending on the working pattern of the company).

Young persons are entitled to a daily rest period of at least 12 consecutive hours in each 24-hour period in which they are at work and to a weekly rest period of at least 48 hours in each seven-day period during which they are at work.

Students are also entitled to rest breaks if their working time is more than four and a half hours. The rest break should be at least 30 minutes.

## Safeguarding

There is no requirement to DBS check all staff of the host employer that may come into contact with a student on placement. Only a member of staff with day to day responsibility for the student or as part of their job description – this could be the manager, a supervisor or a mentoring employee – should be required to have a DBS check.

In the vast majority of placements – as the employer/employees involved will not have regular **unsupervised** access to young people at work – there is no need for DBS checks to take place. Around 550,000 work experience placements take place each year, and it is estimated that DBS checks take place for just one per cent of these.

However, DBS checks must be **considered** in all the following cases:

- students identified by the relevant Academy as vulnerable for educational, medical, behavioural or home circumstance reasons, including those who have special educational needs or are young (aged under 16).
- students on placements lasting more than 15 days over an extended period, especially where these involve:
- regular lone working with an employer over long periods (rule of thumb would suggest anything over half a day at a time)
- placements located in particularly isolated environments with 1:1 working
- placements involving a high degree of travelling on a 1:1 basis □ placements which include a residential element.

- the fact that a particular placement falls into one of the above categories does not necessarily mean that a DBS check will be required. Such a decision will depend on an assessment of the overall potential risks posed to a young person and will take into account any systems in place to minimise these risks.

If any of the above three cases apply, additional safeguards should be put in place. These include:

- the relevant Academy staff or other partners who arrange, vet or monitor the work placements should have training in child protection
- employers, supervisors or training providers hosting students should be asked to endorse a child protection policy or statement of principles
- the Bridgwater and Taunton College Trust and the relevant Academy and Local Authority Policies and Procedures should define what actions need to be taken by whom and when if any child protection issues are raised, before, during or after the placement
- students should also be given clear advice and a point of contact in the relevant Academy in case of any problems.

For clarity, DBS checks and additional safeguards (as above) are not necessary:

- for short-term extended work experience for half a day or a day a week lasting one term or less  
□ for block placements lasting up to three weeks
- where the placement involves contact with visitors who will only have contact with children/young people on an ad hoc or irregular basis for short periods of time
- where people will have contact with children/ young people simply because they are in the same location or as part of their work, but who will not have regular, unsupervised access to the children/young people at work
- where the placement involves Secondary age students undertaking voluntary work, citizenship or vocational studies or work experience in other schools. In these cases the school placing the student should ensure that they are suitable for the placement in question. (Reference: 'The Work-Related Learning Guide (Second Edition)' 2009)

## **WORKING TIME REGULATIONS**

The organisation will ensure that all workers under their control adhere to the working time regulations.

The working time regulations are designed to limit the number of hours individuals have to work. The Bridgwater and Taunton College Trust will NOT encourage workers to work over the 48 hours but workers can choose to work longer hours if they wish by opting out. Workers cannot be forced to opt out and can revoke their opt out, if they give a suitable notice period.

Individuals who are tired due to working excessive hours are more likely to suffer from mental health problems, general ill health and make mistakes leading to accidents.

A summary of the requirements for adult workers:

- a maximum of 48 hours per week, averaged out over a 17 week reference period (employees can opt out of this)
- entitlement to a minimum rest period of 11 hours between shifts with no opt out
- entitlement to 28 days paid holiday per year (including statutory holidays) for full time workers (pro-rata for part time workers)
- maximum of 8 hours per shift for night shift workers
- free health assessments for night shift workers
- 24 hour rest period at least once a week, can be 48 hours every fortnight with no opt out
- entitlement to a rest break, if working over six hours
- employees must not suffer any detriment if they choose not to opt out

Travelling to and from the normal work place, break periods, rest periods, holidays and sickness do not count as working time.

The reference period of 17 weeks can be increased 26 weeks or 52 weeks by local collective agreements with recognised trade unions or official employee representatives.

A young person's maximum hours are limited to 40 hours per week with no reference period.

Young persons are generally excluded from shift working.

## **YOUNG PEOPLE**

Whilst precautions taken to protect the health and safety of the workforce as a whole will, in many cases, also protect young persons, there are occasions when different and/or additional measures will be necessary due to their lack of experience, knowledge or absence of awareness of potential risks.

A 'young person' is defined as one who is below the age of 18 years.

To ensure the safety of young persons the organisation will:

- carry out risk assessments to cover the activities of young persons
- implement the actions determined by the risk assessment process

- inform the young persons of any risks associated with their work and the control measures taken to protect them
- provide a copy of the risk assessment to the parent/guardian of any young person below the school leaving age
- provide additional appropriate information, instruction, supervision and training, etc. as determined by the risk assessment



## RISK ASSESSMENT

### GENERAL RISK ASSESSMENT

Risk Assessment involves identifying the hazards present in the work place or arising out of any work activity and evaluating the extent of the risks involved to employees and others, taking into account existing precautions and their effectiveness.

A **hazard** is something with a potential to cause harm and can include articles, substances, plant or machines, methods of work and the work environment.

**Risk** is the likelihood of harm from that hazard being realised. Risk increases with the number of people exposed to the hazard and also with the potential severity of the harm i.e. the resultant injury or ill health effect. If there are no hazards there are no risks.

The regulations require that risk assessments are '**suitable and sufficient**' in that they should identify all the significant hazards present within the business and its activities and that they should be proportionate to the risk. The assessment should cover all risks that are reasonably foreseeable.

The risk assessment must identify all those people who may be affected by the hazard, whether they are workers or others, such as members of the public.

We may be controlling risks in various ways, determining the effectiveness of those controls is part of the risk assessment process.

Health and safety law does not demand absolute safety when considering what safety controls are required but measures taken should go as far as is '**reasonably practicable**'; a balance between risk and costs, the greater the risk the greater the need to commit resources in terms of time and money to remove or control the risk.

It is a legal requirement that the significant findings of our risk assessments are brought to the attention of our employees.

### Carrying out Risk Assessments

Those who are involved in risk assessments should:

- be competent
- have knowledge and experience of working procedures in practice, potential dangers and strengths and weaknesses of existing precautions
- have knowledge and experience of how to solve problems identified by the assessment
- be in a position to give the commitment, co-operation and resources required to implement the assessment results

It is important that the person carrying out the risk assessment is competent. This means that the person must have the necessary skills and knowledge gained through experience and training and may have qualifications that enable them to make sound judgments.

## **The five stages of risk assessment**

### **Step 1 – identify the hazards**

Look for hazards by walking around the workplace. List the hazards that could reasonably be expected to cause harm. Ask for the opinion of employees as they may have noticed things that are not immediately obvious.

Examples of hazards include:

- cables trailing over floors
- fire
- chemicals
- work benches which are too high or too low
- electricity
- loads which have to be moved manually
- work equipment
- working environment e.g. ventilation, lighting, heating

### **Step 2 – identify who may be harmed and how**

List groups of people and individuals who may be affected by the hazards, for example:

- staff
- students
- members of the public
- contractors on the premises

Pay particular attention to vulnerable persons, e.g. those with disabilities, visitors, female employees who are pregnant or who have recently returned to work after having a baby, inexperienced employees or young persons.

### **Step 3 – evaluate and control the risk**

Evaluate the risks arising from the hazards and decide whether existing precautions are adequate or if more should be done. When evaluating the extent of the risk, account should be taken of the chance of some harm occurring (likelihood), the likely severity of this, and the number of people who could be affected. The formula:

Severity x Likelihood = Risk

Is used on the risk forms within this Policy.

Even after all precautions have been taken some risk may remain. Ensure the precautions in place meet standards set by legal requirements comply with a recognised standard; represent good practice and reduce the risk as far as is reasonably practicable.



Where additional controls or further action are necessary to reduce the risk, decide what more could reasonably be done by adopting the following principles:

- avoid the risk completely
- evaluate risks which cannot be avoided
- combat risks at source
- adapt work to the individual
- make use of technical progress
- replace the dangerous with none or less dangerous
- develop an overall prevention policy
- give priority to measures which protect the greatest number of people
- give appropriate instructions to employees

Once the level of risk and the control measures needed to reduce or eliminate the risk established have been determined, an action plan should be drawn up with timescales for implementation of the control measures.

#### **Step 4 – record your findings**

The significant findings of the assessment must be recorded since these provide evidence that something has been done, it is also a legal requirement. Keep any written assessments for future reference and ensure that employees are informed of the findings and control measures, either existing or additional, that have to be observed and used. In some circumstances the findings of the risk assessment should also be given to others who could be affected, for example agency workers, contractors etc.

#### **Hazards and example controls**

<b>Hazard</b>	<b>Example Control Measure</b>
Manual Handling	Mechanical aids, hoists, getting assistance, breaking loads into smaller units, training.
Hazardous substances	Substitution for less hazardous alternatives, extract ventilation, personal protective equipment, training.
Work equipment (machinery, tools, etc)	Guarding, demarcation of danger zones, restricted operation and use planned preventative maintenance, training.
Ladders	Avoid working at height, correct type of ladders/stepladders, maintained, trained.
Electricity	Insulated tools, residual circuit breakers, fuses, earthing, inspection and testing of systems and appliances.
Stairs, etc	Good lighting, handrails, non-slip surfaces, slightly raised/highlighted front edges.
Fire	Detection/warning systems, fire drills, extinguishers, signs, suitable storage facilities for substances and goods, fire retardant furniture and fittings.
Noise	Reduction at source, isolation, ear protection, demarcation of danger zones.
Stress	Reduce/increase workload, more control over work, work suitable for the individual, avoidance of monotonous repetitive work.
Work environment	Good lighting, ventilation, re-design layout of area, heaters/coolers.

## **Step 5 – monitor and review the assessment**

It is important that the control measures are monitored and that records are kept. A regular review of the assessments should be made to take into account any changes to the methods or systems of work. You should also review the assessment following an accident, where there has been a significant change to the work, if new information comes to light, or if there is any other reason to believe that it may no longer be valid. Following the review, additional control measures should be implemented if required. Even if there are no significant changes since the original risk assessment, it should be regularly reviewed to confirm that it is still relevant and valid.

## **FIRE RISK ASSESSMENT**

A fire risk assessment is an organised and methodical look at the premises, the activities carried on there and the likelihood that a fire could start and cause harm to those in and around the premises.

The aims of the fire risk assessment are:

- to identify the fire hazards
- to reduce the risk of those hazards causing harm to as low as reasonably practicable
- to decide what physical fire precautions and management arrangements are
- necessary to ensure the safety of people in your premises if a fire does start

The significant findings of the fire risk assessment, the actions to be taken as a result of the assessment and details of anyone especially at risk must be recorded.

It is important that the fire risk assessment is carried out in a practical and systematic way and that enough time is allocated to do a proper job. It must take the whole of your premises into account, including outdoor locations and any rooms and areas that are rarely used. Small premises may be able to assess as a whole, in larger premises you may find it helpful to divide them into rooms or a series of assessment areas using natural boundaries, e.g. process areas, offices, stores, as well as corridors, stairways and external routes.

Risk assessments must take account of other users of the buildings and co-operation and communication of hazard and risk must be shared between businesses to ensure a co-ordinated response is prepared and implemented.

You need to appoint one or more competent persons to carry out any of the preventive and protective measures needed to comply with the legislation. This person could be you, or an appropriately trained, employee or, where appropriate, a third party.

Your fire risk assessment should demonstrate that, as far as is reasonable, you have considered the needs of all relevant persons, including disabled people.

### **Six Steps to Fire Risk Assessment**

#### **Step 1 – identify the hazards**

- sources of ignition
- sources of fuel
- sources of oxygen

#### **Step 2 - identify people at risk**

- employees
- people in and around the premises
- vulnerable persons, disabled etc.

#### **Step 3 evaluate, remove, reduce and protect from risk**

- evaluate the risk of fire occurring

- evaluate the risk to people from fire
- remove or reduce the fire hazards
- remove or reduce the risks to people

**Step 4 - consider:**

- detection and warning
- fire fighting
- escape routes and travel distances
- lighting
- signs and notices
- maintenance

**Step 5 - record, plan, inform, instruct and train**

- record the significant findings and action taken
- prepare an emergency plan
- inform and instruct relevant people; co-operate and co-ordinate with other businesses
- provide training

**Step 6 – review**

- keep assessment under review
- revise where necessary

## HEALTH AND SAFETY MONITORING

Measurement is essential to maintain and improve our health and safety performance to identify how effectively we are controlling risks and how well we are developing a positive health and safety culture.

There are two types of performance monitoring, active and reactive.

### Active monitoring

Monitoring is a line manager's responsibility and in this section there are monitoring checklists for each of the key management positions to be used to determine achievement against relevant health and safety standards. In completing the checklist managers are providing evidence that they have carried out monitoring within their areas of responsibility and they are reinforcing their commitment to health and safety objectives in general and helping to develop a health and safety culture.

This approach to proactive monitoring gives the Bridgwater and Taunton College Trust feedback on its performance before an accident, incident or case of ill health.

Managers and supervisors with defined health and safety responsibilities must monitor in detail the areas for which they have day to day control. Much of this checking will be informal and not recorded but formalised, structured checks are also essential to ensure all areas are covered and to demonstrate compliance to senior managers who must in turn seek assurance that first line monitoring is taking place.

Employees who take a proactive interest or represent groups for health and safety can also be involved with monitoring and may take the format of a health and safety tour or if more formally via a devised checklist.

### Reactive monitoring

Reactive monitoring of events including accidents, incidents, cases of ill health or property damage provide an opportunity to check performance and learn from mistakes and improve control measures.

Trends and common features arising from accident and incident investigation can identify jobs or activities where future health and safety initiatives would be most beneficial. Investigations may also provide valuable information in the event of legal action or an employee claim.

## TRUSTEES

To be completed annually



Subject	Yes	No	Comment
<b>Health and Safety Management</b>			
Has a report on the last twelve months health and safety performance been prepared?			
Are arrangements in place to ensure health and safety training is provided throughout the Bridgwater and Taunton College Trust?			
Are Policies and Procedures being adhered to?			
<b>Health and Safety Performance</b>			
How many accidents/incidents have been reported under RIDDOR within the last twelve months?			
<b>Training</b>			
Are training needs being met?			

## CHIEF EXECUTIVE OFFICER

To be completed annually

Subject	Yes	No	Comment
<b>Health and Safety Management</b>			

Have those persons delegated with health and safety responsibility been trained?			
<b>Communication and Consultation</b>			
Has health and safety been discussed at meetings at least twice within the last twelve months?			
<b>Training</b>			
Have the health and safety training needs across the organisation been determined?			
Have staff received specific health and safety training?			
Have staff received training in relevant health and safety subjects?			
Are training needs being met?			

## HEALTH AND SAFETY LEAD

To be completed monthly

Subject	Yes	No	Comment
<b>Health and Safety Management</b>			
Is the Health and Safety Policy statement current and up to date?			

Is the Health and Safety Policy Statement displayed?			
Does the management structure within the Policy reflect the current organisation?			
Is the 'Health and Safety Law' poster and Employers Liability Insurance Certificate displayed?			
Are all employees provided with health and safety information?			
Has the Health and Safety Plan for the next twelve months been prepared?			
Are there adequate resources to implement the Health and Safety Plan?			
Are we on target with our Action Plan?			
Have all Policies and Procedures been reviewed in the last twelve months?			
Are any new Policies or Procedures required?			
Are Policies and Procedures being adhered to?			
<b>Health and Safety Performance</b>			
What is the health and safety employee claim history for the last twelve months?			
How many accidents/incidents have occurred across the Bridgwater and Taunton College Trust within the last twelve months?			
Are there any outstanding health and safety enforcement issues?			

<b>Subject</b>	<b>Yes</b>	<b>No</b>	<b>Comment</b>
<b>Communication and Consultation</b>			
Has health and safety been discussed at meetings at least twice in the last twelve months?			
Have the Committee's Minutes been circulated?			

Have all issues raised been addressed or programmed for action?			
<b>Risk Assessments</b>			
Are risk assessments completed for those activities where a significant risk of injury is foreseeable?			
Are there any outstanding control measures from previous risk assessments?			
Are all risk assessments up to date and control measures listed in an Action Plan?			
Are there any issues that require attention, following the completion of the risk assessments?			
Have staff had the risk assessments brought to their attention?			
<b>Contractors and Maintenance</b>			
Are procedures in place to check the health and safety credentials of all contractors and to ensure they have adequate insurance?			
Are staff informed of the control measures that need to be taken to protect themselves and others from the hazards of the work?			
Where contract or maintenance work is being carried out, have effective measures been put into place to segregate people from the hazards?			

Subject	Yes	No	Comment
<b>Training</b>			
Have all staff received induction training?			
Is all induction training up to date?			
Are training records up to date?			

Fire and Emergencies			
Do all sites have a fire risk assessment in place?			
Has the fire risk assessment been reviewed within the last twelve months?			
Have all the actions from the fire risk assessment been completed?			
Are all emergency exits clearly marked?			
Is there a means of raising the alarm and does it work?			
Are all escape routes and exits free from obstruction?			
Are there adequate escape routes and are these maintained?			
Have fire doors been checked to ensure they open fully and close on to the rebate?			
Has the fire alarm and emergency lighting been checked and serviced in the last twelve months?			
Has the fire alarm for each site been serviced in accordance with the service contract?			
Have the fire alarms been serviced within the last twelve months?			
Are emergency lights serviced and tested in accordance with the relevant British Standard?			
Are quarterly emergency lighting checks being completed and records kept?			
Are the weekly fire checks being carried out?			
Are adequate means of escape and means for fighting fire provided?			
Are records of weekly tests up to date?			
Is the fire logbook up to date?			

Subject	Yes	No	Comment
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<b>Fire and Emergencies</b>			
Is the fire alarm tested for audibility on a weekly basis?			
Are the locations of all fire extinguishers clearly visible?			
Have all extinguishers been serviced within the last twelve months?			
Are notices displayed informing all persons what to do in the event of fire and the location of the assembly point?			
Have emergency procedures been developed, eg evacuating the site in case of fire or rescue from a confined space?			
Are the visitors/contractors logbooks at Reception being completed correctly?			
Is the quantity of flammable material on site kept to a minimum?			
<b>First Aid/Accidents</b>			
Are there adequate numbers of First Aiders and Appointed Persons?			
Are details of the First Aiders/Appointed Persons displayed?			
Do all staff have access to a first aider and do all staff know who they are?			
Are there sufficient first aid boxes provided?			
Is the first aid box fully stocked?			
Do all staff know the location of the first aid box?			
Is the Accident Book available and are details entered correctly?			
Are there sufficient first aid facilities?			
<b>Electricity</b>			
Is the fixed electrical testing up to date for the whole Bridgwater and Taunton College Trust?			

Is the fixed wiring due for its periodic examination and test?			
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Subject	Yes	No	Comment
Are all visible items of the fixed installation, eg sockets and switches, free from any obvious signs of damage?			
Are electrical installations kept free from clutter?			
Are low powered hand held appliances being used where appropriate?			
Where mains voltage has to be used, are residual current devices provided for all equipment?			
Are residual current devices fitted where appropriate?			
Are all electrical test records kept up to date?			
Are scaffolders, roofers, cranes or other plant, working near or under overhead lines?			
<b>Gas Safety</b>			
Are gas appliances inspected and tested at prescribed intervals?			
Are records kept?			
Are the gas supply isolators readily identifiable and accessible?			
Is a copy of the emergency procedure displayed at or near the gas meter?			
<b>General Workplace</b>			
Can all windows be cleaned safely?			
Is localised lighting provided where necessary?			
Is there any furniture or equipment in need of repair?			
Are all items of furniture in a safe condition?			

Is a thermometer available to allow temperatures to be determined?			
Are good housekeeping practices observed so as to prevent working space being cluttered?			
Are spillage procedures adequate?			

Subject	Yes	No	Comment
<b>Waste</b>			
Are there sufficient receptacles for the collection of normal waste?			
Is waste cleared regularly and not allowed to accumulate?			
Are bins and skips located away from buildings to prevent potential arson?			
<b>Work Equipment</b>			
Has all equipment been serviced in accordance with service agreements?			
Are service arrangements in place for all items of plant and equipment?			
Are service logs kept up to date?			
Has all equipment been serviced with records kept?			
Are statutory inspections complete and are certificates kept on file?			
Is the machinery maintained in good repair and are all safety devices operating correctly?			
Is any equipment provided maintained in a safe condition?			
Is all equipment properly guarded?			
Are guards secured and in good repair?			
Are all dangerous parts, exposed gears, chain drives, projecting engine shafts, etc guarded?			
Are hot surfaces guarded or identified by hazard warning signs?			
Are operators competent?			



Has all training been recorded?			
Is training in the use of the equipment outstanding?			

Subject	Yes	No	Comment
<b>Asbestos</b>			
Has an asbestos survey been conducted across the whole Bridgwater and Taunton College Trust?			
<b>Challenging Behaviour</b>			
Have staff received training on handling challenging behaviour?			
Are staff at risk adequately protected?			
<b>Children's Play Areas</b>			
Is the play area secure and where practicable sited away from all traffic routes?			
Is the children's play area and equipment checked daily?			
Is all equipment in good condition with no sharp edges or rough surfaces?			
Is the floor surface of an absorbent, non-slip and 'cushioned' material?			
Is a sign displayed giving guidelines on the age/size of children that the play equipment is suitable for?			
<b>Display Screen Equipment</b>			
Have workstation assessments been completed and recorded for all 'users' of DSE?			
Are all chairs adjustable, stable, comfortable and do they allow freedom of movement?			

Is there sufficient space for users to arrange equipment so they can adopt a comfortable position?			
Has instruction in the use of DSE been given to all 'users'?			
Have all DSE 'users' been advised on the availability of eye tests?			
Are records kept up to date of eye tests taken and persons issued with glasses?			

Subject	Yes	No	Comment
<b>Hazardous Substances</b>			
Have all harmful materials such as asbestos, lead, solvents and paints been identified?			
Are risk assessments available on the use of all hazardous substances?			
Are hazard data sheets readily available?			
Do staff who use hazardous substances know where to find information on them?			
Have precautions been identified and put in place?			
Have employees been given information on how to protect themselves from health and risks arising from hazardous substances?			
Are suitable extraction systems provided to control fumes?			
Are all substances properly and securely stored?			
<b>Kitchen Safety</b>			
Is there a hazard data sheet for each of the cleaning chemicals?			
Does the kitchen extraction system maintain the kitchen temperature at a suitable level?			

Is lighting adequate?			
Is all catering equipment subject to servicing?			
Is all equipment guarded adequately?			
Are all equipment guards working correctly?			
Are knives stored in the drawer with the blades facing away from the front?			
Are catering knives sharpened regularly and stored safely?			
Are the relevant warning notices in relation to dangerous machinery clearly displayed and are staff adequately trained to use the equipment safely?			

Subject	Yes	No	Comment
<b>Kitchen Safety</b>			
Is there a properly stocked first aid box readily available and stocked with blue detectable dressings?			
Are there adequate blue plasters in the first aid kit?			
Are the fire extinguishers and fire blanket readily accessible?			
Do all kitchen staff wear the safety footwear provided?			
Are adequate gloves available for handling chemicals?			
Are safety steps provided to clean high areas?			
Are safe procedures for handling hot liquids in place?			
Are large pans a two person lift?			
Are all catering staff familiar with the emergency gas cut-off procedure?			
Are spillages cleaned up immediately?			
<b>Ladders and Stepladders</b>			

Are all ladders and stepladders in good condition?			
Are ladder checks up to date?			
Are ladders and stepladders secured against unauthorised use?			
<b>Legionella</b>			
Is the annual disinfection of the water system due?			

<b>Subject</b>	<b>Yes</b>	<b>No</b>	<b>Comment</b>
<b>LEV</b>			
Are suitable extraction systems provided to control hazardous substances?			
Are extraction systems free from any obvious signs of damage such as holes or tears in the ducting?			
Is the LEV system being used?			
Is the system being used appropriately?			
<b>Machinery</b>			
Is there an effective locking off system to prevent machinery being started up whilst maintenance staff are working on machinery?			
Are all guards in position and without evidence of them being defeated?			
Are all guards free from any obvious evidence of interference?			
Are all machines fitted with suitable, effective and clearly marked controls?			
Are emergency stop devices fitted and tested regularly to ensure that they operate effectively?			
Are isolation switches correctly labelled so that there can be no confusion as to which machines they isolate?			

Is the permit to work system being operated correctly?			
<b>Manual Handling</b>			
Are manual handling assessments completed?			
Are there any tasks that require a manual handling assessment?			
Are steps taken to minimise the risk of injury from manual handling?			
Are manual handling aids, such as trolleys, being used wherever possible?			
Are risk assessment/care plans produced routinely and comprehensively?			

Subject	Yes	No	Comment
<b>Personal Protective Equipment</b>			
Are all items of personal protective equipment readily available and plentiful?			
Are all items of personal protective equipment required, made available and used appropriately?			
Is adequate personal protective clothing provided?			
Has adequate personal protective equipment, such as hard hats, safety boots, gloves and goggles, been provided?			
Are details of PPE issue recorded and kept up to date?			
<b>Plant Rooms</b>			
Are plant rooms kept locked and keys retained under the control of a responsible person?			

Are plant rooms clean, tidy and not used as storage areas?			
Are main isolation switches clearly labelled?			
Are all moving parts of plant and equipment guarded to prevent any person entering the plant room from coming into contact with them?			
<b>Working At Height</b>			
Are work at height assessment being completed?			
Has a detailed risk assessment been performed on all tasks involving work at height?			
Have all tasks that involve work at height been identified in an initial assessment?			
Are assessments regularly reviewed?			
Following the assessment, are appropriate control measures being implemented?			
<b>Subject</b>	<b>Yes</b>	<b>No</b>	<b>Comment</b>
<b>Working At Height</b>			
Are assessments reviewed following an accident/incident or whenever the nature of the work changes?			
Is the work at height supervised?			
Are all persons involved with work at height suitably trained?			

## HEALTH AND SAFETY COMMITTEE

To be completed three times a year

Subject	Yes	No	Comment
<b>Health and Safety Management</b>			
Is the Safety Action Plan being completed in line with agreed timescales?			
Have all Policies and Procedures been reviewed with the last twelve months?			
Are any new Policies or Procedures required?			
<b>Health and Safety Performance</b>			
How many accidents/incidents have occurred across the Bridgwater and Taunton College Trust within the last twelve months?			
Have near miss statistics been compiled and analysed for the last twelve months?			
<b>Communication and Consultation</b>			
Has the Health and Safety Committee met at agreed intervals?			
Has health and safety been discussed at meetings at least twice within the last twelve months?			
Have the Health and Safety Committee met at least twice within the last term?			
<b>Risk Assessments</b>			
Are there any injuries or 'near misses' recorded that are related to work activities that have not been assessed?			

Subject	Yes	No	Comment
<b>Fire and Emergencies</b>			
Are all fire exit doors fully operated?			
Have fire doors been checked to ensure they open fully and close on to the rebate?			
Have emergency procedures been developed, eg evacuating the site in case of fire or rescue from a confined space?			
<b>Electricity</b>			
Are electrical installations kept free from clutter?			
<b>General Workplace</b>			
Are facilities available for heating food?			
<b>Working At Height</b>			
Are work at height assessments being completed?			
Has a detailed risk assessment been performed on all tasks involving work at height?			
Have all tasks that involve work at height been identified in an initial assessment?			
Are assessments regularly reviewed?			
Following the assessment, are appropriate control measures being implemented?			
Are assessments reviewed following an accident/incident or whenever the nature of the work changes?			
Is the work at height supervised?			
Are all persons involved with work at height suitably trained?			



Are facilities available for making hot drinks?			
Are facilities available for sitting down to eat?			

Subject	Yes	No	Comment
<b>Working at Height</b>			
Are facilities available to hang up jackets and coats?			
Are adequate toilet and washing facilities available for staff?			
Are adequate hand drying facilities available?			
Are bactericidal soaps available?			
Are there facilities for changing, drying and storing clothing for relevant staff?			
Are there wash basin, warm water, soap and towels?			
Are suitable rest areas available for staff?			
Are all work areas sufficiently lit and free from obstructions?			

## HEALTH AND SAFETY MANUAL ACKNOWLEDGMENT SIGNATURE FORM

Please read the notes below and then sign this form.

We will do all in our power to ensure the health and safety and welfare of all our staff, volunteers and Students and we look to our employees and volunteers to abide by the Health and Safety standards laid down.

You should read the information contained in this Manual/Policy and adhere to the rules at all times.

Please discuss any queries you may have with the Health and Safety Lead and sign this form.

**I have read the Health and Safety Manual/Policy and understand and accept its contents. I will keep myself informed of its contents.**

Signature: .....Date: .....

Print Name: .....

Title: .....

Academy: .....