

Health and Safety Policy/Procedures



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Health and Safety Policy Statement



We aim:

- To provide adequate control of the Health and Safety risks arising from our work activities
- To consult with our employees on matters affecting their health and safety
- To provide and maintain safe equipment
- To ensure safe handling and use of hazardous substances
- To provide information and instruction on Health and Safety
- To ensure all employees are competent to do their tasks and give them adequate training in Health and Safety
- To prevent accidents and cases of work-related ill health and promote a pro-active attitude towards safety at work
- To maintain safe and healthy working conditions
- To implement emergency evacuation procedures in case of fire or other significant incident
- To do our best to meet the needs of students, staff and visitors with disabilities.
- To review and revise this policy as necessary and on an annual basis

Our Fire Safety Policy forms a part of this Health and Safety Policy Document

John Duncan
Principal

Review date: May 2016



Responsibilities

Responsible overall for Health and Safety:

John Duncan (Principal), Ruth Guilfoyle (Finance/Business Manager)

Health and Safety Officers - Responsible, day to day, for ensuring that this policy is put into practice:

Clare Hutton (Pembroke), Andrew Varney (Pembroke/Social/Coulson), Mark Calland (Abon), Pete Clark (Abon).

Trained First Aid Officers:

Andrea D'Essen (Abon), Andrew Varney (Social/Coulson), Ian Saint (Pembroke), Clare Hutton (Pembroke), Mark Calland (Abon), Karen Iles (St John's House) and Juan Alonso (St John's House).

Local Doctor: Pembroke Road Surgery, 111 Pembroke Road, 0117 9733790 or

Whiteladies Medical Group: Whiteladies Health Centre, Whatley Road. 0117 9731201

Weekend: Broadmead Medical Centre, 59 Broadmead, 0117 954 9828.

Hospital: Bristol Royal Infirmary (Accident and Emergency)

Eye Hospital: Lower Maudlin Street

All employees have to:

- Co-operate with their line managers and the Health and Safety Officers on health and safety matters
- Not interfere with anything provided to safeguard their Health and Safety
- Take reasonable care of their own health and safety
- Report all health and safety concerns to an appropriate person as detailed in this policy document



Arrangements

1. Information, instruction and supervision

- The health and safety law posters are displayed: in Pembroke in the hallway outside the staff room, in Abon in the staff room on the far wall beside the sink, in Coulson in the staff room.
- The health and safety posters for safe manual handling and for safety for computer operators are: in Pembroke in the admin office and in Abon in the book room. NB Staff who regularly use computers as part of their job are entitled to free eye tests paid for by the school.
- The Certificate of Employers Liability Insurance is displayed in the admin offices in Pembroke and Abon and in the staff room at the Worcester Road (ELC summer centre). The original copy is filed in the Finance Manager's Office.
- Health and safety advice is available from the Principal and from the Health and Safety Officers.
- Supervision of work placement students will be arranged / undertaken / monitored by the Health and Safety officers.

2. Risk Assessment

- Risk assessments are carried out and recorded for all events that might pose a possible risk for staff and/or students. These include evening activities, Saturday excursions, class outings and in-house activities.
- Risk Assessments have been undertaken the Social Co-ordinator and the findings of the risk assessments are reported to the Principal and the Finance/Business Manager.
- Action required to remove/control risks will be approved by the Principal and the Finance/Business manager implemented by the Health and Safety Officer/Social Co-ordinator. The Finance/Business manager is responsible for checking that the implemented actions have removed/reduced the risks.
- There are copies of the risk assessments in the office at Pembroke House (behind Clare's desk) and in the Social Co-ordinator's office.
- For regular activities and excursions there is a master copy that is reviewed every 6 months.
- For new activities/excursions a new risk assessment will be created by the teacher/activity leader who is organising the event and reviewed by the Health and Safety Officer/Social Co-ordinator.



- Blank copies of risk assessment forms can be found in the Teachers' staff-room.
- Copies of risk assessments will be taken on all out of school activities by the activity leader so that they are aware of the possible risks and preventative measures they can take. If the activity leader notices that there are additional risks not already recorded, then he/she should report this to the Health and Safety Officer / Social Co-ordinator who will amend the risk assessment after consultation with the Principal.
- Staff/Student ratios are maintained in accordance with the Social Programme outline which can be found at S: Policies and procedures masters\Social Programme Outline.
- Risk assessments are undertaken for all of the school's properties both owned and rented as follows:
 - Pembroke – Ruth Guilfoyle
 - Abon – Ruth Guilfoyle
 - Residential properties – Ruth Guilfoyle
 - Worcester Road – By the landlord
 - Goldney – By the landlord
- A risk assessment questionnaire is obtained from each homestay family. These are kept in the family file with the homestay manager. The questionnaire covers basic health and safety and fire information. The master questionnaire can be found at S:BC 2014 Stage 2 docs\23\23.2.2. Homestay providers are advised of their responsibility to have a fire risk assessment. These should be reviewed by the homestay family on an annual basis, and updated where appropriate.

3. Consultation with employees

- Consultation with employees and the provision of information is provided by the Health and Safety Officers in Pembroke, Abon and Worcester Road and takes place with the teachers during the weekly staff meetings on Fridays at 13.00 and with the administrative staff during the termly admin meetings or as and when required.
- The Health and Safety officers, Principal and Finance/Business Manager aim to meet every quarter, and in advance of the summer term. The meeting is arranged by the Finance/Business Manager and minutes are recorded. The Health and Safety Officers advise the Fire Marshals if there have been any changes to procedures.



4. Safe Equipment

- The persons responsible for identifying all/any equipment needing maintenance are: the Principal, the Director, the Directors of Studies, the Health and Safety Officers and the users of the equipment, such as the teachers or administrative staff.
- The person responsible for ensuring that effective maintenance procedures are drawn up is the Principal.
- The persons responsible for ensuring that all identified maintenance is implemented are the Health and Safety Officers.
- Any problems found with equipment should be reported to your line manager or to a Health and Safety Officer.
- The person responsible for checking that all new equipment meets health and safety standards before it is purchased is the Principal.
- Health and Safety Equipment is not to be taken off-site without the authorisation of the Health and Safety Officer or the Principal.
- PAT testing on all electrical devices is carried out as deemed necessary by the Health and Safety Committee and supervised by the Finance/Business Manager.
- The Central Heating Systems and Boilers are serviced annually in Pembroke, Abon and 10 Wellington Park (Student House). Landlords are responsible for servicing Central Heating Systems and Boilers in student properties. A copy is obtained and kept on the property file.
- Clifton College Works department is responsible for ensuring health and safety standards for all internal equipment at Worcester Road and ELC remains responsible for PAT testing (as deemed necessary) and maintenance of equipment which we take in with us during July and August.

5. Safe Handling and use of substances

- The persons responsible for identifying all substances which need COSHH assessment are the Health and Safety Officer and committee. (**Control of substances hazardous to health**)
- The person responsible for undertaking COSHH assessments is the Finance/Business Manager.
- The person responsible for ensuring that all actions identified in the COSHH assessments are implemented is the Finance/Business Manager.
- The persons responsible for ensuring that all relevant employees are informed about the COSHH assessments are the Health and Safety Officers.
- The persons responsible for checking that new substances can be used safely before they are purchased are the Health and Safety Officers.



- COSHH assessments will be reviewed every 12 months or when the work activity changes, whichever is the shortest.
- Identified COSHH risks include:
 - Sanitary waste. Sanitary waste is regularly disposed of by PHS Group Ltd, a registered collector of waste. All agreements and certificates are filed in the Health and Safety folder.
 - Aerosol waste from 1st October. This is regularly disposed of by PHS Group Ltd, a registered collector of waste.
 - Cleaning materials. These are all kept locked away in a cupboard in the garden room at Abon and in the 'snug' in Pembroke House.
 - Toner cartridges used in the photocopiers and printers. There are 2 clearly labelled plastic boxes with lids in the snug in Pembroke and in the cupboard on the first floor landing at Abon, one for used toner cartridges and the other for photocopier toner. When the toner has to be disposed of, it is first put in a sealed bag and then in the appropriate box. These boxes will be taken away for recycling when full or at least every month by the school handyman.
 - Asbestos in the school buildings. Asbestos surveys were carried out in 2012 and all required work was undertaken. All records are kept in the Health & Safety folder, and soft copies on the S Drive:Health & Safety folder.

6. Food and Beverage – provision and supervision

- No food is prepared and sold on the premises so it is not necessary for the school to be registered with the Health and Safety Inspectorate.
- A sandwich man comes to the school building every day to sell snacks which are prepared by Latimers Bread and Sandwich Company on Whiteladies Road. Health and Safety certificates are supplied by Latimers and filed in the Health and Safety folder.
- There is a hot drinks machine in the school's common rooms. The drinks machine is stocked, serviced and maintained weekly by JW Vending Ltd. Certificates are provided and kept in the Health & Safety file.
- All staff are allowed to bring in their own food for their personal consumption and keep it in the fridge in the staff rooms. Every week (Friday afternoon), the fridges are checked to ensure that perishable food is not left in the fridges over the weekend.

NB: Be careful with the hot water dispensers in the staff rooms as they are very hot!

Spillages



All spillages should be reported to a member of staff and cleared up immediately. Tea/coffee spillages should be cleaned up using the paper towels provided. The area should then be cleaned using hand spray (Dettol) and a cloth. Dry the area with a paper towel.

Toner/ink cartridge spillages should be cleared as best as possible using a dust pan and brush and the remainder removed using a vacuum cleaner.

Dispose of the residue in a sealed plastic bag and wash hands thoroughly. Every member of staff has the responsibility to clear these types of spillages. For spillages of bodily fluids, please see the First Aid policy – a qualified first aider is responsible for dealing with these types of spillages.

7. Staff training and competency

- Health and Safety induction training is provided for all new employees by the Health and Safety Officers in Pembroke and Abon. New Employees are asked to sign a Health and Safety induction Form. The master copy is saved on the S:/Health and Safety/HEALTH AND SAFETY FORM. This form is then kept with the employees records by the Finance/Business Manager or Vice Principal.
- Job specific health and safety training will be provided by line managers.
- Jobs requiring specific training are admin staff (use of computers/lifting heavy items/disposal of toner), social activity leaders (awareness of risk assessments and procedures).

8. Accidents, first aid and work related ill health

- First aid boxes and accident books are kept in the admin offices in Pembroke and Abon and in the staff room at Worcester Road.
- The appointed First Aiders are:
 - Mark Calland, Andrea D'Essen (Abon House)
 - Ian Saint, Clare Hutton (Pembroke House)
 - Andrew Varney (Pembroke House/Worcester Road)
 - Karen Iles and Juan Alonso (St John's House)
- First Aiders attend first aid refresher courses annually.
- The appointed First Aiders are responsible for keeping the First Aid boxes stocked.
- NB: First Aiders are not legally permitted to give any medication to students.
- The closest pharmacy is Boots in Clifton Down Shopping Centre.
- Local Doctor: Pembroke Road Surgery: 111 Pembroke Road, 0117 973 3790 or Whiteladies Medical Group: Whiteladies Health Centre, Whatley Road. 0117 9731201.
- Weekend: Broadmead Medical Centre, 59 Broadmead, 0117 954 9828.



- Accidents and Emergency: Bristol Royal Infirmary, Upper Maudlin Street
- Eye Hospital – Lower Maudlin Street
- To encourage good hygiene practice, ‘Bin it’ posters are displayed in every class room. Tissues and disinfectant gel are provided in the staff rooms and in class rooms at times of the year when it is deemed advisable.
- Emergency contacts for students are recorded on the school database and for staff are kept in the Health and Safety Files in all school buildings.
- All accident and cases of work-related ill health are recorded in the accident report forms which are kept locked away in both the Pembroke and Abon offices. The accident forms are pre-printed forms. The files are stored with Clare Hutton and Andrea D’Essen.
- The person responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority is the Principal.
- See our First Aid Policy for more information.

9. Disability

- Bearing in mind the Disability Discrimination Act (1st October 2004), the school will do everything it reasonably can do to meet the requirements and needs of staff, students and visitors with any type of disability.

10. Monitoring

- To check our working conditions and ensure our safe working practices are being followed, we will carry out random health and safety inspections, have reports regarding health and safety submitted by staff when appropriate, investigate any accidents that occur when deemed necessary by the Principal and the Finance/Business Manager and investigate any work related sickness that occurs.
- The persons responsible for investigating accidents are the Principal and the Finance/Business Manager.
- The persons responsible for investigating work-related causes of sickness absences are the Principal and the Finance/Business Manager.
- The persons responsible for acting on investigation findings to prevent recurrence are the Principal and the Finance/Business Manager.