



Health & Safety Policy - 2018

POLICY STATEMENT

Scope

This policy applies to the Upper School, Preparatory School, Pre-Preparatory School and all associated commercial and support activities of Clifton College. We recognise and accept our responsibility to ensure, so far as is reasonably practicable, the health and safety of all our staff, pupils, contractors, visitors and members of the public who may be affected by our work activities.

Aims and Objectives

- Providing adequate control of health and safety risks arising from the activities we undertake.
- To provide appropriate training, information, instruction, supervision & advice.
- To provide and maintain safe premises, machinery and equipment.
- To maintain appropriate arrangements for the safe transport, storage, handling, use and disposal of chemicals and substances.
- To ensure sufficient time and resources are made available to enable compliance with the health and safety policy and all associated procedures.
- To operate an efficient health and safety management system and to develop and maintain safe systems of work.
- Providing relevant information to our guests, visitors and neighbours.
- Consulting with workers and contractors on matters affecting health and safety.

Outcomes

In meeting these aims and objectives Clifton College will:

- Comply with applicable legislation, including supporting codes of practice and guidance.
- Maintain a high level of health and safety awareness throughout Clifton College.
- Ensure that hazards are identified and that risks are controlled as far as is reasonably practicable.
- Develop an agreed set of health and safety competencies for employees.
- Continue to improve the health and safety culture within Clifton College.

Monitor and Review

The health and safety policy will be reviewed at least annually, and will be amended and updated where required during the intervening period e.g. when there are changes in legislation, practice or process etc.

Dr Tim Greene - Head of College

Mrs Alison Streatfeild-James - Chair of Council



ORGANISATION AND RESPONSIBILITIES

This section of the policy outlines the roles and responsibilities for key health and safety duty holders who support and enable management of health and safety within the College.

The Council

The Council will oversee the implementation of the Health and Safety Policy across the College, and will ensure:

- Health and safety is a key consideration in all strategic planning.
- Adequate resources, funds, materials, equipment and time is afforded to enable compliance with the Health and Safety Policy.
- Objectives outlined within the Health and Safety Policy are fully understood and are effectively implemented across the College.
- Responsibilities for health and safety are clearly defined and allocated/delegated to appropriate persons in the College.
- Health and safety performance is monitored and reviewed on a regular basis.

The Head of College

The Head of College (the Head), supported by Bursar and the College Executive Committee, will oversee the day to day management of health, safety and welfare within Clifton College, and will ensure:

- Activities are carried out in accordance with the Health and Safety Policy and associated procedures.
- The Health and Safety Policy is regularly reviewed and updated.
- Staff and pupils are aware of the Health and Safety Policy and the duties it places upon them.
- Hazards and risks are identified and sufficiently managed.
- A health and safety management system is effectively implemented across the College.
- An effective safety meeting is held on a regular basis, with senior management attendance.
- Training is provided to enable employees to carry out their health and safety responsibilities.
- Effective contingency planning arrangements are in place.
- Health and safety performance is reviewed regularly to seek continual improvement.

Health, Safety, Fire and Compliance Manager

The Health, Safety, Fire and Compliance Manager supports the effective implementation of the Health and Safety Policy. This includes:

- Developing and implementing a Health and Safety Strategy for the College.
- Developing and maintaining a Health and Safety Plan for the College.
- Assisting and advising staff on health and safety related matters.
- Ensuring that the Health and Safety policy and procedures are kept under regular review.
- Investigating accidents, incidents and near misses, to prevent reoccurrence.



- Reporting to the Health and Safety Executive as required by the RIDDOR regulations.
- Arranging fire risk assessments for College premises.
- Reporting to the Compliance Committee, and escalating significant risks or hazards.

Heads of Schools, Deputy Heads, Heads of Departments, Managers and Supervisors (Academic and Support)

All those in a management and/or supervisory role are responsible for overseeing the day to day management of health and safety in the areas for which they have responsibility. This includes:

- Identifying and managing hazards and risks through the development, communication and review of suitable and sufficient risk assessments, including for activities such as educational visits, use of display screen equipment (DSE), manual handling and the control of all substances in use.
- Ensuring a health and safety induction is provided to all new starters and to contractors.
- Ensuring appropriate selection, approval and management of competent contractors via the approved contractor process.
- Communicating health and safety arrangements to pupils, employees, contractors and visitors as appropriate.
- Reporting accidents, incidents and near misses, undertaking initial investigations, and assisting with any subsequent investigation by the health and safety team.
- Ensuring that work equipment and plant is adequately maintained and inspected in accordance with relevant legislation and/or guidance.
- Ensuring that pupils and employees are provided with appropriate personal protective equipment (PPE) and receive training in its use
- Providing training, information and instruction as appropriate.
- Providing appropriate levels of supervision.
- Making appropriate use of the College's disciplinary procedures in the event of any member of staff failing to discharge satisfactorily the responsibilities allocated to them.
- Carrying out their duties as Area Custodians and/or Activity Leads (where applicable).

Area Custodians

Area Custodians are a key component of our Health & Safety Strategy, and carry out the following responsibilities:

- Responsible for their area, building, and/or zone, as defined in the Custodian Map.
- Oversee and understand the area, building or zone.
- Coordinate the management of the area, building or zone, including periodic visual checks.
- Oversee, appoint and coordinate Fire Wardens and completion of Fire Log Book(s).
- Ensure Fire Risk Assessments are up-to-date for the area - support the Fire Risk Assessor.
- Oversee the First Aid coverage and ensure that First Aid Kits are periodically checked.
- Report repairs and faults to Estates - through the College 'Report a Repair' system.
- Report accidents, incidents and issues to the College H&S team.



- Ensure there are adequate plans for the area, building or zone during holiday periods.
- Ensure effective handover of custodianship when control of the area changes hands, such as handover to CCSL for events or activities.

Activity Leads

Activity Leads are a key component of our Health & Safety Strategy, and carry out the following responsibilities:

- Responsible for any given Activity, as defined by the Blue Book or other formal College notification (letter, email, etc.).
- Oversee and lead the planning and coordination of the activity - lesson, task, trip, etc.
- Oversee and lead the safety management of everyone involved in the activity - staff, pupils, visitors, etc.
- Oversee and lead the completion of risk assessments associated with the activity - including any follow through and actions.
- Ensure staff are trained for the activity, well briefed and that responsibilities are clearly defined.
- Report accidents, incidents and issues to the College H&S team - through the College systems/forms. Support any investigation and appropriate actions.
- Ensure that any transport and equipment is safe for the activity.
- Consider and monitor any effects on long-term health and well-being.

Estates Team

The Estates Team organise and oversee with the management of the premises. Responsibilities include:

- Ensuring compliance with applicable legislation relating to the maintenance of the premises.
- The programming, recording and monitoring of statutory inspections and tests of plant, equipment and any related systems in accordance with legislation and other guidance, such as electrical installations, asbestos surveys, gas safety checks and legionella testing.
- Ensuring that reported defects are addressed satisfactorily and in a timely manner.

Compliance Committee

The duties of the Compliance Committee include:

- Discussing statutory obligations and legislative updates.
- Reviewing and approving health and safety related policies and associated procedures.
- Monitoring the implementation of the Health & Safety Strategy.
- Monitoring health and safety compliance across the College.
- Reviewing accident, incident and ill health data and agreeing necessary actions.
- Monitoring statutory testing compliance.
- Discussing health and safety issues as they arise.



All Staff

All employees are legally required to take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions. Duties include:

- Co-operating in regards to matters relating to health and safety.
- Never misusing or interfering with anything provided in the interests of health, safety and welfare.
- Complying with the terms of the Health and Safety Policy and related procedures, and with any other information, instruction and training given to them.
- Reporting all accidents, incidents and near misses in a timely manner.
- Reporting hazards, defects and safety concerns to the relevant head of department, the Health and Safety Team or via Report a Repair (as appropriate).
- Making full and proper use of all precautions or safety devices provided such as guards on machines and personal protective equipment.

Pupils and Visitors

All pupils and visitors must:

- Cooperate with the College on health and safety matters and in particular follow the instructions of staff in the event of an emergency.
- Take reasonable care for their own health and safety and that of others at the College.
- Use and not wilfully misuse, neglect or interfere with anything provided to safeguard their health and safety.
- Report all health and safety concerns to a member of staff.

ARRANGEMENTS

This section describes the arrangements required to implement the terms of the Health and Safety Policy.

Accident and Incident Reporting

The College requires all accidents, incidents and near misses to be reported to the Health and Safety Team within 48 hours of the event using the accident form available on the Resource Centre. Certain accidents need to be reported to the Health Centre.

The Head of Department or House Master/Mistress must complete the initial investigation before submitting the form. If a civil claim for damages is received, the person who received the claim must notify the Finance Department immediately. Only the Health and Safety Team are permitted to make reports to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

Records of all accidents, incidents and near misses, including any associated investigations, are kept for a minimum period of three years from the date on which the report was made, or in accordance with specified statutory retention periods.



Further details about the accident, incident and near miss reporting procedure can be found in the Accident Reporting Guidance on the Resource Centre.

Asbestos

The College engages competent, specialist contractors where asbestos sampling or removal work is required. College employees are not permitted to work with asbestos, or undertake any work which could disturb the fabric of College buildings and structures.

The Estates department has commissioned asbestos surveys of the premises and maintains an asbestos register. An asbestos management plan is in place to ensure asbestos and asbestos containing materials (ACMs)/presumed ACMs are managed in accordance with the Control of Asbestos Regulations 2012.

Contractors and staff working where asbestos may be disturbed are fully briefed on areas where asbestos is or may be present, and they are required to check and sign the asbestos register before any work is carried out. Relevant College staff receive Asbestos Awareness training to provide them with the information they need to avoid scenarios that may disturb asbestos.

Communication and Consultation

In order to achieve effective communication on health and safety matters, the College uses whatever arrangements are most appropriate, including use of the College Intranet, emails, meetings and training sessions.

The College Health and Safety Committee meet periodically and comprises staff from both teaching and support departments across the College.

All College meetings with recorded minutes or action logs contain 'safety' as a standard agenda item. This presents an opportunity for the free communication of safety issues including the discussion of accidents and near misses and to raise any concerns within the group.

Confined Spaces

Where work in a confined space is required, it must be carried out by a competent person who has received adequate training. In most instances this requires a competent external contractor to be engaged.

It is the intention of the College to develop and maintain a register of confined spaces.

Contractors

Contractors must complete the Contractor Approval Form and provide sufficient information during this process in order to be approved to work at the College. Previous health and safety performance is relied upon as part of the approval process.



Once a contractor has been approved, the person managing the contractor must add their details to the department specific tab on the approved contractor list (held on Google Drive). The Head of Department is responsible for ensuring the department specific contractor list is kept up to date.

College staff managing contractors must comply with the Contractor Policy which can be found on the Resource Centre. This includes ensuring the work is adequately planned and resourced, and that contractors provide suitable and sufficient risk assessments, method statements and a Construction Phase Plan to ensure the work is carried out safely.

Contractors are also required to comply with the Contractor Policy and associated documents e.g. site rules, terms of the Work Order and/or Contractors' Standard Terms of Engagement. Contractors receive an induction when attending the College for the first time and receive site specific briefings before commencing work. A permit to work system is implemented where required.

Control of Substances Hazardous to Health (COSHH)

The use of hazardous substances must be avoided as far as is reasonably practicable. Where it is not possible to avoid, substances which are less hazardous must be introduced if available.

The Activity Lead is responsible for ensuring that a COSHH register is maintained and that suitable and sufficient COSHH risk assessments are produced for each hazardous substance/task. The Activity Lead is also responsible for ensuring risk assessments are communicated to staff and reviewed as necessary, for example as part of an annual review and when changes in the process, activity or use causes an assessment to become invalid.

Safety Data Sheets are obtained from suppliers and used to inform the risk assessment.

A standard COSHH risk assessment template is available on the Resource Centre. The Activity Lead must ensure all substances are stored appropriately and staff are trained in their use.

Contractors must supply suitable and sufficient COSHH risk assessments for any hazardous substances used.

Display Screen Equipment (DSE)

The Activity Lead is responsible for ensuring a DSE assessment is carried out by each member of staff who habitually uses display screen equipment as a significant part of their normal work. The Health and Safety Executive DSE checklist is an acceptable method of recording the risk assessment. DSE assessments are currently retained by the Activity Lead (typically the line manager) and are reviewed as necessary. A new assessment should be carried out where a member of staff changes workstation or where issues arise.

Any issues identified in the DSE assessment are referred to the Health and Safety Team, who discuss them with the individual and agree corrective actions as necessary. This may include



ordering ergonomic equipment through the school shop or making a referral to occupational health via Human Resources.

Dangerous substances

The Dangerous Substances and Explosive Atmospheres Regulations 2002 require employers to control the risks to safety from fire, explosions and substances corrosive to metals.

Activity Leads and/or Area Custodians must ensure a register of all dangerous substances, e.g. petrol, solvents, paints, aerosols and flammable gases, is maintained and that a risk assessment is completed for each substance. Building specific fire risk assessments identify dangerous substances where possible and advise control measures.

Electricity and Portable Appliance Testing (PAT)

Fixed electrical installations are inspected every 5 years by a specialist to ensure they are in safe working condition. The Estates Department will rectify any defects or issues they are notified of.

All portable electrical appliances are identified, logged and safety tested periodically by the Estates Department. This includes staff and pupil owned appliances and appliances in the private side of Houses. College owned appliances in other College properties such as staff flats/houses are also tested periodically. Certain departments carry out their own PAT testing.

Staff are responsible for performing visual checks on electrical items and notifying the Estates Department of any faulty or defective equipment so that it can be repaired or permanently removed.

Emergency Planning

The Incident & Emergency Plan outlines the arrangements for dealing with a major incident or emergency. This includes evacuation and lockdown procedures. The Plan is a live document and is reviewed and updated as necessary following implementation, whether planned or otherwise, and is available on the Resource Centre.

Fire Safety

Fire risk assessments have been carried out for all buildings. The risk assessments are reviewed and updated periodically and are held by the Health and Safety Team.

The Estates Department is responsible for arranging the required servicing and maintenance of the fire alarm system, emergency lighting system and fire extinguishers.

Each building must have an appropriate number of trained fire marshals who are responsible for carrying out weekly tests of the alarm system, as well as termly fire drills. The results of the tests and drills must be recorded in the building specific fire log book. Emergency procedures for buildings are contained in building specific fire emergency plans.



There are fire action notices in each building stating what action to take in the event of a fire.

Where a pupil, member of staff or visitor has an injury or disability that hinders their ability to safely evacuate in the event of a fire, a Personal Emergency Evacuation Plan (PEEP) must be completed and communicated to all those who will interact with the individual. A PEEP template can be found on the Resource Centre, and the HS Team can offer further support in creating a PEEP.

Additional information can be found in the Fire Safety Policy on the Resource Centre.

First Aid

The College maintains adequate numbers of trained first aiders, including those trained in paediatric first aid, to ensure effective coverage across the campus. First aid training is organised by the HS Team.

First aid boxes are provided in all buildings and must be replenished as soon as practicable after use. Designated individuals are responsible for ensuring that the contents are adequate and still within the use by date.

The First Aid Policy can be found on the Resource Centre.

Gas

The Estates Department employ a Gas Safe registered gas engineer who carries out inspection and maintenance of the commercial gas boilers. Competent external contractors are engaged to carry out required inspection and maintenance of all other gas systems. Gas cylinders are managed by the departments that use them. Departments are responsible for ensuring they are risk assessed and stored appropriately.

Health and Safety Committee

The Health and Safety Committee meets periodically to discuss health and safety issues, review health and safety related policies and monitor health and safety performance throughout the College. It is the primary forum for health and safety consultation with staff.

Health Surveillance and Work Induced Stress

The College takes appropriate measures to protect staff and others from damage to health arising from their working practices including work induced stress.

The College undertakes specific risk assessments (where appropriate) in order to identify where specialist health surveillance is needed and will provide such health surveillance as required.

Pupils and staff are actively encouraged to speak to the college Counsellor whenever they feel the need. The Chaplain is available at all times for staff under stress.



Where appropriate, the College makes available a confidential external counselling service to staff affected by work related pressure.

Further information can be found in the internal information booklet “Well-being at Clifton College”, which is published by the Chaplain.

Information, Instruction and Training

Line managers are responsible for providing a health and safety induction to new starters and for identifying additional health and safety training to ensure that they have the appropriate level of knowledge and competency to carry out their roles. Refresher training is provided as required by legislation, best practice guidance or based on the outcome of a risk assessment. Records of training are maintained by Human Resources.

Legionella

Legionellosis is a collective term for diseases caused by legionella bacteria including the most serious Legionnaires’ disease, as well as the similar but less serious conditions of Pontiac fever and Lochgoilhead fever.

The Estates Department appoints a competent person to assess and manage the risks from Legionella. A written scheme for preventing and controlling the risks is held by the Estates Department.

Lone Working

Lone working is defined for the purpose of this policy as staff working by themselves in situations where there is no close or direct contact with other College staff. Lone working is not permitted unless a risk assessment is completed beforehand and authorised by the lone worker’s line manager. The risk assessment should include consideration of:

- The time of day, work practices and patterns.
- The degree of isolation.
- The nature of the task.
- The individuals concerned (including relevant medical conditions or physical restrictions).
- The history of any previous incidents related to lone working and/or risk of violence.
- Contact between the lone worker and their supervisor or manager.

A communication plan should be considered and implemented so that emergency assistance can be provided to a lone worker should they fail to complete their task as planned.

Manual Handling

In accordance with the Manual Handling Operations Regulations 1992, manual handling operations that involve a risk of injury are avoided so far as is reasonably practicable. Where



such operations cannot be avoided, manual handling risk assessments must be completed and control measures implemented as appropriate.

Appropriate manual handling training must be provided for all staff.

Monitoring

The Health and Safety Team carries out health and safety audits and reports the findings to the Health and Safety Committee and the Compliance Committee.

Heads of Department are responsible for ensuring that departmental risk assessments are reviewed at appropriate intervals so that they remain suitable and sufficient.

Site inspections of projects arranged by the Estates Department are currently carried out by the Buildings Safety Group. Managers engaging contractors in other departments are responsible for ensuring regular site inspections are carried out and that contractor performance is reviewed.

New and Expectant Mothers

The College recognises the need to provide and maintain a safe and comfortable working environment for new and expectant mothers.

Where the College has been informed in writing that a member of staff is pregnant, has given birth in the past six months or is breastfeeding, a risk assessment must be carried out by the HS Team.

Following the risk assessment it may be necessary to modify the individual's working hours, tasks and workstation set up. Discussions will take place with the individual and their line manager as necessary. The risk assessment must be reviewed periodically to ensure it is still suitable and sufficient.

Noise

The use of noisy equipment or processes must be avoided so far as is reasonably practicable. Where this cannot be achieved, appropriate control measures must be implemented to reduce the risk. This may include using quieter equipment, enclosing noisy equipment or providing suitable hearing protection (if appropriate based on a risk assessment).

Permits to Work

A permit to work is a formal system used to control activities that are considered high-risk. Permits only allow authorised individuals to perform those activities at specified times and in a way set out in the permit.

The College operates a permit to work system for work conducted by College staff and by contractors. This system is organised and administered by the Estates Team.



More information on the permit to work system is available in the Contractor Policy on the Resource Centre.

Personal Protective Equipment (PPE)

The Personal Protective Equipment at Work Regulations 1992 require employers to risk assess the requirement for PPE and provide appropriate items. PPE should always be regarded as the 'last resort' to protect against risks; engineering controls and safe systems of work should always be considered first.

Where a risk assessment identifies that PPE is required, e.g. hard hat, goggles, gloves, respiratory masks, etc., it must be supplied at the College's expense and appropriate training must be provided to users. It is the line manager's responsibility to ensure that a risk assessment has been carried out and that appropriate training has been arranged before the PPE is used.

Pests and Animals

The Estates Department engages the services of an external pest control organisation to prevent risks arising from animal borne disease in respect of pigeons, rats or other pests. Any concerns in this area must be reported to the Estates Department.

All dogs are banned from the fields and open areas of the College, with the exception of guide dogs or such other animals as may be specifically authorised by the Bursar.

Premises Health and Safety

The College takes all reasonable steps to ensure that the premises are maintained in such a way as to reduce the risk of ill health, injury or death or its employees, pupils and other users of College premises.

In accordance with the Workplace (Health, Safety and Welfare) Regulations 1992, the College ensures suitable provision for heating, lighting, sanitary facilities and other basic needs is made within College buildings. These issues are kept under review and modifications or improvements are made where appropriate.

Risk Assessment

Activity Leads and Area Custodians are responsible for ensuring that suitable and sufficient risk assessments are carried out to identify hazards and manage risks to staff, pupils and others who may be affected by the College's operations within their department/area of responsibility. This includes risk assessments for events and educational visits for example.

Risk assessments are held by the specific department and the Head of Department is responsible for ensuring risk assessments are reviewed at appropriate intervals. Each department is required to maintain a list of its risk assessments and the date of last review. Further information is provided in the Risk Assessment Policy on the Resource Centre.

Statutory Testing



Statutory testing e.g., legionella, asbestos, fire, gas, electrical, lifts and lifting equipment, local exhaust ventilation (LEV), pressure vessels etc is arranged by the Estates Department and is carried out in line with current legislation and best practice guidance. Records are kept and issues highlighted are addressed in a timely manner.

Traffic and Transport

The layout of the College is such that pupils are required to cross public roads on a regular basis as they cross between buildings. An appropriate programme of supervision of young children is maintained and road safety training is made a priority for this age group. Pupils are regularly reminded of appropriate road safety and are asked to use designated crossing points.

Where possible the College has ensured that there is adequate segregation of pedestrians and vehicles on the College site. Safety signage is affixed where appropriate to draw attention to hazards and to confirm site rules, for example speed restriction signs.

The College operates a fleet of minibuses which are subject to a risk assessment. Drivers hold an appropriate licence and receive familiarisation training before they are permitted to drive pupils. Further information is contained in the Minibus Handbook which is available on the Resource Centre.

Risk assessments must be carried out where staff are expected to drive or travel on company business. Where privately owned vehicles are used for business purposes, the owner is responsible for ensuring that they hold the correct insurance. Where College owned vehicles are used, for example sit-on lawn mowers, golf buggies and tractors, suitable and sufficient risk assessments must be in place and staff must be appropriately trained in their use.

Visitors (including contractors and service providers)

All visitors and contractors to the College are required to enter College premises via either the allocated School Reception areas, Porters Lodge or the Estates' Department.

They are required to sign the visitor book and must be issued with a visitors/contractors pass. Visitors receive a red lanyard, and approved contractors and service providers who have gone through the appropriate background checks receive a green lanyard. If they have not gone through the approved contractor/service provider process they will receive a red lanyard. Those with a red lanyard (visitors, contractors and service providers) must be escorted at all times. The pass must be worn and clearly displayed whilst on the premises.

The pass should be returned to the point of issue on departure from the College. Please refer to the Contractor Policy for more information about contractor supervision and Human Resources for guidance on service providers.

Those responsible for the visitor, contractor or service provider must ensure they are given relevant health and safety information at the start of their visit e.g. what to do in the event



of a fire, how to locate a first aider, information on restricted areas and the location of welfare facilities etc.

Work Equipment and Machinery

The College ensures so far as is reasonably practicable that all work equipment and machinery purchased, leased or borrowed for use in the College is suitable for its intended purpose and is maintained in safe working order. The College employs a mechanic who maintains the minibus fleet and other machinery used by the Grounds Department.

Risk assessments must be carried out to ensure that hazards are identified and risks managed. Where safety features, e.g. guards, are provided, they must never be removed or disabled unless in exceptional circumstances e.g. maintenance work is required and there is no alternative method of completing this other than by disabling safety features. In these exceptional cases the manufacturer's instructions must be referred to, a risk assessment must be carried out, a safe system of work, which includes emergency procedures, must be planned and agreed by all involved, and a permit to work must be issued.

Work at Height

In accordance with the Work at Height Regulations 2005, work at height must be avoided so far as is reasonably practicable.

Where it cannot be avoided, a risk assessment must be completed to identify appropriate access equipment for the task. Only equipment that has been inspected and maintained should be used. Those using the equipment must receive suitable training to ensure they are competent to carry out pre-use checks and use the equipment safely. Each department is required to maintain a register of access equipment, including items such as "elephant's feet" and step stools, and inspection/maintenance records.

Staff are permitted to use ladders/step ladders where a risk assessment deems that this is the most appropriate method of working at height and they have received approved training. Where access equipment other than a ladder/step ladder is required, e.g. hop ups, scissor lifts, cherry pickers, mobile towers and scaffolding etc, external contractors must be engaged to carry out the work, unless a member of staff is competent to use the equipment (i.e. has relevant training, knowledge, skills and experience) and a risk assessment is in place.

Work on roofs must be subcontracted out to a specialist roofing contractor who has been vetted for competence and who has supplied a satisfactory risk assessment and method statement.

Young Persons

A young person is considered to be anyone under the age of eighteen. Young people, especially those new to the workplace, will encounter unfamiliar risks from the jobs they will be doing and from the working environment. They may take unnecessary risks due to a lack of experience and maturity, or to try and impress or please people with whom they work.



The health, safety and welfare of pupils, who are classed as young persons, must be considered in departmental risk assessments. Risk assessments for specific or vulnerable pupils should be carried out where it is considered necessary e.g. where past behaviour indicates it is unsafe for that pupil to undertake a certain task.

Where a young person who is not a pupil is attending the College, e.g. for work experience, a suitable and sufficient risk assessment must be carried out to cover the activities they will be undertaking.

The requirement to complete a risk assessment does not apply where children are visiting their parents at work (they remain the direct responsibility of their parents).