



Health & Safety Policy - 2020

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

- Provide adequate control of health & safety risks arising from activities undertaken.
- 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 and detail these in job descriptions.
- 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.



ORGANISATION AND RESPONSIBILITIES

This section of the policy outlines the roles and responsibilities for key health and safety duty holders who support and enable the 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 the Bursar and senior management, 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 Health & Safety Committee meeting is held on a termly basis, with senior management attendance and escalation of issues to the Compliance Committee if required.
- Training is provided to enable employees to carry out their health and safety responsibilities.
- Effective emergency arrangements are in place.
- Health and safety performance is reviewed regularly to seek continual improvement.

Head of Health, Safety and Security

The Head of Health, Safety and Security 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.
- Maintaining our core First Aid provision, including First Aid Needs Assessment, the organisation of suitable First Aid training, and the ongoing upkeep of First Aid Stations.

Heads, 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 Activity Leads and Area Custodians, and making sure they are aware of their responsibilities.
- Recognising instances where the Head, HoD or Manager themselves are the Activity Lead and/or Area Custodian, and fulfilling the associated responsibilities.
- 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 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.



Area Custodians

Area Custodians are a key component of our Health and 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 Marshals and completion of Fire Log Book(s).
- Ensure Fire Risk Assessments actions assigned to the Area Custodian are completed, and that the Master Fire Action Plan is updated accordingly.
- Advise the H&S Department of any arising needs pertaining to First Aid coverage, and ensure that any locally organised First Aid kits are checked periodically.
- Report repairs and faults to Estates - through the College 'Report a Repair' system.
- Report accidents, incidents and issues to the H&S Department.
- 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 and 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 organise everyone involved in the activity - staff, pupils, visitors, etc.
- Oversee and lead the completion of risk assessments associated with the activity - including any follow up and actions.
- Ensure staff are trained for the activity, well briefed and that any specific responsibilities are clearly defined.
- Report accidents, incidents and issues to the H&S Department, and support any investigation and subsequent corrective action.
- Ensure that any transport and equipment used for the activity is safe.
- Consider any effects on long-term health and well being, and contact the Health and Safety Team where a need for health surveillance is identified.

Estates Team

The Estates Team organise and oversee 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 and Risk Committee

The duties of the Compliance and Risk 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 and Safety Strategy.
- Monitoring health and safety compliance across the College.
- Reviewing accidents, incidents 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, near misses and other events (as defined on the Accident and Near Miss Report Form) to be reported to the Health and Safety Team within 48 hours of the event using the accident form available on the Resource Centre.

The Activity Lead 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 Assistant to the Bursar 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, near misses and other events, including any associated investigations, are kept in line with the College Information and Records Retention Policy.

Asbestos

The College engages competent, specialist contractors where asbestos surveying, 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 for each building 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 the use of the College Intranet, emails, meetings and training sessions.

All College meetings with recorded minutes or action logs typically 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.



The College has a Health & Safety Committee - see “Health and Safety Committee” section below for further information.

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 the Estates Department to organise the work, and typically a competent external contractor would be engaged.

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.

The H&S Department, with the support of Estates, will manage the associated Approved Contractor List.

College staff managing contractors must comply with the Using a Contractor Guide 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 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 by the Estates Department 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.

Coronavirus (Covid-19)

Clifton College will follow all relevant government guidance to ensure the risk of Covid-19 is minimised.

Our key strategic controls are as follows:

- We will ensure those displaying symptoms do not attend Clifton College.
- We will ensure there is regular hand washing/sanitising for both staff and pupils.
- We will encourage good respiratory hygiene (catch it, bin it, kill it).
- We will operate an enhanced cleaning regime.
- We will socially distance where able to do so.
- We will operate defined bubbles to minimise/monitor contacts.
- We will provide suitable PPE where required. We will engage with the NHS Track and Trace process.
- We will establish protocols for managing suspect/confirmed cases, including isolation and testing.
- We will seek and follow local health protection team advice where needed.

Display Screen Equipment (DSE)

Line managers are 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, and is available on the Resource Centre.

Where an assessment identifies minor adjustments, such as the need for a foot rest, the member of staff should raise this with their line manager. If a more significant adjustment is required, the Health and Safety Team should be consulted.

Completed DSE assessments should be sent to the People and Organisation Department where they should be kept on file. A new assessment should be carried out where a member of staff changes workstation or where issues arise.

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)

Reviewed Lent Term 2020

Amended Michaelmas 2020 - COVID section added to Arrangements & Fire Safety section updated.

Next review January 2021



Fixed electrical installations are inspected at appropriate intervals by a competent electrician to ensure they are in safe working condition. The Estates Department will rectify any defects or issues they are notified of.

College owned electrical appliances are identified, logged and safety tested periodically (in line with HSE guidance) by the Estates Department, and this includes College owned appliances in properties such as staff flats/houses. Certain departments carry out their own PAT testing.

Appliances which are privately owned by staff or pupils are not PAT tested.

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.

Similarly, staff are responsible for ensuring that privately owned appliances are fit for purpose, and that faulty items are removed from circulation.

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.

Events

An Event Host is required for any given event, to ensure it is authorised, adequately planned and resourced.

The Event Management Policy 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 Health and Safety Team can offer further support in creating a PEEP. Additional information can be found in the Fire Safety Policy on the Resource Centre.

Clifton College will follow all relevant government and fire authority guidance to ensure the risk of Covid-19 related fire safety risks are minimised. Covid related risks, including any changes to working practices which could impact fire safety, will be considered as part of the ongoing Fire Risk Assessment Reviews for each building, and any related cleaning or sanitation products will continue to be COSHH assessed and stored appropriately.

Area Custodians, Activity Leads and Housemasters will review the Emergency Evacuation Plans for their respective areas or activity, and update the plans where any additional Covid controls are required. Typically this will equate to a reminder for staff to encourage social distancing whilst at assembly points, and when reentering a building that has been deemed safe to reenter. The risk posed by a fire (or similar emergency) is such that should an alarm be raised, staff and pupils should continue to evacuate via the nearest available exit, and it is acknowledged that social distancing may not be possible during the actual act of evacuating.

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 Health and Safety Team.

First Aid Stations are provided in the majority of buildings and are periodically checked.. Departments are also free to organise any additional first aid provisions locally, should they identify the need.

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

Gas

The Estates Department employs 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 & Safety Committee meets termly 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 and comprises staff from both teaching and support departments across the College. It is chaired by the Head of Health, Safety and Security, who escalates issues to the Compliance Committee where required. Minutes are produced and are held on the Resource Centre.

Health and Wellbeing

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

Where a need is identified, typically through risk assessment, the Health and Safety Team will organise the necessary health surveillance. This may relate to exposure to noise, vibration, chemicals, or similar.

The College, together with all staff, has a collective responsibility to help colleagues to avoid excessive stress as a result of their working role. Colleagues suffering from stress are encouraged, in the first instance, to talk to, and to seek the guidance of, their respective line managers.

Other lines of support include the Chaplain, internal Counsellors and dedicated helplines. Further information can be found in both the Employment Manual, as well as the internal information booklet “Wellbeing at Clifton College”, both of which are on the Resource Centre.

Information, Instruction and Training

Line managers are responsible for organising 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 the P&O Department.

Health and safety training courses are delivered periodically by the Health and Safety Team. Requests for training are submitted using the Training Request form on the Resource Centre.

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, with adequate lone working controls put in place. 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.

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, the activity should be risk assessed, and control measures implemented as appropriate.

Appropriate manual handling training must be provided for all staff who undertake manual handling.

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.

Activity Leads are responsible for ensuring that their 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 Building Safety Group.

Managers engaging contractors in other departments are responsible for ensuring adequate monitoring measures are in place for any contractor they engage.



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 Health and Safety Team, which is held in the staff member's personnel file.

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 remains 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 Estates Team operates a permit to work system for activities such as digging and hot works. The Grounds Team operates a similar system for digging activities.

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.

Radiation

CLEAPSS (school advisory service) has incorporated relevant legislation into their L093: Managing Ionising Radiation in Schools and Colleges - we fully comply with this document in all respects. We have appointed an external expert, our RPA (Radiation Protection Adviser), and our RPA has approved all internal documentation and systems and also performs leak tests on all sources at least every two years.

Risk Assessment

Activity Leads 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.

Risk assessments should be retained by the Activity Lead, who is also responsible for ensuring risk assessments are reviewed at appropriate intervals, and communicated to the relevant staff.

Each Head of 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 generally 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 appropriate.

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 Driving and Vehicle Handbook on the Resource Centre.

Activity Leads must ensure transport related activities, where staff are expected to drive or travel on company business, are adequately risk assessed.

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.

Tree Management

Tree management is coordinated by the Grounds Team, and includes arranging suitable surveys for all trees on College owned land, and organising any related activities which are required (such as felling).

Visitors, Contractors and Service Providers

All visitors and contractors to the College are required to enter College premises via either an allocated School Reception area or the Estates' Department.

They are required to sign in and out, and must be issued with the most appropriate lanyard and pass.

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.



The lanyard and pass must be returned to the point of issue on departure from the College.

Please refer to the Visitor and Unidentified Persons Policy, Contractor Policy and P&O pages for additional guidance.

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. 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).