

BROCKINGTON COLLEGE



Health & Safety Policy

Brockington College, a Church of England Academy, has at its heart a distinctive Christian ethos. Based on our Christian foundation and values we seek to promote a culture of developing every person and therefore every school policy is written from this perspective, with a commitment to learning and maturing in the context of communal and individual development. We lay particular stress on the Christian values of perseverance, learning, wisdom, justice, koinonia, forgiveness and compassion for individuals and across the school community.

Signature: Date:

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Declaration of Intent

As a responsible employer, the Governing Board/Academy Trust of Brockington College will honour their legal obligations, in particular the requirements of the Health and Safety at Work Act 1974 and associated regulations and codes of practice.

The Governing Board/Academy Trust recognises and accepts its responsibilities and duties as the employer to conduct its operations in a manner which protects the health, safety and welfare of employees, students and visitors so far as is reasonably practicable.

In compliance with the Management of Health and Safety at Work Regulations, risk assessments will be undertaken and arrangements will be made, where significant risks are identified, for any necessary preventative and protective measures to be put into place as far as is reasonably practicable using a sensible risk management approach.

To achieve these objectives we will:

- Conduct all our activities safely and in compliance with legislation and where possible, best practice.
- Provide safe working conditions and safe equipment
- Ensure a systematic approach to the identification of risks and the allocation of resources to control them
- Provide suitable information, instruction, training and supervision
- Promote a positive health and safety culture that is demonstrated by open communication and a shared commitment to the importance of health, safety and welfare
- Promote the principles of sensible risk management
- Monitor, review and modify this policy and any arrangements as required.

All of Brockington College's employees have a duty of responsibility to take reasonable care of themselves and others and to co-operate to ensure statutory duties and obligations are fulfilled.

Organisation – Roles and Responsibilities

Governing Board/Academy Trust

Brockington College is an academy whereby the governing Board/academy trust has overall responsibility as the employer to ensure compliance with health and safety legislation and to ensure the health, safety and welfare of employees, pupils, visitors and contractors and the self-employed.

The Governing Board/Academy Trust is responsible for:

- determining the college's health and safety policy and its implementation
- allocating sufficient funds for health and safety
- establishing clear lines of accountability for health and safety
- periodically assessing the effectiveness of the policy and ensure that any necessary changes are made
- identifying and evaluating risks relating to possible accidents and incidents connected with Brockington College
- providing access to competent health and safety advice

Principal

Without limiting the responsibility of the Governors/Academy Trust, the Principal will generally oversee the day-to-day management of safety and implementation of this policy within Brockington College. The Principal/Head Teacher will comply with Brockington College's health and safety policy and in particular will:

- make himself familiar with any documentation and/or instruction referring to the health and safety arrangements for staff, building maintenance or operation of Brockington College and maintain and keep up to date files of policies and procedures
- work with trade unions and employee health and safety representatives and ensure that all employees are aware of and are accountable for their specific health and safety responsibilities and duties
- in the event of any hazard or risk to health and safety of any persons under their control, take appropriate action to remove the hazard
- ensure health and safety policies, procedures, action plans and the risk management programme is implemented as an integral part of business, operational planning and service delivery
- liaise with the Governing Board/Academy Trust
- undertake monitoring and ensure the provision of adequate resources to achieve compliance
- ensure that local procedures for the selection and monitoring of contractors are in place
- take appropriate action under the Disciplinary Procedures against anyone under their control found not complying with health and safety policies and/or procedures
- ensure the college has access to competent health and safety advice

In addition to their statutory duties, Principals and teachers have a common law duty of care for pupils which stems from their position in law "in loco parentis".

Information Source	Location	Staff responsible
Health & Safety Policy	Network - T:\Policies & Procedures\Whole School Policies\Health & Safety Policy	Principal, Governing Board/Academy Trust
Control of Contractors Policy	Main Office Reception & Site Managers Office	Site Manager
Disciplinary Policy	Network - T:\Policies & Procedures\Whole School Policies\Staff Disciplinary Policy	Principal, Governing Board/Academy Trust
Health & Safety Committee - minutes (twice termly meetings)	Brockington College	Assistant Principal, Site Manager
Line Management minutes	Brockington College	Leadership Team
Union meeting minutes	Brockington College	Union representatives
Specialist provider/knowledge	Local Authority (or Private Health & Safety Company)	Assistant Principal, Site Manager
Specialist provider/knowledge	Brockington College	Health & Safety Officer(s)

Senior Leadership Team/ Middle Leaders

The leadership team at Brockington College will undertake general responsibility to ensure that all necessary health and safety activities, requirements and standards are undertaken and met within their respective areas of control. This will be done under the direction of the Principal. Any member of staff with supervisory responsibilities will:-

- make themselves familiar with and conform to this policy, including any instructions and requirements for safe methods of work
- identify hazards, initiate risk assessments, record the significant findings and implement any necessary control measures
- check and document that the working environment is safe; equipment, products and materials are used safely; that health and safety procedures are effective and complied with and that any necessary remedial action is taken
- inform, instruct, train, supervise and communicate with employees and provide them with equipment, materials and clothing as is necessary to enable them to work safely; to complete the health and safety induction checklist for all new employees at the commencement of their employment
- report all accidents, incidents and near miss events, undertake an investigation into the cause and take appropriate remedial action to prevent recurrence
- be responsible for aspects of health and safety included in their job description
- organise risk assessments where significant risks are identified and ensure, as far as is reasonably practicable, full implementation of any control measures
- ensure that all statutory registers and records are adequately kept
- ensure the reporting and investigation of all accidents, ensure all persons under their control are aware of the reporting procedure

Information Source	Location	Staff responsible
Health & Safety Policy	Network - T:\Policies & Procedures\Whole School Policies\Health & Safety Policy	Principal, Governing Board/Academy Trust
Leadership Team meetings	Brockington College	Principal
Health & Safety Committee - minutes (twice termly meetings)	Brockington College	Assistant Principal, Site Manager
Line Management minutes	Brockington College	Leadership Team
Accident book/log	Room A003	School Health Co-ordinator, Assistant Principal
Statutory Registers, Records and Reporting	Room A004 & A005	Site Manager, Assistant Principal
Risk Assessments	T:\Admin\Risk Assessments	Site Manager, Facilities Manager, School Health Co-ordinator, EVC, Teaching Staff, Support Staff

Building & Grounds Maintenance Plans	A005 Site Manager's Office	Site Manager, Assistant Principal
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All Staff

All employees, agency and peripatetic workers and contractors must comply with the school's health and safety policy and associated arrangements and, in addition to any specific responsibilities which may be delegated to them, in particular are required to:-

- take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- cooperate with their line manager and senior management to work safely,
- comply with health and safety instructions and information and undertake appropriate health and safety training as required
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements
- support the college in embedding a positive safety culture that extends to pupils and any visitors to the site

Information Source	Location	Staff responsible
Health & Safety Policy & Procedures	Network - T:\Policies & Procedures\Whole School Policies\Health & Safety Policy Email	Principal, Governing Board/Academy Trust Site Manager, Line Managers, Assistant Principal
Line Management minutes	Brockington College	Middle Managers, Leadership Team
Curriculum	Brockington College	Teaching Staff
Health & Safety Training records	T:\admin\Continuing Professional Development	Vice Principal, Assistant Principal
Risk Assessments	T:\Admin\Risk Assessments	Site Manager, Facilities Manager, School Health Co-Ordinator, EVC, Teaching Staff, Support Staff

Pupils

All pupils are expected to behave in a manner that reflects the college's behaviour policy and in particular are expected to:-

- take reasonable care for their own health and safety and of their peers, teachers, support staff and any other person that may be at the college
- cooperate with teaching and support staff and follow all health and safety instructions given

- not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- report to a teacher or other member of staff any health and safety concerns that they may have

Information Source	Location	Staff responsible
Form time	Network - T:\Policies & Procedures\Whole School Policies\Health & Safety Policy Parent/Carers Handbook Pupils School Diary	Principal, Staff
Assemblies	Brockington College	Middle Managers, Leadership Team
Curriculum	Brockington College	Teaching & Support Staff
School Health Co-ordinator	A003	School Health Co-ordinator
School Nurse	Brockington College	School Nurse, Assistant Principal
Pastoral Staff	Brockington College	Pastoral Staff, Assistant Principal

Shared site users

Where two or more employers share a workplace, each employer shall co-operate with the other employers concerned to enable them to comply with their duties under health and safety legislation. Brockington College as the primary site user will have the lead responsibility.

All shared users of the site must agree to:

- co-operate and co-ordinate with Brockington College on health and safety matters
- provide information relating to any additional risks or procedures which will be new or unusual to those of the college that may arise from their activities
- maintain a standard of health and safety which is reasonably practicable and at least equivalent to the standard maintained by the college so as to ensure the health, safety and welfare of all college staff and users
- meet the insurance requirements of the college and the college's insurance provider
- familiarise themselves with and communicate to their employees/users the college's health and safety arrangements

Brockington College will ensure that:

- the premises are in a safe condition for the purpose of use
- adequate arrangements for emergency evacuation are in place and communicated
- users are consulted with on health and safety matters
- the college's health and safety arrangements are made available to shared users

Information Source	Location	Staff responsible
Health & Safety Policy & Procedures	Network - T:\Policies & Procedures\Whole School Policies\Health & Safety Policy Staff Handbook Email	Principal, Governing Board/Academy Trust Site Manager, Facilities Manager, Line Managers, Assistant Principal
Fire Evacuation Policy & Procedure	Network - T:\Policies & Procedures\Evacuation Procedures MASTER	Principal, Governing Board/Academy Trust

Booking form or formal written agreement	Room A005	Facilities Manager, Assistant Principal
Health & Safety Committee - minutes (termly)	Room A005	Assistant Principal, Assistant Principal, Site Manager

Lettings

Brockington College has a lettings policy. The policy covers procedures for fire evacuation and security arrangements and the requirements relating to accident, assault and near miss reporting requirements and the provision of first aid.

Persons/organisations letting the site must agree to:

- co-operate and co-ordinate with the college on health and safety matters
- agree to the terms of the lettings policy in relation to health and safety arrangements
- provide information relating to any additional risks or procedures which will be new or unusual to those of the college that may arise from their activities

Brockington College will ensure that:

- the premises are in a safe condition for the purpose of use
- health and safety arrangements are detailed in the lettings policy and that these are fully explained and communicated
- adequate arrangements for emergency evacuation are in place and communicated

Information Source	Location	Staff responsible
Health & Safety Policy & Procedures	Network - T:\Policies & Procedures\Whole School Policies\Health & Safety Policy Staff Handbook Email	Principal, Governing Board/Academy Trust Site Manager, Line Managers, Assistant Principal
Fire Evacuation Policy & Procedure	Network - T:\Policies & Procedures\Evacuation Procedures MASTER	Principal, Governing Board/Academy Trust
Induction/training Adult Learning Staff	Induction pack	Adult Learning Staff, Site Manager
Booking form or formal written agreement	A001	Facilities Manager, Assistant Principal
Health & Safety Committee - minutes (termly)	A005	Assistant Principal, Assistant Principal, Site Manager

Organisation – Arrangements

The following arrangements will be adopted to ensure that the Governing Board/Academy Trust and the Principal fulfil their responsibilities and provide the foundation for securing the health and safety of employees, and all users of the site.

Setting health and safety objectives

The Governing Board/Academy Trust and the Principal will specifically review progress of health and safety objectives at the termly meeting of the Governing Board. Where necessary health and safety improvements will be identified and included within the college's improvement or building and maintenance plan.

Provision of effective health and safety training

The Governing Board/Academy Trust and the Principal will consider health and safety training on an annual basis in line with the college's health and training matrix focussing on mandatory training as a priority.

Provision of an effective joint consultative process

The college health and safety committee will meet at least once per term. This committee will report to the Governing Board/Academy Trust and the Principal who will ensure that concerns are considered and addressed within a clear action plan, with identified responsibilities and target dates. The committee membership will include (as a minimum) a member of the senior leadership team, a member of teaching staff, a member of support staff, the site services officer, a member of the Governing Board and trade union representatives and shared site users.

Establishing adequate health and safety communication channels

Communication channels will be established for the exchange of health and safety knowledge and information. Where necessary, these communications will be recorded and include:

- senior leadership team meetings and staff meetings
- site health and safety committee
- provision of information relating to safe systems of work and risk assessments
- training provided
- communications with relevant specialist advisors and bodies

Where health and safety issues cannot be resolved at local level, they will be escalated through the management structure as appropriate.

Financial resources

The Governing Board/Academy Trust along with the Principal will review the college budget to determine, in the light of past performance, if adequate resources are being deployed to ensure adequate health and safety management and control.

Specialist advice/support

Brockington College will ensure that we have access to competent technical advice on health and safety matters to assist us in meeting our objectives; we will do this by;

- accessing the services of a competent Health and Safety Advisor through Leicestershire County Council Health, Safety and Wellbeing Service

Organisation - Other arrangements

Accident and assaults

All accidents, assaults and near miss incidents will be reported in the accident book or agreed reporting form within 24 hours of occurrence; RIDDOR reportable incidents, as per the HSE's Information Sheet (EDIS01), will be reported to the HSE within the required timescale.

All incidents will be investigated in an attempt identify the root cause: relevant local policies, procedures and risk assessments will be reviewed and revised as required. All premises related issues will be addressed in a timely manner. Any relevant learning from investigations will be communicated to relevant staff, pupils etc.

Accident, assaults and near miss incidents will be monitored at least termly as part of the site health and safety committee; identification of significant trends or major incidents will be reviewed by the senior leadership team as required with information communicated to the governing Board.

Pupil forms/records are retained for 24 years, employee forms for six years and forms relating to work related ill health for 6 years or longer (40 years where there has been potential exposure to radiation or asbestos; further guidance is obtained from Occupational Health).

Audit

Brockington College's health and safety management will be audited each year. The college reviews this process as a positive assessment of our health and safety management system and takes appropriate action to continually improve health and safety across the college.

Contractor management

Brockington College comply with the HSE's approved code of practice '*Managing health and safety in construction - Construction (Design and Management) Regulations 2007*' (L144) relating to the management and control of contractors. The college ensures that:

- competent contractors are used
- clear specifications of works are drawn up by a competent person
- pre start meetings take place to discuss how works will be managed, responsibilities, codes of conduct and to assess new hazards that may be introduced to the site
- key contacts are identified
- regular update meetings take place throughout any works/projects
- works are visually monitored and any concerns immediately reported
- works are signed off and any associated certification and documentation is obtained.
- all staff pupils and other users of site remain in a safe environment for the duration of the works.

Control of hazardous substances

Brockington College complies with the HSE's approved code of practice '*Control of substances hazardous to health*' (L5) relating to the management and control of hazardous substances on site. The college will ensure:

- an inventory of all hazardous substances on site is kept and updated regularly
- wherever possible non hazardous substances are used and if this is not possible the least harmful substance is used
- a COSHH risk assessment will be completed for all hazardous substances used and shared with relevant staff
- wherever possible exposure to hazardous substances is prevented, where exposure cannot be prevented, a risk assessment will be carried out and controls measures implemented
- where identified as part of the risk assessment, appropriate PPE will be provided to staff
- any need for exposure monitoring or health surveillance will be carried out
- sufficient information, instruction and training is given to staff to ensure full understanding of the hazards to health posed by substances in the workplace, and the importance of control measures provided
- training records are maintained for those who receive training
- information will also be given to others who may be affected, such as contractors, temporary staff and visitors
- only substances purchased through the schools procurement systems can be used on site
- substances are stored correctly and those that are no longer used disposed of properly
- COSHH risk assessments are monitored quarterly and reviewed annually

Dealing with health and safety emergencies - procedures and contacts

As per legal requirements all dangerous occurrences and near miss incidents that are RIDDOR reportable incidents, will be reported to the HSE within the required timescale.

All incidents will be investigated in an attempt to identify the root cause: relevant local policies, procedures and risk assessments will be reviewed and revised as required. All premises related issues will be addressed in a timely manner. Any relevant learning from investigations will be communicated to relevant staff, pupils etc.

Information Source	Location	Staff responsible
Dealing with emergencies	Network – T:\Policies & Procedures\Whole School Policies\Business Continuity Plan T:\Policies & Procedures\Whole School Policies\Risk Management & Register Stress Risk Assessment - T:\Policies & Procedures\Whole School Policies\Well Being Policy T:\Policies & Procedures\Whole School Policies\Coping with a traumatic incident T:\Policies & Procedures\Whole School Policies\Crisis Planning T:\Policies & Procedures\Whole School Policies\Emergency Plan	Principal, Governing Board/Academy Trust, Leadership Team, Staff

Defect reporting

Brockington College has a defect reporting procedure whereby any damage or defect to the premises or equipment and furnishings within is reported. Defective equipment is isolated and labelled as defective to prevent use until replaced or repaired. Where premises defects are identified a dynamic assessment is carried out to decide whether an area should be isolated or cordoned off whilst awaiting repair.

Display screen equipment (DSE)

Brockington College acknowledges that staff that use DSE should have suitable equipment for which to undertake the tasks that they are required to carry out, knows how to safely use the equipment and have a DSE assessment which is reviewed at suitable intervals. The college ensures that:

- all static workstations used by staff meet the minimum standards required
- equipment is maintained in good working condition
- staff are aware of best practice in using DSE and issued with relevant information
- staff whose roles require significant use of DSE are prioritised for individual assessment
- assessments are reviewed at least bi-annually, earlier if there are significant changes to equipment/layout individual health
- a trained DSE assessor is available

Driving

All staff that drive their own cars for work purposes must have a full UK driving licence, business insurance and maintain their vehicle in a road worthy condition. Annual licence and insurance checks are undertaken and documented.

The college also has business insurance that will cover staff aged between 25 and 70 providing they have supplied the college with a copy of their driving licence and own insurance.

Electrical systems and equipment

Brockington College maintains and services electrical systems and equipment in line with statutory guidance and best practice. Electrical systems (hard wiring) is periodically inspected every 5 years by a competent contractor and records maintained; any remedial works recommended are acted upon in a timely manner.

Portable electric appliances have a portable appliance test (PAT) carried out, in line with HSE guidance '*Maintaining portable electrical equipment in offices and other low environments*' (INDG236), by a competent trained employee with records maintained.

Formal annual workplace inspections are undertaken whereby all equipment is visually inspected. Staff are instructed to undertake a visual inspection of equipment prior to use and not to use any equipment that appears damaged or defective. The college's defect reporting procedure is followed as required.

Fire safety

The college is committed to providing a safe environment for both staff and pupils. The college manages the risk of fire by ensuring:

- a comprehensive fire risk assessment is in place, reviewed annually and any actions/improvements identified are progressed given consideration to risk and cost
- a detailed fire and emergency plan has been developed that clearly details actions to be taken when a fire is identified or suspected, individual responsibilities and arrangements for safe evacuation
- statutory inspections are carried out on all fire related systems and equipment either by competent contractors or in house by trained staff
- all staff receive fire awareness training that is regularly updated and fire marshals receive role specific instruction
- a fire drill is undertaken at least termly to practice evacuation arrangements and ensure working as expected.

First-aid and supporting pupils' medical needs

Adequate first aid arrangements are assessed and maintained at the college and for all activities that the college leads. The college ensures that:

- the number of first aiders and appointed persons meets recommendations and adequate cover is available to cover for annual leave and unexpected absences
- all first aiders and appointed persons hold a valid certificate of competence, the college maintains a register of all qualified staff and will arrange re-training as necessary
- First Aid notices are clearly displayed around the college
- sufficient numbers of suitably stocked first aid boxes are available and checked monthly to ensure they are adequately stocked
- a suitable area is available for provision of first aid
- staff are regularly informed of first aid arrangements within the college, through induction, teacher training days and the staff handbook which is issued annually
- where first aid has been administered this is recorded in the first aid treatment book

- correct reporting procedures are followed
- individual risk assessments have been carried out which consider first aid provision for lone workers and employees who travel in works vehicles that carry passengers.
- information, instruction and training will be provided to staff on any specific medical conditions of pupils and the procedures to follow in case of emergency

Management of asbestos

Brockington College complies with the HSE's approved code of practice *'The management of asbestos in non-domestic premises'* (L127). The college is committed to preventing exposure to asbestos fibres to all persons that enter onto its premises. The college has a whole site asbestos management (Type 2) survey from which a local asbestos management plan (lamp) has been developed.

A minimum six monthly visual inspection of all identified asbestos containing materials (ACMs) that are not encapsulated or in restricted access areas are undertaken and documented. Any concern relating to known or suspected ACMs are addressed as per the procedures detailed in the college's lamp. Where necessary more frequent checks of ACMs are undertaken.

Prior to any works that will or has the potential to alter the fabric of the building; a refurbishment and demolition (Type 3) survey will be procured in order to undertake a comprehensive assessment of the materials being disturbed prior to any works commencing.

Moving and handling

Brockington College complies with the HSE's approved code of practice *'Manual handling. Manual Handling Operations Regulations 1992 (as amended). Guidance on Regulations (L23)*.

Within Brockington College there are a variety of moving and handling tasks that may be necessary; this could range from moving files to assisting an individual with mobility issues. The college manages the risk associated with moving and handling tasks by ensuring that:

- moving and handling is avoided whenever possible
- if it cannot be avoided, moving and handling is properly planned, has a relevant risk assessment, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe
- those undertaking specific moving and handling tasks have received appropriate training and training records are maintained
- any equipment provided to assist with moving and handling tasks is maintained and serviced in accordance with statutory requirements
- any defective equipment is taken out of use until repaired or is replaced
- an individual risk assessment will be completed for all new or expectant mothers and staff with identified medical conditions that may be affected by undertaking moving and handling tasks, these may result in some moving and handling task being restricted
- any accidents resulting from manual handling operations will be investigated to identify root causes and implement additional controls as required

Occupational health services and work-related stress

Brockington College acknowledges that there are many factors both work related and personal that may contribute to staff ill health including stress.

The college will follow the principles of the HSE guidance *'Managing the causes of work-related stress'* (HS(G) 218). The following arrangements are in place to locally manage staff health issues:

- employees are advised that it is their responsibility to inform their line manager, the Principal or another member of the senior leadership team of any ill health issues

- an appropriate senior member of staff will meet and discuss the ill health issues with the employee and consider what actions could be taken to support the staff member and where appropriate assist in reducing stress levels
- the member of staff will be offered a referral to an occupational health professional for advice and support, e.g. counselling, etc.
- the member of staff will be advised that support can also be provided through their trade union
- a series of regular review meetings will be scheduled to monitor ill health and stress levels where they have been identified
- if it is identified that there is a high occurrence of staff ill health or stress within the school, the Principal will actively seek support to undertake a holistic assessment to identify what the possible root cause may be and implement a plan to improve the situation.

Information Source	Location	Staff responsible
Staff well being	Network – T:\ Policies & Procedures\Whole School Policies\Well Being Policy (including stress risk assessment)	Principal, Governing Board/Academy Trust, Assistant Principal

Off-site visits including school-led adventure activities

Brockington College adopts the National Guidance for the Management of Off-site visits and LOtC activities. A college specific Educational Visits Policy details local arrangements.

Information Source	Location	Staff responsible
Educational visits information, policy and risk assessments	Network - T:\ Policies & Procedures\Whole School Policies\Educational Visits Policy	Principal, Governing Board/Academy Trust Educational Visits Co-ordinator

Risk assessment

Risk assessments are undertaken for tasks/activities where significant hazards have been identified or where there is a foreseeable risk of injury/ill health.

Within the college various persons are tasked with the development of risk assessments based on their knowledge, experience and competence. Relevant staff are involved in the development of risk assessments prior to consultation with all staff to which they are relevant prior to sign off. Risk assessments are accessible to staff at all times electronically.

Information Source	Location	Staff responsible
Risk Assessments	T:\Admin\Risk Assessments\general risk assessments 16-17) Network - T:\admin\educational visits	Site Manager, Facilities Manager, School Health Co-Ordinator, EVC, Teaching Staff, Support Staff

College site security

Brockington College has a site security policy in place; this will be reviewed and updated on a regular basis or as necessary.

Statutory Inspections

Brockington College ensures that statutory inspections are undertaken at required intervals for all plant and equipment required. A table detailing required inspections, date of last inspection, date of next inspection and who is undertaking the inspection has been developed and this is monitored at the health and safety committee to ensure on track.

Preventing workplace harassment and violence

The college is committed to providing a safe and secure working and educational environment for staff, pupils and any other persons on its site. Where applicable, in addition to the control measures identified in the site specific violence and assaults risk assessment and lone working risk assessment, the following procedures are in place:

- Staff are advised to:
 - avoid confrontation if possible
 - withdraw from situation
 - arrange seating so that a clear escape route from the room to a place of safety is available. Sit near the door, or use a room with two doors
 - follow measures/ procedures identified in violence and assaults risk assessment
 - contact emergency services, as appropriate.
 - inform the Principal or a member of the senior management team if a confrontation has taken place

Brockington College will:

- Principal or member of the senior management team will attend site on being informed of an incident, if considered necessary
- have in place procedures for the reporting of incidents
- offer counselling/ support through Occupational Health
- debrief individuals following any incident
- arrange training on how to manage conflict and aggression, as required
- review the violence and assaults risk assessment following any incident.

Water hygiene management

The college will comply with the HSE approved code of practice '*Legionnaires' disease - The control of legionella bacteria in water systems*' (L8).

The college will:

- employ an external person with relevant knowledge and competence to obtain initial advice on any necessary actions
- employ a competent external contractor to provide a suitable survey/risk assessment; with the risk assessment being reviewed at least every two years or whenever there is reason to suspect it is no longer valid
- employ a competent external contractor to undertake water sampling and routine cleaning and disinfection of water systems
- ensure regular flushing of outlets is completed by a competent individual
- employ a competent person to undertake monthly monitoring of water systems including temperature readings

Working at height

Working at height is not determined by a set measurement. As soon as you step off the floor you are classed as “working at height”.

The college will follow the principles of the HSE guidance '*The Work at Height Regulations 2005 (as amended) A brief guide*' (INDG401). Brockington College use a variety of access equipment for working at

height tasks, ranging from kick stools for short low risk access such as the putting up of a poster, step ladders and ladders for short duration works and mobile tower scaffolds for more complex tasks. The college ensures that:

- work at height is avoided whenever possible
- if it cannot be avoided, work at height is properly planned, has a relevant risk assessment, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe
- those undertaking work at height have received appropriate training and training records are maintained
- all access equipment (ladders, step ladders, tower scaffolds etc) is identified and inspected annually
- any equipment provided to assist with working at height tasks is maintained and serviced in accordance with statutory requirements
- any defective equipment is taken out of use until repaired or is replaced
- an individual risk assessment will be completed for all new or expectant mothers and staff with identified medical conditions that may be affected by undertaking working at height tasks, these may result in some working at height tasks being restricted
- any accidents resulting from working at height will be investigated to identify root causes and implement additional controls as required

Workplace inspections

Brockington College recognises the importance of undertaking regular formal workplace inspections to ensure that the premises remain a safe working and educational environment for staff and pupils. A formal termly workplace inspection is undertaken with findings documented and any actions allocated with remedial actions. The termly inspection findings are reviewed with actions monitored for close out at the health and safety committee. It is recognised that termly inspections alone will not keep a premises safe and there is an expectation that staff will report any defects/damage to premises and equipment as per the college's defect reporting procedure.

Monitoring and review

This Health and Safety Policy together with the associated procedures and health and safety performance, will be reviewed by the Governing Board and the Principal on a regular basis (every two years as a minimum), or as required.

In order to substantiate that health and safety standards are actually being achieved, the college will measure performance against pre-determined plans and objectives. Any areas where the standards are not being met will require remedial action.

The college will use different types of systems to measure health and safety performance:

Active monitoring systems

- spot checks and termly site inspections will be undertaken
- documents relating to the promotion of the health and safety culture will be regularly examined and reviewed
- appropriate statutory inspections on premises, plant and equipment will be undertaken
- where necessary, health surveillance and environmental monitoring systems will be implemented to check the effectiveness of health control methods and to detect early signs of harm to health.

Reactive monitoring systems

- identifying where health and safety standards are not being met, by monitoring for failures in the systems - such as accidents, cases of ill health (work-related sickness), damage to property, etc

Reporting and response systems

- ensuring that monitoring information is received, having regard to situations which create an immediate risk to health or safety, as well as longer-term trends and ensuring remedial action is taken
- health and safety committee, Governing Board/Academy Trust and Senior Leadership team will all receive and consider reports on health and safety performance

Investigation systems

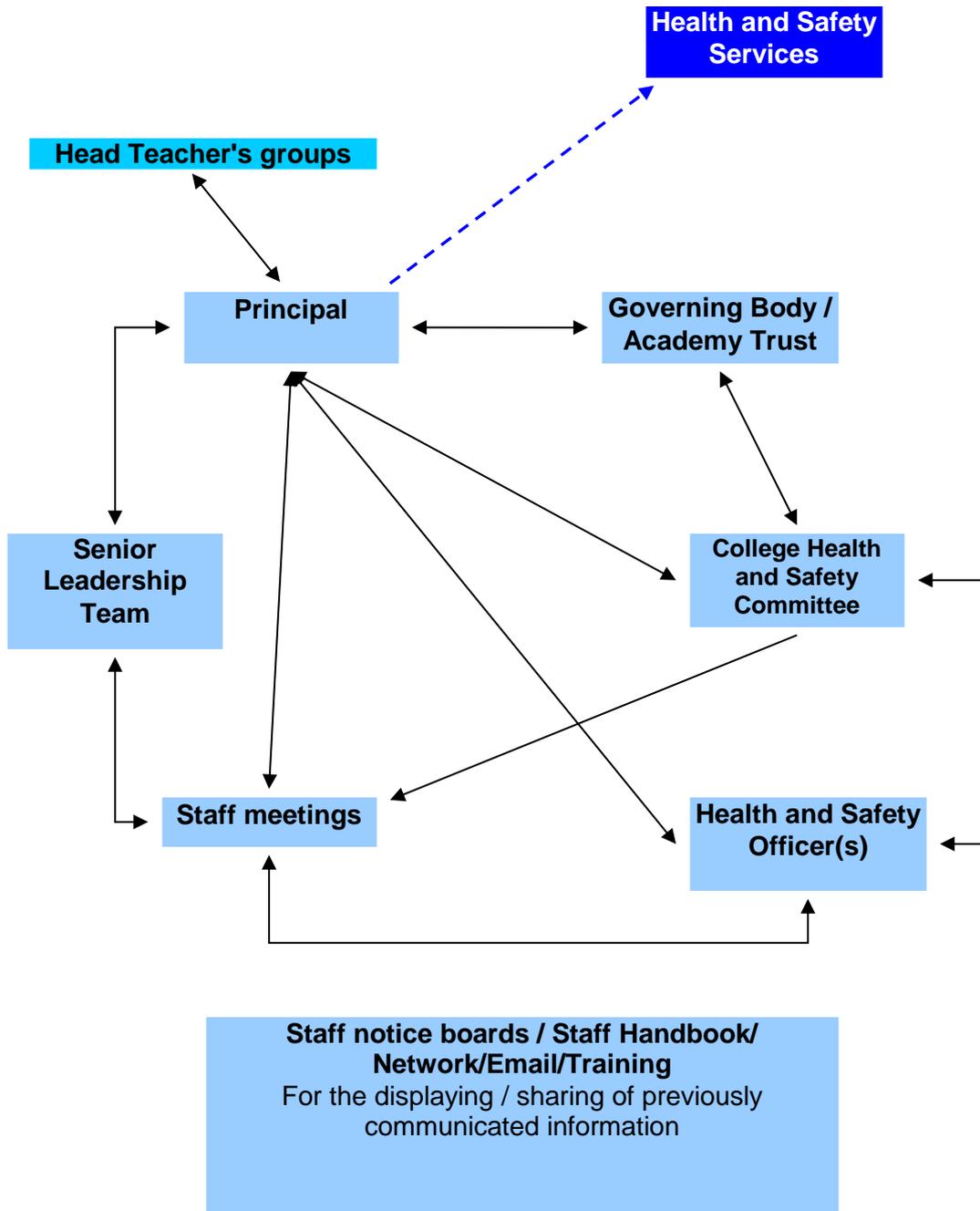
- prioritising investigation of incidents which indicate the greatest risk and the identification of both the immediate and the underlying causes of events
- analysing data to identify common features or trends and initiate improvements
- where cases of occupational ill-health are to be investigated
- where complaints relating to occupational health and safety are to be recorded and investigated
- where accidents/incidents and assaults with the potential to cause injury, ill-health or loss are to be reported, recorded and appropriately investigated

Third Party Monitoring/ Inspection

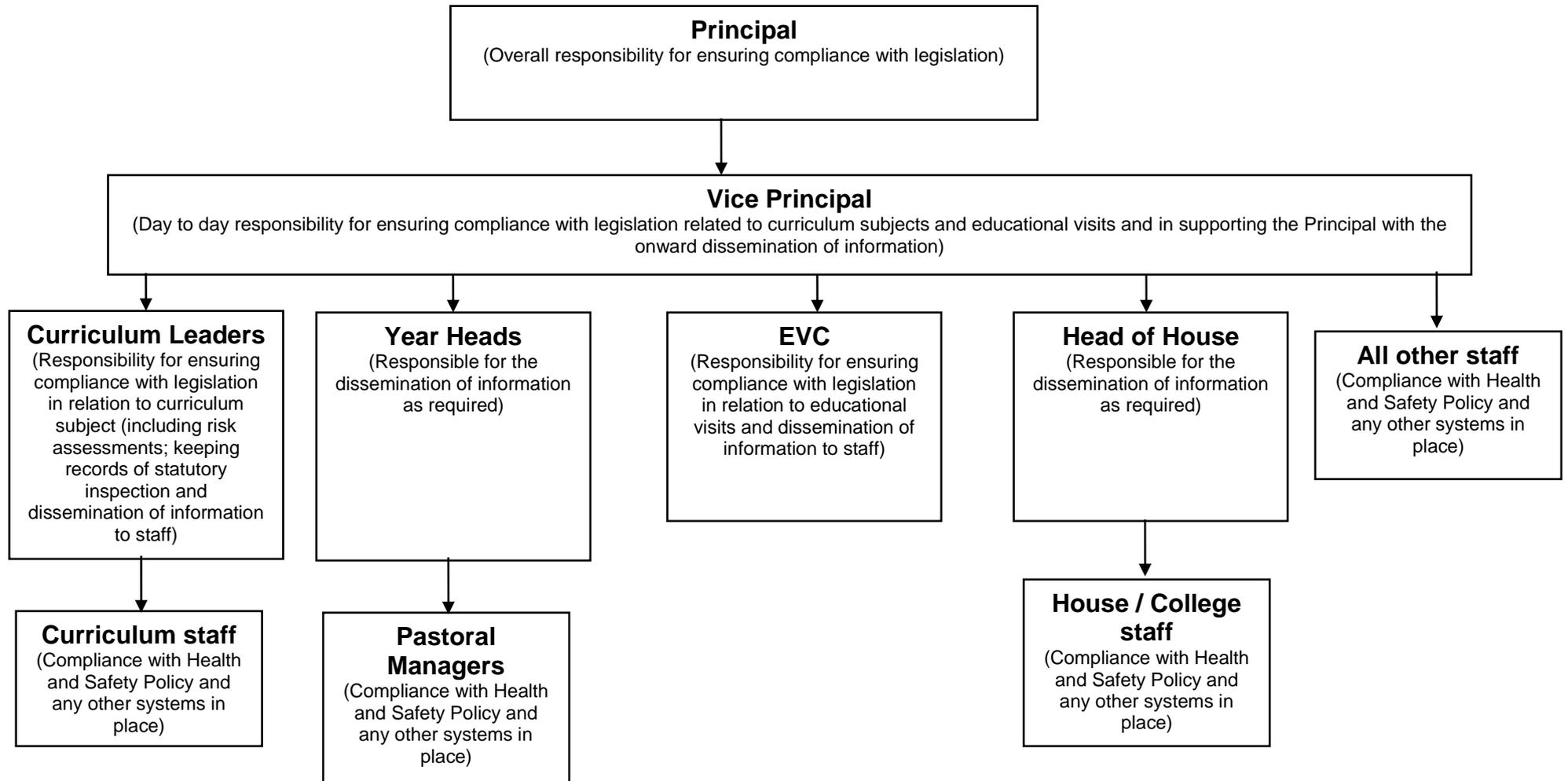
The college will be subject to third party inspection and monitoring, as part of Ofsted requirements. Actions arising from third party audit/inspection will be incorporated within the college action plan with appropriate target dates for completion.

Appendix 1

Brockington College Health and Safety Arrangements



Appendix 2 Academic Staff



Appendix 3 Support Staff

