



## Health & Safety Policy and Procedures

<b>Policy Title:</b>	<b>Health &amp; Safety Policy and Procedures</b>
<b>Academic Year:</b>	<b>2020/2021</b>
<b>Policy Reference:</b>	<b>G15 v3</b>
<b>Description:</b>	To provide a safe and healthy working environment for everyone who uses the icollege.
<b>Status:</b>	Approved by the Management Committee
<b>Category:</b>	Statutory
<b>Review frequency:</b>	Annually
<b>Contact:</b>	Health & Safety Lead and Health & Safety Governor
<b>Version:</b>	This policy has been adapted from the West Berkshire model Health & Safety Policy WBCS_HSP01 V1.0
<b>Who was consulted:</b>	WBC Health & Safety Team. <i>Local Authority guidance in italics</i>
<b>Other relevant policies:</b>	See item 5
<b>Acronyms:</b>	<p>MC - Management Committee</p> <p>TLC - Teaching &amp; Learning Committee</p> <p>SWC - Safeguarding &amp; Wellbeing Committee</p> <p>FC – Finance Committee</p> <p>H&amp;SP - Health &amp; Safety and Premises Committee</p> <p>PERS - Personnel Committee</p> <p>LA - Local Authority</p> <p>WBC - West Berkshire Council</p> <p>HT - Headteacher</p> <p>SLT - Senior Leadership Team</p> <p>LT - Lead Teacher</p> <p>PM - Pastoral Manager</p> <p>SBM - School Business Manager</p> <p>H&amp;S Coord - Health &amp; Safety Co ordinator</p> <p>H&amp;SL - Health &amp; Safety Lead</p>
<b>Date for Review:</b>	December 2021

### 1. Key Contacts

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 Richmond House . Bath Road  
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**INTERVENTIONY9&10**  
 88 Newtown Road . Newbury  
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## Health & Safety Policy and Procedures

### 2. 2.1 - Health & Safety Policy Statement    2.2 - Purpose

### 3. Responsibilities

### 4. Arrangements

#### 4.1: Induction

#### 4.2 First Aid Arrangements

#### 4.3: Medicine Administration

#### 4.4: Accident, Danger Occurrence, Violent Incident and Near Miss reporting

#### 4.5: H&S Union Representatives

#### 4.6: H&S Consultation and Committees

#### 4.7: Critical Incident and Emergency Plans (inc Fire Arrangements)

#### 4.8: Fire Prevention and Detection Equipment, Arrangements and Training

#### 4.9: Locations of Main Service Isolation Points

#### 4.10: Risk Assessment

#### 4.11: Manual Handling of Loads

#### 4.12: Manual Handling of People

#### 4.13: Maintenance of Manual Handling Equipment

#### 4.14: Lifting Equipment (including that provided for pupils with SEND)

#### 4.15: Working at Height

#### 4.16: Health and Safety Training

#### 4.17: Offsite Activities

#### 4.18: Caretaker and Cleaning Equipment

#### 4.19: Grounds Maintenance Equipment - Tractors/Tractor Powered Machinery

#### 4.20: Grounds Maintenance Equipment - Machinery and Tools

#### 4.21: School Kitchen Catering Equipment

#### 4.22: Statutory Checks & Maintenance of Curriculum related equipment

#### 4.23: Premises

#### 4.24: Housekeeping and Disposal of Waste

#### 4.25: Outdoor Play Equipment and Outdoor Play areas including School Playing Field

#### 4.26: Electrical

#### 4.27: Control of Substances Hazardous to Health (COSHH)

#### 4.28: Display Screen Equipment (DSE)

#### 4.29: Personal Protective Equipment (PPE)

#### 4.30: Visitors

#### 3.31: Building & Construction Work

#### 4.32: Management of Contractors on School Site

#### 4.33: Vehicles

#### 4.34: Stress

#### 4.35: Bullying/Harassment

#### 4.36: Lettings

#### 4.37: Noise



## Health & Safety Policy and Procedures

- 4.38: Lone Working
- 4.39: Audit, Review, Performance Measurement and Action Plan
- 5. Associated Policies
- 6. Appendix 1 WBC Level 2 Health & Safety SLA summary
- 7. Appendix 2 Useful links
- 8. Document Changes Record

### 1: Key contact list for Health & Safety Policy and Procedures

<b>SBM</b>	Karen Price		kprice@icollege.org.uk
<b>H&amp;S Co ordinator</b>	Monica Romano		mromano@icollege.org.uk
<b>H&amp;S Co Lead</b>	Dave Mills		dmills@icollege.org.uk
<b>H&amp;S Governor</b>	Chrys Healy		chealy@icollege.org.uk
<b>Clerk to Governors</b>	Jill Hills		jhills@icollege.org.uk
<b>Other sources of information:</b>			
Schools Health and Safety Team <a href="mailto:Schoohealthandsafety@westberks.gov.uk">Schoohealthandsafety@westberks.gov.uk</a>			
Schools Health and Safety Web-pages – <a href="http://www.westberks.gov.uk/index.aspx?articleid=21749">http://www.westberks.gov.uk/index.aspx?articleid=21749</a>			
Evolve Team (Hampshire County Council) <a href="http://www.westberks.gov.uk/index.aspx?articleid=8113">http://www.westberks.gov.uk/index.aspx?articleid=8113</a>			
Property Services <a href="mailto:PropertyHelpdesk@westberks.gov.uk">PropertyHelpdesk@westberks.gov.uk</a>			
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Insurance Team - <a href="mailto:Insurance@westberks.gov.uk">Insurance@westberks.gov.uk</a>			

<p><b>2.1: Health &amp; Safety Policy Statement</b></p>	<p><b>icollege</b> and its Management Committee recognise and accept its responsibilities to provide a safe and healthy environment for all its staff, pupils, parents, contractors and members of the public.</p> <p><b>icollege</b> and its Management Committee will comply with its duties under the Health and Safety at Work etc Act and all associated regulations.</p> <p>We will have a responsible approach to health and safety, striving to provide a safe environment where staff and pupils enjoy working and learning and we all have the opportunity to develop and play a part in the continued improvement of our school and the community.</p> <p>We will ensure that our decisions reflect our intention that good health and safety management is integrated into everything we do by having a pupil centred approach that puts our pupils at the heart of everything we do.</p> <p>We recognise that our staff and pupils are our greatest asset and we are confident that together through involvement, support, communication, co-operation and the continual development of a positive safety culture within our school that we can achieve excellence and be proud of our achievements.</p> <p>We believe that real progress can only be achieved by having a continual commitment to improving health and safety standards in the day-to-day running of the school for the benefit of our staff, pupils, parents, contractors and members of the public.</p> <p>We encourage you to safeguard your own and others health and safety by</p>
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## Health & Safety Policy and Procedures

	<p>evaluating the risks that you encounter and adopt sensible precautions to minimise risks to both yourself and others.</p> <p>As Head Teacher and Chair of the Management Committee we are committed to ensuring the health, safety and welfare of staff, pupils and stakeholders. We understand the legal, financial and moral obligations but the greatest of these is our moral obligation, as we truly believe that we should all be able to work, live and learn in an environment that is safe but allows for sensible and controlled risks and activities to further develop learning.</p> <table border="1" data-bbox="432 568 1406 689"> <tr> <td>Sign:</td> <td></td> </tr> <tr> <td colspan="2" style="text-align: right;">Jacquie Davies Headteacher</td> </tr> <tr> <td>Date:</td> <td></td> </tr> </table> <table border="1" data-bbox="432 721 1406 842"> <tr> <td>Sign:</td> <td></td> </tr> <tr> <td colspan="2" style="text-align: right;">Chair of the Management Committee</td> </tr> <tr> <td>Date:</td> <td></td> </tr> </table>	Sign:		Jacquie Davies Headteacher		Date:		Sign:		Chair of the Management Committee		Date:	
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<p><b>2.2: Purpose</b></p>	<p><b>icollege's</b> Management Committee (MC) and Headteacher (HT) recognise and accept their responsibilities both under law and also under the Local Authority's delegation for local management of the <b>icollege</b> units. As responsible employers and/or persons in control of premises, the requirement to provide a safe and healthy working environment for all employees and others affected by its activities is acknowledged.</p> <p><b>icollege</b> is committed to managing risks by ensuring that risk assessments are undertaken, control measures implemented and systems are continuously monitored and reviewed led by the school's MC and HT.</p> <p>In particular the MC and HT are responsible for:</p> <ol style="list-style-type: none"> <li>1. Providing a safe and healthy working and learning environment and ensuring that all the premises are maintained in a safe condition;</li> <li>2. Maintaining safe access to and from all the premises;</li> <li>3. Preventing accidents and work related illness;</li> <li>4. Assessing and controlling risks from curriculum and non-curriculum work activities including offsite provision and visits;</li> <li>5. Complying with statutory requirements as a minimum;</li> <li>6. Ensuring safe working methods and providing safe equipment;</li> <li>7. Providing effective information, instruction and training;</li> <li>8. Monitoring and reviewing systems to make sure they are effective;</li> <li>9. Developing and maintaining a positive Health &amp; Safety (H&amp;S) culture through communication and consultation with employees and their representatives on H&amp;S matters;</li> <li>10. Setting targets and objectives to develop a culture of continuous improvement;</li> <li>11. Ensuring a healthy working environment is maintained including adequate welfare facilities;</li> </ol>												

## Health & Safety Policy and Procedures

	<p>12. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable;</p> <p>13. Ensuring safe use, handling and storage of substances at work.</p> <p>In addition to the above commitment, the MC and HT also recognise their obligations to non-employees and provide visitors, members of the public, pupils, contractors etc. or anyone who is or may be affected by the schools activities with the necessary information, instruction, training and supervision available to ensure the safety of those affected.</p> <p>The MC and HT will ensure adequate resources, including finance to implement the policy.</p> <p>The MC and HT are committed to this policy and all staff are required to comply. They are encouraged to support the MC and HT's commitment to continuous improvement in the schools health and safety performance. For the policy document to be effectively implemented, <b>icolllege</b> requires the full co-operation of employees and others who use the premises.</p> <p>This policy statement and the accompanying organisation and arrangements will be reviewed at least annually and revised as and when necessary.</p> <p>The policy statement, together with the organisational structure and the following arrangement and procedures, has been approved by the school's MC.</p>
<h3>3: Responsibilities</h3>	
<p><b>3.1: Legal</b></p>	<p>The legal responsibility and thus accountability for Health &amp; Safety lies with the employer who is West Berkshire Council (WBC).</p> <p><i>Although overall accountability lies with the <b>icolllege</b> employer, the Local Authority (LA) - West Berkshire Council (WBC) the <b>icolllege</b> MC, the HT and other staff involved in the day to day running of the <b>icolllege</b> also have responsibilities for the health and safety of pupils and staff.</i></p>
<p><b>3.2: Management Committee (MC)</b></p>	<p>MC role includes:</p> <p><b>a:</b> To ensure a supportive and practical framework exists for the continual improvement of the management of Health &amp; Safety (H&amp;S).</p> <p><b>b:</b> Measuring the performance and effectiveness of <b>icolllege's</b> safety management systems.</p> <p><b>c:</b> Assisting <b>icolllege</b> to meet their statutory duties for H&amp;S.</p> <p><b>d:</b> Directing the HT to produce an <b>icolllege</b> H&amp;S Policy.</p> <p><b>e:</b> Ensuring suitable and sufficient risk assessments of work activities and other non-routine tasks are undertaken and a written record of the assessments are kept.</p> <p><b>f:</b> Ensuring sufficient resources are allocated for H&amp;S e.g. in respect of training, personal protective equipment etc.</p> <p><b>g:</b> Ensuring regular safety inspections are undertaken with the HT or designated member of staff. <i>(LA advice to do at least termly/3 times a year).</i></p> <p><b>h:</b> Ensuring a positive H&amp;S culture is established and maintained.</p>
<p><b>3.3: Health &amp;</b></p>	<p><b>a:</b> The H&amp;S Governor should be a critical friend and help the <b>icolllege</b> to identify the</p>

## Health & Safety Policy and Procedures

<p><b>Safety (H&amp;S) Governor</b></p>	<p>significant health and safety issues, ensuring appropriate management is in place through the implementation of effective policies, procedures and safe systems of work.</p> <p><b>b:</b> The H&amp;S Governor should seek to do this through the process of questioning and auditing in order to suggest relevant and practical improvements.</p> <p><b>c:</b> The H&amp;S Governor may wish to meet regularly (3–6 times a year - as agreed) with designated staff to discuss relevant issues, complete site inspections and ensure that <b>icollege</b> is managing the significant risks.</p> <p><b>d:</b> To complete regular site inspections or walkabouts using the checklists provided to identify hazards and check they are appropriately managed.</p> <p><b>e:</b> To ensure <b>icollege</b> is managing health and safety issues in a planned and sensible manner.</p> <p><b>f:</b> To report to the MC through the academic year on issues such as:</p> <ul style="list-style-type: none"> <li>• Results from West Berkshire Council, Health &amp; Safety Team Needs Assessments</li> <li>• Visits from enforcing authorities such as the Health &amp; Safety Executive or the Royal Berkshire Fire &amp; Rescue Services.</li> <li>• Accident and incidents at the <b>icollege</b> units, including near misses.</li> <li>• Progress on recommendations from any of the above.</li> <li>• Significant risks or issues.</li> <li>• Safety inspections etc. at all <b>icollege</b> units.</li> </ul> <p><b>g:</b> To assist <b>icollege</b> and WBC to meet their respective statutory duties to ensure H&amp;S is well managed for the benefit of pupils, staff and all other stakeholders.</p>
<p><b>3.4: Headteacher (HT) and the Schools Leadership Team (SLT)</b></p>	<p><b>The HT and the SLT will:</b></p> <p><b>a:</b> Ensure that the <b>icollege</b> develops and effectively implements its Health &amp; Safety (H&amp;S) policy and has effective arrangements for managing health and safety at the school.</p> <p><b>b:</b> Maintain effective communications with employers, governors and the school workforce and give clear information to pupils and visitors, including contractors, regarding the significant risks on site.</p> <p><b>c:</b> Make sure that the staff have the appropriate training and competencies to deal with risks in their areas of responsibility.</p> <p><b>d:</b> Consult and work with recognised Trade Union (TU) safety representatives/employee representatives and safety committees.</p> <p><b>e:</b> Make sure that staff understand their responsibilities and know how to access support and advice to help them manage risks responsibly.</p> <p><b>f:</b> That suitable and sufficient risk assessments of work activities and other non-routine tasks are undertaken, understood by relevant persons and a written record kept.</p> <p><b>g:</b> Ensure that regular safety inspections of all <b>icollege</b> units are completed.</p>

## Health & Safety Policy and Procedures

	<p><b>h:</b> Co-operate with the Employer in meeting its legal requirements</p>
<b>3.5: Employees</b>	<p><b>All staff employed by the school will ensure that:</b></p> <p><b>a:</b> They take reasonable care for their health and safety and that of other persons who might be affected by their acts or omissions at work and during off-site activities.</p> <p><b>b:</b> They cooperate with the employer, <b>icollege</b> governors, the HT and the SLT on all matters relating to health and safety.</p> <p><b>c:</b> They report to the HT, SLT or Line Manager any serious or immediate danger or any defects noted with plant, equipment, machinery or the workplace in general.</p> <p><b>d:</b> They only use equipment or machinery which they are competent to use in-line with instruction, training and information provided and do not misuse or dismiss anything that has been provided for health and safety purposes.</p>
<b>3.6: Volunteers/ Visitors</b>	<p>Volunteers have the same duties as those indicated for employees and should be treated as employees when used by <b>icollege</b>.</p> <p><b>Note:</b> Staff and volunteers are advised to ensure that their own vehicle insurance covers them for use of the vehicles for work purposes, including the transport of pupils if applicable. The Council does not hold insurance to cover use of private vehicles. Further information is included in 4.33.</p>
<b>3.7: Competent Health &amp; Safety assistance</b>	<p><i>The Management of Health and Safety at Work Regulations 1999 state that</i></p> <p><i>“Every employer shall appoint one or more competent persons to assist in undertaking the measures needed to comply with the requirements and prohibitions imposed upon him by or under the relevant statutory provisions and by Part II of the Fire Precautions (Workplace) Regulations 1997.</i></p> <p><b>icollege</b> buys Level 2 Health &amp; Safety Service Level Agreement (SLA) from WBC who has a professional and dedicated Schools Health and Safety Team who provide support and advice to schools on all aspects of health and safety.</p> <p>This includes; policy development and effective implementation, user friendly guidance and information, support in completing risk assessments, a complete range of health and safety training, a regularly updated website, SLA online, safety alerts and health and safety newsletters.</p> <p><b>See 6: Appendix 1 for summary of Level 2 SLA</b></p>
<b>4: Arrangements</b>	
<b>4.1: Induction</b>	<p><b>icollege</b> recognises that it is essential that any new member of staff is made familiar with the health and safety provisions in their workplace and in particular the emergency and first aid arrangements. They will be made be aware of the risk assessments and hazards that have been identified and resulting control measures, which have been introduced to minimise the risk. During such induction, the manager will identify whether the person has received appropriate training and is familiar with any equipment provided.</p> <p><b>icollege</b> is to ensure the induction process is robust and new staff and pupils are aware of the essential health and safety issues.</p>

## Health & Safety Policy and Procedures

<p><b>4.2 First Aid Arrangements</b></p>	<p><b>icollege</b> recognises and accepts the requirements to have suitable and sufficient first aid provisions in place and have completed a suitable and sufficient First Aid Risk Assessment in accordance with The Health and Safety (First-Aid) Regulations 1981.</p> <p>The HT and MC will ensure the following arrangements are in place:</p> <ol style="list-style-type: none"> <li>a. Names and location of first aiders and first aid kits are displayed and communicated.</li> <li>b. Adequate provision for first aid including lunch times and breaks etc.</li> <li>c. Adequate provision for leave and in case of absence.</li> <li>d. First aid provision for off-site activities e.g. educational visits.</li> <li>e. Adequate provision for practical areas such as science, technology, home-economics and physical education departments.</li> <li>f. Provision for out-of-school-hours activities, e.g. sports and clubs.</li> <li>g. Agreements are in place with contractors working on site such as caterers or cleaners for joint provision for their employees.</li> <li>h. Provision for trainees working on-site.</li> <li>i. Agreed procedures for isolated areas e.g. playing field.</li> <li>j. Ensure that training is provided to maintain competence of first aiders.</li> <li>k. Ensure first aid resources are maintained.</li> <li>l. The First Aid Risk Assessment will be reviewed regularly or upon change in circumstances such as new staff, change of use of building or change of pupil numbers.</li> <li>m. <b>icollege</b> will prominently display the names and location of First Aiders and First Aid facilities at all units.</li> </ol> <p><b>For details of responsible persons see 'Fire Safety Important Information Roles and Responsible Persons' document.</b></p>
<p><b>4.3: Medicine Administration</b></p>	<p><b>icollege</b> recognises the need to provide support for pupils who may require medicines at the units. LA advises referral to DfE Guidance Managing Medicine in Schools and Early Years settings.</p> <p><a href="https://www.education.gov.uk/publications/standard/publicationdetail/page1/DFES-1448-2005">https://www.education.gov.uk/publications/standard/publicationdetail/page1/DFES-1448-2005</a></p> <p>Following guidance will also be followed:</p> <ol style="list-style-type: none"> <li>a. <i>Short term administration of medicine for a specific ailment is usually acceptable providing that parental guidance is backed up with instructions on the medicine itself and the guidance is followed; otherwise, a health professional should be consulted for guidance.</i></li> <li>b. <i>Where a care plan is required because a pupil has longer term health issues, this must be fully adhered to. The care plan must be written by a health professional in consultation with other interested parties, the parents cannot themselves produce one in isolation as they lack the medical knowledge to do so.</i></li> </ol>



## Health & Safety Policy and Procedures

	<p>c. Staff training <i>BEFORE</i> the child starts in the setting is mandatory and the school must ensure that there is adequate cover available for staff absence/school day trips etc. Training must be refreshed at regular intervals and both the Insurance section and the school nurses should be made aware of the child's medical needs.</p> <p>d. The use of Epi-pens by trained staff following a care plan is acceptable. Insurers are more concerned where there is a calculation of dosage required and would request schools confirmation of the arrangements in place in order to confirm Insurance cover applies.</p> <p>e. Insurers vary in their acceptance of necessary medical interventions being carried out by non nursing staff irrespective of the Authorities and the NHS trust view of whether such administration is an effective use of resources. Where possible the Authority may agree to provide interim cover through its self insured arrangements but this is purely by prior agreement. Most highly invasive procedures would not be covered by School Insurance at all and we do not currently purchase medical malpractice Insurance.</p> <p><b>If in doubt please contact: <a href="mailto:Insurance@westberks.gov.uk">Insurance@westberks.gov.uk</a></b></p>
<p><b>The persons responsible for ensuring staff training is in place in the event of the implementation of a care plan is the unit Lead Teacher</b></p>	
<p><b>The person responsible for ensuring there is cover to support a child with a care plan in the event of staff absence is the unit Lead Teacher</b></p>	
<p><b>4.4: Accident, Danger Occurrence, Violent Incident and Near Miss reporting</b></p>	<p><b>Icollege</b> recognises and accepts the need to have robust system in place to report and record all accidents and incidents. This is to ensure parents and carers of pupils who are involved in accidents or incidents at the units are provided with appropriate information.</p> <p>Accident Investigation - <i>In accordance with (RIDDOR) Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. DfE Guidance regarding reporting requirements for schools can be found:</i>  <a href="http://www.hse.gov.uk/pubns/edis1.pdf">http://www.hse.gov.uk/pubns/edis1.pdf</a></p> <p><i>CREST is the Council's information system used to record all accidents/ incidents and property damage or claim incidents.</i></p> <p>Any employee who witnesses an accident, dangerous occurrence, verbal abuse, actual or threatened violence or any near miss incidents should report these to the Responsible Person for CREST entry. Accident reports should be drawn to the attention of the H&amp;S Lead, Headteacher or Assistant Headteachers.</p>
<p><b>Responsible Person for CREST entry is the unit Lead Teacher, Pastoral Manager or Admin Support</b></p>	
	<p>Less serious accidents requiring minor first aid or attention are to be recorded in the Accident Book and also via CREST.</p>
<p><b>The Accident Book(s) are kept by the Unit Administrator in each unit's office, they are also 'in charge' of the Accident Book.</b></p>	
	<p>Where accidents are found to have been caused by faulty plant, equipment, premises or unsafe systems of work actions must be taken to remove or isolate the hazard and warn people until the necessary modification or repairs can be made.</p> <p>Incidents should be investigated, appropriate to their nature and scale, to see whether recurrence can be prevented. If an incident is potentially serious or</p>

## Health & Safety Policy and Procedures

	<p>represents a trend in accident types, steps are to be initiated to prevent a recurrence. This includes the review of previous Risk Assessments.</p> <p>It is particularly important to report all near-miss incidents in which harm or damage to property may have occurred but did not on this occasion. Accurate reporting of near-miss incidents can help to prevent harm to persons or damage to property in future.</p>
<b>4.5: H&amp;S Union Representatives</b>	<p><b>icollege</b> recognises and accepts the need to have suitable arrangements in place to support effective communication on health and safety issues. Under the Safety Representatives and Safety Committee Regulations 1977 a recognised independent Trade Union has the right to appoint Safety Representatives. Ideally such representatives should have two years relevant experience. Unions are required to inform the school in writing, when this is in place schools must consult with representatives on safety matters.</p>
<p><b>The members of staff who are health and safety representatives for external or National professional associations are: Currently none appointed</b></p>	
<p><b>Health &amp; Safety Representative</b> (include name of Trade Union if relevant)</p>	
<b>4.6: H&amp;S Consultation and Committees</b>	<p><b>4.6.1: icollege</b> recognises and accepts the need to have suitable arrangements in place to support effective communication on health and safety issues.</p> <p>There are two sets of regulations regarding the effective consultation and communication with employees through a health and safety committee.</p> <p><b>4.6.2:</b> <i>In workplaces where the employer recognises trade unions and trade unions are recognised for collective bargaining purposes, the Safety Representatives and Safety Committees Regulations 1977 (as amended) will apply.</i></p> <p><b>4.6.3:</b> <i>In workplaces where employees are not in a trade union and/or the employer does not recognise the trade union, or the trade union does not represent those employees not in the trade union, the Health and Safety (Consultation with Employees) Regulations 1996 (as amended) will apply.</i></p> <p><i>Consulting with employees can have real benefits for including:</i></p> <ul style="list-style-type: none"> <li>• <i>Increased productivity – businesses with good workforce involvement in health and safety tend to have a better productivity rate;</i></li> <li>• <i>Improvements in overall efficiency and quality; and</i></li> <li>• <i>Higher levels of workforce motivation.</i></li> </ul> <p><i>Consulting employees about health and safety can result in:</i></p> <ul style="list-style-type: none"> <li>• <i>A healthier and safer workplace – your employees can help you to identify hazards, assess risks and develop ways to control or remove risks;</i></li> <li>• <i>Better decisions about health and safety – they are based on the input and experience of a range of people, including employees who have extensive knowledge about their own job and the business;</i></li> <li>• <i>A stronger commitment to implementing decisions or actions – as employees have been actively involved in reaching these decisions;</i></li> <li>• <i>Greater co-operation and trust – employers and employees who talk to each other and listen to each other, gain a better understanding of each other's views; and</i></li> <li>• <i>Joint problem-solving.</i></li> </ul> <p><b>4.6.4:</b> <i>By law, icollege must consult all employees or their representatives on health and safety matters as per list below. Some workers, who are self-employed,</i></p>

## Health & Safety Policy and Procedures

	<p>are still classed as employees under health and safety law.</p> <ol style="list-style-type: none"> <li>The introduction of any measure which may substantially affect their health and safety at work, e.g. the introduction of new equipment or new systems of work, such as the speed of a process line or shift-work arrangements;</li> <li>Arrangements for getting competent people to help them comply with health and safety laws (a competent person is someone who has the necessary knowledge, skills and experience to help an employer meet the requirements of health and safety law);</li> <li>The information you must give your employees on the risks and dangers arising from their work, measures to reduce or get rid of these risks and what employees should do if they are exposed to a risk;</li> <li>The planning and organisation of health and safety training; and</li> <li>The health and safety consequences of introducing new technology.</li> </ol> <p><b>4.6.5:</b> If at least two health and safety representatives request, in writing, that a safety committee be formed within the workplace, <b>icollege</b> must establish such a committee within three months of the request.</p> <p><b>4.6.6:</b> Consultation does not remove <b>icollege's</b> right to manage. <b>Icollege</b> will still make the final decision, however, talking to employees is an important part of successfully managing health and safety.</p> <p><b>icollege</b> has existing consultation arrangements that satisfy health and safety law, and these will be reviewed on a regular basis to make sure that they continue to work for the organisation.</p>
<p><b>4.7: Critical Incident and Emergency Plans (inc Fire Arrangements)</b></p>	<p><b>icollege</b> recognises and accepts the need to have suitable arrangements to deal with emergency situations enabling the units to return to normality as soon possible afterwards. A critical incident is one that is likely (or has potential) to cause an occurrence that is beyond the capacity of the units operating under normal conditions to respond to independently such as:</p> <ol style="list-style-type: none"> <li>Threat to safety and welfare of pupils and/or staff</li> <li>Immediate or delayed emotional reactions in large numbers of staff, pupils or parents, surpassing their normal coping mechanisms</li> <li>Serious disruption to the running of the school</li> <li>Significant public/news media attention on the school</li> </ol> <p>Emergency planning will include situations such as:</p> <ol style="list-style-type: none"> <li>Accidents off site</li> <li>Attacks on students and members of staff</li> <li>Bomb threats</li> <li>Chemical/toxic/hazardous material spill</li> <li>Death</li> <li>Earthquake</li> <li>Flooding – building and environment</li> <li>Fire</li> <li>Gas leak</li> <li>Heatwave</li> </ol>

## Health & Safety Policy and Procedures

	<ul style="list-style-type: none"> <li>k. Hostage situation in school</li> <li>l. Industrial emergency nearby</li> <li>m. Severe storms and adverse weather</li> <li>n. Missing child/abduction/runaway</li> <li>o. Sexual assault or child abuse</li> <li>p. Shooting</li> <li>q. Sickness and infectious disease</li> <li>r. Threatening person in the school building</li> <li>s. Threatening person outside the building or school grounds</li> <li>t. Unsafe structure</li> <li>u. Utility failure</li> <li>v. School trips and incidents</li> </ul>
<p>Further information can be obtained via <a href="http://www.westberks.gov.uk/index.aspx?articleid=22905">http://www.westberks.gov.uk/index.aspx?articleid=22905</a> (Refer to Fire Logbook provided to schools by West Berkshire Council).</p>	
<p><b>The Critical Incident Plan is held in the office of each unit and will be reviewed annually.</b></p>	
	<p>The person who discovers the emergency will raise the alarm immediately by the most appropriate means and ensure that the Headteacher, Assistant Headteachers or in their absence, a member of the SLT is informed immediately and, where appropriate, the emergency services are summoned. They will liaise with the emergency services when they arrive and take advice from them.</p> <p><b>The priorities are as follows:</b></p> <ul style="list-style-type: none"> <li>a. To ensure the safeguarding and safety of all persons, their protection from danger, their care and the application of first aid and medical treatment, where appropriate;</li> <li>b. To call the emergency services when appropriate;</li> <li>c. To safeguard the premises and equipment, if this is possible without putting persons at risk.</li> </ul>
<p><b>The person(s) responsible for ensuring and supervising (where appropriate) are unit LT or PM</b></p>	
<p><b>The person(s) responsible for the controlled evacuation of people from the school or the school grounds to a place of safety are the unit LT or PM</b></p>	
<p><b>The person(s) responsible for summoning the emergency services are the unit LT or PM</b></p>	
<p><b>The person(s) responsible that a roll call is taken at the assembly point are the unit LT or PM</b></p>	
<p><b>The person(s) responsible for ensuring that no-one attempts to re-enter the building until the all clear is given by the emergency services are unit LT or PM</b></p>	
<p><b>The person responsible for arranging, recording and monitoring fire drills at least once per term is the H &amp; S Lead (monitoring), H&amp;S Co-Ord, and LT of each unit (arranging and recording)</b></p>	
<p><b>Details of the locations of all hazardous and flammable substances on site in case of emergency are kept in each unit's office in the COSHH folder and in the Emergency Pack</b></p>	
<p><b>The location of the Hot Works folder and procedure is in each unit's office</b></p>	
<p><b>The person/s responsible for issuing Hot Works Permit to work are H&amp;S Co-Ord and the SBM</b></p>	

## Health & Safety Policy and Procedures

<b>4.8: Fire Prevention and Detection Equipment, Arrangements and Training</b>	<p><i>(Refer to Fire Logbook provided to schools by West Berkshire Council).</i></p> <p><b>icollege</b> recognises and accepts the need to have suitable arrangements in place to ensure that fire safety is appropriately managed, that staff and pupils are aware of what to do in the event of emergency and that fire systems and procedures are in place, practiced and maintained or serviced in line with best practice.</p> <p>Fire Risk Assessments (FRA's) are reviewed annually or in the event of changes such as; buildings works, improvements, remedial work, alterations to buildings, a fire incident, a change of Responsible Persons (Headteacher), changes to arrangements, changes in the use of rooms or it is considered that the FRA may no longer be valid.</p> <p><i>It a requirement of the Regulatory Reform (Fire Safety) Order 2005 to carry out a suitable and sufficient Fire Risk Assessment. Failure to keep FRA's up to date and under review could result in enforcement action from the Fire Brigade.</i></p> <p><b>Note:</b> a new FRA would not normally be required provided that the fire risk assessment carried out remains suitable and sufficient. <b>icollege</b> need to ensure FRA's remain suitable and sufficient through regular reviews and none of the changes set above has taken place.</p>
<p><b>The person/s responsible for maintaining the Fire Logbook is the Unit Administrator. For details of responsible persons see Fire Safety Important Information Roles and Responsible Persons document.</b></p>	
<p><b>The person/s responsible for reviewing and updating the Fire Risk Assessment is the H&amp;S Lead and H &amp; S Co-Ord.</b></p>	
<b>4.8.1: Smoking</b>	<p><b>icollege</b> operates a <b>no smoking policy and smoking is not permitted on the entire footprint of the school internally and externally.</b> This policy applies to lettings, contractors and any other events.</p>
<b>4.8.2: Severe Weather Plan</b>	<p><b>icollege</b> recognises and accepts the need to have suitable arrangements in place to ensure the safety of staff, pupils and visitors in the event of severe weather.</p>
<p><b>The person responsible for completing the Severe Weather Plan is the H&amp;S Lead. 'Snowline' closure communication will be done by the SBM.</b></p>	
<b>4.9: Locations of Main Service Isolation Points</b>	<p>See table below</p>

	<b>Gas</b>	<b>Water</b>	<b>Electricity</b>	<b>Other</b>
<b>INSPIRATIONKS 1&amp; 2</b> Foxglove Way Thatcham Berks RG18 4DH  01635 877114	Gas shut-off located in Plant room to rear of building.	Water shut-off located in Plant room to rear of building.	Electrical supply switch located in Plant room to rear of building.	Fire Alarm control point located in foyer.
<b>INTEGRATIONKS 3&amp;4</b> 22 Highview Calcot Reading Berks RG31 4XD	Not Applicable	Water shut-off located under the sink wihn	Electrical supply switch located	Fire Alarm control point located in foyer.

## Health & Safety Policy and Procedures

01189 416636		kitchen area.	within store cupboard off of common room area.	
<b>INTERVENTIONKS 9&amp;10</b> 88 Newtown Road Newbury Berks RG14 7BT 01635 49397	Gas shut-off located within cupboard in kitchen area, co-located with electric.	Water shut-off located under sink unit in kitchen area.	Electric supply switch located in a cupboard in kitchen area, co-located with gas.	Fire Alarm control point located in foyer.
<b>INDEPENDENCEY11&amp;KS5</b> Richmond House Bath Road Newbury Berks RG14 1QY 01635 48872	Shut-off located in covered box outside the West wall of Richmond House adjacent to boiler room.	Water shut-off valve located in downstairs toilet opposite Art room door (not disabled toilet).	Electrical supply switch located within the server room, off the reception office.	Fire Alarm control point located in foyer.
<b>The POD KS2&amp;3</b> 88 Newtown Road Newbury Berks RG14 7BT 01635 522748	Not applicable	Water shut-off located under sink unit in kitchen area.	Electrical supply switch located within store cupboard in the main classroom	Fire Alarm control point located in foyer

<p><b>4.10: Risk Assessment</b></p>	<p><b>icollege</b> recognises and accepts the need to have robust arrangements in place to ensure that risks are identified, assessed and appropriate controls are put in place. Significant findings of risk assessments are to be communicated to ALL relevant unit personnel.</p> <p>Risk Assessments will be regularly reviewed (usually annually) or in the event of change of circumstances such as a new staff member or in the event of an incident or accident investigation. Risk Assessments are kept under review to ensure they remain valid.</p> <p><i>Guidance "Health and safety law requires the employer to assess the risks to the health and safety of staff and others affected by their activities. The terms risk assessment and risk management are used to describe the process of thinking about the risks of any activity and the steps taken to counter them. Sensible management of risk does not mean that a separate written risk assessment is required for every activity. School employers should always take a common sense and proportionate approach, remembering that in schools risk assessment and risk management are tools to enable children to undertake activities safely, and not prevent activities from taking place. Sensible risk management cannot remove risk altogether but it should avoid needless or unhelpful paperwork."</i> DfE 2012</p> <p>Further information regarding the 5 Steps to Risk Assessment can be obtained from HSE website: <a href="http://www.hse.gov.uk/pubns/indq163.pdf">www.hse.gov.uk/pubns/indq163.pdf</a></p> <p><i>Risk Assessments, should be completed by staff. Training is available from the Schools Health and Safety Team. The Schools Health and Safety Team can also provide advice and support to Level 2 schools in completing and/or reviewing risk assessments. The Team also have a suite of school risk assessment based on the typical job roles in a schools, which can be used as a starting template.</i></p> <p><i>Schools need to make sure that the risk assessment process is robust and that the</i></p>
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## Health & Safety Policy and Procedures


	<p><i>significant risks identified are effectively communicated to and understood by those persons who may be affected. A simple way to achieve this is to involve the relevant persons in the development and completion of risk assessments and that all parties sign the risk assessments to confirm communication and understanding. Please contact your Safety Advisor for further assistance.</i></p>
<p><b>4.11: Manual Handling of Loads</b></p>	<p><i>In accordance with The Manual Handling Operations Regulations 1992 icollege recognises that many staff will from time to time have to undertake manual handling tasks and accepts the need to have suitable arrangements in place to ensure that manual handling risks are identified, assessed and appropriate controls are put in place.</i></p> <p>Staff, who are required to manual handle loads as part of their role, should receive appropriate training, which is available from the Health and Safety Team. Where a manual handling activity cannot be eliminated then it needs to be assessed and any further controls such as mechanical aids or team lifting be recommended. A simple manual handling is normally based on TILE and will consider the following:</p> <ul style="list-style-type: none"> <li>• Task</li> <li>• Individual</li> <li>• Load</li> <li>• Environment</li> </ul> <p>NB: If the activity presents significant risk to vulnerable individuals such as new and expectant mothers or people with pre-existing back injuries then those people may need to be prohibited from carrying out the activity.</p> <p><i>For further information please see Health &amp; Safety Guidance Card HSGC14</i>  <a href="https://secure2.sla-online.co.uk/Default.aspx?logo=23">https://secure2.sla-online.co.uk/Default.aspx?logo=23</a></p>
<p><b>The person/s responsible for completing manual handling risk assessments is each unit is the H&amp;S Co-Ord, following the principles of the icollege 'Manual Handling Guidance: a shared responsibility.</b></p>	
<p><b>The person/s responsible for organising and maintaining training records for relevant staff is the SBM</b></p>	
<p><b>4.12: Manual Handling of People</b></p>	<p><i>icollege recognises that the manual handling of people, including children, is a specialised skill and specific training should be provided in these circumstances to any staff who may need to regularly assist or manually handle people. In the past all our staff received Team Teach training, as from the next academic year we will be rolling out the Therapeutic Thinking process across the service.</i></p>
<p><b>The person/s responsible for completing manual handling of people risk assessments is the unit Lead Teacher</b></p>	
<p><b>4.13: Maintenance of Manual Handling Equipment</b></p>	<p><i>Mechanical lifting aids reduce the need for manual handling but can pose their own hazards. All types of lifting equipment, including lifting gear, and lifting operations must comply with The Lifting Operations and Lifting Equipment Regulations 1998, its Approved Code of Practice and the Provision of Work Equipment Regulations 1998. Lifting equipment covers cranes, lifts and hoists, and components, ie chains, ropes, slings, hooks, shackles and eyebolts.</i></p> <p>A checklist for mechanical lifting</p> <ol style="list-style-type: none"> <li>a. All lifting equipment must be suitable for activity it is to be used for. Consider the environment it will be used in, the load to be lifted and additional risks posed by its operation.</li> <li>b. Lifting equipment must have adequate strength and stability (consider mobile</li> </ol>

## Health & Safety Policy and Procedures



	<p>equipment).</p> <p>c. Provide operators with a suitable position and a safe place of work.</p> <p>d. Train operators, ensure they have relevant experience and are competent to operate lifting equipment safely. Pay particular regard to the maturity and judgement of young persons.</p> <p>e. Ensure a competent person thoroughly examines and inspects all lifting equipment as necessary (this is usually done by an insurance company). Keep copies of the report of examination.</p> <p>f. Clearly mark machinery and accessories with their safe working load.</p> <p>g. Ensure a competent person plans and supervises all lifting operations to ensure that it is carried out safely. Minimise risks identified in the initial RA.</p>
<p><b>4.14: Lifting Equipment</b> (including that provided for pupils with SEND)</p>	<p><i>“Where lifting equipment, including hoists and slings, is used by people who are at work, the Lifting Operations and Lifting Equipment Regulations (LOLER) apply. In addition to routine maintenance and servicing, LOLER requires employers to make sure that lifting equipment is inspected and thoroughly examined. ‘Thorough examination’ by a ‘competent person’ is required either at six-month intervals or in accordance with a written scheme of examination.”</i></p> <p>For further guidance visit HSE Website:</p> <p><a href="http://www.hse.gov.uk/healthservices/moving-handling.htm#a1">http://www.hse.gov.uk/healthservices/moving-handling.htm#a1</a></p> <p><i>Statutory LOLER inspections can be arranged by contacting <a href="mailto:insurance@westberks.gov.uk">insurance@westberks.gov.uk</a></i></p> <p>Lifting equipment covered by LOLER includes all of the following:</p> <ul style="list-style-type: none"> <li>• Cranes</li> <li>• Workplace passenger and goods lifts</li> <li>• Hoists</li> <li>• Scissor lifts</li> <li>• Vehicle tail lifts</li> <li>• Bath hoists</li> <li>• Stair lifts</li> <li>• Telehandlers and industrial lift trucks</li> <li>• Vehicle lifts</li> </ul> <p>Accessories for lifting covered by LOLER includes all of the following:</p> <ul style="list-style-type: none"> <li>• Slings</li> <li>• Hooks</li> <li>• Shackles</li> <li>• Eyebolts</li> <li>• Ropes used for climbing or positioning</li> </ul> <p><b>iCollege</b> recognises the need to have robust systems to ensure mechanical lifting equipment is inspected, maintained and tested in accordance to manufacturer's guidance and best practice.</p>
<p><b>The person/s responsible for ensuring that all relevant lifting equipment and accessories used for moving people are inspected and serviced every six months by a competent person and kept in good working order is the SBM</b></p>	
<p><b><i>Provision and Maintenance of Equipment - The Provision and Use of Work Equipment Regulations 1998 (PUWER) places duties on people and schools who</i></b></p>	



## Health & Safety Policy and Procedures

	<p>own, operate or have control over work equipment. PUWER also places responsibilities on schools and organisations whose employees use work equipment, whether owned by them or not.” HSE.</p> <p>Schools are advised to refer to Manufacturer Instructions in relation to specific requirements for Statutory Inspection and Maintenance. Statutory Inspections for equipment such as hoists and pressure vessels can be arranged through the WBC supplier, if requested, through contacting <a href="mailto:insurance@westberks.gov.uk">insurance@westberks.gov.uk</a></p> <p><b>For further information please see Health &amp; Safety Guidance Card Maintenance Schedule for Schools</b></p>
<p><b>4.15: Working at Height</b> (in accordance with the Work at Height Regulations 2005 and WBC – Working at Height Policy)</p>	<p>icollege recognises that falls from height are one of the biggest causes of workplace fatalities and major injuries. Common causes are falls from ladders and through fragile roofs. The purpose of Work at Height Regulations is to prevent death and injury from a fall from height.</p> <p>Work at height means work in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury. For example, you are working at height if you:</p> <ul style="list-style-type: none"> <li>• Are working on a ladder or a flat roof;</li> <li>• Could fall through a fragile surface;</li> <li>• Could fall into an opening in a floor or a hole in the ground.</li> </ul> <p>Take a sensible approach when considering precautions for work at height. There may be some low-risk situations where common sense tells you no particular precautions are necessary and the law recognises this.</p> <p><i>There is a common misconception that ladders and stepladders are banned, but this is not the case. There are many situations where a ladder or a stepladder is the most suitable equipment for working at height.</i></p> <p>Before working at height you must work through these simple steps:</p> <ul style="list-style-type: none"> <li>• Avoid work at height where it is reasonably practicable to do so;</li> <li>• Where work at height cannot be avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment;</li> <li>• Minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated.</li> </ul> <p>The right type of equipment for working at height <b>does not</b> include chairs, tables or desks.</p> <p><i>“Each school should assess their risks from working at height and make plans to either avoid the work at height, or to do the work more safely. School staff will normally carry out the risk assessment but the responsibility for ensuring that it is done is shared between the employer and the Headteacher.”</i></p> <p>Further HSE Guidance can be found at Website address: <a href="http://www.hse.gov.uk/falls/casestudies/schools.htm">http://www.hse.gov.uk/falls/casestudies/schools.htm</a></p> <p>Ladders and stepladders are available in different grades and strengths as set out below.</p> <div style="display: flex; align-items: center;">  <p>Highest rated in terms of strength &amp; quality</p> </div>

## Health & Safety Policy and Procedures

	<p> Commercial light trade work &amp; heavy DIY use</p> <p> Occasional light domestic tasks</p> <p><i>Schools should use either ladders that carry the blue or green logo or Class I or EN131 markings above depending on the purposes for which it is intended. Class III domestic ladders and stepladders will not usually be appropriate in schools or workplace settings.</i></p> <p><i>Ladders and stepladders should ideally have a unique number or identifying mark, be incorporated onto a register of ladders and stepladders and should be subject to periodic inspection by a competent person to ensure the ladders remain in good condition. Users should be required to carry out a pre-use check.</i></p> <p><i>In schools it is advisable that a local work at height policy is developed that incorporates the following points</i></p> <ul style="list-style-type: none"> <li>• <i>No work at height should take place whilst students are present, unless the work area can be adequately segregated.</i></li> <li>• <i>Ladders and stepladders should be held in a secure location, only accessible to authorised persons.</i></li> <li>• <i>Teachers and others should sign out the ladder or stepladder for use.</i></li> <li>• <i>Assistance should be provided to those working at height, where required.</i></li> <li>• <i>Ladders and stepladders should be subject to periodic inspection by a competent person to ensure the ladders remain in good condition.</i></li> <li>• <i>Users should be required to carry out a pre-use check.</i></li> <li>• <i>Risk assessments covering work height tasks should be completed, reviewed regularly and communicated to relevant persons.</i></li> </ul> <p><b>Ladders and stepladders</b>  <b>icollege</b> will take a responsible approach to managing work at height and as such have designated staff with particular responsibilities and tasks below.</p>
<p><b>The person responsible for the selection, inspection, maintenance, training, supervision, safe use and risk assessment is the SBM</b></p>	
<p><b>The person(s) authorised to use are the SBM and the Caretaker</b></p>	
<p><b>The person responsible for ensuring training records are recorded and maintained for Working at Height is the SBM</b></p>	
<p><b>The person responsible for the selection, inspection, maintenance, training, supervision, safe use and risk assessment is the SBM</b></p>	
<p><i>For further information please see Health &amp; Safety Guidance Cards HSGC 24/25/26</i>  <a href="https://secure2.sla-online.co.uk/Default.aspx?logo=23">https://secure2.sla-online.co.uk/Default.aspx?logo=23</a></p>	
<p><b>4.16: Health and Safety Training</b></p>	<p><b>icollege</b> recognises the need to provide health and safety training, to have a training plan and to ensure training is refreshed regularly. <i>“The Health and Safety at Work etc. Act 1974 requires schools to provide whatever information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of employees.” HSE</i></p>

## Health & Safety Policy and Procedures

The person responsible for organising Health and Safety Training is the SBM	
The person responsible for maintaining Health and Safety Training Records is the H&S Lead and SBM	
<p><b>Induction for new members of staff</b> - The person responsible for ensuring new staff receive an induction on their first day in essential safety matters such as emergency procedures for raising alarm and evacuation procedures, first aid and welfare facilities is the unit Lead Teacher.</p>	
	<p><b>Health and safety training for schools staff may include but is not limited to the following:</b></p> <ul style="list-style-type: none"> <li>• Health and Safety Policies: West Berkshire, Education, and School.</li> <li>• Off-site Activities Procedure (Evolve)</li> <li>• Premises Asbestos Survey and instruction</li> <li>• Risk Assessments</li> <li>• Fire and other Emergency Arrangements</li> <li>• Accident Reporting Arrangements</li> <li>• First Aid Arrangements</li> <li>• Safe Use of Work Equipment</li> <li>• Procedures for Hazardous Substances</li> <li>• Good Housekeeping, Waste Disposal and Cleaning Arrangements</li> <li>• Hazard Reporting and Maintenance Procedures</li> <li>• Special Hazards/Responsibilities Associated with their Work Activity</li> <li>• Special Needs of Young Employees (e.g. Work Experience Placements)</li> <li>• Work at height</li> <li>• Manual handling (objects and/or people)</li> <li>• Stress management</li> <li>• Managing contractors</li> </ul> <p>Level 2 schools have most health and safety training included in the Level 2 Health and Safety Services. This includes all scheduled health and safety training and on-site training such as twilight or inset days training. Please contact your Safety Advisor for more information.</p> <p>Schools should keep a register of all relevant training, including health and safety, that all schools staff attend. This will assist the school in ensuring that training is up to date and refreshed accordingly. West Berkshire Council carry out refresher courses for mandatory or recommended training on a three yearly basis or sooner, where relevant.</p>
The person/s responsible for ensuring relevant staff, receive training and that this is updated are the SLT and the SBM. Policies and guidance are available in the Staff Handbook, updated annually.	
For further information please contact <a href="http://info.westberks.gov.uk/index.aspx?articleid=29808">http://info.westberks.gov.uk/index.aspx?articleid=29808</a>	
<b>4.17: Offsite Activities</b>	<p><b>icollge</b> recognises the need to have robust procedures in place to assess and manage risk to provide safe and enjoyable school trips and off-site activities, a number of which take place successfully each year.</p> <p>To ensure that sensible and proportionate steps have been taken by <b>icollge</b> and its staff, offsite activities will be arranged in accordance with the online Offsite Activities Manual provided by WBC and the EVOLVE Team at Hampshire County</p>

## Health & Safety Policy and Procedures

	<p>Council.</p> <p>Activities carried out on behalf of WBC operate within a legal framework and the off-site activities manual outlines this framework for West Berkshire schools.</p>
<p>Further information can be obtained from West Berkshire Intranet pages:  <a href="http://www.westberks.gov.uk/index.aspx?articleid=8113">http://www.westberks.gov.uk/index.aspx?articleid=8113</a></p>	
<p><b>The person responsible for co-ordinating offsite activities is the member of staff organising the activity and the EVC</b></p>	
<p><b>The person(s) responsible for completion of risk assessments in relation to off-site activities is: the member of staff organising the activity and the EVC</b></p>	
<p><b>The person responsible for signing completed offsite activity risk assessments and confirming approval on the Evolve system is the HT.</b></p>	
<p>For further information please see <a href="http://evolve.edufocus.co.uk/evco10/unknown.asp">http://evolve.edufocus.co.uk/evco10/unknown.asp</a></p>	
<b>4.18: Caretaker and Cleaning Equipment</b>	<p>The school recognises the need to have safe equipment. This includes moving and handling equipment; powered cleaning equipment, power tools, and hand tools.</p>
<p><b>The person(s) responsible for ensuring that equipment is risk assessed, suitable for intended use, safe to use, inspected and maintained in a safe condition is the Caretaker and contracted cleaning company.</b></p>	
<p><b>The person responsible for ensuring instruction, training and supervision is in place for use of equipment is the Caretaker and contracted cleaning company.</b></p>	
<p><b>The person(s) authorised to operate and use is the Caretaker and contracted cleaners</b></p>	
<b>4.19: Grounds Maintenance Equipment</b>	<p><b>Tractors/Tractor Powered Machinery</b></p>
<p><b>The person(s) responsible for ensuring that equipment is risk assessed, suitable for intended use, safe to use, inspected and maintained in a safe condition is the Caretaker and contracted cleaning company.</b></p>	
<p><b>The person responsible for ensuring instruction, training and supervision is in place for use of equipment is the Caretaker and contracted cleaning company.</b></p>	
<p><b>The person(s) authorised to operate and use is the Caretaker and contracted cleaning company.</b></p>	
<b>4.20: Grounds Maintenance Equipment</b>	<p><b>Machinery and Tools</b></p>
<p><b>The person(s) responsible for ensuring that equipment is risk assessed, suitable for intended use, safe to use, inspected and maintained in a safe condition is the Caretaker and contracted garden maintenance company.</b></p>	
<p><b>The person responsible for ensuring instruction, training and supervision is in place for use of equipment is the Caretaker contracted garden maintenance company</b></p>	
<p><b>The person(s) authorised to operate and use is the Caretaker contracted garden maintenance company.</b></p>	
<p><i>For further information please see Health &amp; Safety Guidance Cards HSGC 1/4/5/12/13/15/35</i></p>	

## Health & Safety Policy and Procedures

<p><b>4.21: School Kitchen Catering Equipment</b></p> <p><b>A: Dough mixers, Slicing machines, Potato peelers</b></p>	<p><b>icollege</b> is responsible for the kitchens and the kitchen equipment in all the units. Schools Kitchens must be included as part of a H&amp;S walkthrough by Governors.</p> <p>If there are any concerns in relation to equipment or any other matter in relation to Contracts please contact Corporate Contracts Manager 01635 519411 who will be able to offer assistance to resolve.</p>
<p><b>The person(s) responsible for ensuring that equipment is risk assessed, suitable for intended use, safe to use, inspected and maintained in a safe condition is the Subject Lead.</b></p>	
<p><b>The person responsible for ensuring instruction, training and supervision is in place for use of equipment is the Subject Lead.</b></p>	
<p><b>The person(s) authorised to operate and use is/are the Subject Lead and suitably trained staff.</b></p>	
<p><b>If Contractors, are in place contract monitoring is completed by the SBM or the Subject Lead.</b></p>	
<p><b>B: Catering</b></p>	<p><i>(For completion only by units with an in house catering operation on site)</i></p>
<p><b>The person responsible for monitoring the preparation of food, the nutritional standards of meals and the maintenance of satisfactory hygiene standards is the Subject Lead.</b></p>	
<p><b>The person responsible for checking that suitable and sufficient risk assessments including manual handling, maintenance of equipment, COSHH assessments and first aid requirements are in place is the Subject Lead.</b></p>	
<p><b>4.22: Statutory Checks &amp; Maintenance of Curriculum related equipment</b></p>	<p>The school recognises the need to ensure that statutory inspections, testing and maintenance is completed for relevant equipment.</p> <p><b>a: Curriculum based Laboratory Apparatus and Equipment</b></p>
<p><b>The person(s) responsible for ensuring that equipment is risk assessed, suitable for intended use, safe to use, inspected and maintained in a safe condition is the HoD.</b></p>	
<p><b>The person responsible for ensuring instruction, training and supervision is in place for use of equipment is the HoD.</b></p>	
<p><b>The person(s) authorised to operate and use is the HoD and suitably trained staff.</b></p>	
<p><b>The person(s) responsible for instructing pupils in the safe use of equipment before they use it and checking they use it correctly is the HoD.</b></p>	
	<p><i>Schools are advised to refer to Manufacturer Instructions, maintenance and testing schedules and CLEAPSS <a href="http://www.cleapss.org.uk/">http://www.cleapss.org.uk/</a> guidance in relation to specific requirements for Inspection and Maintenance. Statutory inspections for equipment such as pressure vessels can be arranged through the WBC supplier by contacting <a href="mailto:insurance@westberks.gov.uk">insurance@westberks.gov.uk</a></i></p>
	<p><b>b: Design and Technology Equipment (Resistant and Compliant Materials such as wood and metal).</b></p>
<p><b>The person(s) responsible for ensuring that equipment is risk assessed, suitable for intended use, safe to use, inspected and maintained in a safe condition is the Subject Lead.</b></p>	
<p><b>The person responsible for ensuring Local Exhaust Ventilation (LEV) Equipment is inspected and maintained is the Subject Lead.</b></p>	
<p>Details of arrangements should be recorded in the COSHH Register.</p>	

## Health & Safety Policy and Procedures

	<i>Further information can be obtained from <a href="http://www.hse.gov.uk/lev/">http://www.hse.gov.uk/lev/</a></i>
	<b>The person responsible for ensuring instruction, training and supervision is in place for use of equipment is the Subject Lead.</b>
	<b>The person(s) responsible for ensuring that all machinery is adequately guarded and that the guards are in position when the equipment is in use is the Subject Lead.</b>
	<b>The person(s) responsible for taking out of use and labelling any equipment which is inadequately guarded is the Subject Lead.</b>
	<b>The person(s) authorised to operate and use is the Subject Lead.</b>
	<b>The person(s) responsible for instructing pupils in the safe use of equipment prior to use and checking for correct use are the Subject Lead and relevant staff.</b>
	<i>Schools are advised to refer to Manufacturer Instructions and CLEAPSS <a href="http://www.cleapss.org.uk/">http://www.cleapss.org.uk/</a> guidance in relation to specific requirements for Inspection and Maintenance.</i>
	<i>Further information can also be obtained from WBC Insurance Team <a href="mailto:insurance@westberks.gov.uk">insurance@westberks.gov.uk</a></i>
	<b>c: Design and Technology Equipment (Food Technology and Textiles)</b>
	<b>The person(s) responsible for ensuring that equipment is risk assessed, suitable for intended use, safe to use, inspected and maintained in a safe condition is the Subject Lead.</b>
	<b>The person responsible for ensuring instruction, training and supervision is in place for use of equipment is the Subject Lead.</b>
	<b>The person(s) authorised to operate and use is the Subject Lead and relevant staff.</b>
	<b>The person(s) responsible for instructing pupils in the safe use of equipment prior to use and checking for correct use is the Subject Lead and relevant staff.</b>
	<i>Schools are advised to refer to Manufacturer Instructions in relation to specific requirements for Inspection and Maintenance.</i>
	<b>d: Art and Design Equipment</b>
	<b>The person(s) responsible for ensuring that equipment is risk assessed, suitable for intended use, safe to use, inspected and maintained in a safe condition is the HoD.</b>
	<b>The person responsible for ensuring instruction, training and supervision is in place for use of equipment is the HoD.</b>
	<b>The person(s) authorised to operate and use is the HoD and relevant staff.</b>
	<b>The person(s) responsible for instructing pupils in the safe use of equipment before they use it and checking they use it correctly is the HoD.</b>
	<b>Use of Kiln - Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment including COSHH requirements is the HoD.</b>
	<i>Schools are advised to refer to Manufacturer Instructions in relation to specific requirements for Inspection and Maintenance.</i>
<b>4.23: Premises</b>	<b>icollege recognises the need to provide safe and secure premises <a href="#">at all our units</a></b>



## Health & Safety Policy and Procedures

	and as such a range of issues needs to be considered and managed. We have therefore appointed responsibilities and tasks to designated staff.			
	<b>a: Management of Asbestos</b>			
<b>The person responsible for making arrangements for dealing with asbestos in compliance with West Berkshire Policy and SPAR process is the SBM.</b>				
<b>The person(s) responsible for ensuring that the premises asbestos log is consulted by visiting contractors and other relevant persons is the SBM or H &amp; S Lead, or H &amp; S Co-Ord.</b>				
<b>The Asbestos Register and log for all units is kept at Independence</b> Richmond House Bath Road Newbury Berks RG14 1QY: office@icollege.org.uk				
<b>The person/s responsible for carrying out asbestos materials condition checks are the H&amp;S Co-Ord.</b>				
	<p><i>For further information please see Health &amp; Safety Guidance Cards HSGC 2</i>  <b>b: Health and Safety - The Pressure Systems Safety Regulations 2000</b>          These Regulations give detail of the competence required for Statutory Inspections and maintenance.</p>			
<b>The person responsible to arranging an annual Inspection by a Gas Safe Registered Competent Person to boiler/s under a written scheme of work is the SBM.</b>				
<b>The person responsible for arranging maintenance of boiler/s by a Gas Safe Registered Competent Person under a written scheme of work is the SBM.</b>				
For further information please see Health & Safety Guidance Cards HSGC maintenance schedule for schools or <a href="http://www.hse.gov.uk/pubns/indg261.pdf">http://www.hse.gov.uk/pubns/indg261.pdf</a>				
<b>c: Security</b>	<b>The person(s) responsible for unlocking and locking the building, arming and disarming security alarms is the first to enter and last to leave.</b>			
<b>INSPIRATION</b> Foxglove Way Thatcham Berks RG18 4DH  01635 877114	<b>INTEGRATION</b> 22 Highview Calcot Reading Berks RG31 4XD  01189 416636	<b>INTERVENTION</b> 88 Newtown Road Newbury Berks RG14 7BT  01635 49397	<b>The Pod</b> 88 Newtown Road Newbury Berks RG14 7BT  01635 522748	<b>INDEPENDENCE</b> Richmond House Bath Road Newbury Berks RG14 1QY  01635 48872
<b>d: Repairs and Maintenance</b>				
<b>A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it to the H &amp; S Co-Ord.</b>				
<b>Defective furniture and equipment should be taken out of use immediately, labelled and reported to the H &amp; S Co-Ord.</b>				
<b>The person responsible for ordering repairs, which are the school's responsibility, is the SBM or the Caretaker.</b>				
<b>The person responsible for reporting repairs, which are the responsibility of West Berkshire Council to the appropriate Service is H&amp;S Lead or the SBM.</b>				
<b>The name and telephone number of the school's attached maintenance surveyor is Andy Green, Maintenance</b>				

## Health & Safety Policy and Procedures

and Projects Delivery Manager, 01635 519831.	
<b>e: Water Management</b>	<p><b>icollege</b> recognises the need to have robust procedures in place to ensure that water systems are appropriately managed to prevent legionella. Please refer to WBC Legionella Risk Management Procedure.</p> <p><i>All schools must ensure that Legionella Risk Assessment are completed and regularly reviewed in relation to water management and hot and cold water systems and measures have been introduced to manage the risk of legionnaires disease through the effective implementation of the written scheme.</i></p>
<b>The person responsible for completing checks as identified in the Legionella Risk Assessment and associated written scheme is the H&amp;S Lead.</b>	
<b>The person responsible for ensuring the Legionella Risk Assessment is kept up to date is the H&amp;S Co-Ord.</b>	
For further information please see Health & Safety Guidance Cards HSGC 7/8/37 <a href="http://www.hse.gov.uk/legionnaires/">http://www.hse.gov.uk/legionnaires/</a>	
<b>4.24: Housekeeping and Disposal of Waste</b>	<p><b>icollege</b> recognises the need to have adequate systems to ensure good housekeeping and safe storage and disposal of waste.</p> <p>Rubbish awaiting collection must never be left where it obstructs escape routes or could aid the production and spread of fire and smoke.</p> <p>All staff are responsible for ensuring the good housekeeping of their own workrooms, for example, offices, laboratories, workshops, art studios, drama studios and related storage areas.</p>
<b>Accumulation of rubbish and waste should be reported to is the Unit PM and the Caretaker is responsible for the arrangement for waste disposal.</b>	
<b>The person who should be contacted if circulation routes are obstructed by rubbish is the Unit PM.</b>	
<b>The person responsible for the safe disposal of any <i>hazardous substances or special wastes</i> is the H&amp;S Co-Ord.</b>	
<b>The person responsible for ensuring the safe and appropriate disposal of any <i>clinical waste</i> is the H&amp;S Co-Ord.</b>	
<b>4.25: Outdoor Play Equipment and Outdoor Play areas including School Playing Field</b>	<p><b>icollege</b> recognises the need to provide play equipment that stimulates and challenges students at play but that play equipment also needs to be safe and age appropriate. <b>icollege</b> recognises the need to have adequate systems to ensure play equipment is safe and in good condition and have appointed staff with responsibilities and tasks.</p> <p><i>(See Guidance notes on West Berks Health and Safety Intranet page)</i></p>
<b>The person responsible for selection of play equipment is the unit Lead Teacher.</b>	
<b>The person(s) responsible for inspection of play equipment and recording is the unit Lead Teacher.</b>	
<b>The person(s) responsible for ensuring routine maintenance of equipment is the unit Lead Teacher.</b>	
<b>The person(s) responsible for training staff to supervise use of play equipment is the unit Lead Teacher.</b>	
<b>The person(s) responsible for ensuring there is a suitable and sufficient risk assessment is the unit Lead Teacher and the H&amp;S Co-Ord.</b>	
For further information please see Health & Safety Guidance Cards HSGC 40 <a href="http://www.playinspectors.com/">http://www.playinspectors.com/</a>	



## Health & Safety Policy and Procedures

<p><b>4.26: Electrical</b></p>	<p><b>a: Installation</b> <b>icollge</b> recognises the need to ensure electrical systems in all the units are safe. The fixed electrical installation is tested by a competent person every 5 years as required by the Electricity at Work Regulations 1989. Following this check a certificate is issued to confirm the electrical installation is safe.</p>
<p><b>The person responsible for ensuring the 5 year hard wiring certificate is updated is the H&amp;S Lead.</b></p>	
<p><b>The person responsible for ensuring all deviations reported by Competent Person are corrected is H&amp;S Co-Ord and the H&amp;S Lead.</b></p>	
	<p><b>b: Portable Electrical Equipment</b> <b>icollge</b> recognises the need to ensure portable electrical equipment in the units are safe. Portable electrical equipment is to be visually checked by staff before use and if any defects are noted the item is to be put out of use.</p> <p>In addition the portable electrical equipment is subject to regular checks in line with guidance <a href="http://www.hse.gov.uk/pubns/indg236.pdf">www.hse.gov.uk/pubns/indg236.pdf</a></p> <p>Staff must not bring onto the premises any portable electrical appliances without prior consent of HT or Health and safety Lead. <i>(Schools are advised to agree Policy on this matter and ensure it is communicated to all staff and volunteers)</i>. Such equipment must be PAT tested prior to use.</p>
<p>For further information please see <a href="http://www.hse.gov.uk/electricity/information/testing.htm">http://www.hse.gov.uk/electricity/information/testing.htm</a></p>	
<p><b>The person responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded is the H&amp;S Lead.</b></p>	
<p><b>Person(s) responsible for carrying out formal visual inspection and testing is the H&amp;S Lead.</b></p>	
<p><b>4.27: Control of Substances Hazardous to Health (COSHH)</b></p>	<p><b>icollge</b> recognises the need to manage chemicals safely. The requirement to assess hazardous substances either in use or created by <b>icollge</b> operations is a requirement of the Control of Substances Hazardous to Health (COSHH) Regulations. Hazardous substances are those identified as having an Exposure Limit (WEL), which will include dusts, e.g. pottery, wood etc. and biological hazards.</p> <p>Records of the RA's carried out are kept in COSHH assessment files in the relevant Areas/ Departments and in the relevant standards such as CLEAPSS documentation for both Science and DT (See section 3.14f for essential LEV information).</p> <p>A central record of all COSHH Assessments it to be maintained and located in close proximity to First Aid points.</p>
<p><b>The person responsible for completing COSHH Register and Assessments is the H&amp;S Lead.</b></p>	
<p>For further information please see Health and Safety Guidance Card 7/8 <a href="http://www.hse.gov.uk/COSHH/">http://www.hse.gov.uk/COSHH/</a></p>	
<p><b>4.28: Display Screen Equipment (DSE)</b></p>	<p><b>icollge</b> recognises the need to have appropriate procedures in place to provide display screen equipment that is compliant to the regulations and safe for staff and pupils to use.</p> <p>Any member of staff who is a 'user' as defined by the Display Screen Equipment (DSE) regulations, which lays down specific requirements for workstations incorporating computers and equipment that requires good ergonomics such as chairs and desks must complete a DSE Assessment. A 'user' is someone who is employed to work on a computer for a significant part of their working day. <a href="http://www.hse.gov.uk/msd/dse/guidance.htm">http://www.hse.gov.uk/msd/dse/guidance.htm</a></p>
<p><b>The competent (trained) person responsible for carrying out display screen equipment risk assessments is the H&amp;S Co-Ord.</b></p>	
<p><b>The person responsible for implementing the requirements of the risk assessment is the H&amp;S Co-Ord.</b></p>	

## Health & Safety Policy and Procedures

<b>4.29: Personal Protective Equipment (PPE)</b>	<p><b>icollege</b> recognises the need to provide suitable PPE, where necessary and that PPE should be considered a last resort in favour of removing or reducing risks or providing collective protection measures etc.</p> <p>PPE examples include protective gloves, aprons, protective goggles, protective shoes or boots and high visibility jackets. In relation to use of chemicals Safety Data Sheets provide information as to the PPE required. In relation to equipment please refer to manufacturer's instructions. In relation to Curriculum activities CLEAPSS also gives guidance. Suitable PPE will be provided free of charge, where identified as necessary in a risk assessment.</p> <p>All employees are responsible for informing their line manager as soon as they become aware of a need to repair or replace PPE, which they use.</p>
<p><b>The persons responsible for inspecting PPE and replacing personal protective equipment when it is worn out are the staff leading the activity.</b></p>	
<p><b>The person responsible for making arrangements for laundering soiled PPE are the staff leading the activity.</b></p>	
<p><i>For further information please see H&amp;S Guidance Card 15 or <a href="http://www.hse.gov.uk/toolbox/ppe.htm">http://www.hse.gov.uk/toolbox/ppe.htm</a></i></p>	
<b>4.30: Visitors</b>	<p><b>icollege</b> recognises the need to keep visitors, staff and pupils safe when on <b>icollege</b> premises. On arrival all visitors should report to reception where they will be:</p> <ul style="list-style-type: none"> <li>• Asked to sign the visitors book upon entry and exit of the building</li> <li>• Issued with an identification badge whenever possible</li> <li>• Issued with relevant health and safety information</li> </ul> <p>Reception should enquire whether visitors require any additional support.</p>
<b>4.31: Building &amp; Construction Work</b>	<p><b>icollege</b> recognises that improvement works will be required from time to time and will ensure that appropriate permissions are sought from all relevant parties.</p> <p><i>Schools undertaking Building Projects that fall within Construction (Design and Management) Regulations 2007 CDM must ensure they fulfil the legal requirements.</i></p> <p><a href="http://www.hse.gov.uk/construction/cdm/2015/index.htm">http://www.hse.gov.uk/construction/cdm/2015/index.htm</a></p>
<p><b>The person responsible for submitting proposals to WBC Education Department via the School Premises Alteration Request SPAR process (if applicable) for approval is the SBM.</b></p>	
<p><i>Further information can be obtained from <a href="http://intranet/index.aspx?articleid=25302">http://intranet/index.aspx?articleid=25302</a></i></p>	
<b>4.32: Management of Contractors on School Site</b>	<p><b>icollege</b> recognises the need to select and appoint competent contractors to carry out work on its behalf.</p> <p><i>Schools must ensure they use competent contractors and should refer to using CHAS or SSIP mentioned above in the Health &amp; Safety Level 2 Service.</i></p> <p><a href="https://www.chas.co.uk/">https://www.chas.co.uk/</a></p> <p><a href="http://ssip.org.uk/">http://ssip.org.uk/</a></p>
<p><b>The person responsible for selecting contractors and vetting contractors health and safety, policies, procedures, risk assessments, method statements and past health and safety performance is the SBM.</b></p>	
<p><b>The person(s) supervising and monitoring Contractors are the SBM and unit Pastoral Managers and Admin Support.</b></p>	
<b>4.33: Vehicles</b>	<p><b>a:</b> All staff who use their own vehicles for any purposes in relation to the school MUST carry business use insurance. This includes HT's, AHT's and Teachers and some support staff. It is irrelevant as to whether this happens in the school day or after hours e.g. sports activities etc.</p> <p><b>b:</b> If staff transporting students in their own vehicles, in addition to business insurance; Insurers</p>

## Health & Safety Policy and Procedures

	<p>may need to be made aware of the fact that students are being transported, as part of the business of working in a school, and given an indication of the frequency, duration and numbers transported.</p> <p><b>c:</b> They may well ask for an annual declaration and charge additional premium in order to cover this. Your Insurance being invalidated.</p> <p><b>d:</b> School minibuses can only be driven by suitably qualified staff who have a driving licence appropriate for the vehicle, usually D1 (or D) PCV entitlement and have completed a minibus course though WBC.</p> <p><i>Purchase of a Section 19 of the Transport Act 1985 permit from WBC is required. All of the above requirements should be the preferred option. Several schools run and are prepared to loan their minibus out for a cost effective charge.</i></p> <p>The link below is to further guidance on operating/driving school mini-buses.  <a href="https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/494266/Driving_school_minibuses_and_advice">https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/494266/Driving_school_minibuses_and_advice</a></p> <p><b>e:</b> The HT is responsible, in conjunction with the driver, for ensuring that vehicles kept or hired by the school are operated in accordance with the law and any West Berkshire guidance.</p> <p><i>School owned, hired or leased minibuses or coaches are only to be used for approved journeys and must always display the S19 permit on the bus.</i></p>
	<b>Employees who are required to use their private vehicles for official business are responsible for gaining authorisation from SBM, H&amp;S Co-Ord (prior to the first use of any vehicle).</b>
	<b>The authorising individual SBM, H&amp;S Co-Ord will ensure that the driver has a valid licence, appropriate insurance, no known medical conditions that affect their ability to drive and that the vehicle is roadworthy and fitted with a suitable seat belt for each passenger.</b>
	<b>The person responsible for arranging insurance and maintenance of school vehicles to the standards laid down by the Local Authority - N/A.</b>
	<b>The person responsible for authorising the use of the school minibus, ensuring risk assessments are completed, that drivers have passed the minibus test and no known medical conditions that affect their ability to drive.</b>
	<b>The person responsible for maintaining a list of authorised drivers of school vehicles who have Section 19 permit is the SBM.</b>
	<i>Further guidance can be obtained from the Senior Transport Service Officer (Risk), Highways and Transport, WBC. Telephone 01635 519106</i>
<b>4.34: Stress</b>	<b>icollege</b> recognises that educational establishments can sometimes be a challenging place to work and are aware of the need to manage stress appropriately.
	<i>For further information please see Health and Safety Guidance Card 23, the model Stress Policy for Schools or <a href="http://www.hse.gov.uk/stress/index.htm">http://www.hse.gov.uk/stress/index.htm</a></i>
	<b>The persons responsible for monitoring absence owing to stress related illness is the HT or the SLT.</b>
	<b>The person responsible for completing a stress risk assessment is the the HT or the SLT.</b>
<b>4.35: Bullying/ Harassment</b>	Such Incidents should be recorded on LogAnIncident <a href="http://www.loganincident.org/">http://www.loganincident.org/</a>
	<b>The school's policy on behaviour (including bullying) is kept Staff Handbook: online drive and hard copy policy file in each unit.</b>
	<b>Records of bullying incidents and action taken are reported by each unit's PM and LT</b>
<b>4.36: Lettings</b>	<i>Please refer to CREST Guidance for further information</i>

## Health & Safety Policy and Procedures

The person responsible for co-ordinating lettings of the premises in accordance with lettings procedure is the SBM.	
The person responsible for informing other users of the presence of any hazards which have not been rectified is the H&S Co-Ord, and H&S Lead or all staff to SLT.	
The person responsible for checking that the premises are left in a reasonable condition by other users before locking up is the LT or PM of each unit or a member of the SLT.	
<b>4.37: Noise</b>	<i>Guidance regarding noise and workplace exposure limits can be obtained from the Health and Safety Team for schools.</i>
Any employee concerned about the noise levels at work should report the matter to the SLT.	
<i>For further information please see H&amp;S Guidance Card 13, or <a href="http://www.hse.gov.uk/noise/index.htm">http://www.hse.gov.uk/noise/index.htm</a></i>	
<b>4.38: Lone Working</b>	See Lone Working Policy
The person responsible for ensuring risk assessments are prepared and implemented for lone working activities to include site staff and teaching staff is the H&S Coord.	
<b>4.39: Audit, Review, Performance Measurement and Action Plan</b>	
The person responsible for carrying out the review of the Statement of Intent and its implementation in icollege is the HT with the relevant staff.	
The person responsible for ensuring that relevant health and safety information is provided to the Management Committee is the HT, H&S Coord, H&S Lead.	
The person/s responsible for compiling and implementing the schools health and safety action plan, including action for improvements in the appropriate development is the H&S Lead.	
Employee absence statistics (i.e. non-confidential) for the purposes of performance management are kept by the SBM.	
<b>5: Associated Policies</b>	Critical Incidence Plan inc Guidance for Specific Incidents ICT & Online Safety Policy <b>G16</b> Lockdown Procedures <b>D2</b> Medical Conditions Policies <b>CS8</b> Persistent Complaints Policy <b>G20</b> Visitors/Contractors Information <b>G35</b> First Aid Policy

### 6: Appendix 1 Level 2 Health & Safety SLA summary

	<b>icollege</b> has a named, dedicated and professional Health and Safety Adviser as required by The Management of Health and Safety at Work Regulations. The H&S Advisor provides on site support and advice, guiding and prioritising the integration of an effective and efficient safety management system and documentation in support of the Health & Safety Policy.
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## Health & Safety Policy and Procedures

	<p>The H&amp;S Adviser will arrange and complete a Health and Safety Needs Assessment of all <b>icolllege</b> units to help to identify the strengths and areas for improvement in the existing arrangements. The H&amp;S Adviser will continue to work closely with the <b>icolllege</b> to help plan, develop and implement the Health &amp; Safety Policy and identify the areas for improvement.</p> <p><b>West Berkshire Council Schools H&amp;S Team responsibilities are:</b></p> <ol style="list-style-type: none"> <li>Developing health and safety policies, procedures and guidance.</li> <li>Providing health and safety advice.</li> <li>Safety inspections / needs assessments of schools and other premises where staff work.</li> <li>Provide technical input and support to health and safety committees.</li> <li>Facilitate the Education Health and Safety Panel.</li> <li>Receive and record accident and incident reports.</li> <li>Assists Head Teachers in investigating accidents and incidents.</li> <li>Report to relevant persons on health and safety incidents and issues.</li> <li>Provide health &amp; safety update reports to senior management.</li> <li>Develop and deliver training.</li> <li>Liaise with partners and external agencies including other Council's, Health and Safety Executive, Fire Brigade, Police etc.</li> </ol>
<b>A1.1: icolllege H&amp;S Policy:</b>	<b>The H&amp;S Adviser will:</b> Review the <b>icolllege</b> H&S policy in line with the LA Safety Policy, and ensure it: conforms to appropriate local and legislative requirements; identifies key commitments with current signature; the policy, organisation and arrangements are carried out and accurately reflect practice.
<b>A1.2: Safety Organisation:</b>	<b>The H&amp;S Adviser will:</b> Review and provide documentation that identifies how health and safety is/shall become 'embedded' in daily operations at all <b>icolllege</b> units. Identify key staff tasked with health and safety responsibilities who have been appointed by the HT.
<b>A1.3: Planning and implementing:</b>	<b>The H&amp;S Adviser will:</b> Review the existing arrangements; ensure <b>icolllege</b> adequately documents the standards and procedures required for a safe place of work. Following written review and prioritisation of issues, help <b>icolllege</b> to progress the areas for improvement by providing support and guidance.
<b>A1.4: Health and Safety Risk Assessment:</b>	<p><b>Following will be organised by the SBM</b></p> <p><b>The H&amp;S Adviser will:</b> Provide <b>icolllege</b> with initial or refresher training to nominated persons regarding completion of <i>local</i> Risk Assessments. Provide on-site review of <b>icolllege</b>'s risk assessments, to support their completion.</p> <p>Provide basic refresher training to nominated groups of key staff. Ensure a practical understanding of the training by jointly completing several specific health and safety risk assessments required by <b>icolllege</b>. Provide support and guidance in terms of prioritising risk assessments to be completed or reviewed etc.</p>
<b>A1.5: Response time</b>	<p><b>The H&amp;S Adviser will:</b> Provide general telephone health and safety advice as required (where the topic is of a specific nature, additional time may be required for a detailed response following the initial call).</p> <p>Whilst every endeavour will be made to provide an immediate answer to health</p>

## Health & Safety Policy and Procedures

	<p>and safety queries via telephone/email, requests may require additional research time. Therefore, where it is not possible to provide an answer of sufficient depth at the time of the call, or the same day, every endeavour shall be made to provide a follow-up call the next working day.</p> <p>Should the associated risk to safety or health warrant a school visit, this shall be arranged by the Health and Safety Team.</p>
<b>A1.6: Fire Management:</b>	<p><b>Following will be organised by the H &amp; S Lead</b> <b>The H&amp;S Adviser will:</b></p> <p>Receive an annual visit to complete a review of the schools Fire Risk Assessment (FRA) with the appointed staff Health and Safety Advisor.</p> <p>Complete a site inspection to verify recommendations have been implemented. Discuss any issues outstanding and how to address these.</p> <p>Help <b>icollge</b> to complete an assessment to ensure there are adequate numbers of appropriately trained staff to deal with fire safety issues.</p> <p>Provide Fire Awareness training to school staff at an agreed time and date on site.</p>
<b>A1.6: Asbestos Management:</b>	<p><b>Following will be organised by the SBM</b> <b>The H&amp;S Adviser will:</b> Carry out an annual visit to complete a condition check of ACM (Asbestos Containing Materials)</p> <ul style="list-style-type: none"> <li>• Review the Asbestos Management Plan</li> <li>• Review the Asbestos Register</li> <li>• Review the Asbestos Survey</li> <li>• Review any asbestos related risk assessment <b>icollge</b> may have in place will be reviewed to ensure it is correct and relevant.</li> <li>• Provide tool box talks to your staff to allay any fears they may have regarding retained ACMs and also to highlight their responsibilities in respect of Health and Safety regarding asbestos if required.</li> </ul>
<b>A1.7: Legionella Management</b>	<p><b>Following will be organised by the SBM</b> <b>The H&amp;S Adviser will:</b></p> <p>Carry out an annual site visit to complete a review of the legionella risk assessment and check that <b>icollge</b> are working within the written scheme suggested and in line with the recommendations of the risk assessment.</p>
<b>A1.8: Playground Equipment</b>	<p><b>Following will be organised by the SBM</b> <b>The H&amp;S Adviser will:</b></p> <p>Carry out an annual visit to complete a playground equipment inspection with relevant staff to ensure staff are confident with what should be checked, what should be recorded and what action to take.</p> <p>Review the playground equipment risk assessment to ensure it is suitable and sufficient. This will give a specific opportunity for any concerns to be discussed and queries answered. On-site training and support to staff can be provided if required.</p>
<b>A1.9: First Aid</b>	<p><b>The H&amp;S Adviser will:</b></p> <p>Offer support and assistance to ensure <b>icollge's</b> first aid risk assessments are in place and up to date and an appropriate number of staff are identified and trained to deliver first aid.</p>
<b>A1.10: Accident / Incident investigation</b>	<p><b>The H&amp;S Adviser will:</b></p> <p>Offer full on-site support and advice during an accident investigation for a serious accident or enforcement action by an enforcing authority such as the</p>

## Health & Safety Policy and Procedures

and enforcement action	Health and Safety Executive.
<b>A1.11: Health &amp; Safety Guidance Cards</b>	<b>icollege</b> will receive access to all Health & Safety Guidance Cards located on SLA Online.
<b>A1.12: CREST</b>	CREST is provided to all <b>icollege</b> units to allow them to record and monitor accidents/incidents this must be used as failure to do so could invalidate insurance cover.
<b>7: Appendix 2 Useful links</b>	
<b>A2.1: CHAS</b> <a href="http://www.chas.co.uk/">http://www.chas.co.uk/</a>	<p>CHAS - an organisation that assesses health and safety competence, assesses applicants their; health and safety policy, organisation for health and safety and their specific health and safety arrangements to a standard acceptable to LA buyers and others.</p> <p>CHAS can be used to complete the initial health and safety application process and help select a competent contractor or supplier. <b>icollege</b> must check they are competent to carry out projects by checking they have appropriate experience and take references etc.</p>
<b>A2.2: Other sources of information:</b>	<p>Schools Health and Safety Team <a href="mailto:Schoolshealthandsafety@westberks.gov.uk">Schoolshealthandsafety@westberks.gov.uk</a> Schools Health and Safety Web-pages <a href="http://www.westberks.gov.uk/index.aspx?articleid=21749">http://www.westberks.gov.uk/index.aspx?articleid=21749</a></p> <p>Evolve Team (Hampshire County Council) <a href="http://www.westberks.gov.uk/index.aspx?articleid=8113">http://www.westberks.gov.uk/index.aspx?articleid=8113</a></p> <p>Property Services <a href="mailto:PropertyHelpdesk@westberks.gov.uk">PropertyHelpdesk@westberks.gov.uk</a></p> <p>CYP Education Assets Team <a href="mailto:educationassets@westberks.gov.uk">educationassets@westberks.gov.uk</a></p> <p>Insurance Team - <a href="mailto:Insurance@westberks.gov.uk">Insurance@westberks.gov.uk</a></p> <p>2018_WBC Fire Logbook</p>
<b>A2.3: First Aid additional info</b>	<p>These arrangements will be recorded in a First Aid Risk Assessment. For more information see Appendix 2</p> <p>The WBC pro-forma for schools can be found on the Health and Safety Intranet pages. An online first aid risk assessment tool can be found here:</p> <p><a href="https://www.sja.org.uk/sja/training-courses/requirements-calculators/calculator.aspx">https://www.sja.org.uk/sja/training-courses/requirements-calculators/calculator.aspx</a></p> <p>Specific advice for schools can be found at the following address: <a href="http://www.education.gov.uk/schools/pupilsupport/pastoralcare/health/firstaid">http://www.education.gov.uk/schools/pupilsupport/pastoralcare/health/firstaid</a></p> <p><b>First Aid Guidance Card on SLA Online</b></p> <p>The core elements (accident/incident reporting, advice and safety auditing) of the Level 1 Health and Safety Service are provided free to all WBC schools. Level 1 schools will be required to complete a regular return to WBC to confirm they have appropriate and effective health and safety management systems in place. <i>Health and Safety Training can be bought at exceptionally good value on a cost per person per course basis or schools can request a quotation via SLA Online for bespoke or onsite health and safety training.</i></p> <p><b>Service provided</b> <b>Advice</b> - A remote' service i.e. no 'in depth' support on site, services provided via email and/or telephone.</p>

## Health & Safety Policy and Procedures

	<p><b>Training</b> - The Health and Safety Team run school specific health and safety courses, which are accessible to Level 1 schools and Academies for a fee. Further details of courses available and costs can be obtained from CYP Training <a href="http://www.westberks.gov.uk/index.aspx?articleid=26909">http://www.westberks.gov.uk/index.aspx?articleid=26909</a></p> <p>Online health and safety courses can be accessed here <a href="http://intranet/index.aspx?articleid=19785">http://intranet/index.aspx?articleid=19785</a></p> <p><b>Health and Safety Audit (Needs Assessment)</b> - <b>icollege</b> receives a health and safety audit designed to assess and measure levels of compliance with health and safety legislation and best practice. An associated action plan helps prioritise the <b>icollege</b> improvement plan.</p> <p><b>CREST</b> - The CREST system is provided to <b>icollege</b> allowing them to record and monitor incidents. Schools must use the system. Failure to use the CREST system appropriately may invalidate a schools insurance cover with the Council.</p>
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### Keeping Children Safe in Education2020

All staff with the iCollege take seriously their responsibility to protect and safeguard the welfare of children and young people in their care; this includes protecting children from maltreatment; preventing impairment of children's Mental and Physical health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.

8: Change Record				
Version Number	Date Approved	MC Minute Reference	Description of Amendments	Review Date
1.0	H&SPIT 14.11.17	MC30.11.17	Adapted from the West Berkshire model Health & Safety Policy WBCS_HSP01 V1.0	Sept 2017
2.0	H&SPIT 15.1.19		Dates	Jan 2019
3.0				

<b>Approved by:</b>	Full MC
<b>Date:</b>	15/12/2020
<b>Review date:</b>	December 2021