



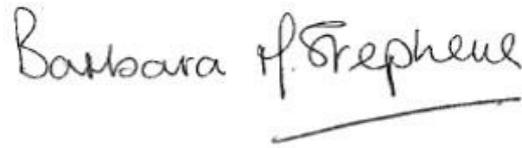
# **ENERGY COAST UTC**

## **HEALTH & SAFETY POLICY**

**2017-2019**

**Approved:** Barbara Stephens, Chair of Governors

**Signed:**

Handwritten signature of Barbara H. Stephens in black ink, with a horizontal line underneath.

**Date:** April 2017

**Date for Review:** April 2019

**Revision History:**

Revision History			
Revision	Date	Owner	Summary of Changes
1	April 2014	NF	New
2	April 2015	NF	Reviewed
3	April 2017	MR	Reviewed
4			
5			

This statement of Safety Policy is produced in respect of the Energy Coast UTC and forms the basis of future planning and implementation of health and safety matters within the UTC.

#### 1. STATEMENT OF GENERAL POLICY

The Governing Body working in conjunction with information, procedures and codes of practice as identified in the Health and Safety Manual is responsible for setting out the overall policy as far as the UTC is concerned.

The planning and implementation of the policy is the direct responsibility of the Principal, ensuring the Managers, Teachers and Supervisors at all levels and all employees fulfil their duties to co-operate with it. Arrangements will also be made to bring it to the notice of staff, including new employees and supply teachers.

The Governors recognise the need to consult staff on health and safety matters and the need to consult individuals before allocating particular health and safety functions. This will be achieved by discussion through the UTC's health and safety committee. It is the Governors' policy to take all steps within their power to prevent personal injury, health hazards and damage to property. It is also the Governors' policy to extend this protection to students, contractors and members of the public from foreseeable risks.

The Governors recognise their responsibility under the Health and Safety at Work etc. Act so far as is reasonably practicable to:

- a) Provide plant, equipment and systems of work that are safe and without risk to health.
- b) Make arrangements for ensuring so far as is reasonably practicable and without risks to health, the handling, storage and transportation of articles and substances.
- c) Provide adequate training, information, instruction and supervision so far as is reasonably practicable to enable all staff employed in the UTC and students to perform their work safely and efficiently.
- d) Promote the development and maintenance of sound safety, health and welfare practices.
- e) Maintain the premises in a condition that is safe and without risks to health and the maintenance of access to and egress from the premises.
- f) Provide and maintain a working environment that is so far as reasonably practicable safe without risks to health and adequate as regards welfare facilities for staff and students.
- g) Ensure sufficient funds are available to provide as necessary protective clothing/equipment to all staff employed in the UTC for the safe use of machinery, equipment and substances.
- h) Maintain a close interest in all health and safety matters insofar as they affect activities in the premises under the control of the UTC.

The Governors will require the Principal to present an annual management audit on health and safety matters in order to determine the strengths and weaknesses and to determine the way forward.

## 2. ORGANISATION

The Governors recognise the need to identify organisational arrangements in the UTC for implementing, monitoring and controlling health and safety matters. The Governors must also ensure that the UTC budgets reflect the finance necessary to implement health and safety matters. A summary of the individual duties including reporting arrangements and hence the organisation and accountability are as follows:

### 2.1 The Principal

2.1.1 The Principal is responsible and accountable to the Governors for implementing the UTC safety policy and for all matters relating to health, safety and welfare within the establishment.

2.1.2 The day-to-day management of health and safety matters will be delegated to the Facilities Co-ordinator.

2.1.3 The Principal must be aware of all contracts and/or third parties entering the UTC to undertake maintenance, service, or works contracts. This duty will be delegated to the Facilities Co-ordinator.

When contractors carry out building or plant maintenance work, it is the employer's responsibility to ensure that a competent contractor is employed and to oversee the planning and safe execution of the work.

2.1.4 The Governors will require the Principal to ensure the UTC's safety policy is effectively implemented and understood at all levels. The policy must be regularly monitored, effectively controlled and revised as necessary.

2.1.5 The Principal is responsible for ensuring that all new, amended or updated material regarding health and safety matters is brought to the attention of the relevant personnel immediately upon receipt.

It is imperative that the Principal carries this out.

2.1.6 The Principal must ensure that the agreed procedure for reporting all defects, hazards and problems regarding health and safety matters functions efficiently and effectively.

2.1.7 The Principal will be a member of the UTC Health and Safety Committee as necessary to resolve uncertain areas of responsibility, considering problems or recommendations and referrals from the Governing Body. This role may be delegated to the Facilities Co-ordinator, including the chairing of the committee.

2.1.8 The Principal will seek advice, when appropriate, from outside agencies that are able to offer expert opinions.

2.1.9 The Principal shall have the right to stop what is considered unsafe practices, or the use of plant, tools, equipment, machinery, etc., which he/she considers to be unsafe.

2.1.10 The Principal shall make arrangements for improvements to premises and (in discussion with appropriate members of staff) plant, tools, equipment, etc., which are considered to be unsafe.

2.1.11 The Principal with the Health and Safety Committee shall review from time to time:

a) The provision of First Aid in the UTC.

b) Fire and evacuation procedures.

2.1.12 The Principal will monitor and inform the Governing Body that appropriate training has been or will be given to staff to enable them to fulfil their responsibilities. This must include new appointments and transfer of staff within the premises to other functions.

2.1.13 The Principal will ensure that in all schemes of work for students, including work experience, arrangements are in place regarding the adequate information, instruction, training and supervision for health and safety matters.

2.1.14 The Principal will consult with approved trade union representatives on all health, safety and welfare matters and co-operate with them in the execution of their duties.

## 2.2 Facilities Co-ordinator

2.2.1 To be responsible for co-ordinating all contractual work and maintenance carried out on UTC premises. To liaise with UTC Leaders and to ensure safety procedures and policy agreements are adhered to.

2.2.2 To ensure that strict procedures are laid down for building work such as roofing, excavation and drainage, alterations to building structures, refurbishments and renovations or remodelling schemes.

2.2.3 To ensure good communication exists within the UTC concerning contractors on education premises.

2.2.4 To be responsible for health and safety matters regarding "Grounds Maintenance Service Contracts".

2.2.5 To be responsible for compiling a UTC "Buildings Register" identifying known hazardous substances and materials (e.g. asbestos, lead, flammables, etc.). The UTC Registrar will keep this register.

2.2.6 To be responsible for ensuring that where showers have not been used for 2/3 days, flushing is carried out in accordance with details in the section on Legionnaire's Disease in the Health and Safety Manual. They should also be aware of the HSE Guidelines HS(G)70 "The Control of Legionellosis" and of the need to carry out risk assessments of the premises.

2.2.7 To be responsible for ensuring competent persons or specialist are consulted as necessary to advise on health and safety matters. Areas of concern are likely to be technical issues, sampling, monitoring and auditing requirements.

2.2.8 To be responsible for ensuring that a property survey of the UTC premises is carried out and that regular termly inspections are completed with defects reported accordingly.

## 2.3 Nominated Vice Principal

To be responsible for the operation of emergency procedures and the evacuation of UTC premises.

## 2.4 Directors of Learning

2.4.1 Directors of Learning are responsible and accountable to the Principal for all matters relating to health, safety and welfare within their departments. Heads of Year are similarly responsible and accountable in respect of areas that are designated “pastoral” areas as opposed to being “departmental” areas.

2.4.2 In the exercise of this responsibility Leaders must ensure that:

- i. All staff under their control receive instruction in their duties, regarding health and safety matters.
- ii. All staff under their control are adequately trained to carry out their duties efficiently and effectively.

This is extremely important for staff who operate, use or instruct in the use of plant, machinery and equipment, or staff who use, handle and store hazardous substances/chemicals.

iii. Directors of Learning must be aware of regulations, codes of practice and guidance notes appropriate to their specialist areas.

iv. Directors of Learning are responsible for producing their own departmental safety policy, defining safe working arrangements and bringing it to the attention of members of staff including new entrants, supply teachers, etc.

v. Directors of Learning are responsible for ensuring all statutory notices, placards, regulations and safety signs are displayed as appropriate to their workplace.

This will include arrangements for facilities such as first aid equipment, protective clothing/equipment, registers, log books, etc.

2.4.3 Under section 6 of Health and Safety at Work etc. Act, Directors of Learning are responsible for ensuring that everything received from suppliers – machinery, equipment, substances, etc. – is accompanied by adequate information and instruction prior to use.

2.4.4 Directors of Learning must report to the Principal or Facilities Co-ordinator all problems, defects and hazards.

2.4.5 Directors of Learning and Heads of Year must ensure that a copy of the Fire Drill procedures and assembly point are prominently displayed in all rooms and areas for which they are responsible.

2.4.6 Directors of Learning must carry out regular safety inspections of the department. Priorities must be given to plant, machinery, equipment, electrical appliances and risk assessments to include use of substances. The EC Directives will require that Directors of Learning carry out regular risk assessments in their departments.

The assessment must take into account not only substances used but also operational practices to include machinery, plant, equipment and methods of work. Advice on appropriate risk assessments will be provided by the Facilities Co-ordinator.

2.4.7 Report and if appropriate make recommendations to the Principal or Facilities Co-ordinator on any practices, premises, equipment, etc., which give rise to risks to health and safety.

2.5 Specialists and Technicians

2.5.1 Teaching staff and Technicians are responsible and accountable to their Directors of Learning for the implementation of the UTC safety policy in the performance of their duties.

2.5.2 They must be familiar with the UTC Health and Safety Policy, the implications of that policy and equally any procedures, arrangements and practices relating to their department.

2.5.3 They must conform to responsibilities as laid down in their own departmental policy and safe working arrangements.

2.5.4 They must ensure that where conditions apply, all students or persons under their control receive instruction and are provided with on-the-job training to enable them to operate in a safe and efficient manner.

2.5.5 They must report to their Directors of Learning, using the agreed procedure, all problems, defects and hazards that are brought to their notice.

2.5.6 Supply teachers must be made aware of any special arrangements and procedures relating to their work before commencing work.

## 2.6 Facilities Co-ordinator

2.6.1 The Facilities Co-ordinator (FC) is responsible and accountable to the Principal for all matters relating to health, safety and welfare within the sphere of his activity.

2.6.2 The FC must ensure he/she is familiar with the UTC health and safety policy and that cleaning staff (contractual) are equally aware of any implications of the policy as it affects their work activities (e.g. storage arrangements, materials, equipment, substances, etc).

2.6.3 The FC must report to the Principal using the UTC's procedure any defects or hazards that are brought to his/her notice.

2.6.4 Under section 6 of HASAW etc. Act, the FC is responsible for ensuring that everything received from suppliers (for direct UTC use), machinery, equipment, substances, etc., is accompanied by adequate information and instruction prior to use (NB. Use of Manufacturers' data Sheets).

2.6.5 In the case of direct labour, the FC is responsible for ensuring that staff under his control are adequately informed, instructed and trained in using all such items before actual use.

2.6.6 The Facilities Co-ordinator must inform the Principal (or delegated person or registrar) whenever contractors are due to enter the UTC to undertake maintenance, service or works contracts.

2.6.7 The Facilities Co-ordinator should also be familiar with his/her duties and responsibilities – A Statement of Safety Policy for Premises Officers, Assistant Premises Officers and part-time Premises Officers should be in place.

## 2.7 Kitchen Manager/Manageress

2.7.1 Must familiarise him/herself with the UTC's Safety Policy and what it means to their work activities.

2.7.2 He/she must work in conjunction with any Policy Statement, health and safety rules and guidance issued by the UTC.

2.7.3 He/she will ensure that all kitchen staff are instructed and informed to work in accordance with this document.

2.7.4 He/she should be familiar with the Food Safety Act 1990 and the implications as far as the UTC is concerned.

2.7.5 The Kitchen Manager/Manageress must inform the Principal of the UTC or Facilities Co-ordinator of any potential hazard or defects.

2.7.6 It is extremely important that new entrants/employees or part-time assistants are aware of health and safety practices and procedures within the kitchen.

## 2.8 Safety Representatives

2.8.1 The Safety Representatives will be encouraged by the Principal to fulfil their duties as well as being released for any appropriate training. The Principal will also consult regularly with the Safety Representatives on health and safety matters. This will normally be done via the UTC Facilities Co-ordinator.

2.8.2 He/she will be entitled to inspect the UTC in accordance with the agreed Trade Union procedures/agreement.

2.8.3 The timescales for such inspection, monitoring and auditing procedures will be defined and arranged through the UTC Health and Safety Committee.

2.8.4 The Safety Representatives have the right to receive any subsequent reports regarding accidents, injuries and any inspections carried out by the HSE or other authoritative bodies.

## 2.9 UTC Staff/Employees

2.9.1 All staff/employees must be aware of what is expected of them and in particular in relation to the department in which they work. Departmental procedures and practices must be clearly defined, with adequate instruction and training provided as necessary.

2.9.2 All staff/employees have responsibilities under the Health and Safety at Work etc. Act and are asked to report any possible hazards or defects to the Principal or to the Facilities Co-ordinator.

2.9.3 All staff/employees will be given access to the UTC's health and safety policy and are asked to make themselves familiar with all documents relating to health and safety in the UTC. They should pay particular attention to sections of the Health and Safety Manual as it relates to their particular working activities.

2.9.4 Copies of the UTC Health and Safety Policy and Manual will be available at all times in the staffroom and Facilities Co-ordinator's office.

Copies of individual sections of the Manual, relevant to specific departments, will be lodged with the Subject Leader.

## 2.10 Role of Specialist Advisers

2.10.1 The Governors recognise there will be occasions when the UTC will require specialist advice on air monitoring, local exhaust ventilation systems (LEV) specific inspections, etc. The procedures to be adopted and recommendations for outside advice will be decided and clarified at UTC Safety Committee level.

## 3. ARRANGEMENTS

3.1 The Governors recognise that the way forward in achieving effective management of the UTC Health and Safety Policy and the arrangement necessary to fulfil the obligation is through the UTC "Safety Committee".

The Safety Committee will include:

- Governor responsible for health and safety matters
- Principal (or delegated to the Business Director)
- Facilities Co-ordinator
- Safety Representatives

If no technical input is available from the Facilities Co-ordinator, the Director of Learning for Science or Engineering should be included.

### 3.2 General Matters

#### 3.2.1 Accident Reporting/Investigation

The reporting procedure will be in accordance with the policy as laid down in Section A1 of the Health and Safety Manual. This procedure must be brought to the attention of Directors of Learning. A copy should be attached to the departmental safety policy.

#### 3.2.2 First Aid Provision

The arrangements for first aid in College will be in accordance with the approved Code of Practice with first aid boxes located in high-risk areas (e.g., Science, Engineering, PE, Kitchens, etc.)

#### 3.2.3 Fire Precautions

The arrangements for general fire safety will be in accordance with the approved Code of Practice. The UTC "Fire Log-Book" will be used to record tests, drills, training, visits by the Fire Brigade, etc.

#### 3.2.4 Housekeeping (Cleaning Arrangements)

School leaders will find procedures to be adopted as shown in the appropriate section of the Health and Safety Manual. They will make regular checks of their department maintaining tidy work areas, adequate storage and cleaning arrangements that conform to requirements.

### 3.3 Training Arrangements

Training must always be viewed as a constant requirement, based on the ability to recognise who requires it and when. New employees/entrants and supply staff will require either a level of awareness relevant to their task or a more in-depth training programme.

New technology, legislation, regulations and standards are all factors that determine a fresh approach to training requirements and indeed a re-training programme for existing staff.

There are various categories of training requirements in college. They can be defined as induction training, informative/awareness training and specific “hands-on” training.

Induction Training will apply to new employees or transfer of employees to another department. They will need to be shown over the department, made aware of policies and procedures, fire precautions, first aid and welfare arrangements.

Informative/Awareness Training. A more in-depth approach, in-house training, showing staff what they must and must not do. Providing supervision until they gain an understanding of what is required. Making them aware of their tasks, providing written procedures and arrangements.

Specific Training. This is a “hands-on” training approach where it is recognised by the Governors that employees will require an accepted level of competence to perform their tasks.

- i) Engineering & Construction – Employees who have recourse to use, instruct and operate dangerous machinery/equipment, e.g., woodwork, metalwork, heat treatment, will be required to hold the AACDT certificate.
- ii) Science, Microbiology – Employees will be required to be trained in biological hazards and also in accordance with COSHH regulations 1988. Radiology – Employees will require training to be competent in the use of radioactive sources. This will be in accordance with “Ionising Radiation Regulations 1985” and the DES AM 1/92. The Head of Science will act as Radiation Protection Supervisor for the UTC.
- iii) First Aid – The UTC will have at least the minimum number of staff required to be certificated in first aid.

### 3.4 Statutory Requirements

#### 3.4.1 COSHH (Control of Substances Hazardous to Health)

The Governors recognise the need for the UTC to carry out risk assessments of all areas in accordance with regulations.

3.4.2 It is almost certain that the Management of Health and Safety at Work Regulations 1992 made under the EC Directive and which came into force in January 1993 will make it a legal requirement to carry out risk assessments with other chemicals and even operations involving mechanical and electrical hazards. UTC Leaders (or appointed “assessors”) will be required to make provision for this in their departmental safety policy.

3.4.3 Working in conjunction with the UTC chemical register and the COSHH package, Leaders will ensure assessments have been carried out and that further monitoring is in place as required.

- No new substances must be taken into College until they have been cleared with the UTC Facilities Co-ordinator.
- Review of practice and procedure must take place periodically in the department.
- Directors of Learning are advised to follow the information in the section of the Health and Safety Manual dealing with COSHH.

3.4.4 The Governors recognise there will be occasions to refer to outside specialists for air monitoring and the checking of ventilation systems already installed for the removal of dusts, vapours, gases, etc (e.g., fume cupboards, woodwork extraction, heat treatment, soldering, etc).

Provision will be made to ensure this takes place every 14 months. The Facilities Co-ordinator will keep a register of all such tests.

### 3.5 Checking of Portable Electrical Equipment

3.5.1 The UTC procedures for checking Portable Electrical Equipment are set out in the Health and Safety Manual.

3.5.2 Future requirements regarding education reforms may require the UTC to appoint an outside contractor to ensure all portable electrical equipment is checked once per annum, or as detailed by the manufacturer's instructions.

3.5.3 A second choice is for specific members of staff to be trained in order to meet this requirement. This is the current UTC position. Directors of Learning will be required to maintain a register of all equipment within their department.

### 3.6 Plant Machinery/Equipment

3.6.1 The Governors recognise that initially they may be required to seek specialist advice in determining the safety requirements for:

- i) Adequate and correct guarding of machinery.
- ii) General inspection of plant, equipment and machinery.
- iii) Storage and transportation of toxic substances, gases, etc.
- iv) Disposal of toxic and other waste substances and materials.

3.6.2 The Directors of Learning will be responsible for carrying out periodical checks within their department.

3.6.3 A thorough inspection of departments/faculties will take place each term in the presence of the Safety Representative or designated persons as defined by the UTC Safety Committee.

3.6.4 It is also recognised that certain items of machinery/equipment require to be checked and certified in accordance with the manufacturer's instructions.

3.6.5 No new machinery/equipment or substances must be brought into the premises unless it has been cleared through the Safety Committee; or if urgent by the UTC Facilities Co-ordinator.

3.6.6 Directors of Learning will be responsible for defining safe systems of work for cleaning and maintaining plant machinery/equipment

3.6.7 They will also be required to select and provide suitable protective clothing/equipment of the correct type.

### 3.7 Contractors on Site

3.7.1 All contractors entering or working on College premises will be the responsibility of the Principal or the Facilities Co-ordinator.

3.7.2 It must be conveyed to all known contractors by letter, the point of contact at the UTC, the safe working arrangements and a copy of the elements of the UTC safety policy that apply to them. 3.7.3

The said person will also be responsible for setting out safe systems for maintaining the fabric of the buildings and making the Governors aware of any specific problems, through the Principal.

### 3.8 Arrangements for Safety Representatives

3.8.1 The P Directors of Learning will liaise and communicate to Safety Representatives problems, hazards and defects pertaining to their sphere of activity. Problems other than sources of imminent danger will be discussed at the Safety Committee Meeting.

3.8.2 Any specific problems that require immediate action will be taken after consultation with the Principal or the Facilities Co-ordinator.

### 3.9 Field Trips

3.9.1 Procedures for field trips and extra-curricular activities are all via the Kym Allen website.

3.9.2 Activities which fall outside this scope will be discussed in-house, with written instructions and arrangements conveyed to all interested parties.

### 3.10 Emergency Procedures

3.10.1 In the event of accidents, fires, explosions and spillages, the Principal (via Reception) and the Facilities Co-ordinator must be informed immediately.

3.10.2 Fire emergency procedures are set out in Fire emergency plan.

### 3.11 Work Experience

3.11.1 The Lead Personal Learning Manager is directed to Education (Work Experience) Act 1973, Circular 7/74 "Guidance for the Work Experience Act 1973" DES and Health and Safety (Training for Employment) Regulations 1990 HSE.

3.11.2 The procedures to be followed for Work Experience (based on LCC Code of Practice No. 4 – Work Experience) are set out in Appendix 10 of the Health and Safety Manual.

### 3.12 Use of UTC Premises Outside Hours

3.12.1 The Governors recognise the need to set out policy arrangements for this practice. These arrangements are set out in the Lone Working policy.

### 3.13 Security to prevent Unauthorised Access

3.13.1 In the event of any person suspected of unauthorised access being seen by a member of staff the Principal or a Vice Principal should be informed immediately either directly or via Reception.

3.13.2 Authorised visitors must be wearing a pass given them at Reception and must sign in and out of the UTC.

3.13.3 Members of staff should not place themselves in any danger by attempting to remove unauthorised persons.

### 3.14 Noise and Vibration

3.14.1 The Governors recognise there may be several problems experienced with noise and vibration. Directors of Learning will report all such cases. If required, specialist advice will be sought to monitor the hazard.

### 3.15 Communicating Information to Employees

3.15.1 The Principal will be responsible for ensuring that any regulations, information, guidance notes, etc., received, are passed immediately to staff that have a direct interest.

3.15.2 As this will normally relate to a department's activities, the information will be passed on to the Subject Leader to be included in that department's safety policy or safe working arrangements.

## 4. MONITORING THE COLLEGE HEALTH AND SAFETY PERFORMANCE

4.1 The Governors will require in the annual report a commitment by the Principal that departmental self-inspection has been carried out and that the monitoring to substantiate this has been undertaken by a suitably qualified and experienced person.

4.2 The Governors, with the Principal, will identify from the report, strengths and weaknesses in the conduct of departmental inspections, taking action as necessary to remedy unsatisfactory situations and to plan successfully the future objectives regarding health and safety matters.

## 5. AUDITING

5.1 The Governors will also require in the annual report an audit on health and safety matters, providing an objective assessment.

The audit should provide an examination of records (e.g.) Accidents are being recorded and investigated but:

- Are all reported accidents being included?
- Are investigators trained?
- Have preventative measures been taken?
- Are accident statistics being compiled (Department)?

5.2 Other areas of concern for auditing will be:

- i) The policy – is it working, how effective and at what levels?
- ii) The organisation – does it function properly, does it plan and implement and does it monitor and control?
- iii) Inspection Procedures – by whom, what standards, what training?

5.3 In conclusion the Governors may wish to employ outside auditors to carry out the annual check on health and safety management and provision of the subsequent report.

Signed:            Chair of Governors            .....

Signed:            Principal            .....

Date:

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