



PADWORTH
COLLEGE

HEALTH AND SAFETY POLICY

Version 1.3

September 2018

CONTENTS

PART 1. HEALTH AND SAFETY POLICY STATEMENT

PART 2. ORGANISATION AND RESPONSIBILITIES

Organisation Diagram

PART 3. GENERAL ARRANGEMENTS FOR HEALTH AND SAFETY

PART 1 – HEALTH AND SAFETY POLICY STATEMENT



The Proprietors of Padworth College attach great importance to the health, safety and welfare of all those who form part of the College community, whether they be members of staff, pupils, visitors or contractors. The Proprietors are committed to reducing accidents, incidents and ill-health and looks for ways to improve continuously.

All staff at Padworth College are aware they have health and safety responsibilities and all are expected to play an active part in ensuring the highest health and safety standards for College pupils, employees, visitors, customers and contractors are established and maintained. All those engaged to work at the College are expected to comply with the requirements detailed in this Policy.

The Policy highlights the need for all staff to be alert to risks and hazards and to seek to minimize these by planning work carefully and responsibly. The development of a safe mind set amongst those who work and study here is at the heart of the College's commitment to ensure that the highest standards of health and safety are met at all times.

All employees of the College are further expected to be constantly aware of the risks inherent in the management, care and education of children and to take all reasonable steps to identify, minimize and manage those risks. Those who are entrusted with positions of supervision, whether on College property or during trips and activities, should ensure pupils conduct themselves in accordance with all health and safety requirements and encourage them to approach their life at the College responsibly, being alert to risks and hazards.

This Health and Safety Policy is based on the requirements laid down in the Health and Safety at Work etc. Act 1974 (HSAW), regulations made under this Act, Approved Codes of Practice and Guidance.

All who work at the College should make themselves familiar with the content of all College Policies, paying particular attention to their own areas of responsibility and operation.

They are also expected to apply the Policy conscientiously and thoroughly; where the meaning or expectation of any part of this material is unclear to an employee, it is expected that he or she will expeditiously seek clarification of that material. Should any member of staff identify an area where improvement could be made, they should without delay contact their Line Manager or the Business Manager, who holds responsibility for the coordination and management of health and safety.

Vanessa Lakatos
Business Manager
SEPTEMBER 2018

Mark Jeynes / Charlie Freer
Proprietors

PART 2 – ORGANISATION AND RESPONSIBILITIES

INTRODUCTION

This document confirms the responsibilities for the implementation of the Health and Safety Policy of Padworth College. The Proprietors of Padworth College have collective responsibility for health and safety.

MANAGEMENT OF HEALTH AND SAFETY

The College has developed a Health and Safety Policy to ensure high health and safety standards are achieved whilst also meeting the educational, community and commercial needs of the College. Details of the organisation and responsibilities are contained within this section and cover the following:

- The responsibilities of all staff
- The responsibilities of College bodies or committees, including the Proprietors and the Health and Safety Committee
- The responsibility of individuals, including various levels of management

By assessing each item of the Health and Safety Policy on a regular basis and acknowledging the status of each item, the College will ensure momentum is maintained and continuous improvement sought.

HEALTH AND SAFETY ACTION PLAN

The College has prepared a Health and Safety Action Plan, which incorporates all strategic recommendations from annual audits and specific departmental inspections. It also includes the actions arising from key risk assessments, incident investigations and changes to operating procedures.

This plan identifies:

- The recommendations with priorities
- The proposed action and the person assigned to implement the action
- Proposed completion dates.

The plan is updated when recommendations are implemented. It is reviewed regularly by the Health and Safety Committee to ensure that recommendations are progressed and to amend the actions and timescales where appropriate.

ORGANISATION

The organisational arrangements for managing health and safety in the College are described in the following pages of this document. A flow diagram showing responsibility for health and safety management follows this section.

PART 2 – ORGANISATION AND RESPONSIBILITIES

RESPONSIBILITIES OF ALL STAFF

All College employees have a legal duty to look after their own health and safety and that of others who may be affected by their acts or omissions. They also have legal duties to co-operate with the College to enable the College to comply with any imposed duties and to properly use anything provided in the interests of health, safety and welfare.

All employees have the following specific duties:

- To read and understand the College Health and Safety Policy and comply with the prescribed arrangements and objectives
- To take reasonable care of their own safety and the safety of others
- Not to interfere with or misuse, intentionally or recklessly, anything provided in the interests of safety
- To co-operate with College management to ensure compliance with health and safety legislation and best practice
- To use any machinery, equipment, substances, vehicles or safety devices in accordance with any training in the use of the equipment and instructions
- To report all accidents and incidents, hazards, dangerous occurrences and damage to plant, equipment etc., which they consider to be a serious and immediate danger to health and safety to their Line Manager or the Business Manager
- To use the necessary protective clothing and equipment
- To observe and follow all safe working practices
- To be actively involved in the employee consultation process.

DUTIES OF PROPRIETORS

The Proprietors have collective responsibility for the oversight of health and safety within the College. They will monitor the effectiveness of the implementation of the Health and Safety Policy and any associated procedures and will direct that it should be revised as and when necessary. The Proprietors will also provide strong health and safety leadership and will ensure all decisions reflect the commitment to provide a safe environment for all and will seek the active participation of employees and pupils in improving health and safety.

The aims of the Proprietors are to:

- Prevent accidents and ill-health arising from the College's activities, so far as is reasonably practicable
- Ensure compliance with all relevant health and safety legislation
- Ensure a safe environment is provided for all users of the College
- Actively promote and be fully involved in continuously improving health and safety.

In particular, the Proprietors will ensure, so far as is reasonably practicable that:

- Sufficient and appropriate financial and other necessary resources are made available to meet health, safety and welfare requirements
- The effectiveness of the College's risk management is assessed regularly
- Health and safety is duly considered at each Proprietors meeting and when making senior management appointments
- Health and safety receives as much attention and strategic importance as any other aspect of the College's management

PART 2 – ORGANISATION AND RESPONSIBILITIES

- The Senior Management Team are aware of their role and responsibilities in the effective management of health and safety and in providing leadership throughout the College
- The Senior Management Team have suitable training and instruction to enable them to take immediate action to prevent breaches in health and safety
- Arrangements are in place to ensure employees are given adequate information, instruction, training and supervision to allow them to carry out their tasks safely
- Consulting with the Acting Principal and Business Manager and where necessary, the Health and Safety Consultant
- Attending the Health and Safety Committee and seeking to ensure the Committee is working effectively to fulfil its responsibilities
- Receiving copies of all RIDDOR and major incident and accident reports and monitoring that appropriate action has been taken by the College
- Monitoring the College's Policies and Procedures to ensure they operate effectively.

HEALTH & SAFETY COMMITTEE

The Committee comprises of the following staff members:

- Chris Randell – Acting Principal
- Mark Jeynes / Charlie Freer - Proprietors
- Vanessa Lakatos – Business Manager (Chair)
- David Benedict – Designated Safeguarding Lead / Acting Deputy Principal
- Tom Griffiths – Boarding Administrator
- External Health and Safety Consultant (as and when necessary)

The Committee will meet on a regular basis; the duties of the Committee include:

- Overseeing the implementation of the Health and Safety Policy in controlling risks so far as is reasonably practicable
- Assessing and leading the development of the 'Safety Culture' of the organisation, encouraging in particular an understanding of the importance of health and safety and personal responsibility
- Agreeing priorities, plus responsibilities, timescales and resources required for the development of Policies and Procedures in order to comply with legislation and the promotion of best practice throughout the organisation
- Directing and co-ordinating developments and revisions to Policies and Procedures.

HEALTH AND SAFETY WITHIN DEPARTMENTS

Each Member of Teaching Staff has responsibility for ensuring that high health and safety standards exist within each classroom and department and should ensure measures appropriate for the department, discipline or activity are consistently implemented. In the event give cause for concern, Teaching Staff should contact the Business Manager, Acting Deputy Principal or Acting Principal.

PART 2 – ORGANISATION AND RESPONSIBILITIES

INDIVIDUAL RESPONSIBILITIES

BUSINESS MANAGER

The Business Manager has been assigned executive responsibility to oversee health and safety management on a day to day basis, reporting directly to the Proprietors.

The Business Manager's responsibilities include so far as is reasonably practicable:

- To read and understand the College's Health and Safety Policy and comply with the prescribed arrangements
- Working closely with the Acting Principal to seek to ensure risk reduction is promoted in all areas and disciplines of the College
- Chairing the Health and Safety Committee
- Supervising the operation of health and safety practices in key areas, including seeking to ensure that managers understand and accept their responsibilities
- Monitoring the effectiveness of the management system as regards estates and administrative work
- Ensuring risks are properly managed in order to minimise the liabilities to Padworth College
- Seeking to ensure that health and safety responsibilities are clearly defined and allocated to the appropriate staff members
- Seeking to ensure in conjunction with the Health and Safety Consultant that the Health and Safety Policy is reviewed and updated on a regular basis, and that the document is available to employees
- Seeking to ensure all employees are adequately trained and experienced to carry out their Health and Safety responsibilities
- Ensuring liabilities are adequately covered by both Public and Employers Liability Insurance.

ACTING PRINCIPAL

The Acting Principal is appointed by the Proprietors to have oversight for health and safety in all academic, pastoral and co-curricular elements of the College and will work closely with the Business Manager to seek to ensure the successful day to day management of health and safety.

The Acting Principal's responsibilities include so far as is reasonably practicable:

- To read and understand the College's Health and Safety Policy and comply with the prescribed arrangements
- Promoting a proactive and continuing interest in health and safety matters throughout the College
- Providing positive and visible leadership to establish a strong health and safety culture throughout the organisation
- Regularly consulting with the Head of Safeguarding
- Seeking to ensure the co-operation of all staff at all levels as regards working to this Policy
- Seeking to ensure that any changes in curriculum and also changes in systems of work on the pastoral side are considered for health and safety implications.

PART 2 – ORGANISATION AND RESPONSIBILITIES

ACTING DEPUTY PRINCIPAL

The Acting Deputy Principal will be responsible to the Acting Principal for the implementation of the College's Health and Safety Policy relating to academic and pastoral activities, which includes:

- To read and understand the College's Health and Safety Policy and comply with the prescribed arrangements
- Being an active member of the Health and Safety Committee
- Monitoring the effectiveness of the Health and Safety Policy in relation to academic, pastoral and co-curricular activities and reporting to the Acting Principal as appropriate
- Consulting with the Business Manager
- Seeking to ensure the co-operation of all academic and pastoral staff at all levels as regards working to the management system
- Completing an annual review of health and safety in each of the Boarding Houses
- Seeking to ensure that all Heads of Department, Housemasters/Housemistresses understand their responsibilities and are given both the time and the encouragement to implement them
- Seeking to ensure that all activities, both educational and co-curricular, are carried out safely using the processes in the management system, especially including the pro-active use of risk assessments.

HEAD OF SAFEGUARDING

The Head of Safeguarding is responsible to the Acting Principal for monitoring and evaluating implementation of the College's compliance with the Independent Schools Statutory Regulations (and associated Government Guidance) and with Data Protection law. His role includes:

- Reading and understand the College's Health and Safety Policy and checking compliance with the prescribed arrangements
- Being a member of the Health and Safety Executive Committee
- Monitoring the quality of documented procedures in relation to Safeguarding (ISSRs Parts 3&4) and Health, Safety and Security (ISSRs Parts 3&5), to ensure procedures and practices reflect legal compliance as a minimum
- Consultation with the Business Manager, Acting Principal and Boarding Staff
- Ensuring that procedural changes in academic, pastoral and co-curricular activities are considered for their health, safety and child protection implications.

HOUSEMASTERS AND HOUSEMISTRESSES

Housemasters/Housemistresses have responsibility for the health and safety arrangements within their Houses, reporting directly to the Acting Principal.

Their duties include:

- To read and understand the College's Health and Safety Policy and comply with the prescribed arrangements
- Actively promoting hazard awareness and safe working practices amongst pupils and house staff
- Leading regular discussion amongst the house staff regarding potential health and safety issues and reporting matters as appropriate
- Carrying out all necessary precautions and control measures regarding fire safety e.g. instructing pupils and house staff about alarm systems and evacuation procedures, having evacuation practices at the agreed

PART 2 – ORGANISATION AND RESPONSIBILITIES

frequency, checking that fire doors are kept closed at night and that escape routes are unobstructed at all times

- Monitoring bedrooms to seek to ensure the correct use of electrical equipment
- Undertaking and reviewing risk assessments, implementing suitable control measures for off-site house trips and liaising with appropriate staff to ensure that any issues are addressed.

SITE MANAGER

The health and safety responsibilities of the Site Manager role include:

- To read and understand the College's Health and Safety Policy and comply with the prescribed arrangements.
- Actively promoting hazard awareness and safe working practices
- Undertaking and reviewing risk assessments (e.g. safe systems of work) for all work activities, including areas such as: use of machines and work equipment, COSHH, Noise, Hand Arm Vibration, Manual Handling, Working at Height
- Leading regular discussion within the Business Manager regarding potential health and safety issues and resolving or reporting matters as appropriate.

OTHER FUNCTIONAL MANAGERS

This section refers to the managers of functions not specified above.

Their health and safety responsibilities include:

- To read and understand the College's Health and Safety Policy and comply with the prescribed arrangements
- Actively promoting hazard awareness and safe working practices within their Departments and teams
- Undertaking and reviewing risk assessments and designing appropriate risk control systems (e.g. Safe Systems of Work) for all work activities
- Providing information, instruction and training to staff, seeking to ensure in particular that they understand their responsibilities for health and safety
- Supervising the activities of staff seeking to ensure they are complying with College policies and safe working practices and monitoring the operation of control measures within the department
- Leading regular discussion amongst their team regarding potential health and safety issues and resolving or reporting matters as appropriate.

TEACHING STAFF

Teaching Staff will be responsible for ensuring that all agreed and necessary health and safety measures are observed and applied.

In addition to their normal supervisory role they will have specific duties to:

- Read and understand the College's Health and Safety Policy and comply with the prescribed arrangements
- Inform, instruct and train pupils as necessary in the identification and avoidance of hazards and the safe performance of their work

PART 2 – ORGANISATION AND RESPONSIBILITIES

- Seek to ensure that health and safety rules and procedures are, where appropriate, observed e.g.: use of guards and other safety equipment, wearing of protective clothing, safe handling of hazardous substances including observing COSHH Assessments
- Seek to ensure that any unsafe practices are identified and appropriate remedial action is taken
- Recommend any necessary improvements or changes to seek to eliminate hazards and to seek to identify and eliminate potential accidents
- Continually stimulate a knowledge, interest and awareness of health and safety by discussions with colleagues and pupils.

LABORATORY AND OTHER ACADEMIC DEPARTMENT TECHNICIANS

Technicians report to the respective Heads of Department, they are responsible for implementing specified control measures to support the safety of pupil and staff activities in the department.

Examples include:

- Seeking to ensure that equipment and materials provided to pupils and staff (e.g. experiments, stage sets) are safe for use
- Undertaking COSHH risk assessments, maintaining safety data sheets and following procedures for the safe use and storage of such substances
- Seeking to ensure that Local Exhaust Ventilation systems are operating correctly and resolving or reporting faults as appropriate, including the statutory thorough examination and test of Fume Cupboards
- Isolating gas supplies to laboratories at the end of each teaching day
- Ensuring that all experiments and services are rendered safe, so far as it is safe to do so, on hearing the fire alarm.

COLLEGE NURSE

The College Nurse will ensure occupational health matters, such as policies, procedures and facilities required to maintain a healthy working environment, plus responses to major medical situations e.g. epidemics.

Health and safety responsibilities include:

- To read and understand the College's Health and Safety Policy and comply with the prescribed arrangements
- Ensuring all medicines are correctly stored and administered and access to anything harmful is restricted
- Maintaining accurate records of all accidents and illness
- Reporting serious injuries and illness to the Acting Principal when appropriate.

EXTERNAL HEALTH & SAFETY ADVISER

Health and safety advisers act in a purely advisory capacity, communicating directly with the Business Manager.

Responsibilities include the following:

- Carrying out a detailed Annual Health and Safety Audit, reporting the results to the Business Manager
- Providing competent health and safety advice where requested
- Ensuring Padworth College is updated with any changes in health and safety legislation

PART 2 – ORGANISATION AND RESPONSIBILITIES

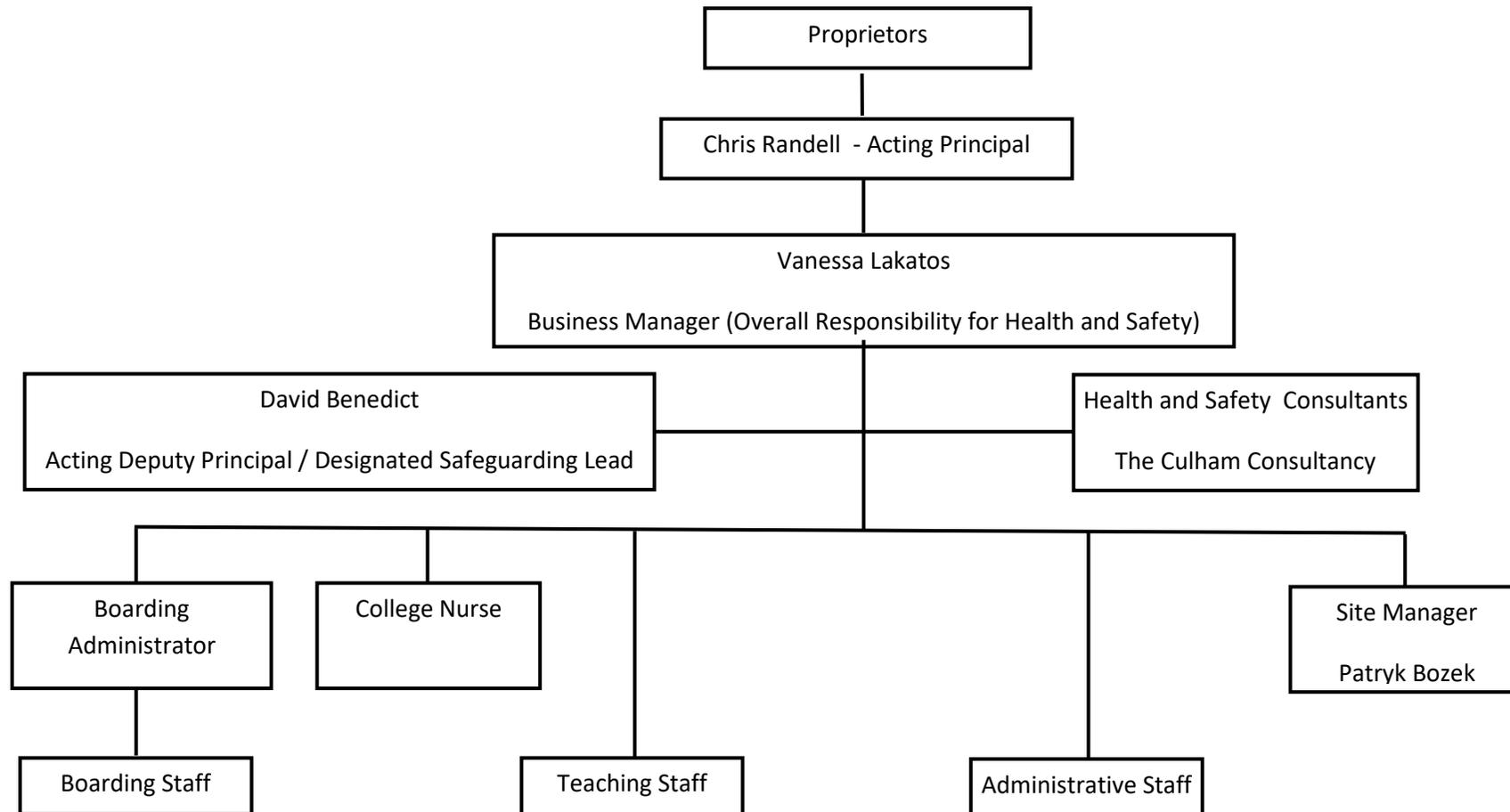
- Investigating incidents when requested.

STATUTORY REQUIREMENTS

Visits by Enforcing Authorities

The Health and Safety at Work Act is enforced by inspectors appointed by the HSE who have the discretion to visit the College at any time to confirm that the regulations are being properly applied. It is College policy that all members of staff co-operate fully with Enforcing Authority Inspectors, affording them such information as is necessary for them to carry out their duties.

PART 2 – ORGANISATION AND RESPONSIBILITIES - DIAGRAM



PART 3 – ARRANGEMENTS

INTRODUCTION

This part of the Health and Safety Policy confirms the general arrangements for the management of health and safety on a day-to-day basis. It also provides guidance to those responsible for formulating specific instructions whether in Boarding Houses, Departments or other areas of the College. The following sections provide the information required to enable all staff to successfully implement the required health and safety standards in their respective workplace.

INFORMATION AND INSTRUCTION

Information relating to health and safety matters will be provided in all workplaces. This will include:

- Health and Safety Policy Statement
- Health and Safety Law Poster
- Employer's Liability Insurance Certificate
- Fire safety instructions
- Names of Fire Wardens and First Aiders
- Any other safety instructions relevant to that workplace.

Where a specific issue needs to be raised to all or certain members of staff, a Safety Notice will be prepared to confirm the College's position on a matter as well as to highlight clearly any action required by those affected.

TRAINING AND COMPETENCE

All members of staff receive appropriate health and safety training to allow them to carry out their responsibilities safely and without risk. Well-trained and competent personnel who undertake work activities decrease the likelihood of accidents and injury.

Training will include the following:

Induction Training	Each new member of staff will be given formal training to highlight the key risks associated with College operations and the need to work in a safe manner as well as general arrangements for dealing with emergencies, fire and security.
Refresher Training	<p>Additional refresher training will be given to all staff on at least an annual basis, which will reiterate the health and safety standards required and update as necessary.</p> <p>This type of training also includes updates due to employees who may be exposed to new or increased risks or through changes in responsibilities, the introduction of new equipment or new work methods.</p>
Task / Operation Specific Training	Where specific training is required in a certain task or operation, this will be arranged by the Business Manager. Training of this nature can be brief, in the form of a tool box talk or briefing on a given subject, or more in depth where hazards are more complex.
Statutory Training	In certain disciplines, the College must comply with legislative requirements for training, including first aid. This will often involve members of staff attending external courses to obtain initial, refresher or other specialist training.

SUPERVISION

Whilst information, instruction and training are essential to ensure staff are able to deal with the risks they face in their working environment, management and supervisory staff must primarily ensure that all employees under their control have the appropriate training and experience levels to undertake their allocated tasks.

Depending on the level of risk, appropriate supervision will be given by Line Managers to ensure workers do not deviate from safe working practices.

CONSULTATION WITH EMPLOYEES

The College is committed to involving all employees in risk management.

In particular, the College will consult with staff on:

- any changes at the workplace that may substantially affect their health and safety, for example, changes in systems of work or the introduction of new technology
- the arrangements for competent advice on health and safety matters
- the information to be given to employees about risks to health and safety and preventative measures
- the planning and organising of health and safety training

The College consults directly with staff on health and safety matters. All members of staff can raise issues through their Line Manager and all matters raised are recorded, as are all relevant actions.

RISK ASSESSMENT AND CONTROL

Management and supervisory staff are required to carry out risk assessments of work activities which pose a significant risk to health and safety to ensure hazards are eliminated or reduced so far as is reasonably practicable, by implementing appropriate control measures and safe systems of work.

All those required to undertake risk assessments will be suitably trained and competent.

Risk assessments will identify the range of hazards associated with the work activities, together with any necessary remedial action. The findings of risk assessments will be recorded and where necessary, will be used to develop method statements to ensure safe systems of work. A copy of the risk assessment will be available at the workplace and the findings will be brought to the attention of all employees affected by it. College Management will ensure those undertaking the activity understand what they have to do and the control measures to be implemented. These briefings will be recorded for future reference.

Various types of risk assessment are undertaken on a regular basis, including:

- General Workplace Assessments
- Fire Risk Assessments – carried out by external consultants
- Trip and Excursion Risk Assessments – carried out by Trip Activity Leaders detailing the risks associated with each trip of excursion
- Safeguarding Risk Assessments – carried out by the Head of Safeguarding

PART 3 – ARRANGEMENTS

Risk controls will be undertaken using the hierarchy of controls, namely:

- Elimination of risks altogether
- Substitution of hazardous equipment or tasks
- Engineering Controls to reduce potential exposure to hazards
- Providing Warnings, Signage and Barriers to prevent access to hazards
- Personal Protective Equipment to reduce the risk of injury, as a last resort.

All risk assessments will be monitored and reviewed at least annually but will be specifically reviewed after an incident, when working practices or equipment change or when best practice or legislative requirements are amended.

INSPECTION AND AUDIT

All areas and departments of the College will be subject to regular inspection to ensure hazards are detected and recorded and to confirm that compliance levels are acceptable.

Inspections are carried out according to an agreed format in order to ensure any required actions are captured accurately. The reports are then circulated to the relevant Department Head, Acting Principal and Business Manager.

Outstanding actions from recent inspections are discussed at the Health and Safety Executive Committee Meetings (held at least termly). The analysis of any trends that may be apparent are also discussed in order for progress to be monitored and any future policy changes discussed and agreed.

An external health and safety consultant will also undertake a compliance review of the College on an annual basis and will report progress directly to the Business Manager.

MANAGEMENT OF MAJOR INCIDENTS

The College has prepared a detailed Crisis Management Plan for dealing with major incidents and emergencies. There are several events or incidents that may require the College to instigate the procedures, as these may generate a large number of casualties or may place a significant burden on the College's ability to deliver normal day to day services. In the event of a major incident being suspected, the Acting Principal (or other appointed Deputy) will take responsibility for initiating the Crisis Management procedures.

Examples of major incidents that could initiate these procedures include:

- Fire on College premises
- Serious accident to staff or pupil(s)
- Power outage
- Flooding
- Serious adverse weather
- Missing Pupil(s)
- Road traffic accident (near the College)
- Road Traffic accident on a trip or school excursion
- Public allegations of abuse or malpractice

Flexible plans are in place to deal with a range of situations which are likely to vary in magnitude, duration or complexity, Specialist assistance can also be sought in the event of an unusual incident, e.g. chemical spill, environmental incident, etc.

PART 3 – ARRANGEMENTS

The Crisis Management Plan procedures involve a number of key members of staff who are drilled regularly to ensure ongoing familiarity in dealing with an emergency situation.

INCIDENT REPORTING AND INVESTIGATION

All employees, contractors and visitors are required to report accidents resulting in injury to any person to their Line Manager. Near miss incidents, where an incident had the potential to cause harm, injury or damage should also be reported. The goal of all incident management is to allow investigation into the circumstances which may result in measures being taken to prevent a recurrence.

Accident Books are held by the House Staff. The following incidents must be recorded:

- All accidents involving injuries
- All incidents which, although not involving injury, could have resulted in injury
- All near-misses

All reportable incidents will be investigated by the Business Manager (or a duly appointed independent health and safety consultant if this is deemed more appropriate). The purpose of the investigation will be to ensure that protective and preventive measures are reviewed and procedures amended or improved as required.

Senior management are required to report serious injuries, incidents or diseases occurring at or as a result of activities at the workplace, as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). The Business Manager will ensure all necessary accident notifications are made when required.

If the follow-up form indicates that actions are necessary to prevent a re-occurrence, then immediate arrangements will be made to initiate the necessary corrective action. This may be a physical change to buildings or facilities, or it could be a change of procedures in boarding houses, academic departments or extra-curricular activities.

The Chair of the Health and Safety Committee will review accident reports, statistics and investigations at each meeting, drawing the Committee's attention to any specific issues requiring action or discussion.