

## HEALTH AND SAFETY

### INTRODUCTION

1. This document is divided into 2 parts: the first part is a statement defining College policy, responsibilities and procedures for ensuring that CCSS is a safe and healthy place for all who come here: staff, students, parents, visitors and contractors; the second part deals with specific Health and Safety issues. Health and Safety law imposes many duties upon all of us and Health and Safety is, like Child Safety a matter for every member of the CCSS staff.

### PART 1 – GENERAL POLICY

2. College Health and Safety Policy - General Statement. CCSS recognises its responsibilities to all those who may be affected by its activities, and is committed to achieving high standards of Health and Safety. The effective management of Health and Safety is seen as essential to all its operations and as important as any other management functions. CCSS regards the application of legal requirements as the minimum level of achievement. The Trustees are committed to allocating appropriate resources to ensure this is achieved.

3. The CCSS Health and Safety Management System described below sets out the means for the systematic planning and implementing of work activities to ensure suitable Health and Safety management arrangements are in place. It also defines the means for the effective monitoring and measuring of safety performance, and the auditing and review of the management system itself.

a. Organisation and Responsibilities - The College's Part:

(1) Policy making is the responsibility of the Board of Trustees. The development of the Health and Safety policy, establishment of strategies to implement policy and integrate these into general business activity is undertaken on behalf of the Board by the College Health & Safety Manager (CHASM) who reports to the Principal.

(2) The ultimate responsibility for all aspects of Health and Safety at CCSS, and for ensuring the effective design and application of the Health and Safety Policy and objectives, is jointly that of the Principal.

(3) The responsibility for review and revision of the Health and Safety policy, the implementation structure and supporting plans, setting out improvement targets, and reporting on progress is the responsibility of the CHASM.

(4) The responsibility for managing the health and safety of students on a day-to-day basis is that of the Heads of Faculties (HOFs) and Boarding House Managers (HMs). All members of staff have a general responsibility to themselves and to the students in their care.

b. Organisation and Responsibilities – CHASM. The CHASM is responsible to the Principal for the following:

(1) Undertaking initial risk assessments of all premises, departmental activity and processes. Thereafter training and advising the responsible personnel (HODs, managers, building custodians, trip leaders etc) in the conduct and maintenance of Risk Assessments (RAs) in those areas and activities for which

they are responsible. CHASM also retains RAs relating to the following specific risks, for those areas where those risks apply:

- (a) Violence to staff.
  - (b) Manual handling in those areas where this takes place.
  - (c) Slips and trips
  - (d) On-site vehicle movement
  - (e) The management of asbestos.
- (2) Constantly reviewing the currency and validity of RAs across the College.
  - (3) Identifying unmanaged risks and their controls and overseeing implementation and monitor the controls.
  - (4) Providing advice and guidance in relation to Health & Safety matters.
  - (5) Conducting Fire Risk Assessments and writing and promulgating Fire Procedures for all premises, sites and activities.
  - (6) Ensuring fire alarm drills and equipment tests are routinely carried out.
  - (7) Ensuring First Aid boxes and accident books are replenished and kept up to date.
  - (8) Supervising arrangements with external contractors and maintenance suppliers for Health and Safety equipment.
  - (9) Conducting routine inspections to ensure the CCSS Health & Safety policy is carried out, reporting termly to the Principal, and at least annually to the Board of Trustees.
  - (10) Arranging appropriate training (Fire, First-Aid, Manual Handling etc) for those members of staff who require it.
  - (11) Ensuring that he/she remains current and aware of developments in Health and Safety legislation and best-practice and identifying and proposing to the Principal any training or courses that he/she needs to maintain this currency.
  - (12) Undertaking an annual review of the Health and Safety management arrangements across the College; this review will provide information that will influence decisions on the scope, adequacy and implementation of the current arrangements and provide data for action plans and changes for the future.

c. Responsibilities – HOFs and HMs. HOFs and HMs must be aware of, and fully understand, the CCSS Health & Safety policy and procedures. Their responsibilities include the following:

- (1) Discussing with students rules and procedures to avoid fire, hazards, injuries and other incidents which are a risk to Health & Safety.

- (2) Being vigilant to avoid incidents, and to discourage behaviour likely to lead to incidents.
- (3) Keeping records of incidents, and the actions taken.
- (4) Ensuring that proper written and oral instructions are given to students for the use of potentially hazardous equipment, such as kitchen equipment, sewing machines and laboratories.
- (5) Carrying out at least termly fire drills, and weekly fire alarm tests (HMs and Building Custodians only).
- (6) Notifying the CHSM of any hazard, risk, or any defect in heating, lighting, ventilation etc noticed on any college premises, as soon as practicably possible. (HMs and Building Custodians only).

d. Responsibilities – All CCSS Staff. CCSS recognises that a good Health and Safety culture is dependent on motivated staff who have a commitment to achieving realistic objectives and a helpful attitude to continuous improvement.. This requires visible and active leadership of the Trustees and the Principal as an essential part of the promotion of good Health and Safety performance among all staff. As well as recognising, understanding and supporting the CCSS policy on Health and Safety, staff must take reasonable care of themselves impress upon students, parents, visitors and contractors the need to co-operate in matters of Health and Safety. CCSS staff are expected to:

- (1) Be aware of the requirements of the Health and Safety Acts in respect of their own department/activities, and to follow statutory and College regulations on Health and Safety matters.
- (2) Take sensible care of their own health and safety and that of others who may be affected by their actions (or inaction).
- (3) Ensure that students, parents, visitors and contractors are aware of and comply with relevant College Health and Safety rules.
- (4) In the event of a Health and Safety emergency, notify either the CHASM or a member of the SLT.

e. Building Security and Access. All CCSS staff should be aware of the College's policy towards the security of buildings and the prevention of unauthorised access to the College's sites.

- (1) As a general rule, all sites are kept closed by deadlock and during the working day may be accessed only by key, transponder, fob or keypad.
- (2) Boarding students' rooms are all individually lockable and students are strongly encouraged to ensure that their rooms are kept locked when unoccupied.
- (3) Staff, students and visitors are provided with CCSS name badges which should be worn visible or produced when challenged by a member of staff. Staff should challenge any persons that they do not recognise in any of the buildings to produce a name badge or an acceptable means of identification.
- (4) There are routines for the opening up and locking up of buildings:

- (a) Boarding houses are manned 24/7 and house managers are aware of the set routines for securing their houses.
- (b) Similarly, the appropriate staff in each of the campus buildings are aware of the locking-up routines.
- (c) Staff who do not normally secure a building but who wish to work on in that building beyond the normal lock up time are individually responsible for ensuring that they are equipped with keys, fobs and passwords and that they are briefed on and follow the normal locking-up routines.

## PART 2 - SPECIFIC ISSUES AND TASKS

4. The CHASM is a trained and qualified Health and Safety specialist who is available to be consulted directly by any staff member who has questions regarding Health and Safety, Fire Safety and First-Aid. Whilst he retains specialist responsibility for Health and Safety, he is empowered to delegate routine tasks to other staff members in keeping with current thinking and best-practice in the field which calls for active involvement and self-assessment to be delegated down to working levels.

5. Record Keeping. There are certain records that must by law be retained and be available for inspection. CHASM has the responsibility for ensuring that these records are accurate and up-to-date. However he/she is empowered to delegate the completion of these records in accordance with current practice. The following records are required:

- a. Risk Assessments. Each assessment of risk carried out either by the CHASM or by the HOD or end-user should use the standard Risk Assessment Form which may be obtained from the CHASM.
- b. Incident Reports. Each Faculty, Building and House must maintain an Incident Report folder which records: date of incident, individuals(s) affected, cause and response, and actions taken to prevent a recurrence.
- c. Risk Register. Each Faculty, Building and House must maintain a Risk Register of actual and potential hazards, intended controls and subsequent monitoring of the controls.
- d. Other Documents. CHASM retains records pertaining to the following:
  - (1) Fire Safety Procedures for every site.
  - (2) Occupancy and fire certificates for each building controlled by CCSS.
  - (3) Maintenance contracts for fire alarms, extinguishers and other Health & Safety equipment
  - (4) Records of testing of electrical appliances and certification process
  - (5) Storage and use of chemicals for COSHH purposes
  - (6) Health & Safety training received by CCSS staff .

The Operations Manager retains records of the Annual Reports to Trustees and a file of insurance records and certificates.