



Health & Safety Policy

Approved by:	Brian McGorry	Date: 01/09/2025
Last reviewed on:	01/09/2025	
Next review due by:	31/08/2026	
Version control:	V1	

1.0 Introduction

1.1 Health and Safety at Work Act, 1974

The Health and Safety at Work Act, 1974, places a duty on employers to safeguard so far as is reasonably practicable, the health, safety and welfare of their employees and the health and safety of persons not employed but who may be affected by the work activities, such as pupils and visitors.

1.2 General Statement

This Policy sets out our arrangements for ensuring we meet our health and safety obligations to staff, students and anyone visiting our premises or who may be affected by our activities.

We take an active approach to the integration of health and safety principles and practices within our organisation to ensure we provide a safe place and systems of work, safe plant and machinery and maintain the health and safety of our employees and students. Our Policy and practices are intended to support us in reducing the risk of any person being harmed as a result of their activities for the College, visiting our premises and those who may be affected by our activities.

It is essential for the success of this Health & Safety Policy that employees recognise their responsibilities under Section 7 of the Act in co-operating with management and taking care of themselves and other persons whilst at work. All staff are able to access this policy and other related health and safety documentation through the staff handbook.

We believe that:

- People are our most valuable asset
- All injuries and incidents are preventable
- No business objective will take priority over Health, Safety & Welfare
- No task is so important or urgent that it cannot be done safely
- In a strong safety culture, everyone is responsible for safety and pursues it on a daily basis
- Breaches of safety rules should be corrected, investigated and appropriate action taken against those who create or condone unnecessary risk
- Avoidance of injury and ill-health should be given priority in methods of work and selection of goods and suppliers
- Line managers are accountable for leading the continuous improvement in occupational health and safety
- Everyone has a personal responsibility for their own safety, health and wellbeing. For others, including visitors, and for the environment in which they work. Safety and good health are equally important outside of the workplace.
- We must continue to take all reasonable steps to protect our staff and visitors from health threats and introduce new ways of working to enable us to achieve this

2.0 Organisation

Responsibility for the day-to-day implementation and monitoring of this Policy lies with the Operations Director and Principal, so far as is reasonably practicable.

However, the Board recognise that some of these duties may be successfully allocated to other members of staff; such as the Operations Manager and/or Head Coach, under guidance from the Operations Director or Principal as appropriate.

It should also be noted that, as The Fowler Academy operates on a site owned and operated by Liverpool Football Club (LFC), then LFC retain legal responsibility for the Health and Safety of this site(s) in all circumstances. To this end, the LFC Health and Safety Policy should be read in conjunction with this one.

2.1 **Responsibilities**

At the Fowler Academy, the following persons have specific responsibilities for health and safety:

Specific Responsibilities	Person Responsible
Circulation of Safety information, Guidance and Codes of Practice	John Vallely, in consultation with LFC
Ensuring that accidents are investigated and recorded on the appropriate format	John Vallely
Weekly testing and recording of the fire alarm	LFC
Inspections and testing are carried out according to statutory guidelines	LFC
Arranging/coordinating a termly full fire evacuation	John Vallely, in consultation with LFC
Health & Safety Officers for this site	LFC
Competent persons to assist in the compliance of Health and Safety legal requirements	LFC

Liverpool Football Club retain legal responsibility for the Health and Safety of this site(s) in all circumstances.

2.2 **Health and Safety Communication**

A successful Health and Safety Policy relies heavily on effective communication and, in particular, making sure that all staff are aware of their role and have all necessary information concerning the health, safety and welfare of all members of staff, students, contractors and visitors.

This College has identified the following meetings as being the most appropriate to both disseminate and receive matters on health and safety:

- Senior Leadership Meetings
- Staff Briefings
- Staff CPD sessions

The Health & Safety Policy, together with copies of other Health and Safety Information, Guidance and Codes of Practices are kept at the following location(s): - electronically on the Staff Handbook and in the Staff Office

2.3 **Useful Numbers**

In the event of an emergency outside of college hours contact: Liverpool Football Club and Brian McGorry. In the event that Liverpool Football Club and/or Brian McGorry cannot be reached, call the Health and Safety Executive.

Name	Title	Contact Number
Brain McGorry	Principal	07801 954 180
Health and Safety Executive		0300 003 1747 or 0151 951 4000

2.0 Responsibilities

3.1 The Proprietors

For the purpose of this policy, the Proprietors are: Liverpool Football Club (LFC)

The Proprietors have a direct responsibility for health and safety in the College; they will ensure they are fulfilling their legal requirements and that persons using the premises are safe and without risk to health.

The Bord will, however, ensure that they: -

- approve the College Health and Safety Policy (this document) and ensure that it is brought to the attention of all staff;
- Ensure that the Liverpool Football Club Health and Safety Policy is brought to the attention of all staff; receive all reports on health and safety resulting from any inspection, audit or monitoring carried out by the College, Liverpool Football Club or an enforcement agency such as the Health and Safety Executive;

3.2 The Principal & Operations Director

The overall responsibility for the College's health and safety system and implementation of the Health and Safety Policy rests with the Principal and Operations Director, who shall:

- set up arrangements in the College to cover all legal requirements for health, safety and fire;
- ensure the Proprietors are kept up to date with any new legislation, regulation or provision relevant to health and safety in colleges;
- be available to any member of staff to discuss health and safety problems not solved at a lower level or through the established arrangements;
- report to the Proprietors those instances in which the Principal's authority does not allow the elimination or reduction of risk to a satisfactory level, but to take all necessary short-term measures to avoid danger pending rectification;
- ensure that a system is in place for the reporting, recording and investigating of accidents and that all reasonable steps are taken to prevent recurrence;
- to review regularly
 - the provision of first aid at the College;
 - the fire evacuation procedures;
 - the lockdown procedures
- monitor the dissemination of safety information throughout the College;
- ensure that all staff have received appropriate health and safety training;

3.3 The Health and Safety Officer

The Health and Safety Officer for the site is designated as The Managing Director, Liverpool Women. They, in partnership with the Principal and Operations Director for The Fowler Academy will:

- Disseminate safety information within the College;
- Co-ordinate the programme of Health and Safety training, ensuring participation of all staff,
- Carry out inspections of the College once per term and inform the Proprietors of any problems/deficiencies, ensuring that the appropriate action has been taken;
- Administer the system for reporting, recording and investigating accidents and take all reasonable steps to prevent recurrences;
- Ensure that new employees are briefed about safety arrangements and issued with a copy of the College's Health and Safety Policy (this document) and LFC's Health & Safety Policy;
- Ensure that effective arrangements are in force to facilitate safe evacuation of the buildings in case of fire or other emergency and that firefighting equipment is available and maintained;
- Arrange for contractors and visitors to be informed of any hazards on site of which they may be unaware and the emergency procedures;
- Ensure temporary employees are given sufficient information, training and supervision to enable them to be safe and without risk to health;
- Carry out and update risk assessments as required.

3.4 **Assistant Principal and Lead Coaches**

The Assistant Principal and Lead Coaches shall:

- have a general responsibility for the application of the College's health & safety policy to their own department or area of work and are directly responsible to the Principal for the application of safety measures and procedures within their department/area of responsibility;
- shall, where necessary, establish and maintain safe working procedures including arrangements for ensuring, so far as reasonably practicable, safety and absence of risk to health in connection with the use, handling, storage and transport of articles and substances (e.g. boiling water, chemicals, guillotines etc);
- shall deal with any health and safety problems referred to them by a member of staff and refer to the Health and Principal / Operations Manager or Site Health and Safety Representative if they cannot resolve any of these problems;
- carry out a regular safety inspection of the activities for which they are responsible and, where necessary, submit a report to the Principal and/or Health and Safety Officer;
- shall ensure as far as is reasonably practicable the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own safety;
- shall, where appropriate, seek advice and guidance of the Principal / Director of Operations, Operations Manager and/or Health and Safety Officer or external Competent Person;

3.5 **Class Teachers/Coaches**

Teachers and coaches have traditionally carried responsibility for the safety of students when they are in charge.

If, for any reason, a teacher, coach or other nominated person considers that they cannot accept this responsibility, they should discuss the matter with the Principal before allowing practical work to take place.

The employee is expected:

- to exercise effective supervision of the students and to know the emergency procedures in respect of fire, lockdown and first aid and to carry them out;
- to not leave any student unsuitably unsupervised at any time other than an unavoidable emergency instance where there is an immediate threat to the safety of another member of staff or student;
- to know the special safety measures to be adopted in their own teaching/coaching areas and to ensure that they are applied;
- to give clear instructions and warnings as often as necessary;

- to follow safe working procedures;
- to enforce the use of protective clothing, goods, special safe working procedures, where necessary;
- to regularly to check all equipment, protective clothing, furniture and their environment e.g. (heating, lighting, etc.), subsequently reporting any defects to the Operations Manager and, if deemed a Health and Safety issue, to the Principal and Site Health and Safety Officer.

3.6 **All Employees**

The Health and Safety at Work Act (1974) and Management of Health and Safety at Work Regulations (1999), require every employee whilst at work to take reasonable care for the health and safety of themselves and of any other persons, including pupils and visitors, who may be affected by their acts or omissions at work.

All employees are expected:

- to report any accidents, near misses or occurrences of ill health in line with the relevant Health and Safety Management System reporting procedure.
- to sign-in and out of the building using the designated system so that accurate attendance lists can be produced in the event of a fire evacuation or emergency and to support safeguarding at the College.
- to be familiar with the latest version of the asbestos survey for the College and have signed the asbestos register.
- to know those special safety measures and arrangements to be adopted in their own working areas and ensure they are applied;
- to inform their Line Manager and/or the College Principal of any training they feel they need in order to carry out their responsibilities competently;
to use and not wilfully misuse, neglect or interfere with things provided for their own safety and/or the safety of others;
- to co-operate with other employees in promoting improved safety measures in the College;
- to co-operate with the appointed safety representatives and enforcement officers of the Health and Safety Executive or Environmental Health.

3.7 **Students**

The students who attend the College are expected:

- to exercise personal responsibility for their own safety and other students;
- to observe standards of dress consistent with safety and/or hygiene (this includes items of 'jewellery');
- to observe all safety rules of the College and, in particular, the instructions of staff given in an emergency;
- to use and not wilfully misuse, neglect or interfere with things provided for their safety.

3.8 **Parents**

Have a responsibility to:

- make provision for full time education;
- abide by/support the rules and regulations of the College;
- comply with the Health and Safety Policy of both College and LFC;
- act as a 'reasonable parent'.
- Inform College of any medical needs that their child may have.

3.9 **Visitors & Contractors**

Regular visitors, contractors and other users of the premises should observe the safety rules of the College and LFC.

Visitors and contractors need to sign in at the main reception and wear their ID badge at all times, all visitors and contractors need to be escorted around the building at all times by an appropriate member of staff unless they possess a suitable enhanced DBS check, which the College has validated.

4.0 First Aid

The Fowler Academy is committed to adhering to the following first aid guidelines as set out by the Health and Safety Executive (HSE).

The Principal, or authorised representative thereof, is responsible for ensuring suitable first aid provision is in place at the college. The Proprietors, through health and safety reports received from the Principal/ Board/ Health and Safety Officer(s) will monitor that the first aid obligations of the College are adhered to and any issues addressed.

4.0 Introduction

The Health and Safety (First Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work.

Accidents and illness can happen at any time, therefore, provision for first aid needs to be available at all times people are at work.

What is 'adequate and appropriate' depends on the circumstances in the workplace. This includes whether trained first-aiders are needed, what should be included in a first-aid box and if a first aid room is required. However, the minimum first aid provision at any work site is: a suitably stocked first aid kit, an appointed person to take charge of first-aid arrangements and information for employees about first-aid arrangements.

The Regulations do not place a legal duty on employers to make first aid provision for non- employees such as the public or children in schools. However, the Health and Safety Executive (HSE) strongly recommends that non-employees are included in an assessment of first aid needs and that provision is made for them.

4.1 Definition

First Aid is the immediate treatment or care of a person who is injured or taken ill at work before an ambulance is called for serious cases. First aid treatment prevents minor injuries becoming major injuries.

4.2 Roles and Responsibilities

First Aider

A First Aider is a person trained to the appropriate standard recognised by The Fowler Academy and LFC and holding a valid qualification certificate, that meets the standards in line with HSE requirements.

Employees selected to be First Aiders are suitable for the role i.e., reliable, calm, confident and able to communicate effectively in a crisis, physically able and preferably willing to undertake the role. The main duties of the college's First Aiders include:

- Responding promptly to an incident/accident when requested, within the limits of HSE approved first aid training while safeguarding their own health and safety and that of others.
- Know how to secure additional first aid assistance as and when necessary, and if necessary, arrange, without delay, professional medical assistance if the nature and degree of the injury is beyond the limits of their training.

- To act at all times in a manner to respect the interest and dignity of all patients and to protect their confidential information.
- To be aware of the location of the nearest first aid box, its contents and report to John Vallely if any item(s) need to be replenished. Additional supplies of first aid materials can be found in the locked first aid box in the first aid room.
- Report incidents and actions taken. That is to say:
 - Any treatment given to a student is recorded in the Student First Aid Log (folder in the main staff office).
 - Accident report forms are to be completed if a member of staff has been injured, or a student has been injured by College equipment and/or requires hospital treatment (folder in the main staff office).
 - Head Injuries - for a student who has sustained a head injury, the head injury log must be completed and, if aged 16 years or younger, the student given a letter to take home informing their parents of what to do if their condition deteriorates.
 - If a casualty is transported to hospital, ensure that emergency contacts have been notified, and all relevant paperwork completed (including considering whether RIDDOR applies).

The provision of first aid treatment is a duty as a recognised First Aider and, as such, any treatment given may be deemed to be under the instruction of the College. Provided that a First Aider acts in good faith, and within the scope of any training given, then the first aider is covered by the College's indemnity insurance.

Medicines are kept in the staff office in a locked cupboard; parent consent forms and care plans are updated yearly and any expired medicine will be handed to parents (if aged 16 or younger) or students themselves (if aged 17 or older).

Designated staff ensure medicines are checked on a monthly basis and that all care plans are in date and valid.

4.4 First Aid Training

The First Aider should undertake either a one-day Emergency First Aid at Work (EFAW) or a three-day First Aid at Work (FAW) training course, which is valid for three years.

EFAW training enables a first aider to give basic emergency first aid to someone who is injured or becomes ill at work. Courses should involve at least 6 hours of training and be run over a minimum of 1 day.

FAW training includes Emergency First Aid at Work (EFAW) and equips the first aider to recognise and treat a wider range of specific injuries and illnesses. Courses should involve at least 18 hours of training and be run over a minimum of 3 days.

The College has a number of first aiders, who work on a rota basis, to ensure that first aid provision is constant and proportionate to the number of students and employees in the College.

All First Aiders have undertaken the Emergency First Aid at Work training within the past 3 years.

A list of current first aiders can be viewed in the staff office.

A full record of first aider training is available from the College's Operations Manager.

4.3 First Aid Needs Assessment

The Principal, or authorised person on behalf of, shall undertake an assessment of first aid needs on an annual basis to determine what provision is required.

The assessment will consider the circumstances of the workplace, workforce and the hazards and risks that may be present, including:

- the nature of the work undertaken the layout of the premises
- workplace/service hazards and risks (including specific hazards requiring special arrangements)
- the nature and size of the workforce the work patterns of employees

- holidays and other absences of those who will be first aiders and appointed person the history of accidents within the workplace/service
- the needs of travelling, remote and lone workers (i.e., personal first aid kit and means of communication)
- the distribution of the workforce
- the remoteness of site(s)/workforce from emergency medical services whether employees work on shared or multi-occupancy sites
- first aid provision for non-employees (e.g., students/service users/members of the public).

The Department for Education (DfE) recommends that schools have suitable first aid facilities and a sufficient number of trained persons, normally 1 First Aider for every 50 employees.

In estimating additional provision sufficient to cover pupil numbers, 1 Emergency First Aider for every 150 students is normally held to be a reasonable ratio.

4.5 First Aid Equipment and Facilities

First Aid Kits

First aid kits are a legal requirement for every workplace. It must be clearly marked in a green box with a white cross on it. All employees should be made aware of where their nearest first aid box is located. It should be easily accessible for people, ideally close to hand washing facilities and the contents should be checked regularly by the First Aider to make sure all items are in stock and in date.

The College's first aid kits will contain, as a minimum:

- a leaflet giving general advice on first aid
- 20 individually wrapped sterile plasters in assorted sizes. (Hypoallergenic can be provided, if necessary, i.e., where there is a known allergy)
- two sterile eye pads
- four individually wrapped triangular bandages, preferably sterile six safety pins
- two large, sterile, individually wrapped un-medicated wound dressings
- six medium size, individually wrapped un-medicated wound dressings
- A pair of non-latex, non-powdered, disposable gloves.

It is not permitted for tablets and medicines to be kept in the first-aid box.

4.6 First Aid Room

A suitable first aid room, that is easily accessible and clearly signposted, should be provided where the first aid needs assessment identifies this as necessary. If possible, the room should be reserved specifically for providing first aid and a designated person given responsibility for supervising it.

For Colleges, The School Premises (England) Regulations 2012, require that suitable accommodation must be provided in order to cater for the medical and therapy needs of pupils. Facilities and equipment that may be required include:

- a sink with hot and cold running water
- near to a toilet facility
- drinking water and disposable cups soap and paper towels
- a store for first aid materials
- foot operated refuse containers lined with a yellow disposable clinical waste bag or a container suitable for the safe disposal of clinical waste
- an examination/medical couch with waterproof protection and clean pillows and blankets
- A chair

The Board will liaise with the Proprietors to make sure that the required equipment and facilities are provided for the College.

4.7 Accident Reporting Procedures

Colleges have a duty to record:

- any accident to any person occurring on College premises;
- any accident to a member of staff at any location whilst on College business;
- any accident to a pupil off-site whilst under the supervision of a member of staff e.g. College trips.

Completed accident report forms must be passed to the Principal.

Detailed Accident Reporting and Dangerous Occurrences Reporting Procedures are contained in the Health & Safety folder, located in the staff office. A summary of the procedures is cited below:

Procedure for Employees, Members of Public

1. All personal injuries should be recorded on an accident form (located in the staff office)
2. Personal injuries to employees resulting in over 7 days absence should be reported to the Health and Safety Executive (HSE) via the online reporting system within 15 days of the occurrence and a copy sent to Principal.
3. Fatalities, major injury accidents and dangerous occurrences must be notified immediately as follows:
 - a) Principal
 - b) LFC
 - c) HSE

Procedure for Pupils

1. Minor injuries will be recorded on an accident form (located in the staff office)
2. Fatalities, major injury accidents must be notified immediately (normally by telephone) as follows:
 - a) Principal
 - b) LFC
 - c) HSE

4.8 Pupils with Medical Needs

Please refer to the 'Medical Conditions Policy'

4.9 Automatic External Defibrillator (AED)

Three AED's are installed at the site – they are located at FEFA Main Reception, LFC Main Reception and on the wall facing the playing pitches at the rear of the building..

All Emergency First Aiders and First Aiders have been trained in the use of an AED, however in an emergency any staff member or student may use the AED's as they are fully instructional and automated.

5. Fire Safety

The Regulatory Reform (Fire Safety) Order 2005 (RRO), came into effect from 1st October 2006, reforming Fire Safety Legislation and removing the requirement for a Fire Certificate. The order requires a "Responsible Person" to be named who will ensure that the premises comply with the order.

The named **Responsible Person/Fire Warden** for Fowler Academy is John Vallely (Operations Manager). The named **Deputy Responsible Person/Fire Warden** for Fowler Academy is Andrew Allen

The main duties of the Fire Warden include:

- Managing the College to minimise the incidence of fire (prevention) e.g. good housekeeping and security;
- Producing a Fire Evacuation Procedure;
- Checking the adequacy of fire-fighting equipment;
- Ensuring fire escape routes are and fire exits doors/passageways are kept unobstructed and doors operate correctly;
- Ensuring that fire detection and protection systems are maintained, tested and suitable records are kept;
- Ensuring any close down procedures are followed.

Colleges are visited on a regular basis by the Fire Brigade, who will make recommendations in relation to means of escape, means for giving warning, the means for fighting fire and any particular hazards present on the premises.

A Fire Risk Assessment has been completed, by the Proprietors, for the College. The assessment will be reviewed on an annual basis, by the Proprietors, to ensure it is still relevant.

Where any structural or procedure changes occur, the assessment will be amended in consultation with the appointed competent person.

The assessment is accessible and be available for inspection by the Fire Authority.

At The Fowler Academy, regular fire drills and walk through inspections will be carried out in order to ensure that basic fire prevention procedures are observed.

Fire Drills

A schedule of fire drills has been established on the basis of **one drill per term**.
John Vallely (Operations Manager) has been nominated to organise and record the fire drills.

Fire Evacuation Procedures

Please refer to the 'Fire Evacuation Procedure' for full details regarding the College's fire evacuation Procedures.

On hearing the evacuation siren, all buildings are to be exited by the nearest route as quickly as possible.

Assembly point:

The designated area for the Fowler Academy is Fire Evacuation Point B, opposite the groundsman's hut and adjacent to the Welfare unit.

Fire Evacuation - (Staff zones)

Area	Fire Marshall Responsible for Checking	Reserve Fire Marshall Responsible for Checking
Outdoor Pitch during coaching sessions	Coach supervising the session. Students stay on the pitch.	NA
Indoor Pitch	Daniel Stoddart	Anthony Lipson
Henderson, Rush, Barnes and staff offices	Anthony Rollinson	Daniel Stoddart
Teaching corridor, Salah, Fowler, McManaman, staff and student toilets, Klopp, Dalglish	Andrew Allen	Anthony Grant
Shankly, Paisley, staff offices, staff toilet, reception, accessible toilet	Sharon Giam	Anthony Grant
Female toilets/changing room	Keri Hanigan	Dianne Spencer/ Sharon Giam
Main changing rooms, laundry and storerooms	Scott Fowler	Anthony Lipson
Welfare room	Dianne Spencer	Paul Cliff
Main entrance ensuring students do not re-enter the building	Anthony Lipson Paul Cliff	Paul Cliff
Fire Evacuation Point	John Vallely Staff once they have completed their designated sweep are to man the fire evacuation point area. It is their responsibility to ensure students are calm and orderly at all times.	Keri Hanigan

Fire Fighting Equipment

Firefighting equipment will be used only by trained staff when they are confident in their ability to douse a small blaze, in most cases they should leave the area immediately by the nearest escape route.

Fire extinguishers at The Fowler Academy are subject to an annual inspection by a competent contractor.

Firefighting equipment, including extinguishers, blankets, hose reels, sand and water buckets will be checked annually for:

- correct location (as advised by the local Fire Authority)
- vandalism
- obstruction
- sand and water buckets should be full and not contain any rubbish.

Fire Alarm Systems

The fire alarm system is tested on a weekly basis via a different alarm point on each occasion. LFC is responsible for the weekly alarm test at this site.

Where a link has been established between the alarm and monitoring service, this will be checked on each occasion to ensure it is fully operational. All tests must be recorded within the Fire Safety Log Book.

This will ensure that in addition to checking the system as a whole, all call alarm points are checked on a regular basis. Any sounding of the alarm outside of the agreed time should be treated as an evacuation. Any visitors or contractors will be informed of tests.

Emergency Lighting

A system function test including the operation of all emergency lighting will be undertaken, by LFC, on a **monthly basis**, with the results recorded within the Fire Safety Log Book

Fire Doors

Fire doors play an essential role in prohibiting the spread of smoke and fire, but only if they are closed and stay closed during a fire.

Fire doors are often wedged open or propped open with fire extinguishers or litter bins, therefore, such practices should be discouraged.

Weekly checks will, therefore, be carried out to inspect all fire doors as well as door furnishings such as hinges, glazing, push bar mechanisms and self-closing devices. Faults found in any mechanism will be reported for immediate attention.

6. Electrical Safety

Following the introduction of the Electricity at Work Regulations (1989), the Health and Safety Executive issued a revised edition of Guidance Note GS 23 Electrical Safety in Schools. The advice given includes the following points:

- The fixed electrical circuits, etc, within the College are inspected and tested at least every **five years** by a competent person.
- Where wiring is subject to damage and abuse (e.g. surface wiring in temporary classrooms) and in external areas such as greenhouses, it will be inspected every **three years**.
- Any additions or changes to the College's wiring will be inspected and tested by a competent person before power is applied. (The prosecution of an LEA and a teacher in 1989 for allowing a pupil to do such work and then not having it checked is mentioned in the guidance note).
- The electrical circuits associated with stages/theatre halls are inspected **annually**.
- The College keeps a register of all electrical equipment and therefore it should not be possible for apparatus previously discarded as defective to slip back into use.
- Equipment which was not manufactured to current standards may require modification (e.g. pottery kilns with exposed elements that can be touched).
- Home-made or modified equipment is prohibited from use in the College.
- All electrical equipment operating at over 50 volts is visually checked each term and any defective items rectified.
- Any hand-held equipment that has an exposed metal case is inspected and tested by a competent person each year.
- Any double insulated equipment (i.e. no exposed metal casing) is visually inspected for any damage to the insulation of the item, cable sheath or plug each time it is used.
- Where equipment is used outside the building via flexible cable a residual current device (RCD) should be used in the supply circuit. (RCD's work by sensing any difference in the current flowing in the two power supply lines. If, because of an insulation failure, damage, etc., an additional current flow to earth from either line, possibly via a person, the power is switched off in a fraction of a second. The trip sensitivity is predetermined; up to 30 mA will provide protection against electrical shock to earth. RCD's do not, however, provide any protection against a shock caused by connection between live and neutral).

Portable Appliance Testing

The Electricity at Work Regulations (1989) require employers to maintain electrical equipment used at work so that it stays safe.

The person responsible for ensuring that an inventory of equipment is drawn up is John Vallely (Operations Manager). A central register of all equipment, and its last PAT test date, is held by the Operations Manager and is available for inspection.

All electrical faults must be reported to the Operations Manager or, if posing immediate risk to health, the Principal and Site Health and Safety Officer.

Electrical testing, where the needs for such has been identified, will be carried out by a competent person. This will be a member of staff such as a technician, who has been trained in the use of adequate test equipment, or a suitably qualified electrical contractor.

7. Control of Substances Hazardous to Health Regulations 2002 (COSHH)

The COSHH Regulations, as amended, require employers to assess the risks to the health of employees posed by the use of toxic, harmful and irritant and corrosive substances, these include many substances in use in CDT, Art and Science Departments.

A risk assessment looks at the ways in which the use of a substance(s) can give rise to harm and the steps required to reduce that harm. The duty to carry out such assessment will normally rest with the

Head of Subject though the responsibility may be delegated to another person. In all but the simplest of cases, the assessment must be recorded.

General risk assessments have been drawn up by CLEAPPS for most substances in use in Design and Technology and Science.

The College ensures it has the latest version of CLEAPPS publications to refer to.

The College has COSHH assessments in place, which are available in the staff office or via the Operations Manager.

8. Asbestos Containing Materials

In accordance with the requirements of the Control of Asbestos at Work Regulations 2002, a survey has been conducted to determine the location and condition of asbestos containing material within the College.

The Proprietors, or appointed person on their behalf, shall ensure that:

- All site-based staff must be made aware of the location of the report and understand its contents. (This should include existing, new and temporary staff). This must be on a recorded basis.
- The survey report must be referred to before any maintenance work that might potentially disturb suspect materials is undertaken.
- The laminated "Asbestos Alert" (where provided) must be displayed at an appropriate location – a copy in reception or where contractors sign in is usually acceptable.
- Contractors, Maintenance Workers and Employees etc. must complete the Confirmation of Access Report Form, to record that they have had access to the report and the associated floor plans.
- Staff must report incidents of damage involving suspect materials.

9. Glass and Glazing

The Proprietors shall ensure A survey of all glass and glazing panels has been conducted in accordance with the requirements of Regulation 14 Workplace (Health, Safety and Welfare) Regulations 1992. The survey report shall be kept with the Safety Policy & Procedures Manual and be available for inspection by enforcing authorities.

10. Outdoor Education Activities and College Trips

Please refer to the 'Trips Policy'

11. Contractors

All contractors used by the College shall ensure compliance with relevant health and safety legislation, guidance and good practice. All contractors must report to main reception, where they will be asked to sign the visitors book and wear an identification badge. Contractors will be issued with guidance on emergency procedures, relevant risks, and local management arrangements.

The Principal, or appointed person on their behalf, is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and checking whether expected controls are in place and working effectively.

College managed projects

Where the College undertakes construction and building works projects directly, the Proprietors are considered the 'client' and therefore have additional health and safety responsibilities to consider before starting works, including:

- Are you clear about your responsibilities?
- Have you made your formal appointments?
- Have you made your formal appointments?
- Have you checked that the principal designer or designer has the capability and necessary skills, knowledge, training and experience to fulfil their duties?
- Have you checked that the principal contractor or contractor has the capability and necessary skills, knowledge, training and experience to fulfil their duties?
- Have you checked that the project team is adequately resourced? 6 Has a project or client brief been issued to the project team?
- Has the project team been provided with information about the existing site or structure (pre-construction information)?
- Do you have access to project-specific health and safety advice?
- Are suitable arrangements in place to manage health and safety throughout the project?
- Has a schedule of the key activities for the project been produced?
- Has sufficient time been allowed to complete the key activities?
- Where required, has an online F10 notification form been submitted to HSE to notify them of commencement of work?
- Have you checked that a construction phase plan has been adequately developed before work starts on site?
- Are you satisfied that suitable welfare facilities have been provided before work starts on site?
- Have you agreed the format and content of the health and safety file

Such projects are managed by the Proprietors, who will ensure that the all statutory approvals, such as planning permission and building regulations have been sought.

Under CDM 2015, certain construction work must be notified to the Health and Safety Executive (HSE).

The Proprietors, College, contractor(s) and any subcontractor(s) involved will exchange relevant information regarding the work activities and agree the risk assessment and safe systems of work to be used prior to works commencing on site. Contractors will be asked to provide risk assessments and method statements specific to the site and works to be undertaken.

12. Work at Height

Working at height can present a significant risk; where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height.

When working at height (including accessing storage or putting up displays) appropriate stepladders are to be used. Staff must not climb onto chairs etc.

Only those persons who have been trained to use ladders safely may use them.

Formal training on work at height, when using leaning ladders, will be provided where a significant risk is identified as part of an individual's role.

The Principal, Operations Manager and/or Site Health and Safety Officer shall ensure:

- all work at height is properly planned and organised;

- the use of access equipment is restricted to authorised users;
- all those involved in work at height are trained and competent to do so;
- the risks from working at height are assessed and appropriate equipment selected;
- any access equipment is inspected and maintained;
- any risks from fragile surfaces are properly controlled.

13. Personal Safety/Lone Working

The College believes that staff should not be expected to put themselves in danger and will not tolerate violent / threatening behaviour to its staff.

Staff will report any such incidents to the Principal and record the incident on a report form. Where any incident results in a physical injury, this should be also documented on the accident reporting system.

Lone working

Staff are encouraged not to work alone. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary.

Work involving potentially significant risks (for example work at height) must not be undertaken whilst working alone.

Staff working outside of normal College hours must obtain permission of the Principal and Site Health and Safety Manager. Where lone working cannot be avoided, staff should ensure they have means to summon help in an emergency e.g. access to a telephone or mobile phone etc.

14. Curriculum Safety Matters

14.1 Physical Education

The Principal shall ensure that supervising teachers have the appropriate qualification/training for the activities taught as outlined in the afPE Publication Safe Practice in Physical Education.

Teaching staff and coaches shall ensure that gym equipment is within current test period and adequately maintained and inspected before use.

Teaching staff and coaches shall carry out a cursory visual check of equipment and the playing surface/area prior to the commencement of Physical Education activities.

Teaching staff and coaches shall ensure that areas used for physical education are thoroughly inspected and any necessary preparation works carried out prior to the class commencing. This includes ensuring that landing areas such as sandpits are raked and softened and playing fields are cleared of obvious debris **immediately prior to use**.

Goalposts (rugby/football) shall be checked before use and on a regular basis.

14.2 Science

The Assistant Headteacher shall ensure that teaching staff and technicians have access to CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services) Science Handbook and CLEAPSS Hazcards.

The Assistant Headteacher shall ensure that equipment including fume cupboards is adequately maintained and tested by a competent engineer and is within the current test period. The results of tests shall be retained for inspection.

The Assistant Headteacher shall ensure that each member of staff is issued with employee guidelines on safety in science labs which is found in the CLEAPSS Science Handbook.

The Assistant Headteacher shall ensure that the CLEAPSS hazcards are kept up to date and COSHH assessments have been carried out when required.

The Proprietors shall ensure gas pipework is visually inspected annually by a competent person and a programme to check soundness of gas supply paperwork once every five years.

The Proprietors shall ensure that gas taps/valves are checked at regular intervals for ease of operation, soundness and damage and that the appropriate signs are in place.

The Class Teacher shall ensure gas isolation valve is operational at the start of each class.

The Assistant Headteacher shall ensure that a trained Radiological Protection Supervisor is made responsible for the effective supervision and storage of sources of ionising radiation in accordance with CLEAPSS Guidelines. The Assistant Headteacher shall ensure that the radiation source log book is kept up to date.

The Assistant Headteacher shall ensure that all relevant staff have access to CLEAPSS science handbook L93 Managing Ionising Radiation's and Radioactive Substances 2001.

14.3 Work Experience/Placements

This College recognises the importance of ensuring that work experience/placements are planned and organised in such a way as to minimise risks to students.

Placement providers shall be vetted prior to use by a qualified and experienced person qualified to undertake adequate vetting procedures.

To this end, the College will follow the HSE guidelines on young people and work experience (INDG 364 rev1)