

## South Devon UTC Health and Safety Policy

### Document Control

Version	Date	Author	Notes on Revisions
1.0	1 <sup>st</sup> December 2015	Ian Crews	

Owner	Author	Review	Next review	Approval committee
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### 1.0 PURPOSE AND SCOPE

South Devon UTC makes an unequivocal commitment to high standards of health and safety. Although the Principal has ultimate responsibility for implementing the policy all employees have an important part to play in its successful implementation.

Every member of staff is responsible for implementing the policy in his or her area of activity. Every employee must comply with the policy and co-operate with colleagues to achieve high standards of health and safety.

This Policy is required under the Health and Safety at Work Act 1974. Employees are reminded that they have duties under the Act and breach of these duties could lead to prosecution of the Governing Body or individual employees. Failure to comply with safety requirements could also lead to disciplinary action.

### 2.0 STATEMENT OF INTENT

South Devon UTC's Governing Body will do all that is reasonably practicable to establish and maintain high standards of health safety and welfare for all its employees.

The Governing Body will ensure, so far as is reasonably practicable, that the health and safety of employees, students, visitors and other non-employees who may be affected by its work activities are not endangered.

The responsibility for implementing this policy lies directly and personally through line management with the Principal and every employee.

### 3.0 OBJECTIVES

- To confirm that all activities are being carried out safely, without risk to health, so far as is reasonably practicable.

- To confirm there are Codes of Practice covering work activities.
- To confirm all staff are aware of and actively support the responsibilities of the Governors and accept their own personal responsibilities.
- To confirm that all new employees are aware of the Governors' health and safety policy and the appropriate health and safety procedures.
- To confirm all visitors, contractors and suppliers of goods and services comply with relevant health and safety requirements.
- To confirm that consultative procedures facilitate the involvement and commitment of employees and their appointed representatives.
- To promote awareness of health and safety issues.
- To provide specialist professional support to managers and staff on all health and safety matters.
- To have and make readily available detailed health and safety information that may be required about or resulting from legislation, Approved Codes of Practice, or British Standards.
- To have and make readily available detailed health and safety information that may be required about substances, materials, articles, processes, plant and equipment employed by the Governing Body.
- To confirm suitable and sufficient assessments are carried out of the risks to health and safety of employees, students and others.
- To keep the policy under review and revise it as required.
- To monitor the implementation of the Health and Safety Policy.

#### 4.0 ORGANISATION AND RESPONSIBILITIES

##### The Governing Body

- The Governing Body will oversee health, safety and welfare matters and will confirm that necessary resources are provided by the Principal.
- The Governing Body will monitor the implementation of the Policy by requiring an annual report based on a monitoring checklist and reports of inspections.

## Principal

The Principal is accountable to the Governing Body for the implementation of the Health and Safety Policy. The Principal will also discharge the Governing Body's overall duty as employer. The discharge of these duties will be through line managers. The Principal will be responsible, in particular, for ensuring that:

- (a) The Safety Policy Statement is brought to the attention of all staff;
- (b) Codes of Practice are available for each work activity carried out in the UTC: that a copy of each Code of Practice is kept in the administrative office of the UTC: that other copies are distributed to relevant staff and a record of distribution is maintained;
- (c) Other health and safety information is communicated to relevant staff;
- (d) Adequate first aid procedures exist, including the provision of sufficient first aiders and appointed persons and that all staff are aware of the arrangements. This should include times when staff are present outside the normal hours of the establishment;
- (e) Accidents are reported using the established procedures;
- (f) Health & safety committee members can carry out their functions including inspections and accident investigations; and, where appropriate, that consultation takes place with safety representatives;
- (g) Safety representative inspection report forms are dealt with in the appropriate manner;
- (h) Training needs are identified and appropriate arrangements are made for training;
- (i) Assessments are undertaken of all risks to health and safety as required by the Management of Health and Safety at Work Regulations 1999 and other legislation and that the significant findings are recorded;
- (j) New employees receive appropriate health and safety information including details of the safety policy, codes of practice, fire drill procedures and other safety procedures;
- (k) The overall procedures for safety are monitored;

- (l) Fire drills are carried out and a fire register is maintained;
- (m) Arrangements are in place for liaising with contractors (cleaning, catering, grounds maintenance and building work) to ensure appropriate co-operation and co-ordination between the academy and the contractor as required by the Management of Health and Safety at Work Regulations; all reasonable steps are taken to inform contractors of risks to their employees arising out of, or in connection with the operation of the academy; and contractors are aware of any special risks to students which might arise out of their work;
- (n) Health and safety matters which cannot be resolved appropriately are raised with the Governing Body;
- (o) Arrangements are in place for appropriate „co-operation and co-ordination“ with other employees on the UTC site
- (p) A copy of Appendix 1 is completed, posted on notice boards in a prominent position and updated at regular intervals.

#### Deputy Principal

The Deputy Principal is responsible for carrying out the Principal's duties in his absence .

The Designated Senior Manager with responsibility for Health and Safety is responsible for

- (a) Establishing arrangements for dealing with health and safety matters such as:
  - Dissemination of health and safety information to all staff;
  - First aid;
  - Accident reporting;
  - Emergency evacuation procedures;
  - Ensuring accidents are investigated;
  - Ensuring health and safety matters raised by staff are dealt with;
  - Maintaining a central file of Codes of Practice.

- (b) Co-ordinating all aspects of Health and Safety Policy and practice;
- (c) Ensuring premises defects (which affect health and safety) and other health and safety matters are dealt with or, if this is not possible, for ensuring they are raised with the Principal;
- (d) Ensuring the implementation of the Safety Policy is monitored;
- (e) Overseeing arrangements for lettings;
- (f) Ensuring “reportable” accidents are reported to the HSE;
- (g) Contractors completing building work
- (h) Escalation of matters requiring SLT action

#### Heads of Department

HODs are responsible, so far as is reasonably practical, for implementing the safety policy within their department.

In particular they are responsible for ensuring:

- (a) That activities under their control are carried out, so far as is reasonably practical, safety and without risk to health;
- (b) The implementation of the safety policy is properly monitored in their area of responsibility: carrying out inspections of the workplace and equipment;
- (c) Individual employees are aware of their responsibilities for health and safety;
- (d) Suitable arrangements are made for consultation with employees’ safety representatives;
- (e) Employees under their control are adequately trained, informed, instructed and supervised;
- (f) Codes of Practice appropriate to the Directorate are brought to the attention of all staff in the Directorate.
- (g) Codes of Practice are complied with and appropriate safety signs or notices

are displayed

- (h) Relevant health and safety information is communicated to staff;
- (i) First aid procedures are complied with;
- (j) All accidents occurring in the department are reported and an Accident Report Form is completed;
- (k) Reasonable arrangements for allowing health & safety committee members to carry out their functions are complied with;
- (l) Training needs of staff within the department are identified;
- (m) Staff are aware of fire procedures;
- (n) New employees receive all appropriate health and safety information/ training, including departmental safety procedures;
- (o) Ensuring the Management of Health and Safety at Work Regulations and other legislation undertake assessments of all risks to health and safety as required and that the significant findings are recorded.
- (p) Ensure that they discuss Health and Safety with their line managers at their meeting

#### Teachers and other staff

The safety of students in classroom, laboratories and workshop is the responsibility of the teacher or the adult in charge of the class

Teachers are expected to:

- (a) Know the emergency procedures in respect of fire and first-aid and the special safety measures to be adopted in their own teaching areas and to ensure that they are applied;
- (b) Exercise effective supervision of students and ensure that they know of the general emergency procedures in respect of fire and first-aid and the special safety measures of the teaching area;
- (c) Give clear instructions and warnings as often as necessary (notices,

posters, hand-outs are not enough);

- (d) Ensure that students' coats, bags, cases etc are safely stowed away;
- (e) Integrate all relevant aspects of safety into the teaching process and if necessary give special lessons on safety;
- (f) Follow safe working procedures personally;
- (g) Call for protective clothing, guards, special safe working procedures etc, when necessary;
- (h) Make recommendations on safety matters to the HOD

(j) be familiar with risk assessments appropriate to the work activity (and the consequent protective and preventative measures). If there is no risk assessment for work activities where there is a risk to anyone's health and safety, the Learning tutor must raise the matter with the appropriate Head of Department. (NB– in many cases the risk assessment will be implicit in the Codes of Practice).

### All Line Managers

All Managers are responsible for ensuring the Health and Safety Policy and arrangements that have been made are implemented in their areas of activity. As a general rule Managers' direct responsibility for health and safety is determined by the extent to which they have authority to take executive action. In other words, if they have the responsibility to make the general decision about some aspect of their work, they are responsible for the health and safety implications of that decision.

In addition to ensuring work activities under their control are carried out, so far as is reasonably practicable, safely and without risk to health, Managers and Supervisors' responsibilities include:

- (a) Monitoring the implementation of the Health and Safety Policy in their area of responsibility, carrying out inspections of workplaces and equipment and reporting accidents;
- (b) Ensuring individual employees are aware of their responsibilities for health and safety;
- (c) Making suitable arrangements for consultation with health & safety committee members;
- (d) Ensuring employees under their control are adequately trained, informed instructed and supervised.

### All Employees

Although prime responsibility for health and safety rests with the Governing Body all employees have responsibilities:

- (a) To take reasonable care of their own health and safety and that of all persons affected by their acts or omissions;
- (b) To co-operate with the Governing Body so far as is necessary to enable it to meet its responsibilities for health and safety;
- (c) To use work equipment provided correctly in accordance with



instructions and training;

- (d) To inform the Governing Body (through line managers) of any work situations which represent a serious and immediate danger to health and safety;

All employees are reminded of the need to report any accidents that occur at work. Failure to do so may lead to difficulties when claiming industrial injury benefit.

All employees having a problem concerned with health and safety or identifying any hazardous situation should raise the matter with the senior manager with designated responsibility for health and safety but are nevertheless expected to:

- (a) Exercise personal responsibility for safety of themselves and others;
- (b) Observe the safety rules of the UTC and in particular the instructions of staff given in an emergency;
- (c) Use and not willfully misuse, neglect or interfere with any item provided for safety;
- (d) Ensure that they only use those external areas, which are designated for pedestrians



## GENERAL ARRANGEMENTS FOR HEALTH AND SAFETY

### Codes of Practice

South Devon UTC has adopted South Devon Council Codes of Practice; these are the arrangements for carrying out the safety policy and should therefore be read in conjunction with the safety policy.

### Accident Reporting:

The accident reporting procedure is in Appendix I of this document. All accidents should be reported to the senior manger designated with responsibility for health and safety

### Fire Procedures:

The Fire Procedures can be found at Appendix 2.

### Medical Room Procedures:

The Medical Room Procedure can be found in the First Aid Policy

### Risk Assessments:

Under the Management of Health and Safety at Work Regulations 1999 there is a requirement for all risks to health and safety to be assessed and for significant findings to be recorded.

All members of staff responsible for health and safety matters within a department of area must ensure that they have fully completed risk assessments for those areas by half-term of the Autumn Term. All risk assessments must be returned to the senior manager with designated responsibility for Health and Safety

## 8. ACCESS TO POLICY STATEMENT

Access to a copy of this statement will be available to all employees on the UTC's notice board(s).

A copy of the Health and Safety Policy will be issued to all Governors and staff. All new Governors and staff will be issued with a copy when they take up their respective positions.

**9. FIRST AID ARRANGEMENTS: Please see First Aid Policy**

**Monitoring, Evaluation and Review**

This policy will be monitored regularly to assess its implementation and effectiveness. The designated member of staff responsible will provide an annual report to the Governing Body and interim reports on request.

South Devon UTC

ACCIDENT REPORTING PROCEDURE

**1. INTRODUCTION**

All accidents to both staff and students must be reported using the appropriate form or book. Certain accidents must in addition be reported to the Health and Safety Executive (HSE). The procedures to be adopted are described below.

**2. ALL ACCIDENTS**

**2.1 Employees**

The "Staff Accident Book" should be completed either by the injured person or someone acting on the injured person's behalf. A tear off copy of each record must be sent to the Senior Manager, designated with responsibility for Health and safety Records must be kept for three years.

**2.2 Students and Non-Employees**

The "Student Accident Book" must be completed for all accidents to students and non-employees (including members of the public) and retained for three years. A tear off copy of each record must be sent to the Site Services Manager.

**3. ACCIDENTS/DISEASES WHICH MUST ALSO BE REPORTED TO THE HSE**

**3.1 Deaths, Certain Major Injuries or Conditions and Dangerous Occurrences**

Accidents must be reported using the Student Accident Book or the Staff Accident Book, as indicated above, both of which are located in the Medical Room. Tear off copies of each report sheet must be sent to the Site Manager, who will report the incident to the HSE on Form F2508 (available in pads of 10 from HMSO).

Definitions of „Major Injuries or Conditions“ and „Dangerous Occurrences“ are listed in the Guidance Notes accompanying the F2508 Forms and in the booklet HSE24. Major injuries include, for example, broken wrists, injury to the eyes from chemicals and

injuries that result in the injured person being admitted to hospital for more than 24 hours.

These accidents must by law be reported to the HSE by the quickest practicable means (i.e. telephone), followed by the submission of Form F2508 within seven days.

See also sections 3.4 and 3.5 for exemptions applying to road traffic and students accidents.

#### Reporting Procedures

- (a) as soon as practicable after the incident the Senior Manager designated for health and safety (or a representatives) must telephone the HSE – 0845 300 9923. A written record must be kept of the call in the accident book
- (b) Form F2508 must be completed and sent to the Health & Safety Executive, within seven days of the incident.
- (c) The Regulations require that a record is kept of all reportable accidents/dangerous occurrences. A copy of the form must be kept as the official record.

### 3.2 “Over Three Day Accidents” to a Person at Work

If a person at work (e.g. employee or student) is incapacitated for his or her normal work for more than three consecutive days as a result of an accident at work Form F2508 must be completed and sent to the HSE within seven days of the accident. The three days excludes the day of the accident but includes any days that would not have been working days (e.g. weekends).

#### Reporting Procedures

- (a) As soon as the accident becomes reportable (i.e. on the fourth day of absence) Form 2508 must be completed and sent to the HSE.
- (b) A copy of Form F2508 must be kept as the official record.

### Cases of Disease

Where a person at work suffers from certain specific diseases and their work involves specified activities a report must be sent to the HSE on Form F2508A. The diseases and activities are also specified in the booklet HSE24. It is only necessary to report diseases when a written statement is received from a registered medical practitioner diagnosing the disease as one on the list. Such cases are likely to be very rare in education establishments but nevertheless can occur. For example the list includes acne caused by exposure to mineral oils; occupational asthma caused by exposure to epoxy resins, laboratory animals and grain products; and poisoning by substances which could be found in UTC chemistry laboratories.

### Reporting Procedures

On receipt of a written statement from a registered medical practitioner which indicates an employee has one of the specified diseases and is engaged in one of the listed work activities, contact the County Health and Safety Unit (01922 652210). The Unit will forward a copy of the form (F2508A) and advise about the correct procedure.

### 3.3 Exemptions – Road Traffic Accidents

Road Traffic Accidents do not need to be reported to the HSE in accordance with the reporting procedure at 3.1 above, except where the injury involves a person engaged in work, or alongside a highway; or exposure to a substance being conveyed by a vehicle, or loading or unloading a vehicle. (NB: the standard accident book/form should however be completed).

### 3.4 Exemptions – Student Accidents in the Playground

Injuries received during play activities in playgrounds arising from collisions, slips and falls do not need to be reported to the HSE in accordance with the reporting procedures at 3.1 above unless they are attributable to:

- The condition of the premises (e.g. potholes, ice, worn steps);
- Plant or equipment on UTC premises;
- Or lack of proper supervision. (NB: the standard accident form should however be completed).





## References

HSE Website [www.hse.gov.uk](http://www.hse.gov.uk)

HSE Five Steps to Risk Assessment - <http://www.hse.gov.uk/pubns/indg163.pdf>

HSE A Guide to Risk Assessment Requirements - <http://www.hse.gov.uk/pubns/indg218.pdf>

HSE Reporting school accidents <http://www.hse.gov.uk/pubns/edis1.htm>

Health and Safety Commission (HSC) Managing health and safety in schools £5.95

HSC Health and safety guidance for school governors and members of school boards £5.95

A Guide to the Law for School Governors (DfES 2001)- Community Version - Voluntary Aided Version - Voluntary Controlled Version- Foundation Version. website  
<http://www.dfes.gov.uk/governor/info.cfm>

DfES School Security website [www.dfes.gov.uk/schoolsecurity](http://www.dfes.gov.uk/schoolsecurity)

DfES Health and Safety of Students on Educational Visits: A Good Practice Guide  
[http://www.dfes.gov.uk/h\\_s\\_ev/index.shtml](http://www.dfes.gov.uk/h_s_ev/index.shtml)

DfES/DH Supporting Students with Medical Needs: A Good Practice Guide -  
<http://www.dfes.gov.uk/medical>

DfES Guidance on First Aid for Schools <http://www.dfes.gov.uk/firstaid>

DfES/Home Office School Security: Dealing with Troublemakers  
- <http://www.dfes.gov.uk/schoolsecurity/dwthome.shtml>

DfES Safety Education: Guidance for Schools, December 2001 (Ref:  
DfES/0161/20002)

DfES video "Can you see what they see?"

DfES Code of Practice on LEA-School Relations - <http://www.dfes.gov.uk/lea/>

DFES Health and Safety : Responsibilities and Powers , DfES/0803/200

Guidance on Standards for School Premises (ref DfEE 0029/2000).

DfES/CEDC Safe Keeping: A good practice guide for health and safety in study support (Ref DfEE  
0197/2000)

HSE publications (priced and non-priced) are available from HSE Books Tel: 01787 881165

DfES guides are free from DfES publications Tel 0845 6022260

HSE's infoline is 08701 545500

(i) Health and Safety legislation:

The Health and Safety at Work etc. Act 1974.

The Management of Health and Safety at Work Regulations 1999

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

(ii) Education legislation:

Education (School Premises) Regulations 1999 (SI 1999 No.2)

School Standards and Framework Act 1998

School Inspections Act 1996.

Education Act 1996



