

Retford Post 16 Centre Health and Safety Policy



Policy Statement

The Governors and Director of Retford Post 16 Centre recognise as a prime duty to protect the health and safety of all staff, students and visitors to the Post 16 site.

The policy seeks to ensure safe working conditions with a clear definition of responsibilities and the development of safe practices through joint consultation.

It is the responsibility of all members of staff to be aware of the following policy statement on Health and Safety and of the organisational arrangements made to implement that policy.

Line Management Organisation

Responsibilities:

The Governing body is responsible for:

- Complying with NCC Health and Safety Policy and Arrangements;
- Formulating and ratifying the establishment's Health and Safety Policy;
- Regularly reviewing health and safety arrangements regularly (at least once annually) and implementing new arrangements where necessary;
- Ensuring that the site and premises is maintained in a safe condition and liaising with Transform School/Engie regarding any site/premises concerns;
- Ensuring that risk assessments are made and recorded of all the schools work activities including those off site which could constitute a significant risk to the health and safety of employees or other persons;
- Ensuring that the statement and other relevant health and safety documentation is drawn to the attention of all employees;
- Prioritising action on health and safety matters where resources are required from the establishment's budget, seeking further advice where necessary and ensuring that action is taken;
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with;
- Promoting high standards of health and safety within the establishment;
- Active and reactive monitoring health and safety matters within the school including health and safety inspection reports and accident reports;

The Centre leads shall be responsible for:

- familiarising him/herself with the Centre's safety policy, the Organisation and the arrangements for effecting that policy and safety rules and codes applicable to the academy as a whole;
- ensuring that persons for who he/she is responsible are trained in their work and are aware of any hazards or risks associated with their work and workplace;
- ensuring the provision of contingency arrangements in the event of emergency e.g evacuation in case of fire;
- ensuring that Health and Safety procedures are understood and adhered to by all persons in the Centre (including visitors and contractors) e.g fire evacuation, first aid and the use of safety devices;
- visiting all parts of the academy regularly;
- maintaining a high standard of housekeeping;



- including Health, Safety and Welfare as a routine item on Meeting Agendas where appropriate;
- co-operating with members of North Notts College, Retford Oaks and Elizabethan Academy's Health and Safety Committee on matters of health and safety;
- reviewing all accident, incident or maintenance reports and ensuring that an immediate investigation is carried out on any accident or incident which, in his/her opinion, gives cause for concern;
- bringing to the attention of the Principal's and or Governors matters giving rise for concern;
- initiating the necessary action to remedy defects in the Centre building e.g. heating, lighting and general maintenance;
- withdrawing from use any unsafe equipment, obtaining specialist advice, if necessary;
- ensuring the Heads of Department are aware of their duties and responsibilities in respect of Health and Safety and that they are aware of the hazards or risk to health associated with their subject specialism or workplace including compliance with COSHH regulations where necessary and appropriate.

Faculty Leads (EA)/Head of Department (ROA) Curriculum Managers (NNC)(Referred to as Heads of Department in the body of the document)

Shall be responsible for:

- familiarising themselves with the Centre's safety policy, the organisation and arrangements for effecting that policy and safety rules and codes of practice applicable to their areas;
- ensuring that safety and health provisions and procedures are understood and adhered to by all members of their departments, including part-time staff, supply staff, visitors, contractors, ancillary staff and students e.g. fire evacuation;
- ensuring all equipment is safe and properly maintained and ensuring that faulty equipment is taken out of service until defects are rectified;
- ensuring that all teaching staff and ancillary staff e.g. technicians, in their departments are trained in their work and are aware of any hazards or risks to health associated with their work and workplace;
- ensuring that safe working practices are clearly set out in schemes of work, and are being implemented, and all appropriate staff are provided with these schemes of work including procedures for complying with COSHH regulations where necessary and appropriate;
- giving particular attention to the induction and in-house training of new members of staff;
- visiting regularly all areas of their departments (such as areas being defined in an appendix, attached to the Centre Safety Policy);
- maintaining a high standard of housekeeping;
- ensuring all accidents/dangerous occurrences are promptly reported via the appropriate system, forwarding them to the Principal for scrutiny and signature, and ensuring an immediate investigation is carried out into any accident or incident which in his/her opinion gives cause for concern;
- including Health, Safety and Welfare as a routine item on all Department Staff Meeting agendas;
- ensuring the attention of his/her department is drawn to any code of practice or other appropriate literature, and also to any matter which gives rise for concern, associated with their subject specialism, or workplace.

All Employees

Are required to comply with the requirements of Sections 7 and 9 of the Health and Safety at Work Act 1974 e.g

- observe all safety rules and implement safe working practices at all times. **IF YOU THINK IT IS UNSAFE - DO NOT DO IT;**
- correctly use safety equipment and protective devices as necessary e.g guards on machinery, protective clothing, and eye protection;
- comply with instructions given on health and safety matters, including the implementation of COSHH regulations;
- inform their Head of Department of all accidents or damage in their areas of work whether persons are injured or not, before the end of the day, and assist in submitting a written report if required;
- ensure students are adequately supervised and have received the necessary instruction for the work they are set or permitted to do;
- ensure that colleagues or students, if injured or unwell, are given assistance.

All employees are also encouraged to:

- participate in improving health and safety within the academy by making suggestions on this matter to their Head of Department or Safety Representative
- foster safety consciousness and good practices amongst all students and other employees

The attention of all employees will be drawn by the academy management to the Education Department Safety Manuals and other relevant codes of practice and information applicable to their specialism, skill and workplace.

Safety Representatives

The appointment of Safety Representatives is the prerogative of accredited Trade Unions in accordance with the Regulations of Safety Representatives and Safety Committees (SI1977 No500) and Safety Representatives are empowered to:

- carry out inspections and investigations in accordance with the Safety Representatives and Safety Committee Regulations (SI 1977 No 500). Further information is given in the Education Department Safety Manual (SM 2.2.1 and SM 2.2.2)
- have immediate access to any inspection of statutorily notifiable accident or occurrence
- have access to, for the purposes of consultation, any relevant statutes, regulations, orders, codes of practice or guidance issued by or through the Health and Safety Commission and/or its Executive. In the main District Libraries in the County, there is a reference section on Health and Safety, where Safety Representatives will find relevant information
- have their name displayed locally

Appendix 1 – Accident and Hazard Reporting Arrangements

a) Procedure for reporting accidents or hazards

Internal Centre report forms are located with the Receptionist

Whenever an accident or hazard occurs, a form should be completed by person dealing with incident, then signed by the Director. All accidents should also be reported to the relevant Academy depending on which school roll the students are registered with.

The Director or his/her representative will ascertain if an accident form should be completed and then inform:

Premises Manager for appropriate remedial action to be carried out or instigated through the proper agency which may be the building managers (currently Engie).

b) Injury to Students

- Accidents which result in injury to students should be reported to the Principal, or his representative (usually the Vice Principal). The Principal or his representative will then decide the appropriate action to be taken.
 - In cases of very serious injury to or illness of a student, an ambulance should be summoned without delay for the conveyance of the student to hospital. The Director should be informed as soon as possible in such a case but of paramount importance is the need to see that the casualty receives prompt medical attention.
 - All accidents involving students must be reported using the appropriate system without delay.
- Accidents on Education visits
 - Accidents occurring to students whilst on education visits should be reported to the Director.
 - Where the accident has occurred whilst on a visit abroad, it is important that the Director be advised, without delay.
- Fatalities
 - The fatality of a student whilst on or near the Centre premises, whilst on an educational visit, whilst travelling in transport provided exclusively for students or whilst participating in a curricular or extra-curricular activity must be reported to the Director immediately.
 - The Director must inform the Academy Principal's immediately so that they can report the matter to the Director of Education immediately, by telephone, of a fatality, or an accident resulting in a fatality.

c) Injuries to Employees

All accidents causing injury to teaching and non-teaching staff which arise as a result of work activity should be reported to the Director who will decide on appropriate action. Procedure to be followed when finding an injured person is outlined in Appendix 2 (First Aid Arrangements).

Appendix 2 – First Aid Arrangements

Location of Medical Room – there is a medical room located on each floor at the Centre. On the ground floor it is located at the entrance to technology and on the upper floor next to the social science offices.

Location of First Aid Boxes:

Medical Rooms
Science
Sport Science

Student Support
Technology
Hair and Beauty

Main Reception
Learning Resource Centre