



# Health and Safety Policy

## **STATEMENT OF INTENT**

RDUTC is committed to:

- Promoting a positive culture of Health and Safety.
- Promoting pro-active, not reactive, management of Health and Safety.
- Providing a safe and healthy learning and working environment.
- Preventing accidents and work related ill health.
- Compliance with statutory requirements as a minimum.
- Assessing and controlling risks from curriculum and non-curriculum work activities.
- Ensuring safe working methods and providing safe working equipment.
- Providing effective information, instruction and training.
- Consulting with employees and their representatives on health and safety matters.
- Monitoring and reviewing systems and prevention measures to ensure they are effective.
- Ensuring adequate welfare facilities exist throughout the organisation.
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

## **RESPONSIBILITIES**

The Governing Board:

The Governing Board delegates responsibility for over-seeing, developing, monitoring and evaluating Health and Safety policy and practice to the Health and Safety Sub-committee. This includes ensuring that:

- A clear written policy statement is created which promotes the correct attitude towards safety in staff, visitors and students.
- Responsibilities for Health and Safety are allocated to specific people and that these people have sufficient experience, knowledge and training to carry out their responsibilities effectively.
- Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- Sufficient funds are set aside with which to operate safe systems of work.
- Health and Safety performance is measured both actively and reactively.
- The Health and Safety policy and performance is reviewed annually.

### The Principal

**The Principal is Sarah Pashley. Tel: 07590 949951**

The Principal is responsible for:

- Ensuring the Health and Safety policy is implemented effectively, reviewed annually and amended if appropriate.
- Receiving and reviewing termly Health and Safety reports and amending the Health and Safety policy and procedures accordingly.
- Ensuring any accidents are investigated and any remedial actions required are taken.
- Line managing the Senior Assistant Principal Safeguarding and Compliance.
- Deputising for the Senior Assistant Principal Safeguarding and Compliance in her absence.

### The Senior Assistant Principal Safeguarding and Compliance

**The Senior Assistant Principal Safeguarding and Compliance is Jane Howarth. Tel:**

The Senior Assistant Principal Safeguarding and Compliance is responsible for ensuring:

- The Health and Safety policy is communicated to all relevant people.
- Appropriate consultation arrangements are in place for staff and their representatives.
- All staff understand and carry out their responsibilities effectively, as outlined in the policy.
- Policy implementation is monitored and reviewed regularly by staff, the Principal and the Governing Board Health and Safety Sub-committee.
- All staff are provided with information, instruction and training on Health and Safety issues.
- Safe systems of work are in place as identified from risk assessments.
- Emergency procedures are in place.
- Arrangements are in place to inspect the premises and monitor performance.
- The Accident Log, including actions to mitigate against future accidents, is completed and kept up to date.
- The Near Miss Log, including actions to mitigate against future near misses/accidents, is completed and kept up to date.
- Accidents are investigated and any remedial actions required are taken or requested.
- Termly Health and Safety reports are produced for the Principal, the Health and Safety Co-coordinator and Governing Board Health and Safety Sub-committee.
- Line managing the Health and Safety Co-ordinator.

### The Health and Safety Co-ordinator:

**The Health & Safety Co-ordinator is Dave Marris. Tel: 07530 596034**

The Health and Safety Co-ordinator is responsible for ensuring:

- Appropriate information on significant risks is given to visitors and contractors.
- Risk assessments of the premises and working practices are undertaken.
- Safe systems of work are in place as identified from risk assessments.
- Machinery and equipment is inspected and tested to ensure it remains in a safe condition.

- Records are kept of all relevant Health and Safety activities e.g. assessments, inspections, accidents, training etc.
- Arrangements are in place to inspect the premises and monitor performance.
- Accidents are investigated with the Senior Assistant Principal Safeguarding and Compliance and any remedial actions required are taken or requested.
- The activities of contractors are adequately monitored and controlled.
- Contributing to the termly Health and Safety report is produced for the Principal and Governing Board.

All HoDs are responsible for ensuring that:

- Health and Safety policies that apply to their own department or area of work are implemented effectively.
- Health and Safety policies/procedures which identify the key risks in their areas of responsibility are applied and arrangements for managing those risks are in place.
- Guidance from CLEAPSS, BAALPE and other lead bodies is adopted as appropriate.
- Regular Health and Safety risk assessments of the activities for which they are responsible are carried out.
- All staff under their leadership are familiar with the Health and Safety policy procedures for their area of work.
- Health & Safety inductions are carried out with students in all relevant departments (Science and Engineering) prior to students using equipment/carrying out experiments.
- Health and Safety problems that members of staff refer to them are referred to the Health and Safety Co-ordinator and resolved effectively.
- Any problems to which they cannot achieve a satisfactory solution within the resources available to them are referred to the Senior Assistant Principal Safeguarding and Compliance, the Principal and Health and Safety Co-ordinator immediately.
- Regular checks of their areas of responsibility are carried out and recorded appropriately to ensure that equipment, furniture and activities are safe.
- As far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision is in place to enable other employees and students to avoid hazards and contribute positively to their own health and safety.
- Where applicable (Science and Engineering), that department Health and Safety noticeboards include up to date Health and Safety information, are attractive and presentable and include blank Near Miss forms with instructions on completion.
- All accidents are reported and investigated in line with this policy.
- They promote a culture where Near Misses are reported by staff and students without fear of repercussions and that students are rewarded with stamps for reporting them.

### Teachers, Instructors and Technicians

Teachers, Instructors and Technicians are responsible for:

- Acting with due care for the Health and Safety of themselves, students, other employees and other people.
- Observing all instructions on Health and Safety issued by the Principal or any other people delegated to be responsible for a relevant aspect of Health and Safety.
- Acting in accordance with any specific Health and Safety training received.

- Co-operating with other people to enable them to carry out their Health and Safety responsibilities.
- Knowing and following the procedures in respect of fire, first aid and other emergencies.
- Exercising effective supervision of their students.
- Ensuring that there is always an appropriate adult:student ratio in place in learning bases/workshops/science labs.
- Giving clear oral and written Health and Safety instructions and warnings to students as often as necessary.
- Ensuring the use of personal protective equipment and guards where necessary.
- Making recommendations to the Principal and Health and Safety Co-ordinator on Health and Safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- Integrating all relevant aspects of safety into the teaching process and, where necessary, giving special lessons on Health and Safety in line with National Curriculum requirements for safety education.
- Ensuring that no personal items of equipment (electrical or mechanical) or proprietary substances are brought into RDUTC without authorisation.
- Regularly checking their learning bases, science labs. and workshops for potential hazards and report any observed to the Health and Safety Co-ordinator.
- Reporting all accidents, defects and dangerous occurrences (including near misses) to the Assistant Principal Safeguarding and Compliance, Principal and Health and Safety Co-ordinator.
- Informing the Assistant Principal Safeguarding and Compliance, Principal, Health and Safety Co-ordinator and their Line Manager of all potential hazards to Health and Safety, in particular those which are of a serious or imminent danger.
- Informing the Assistant Principal Safeguarding and Compliance, Principal, Health and Safety Co-ordinator and their Line Manager of any shortcomings they identify in the local Health and Safety arrangements.
- Exercising high standards of housekeeping and cleanliness.

*All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the Health and Safety implications of such work or purchases are considered.*

### Contractors

When the premises are used for purposes not under the direction of the Principal e.g. the provision of school meals, then, subject to the explicit agreement of RDUTC, the person in charge of the activities will have responsibility for safe practices in the areas under their control.

All contractors who work on RDUTC premises are required to identify and control any risk arising from their activities and inform the Principal of any risks that may affect the staff, students and visitors.

All contractors must be aware of RDUTC's Health and Safety policy and emergency procedures and comply with these at all times.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Principal or their representative will take such actions as are necessary to protect the safety of staff, students and visitors.

## Students

Students, in accordance with their age and aptitude, are responsible for:

- Ensuring they behave in a way that protects the Health and Safety of themselves and others.
- Observing standards of dress consistent with safety and/or hygiene.
- Observing all the Health and Safety rules of RDUTC and in particular the instructions of staff given in an emergency.
- Correctly using equipment and clothing provided for their Health and Safety.

## **PROCEDURES**

The following procedures and arrangements have been established at RDUTC to eliminate or reduce Health and Safety risks to the lowest acceptable level and to comply with minimum legal requirements. The list provides a brief, alphabetical summary of all the key Health and Safety arrangements applicable to RDUTC. More detailed policies and written procedures for a number of these areas are also available and these will be provided as applicable to staff and visitors.

### Accident and Incident Reporting

All accidents must be reported on an Accident Report Form and emailed to the Principal, Senior Assistant Principal Safeguarding and Compliance and Health and Safety Co-ordinator as promptly as possible and on the same day. The Senior Assistant Principal Safeguarding and Compliance or Health and Safety Co-ordinator must also be spoken to **in person** about the incident as promptly as possible and on the same day. In the Senior Assistant Principal's absence, the Principal or one of the Vice Principals must be contacted.

Significant accidents as defined in RIDDOR must also be reported to the HSE using Form F2508. Such accidents are:

- Student/visitor is sent to hospital due to an accident which arises out of a RDUTC related activity.
- Employee is off work for more than seven days due to an accident.

Action to be taken by the Principal in instances of significant accidents:

- Inform Incident Contact Centre (ICC) as soon as possible by quickest means (telephone) if the accident is a fatal or major injury as listed by the Health and Safety Executive.
- Complete RIDDOR form F2508 on line at [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor).
- For other reportable accidents/incidents, complete RIDDOR form F2508 and send off to ICC.
- All incidents must be reported online except fatalities and specified injuries which can/ must also be reported by telephone.

All Near Misses must be reported on and Near Miss Form and emailed to the relevant Head of Department, Senior Assistant Principal Safeguarding and Compliance and Health and Safety Co-ordinator as promptly as possible and on the same day. The Health and Safety Co-ordinator must also be spoken to **in person** about the incident as promptly as possible and on the same day. In the Health and Safety Officer's absence, the Senior Assistant Principal Safeguarding and Compliance must be spoken to.

### Accident Investigation

Anything other than minor accidents should be investigated by the Senior Assistant Principal Safeguarding and Compliance and the Principal and the findings recorded.

During or on completion of the investigations, a risk assessment should be carried out or existing risk assessment amended to avoid reoccurrence of the accident.

#### Accident/Ill Health Evaluation

The Health and Safety Co-ordinator will undertake periodic evaluations of all reported incidents, near misses and incidents of ill health. This will allow the identification of patterns and trends and enable corrective action to be taken.

#### Active Monitoring Systems

Active monitoring provides essential feedback on performance before an accident, ill health, or an incident. It involves checking compliance with performance standards and the achievement of specific objectives. Its primary purpose is to measure success and reinforce positive achievement by recognising good work. The forms that these systems take at the RDUTC are:

- The periodic examination of documents by the Governing Board Health and Safety Sub-committee to check standards are complied with, i.e. reviewing risk assessments, training records, induction records.
- The systematic inspection of premises, plant and equipment, to ensure the continued effective operation of hardware controls – carried out termly by the Health and Safety Co-ordinator and Facilities Management Services Provider.
- Environmental monitoring and health surveillance to check the effectiveness of health control measures annually as above organised by the Health and Safety Co-ordinator and Facilities Management Services Provider.
- Safety tours, as above.
- Audits (Health and Safety audits, Fire Risk Assessment etc.), annually as above organised by the Health and Safety Co-ordinator and Facilities Management Services Provider.
- Termly reports to the RDUTC Governing Board Health and Safety Sub-Committee.
- Other measures (accident monitoring, Environmental Health visits, OFSTED).

#### Bomb Threat Procedure

The following procedures should be followed on receipt of a bomb threat delivered by phone:

- The Receptionist immediately contacts the Principal whilst still taking the call.
- The Principal contacts the emergency services, seeks advice and follows it.
- The Principal decides whether to evacuate the building, in which case Fire Evacuation procedures are followed.
- The Receptionist asks caller the following questions and record his/her answers:
  - Where is it? (1) In which building? (2) On which floor?
  - What time will it go off?
  - What does it look like? (1) Size? (2) Colour of package?
  - What kind of bomb is it (type of explosive)?
  - Why are you doing this?
  - Do you have a code word?
  - Who are you? Name and Address
- The Receptionist notes the time of call.

- At the end of the call, the Receptionist writes down exactly what the person said, his/her gender, whether s/he had an accent immediately as this might include a code word and is very important to the Police.

### Catering

The Catering Contractor is responsible for the safe operation of the catering facilities. The Catering Contractor must:

- Be familiar with the RDUTC Health and Safety Policies and ensure all Catering staff are also.
- Prepare risk assessments for all catering activities.
- Ensure that all catering staff are instructed and informed to work in accordance with these documents.
- Inform the Senior Assistant Principal Safeguarding and Compliance and Health and Safety Co-ordinator of any potential hazards or defects.
- Be familiar with the current Food Safety legislation and the relevant implications for RDUTC.

### Cleaning and Maintenance

The Facilities Management Services Provider is responsible for ensuring the safe, routine maintenance and cleaning of the RDUTC premises and grounds in accordance with the RDUTC policies and procedures for maintenance.

### Contractors

The Facilities Management Services Provider is responsible for ensuring contractors it organises are made aware of the RDUTC Health and Safety Policy and their obligations under it before commencing any work on site.

The Health and Safety Co-ordinator is responsible for ensuring contractors organised by RDUTC are made aware of the RDUTC Health and Safety Policy and their obligations under it before commencing any work on site.

RDUTC staff must be aware of this policy and report any concerns regarding contractors' activities to the Principal immediately.

### Display Screen Equipment (DSE)

The Network Manager is responsible for ensuring that DSE assessments are completed for administrative staff and teaching staff who regularly use laptops or desktop PCs.

Regular laptop users will be provided with docking stations.

Staff are reminded that laptops should not be used on laps, chair arms and other unsuitable surfaces.

### Electrical Equipment

The Health and Safety Co-ordinator will ensure that testing, inspection and maintenance of equipment is undertaken as required.

Day to day inspection of all equipment to detect visible signs of damage, obvious faults or deterioration rests with the user, or in the case of equipment used by students, with the class teacher.

Equipment found to be unserviceable, or of doubtful serviceability, must be taken out of service, labelled correctly, locked away and the defect reported to the Health and Safety Co-ordinator who will arrange repair or replacement.

The Health and Safety Co-ordinator must ensure that all electrical equipment brought onto RDUTC premises from other sources e.g. on loan or during a letting, has the appropriate test certificate and is formally visually inspected in accordance with the electrical safety management guidelines.

Staff are reminded that they must not bring electrical equipment into the RDUTC without the permission of the Principal.

#### Fire Evacuation Procedures:

Fire Drills are held every term in accordance with the procedure below. All staff, students and visitors must participate in the fire drill and follow the correct procedures.

On the Alarm Sounding the Site Officer on duty must:

- Check the alarm status at the alarm panel.
- Investigate the reason for the alarm, at the alarm point identified. (The alarm should not be silenced at this point).

*On the alarm sounding Fire Evacuation Procedures will be followed – see Fire Evacuation Procedures policy prominently displayed around RDUTC.*

#### Fire Precautions

The Facilities Management Services Provider is responsible for:

- The formal maintenance and weekly testing of the fire alarm and emergency lighting.
- The maintenance and inspection of the fire-fighting equipment.
- The maintenance of exit/ escape routes and signage.
- Supervision of contractors undertaking hot work.

#### First Aid

RDUTC has a First Aid Policy and completes an annual First Aid Risk assessment in September to ensure ample provision of trained personnel and First Aid supplies.

The following staff are trained First Aiders:

- Mark Ollerenshaw (Vice Principal)
- Rachel Appleyard (KS4 IAG Mentor)
- Alex Bulger (6<sup>th</sup> Form IAG Mentor)
- Jennifer Brown (ASENCO and DCPC)
- Paul Smith (IE Manager)
- Lee Wray (Engineering Technician)
- Grace Garland-Collins (Teaching Assistant)
- William Wallace (Teaching Assistant)
- Rachel Charlesworth (Science Teacher)
- Nicola Feetham (Assistant Principal)

#### Hazardous Substances



The Facilities Management Services Provider is responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed before being used.

The substances must be stored securely in accordance with the manufacturer's instructions and only used by authorised persons trained in the safe use of the product.

All staff are reminded that no hazardous substances should be used without the permission of the Principal.

The relevant Head of Department will complete an assessment for any authorised products.

Substances used in the practical curriculum will be stored and used in accordance with CLEAPSS Hazards. Where an appropriate Hazard is not available, the appropriate Head of Department is responsible for ensuring that the substance is assessed.

Products with low toxicity routinely used in the classrooms must be stored securely and only used by staff or students under supervision. These will include such items as:

- Spirit based marker pens.
- Corrective fluid.
- Aerosol paints.

All the above should be used in a well-ventilated area.

Dust and fumes in the practical curriculum are controlled by LEV.

No member of staff or student should be at risk through exposure to hazardous substances used or created in the practical curriculum.

### Hazard Reporting

An important feature of this policy is the operation of an effective hazard reporting system. Any employee, student, contractor or visitor is responsible for and encouraged to report any sub-standard condition or practice.

The reporting of hazards, in the main, should always done both verbal and by email to the Principal, Assistant Principal Safeguarding and Compliance, Health and Safety Co-ordinator, and the relevant Line Manager as soon as possible. Where the situation warrants, a more formal response may be required. This should be followed up using Hazard Reporting forms available from the General Office.

### Lone Working

A Lone Worker is anyone who works by themselves without close or direct supervision.

Premises staff may be regular lone workers but teachers and other staff may also work in isolated learning bases/offices after normal RDUTC hours or during holiday times.

Lone workers should not undertake any activities which present a significant risk of injury.

#### *Guidance for Lone Workers:*

Where possible, avoid working alone in isolated parts of the building especially outside normal working hours or during holidays.

If this is unavoidable:

- Give prior notice to Site Supervisor that you intend working late and indicate you will be in the building.
- Make sure your colleagues know.
- Check where they are likely to be in the building.
- Make sure suitable precautions have been taken to prevent intruders entering the area where you are working.
- If possible, take a telephone into the room in which you are working and check in at pre-arranged intervals.
- If you are alone, consider locking yourself in.
- Report your departure when you leave the premises.

### Manual Handling

RDUTC will ensure that any significant manual handling tasks are risk assessed and these tasks eliminated where possible.

No member of staff should attempt to lift or move any heavy furniture or equipment themselves but must ask the Site Supervisor for assistance.

Students are not allowed to move or lift any heavy or unwieldy furniture or equipment.

Support staff who assist students with physical disabilities must be trained in the safe use of lifting equipment and handling techniques.

### Personal Protective Equipment (PPE)

The need for PPE will be identified in Risk Assessments. It is the Principal's responsibility to ensure adequate supplies of PPE. Where the need for PPE has been identified it must be worn by any staff member or student who might be at risk of injury or harm to health.

Any staff member or student who refuses to use the PPE will be subject to disciplinary action.

PPE must be kept clean and stored in designated areas.

Staff must report any lost or damaged PPE to their line manager.

### Risk Assessment

It is the responsibility of the Principal, Assistant Principal Safeguarding and Compliance and Health and Safety Co-ordinator to ensure that potential hazards are identified and that risk assessments are completed for all significant risks in RDUTC.

Risk assessments for offsite trips, both residential and day trips are covered in a separate policy (Educational Visits Policy).

There will be a regular programme of planned assessments to be completed in high risk areas such as Science, Engineering workshops etc. In other activity areas there will be annual risk assessments.

Risk assessments will identify all hazards and risks, together with the necessary remedial action or risk control measures. The results of all such surveys will be reported to the Governing Board Health and Safety Sub-committee who will prioritise issues and assign resources to undertake remedial control measures where required

## Security

Security CCTV systems are installed throughout RDUTC and will be used to monitor incidents and also as evidence when investigating reports of poor or dangerous behaviour and of alleged criminal offences e.g. theft or assault.

Cash is kept in a safe and monies are banked regularly. Counting of accumulated cash must occur at an appropriate location on RDUTC premises. Admin. staff are responsible for carrying monies to and from the bank. Staff should not put themselves at risk in the event of an attempted robbery and should hand over the money to any would be assailant.

All staff and students are responsible for their own personal belongings and should not leave valuables unattended at any time. RDUTC accepts no responsibility for items left unattended. In the event of a theft in RDUTC, the victim will be advised to report the incident to the police. RDUTC will assist police in their investigations with the use of CCTV recordings etc.

It is the responsibility of all staff to take appropriate measures to maintain the security of any RDUTC equipment being used. If equipment is found to be missing or believed stolen it is important that this is reported immediately to the relevant line manager and the Health and Safety Co-ordinator.

When using portable and desirable equipment such as lap-top computers staff will be required to follow careful procedures to ensure their security.

## Severe Weather Conditions

In the event of severe weather conditions, it is the responsibility of the Principal to make a decision on closure on grounds of Health and Safety. In the event of a decision to close on these grounds, governors will be informed.

## Smoking

The Governing Board and Principal have adopted a No Smoking policy throughout RDUTC premises which also includes vaping. RDUTC staff, students, visitors and parents will be informed and signs will be on display at main entrances to UTC buildings.

## Staff Training and Development

The Assistant Principal Safeguarding and Compliance is responsible for annually assessing the Health and Safety training needs of all staff and for arranging any identified training.

Safety induction must be given to all new employees on the first day of employment. This induction should take the form of a checklist and new staff should be clearly informed of the RDUTC's Health and Safety provisions e.g. action to be taken in the event of a fire, location of fire exits and knowledge of first aid arrangements.

Training must also be given to all key staff and staff with special responsibilities, such as the Assistant Principal Safeguarding and Compliance, Health and Safety Co-ordinator, Site Officers, First Aid staff and staff taking students on trips.

The Assistant Principal Safeguarding and Compliance

will keep a record of all staff who have been trained and the expiry dates of any certificates.

## Visitors' Health & Safety

Under the provisions of the Health & Safety at Work Act 1974, RDUTC has a duty of care to all its visitors.

Visitors are made aware, by the member of staff that they have come to see, of any potential hazards to their Health and Safety within the area of RDUTC they are visiting.

Visitors must obey all displayed warning notices and verbal instructions.

Visitors are to be made aware of the emergency procedures. Action to be taken during an emergency is printed on the back of the visitor's badge.

#### Water Checks

The Facilities Management Provider carries out weekly checks on standing water systems and flushes out little used outlets.

Integrated Water Systems carry out monthly checks on all standing water systems.

#### Working at Height

All ladders used in RDUTC conform to BS/EN standards as appropriate.

Staff are reminded that 'working at height' applies to all activities which cannot be undertaken whilst standing on the floor.

Teaching and non-teaching staff will not be expected to carry out any work at height which involves more than the use of a stepladder. All other 'working at height' will be reserved for maintenance staff or contractors.

If staff need to hang decorations or displays, then a step stool or small step ladder must be used. Standing on desks, chairs or other furniture is not permitted.

If staff are planning to use a step ladder they must ensure it is erected correctly and have an assistant to hold the ladder steady and pass them the materials they need. Knees should be no higher than the top platform of the ladder. Staff should never overreach and try always to keep one hand free on the ladder to steady themselves.

The Facilities Management Services Provider is responsible for completing risk assessments for all working at height tasks in RDUTC.

**Date adopted by Governing Board: 31<sup>st</sup> July 2019**

**Review date: 31<sup>st</sup> July 2020**

Signed:



**(Chair of Governors)**