

Health, Safety & Welfare at Work Policy

Policy Statement

Denstone College is a co-educational day and boarding school, providing education for children aged 4 – 19 years, across a broad curriculum.

Denstone College attaches the greatest importance to the health, safety and welfare of its staff, pupils and others affected by its undertakings, and accepts fully its duties and responsibilities under the Health & Safety at Work etc Act 1974, the Management of Health & Safety at Work Regulations 1999 and all other relevant statutory obligations.

The Governing Body recognises that all matters of health, safety and welfare are essential factors and must be integrated within all corporate and management decisions. Pupil wellbeing, health, safety, environmental considerations and business objectives are mutually dependent. The objective is to develop and promote a positive and effective safety culture throughout Denstone College. Joint consultation will take place between management and staff on all health and safety related issues. Particular attention will be paid to the following:

- a) A safe place of work, with safe access and egress;
- b) A healthy working environment, without risks to health;
- c) Provision of adequate welfare facilities;
- d) Provision of sufficient training, instruction, supervision and information to enable all to contribute positively to their own safety and health, and to avoid hazards and control the risks;
- e) Ensuring plant and equipment are safe;
- f) Ensuring that safe systems of work are set and followed;
- g) Safe arrangements for the use, handling, storage and transport of articles, materials and substances are in place.

To ensure that the objectives of Denstone College are progressed and achieved, the safety performance of Denstone College will be regularly monitored, audited and reviewed, making sure that arrangements for implementing a positive safety culture are reflected within all policies and procedures.

The Governing Body recognises that people are our most important resource, and therefore will invest in that resource by providing managers and all staff with appropriate health and safety training.

Staff also have a legal obligation to do everything possible to avoid harm both to themselves and others and therefore, the successful implementation of the Health, Safety & Welfare at Work Policy requires total commitment from all levels of Denstone College. Denstone College endorses the need for managers and staff to work positively together to achieve a situation compatible with the provision of high-quality services to pupils and clients, where the risk of personal injury and hazards to the health of staff and others can be reduced to a minimum. Thus, risk must be assessed, and significant findings recorded.

Whilst Denstone College accepts the main responsibilities for the implementation of the Policy, staff have a very important and legal responsibility to co-operate with Denstone College to ensure a healthy and safe working environment, together with ensuring the health, safety and welfare of themselves and others. Non-compliance by any member of Denstone College's management or staff with any of the statutory regulations or the local safety policies and procedures laid down by Denstone College, may

result in disciplinary action being taken. Legal action by the appropriate Enforcing Authority may also be taken.

Denstone College is committed to a fair and open culture. This means that people should not feel afraid to report their concerns so that action can be taken, and lessons learnt.

This Policy sets out the arrangements for health and safety management, determines the degree of responsibility at all levels and the channels of communication for health and safety.

This Policy Statement is a general Statement of Intent and is signed by the Chair of the Governing Body and Head as their commitment to ensure the health, safety and welfare of all persons who come into contact with Denstone College, so far as is reasonably practicable. Denstone College recognises the importance of ensuring that this Policy is implemented, monitored and revised as necessary, in the light of legislative or organisational changes.



Professor N T Ratcliffe
Chair of the Governing Body



Miss L Tulloch
Head

Definitions

Denstone College includes The Prep (4 – 11 years), The College (11 – 19 years), and any subsidiary companies thereof.

College Management Team includes all Heads of, Assistant Heads, Managers, Deputy Managers, Assistant Managers, Directors, Assistant Directors, Supervisors and any other person who has management responsibility for an area or a team.

Principles

This Policy has been produced as the foundation stone for the health and safety management system within Denstone College and sets out the key roles and responsibilities within the organisation and underpins all other health and safety policies within Denstone College.

It takes on board the key legal duties contained within the Health & Safety at Work etc Act 1974 and all other legal requirements applicable to Denstone College in order for Denstone College to comply with its legal duty.

Scope and Limitations

This Policy applies to all persons coming into contact with Denstone College's undertakings.

Implementation Arrangements

The roles and responsibilities of staff in implementation of this Policy are set out clearly in Key Roles and Responsibilities below.

All new starters are made aware of the Policy during the formal new starter induction process.

Updated and amended policies and procedures are disseminated and reinforced in training sessions, team meetings and via email communications.

Staff have access to this Policy via the I-drive.

Monitoring and Review

The Operational Health, Safety, & Environment Committee will monitor the effectiveness of health and safety policies and procedures implemented within Denstone College, in order to ensure legal compliance and will report their findings to the Compliance Committee.

To facilitate this, managers at all levels are responsible for the ongoing monitoring of health and safety in their area(s) of responsibility.

The Health, Safety & Welfare at Work Policy is subject to an annual review, unless there are changes in legislation or management arrangements. This review will take into account relevant local and national documents, as well as seeking input from staff as appropriate. Denstone College reserves the right to make whatever changes it deems appropriate.

Health and Safety audits and inspections will be reported through the appropriate channels and records of these will be kept both at a local level and centrally.

An updated copy of the policy and procedures is available on the I:Drive.

Procedures

Implementation arrangements

The Governing Body

The Governing Body, as the employer, carries and accepts overall responsibility for health and safety management within Denstone College, and is responsible for the endorsement and monitoring of this Policy. They are supported by the Head in its implementation and recommendations to it.

Operational Health, Safety & Environment Committee

The key function of the Committee is to establish and maintain standards of health, safety and welfare. It will provide an overview of health, safety and welfare, and environmental management across Denstone College and shall be responsible for:-

- a) Promoting and monitoring standards of health, safety and welfare, and environmental management in keeping with legal requirements and in accordance with Denstone College policy. These encompass all areas, including health and safety inspections, risk assessment, safe systems of work, control of hazardous substances, provision of a safe working environment, safe plant and equipment, first aid, fire, security, environmental management, etc together with any appropriate training.
- b) Reviewing and commenting on Denstone College policies, procedures, guidelines and codes of practice in relation to health, safety and environmental management.

- c) Promoting and developing a culture of understanding and co-operation amongst all, to ensure their health, safety and welfare.
- d) Providing and maintaining a positive link with Denstone College's Compliance Committee and College Management Team to ensure that they are kept fully informed of any issues.
- e) Reviewing incident statistics and trends throughout Denstone College, to ensure that corrective action and prioritisation of high-risk issues are brought to the attention of the appropriate areas.
- f) Disseminating information and providing feedback to appropriate groups, committees, staff and other stakeholders.
- g) Acting as an early warning mechanism to alert Denstone College to emerging risks, ensuring that this information is fed into area risk assessments and flagging any trends or high risks to the Compliance Committee as appropriate.
- h) Sharing area best practice which may impact on Denstone College.
- i) Developing and implementing a programme of health, safety and environmental management campaigns to improve the proactive culture within Denstone College.

The group aims to promote a culture of understanding and co-operation across Denstone College to ensure the health, safety and welfare of its staff, pupils, contractors and visitors.

Working Groups may be convened in response to specific issues, with key aims and objectives being set. These Groups will report directly to the Operational Health, Safety & Environment Committee.

The Committee is chaired by the Head of Compliance and has representation from both support and teaching areas of Denstone College.

Terms of reference for the Operational Health, Safety & Environment Committee are clearly set out.

Compliance Committee

The Governor level Compliance Committee operates with delegated powers from Council and is responsible to it for monitoring all matters relating to compliance in Denstone College.

Organisational responsibilities for health and safety management

Everyone has a legal duty of care under the Health and Safety at Work etc Act 1974, to ensure the safety of others, including colleagues, pupils, visitors, contractors and others affected by our work, including the local community.

In order to comply with this duty of care, all staff must be aware of the lines of communication and levels of responsibility which exist to ensure that matters of health, safety and welfare can be dealt with adequately.

Safety management legislation clearly puts the responsibility for safety not just with the employer, but also with managers and staff. In order to ensure that health and safety is successfully managed within Denstone College, the following organisational responsibilities have been allocated.

Key Roles and Responsibilities

Governing Body and Executive Team

The Head has day-to-day responsibility for all matters, including those involving health, safety and welfare. This responsibility includes ensuring that health and safety matters are seen as an important priority for Denstone College, addressed through comprehensive policies and procedures that are

effectively implemented and appropriately resourced within the overall financial position of Denstone College.

The Head, in conjunction with the Bursar, will ensure that financial resources are made available to support the Policy based upon a risk assessment of priorities.

The Head is assisted at Executive level by the Bursar who is the nominated Executive Director with designated responsibility for ensuring that the aims and objectives of Denstone College's health and safety management system and supporting policies are fully implemented.

The Health & Safety Link Governor will liaise with the Head of Compliance in relation to implementation of Denstone College's Health, Safety & Welfare at Work Policy and supporting arrangements and will chair the Compliance Committee.

In addition, each member of the Governing Body has an individual role in providing health and safety leadership and ensuring that all decisions reflect the intentions outlined in the Health, Safety & Welfare at Work Policy Statement.

Chair of the Operational Health, Safety & Environment Committee

The Head of Compliance will chair the Operational Health, Safety & Environment Committee, in order to oversee the implementation of the Health, Safety & Welfare at Work Policy.

The Chair will, through the Committee: -

- a) Ensure that Denstone College has a policy on Health, Safety and Welfare, which gives a clear unequivocal commitment to safety, and sets out the framework for improving health and safety performance, and reducing accidents, incidents and work-related ill-health to a minimum.
- b) Ensure that communication systems are in place to enable the Policy to be brought to the attention of all staff and Governors.
- c) Ensure that the objectives of the Policy are fully understood, implemented and supported by all members of Denstone College's Management Team.
- d) Ensure that rigorous monitoring procedures are in place at all levels of the organisation to facilitate the effective implementation of the Policy.
- e) Ensure that the Policy is reviewed regularly by the Operational Health, Safety & Environment Committee for presentation to and approval by the Compliance Committee.

In the absence of the Head of Compliance chairmanship will be delegated to the Bursar.

Senior Management Team (SMT)/Senior Business Team (SBT)

Each member of SMT/SBT is responsible for ensuring that the Health, Safety & Welfare at Work Policy is implemented.

They will also:

- a) Have responsibility for all matters of health, safety and welfare within their areas of responsibility.
- b) Be individually responsible for ensuring the introduction of agreed health and safety initiatives, which will facilitate the implementation of the Health, Safety & Welfare at Work Policy in full.
- c) Ensure the implementation of Denstone College's process for dealing with the assessment of all risks, and the control and monitoring of significant risks.
- d) Ensure that contracts of employment and job descriptions detail specific health and safety responsibilities of staff.

College Management Team (CMT)

Members of the CMT are responsible for the health, safety and welfare of the staff and pupils whom they supervise, for workplaces and all users of those workplaces, which they control. They must maintain close liaison with their staff in safety matters and they are responsible for the following:

- a) Ensuring the implementation of any safety policies or procedures approved by Denstone College within their own area and that they are brought to the attention of, and made available to staff, pupils, contractors and visitors within the area.
- b) Ensuring there is a planned programme in place to carry out regular inspections and audits in the workplace (or delegate as appropriate), maintaining records and implementing action plans accordingly.
- c) Ensuring that there is a system in place for ensuring staff undertake any mandatory training.
- d) Ensuring that reports from the Operational Health, Safety & Environment Committee and external agencies receive prompt attention and appropriate action.
- e) Ensuring that suitably and sufficiently trained persons are identified and available within each department/area to support the application of health and safety legislation and Denstone College policies/procedures.
- f) Ensuring that individual Job Descriptions reflect the level of responsibility in relation to health and safety.
- g) Ensuring that the services within their control provide a healthy and safe working environment, whilst taking on board different cultural aspects of Denstone College and the local community.

CMT are also responsible for:

- a) Ensuring that risk assessments are produced for all identified risks within their area(s) of responsibility, and that staff conducting these risk assessments are suitably trained in the process and are able to use action plans that result from risk assessments to form health and safety objectives. (Appropriate documentation of such risk assessments should be kept in line with Denstone College policy.)
- b) Taking immediate steps to identify, investigate and rectify any new risks to health and safety arising from work activity.
- c) Ensuring that staff are made aware of the hazards connected with their work and how to safeguard themselves.
- d) Ensuring that effective communications on safe working practices are in place for anyone who may be affected.
- e) Participating in compliance audits and inspections carried out within the area and ensuring that associated action plans are completed in line with timescales set, with actions recorded.
- f) Ensuring that departmental policies, procedures and assessments are in line with overall Denstone College policies and procedures.
- g) Bringing to the prompt attention of senior management any health and safety issues that require further action.
- h) Ensuring that any changes to the environment are assessed, in consultation with the appropriate specialist adviser(s).
- i) Ensuring the reporting of all accidents, incidents, work-related illnesses and near misses, in accordance with Denstone College procedures, and ensuring that the sharing of lessons learned takes place.
- j) Ensuring that accident/incident investigations are carried out (in accordance with Denstone College's First Aid Policy) to determine the causation factors, taking any remedial actions, and, where necessary, submitting a report to the appropriate Senior Manager and/or Head.
- k) Keeping up-to-date with developments in their field of work relating to health and safety, and responding to change as necessary.

- l) Ensuring that all appropriate health and safety equipment, protective clothing, etc is always available, properly maintained and used, and where necessary users are appropriately trained and records are kept.
- m) Ensuring that equipment used in the department/area is safe and adequate for the purpose for which it is intended.
- n) Ensuring that there is a system in place for the prompt reporting and repair of faulty equipment, plant or buildings. **Unsafe equipment must be taken out of use immediately.**
- o) Ensuring that appropriate warning notices and all instructions are prominently displayed.
- p) Maintaining safe patterns and methods of working by staff, including access and egress.
- q) Ensuring that adequate induction of all new starters/pupils/contractors takes place, emphasising the health, safety and welfare aspect of their duties.
- r) Monitoring staffs' attendance at agreed training sessions.
- s) Ensuring that contractors working on Denstone College premises comply with the working regulations, which will be made available and clear to them when they tender for work. (They must conform to Denstone College's safety standards, which will include the employment of competently trained personnel and ensuring that they meet their statutory obligations.)
- t) Ensuring that contractors comply with the College's control of contractors protocols, including the issuing of Permits to Work, where required.
- u) Receiving suggestions for improvements in health and safety and seeking to encourage active participation by all on all health, safety and welfare-related issues.

Director of Operations

The Director of Operations is responsible for:

- a) In liaison with the Head of Compliance, Maintenance and SMT/SBT ensuring that a safe environment is maintained by implementing health and safety inspection and fire risk assessment action plans and reporting on their progress as required, i.e. Operational Health, Safety & Environment Committee.
- b) In conjunction with the Maintenance team, producing and implementing an effective planned preventative maintenance programme for Denstone College which meets legislative requirements, as a minimum, in liaison with relevant staff.
- c) In liaison with the Maintenance Supervisor, ensuring the safety of all Denstone College estate, including engineering plant and equipment and building fabric, in liaison with appointed contractors as necessary.
- d) Ensuring that all contractors they and the Maintenance Team appoint satisfy health and safety requirements under their statutory obligations.
- e) Ensuring systems are in place to provide health and safety information to contractor staff, i.e. asbestos reports.
- f) Reporting on Capital Projects and Estates operations to Denstone College's Operational Health, Safety & Environment Committee.
- g) Securing Denstone College's compliance with the Construction (Design and Management) Regulations.
- h) In liaison with the Maintenance Supervisor, ensuring that suitable permit to work systems are in place and are implemented, in liaison with other areas of Denstone College, e.g. IT.
- i) Liaising with the Head of Compliance and appropriate members of SMT/SBT and/or CMT on the issues below with regards to health, safety and the environment:
 - i. Property matters
 - ii. Capital Developments
 - iii. Minor Improvement Works
 - iv. Statutory Standards
 - v. Facilities Management
 - vi. Waste Management

- vii. Maintenance
- viii. Quality Standards
- ix. Site services policies and procedures
- x. Use of accommodation and space management

The Maintenance Supervisor is the College's nominated Appointed Person for asbestos management and Responsible Person for Legionella.

Specialist Advisors

Professional advice, guidance and support is available both through the services of in house and external service providers. All Specialist Advisors are competent within their field of expertise.

Head of Compliance

The Head of Compliance is responsible for:

- a) Providing advisory support to the College Council, Head, SMT, SBT, CMT and staff on matters relating to risk management and risk minimisation in order to develop a culture whereby health and safety management is an integral part of Denstone College's performance management processes.
- b) Fulfilling the role of a competent person on health and safety, fire and security related matters within Denstone College.
- c) Developing and advising on Denstone College management systems pertaining to health and safety, fire, security and environmental management.
- d) Co-ordinating and advising on the implications of health and safety legislation as required.
- e) Ensuring that there is a system in place for undertaking health and safety inspections and management audits, with the production of action plans and that monitoring systems are in place in support of this.
- f) Reporting to the Operational Health, Safety & Environment Committee and Compliance Committee any actions taken by enforcement agencies, both formal and informal, and monitoring progress made by Denstone College in complying with legislation, statutory requirements and other contractual obligations, for example.
- g) Regularly consulting with relevant officers, together with other relevant professional advisors and statutory bodies, with a view to obtaining and implementing updated information on all aspects of health and safety, in so far as it applies to staff, pupils and all users of Denstone College services.
- h) Co-ordinating and monitoring the arrangements for health and safety throughout Denstone College.
- i) Investigating (where necessary and in conjunction with all appropriate parties) and monitoring accidents/incidents/near misses within Denstone College estate, or where Denstone College staff, pupils or visitors are involved, in order to learn lessons so as to reduce the risk of recurrence and recommending follow up action where appropriate.
- j) Promoting the requirement for adequate arrangements for identifying staff health and safety training needs, and that suitable and sufficient safety training is provided at all levels.
- k) Using appropriate media to circulate information to all relevant staff/pupils of any changes to health and safety which may impact them.
- l) Chairing Denstone College's Operational Health, Safety & Environment Committee.
- m) Attending sub-committees/working groups of Denstone College's Operational Health, Safety & Environment Committee where necessary.
- n) Advising upon, and contributing to the development and production of policies and procedures, in accordance with current Legislation, Regional and National Policy etc.
- o) In conjunction with managers, monitoring health and safety issues throughout Denstone College, when made aware, ensuring that effective strategies and monitoring regimes are introduced where necessary.

- p) Undertaking/supporting in the production of risk assessments, health and safety audits, promoting safe systems of work and safe working practices, taking on board the needs of vulnerable people, with the aim of developing a positive safety culture within Denstone College.
- q) Liaising with appropriate parties to ensure that inspections conducted by external agencies, i.e. Environmental Health, together with any supporting action plans are presented to Denstone College's Operational Health, Safety & Environment Committee and Compliance Committee.
- r) Advising on plans for new buildings or major refurbishment to existing buildings.
- s) Ensuring that fire risk assessments are undertaken in line with National guidance and monitoring implementation of any associated Fire Risk Assessment Action Plans.
- t) Liaising with Enforcing Authorities as required.
- u) Investigating fire incidents, where appropriate, and submitting a report to the appropriate manager, Senior Manager or Head, together with an action plan, where necessary.
- v) Monitoring false alarms and working with managers to reduce the number of such incidents, in line with current National guidance.
- w) Providing the Compliance Committee and Governing Body with a health, safety and environmental management update to each meeting.

Radiation Protection Advisor

The Radiation Protection Advisor is responsible for:

- a) Advising on compliance with the Ionising Radiation Regulations 2017.
- b) Advising on plans for the installation and the acceptance into service of new or modified sources of ionising radiation in relation to any engineering controls, design features, safety features and warning devices provided to restrict exposure to ionising radiation.
- c) Advising on the safe handling, storage and final disposal of sources of ionising radiation.
- d) Advising on the periodic examination and testing of engineering controls, design features, safety features and warning devices, and regular checking of systems of work, including any written arrangements provided to restrict exposure to ionising radiation.
- e) Advising on appropriate notification for working with ionising radiation.
- f) Advising on the performance of risk assessments and contingency planning.
- g) Advising on the form of content of local rules for each designated controlled or supervised area.
- h) Advising on the conduct of investigations and subsequent reports as necessary.
- i) Advising on staff training.

Occupational Health

Occupational Health are responsible for:

- a) Advising Denstone College managers in the assessment and management of risks where staff's fitness for work and their health and welfare is concerned.
- b) Undertaking pre-employment assessments as requested by the College, taking on board the requirements of the Equality Act.
- c) Assessing staff's fitness to return to work after an accident or illness, if requested to do so.
- d) Recommending suitable adaptation of workplaces or duties.
- e) Conducting periodic appropriate health surveillance services, e.g. spirometers.
- f) Liaising with the Head of Compliance and Human Resources in maintaining records.
- g) Attending working groups/committees as necessary.

Health & Wellbeing Centre Team

The Health & Wellbeing Centre Team are responsible for:

- a) Undertaking pre-employment assessments, taking on board the requirements of the Equality Act.
- b) Assisting in the control of infection by specific screening and immunisation, where required.
- c) Providing advice and support to pupils and their parents/guardians as required.

Staff

All staff have a responsibility to co-operate fully with their supervisors and managers to ensure that Denstone College, as their employer, can carry out its responsibilities under the Health & Safety at Work etc Act 1974.

All staff have a legal duty of care to others. Regardless of the position held within Denstone College all staff shall:

- a) Take reasonable care for their own health and safety and the safety of others who may be affected by their actions or omissions.
- b) Co-operate with each other and work in accordance with any policies, procedures, regulations, codes of practice and information or training provided.
- c) Refrain from intentionally misusing or recklessly interfering with anything that has been specifically provided for health, safety and welfare purposes.
- d) Be aware of and participate in the risk assessment process.
- e) Appropriately use and maintain, in accordance with training received (where required), any personal protective equipment and clothing identified through the risk assessment process.
- f) Report any hazardous defects in plant, equipment (including personal protective equipment) or premises, or shortcomings in existing safety arrangements or procedures, to a responsible person without delay.
- g) Not undertake any task for which necessary authorisation and/or training has not been received.
- h) Ensure personal health and safety training needs are identified within an Appraisal process.
- i) Take responsibility for attending/completing training sessions as requested.
- j) Report any accidents, incidents, near misses or work-related illnesses in accordance with Denstone College policy and procedures.
- k) Attend Health Surveillance as deemed appropriate in line with the occupational hazards to which they are exposed.

In cases where equipment is provided for the purpose of health and safety, all staff are responsible for using the equipment correctly and in line with any training received and for reporting any damage/faults to the appropriate person, e.g. Maintenance, line manager.

Pupils

All pupils shall:-

- a) Comply with any health and safety instructions given to them in order to ensure a safe, healthy and supportive learning environment.
- b) Not, without the consent of a Denstone College member of staff in charge of an area or activity, introduce any equipment/substance for use on Denstone College premises, alter any fixed installation, alter or remove health and safety notices/equipment or otherwise take any action which may create hazards and put others at risk of harm.
- c) Not intentionally or recklessly interfere with or misuse anything provided by Denstone College in the interests of health, safety and welfare.
- d) Use protective or specialist equipment/clothing as instructed.
- e) Report any accidents, incidents or near misses to a Denstone College member of staff at the earliest opportunity, for the First Aid Policy to be implemented.

- f) Report any health and safety concerns to a Denstone College member of staff in order for action to be taken as necessary.
- g) Use Denstone College forums to feedback any best practice or concerns that they may have with regards to health, safety and environmental management.

Contractors and Visitors

Denstone College has a statutory duty to ensure, so far as is reasonably practicable, that people other than members of staff (including contractors, subcontractors, visitors, members of the public and trespassers) are not exposed to health and safety risks.

All visitors shall be provided with a visitor badge and relevant information in order to ensure their safety whilst on Denstone College property. Prior to coming onto site contractors must be issued with a link to the College's short health and safety site induction by their host (<https://vimeo.com/774778138>), together with a link to the confirmation form ([H&S Induction Confirmation](#)). They must be asked to sign to confirm that they have watched, understood and will adhere to the site rules set out; confirmation of which should be received by the appointing member of College staff before they come onto site. All contractors must be also issued with the Instructions for Denstone College Contractors (see the Health & Safety Procedures Manual) which gives more detailed information on the standards of conduct and behaviour required when on site, including information about Denstone College's Safeguarding Policy.

They are also responsible for ensuring that their acts or omissions do not compromise the health and safety of others.

They must be supervised as necessary and in line with Denstone College's Safeguarding and Visitor policies.

Denstone College-wide policies, procedures and guidance

In view of the wide-ranging requirements of the Health & Safety at Work etc Act 1974, subsequent Regulations, Approved Codes of Practice and Guidance issued under the Act, Denstone College will issue a Health & Safety Procedures Manual as well as individual policies and procedures reflecting those requirements where required, e.g. asbestos management, water management, risk assessment, first aid. Such policies and procedures will meet Denstone College's equality and diversity requirements. The policies will be developed by the Head of Compliance, consulted on and approved by the Head. SMT/SBT will be responsible for issuing and implementing policies and procedures within their areas of responsibility.

The Operational Health, Safety & Environment Committee will be responsible for monitoring health and safety policies and procedures, and the Head of Compliance will be responsible for reviewing policies, taking into account changes in statutory requirements, management changes and operational practice.

Health and safety policies can be found on the I-drive. These documents do not stand in isolation and review of further College documents may be required.

Local departmental/area policies and procedures

Each member of the CMT is responsible for implementing safe systems of work within their area(s) of responsibility. These must be based on suitable and sufficient risk assessments and drawn up by a competent person(s).

All department/area documented health and safety information, policies; safe systems of work (procedures/guidelines) must be drawn to the attention of, and made available to staff and, where required, pupils/visitors/contractors working in the department.

Arrangements must be made for the procedures to be continually audited and regularly reviewed and updated when work practices change, new guidance is issued, or an incident/accident/near miss has occurred.

Training and Information

The training of all staff is an essential element of any successful health and safety management system.

The information, instruction and training of staff is seen as a fundamental part of providing a safe working environment. Training must be provided at the start of employment (induction) and then on a regular basis throughout employment. This continual training programme is to ensure high standards of safety are maintained for the benefit of staff, pupils and the general public. Where health and safety training is required by legislation, it is termed mandatory in Denstone College documentation.

Other elements of health and safety training are considered to be essential and vary from one area to another depending on the risks to staff and pupils and may form part of a Job Description.

Training is organised at two levels: at a Denstone College-wide level for all staff to access and then at a local, more job specific level. Health and safety training locally will include, for example, use of work equipment, emergency procedures, COSHH and use of personal protective equipment.

Training should, where appropriate, involve practical instruction where the trainer demonstrates or explains how to carry out a particular procedure. To support training, and where required, staff and pupils should be provided with information (either written or electronically) to be used as a reference at a future date.

All training provided must be recorded by HR and evidence kept that training has taken place.

Accident/Incident/Near Miss Reporting

Any accident/incident or near miss must be recorded via Denstone College's reporting system, investigated and communicated in accordance with the First Aid Policy.

In the event of a contractor having an accident on Denstone College property, the employer of that person must be informed, and their specific company accident form completed with a copy being sent to Denstone College's Head of Compliance for further action if necessary.

NB: This does not negate the need to follow Denstone College's First Aid Policy.

Multi-occupied Sites

This applies to all staff from another organisation working on Denstone College premises.

In these circumstances all staff follow the health and safety policies of their employer organisation regardless of where the workplace happens to be. However, at a local level there will be local policies and procedures relating specifically to that workplace which all staff working at that location will be expected to follow, i.e. emergency fire procedures.

In such instances there needs to be clear co-operation and communication between the different employers to ensure that the health and safety matters are addressed effectively.

Communication with staff

Denstone College will ensure that suitable and relevant information relating to health, safety and welfare in the workplace is disseminated to staff and Denstone College users. Statutory notices will be displayed throughout the workplace.

Consultation and communication over health and safety issues will be encouraged at all levels within Denstone College.

Communication will, so far as is reasonably practicable, be produced in a format that takes on board the needs of staff, pupils and other College users.

Related Documents

This Policy does not stand alone and should be used in conjunction with other College policies and procedures. (The following list is not exhaustive.)

- a) Health & Safety Procedures
 - a. Manual handling
 - b. Security
 - c. COSHH
 - d. Control of Legionella
 - e. Work equipment
 - f. Educational Visits
 - g. Fire Safety
 - h. Electrical safety, including portable appliance testing
 - i. Accident Reporting
 - j. Management of Contractors
 - k. Noise
 - l. Display Screen Equipment
 - m. Personal Protective Equipment
 - n. Slips, Trips, Falls
 - o. Use of College transport
 - p. Asbestos
 - q. Working at height
 - r. On-site movement
 - s. Play Structures
 - t. Lone Working
- b) Risk Assessment Policy
- c) First Aid Policy, including RIDDOR
- d) Fire Safety Policy
- e) Fire Risk Prevention Policy
- f) Safeguarding Policy
- g) Educational Visits Policy
- h) Visitors Policy