



HEALTH AND SAFETY POLICY

September 2020

Next review July 2021 (10th review)



Our Mission:

To ensure every student achieves great outcomes to flourish and be successful

To have high expectations of all staff and students

To respect those in our community locally, nationally and internationally

Our Vision:

To be the school of choice and the Learning Hub for the locality

Our Values

Our values respect the charter of the UNICEF rights of the Child and our Bourne ID mirrors this.

We gained GOLD status as a rights respecting School and are building on this great achievement.

Our strap line:

Aspiration, Innovation, Motivation

BOURNE COMMUNITY COLLEGE

HEALTH AND SAFETY POLICY

"The best interests of the child must be a top priority in all actions concerning children"
Article 3 UNCRC

GENERAL

1. The Governing Body supports fully the aims and acknowledges West Sussex County Council's (WSSCC) Corporate Health and Safety Policy. Under the Health and Safety at Work Act 1974, the Governing Body accepts that it has the responsibility to take all reasonably practicable measures to secure the health and safety of staff, pupils and other visitors to the campus. This document sets out the College Policies for Health and Safety and is supplemental to the College Strategic Plan. The policies are to be followed by all those making use of the College premises, which include College staff and students; Adult Education staff and students. The Governors devolve the day to day responsibility for Health and Safety to the Headteacher.

2. The aims of these policies are:

- a. To ensure that the Health and Safety of all those people, lawfully present on the College premises, at any time, are not threatened by avoidable risks.
- b. To ensure that where activities are taking place off-site with people for whom the College has a direct and legal responsibility, that those people are not threatened by avoidable risks.

STAFF RESPONSIBILITIES

3. The governing body believes that the prevention of accidents, injury or loss is essential to the efficient operation of the college, and is part of the good education of pupils. It is the responsibility of all members of the College, Adult Education and teaching and non-teaching alike, to make the following contributions to the Health and Safety of the College.

- a. Read and implement the College's policies and instructions.
- b. In the course of their duties and as a matter of good commonsense, assess the potential for risk, where it is appropriate. If one exists then either:
 - (1) Follow the policy/procedure given in this document.or
 - (2) Carry out a risk assessment, seeking advice and assistance, where necessary, to contain the risk.

4. The members of staff who have responsibilities for the management and implementing of Health and Safety policies in specific areas of the College are listed at Annex A.

DOCUMENTATION

5. The college Health and Safety Policy should be read in conjunction with:
- Health and Safety Policy – Statement of Intent issued by the governors of Bourne Community College – 1st June 2014
 - Additional information can be accessed on the West Sussex Grid for Learning (WSGFL) – using your school email login.

Arrangements for storing Health and Safety information and the procedure for carrying out formal written risk assessments are at Annex B.

INSTRUCTIONS

6. Instructions which are to be followed to implement Health and Safety policy in specific areas are listed at Annex C

GOVERNING BODY

7. The Governing Body is to arrange for a Health and Safety inspection of the College premises to take place at least once a year. The inspection report is to be presented, in the first instance to the Premises and Environmental Committee, and subsequently for approval and action to the Full Governors meeting.

8. The Governing Body is to review this document annually to ensure that it satisfies the needs of the College, and the up-to-date requirements of the Director of Education.

ACTING IN GOOD FAITH

9. Risk occurs in so many ways and levels of severity that it is simply not possible to cover every eventuality within this document. In which regard the Governing Body wishes to make the following clear. Where a risk has taken place and those involved can demonstrate its positive assessment beforehand, and that sensible action was taken in good faith to avoid it, they will be given the full support of the Governing Body.

Mrs S Legrave
Chairman of Governors

Mrs Y Watkins
Headteacher

BOURNE COMMUNITY COLLEGE

HEALTH AND SAFETY - STAFF RESPONSIBILITIES

The following list shows those who have responsibility for the application of Health and Safety Policies and Procedures in the particular areas shown:

| | | |
|--------------------------------------|-------------------------|--------------------|
| Overall | Chair of Governors | Mrs S Legrave |
| | Headteacher | Mrs Y Watkins |
| | Governor | Mr N Brown |
| | H & S Co-ordinator | Mr P Moore |
| | Asst H & S Co-ordinator | Mr D Booth |
| Adult Education | Adult Learning | Mrs J Dennis |
| Cleaning/Caretaking | Business Manager | Mr P Moore |
| | Site Manager | Mr D Booth |
| Contractors on Site | Business Manager | Mr P Moore |
| | Site Manager | Mr D Booth |
| Control of Hazardous Substances | Site Manager | Mr D Booth |
| | | |
| Display Screen Equipment | | Mr S Middleton |
| Electrical Regulations | Site Manager | Mr D Booth |
| Fire Safety | H & S Co-ordinator | Mr P Moore |
| First Aid | | Mrs J Murray-Brown |
| | | Mr D Ellis |
| | | Mrs V Smith |
| | | Mr P Moore |
| | | Mrs Y Watkins |
| Hiring Premises | H & S Co-ordinator | Mr P Moore |
| Induction of New Staff | Headteacher | Mrs Y Watkins |
| Manual Handling | Site Manager | Mr D Booth |
| Off-site Activities | EVC | Mrs J Murray-Brown |
| Physical Education | Leader of PE | Mr R Acquah |
| Premises Development and Maintenance | Business Manager | Mr P Moore |
| | Site Manager | Mr D Booth |
| Risk Education | H & S Co-ordinator | Mr P Moore |
| Science Curriculum | Leader of Science | Ms J Church |
| Site Security | Site Manager | Mr D Booth |
| Technology Curriculum | Leader of Technology | Mrs C Hall |
| C.P.D / INSET | Headteacher | Mrs Y Watkins |
| ICT Resources | Data/Network Manager | Mr S Middleton |
| GDPR Compliance Co-ordinator | | Mr C Colley |

BOURNE COMMUNITY COLLEGE

HEALTH AND SAFETY INFORMATION

DOCUMENTATION

1. Copies of H & S documentation, in either printed or CD form, are to be held in the Main Office of the College. Specifically this will include the following;
 - a. Education Department Standard Procedures including WSCC Health and Safety Information for Education Establishments CD Rom. Each department is to have its own copy.
 - b. BCC Health and Safety Policy. Every member of Staff is to have a copy, and sign and date to say that they have read and understood what is required.
 - c. A file containing copies of all written Risk Assessments prepared by Staff, throughout the College, in the course of their work.
2. All H & S documentation in the Main Office is to be available for access by all members of Staff.

RISK ASSESSMENTS

3. The majority of risks which occur during the course of the working day will be assessed mentally and precautions taken appropriately. Where however there is a situation of many facets and increased complexity, a written Risk Assessment must be prepared, to allow a balanced response to the way in which precautions are taken.
4. Where Staff decide that a written Assessment is to be prepared, the format at Appendix 1 to this Annex is to be used. The Assessment should be completed as briefly and succinctly as possible. Its purpose is to demonstrate, to whom ever may be concerned when an incident has occurred, that reasonable and sensible precautions had been taken to prevent it.

BOURNE COMMUNITY COLLEGE

HEALTH AND SAFETY

GENERAL

1. Health and Safety Instructions are given for the following;
 - a. Emergency
 - b. Fire Safety
 - c. Incident Reporting
 - d. Site Security
 - e. First Aid
 - f. Medicine Administration
 - g. Playground/Recreational Area Safety
 - h. Lone working
 - i. Violence at work
 - j. Work Equipment
 - k. Storage
 - l. Manual Handling
 - m. Electrical Safety
 - n. Contractors on Site
 - o. Offsite Activities

EMERGENCY

2. In the event of, or likelihood of an emergency, of whatever kind, the safety of students and staff is paramount.
3. Staff are to assess the risks involved in an emergency, calling for additional assistance and presence of police and/or emergency services as appropriate. Staff are not to attempt to detain or remove an intruder from the premises using force.
4. Staff are to make students aware that they are not to confront or challenge strangers on the College site but to report the situation to a member of staff immediately.
5. Where there is risk of violence or fire, which cannot be contained with certainty by staff, safe distances are to be observed to ensure the safety of students and staff until the arrival of professional assistance on the scene.

FIRE SAFETY

6. Local procedures, to be followed in the event of a fire, are to be displayed throughout the College, and brought to the attention of all new staff and students. They are to include escape routes and assembly points. These local procedures are to be prepared and maintained by the H & S Co-ordinator.

7. The fire alarm system is to be tested fortnightly, during term time, and a fire emergency drill is to be carried out at least once a term. These tests are to be organised, and the results recorded by the Site Manager.

INCIDENT REPORTING

8. The Headteacher is responsible for overseeing the arrangements for accident/incident reporting and recording within the College.

9. Information covering documentation and necessary reports to WSCC are contained in Annex B.

SITE SECURITY

10. Site Security is concerned with the physical condition and status of the College premises, and is the overall responsibility of the Site Manager, reporting to the Headteacher.

11. The Site Manager is to;

a. Ensure, by at least monthly inspection, the satisfactory functioning of all physical elements of the College premises security, including services (gas, electricity, and water) doors, windows and CCTV system. This is to be recorded by the Site Manager.

b. Be primarily responsible for the location of all keys affecting the external security of the College.

c. Establish the security of the College premises at the end of each working day.

d. Where appropriate, carry out risk assessments related to potential hazards as they arise, from physical changes to the College environment, reporting them to the H & S Co-ordinator.

e. Attend the Governors' Premises and Environment Committee meetings.

f. Maintain a Security Log.

12. College Staff are to support the Site Manager by
 - a. Ensuring the physical security of their local area of work at the end of the day.
 - b. Reporting to the Site Manager any changing physical condition of their area of work which may have implications of H & S.

FIRST AID

13. The College is to follow the procedures and guidance given in the 'WSCC Education Department First Aid Policy'. A copy of which is held in the Admin Office and in Reception.
14. The Headteacher is responsible for the maintenance and co-ordination of First Aid support within the College.
15. There is to be a minimum of 2 First Aiders who hold Health and Safety at Work Certificates, and 3 Appointed Persons in the College. They are to be issued with guidance as to their duties and will sign to acknowledge this. The names of First Aiders and location of First Aid boxes are to be published at the beginning of each term by the Admin Office, to all Staff.
16. Where first aid is given to anyone on the College premises, the fact is to be recorded on the sheet provided in the First Aid box. Janet Murray-Brown (Assistant Head) will collate this information during the half-termly check of First Aid boxes and keep in a central file.

MEDICINE ADMINISTRATION

17. The security and distribution of medicines prescribed for students is to be the responsibility of the Student Year Managers.
18. The information regarding the issue of medicines concerning individual students will be recorded by Student Managers, collated half-termly, and kept in a central file under the responsibility of Janet Murray-Brown (Assistant Head).

PLAYGROUND AND RECREATIONAL SAFETY

19. The Headteacher is to be responsible for overseeing the arrangements with respect to playground/recreational safety.
20. Formal use of the College recreational areas, by students as part of the curriculum, is to be supervised.

21. The playground and dining areas are to be supervised during the lunch break.

LONE WORKING

22. Staff should avoid working alone whenever possible. They are not to work alone after 5.30pm without the agreement of the Headteacher.

23. Staff working late are to;

- a. Liaise with their curriculum leader to ensure it's safe to stay on site.
- b. Make arrangements beforehand with the Site Manager over arrangements to secure the College premises when they leave.

VIOLENCE AT WORK

24. It is the responsibility of all Staff to take positive steps where ever necessary to minimise the risk of violence at work. Potential areas of such risk are

- a. Students with a history of violent behaviour.
- b. Visits by parents where there is likelihood of confrontation.
- c. Strangers on the College site.

25. Where Staff assess that there is risk of violence in an emerging situation, they must avoid dealing with it alone, or ensure that back up is immediately available should it be required.

WORK EQUIPMENT

26. All work equipment, including machinery and tools, is to be inspected and the fact recorded, by Curriculum Leaders, on a monthly basis to ensure that it is in a good and safe working order.

27. Where there is potential for risk in the use of tools and equipment Staff and Students are to be instructed in their safe use.

28. Appropriate protective equipment is to be worn where applicable.

STORAGE

29. Heads of Department are to ensure that their storage areas reflect the requirements of H & S. Essentially these are;
- a. Items to be stored to be kept to a minimum, with ease of access and in an organised manner, with a simple inventory system.
 - b. Due regard is to be given to the security of items of value and/or of a hazardous nature. Flammable materials and dangerous items are to be kept in a locked container.
30. Written Risk Assessments are to be completed and kept in Curriculum Leaders office, when hazardous substances are stored. This applies to but not exclusively Science/DT/Caretakers Stores and Kitchen. Copies to be returned to the Head teacher.

MANUAL HANDLING

- 30 Incorrect manual handling of equipment and stores can be a source of considerable risk to individuals. Lifting, pushing, pulling or carrying of large items should be avoided as far as is reasonably practical. In such cases, or where there is doubt, the Site Manager is to be contacted for his assessment.
31. The Site Manager is to carry out a Risk Assessment for all manual handling tasks of a heavy nature which cannot be avoided.

ELECTRICITY POLICY

32. The Site Manager is responsible for overseeing the arrangements for Electrical Safety throughout the College.
33. All electrical equipment within the College is to be tested annually, and records of these tests are to be maintained.
34. No portable equipment is to be brought into the College without the appropriate checks being made.
- 35 Only staff/contractors authorised by the Site Manager are to carry out maintenance and/or repairs on the College electrical fittings and wiring.
36. An inventory of all portable electrical equipments is to be maintained by Curriculum Leaders.

CONTRACTORS ON COLLEGE PREMISES

37. The Site Manager is responsible for ensuring that where a Maintenance Contractor is due to carry out work in the College premises, that the H & S risks involved are assessed, and appropriate instructions are issued to Staff and Students before work commences.

38. For major building works on the College premises, the Business Manager is to obtain beforehand a written Risk Assessment from the Contractor concerned. The H & S Co-ordinator is then to issue appropriate guidance and instructions to Staff and Students. It may also be necessary to inform parents.

OFFSITE ACTIVITIES

39. Particular care is to be taken in the management of Health and Safety risks for Offsite Activities. Full instructions to be followed are given for all those involved in 'Bourne Community College Guidance for Offsite Activities'

RISK ASSESSMENT

| | | | |
|-------------------------------------|-------------|------------------------------|-------------|
| DEPARTMENT | | DATE PREPARED | |
| RISK ENVIRONMENT | | | |
| | | | |
| DESCRIPTION OF RISK | | | |
| | | | |
| CONTROL MEASURES TO BE TAKEN | | | |
| | | | |
| STAFF TO BE INFORMED | | | |
| | | | |
| CONTROL MEASURES IN PLACE | DATE | ALL INVOLVED INFORMED | DATE |
| | | | |

| | |
|------------------------------------|--|
| RISK ASSESSMENT PREPARED BY | |
|------------------------------------|--|

REVIEW CYCLE

| FIRST REVIEW | SECOND REVIEW | THIRD REVIEW (FULL) |
|---------------------|--------------------------|--------------------------------|
| | | |