



Saint Francis Xavier Catholic Sixth Form College

Health and Safety Policy

Audit control

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Version Control

Version	Author	Summary of Changes	Date
1.0	Jonathan Hitchinson	Full review	01/02/2023
2.0	Jonathan Hitchinson	Full review and re format of layout	28/09/2023
3.0	Jonathan Hitchinson	Full review	16/10/2024

Policy Statement

St. Francis Xavier College is committed to ensuring the health, safety and welfare of its employees, so far as is reasonably practicable. The College fully accepts its responsibility for students and other persons who may be affected by its activities and we will take steps to ensure that our statutory duties are met at all times. In particular, we shall ensure that:

- staff and students will be given such information, instruction and training as is necessary to enable the safe performance of work and study activities;
- ensure all processes and systems of work are designed to take account of health and safety and are properly supervised at all times;
- ensure adequate facilities and arrangements are maintained to enable employees and their representatives to raise issues of health and safety;
- ensure competent people will be appointed to assist the College in meeting its statutory duties including, where appropriate, specialists from outside the organisation.

We are fully committed to provide, maintain and seek continual improvement for a healthy and safe working environment in every area that the College undertakes its business.

A positive health and safety culture can only be achieved if everyone plays their part. The successful implementation of this policy requires total commitment from all levels of employee and the student body. Each individual has a legal obligation to take reasonable care for their own health and safety and for the safety of other people who may be affected by their acts or omissions. Full details of the organisation and arrangements for health and safety are set out in separate documents.

This policy will be monitored regularly to ensure that the objectives are achieved. It will be reviewed and if necessary revised in the light of legislative or organisational changes.

Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#), guidance from the Health and Safety Executive (HSE) on [incident reporting in schools](#), and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test

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- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height
- The college follows [national guidance published by UK Health Security Agency \(formerly Public Health England\)](#) and government guidance on [living with COVID-19](#) when responding to infection control issues.

Duties and responsibilities

All members of the College community hold responsibilities for Health and Safety. In order to ensure that Saint Francis Xavier Catholic Sixth Form College meets relevant regulation and legislation requirements, that it delivers best practice and that a positive safety culture is promoted those responsibilities run through the organisational structure and named groups or individuals are held accountable for their delivery.

Responsibilities of the Governing Body

As the legal employer the Governing Body has ultimate responsibility for the health and safety of its personnel and others affected by the College's activities. In order to discharge these responsibilities effectively, the Governing Body will ensure and be assured that:

- there is a robust health and safety policy in place;
- suitable and sufficient risk assessments of work activities are undertaken and a written record of the assessments is kept;
- sufficient funding is allocated for health and safety;
- regular safety inspections are undertaken;
- inspection reports are considered and acted upon;
- health and safety is a standing item on agendas, where appropriate;
- an annual health and safety report is published;
- a positive health and safety culture is established and maintained.

Responsibilities of the Principal and Senior Leadership Team

The Principal and Senior Leadership Team is accountable for ensuring a positive health and safety culture, led by best practice and for the successful implementation of the Health and Safety Policy. In order to discharge these responsibilities effectively, the Principal and SLT will ensure that:

- health and safety arrangements have a high priority, are quality assured and meet expected College standards;
- the Health and Safety Policy produced for the governing body for approval is robust and regularly reviewed;
- regular assurance reports are provided for the governing body;
- delegated responsibilities are effectively carried out to the highest standard;
- sufficient resources for health and safety are included in budget plans;

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- staff and students are consulted on health, safety and welfare matters and that they receive appropriate high-quality information and training.

Responsibilities of the Health and Safety Compliance Officer

The Principal delegates responsibility for management of health, safety and welfare to the Health and Safety Compliance Officer. The Health and Safety Compliance Officer is responsible for setting up and maintaining appropriate risk driven health and safety systems and reviewing health and safety performance. In order to discharge these responsibilities effectively, the Health and Safety Compliance Officer will ensure that:

- the health and safety policy remain current and is kept up to date;
- those managing health and safety have roles that are clearly defined, they have received appropriate training and are provided with equipment or other resources in order to ensure they can fulfil such duties;
- the Health and Safety Committee is well led and managed, benefits from appropriate specialist advice and expertise and ensures compliance and best practice;
- the Governing Body, the Principal and the Senior Leadership Team (SLT) receive regular and informative assurance reports and an annual health and safety report;
- appropriate training strategies are planned, delivered and evaluated;
- appropriate information to assist staff in carrying out their health and safety responsibilities is available;
- risk assessments required under the Control of Substances Hazardous to Health Regulations (COSHH), manual handling assessments and display screen equipment workstation assessments are carried out;
- processes are in place to assess the effects of work on the health and safety of those staff members with particular protected characteristics (such as those with disabilities or expectant and new mothers);
- details of any injury, disease or dangerous occurrence reportable under the [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations](#) (RIDDOR) are reported to the appropriate authority;
- contractors working on site are health and safety compliance.

Responsibilities of the Health and Safety Committee

The Health and Safety Committee has overall responsibility for developing policies and monitoring the effectiveness of health and safety within the College. It will also act as a consultation forum between the College and the appointed Trade Union Safety Representatives on matters affecting health, safety and welfare. It will make a formal report annually in the summer term to the Governing Body via the Finance and Resources Committee (F&RC) summarising the work of the committee and matters of Health and Safety.

The Committee functions in accordance with Health and Safety legislation and is composed of:

- Health & Safety Compliance Officer
- Estates Manager
- HR Manager
- Associate Principal Curriculum

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- Associate Principal Ethos
- Student Services Operations Manager
- Clerk to the Governors
- Nursery Manager
- Network & Systems Engineer and Manager
- Second in charge of Science & Science Technician
- Art, Design and Technology Technician
- Head of ALS

The responsibilities of the Committee are:

- to discuss safety related matters;
- to review annually (or as required) the College Health and Safety Policy to ensure appropriateness and compliance with current legislation and recommend this to the governing body for approval via the Clerk to the Governor;
- to consider and develop policies and procedures on all aspects of health, safety and welfare within the College;
- to review the arrangements for the induction and continued training of staff and students in Health and Safety matters and to monitor the effectiveness of such training;
- to monitor health and safety performance in the College by way of reports on safety audits and inspections;
- to review current arrangements and practice following a major incident or accident. (see also College Continuity Plan);
- to inspect workplaces, plant, equipment and amenities where required. Normally, this is carried out by the Chair of the Committee and / or the Deputy (or their delegate) on behalf of the full committee;
- to consider the adequacy of safety and health and communication and publicity in the workplace.

Responsibilities of the Estates Manager

The Estates Manager is responsible for ensuring that the buildings and the systems of the College are maintained and are inspected, where there is a legal requirement to do so. In order to discharge these responsibilities effectively, the Estates Manager will ensure that:

- a register of what maintenance, servicing and testing is required across the estate;
- there are arrangements in place to carry out these requirements;
- contractors employed follow formal arrangements for health and safety;
- contractors work is closely monitored;
- regular updates are provided to the Health and Safety Compliance Officer along with any health and safety concerns.

Responsibilities of Estates Staff

Estates staff are responsible for making safe and reporting to the Estates Manager, the Health and Safety Compliance Officer or other senior staff, any malfunctioning equipment or building defects that would compromise the safety of anyone using the College buildings or grounds. In order to discharge these responsibilities effectively, Estates staff will ensure that:

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- they are proactive in identifying, fixing or making safe any hazards that they spot and/or report it to the Estates manager while touring the College buildings and grounds;
- any hazards reported to them are attended to immediately. If they are unable to make the hazard safe then they must take the necessary precautions to ensure that it is cordoned off to prevent anyone from injuring themselves;
- the grounds and paths are clean and free of rubbish and in particular anything that could cause one to slip or trip;
- during winter months any slippery paths, steps and roads in the grounds are gritted and made safe;
- undertake a risk assessment for working procedures where health and safety may be at risk.
- security of the college site in and out of college hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

Responsibilities of Technicians

Technicians are responsible for ensuring that equipment is set up, maintained and documented in a safe condition. They are also responsible for the safe storage of both toxic and non-toxic chemicals and radioactive materials. In order to discharge these responsibilities effectively, the technicians will ensure that:

- a register of the equipment within their area is compiled specifying what maintenance, servicing and testing is carried out;
- there are arrangements in place to carry out these requirements and appropriate logs are kept and shared with the Health and Safety Compliance Officer;
- hazardous materials are safely stored;
- regulations for the storage of chemicals that meet the requirements of external agencies are followed.
- regulations for the storage of radioactive materials meet the requirements of external agencies, including risk assessments and details of where any materials are stored, as per organisations site and premises plan held by the Health and Safety Compliance Officer.

Responsibilities of IT Services

The IT Services team are responsible for ensuring computing equipment is procured which meets the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992 and that it is set up to meet this law. In order to discharge these responsibilities effectively, the IT Services team will

ensure that:

- computers and other devices are set up in a safe way and that all cables and leads are appropriately tied to avoid a trip hazard;
- all recommendations found in the Health and Safety Audit are implemented.

Responsibilities of Senior and Middle Leaders

Senior and Middle Management including Associate & Assistant Principals, Directors of Faculty, Heads of House, Heads of Department, and Course/ Team leaders are responsible for:

- implementing the health and safety policy in the area under their control;
- working with their Associate Principals and the Health and Safety Compliance Officer to develop safe practices and for ensuring that these practices are implemented and observed;

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- ensuring all staff receive sufficient and appropriate support, training and supervision to undertake their work safely and in compliance with the College's health & safety policy and health and safety legislation;
- ensuring all accidents and hazards are reported immediately using the college online system for issues or incidents;
- carrying out risk and other assessments;
- ensuring equipment made available to provide safe working practices is effectively maintained to a safe standard;
- ensuring all hazardous substances such as highly flammable liquids, liquefied petroleum gases, petroleum spirits and chemicals are stored and used correctly, and properly sign posted;
- seeking advice on any health & safety at work matter, for which clarification or assistance is required.

Responsibilities of Teaching Staff

Teachers are responsible for ensuring that the College's health and safety policy is followed within the areas under their control. In order to discharge these responsibilities effectively, teachers will ensure that:

- their classroom is kept in a condition that does not put the students, themselves or anyone else at risk. This includes ensuring their classroom is free from hazards, such as trailing leads;
- fire escape doors and alarms are kept clear of obstruction;
- students are either competent to use any equipment they might be using or supervise them in such a way that the risks to their health and safety are minimised;
- the safety of their students takes precedent in the event of an emergency, such as a fire or an accident;
- risk assessments are carried out prior to trips or visits;
- systems of work are kept under review to see if they can be improved.

Responsibilities of the HR Manager:

The HR Manager is responsible for ensuring there are an appropriate number of qualified First Aiders at each site. They should liaise closely with the Health and Safety Compliance Officer to ensure First Aiders undertake training regularly and ensure that all CPD is recorded for individual staff.

Responsibilities of the Catering Contractor

The Catering Contractor is responsible for ensuring the catering provision meets the requirements of food safety legislation. In order to discharge these responsibilities effectively the Catering Contractor will ensure that;

- a hazard analysis critical control points (HACCP) assessment is carried out;
- the appropriate control systems required by the HACCP are implemented, such as procurement of food, hygiene and cleaning regimes, storage of food and temperature checks;
- a register of all catering equipment is compiled and that there are procedures in place to maintain, service and test it as required.

Responsibilities of All Staff

All staff employed by the College have individual health and safety responsibilities in addition to any others they have because of their other roles. This means they must:

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- take reasonable care for their own health and safety at work;
- follow all health and safety instructions given to them by the Principal, the Health and Safety Compliance Officer, Associate & Assistant Principals, Heads of Department or other authorised people;
- follow the health and safety rules which apply to their job;
- do what is reasonably practicable to ensure that the students and other people are not put at risk by what they are doing;
- use any health and safety equipment provided;
- not misuse anything that has been provided in the interests of health and safety (such as propping open a fire door with a fire extinguisher);
- report anything that might present a danger to either themselves or anybody else;
- undertake a risk assessment for working procedures where H&S may be at risk.

Responsibilities of Students

Every student has a responsibility to:

- report any hazard or malfunction to their teacher or other member of staff;
- follow all instructions whether written or verbal, given to procure personal safety and the safety of others;
- conduct themselves at all times in an orderly manner in the College;
- use all safety equipment and/or protective clothing as required;
- report all personal accidents to themselves which cause hurt and may require first aid or hospital treatment;
- acquaint themselves with all machines, processes, materials and substances which the College provides for them to use;
- be aware of the fire evacuation procedures and the position of fire alarms and equipment;
- to ensure they comply with Health and Safety requirements as directed.

Fire

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly.

Emergency evacuations are practiced at least once a term.

The fire alarm is a loud buzzer.

Fire alarm testing will take place once a week.

New staff will be trained in fire safety and all staff and students will be made aware of any new fire risks.

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately.
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk.
- Staff and students will congregate at the assembly points. Details of assembly points can be found in the fire policy.

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- Staff and students will remain outside the building until the emergency services or the estates team say it is safe to re-enter.

The college will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

COSHH

Colleges are required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by college technicians and or the estates team where appropriate and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

Gas safety

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer.
- Gas pipework, appliances and flues are regularly maintained.
- All rooms with gas appliances are checked to ensure they have adequate ventilation.

Legionella

- Water risk assessments are routinely completed and the Estates Manager is responsible for ensuring that the identified operational controls are conducted and recorded on the colleges online compliance system.
- This risk assessment will be reviewed annually and when significant changes have occurred to the water system and/or building footprint.
- The risks from legionella are mitigated by using recommended methods and checks.

Asbestos

- Staff are briefed on the hazards of asbestos, the location of any asbestos in the college and the action to take if they suspect they have disturbed it.

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- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work.
- Contractors will be advised that if they discover material that they suspect could be asbestos, they will stop work immediately until the area is declared safe
- A record is kept of the location of asbestos that has been found on the college site.

Equipment

All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place.

When new equipment is purchased, it is checked to ensure it meets appropriate educational standards.

All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

Electrical equipment

- All staff are responsible for ensuring they use and handle electrical equipment sensibly and safely.
- Any student or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them.
- Any potential hazards will be reported to the estates team immediately.
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed.
- Only trained staff members can check plugs.
- Where necessary, a portable appliance test (PAT) will be carried out by a competent person.
- All isolator switches are clearly marked to identify their machine.
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions.
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.

Sports equipment

- Students are taught how to carry out and set up sports equipment safely and efficiently. Staff check that equipment is set up safely.
- Any concerns about the condition of the gym floor, sports hall floor or other apparatus will be reported to the estates team.

Display screen equipment

- All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time.
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use)

Specialist equipment

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Parents/carers are responsible for the maintenance and safety of their children's wheelchairs. In college, staff promote the responsible use of wheelchairs.

When needed, Oxygen cylinders are stored in a designated space, and staff are trained in the removal, storage and replacement of oxygen cylinders.

Lone working

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office
- Remote working, self-isolation and/or remote learning

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure they are medically fit to work alone.

Working at height

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- The estates team retains ladders for working at height.
- Students are prohibited from using ladders.
- Staff will wear appropriate footwear and clothing when using ladders.
- Contractors are expected to provide their own ladders for working at height.
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety.
- Access to high levels, such as roofs, is only permitted by trained persons.

Manual handling

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feel that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

The college will ensure that proper mechanical aids and lifting equipment are available in college, and that staff are trained in how to use them safely.

Staff and students are expected to use the following basic manual handling procedure:

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- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help.
- Take the more direct route that is clear from obstruction and is as flat as possible.
- Ensure the area where you plan to offload the load is clear.
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

Off-site visits

When taking students off the college premises, we will ensure that:

- Risk assessments will be completed where off-site visits and activities require them.
- All off-site visits are appropriately staffed.
- Where identified staff will take a college mobile phone, an appropriate portable first aid kit, information about the specific medical needs of students, along with the parents/carers' contact details.

Lettings

This policy applies to lettings. Those who hire any aspect of the college site or any facilities will be made aware of the content of the colleges health and safety policy, and will have responsibility for complying with it.

Violence at work

We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/principal immediately. This applies to violence from students, visitors or other staff.

Smoking

Smoking is not permitted anywhere on the college premises.

Infection prevention and control

We follow national guidance published by the UK Health Security Agency when responding to infection control issues. We will encourage staff and students to follow this good hygiene practice, outlined below, where applicable.

Handwashing

- Wash hands with liquid soap and warm water, and dry with paper towels.
- Always wash hands after using the toilet, before eating or handling food, and after handling animals.
- Cover all cuts and abrasions with waterproof dressings.

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Coughing and sneezing

- Cover mouth and nose with a tissue
- Wash hands after using or disposing of tissues
- Spitting is discouraged

Personal protective equipment

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids.
- Wear goggles if there is a risk of splashing to the face.
- Use the correct personal protective equipment when handling cleaning chemicals.
- Use personal protective equipment (PPE) to control the spread of infectious diseases where required or recommended by government guidance and/or a risk assessment

Cleaning of the environment

- Clean the environment frequently and thoroughly

Cleaning of blood and body fluid spillages

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment
- When spillages occur, clean using a product that combines both a detergent and a disinfectant, and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses, and suitable for use on the affected surface
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below
- Make spillage kits available for blood spills

Clinical waste

- Always segregate domestic and clinical waste, in accordance with local policy
- Used gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins
- Remove clinical waste with a registered waste contractor
- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

Infectious disease management

We will ensure adequate risk reduction measures are in place to manage the spread of acute respiratory diseases, including COVID-19, and carry out appropriate risk assessments, reviewing them regularly and monitoring whether any measures in place are working effectively.

We will follow local and national guidance on the use of control measures including:

Following good hygiene practices

- We will encourage all staff and students to regularly wash their hands with soap and water or hand sanitiser, and follow recommended practices for respiratory hygiene. Where required, we will provide appropriate personal protective equipment (PPE)

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Implementing an appropriate cleaning regime

- We will regularly clean equipment and rooms, and ensure surfaces that are frequently touched are cleaned [twice a day]

Keeping rooms well ventilated

- We will use risk assessments to identify rooms or areas with poor ventilation and put measures in place to improve airflow, including opening external windows, opening internal doors and mechanical ventilation

Students vulnerable to infection

Some medical conditions make students vulnerable to infections that would rarely be serious in most children. The college will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to any of these, the parent/carer will be informed promptly and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

Exclusion periods for infectious diseases

The college will follow recommended exclusion periods outlined by the UK Health Security Agency and other government guidance.

In the event of an epidemic/pandemic, we will follow advice from the UK Health Security Agency about the appropriate course of action.

New and expectant mothers

Risk assessments will be carried out whenever any employee or student notifies the college that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to an antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly
- Some pregnant women will be at greater risk of severe illness from COVID-19

Occupational stress

We are committed to promoting high levels of health and wellbeing, and recognise the importance of identifying and reducing workplace stress through risk assessment.

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Systems are in place within the college for responding to individual concerns and monitoring staff workloads.

Accident reporting

Accident recording

- The college online incident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. The accident form can be found [here](#) and all staff have been trained in how to complete.
- As much detail as possible will be supplied when reporting an accident
- Records will be retained by the college for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979.

Reporting to the Health and Safety Executive

The college will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Health and Safety compliance Officer will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

College staff: reportable injuries, diseases or dangerous occurrences

These include:

- Death

Specified injuries, which are:

- Fractures, other than to fingers, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding) which:
 - Covers more than 10% of the whole body's total surface area; or
 - Causes significant damage to the eyes, respiratory system or other vital organs
- Any scalding requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours

Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the college will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident

Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:

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- Carpal tunnel syndrome
- Severe cramp of the hand or forearm
- Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
- Hand-arm vibration syndrome
- Occupational asthma, e.g. from wood dust
- Tendonitis or tenosynovitis of the hand or forearm
- Any occupational cancer
- Any disease attributed to an occupational exposure to a biological agent

Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to colleges include, but are not limited to:

- The collapse or failure of load-bearing parts of lifts and lifting equipment
- The accidental release of a biological agent likely to cause severe human illness
- The accidental release or escape of any substance that may cause a serious injury or damage to health
- An electrical short circuit or overload causing a fire or explosion

Students and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences

These include:

- Death of a person that arose from, or was in connection with, a work activity*
- An injury that arose from, or was in connection with, a work activity* and the person is taken directly from the scene of the accident to hospital for treatment

*An accident “arises out of” or is “connected with a work activity” if it was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

Information on how to make a RIDDOR report is available here:

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)

<http://www.hse.gov.uk/riddor/report.htm>

Training

Our staff are provided with health and safety training as part of their induction process.

Staff who work in high risk environments, such as in science labs or with woodwork equipment, or work with students with special educational needs (SEN), are given additional health and safety training.

Monitoring

This policy will be reviewed annually by the Health and Safety Compliance Officer.

At every review, the policy will be approved by the principal and full governing board].

Links with other policies

This health and safety policy links to the following policies:

- First aid
- Fire
- Risk assessment
- Supporting students with medical conditions
- Educational Visits
- Emergency or critical incident plan