

Health and Safety Policy

Policy written by: Philippa Mills July 2019
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External contacts

Health and Safety Executive Advisory team on **0300 003 1747**

1 Aims

- 1.1 This is the health and safety policy of Bristol International College Limited which operates Bristol International College hereafter referred to within this policy as the **College** or **We**.
- 1.2 We aim to apply high standards in the management and control of all our operations, to include matters of health and safety in order to ensure that health and safety is an integral part of the College's culture and to ensure that staff, students and those who visit the College or may otherwise be affected by the College's operations are safe.

2 Policy statement

2.1 We aim:

- 2.1.1 to provide a culture of safety, equality and protection;
- 2.1.2 to provide adequate control of the health and safety risks arising from our activities;
- 2.1.3 to consult with our employees, students and anyone else affected on matters affecting their health and safety;
- 2.1.4 to provide and maintain a safe place of work, safe plant and equipment;
- 2.1.5 to ensure safe handling and use of substances;
- 2.1.6 to ensure we have access to one or more competent persons (persons with sufficient knowledge, training and experience) to assist us in complying with our health and safety obligations;
- 2.1.7 to provide information, instruction and supervision to employees;
- 2.1.8 to ensure all employees are competent to do their tasks, and to give them adequate training;
- 2.1.9 to prevent accidents and cases of work-related ill health;
- 2.1.10 to maintain safe and healthy working conditions;
- 2.1.11 to review and revise this policy as necessary at regular intervals;
- 2.1.12 to ensure that adequate resources are available for the management of health and safety issues.

2.2 In accordance with our obligations under the Health and Safety at Work etc. Act 1974, we have a duty to ensure the health, safety and welfare of employees and the health and safety of others affected by the College's operations. Although student welfare and well-being is not strictly within the remit of this policy, we recognise that it is inextricably linked with health and safety at the College.

2.3 We will safeguard and promote health, safety and welfare by:

- 2.3.1 taking a proportionate and holistic approach to risk management;
- 2.3.2 ensuring that the Directors of the College, the Board of Governors and its Senior Leadership Team are aware of and understand the College's health and safety and welfare policies and procedures and apply them sensibly and practically to the real risks in the College;
- 2.3.3 ensuring that key staff have clearly established roles and responsibilities;
- 2.3.4 whilst keeping paperwork to a minimum, ensuring that significant hazards are identified, their risks adequately controlled and precautions clearly documented where needed;

- 2.3.5 consulting with staff and safety representatives and students, where appropriate, to find practical solutions to health and safety issues;
- 2.3.6 ensuring that practice and compliance is regularly monitored, feedback given and lessons learned.

2.4 Any references to legislation in this policy include any subsequent amendments to that legislation.

3 Scope and application

- 3.1 This health and safety policy applies to the whole College.
- 3.2 The policy applies to all staff (including employees, fixed-term, part-time, temporary and voluntary staff and helpers), students and visitors at the College.

4 Regulatory framework

- 4.1 This policy has been prepared to meet the College's responsibilities under:
 - 4.1.1 Health and Safety at Work etc. Act 1974;
 - 4.1.2 Education (Independent School Standards) Regulations 2014;
 - 4.1.3 Workplace (Health, Safety and Welfare) Regulations 1992;
 - 4.1.4 Electricity at Work Regulations 1989;
 - 4.1.5 Energy Performance of Buildings (Certificates and Inspections) (England and Wales) Regulations 2012;
 - 4.1.6 Fluorinated Greenhouse Gases Regulations 2015;
 - 4.1.7 Gas Safety (Installation and Use) Regulations 1998;
 - 4.1.8 Health and Safety (Display Screen Equipment) Regulations 1992;
 - 4.1.9 Lifting Operations and Lifting Equipment Regulations 1998;
 - 4.1.10 Manual Handling Operations Regulations 1992;
 - 4.1.11 Control of Substances Hazardous to Health Regulations 2002 (**COSHH**);
 - 4.1.12 Control of Asbestos Regulations 2012;
 - 4.1.13 Control of Pollution (Oil Storage) (England) Regulations 2001;
 - 4.1.14 Regulatory Reform (Fire Safety) Order 2005;
 - 4.1.15 Reporting of Injuries, Disease and Dangerous Occurrence Regulations 2013 (**RIDDOR**);
 - 4.1.16 Health Protection (Notification) Regulations 2010;

- 4.1.17 Construction (Design and Management) Regulations 2015;
 - 4.1.18 Data Protection Act 2018 and General Data Protection Regulation (GDPR);
 - 4.1.19 The Management of Health and Safety at Work Regulations 1999.
- 4.2 This policy has regard to the following guidance and advice:
- 4.2.1 Leading health and safety at work (The Health and Safety Executive (HSE), June 2013);
 - 4.2.2 Health and safety advice for schools/responsibilities and duties for schools (DfE, November 2018) ;
 - 4.2.3 Health and safety on educational visits (DfE, November 2018);
 - 4.2.4 Keeping children safe in education (DfE, September 2018) (**KCSIE**)
KCSIE 2019 will come into effect on 2 September 2019.
 - 4.2.5 Good estate management for schools (DfE, April 2018);
 - 4.2.6 Asbestos management in schools (DfE, February 2017);
 - 4.2.7 Emergency Planning and Response guidance (DfE, December 2015)
 - 4.2.8 Incident reporting in schools (accidents, diseases and dangerous occurrences):
guidance for employers (HSE, EDIS1 (revision 3), October 2013);
 - 4.2.9 Using contractors: a brief guide (HSE, INDG368 (revision 1), June 2012);
 - 4.2.10 Approved Code of Practice Legionnaires' Disease L8 (HSE 2013); and
 - 4.2.11 Guidance on the management of outdoor learning, off-site visits and learning outside
the classroom (OEAP).
 - 4.2.12 Investigating Accidents and Incidents (HSE, HSG245 2004)
- 4.3 The following College policies, procedures, documents and resource material are relevant to this policy:
- 4.3.1 Safeguarding and child protection policy;
 - 4.3.2 Risk assessment policy for student welfare;
 - 4.3.3 Supervision of students policy;
 - 4.3.4 Supporting students with mental health conditions policy;
 - 4.3.5 Administration of medicines and supporting students with medical conditions
policy;

- 4.3.6 Visitors' and security policy;
- 4.3.7 Educational visits policy;
- 4.3.8 First aid policy;
- 4.3.9 Fire policy;
- 4.3.10 Foreseeable crisis / lock down policy;
- 4.3.11 College rules;
- 4.3.12 Transport / minibus use policy.

5 Publication and availability

- 5.1 This policy is published on the College website and in the Parent/Student handbook.
- 5.2 This policy is available in hard copy on request from the H&S Manager (Ms Rhian Welch).
- 5.3 A copy of the policy is available for inspection from the H&S Manager (Ms Rhian Welch) during the College day.
- 5.4 This policy can be made available in large print or other accessible format if required.

6 Responsibility statement and allocation of tasks

- 6.1 As a proprietor, employer and occupier of premises, the College (by its Directors & Governors) has overall responsibility for health and safety at the College.
- 6.2 The Directors & Governors acting on behalf of the College are committed to protecting the health and safety of those affected by the College's operation, including but not restricted to its employees, students and visitors to the College site.
- 6.3 The Directors & Governors delegate responsibility for health and safety matters affecting the academic staff and students to the Principal and to the H&S Manager and responsibility for health and safety matters affecting the non-academic staff to the H&S Manager.
- 6.4 To ensure that efficient discharge of its responsibilities under this policy, the Directors have allocated the following tasks:

| Task | Allocated to | When / frequency of review |
|--|--------------------------------|--------------------------------|
| Keeping the policy up to date and compliant with the law and best practice | Board of Directors & Governors | As required, at least annually |

| | | |
|---|---------------------|-----------------------------------|
| Monitoring the implementation of the policy, its and relevance and proportionality to the College, and ensuring its accessibility and availability | H&S Manager | As required, at least annually |
| Reporting any suggested policy amendments to the Board of Directors & Governors | H&S Manager | As required, at least annually |
| Task | Allocated to | When / frequency of review |
| Seeking input from interested groups (such as students, staff and parents) to consider improvements to the College's processes under the policy | H&S Manager | As required, at least annually |
| Ensuring that all reported breaches of this policy are recorded | H&S Manager | As required, at least annually |
| Formal review | H&S Manager | As required, at least annually |
| Maintaining up to date records of all information created in relation to the policy and its implementation as required by the GDPR. | H&S Manager | As required, at least termly |
| Monitoring the implementation of the policy, relevant risk assessments and any action taken in response and evaluating proportionality and effectiveness | H&S Manager | As required, at least termly |
| Monitoring the incident reports and records created in relation to the policy and identifying any action to be taken in response and evaluating proportionality and effectiveness | H&S Manager | As required, at least annually |

| | | |
|---|-------------|--------------------------------|
| Monitoring any correspondence from regulators / enforcement action taken against and / or relating to the College | H&S Manager | As required, at least annually |
|---|-------------|--------------------------------|

6.5 To ensure the health and safety standards are maintained / improved, the following people also have responsibility in the following areas:

| Name | Responsibility |
|--------------------------------------|-----------------------------|
| Mrs Philippa Mills Ms Rhian Welch | Extra-Curricular activities |
| Mrs Philippa Mills Ms Rhian Welch | Educational Visits |

6.6 Employees also have legal responsibilities to take care of the health and safety of themselves and others, and to co-operate with their employer in order to comply with the law. All employees must:

- 6.6.1 co-operate with supervisors and managers on health and safety matters;
- 6.6.2 undertake their work in accordance with training and instructions;
- 6.6.3 not interfere with anything provided to safeguard their health and safety;
- 6.6.4 take reasonable care of their own health and safety; and
- 6.6.5 report all health and safety concerns to an appropriate person (as detailed in this policy).

6.7 In addition, teachers and other staff have a common law duty to act reasonably in all the circumstances.

6.8 All students and visitors must:

- 6.8.1 co-operate on health and safety matters and in particular follow the instructions of staff in the event of an emergency;
- 6.8.2 take reasonable care for their own health and safety and that of others at the College;
- 6.8.3 observe standards of dress consistent with safety and / or hygiene;
- 6.8.4 use and not wilfully misuse, neglect or interfere with anything provided to safeguard their health and safety; and
- 6.8.5 report all health and safety concerns to a member of staff.

7 Risk assessment: health and safety

- 7.1 We promote and safeguard the health and safety of employees, students and others through the systematic assessment of risks posed by the College's operation.
- 7.2 Risk assessments of the College's activities will be carried out to identify hazards (anything with the potential to cause harm to persons or property) and measure and evaluate risks (the likelihood of harm caused by the hazards) to employees, students and others who may be affected by the College's operation. This will be undertaken by the conduct of appropriate risk assessments which should identify, prioritise and implement control measures necessary to reduce the risk to the level required by law.
- 7.3 Risk assessments will be concise and focused on removing / controlling risks.
- 7.4 Where appropriate, all risk assessments should adhere to the Plan, Do, Check, Act principles set out in HSE guidance.
- 7.5 Risk assessments for educational visits will be carried out in accordance with the College's educational visits policy.
- 7.6 Risk assessments will be conducted / reviewed with particular reference to new and / or expectant mothers, employees aged under 18 and night and / or lone workers.
- 7.7 Risk assessments will include key areas of risk including:
 - 7.7.1 supervision arrangements, Colleges trips, hazardous or adventure activities;
 - 7.7.2 personal protective equipment, display screen equipment, manual handling operations, substances hazardous to health, noise at work, lead at work, asbestos at work, ionising radiation and fire safety;
 - 7.7.3 use of high risk areas, such as gymnasias, playgrounds, machinery, laboratories and workshops.
- 7.8 Risk assessments are the overall responsibility of the H&S Manager who will delegate their completion to the following people as follows:

| Name | Risk assessment responsibility |
|-------------------------|--------------------------------------|
| Academic teaching staff | Academic trips away from College |
| Pastoral staff | Recreational trips away from College |

- 7.9 The findings of the risk assessments will be reported to the H&S Manager.
- 7.10 Action required to remove / control risks will be approved by the H&S Manager.
- 7.11 The H&S Manager will be responsible for ensuring the action required is implemented.

7.12 Risk assessments will be reviewed on a regular basis, or when the activity changes, whichever is soonest.

7.13 Further guidance on risk assessment can be found in Appendix 1.

8 Risk assessment: welfare issues

8.1 The College's specific arrangements for safeguarding and promoting staff welfare are set out in the Staff Handbook and those for safeguarding and promoting student' welfare are set out in:

8.1.1 A separate risk assessment policy for student welfare;

8.1.2 Its safeguarding and anti-bullying and behaviour policies;

9 Consultation with employees and students

9.1 We will consult with employees and other relevant stakeholders either directly or through their elected representative(s) and / or through their union appointed safety representative(s) in good time on issues such as:

9.1.1 the introduction of measures which may affect their health and safety;

9.1.2 the appointment of a competent person(s);

9.1.3 information, provision and training on health and safety; and

9.1.4 addressing complaints in relation to the College's health and safety processes.

9.2 Representatives will be provided with sufficient information to enable them to participate fully in the consultation process.

9.3 Employee representative(s) will be appointed in the academic year 2019/2020. The representatives will be appointed to the College's health and safety committee.]

9.4 We will also consult with students, where appropriate.

10 Information, instruction and supervision

10.1 The health and safety law poster is displayed in the staff room and leaflets are also available from the H&S Manager

10.2 Further notices relating to first aid and fire safety will be displayed as appropriate.

10.3 We will display a certificate of employers' liability insurance at the main office.

10.4 Health and safety advice is available from the H&S Manager.

10.5 Supervision of young workers / trainees will be arranged / undertaken / monitored by the H&S Manager

10.6 The H&S Manager is responsible for ensuring that our employees working at locations under the control of other employers are given relevant health and safety information.

11 Competency for tasks and training

- 11.1 We ensure that regular guidance, information and training is arranged on induction and at regular intervals thereafter so that staff and volunteers understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles. This will include risks to their health and safety at work, preventative and protective measures to control those risks, emergency procedures, first aid, and their general health and safety duties,
- 11.2 We will also ensure that all employees receive job specific health and safety training, including risk assessment training, where appropriate. The level and frequency of training depends on the role of the individual member of staff.
- 11.3 Job specific training will be arranged / provided by the H&S Manager
- 11.4 The College will provide further training if risks change and refresher training when skills are not frequently used.
- 11.5 Written staff training records are kept by the H&S Manager.
- 11.6 Training will be identified, arranged and monitored by the H&S Manager

12 Workplace safety

- 12.1 We will ensure that the College premises are safe and in good repair and are kept free of reasonably avoidable safety hazards and are fit for purpose and suitable for the age of students cared for and the activities provided on the premises.
- 12.2 We will take all reasonable steps to ensure that the College premises are maintained in such a way (to include ensuring that all traffic routes are of suitable construction, free from defects and obstructions and are adequately lit) to reduce the risk of slips and trips to employees, students and other users of College premises and that it complies with its obligations under the Workplace (Health, Safety and Welfare) Regulations 1992.
- 12.3 The H&S Manager will arrange a regular survey of the College premises and the maintenance and repair of College premises and grounds including matters such as tree safety.
- 12.4 The H&S Manager will arrange for periodic inspections of the College premises to ensure that the College premises are safe and in good repair and are kept free of reasonably avoidable safety hazards.
- 12.5 We will promote effective infection control by ensuring that the College premises are kept clean and tidy.
- 12.6 We will ensure that access to high risk areas, including laboratories, workshops and gymnasias and out of bounds areas of the grounds is appropriately controlled and restricted.

13 Vehicle safety

- 13.1 We will ensure that there is adequate segregation of pedestrians and vehicular traffic on the College site.

- 13.2 The H&S Manager will ensure that all College vehicles are maintained in a safe and roadworthy condition and that there are regular and effective maintenance and repair arrangements in place.
- 13.3 The H&S Manager is responsible for ensuring that College vehicles are properly taxed, licensed and insured.
- 13.4 The H&S Manager will ensure that drivers of College vehicles are competent to drive the vehicle in question and are properly licensed and insured to do so and that College journeys are properly planned, supervised and risk assessed and that adequate records are maintained.
- 13.5 This policy should be read in conjunction with the transport / minibus policy.

14 Safe plant and equipment

- 14.1 The H&S Manager will be responsible for identifying all equipment / plant needing maintenance.
- 14.2 The H&S Manager will be responsible for ensuring effective maintenance procedures are drawn up and implemented.
- 14.3 Any defects or problems found with plant / equipment should be reported to the H&S Manager and the plant / equipment should be immediately taken out of use until it has been made safe.
- 14.4 The H&S Manager will check that new plant and equipment meets health and safety standards before it is purchased.
- 14.5 We will ensure that employees are provided with suitable personal protective equipment where risks to their health and safety cannot be controlled in other ways.
- 14.6 We will ensure that employees use personal protective equipment correctly and are provided with adequate instructions and / or training on how to use it safely.

15 Inspection and testing regime

- 15.1 The H&S Manager will ensure that all equipment and systems including mains and portable electrical equipment, emergency lighting, gas appliances and fittings, local exhaust ventilation, pressure systems, oil storage systems, lifting equipment and glazing, used at or by the College are well maintained, inspected and tested regularly by a competent and appropriately qualified person who has been authorised by the College and that records of inspection, maintenance and testing are retained.
- 15.2 In particular, the College will ensure that assessments are undertaken to comply with the Electricity at Work Regulations 1989, the Gas Safety (Installation and Use) Regulations 1998, Lifting Operations and Lifting Equipment Regulations 1998, the Control of Pollution (Oil Storage) (England) Regulations 2001
- 15.3 The H&S Manager will ensure that a risk assessment will be carried out to assess the risk of Legionella and relevant preventative control measures implemented in accordance with HSE

Approved Code of Practice L8 and that inspections and assessments are carried out in respect of the College's air conditioning in accordance with the Fluorinated Greenhouse Gases Regulations 2015 and the Energy Performance of Buildings (Certificates and Inspections) (England and Wales) Regulations 2012.

16 **Visual display units (VDUs) and display screen equipment**

16.1 We will take all reasonable steps to ensure the health and safety of users of VDUs and display screen equipment at in accordance with their duties under the Health and Safety (Display Screen Equipment) Regulations 1992.

17 **Manual handling**

17.1 We seek to avoid the need for **Manual handling** (defined for the purpose of this policy as the transporting of loads by hand or using bodily force) wherever possible.

17.2 Where Manual handling cannot be avoided, we will seek to reduce the risks related to Manual handling by providing training and guidance in manual handling techniques in accordance with the Manual Handling Operations Regulations 1992.

18 **Safe handling and use of substances**

18.1 We will have appropriate procedures in place to ensure that exposure to hazardous substances is minimised. In order to do so, we will assess the risks from all substances hazardous to health under the Control of Substances Hazardous to Health Regulations 2002 (**COSHH**) and prevent, reduce or control exposure of staff to these hazards by the institution of proper controls and protective equipment.

18.2 All staff, visitors and students will be advised of hazardous materials to be used by them and any policies relating to their use (including emergency procedures to deal with accidents / incidents) and will be given suitable information, instruction and training in their safe use, storage and handling.

18.3 The H&S Manager will be responsible for identifying all substances which need a COSHH assessment.

18.4 The H&S Manager will be responsible for undertaking COSHH assessments.

18.5 The H&S Manager will responsible for ensuring that all actions identified in the assessments are implemented.

18.6 The H&S Manager will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.

18.7 Assessments will be reviewed on a regular basis or when the work activity changes, whichever is soonest.

18.8 All staff will ensure that hazardous substances are locked away after use and an up to date inventory maintained.

19 **Asbestos**

- 19.1 We recognise that all types of asbestos are dangerous and will manage the risks presented by asbestos containing materials (**ACM**) or presumed ACMs on the College premises by complying with the Control of Asbestos Regulations 2012 and in particular by:
- 19.1.1 complying with our duties in relation to licensed and non-licensed work, including notifying the relevant enforcing authorities in relation to non-licensed work, where appropriate;
 - 19.1.2 preparing and keeping up to date a record of the location and condition of ACMs or presumed ACMs;
 - 19.1.3 carrying out a written assessment of the risks presented by ACMs and presumed ACMs;
 - 19.1.4 preparing and implementing a written plan of action for managing the risks posed by ACM or presumed ACMs known as an **Asbestos Management Plan**;
 - 19.1.5 regular inspections, reviews and / or monitoring, as appropriate;
 - 19.1.6 ensuring that adequate records are kept in relation to non-licensed work done on ACM or presumed ACM at the College;
 - 19.1.7 ensuring that all employees may come into contact with ACM or presumed ACM are adequately trained;
 - 19.1.8 ensuring that information about the location and condition of ACMs or presumed ACMs is passed on to anyone who is likely to disturb it and to the emergency services in the event of an emergency;
 - 19.1.9 ensuring that ACM or presumed ACM is not be disturbed unless prior agreement has been given by the H&S Manager and there are appropriate control measures in place to ensure that staff, students or any other users of the College premises are not exposed to asbestos;
 - 19.1.10 ensuring that only authorised staff and / or fully licensed contractors are permitted to carry out any work in the relation to ACM or presumed ACM.
- 19.2 If anyone disturbs or suspects that they have disturbed ACM they should:
- 19.2.1 not disturb it further under any circumstances;
 - 19.2.2 ensure that access to the affected area is restricted and put up a warning sign stating "possible asbestos contamination";
 - 19.2.3 immediately report it to the H&S Manager who will take appropriate action; and
 - 19.2.4 ensure that any clothing which have been covered in dust or debris is appropriately disposed of.

20 Radon

- 20.1 The College will carry out appropriate assessments in respect of radon levels affecting the premises and implement the control measures identified in accordance with HSE guidance on Radon in the workplace.¹

21 Emergency procedures: fire and evacuation

- 21.1 We will carry out fire risk assessments to examine and control the likelihood of a fire starting and the consequences of a fire, pursuant to the Regulatory Reform (Fire Safety) Order 2005. This will include the identification of fire hazards and people at risk and implementing control measures to remove or reduce that risk. The findings will be recorded, and staff and safety representatives will be informed of these.
- 21.2 The H&S Manager is responsible for ensuring that fire risk assessments are undertaken annually and where there is reason suspect they are no longer valid or where significant changes to the premises of use. ²
- 21.3 The H&S Manager is responsible for ensuring that the findings of the risk assessments and any recommendations by the Fire Service are implemented. Escape routes are checked by the H&S Manager monthly. Fire doors must be free of obstruction and easily opened from the inside.³
- 21.4 Fire extinguishers and other fire-fighting equipment (such as alarms, detectors and blankets) are maintained and checked by the H&S Manager regularly in order to ensure they are in working order.
- 21.5 Alarms are tested at least once per week.
- 21.6 The H&S Manager is responsible for maintaining records in relation to fire safety procedures to include records of staff fire safety training, fire instructions, building signage, fire drills, fire precautions tests, and maintenance records and certificates.
- 21.7 In addition, the College will ensure that there are sufficient fire marshals (or deputies in their absence) on site at all times and that they are appropriately trained.
- 21.8 The fire marshals are:
- Ms Rhian Welch
Mrs Philippa Mills
- 21.9 In addition to the College's procedures regarding fire, we will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put staff, students, visitors or other users of the College premises at risk and will ensure that staff and students are trained in what to do in an emergency evacuation. Such evacuation procedures should include any special arrangements required for employees or staff with disabilities.
- 21.10 Nothing in this policy prevents anyone from dialling 999 in an emergency.
- 21.11 All health and safety and fire emergencies should also be reported to Mrs Philippa Mills who can be contacted on 07780 433897.

21.12 Where an evacuation is considered necessary, the main College fire bell will be activated and the College's emergency routine followed.

21.13 The Assembly points will be allocated in September 2019.

21.14 Emergency evacuation and fire drills will be tested at least once per term and the results recorded.

21.15 Emergency evacuation and fire drills for boarders will be tested at least once per term outside of normal College hours.

22 Accidents, first aid and work-related ill health

22.1 This policy should be read in conjunction with the College's first aid policy.

22.2 We will ensure that there are adequate numbers of appropriately qualified first aiders / appointed persons on the College premises and on College arranged trips and visits at all times.

22.3 Risk assessments will be undertaken to determine the level of equipment, facilities and personnel necessary to enable first aid to be rendered to a casualty. The College's risk assessment will also identify where specialist health surveillance is needed.

22.4 The appointed person(s) / first aider(s) is / are:

Ms Rhian Welch

Mrs Philippa Mills

22.5 The first aid box(es) is / are kept in:

The main office

The staff room

22.6 Health surveillance is required for employees doing the following jobs:

- Work in the science laboratories
- Catering provision

22.7 Health surveillance will be arranged by the H&S Manager

22.8 Health surveillance records will be kept by the H&S Manager in the main office.

22.9 All accidents are to be reported to the H&S Manager and recorded in the accident book (see section 27 below).

22.10 The book is kept by the H&S Manager in the main office.

22.11 We will take reasonable care to ensure that the health of their employees is not placed at risk. In doing so, the College will consider the risk of their employees suffering from stress

through, for example, hours worked, the allocation and organisation of work, the way people deal with each other and the demands placed on staff.

- 22.12 All work-related ill health including work-related stress should be reported to the H&S Manager.
- 22.13 All work-related ill health including work-related stress will be considered by the H&S Manager and the Principal to whether the employee is advised to access occupational health services.

23 Hirers, visitors and contractors

- 23.1 All hirers, visitors and other users of the College premises (to include parents, contractors, delivery people and inspectors) must:
 - 23.1.1 observe the rules of the College;
 - 23.1.2 ensure that they report to Reception where their identity will be checked, a pass issued and their host notified or alternatively have consulted with the College regarding the appropriate means of their access to and egress from the site and host arrangements. Thereafter, they should remain in the presence of their host unless express permission to the contrary has been given by the College;
 - 23.1.3 ensure that they are familiar with the College's fire and emergency evacuation procedures. In the event of the fire alarm sounding, they should proceed to the nearest assembly point.
- 23.2 Contractors will be selected and managed in accordance with HSE guidance and, where appropriate, in accordance with the Construction (Design and Management) Regulations 2015. All contractors who work at the College will be risk assessed in accordance with the College's safer recruitment procedures and appropriate measures put in place to safeguard students, this may include requiring regular contractors to confirm that they have had safeguarding training at the appropriate level to their role, implementing measures to segregate them from students, or to supervise them and/or to carry out appropriate checks in relation to them, including DBS checks where appropriate.
- 23.3 All contractors are required to adhere to appropriate behavioural boundaries, including complying with the appropriate provisions of the College's code of conduct.
- 23.4 All contractors should be made aware of the relevant provisions in the College's safeguarding and child protection policy and procedures appropriate to their role at the College and taking into account the opportunity for contact with students, as a minimum this should include knowing the identity of the DSL and the duty to pass on any safeguarding concerns (through their line manager or direct to the College).
- 23.5 Contractors must also ensure safe working practices by all of their employees under the provisions of the Health and Safety at Work etc. Act 1974 and must pay due regard to the safety of all persons using the College premises.

23.6 The College will ensure that all contractors are fully briefed on the safety aspects of the job in question and satisfactorily supervised.

24 **Security**

24.1 We aim to provide a safe and secure environment for all employees, students and other visitors to the College premises.

24.2 We restrict access to College premises & buildings to members of the public in order to ensure the safety and security of employees, students and other visitors to the College premises and takes all reasonable measures to deter unauthorised public access to the premises.

24.3 We will take appropriate steps to ensure that there are adequate security arrangements for the College premises (which includes the College buildings and grounds) by ensuring that:

24.3.1 there are sufficient security arrangements in place to protect the security of the premises and persons on it, including in the use of isolated areas (such as remote car parks);

24.3.2 security assessments are conducted and reviewed regularly;

24.3.3 all employees and students are trained about the existence and operation of the College's security arrangements and that staff training is updated as required;

24.3.4 visitors to the premises are appropriately identified;

24.3.5 there are adequate supervision arrangements in place;

24.3.6 all security breaches or incidents are reported to the H&S Manager and / or to the police or other emergency services as appropriate;

24.3.7 security measures do not compromise or intrude on the reasonable privacy of employees and students.

25 **Protection from violence and harassment**

25.1 The College will not tolerate any act of violence or harassment in which an employee or student or any other person on the College site is abused, threatened or assaulted, or placed in fear for their own safety.

25.2 Incidents or acts of violence or harassment by students will also be dealt with in accordance with the College's behaviour policy.

25.3 In the event of an act of violence, harassment or serious security breach incident, those affected should take immediate steps to safeguard those affected and contact the Principal and / or the police as appropriate.

25.4 Violence or harassment by employees will constitute gross misconduct and will be dealt with under the College's disciplinary procedure. Violence or harassment by students is likely to be treated as a serious disciplinary offence which may warrant suspension, required removal or expulsion.

26 Lone workers

- 26.1 We understand the additional hazards to staff safety presented by lone working (defined for the purpose of this policy as employees working by themselves in situations where there is no close or direct contact with other College staff).
- 26.2 Work activities involving lone workers will be risk assessed. The College will consider the additional hazards posed by lone working and introduce adequate control measures in response.

27 Reporting requirements

- 27.1 There is a legal obligation to report certain accidents, diseases, incidents, dangerous occurrences and / or near misses to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (**RIDDOR**). Reporting is most easily done online at www.hse.gov.uk/riddor. Fatal and "specified" injuries can also be reported by calling 0845 300 9923. Further guidance in relation to RIDDOR reportable incidents and the timescale for reporting can be found on the HSE website.
- 27.2 The H&S Manager is responsible for ensuring that the College complies with its reporting and record keeping obligations and will be the point of contact from the College with external agencies.
- 27.3 The H&S Manager is responsible for reporting accident, diseases and dangerous occurrences to the HSE or enforcing authority.
- 27.4 If anyone at the College is known or suspected to be suffering from disease which is classified as a notifiable disease, and / or in the opinion of a registered medical practitioner has an infection and / or is contaminated in a manner which could present significant harm to human health (as set out in the Health Protection (Notification) Regulations 2010), the College should ensure that a report is made by the proper officer at the relevant local authority. More information can be found at:
<https://www.gov.uk/government/organisations/public-health-england>.
- The H&S Manager will also consider whether the College is required to report the accident or incident to any other regulatory body or organisation.
- 27.5 The College will notify local child protection agencies, as appropriate, of any serious accident or injury to, or the death of, any student or other child whilst in their care and act on any advice given.
- 27.6 The H&S Manager will consider whether the College is required to report the accident or incident to the College's insurers.
- 27.7 The College will usually seek legal advice from its solicitors if the HSE serve any notices or issue Intervention invoices or if an employee is invited to an interview with an external agency.

28 Record keeping

28.1 Details of injuries, conditions, dangerous occurrences and occupational diseases should also be kept in an accident record book which must be kept for at least three years from the date of the last injury.

28.2 Following an incident or accident the College will take all reasonable steps to collect and preserve relevant evidence and documentation.

28.3 The College will not keep evidence and documentation containing personal information which has been collated as a result of an accident or incident for any longer than is reasonably necessary in compliance with the College's data protection obligations.

28.4 Where there is a risk of litigation, enforcement action or other proceedings, against or on behalf of the College, documents (which includes electronic documents) will generally be retained for at least six years unless:

28.4.1 the accident or incident involved a student or anyone else who was under the age of 18 at the time of the incident, in which case documentation will generally be retained at least until that person's 24th birthday, or;

28.4.2 the accident or incident may have resulted in exposure to a substance which may be hazardous to health, such as asbestos, and / or there is a risk that any person may develop an occupational disease or illness or work-related medical condition, in which case records should be retained for a minimum of 40 years.

28.5 All records created in accordance with this policy are managed in accordance with the College's policies that apply to the retention and destruction of records.

28.6 Where there are specific record keeping requirements under this policy, these are set out below:

28.6.1 all reported breaches of this policy will be recorded and this record will be reviewed annually by the H&S Manager.

28.7 The records created in accordance with this policy may contain personal data. The College has a number of privacy notices which explain how the College will use personal data about students and parents. The privacy notices are published on the College's website. In addition, staff must ensure that they follow the College's data protection policies and procedures when handling personal data created in connection with this policy. This includes the College's data protection policy and information security policy.

29 Monitoring

29.1 We monitor health and safety both actively and reactively. The Directors accept overall responsibility for, monitoring health and safety performance and for ensuring that the College meets the required health and safety standards.

29.2 At an operational level the H&S Manager is responsible for, monitoring and reviewing health and safety measures, reviewing risk assessments, accident books / reports and accident investigations regularly. Reviews should include a review of health and safety related

complaints and sanctions taken against employees and / or students for health and safety breaches and such reviews are reported to the Principal.

30 Internal investigation

30.1 The H&S Manager is responsible for investigating accidents, incidents and work-related causes of sickness absences, if required. Such investigations may be required to discover the root causes of an accident, to prevent a recurrence, to discipline employees or students, to brief lawyers for the purpose of obtaining legal advice or to aid litigation and / or to actively monitor the effectiveness of this policy.

30.2 The College will not sanction any internal investigation which may prejudice the investigations of outside agencies.

30.3 Where appropriate, the College will seek legal advice from the College's solicitors before commencing an internal investigation. No admission of liability on the College's behalf shall be made without legal advice (if required) and prior agreement from the College's insurers.

30.4 In the event of an accident or incident the Principal will take the decision to investigate and give authority to the H&S Manager to commence an investigation and decide when the investigation will start.

30.5 Any internal investigation will be conducted fairly and objectively taking a systematic and structured approach to investigating the processes and systems.

30.5.1 Step One of the investigation will involve gathering the information. It may involve consideration of:

- (a) where and when the adverse event happened;
- (b) who was injured/suffered ill health or was otherwise involved with the adverse event; and
- (c) how did the adverse event happen.

Any witness statements taken should be factual and avoid opinion. Any physical evidence should be preserved, if practicable, including photographs and CCTV footage. If experts are to be instructed, advice should be sought from the College's solicitors.

30.5.2 Step Two of the investigation will involve analysing the information, involving examining all the facts, determining, if possible, on the balance of probabilities, what happened and why, for example determining the root cause of the accident or incident.

30.5.3 Step Three will involve identifying suitable risk control measures and enabling failings and possible solutions to be identified, in order to prevent a recurrence and make recommendations following the investigation.

30.5.4 Step Four is the development of an action plan and its implementation. The Principal will make decisions and act on the recommendations from Step Three in the form of an action plan. Any formal disciplinary action will usually be considered at this stage.

30.6 Further guidance in relation to investigating accidents and incidents can be found on the HSE website.

31 Press and social media

31.1 The Principal will deal with any press enquiries and social media issues and no comment on the College's behalf should be made without specialist PR and/or legal advice (if required) and prior agreement from the College's insurers.

32 Injured person/ their family

32.1 The Principal and/or the H&S Manager will communicate with the injured person(s) and/ or their family on the College's behalf, with prior advice (where appropriate)from the College's professional advisers and/or insurers .

33 Version control

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|-------------------------------------|---------------------------------------|
| Date of adoption of this policy | July 2019 |
| Date of last review of this policy | First Policy |
| Date for next review of this policy | September 2020 |
| Policy owner (SMT) | Mrs Philippa Mills (Principal) |
| Policy owner Board of Directors | Bristol International College Limited |

Appendix 1 Guidance on risk assessment

A risk assessment is a careful examination of what in your work or activities could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm. A risk assessment is not about creating huge amounts of paperwork, but rather about identifying sensible measures to control real risks - those that are most likely and will cause the most harm.

The law does not expect you to eliminate all risk, but you are required to protect people "so far as is reasonably practicable".

When thinking about your risk assessment, remember:

- a hazard is anything that may cause harm, such as trailing or bare electric cables, unrestrained windows on upper floors, shared fabric towels in washrooms and unlocked cupboards containing chemicals and / or cleaning fluids
- the risk is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

Step 1: Identify the hazards

First you need to work out how people could be harmed.

Step 2: Decide who might be harmed and how

Identify groups of people who might be harmed and how they might be harmed, which includes employees, volunteers and helpers, students, visitors and contractors.

Step 3: Evaluate the risks and decide on precautions

Decide what to do about the risks. Compare what you currently do with what is accepted as good practice. If there is a difference, list what needs to be done.

When controlling risks, apply these principles, if possible in this order:

- try a less risky option
- prevent access to the hazard
- organise work to reduce exposure to the hazard
- issue personal protective equipment
- provide welfare facilities
- involving or consulting with workers.

Step 4: Record your findings and implement them

Make a record of your significant findings - the hazards, how people might be harmed by them and what you have in place to control the risks. Outcomes should record any required action and the individuals responsible for taking this. Any record produced should be simple and focused on controls.

If you employ five or more people, the law requires you to record your findings. You can use the attached template (see Appendix 3) or download a template from the HSE website.

A health and safety checklist for classrooms can also be downloaded from the HSE website.

Step 5: Review your risk assessment and update if necessary

You should review what you are doing on a regular ongoing basis. When doing so, ask yourself:

- have there been any significant changes?
- are there improvements you still need to make?
- have employees or students spotted a problem?
- have you learnt anything from accidents or near misses?

Guidance on risk assessment of welfare issues

A risk assessment in the student welfare context is a careful examination of what could cause harm to student welfare and appropriate control measures, so that you can weigh up whether the College has taken adequate precautions or should do more to prevent harm.

The purpose of a risk assessment is not to create huge amounts of paperwork, but rather to identify sensible measures to control real risks - those that are most likely to occur and /or will cause the most harm if they do.

When thinking about your risk assessment in this context, remember:

- a welfare issue is anything that may harm a student, to include cyber-bullying or abuse
- the risk is the chance that a student could be harmed, together with an indication of how serious the harm could be if they are.

Step 1: Identify the issue

First you need to work out how students could be harmed. This will generally be set out in the concern raised about a student's welfare.

Step 2: Decide who might be harmed and how

Identify individual students or groups who might be harmed and how they might be harmed by the concern raised.

Step 3: Evaluate the risks and decide on precautions

Decide what to do about the risks.

Compare what you currently do with what is required by law, DfE guidance or is accepted good practice. If there is a difference, list what needs to be done to protect the student's welfare.

Step 4: Record your findings and implement them

Make a written record of your significant findings - the issue, how student(s) might be harmed and what arrangements the College has in place to control those risks.

There is no prescribed format for this record but any record produced should be simple and focussed on control measures and the steps the College proposes to take to manage the risk.

Step 5: Review your risk assessment and update if necessary

Review what you are doing for the students identified and across the College generally and monitor the efficacy of the measures you have put in place on a regular basis, or as required.

Appendix 2 Guidance on RIDDOR reporting

The College is obliged to report certain accidents, diseases and dangerous occurrences or near misses under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (**RIDDOR**):

Accidents involving staff

The College will report:

- work-related accidents resulting in death or "specified' injury" (including as a result of physical violence) must be reported immediately (major injury examples include: any loss of consciousness caused by head injury or asphyxia; amputation)
- work-related accidents which prevent the injured person from continuing with his / her normal work for more than seven days
- certain work-related diseases
- certain dangerous occurrences or near misses (reportable examples: bursting of closed pipes; electrical short circuit causing fire; accidental release of any substance that may cause injury to health).

Accidents involving students or visitors

The College will report accidents where the student or visitor is killed or is taken from the scene of the accident to hospital and where the accident arises out of or in connection with a "work activity".

In determining whether the accident arose out of a "work activity", the College should consider whether the accident was caused by factors, such as:

- a failure in the way a work activity was organised e.g. inadequate supervision on an educational visit
- the way in which equipment, machinery or substances were used
- the condition, design or maintenance of the College premises.

Further guidance can be found in Incident reporting in schools (accidents, diseases and dangerous occurrences): guidance for employers (HSE, EDIS1 (revision 3), October 2013), and on the HSE website.

Appendix 3 Template risk assessment

| What are the hazards? | Who might be harmed and how? | What are you already doing? | What further action is necessary? | Action by whom? | Action by when? | Done |
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Appendix 4 Health and safety policy summary

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| This is the statement of general policy and arrangements for | Bristol International College |
| Overall and final responsibility for health and safety is that of | Bristol International College Limited |
| Day-to-day responsibility for ensuring this policy is put into practice is delegated to | The H&S Manager (Ms Rhian Welch) |

| Statement of general policy | Responsible person (position and name) |
|--|--|
| To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities | The H&S Manager (Ms Rhian Welch) |
| To provide adequate training to ensure employees are competent to do their work | The H&S Manager (Ms Rhian Welch) |
| To engage and consult with employees on day to day health and safety conditions and provide advice and supervision on occupational health | The H&S Manager (Ms Rhian Welch) |
| To implement emergency procedures - evacuation in case of fire or other significant incident | The H&S Manager (Ms Rhian Welch) The Principal (Mrs Philippa Mills) |

| | | | |
|--|-----------------------|---|---------|
| To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery and ensure safe storage / use of substances | | The H&S Manager (Ms Rhian Welch) | |
| Health and safety law poster is displayed | | The H&S Manager (Ms Rhian Welch) | |
| First aid box and accident book are located | | The H&S Manager (Ms Rhian Welch) | |
| Accidents and ill health at work reported under RIDDOR | | The H&S Manager (Ms Rhian Welch) | |
| Signed | <i>Philippa Mills</i> | Date | 07/2019 |
| Subject to review, monitoring and revision by | Ms Rhian Welch | Every 6 months or sooner if work activity changes | |