

Health and Safety

2018-2019

Adopted by the Governing Board: September 2018

To be reviewed by Governors: September 2020

SLT: Principal

Link Governor: Graham Cooper

1. Introduction

University Technical College Leeds makes an unequivocal commitment to high standards of health and safety. We are committed to providing a safe and healthy learning and working environment and promoting a positive culture of Health and Safety.

Although the Principal has ultimate responsibility for implementing the policy every employee and contracted member of staff are responsible for implementing the policy in their area of activity. Every employee must comply with this policy and co-operate with colleagues to achieve high standards of health and safety.

This Policy is required under the Health and Safety at Work Act 1974. Employees are reminded that they have duties under the Act and breach of these duties could lead to prosecution of the Board of Governors or individual employees. Failure to comply with safety requirements could also lead to disciplinary action.

2. Statement of intent

University Technical College Leeds' Board of Governors will do all that is reasonably practicable to establish and maintain high standards of health safety and welfare for all its employees, pupils and visitors.

The responsibility for implementing this policy lies directly and personally through line management with the Principal and every employee.

3. Objectives

- A clear written policy statement is created which promotes the correct attitude towards safety in staff, visitors and students
- To confirm all staff are aware of and actively support the responsibilities of the Governors and accept their own personal responsibilities
- To confirm that all new employees are aware of the Governor's Health and Safety Policy and the appropriate health and safety procedures
- To confirm all visitors, contractors and suppliers of goods and services are aware of relevant health and safety requirements
- To promote awareness of health and safety issues
- To confirm suitable and sufficient assessments are carried out of the risks to health and safety of employees, students and others
- To keep the policy under review and revise it as required
- To monitor the implementation of the Health and Safety Policy

4. Organisation and responsibilities

The Board of Governors

The Board of Governors will oversee health, safety and welfare matters and will confirm that necessary resources are provided by the Principal.

The Board of Governors will monitor the implementation of the Policy by requiring an annual report based on a monitoring checklist and reports of inspections.

Principal

The Principal is accountable to the Board of Governors for the implementation of the Premises Management Policy. The Principal will also discharge the Board of Governor's overall duty as employer. The discharge of these duties will be through line managers. The Principal will be responsible, in particular, for ensuring that:

- the Health and Safety Policy Statement is brought to the attention of all staff
- other relevant health and safety information is communicated to staff
- adequate first aid procedures exist, including the provision of sufficient first aiders and appointed persons and that all staff are aware of the arrangements.
- accidents are reported using the established procedures
- health & safety committee members can carry out their functions including inspections and accident investigations; and, where appropriate, that consultation takes place with safety representatives
- safety representative inspection reports are dealt with in the appropriate manner
- health and safety training needs are identified and appropriate arrangements are made for training
- assessments are undertaken of all risks to health and safety as required by the Management of Health and Safety at Work Regulations 1999 and other legislation and that the significant findings are recorded
- new employees receive appropriate health and safety information including details of the safety policy, codes of practice, fire drill procedures and other safety procedures
- the overall procedures for safety are monitored
- fire drills are carried out and a fire register is maintained
- arrangements are in place for liaising with contractors (cleaning, catering, grounds maintenance and building work) to ensure appropriate co-operation and co-ordination between the UTC and the contractor as required by the Management of Health and Safety at Work Regulations; all reasonable steps are taken to inform contractors of risks to their employees arising out of, or in connection with the operation of the UTC; and contractors are aware of any special risks to students which might arise out of their work
- health and safety matters which cannot be resolved appropriately are raised with the Board of Governors
- arrangements are in place for appropriate co-operation and co-ordination with other employees on the site
- a copy of **Appendix 1** is completed, posted on notice boards in a prominent position and updated at regular intervals.

Health and Safety Co-ordinator (Rana Singh – Site Manager)

The Site Manager has been appointed to act as UTC's Health and Safety Co-ordinator. Specific duties include:

- (a) Establishing arrangements for dealing with health and safety matters such as:
- dissemination of health and safety information to all staff
 - first aid
 - accident reporting
 - emergency evacuation procedures
 - ensuring arrangements are in place with regard to fire precautions
 - ensuring accidents are investigated
 - ensuring health and safety matters raised by staff are dealt with
 - maintaining a central file of Codes of Practice

- (b) Co-ordinating all aspects of Health and Safety Policy and practice
- (c) Ensuring premises defects (which affect health and safety) and other health and safety matters are dealt with or, if this is not possible, for ensuring they are raised with the Principal
- (d) Ensuring that the implementation of the Safety Policy is monitored
- (e) Overseeing arrangements for lettings
- (f) Ensuring reportable accidents are reported to the HSE
- (h) Escalation of matters requiring SLT action
- (i) Supervising the work of site staff and monitoring health and safety standards in their area of activity
- (j) Ensuring premises, defects and other health and safety matters raised by site staff are dealt with and, if that is not possible, for ensuring they are raised with the Principal
- (k) Liaising with contractors (catering, cleaning, grounds maintenance and building work) to ensure appropriate co-operation and co-ordination between the UTC and the contractor as required by the Management of Health and Safety at Work Regulations; to ensure all reasonable steps are taken to inform the contractor of the risks to their employees health and safety arising out of, or in connection with the operation of the UTC; and to ensure contractors are aware of any special risks to students which might arise out of their work

Curriculum Leaders

Curriculum Leaders are responsible, so far as is reasonably practical, for implementing the safety policy within their department.

In particular they are responsible for ensuring:

- (a) That activities under their control are carried out, so far as is reasonably practical, safely and without risk to health
- (b) The implementation of the safety policy is properly monitored in their area of responsibility: carrying out inspections of the workplace and equipment
- (c) Individual employees are aware of their responsibilities for health and safety
- (d) Suitable arrangements are made for consultation with employees' safety representatives
- (e) Employees under their control are adequately trained, informed, instructed and supervised
- (f) Codes of Practice appropriate to the department are brought to the attention of all staff in the department
- (g) Codes of Practice are complied with and appropriate safety signs or notices are displayed
- (h) Relevant health and safety information is communicated to staff
- (i) First aid procedures are complied with
- (j) All accidents occurring in the department are reported and an Accident Report Form is completed
- (k) Reasonable arrangements for allowing health & safety committee members to carry out their functions are complied with
- (l) Training needs of staff within the department are identified
- (m) Staff are aware of fire procedures
- (n) New employees receive all appropriate health and safety information/ training, including departmental safety procedures
- (o) Ensuring assessments are undertaken of all risks to health and safety as required by the Management of Health and Safety at Work Regulations and other legislation and that the significant findings are recorded

- (p) Ensure that they discuss Health and Safety with their line Manager at their scheduled meetings

Educational Visits Coordinator (Alex Berry – Assistant Principal)

The Educational Visits Coordinator is responsible for overseeing arrangements for all UTC educational visits in accordance with the Educational Visits Policy.

Teachers

The safety of students in classroom, laboratories and workshop is the responsibility of the teacher.

Teachers are expected to:

- (a) know the emergency procedures in respect of fire and first-aid and the special safety measures to be adopted in their own teaching areas and to ensure that they are applied
- (b) exercise effective supervision of students and ensure that they know of the general emergency procedures in respect of fire and first-aid and the special safety measures of the teaching area
- (c) give clear instructions and warnings as often as necessary (notices, posters, hand-outs are not enough)
- (d) ensure that students' coats, bags, cases etc are safely stowed away
- (e) integrate all relevant aspects of safety into the teaching process and if necessary give special lessons on safety
- (f) follow safe working procedures personally
- (g) call for protective clothing, guards, special safe working procedures etc, when necessary
- (h) make recommendations on safety matters to the Curriculum Leader
- (i) be familiar with Codes of Practice appropriate to the work area
- (j) be familiar with risk assessments appropriate to the work activity (and the consequent protective and preventative measures). If there is no risk assessment for work activities where there is a risk to anyone's health and safety, the teacher must raise the matter with the appropriate Curriculum Leader. (NB – in many cases the risk assessment will be implicit in the Codes of Practice)

Caretaker

The caretaker is responsible for:

- (a) identifying premises defects and dealing with them as appropriate. Where they cannot be dealt with, ensuring the area is made safe and the defect is reported to the Site Manager.
- (b) liaising with building contractors and monitoring the work to ensure appropriate standards of health and safety are maintained
- (c) testing the fire alarm system and entering details in the Fire Register
- (d) ensuring that the premises are secured and all persons have left the premises before alarms are set

All Line Managers

All Managers are responsible for ensuring the Health and Safety Policy and arrangements that have been made are implemented in their areas of activity. As a general rule, Managers direct responsibility for health and safety is determined by the extent to which they have authority to take executive action. In other words, if they have the responsibility to make the general

decision about some aspect of their work, they are responsible for the health and safety implications of that decision.

In addition to ensuring work activities under their control are carried out, so far as is reasonably practicable, safely and without risk to health, Managers and Supervisors' responsibilities include:

- (a) monitoring the implementation of the Premises Management Policy in their area of responsibility, carrying out inspections of workplaces and equipment and reporting accidents
- (b) ensuring individual employees are aware of their responsibilities for health and safety
- (c) making suitable arrangements for consultation with health & safety committee members
- (d) ensuring employees under their control are adequately trained, informed, instructed and supervised

All Employees

Although prime responsibility for health and safety rests with the Board of Governors all employees have responsibilities:

- (a) to take reasonable care of their own health and safety and that of all persons affected by their acts or omissions
- (b) to co-operate with the Board of Governors so far as is necessary to enable it to meet its responsibilities for health and safety
- (c) to use work equipment provided correctly in accordance with instructions and training
- (d) to inform the Board of Governors (through line managers) of any work situations which represent a serious and immediate danger to health and safety

All employees are reminded of the need to report any accidents that occur at work. Failure to do so may lead to difficulties when claiming industrial injury benefit

All employees having a problem concerned with health and safety or identifying any hazardous situation should raise the matter with the Health and Safety Co-ordinator (Site Manager)

Students

Students have no particular responsibility in the implementation of the UTC's Premises Management Policy but are nevertheless expected to:

- (a) exercise personal responsibility for safety of themselves and others;
- (b) observe the safety rules of the UTC and in particular the instructions of staff given in an emergency;
- (c) use and not wilfully misuse, neglect or interfere with any item provided for safety;
- (d) ensure that they only use those areas which are designated for pedestrians.

Safety representatives

The Board of Governors will provide for effective joint consultation on health and safety matters with health & safety committee members.

Safety Committee

The Board of Governors will establish a Health and Safety committee which will meet termly and be made up of the following members:

- Management
- Health and Safety Co-ordinator
- One Governor
- One member of staff

5. Health and safety advice

Accident Reporting:

The accident reporting procedure is in **Appendix 2** of this document. All accidents should be reported to the Health and Safety Co-ordinator.

Fire Evacuation Procedures

The Fire Procedures can be found in **Appendix 3**.

Medical Room Procedures

The Medical Room Procedure can be found in the First Aid Policy

6. Risk Assessments

Under the Management of Health and Safety at Work Regulations 1999 there is a requirement for all risks to health and safety to be assessed and for significant findings to be recorded. For most activities existing Codes of Practice indicate, the preventative and protective measures and the assessment form will refer to the particular code.

All members of staff responsible for health and safety matters within a department of area must ensure that they have fully completed risk assessments for those areas by half-term of the Autumn Term. All risk assessments must be returned to the Site Manager.

7. Health and Safety Monitoring

- Inspections of the UTC are to be carried out termly by the Curriculum Leaders and the Health and Safety Co-ordinator.
- An internal review of health and safety arrangements and procedures will be carried out annually by the Health and Safety Co-ordinator using a check list provided by an external Health and Safety Advisory Service. A report will be made to the Board of Governors
- All accidents will be investigated, as appropriate, to identify any failures in the management of health and safety. All reports will be submitted to the safety committee and where necessary reports will be submitted to the Board of Governors
- The Health and Safety Co-ordinator will examine accident and incident records at least annually to identify any causes that might be remedied. (Recurring events might highlight a problem not highlighted by a single event)
- In addition to the above, routine inspections are carried out on the following equipment: PE equipment, engineering specialist equipment, fire extinguishers, portable electrical appliances, fire alarms, emergency lighting, lightning conductors, heating appliances and hot and cold water systems. Other routine inspections are detailed in specific Codes of Practice (e.g. fume cupboards).

8. Radiation protection advice

When the UTC uses radioactive sources at a level that will require the services of:

- (a) a Radiation Protection Adviser (RPA)
- (b) a Radiation Protection Supervisor (RPS)

The RPA will be provided through the *TBC* Health and Safety Advisory Service.

The role of RPS will be provided by a specialist member of the UTC's Science Directorate.

9. Access to policy statement

Access to a copy of this statement will be available to all employees on the UTC's notice board(s).

A copy of the Premises Management Policy will be issued to all staff. All new staff will be issued with a copy when they take up their respective positions.

10. First Aid Arrangements

Please see First Aid Policy.

Designated First Aiders

Name/s:

Megan Barthorpe, Paul Ellis, George Lindley, Helene Marchant, Hannah Parmley

Expiry date of qualification: 05/09/2019

APPENDIX 1

STATEMENT OF HEALTH AND SAFETY POLICY

Copies to be displayed on notice boards in prominent positions

Name of senior member of staff with responsibility for co-ordinating health and safety:

Principal (Alex Burnham)

Senior member of staff responsible for staff development:

Assistant Principal for teaching & learning (Gemma Wright)

Location of central file of Codes of Practice:

Main administration office

Location of Fire Register:

Main administration office

Location of central file of Health and Safety Information Bulletins:

Staff Room

Name of member of staff to report accidents to:

Site Manager (Rana Singh)

Who should complete accident form?:

Member of staff supervising

Who should telephone HSE in case of reportable incidents?

Site Manager (Rana Singh)

Safety Representatives:

George Lindley (Senior Science Technician)

Graham Naylor (Caretaker)

APPENDIX 2

ACCIDENT REPORTING PROCEDURE

1. Introduction

All accidents to both staff and students must be reported using the appropriate form or book. Certain accidents must in addition be reported to the Health and Safety Executive (HSE). The procedures to be adopted are described below.

2. All accidents

Employees

The 'Staff Accident Book' should be completed either by the injured person or someone acting on the injured person's behalf. A tear off copy of each record must be sent to the Site Manager. Records must be kept for three years.

Students and Non-Employees

The 'Student Accident Book' must be completed for all accidents to students and non-employees (including members of the public) and retained for three years. A tear off copy of each record must be sent to the Site Services Manager.

3. Accidents/diseases which must also be reported to the HSE

Deaths, Certain Major Injuries or Conditions and Dangerous Occurrences

Accidents must be reported using the Student Accident Book or the Staff Accident Book, as indicated above, both of which are located with the Principal's PA. Tear off copies of each report sheet must be sent to the Site Manager, who will report the incident to the HSE on Form *F2508*

Definitions of 'Major Injuries or Conditions' and 'Dangerous Occurrences' are listed in the Guidance Notes accompanying the Forms and in the booklet 'The Guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995'. Major injuries include, for example, broken wrists, injury to the eyes from chemicals and injuries that result in the injured person being admitted to hospital for more than 24 hours.

These accidents must by law be reported to the HSE by the quickest practicable means (i.e. telephone), followed by the submission of Form *F2508* within seven days.

Reporting Procedures

As soon as practicable after the incident the Site Manager(or representatives) must telephone the HSE – 0845 300 9923. A written record must be kept of the call in the accident book

Form *F2508* must be completed and sent to the Health & Safety Executive within seven days of the incident.

The Regulations require that a record is kept of all reportable accidents/dangerous occurrences. A copy of the form must be kept as the official record.

4. 'Over Three Day Accidents' to a Person at Work

If a person at work (e.g. employee or student) is incapacitated from his or her normal work for more than three consecutive days as a result of an accident at work Form F2508 must be completed and sent to the HSE within seven days of the accident. The three days excludes the day of the accident but includes any days that would not have been working days (e.g. weekends).

Reporting Procedures

As soon as the accident becomes reportable (i.e. on the fourth day of absence) Form F2508 must be completed and sent to the HSE.

A copy of Form F2508 must be kept as the official record.

5. Cases of Disease

Where a person at work suffers from certain specific diseases and their work involves specified activities a report must be sent to the HSE on Form F2508A. The diseases and activities are also specified in the booklet Reporting Accidents and Incidents at Work – INDG453 (rev1). It is only necessary to report diseases when a written statement is received from a registered medical practitioner diagnosing the disease as one on the list. Such cases are likely to be very rare in education establishments but nevertheless can occur. For example the list includes acne caused by exposure to mineral oils; occupational asthma caused by exposure to epoxy resins, laboratory animals and grain products; and poisoning by substances which could be found in UTC's chemistry laboratories.

Reporting Procedures

On receipt of a written statement from a registered medical practitioner which indicates an employee has one of the specified diseases and is engaged in one of the listed work activities, contact the County Health and Safety Unit. The Unit will forward a copy of the form (F2508A) and advise about the correct procedure.

6. Exemptions

Road Traffic Accidents

Road Traffic Accidents do not need to be reported to the HSE in accordance with the reporting procedure at 3.1 above, except where the injury involves a person engaged in work, or alongside a highway; or exposure to a substance being conveyed by a vehicle, or loading or unloading a vehicle. (NB: the standard accident book/form should however be completed).

Student Accidents in the Outside Recreational Space

Injuries received during play activities in playgrounds arising from collisions, slips and falls do not need to be reported to the HSE in accordance with the reporting procedures above unless they are attributable to:

- the condition of the premises (e.g. potholes, ice, worn steps);
- plant or equipment on UTC premises;
- or lack of proper supervision. (NB: the standard accident form should however be completed).

APPENDIX 3: FIRE EVACUATION PROCEDURE

- Upon discovering a fire you should sound the alarm by lifting the plastic cover on the nearest Fire Point and press the button
- Upon hearing the fire alarm staff will direct pupils to vacate the building by the nearest available exit. Please see attached plan for designated fire exits.
- Staff will direct pupils along the agreed evacuation routes to the designated assembly areas as detailed on the map of the site.
- Anyone in the rear half of the building may find the nearest fire exit is via the rear stairwell. If exiting the rear of the building, evacuees must walk around the building and assemble in the recreational area.
- Teaching staff will accompany the class they were teaching at the time of the fire evacuation to the appropriate assembly point in the recreation area and instruct pupils to assemble in profile teams
- Pupils should assemble in their profile teams in silence in order to enable the accountability of all staff and pupils to take place quickly.
- The designated teacher for the profile team should report as quickly as possible to the designated Fire Marshal that pupils are accounted for or alternatively if pupils are missing.
- SEND students who have a (Personal Emergency Evacuation Plan) PEEP but are able to leave the building will evacuate by the nearest agreed exit and make their way to the appropriate assembly for their year group. SEN staff will ensure accountability of these pupils.
- The Responsible Officer will liaise and check with the Fire Marshals and wardens to ensure the building is empty and all pupils are accounted for.
- The Responsible Officer will determine when staff and students may return to the building.
- If the fire alarm was to sound at the end of the school day, pupils who have already left or about to leave the building are free to continue on their journey home. Pupils who have remained in the Academy for extra curriculum activities will be required to evacuate the building and follow the evacuation route to the designated area.

ROLES AND RESPONSIBILITIES

Responsible Officer

The Responsible Officer is Site Manager (Alternatively Emily Devane)

Responsibilities in the event of evacuation are:

- Liaise and confirm with the Site Manager if the Emergency Services have been called.
- Receive confirmation from the Fire Marshals that the building is clear of people and all profile teams are in place and calm.
- Liaise with the Emergency Services including informing the Fire Service of anyone left in the building.
- In conjunction with SLT and the Emergency Services, determine when it is safe to return to the building.

Caretaker/Site Manager

Responsibilities in the event of evacuation are:

- Check fire panel to confirm location of alarm
- Locate alarm trigger point and check for false alarm
- Go to emergency call point panel and check status of call points
- Call alarm monitoring service (Custodian monitoring 0844 879 1703) to alert them of any false alarms and confirm if fire service has been called in the case of a real fire
- Unlock side gate so pupils/staff can access the recreational area
- Update Responsible Officer on whether Fire Service will be attending

Reception Staff

Responsibilities in the event of evacuation are:

- Print student and staff absence list from BioStore system
- Print log of visitors from EntrySign (ES) system (“evacuation report”)
- Take profile team registers to profile team leaders in assembly area
- Take list of staff and visitors to Fire Marshals in assembly area

Fire Marshals

Fire Marshals are:

Name	Area
Oliver Winterbottom/Paul Ellis	KS4
Sarah Wilson/Lauren Dean	KS5
Alex Berry	Staff/supply teacher
Helene Marchant	Visitors/ reception

Responsibilities in the event of evacuation are:

- Maintain order in the evacuation zone.
- Ensure pupils are checked to the registers in Profile teams
- Liaise with the Responsible Officer to report that students are in place and calm.
- Liaise with the Responsible Officer to report the nominated staff Fire Wardens and delegated departmental staff have confirmed their areas are clear.

Fire Wardens

Fire Wardens are:

Megan Barthorpe	Ground Floor
George Lindley	First Floor
Amber Garland-Jones	Second Floor

Responsibilities in the event of evacuation are:

- Direct people along the agreed evacuation routes to the assembly points.
- Ensure designated areas are clear of people.
- Liaise with the Fire Marshals to report that the building is clear.

- Notify the Fire Marshals of anyone re-entering the building without permission.

Classroom Staff

Responsibilities in the event of evacuation are:

- Direct and accompany pupils to the nearest designated exit. All fire evacuation doors will open automatically when the alarm is sounded.
- Ensure the classroom/learning base is clear of all pupils.
- Direct and accompany pupils along the evacuation route to the appropriate assembly point as detailed on the Academy plans
- Direct pupils to line up in profile teams

All Staff

Responsibilities in the event of evacuation include:

- Direct pupils to vacate the building by the nearest designated exit. All fire evacuation doors will open automatically when the alarm is sounded.
- Help those who are unfamiliar with the evacuation procedure and those who may be at risk.
- Ensure that any instructions from designated staff are followed.

Visitors

Responsibilities in the event of evacuation include:

- Vacate the building by the nearest designated exit.
- The member of staff responsible for the visitor will ensure they are taken to the fire assembly point
- A member of reception staff will print the visitor signing in and out book and will check that all visitors have been accounted for.

APPENDIX 4

SAFETY COMMITTEE CONSTITUTION AND TERMS OF REFERENCE

1. Introduction

This Committee shall report to the full Board of Governors of University Technical College Leeds.

2. Terms of Reference

The aim of the Committee shall be to promote co-operation between the Board of Governors and its employees in instigating, developing and carrying out measures to ensure the health, safety and welfare at work of employees and the health and safety of other users of the site.

Its main function will be:

- (a) to receive general reports and factual information provided by Inspectors of the enforcing authorities appointed under the Health and Safety at Work Act
- (b) to consider matters raised by the Health and Safety Co-ordinator and staff side Safety Representatives
- (c) to determine arrangements for safety inspections and to consider reports
- (d) assisting in the development of safe working practices and Codes of Practice
- (e) to receive reports on accidents and occupational ill health and consider the need for appropriate action
- (f) to monitor the implementation of the Safety Policy
- (g) to review the effectiveness of health and safety communication, publicity and training within the UTC
- (h) where appropriate, to make recommendations to the Board of Governors

3. Membership

The membership of the Committee will be as follows:

- Management (Alex Burnham)
- Health and Safety Co-ordinator (Rana Singh)
- One Governor (Graham Cooper)
- One member of staff (George Lindley)

4. Chair

The Health and Safety Co-ordinator or his/her nominee shall be Chair of the Committee.

5. Decisions

It is intended that decisions will be reached on the basis of consensus to reflect the shared commitment of Manager and Staff to maintain high standards of health and safety. However, where this cannot be achieved the matter will be raised with the Principal for consideration by the Board of Governors.

7. Secretarial Arrangements

The Health and Safety Co-ordinator will arrange minutes to be taken at the meeting.

8. Record of Attendances

Attendance at meetings will be recorded in the minutes.

9. Attendance of Specialists/Advisors

External specialists and other members of staff or management may be invited to attend meetings to advise on particular matters as and when considered necessary by the Committee.

10. Procedures

- (a) The Committee will normally meet termly but other meetings will be arranged as necessary
- (b) Agenda items giving adequate written details must normally be submitted to the Secretary at least two weeks prior to the next meeting. Matters brought to the attention of the Committee by staff representatives shall have already been raised through established reporting procedure
- (c) Agenda and related papers will normally be sent to members at least one week before each meeting
- (d) Draft minutes of the proceedings of each meeting shall be circulated to all members of the Committee as soon as possible after each meeting and posted on the UTC notice board.