



WENTWORTH COLLEGE

Health and Safety Policy

Last Review	September 2017
Next Review	September 2018

Health and Safety Policy

STATEMENT OF GENERAL POLICY

Wentworth Tutorial College recognises the guidance contained in "Health and Safety: Responsibilities and Powers" (DfES/0803/2001) prepared by the Department for Education and Skills and intends to follow the good practice recommendations it makes. The College recognises that, under the Health and Safety at Work Act 1974 and other legislation, that they have a legal duty to ensure, as far as is reasonably practicable, the health, safety and welfare of all their employees and that they have certain duties towards students, the public and people who use the premises of the College from time to time, these duties arising from the above Act, other legislation and common law.

- to provide adequate control of the health and safety risks arising out of our work activities
- to consult with our employees on matters affecting their health and safety
- to provide and maintain safe plant and equipment
- to ensure safe handling and use of substances
- to provide information, instruction and supervision for employees
- to ensure all employees are competent to do their tasks, and to give them adequate training
- to prevent accidents and cases of work-related ill health
- to maintain safe and healthy working conditions
- to review and revise this policy, as necessary, at regular intervals.

RESPONSIBILITIES FOR THE HEALTH AND SAFETY OFFICER

The Principal has overall responsibility for Health and Safety in the College. Day-to-day responsibility for ensuring that this policy is put into practice is delegated to the College's Health and Safety Officer, Dr. Michael French (who is also Head of Chemistry).

A College Health and Safety Committee meet regularly to ensure health and safety standards are maintained and improved. The Committee members and their specific areas of responsibility are:

EMPLOYEE	POSITION	RESPONSIBILITY
Manuel Guimaraes	Principal	General activities /outdoor pursuits
Dr. Mike French	Health & Safety Officer, Head of Chemistry	Chemical & Science Equipment Safety
Jon Alsop	Head of Economics	ICT equipment
Christine Santa-Ana	Head of Art,	Art/Design equipment, Fire Marshall
Graeme Hague	Head of Biology	Deputy Fire Marshall

The committee meets on a regular basis, every term:

- To discuss safety and health performance.
- Review effectiveness of policy.
- Determining the health and safety priorities for the College and make recommendations for implementing plans to improve health and safety conditions.
- Conduct health and safety inspections of the workplace.
- Ensure fire-fighting equipment, first aid and emergency arrangements are in place.

EMPLOYEE RESPONSIBILITY

All employees have a responsibility to take care of the health and safety of themselves, other members of staff and the students. E.g. If a member of staff finds an obstruction on a stairway, that member of staff should take action to remove the obstruction and immediately report the matter to the Health and Safety Officer.

Employees are expected to:

- Co-operate with management committee on health and safety matters.
- Not interfere with anything provided to safeguard their health and safety.
- Take reasonable care of his/her own health and safety.
- Report any serious risks.

Any dangerous incident must be reported to the Health and Safety Officer so that preventative action can be taken to avoid a reoccurrence.

In the absence of the Health and Safety Officer any occurrence of a serious nature should be reported directly to the Principal.

A poster telling employees what they need to know under the Health and Safety Information for Employees Regulations 1989 is displayed in the Main Office.

HEALTH AND SAFETY RISKS ARISING FROM WORK ACTIVITIES

Risk Assessments have been carried out under the Management of Health and Safety at Work Regulations 1999. These are available from the College Health and Safety Officer or from the College Office. Action required to remove/control risks will be approved by the Principal and implemented by the College's Health and Safety Officer. Assessments are reviewed regularly or when the work activity changes, whichever is sooner. Risk Assessments available include: manual handling, moving office equipment, building maintenance, general administrative/office duties, slips and trips, etc.

MAINTENANCE OF EQUIPMENT

The College Principal has the responsibility of identifying all equipment needing maintenance and to ensure that all equipment is regularly maintained. They will also check that any new equipment meets current health and safety standards before it is purchased. All new electrical equipment is appliance tested prior to use on College premises. Existing electrical equipment is tested annually by an expert external company.

SAFE HANDLING AND USE OF SUBSTANCES

Under the Control of Substances Hazardous to Health Regulations 1999 the Head of Chemistry (Dr. Mike French who is also Health and Safety Officer) is responsible for identifying all substances, which need COSHH assessment, both in the Science, Art, Maintenance and Cleaning Departments. He will also be responsible for ensuring that all

actions identified in the assessments are implemented and that all relevant employees are informed about the COSHH assessments. Assessments will be reviewed every term or when the work activity changes, whichever is sooner.

INFORMATION, INSTRUCTION AND SUPERVISION

Health and Safety Information for Employees Regulations 1989 is available in the Staff Room. Health and Safety advice can be obtained from Dr. French, the Health and Safety Officer. Supervision of new workers will be monitored by the Office Administrator and the College Health and Safety Officer, who will ensure that they are given relevant health and safety information. As previously mentioned, a poster telling employees what they need to know under the Health and Safety Information for Employees Regulations 1989 is displayed in the Office.

FIRST AID, ACCIDENTS & WORK-RELATED ILL HEALTH

There are two qualified first aiders, Karen Nedas and Natalie Baum, one of whom is always on the premises and can be found in the Main Office. All accidents and cases of work-related ill health are to be recorded in the Accident Book which is kept in the Main Office. Natalie Baum is responsible for reporting accidents, diseases and dangerous occurrences to staff, pupils and visitors to the required authority (RIDDOR).

MONITORING

To check our working conditions, and ensure our safe working practices are being followed spot checks will be carried out. The Principal together with the College Health and Safety Officer are responsible for investigating accidents. The Health and Safety Officer is responsible for investigating work-related accidents or causes of sickness absences to ascertain the cause and to ensure that recurrences do not occur. The Principal is responsible for acting on investigation findings to prevent such a recurrence.

EMERGENCY PROCEDURES – FIRE AND EVACUATION

Christine Santa-Ana, who is the Fire Marshall (Head of Art/Photography), is responsible for ensuring the Fire Risk Assessment is undertaken and implemented.. Fire extinguishers are maintained and serviced by an expert external company. The fire alarms are tested on a weekly basis. The College fire alarm system is regularly maintained, under contract, by an expert external company. Emergency evacuation, (Fire Alarm Drill) takes place at least once a term. Details of which are held in the fire drill book, available in the Main Office. (GRAEME HAGUE is the Deputy Fire Marshall when Christine is unavailable)

FIELD TRIPS, EDUCATIONAL AND OFF-SITE VISITS

The College recognises the good practice contained in "Health and Safety of Pupils on Educational Visits" prepared by the DCSF and intends to follow the recommendations it makes. Please see the College Educational Visits Policy and Procedure for more details.

VIOLENCE TO STAFF

Any incidence of violence, by students, towards the College's staff will not be tolerated and will result in immediate suspension and expulsion from the College.