

# Trinity Specialist College

## Health & Safety Policy & Procedures



<b>Policy reviewed</b>	Feb 2020
<b>Date for next review</b>	Dec 2022
<b>Signed by Chair of Trustees:</b>	

## **Statement of Local Health and Safety Intent Trinity Specialist College**

We will meet all the requirements set out in this health and safety policy and actively promote the safety and health of Trinity Specialist College staff and learners as an equal objective to our other college objectives.

As a College, we will adopt a planned and systematic approach to the implementation of the health and safety management standards through this statement of intent and we will:

- ❖ Plan for health and safety within our College improvement planning activity
- ❖ Ensure relevant safety actions are included during the staff personal development review process
- ❖ Develop and maintain local arrangements and procedures that interpret and deliver the modular safety management standards (SMS) that apply to this College.
- ❖ Review with the Trustees all progress against our plans and take appropriate action
- ❖ Provide an environment in which college staff can carry out their tasks without fear of intimidation, harassment, violence or the negative aspects of stress.
- ❖ Assess and control risks to all college staff
- ❖ Monitor accident trends throughout the *College* to further inform the health and safety aspects of the College improvement plan
- ❖ Monitor our performance against plans
- ❖ A copy of this statement will be given to all staff members or placed prominently in an area accessible to all.

This document details the organisation and arrangements required to maintain and continuously improve Trinity Specialist College's health and safety management system.

The contents include a list of our procedures for this College and the document control system we use.

**The Aim of the Policy is to:**

- Ensure that all reasonably practicable steps are taken to ensure the health, safety and welfare of all persons using the premises.
- Ensure that all reasonably practical steps are taken to ensure the health and safety of staff, learners and other supervising adults participating in off-site visits.
- Establish and maintain safe working procedures amongst staff and learners.
- Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Develop safety awareness amongst staff, learners and other supervising adults.
- Formulate and implement effective procedures for use in the event of fire and other emergencies.

**To meet these responsibilities the Trustees will pay particular attention to:**

- A college safety policy is produced and that the policy is regularly reviewed.
- The safety policies will be brought to the notice of all employees.
- Their health and safety obligations are properly considered and provision made for meeting those obligations.
- The college's staffing structure appropriately reflects the responsibilities for carrying out the arrangements for health and safety.
- The safety of plant equipment, buildings and safe systems of work.
- Safe arrangements for the use, handling, storage and transport of articles and substances.
- Appropriate information, instruction, training and supervision to assist all staff, learners and visitors to avoid hazards and to contribute positively to their own health and safety whilst on college premises.
- A safe workplace and safe access and egress.
- A healthy working environment.
- Procedures for fire evacuation, first aid cover and other emergency situations.
- Health and safety issues concerning the college are identified and appropriate action taken.
- Regular safety reports are provided by the Principal so that safety arrangements can be monitored and evaluated.

The responsibilities and duties for the management of health and safety within the scope of this policy are allocated as follows:

### **Duties of the Principal**

The Trustees hold the Principal responsible for managing and enforcing the Health and Safety Policy day-to-day. Where necessary, the Principal will initiate, support and assist all staff in the risk assessment process and take appropriate steps and make the final decision on any safety question where matters are unable to be resolved satisfactorily through delegated responsibility arrangements within this policy. The HR & Welfare Manager will assume these responsibilities in the absence of the Principal.

As well as the general duties that all members of staff have, the Principal has responsibility for the day-to-day maintenance and development of safe working practices and conditions for all staff, learners and visitors and any other persons using the premises or engaged in activities sponsored by the college and will take all reasonably practical steps to achieve this end through senior members of staff, teachers and others as appropriate.

The Principal is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidance are met in full at all times.

### **In Particular the Principal will ensure that:**

- All parts of the premises, plant and equipment for which the Trustees have responsibility for purchase and/or repair, are regularly inspected and maintained in safe working order. Policies and procedures with regard to health, safety and welfare matters within the College are established in writing, and approved by the Trustees, and that the policies and procedures are known, understood and followed by all members of staff, including temporary/supply staff.
- Any health and safety matters raised, are brought to the attention of the Trustees.
- Regular reviews of the safe performance of the College are undertaken with appropriate action when necessary, and are reported to the Trustees.
- Accidents, incidents and dangerous occurrences are reported, investigated, and, where appropriate, preventive measures are taken.
- Adequate first aid provision is made for staff and learners and other persons, whilst on college premises and when working away from the college.
- Training needs are identified and arrangements are made for those needs to be met.
- Necessary considerations are given to reports on inspections carried out by Safety Representatives.
- Goods purchased comply with necessary safety standards and that all purchased equipment is safely installed.
- Any unsafe items and any item which constitutes a health and safety hazard is taken out of use.
- Staff and volunteer helpers organising and taking part in outside visits have the necessary knowledge, experience and skills so that they will be aware of, and have made arrangements to deal with, any risks involved.
- Working arrangements are agreed with contractors working on the premises and are closely monitored to ensure that the working practices do not endanger the health and/or safety of employees, learners or other persons working on the premises.
- Awareness and co-operation amongst staff with regard to health and safety matters is actively encouraged.

- Monitor the Health and Safety management structure, along with the Trustees

### **Staff holding Posts of Responsibility:**

The Curriculum & Behaviour Manager, HR & Welfare Manager and Teachers are responsible to the Principal for the implementation of the health and safety policy within their area of work. To fulfil their responsibilities they will assist the Principal:

- In the monitoring of health and safety by inspecting their work areas on a regular basis to ensure that safety measures are being maintained and safety instruction and safe working practices are being followed by staff and learners, and for making any necessary changes in practices and procedures.
- By informing their staff of any hazards to health and safety they are likely to meet in the course of their work and ensure that they have the necessary information, instruction and training to carry out their duties without risk to health or safety.
- By ensuring that staff and learners are aware of emergency procedures, which should be regularly reviewed.
- By ensuring that adequate supervision is maintained at all times.
- By ensuring that all equipment is regularly inspected and maintained in safe working order and that any defective equipment is removed from use immediately.
- First aid and medication procedures are followed
- Fire evacuation arrangements are in place

Additional members will be included where appropriate to discuss safety matters relating to specific areas of work. The group will meet weekly as appropriate in order to ensure there is clear direction. Termly Health and Safety audits records shall so that jobs can be recorded and addressed swiftly.

### **HR & Welfare Manager**

The nature of the college's activities can be diverse from an operational point of view and essential activities and priorities may vary between key stages and subjects. College leaders will be responsible for initiating/undertaking/assisting in the risk assessment process in areas and for tasks relating to learners and other members of staff in their sphere of operation.

They will ensure their designated zones are inspected regularly to identify hazards and bring any concerns to the attention of the Principal. Where significant hazards are identified a formal risk assessment process will be initiated to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control the risk.

The HR & Welfare Manager will be informed of any significant findings that will also be recorded and filed for inspection. In the event of a hazard presenting a significant risk to anyone in college, steps will be taken immediately to ensure health and safety is not compromised. This may require immediate intervention actions –

such as restricting access to the hazard before reporting the matter to the Principal or HR & Welfare Manager.

The HR & Welfare Manager will inspect specified designated areas regularly to identify hazards and will bring any concerns to the attention of Principal. Where significant hazards are identified a formal risk assessment process will be undertaken to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control risk. Relevant staff will be informed of any findings that will also be recorded and filed in the College Office for audit inspection.

In the event of a hazard presenting a significant risk to anyone in college, steps will be taken immediately to ensure health and safety is not compromised. This may require immediate intervention actions – such as restricting access to the hazard before reporting the matter to the Principal.

### **External cleaner:**

The externally appointed cleaner has a key role to ensure that the college premises are kept clean, secure and maintained in a safe condition. This is achieved by undertaking tasks as defined in the job description or additional tasks as determined by arrangement with the Principal.

The cleaner is also responsible for the supervision of cleaning staff, materials and any equipment they use.

### **Teaching Staff:**

Staff timetabled to be in charge of groups have the following responsibility to assist the Principal:

- To follow safe working procedures personally.
- To ensure the safety of learners in classrooms and other areas of the college whilst in their charge.
- To be aware of and to adopt safety measures within their own teaching areas.
- To request special safe working procedures, protective clothing, guards, etc. where necessary and ensure they are used.
- To make recommendations to the Principal regarding the safety of equipment or tools, in particular any equipment or machinery that is dangerous
- To be aware of emergency procedures in respect of fire, first aid, accident etc. and to carry them out.
- To make sure that their classroom is secure, the windows closed and equipment switched off before they leave the premises.

### **Staff undertaking off site visits**

- Ensure that staff involved in off site visits are aware of their responsibilities regarding the off-site visits policy and have ready access to it
- Authorise all off site visits
- Inform the Principal of all non-routine visits.

### **Supervisory College Staff:**

Members of staff who manage, or supervise other staff/trainees, or are responsible for learners/members of the public that may be affected by work activities have a particular responsibility for the health and safety of those under their charge.

- They will carry out and/or assist in the process of undertaking a suitable assessment of the risks to health and safety arising out of or, in connection with their work. Risk assessments shall be reviewed periodically, following accidents and in light of improved knowledge or technical change.

Supervisory staff will instruct those under their charge/control precisely and clearly on their duties with regard to the health and safety of themselves and others, and will inspect their designated area of responsibility at periodic intervals.

### **Employees General Responsibilities**

**All employees have a general duty under the Health and Safety at Work Act 1974 to:**

- Take reasonable care of their own safety and that of other persons.
- To use correctly any equipment provided for his/her safety.
- Report any defective equipment to his/her supervisor or other appropriate person, i.e. HR & Welfare Manager.

- Report accidents or dangerous occurrences at the earliest possible opportunity.
- Be familiar with and observe at all times all safety policies and procedures.
- Take reasonable precautions to ensure the safety of all persons in their charge

### **Arrangements for Health and Safety**

(See local arrangements section)

The Trustees will ensure that those appointed and charged with responsibility for implementing Health and Safety at work Policy and its arrangements will be adequately trained to fulfil their delegated responsibilities.

### **Document Control**

We will develop and maintain documentation. Changes including re issues and deletions to local College documentation will be authorised by the Principal.

### **Co-operation**

- Systems and documentation will be implemented following consultation through our college's SLT meetings.

### **Communication**

- Systems and documentation will be held electronically and on hard copy and made accessible to staff members.

### **Competence**

- All staff will complete an induction process. The induction process will include Health and Safety protocols and procedures within college. They are also issued with an Employee Handbook and a copy of the Health and Safety Policy. All policies are available to staff via the college intranet.
- College staff members will continually develop their own competence through CPD activities including health and safety training on induction, refresher training and specific training where necessary, e.g. risk assessment techniques.

### **Planning and Prioritising (Setting Standards)**

#### **College Health and Safety Plans**

- College health and safety planning will be part of our college improvement planning process.
- Planning will be carried out at regular intervals and will involve objective setting, identification of expected outcomes and allocation of resources.

#### **Risk Assessments**

- Job and specific risk assessments will be carried out by staff in accordance with the relevant guidance, e.g. manual handling, fire, hazardous substances, display screen equipment etc.

### **Measuring Health and Safety Performance**

#### **Active Monitoring**

Our college leadership team will oversee active monitoring to include workplace inspections in accordance with local arrangements.

#### **Reactive Monitoring**

The college management team will oversee reactive monitoring to include accidents, near misses and hazard reports in accordance with our local arrangement and will nominate someone to report trends etc. to our Trustees.

### **Reviewing Health and Safety Performance**

- Performance indicators used for the review of health and safety performance will include identification of areas where risk controls are inadequate or absent, the extent of achievement of specific health and safety objectives and an analysis of

accident and ill-health data.

- The college health and safety performance will be reviewed by the college management team quarterly and reported to college Trustees.

**Auditing/Inspecting Health and Safety Performance**

- Health and safety auditing/inspecting will be carried out on a regular basis by the HR & Welfare Manager.

## Local Arrangements

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## Accident Reporting Procedures

In accordance with the College's accident/incident reporting procedure employees must report accidents, violent incidents, dangerous occurrences, and near misses on the relevant form.

Copies of these forms are available on the Intranet or from the HR & Welfare Manager.

- All incidents are recorded on our Accident & Near Miss form and are used to record all minor incidents to learners. These forms will be kept for a minimum of 5 years any more significant incidents must also be reported to Trustees.
- These are stored in the HR & Welfare Manager's office.
- The HR & Welfare Manager will be responsible for deciding if the incident is reportable to the HSE under RIDDOR.
- College accident reports will be monitored for trends each term by the HR & Welfare Manager and a report made to the Principal, as necessary.
- The Principal, or nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

### Reporting to the Health and Safety Executive (HSE)

Incidents involving a fatality or major injury will be reported immediately to the HR & Welfare Manager who will inform the Health and Safety Executive (HSE) on 0845 300 9923 or on-line at <http://www.hse.gov.uk/riddor/>.

- Employee absence, as the result of a work related accident, for periods of 7 days or more (including W/E's and holidays) must be reported to RIDDOR\_ [www.hse.gov.uk/riddor/](http://www.hse.gov.uk/riddor/).
- Incidents resulting in a learner or other non-employee being taken to hospital and the accident arising as the result of a curriculum activity, the condition of the

premises / equipment, lack of supervision, etc., must be reported to the HSE within 15 days of the incident occurring .

- The college will still be required to keep a record of all over three day injuries – if the college keeps an accident form, then this record will be enough.

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## **Contractors**

All contractors used by the college shall ensure compliance with relevant health and safety legislation, guidance and good practice.

All contractors must report to the college office where they will be asked to sign in using the signing in system. Contractors will be issued with verbal guidance on fire procedures, local management arrangements and vehicle movement restrictions.

Contractors must report to the HR & Welfare Manager who will provide them with a work permit if required.

### **Contractors must ensure:**

- When not in use, any equipment that contractors bring into college should be stored in a safe place.
- No repairs or maintenance can be carried out in areas that learners or adults are occupying; this includes cloakroom and toilet areas.
- No work should be in progress in the dining hall during break times and lunchtime.

The HR & Welfare Manager will be responsible for monitoring areas where the contractor's work may directly affect staff and learners and for keeping records of all contractor work carried out.

Contractors will be asked to provide risk assessments, method statements specific to the site and works to be undertaken and a copy of their liability insurance. The college, contractor(s) and any subcontractor(s) involved will agree the risk assessment and safe systems of work to be used prior to works commencing on site.

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**Display Screen Equipment (DSE)**

All staff who habitually use computers as a significant part of their normal work (significant is taken to be continuous / near continuous spells of an hour at a time) e.g. admin staff etc. shall have a DSE assessment carried out by the HR & Welfare Manager on an annual basis.

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## Fire Evacuation and other Emergency Procedures

The HR & Welfare Manager is responsible for ensuring the fire risk assessment is undertaken and implemented.

The fire risk assessment is located in the fire folder (and electronically) and reviewed every 2 years by a competent fire officer and reviewed annually by the HR & Welfare Manager.

### Fire Instructions

These documents are made available to all staff and included in the college's induction process.

An outline of evacuation procedures are made available to all contractors/visitors and are posted throughout the site.

Emergency exits, fire alarm call points, assembly points etc. are clearly identified by safety signs and notices.

## EMERGENCY PROCEDURES

### Fire and Evacuation

Fire and emergency evacuation procedures are detailed below.

These procedures will be reviewed at least annually.

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### Fire Drills

Fire drills will be undertaken termly, and a record kept in the HR & Welfare Manager's Fire Safety File.

### Fire Fighting

The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable fire-fighting equipment.

Ensure the alarm is raised BEFORE attempting to tackle a fire.

Staff will be made aware of the type and location of portable fire-fighting equipment and receive basic instruction in its correct use.

### Details of service isolation points

**Water:** Utility room

**Electricity:** Utility room (near the photocopier)

**Gas:** Room off class 3

### Details of chemicals and flammable substances on site.

An inventory of chemicals used by the Cleaner will be kept in the HR & Welfare Manager's office.

Substances hazardous to health used by staff will be held in the risk assessment folder.

## EMERGENCY PROCEDURES

### Fire Evacuation

#### IF YOU FIND A FIRE OR ONE IS REPORTED TO YOU:

- Staff discovering a fire or other emergency for which the buildings should be evacuated will activate the alarm using the nearest available break glass call point. They will make their way to the nearest evacuation point.

## **Fire Fighting**

- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, if it is safe to do so without putting themselves at risk, using portable firefighting equipment.
- Ensure the alarm is raised BEFORE attempting to tackle a fire.

### **On Hearing the Fire Alarm:**

#### **Class Teachers, Deputy Tutors and Learning Support Assistants**

When the fire bell rings:

1. Direct your learners immediately to the appropriate route (see notice on classroom wall) to the assembly area in the car park. Move at once without collecting college or personal property (except for hard-copy registers and medical boxes).
2. Close all classroom doors on way out.
3. If you are in a room which carries an area-checking responsibility, check that area before proceeding to the assembly area.
4. Fire Marshall trained teachers- check that their designated area is clear and check toilets and washrooms are clear.

#### **Receptionist**

1. Proceed directly to car park.
2. Take grab bag and minibus key.
3. Receive the registers for all classes and issue these to a Deputy Principal for checking.

#### **HR & Welfare Manager**

1. Check that their designated area is clear then proceed to assembly point.
2. Liaise with the Fire Service upon arrival.

#### **DSL**

1. When the Fire Bell rings, check that their designated area is clear collect daily register print-outs and proceed to car park.

#### **Finance Administrator**

1. Check that their designated area is clear, switch off gas cooker if possible. Proceed to assembly point in college car park

#### **Fire and Bomb Alerts**

In the event of a fire or bomb, alert the Principal and sound the fire alarm to evacuate the premises. A designated person will call the emergency services. If a bomb alert, a call to the police is required.

A member of the Senior Leadership Team should position themselves near the college gates to meet the Fire Service/Police and direct them to the site of the incident, if known.

All learners and adults should remain outside. Only when the 'all clear' has been given are learners and adults permitted to re-enter the premises.

## **GENERAL EVACUATION FOR PEOPLE WITH SPECIAL NEEDS**

### **Mobility Impairment**

Those people who require only limited assistance should evacuate the building using the nearest exit. If they have to move at a slower pace they should allow other persons to exit the building before them and then continue their evacuation to a place of safety. A responsible member of staff will be nominated to escort those who need assistance from the building.

### **Visual Disability**

People with a visual disability will usually require the assistance of one person, on steps, the helper should descend first with the person's hand on their shoulder, and on the level surfaces they should take the helper's arm and follow them.

### **Hearing Disability**

People with a hearing disability should be escorted out of the building by staff. In the event of staff with a hearing impairment joining, then they may require additional means of being warned in the event of an alarm e.g. pager that vibrates when alarm is activated, flashing beacon linked to alarm etc.

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## **Inspection/maintenance of Emergency Equipment**

### **Testing of the Fire Alarm System**

Fire alarm call points will be tested weekly by the HR & Welfare Manager and a record kept in the site inspection book. This test will occur once a week.

Any defects on the system will be reported immediately to the alarm contractor. A fire alarm maintenance contract is in place and the system is tested regularly.

### **Inspection of Fire Fighting Equipment**

An approved competent contractor undertakes an annual maintenance service of all fire-fighting equipment.

Weekly checks are carried out by the HR & Welfare Manager to ensure that all fire - fighting equipment is available for use and operational and for any evidence of tampering.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to the approved contractor.

### **Emergency Lighting**

These systems will be checked for operation monthly in house by the HR & Welfare Manager and annually by an approved competent contractor.

### **Green Door Release Boxes**

These will be tested regularly by the HR & Welfare Manager

### **Emergency Red Pull Cords**

These will be tested regularly by the HR & Welfare Manager. Test records are located in the Fire Safety Record inspection book.

### **Means of Escape**

Daily checks for any obstructions on exit routes are carried out and all final exit doors are operational and available for use.

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## **First Aid and Medication**

**First aid boxes are located at the following points:** In all classroom, reception, kitchen, in all minibuses and the HR & Welfare Manager's office.

The nominated first aider will be responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check list of the first aid provisions is carried out monthly.

All staff are responsible for notifying the nominated person if the contents of any of the first-aid boxes are running low.

### **First Aiders:**

The college has a sufficient number of first aiders (includes Initial First Aid at Work and Emergency First Aid.)

A list of first aiders is displayed in the college reception office.

All staff in the college deal with minor incidents requiring first aid.

During lessons, first aid is administered by the class teacher or LSA.

If there is any doubt about the correct first-aid procedure, contact one of the college's designated first aiders (Current names displayed within the college).

SLT will ensure that first aiders have a current certificate and that new persons are trained should first aiders leave.

### **Transport to Hospital:**

If the first aider or Principal considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or carers will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents cannot be contacted.

### **Administration of Medicines**

All medication will be administered to learners in accordance with the DfE document <https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

As a college we recognise that it is necessary for a learner to take medication during the college day. In line with our Administration and Management of Prescribed Medicines in College, we will only administer PRESCRIBED medication. Please refer to policy for further guidance.

Where long-term needs for emergency medication exist, Trinity Specialist College requires specific guidance on the nature of the likely emergency and how to cope. Detailed written instructions should be supplied to the college and the parent/carer should liaise with the learner's class teacher. Emergency day-time contact numbers should be provided where the parent/carer can be reached.

For casual ailments (coughs, colds etc) it is often possible for doses of medication to be given outside college hours. The College however, will administer medicines for casual ailments when deemed necessary.

## **Treatments:**

**When dealing with blood, plastic gloves and apron must be worn.**

**Cuts/scratches** – Use only prepared medi-wipes. It is policy not to use antiseptic liquids/ointments, as these could delay healing or cause allergic reactions. Plasters may be applied, if necessary, after ascertaining the learner is not allergic to these.

**Bleeding** – As above; if profuse, apply direct pressure and raise the wound before sending for the First Aider.

**Head Bumps** – Cold compress. Run hands over scalp to find bleeding, swelling or any area that feels soft or indented. Handle head and neck very gently.

**Falling** – Learners do fall over at college from time to time and they react in different ways. It is advisable to watch the situation carefully and assess it. If the learner is unable to get up and is on obvious distress, call a First Aider, who will assess the situation and take appropriate action. If the learner is unable to stand unaided, **do not lift them** – this could cause other injuries.

**Unconsciousness** – Call a First Aider immediately.

**Breathing Difficulties** – Ask the learner to stand or sit quietly. Ask if they use an inhaler. If they do, check if they have it with them and ensure they use it. If the learner does not use an inhaler, a First Aider should be summoned.

**Epilepsy/Fainting** – If a learner is falling, try to support him/her or ease the fall, loosen clothing around the head/neck and call a First Aider.

**Haemophilia** – This condition affects the clotting of the blood and can cause haemophiliacs to bleed more freely than other people do. If a known haemophiliac is having a 'bleed', call an ambulance to take them to hospital.

**Diabetes** – Diabetics can display either lethargic or more active characteristics than usual. If a diabetic has high or low blood sugar, contact his/her class teacher and/or a First Aider.

**Anaphylaxis** – The result of severe, generalised, allergic reaction. The learner could experience severe difficulties with breathing. If a known anaphylactic has an attack, the named staff should administer the learner's adrenaline and call for an ambulance. Common allergies are:

- Food, e.g. eggs, fish, nuts, especially peanuts
- Insect stings
- Immunisations or antibiotics

## **Safety/HIV Protection**

Disposable gloves and a plastic apron should always be worn when treating any accidents/incidents that involve Bodily fluids. Make sure any wasted (wipes, pads, paper towels, etc) are placed in a disposable bag and fastened securely. Any learners clothes should be placed in a plastic bag and fastened ready to take home.

## **Education Health Care Plans**

Education Health care plans are in place for those learners with complex medical needs e.g. chronic or on-going medical conditions (e.g. diabetes, epilepsy, anaphylaxis etc.) Staff under-go specific training related to health conditions of learners and administration of medicines (e.g. diabetes, epilepsy, anaphylaxis etc.) by a health professional as appropriate.

These plans are reviewed as and when informed by parents/carers and written precautions/procedures made available to staff.

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## **Flammable and Hazardous Substances**

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the “Control of Substances Hazardous to Health Regulations 2002” (the COSHH Regulations).

### **The Principal will ensure the HR & Welfare Manager :**

- Holds an inventory of all hazardous substances used on site and is compiled and regularly reviewed.
- Material safety data sheets are obtained from the relevant suppliers for all such materials.
- Risk assessments are conducted for the use of hazardous substances
- All chemicals are appropriately and securely stored out of the reach of learners.
- All chemicals are kept in their original packaging and labelled (no decanting into unmarked containers.)
- Any petrol will be stored externally.
- Suitable personal protective equipment (PPE) has been identified and available for use.

PPE is to be provided free of charge where the need is identified as part of the risk assessment.

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## **Health and Safety Information and Training**

### **Consultation**

The Principal and the Senior Leadership Team will discuss on a regular basis any issues affecting the college. The Principal and SLT will forward any concerns to the Trustees for discussion/action.

The Health and Safety Law poster is displayed in the parents' waiting area in reception and in the staffroom.

### **Health and Safety Training**

Health and safety induction training will be provided and documented for all new employees by the HR & Welfare Manager.

They will be responsible for ensuring that all staff are provided with adequate information, instruction and training and identifying the health and safety training needs of staff.

All employees will be provided with:

- Induction training in the requirements of this policy.
- Update training in response to any significant change.
- Training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.)
- Refresher training where required.

Training records are held by the HR & Business Manager and will be responsible for co-ordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits. The Principal will be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing the HR & Welfare Manager's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

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**Health and Safety Monitoring and Inspection**

A general inspection of the site will be conducted termly and be undertaken/co-ordinated by the HR & Welfare Manager.

A named Health and Safety Trustee will be asked to be involved/undertake inspections on an annual basis and report back to both the full Trustees meetings. This Trustee monitoring will also cover management systems in addition to inspecting the premises.

Inspections will be conducted jointly with the college's HR & Welfare Manager if/when applicable.

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## **Legionella**

The college complies with advice on the potential risks from legionella as identified in guidance from the HSE.

A legionella water risk assessment of the college has been completed by the HR & Welfare Manager.

The HR & Welfare Manager will be responsible for ensuring that operational controls are being conducted.

This is:

- To conduct flushing of little used outlets and recording (i.e. showers).

The HR & Welfare Manager is responsible for delegating the task of flushing all little used water outlets to the College Handyman

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## Lessons

The college will ensure where some college lessons pose a greater risk, they will be managed in accordance with Legislation and current guidelines and the risk managed.

### Food Hygiene

The college will ensure food hygiene procedures and guidelines are followed and we will ensure the following:

#### Storage

- Food should be stored appropriately, either in cupboards or refrigerators according to the labels on the food.
- Food should be wrapped and kept according to the sell-by date.
- Food should not be left out in college unless it is in use of for a display (it must not be allowed to grow mould unless in a closed container).

#### Preparation

- Wash hands beforehand.
- Don't lick fingers while preparing food.
- Ensure that equipment is clean and sterilised before use.
- Cooked foods must be kept separate from raw foods.

#### Cooking/Preparing Food

- Staff must ensure all food cooked is cooked thoroughly at all times.
- The correct temperature must be used for cooking.
- Correct health and safety procedures and correct equipment must be used when handling hot food.
- Cool foods quickly unless the recipe says otherwise.
- Low risk food only is cooked/prepared in college
- Blue gloves to be worn when preparing/cutting up food (especially if there is cooked and uncooked food present)

#### Cleaning Up

- Washing up must be carried out safely (no sharp knives to be placed in the sinks)
- All food rubbish must be put in black plastic sacks and tied up.
- Microwave must be cleaned after use.
- Preparation food areas should be sterilised before and after use.
- The toaster must be emptied of crumbs regularly

#### Eating the Food or transporting it elsewhere

- Food should be put in a clean container with a lid.
- Food should not be left out in college uncovered.
- Parents must inform the teacher if their learner/learners are intolerant or allergic to certain foods or ingredients.

Classroom organisation is of the utmost importance for lessons involving food preparation. All necessary equipment and ingredients should be in the immediate vicinity and prepared beforehand, ready for use.

The class teacher should exercise vigilant supervision of learners when they use any potentially dangerous equipment.

## **Musical Equipment**

The location of the lesson, and the volume of sound produced, should be taken into consideration when planning a music lesson. Avoiding the distraction of other classes is of utmost importance. All musical instruments, tape recorders and any electrical equipment should be returned to the Music Store after use.

## **Protective Clothing**

- Aprons should be worn for all painting activities and any potentially messy craft activities. Wipe-down aprons should be worn in Food Technology classes/
- If handling soil for any activity, gloves should be worn.
- In the case of accidents involving blood, all staff should wear plastic gloves and aprons.

## **Physical Education (Positive P.E)**

General points to be considered when teaching PE:

- The teacher should be dressed appropriately, with jewellery removed. The correct footwear is essential to ensure quick and safe movement when necessary.
- The learners should change into T-shirt, shorts/skirt and pumps for any physical activity for safety and hygiene reasons. Baggy clothing should be discouraged.
- Learners must not wear jewellery whilst taking part in PE or Games lessons. Staff must not take earrings out for learners.

## **Swimming Rules**

Male and female staff will accompany the learners when visiting the baths, the teacher (group leader) to have a list of all the learners in his/her care and the numbers involved.

The learners must be counted, on entering and leaving the pool and when leaving the swimming baths.

The learners should know the layout of the Leisure Centre, including where the swimming pools and changing rooms are.

The teacher at the baths should make sure the college staff know where to find the nearest life-saving equipment, first-aid box and telephone in case of an emergency. Staff must be present in the changing rooms when the learners are changing.

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## Lone Working

Staff, are encouraged not to work alone in the college. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary.

Work involving potentially significant risks (for example work at height) **should not** be undertaken whilst working alone.

### Staff should: When working off site (e.g. when visiting homes)

- Home visits are planned in advance, and staff back at the college are aware of their whereabouts and the estimated time of return.
- Staff undertaking home visits must obtain as much background information as possible about the learner/family being visited.

### Working alone in college:

- Carry out a risk assessment if you are working alone or working early or late in the day – as all risk levels are different depending upon the location, the time of day and the individual person who is at risk.
- General control measures should include – inform someone else if you are on your own, work in a well-lighted or prominent part of the building – if possible lock the doors, have a means of summoning assistance, be aware if any strangers are on site, if possible have a ‘second’ exit from your area, be aware of any physical dangers in your environment – for if you were to trip, fall or be taken ill, it could be ‘a while’ before you are found and medical assistance be summoned. Request guidance on ‘working alone’. Build in as many safety procedures into your working pattern as is possible.
- When leaving the building inform the HR & Welfare Manager.

Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so.

Report any incidents or situations where they may have felt “uncomfortable” whilst working in an isolated area of the college site.

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## **Moving and Handling**

Generic risk assessments for regular manual handling operations are undertaken and staff provided with information on safe moving and handling techniques.

**Staff should ensure they are not lifting heavy items unless they have received training and/or equipment in order to do so safely.**

All manual handling activities which present a significant risk to the health and safety of staff will be reported to the Principal and where such activities cannot be avoided, a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.

In the normal day-to-day running of the college, there are times when learners might need to move equipment or items of furniture – perhaps chairs and/or tables, sports equipment or other small pieces of equipment.

Learners should always be supervised when moving any equipment or piece of furniture. Learners are shown how to lift and carry safely and reminded of this each time.

### **Learner Moving and Handling**

All staff who move and handle learners have received appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment, hoists, slings etc. they are required to use.)

All moving and handling of learners has been risk assessed and recorded by a competent member of staff.

Equipment for moving and handling people is subject to inspection on a 6 monthly basis by a competent contractor. (Not including changing beds which will be subject to an annual inspection)

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## Off-Site Visits

### Introduction

Off site visits are activities arranged by or on behalf of the college, and which take place outside the college grounds. The Trustees and staff believe that off-site activities can supplement and enrich the curriculum of the college by providing experiences which would otherwise be impossible. All off-site activities must serve an educational purpose, enhancing and enriching our learners's learning experiences.

In this policy we seek to establish a clear and coherent structure for the planning and evaluation of our off-site visits, and to ensure that any risks are managed and kept to a minimum, for the safety and health of all learners at all times. Within these limits we seek to make our visits available to all learners, and wherever possible to make them accessible to those with disabilities. The visits usually take place within the college day.

### Aims

The aims of our off-site visits are to:

- Enhance curricular and recreational opportunities for our learners;
- Provide a wider range of experiences for our learners than could be provided on the college site alone;
- Promote the independence of our learners as learners, and enable them to grow and develop in new learning environments.

### How Visits may be authorised

The Principal will appoint a leader(s) to be responsible for running the activity.

The teacher concerned will be involved in the planning and management of off-site visits.

S/he will:

- Ensure that risk assessments are completed;
- Support the Principal in their decisions on approval;
- Assign competent staff to lead and help with trips;
- Organise related staff training if required
- Verify all accompanying adults, including private car drivers, have had satisfactory Disclosure and Barring checks, and that the letter from your coach company assures us their drivers too, have had Disclosure and Barring checks; and all fitted with safety belts.
- Make sure that all necessary permissions and medical forms are obtained;
- Keep records of visits, and ensure there are regular generic assessments of the risks (for example road-crossing) where there are frequent visits to local venues (for example a swimming facility).

Where staff are proposing to arrange an off-site activity, they must seek and obtain the approval of the Principal before any commitment is made on behalf of the college. A comprehensive visit plan should be provided by the member of staff to allow for an informed decision to be made.

It is our policy that all learners should be able to participate in educational visits. We will make every effort to ensure

that all learners are included. We may seek guidance from parents/carers to help us adapt our programme, and we will make any reasonable adjustments to our itinerary to include all learners. Any such adjustments will be included in the risk assessment.

### **Risk Assessment**

A comprehensive risk assessment is carried out by the member of staff before the proposed visit. It will assess the risks which might be encountered on the visit, and will indicate measures to prevent or reduce them. The risk assessment should be based on the following considerations:

- What are the hazards?
- Who might be affected by them?
- What safety measures are needed to reduce risks to an acceptable level?
- Can the member of staff put the safety measures in place?
- What steps will be taken in an emergency?

Staff planning an off-site activity should make a preliminary visit to the venue, in order to carry out an on-site risk assessment. It is important to take into account the probable weather conditions at the time of year proposed for the trip, and the party leader should take careful account of the facilities available, with due regard to the proposed size of the group. They should also assess the site's suitability with regard to the age and any particular needs of the learners. They will also consider the venue's own approach to security and to health and safety. Venues providing instructor-led activities will have their own risk assessments for particular sessions, and these assessments may be adopted if it is impractical for the member of staff to experience the activity beforehand, or if s/he lacks the skills required to make informed judgements about the risks it may involve. The Principal will not give its approval for the visit unless it is satisfied with the venue, its instructors and their risk assessment procedures.

It is important to assess and record any health, safety or security issues that are identified during the preliminary visit. Any such issues will be taken into account when the final decision is taken on whether the visit should proceed, and the visit plan must state both the extent of any risks involved, and the measures that will be taken to reduce or eliminate them. The cost of these preliminary visits will be borne by the college, and should be built into the overall financial arrangements for the visit itself.

A useful framework for assessing requirements for ratios and effective supervision is **SAGED**:

- **S**taffing requirements – Trained? Experienced? Competent? Ratios?
- **A**ctivity characteristics – Specialist? Insurance Issues? Licensable?
- **G**roup characteristics – Prior Experience? Ability? Behaviour? Special and Medical Needs?
- **E**nvironmental conditions – Like Last Time? Impact of Weather? Water Levels?
- **D**istance from support mechanisms in place at the home base – Transport? Residential?

A risk assessment must also cover transport to and from the venue.

A copy of the completed risk assessment will be given to the Principal and all adults supervising the trip.

### **Transport**

The costing of off-site activities should include any of the following that apply:

- Transport;
- Entrance fees;
- Insurance;

- Provision of any special resources or equipment;
- Costs related to adult helpers;
- Any refreshments the college has opted to pay for.

Transport arrangements will allow a seat for each member of the party. It is our policy only to use coaches fitted with seat or lap belts, and to insist that they be worn by all those participating in the visit.

### **Communication with Parents/Carers**

Funding for off-site activities is provided mainly by the college budget/college funds and voluntary parental/carer contributions. This must be made clear to parents/carers in all correspondence about an educational visit at the planning stage.

No learner may be excluded from an activity because of the unwillingness or inability of the parent/carer to make a contribution. Parents/carers will be informed of this principle through letters sent home about intended visits.

The timetable for the payment of contributions should allow for the Principal making a decision about the financial viability of the activity in reasonable time.

### **Further Health and Safety Considerations**

All adults accompanying a party must be made aware, by the party leader, of the emergency procedures which will apply. A designated person will be provided with the college mobile phone.

In an emergency situation the designated person will call the office and inform them of the major incident.

The safety of the party, and especially the learners, is of paramount importance. During the activity the group leader must take whatever steps are necessary to ensure the safety of everyone. This involves taking note of any information provided by medical questionnaire returns, and ensuring that learners are both safe and well looked after at all times.

Prior to an activity, if it is felt that the behaviour of an individual learner is likely to compromise the safety of others or the good name of the college, the group leader should discuss with the Principal the possibility of excluding that learner from the activity.

### **Group Leaders' Planning**

Group leaders must read thoroughly the appropriate guidance for off-site activities: [www.oeapeg.info/](http://www.oeapeg.info/)

They must consult guidance on Emergency Planning and must have a visit plan.

### **Visit Plan**

The visit plan for intended educational visits must include the following:

- Risk assessment;
- Report on preliminary visit;
- Applications for approval of visit;
- General information;
- Names, ages, contact details, permission forms, medical records and other relevant details of all those going on the visit;
- Travel schedule;
- Accommodation plan (if applicable);
- Full plan of activities;
- Intended arrangements for supervision;
- Insurance arrangements for all members of the group;
- Emergency contacts and procedures;

- General communications information;
- Guidance for group leaders;
- Guidance for the emergency contact and Principal;
- Medical questionnaire returns and first aid boxes

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## **Premises and Work Equipment**

### **Statutory Inspections**

Regular inspection and testing of college equipment is conducted by appropriate contractors according to timescales specified by regulations/guidance available. Records of such monitoring will be kept in the HR & Welfare Manager's Office/Area.

All staff are required to report to the HR & Welfare Manager of any problems found with plant/equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair/disposal.

### **Electrical Safety**

All staff should monitor the condition of plugs, cables and electrical equipment and conduct a quick visual inspection prior to use.

All portable items of electrical equipment will be subject to PAT (portable appliance testing) annually, by a competent contractor.

Personal items of equipment (electrical or mechanical) should not be brought into the College without prior authorisation and will be subjected to the same tests as College equipment.

Major fixed wiring circuits will be checked at least once every five years.

### **Gas Safety**

All gas appliances will be inspected and tested on an annual basis by a Gas Safe registered contractor.

### **Smoking**

The site is kept as a non-smoking site this also includes the use of all forms electronic cigarettes.

### **General Risk Assessments**

The college risk assessments (for all activities, premises and one off activities) will be co-ordinated by the HR & Welfare Manager.

These risk assessments are available for all staff to view and are held centrally in the HR & Welfare Manager's office and on the college's shared drive.

Risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the sooner. Staff are made aware of any changes to risk assessments relating to their work.

### **Individual Risk Assessments**

Specific risk assessments relating to individuals, e.g. staff member or young person/learner are held on that person's file and will be undertaken by the Class Teacher, Principal or HR & Welfare Manager.

It is the responsibility of the staff to inform the Principal/SLT of any medical condition (including pregnancy) which may impact upon their work.

Such risk assessments will be reviewed on a regular basis.

### **Curriculum Activities**

Risk assessments for curriculum activities will be carried out by staff using the relevant codes of practice and model risk assessments developed by National Bodies.

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## **Security/Safety of Learners**

### **Security**

Safety of our learners, staff and visitors to the college is of paramount concern to our whole college community. The Trustees and Principal have endeavoured to make Trinity Specialist College as safe as possible.

The Principal is responsible for the security of the premises during the day. The main door into the college from the reception area must be closed at all times.

All visitors are required to sign in and a visitor badge must be worn throughout their visit in college. Without a badge, staff are instructed to challenge individuals. Visitors must sign out prior to leaving the college site. This is used for Fire register purposes.

Although these precautions should be observed, they should in no way detract from the welcoming ambience of the college.

### **Learner Supervision**

The class teacher remains on the premises until the last learner is collected.

Security of the building is reviewed in staff meetings and matters may be referred to the Trustees for consideration as necessary.

### **Alarm System**

The alarm is always set each day.

### **Care of ICT Equipment**

As far as possible all of the equipment is secured. Expensive portable equipment is locked away.

### **HR & Welfare Manager**

It is the responsibility of the HR & Welfare Manager to check monthly that all locks and catches are in working order, that the emergency lighting is working and that the fire alarm has no faults.

Before leaving the premises, the SLT have a duty to ensure that all the windows are closed, that the doors are locked and secure, that the security alarm is set and that all gates are locked.

### **Dogs**

Dogs are not allowed within the perimeter of the college grounds for health and safety reasons, though exceptions are made for working dogs, namely, guide dogs and hearing dogs.

Should a dog foul an area of the college grounds, the area must be cleared up immediately, as there is a possibility the learners could pick up serious infections, e.g. Toxicariasis.

Dogs in the area around the college should be with their owners and on a lead at all times. Parents/carers should stay outside the college grounds when they have a dog with them and stand clear of the exit gates, so that learners are not frightened.

### **Security of Data**

The Trustees recognise their responsibility to ensure that measures are taken to ensure no breach of security.

“Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against loss or destruction of, or damage to, personal data.”

### **Office Computers:**

- Accessed only via individual passwords

### **Other data protection issues:**

- Printed material is disposed of by shredding
- Parents/carers are informed of data kept in college and its use through the Fair Processing Notice
- Personal data is not disclosed over the telephone
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## **Stress/Wellbeing**

Trinity Specialist College and the Trustees are committed to promoting high levels of health and well-being and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE management standards.

The college will use the HSE stress management tool questionnaire and analyse the results.

- The SLT operate an open door policy (work and home life issues)
- Performance Management Reviews are conducted annually
- Regular planning meetings to discuss any issues or concerns are held on a regular basis.
- New members of staff are supported by a range of people
- Staff will be supported through Occupational Health as and when required
- Staff well-being is included in the colleges staff absence policy
- Return to work interviews.

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## **Sun Protection**

Skin cancer is one of the most common cancers in the UK and the number of cases is rising at an alarming rate. The good news is that the majority of these cases could be prevented. Most skin cancers are caused by UV radiation from the sun. If we protect ourselves from the sun then we can reduce our risk. This is particularly important for learners and young people whose skin is more delicate and easily damaged.

Sunburn in child/young adulthood can double the risk of skin cancer.

Trinity Specialist College has used the guidance promoted through Cancer Research in order to draw up this policy.

The five key messages to reduce the risk of skin cancer are:

- Spend time in the shade between 11 and 3
- Make sure you never burn
- Aim to cover up with a t-shirt, hat and sunglasses
- Remember learners burn more easily
- Use factor 15+ sunscreen

At Trinity Specialist College we want staff and learners to enjoy the sun safely. We shall work with staff, learners and parents to achieve this through:

### **Education:**

- All learners will have at least one sun awareness lesson per year.
- We will talk about how to be sun smart at appropriate times of the year.
- Parents and carers will be sent a letter explaining what the college is doing about sun protection and how they can help at the beginning of the summer term.
- Learners have access to water at all times

### **Sunscreen:**

- Parents/carers are asked to apply sunscreen before college
- Sunscreen use will be encouraged on college trips

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## **Vehicles on Site**

### **Car Parking**

Car parking is a concern at Trinity Specialist College, as it can be hazard for those who use the college and for those who live or work within the vicinity of the college.

Parents/carers are not permitted to park on the college car park when dropping off or collecting learners, except in designated visitor's parking spaces.

Drivers parking cars at or near the college, while dropping off or collecting learners should show consideration for the safety of pedestrians, other road users and the immediate community. (Do not park over driveways)

Available access to the farm adjacent to the college should be observed at all times.

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### **Staff & Visitors Car Park**

The college has a car park. There are only limited spaces available and once designated parking spaces have been occupied, staff and any visitors must find alternative parking arrangements.

Care must be taken when entering the carpark (limit 5mph or less) as it is shared with pedestrians walking to the main reception office.

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## Violence

Trinity Specialist College will not tolerate violent behaviour from parents/carers, visitors or others who enter the college. There is a dedicated policy to minimise aggressive or intimidating behaviour onsite: 'Standards of behaviour and conduct on the college premises'.

The college has a responsibility to protect, so far as is reasonably practicable, the safety of all employees who work for Trinity Specialist College.

### Prevention:

To reduce the risk of violence staff should consider the following guidance:

- Consider the working environment e.g. exits, space available
- Do not meet parents/carers when colleagues are not in the near vicinity
- There may be individuals who have a reputation for aggression. This information should be shared confidentially within the college. Consult with the Principal if this is the case.
- Always have another member of staff present.
- If there is a confrontation try to calm the situation. Staff should be aware of their stance and tone of voice etc.

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## Volunteers in College

### Introduction

At Trinity Specialist College, there is a dedicated 'Volunteers Policy'. Essentially, we define a volunteer as: any adult who agrees to undertake, without pay, designated tasks which support the work of the college. This can include working alongside teaching and teaching support staff in the classroom, or working in a support capacity within another area of college to. A volunteer should not be viewed as a substitute for a paid member of staff, but an additional supplement to college's resources.

Trinity Specialist College values volunteers and the contribution that they make to the sustained success of the college. We hope that the association will be a mutually beneficial partnership between the college and the volunteer; that the benefits to be gained by the college in terms of community participation will be mirrored by the development gained by the volunteer from their experiences in college.

### Safeguarding

Trinity Specialist College is committed to safeguarding and promoting the welfare of learners and young people and expects all staff and volunteers to share this commitment.

All adults who volunteer for working at Trinity Specialist College will require an Enhanced Disclosure and Barring Check prior to starting their placement in college. This must be confirmed with the Principal and recorded on the central record by the HR & Welfare Manager.

Providers must understand the legal obligations upon the Trustees and Principal are the ones who decide on who may come into the college as speakers and service providers.

#### **There are some exceptions:**

Law enforcement officers in certain circumstances;  
 HM Chief Inspector of Colleges (Section 4 of Part 1 of Chapter 1 of the Education Act 2005);  
 LA Authority  
 Standards and Framework Act 1998).

It is the responsibility of the college to ensure that its safeguarding policy is adhered to at all times.

### Organisation

- Volunteers will not be asked to undertake certain duties:
- Those which would normally fall within a Teacher's responsibility under *loco parentis*
- Covering for staff absence within the classroom;
- Unsupervised 1:1 work with learners;
- Those which would normally be undertaken by a contractor engaged by college;
- Those requiring full financial or budgetary responsibilities;
- Any administrative tasks involving highly confidential or sensitive information.

Volunteers will be allocated a supervising member of the college's staff, although they may be working with other staff on a day-to-day basis. The line manager will be responsible for induction of the volunteer and will be the point of contact for any queries or problems. The deployment of volunteers should not involve any substantial addition to the workload of staff, however, it is hoped that every effort will

be made to ensure that the volunteer is adequately inducted and is given every assistance to perform the duties required of them.

Volunteers will be given a schedule of the tasks and scope of the role that is expected of them, these to be agreed with the supervising person in view of any skills, experience, and training and development needs of the volunteer and organisational needs.

A Volunteer Registration Form should be completed for, and signed by, all official volunteers in college. It should be noted that volunteers' work in college is, of necessity, of a voluntary nature and may be terminated at any time by the volunteer or the college.

### **College Information and Regulations**

Volunteers will be provided with relevant information. Particular attention is drawn to health and safety issues. The same legislation and responsibilities on health and safety applies to volunteers as paid staff within the college.

The college holds Employers' Liability and Public Liability Insurance and this insurance covers volunteers in college.

### **Expenses**

Although there is no obligation to make financial reimbursements to volunteers, the college will, under normal circumstances reimburse 'out-of-pocket' expenses (e.g., excess travel costs connected with the tasks undertaken for college etc.). Travel expenses will be reimbursed at the current agreed rate; any other expenses (e.g., resources or equipment purchased for college use) will be reimbursed at the cost paid. All financial claims made should be agreed with the Principal prior to expenditure.

### **Induction and Training**

Volunteers who work in college will be given an induction process which aims to enable them to become familiar with the college, staff and their roles, how their role fits into this, principles and procedures unique to the college and an outline of our expectations of the volunteer's role and tasks involved. An induction will take place on the first day in college. If the volunteer is undertaking formal training (e.g., NVQ or other work-based qualification), the college will endeavour to support this by allowing opportunities and practical advice for them. If training is a requirement of the expected role within college, such opportunities should be provided for the volunteer.

### **Complaints and Grievances**

It is acknowledged that problems and conflicts could arise when the person is a volunteer as much as for a paid member of staff. Initial issues should be raised with the supervising person and it is to be hoped that the issues may be resolved through these channels. In the event that this is not possible, the Principal will investigate the matter with a view to resolution. Failure to resolve at this level will necessitate Trustees involvement.

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## Work Experience

The college retains a duty of care for all learners undertaking work experience in or outside of the college.

- All learners are briefed before working in the college regarding arrangements and health and safety responsibilities wherever practicable.
- Arrangements will be in place for the organisers to visit/monitor students during the placement.
- Emergency contact arrangements are in place (including out of college hours provision) in order that a member of college staff can contact students' parents/carers should an incident occur.
- All incidents involving learners on work placement activities will be reported to the placement organiser/students' parents/carers at the earliest possible opportunity.

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## **Work at Height**

Working at height can present a significant risk. Where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height.

When working at height (including accessing storage or putting up displays) appropriate stepladders are to be used. Staff must not climb onto chairs etc.

The college's nominated person responsible for work at height will be the HR & Welfare Manager.

The nominated person(s) shall ensure:

- All work at height is properly planned and organised.
- The use of access equipment is restricted to authorised users.
- All those involved in work at height are trained and competent to do so.
- The risks from working at height are assessed and appropriate equipment selected.
- A register of access equipment is maintained and all equipment is regularly inspected and maintained.
- Any risks from fragile surfaces are properly controlled.

Staff will be trained to use the step ladders safely.

Contractors will not be permitted to use any of the college's work equipment.

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