

Brampton College Health and Safety Policy

Introduction

- 1.1 Brampton College is the trading name of Brampton Education Services Limited, whose registered address is York House, Empire Way, Wembley, Middlesex HA9 0FQ. The College occupies a three-storey building with a basement area at Lodge House, Lodge Road, London, NW4 4DQ, as well as an annexe in Maple Leaf House, Brent Street, London NW4 (1st floor right and second floor left) and a Maths annexe directly behind Lodge House.
- 1.2 The Act imposes a non-delegable duty of compliance on the employer, being Brampton Education Services Limited, and the directors of the Company. The Policy reflects this (as well as the delegation of the operational requirements) to the Principal and others. The Act imposes a duty towards others affected by the College's undertaking, not solely those who use the premises.

Statement of Intent

- 1.3 Brampton College recognises that, under the Health and Safety at Work etc 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. Brampton Educational Services Ltd accept the need under the Management of Health and Safety at Work Regulations 1999 to undertake a suitable and sufficient assessment of the risks to the health and safety of employees or others arising in connection with the College's undertaking and to record the significant findings of those assessments.
- The College recognises the guidance contained in *New DfE Guidance 2014 Health and Safety DfE Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies* prepared by the Department for Education and Skills and intends to follow the good practice recommendations it makes.
 - 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 ensure College staff and others understand that they have a duty under the common law to take care of students in the same way that a prudent parent would do so. That they should always take a common sense and proportionate approach, remembering that in

schools, risk assessment and risk management are tools to enable children to undertake activities safely, and not prevent activities from taking place.

- Some activities, especially those happening away from College, can involve higher levels of risk. If these are annual or infrequent activities, a review of an existing assessment may be all that is needed. If it is a new activity, a specific assessment of significant risks must be carried out. The Principal will ensure that the person assigned with the assessment task understands the risks and is familiar with the activity that is planned. Where a risk assessment is carried out the employer must record the significant findings of the assessment.
- The College will not carry out a risk assessment every time they undertake an activity that usually forms part of the College day, for example, taking students to a local venue which it frequently visits, such as a swimming pool, park, or place of worship. Any risks of these routine activities should already have been considered when agreeing the College's general health and safety policies and procedures. A regular check to make sure the precautions remain suitable is all that is required.
- There are limited arrangements for parking for visitors and for this reason we have asked parents and students not to park in Lodge road and not to come onto site. The College understands its duty to manage on site vehicle movements and is close liaison with Churchill House who use other parts of the car park that we share.
- To ensure the risks about manual handling and slips and trips.
- The College will consult employees about any changes in practice to this policy.
- To bring this policy to the attention of all employees and periodically review and revise as necessary.

Responsibilities for Health and Safety

The College Principal assumes overall responsibility for Health and Safety in the College. Day-to-day responsibility for ensuring the policy is put into practice is delegated to the College Health and Safety Officer, Mr Nick Webb, who is also the Bursar.

At the beginning of each year and when new staff join the College, staff are reminded or informed of the current Health and Safety procedures in the College and go through matters relating to fires and accidents.

A College Health and Safety Committee meet at least once a term to ensure health and safety standards are maintained and where necessary improved. The Committee members and their specific areas of responsibility are:

Employee	Position	Responsibility
Nick Webb	Bursar and College Health & Safety Officer	Premises and Fire Prevention
Sarah Sephton	Vice Principal	Deputy H&S officer, trip risk assessments and Chair of the committee
Malgorzata McInerney	Lab Technician	Chemical & Science Equipment Safety in conjunction with Sarah Sephton
Hannah Hewetson	Head of Art	Art Department
Leah McKay	Exams Officer and Data Manager	Lead First Aider
Dami Odubote	Network Technician	IT Equipment
To be confirmed	Science teacher	Science representative

The committee meets on a regular basis every term:

- To discuss safety and health performance
- To review the effectiveness of the Policy
- To determine the health and safety priorities for the College and make recommendations for implementing plans to improve health and safety conditions
- To conduct health and safety inspections of the workplace
- To 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 and other members of staff or students. As a specific example, if a member of staff were to find a fire exit blocked, that member of staff should act to unblock the door, and then immediately afterwards report the matter to the Health and Safety Officer. Employees are expected to:

- co-operate with managers and co-ordinators on health and safety matters;
- not interfere with anything provided to safeguard their health and safety;
- take reasonable care of their own health and safety;
- report all health and safety concerns to the College Health and Safety Officer.

As an over-riding rule, any dangerous occurrence must be reported to the Health and Safety Officer so that preventative action can be planned to avoid it happening again. In the absence of the Health and Safety Officer any occurrence deemed to be of a serious nature should be reported directly to the Principal.

Health and Safety Risks Arising from Work Activities

1.4 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. The College will ensure that employees and others affected by the College's operations will be provided with sufficient information and training to enable them to undertake their role. The

College will also ensure that risk assessments and any linked policies or safe working practices relevant to a person's role are distributed to them as appropriate when they are appointed and that the Health and Safety Committee regularly reviews them.

- 1.5 The company will source external advice where required from competent persons, defined as advice from those with sufficient training and experience or knowledge and other qualities to enable them to properly to assist in undertaking what is required.

Action required to remove/control risks will be approved by the Principal and implemented by the College Health and Safety Officer. Assessments are reviewed every year or when the work activity changes, whichever is the soonest.

Maintenance of Plant and Equipment

The College Caretaker and Bursar are responsible for identifying all equipment that needs maintenance and to ensure that all equipment is regularly maintained. They will also check that new plant and 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 also regularly appliance tested.

Safe Handling and use of Substances

Under the Control of Substances Hazardous to Health Regulations 2002 the College Senior Lab Technician is responsible for identifying all substances, which need COSHH assessment, in the Science, Art, Maintenance and Cleaning Departments. This person 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 soonest.

Competency for Tasks and Training

As previously mentioned, the health and safety Information for Employees Regulations 1989 is displayed in the staffrooms. Health and safety advice can be obtained from the College Bursar and Vice Principal for Science & Mathematics. Supervision of young workers/trainees will be monitored by the Business Manager and the College Health and Safety Officer who will ensure that they are given relevant health and safety information.

All employees will be given health and safety induction training when they commence employment by the Vice Principal in the case of teaching staff and by the Bursar in respect of Administration Staff or cleaners.

Accidents, first aid and work-related ill health

The College has two first aid rooms, located in room 4 in Lodge House and in the Art room in Maple Leaf House. There are four experienced qualified first aiders, one of whom is always on the premises. Their location and names are clearly displayed throughout the College.

All accidents and cases of work-related ill health are to be recorded electronically in M:\Health and Safety. The senior first aider is responsible for reporting accidents, diseases and dangerous

occurrences to staff, students and visitors to the enforcing authority (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995).

The College strives to provide an environment in which members of staff will not suffer undue stress.

Emergency Procedures – Fire and Evacuation

The Bursar is responsible for ensuring the fire risk assessment is undertaken and implemented. The College Caretaker checks escape routes daily. Fire extinguishers are maintained by an expert external company annually and by the College Caretaker. He also tests the fire alarms on a weekly basis. The College fire alarm system is regularly maintained, under contract, by an expert external company. Emergency evacuation takes place twice a year. Details of which are held in the fire alarm register.

Field Trips, Off-Site visits

The College recognises the good practice contained in the DfE guidance ‘Health and safety: advice on legal duties and powers’

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/335111/DfE_Health_and_Safety_Advice_06_02_14.pdf

and the HSE guidance on school trips:

<http://www.hse.gov.uk/services/education/school-trips.htm>

Please see the College Educational Visits Policy for more details.

Workplace safety for teachers, students and visitors

The perimeter of the College premises is monitored by external security cameras and the front door has an automated locking system in place. There is also a Caretaker on the premises from 4.00 pm until the buildings are closed in the evening.

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. Please see the College Behaviour Policy for details.

Contractors and Outside Maintenance Personnel

The College prides itself on its annual maintenance and on-going improvement of facilities. Contractors are expected to ensure that their working practices conform to current Health and Safety Legislation. All appointed Contractors will be asked to provide copies of their relevant insurance liability and risk documents prior to the commencement of their contract. No machinery is allowed on the premises without evidence of recent appliance testing.

On site Vehicle Movements

The College does not have a playground, playing field or any other external grounds, where vehicle movements could cause a health and safety issue.

Management of asbestos

When the building was refurbished completely in 1998 the builders reported no asbestos. The building was completely stripped in 1998 of all internal walls and floors. However, as a precautionary measure we ask all workmen to:

- check if materials containing asbestos are present or are liable to be present;
- check what condition the material is in;
- assume the material contains asbestos unless you have strong evidence that it does not;
- arrange for the material to be sampled and identified by a specialist;
- record the location and condition of the material on a plan or drawing;
- assess to decide if the condition or the location means the material is likely to be disturbed.

Monitoring

To check our working conditions, and ensure our safe working practices are being followed, spot checks will be carried out.

The Principal and Vice Principals, together with the College Health and Safety Officer, are responsible for investigating accidents.

The Health and Safety Officer is responsible for investigating work-related causes of sickness absences and the Vice Principals are responsible for acting on investigation findings to prevent a recurrence.