



Health and Safety at Work Act 1974
This is the Health and Safety Policy Statement of
LORETO COLLEGE

Last Review:	July 2018
Approved by Governors:	July 2019
Next Review:	July 2020

Vision

Loreto College is centred in God, rooted in Christ and animated by the spirit of Mary Ward, the founder of the Institute of the Blessed Virgin Mary. Our vision is that it will be an educational community where each person has the experience of being loved and valued as a sacred individual created by a loving God; a community where students enjoy an enriching and liberating education that helps them grow into the fullness of life and empowers them to be men and women of courage who are alive to the needs of humanity and committed to making a better world.

Introduction

The College aims to be an educational community which gives expression to the core values of Mary Ward - freedom, justice, sincerity, truth, joy, excellence and internationality.

Loreto College has the highest expectations of personal, academic and professional excellence. This document sets out the College's policy and guidance on the procedures it will follow in order to ensure a safe working environment and working practices. In doing so, the College is mindful not only of its legal responsibilities but of its core values and, in particular, of its duty of care to all its staff, students and visitors to the site.

Preamble

Loreto College's Health & Safety policy aims to:

1. Incorporate the statutory requirements placed on the College as an employer.
2. Promote the concept of a 'safe learner'.
3. Ensure the health, safety and welfare of our workforce, students and visitors.
4. Promote the training and development of staff and students within the workplace and learning environment.
5. Embed a positive health and safety culture which allows learning to proceed in such a way as to ensure the safety of all.

The Policy Aims

- To provide adequate control of the health and safety risks arising from our work activities.
- To consult with our employees on matters affecting their health and safety.
- To provide and maintain plant, machinery and equipment which is safe, has been manufactured to a British, European or International standard, is regularly inspected, tested and maintained as appropriate; that offers protection from danger by being suitably guarded (where appropriate). This would include such items as:

- Heating and hot water plant.
 - Kitchen equipment and appliances.
 - Powered cleaning equipment
 - Portable electrical appliances;
- To ensure safe handling, use, storage and transport of articles and substances.
 - To provide adequate information, instruction and training to enable staff and students to carry out their work activities in a healthy and safe manner, and to enable them to contribute positively to their own health and safety and that of others including visitors to the site.
 - To ensure all employees are competent to do their tasks.
 - To prevent accidents and cases of work-related ill health.
 - To make arrangements within the College for the recording of all accidents/incidents and to make arrangements for the investigation of these accidents where required.
 - To make arrangements for the reporting of serious accidents to the EFA and to the HSE where and if required.
 - To make positive arrangements for fire evacuation, first-aid and other emergency situations.
 - To provide and maintain safe and healthy College buildings with safe access and egress, paying particular attention to:
 - The structure of the buildings,
 - The electrical installation,
 - Drainage,
 - Glazing,
 - Maintenance of the College site and security arrangements which would minimise the risk of acts of violence.
 - To provide and maintain a safe and healthy working environment with effective management of illumination, temperature, ventilation, dust, smoke, fumes, noise, cleanliness and food hygiene and adequate protection against occupational disease and infestation.
 - To provide and maintain adequate welfare arrangements such as eating, washing and toilet facilities and accommodation for clothing and personal belongings.
 - To include aspects of personal safety within the College curriculum which includes e.g. safety at home, on the road, around water areas and railway lines, fire, smoking and drug abuse and healthy eating.
 - To ensure so far as is reasonably practicable, the health and safety of visitors to the college and any other persons who may be affected by the acts or omissions of members of staff or students whilst taking part in college activities.
 - To review and revise this policy as necessary at regular intervals.

Signed: _____ Date: 3rd July 2019

(Chair of Governing Body) Review Date: July 2020

Organisation of Health and Safety at Loreto College

The ultimate responsibility for health and safety in colleges is that of the employer i.e. the Board of Governors. The Board of Governors have appointed Mr T McGee to act as lead Governor for all Health and Safety issues.

Responsibility for ensuring this policy is put into practice is delegated to the College Principal; she may appoint a nominated member of staff to take the day-to-day responsibility for health and safety matters within the College and for College events, trips and activities. At Loreto College this responsibility has been given to the Facilities Manager who has management responsibility for health and safety within the College and for external activities.

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

The Governing Body

The Board of Governors:-

- Shall ensure so far as is reasonably practicable the health, safety and welfare of staff.
- Shall ensure so far as is reasonably practicable the health and safety of students in College and on off-site visits;
- Shall ensure so far as is reasonably practicable the health and safety of visitors to College, and volunteers involved in any College activity;
- Shall guide and monitor the Principal to ensure that s/he keeps health and safety as a high priority in the day-to-day management of the College;
- Shall appoint one of the Governors to be the lead Governor for Health and Safety;
- Shall draw up and issue its own policies and guidance on curricular and non-curricular topics where necessary, paying particular attention to health and safety aspects;
- Shall discuss and resolve so far as is reasonably practicable, health and safety issues at meetings of the Governing Body or at an appropriate sub-committee of the Governing Body and
- Shall carry out an annual appraisal of the safety performance of the College and include this in its annual report.

The Principal (or his nominee)

The Principal is responsible for the day-to-day management of the College and shall so far as is reasonably practicable (either directly or via his nominee):-

- Ensure that the College's Health and Safety Policy is implemented and adhered to at all times;
- Ensure compliance with relevant legislation;
- Ensure that all members of staff know, understand and accept their health and safety duties and responsibilities;
- Ensure that adequate resources are allocated to facilitate healthy and safe working and teaching practices;
- Ensure that the Board of Governors is advised of health and safety implications when undertaking the management of the College budget;

- Ensure that all employees, students and visitors receive adequate information, instruction, training and supervision, both within College and on College trips or visits as appropriate;
- Ensure that all machinery, appliances and equipment purchased by or used within College, conforms to a British, European or International Standard, is used in the manner that it was designed for and is periodically examined, tested and maintained as appropriate;
- Ensure the use of safe working practices and where necessary draw up and communicate written codes of practice for safe working and teaching;
- Ensure that only approved chemicals and substances are used at College and ensure that the appropriate safety information and risk assessment is available to the user;
- Ensure that suitable and appropriate protective clothing is provided for staff and pupils who require it, and ensure that it is worn when necessary;
- Ensure that adequate first aid treatment is available by the provision of a first-aider or appointed person and ensure that first aid boxes are kept adequately stocked;
- Ensure that accidents are recorded and where necessary, investigated and reported to the appropriate body as soon as possible and also reported to the Board of Governors and in the event of a major injury, the Chairman of the Board of Governors shall be informed as is practicable;
- Ensure that a record is kept of any contagious disease that is contracted, also all acts of violence and that they are reported to the Governing Body as appropriate;
- Ensure that fire procedures are planned and are rehearsed twice per year;
- Ensure that fire equipment, fixtures and exits are checked periodically and maintained to ensure that they are in working order;
- Ensure that adequate welfare facilities are provided and maintained for staff and students;
- Ensure that periodic safety inspections of the College are carried out;
- Ensure that there is consultation with the staff Safety Representative on matters of health, safety and welfare;
- Ensure that contractors working in the College, report to him (or his representative) before work commences in order to ascertain work details and agree safety procedures;
- Ensure that in her absence, health and safety duties are delegated as appropriate;
- Ensure that there is an annual appraisal of the College's health and safety performance;
- Ensure that risk assessments are undertaken and reviewed as appropriate; and
- Review and up-date policy as appropriate.

Teaching and Non-Teaching Staff

All Teaching and Non-Teaching Staff shall, where appropriate and so far as is reasonably practicable:-

- Ensure that College's policies are implemented at all times.
- Be responsible for the health and safety of the students they supervise.
- Ensure that equipment used at College is safe and presents no risk to health and ensure that any defects are reported immediately to the Principal (or his representative) so that the equipment can either be repaired or disposed of.
- In the event of a fire, ensure that all students know the fire procedure and are evacuated safely.
- During a security alert, ensure that all students know the correct procedures.

- In the case of an injury, arrange for suitable first aid treatment, investigate the accident that caused the injury and record the details in the accident book if no other member of staff is available to deal with the incident.
- Ensure that all classroom-based activities are carried out in a safe and healthy manner.
- Ensure that any violent behaviour is stopped and subsequently reported to a senior member of staff.
- Ensure that, whilst students are playing for a College sports team or taking part in a College based sporting activity, provision has been made for dealing with injuries and other emergencies.
- Ensure that whilst transporting students by the College minibus or their own car, safety seatbelts are worn and the College's guidelines are followed.
- Ensure that when undertaking College trips and holidays, sufficient research, planning, precautions and supervision are undertaken as laid down in the College's guidelines and Code of Practice. Where specialist instructors are engaged to lead pupils, the role of supervision must be discussed and agreed with the instructor.
- Ensure that they do not bring into College any potentially dangerous article or hazardous substance without the expressed permission of the Principal (or his representative).
- Take appropriate action to make safe any dangerous condition caused by wet or icy weather.
- Ensure that any agreed security provisions are carried out.
- Co-operate with the Principal (or his representative) on all aspects of health, safety and welfare.
- Co-operate with the Principal (or his representative) in undertaking risk assessments for all activities with significant risks, to identify hazards and control measures and to communicate this information to all people who need to know.

In addition, union appointed safety representatives are entitled to investigate any accident / incident occurring, any potential hazard reported and to carry out safety inspections at a rate of one inspection per term.

Staff with specific Health and Safety Responsibilities

The College has made the following appointments with specific health and safety responsibilities:-

- First Aiders
- Defibrillator Operatives
- Fire Wardens
- Health and Safety Representatives

First Aiders will:-

- Maintain first aid provisions within their designated area.
- Assist casualties in non-serious and serious incidents on College grounds (and on trips as required), in line with the health and safety approved training course and refresher training.
- Assist with the annual audit of first aid provision as requested by the Facilities Manager.

Defibrillator Operatives will:-

- Assist casualties who have experienced a sudden cardiac arrest as required.

Fire Wardens will:-

- Make themselves familiar with the procedures set out in the Fire Safety and Evacuation Guidelines.
- Undertake refresher training as requested by the College.
- Aid the safe evacuation of the College premises during a fire drill, fire alarm or other emergency.

Health and Safety Representatives will:-

- Champion Health and Safety within the College.
- Undertake half termly Health and Safety walks and report any issues to the Facilities Manager.
- Aid the safe evacuation of the College premises during a fire drill, fire alarm or other emergency.
- Serve as members of the College's Health and Safety Committee

HR

The HR Manager will:-

- Collate, report and analyse reasons for sickness absence or reasons for leaving College employment and highlight any trends related to health and safety or welfare to the Principal.
- Ensure staff Health and Safety Inductions are conducted for all new employees and the evidence retained on file.
- Maintain staff training records flagging up any gaps to relevant line managers.

Students

All students must:-

- Co-operate with College staff on health and safety matters.
- Not interfere with anything provided to safeguard their own health and safety.
- Take reasonable care of their own health and safety.
- Report all health and safety concerns to a member of staff.

Arrangements to Ensure Health and Safety within the College

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1. Accidents and Incidents – Reporting and Investigating

- 1.1 All accidents/incidents and cases of work-related ill health incidents involving staff, students, visitors and contractors will be recorded in the accident book located in the First Aid Room (FAR) or at College reception when the FAR is closed. All accident, incident and illness reports are automatically copied to the Facilities Manager for monitoring, further comment and / or action. Instructions for completing a report are included with the form.
- 1.2 The Facilities Manager is responsible for identifying an incident that is reportable to the Health and Safety Executive (HSE) under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). All RIDDOR reportable incidents will be reported immediately to the Assistant Principal – Finance and Resources who will ensure SMT are kept abreast of developments and that the relevant organisations are informed.
- 1.3 All serious accidents/incidents will be investigated by the Facilities Manager in order to prevent a recurrence of the accident/incident with a report of the investigation going to SMT and the Board of Governors.

2. Construction work within College

- 2.1 Loreto College is likely to continue to undertake construction and refurbishment projects (of varying magnitude, duration and value) within its boundary. The College (as Client), Principal Designer and the Principal Contractor have duties under regulations to take appropriate measures to prevent the risk of injury to any person, prior to, during and post construction; this includes staff, students, visitors to the premises and contractors. The College will provide guidance on the health and safety requirements of any construction work within College.

3. Contractors and Visitors

- 3.1 The College will undertake its statutory duty to ensure so far as is reasonably practicable, that people other than employees (including contractors and sub-contractors, visitors, members of the public and trespassers) are not exposed to health and safety risks. To ensure we can undertake this duty, employees must notify reception with the details of any visitors so that they can be added to the visitor system.
- 3.2 All visitors to the College should be advised to report to reception first (unless alternative arrangements have been agreed in advance.) Here they will sign in, be given a visitors badge and advised on health and safety procedures. They must also report back to reception upon leaving the College premises so they can sign out.
- 3.3 At other times and for specific events e.g. parents' evening, other appropriate arrangements will be made by the College.
- 3.4 Persons who are uninvited and/or trespassing on the site (whether in / out of normal College hours) will be requested to leave the site immediately upon identification.
- 3.5 Contractors are selected on the basis of reliability, experience, appropriateness for the task, a good safety record, appropriate insurance and cost.
- 3.6 All contractors are required to attend a pre-start meeting with the Principal (or his representative) and any other relevant personnel in order for health and safety rules / information etc. to be communicated.
- 3.7 Contractors must not leave their equipment unattended.

3.8 Activities carried out by a contractor must not present a hazard to others in the vicinity of the work. Where necessary, a permit system should be established to document the health and safety checks required before the work can be started and the checks to be undertaken when the work is completed, e.g. hot works.

3.9 The Facilities Manager is responsible for monitoring contractors' activities whilst on site.

4. Control Of Substances Hazardous to Health (COSHH)

4.1 The College acknowledges that no substances can be considered completely safe. All reasonable steps will be taken to ensure that the exposure of employees to substances hazardous to health is prevented, or at least controlled, to within the published Occupational Exposure Limits (OEL) and Maximum Exposure Limits (MEL).

4.2 Substances requiring COSHH assessments will be identified by the Head of Chemistry, Head of Biology and the Facilities Manager (in conjunction with the Cleaning Supervisor) who will be responsible for obtaining health and safety data sheets and for undertaking COSHH assessments.

4.3 Actions identified in the COSHH assessment will be implemented by the person undertaking the COSHH assessment.

4.4 The person undertaking the COSHH assessment will be responsible for ensuring all relevant employees are informed about the COSHH assessment.

4.5 COSHH assessments will be reviewed every two years, or when the work activity changes or the constituents of the product change, whichever is sooner.

4.6 Use of chemicals for teaching will be in accordance with guidance and hazard cards produced by the CLEAPSS School Science Service.

4.7 The Head of Chemistry, Head of Biology and Facilities Manager (in conjunction with the Cleaning Supervisor) will check that new substances can be used safely before they are purchased.

5. Display Screen Equipment (DSE)

5.1 The College acknowledges that health and safety hazards may arise from the use of this equipment and that principally the risks associated with the use of DSE relate to physical (musculoskeletal) problems, visual fatigue and mental stress. The College recognises its duty under regulation, and will assess potential risks to the health of users of DSE and take appropriate action to reduce them to a minimum.

5.2 The Facilities Manager is responsible for ensuring that where appropriate, work station risk assessments are carried out and information is given to 'users' on good practice.

5.3 Re-assessments will be undertaken when there has been a change to the work environment such as after an office move.

6. Electrical Safety and Portable Appliance Testing

6.1 Electricity can cause serious burns, fires and fatal shocks. Loreto College will as far as reasonably practicable avoid danger and personal injury from electricity whether the danger be of direct electric shock or some other consequent danger such as burns, fires of electrical origin, electric arcing or explosions initiated by electricity.

- 6.2 No unauthorised electrical equipment is to be used on College premises. A piece of equipment shall only be considered to be authorised once it has passed Portable Appliance Testing (PAT) which will be indicated by a label attached to the item. PAT can be arranged by raising a ticket on the Premises Helpdesk.
- 6.3 Where appropriate, residual current devices should be used with all electrical equipment.
- 6.4 Retesting of appliances shall take place on an annual basis with a central register maintained by the Facilities Manager.
- 6.5 Spot checks on compliance with this policy will be undertaken as part of the half termly room checks. (See section 31.1.)

7. Emergency Evacuation

- 7.1 There is a possibility that individual buildings within College, or the entire College, may need to be evacuated due to a security incident, a localised or widespread fire, or other emergency. The emergency evacuation procedure will be communicated to all staff and students.
- 7.2 A full building evacuation will be practiced twice per year with an evacuation report prepared by the Facilities Manager.
- 7.3 Designated Fire Wardens are responsible for assisting with the efficient and safe evacuation of the College buildings. During an evacuation, they can be identified by their high visibility vests. Fire Wardens receive annual refresher training prior to the first emergency drill of the year.
- 7.4 A situation may arise where the College must be placed in to lockdown. The lockdown procedure will be communicated to all staff and students.

8. Fire Safety

- 8.1 To ensure compliance with the Regulatory Reform (Fire Safety) Order 2005, the College has delegated authority to the Facilities Manager as the responsible person.
- 8.2 The Facilities Manager is responsible for ensuring a fire risk assessment is undertaken for each building on the College campus. This will be reviewed annually or when a change is made to the College site that changes the outcomes of the original risk assessment. These will be stored in the Facilities Manager's office and shared with relevant members of staff.
- 8.3 Fire exits and escape routes should remain free of obstruction to ensure a quick and safe exit can be made from the building in the event of an emergency. Weekly inspections will be undertaken by the facilities team to ensure there are no breaches of this policy, however all members of staff are responsible for reporting any obstructions to the Facilities Manager via the premises helpdesk.
- 8.4 Weekly testing of the fire alarms and doors is undertaken every week. Evidence of this check is retained by the Facilities Manager.
- 8.5 Fire extinguishers are subject to an annual inspection and will be tagged with the date the inspection was completed and the date a follow up inspection is due.

9. First Aid

- 9.1 Loreto College will comply with the requirements of the Health & Safety (First Aid) Regulations 1981. The College will maintain a register of qualified designated first aiders who are able to provide assistance to staff, students and visitors. These staff will have access to first aid equipment and rooms they require in order to carry out their functions. Once a year an audit and review of the College risk assessment will be carried out to review facilities available.

- 9.2 If there is a serious injury, an ambulance should be called immediately. Once an ambulance has been called, a first aider should be requested by calling College reception.
- 9.3 First aiders can be identified by their green lanyard; a list of first aiders is also available in each room along with the procedure to be followed in the event of injury or illness.
- 9.4 First aiders must receive annual refresher training in order to remain on the list of qualified first aiders. The Facilities Manager is responsible for ensuring this training remains up to date.
- 9.5 First aid boxes are available throughout the College site. It is the responsibility of First Aiders to ensure these are adequately stocked with in date items. Responsibility for each box will be allocated by the Facilities Manager to an appropriate first aider.

10. Lone working

- 10.1 Although there is no general legal prohibition on working alone, the potential risks will be considered either as part of an overall risk assessment of a job role or activity, or as a specific risk assessment.
- 10.2 If you will be working on site alone, security must be aware of where you are on the premises and a process to undertake regular checks should be established to ensure the lone worker is safe.

11. Manual Handling

- 11.1 Loreto College acknowledges that manual handling is one of the most common causes of injury within the workplace. The College will ensure that operations which involve manual handling are reduced to a minimum and where unavoidable the risks from manual handling operations will be assessed through specific risk assessment.
- 11.2 If you have not received manual handling training, assistance to move heavy items should be requested from a person who has received such training. This can be requested via the Premises Helpdesk.
- 11.3 Roles that have been identified as requiring manual handling training to perform their day to day tasks e.g. office, will receive this training as part of the induction process. Managers can also request training via the Facilities Manager.

12. New and Expectant Mothers

- 12.1 Loreto College acknowledges that women and their newly born or unborn child are at increased risk from various physical, chemical, and biological hazards in the workplace. The employee's manager will carry out a risk assessment of the work that a woman undertakes once she alerts her line manager to being pregnant or to having a newly born child. This assessment will then be updated regularly and retained on their confidential HR record.

13. Occupational Health and Stress Management

- 13.1 Occupational Health aims to ensure that people can be as effective as possible in their work and that their health is protected. The College's aim in developing a healthy workforce is to improve the health of the employees and to ensure that people are protected from the harm to their health that certain jobs can cause. Loreto College will promote and maintain the physical, mental and social well-being of all employees and work to improve the health of employees by appropriate and effective occupational health interventions.

- 13.2 Occupational health services are provided by People Asset Management. If a manager feels it is necessary to refer a member of staff to the Occupational Health Unit, he/she should contact the HR Manager in the first instance.
- 13.3 In cases of stress, if the individual concerned does not feel he/she can approach his/her line manager, he/she may contact a counsellor by emailing counsellor@loreto.ac.uk or contact the HR Manager directly. All calls and subsequent consultations will be treated in strictest confidence.

14. Personal Protective Equipment (PPE)

- 14.1 Relevant Heads of Department will ensure that the correct PPE is made available to staff and students.
- 14.2 Relevant Heads of Department will ensure that the PPE is worn where required to ensure that health and safety controls are implemented.
- 14.3 Relevant Heads of Department will ensure that PPE is adequately maintained and will replace items that are no longer fit for purpose.

15. PREVENT Strategy

- 15.1 The implementation, monitoring and reporting processes for issues concerning the College's 'Prevent' Strategy will follow the College's Safeguarding processes. The aim of the Prevent Strategy is to outline the College's approach to supporting the national 'Prevent' Agenda linked to the safeguarding of our students and staff. The strategy is written with reference to the Prevent Duty contained within Section 26 of the Counter Terrorism and Security Act 2015. The Duty states that specified authorities including Sixth Form Colleges, in the exercise of their functions, must have "due regard to the need to prevent people from being drawn into terrorism". The Deputy Principal will monitor and discuss Prevent matters on both an operational and strategic level with CMT and make appropriate recommendations to SMT.
- 15.2 When an external visitor is invited to talk with our staff or students, they must seek prior approval by completing the Loreto College Visitor Approval Form which must be signed off by the Vice Principal or Director of Administration and College Services.

16. Prevention of the spread of infection

- 16.1 The College understands that situations can arise where someone may have an infectious condition without being aware of the problem, and that others may be at risk of this infection in certain circumstances. If a situation arises, the Facilities Manager should be contacted immediately.
- 16.2 A record should be made as part of the accident and incident reporting process as outlined in section one of this policy.

17. Provision and Use of Work Equipment (PUWER)

- 17.1 Heads of Department and other College Managers must ensure that equipment is suitable for the purpose for which it is to be used or provided and maintained in an efficient state, efficient working order and good repair. The Facilities Manager, in liaison with Heads of Department must ensure that specialist inspection contracts are maintained and the relevant certification is appropriately filed.
- 17.2 Heads of Department must ensure equipment meets health and safety standards before purchasing and should seek advice from the Facilities Manager if they are unsure of what is required.
- 17.3 The Facilities Manager shall maintain a register of all College equipment requiring regular maintenance and shall ensure effective maintenance procedures are drawn up.

17.4 It is the responsibilities of all users of such equipment to report any maintenance and repair issues to the Facilities Manager via the premises helpdesk.

18. Risk Assessment and Safety in the Curriculum

18.1 Loreto College accepts that some of its operations may, unless properly controlled, create risks to employees, learners and others. The College will ensure that all reasonably practicable measures are taken to reduce these risks to an acceptable level. The College will ensure that a suitable and sufficient assessment of the risks to the health and safety of their employees and of others who may be affected by their work, are carried out and where required, recorded. No activity, internal or external is to commence, without firstly ensuring a suitable and sufficient assessment of the risks and the implementation of its control measures exists. Where necessary, the risks must be communicated to the learner or other persons involved in the activity.

18.2 Heads of Department are responsible for conducting an annual review of their departmental risk assessments with the findings of the risk assessment reported to the Facilities Manager. Any actions arising from the risk assessment process will be implemented by the Facilities Manager with the Head of Department taking responsibility for ensuring the action is implemented.

18.3 Detailed instructions for completing a risk assessment can be found with the risk assessment documentation and templates.

18.4 Efforts will be taken to educate students about health and safety issues as and when the opportunity arises throughout the course of normal teaching.

19. Safety in the Community

19.1 Safety in the community for students is addressed by:-

- Police talks
- Tutorial activities
- Notices in assemblies
- Specific advice from the Facilities Manager

20. Safety Representatives and Committees

20.1 The Safety Representatives and Safety Committees Regulations, 1977 provide a legal framework for the nomination of such persons and committees. The College will foster and encourage co-operation between the employer and employee in the promotion, development and monitoring of the complete Safety Management System and positive safety culture operating in the College.

20.2 Employee representatives are health and safety representatives and teacher union reps and support staff union reps if appointed. Details of employee representatives can be found on staff noticeboards.

20.3 The Health and Safety Committee meets every half term to discuss health and safety matters. Issues arising from these meetings are reported to SMT.

21. Safety, Signs and Signals

21.1 Loreto College will ensure as far as is reasonably practicable that regulations and guidance are adhered to in respect of permanent and temporary signage, specifically where a risk assessment highlights that the design of building features or equipment, or methods of work adopted, still leave a residual risk which itself could be reduced significantly by a warning sign. For example, if a particular area of the College has restricted access due to building work, appropriate signage must be in place warning staff, students and visitors of this risk.

22. Security

22.1 The College, as with all public buildings, retains the potential (and possible escalation) of risk of bomb threats, hoax calls, suspect packages, threatening or undesirable intruders. Loreto College takes the physical security of its staff, students and visitors as its highest priority. The College has measures in place to protect its grounds and buildings. Refer also to arrangements for 'Visitors'.

22.2 Security is maintained by perimeter fencing, security officers stationed at College gates, CCTV, signposting and security lighting.

23. Statutory Maintenance

23.1 A register of statutory maintenance required by the College will be retained by the Facilities Manager. The register will include the following:

- Area of statutory maintenance e.g. Water Testing
- Relevant legislation e.g. Legionella
- Statutory requirement e.g. quarterly tests
- Contractor used e.g. ClearTech

23.2 The Facilities Manager will retain all certification for statutory checks on file.

24. Training

24.1 The College will train and retain an appropriate number of suitably qualified personnel to support legislation and the activities of the College. The health and safety training needs of staff is to be identified through risk assessment, College operating plans, appraisals and probation reviews.

24.2 A Health and Safety induction will be conducted by the Facilities Manager for all new members of staff. HR will be responsible for ensuring a central record is retained of this process and flagging up any gaps in records.

24.3 All employees are obliged to attend an annual health and safety INSET and to undertake any additional training as requested by the Principal.

24.4 Job specific training will be identified by Line Managers and delivered by a suitable competent individual.

24.5 Jobs requiring specific training are:

- Technicians
- Premises staff
- Office staff
- SLDD Support Staff
- Cleaners

25. Transport Safety

- 25.1 The Facilities Manager is responsible for ensuring the College mini buses are in a safe condition and are only used by those who fulfil legal and insurance requirements. The minibuses are inspected weekly by the Premises Team and any faults addressed.
- 25.2 A visual inspection will also be undertaken by the driver of the minibus each time it is taken out. The checklist is signed by the driver and returned with the keys to reception. Checklists are retained on file by the Facilities Manager.
- 25.3 The Facilities Manager is responsible for ensuring that all vehicles owned or used by the College for the purpose of transporting students to and from specified destinations, are properly taxed, insured and have valid M.O.T. certificates.
- 25.4 Approved Drivers of the minibus (and external) drivers of the minibus are only approved after they have completed a recognised minibus driving qualification (currently MIDAS). A register of all approved minibus drivers is retained by the Facilities Manager.
- 25.5 Staff using their own vehicles for College business (which could include trips or visits) need to ensure that their vehicles are roadworthy, have a current MOT if needed and are insured for social and commuting activity. Business insurance will be extended or “topped up” by the College’s policy. (See also guidance for College trips and visits.)
- 25.6 Staff and visitors should park their vehicles in the designated car parks. (For special events e.g. parents’ evenings, special arrangements will apply.)
- 25.7 A speed restriction of 5mph is in place within the College grounds at all times.

26. Trips, Visits and External Venues

- 26.1 The College acknowledges that a number of employees and students may be required to work within external venues. The hazards and risks that personnel at these sites could be exposed to vary greatly and the College accepts that it must take all reasonably practicable measures to reduce those risks to an acceptable level. In respect of enrichment activities and locations, the respective activity organisers will carry out specific assessments for all venues and record the significant findings.
- 26.2 Before an education trip can be organised, relevant approval must be sought. For overseas trips, approval is required by the Board of Governors. All other trips require the approval of the Assistant Principal – Curriculum.
- 26.3 Employees should refer to the College’s Education Trips and Visits guidance when planning a trip. This guidance (available to all staff on the College’s Intranet) indicates that any trip or visit identified as a potentially high risk trip or visit must be authorised by the Assistant Principal – Curriculum.
- 26.4 External venues used by the College for College activities are subject to a risk assessment before they are used. E.g. Our Lady’s for exams.

27. Violence at Work

- 27.1 The College is committed to ensuring that its employees are able to carry out their work at all locations and in all circumstances, with the minimum risk of encountering violent or aggressive behaviour from learners, clients or members of the public. Guidance is produced for all employees to allow them to work in a manner that should reduce the risk to themselves and to others.

- 27.2 Efforts will be made to train relevant staff in how to handle violent and aggressive situations.
- 27.3 If staff are taking students out of the building to a point where a telephone would not be easily accessible e.g. onto playing fields, then a mobile phone should be taken to ensure assistance could be summoned quickly in an emergency.
- 27.4 If staff are entering an area where there have been previous incidences of violence and/or aggressive behaviour from third parties, the possibility of providing additional staff i.e. 'doubling-up', should be considered.
- 27.5 The College will address bad behaviour, bullying and harassment by
- See student charter
 - Staff hand book
- 27.6 The College will address good student behaviour by
- Praise
 - Principal's recognition lunches
- 27.7 The College will address bullying and harassment involving staff by Referral to Heads of Departments / line managers and the Principal

28. Working at Height

- 28.1 Where appropriate, every effort will be made to minimise or eliminate the necessity to work at height, specifically from ladders and/or stepladders. Where this is not practical, all reasonable measures will be taken to ensure the safety of employees. No employee or learner will use any ladder and/or step ladder, or any other form of equipment used for working at height, without suitable training, authorisation and certification.

29. Work experience

- 29.1 The College will carry out a pre-placement audit of employers to assess the adequacy of their Health, Safety and Welfare arrangements. The College will make periodic checks of the suitability of each placement to continue to accept work experience students. Records will be maintained by the Work Placement Coordinator.

30. General Workplace Health and Safety

- 30.1 Health and safety advice is available from the Facilities Manager (ext. 355).
- 30.2 The Health and Safety Executive has a variety of health and safety resources available at www.hse.gov.uk or you could contact their helpline on 0300 003 1747.
- 30.3 Health and Safety Law posters are displayed around the College site.

31. Monitoring

- 31.1 To check our working conditions, and ensure our safe working practices are being followed we will undertake the following audit programme:
- Annual Health and Safety audit conducted by the Facilities Manager
 - Half termly room checks undertaken by Health and Safety Representatives (general rooms.)
 - Termly room checks undertaken by Departmental staff (specialist rooms).

31.2 The following reporting structure is in place:

- Accident reports, including outcomes of any investigations, to be submitted to the Finance and General Purposes Committee.
- An annual Health and Safety Report will be prepared by the Facilities Manager for the Board of Governors.