



**South Bank
Engineering UTC**

South Bank Engineering UTC

Health and Safety Policy

Policy Statement

The Board of Governors at South Bank Engineering UTC recognises its responsibilities under the Health and Safety at Work Act 1974 and other health and safety legislation to provide a safe and healthy working environment for employees, and to ensure that their work does not adversely affect the health and safety of other people such as pupils, staff, visitors and contractors.

Further operation details are given in the Health and Safety Management Plan.

The Board of Governors will ensure that effective consultation takes place with all employees on health and safety matters and that individuals are consulted before allocating particular health and safety functions to them.

Where necessary the Board of Governors will seek specialist advice to determine the risks to health and safety in the establishment and the precautions required to deal with them.

The Board of Governors requires the support of all staff to enable the maintenance of high standards of health and safety in all UTC activities.

This policy forms part of the overall health and safety arrangements at the UTC in dealing with different areas of risk. Details of how these areas of risk will be addressed are detailed in the UTC Health and Safety Management Plan.

Signed

Chair of Board of Governors
Professor Rao Bhamiddimarri

Principal
Dan Cundy

Date: June 2016

Health & Safety Management Plan

Organisational Responsibilities of the Governing Body

- Complying with Health and Safety Policy and the arrangements made therein;
- Formulating and ratifying the UTC Health and Safety Policy and Health and Safety management plan;
- Promoting high standards of health and safety within the UTC;
- Regularly reviewing health and safety arrangements (at least annually) and implementing new arrangements where necessary;
- Ensuring that the site and premises are maintained in a safe condition and that appropriate funding is allocated to this end from the UTC budget;
- Ensuring that risk assessments are made.
- All accidents are recorded and reported in an appropriate and timely manner.
- UTC activities, including those off site, which could constitute a significant risk to health and safety of employees or other persons are appropriately controlled
- Prioritising action on health and safety matters where resources are required from the UTC's budget – seeking further advice where necessary and ensuring that action is taken;
- Ensuring that this statement and other relevant health and safety documentation is available to all employees through the South Bank Engineering UTC website: www.southbank-utc.co.uk
- Active and reactive monitoring of health and safety matters within the UTC including health and safety inspection reports and accident reporting;

Responsibilities of the Principal

- Ensuring the requirements of the Occupier's Liability 1957/1984 are complied with.
- The day to day management of health and safety matters in accordance with the UTC's health and safety policy and ensuring the health and safety arrangements are carried out in practice;
- Ensuring that risk assessments are made, recorded and actioned for each one of the UTC's work activities including those off site which could constitute a significant risk to health and safety of employees or other persons;
- Ensuring that regular health and safety inspections are carried out throughout the UTC and its grounds.
- Ensuring that remedial action is taken following health and safety inspections;
- Ensuring that information received on health and safety matters is communicated in an appropriate and timely manner to appropriate parties;
- Identifying staff health and safety training needs and arranging for them to be provided;

- Monitoring the procurement and maintenance of equipment and materials and ensuring that it complies with current health and safety standards;
- Monitoring contractors and ensuring that only competent, approved contractors are engaged to work on the UTC site;
- Seeking specialist advice on health and safety matters where appropriate;

Responsibilities of the Facilities Manager

- Attending appropriate Health and Safety Training Courses that will enable the team to discharge their duties effectively;
- Promoting health and safety matters throughout the UTC and assisting the principal in the implementation of the UTC's Health and Safety Procedures;
- Ensuring that Health and Safety Manual and associated documentation on Fire, Asbestos, Water management etc. are kept up to date;
- Ensuring that the correct accident reporting procedures are followed and that where appropriate accidents, incidents and near misses are investigated;
- Arrange regular health and safety inspections and ensure follow up action is completed.
- Providing health and safety induction training;
- Ensuring that all statutory inspections are completed and records kept;
- Ensuring that emergency drills and procedures are carried out regularly and monitored for effectiveness;
- Monitoring contractors on site and ensure they consult and sign the Asbestos Register.

Senior Team and Other Line Managers

- The day to day management of Health and Safety within their department or area of responsibility in accordance with health and safety policy;
- Drawing up reviewing departmental policies, procedures and risk assessments regular (at least once annually)
- Carrying out regular health and safety monitoring inspections of the department and making reports to Head of Department or Principal where appropriate;
- Ensuring remedial action is taken following health and safety inspections
- Passing on health and safety information received to the appropriate people;

Responsibilities of all staff

- Take reasonable care for the health and safety of themselves and others when undertaking their work:
- Comply with all appropriate risk assessments and safe working practices
- Checking classrooms/work areas are safe, communicating issues to the appropriate person

- Checking equipment is safe before use; communicating issues to the appropriate person
- Ensuring safe working procedures are followed themselves, by other staff and partner adults
- Ensure safe working procedures are followed by students through effective student management and supervision as appropriate
- Co-operating with UTC Governors and Principal on all matters relating to health and safety by complying with health and safety policy;
- Not intentionally or recklessly interfering with or misusing any equipment or fittings provided in the interests of health safety and welfare;
- Ensure that they only use equipment or machinery which they are competent to use or have been trained to use;
- Ensure that the correct health and safety equipment is available and that it is fit for purpose.
- Report any faults, damage or breakages to the site team through the most appropriate channel

Students

Students, visitors and others, occupying, visiting or utilising UTC premises and its facilities, are reminded that they too have duties under the law. Students are therefore required to comply with the UTC's rules and procedures and must:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do and do not do.
- Never interfere with anything provided in the interests of securing the health and safety of staff and students such as fire alarm, fire fighting and/or security systems, etc.
- Co-operate with their coach on all health and safety matters in accordance with UTC policies, procedures and established safe systems of working.

It is therefore expected that students will act in a responsible manner at all times whilst at the UTC and always follow safety instructions and emergency evacuation procedures. Failure to follow these instructions and procedures will result in disciplinary action and may even result in dismissal (permanent exclusion) from the UTC.

Consultation and communication with staff on workplace health and safety matters

South Bank Engineering UTC will always endeavour to consult with the trades union appointed Safety Representatives and any staff elected non-union Representatives of Employee Safety, to facilitate their aims of securing the health, safety and welfare of all the employees they represent. Staff are encouraged to raise particular health and safety

concerns through either their union appointed Safety Representatives or their non-union Representatives of Employee Safety, all of whom attend the UTC's Health and Safety Committee meetings held each term. Furthermore, the UTC will also ensure that workplace health and safety matters feature as a standing item on the agenda of SLT meetings.

The function of the Health and Safety Committee and the role of the Union appointed Safety Representatives and other elected Representatives of Employee Safety (ROES)

The Health and Safety Committee

The Safety Representatives and Safety Committees Regulations 1977 stipulate that an employer must establish a safety committee within three months, if requested to do so in writing by two union appointed Safety Representatives, to act as a forum for consultation with them on workplace health and safety matters. Section 2(7) of the Health and Safety at Work etc. Act 1974 states that the function of this committee shall be 'to keep under review the measures taken to ensure the health and safety at work of employees and such other functions as may be prescribed'.

Typical activities of a Health and Safety Committee include:

- the review of incident and accident statistics and trends;
- the examination of safety audit reports and the findings of enforcing authority inspection reports;
- consideration of any reports on issues made by the safety representatives themselves;
- assisting in the development of workable safety rules and safe systems of work;
- an evaluation of staff health and safety training;
- monitoring the adequacy of internal health and safety communication and publicity; and
- evaluating revisions to the safety policy and making recommendations for further improvement, etc.

The 'Safety Representatives'

The trades union appointed Safety Representatives have the right both to make and accompany certain types of safety inspection, consult with the employer, receive safety information upon reasonable request and, undergo 'reasonable' training on health and safety matters. Furthermore, Safety Representatives have the right to be consulted 'in good time', in relation to certain key workplace changes and arrangements which could foreseeably affect the safety, health and welfare of their members.

Safety Representatives therefore have the functions of representation and consultation with the employer on health and safety matters and in particular the following, namely:

- investigation of potential hazards, dangerous occurrences and causes of accidents in the workplace;
- investigation of complaints by employees concerning health, safety and welfare matters;
- performing regular workplace inspections, having given reasonable written notice to the employer;
- representing employees in workplace consultations with inspectors of the appropriate enforcing authority, including the receipt of information/advice from them; and
- representing employees' safety interests at safety committee meetings, where any particular concerns regarding workplace safety matters, may be raised.

The 'Representatives of Employee Safety' (ROES)

The Health and Safety (Consultation with Employees) Regulations 1996 extended the consultation requirements to all employees, irrespective of their membership of a trades union. Under these Regulations the employer can either consult with such employees directly, or consult with one or more persons who have been elected from amongst their number, to represent their particular group's interests. Such persons are correctly referred to as 'Representatives of Employee Safety' rather than the customary 'Safety Representative' and although they have very similar roles to those of Safety Representatives, listed above, their statutory powers are not quite so extensive.

Safety Education

The EFA has published guidance for schools on Safety Education. This guidance shows how the curriculum for Personal and Health Education (PSHE) and Citizenship can address the issue of accidental injury and death in children and young people.

One of the aims of PSHE is to enable children to apply personal and social skills to a range of contexts in their lives. Skills in risk assessment learned in relation to preventing accidents are transferable to other issues.

This EFA guidance also sets out the general teaching requirement for Health and Safety in relation to science, design and technology, information and communication technology, art and design, and physical education, although not all of these subjects will be formally taught at the UTC.

Health and Safety Arrangements

Fire Safety

- Appropriate procedures for ensuring that safety precautions are properly managed will be formulated and disseminated to all staff. These procedures will include Fire Drills and the use of Fire Extinguishers
- The UTC's evacuation procedure will be prominently displayed in all teaching rooms, offices and curriculum areas. All staff and students must be fully conversant with the procedures for evacuation of the premises in case of a fire/bomb threat. Evacuation procedures will be tested each term. The evacuation and safety of visitors and contractors will be the responsibility of the person who they are visiting or working for
- All fire fighting equipment will be checked annually by an approved contractor and records maintained. The fire alarm will be tested weekly from different points when the site is not in use and records maintained. All emergency lighting will be tested six-monthly and records maintained.

Reporting Accidents

All employee accidents, no matter how minor, must be reported via the accident report book held at reception.

All major incidents will be reported to the Principal. Parents / carers will be notified immediately of all major injuries.

Accidents will be monitored for trends and a report made to the Board of Governors as necessary, at least annually but a termly statement will be made via the Principal's report. The Principal, or their 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) - RIDDOR

Incidents involving a fatality or major injury will be reported immediately to the Health and Safety Executive (HSE) on 0845 300 9923.

Incidents resulting in the following outcomes must be reported to the HSE via their online reporting system <http://www.hse.gov.uk/riddor/> within 15 days of the incident occurring.

- A pupil or other non-employee being taken directly to hospital for treatment and the accident arising as the result of the condition of the premises / equipment, due to the way equipment or substances were used or due to a lack of supervision / organisation etc.
- Employee absence or inability to carry out their normal duties as the result of a work related accident, for periods of 7 days or more (including W/E's and holidays).

First Aid

- First aid can save lives and prevent minor injuries becoming major ones. Under health and safety legislation, employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace.
- Department for Education good practice guide, "Guidance on First Aid for Schools" has been written to provide advice for schools on drawing up first aid policies and ensuring that they are meeting their statutory duties. In particular it includes a checklist of issues which schools may find helpful when undertaking a risk assessment. The UTC seeks to adopt this guidance on good practice
- The Principal should ensure that the number of certified first-aiders will not, at any time, be less than the number required by law. As a school we are classed as a "Low

Risk” by the HSE guidelines and therefore only need 1 FAW trained first aider per 50-100 employees (does not count students). Specific areas of the school like catering & technology may put them into medium risk and they would be 1 FAW to 50 employees.

- Sports and trips off site would need to be individually risk assessed to see if a FAW was needed for that activity. In addition, supplies of first aid material should be held at various locations throughout the UTC. These supplies should be checked on a regular basis by a qualified first-aider.

Equipment

Protective clothing/gloves/masks/helmets must be provided and used by technicians and site supervisory staff when required. Staff and students must be provided with and use protective glasses/eye shields in all workshops and laboratories. Visitors must be provided with protective clothing as appropriate.

The following equipment must be checked annually by approved inspectors or an appropriately trained member of staff:

- Fume cupboards
- All electrical appliances
- Workshop equipment, e.g. lathes, kilns
- Fixed gymnasium equipment
- Lifts
- Man-safe equipment
- Air conditioning
- Water systems

When new equipment is purchased, it is the responsibility of the departmental manager to ensure that it meets appropriate educational standards and that its installation and use conforms to Health and Safety requirements.

Equipment, materials and chemicals must be stored in the appropriate storage containers and areas. All containers must be labelled with the correct hazard sign and contents label. Managers should consider storage life when ordering new supplies. Reference must be made to COSHH and the Ionising Radiations Regulations; copies of all relevant COSHH and regulations must be kept in the relevant department and also with the Health and Safety Manager.

Housekeeping

The Estates Manager will monitor the cleaning standards of the cleaners. The standard required is laid down in the cleaning specification. Special consideration will be given to hygiene areas.

The Estates Manager will monitor the efficiency of the waste collection service. Separate provision must be made for the collection and disposal of laboratory materials (chemicals, broken glass etc.), clinical waste and normal refuse.

Visits

Educational trips and visits must be organised in accordance with the UTC's "Trips and Visits Policy and Procedures".

Minibuses

Users of minibuses must be aware of and observe the following requirements:

- The driver must have a current licence and not been involved in any accident for the past five years, be aged 25 years or over and hold a full licence in Group 'A' or PSV, if however the minibus has disabled access the driver is required to hold a full licence for over 5 years.
- Drivers of the minibus are required to complete a record form and supply a photocopy of their driving licence
- Where the transport of students is involved, drivers are required to have undertaken a drivers' assessment programme and received the resulting accreditation
- When a charge is being made to passengers, the minibus permit must be displayed in the vehicle
- Internal damage to the minibus is not covered by insurance and the responsibility for the repair lies with the individual or organisation using the minibus (the UTC will decide upon the repairer to be used)
- Only one person per seat is to be carried
- Seat belts are to be worn by all passengers and the driver at all time.
- The driver at the time when an offence was committed is responsible for the payment of fines incurred; and
- A log sheet must be taken on each journey, completed by recording the starting and closing mileage readings, detailing any defects and signing before returning, along with the vehicle keys and permit, to the UTC reception

Visitors to South Bank Engineering UTC

All visitors to the UTC must sign in at reception. Where applicable visitors will be collected from reception by the member of staff concerned or escorted to the appropriate area of the UTC.

No contractor may undertake work on the UTC site without permission from the Estates Manager other than in an emergency, e.g. fire, flooding or to make safe following theft/vandalism.

Contractors are responsible for the Health and Safety of their employees and for their safe working practices, which must not constitute a hazard to staff, students and visitors to the UTC.

Hirers of the UTC premises must use plant, equipment and substances correctly and use the appropriate safety equipment. They will be made aware of their obligations in relation to Health and Safety when making the booking.

Whilst on site, all visitors and contractors must wear an UTC visitor's badge. Any contractor's employees must wear an identifiable uniform or an identity badge at all times. Temporary teaching staff on cover duties will be required to indicate their presence in the UTC by reporting to reception.

If a member of staff meets someone on site who they do not recognise and is not wearing a visitors badge, they should, if they do not feel threatened, enquire if the person needs assistance and direct them either to the UTC reception or off the site, as appropriate.

If an intruder is uncooperative in going to the reception or leaving the site, or a member of staff feels threatened, or is threatened with violence or a violent attack takes place, immediate help from the Police should be sought by telephone. A runner to the reception for a '999' call may be the most efficient course of action.

Security

- All staff should be conscious of all aspects of the security of people and property. In particular, the emergency exit doors on the outer perimeter of the buildings should only be used in the event of emergencies and kept secure at all other times.
- South Bank Engineering UTC operates a secure perimeter during all operational hours. All gates on the perimeter should remain secure during school hours and only used in the event of emergencies.
- Maintaining security is aimed at reducing the opportunity for unauthorised persons to enter the buildings through non-designated access points. It is also necessary to be alert to the possible presence of unauthorised persons on site who may constitute a threat to staff, students and bona fide visitors and contractors.
- Key areas around and inside the buildings are covered by CCTV cameras.

Critical Incidents

- As part of its commitment for the wellbeing of staff, students and visitors, the UTC has set out a procedure which is to be adopted in the event of a critical incident occurring either on the UTC premises or on an activity away from the UTC site.
- The UTC will play its part with other partners and agencies in planning for major incidents.

Healthy Eating

It is the policy of the UTC to encourage students to adopt eating habits that are conducive to a healthy lifestyle. To this end the UTC works with the catering staff in providing menu options that support these aims.

Monitoring and Evaluation

The UTC will review this policy at least every two years and assess its implementation and effectiveness.

Date created: April 2016

Date agreed:

Date of Next Review: December 2016

REFERENCES:

HSE Website www.hse.gov.uk

HSE Five Steps to Risk Assessment - <http://www.hse.gov.uk/pubns/indg163.pdf>

HSE A Guide to Risk Assessment Requirements -
<http://www.hse.gov.uk/pubns/indg218.pdf>

Health and Safety Commission (HSC) Managing health and safety in schools £5.95

HSC Health and safety guidance for school governors and members of school boards £5.95

DfE Governance handbook: <https://www.gov.uk/government/publications/governance-handbook>

DfE Health & Safety for School Children: <https://www.gov.uk/health-safety-school-children>

DfE School Security: <https://www.gov.uk/government/publications/school-security>

DfE School Security website www.dfes.gov.uk/schoolsecurity

DfE Supporting Pupils with Medical Conditions:
<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

Gov.UK healthy eating: <https://www.gov.uk/school-meals-healthy-eating-standards>

Gov.UK First Aid in Schools: <https://www.gov.uk/government/publications/first-aid-in-schools>

HSE publications (priced and non-priced) are available from HSE Books Tel: 01787 881165

DfES guides are free from DfES publications Tel 0845 6022260

HSE's infoline is 08701 545500

HEALTH AND SAFETY LEGISLATION:

The Health and Safety at Work etc. Act 1974.

The Management of Health and Safety at Work Regulations 1999

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

EDUCATION LEGISLATION:

Health & Safety Policy

Education (School Premises) Regulations 1999
(SI 1999 No.2) School Standards and
Framework Act 1998 School Inspections Act
1996. Education Act 1996

APPENDIX 1

Department for Education Guidance

Responsibility for Health and Safety in Schools

Health and Safety at Work Law

Health and safety responsibilities derive from the Health and Safety at Work etc. Act 1974 and associated regulations. Health and safety legislation is enforced by the Health and Safety Executive (HSE).

EMPLOYER

The Health and Safety at Work etc. Act 1974 places overall responsibility for health and safety with the employer. Who this is varies with the type of school.

- For community schools, community special schools, voluntary controlled schools, maintained nursery schools and student referral units the employer is the Local Education Authority (LEA).
- For foundation schools, foundation special schools and voluntary-aided schools, the employer is usually the governing body.
- For independent schools, the employer is usually the governing body or proprietor.

The Local Authority/LEA is the employer for statutory youth groups.

Education employers have duties to ensure, so far as is reasonably practicable:

- the health, safety and welfare of teachers and other education staff
- the health and safety of students in-school and on off-site visits
- the health and safety of visitors to schools, and volunteers involved in any school activity.

EMPLOYEES

Employees have responsibilities too. The Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 apply to them as well.

Employees must:

- Take reasonable care of their own and others health and safety
- Co-operate with their employers
- Carry out activities in accordance with training and instructions
- Inform the employer of any serious risks

ENFORCEMENT

The HSE enforces health and safety law relating to the activities of LEAs and schools.

Because the employer is responsible for health and safety in the workplace and on work activities the HSE will normally take action against the employer. However, in some circumstances, for example where an employee failed to take notice of the employers policy or directions in respect of health and safety, the HSE may take action against the employee as well or instead.

RESPONSIBILITY OF ALL SCHOOLS

The employer must have a health and safety policy and arrangements to implement it. The Health and Safety at Work etc. Act 1974 applies. Key elements of a health and safety policy are listed below; this is not a comprehensive list.

Employers must assess the risks of all activities, introduce measures to manage those risks, and tell their employees about the measures. The Management of Health and Safety at Work Regulations 1999 apply.

In practice, employers may delegate specific health and safety tasks to individuals (LEAs may delegate specific tasks to schools). But the employer retains the ultimate responsibility no matter who carries out the tasks. The employer should therefore maintain an audit track, making clear who is doing what and confirming that these tasks are being carried out.

Key Elements of a Health and Safety Policy

- A general statement of policy
- Delegation of duties as allocated tasks
- Arrangements made to put in place, monitor and review measures necessary to reach satisfactory health and safety standards
- Training of staff in health and safety including competence in risk assessment
- Off-site visits including school-led adventure activities
- Selecting and controlling contractors
- First-Aid and supporting students' medical needs

- School Security
- Occupational health services and work-related stress
- Consultation arrangements with employees
- Workplace safety for teachers, students and visitors
- Violence to staff
- Manual handling
- Slips and trips
- On site vehicle movements
- Management of asbestos
- Control of hazardous substances
- Maintenance and when necessary examination and test of plant and equipment such as electrical equipment, local exhaust ventilation, pressure systems, gas appliances, lifting equipment and glazing safety.
- Recording and reporting accidents to staff, students and visitors - including those reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).
- Fire safety, including testing of alarms and evacuation procedures
 - Dealing with health and safety emergencies - procedures and contacts