

Health and Safety Policy

(Reviewer: Darren Carpenter, Approved by the School Council March 2024)

Policy Review

Reason	Revision	Date	By
Defibrillator locations updated		June 2019	
Annual review & update including instructions for home working		October 2020	MIRA / SAH
Update following legal review. Approved by Council 11/3/21		January 2021	SAH / GAR
First aid instructions amended in line with allergen management policy		March 2021	SAH
Annual review & update		March 2022	MIRA
Annual review & update		February 2023	DRC

1. Policy and Introduction

1.1 Statement of Intent

Hurstpierpoint College ('the College') places the utmost importance on health and safety and undertakes to conduct its activities in such a way as to ensure, so far as reasonably practical, the health and safety of its pupils, employees, visitors and contractors, and any members of the public who may be affected by the College's activities.

The College recognises its duty of care under the Health and Safety at Work Act 1974 and associated legislative requirements which apply in the workplace.

The aim of this Policy is to establish clear arrangements to create a safe and healthy working environment in compliance with appropriate Health and Safety legislation.

To achieve these objectives, particular attention will be paid to the provision of:

- Healthy working, living and studying environments and welfare facilities;
- A safe place of work with safe access and egress;
- Arrangements for the identification of hazards and the control of risks;
- Adequate information, instruction, training and supervision, to enable those affected to contribute to their own health, safety and welfare whilst at work and remain competent in their roles for purposes of the health, safety and welfare of others;
- Arrangements for the safe use, handling, storage and transportation of articles, materials and substances;
- Arrangements for the prevention and reporting of accidents and incidents;
- Appropriate first aid treatment for those injured whilst on College premises;
- Arrangements for the emergency evacuation of premises;
- Safe and well maintained plant and equipment;
- Competent health and safety advice to comply with health and safety legislation;
- Continuous monitoring and review of the College Health and Safety Policy, procedures and arrangements as necessary.

The College Health and Safety Policy will be supported by additional policy and related documents, as are considered necessary by the Health and Safety Manager, to meet health, safety or welfare needs.

2. Implementation and Consultation

2.1 Introduction

The successful management of Health and Safety requires the co-operation and involvement of all members of the College community.

Due to the constantly changing workplace environment, it is impossible to write rules for every aspect of Health and Safety at Work. However, if you read, understand and follow the health and safety arrangements contained within this manual, you will be helping to comply with your legal duty and will contribute to the safe running of the college.

2.2 Estate Committee

The Estate Committee will monitor Health and Safety matters on behalf of the Governors. It will review compliance with legislation, policies, procedures, and resourcing; and will review the College Health and Safety Policy annually.

2.3 Health and Safety Committee

The Health and Safety Committee is responsible for seeking to ensure that the Health and Safety Policy is properly and fully implemented across the College and for reporting and making recommendations to the Estate Committee.

Each member of the Health and Safety Committee is responsible for a part or aspect of the College, thus ensuring coverage of all areas of operation. The Committee will meet at least once each term.

The Health and Safety Committee also:

- Reviews and updates the Health and Safety Policy as necessary and at least annually and reports and makes recommendations to the Estate Committee
- Reviews as necessary (and at least annually) compliance with legislation and health and safety practices, procedures and resourcing across the College; and recommends updates and improvements to the Estate Committee.
- Monitors the communication and publicity of Health and Safety information across the College community and identifies and implements ways of improving perception and culture.
- Provides members of staff with a means of raising serious issues of concern, including issues which may not have been resolved satisfactorily at a local level.
- Monitors accident and incident statistics; identifying patterns and discussing possible ways of reducing accidents.
- Reviews fire alarm activations and identifies changes to the physical estate and to operational procedures to reduce risk and the number of false alarms.
- Reviews and identifies training needs and ensures that the Competency Matrix is up to date and that any necessary training is carried out.
- Reviews and identifies risks and risk assessment needs, and ensures that the Risk Assessment Register is up to date and that all necessary reviews are carried out.
- Identifies improvements, priorities and initiatives, and the resources necessary to manage risks and improve the Health and Safety performance and management; and makes recommendations to the Estate Committee to implement and obtain budgetary approval for any changes.
- Sets up and monitors working parties as appropriate on specific issues.

- Undertakes any other Health and Safety related review or activity requested by the Estate Committee.

2.4 Consultation

The College will arrange such meetings and other events as necessary to monitor, inform, advise, and instruct staff on Health and Safety requirements.

- Training and consultation for the whole staff will generally take place during INSET sessions, or may involve the Staff Consultative Committee, or meetings of Heads of Departments or House staff, or other groups as necessary.
- Health and Safety training on specific issues takes place as required.
- All staff must read the Health and Safety Policy Manual whenever significant changes are made and at least annually.
- The Policy Manual is available online in the Health and Safety section of Hurst Online.

3. Organisational Responsibilities

3.1 Introduction

The College understands that establishing a clear definition of responsibilities and relationships will promote effective implementation of Health and Safety arrangements; therefore, specific responsibilities and duties are outlined below.

3.2 College Governors

The Council of Governors has responsibility for the oversight of Health and Safety and monitoring of the effectiveness of this Health and Safety Policy. The Council seeks to ensure, so far as reasonably practicable, the health and safety of the College community and its visitors and shall:

- Review and approve the tenor of the College Health and Safety Policy Manual on an annual basis.
- Take all reasonably practical steps to ensure appropriate financial and physical resources are available to implement the Health and Safety Policy.
- Seek to ensure so far as is reasonably practicable that the Head of College, Chief Operating Officer and Chief Financial Officer are aware of their responsibilities under health and safety legislation and that they and the Estates Committee are effectively implementing the arrangements in this Health and Safety Policy Manual.
- Nominate a Governor as Health and Safety Champion to carry out the duties in 3.3; and
- Include health and safety as a regular item on the Council meeting agenda.

3.3 Health and Safety Champion

The Governor nominated as Health and Safety Champion will:

- Attend meetings of the Estate Committee.
- Report to the Council on matters concerning health and safety reporting to him/her through the Estate Committee.
- Seek to ensure the College Health and Safety Policy Manual is reviewed and updated at least annually by the Health and Safety and the Estate Committees and refer the updated Policy to the Council for review and approval.
- Receive and review all minutes of the Health and Safety Committee.
- Regularly liaise with the Head of College, Chief Financial Officer, Chief Operating Officer and Health and Safety Manager about the implementation of the Health and Safety Policy.

3.4 Specific Individual Responsibilities

3.4.1 Chief Financial Officer

The Chief Financial Officer will:

- On behalf of the Governing body and Head of College, be responsible for the management of health, safety, and welfare in the College and to ensure compliance with the Health and Safety Policy.
- Seek to ensure the implementation of this Health and Safety Policy.
- Monitor the effectiveness of this Health and Safety Policy Manual and report back to the Council of Governors as appropriate.
- Organise and arrange the formation, membership, meetings and work of the Health and Safety Committee.
- Meet weekly with the Health and Safety Manager to discuss any significant Health and Safety issues.
- Comply with 3.4.18.

3.4.2 Senior Management Teams

The Senior Academic Staff, i.e. the Senior Management Teams in the Senior and Prep Schools shall:

- Ensure their staff adhere to all relevant provisions within the Health and Safety Policy and its associated procedures and documentation.
- Alongside the Human Resources team, ensure that during the recruitment and selection process, essential and desired skills and competencies are identified and evidenced.
- Ensure that suitable arrangements are in place for the effective communication and exchange of information pertaining to health, safety and welfare matters with their staff, pupils, Health and Safety Committee members, contractors and others who may be affected by their activities.
- Identify and implement appropriate training programmes for staff to allow them to continue in their role safely and to a competent level and pass records of training undertaken to Human Resources.

- Review on a regular basis the Competency Matrix for their staff, advising the Health and Safety Manager of any necessary changes.
- Ensure that any outstanding training is carried out as soon as practicable.
- Ensure suitable and sufficient risk assessments are carried out for the areas for which they are responsible, and hazards have been eliminated, substituted or controlled. Such risk assessments include but are not limited to COSHH, Lone Working, Visits and Trips, Manual Handling and Display Screen Equipment.
- Review on a regular basis the Risk Assessment Register located in Hurst Online and ensure that any outstanding assessments are carried out as soon as practicable.
- Ensure risk assessments are reviewed at least every two years; and whenever there is a change to the system/area which may detrimentally affect the health and safety of others, or when a serious accident/incident occurs.
- Ensure that any plant, machinery and equipment under their control is regularly inspected and maintained in accordance with manufacturers and statutory requirements.
- Monitor the area(s) for which they are responsible to ensure that all control measures and other health and safety requirements are being complied with.
- Remove from use equipment which is faulty.
- Liaise with the Director of Estates and Estates Manager prior to purchasing significant equipment, to allow due consideration of applicable statutory provisions.
- Ensure health and safety matters are considered when new or improved technology is introduced to an area, or when there are changes to systems of work.
- Ensure, so far as reasonably practicable, that all equipment, devices, and areas used by persons under their responsibility are safe, appropriately guarded and free from defects that may cause injury.
- Liaise with the Human Resources and the Health and Safety Manager when assessing an employee's fitness to return to work after absence.
- Ensure that Heads of Departments and Housemasters/mistresses carry out Health and Safety Inspections using the appropriate pro-formas.
- Comply with 3.4.18.

3.4.3 Director of Estates

The Director of Estates will:

- Be responsible for the fabric of the school and its plant and equipment, ensuring it is surveyed, maintained and inspected by qualified professionals with support from the Estates Manager (except for sports equipment where responsibility remains with the Director of Sports).
- Ensure the Estates Manager produces a maintenance schedule of all school plant and equipment according to supplier and legislative requirements.

- Receive and prioritise reports of defects and hazards in the fabric the College, determine the appropriate action and make arrangements (so far as is reasonably practicable) for the defects and hazards to be eliminated, reduced or controlled.
- Oversee, in consultation with the Estates Manager and the appropriate line manager (defined as the person with responsibility for an area, department or persons) the installation of new equipment and services and ensure compliance with statutory provisions.
- Ensure all premises features (e.g. structural components, fire doors, partitions etc.) and equipment provided in connection with assuring fire safety is maintained, by a competent person, in a fit and efficient state, in efficient working order and in good repair.
- Ensure all new and refurbished areas are so designed to ensure compliance with this policy and the requirements of any relevant fire-safety legislation and British Standards (compartmentation, detection).
- Ensure necessary risk assessments are carried out for the areas under his/her control.
- Review the Risk Assessment Register on a regular basis, advise the Health and Safety Manager of any necessary changes and ensure that any outstanding assessments are carried out as soon as practicable.
- Identify and implement appropriate health and safety training programmes for maintenance and grounds staff to allow them to carry out their roles safely and to a competent level, as evidenced by written records located in their personnel files.
- Review the Competency Matrix on a regular basis, advise the Health and Safety Manager of any necessary changes and ensure that any outstanding training is carried out as soon as practicable.
- Ensure that, where appropriate, health surveillance is provided and undertaken.
- Ensure electrical equipment is installed, tested, and inspected in accordance with statutory provisions and guidance,
- Ensure an Approved Contractor list is kept up to date and all contractors engaged by the Estates Team comply with the requirements of the Contractor Management Policy.
- Work with the Health and Safety Manager to ensure maintenance of all fire equipment throughout the College; the provision of approved fire instructions and safety signs; a programme is in place for the periodic testing of fire alarms, emergency lighting, fixed electrical installations and portable appliances (in accordance with current legislation).
- Work with the Estates Manager to ensure the College has taken adequate preventative measures against the propagation and spread of Legionellosis to the HSE standard: ACoP L8, 'The control of legionella bacteria in water systems' and to ensure compliance with the Management of Legionella Policy.
- Organise and take responsibility for a Fire Action Response Team to investigate fire alarm activations when alerted by the monitoring station.
- Comply with 3.4.18.

3.4.4 Health and Safety Manager

The Health and Safety Manager is responsible for:

- Supporting the Head of College, Chief Financial Officer and Chief Operating Officer in seeking to ensure (so far as is reasonably practicable) the continued health, safety and welfare of all pupils, staff and visitors to the site, and compliance with all health and safety legislation and the Health and Safety Policy.
- Advising the Head of College, Chief Financial Officer Chief Operating Officer and the Estate and Health and Safety Committees, taking such professional advice as is reasonably necessary, the review and updating of the Health and Safety Policy; compliance with health and safety legislation; areas which, in his opinion, the College could or should improve to comply with health and safety legislation.
- Reporting all matters of concern to the Head of College, Chief Financial Officer and Chief Operating Officer and, if not addressed in a timely fashion, to the Estate and Health and Safety Committee.
- Providing health and safety advice to all members of staff, seeking to ensure legal compliance.
- Obtaining details of necessary updates to the Competency Matrix from all departmental heads in Michaelmas term, advising the Chief Financial Officer, Health & Safety Committee and Estate Committee of gaps and the reasons for them; and in liaison with Human Resources auditing the training records at least annually.
- Providing guidance on specific health and safety issues affecting pupils or staff, including the disabled and those with serious medical conditions.
- Ensuring that Heads of Departments and Housemasters/mistresses carry out Health and Safety Inspections using the appropriate pro-formas.
- Carrying out necessary health and safety induction training for new and existing staff.
- Arranging an annual health and safety audit, reviewing the findings of the audit, and putting necessary action plans into place.
- Maintaining a comprehensive, up to date Asbestos Register.
- Ensuring effective fire safety management by:
 - carrying out fire risk assessments (every 2 years or when significant changes occur).
 - carrying out fire safety checks on high-risk areas of the College.
 - ensuring that necessary fire safety inspections are carried out by Heads of Departments and Housemasters/mistresses.
 - update the Fire Risk Management Spreadsheet as required.
 - providing a review of the fire alarm activations to be reported to the Health and Safety Committee.
 - being part of the Fire Action Response Team to investigate Fire Alarm Activations when called by the monitoring station.

- Liaising with the local enforcement authorities such as the HSE, the Local Authority and West Sussex Fire and Rescue Service on matters relating to health and safety.
- Liaising with the Catering Manager and, where necessary, the local enforcement authorities on matters relating to health and safety in the kitchens.
- Training and supporting Line Managers in undertaking risk assessments.
- Maintaining, developing, and updating the Risk Assessment Register; reviewing it with all departmental heads annually and advising the Chief Financial Officer Health & Safety Committee and Estate Committee of gaps and the reasons for them.
- Working with Human Resources and Heads of Departments to ensure new staff (including contractors) are satisfactorily trained and inducted in health and safety matters.
- Ensuring that all construction and maintenance projects and functions carried out comply with the College's responsibilities as "Client" under the Construction Design Management Regulations 2015.
- Analysing accident statistics, taking appropriate action, and reporting to the Health and Safety Committee and the Estate Committee.
- Reporting all accidents which come under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (amended 2012), to the Chief Financial Officer as soon as possible and to the HSE Incident Contact Centre within the required time limits.
- Organising, taking minutes, and circulating minutes of meetings of the Health and Safety Committee.
- Amending the Health and Safety Policy to ensure it remains effective and informing the Health and Safety Committee when this is carried out.
- Ensuring compliance with the College's First Aid Policy and to liaise with the member of teaching staff responsible for staff training and Human Resources as appropriate, to ensure the necessary First Aid training is undertaken, but not to arrange training.
- Reviewing and auditing annually the health and safety and hygiene policies and practices of the Catering Contractor to ensure that they are satisfactory.
- Complying with 3.4.18.

It is not the responsibility of the Health and Safety Manager to absolve any other person of their duties and responsibilities under the Health and Safety at Work etc Act 1974 and associated regulations.

3.4.5 Human Resources

The Human Resources team shall:

- Provide advice during the recruitment and selection procedure when requested, and assist the line manager in the production of a Person Specification which defines desired and essential skills.
- Work closely with the Health and Safety Manager and other line managers to ensure that new staff (including contractors) are effectively inducted to the College and that written records of this induction are completed.

- Ensure that all training records and evidence of competency are filed in the relevant personnel files and, in liaison with the Health and Safety Manager, audit the Competency Matrix against the training records at least annually.
- Arrange first aid training for support staff.
- Ensure that all new members of staff receive a copy of the Health and Safety Policy.
- Comply with 3.4.18.

3.4.6 Heads of Department, Teachers and Line Managers

Heads of Department (HoDs), Teachers and Line Managers shall:

- Ensure those under their control (including new staff and any contractors they engage) are appropriately inducted and a written record kept of this induction. Such an induction shall include, but is not limited to:
 - the specific workplaces and working activities undertaken.
 - the specific plant, equipment, materials and substances in use and any related hazards, safety advice and safety rules.
 - the location of risk assessments and all relevant documentation pertaining to their role.
 - emergency arrangements including sound of fire alarm, location of fire exits and action signs, call and assembly points, and the evacuation procedure for any areas they will be located.
 - accident reporting procedures.
 - how to report any shortfall in safety arrangements including the job request system.
 - ensuring familiarity with the appropriate sections of the Health and Safety Policy Manual.
- Ensure their staff adhere to all relevant provisions within the Health and Safety Policy and its associated procedures.
- Review safety training needs and the Competency Matrix with their reports regularly, ensure that any outstanding training is carried out as soon as practicable and that evidence of training is lodged with the Human Resources team.
- Keep themselves up to date with safety innovations and works methods applicable to their role.
- If required, ensure suitable and sufficient risk assessments exist for the areas or activities for which they are responsible. Such risk assessments include but are not limited to COSHH, Lone Working, Visits and Trips, Manual Handling and Display Screen Equipment.
- Ensure risk assessments are reviewed in accordance with the risk assessment policy; and whenever there is a change to the system/area which may detrimentally affect the health and safety of others or when a serious accident/incident occurs.

- The Director of Sports must ensure that each sport has a separate and up to date risk assessment, that the Competency Matrix includes the necessary training for coaching or refereeing each sport where this is required for the health and safety of participants, that such training has been provided and that compliance with the risk assessment is monitored and reviewed.
- Seek to ensure there is adequate first aid cover in the areas for which they are responsible.
- Where appropriate, ensure that all plant, machinery, and equipment under their control is regularly (i.e. at least termly) inspected, maintained in accordance with manufacturers and statutory requirements, and a record kept of the inspection and findings.
- Liaise with the Estate Manager prior to purchasing significant equipment to allow due consideration of applicable statutory provisions.
- Monitor the area(s) for which they are responsible to ensure that all control measures and other health and safety requirements are being complied with.
- Ensure health and safety matters are considered when new or improved technology is introduced to an area, or when there are changes to systems of work.
- Ensure, so far as practicable, all equipment, devices and areas used by persons under their responsibility are safe, appropriately guarded, and free from defects that may cause injury.
- Immediately remove from use equipment with defects that may cause injury.
- Make regular contact with anyone under their control who may be working at home.
- Where appropriate, liaise with the Human Resources and the Health and Safety Manager when assessing an employee's fitness to return to work after an absence.
- For the HoDs of high risk activities, a Departmental Compliance Report should be completed termly.
- Comply with 3.4.18.

3.4.7 House Masters/Mistresses

The HoMs shall:

- Ensure that all pupils in their charge know the fire evacuation procedures including the sound of the fire alarm, location of assembly points and importance of using the nearest fire exit.
- Ensure that a night-time test evacuation occurs in the first 3 weeks of every term.
- Ensure the Health and Safety Manager is notified immediately of any issues arising out of fire evacuations:
- Ensure entrances to their House are secure and fire exits, and escape routes are always clear from obstruction.
- Ensure that fire extinguishers are in their allotted place and not used to prop open doors.
- Ensure that fire doors that are expected to remain closed are never propped open, e.g. by means of wedges or heavy objects.

- Carry out a termly Health and Safety Inspection of their House and act on any findings.
- Use the job request system to identify and follow up improvements within the House.
- Ensure that a member of their House staff is first aid trained.
- Ensure that they instruct pupils in their House with allergies that they must obtain their food from the allergens counters in the serving areas during mealtimes, having made themselves known to the catering team Allergen Champions in accordance with the Allergen Management Policy.
- Comply with 3.4.18.

3.4.8 Grounds Manager

The Grounds Manager shall:

- Ensure the safe condition of the grounds and outside sporting areas.
- Ensure that all equipment used is appropriate for the task, properly maintained and in good order, and that all staff using it are properly trained.
- Monitor Vibration of equipment used by the team, reducing vibration where possible.
- Monitor the weather conditions and grit and salt high-risk areas of the College before general use, in accordance with the snow plan.
- Ensure adequate stocks of grit and salt are held.
- Comply with 3.4.6 and 3.4.18.

3.4.9 Director of Activities and Service

The Director of Activities and Service shall:

- Ensure that extra-curricular activities that do not fall within the remit of the Director of Sport or the Deputy Head responsible for Co-curricular activities have been risk assessed and liaise with the Educational Visit Co-ordinators regarding matters of health and safety.
- Ensure that College employees working at locations under the control of other employers are given relevant health and safety information.
- Comply with 3.4.6 and 3.4.18.

3.4.10 Educational Visit Co-ordinator(s)

The Educational Visit Co-ordinator(s) will:

- Assign and assess competent people to lead or supervise all visits.
- Work with the organiser/leader to obtain the consent/refusal of parents and to provide full details of the visit beforehand so that parents can consent or refuse on a fully informed basis.
- Organise the necessary emergency arrangements and ensure there is an emergency contact for each visit.
- Review systems and, on occasion, monitor practice.

- Comply with 3.4.18.

3.4.11 Head of Futures

The Head of Futures will:

- Ensure that risk assessments are undertaken for pupils on work experience and that the individuals concerned receive necessary health and safety advice and are inducted efficiently.
- Comply with 3.4.18.

3.4.12 Transport Manager(s)

The Transport Manager(s) shall:

- Ensure vehicles used for college business are inspected, maintained, fit for purpose, and driven by competent persons.
- Continually review the drivers of college vehicles to ensure they remain competent and act on any incidents which may have health and safety implications.
- Ensure staff comply with section 4.6 of the Health and Safety Policy.
- Have due regard to and, as far as possible, ensure compliance with published best practice guidelines on matters of driver and vehicles safety.
- Comply with 3.4.6 and 3.4.18.

3.4.13 Campus Manager

- Be responsible for the security of the site.
- Ensure that the lock-up is completed nightly (whether by the housekeeping team or other members of staff or external contractors as appropriate),
- Be part of the Fire Action Response Team during term time and to investigate Fire Alarm activations when called by the monitoring station.
- Comply with 3.4.18.

3.4.14 Housekeeping Manager,

The Housekeeping Manager, in conjunction with the Domestic tender lead will:

- Ensure that all premises are cleaned safely without leaving areas in a condition which could be hazardous to pupils or staff.
- Ensure that Hazardous Substances Risk Assessments are carried out.
- Ensure fire exits and escape routes are always clear from obstruction.
- Ensure that fire extinguishers are in their allotted place and not used to prop open doors.
- Ensure that fire doors that are expected to remain closed are never propped open, e.g. by means of wedges or heavy objects.

- In accordance with the Management of Legionella Policy, ensure that all toilets are flushed regularly, shower heads are cleaned, taps are run to prevent a build-up of stagnant water, and all cleaning staff undertake legionella training.
- Ensure that electrical equipment in use in pupil accommodation complies with the rules for Electrical Equipment (s 4.6) and report items that do not.
- Ensure that there are adequate staff as required by the Campus Manager to lock up at night-time and that a Lone Working Risk Assessment has been completed for this activity.
- Comply with 3.4.6 and 3.4.18.

3.4.15 Sports Facilities Manager

The Sports Facilities Manager will:

- Ensure that sporting facilities are safe to use, and that equipment has been regularly maintained in accordance with the manufacturer's instructions and is fit for purpose.
- Comply with 3.4.6 and 3.4.18.

3.4.16 Senior Nurse

The Senior Nurse is responsible for:

- In conjunction with the Health and Safety Manager, ensuring compliance with the College First Aid Policy and Procedures.
- Keeping adequate records of pupils' health and welfare needs, including any information provided by the parents (such as drug reactions, major allergies, and notable medical conditions) and ensuring that this information is disseminated to staff with pastoral responsibilities.
- Ensuring that the boarding pupils' records include details of the persons with parental responsibility for the pupil, including contact details, any other emergency contact arrangements, and any court orders affecting parental responsibility or the care of the pupil.
- Undertaking Risk Assessments for all pupils with serious medical conditions.
- Treating minor injuries, completing the appropriate Accident Report Form, and sending this form to the Health and Safety Manager immediately.
- Ensuring that first aid boxes are available at all locations listed in Appendix B are kept fully stocked and in date.
- Comply with 3.4.6 and 3.4.18.

3.4.17 Catering Contract Director

Sodexo is responsible for its employees and all tasks involved with the catering at the College and for compliance with all health and safety and food hygiene requirements.

In addition to ensuring compliance with Sodexo's Health and Safety policies and procedures the Catering Director will:

- Ensure compliance with the College's Food Allergens Policy and procedures.
- Report any premises or equipment-related health and safety concerns immediately to the Health and Safety Manager.

3.4.18 All Employees

It is the responsibility of all employees (and the conditions of employment) to read and comply with the College's Health and Safety Policy. This includes:

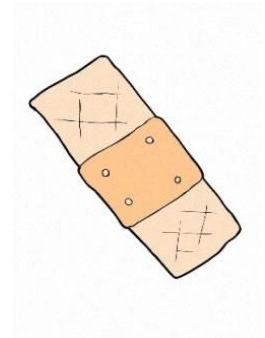
- Taking reasonable care for the health, safety and welfare of themselves and others who may be affected by their acts or omissions whilst involved in college activities.
- Co-operating with the College and colleagues to ensure compliance with any imposed legal duty or requirement.
- Not interfering with or misusing (whether intentionally or recklessly) anything provided in the interests of safety.
- Keeping fire escape routes and fire exits clear.
- Reporting hazardous shortcomings in health and safety arrangements – including any shortcomings in departmental risk assessments – to their line manager for action.
- Taking such action as may be necessary to ensure the safety of pupils, including preventing or correcting pupils accessing areas of the campus which are off-limits (as defined in the Pupil Guide);
- Informing the Medical Centre of any ill-health issues which may affect their own health and safety, or that of others while they undertake their role.
- Keeping any personal medication secure and away from pupils.
- Reporting accidents and incidents promptly.
- Reading the Material Safety Data Sheet for any hazardous substance before use.
- Using correct manual handling procedures when lifting, carrying, or moving loads.
- Being fully aware of the risk assessments particular to their department.
- Ensuring they know and understand all risk assessments relevant to any tasks they perform.
- Ensuring that specific risk assessments are completed when necessary, including but not limited to: any hazardous lifting activity which could cause harm; whenever using a hazardous substance or carrying out a potentially hazardous activity; when going on a visit or trip; or if using a visual display unit for more than an hour a day;
- Ensuring that before undertaking any activity they have received any necessary training as identified in the Competency Matrix or the relevant risk assessment.
- Ensuring that any protective/preventive measures identified by risk assessments are complied with including, but not limited to, Safety Signage, Safe Systems of Work, Emergency Procedures, Guarding and Personal Protective Equipment (PPE); and
- Using any equipment provided for their health and safety in accordance with the training given and manufacturer's instructions.

- Carrying out pre-use inspections on any potentially hazardous items of equipment before use and taking out of action any equipment which could potentially be hazardous, informing the line manager responsible; and
- Maintaining any equipment in accordance with the manufacturer's instructions or training given but not carrying out maintenance unless training has been provided.

4. Specific Health and Safety Rules

4.1 Accident Reporting

You are required to co-operate with this policy by following the reporting procedures shown below:



4.1.1 Reporting Injuries

If you have an accident, report it immediately using the accident report form on HS Sharepoint.

You must also ensure that this is recorded if a pupil you are responsible for, has an injury.

4.1.2 Reporting Near-Miss Incidents

All details of near-miss incidents must be reported to the Health and Safety Manager immediately, including any event that result in damage to property and any event that **might** have caused injury to yourself, others, or damage to property.

4.1.3 Location of Accident/Incident/Near Miss Record

On Hurst Online, links below.

[Accident Report Form](#)
[Near Miss Form](#)

4.1.4 First Aid

Ensure you know the first aiders and location of first aid boxes while undertaking duties as a member of staff on site and during visits. If you require First Aid Training, contact Human Resources.

4.1.5 Accident/incident/near miss investigation

In the case of a serious injury, incident, or disease (including 'near misses'), for example one needing to be notified to insurers or reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, the following procedure is to be followed:

- Care for the injured person and contact the emergency services where necessary.
- Control the hazards and secure the incident site, if safe to do so.
- Complete the Online Accident Report Form.
- The Chief Financial Officer may obtain specialist health and safety legal advice before commencing an investigation. In appropriate cases, the specialist lawyer will commission an investigation and report for the dominant purpose of the conduct of anticipated litigation. Such reports will be protected by legal privilege and circulation of the full report will need to be restricted, although details of any remedial actions may be circulated more widely as appropriate.
- The Chief Financial Officer will inform the College's insurers.

4.2 Alcohol and Drugs

The College recognises that the effects of alcohol or drugs at work can create serious health and safety risks, to such an extent that they may affect an employee's or a pupil's performance, conduct and relationships.



The risk of injuries and accidents can be reduced if you adopt the following precautions:

- Do not come to work under the influence of alcohol or non-prescribed drugs which may affect your role.
- Check with your doctor, pharmacist, or Patient Information Leaflet about the side-effects of prescribed medications.
- Inform your Line Manager or Human Resources of medication you have been prescribed which you think may affect your role.
- If you suspect a colleague may be suffering from alcohol or drug abuse, inform the Chief Financial Officer's office – do not "protect" them by keeping silent.
- Ask for help if you feel that matters are beyond your own control.

4.3 Asbestos

- Asbestos was used in buildings before 2000 and asbestos is present in several of the College buildings constructed before then. The Control of Asbestos at Work Regulations 2012 requires the College to undertake surveys, the results of which tell us where asbestos-containing materials ('ACM's) are located on campus.

- These surveys have helped inform the Asbestos Location Floor Plan located on Hurst Online in the Health and Safety section. There is also further information and training on Hurst Online.
- If you see the label on the right, DO NOT disturb the material to which it is fixed. If you believe you may have uncovered asbestos contact the HS Manager immediately who will take a sample.
- In the unlikely event you contaminate your clothing with asbestos dust, do not walk through campus buildings; take the contaminated clothing off; roll it up, place it in an airtight bag and phone the HS Manager.
- Please be aware that before any development work is undertaken a survey of the area being worked on must be carried out in case there are any ACM present which was not identified in the management survey, and which could be disturbed or uncovered by the work.



If you are unsure about any material, then contact HS Manager who will take sample to be tested.

4.4 Contractors: Safe Working

Contractors include individuals or organisations engaged by the College to carry out work using their own expertise and competence:

- If you are responsible for bringing a contractor on site, you must ensure they have been assessed as competent using the **Contractor Competency Questionnaire (CON 01)**.
- All contractors must be inducted using the **Construction Phase Plan – Induction (Con 03)** and always have their visitor badge on display. Any contractor who has not been DBS checked must be supervised while on site.
- You must ensure that a Refurb and Demo survey is carried out before any work is undertaken which could disturb Asbestos Containing Materials.
- You must check the work being undertaken intermittently and on completion, noting any issues or snags on the construction phase plan, and ensuring they are actioned or corrected before the work is signed-off or payment made.

4.5 Critical Incident

In the event of a critical incident, for example, an armed intruder on site, a siren will sound. On hearing the siren, all staff must immediately check their work email account for further information and instructions.

4.6 Display Screen Equipment (DSE)

Hurstpierpoint College is committed to ensuring the safety and wellbeing of all its employees and pupils whilst working with display screen equipment.



4.6.1 Training and DSE Assessment

You must carry out a **risk assessment** every time you move to a new desk. This will apply particularly if you are working from home.

4.6.2 Eye Tests

If you require a DSE eye test, complete the DSE Risk Assessment and inform your Line Manager.

“There is scientific evidence that identifies that repeated and prolonged use of handheld devices such as smart phones and tablet computers can cause medical conditions. For this reason, it is recommended that you avoid using any such devices issued by the Company in this manner and that you always adopt a good posture.”

4.7 Driving

Employees driving on college business, whether in college-owned or any other vehicles, must observe the following:



4.7.1 Eligibility

Those driving on college business must:

- Must have completed the Staff Driving Declaration Form. [Staff Driving Declaration \(office.com\)](#)
- Be between the ages of 21 and 70 (or between 17 and 70 for agricultural vehicles).
- Have no more than 6 penalty points on their driving license; and
- Present their license (photo card) to the Transport Manager on an annual basis for vetting.
- Take eye tests at least every two years and update prescriptions when necessary.

4.7.2 Minibuses

You may not drive a minibus without either:

- Having passed a PCV test; or
- Holding a valid driving license with a class D1 entitlement and having been assessed as competent by the College’s driving instructor; or

- Holding a valid UK driving license with a class B entitlement for at least 2 years and having been assessed as competent by the College's driving assessor and providing that the vehicle has a gross vehicle mass of no more than 3500 kg (i.e. normally no more than 14 passenger seats). All College minibuses, including those on temporary hire, must display a permit issued in accordance with Section 19 of the Transport Act 1985.

4.7.3 Mobile Phones

- The use of hands-free mobile phones whilst driving is discouraged and must be restricted to essential business calls only.
- The use of other mobile phones whilst driving is prohibited.

4.7.4 Driver Hours

Tiredness is a major cause of accidents. It is essential when planning journeys, you must consider not only the amount of time you will spend at the wheel, but also the total length of your working day.

You must follow the following rules, which are based on RoSPA guidelines for minibus drivers, and ensure that two drivers are used whenever necessary:

- You may drive for up to 4 hours a day in addition to doing other work, provided that your total working day (including the driving) does not exceed 10 hours.
- For journeys or return journeys involving more than 4 hours driving in a day, you must not do any other work on the day in question. Alternatively, two drivers may be used if you each do not work for more than 10 hours in total.
- You cannot drive for more than two hours without a break of at least 15 minutes or for more than 9 hours in a day.

4.7.5 Vehicle Roadworthiness

As driver, you are responsible for ensuring that the vehicle under your control is in a roadworthy condition. Defects in College vehicles must be reported to the Fleet Manager.

4.8 Electrical Equipment

Hurstpierpoint College recognises that electrical equipment can be hazardous, and it is therefore the College's intention to take all reasonable steps to ensure the health and safety of employees who use, operate or maintain electrical equipment.




You must abide by the following rules:

- Ensure cables do not cause a trip hazard and are not under strain.
- Ensure cups, plants and other items are not kept where liquids can spill onto electrical equipment.
- Ensure equipment is not operated with any electrical safety cover removed.
- Check for visible damage to equipment, cabling or plugs before use, including for signs of over-heating.

- Ensure there is no sign of damage to the wall socket.
- Ensure ventilation is adequate to avoid equipment over-heating.
- **NEVER** touch electrical equipment with wet hands or move any portable electrical equipment without disconnecting it from the mains, or make any electrical repairs or do any other electrical work unless you are authorised to do so,
- **NEVER link extension leads – liaise with electricians first (exception for exam use only).**
- **ALWAYS KEEP** electrical supply cables and flexes away from wet areas, or from where they will be damaged by being walked over or knocked when moving equipment about, or where their position or location presents a trip hazard.
- **ALWAYS** switch off all equipment when not required, unless continuous operation is necessary; disconnect electrical equipment at night by removing the plug from the socket, again unless continuous operation is necessary and / or you are instructed otherwise; report defective equipment to your Line Manager or use the Job Request system; remember that water and fluids are conductors of electricity.

4.8.1 Portable Appliance Testing

The Estates are responsible for scheduling and carrying out Portable Appliance Testing, however, before using any equipment you must ensure it is safe by checking for excessive wear and tear, such as perished cabling, cracked/scorched sockets, or missing covers.

Items which are double insulated (i.e. marked ) do not require PA testing but must be visually inspected before use.

Employees and pupils should only bring double-insulated equipment (marked as above) onto the college premises. If equipment is not double insulated it must be given to the Estates team for PA testing prior to use.

No employee or pupil should engage in any work or repair of electrical equipment unless competent to do so and any maintenance must be done in accordance with manufacturer's instructions.

4.9 Evacuation Instructions

A Personal Emergency Evacuation Plan must be put together for those with mobility impairments. Refer to the College Emergency Action Procedure contained in the Staff Handbook and all blue mandatory Fire Action Signs.

4.9.1 Procedures for Bomb Threats and Other Threats of Serious and Imminent Danger

In the event of a bomb threat, the following procedure should be followed:

- On receipt of any message pertaining to a threat to the College buildings or their occupants, the Critical Incident Team must be notified.

- The person receiving a threat over the telephone is asked to try and recall as much detail as possible of the threat call. The following is a list of things to be noted:
 - a) Name and address of the caller (often available but not asked for).
 - b) Whether male or female.
 - c) An indication of the type of telephone used.
 - d) Exact time of call.
 - e) What the caller says verbatim.
 - f) Any accent, whether well-spoken or otherwise.
 - g) Whether the caller sounded intoxicated.
 - h) Any indication as to the mental state of the caller.
 - i) Whether it appeared that they were reading from a prepared script.

4.9.2 Bomb Threat Evacuation

In the event of a bomb threat, the following procedure should be followed:

- Inform the Police immediately.
- Evacuate all buildings by activating the mega blaster sirens. Use normal fire exits.
- All people **SHOULD** take personal belongings with them so long as it does not cause any undue delay; this will help in the subsequent search, as these bags will not need to be checked.
- Roll call should take place as far from the buildings as practical.
- If the situation is likely to last for more than 1 hour, place warning notices on doors and lock it up.
- If the Police decide to instigate a full search, a major local evacuation may be required, and all staff must co-operate in managing such an event. If the Police wish to search the building, then members of staff who agree to accept the risk should join the Police in the search.
- The Head of College, Chief Financial Officer, Chief Operating Officer or Deputy Head (whoever is on duty onsite) should be the only person to decide if re-occupation is safe.

4.9.3 Fire Evacuation

Staff – Day Time (all locations):

- If possible, shut windows (if in classroom);
- Tackle fire only if you have been trained and will not put yourself or others at risk.
- Remind students of the location of the assembly point and explain they are to walk there quietly using the nearest exit.
- When the last student has left the room remove any wedge holding the door open and, ensuring the door is closed, escort students to the assembly point.
- At the assembly point ensure students line up in silence and wait until they are told it is safe to return.

- In accordance with regulation 15 (1) (c) Of the Regulatory Reform (Fire Safety) Order 2005, one member of staff must remain outside each exit to prevent people re-entering the building.
- No-one should re-enter the building until advised by one of the fire response team.

Staff – In House at Night

- Collect register.
- Ensure pupils & visitors to go to assembly point immediately & silently via nearest exit.
- Sweep building.
- Shut windows and close doors but do not lock them.
- Go to the assembly point, take roll call, and await the fire brigade.

4.9.4 Dining Hall Evacuation

Additional Instructions for Staff:

- Staff in the Gallery go down the main stairs.
- All in hall leave quietly via the main stairs, through the clearing area or by the stage exit.
- All guests and visitors must be escorted.
- The first member of staff down from the clearing area must don a Hi-visibility vest located by panel at bottom of stairs and direct people through door to the right of stairs (out by Staff Block) and prevent people from re-entering.
- The first member of staff down the main stairway must don hi-visibility vest located by Woodard Fire Alarm panel and encourage smooth evacuation towards South Astro.
- The first member of staff to reach large black doors leading from Inner Quad to Lodge and from Lodge to Outer Quad must open them.
- All remain on the South Astro until called back by senior member of staff.

4.10 Fire Prevention

Hurstpierpoint College recognises the risk to which pupils, employees and others on college premises may be exposed in the event of fire.



Do not smoke on campus.





Do not overload plugs or other electrical equipment.

Do not bring unnecessary potential ignition sources into the workplace.



Check portable electric equipment before use for signs of damage/perishing cable

Switch off electrical equipment after use.

Keep fire escape routes, exit doors and work areas clear.

Keep fire extinguishers, call points and fire alarm panels clear of obstructions.

Maintaining good housekeeping and getting rid of combustible materials quickly.

Ensure you know the Fire Evacuation Procedure and Assembly Point for area you are working in.

Ensure Hot Works Permit is completed for any planned hot works.

4.11 First Aid

Staff should refer to the First Aid Policy (included in the Staff Handbook) for full details.

It is our policy to comply with the Health and Safety (First Aid) Regulations 1981, relevant Codes of Practice and good working practices by training and appointing a suitable number of people and providing suitable and sufficient facilities.



You are required to co-operate in this by following the procedures below:

- Heads of Department and Line Managers must ensure that sufficient staff are trained to always maintain adequate first aid cover (including during the College holidays) in the areas under their control.
- Wherever you are working or visiting, always find out the local first aid arrangements before you need them.
- Find out where you can obtain first aid if required (i.e. the name and location of the nearest first aider or first aid appointed person);

- Obtain first aid treatment for all injuries at work.
- If you are working away from college premises, find out if first aid facilities exist at your temporary work location and if you are entitled to use them.
- Ensure that all pupils' sports activities/games, both away and at home, have suitable first aid provision taking into consideration that a member of staff may be required to accompany a casualty to the hospital.
- An Accident/Incident/Near Miss Record must always be completed on the day of the accident (see 4.1).

4.11.1 First Aid Equipment

- First aid boxes are distributed throughout the College - these are listed in Appendix B.
- The list of personnel appointed and trained as First Aiders is on Hurst Online.
- The College has 2 defibrillators. These are located outside the Medical Centre and outside the main entrance to the Sports Hall.
- Pupils with severe allergies should have an Adrenaline Auto-Injector ('AAI'), such as an Epi-Pen, on their person always for use in case of anaphylaxis. Spare AAIs for emergency use are available in the Medical Centre, the College Dining areas, the pupils' Houses and, in the case of younger pupils, their classrooms and at Prep Reception.

4.11.2 Emergency Action Plan

If the emergency services are called, ensure someone is located outside the main entrance to meet and direct them to the casualties, as time is essential.

4.12 Footwear

Hurstpierpoint College aims to minimise the risk to employees, pupils and visitors of slips, trips, and injuries by:

- maintaining all floors, corridors, and pathways to a high standard.
- providing all employees with safety footwear where appropriate.
- setting appropriate uniform standards for pupils.

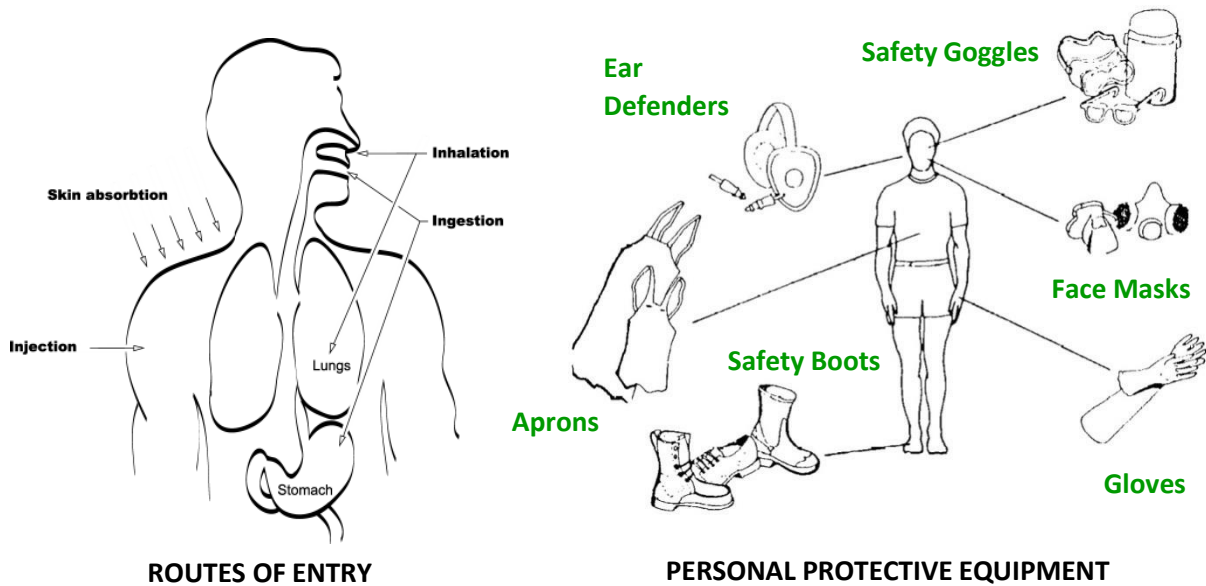
The risk of injuries and accidents can be reduced if you adopt the following precautions:

- do not wear shoes with narrow or unreasonably high heels.
- always wear footwear appropriate to the task being undertaken and to conditions underfoot.
- always wear safety footwear where recommended.

4.13 Hazardous Substances

The College recognises that the use and storage of hazardous substances can expose the user, and others in the vicinity, to several risks.

Harmful substances can enter the body as shown by the drawing below and be prevented from entering the body using the Personal Protective Equipment shown alongside.



- Use the PPE provided in accordance with the information, instruction and training provided by the college.
- Ensure learners under your care use the PPE provided in accordance with information, instructions and training.
- Inspect PPE before each use and report loss or obvious defects to your line manager.
- Ensure the PPE issued is correct for the hazard as assessed.
- Return PPE to the accommodation provided when not in use.
- Not alter or deface the PPE provided.

N.B.: PPE is PERSONAL Protective Equipment, so hygiene facilities must be available if equipment is shared.

Always read the Safety Data Sheet, container labels and detailed health and safety information before using any product. Make yourself familiar with the meaning of the following labels:





- Avoid contact with eyes, skin and mucous membrane.
- Wash your hands thoroughly after working with hazardous substances, before and after using toilets and before smoking or eating food.
- Clean any spillages instantly and dispose of waste and used containers properly.

If you use any hazardous substance, IT MUST have a Hazardous Substance Assessment.

The Hazardous Assessment pro-forma can be found on Hurst Online under Documents in the Health and Safety section.

4.14 Home Working

The College acknowledges that Staff working from home are more susceptible to the risks of working alone as there will be no direct supervision or anyone to help if a serious incident occurs. In addition, it is recognised that home working can cause staff to feel disconnected, isolated, or abandoned, which can affect stress levels and adversely affect mental health.

Therefore, if you are working from home, you are encouraged to make regular and frequent contact with your Head of Department or Line Manager and other team members.

In addition, you must be aware of the dangers of **Working Alone** (see 4.27) and complete a **Display Screen Equipment** risk assessment (see 4.6.1) and Home Working assessment and Home Working Risk Assessment (On Sharepoint under Risk Assessments).

4.15 Housekeeping

The College recognises that poor housekeeping is the cause of many accidents such as slips and trips in the workplace.

The risk of injuries and accidents can be reduced if you adopt the following precautions:

- Check that your workplace is free from hazards at the beginning of each day, for teachers and technicians, this may mean going through your workplace quickly before pupils arrive.
- Put articles away immediately after use and ensure that pupils also do this.
- Clear up any spillages immediately using suitable protective clothing if applicable.
- Do not place objects in, or allow them to protrude into, any walkways.
- Do not obstruct access to fire alarms, extinguishers, other emergency equipment or fire exits and remove any obstruction you find.
- Do not obstruct access to electrical switches or panels.
- Ensure that waste materials, especially hazardous or biological are deposited in the appropriate containers provided.

- Do not store articles or substances anywhere other than in designated storage areas;
- Ensure the workplace is kept tidy.

4.16 Legionella

Further information on the management of legionella is available on Hurst Online. Legionella training is available from the HS Manager on request.

4.17 Lighting

Hurstpierpoint College recognises that suitable and sufficient lighting is essential for a safe working environment.

The College will take all reasonably practicable steps to ensure that adequate workplace lighting is provided and maintained. To ensure that it does not adversely affect working conditions, you are required to co-operate by making full use of the lighting provided.

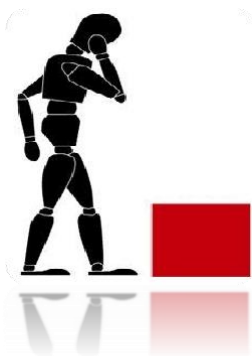
The risk of injuries and accidents can be reduced if you adopt the following precautions:

- Report failures of lighting or any defects observed using the Job Request System.
- Do not attempt to fix defects yourself.
- Request additional lighting if existing lighting is not sufficient for the task.
- Do not place portable lighting equipment (such as lamps) in such a position that it will impede access, potentially hit people, or create an ignition source.
- Use window blinds to control brightness or glare from sunlight.

4.18 Manual Handling

It is important that the correct posture and method is adopted when lifting heavy objects. If you are about to undertake a manual handling task which could cause you injury, your manager must undertake a **Manual Handling Risk Assessment** found on Hurst Online.

Further information on manual handling can also be found in the above folder and the Health and Safety Manager can provide manual handling training on request.

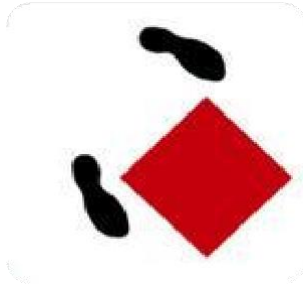


Please use the following instructions as a guide:

- Stop and think – no one should ever attempt to lift anything beyond their capabilities. If in doubt, get help. If mechanical lifting aids are provided, they should be used.
- Extra care should be taken when lifting awkwardly shaped objects. It may be necessary to reduce or stabilise the load, or even get help.



- Position the feet correctly. Feet should be placed hip-width apart, with one foot put forward and to the side of the object providing better balance.



- Bend or 'unlock' the knees and crouch down to the load to allow the leg muscles to do the work. Extend the neck upwards by tucking in the chin – this will automatically straighten the back as the load is taken.

- Get a firm grip – the load should be gripped by the roots of the fingers and the palm of the hand. Keep arms close to the body to reduce muscle fatigue in the arms and shoulder and minimise effort required by the arm.



- Hand protection, and arm protection where appropriate, should always be used, particularly when lifting rough loads, or loads with sharp edges or projections.

4.19 Noise Levels and Noise Reduction

The College understands the importance of complying with the Control of Noise at Work Regulations 2005. The regulations set out actions which must be complied with at certain action levels such as the provision of Hearing Protective Equipment).

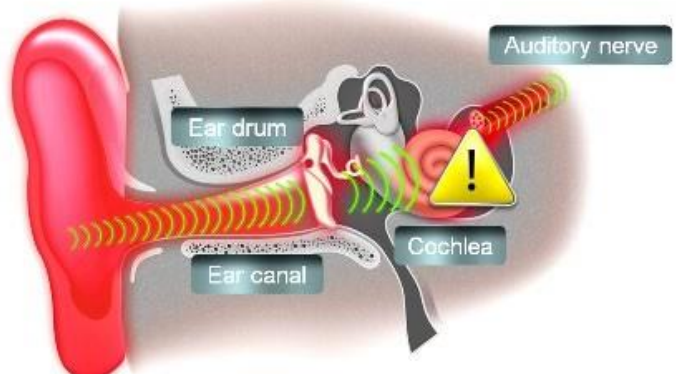
If the noise level in the working environment is less than 85dB, the College does not need to act.

If the level of noise falls between 85dB to 90dB, the College will provide hearing protection and information about hearing damage. However, it is up to the individual if they choose to wear the protection.

If the level of noise is greater than 90dB, a full audiometric survey will be arranged by the Health and Safety Manager.

If the levels are above 90dB averaging over 8 hours, then the area becomes a mandatory hearing protection zone and alternatives looked into to reduce the noise exposure.

It is important you understand that noise is captured by your outer ear, through your ear canal where it vibrates the 3 small bones – the



malleus, the incus, and the stapes –

exciting the fluid in the cochlea. This moves very small hairs (cilia) in the cochlea which then rub small plates located above them, sending a signal through the auditory nerve to the brain.

If we are subjected to too much noise energy, then the cilia (at first) protect themselves by becoming smaller and therefore not reaching the plate above. As a result, no signal can be transmitted.

The hairs will eventually recover from this condition known as temporary threshold shift. However, if they are repeatedly over-exposed to noise, they will not recover, and this condition is known as permanent threshold shift or noise induced hearing loss.

4.20 Office Equipment

Hurstpierpoint College recognises that the use of office equipment can expose the user and others in the vicinity to several hazards, such as trips or manual handling, when moving it.

Although the risks presented by office equipment vary depending on the nature of the equipment, the risk of injuries and accidents can be reduced if you adopt the following precautions:

- only use equipment for the purpose for which it is intended (e.g. never stand on a chair to reach a high shelf - use suitable steps).
- only use equipment if you are competent and authorised to do so.
- use equipment in the way you have been instructed/trained.
- refer to manufacturers' instruction manuals for further information about specific items of equipment.
- ask your manager for help if you are not sure how to use an item of equipment.
- report faulty equipment on the College Job Request System and ensure that the equipment is isolated (if possible), moved to a secure area and a suitable notice i.e. 'OUT OF ORDER - DO NOT USE' is attached to the equipment.
- do not place equipment in a position where it might fall, obstruct access routes, or present a hazard.
- only carry out repairs or adjustments if you are competent and authorised to do so.
- do not leave drawers open - people may trip over or collide with them.
- ensure electrical or telephone leads do not trail across access routes where they might trip someone.

4.21 Risk Assessments

Risk assessments must be carried out for **any** potentially hazardous activity and reviewed every 2 years or when there has been serious incident involving the process or changes to process which may make original risk assessment redundant.

Further information is available in the Risk Assessment Policy located on Hurst Online.

Risk assessment training is on Hurst Online or available on request from the Health and Safety Manager.

But you must complete a risk assessment for any event, hazardous substance, visit or trip or manual handling task, activity, or procedure which could potentially cause harm.

Once you have identified the **hazard** (something with the potential to cause harm) and looked at the likelihood of it occurring (**risk**) you the following hierarchy of controls must be followed.

The acronym **ERIC PD** is the hierarchy of actions you must take.

1. **E**liminate the hazard first.
2. **R**educe or substitute the hazard.
3. **I**solate the hazard.
4. **C**ontrol – Organisation controls such as SSoW, Training, Supervision.
5. **P**ersonal Protective Equipment.
6. **D**iscipline – Make sure all controls are followed.

4.22 Safety Signs and Notices

The College understands the requirement to comply with the Health and Safety (Safety Signs and Signals) Regulations 1996. All hazards must first be eliminated or controlled by engineering means, with signage only used as a last resort and only then when it is accompanied with training.

The following are examples of the types of safety signs in common usage around the College campus and employees must make sure they know how to differentiate between each sign:



Prohibitory
This tells you **NOT** to do something.



Warning/Caution
This warns you of a hazard.



Mandatory
This gives you an instruction.



Safety Information
This gives you safety information.

4.23 Smoking and Vaping

Hurstpierpoint College believes that everyone should have a right to live and work in a smoke-free environment.

To protect all employees, pupils, and visitors from exposure to second-hand smoke and to assist compliance with the Health Act 2006, Section 2, it is College policy that the College is smoke free. Consequently, smoking and vaping is prohibited across the entire campus with no exceptions, including staff accommodation and **College vehicles. This policy applies to all employees, pupils, contractors, and visitors.**

The College will provide support for those employees seeking help to give up smoking. Information on stopping smoking is available on the NHS Smoking Helpline number is 0800 022 4 332 or on the website at <http://smokefree.nhs.uk>.

Vape detectors are installed in all toilets.

4.24 Stress

The College is committed to managing work-related stress as outlined in the College's Stress Policy in the Employment Manual.

The College will treat an employee suffering with a stress induced disorder in the same way as those with any other occupationally induced health problems i.e.:

- provide appropriate support for distressed employees.
- ensure adequate rehabilitation of employees returning to work.
- monitor potential stresses within the organisation.

If you believe that you are suffering symptoms of stress, or that you may not be able to cope with the work pressures imposed upon you, you should inform your Head of Department or another responsible person.

A Workplace Stress Risk Assessment is in Hurst online.

4.25 Temperature

Hurstpierpoint College recognises that a poor thermal environment can have an adverse effect on your comfort, wellbeing, work performance, efficiency (including safety implications) and attitude to work.

To ensure effective temperature control and to avoid unnecessary discomfort you are required to adopt the following precautions:

- In artificially created thermal environments, where thermostats are used, you should not open windows as this can upset the balance and render the air conditioning ineffective.
- If you have individual control over temperature at your workstation you should not frequently alter the temperature from one extreme to the other (it is far more effective if it is given the chance to stabilise - the effect on work colleagues should also be considered).
- If you have use of portable heaters, do not place them close to furniture or flammable materials.
- Report any equipment defects to the Estates Manager.

4.26 Visitors

The College recognises that it has a responsibility for the health and safety of visitors to our premises.

The risk of accidents and injuries can be reduced if you inform the visitors the following:

- Visitors must be advised of the risks to which they may be exposed whilst on site and the precautions they should take, including emergency arrangements, the fire alarm signal, and the location of assembly points.
- Visitors are required to make full use of any personal protective equipment that is necessary to secure their health and safety.
- Visitors must be signed in, wear their badge, and be supervised whilst on college premises (see the Visitor Access Policy).
- The person accompanying a visitor will ensure that proper evacuation procedures are followed in the event of an emergency and that the visitor is accounted for.
- No visiting children may enter the premises without prior knowledge and approval from an authorised person and must then be always accompanied.

4.27 Working Alone

Hurstpierpoint College recognises that people who work alone could, in some circumstances, be placed at an increased risk of injury.

If you work alone, your line manager must complete a Lone Working Risk Assessment

The risk of injuries and accidents can be reduced if you adopt the following precautions:

- Ensure that you are familiar with, and follow, any precautions that were identified by the risk assessment.
- Carry out all tasks in the way you were trained.
- Stop work and seek advice before carrying out any work activity for which you havenot been trained.
- Communicate with others i.e. a member of the Estates team or other employees asinstructed.
- Make sure that someone always knows where you are.

4.28 Working at Height

Under the Working at Height Regulations 2005 tasks which involve working at a height which could cause injury should only be undertaken after completion of the necessary risk assessment. No staff member is allowed to use a ladder without completing the Working at Height/Ladder Training on Hurst Online in the Hurst Safety Training Library. Ladders should not be given to contractors. Ladders andstep ladders should not be used for any task which takes longer than 30 minutes to complete and only if you have written evidence of competence.

The following link to the HSE Website has further information:

[Safe use of ladders and stepladders: overview - HSE](#)



5. Appendices

5.1 Appendix A – List of Related Policies

- Asbestos Management Policy
- Contractor Management Policy
- Display Screen Equipment Policy
- Fire Risk Management Policy
- First Aid Management Policy
- Allergen Management Policy
- Legionella Management Policy
- LOLER Policy Statement
- Managing Manual Handling Operations Policy
- New and Expectant Mothers Policy Statement
- Pressure Systems Policy Statement
- Radon Policy Statement
- Risk Assessment Policy
- Vibrations Policy Statement
- Sports & Games: Health & Safety Information Including Risk Control Measures for Individual Sports

5.2 Appendix B – First Aid Kit Locations

Senior School	Prep School	Pre-Prep	General
Art Dept	Boarding House	Main Reception	Builders (gardeners use)
Biology Prep	School Office	All classrooms	Carpenter's shop (painters' use)
Bury Theatre	Sports Kit Bags (for matches)		Cleaners
C.D.T x 3			Cleaning Staff Transport
Chemistry Prep			Electrical
Chevron House			Engineering
D.T			Finance Kitchen Area
Dance and Drama Studio			Grounds
Eagle House			Laundry
Fleur de Lys House			Mini buses
Martlet House			Woodworking
Physics Prep			
Reception			
Red Cross House			
Shield House			
Sports Hall			
St John's x2			
Star House			
Swimming Pool			
Woodard House			