

# Health and Safety Policy

Originator:	Chief Operating Officer
Approved by:	SMT
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# HEALTH AND SAFETY POLICY

## Introduction

ASTML believes that the health, safety and welfare of all the people who work or learn at our college are of prime importance. We aim to provide a safe, secure, healthy and stimulating working environment for everyone. The Board of Directors takes responsibility for protecting the health and safety of all students and members of staff and shall name a Director who is responsible to them in this regard. We believe that the prevention of accidents and hazards is a responsibility for every member of the college community.

The Health and Safety at Work Act 1974 states: 'It shall be the duty of every employee while at work':

- 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

The Act also states:

'No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of Health and Safety or welfare in pursuance of any of the relevant statutory provisions.

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 pupils in-school and on off-site visits
- the health and safety of visitors to schools, and volunteers involved in any school activity

The Directors appreciate that the identification of hazards and the control of risks underlines this responsibility, and that these can be most effectively achieved through the total commitment and support of all staff at all times. Furthermore, the directors seek to achieve the highest practical standard possible in all aspects of health, safety and welfare in the college. To this end they are expected to implement the provisions of the policy. An assessment of risks will be carried out during each academic year. This document sets out the main provisions of the policy and covers the colleges' arrangements for health and safety, the organisation for carrying out policy and the responsibilities of individuals. A copy of this policy is available for all employees of the college and to other persons who may be affected by it (e.g., workers and visitors).

## **Health and Safety in the Curriculum**

It is the responsibility of each teacher to ensure that all curriculum activities are safe. If a teacher does have any concerns about student safety, they should draw them to the attention of the COO before the activity takes place. The staff of the college must not take any student off the college site without the prior written permission of the parent if they are below 18 years of age. Accidents occurring to persons in college should be reported and dealt with immediately. The Director Responsible or the COO should be notified and should administer appropriate first aid when necessary. If the COO is not available, a member of the senior management team should be informed and should take decisions as to appropriate action. All accidents occurring in college should be entered in the Accident Report Book.

Parents, or other responsible person, should be contacted in all cases where the accident is more serious. When it has not been possible to contact such persons then the incident should be reported to parents at the end of the session, either directly or by letter. When in doubt staff should seek professional medical help immediately.

## **First Aid**

First Aid Treatment for minor injuries will be available at all times and will be displayed prominently on all the floors of the college. 2 qualified first aiders will be available at all times. The first aid policy outlines all the procedure in greater details.

## **Medicines in college and the long term treatment of conditions in college**

The college follows Borough policy whenever appropriate regarding the use of medicines in college. The college follow their procedure for the treatment and welfare of students suffering from asthma and the long term conditions, e.g., epilepsy, and will remove the student to the nearest hospital.

## **Student Protection**

We cater to students above 18 years of age. However when the college decides to students who are below 18, we will have all the staff employed, whether permanent or part time or contractual to have a full CRB check. The college compound is safe and secured at all time.

## **College Security**

We will endeavour to do all we can to ensure the college is a safe environment for all who work or learn here. We require all visitors to the college who arrive in normal college hours to sign the visitors book in the admin area, and to wear an identification badge at all times whilst on the college premises. Teachers will not allow any visitor to enter their classroom if the college visitor's badge does not identify them. If anybody in the college has suspicions that a person may be trespassing on the college site, they must inform the Dean or other designated person immediately. The Dean will warn any intruder that they must leave the college site straight away. If the Dean has any concerns that an intruder may cause harm to anyone on the college site, s/he will contact the police.

## **Fire Precautions**

The colleges conduct, once a term, a fire drill for all students and staff. The college also ensures that all fire equipment is kept unobstructed and in proper working order. It is essential that all fire exits from the classrooms, corridors and halls are kept clear of obstructions at all times and that fire doors should not be hooked open. An independent fire risk assessment is done on an annual basis. The fire exits are clearly marked. Staff, on noticing smoke or fire, must set off the fire alarms at once and vacate the building in accordance to the guidelines on display in each classroom. All staff must be made aware of the position of all fire alarms in college. On no account should fire alarms be covered in any way, or access to them obstructed by furniture or other items. Visitors must follow guidelines listed on the back of their visitor's pass.

## **College Trips and Outdoor Activity**

The Director will arrange a risk assessment of every activity undertaken the students will be informed of all the risks involved, and the precautions to be taken. The students will be accompanied by at least one faculty at all times.

## **Monitoring and Review**

The relevant Director will have the responsibility for health and safety matters. It is this director's responsibility to keep himself updated of new regulations regarding health and safety, and to ensure that the college regularly reviews its processes and procedures with regard to health and safety matters. The director also liaises with the LEA and other external agencies, to ensure that the college procedures are in line with those of the LEA. The director, in consultation with professional advisors, ensures that an annual risk assessment is carried out. The Director and the COO implements the college health, safety and welfare policies on a day-to-day basis, and ensures that all staff are aware of the details of the policies as they applies to them. The Director responsible and COO reports to Board of directors annually on health and safety issues.

This policy will be reviewed at any time at the request of the Board, or at least once every two years.

## **Conclusion**

It is the responsibility of everyone to make these arrangements work. This will ensure, as far as is reasonably practicable, that working conditions are safe and the working life of everyone is accident free.

Any member of staff noticing a failure to comply with this statement of organisation and arrangements, or other advice/guidelines issued by the Authority or COO in pursuance of the Safety Policy, should immediately report the circumstances to the designated director or COO immediately. Hazardous situations should also be reported immediately.