

Health & Safety Policy

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1.0 INTRODUCTION

1.1 AIMS & OBJECTIVES OF THE HEALTH & SAFETY POLICY

The prevention of accidents and ill-health to students, staff and any other person who may be affected by our actions, is one of the most important duties of our College because:

- We do not want any student, employee or other person to be injured.
- We intend to comply with all health and safety legislation.
- We recognise that accidents, unsafe and unhealthy working conditions can be a considerable drain on the financial resources of the College and demonstrate a lack of efficient management.

This policy document has therefore been prepared and developed to define the way that this company intends to manage health and safety and meet the requirements of Section 2 (3) of the Health and Safety at Work etc. Act 1974. This requires an employer to prepare a statement of general policy with respect to health and safety at work and the organisational arrangements set up to carry out that policy.

The Governing Body aims to provide a safe healthy working and learning environment for staff, students and visitors. The Estates Managers is responsible for the day-to-day implementation and management of health, safety and welfare within the College. The Governing Body and the Estates Managers will work in partnership to meet these responsibilities.

2.0 HEALTH & SAFETY POLICY STATEMENT

Southport Education Group fully acknowledge our statutory responsibilities and obligations regarding health, safety and welfare and are totally committed to achieving the highest possible standards throughout our colleges. We will ensure that our premises are safe and that our students, employees, contractors and any other persons are not exposed to risks arising from our activities.

We will do everything reasonably practicable to prevent illness and injury to our students and to provide a safe and comfortable workplace and will ensure that health and welfare requirements are fully considered.

In order to meet these objectives we will:

- Provide suitable training and information for all employees;
- Ensure contractors are competent to carry out their duties and receive the necessary information;
- Ensure that all work equipment is suitable for its intended purpose and maintained in a safe condition;
- Comply with appropriate directions given by Sefton Council of health and safety requirements;
- Fully assess all risks and ensure that they are adequately controlled;
- Ensure that our premises are as safe as possible and are adequately supervised at all times;

Everyone within Southport Education Group will play their part to ensure that the above standards are achieved. Health and Safety is the responsibility of all staff and students. Whilst the ultimate responsibility for these matters lies with the Board of Governors, Principal and the College Executive Team, we expect our students and employees to play their part and to recognise that they too have responsibilities towards health and safety. We will encourage them to take positive measures to improve anything that they feel is unsafe and which puts themselves and others at risk.

Signature :



Date:

24/03/26

Chair of Governing Body

Signature:



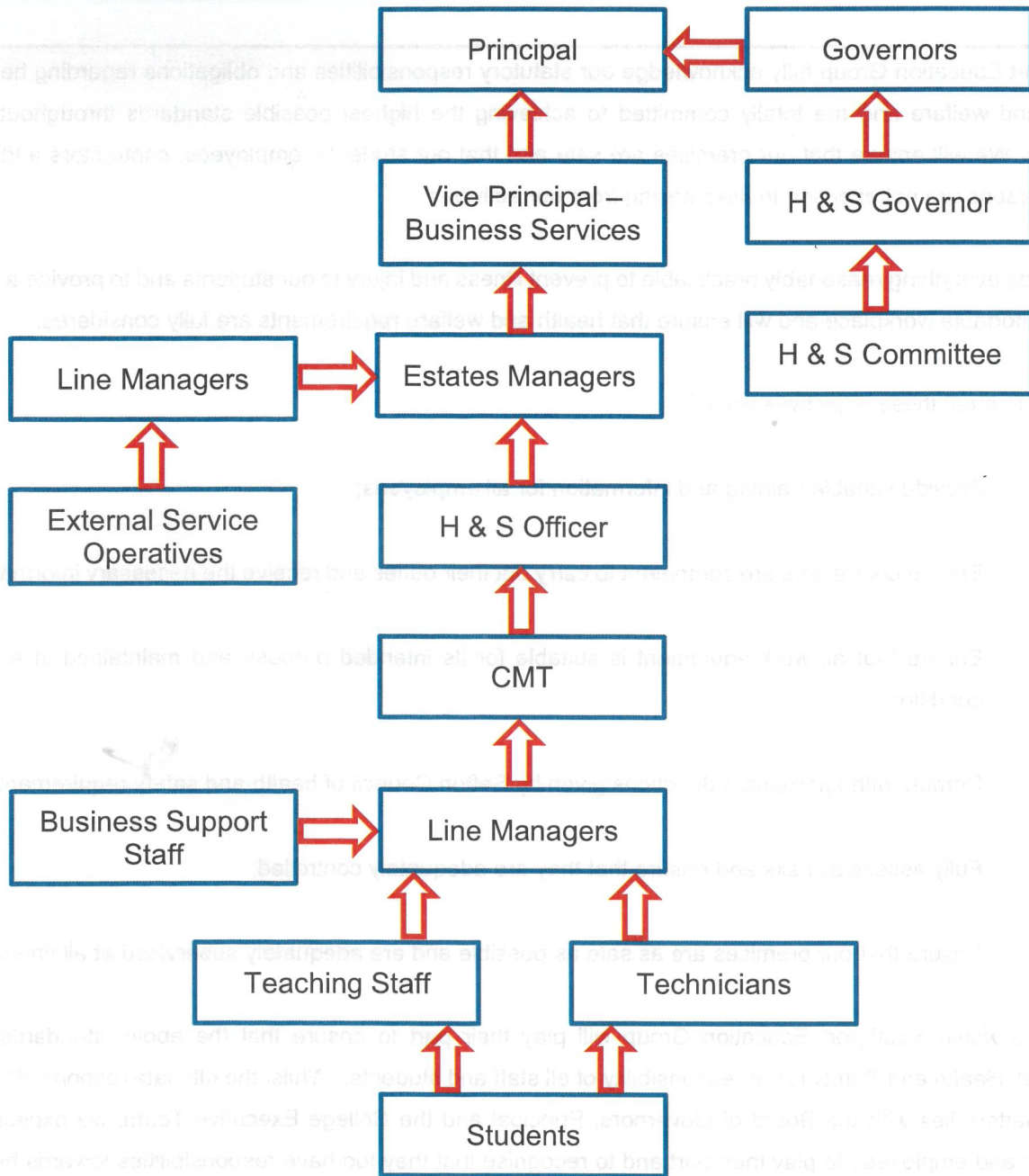
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Principal

3.0 ORGANISATION & RESPONSIBILITIES

3.1 ORGANISATIONAL CHART



Staff specific health and safety roles:

First Aiders	The Health & Safety Committee	Vice Principal – Business Services	Employee Partnership Department	Estates Managers	H & S Officer
Fire Wardens		Nominated Governor (H&S)			
Technicians					

All staff and students have a responsibility to take care of themselves and others – and to co-operate with the College health and safety Policy and Procedural requirements

3.2 RESPONSIBILITIES

3.2.1 Governing Body Responsibilities

The health and safety responsibilities for Governors are as follows:

- Ensure a clear written policy statement is developed which promotes a positive safety culture within college;
- To ensure that the college complies with legislation and follows best practice in the management of health and safety;
- Responsibilities for health, safety and welfare are allocated to specific individuals and that they are informed of these responsibilities;
- Individuals have sufficient experience, knowledge and training to perform the tasks required of them;
- Monitor the health and safety performance of the college through regular meetings and reports received on the management of health, safety and wellbeing from the college.

3.2.2 Principal's Responsibilities

The Principal is responsible for the day to day management of the college and shall be responsible for the following:

- Be aware of the basic requirements of the Health and Safety at Work 1974 act and any other health and safety legislation and codes of practice relevant to the work of the College;
- Ensure safe working conditions for health, safety and welfare of the staff, students and others using the College premises and facilities;
- To show commitment to the Statement of Intent;
- Promote and implement the Health & Safety Policy and to monitor its effectiveness;
- Ensure the policy is adequately communicated to all relevant persons;
- To ensure that members of the College Management Team (CMT) fully discharge their responsibilities for health, safety and welfare stated both implicitly and explicitly in this document;
- To ensure that adequate human resources are available to allow staff to undertake any training which is necessary under this policy;
- Approve the cessation of unsafe operations, where deemed necessary;
- Ensure adequate communication channels exist and a free flow of communications between all elements of the college community on health and safety matters exist;
- Instigate and implement disciplinary procedures against any member of staff who breaches health and safety rules.

3.2.3 Vice Principal – Business Services

- Act as the Senior Management Team member with responsibility for overseeing the college's compliance with current health, safety and environmental law and the college health, safety and environmental policies;
- Act as Chairperson for the College Health and Safety Committee.
- Authorise central health and safety expenditure.

- Liaise with the KGV Estates Manager in preparation of health and safety reports when required for the Principal, Governors meetings and Health and Safety Committee meeting.
- Monitor the effectiveness of the College health and safety provision, through liaison with the KGV Estates Manager who will in turn liaise with union safety representatives and Health and Safety Officer.

3.2.4 Estates Managers Management Responsibilities

The duties of the Estates Managers include:

- Ensuring the day to day safety, security and maintenance of the College premises;
- Overseeing compliance with the College's Health and Safety Policy, legal requirements and the College's general health, safety and wellbeing provision on behalf of the Principal;
- Act as Vice Chairperson for the College Health and Safety Committee;
- Ensure all relevant fire risk assessments are complete and up-to-date;
- To make provision for the inspection and maintenance of work equipment throughout the college;
- To manage the keeping of records of all health and safety activities including management of the building fabric and building services in liaison with contractors;
- Investigate and report upon all serious and/ or reportable accidents and near misses in collaboration with staff from the relevant faculty or section.
- Co-ordinate and assist in the development and reviews of the College Critical Incident Management Plan.

3.2.5 Health and Safety Officer Responsibilities

The college Health and Safety Officer has the following responsibilities:

- To advise the Estates Managers of any health and safety issues, and methods of resolving health and safety issues;
- To advise and co-ordinate the risk assessment process for the College;
- To manage the general workplace inspections and performance monitoring process;
- To ensure that staff are adequately instructed in safety and welfare matters about their specific work place and the college generally;
- To review the contents of the health and safety policy and other college policies and ensure their effectiveness.
- Maintain adequate records of accidents, industrial disease and near misses in the college. Additionally act as the Reporting Officer for the College in the context of Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
- Assist the Estates Managers to investigate and report upon all serious and /or reportable accidents and near misses in collaboration with staff from the relevant faculty or section.

3.2.6 Heads of Division Responsibilities

All Heads of Division (HoDs) are responsible for:

- Ensuring that health and safety issues are incorporated into the planning of operations;
- Ensuring that organisation / departmental staffing meets current operational needs and that staff are appropriately resourced with accommodation and equipment and, through their line managers, are suitably trained to carry out their duties effectively;
- Implement health and safety management systems which ensure the assessment of risk and the effective planning, organisation, control, and review of the preventative measures required to eliminate reduce or control risks;
- Bring to the attention of line management that the responsibility for health, safety and welfare is shared and that they are accountable for the health, safety and welfare of employees, learners/students and others affected by their actions;
- Review organisational / departmental performance to ensure that operational procedures demonstrate good safety management arrangements - bringing to the attention of the Health and Safety Officer any further areas for detailed assessment of risk;
- Conduct periodic departmental inspections with Safety Representatives and/or the Health and Safety Officer;
- The organisation's Senior Managers, through the appropriate managers, are responsible for day-to-day implementation of office, premises and work equipment safety issues. Premises checks will be carried out on a regular basis, with electrical and emergency equipment inspected annually as set out in the specific policy section;
- Senior Managers will ensure that offices located remotely from College sites have a designated site administrator responsible for day-to-day implementation of premises, work equipment and safety issues. Premises checks will be carried out on regular basis, with electrical and emergency equipment inspected annually as set out in the specific policy section.
- Ensuring the health and safety function is part of the agenda of the Senior Managers meetings where issues relating to health and safety are tabled at least termly.

3.2.7 All Staff Responsibilities

All staff have a legal and moral obligation to look after their own health and safety and that of anyone who may be affected (i.e. students). In order to meet these legal obligations, all staff have a responsibility to:-

- Co-operate with the Principal and their nominated representative(s) on all matters relating to health and safety;
- Not interfere with anything provided to safeguard their own health and safety;
- Take reasonable care of their own health and safety, and not knowingly place anyone who may be affected by their work at risk;
- Report all health and safety concerns to an appropriate person (e.g. their line manager, the Health & Safety Officer, the Estates Managers);
- The Conditions of Employment of Teachers provide that teachers' professional duties include maintaining good order and discipline among students and safeguarding their health and safety both when they are authorised to be on the College premises and when they are engaged on authorised College activities elsewhere.

4.0 ARRANGEMENTS FOR ENSURING HEALTH & SAFETY AT WORK

This section outlines general arrangements which will be implemented within the Southport Education Group in order to ensure that the Health and Safety Policy is effectively put into practice.

NB: these are minimum general requirements and the Governing Body may need to implement further procedures and arrangements appropriate to worksite conditions in order to effectively control specific risks to health and safety.

4.1 EMERGENCY ARRANGEMENTS

4.1.1 Accident, Incident & Near Miss Reporting and Investigation

It is the policy of Southport Education Group to report all accidents, industrial diseases and dangerous occurrences as detailed in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

All accidents at work to employees will be reported to The Health and Safety Officer. Where an accident to an employee is reportable under RIDDOR this will be reported by the Health and Safety Officer using the Accident Report form and the KGV Estates manager will be informed.

Due to the nature of working with students, it is anticipated that there will be a number of minor injuries involving students. However, all accidents to students will be documented on a first aid treatment form. These records will be monitored on a regular basis to identify trends, inform employees and update pupil plans and risk assessments as necessary. Where an accident is reportable under RIDDOR, the Health and Safety Officer will report the accident to the HSE using the on-line F2508 form.

Any accident that occurs to teaching staff, governors, volunteers, visitors or contractors that is not reportable under RIDDOR should be recorded using the Accident/Incident Report Form as soon as possible after the event. Where the accident is reportable under RIDDOR, this would be carried out by the Health & Safety Officer using the on-line F2508 form.

Any accident occurring to a member of staff, contractor, visitor will be investigated and the findings presented to the Health and Safety Committee and/or Governing Body in order to identify the root cause and prevent a recurrence.

4.1.2 First-aid

It is Southport Education Group 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.

The College carry out a First-aid Needs Assessment and will appoint and train a suitable number of staff for the number of staff and students.

Adequate First-aid provisions will be available and kept in vocational departments, at each reception and in the care room ; the Health & Safety Officer will carry out monitoring of First-aid supplies.

First-aid notices will be displayed around the College and this information will be communicated to all staff and contractors.

4.1.3 Fire

Fire Risk Assessments have been undertaken at the College along with a Fire Plan developed to address improvements to fire safety, in accordance with the Regulatory Reform (Fire Safety) Order 2005.

The fire alarm system is tested weekly by Estates Operatives using a different manual call point each week and every 12 months by a competent person; the results are recorded and kept by the Southport Estates Manager. The emergency lighting system is tested by Estates Operatives each month and every 6 months by a competent person; the results are recorded in the fire safety log book at each site. The fire extinguishers are checked monthly by Estates Operatives and are serviced annually by an external contractor.

The Estates Team are responsible for ensuring that at the start of each day all fire escape routes and fire exits are clear and unobstructed. All staff are responsible for ensuring that fire escape routes and fire exits are kept clear and unobstructed at all times.

Where a student or a member of staff may need additional assistance to evacuate in the event of a fire, a Personal Emergency Evacuation Plan (PEEP) will be carried out for the individual by their line manager. Any staff that may need to provide extra assistance to the individual will be informed.

In the case of a pupil, the PEEP will also be communicated to the pupil's parents or guardian. The PEEP will be documented by the Health and Wellbeing Co-ordinator and the Student's Tutor.

Fire evacuation drills are held at least termly and the details recorded. Emergency action plans are displayed detailing arrangements to be taken upon discovering a fire. These arrangements will also be included during new starter inductions. Fire action notices are displayed throughout the buildings to inform persons of the action to take in the event of a fire.

4.2 EDUCATIONAL VISITS

Southport Education Group recognises the value of educational visits and it is our policy to provide educational visits that are safe and add to our students education.

For all educational and off-site visits the College Trips policy is followed and a risk assessment is undertaken prior to each trip.

With the exclusion of low risk local trips (less than 4hours), all trips are checked and approved by the Head of Division.

4.3 FOOD SAFETY AND HYGIENE

The canteen facilities at Southport Education Group sites are run by 3rd party catering contractors. They are registered and audited by the Food Standards Agency.

Southport Education Group/ Clouds Restaurant is also registered with the Food Standards Agency.

As part of the curriculum, when preparing food with students or when holding a food stand at a fund-raising event, good principles of food hygiene will be followed. These will include handwashing, covering of cuts, long hair tied back, suitable clothing and any person suffering from diarrhoea or vomiting will not be involved in food preparation.

4.4 SPORTS EQUIPMENT

It is our aim to ensure that all Sports activities are carried out safely without risk to students or staff.

All equipment will be fit for purpose, suitable for the needs of the students and will be visually inspected prior to use and will be thoroughly inspected by a competent person annually.

Floor surfaces will be maintained and suitable for the activity to be carried out.

4.5 GROUNDS MAINTENANCE

Maintenance of the college grounds will be arranged by a 3rd party contractor.

The Estates Managers will arrange for a Tree Safety Risk Assessment to be carried out and any recommended actions completed.

4.6 PERSONAL SAFETY

Where there is a risk to an employee's personal safety, for example when lone working or carrying out home visits, a risk assessment will be carried out. The risk assessment will identify the hazards associated with the activity and what should be done to control or minimise the risk.

Where a risk is identified, suitable information instruction and training is provided.

4.7 NEW AND EXPECTANT MOTHERS

When the relevant Line Manager receives written notification from an employee that they are either pregnant, have given birth within the last six months, or are breastfeeding, they will undertake a specific risk assessment for that individual. This involves:

- Discussing the contents of any current risk assessments;
- Considering the ways in which either the employee or their child could be harmed from these hazards;
- Considering the potential severity of the harm to them (worst case scenario) and how likely it is to happen;
- Making every effort to remove, or prevent, exposure to any hazards that may cause harm.
- If this is not possible, then temporarily adjust working conditions or hours;
- If this is not possible, then attempt to offer alternative work for the duration of pregnancy and for up to 6 months afterwards if required;
- If this is not possible, then suspend from work with full pay.

Where there are known medical concerns about the pregnancy a Med 3 Form can be requested from the expectant mother's GP or midwife. (This provides a professional opinion on the individual's ability to perform their usual occupational tasks.) Where a Med 3 Form is received, the manager must consider the GP's or midwife's advice as part of their risk assessment for the work activities of that individual.

It is important that the new or expectant mother is involved in regular discussions during the pregnancy and following the birth so they can raise issues concerning areas of work they are uncomfortable with. Hormonal or postural changes may occur during pregnancy that can make normal work activities more difficult or uncomfortable.

Managers should:

- Review the specific risk assessment on a regular basis e.g. every 3 months, or whenever the employee feels her circumstances have changed;
- Inform the employee of any local welfare arrangements in place e.g. rest facilities, or a healthy and safe environment for new mothers to express and store milk.

4.8 PREMISES MANAGEMENT

The Estates Managers have responsibility for the day to day management of the College Premises which include;

- Ensuring all Premises Management issues are effectively managed;
- Records are kept to demonstrate that testing, monitoring, servicing, maintenance, fault reporting and subsequent remedial actions are undertaken by suitable persons;
- Appropriate documents records are brought to the attention of any contractors, etc, working on site. For example, the Asbestos Survey Report will need to be shared with any contractors carrying out structural work or work which requires drilling into walls and cavities etc;
- Ensuring that any contractors engaged to work on the premises are competent to do so.

4.9 ELECTRICAL SAFETY

The fixed electrical installation at all Southport Education Group is tested every 5 years by a competent electrician; a copy of the certificate is kept by the Estates Department .

PAT testing and a formal visual inspection carried out in line with the College's PAT testing policy, for all portable electrical equipment within the College by a competent person or an external provider.

Users of electrical equipment are responsible for carrying out a visual inspection of the equipment prior to use, including the condition of the cable, plug and casing of the appliance.

If a fault is detected on a piece of equipment, it should be taken out of use immediately, appropriately signed, stored safely and reported to the Estates Department as soon as possible who will arrange repair. The equipment should not be used again until it has been checked by a competent person.

4.10 HAZARDOUS SUBSTANCES (COSHH)

It is the policy of Southport Education Group to comply with the Control of Substances Hazardous to Health Regulations 2002 (as amended). These regulations place a duty on the employer to identify all hazardous substances in use and to assess the risk to their employees and others, from the use or handling of the substance, taking into account the manner in which it is used and the quantities involved.

- A 'hazardous substance' includes any substance which is:
- Listed in the current CLP regulations or carries a hazard warning symbol;
- A substance with a recognised exposure limit, as listed in the HSE document EH40;
- A biological agent;
- Dust when present in substantial quantities;
- Any other substance that has comparable hazards to human health.

There are other hazardous substances that are controlled by specific legislation, i.e. lead and asbestos.

Hazardous substances, such as cleaning products are stored in a secure location. Storage, use, disposal and transporting of all hazardous substances are in accordance with safety data sheets. COSHH assessments are developed for each hazardous substance used and the control measures and safety arrangements detailed in the COSHH assessments are communicated to anyone who may be affected.

Use of chemicals for teaching will be done so in accordance with guidance and hazard cards produced by CLEAPSS Colleges Science Service

4.11 VISITOR AND VOLUNTEER SAFETY

We aim to ensure that all persons at our College, whether students, staff or visitors and volunteers are safe and their health not adversely affected by the College. All visitors will sign into the building using the digital "InVentry" system and be accompanied when on College premises where appropriate.

Volunteers/ 3rd parties within College will receive health and safety information regarding the College, including fire and emergency arrangements. A member of staff (i.e. the class lecturer) will be assigned as responsible for the volunteer when in College.

4.12 WATER HYGIENE

Southport Education Group will ensure that a suitable Water Hygiene Risk Assessment (L8 RA) is carried out for the College and the risk of Legionella within the system is assessed.

All water outlets within the College are flushed through each week. Monthly checks of the water temperature, quarterly shower head cleans, and annual tank cleaning, testing and chlorinations are undertaken in accordance with the L8 Approved Code of Practice.

4.13 CONTROL OF CONTRACTORS

Any contractor engaged by Southport Education Group will be assessed for competency to ensure that they are able to carry out the task.

The assessment will include:

- A copy of the contractor's Health and Safety Policy (for companies with five or more employees);
- References;
- A copy of the contractor's Public Liability Insurance Certificates;
- Copies of competence and training records;

- Safe systems of work;
- Risk Assessments;
- Accident/incident records;
- HSE enforcement notices.

All contractors working at the College will receive a contractor pack which will include College rules (i.e. No Smoking) and emergency information. Any other information (i.e. Asbestos Survey) will be provided to the contractor by the College as required.

The Estates Managers, or their nominated representative, will be responsible for ensuring that monitoring of contractors whilst on College premises is carried out and any additional risk created by the contractors (e.g. traffic movements on site) are communicated to staff and students where necessary.

4.14 RISK ASSESSMENTS

Risk assessments are undertaken for all tasks where there is an identified significant risk of injury. Risk assessments have been carried out for occupational activities for both teaching and site staff; for the premises and for activities carried out as part of the curriculum.

The HSE's 5 Steps to Risk Assessment process is used to carry out the risk assessment:

The findings of the risk assessments will be recorded and communicated to staff where relevant during staff meetings. Where appropriate the findings may also be shared with students.

According to the HSE "*Written risk assessments are not required for every classroom activity*", therefore written risk assessments are carried out only where a significant risk is identified. Our emphasis is on risk education – teaching students to carry out tasks safely using a sensible approach to health and safety.

Risk assessments in departmental areas, e.g. Gas, Motor Vehicle, Engineering, Hair and Beauty etc. are the responsibility of each department to update annually or as practices change.

4.15 MANUAL HANDLING

All manual handling activities will be eliminated where possible via mechanical means or by the use of equipment, e.g. sack trolleys.

Where there is a significant risk of injury from a manual handling activity, a specific Manual Handling Risk Assessment will be carried out, taking account of the task, individual, load and environment. The findings of the Risk Assessment will be communicated to persons involved in the operation.

Training will be provided on safe manual handling techniques.

If members of staff are required to move people, a specific risk assessment will be carried out and specialist training provided.

4.16 DISPLAY SCREEN EQUIPMENT

Those classified as a 'user' under the Health and Safety (Display Screen Equipment) Regulations 1992 will undergo a Display Screen Equipment (DSE) assessment. These assessments will be reviewed with assistance from the Health and Safety Officer, if required. Records of the assessments will be maintained and any subsequent action identified and taken.

The main hazards associated with the use of Display Screen Equipment include:

- Work Related Upper Limb Disorders (WRULDs), e.g. fatigue or soreness of the hands, arms, shoulders, occupational cramp, Carpal Tunnel Syndrome.
- Prolonged static posture or awkward positioning;
- Temporary visual fatigue;
- Fatigue or stress;
- Photosensitive epilepsy;
- Environmental factors, e.g. humidity, heating, ventilation, lighting.

All employees classified as a 'user' are required to complete the DSE assessment checklist online (using SmartLog); the College Staff Development Co-ordinator will retain the completed assessments and the Health & Safety Officer will ensure that any follow-up action is carried out.

Workstations will be designed to meet minimum requirements regarding the equipment, environment and the interface between the computer and user. Work is planned to ensure there are adequate short breaks away from the screen or regular changes of activity.

Employees will be provided with information regarding the equipment, how to use it safely and without risks to health.

4.17 HEALTH & SAFETY TRAINING/ INDUCTION

Every new member of staff attends a new starter induction day, which includes a tour of the college site, including an overview of the below;

- Emergency arrangements (location of fire exits, assembly points and extinguishers; first aid provision, care room).
- Welfare facilities
- Safety notice board
- Health and Safety Policy
- Safe handling procedures
- PPE requirements

Records of induction training will be maintained and any additional, specific training needs will also be identified at this time.

Other health and safety training will also be carried out as appropriate and where identified through risk assessment, including:

- Working at height;
- Asbestos Awareness;
- IOSH Managing Safely;
- Fire Warden;
- Fire Safety;
- Manual handling;
- Personal Safety;
- Legionella and Water Safety.

4.18 HEALTH AND SAFETY MONITORING AND WORKPLACE INSPECTIONS

The monitoring of health and safety performance at Southport Education Group is carried out by the Health and Safety Officer and reported at each Health and Safety Committee Meeting and to governance through the audit committee.

4.19 WORKING AT HEIGHT

All work at height activities must be taken in accordance with the Working at Height Regulations 2005. Working at height should be eliminated wherever possible and all necessary works at height will be risk assessed.

Training and instructions for work at height activities, including the use of step stools and stepladders are provided where necessary and all access equipment is regularly inspected and records will be maintained.

Improvised access equipment (i.e. tables and chairs) will not be used by staff.

4.20 COMMUNICATION

Communication regarding health and safety within Southport Education Group is carried through various methods, e.g staff meetings and SEGway.

Any member of staff with a concern regarding health and safety is encouraged to speak to their line manager, the Health & Safety Officer, or Estates Managers (whichever is most appropriate).

4.21 SMOKING/ VAPING

Smoking is prohibited by law in all enclosed and all substantially enclosed workplaces and public places throughout the United Kingdom since July 2007.

Signs are displayed around the College premises to indicate the location of the smoking/ vaping area.

4.22 DRUGS AND ALCOHOL

The use, possession, or being under the influence of alcohol, illegal drugs, or misused prescription medication during working hours is strictly prohibited. Employees must be fit for work at all times and must not undertake duties if their performance or judgement may be impaired.

Any employee who has reasonable grounds to believe that a colleague is unfit for work due to the influence of drugs or alcohol must report this concern immediately to their line manager. All concerns will be treated seriously and managed in accordance with the organisation's disciplinary and health and safety procedures.

4.23 STRESS

The Health and Safety Executive defines stress as “the adverse reaction people have to excessive pressure or other types of demand placed upon them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health. All Heads of Divisions will identify sources of workplace stress and conduct Risk Assessments to eliminate stress or control the risks from stress. Training will be provided as required and workloads will be monitored to ensure that people are not overworking. Holidays will be monitored to ensure staff are taking their full entitlement.

The Line Managers will be alert to signs of stress in members of staff including changes in the 4 major areas: Physical, Emotional, Behaviour and Cognitive.

Individuals who have been off sick with stress will be supported during their absence and upon their return to work. In addition, all persons will be vigilant and offer support to a member of staff who is experiencing stress outside work e.g., bereavement or separation. All employees will raise issues of concern with their line manager and should seek medical advice where appropriate.

4.24 DRIVING AT WORK

All staff should familiarise themselves with the Driving at Work Policy and ensure their car insurance covers them to drive to and from work and journeys undertaken during their working day, e.g. visits to employers, journeys to and from the Southport and KGV sites.

A risk assessment for driving at work has been carried out for members of staff who may drive for short periods of time as part of their work (e.g. carrying out home visits, using college vehicles).

Members of staff must be insured for driving at work and hold a valid driving licence, licence checks are carried out annually by the Health & Safety Officer.

Where a member of staff uses their own vehicle for work, the driver is responsible for ensuring that the vehicle is roadworthy and safe. Seatbelts should be worn by the driver and any passengers, and the staff member must have the correct insurance.

4.25 YOUNG PERSONS AT WORK / WORK EXPERIENCE

Where young persons (aged 16 and 17) or children (aged under 16) are on placement, every care will be taken to ensure their health, safety and welfare.

The Work Placement Policy documents all procedures in full.

College policy requires that HR will inform departments of the employment of a young person, following which appropriate measures will be implemented.

A risk assessment will be carried out and the significant findings communicated as appropriate.

The young person will not be permitted to carry out the following activities:

- Operate any hazardous plant or equipment.
- Work alone.
- Use or handle any hazardous substance.

4.26 WELFARE

Adequate welfare facilities are available for all staff at Southport Education Group, including toilets and handwashing facilities, drinking and eating area and staff rooms.

4.27 ASBESTOS

Those responsible for maintenance and repair – dutyholders – are responsible for protecting others, who work or use the premises, from exposure to asbestos. At Southport Education Group, the responsibility for maintenance or repair is overseen by the Estates Managers.