



# Health and Safety Policy

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# Landau Forte College, Derby

## Section 1 - Statement of General Policy on Health, Safety and Welfare

1. This Statement of Safety Policy is produced in respect of Landau Forte College, Derby and forms the basis of future planning and implementation of health and safety matters within the College.
2. As an education provider, the College is committed to setting standards of health and safety by example for its students and this commitment is seen as especially important.
3. The Principal and Senior Leadership Team (SLT) recognise and accept responsibility for health and safety both under civil and criminal law, and also under the Children's Services Scheme of delegation for local management of schools.
4. In compliance with the Health & Safety at Work 1974, the Principal and Senior Leadership Team will ensure, so far as is reasonably practicable, that:
  - a. The premises are maintained in a safe condition
  - b. Safe access to and egress from the premises is maintained
  - c. All plant and equipment is safe to use
  - d. Appropriate Safe Systems of Work exist and are maintained
  - e. Sufficient instruction, training and supervision is available and provided
5. In addition to the above, the College also recognises its obligations to non-employees and where reasonably foreseeable, will make the necessary information, instruction, training and supervision available to ensure the safety of those affected.
6. As responsible employers and/or persons in control of premises, the requirement to provide, so far as is reasonably practicable, a safe and healthy working environment for all employees, visitors and students is acknowledged.
7. In doing so, the College will expect all staff, students, parents and visitors to abide by the requirements of this policy.
8. The College will ensure that adequate resources are set aside from the total budget allocation for the Policy Statement to be properly implemented.
9. The Governing Body is committed to this policy and all staff are required to comply as a condition of employment. They are encouraged to assist in the Governing Body's commitment to the continuous improvement in our health and safety performance. For the policy to be effectively implemented the College must have the full co-operation of employees and others who use the premises. Employees are reminded of their own duties:
  - a. To take care of their own safety and that of others and;
  - b. To co-operate with the Governing Body and Senior Leadership Team so that they may carry out their own responsibilities successfully
10. Consultation with employee representatives will be held as and when appropriate on all matters affecting the health and/or safety of employees concerned.

11. All relevant Regulations, Codes of Practice and Standards will be complied with as necessary.
12. This Policy Statement and the following arrangements and procedures will be reviewed annually.
13. This Policy is reviewed on an on-going basis and amended/revised as applicable. A copy is available to every member of staff and any amendments are notified to them. Copies of the policy are available from the Health and Safety Team and it is also stored electronically on the shared drive.

Approved by Local Governing Body on	
Signature (Principal)	
Print Name	
Date	

## Section 2 – Organisation and Responsibilities for Health, Safety and Welfare

In order to ensure that health and safety issues are dealt with in accordance with our establishment's safety policy, the following organisational structure has been approved by the Governing Body. Duties and responsibilities have been assigned to Staff and Governors as laid out below.

### 1. Trustees

The Trustees will comply with any directives issued concerning the health and safety of persons on trust premises or taking part in trust activities elsewhere. The Trustees are responsible for health and safety matters at a group level. They accept that the delegation of funds from the Education Department carries with it some power of control and hence increased accountability. Where the spending decisions are controlled by the Trustees, they accept a share of the responsibility for the way in which health and safety issues are addressed.

The Trustees have established arrangements for ensuring the requirements of this policy are properly implemented and that the policy remains effective and appropriate.

### 2. Chief Executive

The Overall responsibility for the day to day management of health and safety in the trust rests with the Chief Executive. As manager of the group and of all the activities carried on within it, the Chief Executive will advise Trustees of the areas of health and safety concern which may need to be addressed by the allocation of funds. The Chief Executive is responsible for monitoring Health and Safety and reviewing processes as required.

### 3. Director of Finance and Administration

The Chief Executive will delegate to the Director of Finance and Administration, the majority of the duties that are linked with the overall responsibilities of the Chief Executive.

### 4. Local Governing Body

The Governing Body will comply with any directives issued concerning the health and safety of persons on College premises or taking part in College activities elsewhere. The Governing Body is responsible for health and safety matters at a local level. They accept that the delegation of funds from the Education Department carries with it some power of control and hence increased accountability. Where the spending decisions are controlled by the Governing Body, they accept a share of the responsibility for the way in which health and safety issues are addressed.

The Governors appreciate that they can only work within their allocation of the total education budget and that they will only be accountable for deciding how the budget within their control is to be spent. The Governing Body has established arrangements for ensuring the requirements of this policy are properly implemented and that the policy remains effective and appropriate.

### 5. Principal

Overall responsibility for the day to day management of health and safety in the College rests with the Principal. As manager of the establishment and of all the activities carried on within it, the Principal will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds. Matters requiring particular consideration by the Principal will include:-

- 5.1 Ensuring that there is an adequate system in place for the undertaking of risk assessment in compliance with the requirements of the Management Regulations 1999,
- 5.2 Ensuring that there is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy
- 5.3 Adequate staffing levels for safe supervision;
- 5.4 The delegated responsibility for maintenance of the premises;
- 5.5 The purchase of equipment to meet appropriate safety standards;
- 5.6 The repair, maintenance and testing of College equipment;
- 5.7 The provision of appropriate protective clothing/equipment where necessary;
- 5.8 The purchase and maintenance of first aid materials and firefighting appliances;
- 5.9 The funding of necessary safety training for staff;
- 5.10 The arrangements for securing health and safety assistance from a competent source;
- 5.11 The appointment of a manager responsible for the premises;
- 5.12 The provision of appropriate health and safety information to governors.

The Principal may choose to delegate to other members of staff any or all of the duties associated with the above matters. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Principal from the overall day to day responsibilities for health and safety within the establishment.

## 6. Vice Principal

- 6.1 The Vice Principal will deputise for the Principal on health and safety issues as detailed above.
- 6.2 The Vice Principal will ensure that the duties of the Directors of Learning and Curriculum Leaders as detailed below are carried out in accordance with policy;

## 7. College Business Manager

The Principal will delegate to the College Business Manager, the majority of the duties that are linked with the overall responsibilities of the Principal. More specifically the post holder will:

- 7.1 Ensure that risks assessments are undertaken throughout the establishment and that control measures are implemented, and those assessments are monitored and reviewed by an appropriate individual.
- 7.2 Periodically review this policy document, amend as necessary and circulate any changes to appropriate staff;
- 7.3 Ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents on the premises;
- 7.4 Formulate and review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements;
- 7.5 Arrange for regular evacuation drills and fire alarm tests etc.
- 7.6 Advise the Director of Finance and Administration of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, record and take whatever local action is necessary to minimise the risk until repairs can be arranged;
- 7.7 Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe;
- 7.8 Co-ordinate the annual health and safety audit, ensuring all areas of the establishment and all activities are covered;

- 7.9 Report to the Principal any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available;
- 7.10 Liaise with and monitor as far as is reasonably practicable, the activities of contractors, visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum;
- 7.11 Ensure that all teams are kept informed of the names and details of those persons appointed to provide competent health and safety assistance;

## 8. Directors of Learning

Directors of Learning are responsible and accountable to the Principal for all matters relating to health, safety and welfare within their areas. They are similarly responsible and accountable in respect of areas that are designated "pastoral" areas as opposed to being "learning" areas.

8.1 In the exercise of this responsibility Directors of Learning must ensure that:

- 8.1.1 all staff under their control receive instruction in their duties, regarding health and safety matters
- 8.1.2 all staff under their control are adequately trained to carry out their duties efficiently and effectively
- 8.1.3 Directors of Learning must be aware of regulations, codes of practice and guidance notes appropriate to their specialist areas
- 8.1.4 Directors of Learning are responsible for producing their own area safety policy where appropriate, defining safe working arrangements and bringing it to the attention of members of staff including new entrants, supply staff etc.
- 8.1.5 The Director of Learning is responsible for ensuring all statutory notices, placards, regulations and safety signs are displayed as appropriate to their workplace. This will include arrangements for facilities such as first aid equipment, protective clothing/equipment, registers, log books etc.

8.2 Under Section 6 of the Health and Safety at Work etc. Act Directors of Learning are responsible for ensuring that everything received from suppliers - machinery, equipment, substances etc. - is accompanied by adequate information and instruction prior to use (NB "Use of Manufacturers Data Sheets").

8.3 Directors of Learning must report to the Principal (via College Business Manager) all problems, defects and hazards.

8.4 Report and if appropriate make recommendations to the Curriculum Leaders, Coordinators, College Business Manager or his/her safety representative on any practices, premises, equipment etc., which give rise to risks to health and safety.

## 9. Curriculum Leaders

All Curriculum Leaders are responsible to the Principal (via the Senior Leadership Team) for ensuring the application of this policy to all activities undertaken by their department. They will also have responsibilities for ensuring that all relevant parts of the College's statement are observed and implemented by all subordinate members of staff in their respective departments. In particular, staff holding such positions of responsibility will:

- 9.1 ensure that risks assessments are undertaken within their sections and that control measures are implemented, and that assessments are monitored and reviewed using the trust's preferred framework.



- 9.2 ensure that appropriate safe working rules and procedures exist and are documented within the department and that these are brought to the attention of everyone concerned;
- 9.3 ensure that all accidents (including near misses) occurring within their department are promptly reported and recorded using the Health and Safety Incident Report (Appendix A);
- 9.4 ensure that all accidents are investigated with a view to preventing a recurrence;
- 9.5 ensure that all staff within the department are aware of their specific roles in case of fire and/or emergency;
- 9.6 remove from use and inform the College Business Manager of any equipment/appliance which has been identified as being unsafe and which is in need of repair;
- 9.7 ensure that adequate levels of class supervision are available at all times;
- 9.8 carry out (in conjunction with other members of staff) the annual health and safety audit within their areas of responsibility and provide a report to the College Business Manager.
- 9.9 maintain or have access to an up to date library of relevant published health and safety guidance from sources including the LA, CLEAPSS, EFA, RPA, BAALPE etc., and ensure that all subordinate staff are aware of and make use of such guidance including that available in electronic format;
- 9.10 identify specific staff health and safety training needs and inform their Director of Learning accordingly;
- 9.11 consult with all staff on any matters which may affect their health or safety whilst at work;
- 9.12 carry out departmental induction training including any specific information and training that may be necessary because of activities which are peculiar to the department;
- 9.13 ensure that levels of first aid provision remain adequate for the activities being undertaken;
- 9.14 resolve health and safety problems referred by members of staff within their department. Any problems that cannot be satisfactorily solved within the department must be referred to the College Business Manager.
- 9.15 ensure (via subordinate staff) that all students are given the necessary health and safety information and instruction prior to commencing practical activities which may involve some risk;
- 9.16 ensure that good standards of housekeeping are maintained;
- 9.17 consult the College Business Manager when additional assistance becomes necessary.

## 10. Tutorial Staff [Including Supply Staff/Learning Support Assistants/Technicians]

Tutorial staff are responsible for the health and safety of all students under their control whilst involved in organised work activities both on site e.g. learning space, laboratories, workshops, grounds etc., and off site e.g. educational visits.

Tutorial Staff shall:

- 10.1 ensure effective supervision by only permitting practical work to be carried out by students after carrying out a risk assessment. The class size, the abilities of the students involved, the activities to be undertaken etc. will all need to be considered;
- 10.2 be aware of the College's health and safety policy and any local rules and arrangements which may apply specifically to the department concerned;

- 10.3 ensure that safety instruction is given to all students prior to commencing practical sessions;
- 10.4 know the location of the nearest firefighting equipment and first aid box, and know the emergency procedures in respect of fire/first aid/bomb scare etc.;
- 10.5 ensure that students follow College/departmental safety rules and that protective equipment is worn where appropriate;
- 10.6 ensure that all personal protective equipment is suitable and in good condition prior to issue;
- 10.7 ensure safety devices e.g. machinery guards are in good condition and are used;
- 10.8 report any defective equipment to the Curriculum Leader;
- 10.9 investigate all accidents (in conjunction with Curriculum Leader) which occur through activities organised/supervised by the Department;
- 10.10 propose for consideration by their Curriculum Leader any improvements which they consider would improve health or safety standards within the department;
- 10.11 ensure that an agreed adequate level of supervision is available and that appropriate health and safety arrangements exist prior to taking College parties off site on educational visits.

## 11. Site Team

The Site Manager, is responsible to the Principal via the College Business Manager. Duties include

- 11.1 arranging for the removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe;
- 11.2 taking appropriate action when necessary to prevent injury to others on the site who might otherwise be exposed to unnecessary dangers, e.g. erect barriers around opened manholes etc. and forward to College Business Manager.
- 11.3 complete an annual health and safety audit paying particular attention to the building structure, services, access to/egress from the College, main circulation areas etc.;
- 11.4 ensuring that other site supervisory staff are adequately supervised;
- 11.5 identifying any particular health and safety training needs of supervisory staff in the group.
- 11.6 ensuring that staff within the team are not involved in activities outside their limitations;
- 11.7 ensuring that any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment.
- 11.8 ensuring that all staff work in accordance with safe working practices issued by the College;
- 11.9 responsible for coordinating all contractual work and maintenance carried out on College premises;
- 11.10 ensure that risks assessments are undertaken and that control measures are implemented, and that assessments are monitored and reviewed.

## 12. College Medical Officer

- 12.1 The College Medical Officer will assess those issues involving College members that are referred to her.
- 12.2 The College Medical Officer will maintain a record of accidents, incidents and near misses reported, and monitor the incidence of accidents periodically;

### 13. All Employees [including temporary & volunteers]

All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions.

Employees must also co-operate with the governing body and senior staff of the College so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises. All employees are required:

- 13.1 to participate in the risk assessment process and comply with findings;
- 13.2 to report all defects in the condition of the premises or equipment to which they become aware to the relevant individual;
- 13.3 to report all accidents, incidents and near misses according to the procedures included in Section 3 of this document;
- 13.4 be familiar with the procedure to be followed in the event of a fire or other serious emergency;
- 13.5 to make use of all necessary personal protective equipment provided for safety or health reasons;
- 13.6 to, where necessary, make use of all control measures made available to them, e.g. fume cupboards etc.;
- 13.7 follow all relevant codes of safe working practice and local rules;
- 13.8 report any unsafe working practices to the Curriculum Leader/Director of Learning/College Business Manager.

### 14. Students [This section should be drawn to attention of all students]

All students must be encouraged to follow all safe working practices and observe all College safety rules. All students will:

- 14.1 follow all instructions issued by any member of staff in the case of an emergency;
- 14.2 ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
- 14.3 inform any member of staff of any situation which may affect their safety.

### 15. Staff Safety Representatives

Health and safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees. Where the governing body is notified in writing of such an appointment, the safety representative shall have the following functions:

- 15.1 to investigate potential hazards and to examine the causes of accidents in the workplace;
- 15.2 to investigate complaints by any employee he represents relating to that employees health and safety or welfare at work;
- 15.3 to make representations to the Principal via the College Business Manager on general matters affecting the health, safety and welfare of employees;
- 15.4 to carry out workplace health, safety and welfare inspections;
- 15.5 to attend any Health and Safety working party meetings;
- 15.6 to co-operate with his employers in promoting health and safety at work.

None of the above functions given to a safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

Names of Trade Union appointed Safety Representatives		
Name	Union	Area Covered
None at present		

### 16. Health and Safety Team

The College has established a Health and Safety Team which meets at least quarterly. The main purpose of the Team is to develop and implement measures to ensure the health and safety of all employees, students and others who may be affected by the College's activities

## Section 3 – Arrangements and Procedures for Health, Safety and Welfare

The following procedures and arrangements have been established within our College to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

### 1. College Transport

Staff who drive the College mini buses must have the relevant license requirements, be responsible for undertaking checks on minibuses and adhere to student supervision arrangements.

### 2. Accident / Incident Reporting, Recording & Investigation

All accidents/incidents/hazards/defects/near misses are recorded using the Health and Safety Incident Report from Appendix A.

The manually completed form is passed to the College's Health and Safety Incident Coordinator who completes the accident book if appropriate and passes the incident report to the appropriate team for investigation.

A summary of incidents is prepared for the next Health and Safety Team meeting.

### 3. Asbestos

The Site Manager is responsible for Asbestos Record System Manual, arrangements to ensure contractors and others such as site supervisors etc. have sight of the manual and sign manual prior to starting any work on the premises. Any person who refuses to sign prior to commencing the work will not be allowed to carry out any work.

If it is thought that asbestos has been disturbed seal off the room and do not allow entry and contact the Trust's asbestos consultants, Burton Environmental on 01283 517374.

### 4. Contractors

The Site Manager liaises with contractors, completes an induction and exchanges health and safety information and agrees safe working arrangements, risk assessments, frequency of liaison meetings, and is responsible for monitoring contractors working methods. Staff should report concerns to the College Business Manager.

### 5. Curriculum Safety [including out of College learning activity/study support]

Tutorial staff are to undertake suitable (written) risk assessments prior to commencing hazardous activities and forward to their line manager. Consideration MUST be given to the specification of staff qualification requirements to teach certain activities, the BAALPE document must be referred to for P.E.

### 6. Drugs & Medications

Parents must complete a 'Parental Agreement Form', available from the College's Medical Officer, prior to staff administering medicines to students.

### 7. Educational Visits/ Off-Site Activities

The College has an Educational Visits Policy and an Educational Visits Co-ordinator. All visits are approved by the Principal. Written risk assessments must be completed prior to the visit being approved

### 8. Electrical Equipment [fixed & portable]

The Site Team are responsible for regular PAT Testing of portable appliances. All staff must declare any portable appliances they are using on site so that Site Team can test them.

Fixed electrical testing is completed every five years.

Staff are responsible for reporting any defects to electrical equipment to the College Business Manager. Defective equipment must be taken out of use and signed accordingly.

## 9. Environmental Conditions

Temperature – A reasonable temperature is maintained throughout the College

Lighting – Adequate lighting is provided during occupation of the College

Cleanliness – All areas are cleaned daily

Floors / Routes – All routes are to be clear at all times

## 10. Fire Precautions & Procedures [and other emergencies incl. bomb threats]

Each learning space has fire procedures displayed. A fire drill is completed regularly and fire alarm testing is completed by the Site Team.

Also see current Fire and Emergency Evacuation Policy.

## 11. First Aid

First Aid should be carried out by a qualified member of staff. An up-to-date record will be maintained of staff who have undertaken First Aid training. First Aid kits are stored in green boxes/bags marked with white crosses and are located at allocated points throughout the College, the contents of which are checked regularly by the Medical Officer. Kits are also stored in the Medical Room. A First Aid folder with emergency care plans for students with medical needs is stored in the Medical Room, alongside emergency boxes containing medication that might be required in an emergency and plans for its administration. Regular First Aid updates take place to ensure that all First Aiders understand the information contained in the First Aid folder.

## 12. Glass & Glazing

All glass in doors and side panels to be safety glass. All replacement glass to be of safety standard, assessment of premises to establish whether there are areas which are unsuitable for use by children due to glass being of low standard.

## 13. Handling & Lifting

The introduction of the Manual Handling Operations Regulations 1992 has resulted in a more defined legal obligation to both employers and employees with regard to lifting and handling tasks. The emphasis should always be on the avoidance of manual handling activities wherever possible. Where manual handling cannot be avoided, work should be organised to –

- assess the risk
- reduce the risk

No person should carry out manual handling activities unless they have had suitable training.

Where any lifting is required, it should be preceded by a risk assessment.

## 14. Hazardous Substances

Procedures

- Safely dispose of any substances that are no longer required.
- Make a list of all remaining hazardous substances that are used or created within the College – these are to be kept in departments and reviewed at least annually.

- Obtain a suppliers hazard data sheet for every hazardous material.
- Determine whether it is possible to eliminate the need to use any of the remaining substances by modifying current working methods.
- Identify whether it is possible to substitute any substance with an equally effective but less hazardous material.
- Undertake a risk assessment of the use of each remaining hazardous substance in the College. The assessment must identify any risks to staff and students that are created through use of the substance.
- Identify what precautions or control measures are required to completely eliminate the risk or reduce them to the minimum level possible. Implement the precautions.
- Record the assessment.
- Provide all staff with adequate training and information on the safe use of hazardous substances and safe working procedures to be followed by staff and students.
- Monitor the use of hazardous substances periodically to check that precautions are being properly followed.
- Periodically examine and test all mechanical control systems (such as fume cupboards) to ensure efficient operation. Keep records of all checks.
- Review all assessments and safe working practices periodically to ensure they remain valid.
- Inform all new staff of the above requirements where applicable.

### 15. Health and Safety Advice

Anyone requiring health and safety advice should contact a member of the Health & Safety Team.

### 16. Housekeeping, Cleaning & Waste Disposal

Arrangements are in place to ensure premises are kept clean and to minimise the accumulation of rubbish. There are arrangements for wet floor cleaning to minimise risks of slips, means of disposing of glass and other sharp objects, arrangements for snow shifting, external waste bins are located in a locked compound. All of this section is managed through the site team.

### 17. Jewellery

Jewellery should be kept to a minimum and no responsibility can be taken by the College for accidents caused by excessive/dangerous items. Nose studs should not be worn. Only one stud should be worn in each ear. Students are required to accept the College's opinion of what is suitable in matters of clothing and appearance.

### 18. Lettings/Shared Use of Premises

The Facilities Lettings Team have a set of health and safety documents appropriate to the hiring out of the College facilities outside of normal hours. These documents are issued to all persons/companies who use our facilities. This documentation is maintained by the Marketing & Facilities Manager.

### 19. Lift

All staff and students should take appropriate care when using the lift, an emergency button for which is located inside. A key to operate the lift is issued to staff/students as deemed appropriate, and one key is held on Reception at all times. Any problems with the operation of the lift should be reported to the Site Team and notices put on the lift doors immediately to state 'Out of Order'. The lift must not be used during a fire or emergency evacuation.

## 20. Lone Working

All staff working alone in the premises must identify themselves to the duty site team member prior to commencing any works.

There is a risk assessment for lone working that all staff have access to.

## 21. Maintenance / Inspection of Equipment

Ladders and steps are subject to visual checks prior to use and written checks every six months by the site team. Fume cupboards, other extraction systems, PE equipment, D&T machines, lifts & lifting equipment, pressure cookers, autoclaves, fire alarm and smoke detection, emergency lighting, fire extinguishers, panic alarms are all subject to checks co-ordinated through the site team.

## 22. Monitoring the Policy

The annual Health and Safety Audit is co-ordinated by the College Business Manager. This policy is reviewed as and when necessary but at least every year.

## 23. Personal Protective Equipment (PPE)

Equipment will be selected that is suitable and sufficient; employees are responsible for maintaining and adequately storing PPE. The College will provide PPE free of charge to employees when it is identified by risk assessment. Employees are responsible for using PPE and reporting any defects.

## 24. Plant, Machinery and Equipment

It is the responsibility of staff in their various departments for maintaining any plant and machinery and defining Safe Systems of Work (SSOW) accordingly. This includes:-

- Adequate and correct guarding of machinery
- Appropriate signage
- General inspection of plant, equipment and machinery
- Storage and transportation of toxic substances, gases, etc.
- Disposal of toxic and other waste substances and materials

No new machinery/equipment or dangerous substances will be brought into the College unless first having been cleared with a member of the Executive Leadership Team.

If specified, the correct PPE should be worn when using any equipment/machinery.

## 25. Reporting Defects

It is the responsibility of all staff to report any defects to the Site Team for further action as appropriate.

## 26. Risk Assessments

Curriculum Leaders are responsible for completing risk assessments and monitoring and reviewing them within their department and for ensuring their staff are aware of them

## 27. Security

All site visitors will report to reception as directed by signs. All visitors and regular College users will wear identity badges or visitor passes. All outside doors will be kept secure. All buildings are alarmed by the Site Team at the end of the each day. Any faults are reported and the buildings are manned until alarm is in place.

## 28. Smoking

Landau Forte College, Derby is a no smoking site. This includes the use of vaporisers and any other smoking implements.



### 29. Staff Consultation

Staff can raise health and safety concerns to the College Business Manager who is representative on the quarterly Health & Safety Team Meetings.

### 30. Staff Health & Safety Training and Development

Staff are encouraged to ask for and attend health and safety training sessions. Staff performing certain tasks such as significant manual handling, operation of D&T machinery etc. must attend specific training and required updates. New staff are briefed and issued with copies of any relevant policies and documentation as part of their induction.

### 31. Staff Well-being / Stress

Staff have access to services for counselling and well-being via Westfield Health.

### 32. Supervision [including out of College learning activity/study support]

When students are in the care of the College, agreed ratios for College visits will be adhered to. All staff and responsible adults will complete an enhanced DBS check.

### 33. Swimming Pool Operating Procedures

There is a pool SOP (Standard Operating Procedure) and EAP (Emergency Action Plan) available for all lettings and pool users.

### 34. Use of VDU's / Display Screens

All staff who are classed as DSE Users must complete a workstation assessment.

### 35. Vehicles on Site

There are restrictions on vehicle movement at certain times, segregation of large vehicles from pedestrian areas, restrictions on reversing vehicles, and special arrangements for deliveries at the College.

### 36. Violence to Staff / College Security

Violent incidents must be reported to Line Managers. Violent incidents must be reported using the Health and Safety Incident Report (Appendix A) for any violent incident whether it is verbal or physical. If injuries are sustained, the accident reporting procedure must be followed too.

### 37. Work Experience

The College has a work experience co-ordinator. A work place risk assessment must be completed prior to a student undertaking a work placement either internally or externally.

### 38. Working at Height

Staff using steps and ladders require training. Written ladder checks must be completed and visual checks completed prior to use. No one must use tables or chairs to stand on. All working at height activities must have a risk assessment completed.



### ACCIDENT REPORT FORM

IMPORTANT – PLEASE ENSURE ALL SECTIONS ARE COMPLETED, ANY FORMS WITH INCOMPLETE OR MISSING INFORMATION WILL BE RETURNED

ONCE COMPLETED PLEASE PASS TO THE COLLEGE NURSE

NAME OF INJURED PERSON:.....

STATUS (Student/Staff):.....

Please complete if a student: AGE:.....Year:.....Personal Tutor:.....

DATE OF ACCIDENT:.....TIME OF ACCIDENT:.....

LOCATION OF ACCIDENT:.....

CIRCUMSTANCES LEADING TO THE ACCIDENT:.....

.....  
.....

INJURIES – (as far as ascertained) please state exact position of the injury:.....

.....  
.....

DETAILS OF TREATMENT/ACTION TAKEN: .....

.....  
.....

WITNESSES (with addresses if not College members): .....

.....  
.....

PERSON REPORTING THE ACCIDENT (with addresses if not College members): .....

.....  
.....

SIGNATURE:.....DATE:.....

PLEASE STATE ANY SUGGESTIONS WHICH MIGHT HELP TO PREVENT SIMILAR ACCIDENTS:

.....  
.....  
.....

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ACTION BY THE COLLEGE NURSE – inform as necessary:

- Principal
- Parents
- DOFA (insurance purposes)
- Health and Safety Officer
- Personal Tutor
- Accident Book
- Other (please specify):.....

Was it necessary to inform the Governors?

- Yes (Chairman/Deputy) Date:.....Time:.....
- No

Did the injured person have time off College?

- Yes
- No

Date of Return:.....

Please write any additional notes below:

Date:.....

Signature of College Nurse or person deputising:.....

Signature of senior member of staff:.....



## ACCIDENT REPORT FORM

IMPORTANT – PLEASE ENSURE ALL SECTIONS ARE COMPLETED, ANY FORMS WITH INCOMPLETE OR MISSING INFORMATION WILL BE RETURNED

ONCE COMPLETED PLEASE PASS TO THE COLLEGE NURSE

NAME OF INJURED PERSON:.....

STATUS (Student/Staff):.....

Please complete if a student: AGE:.....Year:.....Personal Tutor:.....

DATE OF ACCIDENT:.....TIME OF ACCIDENT:.....

LOCATION OF ACCIDENT:.....

CIRCUMSTANCES LEADING TO THE ACCIDENT:.....

.....

.....

INJURIES – (as far as ascertained) please state exact position of the injury:.....

.....

.....

DETAILS OF TREATMENT/ACTION TAKEN: .....

.....

.....

WITNESSES (with addresses if not College members): .....

.....

.....

PERSON REPORTING THE ACCIDENT (with addresses if not College members): .....

.....

.....

SIGNATURE:.....DATE:.....

**PLEASE TURN OVER**

PLEASE STATE ANY SUGGESTIONS WHICH MIGHT HELP TO PREVENT SIMILAR ACCIDENTS:

.....  
.....  
.....

---

ACTION BY THE COLLEGE NURSE – inform as necessary:

- Principal
- Parents
- DOFA (insurance purposes)
- Health and Safety Officer
- Personal Tutor
- Accident Book
- Other (please specify):.....

Was it necessary to inform the Governors?

- Yes (Chairman/Deputy) Date:.....Time:.....
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Date of Return:.....

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Signature of College Nurse or person deputising:.....

Signature of senior member of staff:.....