

Health & Safety Policy

The purpose of this policy is to set out our commitment to manage risks and provide good standards of health and safety and also to meet our legal duties. Health and safety is an integral part of how we do business as a responsible employer and we have put in place the necessary organisation and arrangements to achieve this. This policy has been initiated after carrying out a full appraisal of our health, safety and welfare requirements and will be reviewed periodically.

This is a declaration of our intent to provide and maintain, so far as is reasonably practicable, a safe and healthy working environment and to enlist the support of employees towards achieving these goals. The General Policy statement is brought to the attention of all employees by publication in the main policy manual and in the Employee Safety Handbook.

To assist us with our duty we have retained Peninsula Business Services Limited to provide information and guidance on how these provisions should be managed and recorded.

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Governor Approved Date	16/10/2017	Last Review Date	Oct 2017
Comments	This is a statutory policy outlining the structure and arrangements of H&S at the WMUTC.		
Monitoring, Evaluation and Review	This policy will be reviewed as it is deemed appropriate, but no less frequently than every 2 years. The policy review will be undertaken by the Principal, or nominated representative Monitoring and Evaluation shall be conducted		

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1.0 Introduction

West Midlands UTC (UTC) opened in September 2015 to provide 'world-class' education for 600 students aged from 14-19.

- 1.1 This statement is issued in accordance with the Health and Safety at Work Act (1974) and the Management of Health and Safety at Work Regulations 1999. These set the standards that must be met to ensure the health and safety of all employees and others who may be affected by any work activity. Other regulations also exist to cover work activities that carry specific risks, for example lifting and carrying, computer work and electricity. The key pieces of legislation are listed below:

- The Health and Safety at Work Act 1974
- The Health and Safety (First Aid) Regulations 1981
- The Electricity at Work Regulations 1989
- The Workplace (Health Safety and Welfare) Regulations 1992
- The Manual Handling Operations Regulations 1992
- The Health and Safety (Display Screen Equipment) Regulations 1992
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
- The Provision and Use of Work Equipment Regulations 1998
- The Management of Health and Safety at Work Regulations 1999

The Education (School Premises) Regulations 1999
The Control of Substances Hazardous to Health Regulations (COSHH) 2002
The Control of Asbestos at Work Regulations 2006
The Construction (Design and Management) Regulations 2007

- 1.2 The UTC will comply with all legal requirements as a minimum and will strive towards continual improvement.
- 1.3 The UTC is dedicated to providing a safe and healthy working environment for the health, safety and welfare of students, staff, visitors and other persons using the buildings, grounds, equipment and any other facilities provided by or associated with The UTC.
- 1.4 The UTC will strive to reduce the possible risk of accidents and injury to all users. In supporting this, the arrangements outlined in this document and other safety precautions put in place by the management and governing body cannot prevent accidents but will instil the adoption of safe methods of work and good practice.

The Principal, Governors, leaders at all levels and designated health and safety staff will take all reasonable steps to identify and reduce hazards to a minimum. To assist in this, all staff and students must be aware of their own and others' personal safety in all of the UTC's activities, both on and off site.

2.0 General Guidelines

- 2.1 It is the duty and policy of the Governing body and Principal so far as reasonable and practicable to:
 - Make themselves familiar with the requirements of the Health and Safety at Work Act (1974) and any other health and safety legislation and codes of practice which are relevant to the UTC, in particular the Management of Health and Safety at work regulations 1992.
 - Establish and maintain a safe and healthy environment throughout the UTC.
 - Establish and maintain safe working procedures among staff, students and other users.
 - Ensure that arrangements are in place regarding the safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
 - Ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the UTC.

- Ensure that any organisation or individual using the facilities for community use, can demonstrate that they have appropriate levels of Personal Injury Insurance in place before they are allowed to book.
- Ensure that all staff and students receive information, instruction and supervision to enable them to recognise and avoid hazards minimizing potential personal risk and that of others.
- Make sure that any health and safety training requirements are met.
- Ensure that all staff and students have a safe place to work including means of safe entry and exit.
- Ensure all necessary safety and protective equipment and clothing together with appropriate instruction and guidance is available to all appropriate personnel.
- Ensure effective procedures are in place in case of fire and for evacuating the premises.
- Ensure accident and emergency procedures are in place.
- Practice safe emergency evacuation procedures are carried out at least once per term, the results recorded and any remedial action to improve procedures are quickly and efficiently carried out.
- Ensure that an effective health and safety monitoring structure is in place and to periodically assess the effectiveness of these arrangements and to ensure that any necessary changes are implemented.
- Ensure that any health and safety working conditions take account of the appropriate statutory requirements and local authority guidelines codes of practice and guidance (statutory and advisory).
- Ensure that there is an effective accident reporting procedure in place, and that staff and other users are aware that this reporting facility is in place and how to access it.
- Ensure that regular health and safety inspections are undertaken and done on a regular basis and that any recommendations made are acted upon as soon as is practicable.
- Ensure that any identified item of equipment, fittings and furniture which has been identified as being unsafe is safely removed and repaired or replaced.

- The Governing Body through the Principal will ensure all staff, including temporary and voluntary staff, and helpers receive comprehensive information on this policy and all other relevant health and safety matters including any instruction and training required to ensure that they are able to carry out their duties in a safe manner without putting themselves or others at risk.
- Report to the appropriate authority/department any defect in the state of repair of the buildings or their surroundings which is identified as being unsafe or likely to cause harm and make any interim repairs or arrangements to limit the risk of harm.
- Collate accident and incident information, and when necessary, carry out accident and incident investigations.
- Monitor first aid and welfare provision.

2.2 While the Principal has full responsibility for the day to day health and safety conditions for all staff, students, visitors and anyone else using the premises or grounds whilst engaged on UTC business, the operational management, leadership and monitoring of this will be undertaken by the Director of Operations.

3.0 Staff responsibility

3.1 All UTC staff will support the Principal and Governors and will be responsible for the implementation and operation of the UTC's health and safety policy and in helping other members of staff, students and visitors to comply with its regulations. As part of their day to day duties they will:

- Assist the Principal with the implementation, monitoring and development of the procedures and codes relating to the Health and Safety Policy within the UTC.
- Carry out risk assessments on all learning and teaching practices and activities including equipment and substances. All general advice on safety matters given by the national bodies such as the DfE and other relevant bodies in relation to the UTC are implemented, that this will be translated into written safe methods of working practice and every department is informed.
- Inform students, staff and visitors as to their own personal safety and makes sure they are aware of the Health and Safety procedures in place.
- Investigate any specific Health and Safety issue which has been identified in regard to any UTC provision and implement any recommended or remedial action reasonably required.

- Perform regular Health and Safety inspections within their area of responsibility as required by the Principal or as necessary by law.
- Ensure that any failure to meet Health and Safety requirements is recorded and that appropriate action will be taken to cease the provision until the issue is resolved according to Health and Safety requirements.
- Ensure appropriate protective clothing and equipment including fire appliances and first aid are provided and readily available in all areas of the UTC where required.
- Ensure hazardous, flammable and toxic materials and substances are correctly assessed, used stored and labelled and clear records are kept of these regarding quantities stored and used.
- Ensure any signage in relation to Health and Safety is clear, up to date and that everyone is able to understand the label and instructions, irrespective of ability or need.
- Staff will attend regular training to ensure that they are as up to date and informed of existing and any new requirements in regard to Health and Safety.

3.2 All staff are responsible for the Health and Safety arrangements in relation to the site, staff, students and visitors under their supervision. They should make themselves familiar with the requirements of the Health and Safety at work act 1974 and any other safety legislation and codes of practice which are relevant to the work of the department in which they work.

3.3 They should:

- Exercise effective supervision over all those they are responsible for.
- Take any appropriate action to ensure their own safety and that of any other persons that may be affected by their acts or omissions at work.
- Ensure any equipment, tools or materials used are appropriately used and that it complies with any Health and Safety directives required.
- Familiarise themselves with the UTC's Health and Safety policy and any relevant safety regulations.
- Ensure all equipment, tools and materials and or any protective equipment and safety devices are in good order and used appropriately.

- Report any defects and faults with any tools and materials and or any protective equipment and safety devices to the appropriate Health and Safety person.
- Report accidents irrespective of any injuries to the Director of Operations and ensure that the report is logged.
- Attend training and awareness courses in regard of Health and Safety.
- Make sure that if they find themselves in an unfamiliar environment they perform an initial Health and Safety check and seek further advice to clarify any issues arising.
- Ensure all emergency fire fighting equipment is regularly checked and clearly signed; this will include the fire alarm system and evacuation procedures.

4.0 Related Policies

4.1 This policy has links to other policies, which should be consulted to appreciate the full scope of Health and Safety as it affects the students and staff of this UTC:

- First Aid Policy
- Administering medicines
- Serious incident Management Plan
- Safeguarding policy

5.0 Fire Safety

5.1 Appropriate procedures for ensuring that safety precautions are properly managed will be formulated and disseminated to all staff. These procedures will include Fire Drills and the use of Fire Extinguishers.

5.2 The UTC's evacuation procedure will be prominently displayed in all teaching rooms, offices and curriculum areas. All staff and students must be fully conversant with the procedures for evacuation of the premises in case of a fire/bomb threat. Evacuation procedures will be tested each term. The evacuation and safety of visitors and contractors will be the responsibility of the person who they are visiting or working for. See Appendix 3 - AUEA Emergency evacuation procedures.

5.3 All fire fighting equipment will be checked annually by an approved contractor and records maintained. The fire alarm will be tested weekly from different points when the site is not in use and records maintained. All emergency lighting will be tested six-monthly and records maintained.

6.0 Reporting Accidents

- 6.1 All accidents to staff, students and visitors must be reported, in writing, using the UTC's accident report form. Certain accidents must be reported to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). The Principal will ensure that the Health and Safety Executive is informed of reportable incidents.

7.0 First Aid

(Please see the UTC First Aid Policy for further details)

- 7.1 First aid can save lives and prevent minor injuries becoming major ones. Under health and safety legislation, employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace.
- 7.2 A DfE good practice guide, 'Guidance on First Aid for Schools', has been written to provide advice for academies on drawing up first aid policies and ensuring that they are meeting their statutory duties. In particular it includes a checklist of issues which academies may find helpful when undertaking a risk assessment. The Governing Body seeks to adopt this guidance on good practice.
- 7.3 The Principal should ensure that the number of certified first-aiders will not, at any time, be less than the number required by law. In addition, supplies of first aid material should be held at various locations throughout the UTC. These supplies should be checked on a regular basis by a qualified first-aider.

8.0 Equipment

- 8.1 Protective clothing/gloves/masks/helmets must be provided and used by technicians and site supervisory staff when required. Staff and students must be provided with and use protective glasses/eye shields in all workshops and laboratories. Visitors must be provided with protective clothing as appropriate.
- 8.2 The following equipment must be checked annually by approved inspectors or an appropriately trained member of staff:
- fume cupboards
 - all electrical appliances
 - workshop equipment, e.g. lathes, kilns
 - fixed gymnasium equipment
- 8.3 When new equipment is purchased, it is the responsibility of the departmental manager to ensure that it meets appropriate educational standards and that its installation and use conforms to health and safety requirements.

- 8.4 Equipment, materials and chemicals must be stored in the appropriate storage containers and areas. All containers must be labelled with the correct hazard sign and contents label. Curriculum Area Leaders should consider storage life when ordering new supplies. Reference must be made to COSHH and the Ionising Radiations Regulations; copies of all relevant COSHH and regulations must be kept in the Science Department.

9.0 Housekeeping

- 9.1 The Site Manager will monitor the cleaning standards of the cleaners. The standard required is laid down in the cleaning specification. Special consideration will be given to hygiene areas.
- 9.2 The Site Manager will monitor the efficiency of the waste collection service. Separate provision must be made for the collection and disposal of laboratory materials (chemicals, broken glass etc.), clinical waste and normal refuse.

10.0 Visits

Educational trips and visits must be organised in accordance with the UTC's Safeguarding on Activities Outside the College policy.

11.0 Visitors to the UTC Site

- 11.1 All legitimate visitors will be given a warm welcome to the UTC and will be directed to sign in at reception. All visitors will receive a badge which must be clearly visible while they are in the UTC building. These badges may be differently coloured from staff badges and students made aware of their significance. Visitors will be collected from reception by the member of staff concerned or escorted to the appropriate area of the UTC.
- 11.2 Hirers of the UTC premises must use plant, equipment and substances correctly and use the appropriate safety equipment. They will be made aware of their obligations in relation to health and safety when making the booking.
- 11.3 Whilst on site, all contractors must wear an UTC visitor's badge, which may be differently coloured to denote their status. Cleaning contractor's employees must wear an identity badge at all times. Temporary teaching staff on cover duties will be required to indicate their presence in the UTC by reporting to reception, signing in and wearing a visitor's badge.
- 11.4 If a member of staff meets someone on site who they do not recognise and is not wearing a visitor's badge, they should, if they do not feel threatened, enquire if the person needs assistance and direct them either to the UTC reception or off the site, as appropriate.

- 11.5 If an intruder is uncooperative in going to the reception or leaving the site, or a member of staff feels threatened, or is threatened with violence or a violent attack takes place, immediate help from the Police should be sought by telephone

12.0 Security

- 12.1 All staff should be aware of every aspect regarding the security of people and property. In particular, the emergency exit doors on the outer perimeter of the buildings should only be used in the event of emergencies and kept secure at all other times.
- 12.2 Maintaining security is aimed at reducing the opportunity for unauthorised persons to enter the buildings through non-designated access points. It is also necessary to be alert to the possible presence of unauthorised persons on site who may constitute a threat to staff, students and bona-fide visitors and contractors.
- 12.3 Staff will be required to wear their UTC Identity Badges at all times.

13.0 Training

- 13.1 The UTC will ensure that any new members of staff or visitors will be given appropriate training so that all relevant health and safety matters are drawn to their attention at the earliest possible stage of their induction.

14.0 Students

- 14.1 All students are expected to be aware of the UTC's surroundings and to exercise personal precautions to prevent and mitigate any possible injury to themselves and others around them. To observe the safety rules of the UTC especially any instructions from teaching staff in the event of an emergency.

15.0 Lettings

- 15.1 In cases where the UTC's equipment, buildings or grounds are to be let the Governors and Principal will ensure that:
- Any means of access and egress are safe and clearly identified
 - Any equipment to be used by hirers is safe and any operating instructions and health and safety precautions are clearly identified.
 - All emergency doors are clearly identified and fire drill/evacuation procedures are understood.

- Telephones, alarms, fire fighting equipment and other safety equipment are pointed out and that users are familiar with how to use them.
- After the hirers have vacated the premises a full security check of the site including any equipment used takes place and any faults are reported and recorded.
- Any health and safety signage is clearly displayed and uses are clear as to the meanings.
- There is a contact person available for hirers to contact should there be any issues that may require attention

16.0 Construction and Maintenance Work

- 16.1 Where construction or maintenance work is being carried out on site the Governors and Principal will ensure with contractors or service providers that appropriate health and safety plans are in place.
- 16.2 Contractors or Service Providers will be made aware of the Health and Safety Policy in place at the UTC and will be required to integrate the requirements of the policy into their safety plans. A pre-start meeting will be held between representatives of the UTC and Contractor/Service Provider before any works commence to confirm specific health, safety and welfare issues applying the works to be carried out.

17.0 Design, Workshop and Construction Yard Safety.

Safety in the design, workshops and construction yards are subject to a number of various risk assessments and safe codes of working practices which have to be observed and adhered to by all users and enforced by the person in charge of these areas.

17.1 Equipment and tools

- No machine may be used or work undertaken unless the technician-in-charge is satisfied that the person is capable of doing so safely. If equipment is fitted with guards these must be used. Equipment must never be used if the safety guards have been removed.
- Any person working in the mechanical and electronic workshop must have read and signed the appropriate risk assessment if the work or equipment they are using has been risk assessed. Risk assessments are kept in a filing cabinet within the mechanical workshop (B.128).

- No person shall mount any abrasive wheel unless he/she has been trained in accordance with the Provision and Use of Work Equipment Regulations 1998. Grinding machines shall only be operated by technical staff and eye protection must be worn.
- Service records of all machine tools, plant and equipment must be kept. They must list the date of any service/repair and name of the person responsible for carrying out that service/repair. Faults which cannot be repaired immediately should be reported to the technician-in-charge and a note should be attached to the machine where it is clearly visible indicating that the equipment is out of order.
- All Portable Electrical Equipment must be regularly inspected and tested for electrical safety.
- Lifting equipment must be registered with the University's Engineering Insurers and be subject to annual inspection.
- All air receivers must be subject to a thorough examination at the statutorily required intervals.
- Where applicable suitable Local Exhaust Ventilation (LEV) must be used. The LEV systems must be subjected to a thorough inspection and test at least once every 14 months.
- Ladders/stepladders should be individually identified and formal inspections carried out.
- No welding may be undertaken unless the technician-in-charge is satisfied that the person is capable of doing so safely. During any welding operation the fume extraction system must be used.
- When using woodworking machines the dust extractor and face masks must be used.
- Equipment must be cleaned after use. Any materials, tools or equipment used must be tidied away.
- Precision measuring equipment, drills, etc. must be replaced in their appropriate cabinets after each working day.
- Tools and equipment must not be removed from the workshop without permission from the technician-in-charge.

17.2 Work practices and personal protective equipment

- Eating and drinking in the mechanical workshop areas are strictly prohibited.

- When working with machine tools or other equipment with rotating spindles, jewellery, loose clothing etc. are prohibited and long hair must be completely covered.
- Personal Protective Equipment (PPE) is supplied and must be used where necessary. Barrier cream, lab coats/overalls, eye and hearing protection, dust masks and safety shoes must be used as the work/risk assessment dictates.
- Lab coats/overalls and safety boots must be worn by technicians operating the machines.
- The gangway through the workshop must be kept clear. Any oil spillage, grease etc. must be cleaned up immediately.
- Do not carry loads such that the weight may be dangerous or vision obscured.
- No hazardous substance to health can be used before a COSHH risk assessment is undertaken and a safe system of work issued to the users.

18.0 Lone and out of hours working

No lone working with hazardous equipment and/or materials is permitted. Such work can only be undertaken when there are at least two staff present in the workshop.

Work cannot be carried out outside normal working hours if there is only one person in the workshop. Any exception from this rule will depend on the outcome of the risk assessment and the nature of work to be undertaken.

19.0 Emergency Evacuation Procedure

There is a 2 stage alarm in situ at the UTC, the intermittent alarm will sound for 90 seconds before sounding continuously.

The Continuous Ringing of the fire alarm indicates the need to put the Emergency Evacuation procedure into operation. It must always be assumed, that the signal is indicative of a real emergency.

20.0 Other related documents:

Employee safety Handbook

HSE Website <http://www.hse.gov.uk/index.htm>

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

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

A Guide to the Law for UTC Governors (DCSF 2008)- Community Version -
Voluntary Aided Version - Voluntary Controlled Version- Foundation Version.
website <http://www.governornet.co.uk/publishList.cfm?topicAreaId=26>

DfE UTC Security information:

<https://www.education.gov.uk/publications/eOrderingDownload/RB419.pdf>

DfE Health and Safety of Students on Educational Visits: A Good Practice Guide
<https://www.education.gov.uk/publications/eOrderingDownload/HSPV2.pdf>

DfE/DH Supporting Students with Medical Needs: A Good Practice Guide -
<https://www.education.gov.uk/publications/standard/Specialeducationalneeds/Page4/PPY194>

DCSF Guidance on First Aid for schools:

<http://www.education.gov.uk/schools/pupilsupport/pastoralcare/health/firstaid/a0010622/first-aid>

DCSF/Home Office UTC Security: Dealing with Troublemakers -

<http://media.education.gov.uk/assets/files/doc/s/schoolsecurity.doc>

Guidance on Standards for UTC Premises (ref DfE 0029/2000).

DfE/CEDC Safe Keeping: A good practice guide for health and safety in study support

<https://www.education.gov.uk/publications/eOrderingDownload/PfssguideMIG1878.pdf>

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