



UTC South Durham Health & Safety Policy



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Approved by	Governing Body
Signed: (Principal) 	Date: June 2021
Signed: (Chair of Trustees) 	Date: June 2021

Review History	JS – April 21 GH – May 21
Date to be reviewed by	June 2023
Responsibility	Business Manager

1. Introduction

UTC South Durham makes an unequivocal commitment to high standards of health and safety. Although the Principal has ultimate responsibility for implementing the policy all employees have an important part to play in its successful implementation.

Every member of staff is responsible for implementing the policy in their area of activity. Every employee must comply with the policy and co-operate with colleagues to achieve high standards of health and safety.

This Policy is required under the Health and Safety at Work Act 1974. Employees are reminded that they have duties under the Act and breach of these duties could lead to prosecution of the Board of Trustees or individual employees. Failure to comply with safety requirements could also lead to disciplinary action.

2. Statement of intent

UTC South Durham's Board of Trustees will establish and maintain high standards of health safety and welfare for all its employees.

The Board of Trustees will ensure, so far as is reasonably practicable, that the health and safety of employees, students, visitors and other non-employees who may be affected by its work activities are not endangered.

3. Objectives

- To confirm that all activities are being carried out safely, without risk to health, so far as is reasonably practicable
- To confirm there are Codes of Practice covering work activities
- To confirm all staff are aware of and accept their own personal responsibilities
- To confirm that all new employees are aware of the Trustees' Health and Safety Policy and the appropriate health and safety procedures
- To confirm all visitors, contractors and suppliers of goods and services comply with relevant health and safety requirements
- To promote awareness of health and safety issues
- To provide specialist professional support to managers and staff on all health and safety matters
- To have and make readily available detailed health and safety information that may be required about or resulting from legislation, Approved Codes of Practice, or British Standards
- To have and make readily available detailed health and safety information that may be required about substances, materials, articles, processes, plant and equipment
- To confirm suitable and sufficient assessments are carried out of the risks to health and safety of employees, students and others
- To keep the policy under review and revise it as required
- To monitor the implementation of the Health and Safety Policy

4. Organisation and responsibilities

4.1 The Board of Trustees

The Board of Trustees will oversee health, safety and welfare matters and will confirm that necessary resources are provided by the Principal.

The Board of Trustees will monitor the implementation of the Policy by requiring an annual report based on a monitoring checklist and reports of inspections.

4.2 Principal

The Principal is accountable to the Board of Trustees for the implementation of the Policy. The Principal will also discharge the Board's overall duty as employer. The Principal will be responsible, in particular, for ensuring that:

- a) the Health and Safety Policy Statement is brought to the attention of all staff
- b) other health and safety information is communicated to relevant staff
- c) adequate first aid procedures exist, including the provision of sufficient first aiders and that all staff are aware of the arrangements. This should include times when staff are present outside the normal hours of the establishment
- d) accidents are reported using the established procedures
- e) training needs are identified and appropriate arrangements are made for training
- f) assessments are undertaken of all risks to health and safety as required by the Management of Health and Safety at Work Regulations 1999 and other legislation and that the significant findings are recorded
- g) new employees receive appropriate health and safety information including details of the safety policy, fire drill procedures and other safety procedures
- h) the overall procedures for safety are monitored
- i) arrangements are in place for liaising with contractors (cleaning, catering, grounds maintenance and building work) to ensure appropriate co-operation and co-ordination between the UTC and the contractor as required by the Management of Health and Safety at Work Regulations; all reasonable steps are taken to inform contractors of risks to their employees arising out of, or in connection with the operation of the UTC; and contractors are aware of any special risks to students which might arise out of their work
- j) health and safety matters which cannot be resolved appropriately are raised with the Board of Trustees

The Vice Principals are responsible for carrying out the Principal's duties in their absence.

4.3 Business Manager (Health and Safety Co-ordinator)

The Business Manager as a member of the Senior Leadership Team has been appointed to act as the UTC's Health and Safety Co-ordinator. Specific duties include:

- (a) Establishing arrangements for dealing with health and safety matters such as:
 - Ensuring that this policy is compliant and is updated with any new legislation
 - dissemination of health and safety information to all staff
 - first aid
 - accident reporting
 - emergency evacuation procedures
 - ensuring arrangements are in place with regard to fire precautions
 - ensuring accidents are investigated

- ensuring health and safety matters raised by staff are dealt with
- (b) Co-ordinating all aspects of Health and Safety Policy and practice
- (c) Ensuring premises defects (which affect health and safety) and other health and safety matters are dealt with or, if this is not possible, for ensuring they are raised with the Principal
- (d) Ensuring that the implementation of the Safety Policy is monitored
- (e) Ensuring that fire drills are carried out at least termly and a fire register is maintained
- (f) Maintaining a register of Risk Assessments and a copy of the most up to date versions
- (g) Ensuring that all accidents are recorded and that reportable accidents are reported to the HSE
- (h) Escalation of matters requiring SLT action
- (i) Supervising the work of site staff and monitoring health and safety standards in their area of activity
- (j) Liaising with contractors (catering, cleaning, grounds maintenance and building work) to ensure:
 - a. appropriate co-operation and co-ordination between the UTC and the contractor as required by the Management of Health and Safety at Work Regulations
 - b. all reasonable steps are taken to inform the contractor of the risks to their employees' health and safety arising out of, or in connection with the operation of the UTC
 - c. contractors are aware of any special risks to students which might arise out of their work
 - d. that contractors have appropriate risk assessments and method statements in place
- (k) Ensuring compliance with relevant testing (e.g. PAT testing of electrical equipment, Legionella testing of water systems)
- (l) Overseeing arrangements for lettings

4.4 Faculty Leaders

Faculty Leaders are responsible for implementing the safety policy within their Faculty areas. In particular they are responsible for ensuring:

- (a) That activities under their control are carried out, so far as is reasonably practical, safely and without risk to health
- (b) The implementation of the safety policy is properly monitored in their area of responsibility: carrying out inspections of the workplace and equipment
- (c) Individual employees are aware of their responsibilities for health and safety
- (d) Employees under their control are adequately trained, informed, instructed and supervised
- (e) Codes of Practice appropriate to the department are brought to the attention of all staff in the department
- (f) Codes of Practice are complied with and appropriate safety signs or notices are displayed
- (g) Relevant health and safety information is communicated to staff
- (h) First aid procedures are complied with
- (i) All accidents occurring in the department are reported and an Accident Report Form is completed
- (j) Training needs of staff within the department are identified
- (k) Staff are aware of fire procedures

- (l) New employees receive all appropriate health and safety information/ training, including departmental safety procedures
- (m) Ensuring assessments are undertaken of all risks to health and safety as required by the Management of Health and Safety at Work Regulations and other legislation and that the significant findings are recorded

4.5 Educational Visits Coordinator

The Educational Visits Coordinator is responsible for overseeing arrangements for all UTC educational visits in accordance with the Educational Visits Policy. This includes comprehensive risk assessments for all activities.

4.6 Teachers

The safety of students in classroom, laboratories and workshop is the responsibility of the teacher.

Teachers are expected to:

- (a) know the emergency procedures in respect of fire and first-aid and the special safety measures to be adopted in their own teaching areas and to ensure that they are applied
- (b) exercise effective supervision of students and ensure that they know of the general emergency procedures in respect of fire and first-aid and the special safety measures of the teaching area
- (c) give clear instructions and warnings as often as necessary so that students understand the risks and operate in a safe manner
- (d) promote a health and safety attitude amongst students
- (e) ensure that students' coats, bags, cases etc are safely stowed away
- (f) integrate all relevant aspects of safety into the teaching process and if necessary give special lessons on safety
- (g) follow safe working procedures personally
- (h) call for protective clothing, guards, special safe working procedures etc, when necessary
- (i) make recommendations on safety matters to the Faculty **Leader during department meetings**
- (j) be familiar with risk assessments appropriate to the work activity (and the consequent protective and preventative measures).
- (k) **Engineering teachers, instructors and technicians will undergo core and machine training (through DATA) every 5 years. Certificates will be kept by individuals and in personal folders.**

4.9 Site Staff

Site Staff are responsible for:

- (a) identifying premises defects and dealing with them as appropriate. Where they cannot be dealt with, ensuring the area is made safe and the defect is reported to the Business Manager
- (b) liaising with building contractors and monitoring the work to ensure appropriate standards of health and safety are maintained
- (c) testing the fire alarm system and entering details in the Fire Register
- (d) ensuring that the premises are secured and all persons have left the premises before alarms are set

4.7 All Employees

All employees have responsibilities:

- (a) to take reasonable care of their own health and safety and that of all persons affected by their acts or omissions
- (b) to use work equipment provided correctly in accordance with instructions and training
- (c) to inform their line manager of any work situations which represent a serious and immediate danger to health and safety
- (d) to promote a positive health and safety attitude amongst students through their own attitude and words
- (e) to report any accidents that occur at work.

All employees having a problem concerned with health and safety or identifying any hazardous situation should raise the matter with the Health and Safety Co-ordinator (Finance and Business Manager)

4.8 Students

Students have no particular responsibility in the implementation of the UTC's Policy but are nevertheless expected to:

- (a) exercise personal responsibility for safety of themselves and others;
- (b) observe the safety rules of the UTC and in particular the instructions of staff given in an emergency;
- (c) use and not wilfully misuse, neglect or interfere with any item provided for safety;
- (d) develop a positive health and safety attitude so that they are safe and prepared for work
- (e) encourage other students to operate in a safe manner

5. Health and safety procedures

5.1 Accident Reporting:

The accident reporting procedure is in **Appendix 1** of this document. All accidents should be reported to the Business Manager. **Accidents and near misses in the Engineering Hall are recorded on accident forms and near miss forms that are kept in the Engineering Hall office. These are followed up with the Faculty leadership and discussed in the next team meeting.**

5.2 Fire Procedures

The Fire Procedures can be found at **Appendix 2**.

5.3 Medical Room Procedures

The Medical Room Procedure can be found in the First Aid Policy

5.4 Risk Assessments

Under the Management of Health and Safety at Work Regulations 1999 there is a requirement for all risks to health and safety to be assessed and for significant findings to be recorded. This is covered in a separate Risk Assessment Policy.

Generic risk assessments may be adequate for a wide range of activities. Where existing Codes of Practice indicate the preventative and protective measures it may not be necessary to have a specific risk assessment.

Risk assessments for Engineering rooms, tools, machines and COSHH are saved on the T Drive and displayed in the appropriate areas.

It is the responsibility of the member of staff leading an activity to ensure that risks are suitable assessed. A specific risk assessment may be necessary to record additional precautions.

All members of staff responsible for health and safety matters within a department of area must ensure that they have fully completed risk assessments for those areas by half-term of the Autumn Term. All risk assessments must be returned to the Business Manager.

UTC South Durham has a CLEAPS account where both generic and specific risk assessments can be downloaded, modified and saved if needed.

6. Health and Safety Monitoring

- (a) Inspections of the UTC are to be carried out termly by the Business Manager (and Faculty **Leaders**/others as appropriate). A summary report will be produced for the Principal and Trustees.
- (b) All accidents will be investigated, as appropriate, to identify any failures in the management of health and safety. All reports will be submitted to the Principal and where necessary reports will be submitted to the Board of Trustees
- (d) The Business Manager will examine accident and incident records at least annually to identify any causes that might be remedied. (Recurring events might highlight a problem not highlighted by a single event)
- (e) **Safety inspections are completed annually for workshop machinery (Durham County Council Maintenance contract), for the Compressor and for LEV systems. All recommendations made are actioned.**
- (f) In addition to the above, routine inspections are carried out on the following equipment by suitably qualified personnel:
 - PE equipment, engineering specialist equipment, fire extinguishers, portable electrical appliances, fire alarms, emergency lighting, lightning conductors, heating appliances, hot and cold water systems.
 - Other routine inspections are detailed in specific Codes of Practice (e.g. fume cupboards).

7. Radiation protection advice

When the UTC uses radioactive sources at a level that will require the services of Radiation Protection Adviser (RPA) or Radiation Protection Supervisor (RPS) they will be notified and suitable advice/inspection acquired. Responsibility for this lies with Faculty Director for Science.

8. First Aid Arrangements

Please see First Aid Policy.

APPENDIX 1

ACCIDENT REPORTING PROCEDURE

1. Introduction

All accidents to both staff and students must be reported using the appropriate form or book. Certain accidents must in addition be reported to the Health and Safety Executive (HSE). The procedures to be adopted are described below.

2. All accidents

Employees

The Staff Accident Book should be completed either by the injured person or someone acting on the injured person's behalf. A tear off copy of each record must be sent to the Business Manager. Records must be kept for three years.

Students and Non-Employees

The Student Accident Book must be completed for all accidents to students and non-employees (including members of the public) and retained for three years. A tear off copy of each record must be sent to the Business Manager.

3. Accidents/diseases which must also be reported to the HSE

Deaths, Certain Major Injuries or Conditions and Dangerous Occurrences

Accidents must be reported using the Student Accident Book or the Staff Accident Book, as indicated above, both of which are located with the Business Manager. Where relevant the Business Manager will inform the Principal and report the incident to the HSE on line (www.hse.gov.uk/riddor).

Definitions of 'Major Injuries or Conditions' and 'Dangerous Occurrences' are listed on the HSE website www.hse.gov.uk/riddor/reportable-incidents. Major injuries include, for example, broken wrists, injury to the eyes from chemicals and injuries that result in the injured person being admitted to hospital for more than 24 hours.

Reporting Procedures

As soon as practicable after the incident the Business Manager (or representative) must report the incident to the HSE on www.hse.gov.uk/riddor. A written record must be kept of the call in the accident book.

4. 'Over Seven Day Accidents' to a Person at Work

If a person at work (e.g. employee or student) is incapacitated for his or her normal work for more than seven consecutive days as a result of an accident at work it must be reported to the HSE using the method above. The seven days excludes the day of the accident but includes any days that would not have been working days (e.g. weekends).

5. Cases of Disease

Where a person at work suffers from certain specific diseases and their work involves specified activities a report must be sent to the HSE. It is only necessary to report diseases

when a written statement is received from a registered medical practitioner diagnosing the disease as one on the list on the HSE website. Such cases are likely to be very rare in education establishments but nevertheless can occur

6. Exemptions

Road Traffic Accidents

Road Traffic Accidents do not need to be reported to the HSE in accordance with the reporting procedure at 3.1 above, except where the injury involves a person engaged in work, or alongside a highway; or exposure to a substance being conveyed by a vehicle, or loading or unloading a vehicle. (NB: the standard accident book/form should however be completed).

Student Accidents in the Playground

Injuries received during play activities in playgrounds arising from collisions, slips and falls do not need to be reported to the HSE in accordance with the reporting procedures above unless they are attributable to:

- the condition of the premises (e.g. potholes, ice, worn steps);
- plant or equipment on UTC premises;
- or lack of proper supervision. (NB: the standard accident form should however be completed).