



Policy Title:	Health and Safety Policy
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1. General Policy Statement

The Principal and Governors of UTC@Harbourside believe that the Health and Safety of everyone within the UTC is of paramount importance. It is our intent to prevent accidents and occupational ill health and as far as possible eliminate hazards in the workplace.

It is the intent of the Principal and Governors of the UTC to ensure that a safe and healthy workplace is provided and maintained for all our employees. This will include the provision of safe systems of work, safe plant and equipment and a safe access and egress to the premises. We will ensure that adequate information; instruction, training and supervision are provided to ensure that staff can carry out their work safely.

The Principal and Governors will ensure that others who are affected by our activities are not subjected to risks to their health and safety. This will include students, visitors, parents, volunteers and contractors.

The establishment of an effective health and safety management system within the UTC will achieve these responsibilities. This will involve the implementation of arrangements for the effective planning, organisation, control, monitoring and review of preventative and protective measures
The Principal and Governors will ensure that adequate resources are identified for health and safety.

We believe that health and safety standards will be maintained only with the co-operation of all staff, students and visitors to the UTC. We expect all staff to co-operate fully with this Policy. In addition we will ensure that all students, visitors and contractors are provided with the information they require to enable them to comply with this policy.

It is the intention of the Principal and Governors that procedures to ensure relevant health and safety issues are embedded within the curriculum at all levels where appropriate.

The effectiveness of the Policy will be regularly monitored to ensure that health and safety arrangements are being implemented and that the people named in the Policy are carrying out their duties.

The Policy will be reviewed annually and revised where necessary.

Organization within the UTC Ultimately the responsibility for all UTC organization and activity rests by definition, with the Governing Body. However all staff have a responsibility towards safety with the specific lines of delegation set out in the following paragraphs.

Safety Responsibilities of Groups and Individual Members of Staff

3.1 The Governing Body

The Governing Body in its role as controller of premises will ensure, so far as is reasonably practicable, the health and safety at work of employees and others (e.g. contractors, students, visitors) in accordance with Section 2 and 4 of the Health & Safety at Work Act 1974.

In order to discharge this responsibility, the Governing Body will:

- Ensure that the UTC's Health and Safety Policy complies with legislation and best practice, that these procedures are kept up-to-date and that positive arrangements are in place to ensure that all staff and students are aware of and comply with its contents.
- Ensure that the Policy contains rigorous and comprehensive systems for active monitoring (auditing health and safety management systems, inspections, risk assessments) and reactive monitoring (accident/incident investigation) and rectifying identified faults within the UTC.
- Ensure there is adequate provision both in staffing, facilities and resources to allow the UTC to meet both its legal and moral obligations with respect to health, safety and welfare.
- Receive regular reports from the Health and Safety Advisor in order to enable the Governing Body to monitor the adequacy of arrangements and take any action necessary.

3.2 Principal

The Principal has overall responsibility for health and safety policy, organisation and arrangements throughout the UTC and will:

- Ensure regular reports on safety matters are made to the Governing Body.
- Provide liaison with the Inspectors: Local Authority, Department for Education and Health and Safety Executive with regard to safety aspects.
- Budget for safety and health matters.
- Nominate a Health and Safety Advisor (Facilities Manager) – For general H&S and H&S for Support Staff and Premises.
- Ensure the Leaders of Engineering and Science are aware of their responsibilities for H&S of Teaching Staff and the Students.
- Nominate an Occupational Health & Safety Advisor (external service provider(s)) – For general H&S and H&S for Support Staff and Premises.

The Principal will also:

- Review the Health and Safety Policy, in conjunction with the Health and Safety Advisor / Facilities Manager and Vice Principal Learning & Teaching, no less frequently than once every two years and when significant changes occur within the organization of the UTC.

- Develop, introduce, maintain and review safety management procedures to ensure the UTC complies with legislative requirements and good industry practice e.g. risk assessments including fire, display screen equipment and manual handling.
- Ensure health and safety issues associated with major building projects are complied with.
- Ensure that health and safety is coordinated throughout the UTC.
- Ensure that all incidents that result in injuries, diseases and dangerous occurrences as classified under RIDDOR, are reported to Corporate Health & Safety and to monitor incidents to identify methods of reducing accidents
- Chair the Health and Safety Committee, or nominate a member of staff to undertake this activity.
- Make a termly report, in conjunction with the Health and Safety Advisor and Vice Principal Learning & Teaching, on safety matters to the relevant Committee of the Governing Body.
- Ensure, in conjunction with the Directors of Study, that health and safety is considered as an integral part of course syllabus both in the preparation of new course submissions and in their reviews.
- Identify staff training requirements, in conjunction with the Health & Safety Advisor and Vice Principal Learning & Teaching, to allow the UTC to comply with legislative requirements and good industry practice that relate to or affect health, safety and welfare.
- Instigate appropriate disciplinary action where it is shown that staff have ignored or shown a disregard for health and safety matters outlined within the Health and Safety Policy, School Codes of Practice or health and safety legislation.
- Ensure that Departmental Inspections are carried out at regular intervals and that necessary remedial action is carried out.
- Ensure that safety procedures are developed and adhered to for operations carried out within the UTC by his/her staff and by outside contractors under his/her control. In particular he/she must ensure work complies with the Construction (Design and Management) Regulations.
- Ensure the provision and maintenance of all 'fire' equipment, including liaison with the local Fire and Rescue Service regarding the maintenance of all UTC fire certificates and for the preparation and review of Fire Risk Assessments.
- Develop and establish emergency procedures, and organize fire evacuation practices within the UTC.
- Have a general oversight of health and first aid matters.
- Monitor the general safety program.
- Publicize safety matters.

- Liaise with outside bodies concerned with safety and health.

The Deputy Principal will assume these duties in the absence of the Principal and has the authority to make and implement decisions throughout the UTC at any level if there is:

- immediate danger, or,
- dangerous practice, or
- breach of the law

3.3 Leaders of Engineering and Science

The leaders of engineering and science are responsible for staff training throughout the UTC and in particular is responsible, in consultation with the Principal and Health and Safety Advisor, for the identification of and the organization of health and safety training of sufficient numbers of staff to comply with legislative requirements and good industry practice. In particular s/he will ensure:

- All full and part-time staff receive appropriate health and safety training at induction which must include emergency arrangements (i.e. first aid, fire and accident reporting), and an introduction to the Health & Safety Policy outlining restricted tasks and activities.
- Adequate numbers of staff are provided with appropriate training so that they may support the following management arrangements.
 - First aid
 - Fire and emergency evacuation
 - Risk assessments, including fire, display screen equipment, manual handling, hazardous substances and general risk assessments.
- Staff receive appropriate training so that they may carry out their work in a safe manner.
- Sufficient staff are adequately trained to undertake teaching duties that relate to or affect health, safety and welfare.
- Prepare reports on safety matters for UTC Health and Safety Committee; nominate in conjunction with his/her manager teachers responsible for particular classrooms, laboratories and workshops and the associated equipment.
- Notify Health & Safety Advisor/Principal of any proposed or impending changes affecting safety, health and welfare, in room allocation or usage.
- Ensure safety inspections of their designated areas are carried out and to ensure hazards identified from those inspections are rectified.
- Instigate and ensure that safety procedures are developed and adhered to for operations carried out within the section ensuring that these are in line with curriculum codes of practice issued by the LA e.g. CLAPSS.
- Carry out or allocate the undertaking of risk assessments which include manual handling, COSHH, and to ensure details are documented and that appropriate action is carried out.

- Ensure all accidents within the section are recorded in line with UTC policy and investigate reports of accidents and dangerous occurrences in his/her designated areas.
- Ensure equipment, including personal protection equipment, is maintained in a safe condition and that substances hazardous to health are stored in a safe place, for use by Teaching staff & Students.
- Identify staff development requirements with reference to health and safety.
- Attend to defect reports and recommendations from the Principal, Staff, Safety Representatives and the Health and Safety Advisor / Facilities Manager.
- Budget for safety equipment for his/her designated areas.
- Circulate publicity relating to health and safety matters to staff within their control.
- All educational related H&S related roles are adequately staffed and managed including:
 - Education Visits Advisor
 - Work Experience Advisor

3.4 The Health & Safety Advisor / Facilities Manager

The Health and Safety Advisor / Facilities Manager is responsible for the co-ordination of health and safety management throughout the UTC for the premises and support staff, including sub-contractors and third part building users such as Lettings. In addition the Health and Safety Advisor / Facilities Manager will provide support to the Principal and Vice Principal Learning & Teaching.

Additionally, the Health and Safety Advisor / Facilities Manager will:

- Make a termly report on safety matters, to the Principal and the relevant Committee of the Board of Governors
- Assist with inspections and safety audits.
- Investigate and advise on hazards and precautions.
- Develop and establish emergency procedures, and organize fire evacuation practices within the UTC.
- Have a general oversight of health and first aid matters.
- Monitor the general safety program.
- Make recommendations to the Principal and Governors for matters requiring immediate attention, e.g. safety reports.

- Make recommendations to the Principal and Governors on matters of health and safety policy in compliance with new and modified legislation.
- Publicize health and safety matters.
- Liaise with outside bodies concerned with safety and health.
- Monitor accidents to identify methods of reducing accidents.
- Ensure all accidents within the section are recorded in line with UTC policy and investigate reports of accidents and dangerous occurrences in his/her designated areas.
- Ensure adequate numbers of staff are trained in first aid procedures and to co-ordinate the work of the First Aiders.
- Ensure equipment, including personal protection equipment, is maintained in a safe condition and that substances hazardous to health are stored in a safe place, for use by Site Technicians and Support Staff.
- Budget for safety equipment for his/her designated areas.
- Ensure all portable electrical equipment is tested on a regular basis.

3.5 Educational Visits Advisor

- To be involved in educational visit management in order to ensure that the Local Authority Offsite Activities Guidance are followed.
- To work with group leaders to ensure that the aims of the educational visit are achievable and in line with those of the establishment.
- Ensure that the UTC's educational visits meet legal requirements.
- To confirm that adequate risk assessments have been carried out.
- Support the Principal in the management of and evaluation of educational visits.
- Confirm the leadership of the group is appropriate; this to include accompanying staff and volunteers.
- Confirm adequate first aid cover is provided.
- To ensure the necessary records are maintained relating to accidents

3.6 Teachers

Teachers are responsible to their Directors of Study for the immediate safety of the students in his/her classroom, laboratory, workshop and outside areas. Nominated teachers are responsible for particular classrooms, laboratories, workshops and their associated equipment and as such it is their responsibility to ensure that it is maintained to a high standard with respect to health and safety issues.

Additionally, each teacher will:

- Follow safe working procedures personally.
- Give adequate safety information in lessons as required.
- See that special working procedures, protective clothing and equipment, etc., are provided and used where necessary.
- Attend to general tidiness in the work area.
- Ensure that clear instructions and warnings are given, to students, verbally and in writing as often as necessary.
- Report defects and make recommendations to their team leader where necessary.
- Ensure all accidents are recorded in the site Accident Book (see First Aid Policy) and that the accident is fully investigated by the Director of Learning and Health and Safety Advisor / Facilities Manager.

3.7 Technician/Teaching Assistant

The technician/teaching assistant is immediately responsible to the teacher whilst the class is in session, otherwise his/her line manager. Additionally, the technician/ teaching assistants will:

- Follow safe-working procedures personally.
- Be familiar with the general and specific health and safety rules that apply to his/her area of work.
- Maintain good housekeeping standards.
- Report defects to his/her line manager.

3.8 First Aid Co-coordinator

The First Aid Co-coordinator, when on duty is responsible for supporting health and welfare issues within the UTC and in particular:

- To be responsible for attending to and monitoring student or visitor illness/injury and to refer students to their own doctor or hospital as appropriate.
- To maintain the UTC medical rooms and equipment.

- To monitor student health records prior to entry and to report/advise of illnesses that need to be brought to the attention of specific staff (e.g. epilepsy).
- To assist in the monitoring of first aid equipment and boxes on UTC the site.
- Forward all Accident Reports ASAP to the Health and Safety Advisor / Facilities Manager to investigate and as required raise RIDDOR reports.

3.10 Work Experience Advisor

The Work Experience Advisor is responsible for developing procedures to ensure that students, placed with employers for work experience as part of his/her programme, are not subject to unacceptable risks and in particular he/she will ensure that:

- All work placement providers are assessed prior to use.
- Monitoring arrangements are in place to ensure standards are maintained.
- Assist in the assessment of placements where there are particular causes of concern.
- Ensure risk assessments are carried out for young people employed by or on work experience placement with the UTC.

3.11 Facilities Manager/Site Technicians

NB/ The Facilities Manager also holds the responsibility of the Health and Safety Advisor (see section 3.4)

The Facilities Manager and Site Technicians have responsibility to:

- To ensure reports on health and safety matters with respect to the UTC buildings and grounds are prepared.
- Ensure routine maintenance checks and inspections required by legislation of service equipment, i.e. boilers, pressure vessels etc. are undertaken.
- Ensure routine maintenance checks and temperature monitoring for *Legionella Pn.* are undertaken on the water system(s) and documented in line with Local Authority policy.
- Undertake premises inspections and keep records of any faults identified (if appropriate).
- Attend to defect reports and recommendations from the principal, staff, Safety Representatives and Health and Safety Advisor.
- Ensure all portable electrical equipment is tested on a regular basis.
- Safety procedures are developed and adhered to for operations carried out within the UTC by his/her staff and by outside contractors under his/her control. In particular he/she must ensure work complies with the Construction (Design and Management) Regulations.
- When liaising with contractors, assume the duties as outlined in 3.15 below.

- Keep records of hazards identified on site by staff and the remedial action taken and when.
- The provision and maintenance of all 'fire' equipment including liaison with the local Fire and Rescue Service regarding the maintenance of all UTC fire certificates and for the preparation and review of Fire Risk Assessments.
- Ensure all accidents within the area of responsibility are recorded in line with the UTC policy.
- Ensure equipment, including personal protection equipment is maintained in a safe condition and that substances hazardous to health are stored in a safe place for Support Staff.

3.12 Trade Union Safety Representatives

In accordance with the Safety Representatives and Safety Committee Regulations the Trade Union safety representatives will, where appointed:

- Represent the employees in consultation with the employer and with his/her representative; investigate potential hazards and dangerous occurrences at the workplace and examine the causes of accidents at the workplace.
- Investigate complaints by any employee he/she represents relating to health and safety and welfare at work.
- Represent employees in consultations with inspectors of the Health and Safety Executive (HSE) and of any other enforcing authority.
- Receive information from inspectors.
- Attend meetings of safety committees to which he/she is elected.
- Inspect the workplace if they have given the employer or his/her representative reasonable notice in writing of their intention to do so and have not inspected it in the previous three months. He/she may carry out additional inspections where there are substantial changes in work conditions.

3.13 Occupational Health Advisor

The role of the Occupational Health Advisor is outsourced to East Sussex County Council.

3.14 Staff Liaising with Contractors

Staff liaising with contractors carrying out work at the UTC should bear in mind that they have a responsibility to take appropriate action if they observe the contractor or his employees using any working practice or item of equipment which the member of staff considers to be dangerous or potentially dangerous. Such action could include reporting the matter to the Facilities manager/Site Technician for him/her to rectify or, failing that, reporting to the Health & Safety Advisor/Principal.

Staff must ensure that contractors arriving on site report to Reception. The nominated person

ensures that the contractors are informed of any hazards on the UTC site e.g. asbestos. Approval must also be gained by the contractor to start work. Only those staff nominated by the Principal to liaise with the contractors must undertake this activity due to the procedures put in place by the UTC to implement the management of Contractors on site.

3.15 Members of Staff Generally

Each member of staff is responsible for his or her personal safety and that of other persons in the UTC by the proper observation of UTC rules and procedures (e.g. by ensuring visitors report to the Reception Area on arrival at the UTC).

Staff are reminded of the general duty imposed by the Health and Safety at Work etc. Act 1974 at Sections 7 and 8 viz.: **'It shall be the duty of every employee while at work**

- a) To take reasonable care for the health and safety of himself and other persons who may be affected by his acts or omissions at work, and,**
- b) As regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.'**

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

Staff are also reminded that they must provide notice of 3 months if qualifications relating to Health and Safety issues are due to expire, e.g. First Aid.

3.17 Students

Each student is responsible for his/her personal safety and that of his/her colleagues by proper observation of UTC rules and procedures. In particular, each student will:

- Observe standards of dress and behaviour appropriate to the working situation.
- Heed warnings and observe rules and ask for such warnings and rules where they are not made obvious.
- Not wilfully misuse, neglect or damage things provided for safety.
- Observe rules highlighted in the Students' Safety Policy.

4. Health and Safety Committee

The Health, Safety and Welfare Committee representing the various groups within the UTC is comprised of, where possible –

- Principal
- Educational Visits Advisor
- Facilities Manager
- Director of Curriculum and Learning
- Governor
- Executive Operations manager

4.1 Overall Function and Objective:

To ensure provision of effective communication and consultation between management and employees in order that the health, safety and welfare policy is properly maintained and developed.

4.2 Specific Functions:

To consider information, statistics and reports relating to health, safety and welfare matters affecting the operational area within the purview of the Committee generally and to make recommendations/observations to the Board of Governors accordingly.

To consider and make recommendations to the Board of Governors regarding individual health and safety problems which have not been resolved at operational management/ safety representative level, or at section level.

Note: The UTC Health and Safety Committee, before considering any individual health, safety and welfare problem, shall satisfy itself that all possible steps have been taken to resolve the problem at Faculty/ section level. The Committee shall normally not consider such cases until the above action has been taken. In the event of a safety matter not being resolved within the Committee, any representative is free to take the matter up with the Governing Body through his/her staff representative.

To develop policy to improve and maintain health and safety issues for staff and students.

To encourage the implementation and maintenance of effective safety rules and practices at departmental level.

To encourage effective communication regarding health, safety and welfare matters.

5. Crisis Management

A crisis management team has been set up to assist in the reduction of major hazards and risks and to action a recovery plan in the event of a serious accident.

5.1 Crisis Management Team:

Principal
2 x Directors
Designated Safeguarding Lead
Site & Facilities Manager (Premises Co-ordinator)
ICT Systems Manager
Chair of Local Governing Board
Principal's PA

5.2 Function of the Crisis Management Team:

- to act as the decision-making authority for the management of an incident
- to develop the procedures and practices to be used for handling emergency situations and communicating these to all those involved or affected

- to establish and maintain a crisis management suite which will have the necessary equipment available for rapid activation during an emergency. The equipment includes communications equipment, emergency plans and procedures, a log to record all actions taken during the crisis, necessary office equipment/supplies and appropriate maps and building plans
- to test the Crisis Management Plan on a regular basis to ensure that it is suitable and sufficient and amend it as necessary

6. General Emergency Procedures Relating to Emergencies on the UTC

The summoning of emergency services is via Reception or directly by the Site Technicians and/or Facilities Manager. The Receptionist will also contact:

- Principal for information
- Relevant Staff if students are involved
- Facilities Manager/Site Technician if building access is required or if it is necessary to isolate supplies etc.

Out of UTC hours, please contact emergency services by dialing 9 - 999 and the on-duty member of the site team.

In the event of a major disaster the Crisis Management

7. Fire Procedures

Please refer to the Fire Evacuation Plan and Fire Policy for full details. The details below summarise the main procedures:

The signal for evacuation will be the continuous ringing of the fire sounder. (In the event of Fire Alarm failure, alternative measures will be put in places such as fire checks / sweeping of building and the use of Air Horns / Whistles. This will be dependent on Risk Assessment). Always evacuate the UTC if the fire alarm sounds – assume every alarm could be for real. Never re-enter the building while the alarm is still sounding or before a senior member of staff has confirmed it is safe to do so.

Action on hearing the Fire Alarm in core school hours:

- Leave the building PROMPTLY. DO NOT WAIT TO BE TOLD AND DO NOT attempt to collect personal belongings.
- Use your nearest Fire Exit, (look for the green 'Running-Man' signs).
- Close doors and windows behind you if time permits and only where you can.
- Observe any specific instructions about isolating equipment or services – this is only relevant in the Science department where there is a nominated person responsible for high risk substances.
- If you find smoke blocking your route then use an alternative route (next nearest Fire Exit).
- DO NOT use the lifts.
- DO NOT block the fire exits.
- Move away from the building and keep the entrances clear for the Fire Brigade.
- Once out of the building proceed to the Fire Assembly Point (All Weather Pitch) and listen to

the instructions given by the Principal, Evacuation Controller, member of SLT or Fire Warden, they are responsible for your safety and will be liaising with the Fire Brigade.

- DO NOT go back into the building until you are specifically told to do so by the Evacuation Controller, Fire Warden or the attending Fire Brigade Officer in-Charge.
- **Assembly Points: (see Fire Evac Plans)**

Key support staff will form specific duties as detailed in the Fire Evacuation Plan.

Teaching staff must know the correct route for evacuating the class which they are teaching, and it is the responsibility of the Principal / Facilities Manager to define the route and inform all members of staff. They are responsible for maintaining clear access to that escape route at all times, and for helping to maintain access to the other escape routes. Teachers will be responsible for evacuating volunteer's helpers or other visitors to their classrooms in times of emergencies.

The Fire Wardens will check the toilets and sweep pre-determined zones (refer to Fire Evacuation Plan).

The Site Manager/Site Technician will arrange staff to cut off supplies of gas and/or electricity should the need arise.

The Principal will organize fire drills as appropriate, but at least once a term, and (ideally) before the end of the first week of each term. Each fire drill will be recorded in the fire log and monitored for effectiveness by the Principal / Facilities Manager.

The extinguishers, emergency lighting etc will be serviced and maintained as part of an annual contract. This contract will be monitored via the premises inspection. Any faults must be reported to the Principal/Facilities Manager for immediate remedial action. Emergency evacuation notices are displayed in all classrooms.

Any Student with special needs must be given special consideration by their class teacher as to whether or not an individual evacuation plan is required (PEEP). This will need to be devised with the Vice Principal of Learning & Teaching, if the class teacher or SENCO identify a particular problem.

A fire risk assessment has been completed for these premises and will be reviewed on an annual basis or when any changes occur.

8. Bomb Incident Management

Unlike fire evacuations it is difficult to define clear, mandatory guidelines that must be followed. Some decisions must be made at the time in question depending upon the actual circumstances. The Crisis Management Team will liaise with the Police, LA and Fire Brigade and follow their advice on the evacuation procedure and assembly point. This will then be communicated to staff, students, visitors, etc by an appropriate means.

Any member of staff who receives information regarding a bomb on-site or identifies any suspicious packages/items must immediately inform the Principal or a member of senior management in their absence.

At present the Fire Evacuation Plan allows for the Fire Evacuation Controller in the event of a Bomb threat to direct all occupants from the Fire Assembly Points.

9. First Aid Procedure (also refer to First Aid Policy & Procedure)

There will be at least 5 people on the staff who will have current first aid training, with the aim that there should be 2 qualified First Aiders on the main site.

The named First Aiders for the UTC are listed on the Health & Safety Notice Board located in the Staff Room, or a copy can be requested from the Facilities Manager.

The main first aid boxes / Points are located in the Reception and Super Science Lab. The First Aid Advisor provides first aid support and maintains a central supply of first aid materials to supplement first aid boxes. Parents will be expected to inform the UTC if their child has an allergy and a list of any such children will be kept and displayed.

All injuries that come to staff attention, no matter how slight, should be recorded on Sims and in the Accident Book.

10. Accident Recording and Reporting (also refer to First Aid Policy & Procedure)

In the event of an accident the following procedure must be followed:

- Render any equipment inoperative.
- Summon assistance.
- If the injury is of a minor nature ensure follow-up treatment is carried out by reporting to the qualified First Aider.
- If the injury is of a major nature then an ambulance should be summoned immediately without undue delay attempting to contact parents or guardians.
- If the injured is mobile then he/she should be taken for emergency treatment to the Hospital. The First Aid Advisor is responsible for arranging for a member of staff to transport the student/staff to hospital.

No student may be sent to hospital unless accompanied by an adult. Every effort should be made to contact parents or carers in time for them to accompany the casualty or meet the ambulance at the hospital; but removal should not be delayed on this account. Where a student is sent to hospital before parents have been informed the UTC office must be made aware of this and they will continue trying to contact the parent. Where an accompanying adult is delayed at the hospital pending parental arrival, the Principal or Health and Safety Advisor must arrange emergency cover. Where necessary, eventual recovery to UTC can be by taxi and reimbursement claimed in the usual way.

Where time permits the casualty should be accompanied to hospital by a written report of the circumstances to assist diagnosis and treatment, and a printout of the pupil's medical history, which can always be obtained from the Administration Manager. Where appropriate, COSHH product safety data sheets may also be required. However evacuation should never be delayed by the absence of any of these purely supportive documents.

All staff must report any accident (or near misses) involving themselves, visitors or volunteer helpers by recording the details on the required incident form. All Pupil accidents, will be reported in the First Aid book.

The Health and Safety Advisor will ensure that these forms are collated and saved. The Principal and Health and Safety Advisor will need to decide if accidents are of a serious nature and need to be reported to the Health and Safety Executive (HSE).

All accidents will be investigated to prevent re-occurrence. The Health and Safety Advisor will monitor the accidents to identify trends. The Governors sub-committee will also receive information on accidents on a termly basis.

11. Health Issues

11.1 Smoking

Smoking is not permitted anywhere on the UTC campus or in UTC vehicles.

11.2 Alcohol and Drug Abuse

Staff attending work while under the influence of alcohol or drugs creates an unprofessional image of the UTC and increases the risk of accidents both to themselves and to colleagues. To minimize the probability of accidents from alcohol or drug abuse, staff whose judgment is impaired will be excluded from work and will be subject to disciplinary procedures.

Some drugs prescribed for medical reasons are likely to impair judgment and lower concentration. If you feel you are affected when on medication please inform your line manager so that additional arrangements may be made to safeguard you while at work.

11.3 Stress

Stress has been shown to result in “physical symptoms” such as exhaustion, poor sleep, anxiety, palpitations, hyperventilation, and general malaise.

Studies have shown that excessive workloads can be directly linked to stress and ill-health. It has also been shown that levels of stress are generally higher amongst workers who have a high workload, little control over the speed at which it is presented to them, and how they choose to deal with it.

If you have any concerns regarding your workload and the effects it may be having on your health then do not hesitate to discuss these with your manager.

11.4 Expectant Mothers

Pregnancy should not be equated with ill health. It should be regarded as part of everyday life and its health and safety implications can be adequately addressed by normal health and safety management procedures.

Many women work while they are pregnant and many return to work while they are still breast feeding. Some hazards in the work place may affect the health and safety of new and expectant mothers and of their children. The policy sets out the known risks to new and expectant mothers and gives advice on what needs to be done to comply with the law.

Procedure

Female staff (full and part-time) are required to inform their Line Manager as soon as possible and in writing when pregnancy has been confirmed.

- The Line Manager will undertake a risk assessment of the employee work activity to ensure no risk to the health of the employee or the unborn child. Copies of the Risk Assessment will be kept and will be reviewed if circumstances surrounding the pregnancy alter in any way.

- The Health and Safety Advisor is available to give advice at any stage of the process, but the general principles of common risk assessment will apply.

12. Risk Assessments and Guidance Notes/ UTC Codes of Practice

Specific risk assessments are required for activities involving fire, manual handling, substances and the use of display screen equipment while more general risk assessments must be completed for those activities where specific assessments have not been carried out.

Although risk assessments relating to most activities of the UTC will have been, or will be, completed on your behalf, all staff have a responsibility to make themselves familiar with both the general and the specific risk assessments relating to your area of work. Copies of these assessments are held in individual departments.

The following staff will complete risk assessments for the areas highlighted below:

- | | |
|----------------------------|---|
| • Premises | Facilities Manager/Site Team |
| • Curriculum | Directors of Study |
| • Off-site Visits | Group Leader (Copies to Education Visit Advisor). |
| • Individual/specific | Directors of Study/Teachers |
| • Advice for all the above | Health & Safety Advisor |

Areas of work or activities that are deemed to be more hazardous are likely to have detailed, documented arrangements to minimize the associated risks. It is the responsibility of staff to make themselves aware of the contents of those relating to their area of work.

Various Codes of Safe Working Practice and guidance issued by the Department for Education are available either in UTC or by accessing on the Web. Appropriate information is also held at subject level. All new and existing staff should be aware of the contents relevant to them.

Subject Codes of Practice
CLAPSS

DES Safety Series Booklets
Safety in Outdoor Pursuits
Safety in Practical Departments
Safety in Physical Education
Safety in Further Education
Safety at UTC: General Advice
Safety in Science Laboratories

12.1 Subject Health and Safety Policies

Within this establishment activities, processes or equipment which require safe working procedures, and which are not referred to in the documents mentioned in paragraph are featured within subject Health and Safety policies.

All Directors of Study are responsible for drawing up and maintaining policies for health and safety within their subject. These policies will be consistent with the UTC Policy and will reflect the specific needs, practices and hazards relating to the Faculty.

These subject policies will be part of the guidelines issued to all members of staff teaching or working within the subject.

13. Specific Hazards

Academies are not generally considered as dangerous places to work in, but they can still create risk of injury or to health. The hazards relevant to this UTC are detailed below along with the safe procedures put in place to manage the risk.

13.1 Display screen equipment

All staff who use PCs must complete the Workstation Assessment Checklist to be returned to the Health & Safety Advisor.

DSE 'users' (i.e. use a computer continuously for one hour or more and have no discretion on using the equipment) are entitled, if they wish to an eyesight test, particularly if they are experiencing visual difficulties associated with the use of DSE, and if they request it. The optician's fee for the eyesight test will be reimbursed by the UTC to a maximum of £16.50.

13.2 Electrical Equipment

All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely. Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them.

All electrical equipment is checked under the terms of the maintenance contract and in line with current regulations and risk assessments. The Facilities Manager is responsible for maintaining accurate records and ensuring that all equipment in current use is checked and for making arrangements for the equipment to be accessible.

If there is any doubt about the safety of the equipment it will not be used. Any potential hazards will be reported to the Facilities Manager immediately.

The Principal must be aware of, and approve the use of, any item being brought into UTC by a member of staff, volunteer or a student. No equipment should be bought in from home unless tested, also all electrical equipment should meet the requirements of CE marking or formerly EC mandatory "conformity marking".

13.3 Machinery and Equipment

All equipment will be drawn up on schedules and monitored. Maintenance schedules will be developed to ensure that all equipment is safe. Guidance notes will be kept individually by departments on the relevant machinery and equipment used by their staff and students.

Where manufacturer's instructions are not available, the Director of Studies, as appropriate, will prepare instructions for maintaining the equipment and machinery and will liaise with the Health and Safety Advisor to obtain such advice as may be needed for preparing those instructions. A copy of the instruction will be exhibited close to the equipment or machinery to which it relates.

13.4 Manual Handling

All equipment must be moved safely. Large pieces of equipment will only be moved by people who have received training. PE equipment may be moved by students but they must be given

clear instruction in the correct way to lift and handles items. There must always be at least two students per piece of equipment or mat. Close supervision is appropriate at all times.

Individual subjects will be responsible for undertaking risk assessments for manual handling tasks. Training will be offered to those staff who are expected to lift objects. If you are apprehensive about your capability to move goods, equipment or furniture, please either ask for help or do not undertake the activity.

Where lifting equipment is provided, only those members of staff who have been trained in the use of the equipment may undertake this activity.

13.5 Housekeeping

The risk of injury within the workplace is most likely to be caused by more mundane hazards as a result of poor housekeeping. Trips and falls can be caused by trailing cables, objects left on floors, traffic routes blocked within the classroom. It is the responsibility of the teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear. The Site Technicians will undertake an inspection whilst opening the UTC each morning to ensure that communal areas are free from trip hazards, etc. The Site Technician will report all hazards, obstructions, defects or maintenance requirements to the Facilities Manager in the first instance, who will inform the Principal. It is the duty of all staff to be vigilant and aware of possible hazards.

The UTC will be cleaned as per the cleaning schedule and will be monitored by the Facilities Manager. All waste will be disposed of according to appropriate health and safety guidelines.

13.6 Violence At Work

All staff must report to their Line Manager and the Senior Leadership Team any incident of aggression or violence (or near misses) directed to themselves from any source.

13.7 Off-site Visits

The UTC has a separate policy on Off-site visits. Staff must ensure that prior to planning or accompanying an off-site visit, that they are aware of the UTC policy on educational visits.

13.8 Hazardous Substances

Responsibility for implementation of the COSHH Regulations and for their annual review and (where necessary) updating has been delegated to the relevant Director of Study where technical considerations so require. The areas concerned are those for Art, Science and Reprographics.

Maintenance Chemicals will be managed by the the Site Technicians under the management of the Facilities Manager.

The law requires that any substance used in the UTC must have a product safety data sheet, and that hazard and risk assessments for that substance be carried out, maintained in written form, and available to the users. Inspections take place to:

- Identify all substances used;
- Assess the level of risk to health;
- Eliminate the use of substances or substitute a safer alternative;

- Introduce and monitor control measures to prevent risk.

A record of the arrangements currently in force will be maintained by the Health and Safety Advisor / Facilities Manager (Maintenance Chemicals) and Vice Principal Learning & Teaching (Science, Art & Reprographics Chemicals). It may be inspected by the staff (or, indeed, by the Health and Safety Executive) at any time.

Any colleague unsure of their position in relation to the COSHH Regulations may consult the Health & Safety Advisor.

All staff have a statutory duty to assist the Principal in the observance of these Regulations.

13.9 Radiation

The Science Department holds a selection of radioactive substances. A Radiation Protection Advisor has been nominated within the UTC. The role of the Radiation Protection Advisor is to ensure that the UTC complies with the Ionizing Radiations Regulations 1999.

13.10 Pressure Systems

All pressure vessel systems in the UTC will be listed on the inventories of the departments concerned.

All pressure vessel systems in the UTC will be subject to annual inspection by an UTC appointed contractor. Safety certificates for all such systems will be displayed in the vicinity of the system concerned. Systems identified as faulty will be removed from use at once.

Written inspection and reporting schemes for affected items are kept by the Facilities Manager and must be consulted prior to any inspection

13.11 Noise at Work

All members of staff need to be aware of “nuisance noise” and respect the needs of others in the UTC. Common sense and courtesy by all members of staff, students and visitors to the UTC will prevent problems arising.

Any member of staff or visitor detecting a potential problem will report it immediately to Reception.

13.12 Lettings

If the UTC is let, the Principal must be satisfied that the hiring organization will use the premises in a safe manner. A signed, written letting agreement will be completed and copies kept.

14. Use of Minibuses and Other Vehicles

The Guidelines for Minibus Operation apply to all minibuses and other large passenger-carrying vehicles e.g. people carriers and are also the minimum standards to be applied to any vehicle hired for use on UTC business.

Eligibility to Drive – All drivers must:

- Be aged 25 and under 65 and have held a full current driving license for at least three years without claim or conviction.
- Provide the Facilities Manager with a copy of their license annually.
- This minimum age is reduce to 23 for teachers appointed to teach Physical Education.
- Be authorized by their Line Manager to drive a minibus and have D1 on their Driving License.
- Have passed the ESCC Minibus Driver Training and Assessment and/or approved equivalent.

Drivers of vehicles on the UTC campus are subject to all normal regulations including the wearing of seat belts and crash helmets (motorcycles). A speed limit of 10 mph is imposed on vehicles on the site. Drivers of all vehicles, whether car or motor cycle, must not drive carelessly or inconsiderately on any occasion.

Procedures are in place to notify The Facilities Manager of any faults identified with the minibus. Guidance notes on what to do in case of an accident are kept in the glove compartment of the minibus.

15. Administration of Medicines

Appointed First Aid Staff will administer medicines and keep a record that they have been given. We must stress that children should not be at the UTC if they are unwell and if at all possible, children should receive their medication at home.

Medication will only be given if prescribed by the doctor and the appropriate form has been completed or a clear written message is received in the UTC. If a child arrives at the UTC with medication and no written instructions or authorization a telephone authorization will be accepted for one day only.

Drugs to be given should be sent to the UTC as a single dose, wherever possible, clearly marked with the name of the child. They will be stored securely in the Medical Room.

Inhalers for asthmatics and Epipens will be kept securely in the Medical Room or locally to the students that may require treatment but available for immediate use. This is in order to prevent damage or loss, which might occur if they are kept on a child's person; to allow an accurate record of usage to be kept and for the safety of other students in the UTC.

Each parent will be issued with a copy of this statement at the beginning of each UTC year.

16. Training and Information

Every member of staff will have a copy of this document (issued in UTC Handbook) and will complete an induction programme in order to ensure that they are informed of key information.

The Principal will:

- inform staff of any changes in the Policy;
- assess the training requirements of the staff and integrate those needs onto the UTC development plan to inform governors;
- Delegate the assessment to a SLT Member, the training needs of new members of staff.

If any member of staff feels the need for training they must alert the Senior Leadership team.

The UTC has developed a supply teacher's pack and this will be issued to all supply staff that includes health and safety information.

17. Monitoring Health and Safety

Health and safety standards must be monitored by the senior leadership team in conjunction with the UTC Governors by the following:

- SLT will include health and safety as part of the agenda of their regular meetings.
- The relevant Committee of the Governing Body agenda will include health and safety as a standing agenda item.

17.1 Inspections

To maintain and improve standards throughout the UTC, a termly premises inspection will take place and records will be kept. The UTC will be inspected by the Health & Safety Advisor and a member of the H&S Committee.

17.2 Auditing

As a means of confirming that the necessary systems to comply with legislation are in place and are being followed, the Local Authority will complete a health and safety audit every annually. The action points identified through the audit will form part of the UTC development plan.

18. Visitors

The Principal and Governors must accept the responsibility for health and safety of visitors to the UTC, including contractors.

All visitors to the UTC will be asked to sign in at the UTC Reception and sign out when they leave. Each class teacher will accept responsibility for specific volunteers or visitors; including checking that they are aware of emergency procedures and supervising their evacuation in case of an emergency.

The Health & Safety Advisor/ Reception will ensure that volunteers have the necessary safety information.

19. Trade Union Safety Representatives

Trade unions can appoint safety representatives who are legally entitled to inspect premises, investigate accidents and undertake safety training.

The trade union safety representative will consult the Principal on any relevant health and safety matters.

20. Record Keeping

In the previous sections reference has been made in various places to record keeping. There follows a list of those responsible for maintaining such records and where they are kept.

Records of	Produced by	Where kept
Accidents on Site	Those involved in the accident	H&S Advisor's Office
First Aid administered	First Aiders & Appointed Persons	SIMS / Accident Book
Medicines administered	First Aider/Secretary	SIMS
Risk Assessments (Teaching related)	Head of relevant Departments	Departments
Risk Assessments (site / premises related)	Site Technicians / Facilities Manager	Facilities Managers Office
COSHH Assessments (Teaching related)	Head of relevant Departments	Departments
COSHH Assessments (site / premises related)	Site Technicians / Facilities Manager	Facilities Managers Office
Electrical Tests	Sub-Contractor (arranged by Facilities Manager)	Facilities Managers Office
Maintenance of machinery and equipment (main site equipment & Plant)	Sub-Contractor (arranged by Facilities Manager)	Facilities Managers Office
DSE Assessment	H&S Advisor	Facilities Managers Office
Manual Handling Assessment	Heads of relevant Departments	Departments
Training of staff & students	Assistant Principal	VP L&T Office/SIMS
Training of Support Staff / Teaching staff for Premises related / general H&S	Facilities Manager	Facilities Managers Office
Violent incidents	Staff involved in incident	VP L&T Office
Testing of Equipment	Sub-Contractor (arranged by Facilities Manager)	Facilities Managers Office
Accident Investigations	Facilities Manager & Vice Principal Learning & Teaching	Facilities Managers Office
Noise Assessments	Sub-Contractor (arranged by Facilities Manager)	Facilities Managers Office
Water Hygiene	Sub-Contractor (arranged by Facilities Manager)	Facilities Managers Office
Pressure Systems	Sub-Contractor (arranged by Facilities Manager)	Facilities Managers Office
Monitoring Reports	H&S Advisor & VP L&T	VP L&T Office or Facilities Managers Office

21. Health & Safety Policy Review

The UTC acknowledges that the Health and Safety Policy is a working document that includes details of policy and procedures relating to health and safety issues. The UTC will constantly monitor and update the Policy as appropriate and will undertake a formal review on an annual basis seeking endorsement from the Board of Governors.

List of Useful Contacts in UTC

Health and Safety Advisor – Mr. M Dawson

Health and Safety Governor – James Lavender

Educational Visits Advisor – Director for Curriculum and Standards

Occupational Health Advisor – East Sussex County Council Occupational Health Service

First Aid Co-Coordinator – Executive Operations manager

First Aiders (FAAW) – Refer to H&S Notice Board (located in Staff room or request a copy from the Facilities Manager)

Person responsible for reporting Accidents under RIDDOR – Mr. M Dawson

Facilities Manager – Mr. M Dawson

Work Experience Advisor – Exams and Employability Officer

Trade Union Safety Representatives - TBC

Radiation Protection Advisor- TBC

Health and Safety Committee:

Principal – Adanma Umunna

Educational Visits Advisor – Director of Curriculum and Standards

Health & Safety Advisor / Facilities Manager – Matthew Dawson

Governor – James Lavender

Executive Operations Manager