

1. Statement of Intent

The overall responsibility for safety, health and wellbeing within Hull Training and Adult Education (**HTAE**) is vested in the Chief Executive and Leader of the Council. Elected Members and Directors fully recognise and accept their responsibilities as an employer under the Health and Safety at Work etc Act 1974.

Health and safety is a line management responsibility and all managers must embrace health and safety management as an integral part of their duties. All **HTAE** employees also have a statutory duty to take reasonable care for the safety and health of themselves and others who may be affected by their acts or omissions. This includes complying with **HTAE** policies and not misusing equipment provided in the interest of health and safety. Specialist advisors are employed by the council to assist managers and employees in fulfilling their obligations and those appointments are detailed in the corporate health and safety policy.

HTAE is responsible for ensuring the delivery of a wide range of services, so far as is reasonably practicable, it is important to ensure that every part of the work is carried out safely and the working environment and systems of work are safe for any person who may be affected by the organisation's activities including employees, service-users, residents, students, contractors and visitors.

This means more than just aiming to comply with minimum legislative requirements and it requires commitment from all levels of the school.

We aim to achieve a strong health and safety culture by ensuring sufficient resources are available to fulfil these objectives. We recognise that employee commitment, involvement and support are fundamental to maintaining proactive safety management. Health and safety priorities, Policies, Procedures and Guidance have been developed and implemented across the council and are continually reviewed to maintain and improve our standards.

Our priorities are:

Having a **strong positive Health and Safety culture** we do this by,

- Using Council-wide management channels that are maintained to encourage and promote effective consultation, co-operation and communication
- All services will develop local systems to ensure contributions and concerns regarding health and safety can be raised at service level and cascaded to the Health and Safety Committee or Board where appropriate.

Implementation and maintenance of an effective **Health and Safety Management System**

HSG65 (HSE) via a strong performance management monitoring system. This will include:

- Safe working environments
- Safe systems of work, plant and equipment
- Provision of adequate information, instruction, training and supervision to ensure all staff and others as appropriate can carry out their work in a safe, competent and professional manner for e.g. via corporate health and safety team audits, training or service specific supervision

This policy and statement of intent are to be brought to the attention of all staff at the earliest opportunity via induction and made available to partner and other outside organisations as appropriate. All managers must ensure that any amendments to the policy or health and safety management procedures are timely and appropriately communicated to all staff under their area of responsibility.

Sharon Gamble

Head of Service, Hull Training and Adult Education

2. Organisation

2.1 Introduction:

To comply with the Statement of Intent HTAE normal management structure have additional responsibilities, as detailed below.

2.2 The Governing Body:

The Governing Body has the following responsibilities and must ensure that:-

- Set a personal example at all times with respect to health and safety good practice and promote a positive health and safety culture by demonstrating a clear commitment to achieving high standards of health and safety management through positive leadership on health and safety issues, consultation and cooperation with employees and employee representatives
- Responsibilities for health, safety and welfare are allocated to specific individuals and those persons are informed of these responsibilities
- Persons have sufficient experience, knowledge and training to perform the tasks required of them
- Clear procedures are created which assess the risk from hazards and produce safe systems of work
- Health and safety performance is measured both actively and reactively and is reviewed annually
- Ensuring that the necessary physical, financial and human resources required to effectively implementing the health and safety policy and associated procedures are available
- Keeping themselves informed of any significant health and safety failures, and of the outcome of the investigation into their causes
- they consider and address any potential health and safety implications of all their decisions before they are taken
- Health and safety is recognised as a core business function and fully integrated into the business activities of HTAE

2.3 Head of Service

The Head of Service has the following responsibilities and must ensure that;

- Set a personal example at all times with respect to health and safety good practice and promote a positive health and safety culture by demonstrating a clear commitment to achieving high standards of health and safety management through positive leadership on health and safety issues, consultation and cooperation with employees and employee representatives
- In liaison with the Health and Safety Team, Head of Service shall develop local management arrangements to assist in the implementation of the Corporate Health and Safety Policy, related documents and specific procedures
- Ensure a H&S and Estates Manager is nominated for HTAE in liaison with the Governors

- They must fully commit to the statement of intent for Health, Safety and Welfare
- A clear written local policy for health and safety is produced and that the policy is communicated to staff and others requiring the information
- Appropriate information on significant risk activities is given to visitors and contractors
- Appropriate consultation arrangements are in place for staff and their representatives
- Ensure that all staff receive adequate training, instruction and supervision to enable them to effectively carry out their responsibilities
- Risk assessments of the premises and working practices are undertaken
- Safe systems of work are in place for identified risk factors
- Emergency procedures are in place
- Equipment is inspected and tested to ensure it remains in a safe condition
- Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents and investigations
- Arrangements are in place to monitor premises and performance
- All accidents are investigated and any remedial actions are implemented
- They report to the Governing Body at least annually on health and safety performance of the school

2.4 Health and Safety and Estates Manager.

The H&S and Estates Manager has responsibility for the day to day management of the building and reports to the responsible person(s) (Head of Service) or Learner Services Manager on any matters that may compromise the safety of employees, contractors, visitors and others where immediate actions are not effective or applicable, this includes ensuring that

- The scheme of precautions to control the risk of Legionella, fire and asbestos etc are implemented fully by the Responsible and competent persons and bringing to the attention of the Health and Safety Team and significant deficiencies that may arise from building related council activities and reporting of ALL incidents
- A building forum is developed which meets at regular intervals with relevant representatives and that is chaired by them and/or nominated deputy (Terms of Reference are consistent with health and safety standards)
- There is a coordinated approach to common building arrangements where there is multi occupancy e.g. fire and first aid and that there is adequate communications maintained on matters relating to Health and Safety of building users
- They are responsible for ensuring that adequate control procedures are in place for contractors (in co-ordination with appointed persons)
- Co-ordinate and manage the annual risk assessment process for the school
- Co-ordinate the annual general workplace monitoring inspections and performance monitoring process
- Make provision for the inspection and maintenance of work equipment throughout the school including statutory inspections (LOLER)
- Ensure that staff are adequately informed in safety and welfare matters about their specific work place and the school generally
- Carry out any other functions required by the Assistant Head of Service or Governing body

2.5 Teaching/Non-Teaching Staff Holding Positions of Special Responsibility. This includes managers, leads, tutors and support staff. They have the following responsibilities;

- Apply the corporate Health and Safety Policy requirements to their own department or area of work and be directly responsible to the Head of Service for the application of Health and Safety procedures and arrangements
- Set a personal example at all times with respect to health and safety good practice and promote a positive health and safety culture by demonstrating a clear commitment to achieving high standards of health and safety management through positive leadership on health and safety issues consultation and cooperation with employees and employee representatives
- Carry out health and safety risk assessments of the activities they are responsible for
- Ensure that all staff under their control is familiar with any health and safety procedure for their area of work
- Attempt to resolve health, safety and welfare problems from members of staff or refer them to the Head of Service. Any problems that cannot be resolved locally should be forwarded to the HCC Health and Safety Team for advice
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and make a good record of these inspections
- Ensure, as far as is reasonably practicable, the provision of information, instruction, training and supervision to enable employees and learners to avoid hazards and contribute positively to their own health and safety
- Investigate any accidents that occur within their area of responsibility
- Keeping the Head of Service informed on the Health and Safety performance of his/her department or area of responsibility (this could be facilitated by quarterly briefings, an annual report, etc.

2.6 Tutors

Tutors are expected to:-

- Set a personal example at all times with respect to health and safety practice
- Ensure that health and safety
- Exercise effective supervision of their learners, to know the procedures for fire, first aid and other emergencies
- Follow particular health and safety measures in their own teaching areas as laid down in the relevant Guidance Procedures
- Give clear oral and written instructions and warnings to learners when necessary
- Ensuring they inform the Head of Service on health and safety equipment or machinery that may be defective and of any other health and safety failing
- Integrate all relevant aspects of safety into the teaching process and where necessary, give specific lessons on health and safety in line with national curriculum requirements for safety in education
- Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation
- Undertaking risk assessments, identifying and implementing control measures, communicating the outcomes to employees and others as appropriate
- Report all incidents and dangerous occurrences to the Head of Department
- Keeping up to date with existing and revised health and safety legislation, standards and good practices relevant to their activities

2.7 Health and Safety Representatives Union

The Safety Representatives and Safety Committees Regulations 1977 (SRSC Regulations) prescribe the cases in which recognised Trade Unions may appoint safety representatives.

Trade Unions and their Safety Representatives have an important role and the School welcomes and encourages their participation in the promotion of health and safety. In addition to any responsibilities specified in other School policies the role of appointed Trade Union Safety Representatives includes;

- Setting an example at all times with respect to good health and safety practice
- For those employees they are appointed to represent, representing them in consultations with the School
- Assisting in ensuring effective co-operation in the development and promotion of health and safety at work
- Investigating potential hazards and dangerous occurrences at the workplace, examining the causes of accidents at the workplace and making representations to the School on matters arising from such
- Carrying out inspections of the workplace in accordance with the SRSC Regulations
- Investigating complaints relating to the health, safety and welfare at work of those employees they are appointed to represent and making representations to the School on matters arising from such
- Receiving information from the Health and Safety Executive (HSE)
- Representing in consultations those employees they are appointed to represent at the workplace with inspectors of the HSE, or any other enforcing authority as appropriate
- Attending relevant health and safety committee meetings

2.8 Employees

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, employees must

- Comply with the corporate health and safety policy and procedures at all times – in particular procedures for fire, first aid and other emergencies
- Co-operate with HTAE management in complying with relevant health and safety law
- Use all work equipment and substances in accordance with instruction, training and information received
- Report to their immediate line manager any hazardous situations and defects in equipment found in their work places
- Report all incidents in line with current incident reporting procedure
- Act in accordance with any specific health and safety training received inform their line manager of what they consider to be shortcomings in the school's health and safety arrangements
- Exercise good standards of housekeeping and cleanliness
- Co-operate with appointment Safety Representative(s)

2.9 Learners

Learners, allowing for their age and aptitude, are expected to;

- Exercise personal responsibility for health and safety of themselves and others
- Observe standards of dress consistent with health and safety and/or hygiene
- Observe all the health and safety rules of the school of the school and in particular the instructions of staff given in an emergency
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety

3. Procedures and Arrangements

3.1 Introduction:

The following procedures and arrangements have been adopted to ensure compliance with Statement of Intent.

3.2 Risk Assessments

- General risk assessment – will be co-ordinated by the Health and Safety and Estates Manager
- New and expectant mothers risk assessment – will be carried out by; the line managers.
- Curriculum activities assessment – Risk Assessments for Curriculum activities will be carried out by relevant AOL Managers and subject teachers/tutors/assessors.
- Fire safety assessment – A site-specific fire risk assessment has been carried out by Health & Safety and Estates Manager
- Manual handling assessments – Manual handling risk assessments will be carried out by staff trained by Learning & Development.
- Computers and Workstation assessments – Workstation DSE assessments will be carried out by AOL managers as appropriate.
- Hazardous substances – The appropriate AOL manager is responsible for identifying and assessing hazardous substances within their area of responsibility, for which no generic assessment exists in the 'Caretaking' manual.
- Violence – Assessment of the risks of violence to staff will be carried out by the appropriate AOL manager.

3.3 Emergency Procedures

- Fire and evacuation procedures are detailed in Appendix 2.
- First Aid - this is provided as a practical example for guidance purposes. Individual premises should record their own arrangements
- First Aid boxes are provided at receptions and around the buildings.
- The following staff are available to provide first aid:
 - Certified First Aiders – details are on display in all reception and key areas
 - Certified Paediatric First Aiders (Ofsted requirement for children up to age 5) all Creche staff.
- In event of needing first aid assistance, either:-
 - Locate the nearest first aider (and cover their class if required)
 - If an ambulance is required, call '999'
 - Transport to hospital
- No casualty should be allowed to travel to hospital unaccompanied. Assistant City Manager – Sharon Gamble will designate an accompanying adult in emergencies where parents cannot be contacted

- Incident/accident reporting
 - HTAE ensure the HCC requirements are fulfilled (refer to Hull City Council incident reporting policy and procedures for further guidance)

- Bomb hoaxes and bomb alerts
 - Head of Service, or in their absence, the most senior member of staff available, will decide on action to be taken in the event of a fire or an incident. The control point from where such an incident will be handled is the General Office the signal (alarm) for evacuation of the building (if necessary) will be a tany message and normal evacuation procedure should be followed

- Gas Leaks
 - Any member of staff discovering a suspected gas leak should make an informed judgement based on how strong the smell is as to whether they immediately evacuate the building and telephone the emergency services, if there is a slight smell of gas, the first action should be to check all gas appliances are switched off. This may clear the smell of gas. Windows should be opened

- Chemical spills
 - All science/design and technology/art teachers and technicians should follow guidance contained in the CLEAPPS Hazards
 - Other areas should follow procedures as identified in relevant COSHH assessments

3.4 Radiation Protection Advisor

Hull City Council has appointed a Radiation Protection Advisor (RPA) for Local Authority schools as the competent person. They will provide advice to ensure compliance with legal requirements; further advice can be sought from the Health and Safety Team.

- The Radiation Protection Officer (RPO) is responsible for addressing routine issues. When issues cannot be addressed at local level, the RPO will contact the RPA
- The Radiation Protection Supervisor have the day to day responsibility for the security, safe storage, use and monitoring of radioactive sources in the school and that staff understand local policy and procedure.

4. Health and Safety Training

- Health and safety induction training will be provided for all new employees by direct line managers.
- HTAE specific courses should be detailed as appropriate
- Note: A range of courses are offered by Hull City Council and these can be found by contacting the Health and Safety Team.

4.1 The following health and safety training will be undertaken by the relevant staff the following areas

All staff will complete the On-line Learning
Module for Health & Safety

5. Inspection and Testing of Plant and Equipment

5.1 Statutory inspections:

All plant and equipment requiring statutory inspection and testing (i.e. Steam Boilers, lifting equipment, local exhaust ventilation, pressure cookers etc) will be inspected by Allianz. Heads of Department will be responsible for ensuring that an up to date inventory is kept of all plant and equipment and that Insurance and Loss control are informed of any new installation/any removal of equipment/change of usage etc.

5.2 Portable electrical appliances:

Inspection and testing of portable electrical appliances will be carried out by existing contractor.

5.3 Equipment maintenance

Managers and Leads will be responsible for ensuring that maintenance of equipment for their areas of the curriculum is identified, implemented and an up to date inventory is kept.

5.4 Ladders and access equipment

Caretakers will be responsible for inspection and maintenance of ladders and other access equipment following guidance or advice from the Health and Safety Team.

6. Health and Safety Monitoring

6.1 Inspection of premises

- General workplace Inspection will be co-ordinated by the AOL managers and leads
- Monitoring inspections of individual departments will be carried out by Head of Service

7. Consultation and Communication of Information

7.1 Consultation:

The Governors meets monthly to discuss health, safety and welfare issues affecting staff, learners or visitors. Action points from meetings are brought forward for review by the senior management team. Committee members are:

Councillor Peter Clark (chair)
Tracy Harsley
Kerry Robins
Steve Tomlinson
James Moore
Michelle Alford

7.2 Communication of information:

- The Head of Service will ensure that systems are established so that staff and learners are familiar with the arrangements set out in this document
- The Health and Safety Law poster is displayed in reception.
- Health and Safety advice is available from Head of Service and the corporate H&S team.

8. Premises Management

8.1 Supervision of learners:

- Arrangements for supervision of learners are available on the server and within the Tutor Handbook.

8.2 Security and visitors

All visitors must report to reception where they will be asked to sign the visitors' book and wear an identification badge.

8.3 Vehicles on Site/Parking

- Cars must be parked in designated areas
- The risks of persons and vehicles coming into contact will be controlled by the Caretaking team.
- Delivery/contractor vehicles must park in the designated marked bays.
- Arrangement for disabled persons have designated parking bays.

8.4 Building maintenance:

- General building maintenance is carried out by the Caretaking team.
- Head of Service will be responsible for ensuring that all identified general building maintenance is carried out by either NPS or other contractors

8.5 Asbestos Management

- The asbestos register is held at Hull City Council Property Services via NPS.
- City Property & Assets Manager, Hull City Council, is responsible for ensuring that contractors who may be working in areas of the premises where asbestos materials have been identified sign the register and that any changes to the register are notified with Hull City Council Property and Asset Team. (or the relevant asbestos management team).

8.6 Control of contractors

- All contractors must report to reception where they will be requested to sign the visitors book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions
- The Caretaking Team is responsible for monitoring areas where the contractor's work may affect staff and learners for keeping records of all contractor work

Contractors, suppliers and partner organisations have a legal duty to work safely and comply with health and safety legislation, and have in place appropriate sources of competent health and safety advice. Staff employing third party contractors to carry out work on behalf of the Council, also have a legal duty to ensure those contractors are skills, knowledge, training and experience to carry out the specific work safely.

All contractors must make it clear to managers/supervisors those areas of health and safety that are the responsibility of the contractor and those that are the responsibility of the manager/supervisor, when any service is being undertaken on Council premises.

Please see HSE website for information regarding prosecutions and breaches of H&S legislation. <http://www.hse.gov.uk/prosecutions/>

8.7 Lettings management

- Lettings are managed by Learner Services Manager following the 'Lettings' policy and procedures

9. Other Procedures

10.1 Emergency response management:

- The local Authority's 'emergency response' guidelines are followed and staff are made aware of the advice given, in conjunction with the school site-specific emergency response procedures

10.2 Educational Visits:

- Risk assessments are carried out as and when appropriate

10. Reference Documentation

11.1 All reference documentation relating to this policy and the Health and Safety management systems can be accessed via corporate Health & Safety Department.

12. Consultation

12.1 The development of this policy has been subject to Hull City Councils consultation process.

13. Communication and Dissemination

13.1 This policy is available on the HTAE website/policies

14. Policy Review

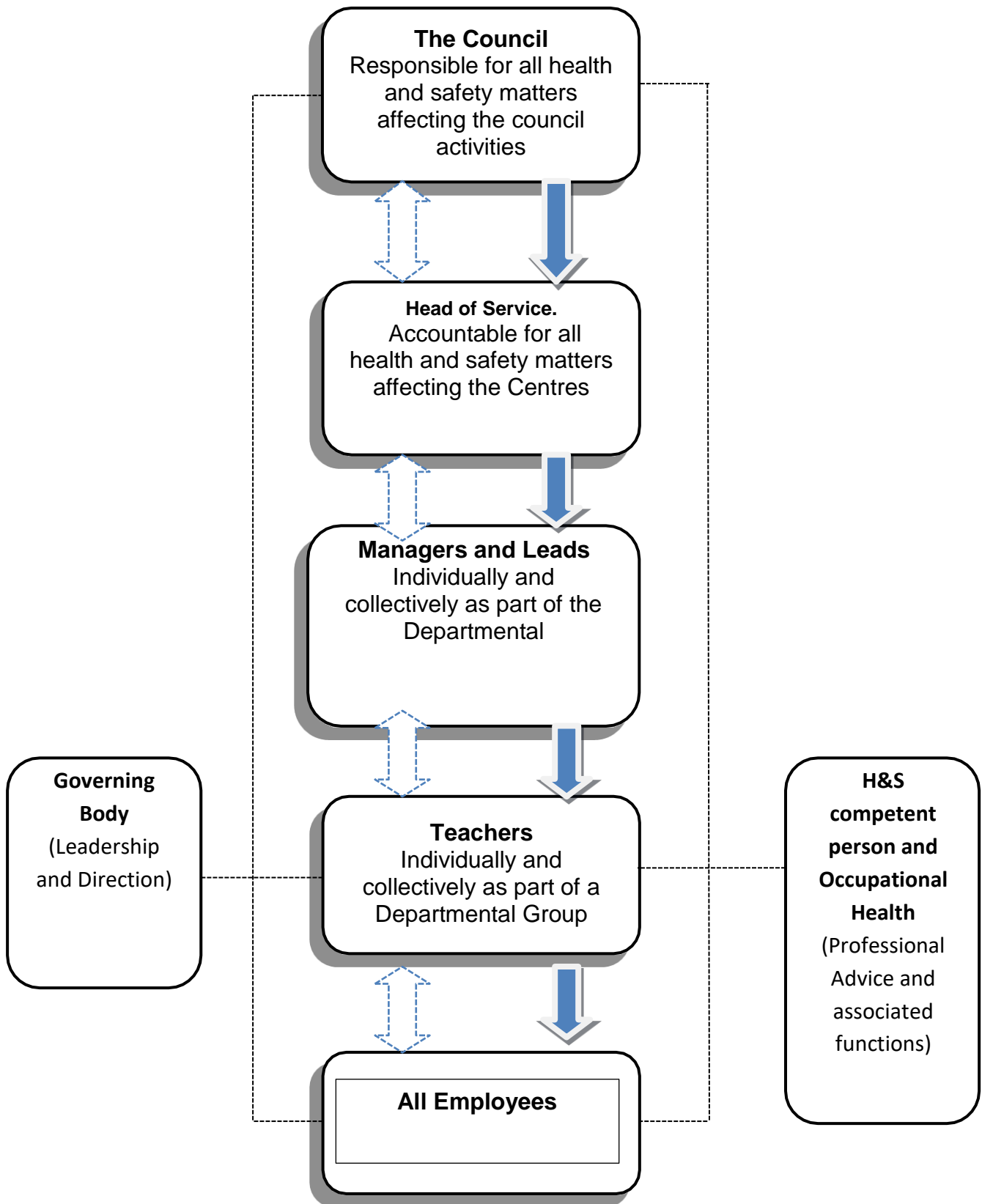
14.1 This policy will be reviewed annually and republished on a three yearly basis or sooner if required.

Appendix 2

FIRE AND EVACUATION PROCEDURES

- Fire notices are displayed around the buildings.
- Escape routes are checked by H&S and Estates Manager termly.
- Fire Extinguishers are maintained and checked by the Caretaking Team.
- Alarms are tested by the Caretaking Team **every** Friday at 10am (at Endeavour)
- Emergency evacuation procedure will be tested once every term
- All of above are recorded in the Fire Log Book
- Premises evacuation arrangements – in case of an alarm being activated are available in the General Office.

HEALTH AND SAFETY ORGANISATIONAL CHART



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