

QUEEN'S COLLEGE, LONDON



Welfare, Health and Safety

POLICY DOCUMENT

Welfare, Health and Safety *Staff Handbook W,H & S Ref: 4*

General.

The Council of Queen's College notes the provisions of the Health and Safety at Work etc Act 1974 (s.3(1)), which states that it is the duty of every employer to conduct his or her business in such a way as to ensure, so far as is reasonably practical, that persons who are not in his or her employment but who may be affected by it, are not exposed to risks to their health and safety, and accepts that it has a responsibility to take all reasonably practical steps to secure the health and safety of girls, staff and others using the College premises or participating in College sponsored activities. It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the College, and is part of the good education of its girls.

The aim of the Council of Queen's College is, 'To provide a safe and healthy working and learning environment for staff, girls and visitors'.

The arrangements outlined in this policy statement and the various other safety provisions made by the Council of Queen's College cannot prevent accidents, nor can they ensure safe and healthy working conditions. The Council of Queen's College believes that only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. The Council of Queen's College will take all reasonable steps to identify and reduce hazards to a minimum. Equally all staff and girls must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the College premises, or while taking part in College-sponsored activities.

The Duties of the Council of Queen's College.

In the discharge of its duty the Council of Queen's College, in consultation with the Headmistress and by delegating duties as published in the Staff Handbook, will:

- make itself familiar with the requirements of the Health and Safety at Work Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work of the College, in particular the Management of Health and Safety at Work Regulations 1992 (SI 1992 No 2051)
- ensure that there is an effective and enforceable policy for the provision of health and safety throughout the College
- periodically assess the effectiveness of this policy and ensure that any necessary changes are made
- identify and evaluate all risks relating to:

(1) accidents

- (2) health
- (3) College-sponsored activities

- identify and evaluate risk-control measures in order to select the most appropriate means of minimising risk to staff, girls and others
- create and monitor the health and safety management structure

In particular the Council of Queen's College undertakes to provide: -

- a safe place for staff and girls to work, including safe means of entry and exit
- plant, equipment and systems of work which are safe
- safe arrangements for the handling, storage and transport of articles and substances
- safe and healthy working conditions which take account of all statutory requirements; codes of practice whether statutory or advisory; and guidance, whether statutory or advisory
- supervision, training and instruction so that all staff and girls can perform their College-related activities in a healthy and safe manner. All staff will be offered the opportunity to receive health and safety training which is appropriate to their duties and responsibilities and which will be given before an employee commences any relevant work. Wherever training is required by statute or considered necessary for the safety of staff, girls and others, then the Council of Queen's College will ensure, within the financial resources available, that such training is provided. Girls will receive such training as is considered appropriate to the College-related activities that they are carrying out. All training will be regularly updated
- Necessary safety and protective equipment and clothing, together with any necessary guidance, instruction and supervision
- Adequate welfare facilities

So far as is reasonably practicable the Council of Queen's College, through the Headmistress, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed-term contracts to receive comprehensive information on:

- this policy
- all other relevant health and safety matters
- the instruction and training that will be given to all employees, as required, so that they may carry out their duties in a safe manner without placing themselves or others at risk

The duties of the Headmistress.

As well as the general duties that all members of staff have, the Headmistress has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, non-

teaching staff, ancillary staff, girls, visitors and any other person using the premises or engaged in activities sponsored by the College. The Headmistress will take all reasonably practicable steps to achieve this end through the Heads of the various departments, senior members of staff, teachers and others as appropriate.

The Headmistress is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.

In particular, the Headmistress will:

- be aware of the basic requirement of the Health and Safety at Work Act 1974 and any other health and safety legislation and codes of practice relevant to the work of the College
- ensure, at all times, the health, safety and welfare of staff, girls and others using the College premises or facilities or services or attending or taking part in College-sponsored activities
- ensure safe working conditions for the health, safety and welfare of staff, girls and others using the College premises and facilities
- ensure safe working practices and procedures throughout the College, including those relating to the provision and use of machinery and other apparatus, so that each task is carried out to the required standards, and so that all risks are controlled
- consult with members of staff, including the safety representatives, on health and safety issues
- arrange systems of risk assessment to allow the prompt identification of potential hazards
- carry out periodic reviews and safety audits on the findings of the risk assessment
- identify the training needs of staff and girls and ensure, within the financial resources available, that all members of staff and girls who have identified training needs receive adequate and appropriate training and instruction in safety matters
- encourage staff, girls and others to promote a healthy and safe working environment
- ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, girls and others are made safe without delay
- encourage all employees to suggest ways and means of reducing hazards and risks
- collate accident and incident information and, when necessary, carry out accident and incident investigations
- monitor the standards of health and safety throughout the College, including all College-based activities, encourage staff, girls and others to achieve the highest possible standards, and discipline those who consistently fail to consider their own well-being or the health and safety of others
- monitor first aid and welfare provision

- monitor the health and safety management structure, along with the Council of Queen's College

The Duties of Supervisory Staff.

All supervisory staff (eg Heads of department, co-ordinators, science technicians etc) will make themselves familiar with the requirements of the Health and Safety at Work Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work in their area of responsibility.

In addition to the general duties that all members of staff have, Supervisory Staff will be directly responsible to the Headmistress, (or the member of staff nominated by the Headmistress to have overall day-to-day responsibility for the implementation and operation of the health and safety policy), for their relevant departments and areas of responsibility.

Supervisory Staff will take a direct interest in the College's health and safety policy and in helping other members of staff, girls and others, to comply with the requirements of the health and safety policy.

As part of their day-to-day responsibilities they will ensure that:

- safe methods of working exist and are implemented throughout their department
- health and safety regulations, rules, procedures and codes of practice are applied effectively
- staff, girls and others under their jurisdiction are instructed in safe working practices
- new employees working within their department are given instruction in safe working practices
- regular safety inspections are made of their area of responsibility as required by the Headmistress, or as necessary
- positive, corrective action is taken where necessary to ensure the health and safety of all staff, girls and others
- all plant, machinery and equipment in the department in which they work is in good and safe working order
- all reasonable practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery or equipment in the department in which they work
- appropriate protective clothing and equipment, first aid and fire appliances are provided and are readily available in the department in which they work
- toxic, hazardous and highly flammable substances in the department in which they work are correctly used, stored and labelled
- they monitor the standard of health and safety throughout the department in which they work, encourage staff, girls and others to achieve the highest possible standards of health and safety, and discipline those who

consistently fail to consider their own well-being or the health and safety of others

- all the signs used meet the statutory requirements
- all health and safety information is communicated to the relevant persons
- they report, as appropriate, any health and safety concerns to the appropriate individual

The Duties of All Members of Staff.

All staff will make themselves familiar with the requirements of the Health and Safety at Work Act 1974 and any other health and safety legislation and codes of practice which are relevant to the department in which they work.

They should:

- take reasonable care of their own health and safety and of any other persons who may be affected by their acts or omissions at work
- regarding any duty or requirement imposed upon them by their employer or any other person by or under any of the relevant statutory provisions, co-operate with him or her so far as necessary to enable that duty or requirement to be performed or complied with

All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk.

In particular all members of staff will:

- be familiar with the safety policy and any or all safety regulations as laid down by the Council of Queen's College
- ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and girls
- see that all plant, machinery and equipment is in good and safe working order
- not allow unauthorised or improper use of plant, machinery and equipment
- use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied
- ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled
- report any defects in the premises, plant, equipment and facilities which they observe
- take an active interest in promoting health and safety, and suggest ways of reducing risks

Hires, Contractors and others.

When the premises are used for purposes other than under the direction of the Headmistress, then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices as indicated in previous paragraphs of this document.

The Headmistress or the co-ordinator will seek to ensure that hirers, contractors and others who use the College premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

When the College premises or facilities are being used out of normal College hours for a College-sponsored activity, for the purposes of this policy, the organiser of that activity even if an employee, will be treated as a hirer and will comply with the requirements of this section.

When the premises are hired to persons outside the employ of the Council of Queen's College, it will be a condition of all hirers, contractors and others using the College premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Council of Queen's College and that they will not without the prior consent of the Governors:

- introduce equipment for use on the College premises
- alter fixed installations
- remove fire and safety notices and equipment
- take any action that may create hazards for persons using the premises or the staff or girls of the College

All contractors who work on the College premises are required to ensure safe working practices by their own employees under the provision of the Health and Safety at Work Act 1974 and must pay due regard to the safety of all persons using the premises in accordance with ss.3-4 of this Act.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Headmistress will take such actions as are necessary to prevent persons in his or her care from risk of injury.

The Council of Queen's College draws the attention of all users of the College premises (including hirers and contractors) to s.8 of the Health and Safety at Work Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions.

Codes of Practice and Safety Rules.

In consultation with the Council of Queen's College (where appropriate) and taking into account the requirements of this statement, the safety committee will approve (where necessary) codes of practice for the observation of safety requirements in College.

From time to time the Department for Children, Schools and Families (DCSF), Health and Safety Executive and other regulatory or advisory bodies will issue codes of practice or particular topics for the guidance of

Headmistress and others who are in control of their educational premises, who will normally incorporate such codes into their health and safety policy and procedures. If the Headmistress considers the inclusion of all or any such documents into this policy to be inappropriate, he/she will be required to demonstrate to the satisfaction of the Council of Queen's College that she has already introduced codes of practice and methods of working which achieve a similar or higher standard of health and safety.

Risk Assessment.

The Headmistress will ensure that a risk assessment survey of the premises, methods of work and all College-sponsored activities is conducted annually (or more frequently if necessary). This survey will identify all defects and deficiencies, together with the necessary remedial action or risk control measures. The results of all such surveys will be reported to the Council of Queen's College where appropriate.

Emergency Plans.

The Headmistress will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the College. This plan will indicate the actions to be taken in the event of a major incident, so that everything possible is done to:

- save life
- prevent injury
- minimise loss

This sequence will determine the priorities of the emergency plan.

The plan will be agreed by the Council of Queen's College and will be regularly rehearsed by staff and girls. The result of such rehearsals will form part of the risk assessment survey, and the outcome will be reported to the Council of Queen's College.

First Aid.

The arrangement for first aid provision will be adequate to cope with all foreseeable major incidents. The number of certificated first aiders will not, at any time, be less than the number required by law.

At the discretion of the Council of Queen's College, other staff will be given such training in first aid techniques as is required to give them a basic, minimum level of competence. The Council of Queen's College will agree this level after seeking appropriate advice. The number of such trained but uncertified first aiders will be determined by the Council of Queen's College as that being sufficient to meet the needs of all foreseeable circumstances.

Supplies of first-aid materials will be held at various locations throughout the College. These locations will be determined by the Headmistress. They will be prominently marked and all staff will be advised of their position. The

materials will be checked regularly and any deficiencies made good without delay.

Adequate and appropriate first-aid provision will form part of the arrangement for all out-of-College activities.

A record will be made of each occasion any member of staff, girl or other person receives first aid treatment either on the College premises or as part of a College-related activity.

This policy is reviewed each year by the Council of Queen's College at its AGM.