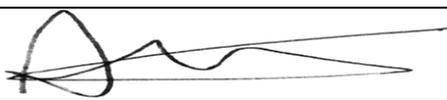


VOYAGE LEARNING CAMPUS



HEALTH AND SAFETY POLICY

This policy has been adopted by the Management Committee on:	
Date adopted:	28 th November 2019
Signed:	
Next review due:	November 2020

**Voyage Learning Campus
Health and Safety Policy incorporating the following**

- **THE STATEMENT OF INTENT**
- **THE ORGANISATION**
- **THE ARRANGEMENTS**

Policies and documents to be read in conjunction with this Health & Safety Policy

- Safeguarding Policy
- Supporting Pupils at School with Medical Conditions Policy
- Premises Management Policy
- Emergency Evacuation Procedure
- Business Continuity Plan
- North Somerset Council's Health and Safety Policy Statement June 2014
- Behaviour For Learning Policy
- Data Protection and Freedom of Information Policy

1. **The Statement of Intent**

- 1.1 The Management Committee and Senior Leadership Team of the Voyage Learning Campus (“VLC”) are committed to a safety management approach to Health & Safety, and thereby to an organised, well informed and pro-active approach to all health & safety and welfare related issues. All activities will be planned and executed with a systematic approach which includes an element of ‘context sensitive’ risk assessment, and where necessary control measures will be put in place to reduce/eliminate to a safe level any foreseen risks.
- 1.2 This policy supplements and operates in conjunction with North Somerset Council’s policy statement on Health and Safety.
- 1.3 It is the policy of this school to operate at all times in a manner which ensures, so far as is reasonably practicable, the health, safety and welfare of all persons employed, visiting, working in or being taught at the school.
- 1.4 All school staff are reminded that they have a legal duty to carry out their work with due regard for the health and safety of themselves, other staff, pupils, contractors and visitors to the school, and to observe the health and safety requirements relevant to their activities.
- 1.5 A suitable assessment of all-foreseeable hazards and risks to staff, pupils and visitors will be carried out. Where significant risk is identified, appropriate measures to reduce or eliminate the risks will be taken and communicated to those concerned.
- 1.6 Consultation will take place with any Union appointed safety representatives and members of staff on matters that affect their health and safety. If required, specialist advice will be sought at the earliest opportunity from The North Somerset School’s Health and Safety Officer, Building Surveyors, Asset Manager or other specialist advisers, such as the local Fire Officer
- 1.7 All staff are requested to support the VLC in achieving a safe environment for everyone. The necessary information, training, instruction and supervision will be made available by managers to achieve this, particularly to staff after recruitment, transfer or changes to their responsibilities.
- 1.8 The Management Committee and the Head of Centre of the site will ensure safe access to and egress from the building is maintained at all times. That safe storage of equipment and materials is achievable, and regular maintenance/inspection of equipment and plant occurs at regular intervals
- 1.9 A copy of this statement will be brought to the attention of all members of staff. It will be regularly reviewed and updated as necessary, or at least annually.
- 1.10 Further information is contained within the North Somerset Health and Safety Manual.

2. The Organisation

The VLC recognises the need to identify organisational methods for implementing and controlling the health and safety of all persons who work within or visit the school.

The VLC understand that the Health and Safety at Work Act 1974 places overall responsibility for Health and Safety with North Somerset Council.

The following is a summary of individual responsibilities, their consequent structure and accountability:-

2.1 Management Committee

The Management Committee has the responsibility to ensure that all reasonable steps have been taken to reduce the possibility of accident or injury to both staff and pupils, although it should be emphasised that unnecessary responsibility cannot fall on individual members of the Management Committee, nor can the Principal or employees avoid responsibility by referring urgent matters to that body for information and decision. The Management Committee will be kept informed of all developments relating to health and safety matters and the Clerk to the Management Committee will include such matters on the Agenda three times each year.

Management Committee must ensure:

- a) That in co-operation with the Principal, an individual VLC Health and Safety Policy is produced that reflects the status of the school and who is the employer, and this policy is regularly reviewed and revised and new arrangements are implemented as and when necessary;
- b) That risk assessments are undertaken of any activity that has significant associated hazards and that a written record of these assessments are kept and reviewed regularly;
- c) That sufficient funding is allocated and authorised for health and safety issues e.g. major expenditure for maintenance issues, training, provision of personal protective clothing etc.;
- d) That health and safety inspections of the premises are carried out on a regular basis;
- e) That the Governing Body receives an annual audit of health and safety systems and standards of health and safety;
- f) That a positive health and safety culture is established and maintained;
- g) Ensuring that Health and Safety stays on the agenda by including it intrinsically with business discussions.

2.2 All Employees

All Employees have a legal duty under Health and Safety legislation, in order to achieve this, their duties should include the following, all employees should:

- a) Remember that they are responsible for their own Health and Safety;
- b) Ensure that their actions will not put at risk the safety of other employees, pupils or visitors;
- c) Be alert to observe and correct, or report any unsafe practices or conditions;
- d) Maintain a healthy and safe place to work and cooperate with managers in the implementation of all Health and Safety matters;
- e) Make suggestions to improve any areas of Health and Safety especially with their specific working knowledge of an area or task;
- f) Maintain an active interest in Health and Safety;
- g) Learn and follow the safe operating procedures and Health and Safety rules, for safe operation and performance of their roles;
- i) Follow the established procedure if accidents occur;
- j) Inform the Schools Operations Manager if something happens that might affect their ability to work. E.g. suffering an injury, penalty points on a driving license, or becoming pregnant.
- k) Take all reasonable care of their health and seek medical help where appropriate, including maintaining their vaccinations against common illnesses.
- l) Maintain high standards of personal hygiene and comply with the recommendations within the safe systems of work.

Specific duties for staff are outlined below.

2.3 Principal

The Principal is responsible and accountable for the implementation of this policy and the compliance with all relevant legislation in every area and activity within the school. In order for this to be achieved, his/her operational duties include the following:

- Developing strong, positive health and safety attitudes among those employees reporting directly to them. Ensuring that a health and safety culture is also developed with the pupils.

- Ensuring that all members of staff including new staff, supply staff, probationers and students, volunteers are aware of the contents of the school health and safety policy and all safe working practices.
- If deemed necessary, appointing one or more members of staff to undertake specific duties in relation to health and safety. Acting as co-ordinator for the school on health and safety matters affecting the school. (This post is not to be confused with union appointed safety reps. This is an extra role to enable the Governing Body/Head teacher to effectively manage health and safety.)
- Ensuring that risk assessments are carried out on any activity that has significant associated hazards. North Somerset Council recommends that a group approach to risk assessment be executed, usually consisting of an individual who has received specific training in the theory of risk assessment, a teacher/head of department/ assistant who has the hands-on experience of tasks being assessed, and any safety representatives that school may have. Where significant risks are identified, appropriate measures and/or safe working practices will be introduced to reduce/eliminate such hazards.
- Ensuring that inspections of the school premises, plant, equipment and working practices take place on a regular basis using the North Somerset “**Health and Safety Inspection Checklist for Schools**”. Where necessary ensure that any changes and improvements are implemented. (Some inspection/monitoring can be delegated).
- Providing an annual report to the Management Committee of the school regarding safety performance.
- Making recommendations to Management Committee where Health and Safety funding is required, and to advise on any safety policies that need to be introduced.
- Ensuring that effective first aid provision and accident reporting procedures exist in accordance with the guidelines issued by the Health & Safety Officer for school’s (to allow North Somerset to comply with the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995).

2.4 School Operations Manager

The task of monitoring safe working practices on the sites has been delegated to the School Operations Manager and specific responsibilities are set out in the Arrangements Section below.

It is clearly understood by everyone concerned that, the delegation of certain duties will not relieve the Principal from the overall day-to-day responsibilities for health and safety within the Campus.

2.5 Heads of Centre, Line Managers, Lead Teachers and Faculty Leads

Head of Centre, Line Managers, Lead Teachers and Faculty Leads are responsible to the Principal for the health and safety of all staff, workplaces and activities under their control. To achieve this their duties include the following: -

- a) Develop strong, positive health and safety attitudes among those employees reporting directly to them. Ensuring that a health and safety awareness culture is also developed with the students.
- b) Ensuring that all staff, students, supply teachers and volunteers are aware of the requirements of the Health and Safety Policy, and the safe working practices that apply to their area of activity.
- c) Actively encouraging the participation in health and safety and welfare matters of all students.
- d) Making known to the School Operations Manager any identified training needs that have been identified through the appraisal process.
- e) Establishing and regularly reviewing risk assessments and safe working practices, for activities under their control.
- f) Taking effective action and/or immediately referring to the School Operations Manager any health and safety problems brought to their attention. This includes the stopping of any practices or the use of any tools, equipment etc. which are considered unsafe. This is to be enforced until safety levels are adequate.
- g) Ensuring that all work equipment items of portable electrical equipment (including new purchases) are entered on the school inventory before use, and that visual inspection of all equipment takes place on a termly basis. Defective or damaged equipment must be isolated and taken out of use until repaired or replaced, (repaired by a competent person only).
- h) Checking the adequacy of fire precautions and procedures in liaison with the School Operations Manager.
- i) If an accident/incident occurs, coordinating the accident investigation, reviewing any findings and, in consultation with the Schools Operations Manager, implementing recommendations to prevent a recurrence.
- j) Establish acceptable housekeeping and safe storage standards, of all areas of their responsibility.
- k) Develop an induction/training plan that includes specific job instructions for new or transferred employees in liaison with the Schools Operations Manager.

2.6 Teaching Staff (Including Supply Teachers)

Teachers (including Supply Teachers) have a duty of care under Health and Safety Legislation. In order to achieve this, their duties include the following:

- a) Ensuring that the Health and Safety culture developed within the school is further developed with pupils, by way of enforcement of health and safety rules. Also by including briefs of health and safety, and referral to specific risk assessments, especially before any hazardous/high risk activities/trips and lessons.
- b) Ensuring that all students, teaching staff, support staff, temporary teachers and volunteers assigned to help are aware of the general health and safety requirements of the school and the detailed requirements for activities relevant to them.
- c) Implementing the health, safety and welfare procedures for students at a level appropriate for their requirements. Ensuring that these procedures are explained in terms that they can readily understand.
- d) Exercising effective supervision of students and maintaining an awareness of emergency procedures in respect of fire, first aid, accident reporting etc.
- e) Carrying out Risk Assessments and seeking information from Heads of Centre on any special safety measures to be adopted in their own teaching areas and ensure that they are adhered to.
- f) Setting an example by personally following safe working practices.
- g) Ensuring that where necessary, the appropriate protective clothing, guards etc. are available, in good condition and are used. All electrical equipment must be visually checked before use.
- h) Reporting to an Assistant Vice Principal or Head of Faculty any defects in equipment or identified inadequacies in procedures. Where any defect renders equipment potentially hazardous, it should be isolated and clearly labelled 'awaiting repair' until repaired or replaced.
- i) Integrating all relevant aspects of health and safety into the teaching process and if necessary, giving special lessons - e.g. the use of equipment in technology lessons.
- j) Highlighting any training needs deemed necessary to fulfil their role to their immediate line manager through the appraisal process.
- k) Ensuring their direct areas of responsibility are well managed in terms of housekeeping and safe storage of materials and equipment.

2.7 Non-Teaching Staff

There is a need to identify the specific duties and responsibilities over and above employee legal duties for the following categories of staff.

Finance & Admin Officer

The Finance & Admin Officer will work with teaching staff to ensure appropriate and safe equipment/resources are ordered, i.e. that they comply with relevant

regulations (see section 3.37 equipment below), and that any COSHH information provided is passed on to the appropriate member of staff and a copy kept centrally.

The Finance & Admin Officer will assist with employee specific risk assessments (e.g. DSE, Lone Working, PPE etc.) and ensure that any related paperwork is stored in Personnel files.

Business Support Administrators

The Business Support Administrators will work with the Schools Operations Manager to ensure that all documentation and signage supporting the Health and Safety policies and processes are up to date and available to staff and that accurate records are kept.

Cleaners

Our cleaners are supplied by contractors. Our contractors are made aware of our Health and Safety Policy. Regular Quality Assurance meetings are held to discuss any issues arising with the School Operations Manager.

In addition to the duties outlined above the following organisations, services or individual roles have additional duties as outlined:

2.8 Local Authority

To provide a model Health and Safety policy, outlining the clear policy statement, roles and responsibilities and the arrangements necessary to implement the health and safety standards. To provide advice to schools and Management Committee on complying with health and safety legislation. Monitor performance of health and safety in schools HSE reporting on behalf of schools on RIDDOR reportable accidents. (For a full range of services refer to the Service Level Agreement)

2.9 Health & Safety Executive

The Health & Safety Executive (HSE) have many powers, including the right to visit the school and have sight of all relevant policies and documents. They have the right to turn up for announced or unannounced visits, however they will usually visit in connection with an accident that has been reported to them. If contact is made within the school by the HSE either by visit, phone or writing, the school will make contact with the Education Safety Officer to make them aware of the reason for contact.

2.10 Trade Union Safety Representative

Any Trade Union Safety Representative will be encouraged by the Principal to fulfil his/her duties as well as being released for any appropriate training. The Principal will also consult regularly with the Safety Representative on Health & Safety matters. He/she will be entitled to inspect the school in accordance with the agreed Trade Union/Authority procedures.

3.0 The Arrangements

The VLC has put in place arrangements for all sections of the North Somerset Council Health and Safety Manual (the “Manual”). These arrangements are available to all staff electronically within the Health and Safety folder on the shared drive. This folder is maintained by the School Operations Manager.

Staff are informed in the VLC Induction Pack of the areas covered by the Manual and are asked to use this, together with this policy, as a point of reference.

3.1 Risk Assessments (Section 8 in the Manual)

The VLC carries out risk assessments of significant hazards and risks that are foreseeable as per legal requirements and following North Somerset Council’s guidance. Staff are made aware of this legal requirement to undertake risk assessments relevant to their role as part of their induction. Staff are also expected as per 2.2(g) to familiarise themselves with risk assessments related to their area of work and to comply with the control measures detailed in the assessment.

VLC Management Committee and the Principal are responsible for ensuring that Risk Assessments are being carried out and this responsibility is delegated to the Senior Leadership Team.

Risk Assessment training will be given by North Somerset Council H&S team, this is mandatory for managers and recommended for anyone involved in the process in any significant way. The North Somerset Council Risk Assessment templates and guidance will be used for all VLC Risk Assessments.

Heads of Centre and teaching staff are responsible for carrying out risk assessments within their area of control. Risk Assessments will be used to develop safer working practices and all teaching staff are asked to seek information from Heads of Centre on any special safety measures to be adopted in their own teaching areas and ensure that they are adhered to. Reference will be made to relevant risk assessments when giving safety briefings before hazardous activities/lessons or offsite visits.

The Senior Leadership Team are responsible for making sure that risk assessments have been carried out and are reviewed annually, or earlier as circumstances dictate.

Completed Risk Assessments are stored electronically and made available to staff if appropriate.

3.2 New and Expectant Mothers (section 8a in the Manual)

Line Managers together with the School Operations Manager at the VLC will follow North Somerset Council’s guidance which outlines what steps the Council will take to ensure that pregnant or new mothers can carry out their work safely.

Employees are advised on induction that they should speak with their line manager or the School Operations Manager if they have further queries.

Completed risk assessments will be kept in the employee's Personnel file.

3.3 Manual Handling of Loads (Section 8b in the Manual)

The VLC will follow North Somerset Council's guidance in dealing with risks from manual handling:

1. Avoid hazardous manual handling operations so far as reasonably practicable;
2. Assess any hazardous manual handling operations that cannot be avoided;
3. Reduce the risk of injury so far as reasonably practicable.

Manual Handling Assessments will be carried out by the employee who will be carrying out the operation, with support from their line manager. Completed Assessments will be stored in the Personnel file.

Where appropriate, training will be given by North Somerset Council Corporate and School H&S team.

3.4 Manual Handling of Persons (Section 8c in the Manual)

The VLC will follow North Somerset Council's guidance regarding the Manual Handling of Persons, for example pupils with mobility issues that require specialist handling techniques and or equipment to enable them to move around the school or use the facilities. Any staff assisting with moving and handling where there is a significant risk of injury to staff or pupil will have appropriate training.

For employees carrying out a role where this guidance is relevant, information, guidance and training will be provided as part of their induction process or when appropriate (e.g. on accepting a referral of a student with mobility issues). Appropriate training will be provided by North Somerset Council Health and Safety Team.

Individual Pupil Risk Assessments and Manual Handling Care Plans will be prepared by Heads of Centre and these will be stored in the student's file and noted on the student's record within SIMS.

3.5 COSHH (Control of Substances Hazardous to Health) (Section 8d in the Manual)

The VLC will follow North Somerset Council's guidance to prevent or reduce employees' or students' exposure to hazardous substances, and comply with the COSHH regulations.

Faculty COSHH

COSHH Assessment Forms are completed by Heads of Faculty for any substance marked as hazardous which is brought onto the VLC Campus for use within their team. These completed forms are stored in a COSHH folder near the area where the substance is stored.

School COSHH

The School Operations Manager ensures that Assessment Forms are completed for items that are ordered for general use across the school.

Forms are stored electronically in a central location and the Premises Officer is responsible for ensuring that the centre paper records are up to date.

Employees are asked in our induction pack to ensure that they familiarise themselves with all risk assessments relevant to their role, including COSHH Assessments.

3.6 Display Screen Equipment (Section 8e in the Manual)

All members of staff who are deemed to be DSE users carry out a DSE Workplace assessment, which gives information on the features of their workstation including how to adjust it.

This assessment is carried out by users on induction and when appropriate or required thereafter, for example on changing roles or moving workstations.

When issues are identified the line manager will carry out a further workstation assessment with the user which records any remedial actions taken (using the form provided by North Somerset's H&S team). A copy of this assessment will be forwarded to the School Operations Manager to assist with any remedial actions.

Completed assessments will be kept on the employee's personnel file.

DSE users are offered eyesight tests funded by the VLC and will be reimbursed the cost after providing an optician's receipt. The predetermined amount set by the school for an eye test is £20.00

The VLC will also reimburse the users the cost of a (basic) pair of glasses prescribed for VDU use upon being supplied with the optician's confirmation of the prescription and a letter stating that glasses are required for VDU use only. The predetermined amount set by the school for the cost of glasses is £39.10.

3.7 Individual Pupil Risk Assessment Introduction (Section 9 in the Manual)

North Somerset Local Authority has a protocol for schools to register any health and safety concerns for individual pupils. This could include children with ongoing medical conditions, children who present with extreme behaviour such as violence and aggression to others around them, indeed who self-harm or act in a dangerous way without realising the consequences of their actions. Also children who run away, particularly where there is no concept of dangerous situations.

The VLC will follow the protocol set out by North Somerset Local Authority, using the templates and forms provided.

Heads of Centre for each site will prepare and file any necessary paperwork in the student's file and a note will be made on the student's record within SIMS that a form HS1 has been completed.

3.8 Fire & Emergency Procedures (Section 10 in the Manual)

North Somerset Council's Fire Safety Policy details the council's overarching commitment to the management of fire safety. Fire Risk Assessments will be undertaken by a "competent person" either employed by the Council or an external consultant approved by the Corporate and Schools Health and Safety Manager.

In the document "Fire Safety Management Arrangements" the VLC has clearly laid out arrangements for each site which identify the responsibilities of key personnel at a local level both as part of the overall fire safety management arrangements and the actions that they will take in the event of a fire or other emergency when there is a requirement for the building to be evacuated. It also highlights the management arrangements for related training and record-keeping.

The arrangements will be monitored on an on-going basis by the Responsible Person (as identified on the Fire Safety Log Book) and will be formally reviewed on an annual basis or sooner if there is a change or an emergency situation / event such as a fire.

The Fire Safety Log Book has been compiled to assist management in meeting the requirements of both Health and Safety and Fire Safety Legislation. The Log Book is a basic guide for the organisation's management and is aimed at reducing the risk of fire in the workplace.

The Responsible Person for these premises is tasked with ensuring this document is appropriately completed, and this will be checked during the regular health and safety audits.

The School Operations Manager appoints suitable contractors to perform regular checks and maintenance of firefighting equipment, fire alarm and emergency lighting. Records of these checks and inspections will be kept in the Compliance folder in the reception of each site.

3.9 Play Equipment (Section 11 in the Manual)

The VLC will follow North Somerset Council guidance surrounding School Playground Equipment Safety. Annual Inspections will be carried out in liaison with the North Somerset Council Insurance Manager.

Daily/weekly and monthly/termly checks of equipment will be carried out by Heads of Centre.

Children will be supervised appropriate to the age of the children.

Risk assessments will be carried out annually by Heads of Centre and stored electronically.

3.10 Incident and Accident Reporting (Section 12 in the Manual)

It is a statutory duty to record all accidents, dangerous occurrences and ill health, and in certain specified cases to report these to the health and safety enforcing authority (Health and Safety Executive).

At VLC incident and accident recording and reporting is carried out as per North Somerset requirements.

We shall record the following in our Incident Log Books (held in the Reception Office on each site):

- If any pupils, staff or visitors have an accident at work, while on the premises or on an offsite activity.
- Serious accidents and incidents.
- Significant incidents of violent, aggressive or abusive behaviour directed towards school staff, regardless of whether an injury was sustained.
- Instances where physical restraint is used.
- Near misses – i.e. an incident that, whilst it did not lead to physical injury, it had the potential to.
- Any injury to an employee, including an act of physical violence, which results in an absence from work or the employee being unable to do their normal work, for more than seven days.

More serious accidents, incidents and near misses must be reported to the Schools Health and Safety Team following North Somerset Council's guidance which sets out clearly the requirement and mechanisms to report these events. These records and forms should be completed by the member of staff involved.

In dealing with an incident of violent, aggressive or abusive behaviour staff should refer to the Behaviour for Learning Policy for further information.

In the case of an accident reportable under RIDDOR (Reporting of Incidents, Diseases, and Dangerous Occurrences Regulations 1995), the Schools Health and Safety Team must notify the enforcing authority (Health & Safety Executive). A list of specified injuries, reportable diseases and dangerous occurrences (that are reportable under RIDDOR) can be found together with details of how to report these in section 12 of the manual on the shared drive. These incidents should be reported as quickly as possible to the Schools Health and Safety Team by Heads of Centre.

In any serious accident situation, particularly fatalities, specified injuries or a specified dangerous occurrence, speed of action is essential especially when interviewing the injured person and any witnesses. Investigations will be carried out by the Head of Centre, in consultation with the School Operations Manager.

Accident statistics and trends will be presented to the Management Committee for consideration and discussion every year by the Principal and/or the School Operations Manager.

In an emergency involving a student, the Principal/teacher will contact the child's parents/named contact as soon as possible. All serious or significant

incidents/accidents will be reported to the parents by sending a letter home or by telephone.

More serious accidents or incidents involving students will be recorded on SIMS.

3.11 First Aid (Section 13 in the Manual)

VLC's arrangements for providing first aid cover have been developed in line with North Somerset Council's overarching first aid arrangements.

First aid provision (including number of first aiders, number of first aid boxes, siting and contents of first aid boxes) at each VLC site is determined by risk assessment at the start of each academic year carried out by the Heads of Centre together with the Schools Operations Manager using the checklist of issues and suggested contents of first aid boxes contained in the DFE guidance.–A copy of the Risk Assessment and a list of first aid containers, their contents and their locations will be kept electronically in a central location.

The VLC will use North Somerset Council's registered training provider of first aid courses and the Finance & Admin Officer will ensure that North Somerset's First Aid Training for Schools guidance together with a list of trained staff is kept up to date and stored electronically in a central location.

First aid boxes are clearly signed with a white cross on a green background. First aiders will replenish the contents of first aid kits after use. The contents are also checked termly by the Business Support Administrators. Current North Somerset Council guidance on First Aid Treatment and HSE First Aid leaflet will be kept with each first aid box together with a list of contents and VLC Accident Book Guidance.

First Aid rooms are identified at each site.

In the event of an accident or incident at the school a suitably trained first aider will attend and:

- Take control of the situation
- Provide initial care for the injury or illness as appropriate
- Make a record of First Aid administered in the Accident Report book
- Call an ambulance as necessary

Parents are informed of first aid given to their children by the Business Support Administrator on site.

The guidance for School Trips covers the requirements for first aid and staff are required to demonstrate that First Aid needs have been met when making a request for an offsite activity.

Our Lettings Agreement asks that those letting our premises to make their own arrangements for first aid.

First Aid Notices are displayed in staff/common rooms with at least one notice in each building. First Aid information is included in induction programmes to ensure that new staff and pupils are told about the first aid arrangements.

Any accident reporting will be carried out in accordance with section 3.10 above.

3.12 Inspection and Audit (Section 14 in the Manual)

The Principal is responsible for ensuring that Inspections of each Campus are carried out on a bi-termly basis using North Somerset Council's "Health and Safety Inspection Checklist for Schools". Inspections will be carried out by the School Operations Manager, records will be held centrally.

North Somerset Council carry out a Health and Safety Audit every three years.

All staff understand that they have a legal responsibility to report any defects or faults for corrective action to happen, the procedures for hazard reporting are discussed at induction. Staff should raise any defect, faults or issues with the School Operations Manager.

3.13 Educational Visits & Activities (Guidance on School trips – Section 14 in the Manual)

See VLC Educational Visits Policy.

3.14 Health & Safety Guidance for Site Managers/Caretakers (Section 15 in the Manual)

The VLC does not employ any direct site managers or caretakers to undertake any work on site. However, the School Operations Manager will review any risk assessments on an annual basis to ensure procedures and processes are in place to enable temporary staff to work on site should the need arise.

3.15 Insurance (Section 17 in the Manual)

The VLC carries appropriate insurance bought back from North Somerset Council as a mandatory traded service. The School Operations Manager will be able to answer any questions employees may have regarding insurance cover or refer them to the most appropriate person in the local authority.

3.16 Supporting Pupils at School with Medical Conditions (Section 18 in the Manual)

See VLC Policy Supporting Students with Medical Needs Policy.

3.17 Lone Working (Section 19 in the Manual)

Line Managers at VLC understand that they have a duty to know where their staff are and when they are expected to return.

Employees are discouraged from working alone unless absolutely necessary. Lone working practices are included in the induction.

Employees are required to inform their line manager of their whereabouts, intentions and expected periods of absence if they are working out of the office or in an isolated part of the building.

Employees are required to inform their line manager personally by telephone if they are intending to work outside of usual school hours.

Employees working alone or away from the Campus should report to their line manager (or other appropriate manager) by telephone at regular pre-set intervals, and always report if there are any changes to the arrangements.

Employees are reminded that when working alone they should:

- Have informed their appropriate manager that they are lone working
- Not do anything that they know to be dangerous
- Have the means to communicate with a colleague if necessary
- Not leave the work area in an unsecured manner

If members of staff regularly, as part of their role, need to work on their own away from the Campus or outside of normal working hours, their line manager will conduct a Risk Assessment to determine whether the member of staff can work alone, using the guidance and template provided by North Somerset Council. Control measures will be implemented and staff are expected to comply with these. Staff will be offered additional training, equipment and support as identified in the Risk Assessment.

Completed Risk Assessments will be forwarded to the Finance & Admin Officer to be kept on the employee's Personnel file. General Lone Risk Assessments for onsite working are stored electronically in a central, accessible location.

3.18 Managing Noise in Schools (Section 20 in the Manual)

In order to comply with The Control of Noise at Work Regulations 2005, Heads of Centre will work with the School Operations Manager to ensure that Risk Assessments are carried out for any area of the Campus where staff might be at risk of hearing damage. These Risk Assessments will be carried out in accordance with North Somerset Council guidance. Completed Risk Assessments will be stored electronically and if applicable in the employee's Personnel file.

3.19 Control of Contractors (Section 21 in the Manual)

The VLC will follow the North Somerset Council guidance which outlines safe working practices and procedures for the selection, management and monitoring of contractors and sub-contractors working on school premises, including land.

The School Operations Manager will:

- Ensure that only competent contractors are engaged to work, who have the relevant skills, knowledge and experience to be able to undertake the required work as well as being a member of the Safety Schemes in Procurement (SSIP) and carrying the correct levels of insurance.
- Follow the Council's Procurement process.

- Ensure that all contractors and persons affected by the contracted work activity are provided with all the necessary health and safety information.
- Ensure that suitable management arrangements are in place.
- Plan the project in a timely manner, ensuring sufficient time and resource is available for the contract.
- Develop systems to collaborate with contractors in order to maintain effective organisation and control.
- Monitor the contractor(s) on a regular basis to ensure compliance with their legal obligations and the school's health and safety policy.
- Ensure that a safe place of work exists for all those who have cause to use the premises.
- Notify Property and Asset Management of any construction projects that involve alteration of the fabric of the building **or** cost over £1000 to ensure that all appropriate checks and approvals have been undertaken. The current notification form found on C365 will be used.

Where possible VLC use contractors from the EXOR database. The School Operations Manager will complete the North Somerset Pre-Contract Locally Employed Contractors Checklist, which will be stored with the contract paperwork.

Employees will:

- Report any dangerous activity to their line manager immediately.
- Not distract contractors whilst they are working.
- Not take any tools, equipment or materials owned or being used by the contractor.
- Not enter any designated contractor's work area or construction site without prior authorisation and then only if wearing the correct clothing and PPE.
- Follow any (temporary) instructions required for the duration of the contract / construction project.

3.20 Working at Height (Section 22 in the Manual)

The VLC will follow North Somerset Council's procedures and guidance for all work at height activities in order to comply with current regulations.

Any working at height activities will be supported by a risk assessment and safe system of work. These risk assessment will be carried out by the employee performing the activity and checked by the Line Manager. Copies of these risk assessments will be stored electronically in a central, accessible location.

If Contractors are employed to work at height on our site the School Operations Manager will obtain a copy of their risk assessment and method statement, check the suitability of these and monitor to ensure that they are adhered to.

Other members of staff engaged in "lower risk" activities such as hanging decorations or artwork will be provided by sufficient training and instruction as required by their role as identified by their line manager.

3.21 Asbestos (section 23 in the Manual)

Each VLC site has an Asbestos Inspection Report held in the Reception office Premises folder. Consideration of this Report is required as standard in any risk assessment for construction or maintenance work.

Each VLC site has an Asbestos Management Plan prepared by the School Operations Manager which stored electronically in a central, accessible location.

Asbestos awareness training at an appropriate level (as identified in the Asbestos Management Plan) will be provided by North Somerset Council.

3.22 Legionella (section 24 in the Manual)

The VLC School Operations Manager appoints suitable Contractors who carry out Risk Assessments and regular testing. This Risk Assessment together with records of monthly testing are kept in our Compliance folders in our Reception offices on each site.

Any non-compliance items are reported to the School Operations Manager by the Contractor and all non-compliance is reviewed on a termly basis.

3.23 Leptospirosis (section 25 in the Manual)

The VLC School Operations Manager appoints suitable Contractors who carry out regular inspections of the premises and manage pest control measures. Records of these visits are kept in our Pest Control folder in our reception offices on each site.

Any non-compliance is reported to the School Operations Manager by the Contractor and all non-compliance are reviewed upon receipt.

3.24 Stress (Section 26 in the Manual)

Through supervision Managers at VLC will:

- Ensure that there is a regular two-way communication with staff on work matters.
- Monitor workloads to ensure that they are manageable.
- Monitor working hours and overtime to ensure an appropriate work/life balance.
- Ensure that staff are made aware of sources of support.
- Conduct return to work discussions following sickness absence.
- Take appropriate action to integrate staff back into work following sickness absences.

Employees will:

- Raise any concerns about workplace stressors with their line managers

Stress is included as a review item in supervision meetings and staff absence is reported to the management committee within the Principals report.

3.25 Electrical Safety (Section 27 in the Manual)

The VLC School Operations Manager appoints suitable Contractors who according to the compliance schedule ensure that Fixed Electrical Installations and Portable Electrical Equipment are regularly tested. Relevant reports are stored electronically in a central, accessible location.

The School Operations Manager will complete the North Somerset Council Termly Health and Safety Inspection Checklist for Schools which incorporates the visual inspection of electrical items.

Staff are reminded in our induction pack that before portable electrical equipment is used a visual inspection should be carried out, details of what employees should look for and what action to take with suspect or faulty equipment are included in the pack.

3.26 Infection Control (Section 28 in the Manual)

The VLC will follow Public Health England Guidance on infection control and outbreak management of viral gastroenteritis in schools and other childcare settings, as provided by North Somerset Council within their Health and Safety Manual.

The VLC will follow the recommended period to be kept away from school with regard to:

- Rashes and skin infections
- Diarrhoea and vomiting illness
- Respiratory infections
- Other infections

The VLC will follow good hygiene practice as set out in the guidance, this will be shared with staff on induction.

The VLC School Operations Manager will appoint suitable Contractors to clean the school sites as per the agreed cleaning schedule.

All sites will hold Biohazard spillage clean-up kits for emergency use.

Immunisation will be checked at school entry and at the time of any vaccination and this information is provided by referring schools upon receipt of referral.

The VLC will undertake a risk assessment for employees where they may be exposed to infectious illnesses during the course of their duties and follow North Somerset Council guidance/advice on whether vaccinations should be recommended.

3.27 School Security (Section 29 in the Manual)

The VLC School Operations Manager will conduct a Security Survey and complete a Risk Assessment of each site, with the assistance of the Heads of Centre, following the guidance and template provided by North Somerset Council.

The results of this survey and any security measures implemented will be reported to the Management Committee.

This completed Survey and Risk Assessment will be stored electronically in a central, accessible location.

3.28 Emergency Planning (Section 30 in the Manual)

See – Voyage Learning Campus Business Continuity Plan.

3.29 Alcohol and Substance Abuse (Section 31 in the Manual)

VLC employees are made aware of the North Somerset Council's Policy Statement on Alcohol/Substance abuse during their induction and if they suspect or know that they have an alcohol related problem are encouraged to seek help and treatment voluntarily either through the schools employee assistance programme or through resources of the employee's own choosing.

Line managers at the VLC will follow North Somerset policy and seek advice from the Principal if they suspect that an employee has an alcohol related problem and needs support.

3.30 Training in Schools (Section 32 in the Manual)

Health and Safety training needs will be identified by the School Operations Manager. Appropriate training courses will be sourced via North Somerset Council and generally booked via CPD online.

A schedule of essential training for staff (for e.g. First Aid and Fire Warden) will be maintained. A list of trained staff on each site will be stored electronically in a central, accessible location.

3.31 Bomb Threats Dealing with Post (Section 33 in the Manual)

See – Voyage Learning Campus Business Continuity Plan.

3.32 Car Seat Regulations (Section 34 in the Manual)

If children are transported in staff cars, staff will abide by the child car seat regulations, as set out to them at their induction.

3.33 Science (Section 35 in the Manual)

Responsibility for carrying out Risk Assessments and following guidance within this area lies with the Science Faculty Lead.

CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Equipment) - website

Employees are advised that CLEAPSS is an advisory service providing support in science and technology for a consortium of local authorities and their schools including establishments for pupils with special needs.

For further information see www.cleapss.org.uk

3.34 Design Technology, Food Motor-Vehicle and Art (Section 36 in the Manual)

Responsibility for carrying out Risk Assessments within this area lies with the Head of Faculty having regard to the possible hazards highlighted in the BSI Standards Publication.

3.35 Work Equipment (Section 38 in the Manual)

The Provision and Use of Workplace Equipment Regulations 1998 (PUWER) places certain duties on organisations who own operate or have control over work equipment. Any equipment used by an employee at work is covered by PUWER.

The term, 'work equipment' refers to "any machinery, appliance, apparatus, tool or installation for use at work (whether exclusively or not). This includes equipment which employees provide for their own use at work."

The 'use of work equipment' means, "any activity involving work equipment and includes starting, stopping, programming, setting, transporting, repairing, modifying, maintaining, servicing and cleaning.

Maintenance Logs and any specific Risk Assessments for activities involving work equipment where there is significant risk are held in electronically in a central, accessible location. Appropriate training will be offered if a need is identified.

Information regarding use of work equipment and employees' responsibilities is included in our induction pack.

The School Operations Manager will ensure that any work equipment purchased is compliant and employees are reminded that any equipment they bring on to the VLC campus for use at work should be approved for use by the School Operations Manager.

VLC has **Powered Gates** on our Nailsea site. Responsibility for the gates is shared with Kingshill School. The gates are regularly maintained and our business support administrator is trained how to release the gate in an emergency. A Declaration of Conformity and a Maintenance Log is maintained and held in the Compliance Folder.

3.36 Personal Protective Equipment (Section 39 in the Manual)

The VLC will provide PPE wherever a need is identified by line managers within a risk assessment carried out for an area of work and risks to health and safety cannot be adequately controlled in other ways. A copy of the relevant risk assessment will be stored electronically in a central, accessible location.

The Line manager will identify the correct PPE to ensure that it is fit for purpose using the relevant HSE guidance.

The employee will be provided with instructions and asked to store and maintain their PPE properly and use it in accordance with the instructions.

3.37 Physical Education (section 40 in the Manual)

Responsibility for carrying out Risk Assessments within this faculty lies with the Head of Centre. The VLC does not have significant PE activity.

3.38 Construction and CDM Regulations (Section 41 in the Manual)

The CDM regulations apply to all construction work (carrying out of any building, civil engineering or construction work including installation, maintenance, repair or removal of any services such as telecommunications, computer). The School Operations Manager will work with the North Somerset Council Corporate and Schools Health and Safety Team to ensure that:

- All construction work is adequately planned and resourced.
- Any NSC team or individual engaged as a duty holder under the Regulations is competent to undertake the assigned role.
- Any organisation or individual employed/appointed by NSC as a duty holder is competent to undertake the assigned role.
- Any workplace designed, constructed, or modified by, or on behalf of NSC complies with the requirements of the Workplace (Health, Safety & Welfare) Regulations 1992.
- Health and Safety Files are provided or updated upon completion of each project and a copy made available to building managers.

3.39 Code of Practice for driving personally owned vehicles on Council business (Section 43 of the Manual)

The VLC will provide the handbook to all people who drive their own vehicles for or on behalf of North Somerset Council.

The VLC will expect employees to carry out their responsibilities and follow the general keeping safe advice as set out in this guidance and notify their line manager of any reportable incidents.

Where children are transported as part of the work activity appropriate child restraints will be provided and maintained in a safe condition.

Work related road traffic accidents will be reported to the School Operations Manager using the North Somerset Road Traffic Accident recording form and the School Operations Manager will report the incident to the Health and Safety Team at the Local Authority.

The Finance & Admin Officer will ensure that line managers complete the North Somerset council Driver Risk Assessment annually for all members of staff who use their vehicles for or on behalf of North Somerset Council. These completed Risk Assessments will be kept in the employee's Personnel file.

Employees going on long journeys whilst driving for work will complete the North Somerset vehicle checklist before driving.

3.40 Premises Lettings (Section 45 in the Manual)

The VLC will let the main hall on the Milton site. The School Operations Manager will provide prospective hirers with an application form which will be submitted for approval to the Management Committee.

Conditions of Hire, Lettings Agreement (incorporating Emergency Information) will be signed by the hirer and the Management Committee.

The Caretaker (contractor) is responsible for ensuring that:

- All electrical and gas appliances/equipment are/is switched off;
- All doors and windows are closed and the school site is secured.