



## HEALTH AND SAFETY POLICIES AND PROCEDURES MANUAL

All Staff should be familiar with the contents of this Staff Handbook, the CEG Staff Handbook, the Student Handbook and all relevant CEG/CATS policy documents (all accessible via Shackleton on the College's intranet system).

Date of Policy August 2018	Approved by Operations Manager
Next Review Date August 2019	Lead for Review Operations Manager

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## INTRODUCTORY NOTE

CATS College Health and Safety Policy Manual is divided into 2 sections

**Health and Safety Policy Overview** and **College Policies and Procedures**.

This document should be read with the Colleges Fire Policy and Procedures.

**Health and Safety Policy Overview** - contains roles and responsibilities and general health and safety topics that you may encounter on an occasional or a day to day basis. Further topics and information are covered in specific departments within the college for example the Operations and Sciences Departments.

**College Policies and Procedures** – contains text taken from the staff handbook and the Colleges stand-alone policies procedures and sample risk assessments which form appendices at the end of the main document.

## HEALTH and SAFETY POLICY OVERVIEW

In accordance with its duty under Section 2(3) of the Health and Safety at Work Act 1974, and in fulfilling its obligations to both employees and the public who may be affected by its activities, the Board of Directors of CATS have produced the following statement of policy in respect of health and safety.

It is our aim to achieve a working environment which is free of work related accidents and ill-health and to this end we will pursue continuing improvements from year to year.

Specifically CATS College London undertakes:

- Adequate resources will be provided to ensure that proper provision can be made for health & safety;
- Risk assessments will be carried out and periodically reviewed;
- Systems of work will be provided and maintained, that are safe and with minimal risk to health
- Arrangements for use, handling, storage and transport of articles and substances for use at work will be safe and with minimal risk to health;
- All employees will be provided with such information, instruction, training and supervision as is necessary to ensure their health, safety and welfare at work, and ensure the safety of all others that may be effected by their actions;
- Where appropriate, health surveillance will be provided to employees;
- The Health and Safety Committee is used as a forum to discuss Health and Safety-related issues and allocated actions accordingly;
- The provision and maintenance of all plant, machinery, and equipment will be safe and with minimal risk to health.
- The working environment of all employees will be safe and with minimal risk to health, and that adequate provision will be made with regards to facilities and their arrangements for their welfare at work.
- The place of work will be safe and that there is safe access and egress from the work place.

- Monitoring of activities will be undertaken to maintain agreed standards.

The Health & Safety Policy will be reviewed at least annually and updated as and when necessary. Communication of any such changes will be made to all employees on all matters of health, safety and welfare.

**Responsibilities - The Board of Directors** are responsible for the operations of the College and for the implementation of this policy. Their specific responsibilities are to:

- Support the Health and Safety Policy.
- Set good personal examples.

### **Responsibilities – Senior Leadership Team**

It is the intention of the Leadership Team to provide safe access and egress to all working, teaching and residential properties owned, rented or leased by the Group, to all employees, students, visitors, contractors etc. It is also the intention to ensure a safe working environment for employees through the employment of safe systems of work.

### **Responsibilities – Operations Manager**

Responsibilities are to ensure that:

- He understands the College's Health and Safety Policy and appreciates the allocated responsibilities.
- The Safety Policy is effectively implemented in all functions under his control.
- Persons under his control observe the requirements of the health and safety policy.
- Adequate manpower to meet the Health and Safety requirements is made available.
- Persons under his control are adequately trained in the tasks allotted to them.
- The College Health and Safety Policy is understood at all levels.
- Contractors comply with the requirements of the Policy.
- Responsibilities are correctly assigned and accepted.
- First aid facilities are available at all times.
- Written instructions are provided to establish working methods, to explain the sequence of operations, to outline the potential hazards at each stage and indicate the precautions to be observed.
- The precautions and work methods of every contractor are checked and evaluated prior to the contractor commencing work.
- Work is carried out as planned and the relevant legislation is complied with.
- He sets a good personal example.
- He co-ordinates accident reporting and investigation.
- He controls fire prevention and co-ordinates emergency procedures.
- All COSHH, Risk, Manual Handling and PPE assessments are compiled and distributed.
- Management is informed of any change to employee's or their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any particular task or tasks.
- The required protective equipment is issued and used correctly.

## Responsibilities – Employees

The Employee's Health and Safety responsibilities are to ensure that they:

- Co-operate with the College on all aspects of health, safety and welfare.
- Comply with the requirements of the College's Safety Policy.
- Do not endanger themselves or other persons through their actions or failures to act.
- Use the correct tools and equipment for the task.
- Only use tools which are in good condition.
- Report all defects in tools, plant, equipment and materials, or any obvious safety or health hazards.
- Avoid improvisation.
- Inform management of any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any particular task or tasks.

## COLLEGE POLICIES AND PROCEDURES.

### Accidents and Near Misses

We are obliged by law to keep a record showing details of all accidents; this also helps us in managing risks and preventing the same accident occurring to someone else, therefore all accidents however minor, to both employees and visitors, must be reported immediately. The senior person responsible for the location will complete the accident report book. This information will then be sent to and viewed by the Health and Safety Representative and acted upon if necessary.

If visitors are involved in an accident, look after them and report the accident as detailed above.

### Committee

As part of the ongoing monitoring of Health and Safety matters, a Health and Safety Committee will meet at least three times a year. Usually, the Committee will consist of: an elected H&S representative from key departments including Science, Art, IT, and the Operations Manager, Principal and or Vice Principal.

### Contractors working on CATS premises

It is the policy of CATS that in situations where outside contractors (e.g. utility company personnel, and specialist contractors) enter our premises to perform tasks in areas where there may be a risk to their health and/or safety, measures will be taken to reduce that risk to the lowest level practicable under the circumstances. Additionally where contractors are not DBS cleared by their employers they will be escorted by a member of that departments staff at all times whilst on the premises.

These measures may include any or all of the following:

- Induction training to include the hazards and/or risks posed by CATS operations, the layouts of the buildings and Supervision by a competent representative of CATS who is aware of the hazards presented in the area of works to be performed.
- Verifying that the outside contractor is competent and trained to carry out the proposed tasks

### **Display Screen Equipment**

The Health and Safety (Display Screen Equipment) Regulations, 1992, and The Health and Safety (Miscellaneous Amendments) Regulations, 2002 require an employer to perform a suitable and sufficient analysis of any workstation, including those provided for use at home, which may be used for the purposes of his undertaking. This analysis must assess the health and safety risks to which those persons using them are exposed in consequence of that use. It is the policy of CATS that a competent person will assess all workstations so as to ensure compliance with legislation, which in turn will ensure that employees are protected from potential harm. These assessments will be the subject of periodic review.

### **Fire Prevention**

CATS is committed to an ongoing policy of assessing fire risk, the provision of adequate and suitable firefighting equipment and training in the use of such equipment. A separate document Fire Policy and Procedures is an accompaniment to this document

### **First Aid**

Is designed to promote the health, safety and welfare of students, staff and visitors to CATS College London through the provision of first-aid equipment and trained personnel in accordance to the requirements of The Health and Safety (First Aid) Regulations 1981. CATS offer periodic Emergency First aid courses and should any member of staff be interested in participating or has been a first aider in previous employment please contact the Operations Manager.

### **Hazardous Substances (COSHH)**

Hazardous Substances encompass all those substances - liquid, solid, gaseous or biological, that may pose a hazard to health. It is the policy of CATS that all substances used by our employees or affecting our employees, will be assessed with regard to the health risks imposed on the employee and others. Where possible, hazardous substances will be substituted by another, less harmful substance. The College will also take due regard to the storage and transport of hazardous substances. Sciences department use their own standards for COSHH via CLEAPS.

### **Manual Handling Operations**

Manual Handling means any transporting or supporting of a load including lifting, putting down, pushing, pulling, carrying or moving by hand or by bodily force.

In accordance with the Regulations for Manual Handling, CATS will endeavour to avoid the need for employees to undertake manual handling operations that involve a risk of injury. If this is not reasonably practicable then the College will make a suitable and sufficient assessment of the task and reduce the risk to the lowest level that is reasonably practicable. Assessment will be recorded and reviewed if no longer valid, or there is significant change in the matter to which it relates.

## **Personal Protective Equipment (PPE)**

Personal Protective Equipment means all equipment, including accessories, additions and clothing used as weather protection, which is intended to be worn or held by a person at work to protect that person against one or more risks to health or safety. It is the policy of CATS that suitable and sufficient personal protective equipment (PPE) is provided at no cost to our employees where risk assessment has shown a significant risk to their health or safety while at work. It is also a legal requirement that the employee uses the protective equipment provided by the College, where practicable return it to the accommodation supplied, and report defects or loss of PPE to the College immediately.

## **Risk Assessments**

The purpose of risk assessment is to identify the risks to the health and safety of College employees, as well as others affected by CATS activities, in order that measures can be taken to either remove such risk to health and safety from the workplace or reduce those risks to as low a level as practicable. In order to comply with legislation CATS will require that written risk assessments be compiled by designated College personnel on activities that could be deemed to, or do, present a health and safety risk to either our own employees or others affected by our activities. These assessments will be held at places where the risk is likely to be encountered and measures will be taken by CATS to ensure that the assessment findings and precautionary measures to be taken are communicated to persons at risk to which the assessment refers. All risk assessments compiled will be subject to review if the designated person suspects that the assessment is no longer valid, or if there has been a significant change in the matters to which the assessment relates.

## **Smoking**

In the interests of safety for you, your colleagues and visitors to comply with the law regarding smoking in enclosed places, we operate a No Smoking Policy. If you do smoke, you may only do so at a time and place which is specifically designated for this purpose. Please note that smoking in a prohibited area will constitute gross misconduct, and may lead to summary dismissal.

## **Work Equipment**

It is the policy of CATS that all work equipment used in the course of College activities, whether provided by the College, on lease or loan to or from another College, or belonging to individuals, should be safe for use, suitable for the task and properly maintained in accordance with the manufacturers/suppliers instructions and at intervals set by CATS.

All personnel who use work equipment, and those who supervise them, will receive adequate training for purposes of health and safety, including training in the methods which may be adopted when using the work equipment, any risk which may be generated by that use and the precautions to be taken. Where there is a specific risk associated with the use, repair, modification, maintenance or servicing of any equipment, only those personnel specifically trained and authorised will be permitted to carry out such operations.

## **Working with Electricity**

Portable electrical equipment will be tagged, tested and maintained on a regular basis. The recommended maintenance frequencies under Electrical Procedures at Work in the Procedures Section will be used as a reference point for all items of electrical equipment utilised by CATS. Staff are advised against bringing in their own appliances. Phone chargers are allowed but must be of a branded type and removed from sockets after use.

## Appendix 1:

# CATS London Health and Safety Policy

CATS College London is committed to achieving, so far as is reasonably practicable, the highest standards of health, safety and welfare for its employees, wards, visitors and any other person who may be affected by its activities or operations.

It is the belief that accidents, injuries, occupational illness and damage to property and the environment can often be avoided with good management and training. We are determined to ensure safe working practices in all departments through good management, training and awareness of our procedures and policies.

Our Health & Safety management structure is in place and has been enhanced further by the Management team, which is tasked with ensuring the Health & Safety Policy is implemented and maintained. A Health & Safety manager has been appointed to co-ordinate all health & safety issues, carry out accident investigations and report writing in conjunction with department managers. All employees have a responsibility for their own and that of others, health, safety and welfare whilst at work, they also have a responsibility to their employers to work safely and ensure that others work safely. Managers will establish and maintain procedures for consultation with staff and staff representatives on health, safety and welfare issues.

This Health & Safety Policy Document (procedures) sets out the management of health, safety and welfare, and details the arrangements made by the Leadership Team to achieve the aims of the policy statement. The arrangements cover areas where risks have been identified and recorded, or are likely to occur, and can be reduced by carrying out or applying the correct procedures, thus reducing the risk to an acceptable level.

Managers at all levels are responsible for Health & Safety within their area of responsibility. They will ensure that suitable systems of work, suitable procedures, training and training records, risk assessments, monitoring of risks and reporting dangerous practices, accident procedures, fire procedures, and welfare matters are in place within their area of responsibility. Managers are to ensure that all members of staff are conversant with such procedures, that staff are appropriately trained or retrained, and consultation with staff on health, safety and welfare is conducted on a regular basis.

As part of the ongoing monitoring of Health and Safety matters, a Health and Safety Committee will meet at least three times a year.. Usually, the Committee will consist of: an elected H&S representative from key departments including Science, Art, IT, and the Operations Manager, Principal and or Vice Principal.

Health and safety failures, such as accidents, fires, and damage to property etc, will be reported to the Health & Safety Manager who will take the appropriate action. Where necessary, incidents will be investigated. The Health & Safety Manager will work with the relevant department manager, specialist advisors and senior management to determine causes and appropriate action to prevent future occurrences.

It is the intention of the Leadership Team to provide safe access and egress to all working, teaching, storage and residential properties owned, rented or leased by the Group, to all employees, students, visitors, contractors etc. It is also the intention to ensure a safe working environment for employees through the employment of safe systems of work.

This policy will be the subject of constant review and updating as circumstances and legislation change to ensure that the policy remains relevant to the College's activities.

Specifically CATS College London undertakes:

- that adequate resources will be provided to ensure that proper provision can be made for health & safety;
- that risk assessments will be carried out and periodically reviewed;
- that systems of work will be provided and maintained, that are safe and with minimal risk to health
- that arrangements for use, handling, storage and transport of articles and substances for use at work will be safe and with minimal risk to health;
- that all employees will be provided with such information, instruction, training and supervision as is necessary to ensure their health, safety and welfare at work, and ensure the safety of all others that may be effected by their actions;
- that where appropriate, health surveillance will be provided to employees;
- that the Health and Safety Committee is used as a forum to discuss Health and Safety-related issues and allocated actions accordingly;
- that the provision and maintenance of all plant, machinery, and equipment will be safe and with minimal risk to health;
- that the working environment of all employees will be safe and with minimal risk to health, and that adequate provision will be made with regards to facilities and their arrangements for their welfare at work;
- that the place of work will be safe and that there is safe access and egress from the work place;
- that monitoring activities will be undertaken to maintain agreed standards
- that the Health & Safety Policy will be reviewed at least annually and updated as and when necessary. Communication of any such changes will be made to all employees on all matters of health, safety and welfare.

## Appendix 2:

# HEALTH AND SAFETY CHECKLIST FOR CLASSROOMS

### RATIONALE

Health and safety in a College is about taking a sensible and proportionate approach to ensure that the premises provide a healthy and safe place for all who use them, including the staff, visitors and students.

This checklist will help quickly identify any areas of concern or risks to those using or working in the classroom. . It should be used each term, or if circumstances change significantly, to highlight health and safety issues that need to be addressed. However, all staff should always bring serious incidents to the attention of Operations Team immediately.

### PROCEDURE

Every member of staff is responsible for ensure the health and safety for themselves and the students in their care.

This checklist should be completed at the beginning of every term;  
Once completed, a scanned copy must be submitted to David Dalzell

### CHECKLIST

The checklist can be found on the next page and should be completed in its entirety.

Additional reporting can be completed on the final page and can include anything that would interrupt Teaching and Learning.

Checklist for classroom:		Yes	Further action needed	N/A
Date completed:				
Movement around the classroom (slips and trips)	Is the internal flooring in a good condition?			
	Are there any changes in the floor level or type of flooring that need to be highlighted?			
	Are gangways between desks kept clear?			
	Are trailing electrical leads/cables prevented wherever possible?			
	Is lighting bright enough to allow safe access and exit?			
	As a classroom practitioner, I am aware of the procedures in place to deal with spillages (such as water, blood from cuts, etc...)			
Work at heights (falls)	Is there a step stool available for use where necessary?			
	Is a window-opener provided to open high-level windows?			
Furniture and fixtures	Are permanent fixtures in good condition and securely fastened (such as cupboards, display boards, shelving...)			
	Is furniture in good repair and suitable for the users, whether child or adult (such as chairs in particular)?			
	Is portable equipment stable?			
Electrical equipment and services	Are fixed electrical switches and plug sockets in good repair?			
	Are all plugs and cables in good repair?			
	Has portable equipment been tested? (there should be a sticker to show that it has been tested).			
Fire	If there are fire exit doors in the classroom, are they: Unobstructed; Kept unlocked; and Easy to open from inside?			
	Is fire-fighting equipment easily accessible and clear in instructions?			
	Are fire evacuation procedures clearly displayed?			
	As a classroom practitioner, are you aware of the evacuation drill?			

Workplace (ventilation, heating, hygiene)	Does the room have natural ventilation?			
	Can a reasonable room temperature be maintained during use of the classroom?			
	Are measures in place, such as blinds, to protect from glare and heat of the sun?			
	Is the computer screen and keyboard clean?			

This is not an exhaustive list and you should identify other hazards in the space overleaf, including any further action needed.

Additional issues

Issue	Description	Further action needed?

Further action needed

Hazard noted	Action taken and when

Name (and position)	Signature	Date
Location/ classroom		

## Appendix 3: ACCESS TO AREAS OF RISK POLICY

CATS College London is committed to achieving, so far as is reasonably practicable, the highest standards of health, safety and welfare for its employees, wards, visitors and any other person who may be affected by its activities or operations.

The aim of this policy is to state the College's procedures for controlling or denying unauthorised access by students or staff to potentially dangerous or risky areas of the College buildings. Controlling and supervising students' use of and access to high-risk areas within the school's buildings or grounds.

The chart below states areas, hazards and how access to these areas is controlled against unauthorised access:

Area	Hazard	How Access is Restricted
Prep Labs Science Labs	Chemicals and equipment Scientific materials i.e. glassware/ Bunsen burners	Salto Locks on doors to all prep labs Science labs doors locked unless room occupied by member of staff
Kitchen and Cafeteria	Cooking Appliances and food preparation equipment including knives Electrical and kitchen Equipment and Kitchen Cleaning and catering fluids	Catering Staff on duty when kitchen open. Kitchen Locked at all other times. Signage notifying restricted access Restricted access to catering staff only Appropriate signage
Main Server Computer Basement 2 Southampton Place	Electrical Cables Potential security breach or damage to computer equipment	Door locked at all times with restricted access Signage
Electrical / Plant /Boiler Rooms	Access to electrical / gas supplies / metres	All rooms containing such equipment are kept locked with restricted access Signage
Basement Vaults	Cleaning materials Tools and Stock Stored items	Door locked at all times with restricted access
Cleaners Cupboards	Cleaning equipment and materials	Door locked at all times with restricted access
Art Room Cupboard	Art materials, glues, tools, paints	Cupboard locked when member of staff not present
Roofs and Roof Space	Falls from Height	Door locked at all times with restricted access

## Appendix 4: Lanyards & Visitors Procedure

CATS & SoE Reception: All visitors and contractors to sign the visitors' book and record the number of the access card against their name. On a weekly basis Receptionist should ascertain which access cards have not been returned and this should be reported to IT through Sysaid in order to allow the cards to be deleted off the security system.

All staff and students should wear the correct lanyard. All staff should be vigilant and question anyone on site not wearing a lanyard to ascertain whether they should be in the college.

Visitors



SoE Staff



CATS London Staff and CATS London Students



SoE Students



## Appendix 5: Risk Assessment Policy

### POLICY STATEMENT

This policy sets out how CATS London identifies and manages risks on and off site that may affect the health and safety of staff, students, visitors or contractors in accordance with the requirements of the Health and Safety at Work Act 1974 and the more specific duties contained within the Management of Health and Safety at Work Regulations 1999 .

### AIMS

- To provide a safe and healthy working environment for staff , students and visitors
- To comply with the requirements of Health and Safety at Work Act 1974 and the Management of Health and Safety Regulations 1999.
- To ensure risk assessments are conducted for all buildings and relevant activities of the college
- To ensure any risks are identified and either eradicated or minimized.
- To comply with the ISI guidelines on risk assessment.

### DEFINITIONS

- A Risk Assessment is a careful analysis of what , in your work , could cause harm to people, so it can be weighed up whether current precautions are enough or whether further measures should be taken to prevent harm
- A hazard is anything that may cause harm , eg electricity, fire, chemicals , working at height, slippery steps , etc
- A risk is the chance, high or low, of that someone could be harmed, and an indication of what that harm could be and how severe.
- Risk Rating is the overall judgement of the level of risk arising from the hazard and the likelihood of that occurring. Low, medium or High.
- A suitable and sufficient risk assessment is an assessment that is proportionate to the risk and ensures all relevant hazards have been assessed and addressed , complying with statutory requirements , taking into account existing control measures and identifying any further necessary or advisable precautions or actions.

### RESPONSIBILITIES OF STAFF

- Employees are responsible for assisting and complying with findings or actions listed in relevant risk assessments.
- Heads of Departments or relevant line managers are responsible for making sure they effectively train and communicate outcomes to their staff in the relevant departments.
- The Operations Manager is responsible for ensuring risk assessments are undertaken and ensuring anyone tasked with completing risk assessments are suitably trained to do so.
- The Operations Manager is responsible for ensuring control measures highlighted from risk assessments are suitably communicated to the relevant department heads.

- The Welfare and Boarding Manager is responsible for ensuring all residence risk assessments are communicated to all house parents and acted upon where further action is deemed necessary by the risk assessment.
- The Activities Manager and the EVC Co-ordinator are responsible for all risk assessments pertaining to college activities and outings
- The Principal (Vice Principal in thier absence) is responsible for signing off all risk assessments conducted by the Operations Manager.

## PRINCIPLES OF RISK ASSESSMENT

- **Identify the hazard** e.g. tripping hazards, fire, chemicals, electricity,
- **Decide who could be harmed**, e.g. staff, contractors, students, visitors. Particularly consider groups or individuals that could be at greater risk e.g. those with disabilities. Staff have a responsibility to report to their line manager any temporary or permanent disability or health condition which would mean they were at greater risk.
- **Evaluate the risk arising from the hazard and list existing precautions, consider whether existing precautions are sufficient or should further precautions be taken.** Even after all precautions have been taken, usually some risk remains. Consider that all legal requirements are met, eg statutory fire regulations. statutory inspections of plant and equipment, relevant training provided. Decide whether the risk that remains is high, medium or low
- **Record findings.** Using risk assessment form (below) List the hazard found, who may be harmed, how may they be harmed, what actions are already in place, what further action needs to be taken, by when and by whom, and your evaluation of the risk.
- **Review assessment and revise if necessary.** A date should be set for review, eg 3 monthly, 6 monthly, annually. Assessment would need to be re-visited before the review date if, for example, there are any changes to structure, activities or introduction of new equipment if this would introduce significant new hazards. For example, any activity or change, that would require the fire risk assessment to be reviewed and updated.