



HEALTH & SAFETY POLICY

1. General

- 1.1 The Board of Governors notes the provisions of the Health and Safety at Work Act 1974 which states that is the duty of every employer to conduct his or her business in such a way as to ensure, so far as it is reasonably practicable, 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 is has a responsibility to take all reasonably practicable steps to secure the health and safety of pupils, 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 pupils.
- 1.2 The aim of the Board of Governors is, "To provide a safe and healthy working and learning environment for both teaching and non-teaching staff, pupils and visitors".
- 1.3 The arrangements outlined in this statement and the various other safety provisions made by the Board of Governors cannot on their own prevent accidents or ensure safe and healthy working conditions. The Board of Governors believes that only the adopting of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. The Board of Governors will take all reasonable steps to identify and reduce hazards to a minimum but all staff and pupils 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.



2. The Duties of the Board of Governors

- 2.1 In the discharge of its duty the Board of Governors, in consultation with the Principal who is the nominated Health and Safety Officer, will:
- a. 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 practices which are relevant to the work of the College, in particular the Management of Health and Safety at Work regulations 1992
 - b. Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the College
 - c. Periodically assess the effectiveness of this policy and ensure that any necessary changes are made
 - d. identify and evaluate all risk relating to:
 - i. Accidents
 - ii. Health
 - iii. College sponsored activities (including work experience)
 - e. Identify and evaluate risk control measure in order to select the most appropriate means of minimising risk to staff, pupils and others
 - f. Create and monitor the Health & Safety management structure
- 2.2 In particular the Board of Governors undertakes to provide:
- a. A safe place for staff and pupils to work including safe means of entry and exit
 - b. Plant, equipment and systems or work which are safe
 - c. Safe arrangements for the handling, storage and transport of articles and substances
 - d. Safe and healthy working conditions which take into account all appropriate:
 - i. Statutory requirements
 - ii. Code of practice whether statutory or advisory
 - iii. Guidance whether statutory or advisory
 - e. Relevant supervision, training and instruction so that all staff and pupils can perform their College related activities in a healthy and safe manner. Wherever training is required by state or considered necessary for the safety of staff, pupils and others, then the Board of Governors will ensure, within the financial resources available, that such training is provided. Pupils will receive such training as is considered appropriate to the College related activities, which they are carrying out. All training will be regularly updated.
 - f. Necessary safety and protective equipment and clothing, together with any necessary guidance, instruction and supervision.



- 2.3 So far as is reasonable practicable the Board of Governors, through the Principal as Health and Safety Officer, will make arrangements for all staff to receive comprehensive information on:
- This policy
 - Other relevant health and safety matters
 - Any mandatory programme of instruction and training
 - Other appropriate training opportunities

3. The Duties of the Health & Safety Officer

- 3.1 As well as the general duties which all members of staff have (see 5.0), the Health and Safety Officer has responsibility for the day-to-day maintenance and development of safe working practices and condition for teaching staff, non-teaching staff, ancillary staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the College and will take all reasonably practicable steps to achieve this end through the appropriate senior managers, heads of departments, senior promoted staff, teachers and others as appropriate.
- 3.2 The Health and Safety Officer will 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.
- 3.3 In particular, the Health and Safety Officer will:
- Be aware of the basic requirements 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, pupils 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, pupils 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 pupils and ensure, within the financial resources available, that all members of staff and pupils who have identified needs receive adequate and appropriate training and instruction in health and safety matters



- i. Encourage staff, pupils and other to promote health and safety
- j. Ensure any defects in the premises, plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils, and others are made safe without delay
- k. Encourage all employees to suggest ways and means of reducing risks
- l. Collate accident and incident information and, when necessary, carry out accident and incident investigations
- m. Monitor the standard of health and safety throughout the school, including all College-based activities, encourage staff, pupils 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
- n. Monitor first aid and welfare provision
- o. Monitor the management structure, along with the Board of Governors

4. The Duties of Supervisory Staff

- 4.1 All supervisory staff (eg senior managers, heads of departments and co-ordinators) 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 of their area of responsibility.
- 4.2 In addition to the general duties which all members of staff have (see 5.0), they will be directly responsible to the Health and Safety Officer or the members of staff nominated by the Principal to have overall day-to-day responsibility for the implementation and operation of the College's health and safety policy within their relevant departments and area of responsibility.
- 4.3 They will take a direct interest in the College's health and safety policy and in helping other members of staff, pupils and others to comply with its requirements.
- 4.4 As part of their day-to-day responsibilities they will ensure that:
 - a. Safe methods of working exist and are implemented throughout their department
 - b. Health and safety regulations, rules, procedures and codes of practice are being applied effectively
 - c. Staff, pupils and others under their jurisdiction are instructed in safe working practices
 - d. New employees working within their department are given instruction in safe working practices
 - e. Regular safety inspections are made of their area of responsibility as required by the Health and Safety Officer as necessary



- f. Positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others
- g. All plant, machinery and equipment in the department in which they work is adequately guarded
- h. All plant, machinery and equipment in the department in which they work is in good and safe working order
- i. All reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment in the department in which they work
- j. Appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work
- k. Toxic, hazardous and highly flammable substances in the department in which they work are correctly used, stored and labelled
- l. They monitor the standard of health and safety throughout the department in which they work, encourage staff, pupils 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
- m. All the signs used meet the statutory requirements
- n. All health and safety information is communicated to the relevant persons
- o. They report, as appropriate, any health and safety concerns to the appropriate individual

5. The Duties of All Members of Staff

- 5.1 All staff will make themselves familiar with the requirement 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 department in which they work. They should:
 - a. Take reasonable care of their own health and safety and that of any other persons who may be affected by their acts or omissions at work
 - b. As regards any duty or requirements imposed on his or her employer or any other persons 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
- 5.2 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.
- 5.3 In particular all members of staff will:
 - a. Be familiar with the safety policy and all safety regulations as laid down by the Board of Governors



- b. Ensure the health and safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils
- c. See that all plant, machinery and equipment is adequately guarded
- d. See that all plant, machinery and equipment is in good and safe working order
- e. Not make unauthorised or improper use of plant, machinery and equipment
- f. Use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied
- g. Ensure that toxic, hazardous and highly flammable substances are correctly used, stores and labelled
- h. Report any defects in the premises, plant, equipment and facilities which they observe
- i. Take an active interest in promoting health and safety and suggest ways of reducing risk

6. Hirers, Contractors & Others

- 6.1 When the premises are used for purposes not under the direction of the Health and Safety Officer 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 paragraph 3.0 of this document.
- 6.2 The Health and Safety Officer or the co-ordinator will seek to ensure that hirers, contractors and other 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.
- 6.3 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.
- 6.4 When the premises are hired to persons outside the employ of the Board of Governors, it will be a condition for all hirer, 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 Board of Governors and that they will not without the prior consent of the Board of Governors:
 - a. Introduce equipment for use on the College premises
 - b. Alter fixed installations
 - c. Remove fire and safety notices or equipment
 - d. Take any action that may create hazards for persons using the premises or the staff or pupils of the College
- 6.5 All contractors who work on the College premises are required to ensure safe working practices by their own employees under the



provisions 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 22.3-4 of the Health and Safety at Work Act 1974.

- 6.6 In instances where the contractor creates hazardous conditions and refuses to eliminate or to take action to make them safe the Health and Safety Officer will take such actions as are necessary to prevent persons in his or her care from risk of injury.
- 6.7 The Board of Governors 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 interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

7. Staff Consultative Arrangements

- 7.1 The Board of Governors, through the Principal, will establish a safety committee. Representation on this committee will cover all appropriate areas of work or special hazards.

8. Codes of Practice & Safety Rules

- 8.1 In consultation with the Board of Governors (where appropriate) and taking into account the requirements of this statement the safety committee will consider (where necessary) codes of practice for the observation of safety requirements in College.
- 8.2 From time to time the Scottish Executive, the Health and Safety Executive and other regulatory or advisory bodies will issue codes of practice on particular topics for the guidance of Principals and others who are in control of educational premises, who will normally incorporate such codes into their health and safety policy and procedures. If the Principal considers the inclusion of all or any such documents into the policy to be inappropriate, she will be required to demonstrate to the satisfaction of the Board of Governors that she has already introduced codes of practice and methods of working which achieve a similar or higher standard of health and safety.

9. Risk Assessment

- 9.1.1 The Principal as Health and Safety Officer will ensure that a risk assessment survey of the premises, methods of work and all



College-sponsored activities is conducted annually. This survey will identify all defects and deficiencies, together with the necessary remedial action or risk control measures. The results of such surveys will be reported to the Board of Governors via the Executive & Finance Committee.

10. Emergency Plans

- 10.1 The Health and Safety Officer will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put at risk the occupants or uses 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:
- a. Save life
 - b. Prevent injury
 - c. Minimise loss

The sequence will determine the priorities of the emergency plan.

- 10.2 The plan will be agreed by the Board of Governors and be regularly rehearsed by staff and pupils. The result of all such rehearsals will form a part of the regular risk assessment survey and the outcome will be report the Board of Governors.

11. First Aid

- 11.1 The arrangements for first aid provision will be adequate to cope with all foreseeable major incidents.
- 11.2 The number of certified first aiders, will not, at any time, be less than the number required by law.
- 11.3 At the discretion of the Board of Governors other staff will be given such training in first aid techniques basis required to give them a basic, minimum level of competence. This level will be agreed by the governing body after seeking appropriate advice. The number of such trained but uncertified first aiders will be determined by the Board of Governors as that sufficient to meet the needs of all foreseeable circumstances.
- 11.4 Supplies of first aid material will be held at various locations throughout the College. These locations will be determined by the Health and Safety Officer. 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.



- 11.5 Adequate and appropriate first aid provision will form part of the arrangements for all out-of-College activities.
- 11.6 A record will be made of each occasion any member of staff, pupil or other person receives first aid treatment either on the College premises or as part of a College-related activity.

12. Review

- 12.1 The Board of Governors will review this policy statement annually and update, modify or amend it as it considers necessary to ensure the health, safety and welfare of staff and pupils.

This Policy was approved by the Board of Governors of Donaldson's College on 13 October 2005.

J Chalmers
Convener
13 October 2005

J MacNeill
Principal
13 October 2005