



Health and Safety at Work etc. Act 1974

## THIS IS THE HEALTH AND SAFETY STATEMENT OF

### VEGA COLLEGE

#### Our statement of intent is:

- implement the requirements of Leger Education Trust's Health and Safety Policy;
- to make adequate arrangements for the health, safety and welfare of staff and pupils;
- to provide adequate control of health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- co-operate with Leger Education Trust in matters related to health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction, and supervision for employees;
- to ensure all employees are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

**Signed:**  
**Head of College**

A handwritten signature in black ink, appearing to read 'G. Gallanay'.

**Signed:**  
**Chair of Steering Group**

A handwritten signature in black ink, appearing to read 'A. Dale'.

**Date: 01/09/2025**

**Review date: 01/09/2026**

# HEALTH AND SAFETY POLICY

## RESPONSIBILITIES

<b>Overall responsibility for health and safety within the establishment is that of:</b>
Miss Gill Galloway, Head of College Mr Adam Dale, Chair of Steering Group
<b>To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:</b>
Mr Adam Dale, Chair of Steering Group
<b>All employees must:</b>
<ul style="list-style-type: none"> <li>• co-operate with the Head of the College and managers on health and safety matters;</li> <li>• not interfere with anything provided to safeguard their health and safety;</li> <li>• take reasonable care of their own health and safety and of others; and</li> <li>• report all health and safety concerns to an appropriate person and log them on the appropriate reporting system.</li> </ul>

## ARRANGEMENTS

### HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES

<b>Risk assessments will be undertaken by:</b>
Miss Gill Galloway - Head of College and staff member(s) undertaking activity
<b>The findings of the risk assessments will be reported to:</b>
All Staff
<b>Action required to remove/control risks will be approved by:</b>
Miss Gill Galloway - Head of College and staff member(s) undertaking activity
<b>The person responsible for ensuring the action required is implemented is:</b>
Miss Gill Galloway - Head of College and staff member(s) undertaking activity
<b>Checks that the implemented actions have removed/reduced the risks will be carried out by:</b>
Miss Gill Galloway - Head of College and staff member(s) undertaking activity
<b>Assessments will be reviewed:</b>
In the event of an accident, annually or when the work activity changes, whichever is soonest.

### CONSULTATION WITH EMPLOYEES

<b>Employee Representative(s) are:</b>
Miss Gill Galloway (Head of Vega College)
<b>Consultation with employees is provided by:</b>
<ul style="list-style-type: none"> <li>Staff Briefing and noticeboard</li> <li>Training Days</li> <li>Individual Meetings i.e. expectant mothers</li> </ul>

## ARRANGEMENTS

### SAFE PLANT AND EQUIPMENT

<b>Identifying equipment/plant, which will need maintenance is the responsibility of:</b>
All staff to report to Aaron Lethem (Trust Estates Manager)
<b>Ensuring effective maintenance procedures are drawn up and recorded on iAM Compliant is the responsibility of:</b>
Miss Gill Galloway – Head of College Mr Aaron Lethem – Trust Estates Manager
<b>The person responsible for ensuring that all identified maintenance is implemented is:</b>
Miss Gill Galloway - Head of College
<b>Problems with plant/equipment should be reported on iAM Compliant to:</b>
Mr Aaron Lethem – Trust Estates Manager
<b>Checking plant and equipment health and safety standards before purchase is the responsibility of:</b>
Miss Gill Galloway – Head of Vega College Mr Aaron Lethem – Trust Estates Manager

### SAFE HANDLING AND USE OF SUBSTANCES

<b>Identifying substances which need a COSHH assessment is the responsibility of:</b>
Miss Gill Galloway – Head of College Bulloughs – Cleaning Contractor
<b>The person(s) responsible for undertaking COSHH assessments is/are:</b>
Miss Gill Galloway – Head of College Bulloughs – Cleaning Contractor
<b>Ensuring that all actions identified in the assessments are implemented is the responsibility of:</b>
Miss Gill Galloway – Head of College
<b>The person responsible for ensuring that relevant employees are informed about COSHH assessments is:</b>
Miss Gill Galloway – Head of College
<b>Checking that substances can be used safely before they are purchased is the responsibility of:</b>
Miss Gill Galloway - Head of College
<b>Assessments will be reviewed:</b>
In the event of an accident, annually or when the work activity changes, whichever is soonest.

## ARRANGEMENTS

### INFORMATION, INSTRUCTION AND SUPERVISION

<b>The Health and Safety Law poster is displayed at:</b>
The wall in the kitchen area.
<b>Health and safety advice is available from:</b>
Aaron Lethem – Trust Estates Manager alethem@legereducationtrust.com
<b>Supervision of young workers and trainees will be arranged/undertaken/monitored by:</b>
All staff
<b>Ensuring that our employees working at locations under the control of other employers, are given relevant health and safety information is the responsibility of:</b>
Miss Gill Galloway – Head of College

### COMPETENCY FOR TASKS AND TRAINING

<b>Induction training will be provided for all employees by:</b>
Miss Gill Galloway - Head of College
<b>Job specific training will be provided by:</b>
Miss Gill Galloway - Head of College and relevant contractors
<b>Health and Safety Training Requirements:</b>
Asbestos/Legionella Training First Aid Training Fire Awareness/Fire Warden Training Working at Heights/Safe Ladder Use Manual Handling Educational Visit Training
<b>Training records are kept:</b>
College Training Matrix (located on admin shared drive)
<b>Training will be identified, arranged and monitored by:</b>
Miss Gill Galloway - Head of College

## ARRANGEMENTS

### ACCIDENTS, INCIDENTS, FIRST AID AND WORK-RELATED ILL HEALTH

<b>Location of First Aid Boxes:</b>
First Aid kits are located at Reception. Ice packs are located in the medicine fridge, located in the Pastoral Office.
<b>The First Aiders are:</b>
Miss Claire Bubb – Admin Assistant Mr Neil Dexter – Teacher Miss Olivia Cross – Trainee Teacher Mr Jamie Self – Science Teacher
<b>All accidents and cases of work-related ill health are to be recorded on Meditracker and monitored by:</b>
On the accident reporting systems – Meditracker. Miss Gill Galloway - Head of College and all staff.
<b>The person responsible for reporting accidents, diseases and dangerous occurrences to the Trust Estates Manager:</b>
Miss Gill Galloway - Head of College

### ASBESTOS RISK MANAGEMENT

<b>The Responsible Officer for asbestos management is:</b>
Miss Gill Galloway - Head of College
<b>The Asbestos Risk Management File is kept in:</b>
Reception
<b>Site plans showing the location of asbestos containing materials are kept in:</b>
Reception
<b>Ensuring that contractors are made aware of the location of ACMs and that they sign the relevant permit to work is the responsibility of:</b>
Miss Gill Galloway - Head of College Miss Claire Bubb – Admin Assistant
<b>Asbestos risk assessments will be undertaken by:</b>
Omega
<b>Visual inspections of the condition of ACMs will be undertaken by:</b>
Mr Aaron Lethem – Trust Estates Manager
<b>Records of the above inspections will be kept in:</b>
In the site file and on the iAM Compliant

## ARRANGEMENTS

### LEGIONELLOSIS MINIMISATION

<b>The two 'Nominated Persons' for Water Management at the premises are:</b>
Miss Gill Galloway – Head of College Mr Aaron Lethem - Trust Estates Manager
<b>Risk assessments detailing on-site tasks for the minimisation of <i>Legionellosis</i> risk are kept in:</b>
On iAM Compliant and in the Legionella file on site
<b>The person responsible for carrying out the on-site tasks set out in the above assessments is:</b>
Internal and WHS
<b>Record showing that the above on-site tasks have been undertaken are kept in:</b>
The file on site and on iAM Compliant

### WORK AT HEIGHT

<b>All work at height in the establishment must be authorised by:</b>
Miss Gill Galloway - Head of College
<b>Risk assessments for working at height are to be completed by:</b>
Miss Gill Galloway - Head of College
<b>Equipment used for work at height is to be checked by and records kept in</b>
Establishment Management File

### EDUCATIONAL VISITS

<b>The person responsible for ensuring that the fire risk assessment is undertaken and implemented is:</b>	
Miss Gill Galloway - Head of College	
<b>Escape routes are checked by/every:</b>	
All Staff	Daily
<b>Fire extinguishers are maintained and checked by/every:</b>	
Fire house Visually	Annually Termly
<b>Alarms are tested by/every:</b>	
Mr A Lethem – Trust Estates Manager Leger Education Trust	Weekly Bi-Annually
<b>Emergency evacuation will be tested and recorded on:</b>	
Miss Gill Galloway - Head of College Termly – recorded on iAM Compliant	



## ARRANGEMENTS

### EMERGENCY PROCEDURES – FIRE AND EVACUATION

<b>Off-site educational visits must be authorised by:</b>
Miss Gill Galloway - Head of College
<b>The Educational Visits Co-ordinator(s) is/are:</b>
Miss Gill Galloway - Head of College Mr Neil Dexter - Maths Teacher
<b>Risk assessments for off-site visits are to be completed by:</b>
Mr Neil Dexter - Group Leader
<b>Policy, Procedures &amp; Guidance for Educational Visits are kept in:</b>
Filing Cabinet Vega College office
<b>Details of off-site activities are to be logged onto Exeant by:</b>
Mr Neil Dexter – Exeant Trained Miss Gill Galloway – Exeant Trained

## APPENDICES

**List here any other policies relevant to health and safety e.g., *Medicines Policy, Educational Visits Policy etc.***

Leger Education Trust Health and Safety Policy  
Emergency Plan  
Safeguarding Policy  
Safeguarding Audit  
Lockdown Procedure  
Educational Visits Policy  
Display Screen Equipment Risk Assessment  
Fire Evacuation Plan  
Fire Risk Assessment  
Managing Medicines Procedure  
Intimate Care Policy  
Lone Working Risk Assessment  
COSHH Assessments  
Working at Heights Risk Assessment