



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 grey ink, appearing to read "G. Gallanay".

Signed:
Chair of Steering Group

A handwritten signature in grey ink, appearing to read "A. Dale".

Date: 01/09/2026

Review date: 01/09/2027

HEALTH AND SAFETY POLICY

RESPONSIBILITIES

Overall responsibility for health and safety within the establishment is that of:
Miss Gill Galloway, Head of College Mr Adam Dale, Chair of Steering Group
To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:
Mr Adam Dale, Chair of Steering Group
All employees must:
• co-operate with the Head of the College and managers on health and safety matters; • not interfere with anything provided to safeguard their health and safety; • take reasonable care of their own health and safety and of others; and • report all health and safety concerns to an appropriate person and log them on the appropriate reporting system.

ARRANGEMENTS

HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES

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

CONSULTATION WITH EMPLOYEES

Employee Representative(s) are:
Miss Gill Galloway (Head of Vega College)
Consultation with employees is provided by:
• Staff Briefing and noticeboard • Training Days • Individual Meetings i.e. expectant mothers

ARRANGEMENTS

SAFE PLANT AND EQUIPMENT

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

SAFE HANDLING AND USE OF SUBSTANCES

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

ARRANGEMENTS

INFORMATION, INSTRUCTION AND SUPERVISION

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

COMPETENCY FOR TASKS AND TRAINING

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

ARRANGEMENTS

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

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

ASBESTOS RISK MANAGEMENT

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

ARRANGEMENTS

LEGIONELLOSIS MINIMISATION

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

WORK AT HEIGHT

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

EDUCATIONAL VISITS

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

ARRANGEMENTS

EMERGENCY PROCEDURES – FIRE AND EVACUATION

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