

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 Provision

Signed:



Chair Of Steering Group

Date: Sept 2022

Review date: Annual

# HEALTH AND SAFETY POLICY

## RESPONSIBILITIES

Overall responsibility for health and safety within the establishment is that of:

**Mrs Emma Wragg, Head of Provision**

**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:

**Name: Mr Adam Dale**

**Responsibility: Chair of Steering Group**

All employees have to:

- co-operate with the Head of Provision 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 (as detailed in this policy statement).

## **ARRANGEMENTS**

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

**Risk assessments will be undertaken by:**

**Mrs Emma Wragg, Head of Provision and the staff member undertaking activity**

**The findings of the risk assessments will be reported to:**

**All staff**

**Action required to remove/control risks will be approved by:**

**Mrs Emma Wragg, Head of Provision and the staff member undertaking activity**

**The person responsible for ensuring the action required is implemented is**

**Mrs Emma Wragg, Head of Provision and the staff member undertaking activity**

**Checks that the implemented actions have removed/reduced the risks will be carried out by:**

**Mrs Emma Wragg, Head of Provision and the staff member undertaking activity**

**Assessments will be reviewed:**

**In the event of an accident, annually or when the work activity changes, whichever is soonest.**

## **ARRANGEMENTS**

### **CONSULTATION WITH EMPLOYEES**

**Employee Representative(s) are:**

**Mrs Emma Wragg, Head of Provision**

**Consultation with employees is provided by:**

**Agenda item on staff weekly meetings**

**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 Estate Manager).

Ensuring effective maintenance procedures are drawn up is the responsibility of:

Mrs Emma Wragg - Head of Provision  
Mr Aaron Lethem – Trust Estates Manager

The person responsible for ensuring that all identified maintenance is implemented is:

Mrs Emma Wragg - Head of Provision

Problems with plant/equipment should be reported to:

Mr Aaron Lethem – Trust Estates Manager

Checking plant and equipment health and safety standards before purchase is the responsibility of:

Mrs Emma Wragg - Head of Provision  
Aaron Lethem– Trust Estates Manager

## ARRANGEMENTS

## **SAFE HANDLING AND USE OF SUBSTANCES**

Identifying substances which need a COSHH assessment is the responsibility of:

**Mrs Emma Wragg - Head of Provision  
Lesley Ann Taylor – Learning Support Assistant**

The person(s) responsible for undertaking COSHH assessments is/are:

**Rachael Wilcock – Admin Assistant  
Lesley Ann Taylor – Learning Support Assistant**

Ensuring that all actions identified in the assessments are implemented is the responsibility of:

**Mrs Emma Wragg - Head of Provision**

The person responsible for ensuring that relevant employees are informed about COSHH assessments is:

**Mrs Emma Wragg - Head of Provision**

Checking that substances can be used safely before they are purchased is the responsibility of:

**Mrs Emma Wragg - Head of Provision**

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 behind Miss Wilcocks desk.**

**Health and safety advice is available from:**

**Aaron Lethem – Trust Estates Manager [alethem@legereducationtrust.com](mailto: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:**

**Mrs Emma Wragg - Head of Provision**

## **ARRANGEMENTS**

### **COMPETENCY FOR TASKS AND TRAINING**

**Induction training will be provided for all employees by:**

**Mrs Emma Wragg - Head of Provision**

**Job specific training will be provided by:**

**NYCC training dept.  
HandS Services**

**Health and Safety Training Requirements:**

**Asbestos/Legionella training**

**First Aid training**

**Fire Awareness / Fire Warden training**

**Working at Height / Safe Ladder use**

**Manual handling**

**Educational Visit Training**

**Training records are kept:**

**College Training Log (located on admin shared drive)**

**Training will be identified, arranged and monitored by:**

**Mrs Emma Wragg - Head of Provision**

# **ARRANGEMENTS**

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

### **Locations of First Aid Boxes:**

**First Aid kits are also located in main office  
Ice packs are located in the medicine fridge, located in the main office**

### **The first aiders are:**

**Miss Rachael Wilcock – Admin Assistant  
Mrs Emma Wragg – Head of Provision**

**All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept:**

**On the Accident reporting system – accessed via Mrs Emma Wragg - Head of Provision**

**The person responsible for reporting accidents, diseases and dangerous occurrences to the Trust Estates Manager :**

**Mrs Emma Wragg - Head of Provision**

## ARRANGEMENTS

### MONITORING

To check our working conditions, and ensure our safe working practices are being followed, we will undertake:

Legionella testing  
Asbestos inspection  
Termly Visual H & S inspection  
Establishment H & S Service Inspection  
PAT testing  
Fixed appliance electrical testing  
Extraction fans maintenance  
Property Services Condition Survey  
Prioritised programme of risk assessment  
Boiler room annual inspection  
Gulleys and Gutters checked and cleaned  
Pest control  
Sports and Gym equipment maintenance

The person responsible for investigating accidents is:

Mrs Emma Wragg - Head of Provision

The person responsible for investigating work-related causes of sickness absences is:

Mrs Emma Wragg - Head of Provision  
DMBC Occupational health

The person responsible for acting on investigation findings to prevent a recurrence is:

Mrs Emma Wragg - Head of Provision  
DMBC Occupational health

# ARRANGEMENTS

## ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

Mrs Emma Wragg - Head of Provision

The Asbestos Risk Management file is kept in:

The main office

Site plans showing the location of asbestos containing materials (ACMs) are kept in:

The main office

Ensuring that contractors are made aware of the location of ACMs and that they sign the relevant permit to work is the responsibility of:

Mrs Emma Wragg - Head of Provision  
Miss Wilcock – 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 EVERY System

# ARRANGEMENTS

## LEGIONELLOSIS MINIMISATION

The two 'Nominated Persons' for Water Management at the premises are:

Mrs Emma Wragg - Head of Provision  
Mr Aaron Lethem – Trust Estates Manager

Risk assessments detailing on-site tasks for the minimisation of *Legionellosis* risk are kept in:

On the EVERY System 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 the EVERY System

## ARRANGEMENTS

### WORK AT HEIGHT

All work at height in the establishment must be authorised by:

Mrs Emma Wragg - Head of Provision

Risk assessments for working at height are to be completed by:

Mrs Emma Wragg - Head of Provision and all members of staff

Equipment used for work at height is to be checked by and records kept in:

Establishment  
Governor

Establishment Management File

## ARRANGEMENTS

### EDUCATIONAL VISITS



**Off-site educational visits must be authorised by:**

**Mrs Emma Wragg - Head of Provision**

**The Educational Visits Co-ordinator(s) is/are:**

**Mrs Emma Wragg - Head of Provision**

**Risk assessments for off-site visits are to be completed by:**

**Group Leader**

**Policy, Procedures & Guidance for Educational Visits are kept in:**

**Head Of Provision's Office**

**Details of off-site activities are to be logged onto Exeant by:**

**Mrs Emma Wragg - Head of Provision**

## **ARRANGEMENTS**

### **EMERGENCY PROCEDURES – FIRE AND EVACUATION**



The person responsible for ensuring that the fire risk assessment is undertaken and implemented is:

Mrs Emma Wragg - Head of Provision

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:

Mrs E Wragg  
Leger Trust

Weekly  
Bi-Annually

Emergency evacuation will be tested:

Termly

## APPENDICES

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

Health and Safety Policy  
CYPS Policy and Guidance Handbook  
Emergency Plan  
Safeguarding Policy  
Safeguarding Audit  
Lockdown Procedure  
Educational Visits Policy  
Display Screen Equipment Risk Assessment  
Fire Evacuation Plan  
Fire Risk Assessment  
First Aid Policy  
Managing Medicines Procedure  
Intimate Care Policy  
Lettings Policy  
Lone Working Risk Assessment  
COSHH Assessments  
Working at Height Risk Assessment