



Health & Safety and Wellbeing Policy

Policy Number	New or Reviewed	Date of next Review	Responsibility
HCP032	Nov 2019	Nov 2020	Principal

Empowering learners to shape their future

HORIZONS COLLEGE

HEALTH & SAFETY AND WELLBEING POLICY

1. Introduction

- 1.1 Horizons College provides flexible courses for learners covering independence, vocational, communication and work-based experience training. Horizons College is a Specialist College for learners with learning disabilities. This policy relates to safety information across all aspects of the work of Horizons College.
- 1.2 The Senior Leadership Team (SLT) and Governors consider that day-to-day safety is best managed by staff who have expertise and knowledge in their own area of work.
- 1.3 Overall accountability for Health & Safety remains with the Chief Executive Officer (CEO). Responsibility and daily operational management of Health & Safety is delegated to the Principal as the Health & Safety Coordinator.
- 1.4 The duty for maintaining safety in an area of work is delegated to the staff member responsible for the area or in shared working areas the role is that of all the staff who work in that area. This includes carrying out any Risk Assessments and safe systems of work needed to safeguard learners, themselves and anyone else who may be affected.
- 1.5 If a safety issue in a member of staff's area cannot be satisfactorily resolved within their authority or resources, they should discuss the matter, initially, with their line manager who if necessary will refer it on to the Principal. If the solution to a problem is beyond the remit or resources of the Principal, the matter will be brought to the attention of the CEO. All safety issues will be dealt with as a matter of urgency and it is the Principal's responsibility to ensure that no member of staff or learner is asked to work in an area or undertake a task deemed to be unsafe.
- 1.6 The final decision on how a particular safety issue should be addressed lies with the Local Governing Committee (LGC), who are legally responsible for making such decisions and carry the legal responsibility for the operation of Horizons College.

2. Statement of Intent

- 2.1 Horizons College has a duty of care to assess and control risk in order to meet the requirements of the Health & Safety at Work Act, Management of Health & Safety at Work Regulations and other Health & Safety legislation.
- 2.2 Horizons College works to provide and maintain a working environment which both secures the Health & Safety of all learners, employees and anyone else who could be affected by the College's work. Horizons College also works to develop learners' skills to include safety considerations in a practical and responsible way. In this way, Horizons College strives to continuously improve safety standards in all aspects of its operations.
- 2.3 To ensure Horizons College complies with the requirements of Health & Safety legislation, Horizons College will:
 - a. Provide adequate control of Health & Safety risks arising from the College's work.

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- b. Consult with employees on any matter affecting their Health & Safety.
 - c. Provide and maintain safe equipment and working conditions.
 - d. Provide information, instruction, training and supervision for employees and learners.
 - e. Work to prevent accidents and causes of ill health.
 - f. Review and revise this policy at least once a year.
 - g. Provide the resources needed to ensure that Horizons College meets its Health & Safety aims.
- 2.4 All employees have a duty to:
- a. Take reasonable care of both their own and others Health & Safety.
 - b. Co-operate with the LGC to enable Horizons College to meet its legal obligations and ensure all remain safe.
 - c. Report any Health & Safety concerns to their line manager.
 - d. Report all accidents.
- 2.5 To ensure Horizons College meets its Health & Safety aims as an organisation, the LGC have set the following objectives:
- a. To achieve a reduced accident rate year upon year.
 - b. To increase Health & Safety training for all employees and learners.
 - c. To encourage *ALL* minor incidents or accidents to be reported to help Horizons College build up a picture of any potential hazards.

3. Organisation of Health & Safety

- 3.1 Responsibilities within the LGC for Health & Safety management are as follows:
- a. The LGC have overall accountability for Health & Safety across the College.
 - b. The LGC accepts that it has a responsibility to take all reasonably practicable steps to secure the health of learners, staff and others using the College premises or participating in College - related activities.
 - c. The LGC believes that the prevention of accidents, injury or loss is essential to the efficient operation of Horizons College and is part of the good education of its learners.

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- d. The LGC will take all reasonable steps to identify hazards and reduce them to a minimum. All staff and learners must appreciate, however, that their own safety and that of others also depends on their individual conduct and vigilance while on Horizons College premises and while taking part in Horizons College related activities.

4. The Duties of the Governing Body

- 4.1 In addition to Horizons College responsibility as an employer the LGC also has responsibilities in exercising control over premises.
- 4.2 The LGC and Principal must produce a Risk Register and draw to the attention of the Trustees any high-risk areas in relation to Health & Safety that they believe cannot be managed within the College and, therefore, require external Intervention / support.
- 4.3 In all areas and activities under their control, the LGC have a duty to take steps to ensure that appropriate Health & Safety standards are complied with as far as is reasonable practicable. This duty will include ensuring that appropriate arrangements are made to comply with statutory requirements, the Health & Safety and Wellbeing Policy for College and associated Codes of Practice and that these are considered in determining the allocation of resources.
- 4.4 The LGC must ensure that all new LGC members are provided with Health & Safety induction at a very early stage that covers Health & Safety both at a general level but also the importance of ensuring the safety of the College site for the benefit of learners, staff and visitors.
- 4.5 The LGC must ensure that all Governors with Health & Safety responsibilities attend at an early stage Health & Safety training that is made available.
- 4.6 The LGC should ensure that annual internal monitoring is carried out. Where necessary when major building, maintenance or improvement works are being carried out, they must appoint a competent construction, design and management coordinator (CDM Coordinator).
- 4.7 The LGC should ensure that any contractor appointed to undertake work on the College premises is competent to do so.
- 4.8 The LGC will also need to ensure that the Principal has an appropriate workload, in support of a reasonable work / life balance, having regard his / her health and welfare.

5. The Duties of the Principal

- 5.1 As well as the general duties which all members of staff have, the Principal has responsibility for the maintenance and development of safe working practices and conditions for all staff.
- 5.2 The Principal is required to take all necessary and appropriate action to ensure that the proper Health & Safety standard is maintained always.

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- 5.3 In particular, the Principal will, on a day to day basis, be responsible to:
- a. Ensure, always, the health, safety and welfare of staff, learners and others using the College premises or facilities or services or attending or taking part in College related activities.
 - b. Ensure safe working conditions of the College premises and facilities.
 - c. Ensuring that all staff know to report any incidents of damage immediately following an incident involving buildings / premises.
 - d. Ensure there is good communication with other stake holders.
 - e. Ensure safe working practices and procedures throughout the College so that all risks are controlled.
 - f. Arrange systems of risk assessments to allow the prompt identification of potential hazards, if trained and ensure that the LGC are made aware of the findings.
 - g. Identify the Principal's training needs, identify the training needs of staff and learners and ensure, within the financial resources available, that all members of staff and learners who have identified training needs receive adequate and appropriate training and instruction in Health & Safety matters.
 - h. Ensure that any defect in the premises, its plant, equipment or facilities which relate to or may affect the Health & Safety of staff, learners and others are made safe in a timescale and commensurate to the risk.
 - i. Collate accident and incident information and, when necessary, carry out accident and incident investigations.
 - j. Monitor the standards of Health & Safety throughout the College, including all College - based activities.
 - k. Monitor the management structure, in conjunction with the LGC.
 - l. Consult with members of staff, including Trade Union safety representatives, on Health & Safety issues.
 - m. Encourage staff, learners and others to promote Health & Safety.
 - n. Ensure that all staff have an appropriate workload, in support of a reasonable work / life balance, having regard to his / her health and welfare.

6. The Duties of the Supervisory Staff

- 6.1 The term 'Supervisory Staff' refers to Tutors and Learning Support Assistants.

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6.2 In addition to the general duties which all members of staff have, supervisory staff will be responsible to the Principal, to have overall day-to-day responsibility for the implementation and operation of the College Health & Safety policy within their relevant departments and areas of responsibility.

6.3 As part of their day-to-day responsibilities they will ensure that:

- a. Safe methods of working exist and are implemented throughout their areas of responsibility.
- b. Health & Safety regulations, rules, procedures and codes of practice are being applied effectively.
- c. Staff, learners and others under their jurisdiction are instructed in safe working practices, particularly lifting procedures, protective clothing and medication administration.
- d. New employees working within their area are given instruction in safe working practices, particularly lifting procedures, protective clothing and medication administration.
- e. Regular safety inspections are made of their area of responsibility as required by the Principal or as necessary.
- f. Positive, corrective action is taken where necessary to ensure the Health & Safety of all staff, learners and others.
- g. All plant, machinery and power equipment in the department in which they work is adequately guarded, in safe working order and restricted to authorised persons only.
- h. Personal Protective Equipment (PPE) appropriate protective clothing and equipment, first aid, fire appliances are provided and readily available in the department in which they work.
- i. Chemicals {Hazard Information and Packaging for Supply} Regulations (CHIP) hazardous and highly flammable substances in the department in which they work are correctly stored and labelled, and exposure is minimised.
- j. They monitor the standard of Health & Safety throughout the department in which they work and encourage staff, learners and others to achieve the highest possible standards of Health & Safety.
- k. All Health & Safety information are communicated to the relevant persons.

7. The Duties of all Members of Staff

7.1 All staff are expected to familiarise themselves with the Health & Safety aspects of their work.

7.2 All staff have a responsibility to:

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- a. Take responsible care of their own health, safety and wellbeing and that of any other persons who may be affected by their acts or omissions at work.
- b. Follow agreed working practices and safety procedures.
- c. Report any accident, near miss, incident of violent or verbal abuse or any hazard to the appropriate person(s). In most instances, this would be reported to the Principal, or the CEO/Chair of the Governing Body if Principal is involved.
- d. Ensure that all accidents, incidents, are recorded using the correct format and that any incidents that have involved team teach, positive handling and sanctuary use are logged.
- e. Ensure Health & Safety equipment is not misused or interfered with.

8. Hirers, Contractors or Others

- 8.1 The Principal will seek to ensure that the hirers, contractors and others 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 always.
- 8.2 When the College premises or facilities are being used out of normal College hours for a College related activity then, for the purpose 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.
- 8.3 All contractors who work on the College premises are required to ensure safe working practices by their own employees under the provision of the Health & Safety at Work 1974 and must pay due regard to the safety of all persons using the premises.
- 8.4 The LGC will draw attention of all users of the College premises (including hirers and contractors) to Section B of the Health & 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.
- 8.5 Where practical, at least 14 days before an event, Hirers, Contractors and Others are to submit their proposals and Risk Assessments to the Principal.
- 8.6 All contractors and their employees are to submit current Disclosure and Barring Certificates (DBS) prior to starting work of the premises. Any Contractor or employee who does not carry a current DBS certificate will be asked to leave the premises. All that fall into this category are supervised by a member of Horizons College staff at all times and are therefore never left alone with any learners for this very reason. Not sure about the practicality of this suggested new clause.

9. Staff Consultative Arrangements

- 9.1 The LGC, through the Principal, will make arrangements for full and proper consultation with employees on Health & Safety matters.

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10. First Aid

- 10.1 The arrangements for first aid provision will be adequate to cope with all foreseeable major incidents.
- 10.2 Supplies of first aid materials will be held at various locations throughout the College premises. They will be prominently marked, and all staff will be advised of their position. The materials will be regularly checked and replenished as necessary.
- 10.3 Adequate and appropriate first aid provision will form part of the arrangements of all out of College activities.
- 10.4 A record will be made of each occasion any member of staff, learner or other person receives first aid treatment either on the College premises or as part of a College related activity.
- 10.5 Identified Staff receive competency training for procedures such as:
 - a. Administration of Medication.
 - b. Gastrostomy (tube feeding) including preservation of the stoma.
 - c. Suction.
 - d. Nebuliser (Asthma).
 - e. Epilepsy.
 - f. Catheterisation.
 - g. Diabetes associated procedures.
 - h. Epipens.
- 10.6 On both College sites, there is a 'First Aid team'. All team members are First Aid at Work trained and this training is renewed upon expiry.
- 10.7 If a learner has an accident on one of the College campuses, the member of staff who is present or is responsible for the learner at the time the accident occurs will refer to a member of the First Aid team if required. The member of staff supporting the learner must complete the Accident form. This accident report must be completed on the day of the incident.
- 10.8 If a member of staff has an accident on either of the college sites or, a report form must be completed within. The report form must be completed on the day of the incident.
- 10.9 In circumstances beyond the delivery of First Aid, the procedure is to seek medical advice or call emergency services.

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- 10.10 The Principal will review and monitor all submitted accident reports on a daily basis and sign off, action and report against as appropriate.
- 10.11 The Principal will report an overall summary of accidents to the SLT and to the LGC on a regular basis.
- 10.12 If an injury or illness is reportable, the Principal) will report it to the Health & Safety Executive (“HSE”) under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (“RIDDOR”). The Principal will also report as required to Ofsted and the Charity Commission.

11. Risk Assessments

- 11.1 Identified staff across Horizons College are responsible for writing and checking risk assessments. Advice and support is available via line managers or from the Principal.
- 11.2 There is a central record held of all Risk Assessments in place across Horizons College.
- 11.3 Risk assessments are carried out and recorded for all activities that present significant risks, by staff conversant with the particular activity. The abilities of learners must be considered as part of a risk assessment for an activity, which involves them or could affect them.
- 11.4 Individual learner risk assessments are reviewed annually ahead of the start of the academic year. They are updated regularly as and when changes occur, as part of the ongoing progress monitoring for every learner at Horizons College.
- 11.5 Specialist organisation wide assessments e.g. Fire risk & precautions, First Aid and Control of Substances Hazardous to Health (C.O.S.H.H.) are carried out annually and records held. All risk assessments are reviewed at least annually or sooner if significant changes occur.

12. Learner External Work Experience Placements

- 12.1 External work experience placements for learners are co-ordinated and monitored by the Work Experience Coordinator.
- 12.2 A system of pre-placement monitoring, as well as individual learner assessment and ongoing monitoring and support is used, with appropriate documentation to ensure the safety of and learning opportunities for learners.

13. Fire Precautions

- 13.1 All buildings on both College campuses are part of a full Fire Risk Assessment, which is carried out by an independent assessor every 3-years.
- 13.2 Appropriate precautions against the risks presented by fire are taken across both College campuses. Typically, these include:
 - a. Fire extinguishers / alarm systems.

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- b. Smoke detectors.
- c. Defined evacuation procedures.

13.3 Fire drills are carried out termly for the College. A log is kept of all Fire Evacuation occurrences including the planned drills.

13.4 On both College campuses there are designated Fire Marshals who work as part of the fire team. The Fire Marshals work in line with the Fire Emergency Evacuation Procedure appropriate to their campus; they lead the evacuation and checking process in the event of an alarm that occurs Monday to Friday.

13.5 All staff across the college with a designated role as fire marshal receive full fire marshal training, which is refreshed every three years.

13.6 All other college staff receive a generic fire safety briefing refreshed every two years.

14. Hazardous Substances (C.O.S.H.H.)

14.1 Wherever possible, Horizons College will use non-hazardous substances. Where this is not possible, substances are assessed and then handled appropriately and stored securely in line with standard COSHH guidelines.

14.2 For hazardous products, which have to be used on the College site, copies of COSHH assessments are held close to the substances within the secure storage.

15. Transport

15.1 Home / College Transport:

- a. Home / College transport is provided through Swindon Borough Council (SBC) via contracted service providers.
- b. Any issues with home / College transport are reported to the Principal who keeps a log of issues as well as dealing with them immediately by informing the passenger transport team.
- c. A monthly log of concerns / issues is sent to the Passenger Transport Department - SBC for monitoring purposes.
- d. Any learners, whose behaviour presents as challenging at the end of the College day, will not be put on College transport to minimise the risk of disruption and possible injury to other learners on the bus. Parents / Carers will be asked to come and collect them.

15.2 Horizons College Transport:

- a. Horizons College has a number of College vehicles including minibuses and pool cars.

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- b. All drivers are required to produce their license for checks annually to ensure they are valid and legal.
- c. All vehicles are serviced and have Ministry of Transport (MOT) checks when due.
- d. All vehicles are roadworthy and have valid tax registration.
- e. All vehicles are insured through BSM.
- f. All defects are reported immediately to the minibus fleet manager.
- g. All vehicles have fully equipped first aid boxes on board and high viz jackets in case of an emergency. All drivers are responsible for ensuring a sufficient number of high viz jackets are available for themselves and all passengers.
- h. Drivers and support staff are aware of accident and emergency procedures.
- i. Some learners who travel on the minibuses require additional safety equipment such as harnesses and buckle guards. These have been purchased from a reputable company and all learners who need the additional safety equipment to ensure safe travel have access to it.
- j. Drivers carry out vehicle checks prior to use.
- k. All staff who drive College vehicles are aware of the strictly no alcohol / drugs and mobile phone policy.
- l. All staff are to report any traffic violations to the Principal immediately after they occur.

16. Smoking

- 16.1 There is strictly a **'No Smoking'** policy on both College campuses.

17. Staff Health & Safety Training and Development

- 17.1 All new staff including supply staff has a day of induction, this consists of Child Protection / Vulnerable Adult Training, Fire evacuation procedures, and a Health & Safety Briefing (this includes being given the relevant reading materials e.g. policies, Child Protection / Vulnerable Adult and Safeguarding Pack, a Health & Safety information pack and a copy of the College Handbook).
- 17.2 Staff who work within the Profound Multiple Learning Difficulties (PMLD) and Severe Learning Difficulties (SLD) Cohorts have training in manual handling (Client Handling).
- 17.3 Staff who work within the Autistic Spectrum Disorder (ASD) / Complex and within the Learning Mentor Programme (LMP) are trained in Team Teach (Positive Handling).
- 17.4 Staff who work with young people / vulnerable adults who display extremely challenging behaviours are trained in Advanced Team Teach techniques.

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- 17.5 The Principal as Health & Safety Co-ordinator attends Health & Safety related training.
- 17.6 The Designated Safeguarding Lead (DSL) and Deputies attend training and Child Protection / Safeguarding Vulnerable Adults briefings and update staff with regards to briefings.
- 17.7 All minibus drivers are MIDAS assessed.
- 17.8 Where the need may arise, discrete Health & Safety training is given to staff who need / would benefit from it.
- 17.9 Staff who work with young people / vulnerable adults who have complex medical needs are trained in competency for:
 - a. Administration of Medication.
 - b. Gastrostomy (tube feeding) including preservation of the stoma.
 - c. Suction.
 - d. Nebuliser (Asthma).
 - e. Epilepsy.
 - f. Catheterisation.
 - g. Diabetes associated procedures.
 - h. Epi pens
- 17.10 Staff have basic first aid training including CPR and selected staff are appointed senior first aiders (3-day course).

18. Staff Well-being / Stress

- 18.1 Horizons College has a pastoral team in place that learners, staff, parent / carers can have access to.
- 18.2 There are Human Resources (HR) processes in place for staff who are on long-term sick / suffering from stress e.g. Occupational Health (OC) and access if required to counselling services.
- 18.3 Horizons College recognises that work-life balance is essential to staff well-being and where reasonably practicable, Horizons College ensures that staff meetings held after the College day etc. are kept within the guidelines and finish on time.
- 18.4 The Principal ensures that staff that need extra support and mentoring have access to it.
- 18.5 All Tutors have termly supervision meetings with the Principal/Vice-Principal.

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18.6 All Cohort staff has access to supervisions with their Tutors termly or as and when requested.

19. Supervision of Learners

19.1 Learners are highly supervised when in College and when during off-site activities. Due to the nature of the young people / vulnerable adults Horizons College, Cohorts are highly staffed with staffing ratios appropriate to the needs of each Cohort.

19.2 Learners are well supervised during educational visits and risk assessments are in place which includes specific information around staffing ratios and learners who require high levels of supervision e.g. 1:1 / 2:1 staffing ratio.

20. Hydrotherapy Use

20.1 Risk assessments are in place for learners who access the Hydrotherapy Pool.

21. Vehicles on Site

21.1 Horizons College has access to staff parking on-site. This includes identified disabled bus bays for Horizons College minibuses and pool cars and for passenger transport buses / taxies.

22. Violence to Staff / College Security – Refer to Visitors Policy

23. Working at Height

23.1 Appropriate equipment is in place in each Cohort such as steps for staff to use when working at height e.g. (display boards). Risk assessment in place.

23.2 Contractors follow their own Policies and Procedures for working at height.

24. Work Experience

24.1 Placements are risked assessed prior to work experience taking place.

24.2 Risk assessments are in place for learners who access work experience placements.

25. Related Policies

25.1 The following are policies that relate to this policy:

- a. Food Policy.
- b. Minimal Lifting Policy.
- c. Harmful Substances Policy.
- d. Administration and Storage of Medicines Policy.

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- e. Fire Procedure Policy.
- f. Guidelines for the use of Physical Intervention Policy.
- g. Safeguarding Children and Vulnerable Adults at Risk Policy.
- h. Whistle Blowing policy.
- i. Staff Handbook.

26. Key Contact Details

CEO: Jackie Smith: 07827 296667
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Signed Principal

Signed Chair of Governors

Date