

Current Status	Operational	Last Review:	March 2020
Responsibility for Review:	Director of Administration, Contracts and Health & Safety	Next Review:	March 2021
Internal Approval:	SLT	Originated:	October 2012

We at One are fully committed to developing and delivering against a robust Health and Safety system providing for its users an environment which is safe and maintains individual’s welfare.

This policy has been developed as a framework document and should be read in conjunction with other associated documents which define and detail the application of the Health and Safety policy within One. From time to time additional or revised safety policies, procedures, codes of practice and other information related to specific issues or activities will be issued and incorporated during the review process.

All Suffolk One staff are given access to an electronic copy of this Health and Safety Policy and are required to comply with any safety instructions relevant to their area of work. Students and others who may require it (e.g. contractors) will be given relevant information and training pertaining to the policy via the responsible Manager.

1.0 Introduction

One’s Health and Safety Management System (HSMS) and associated processes have been developed under the principles outlined in Health and Safety Guidance (HSG) 65 “Plan, Do, Check, Act”. As an academy the Governing Body is responsible for Health and Safety, through its HSMS it delegates responsibility to those within the organisation.

1.1 Statement of Intent

This is the general [‘statement of intent’](#) issued by the Governing Body to provide commitment towards providing a safe and healthy working environment for staff, students, contractors and visitors. It also acknowledges the important role and relationship between operating the organisation and controlling and understanding the associated risks.

1.2 [Health, Safety & Welfare Organisation– ‘Plan’](#)

Sets out the organisations structure for implementing Health and Safety policy, identifies key post holders delegated responsibilities and details the expected behaviours of staff to maintain both the safety of themselves and others. Effective policy implementation requires a planned and systematic approach to how the organisation functions and its safe working and learning environment.

1.3 [Proactive Implementation- ‘Do’](#)

We will adopt a proactive approach to Health, Safety & Welfare through sustaining a positive and open culture at all levels which manages its responsibilities before undesired events occur. The arrangements for planning and implementing policy will be supported through:

- Safety policies and procedures
- Safety information – information of a general nature
- Provision of Safe Systems of Work
- Control
- Cooperation
- Competence
- Communication

1.4 Performance Measurement- 'Check'

The proactive approach continues through into performance measurement through developing and actively monitoring performance and to ensure how effective we are in identifying and mitigating risks. Performance indicators will be identified and developed, these will provide information on:

- The Buildings and Activities within – including staffing, curriculum area and contractors
- Risk Evaluations – Identification and Mitigation
- Reactive Data – Accident Reports, Near-Misses, First Aid.

1.5 Review and Auditing- 'Act'

To deliver a continually evolving system review and evaluation is critical to the management system through providing a 'Feedback Loop'. This feedback is used in a number of areas:

- For internal consumption and management strategy
- Policy and procedure development
- To support external review and evaluation.

Auditing of the processes and system are a critical part of the HSMS and will be an evidence based system. In most cases this will be achieved through internal auditing complimented where deemed necessary with external audits and benchmarking data from similar organisations. In a majority of cases evidence will be based upon documentation, interview or observation. A summary of lessons learnt will be developed to coincide with the Health and Safety reporting cycle.

1.1 Health and Safety Statement of Intent

The trustees of Suffolk Academies Trust (SAT), its governors and staff are fully committed to ensuring a safe and healthy working environment for all staff, students, visitors and contractors working or visiting the premises. One Sixth Form College will continue to maintain and develop working conditions and practises which are safe and assessed to mitigate risk.

SAT acknowledges its responsibility to ensure through its policies and procedures:

- the provision of adequate information, processes, instruction, supervision and training;
- a safe and healthy working environment with adequate arrangements for welfare are provided and maintained;
- the continued development of its policies and procedures in both a proactive and, if necessary following an incident, reactive manner;
- that plant, equipment and systems of work are safe, and present minimal risk to health and safe operation;
- the control and safe use, handling, storage and movement of articles and substances;

One Sixth Form College will maintain effective joint consultation with staff, Trade Unions and appointed Safety Representatives on matters relating to health and safety.

Management and staff are required to observe and comply with current Health and Safety legislation within the workplace and to do all that is reasonably practicable to avoid and/or minimise risk to themselves and others.

One Sixth Form College will continue to operate its health and safety management system which develops roles and responsibilities while providing structure and challenge to its policies and procedures. Monitoring and reporting will continue to be undertaken through this management system.

The requirements of this policy shall apply to the main centre in Scrivener Drive and to all sites and workplaces that One Sixth Form College may use from time to time, including any that are leased or rented for the purpose of carrying out its business.

The policy will be reviewed annually and revised as necessary.



Signed:

Name: Jenny Milsom
Position: Principal of One Sixth Form College

Date: November 2019



Signed:

Name: Elton D'Souza
Position: Chair of Suffolk Academies Trust

Date: November 2019

Status	Issued	Date of Issue	November 2019
Approved by	Elton D'Souza	Date of Review	November 2020

Sets out the organisations structure for implementing Health and Safety policy, identifies key post holders delegated responsibilities and details the expected behaviours of staff. We have a planned and systematic approach to how the college functions to ensure a safe learning and working environment. It is the responsibility of all staff to promote a positive health and safety culture through taking a personal and proactive interest in safety.

1.2.1 The Governing Body

The Governing Body is ultimately accountable for Health and Safety onsite, and delegates responsibilities to those within the organisation.

1.2.2 The Principal

The Principal has overall responsibility for the management of Health & Safety matters within One. In practice, responsibility for day to day Health & Safety issues is delegated to the Health & Safety Manager.

In the absence of the Principal, the Deputy Principal, or in the absence of the Deputy Principal, the Associate Principals will be assigned the day to day responsibility for Health & Safety.

1.2.3 The Health and safety Manager

The responsibilities of the Health and Safety Manager include the following:

- Leading on matters of Health, Safety and related issues.
- Ensuring that all staff complete and record all reports and assessments that are required to comply with health and safety legislation and to support staff in preparation of such reports and assessments.
- Ensuring risk control is in place and where appropriate maintaining records.
- Liaising with HR and Occupational Health.
- Liaising with and acting for the college when dealing with statutory bodies.
- Being the appointed person with regard to the relevant contractual bodies for Health and Safety issues.
- Supporting the CPD programme that ensure staff receive the appropriate health and safety training.

1.2.4 The Senior Leadership Team (SLT)

The team must ensure effective local arrangements are in place for the implementation of health and safety policies, procedures and codes of practice. The responsibilities of the Senior Leadership Team include the following:

- To develop and promote a positive proactive approach to H&S within the college for both direct and indirect staff reports, including students.
- To ensure the adequacy and sufficiency of risk assessments being undertaken within their area of responsibility for staff, students and visitors.
- To agree performance measures and areas for improvement to deliver efficient and effective risk controls. Take account of Health and Safety when planning new or on-going projects.
- Have appropriate financial support for Health and Safety.

Status	Approved	Date of Issue	March 2019
Approved by	SLT	Date of Review	March 2021

1.2 Health, Safety & Welfare Organisation– ‘Plan’



1.2.5 Management Responsibility

Directors of Curriculum, Heads of Curriculum and Departmental Managers are responsible to ensure that staff are working safely and that students are studying safely.

The responsibilities of Directors of Curriculum, Heads of Curriculum and Departmental Managers include the following:

- To ensure the safety of staff, students and visitors
- To ensure procedures and risk assessments are sufficient and in place with controls implemented.
- To ensure staff are competent, with safe methods and procedures are used and carried out when undertaking the task. Where necessary identifying training needs, including induction, of staff within their area responsibility.
- To Audit and Performance review their area of responsibility providing a priorities development plan and controlling risks through evidence based risk assessment.
- so far as is reasonably practicable, all plant, machinery and equipment under their control is in safe working order, that safety rules and statutory requirements are displayed and observed and that Personal Protective Equipment (PPE) is worn as required.
- responsibilities for specific aspects of health, safety and welfare entrusted to identified individuals within their curriculum or department area are re-assigned when the individual is unavailable (illness, off site, etc.).

1.2.6 Staff and students

All staff and students have a responsibility to ensure the safety of themselves and others affected by their acts and omissions. Have a duty to co-operate with the Health and Safety Manager and/or the teacher, and any person upon whom a statutory duty is imposed for Health and Safety.

The responsibilities of staff and students include the following:

- To ensure all activities are assessed, planned and adequately resourced. That documented risk assessments have been carried out, appropriate control measures introduced and personnel involved are adequately trained, instructed, protected (PPE) and supervised
- To ensure that “near misses”, incidents and accidents are properly reported and recorded
- To ensure all persons are aware of the First Aid procedure, Fire Precautions, emergency procedures and to ensure special arrangements are available for people with disabilities, including visitors, to enable their safe evacuation in an emergency.
- To follow the training received
- Take reasonable care of own and other people’s health and safety
- Comply with all aspects of health and safety legislation

1.2.7 Contractors, Consultants and Self Employed Persons

Other employers, consultants and contractors attending site have a responsibility to look after their own health and safety and that of their employees and not to put others at risk through

Status	Approved	Date of Issue	March 2019
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1.2 Health, Safety & Welfare Organisation– ‘Plan’



their activities. No work will be undertaken on the site without written permission either from Suffolk One or one of its contracted service providers.

Whilst on One’s premises all contractors, consultants, visitors and self-employed persons must:

- Take reasonable care of themselves and others who may be affected by their actions or omissions and co-operate with One staff
- Comply with the One Health & Safety Policy and any associated procedure, codes of practice, guides or other instructions issued in respect of Health & Safety matters
- Report all “near misses”, incidents and accidents, ensuring they are properly reported to the Health & Safety Manager, Director of Administration, Contracts & Health and Safety or contracted service provider

1.2.8 Members of the Public / Visitors

All members of the public and visitors to One have a responsibility to look both after their own and others Health & Safety when they are on site. They must comply with warning signs and Health and Safety directions and instructions given to them by staff. One expects them to report to a member of staff any concerns, accidents/incidents, near-misses or unsafe circumstances of which they become aware.

1.2.9 Arrangements

One has appointed a Health and Safety Manager to lead, manage and assist the College to meet its duties under Health, Safety and associated legislation. One affords appropriate training, financial support and authority to enable the manager to undertake these responsibilities.

An Occupational Health Service provider is contracted by One to ensure employees are suitable for the tasks they undertake; monitor the effects of working practices on health and reduce sickness absence through appropriate management of medical conditions.

We assess the risks to health and safety, implements appropriate controls and provides any necessary training and information. Health and safety management is kept under regular review.

One plans its undertakings and proposed undertakings, considering health and safety at the concept stage.

1.2.10 Policies and Procedures

- Communications
- Competence
- Hazard Reporting: Accident/Incident/Near-Miss and Ill Health Reporting
- Risk Assessment
- Allocation of finance for Health & Safety
- Legionella
- Stress Management/Well- Being
- Gas/ Heating Systems
- Health & Safety Audits
- Fire & Evacuation
- Terror Alerts
- Portable Appliance Testing
- Noise
- Workplace Equipment
- Working at Height

Status	Approved	Date of Issue	March 2019
Approved by	SLT	Date of Review	March 2021

1.2 Health, Safety & Welfare Organisation– ‘Plan’



- Severe Weather
- Educational Visits
- Work Experience
- Community Use
- Moving and Handling
- Display Screen Equipment
- Managing Challenging Behaviour
- Violence & Aggression
- Lone Working
- Use of Drones
- Decorations, Banners and Promotional Items
- New & Expectant Mothers
- Dust & Fumes
- COSHH
- DSEAR
- Driving for Work
- Moving Vehicles
- Slips, Trips & Falls
- First Aid
- Vandalism, Theft and Arson

Status	Approved	Date of Issue	March 2019
Approved by	SLT	Date of Review	March 2021

1.3 Proactive Planning and Implementation- 'Do'

The arrangements for planning and implementing policy will be supported through:

- Safety policies and procedures – developing processes for college use
- Codes of Practice – guidance related to specific activities
- Safety information – information of a general nature

1.3.1 General

The arrangements for implementation of the Health & Safety Policy consists of systems and procedures that have been established to meet the aims and objectives outlined in the "Health and Safety Statement of Intent". They have also been developed based upon control measures emanating from departmental risk assessments. Additionally some are in response to legislative requirements (statutory, absolute duties or otherwise) or examples of good practice. Each curriculum or department is, therefore, responsible for establishing its own safe working practices, in conjunction with college wide health & safety practice based on specific risk assessments, legislation and good practice. However, there are many activities which occur that can be assessed generically. Where this is appropriate control measures, safe working procedures, codes of practice, safety guides or general safety instructions will be issued.

1.3.2 Consultation

The need to involve all members of staff in Health & Safety matters is recognised as being essential for successful implementation of this Policy and has already been acknowledged. Informal consultation should happen as a matter of course during normal day-to-day teaching and learning. In addition staff and students are encouraged to identify health and safety issues within their area.

The college will also recognise its duty in law to engage with union representatives in relation to Health & Safety when two or more unions request consultation. Any appointed staff representatives who are not affiliated with any union may also be included in consultations

1.3.3 Staff Health & Safety Group

The prime means of communication and consultation on Health, Safety and Welfare issues is through One's Staff Health and Safety Group. The group's terms of reference are to promote a Healthy & Safe culture and to encourage discussion, understanding and consensus between the various uses of One.

One's Staff Health & Safety Group reports to the Health & Safety Manager who collates information and passes this to SLT and/or the appropriate Governors sub-committee. Its membership includes representation from the Curriculum, Support Services and managed services providers. In some cases where it has been deemed necessary other nominated specialists may be included for specific technical advice. When requested, representatives from the recognised trade unions and staff representatives may also be included.

This group is an integral part of Health & Safety implementation, discussing operational issues and faculties arrangements for health and safety and in particular sharing risk assessments and experiences around control measures both good and bad.

1.3.4 Procedures, codes of practise, guidance and safety instructions

Where, as a result of risk assessments, control measures are developed which meet legislative requirements or result in good Health & Safety practice. These will be replicated and

Status	Approved	Date of Issue	March 2019
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1.3 Proactive Planning and Implementation- 'Do'

disseminated to other Directorates/ service areas within One. The purpose is to ensure, so far as is reasonably practicable, consistency across the whole of One irrespective of location though it may be necessary to adapt them to meet specific requirements of individual areas. All Procedures, Codes of Practice and Safety Instructions will be reviewed and may be amended if there are changes in circumstances, accepted good practice or changes in statutory requirements.

1.3.5 Implementing

One will decide on risk controls and put them into place. Relatively minor risks can be dealt with by a number of simply stated general rules and will usually be available to all staff in the form of the generic site risk assessments. Employees must be given proper tools and equipment and they must be maintained.

One will ensure that all staff have the necessary competency to carry out their task and to supervise them to make sure arrangements are followed. Managers, Supervisors, Directors and SLT will all have responsibilities to ensure staff are adequately supervised as needed and that there is compliance with the arrangements.

Status	Approved	Date of Issue	March 2019
Approved by	SLT	Date of Review	March 2021

1.4 Performance Measurement- 'Check'

The proactive approach continues through into performance measurement through developing and actively monitoring performance to ensure how effective we are in identifying and mitigating risks. Performance indicators will be identified and developed to a pre-determined standard, these will provide information on:

- The Environment – what’s going on around us
- The Past – what’s happened so far
- The Potential – what problems or dangers we might face

These performance indicators reveal where improvements are needed. The success of action taken to control risk is assessed through active self-monitoring involving a range of techniques. These include examinations of both hardware (premises, plant and substances) and software (people, procedures and systems), including behaviour.

1.4.1 Monitoring

Day to day responsibility for monitoring the effectiveness of One’s Health & Safety Policy should follow normal managerial lines. However there is a need for more formal monitoring with evidence being provided to ensure that the aims and objectives of the Policy are being met. The ways in which monitoring will be undertaken include:

- reviewing risk assessments and the implementation of policies and procedures related to health and safety
- analysis of accident, ill-health, incidents, near miss and dangerous occurrence statistics
- the inclusion of Health & Safety in Curriculum and Departmental reports

Failures of control are assessed through reactive monitoring which requires thorough investigation of any accidents, ill-health or incidents with the potential to cause harm or loss. In both active and reactive monitoring, the objectives are not only to determine the immediate causes of the sub-standard performance but, more importantly, to identify the underlying causes and the implications for the design and operation the health and safety management system as a whole, or in sections.

Status	Approved	Date of Issue	March 2019
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1.5 Review- 'Act'

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- for internal consumption and management strategy
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- to support external review and evaluation.

Auditing of the processes and system are a critical part of the HSMS and will be an evidence based system. In most cases this will be achieved through internal auditing complimented where deemed necessary with external audits. In a majority of cases evidence will be based upon documentation, interview or observation.

Reviewing health & safety performance is an on-going activity and planned appropriately to ensure it happens on a timely basis, particularly where no monitoring have stimulated it to occur.

Lessons Learnt

One will make every effort to share lessons learned from incidents with as many people who would benefit from it as possible. It recognises that if an incident subsequently occurred as a result from ineffective communications of similar conditions it would not only be regrettable but a failure in how the management of health and safety is conducted or controlled, or both.

One will actively source contacts and comparable feedback from other organisations that are similar in order to gain industry lessons and implement them where similar conditions exist at One.

In some cases reports may be shared with all, in others an immediate alert may be issued to a specific department or area depending on the nature of the information to be shared. A formal action plan can be issued with areas for improvement to management in order to structure their approach to health & safety in the coming period.

Status	Approved	Date of Issue	March 2019
Approved by	SLT	Date of Review	March 2021

Revision History - Health and Safety policy

Revision date	Reason for revision	Changes made
March 2020	Annual Review	Added the updated Statement of Intent