

## Health and Safety Plan

**Primary person responsible for this plan:** Helen Edwardson

**Job title:** Bursar

**Last review date:** September 2021

**Next review date:** September 2022

**Circulation:** This policy has been adopted by the governors and is available to parents on request. It is addressed to all members of staff and volunteers and applies wherever they are working with children.

'Parents' refers to parents, guardians and carers.

## **1. Introduction**

The DLD College Health and Safety Plan supports the [Alpha Plus Group Health and Safety Policy and Arrangements](#). This, and all DLD documents referred to in this plan can be found on the Portal. The Health and Safety Plan is a statement of the practical and specific health and safety arrangements established within the college. The Health and Safety Plan is not intended to duplicate the Group Policy and Arrangements, but rather represents a statement of the actions taken by the Principal to ensure compliance with health and safety law.

The Health and Safety Plan has been agreed by the Executive Leadership Team and is subject to review annually or in the event of any significant change.

College policy and procedure documents referred to in this plan can be found on the Alpha Plus portal, at <https://egiportal.alphaplusgroup.co.uk/college/dld/Pages/all-documents.aspx>

## **2. School/College Roles and Responsibilities**

Key roles and responsibilities have been identified for the management of health and safety and implementation of the health and safety plan within the school. The responsibilities of the Principal are outlined in the Alpha Plus Group Health and Safety Policy. To ensure the effective management of health and safety within the college specific health and safety responsibilities have been delegated as follows:

James Kidd, Vice Principal (Pastoral) Designated Safeguarding Lead. Health and safety issues as they relate to the welfare and protection of children.

Paul Anderson, Facilities Manager. Operational responsibility for implementation and monitoring of this Health and Safety Plan, identifying risks and repairs, and resolving/escalating as appropriate. Liaison with APG Director of Property and outside contractors as required.

Helen Edwardson, Bursar. Responsibility for updating the Health and Safety Plan and chairing the Health and Safety Committee. Line management of the Facilities Manager and therefore responsible for overseeing the implementation of this Health and Safety Plan (as described above).

## **3. H&S Communication and Consultation**

Health and Safety Information will be communicated to staff as follows:

- As part of their induction at commencement of employment, arranged by the Facilities Manager. This will include the Alpha Plus Group Health and Safety Policy and arrangements and health and safety information/risk assessments specific to their role
- Further Health and Safety training and updates will be arranged for existing staff. The Facilities Manager will, as required, arrange for appropriate training to take place in liaison with the Principal
- Through ad-hoc staff meetings; as part of staff appraisals and one to one meetings with line management
- Display of relevant health and safety information on staff noticeboards
- Access to the Alpha Plus Group Portal
- Through email communications

- A Health and Safety Law poster is displayed on the staffroom notice board and in the kitchen.

The Principal has established a Health and Safety Committee in line with the requirements of the Alpha Plus Group Health and Safety Policy and Safety Arrangement on Communication and Consultation. The Health and Safety Committee is responsible for:

- co-ordinating the implementation of the Health and Safety plan. They regularly review measures taken to ensure the health and safety of employees, pupils and staff
- meeting regularly to discuss matters concerning health and safety
- reviewing and updating any risk assessments (where necessary)
- reviewing accident and near miss records to look for patterns
- discussing training requirements
- reviewing the actions taken to remedy any identified risks

The college's Health and Safety Committee comprises:

- Irfan Latif (Principal)
- Helen Edwardson (Bursar) - Chair
- Paul Anderson (Facilities Manager)
- Sean Gallagher (CCA and Sport)
- Pardeep Sagoo (Head of Science)
- Cristina Vera Freire (College Nurse)
- James Kidd (Vice Principal - Pastoral)

The Health and Safety Committee meets once every term.

Health and Safety meetings are notified in advance to all staff and requests for agenda items made. Minutes are produced, with action points. These are reviewed at the start of the next meeting, with actions taken noted. The minutes are emailed to Governors and placed on staffshare.

All employees have a responsibility for their personal safety and the safety of others. They must:

- cooperate 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
- report all health and safety concerns to a member of the Health and Safety Committee
- familiarise themselves with the DLD fire procedure and other Health and Safety procedures outlined in the Alpha Plus Health and Safety Policies and on the notices displayed in the staffroom
- In respect of boarding, it is the responsibility of the HouseParents to familiarise themselves with fire procedures and to ensure that the students do the same

WHENEVER AN EMPLOYEE IS AWARE OF ANY POSSIBLE DEFICIENCIES IN HEALTH AND SAFETY ARRANGEMENTS HE/SHE MUST DRAW THESE TO THE ATTENTION OF THE BURSAR OR THE FACILITIES MANAGER OR IF IT RELATES TO CHILD WELFARE AND PROTECTION, TO THE DESIGNATED SAFEGUARDING LEAD. THE ISSUE WILL THEN BE RECORDED AND, IF RELEVANT, DISCUSSED AT THE NEXT MEETING OF THE HEALTH & SAFETY COMMITTEE

#### **4. First Aid Arrangements**

First aid arrangements are detailed in the DLD First Aid Policy.

#### **5. Accident/Incident Reporting and Recording Arrangements**

Reporting of accidents and incidents (RIDDOR) are detailed in the DLD First Aid Policy.

#### **Accidents/Incidents to students, staff and visitors and work-related ill health**

All accidents are to be recorded in an accident book. Books are kept in the College Nurses office, Wellbeing office, Science Prep room, Art Technician's office and Reception. The person writing a report is responsible for taking the report to the Bursar immediately, who will also inform the Facilities Manager. When it has been actioned by the Bursar, the report is filed by the Principal's PA, in her office.

Incidents are reported on a separate Incident Form, which is on the Portal.

Any accident resulting in a fatality or major injury will immediately be reported to the HSE, the Director of Property and to Law at Work's Health and Safety service by telephone, and the location of the accident will be sealed off in preparation for a visit from the police and the HSE.

#### **6. Fire Safety**

Fire safety and evacuation arrangements, including details of fire officers and personal emergency evacuation plans, are detailed in the DLD Fire Safety Policy.

#### **7. Lock Down Procedures**

Arrangements for lockdown are detailed in the DLD Lockdown Procedure. Further Group guidance on Lockdown procedures is available on the APG Health and Safety section of the Portal.

#### **8. Security of Premises**

The Principal, School Security and the Facilities Manager are the designated key holders and are responsible for the security of the building.

The building has CCTV cameras positioned outside and inside. The system outside the premises is monitored by Urbanest, whose CCTV policy can be found on the portal. The Inside of the College is monitored by DLD Security. Recorded CCTV can be accessed and footage saved to a USB stick if requested by the Principal or ELT in the event of an incident. A CCTV footage request form must be filled out and signed by the Principal or ELT.

All staff and students have smart badges. All visitors are required to report to the reception. They must sign in and out and are given visitors badges.

#### **9. Asbestos Survey and Management Plan**

DLD's college building was erected in 2015. As the building is new, contains no asbestos and asbestos is banned from the building, DLD does not maintain an asbestos register.

## 10. Driving and Vehicles

DLD College does not own or operate any vehicles. Transport of students on off-site visits follows the Alpha Plus Educational Visits Guidance, available on the portal.

There is very limited parking for contractor's vehicles at the back of the college premises. Ingress and egress is via a locked gate, controlled by the Landlord.

## 11. Risk Assessments

Risk assessments have been prepared for identified significant hazards within the college and are listed below. The Facilities Manager is responsible for the communication of risk assessments in college to relevant staff and for carrying out regular reviews to ensure that risk assessments remain suitable and sufficient. The Facilities Manager is responsible for ensuring the action required to remove or control risks is implemented.

The Educational Visits Coordinator reviews risk assessments for educational visits.

In respect of accommodation, risk assessments will be undertaken by the Facilities Manager in association with the Director of Boarding.

The COVID-19 Risk assessment is updated by the Bursar, with input from other members of the ELT as appropriate.

Risk assessments are made available to staff via the staff shared drive, or on request from the Facilities Manager or Bursar.

### List of risk assessments:

Art Construction	Pancake Race
Art Rooms	PE lesson
Atrium Events	Photography rooms
Biology labs	Physics lab
Bunting	Physics Prep Room
Boarding accommodation and activities	PPE in the workplace
Chemistry labs	Science prep room
Courtyard	Silent Disco
DSE users	Stairs and corridors
General Classrooms	Talent show
Ladder and Steps	Third floor roof garden
Lone working	Violence in the College
Managing hazardous or clinical waste	Wellbeing Garden
Manual handling	Work at height
Minibus journeys	Yoga
Music	
New and expectant mothers	

## **12. Safe plant and equipment**

The Facilities Manager is responsible for identifying all building/equipment maintenance in College. Any problems found with the building or equipment should be reported to the Facilities Manager.

Houseparents & Boarding Assistants are responsible for identifying all building/equipment maintenance in the boarding house. Any problems found with the building or equipment should be reported to Urbanest maintenance via a Smartsheet email.

Portable electrical equipment is tested annually in College and bi-annually in the boarding house by our contracted company PATSAFE.

Records are kept of regular checks to firefighting equipment. Fire extinguishers are checked annually by the manufacturer.

The building is inspected annually by external agencies and a Fire Risk Assessment, Health and Safety report are produced. The Facilities Manager oversees any remedial action that may be required.

## **13. Safe handling and use of substances**

The Facilities Manager along with the Lab technician (for science), The Arts technician (for creative arts), Cabenco (Cleaning contractors) and the Catering Manager will be responsible for identifying all substances which need a COSHH assessment.

The above departments will be responsible for undertaking COSHH assessments and for ensuring that all actions identified in the assessments are implemented.

Note: the risks must be assessed from all substances hazardous to health, including cleaning materials, laboratory chemicals, paints, thinners and Varnishes etc.

Assessments will be reviewed annually.