

Catch22 College Policy

Health & Safety

Contents

| | |
|----------------------------------|---|
| 1. What is the policy about? | 2 |
| 2. Who does this policy apply to | 2 |
| 3. Policy requirements | 2 |
| 4. Related policies | 8 |
| 5. Appendices | 8 |

Catch22 reserves the right to amend this policy, following consultation, where appropriate.

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1. What is the policy about?

Catch22 Colleges will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health & Safety at Work Act 1974 and other statutory and common law duties.

This policy is an overview of health and safety arrangements and accompanies a set of topic specific guidance and forms. Included in this policy is a description of roles and responsibilities and the arrangements to ensure Catch22 meets legal obligations, sets and monitors standards and provides information to staff.

2. Who does this policy apply to?

This policy will be brought to the attention of and issued to all members of staff and a reference copy kept at each site. Visitors and contractors are informed of relevant safety information on arrival. The Catch22 Statement of Intent is reviewed and signed by the Chief Executive on an annual basis and displayed in all Catch22 workplaces.

3. Policy Requirements

Scope

While it is accepted that the overall responsibility for health and safety rests with Catch22 as the employer, significant duties are placed on certain individuals and groups within the organisation. Everyone must ensure they understand and act to fulfil their responsibilities for health and safety.

Responsibilities of the Board of Trustees

Trustees have overall legal responsibility for the health, safety and welfare of

- Staff (including volunteers)
- Members of the public engaged in Catch22 activities
- Members of the public coming into contact with Catch22
- Employees of other organisations working within Catch22

This duty is discharged in part, through the appointment of a Chief Executive and other suitably qualified staff to ensure, as regards the health and safety of these individuals, that:

- All reasonable, practicable steps are taken to ensure everyone’s health, safety and welfare;
- Catch22 is compliant with all legislation and applicable regulations;
- Catch22 develops and implements the appropriate and necessary systems and procedures;
- Sufficient resources are devoted to the health and safety function.

The Catch22 Governance, Risk & Internal Audit Committee receives an annual report on the arrangements Catch22 has in place to manage health and safety, and the Board of Trustees receives a quarterly report focusing on risk and the management response. Through these arrangements the Trustee Board reassures itself that health and safety matters are taken seriously and managed competently across Catch22.

Responsibilities of the Chief Executive and Chief Officers Group

The Chief Executive has delegated responsibility from the Trustees. To fulfil this responsibility, the Chief Executive and Chief Officers Group will

- Appoint competent health & safety advisers, sufficient for the size and nature of the organisation.
- Ensure a Statement of Intent is in place demonstrating a clear commitment to health and safety principles and legislation.
- Be cognizant of and alert to the advice given by competent persons regarding statutory requirements affecting Catch22 and the management arrangements in place to meet these.
- Provide adequate funding and facilities to meet the requirements of the Health and Safety Statement of Intent.
- Support the development of a positive health and safety culture and hold their management teams to account for delivering the same.

Responsibilities of Strategic Director and appointed Senior Leadership

- Demonstrate visible leadership and commitment to health, safety & wellbeing and ensure that an effective and inclusive communication strategy is in place.
- Ensure appropriate resources are available (including financial) to meet obligations for health and safety matters, including the provision of training and equipment.
- Oversee the effective implementation of Health and Safety management arrangements and seek assurance from the Head of Wellbeing & Safe Practice that suitable processes exist for the identification, monitoring and review of risk control measures, to select the most appropriate means of minimising risk to staff, service users/learners and others.
- Support Catch22 in promoting a positive health and safety culture including participation in educational and promotional initiatives.

- Ensure health and safety issues are fully addressed and integrated into consideration of organisational changes, plans and strategies including new business opportunities and the setting of targets to improve health and safety performance.
- Seek advice from the health & safety team to ensure effective planning and implementation of health & safety policies.
- Regularly review data provided via Datix, 4actions and other information sources to effectively hold operational management to account for reducing risk and managing safety and wellbeing.

The Head of Wellbeing & Safe Practice is a member of the Catch22 College Senior Leadership Team and has responsibility for;

- Co-operating with the Board of Trustees to enable the health & safety policy and procedures to be implemented and complied with.
- Reporting to the Board of Trustees on health & safety performance and any safety concerns or issues which may need to be addressed by the allocation of funds.
- Ensuring consultation arrangements are in place for staff.
- Managing the H&S Team to ensure each college site has adequate provision of competent health & safety guidance.
- Ensuring a robust audit programme is in place to monitor compliance with health & safety legislation, guidance and Catch22 policies.

Responsibilities of Lead Teachers

Lead Teachers have day to day responsibility for their college and have a duty to ensure maintenance and development of safe working practices and conditions for staff, learners, visitors and any other persons using Catch22 managed premises or engaged in any Catch22 led activities. While the responsibility for meeting health, safety and wellbeing standards and duties cannot be delegated, Lead Teachers may be assisted by other designated individuals ie. Health & Safety Representatives, Administrators, and other staff with specialist knowledge of risks eg. construction tutors.

Lead Teachers are required to:

- Develop any local health and safety procedures required, aligning with the Catch22 Health & Safety policy.
- Demonstrate visible leadership and commitment to health and safety and promote a positive health and safety culture by setting a good example, promoting good practice and challenging poor perceptions or attitudes towards health and safety.
- Ensure that responsibilities for health and safety are properly assigned, communicated and understood by employees and are referenced within job descriptions within their area of control.
- Ensure all required risk assessments are undertaken and kept under regular review, in line with the guidance document provided on the Health, Safety & Wellbeing Advice & Guidance sections and any advice provided by the Catch22 Health & Safety Team.
- Ensure timely reactive monitoring takes place including investigating all reported hazard reports by employees, accidents, near misses, incidents of violence and occupational illness, in order to identify causes, to establish the facts and put in place measures to prevent a recurrence.

- Ensure all employees and volunteers understand the incident and near miss reporting procedure and have access to Datix to do so.
- Regularly monitor incident records on Datix and take action to share learning to reduce risks and follow up on any outstanding queries from the H&S team.
- Participate in all elements of the health and safety audit process and ensure that action plans required as part of the audit processes are drawn up and their implementation monitored.
- Regularly review compliance monitoring information on 4actions and take action as necessary to ensure actions assigned are completed and records are updated.
- Hold individuals accountable for their health and safety responsibilities. Ensure health and safety matters are considered in performance appraisals, and corrective action is taken in the case of deviation from health and safety standards/procedures.
- Engage in regular two-way communication with employees about Health and Safety issues and take appropriate action regarding any concerns that employees raise.
- Engage in regular communication with the Catch22 Health & Safety team on matters relating to incident reporting, compliance, risk assessments, local procedures and any other local safety arrangements.
- Ensure a non-management Health & Safety Representative is identified to represent their colleagues in sharing information to and from the Catch22 Health & Safety Team.
- Ensure the Health & Safety Representative has time and resources required to fully participate in the H&S Reps Network and liaise with colleagues and leadership team in their college.
- Ensure sufficient training and development is in place to allow each employee and volunteer to undertake their duties effectively and safely, this includes a comprehensive induction and signposting to guidance and information available on the Health, Safety & Wellbeing area of the staff intranet and e-learning courses available on Learning Place.
- Report to their Director and the Health & Safety team any issues which are beyond their control, or where resources are insufficient to enable compliance with the Health and Safety Policies.
- Ensure that health and safety is an agenda item at staff meetings.

Employees and Volunteers

Under the Health & Safety at Work Act 1974, all employees have general health & safety responsibilities. All employees are obliged to take care of their own health & safety whilst at work, along with that of others who may be affected by their actions.

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the Health & Safety Policy and procedures at all times;
- Report all incidents and near miss events in line with the incident & near miss reporting procedure.
- Co-operate with the college's leaders on all matters relating to health & safety
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health, safety and welfare.

- Report all defects in condition of premises or equipment and any health & safety concerns immediately to Lead Teacher or H&S co-ordinator.
- Ensure they only use equipment or machinery they are competent and have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

Catch22 Health & Safety Team

The Catch22 H&S Team assists colleges with the provision of competent health & safety advice, auditing of compliance with regulations and guidance and monitoring and investigating incidents and near miss reports. This provision is co-ordinated by the Head of Wellbeing & Safe Practice.

Visitors and contractors

This policy is available to view in hard copy for all visitors and contractors, and available upon request. They will be informed of relevant safety information on arrival. Notices display safety information throughout the colleges.

Policy requirements

Reporting an Incident or Near Miss

All incidents and near misses must be reported within 24 hours by submitting a report on Datix. This includes incidents involving workers, learners, visitors, contractors on site and members of the public affected by the activities and undertakings of the college. Any incident considered a significant risk to people or the college’s reputation must be reported to the H&S team as soon as it is safe to do so by phone or an email alert, ahead of a report being completed and submitted. See Appendix 2 for reporting categories and refer to the Catch22 Critical Incident Policy for how to report and respond to a major incident.

Definitions:

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| Incident with physical injury | Unplanned, unexpected events arising out of or in connection with work affecting employees, learners, members of the public, contractors, visitors, volunteers, |
| Near miss | Occurrences that arise out of or in connection with work, where harm was very nearly caused eg. <ul style="list-style-type: none"> • Behaviour towards staff member with clear intention to harm but did not • Slip on wet floor but no injury • Failure of equipment or furniture that could have caused an injury if in use at the time |
| Abuse (no physical injury) | Incidents of verbal or physical abuse, threats and/or harassment where no physical injury was sustained but had a negative impact on emotional health. |
| Ill health at Work | Any health condition caused, or made worse, by the college’s work environment and any occurrence of disease cases in excess of normal expectancy that is likely to impact on welfare of staff and service users and business continuity. |

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| Hazards | Something that could cause harm that requires remedial action to make safe. |
| Work related incident | <p>Incidents that arise out of or are in connection to the work of Catch22 eg.</p> <ul style="list-style-type: none"> · Harm caused by the behaviour of service users or members of the public while staff are at work · A failure in the way a work activity was organised eg inadequate supervision, inadequate risk assessment, non-compliance with safety procedure · The way equipment or substances were used eg sports equipment, art materials, ladders · The condition of the premises eg poorly maintained floor coverings, poor lighting of stairs |

Incident with physical injury

All employee and volunteer incidents with physical injury, no matter how minor, are recorded on the same day. The report is completed, where possible, by the staff member who has experienced the incident or a staff member who witnessed it. The Lead Teacher is informed of all staff and volunteer injuries and ensures an investigation is carried out with corrective actions and lessons learned recorded for sharing with the staff team, and more widely across other Catch22 Colleges, and services as applicable.

All incidents of learners and other non-employees (members of public/visitors to site etc.) injured while at the college must also be recorded on the same day by a staff member who witnessed the incident or provided first aid.

Reportable ill health

Ill health caused by work related factors are reported to the Catch22 H&S Team using the incident & near miss reporting procedure. See above for the definition of work-related ill health. A list of reportable diseases can be found [here](#). All absence relating to ill health is recorded on People First.

Reporting to the Health & Safety Executive (HSE)

All incidents reportable under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) are reported to the Catch22 H&S Team without delay. The H&S Team complete the online HSE report within the relevant deadline. Reportable incidents include:

- A learner or other non-employee being taken directly to hospital for treatment required due to an incident arising out of or in connection with the operation of the college (see definition of work related incident).
- Employee absence or inability to carry out their normal duties as the result of a work-related incident, for periods of 7 days or more (including weekends and holidays).
- Specified injuries to workers including, but not limited to, fractures, other than to fingers, thumbs and toes, amputations, any injury likely to lead to permanent loss of sight or reduction in sight, any crush injury to the head or torso causing damage to the brain or internal organs, serious burns (including scalding) and any loss of consciousness caused by head injury or asphyxia.

- To see the full list of reportable injuries see <http://www.hse.gov.uk/riddor/reportable-incidents.htm>

Harm to wellbeing incidents

- Incidents that have caused harm to the wellbeing of staff are recorded using the same procedure as reporting a physical injury.
- Incidents relating to the behaviour of a learner are also subject to guidance outlined in 'Catch22 Colleges Behavioural and Code of Conduct Policy'.
- If the incident has resulted in an injury, the procedure for reporting an 'Incident with Injury' is followed.

Near Miss Events

Reporting of near miss events provides an opportunity to learn and reduce risk. Near miss events are recorded using the same procedure as all other incidents. Actions taken to reduce risk of harm being caused by occurrence of a similar event are recorded in the same way as for an incident of physical harm or abuse.

Reporting Hazards

Hazards are reported in the Hazard Log Book on site, along with updates on when the remedial action has been carried out (including date and signature). The Lead Teacher is responsible for ensuring hazards are acted upon, escalating to the Senior Leadership Team and Catch22 H&S Team if required.

First Aid

First aid provision

Each college assesses the need for first aid provision on site and, where required, for trips/visits and extra-curricular activities. This assessment is recorded and reviewed annually.

First aid qualifications remain valid for 3 years. The Lead Teacher will ensure that refresher training is organised, to maintain competence. The Lead Teacher will ensure that sufficient trained First Aiders are available to cover absences and when a current First Aider leaves employment.

Posters are displayed to inform learners, staff and visitors of the location of First Aid kits and First Aiders. First Aiders are responsible for monthly checks on First Aid kits to ensure stock is replenished as necessary through use and expiry dates.

Transport to hospital

Where a first aider considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents / carers will be notified immediately of all significant injuries to learners.

No casualty will be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents/carers cannot be contacted in time.

A report will be submitted to HSE (RIDDOR) for any work-related incident resulting in a learner being taken directly to hospital and requiring treatment (see above section for procedure).

Medication

Medication is stored and administered in accordance with the Medical Conditions Policy. Compliance with the policy is reviewed during internal H&S audits.

Fire

In accordance with the Regulatory Reform (Fire Safety) Order 2005 (RRFSO), the Lead Teacher holds the role of ‘responsible person’ to ensure all relevant requirements of the RRFSO are implemented and maintained. They are assisted in this duty by competent guidance from the Catch22 H&S Team and external specialist advisers when required.

Definitions

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| Responsible person | The responsible person at the college is the Lead Teacher. |
| Competent Person | A trained fire safety and fire safety systems specialist with independent registration with, or certification from, a professional or certification body with sufficient professional indemnity insurance and public liability insurance. |
| Fire Warden | A staff member designated to take responsibility for checking fire hazards, emergency procedures and escape routes. |

The Lead Teacher is responsible for ensuring a Fire Risk Assessment (FRA) is undertaken and implemented. The FRA will be reviewed annually. A review can be undertaken by a designated staff member such as a lead Fire Warden who has received training in reviewing FRAs or a H&S adviser from the H&S Team. In the event there is no trained person available, a competent person will be commissioned to carry out the annual review.

A competent person will be commissioned from a fire safety company to undertake a full FRA at least every five years or sooner if there are any changes to the building or the way in which the building is used eg. increase in numbers of learners.

The FRA and evidence of completion of any remedial works is included in the Catch22 internal audit process. Training for Fire Wardens and Lead Teachers is available from Catch22 H&S Team and external fire safety specialist companies.

Emergency Procedures

- Fire and emergency evacuation procedures are displayed prominently around each college. These procedures are reviewed at least annually and are made available to all staff as part of the college’s induction process. Evacuation procedures are also made available to all contractors/visitors.
- Emergency exits, fire alarm call points, assembly points are clearly identified by safety signs and notices.
- Emergency contact and key holder details are maintained by the Lead Teacher/College Administrator and recorded in the Business Continuity Plan.

Personal Emergency Evacuation Plans (PEEP)

- Any staff member or learner who requires assistance during an evacuation must have a PEEP detailing the assistance they require and how this need will be met. If assigning an evacuation buddy, cover for any staff absence must be considered. The PEEP must be reviewed termly with the tutor or line manager and Fire Wardens.

Fire Drills

- Fire drills will be undertaken termly and results recorded in the fire log. Results include time taken to evacuate and any observations for action eg. pinch points causing delays in evacuating.
- Fire Wardens will wear high visibility jackets during all evacuation procedures.

Fire Fighting

- The safe evacuation of all children, visitors and staff is an absolute priority. Staff may only attempt to deal with small fires, if it is safe to do so without putting themselves at risk, using portable firefighting equipment.
- Staff members are to be aware of the type and location of portable firefighting equipment and receive basic instruction in its correct use.

Details of service isolation points (i.e. gas, water, electricity)

- These are highlighted on the drawings displayed in the vicinity of the Fire Alarm Panel.

Details of chemicals and flammable substances on site

- An inventory is held in the site H&S log/folder and stored with the substances.

Inspection and maintenance of emergency equipment

The Lead Teacher is responsible for ensuring that the fire log is kept up to date and that the following inspections and maintenance are undertaken and recorded in the log located in the front office.

Fire Alarm System

- Fire alarm call points will be tested weekly in rotation and a record kept. Any defects on the system will be reported immediately to the alarm contractor/electrical engineer.

Fire Extinguishers and Blankets

- Weekly in-house checks are conducted to ensure that all firefighting equipment is in the correct position, easily accessible and clear of obstruction, correctly charged and operational, and showing no signs of tampering.
- Contractors undertake an annual maintenance service of all firefighting equipment.
- Defective equipment or extinguishers that need recharging should be taken out of service and reported directly to Headteacher/College Business Administrator for replacements.

Emergency Lighting Systems

- Emergency lighting is checked by the Lead Fire Warden or H&S Co-ordinator each month. Annually, the contractor will conduct a full discharge test and certification of the system.

Means of Escape

- The Fire Wardens will carry out daily checks for any obstructions on exit routes and will ensure all exit doors are operational and available for use.

Good Housekeeping

All passageways, stairwells and storage areas will remain clean, tidy, and cleared from any obstructions. At no time will any items be stored in the vicinity of heat-producing equipment. Routine inspections of internal and external areas will be conducted by the Fire Wardens; however, the whole staff take a proactive approach to good housekeeping, to promote a safe and healthy working environment.

Other Emergency Procedures

The college's Emergency and Business Continuity Plan details procedures for emergency evacuations in the event of flood, explosion (or risk of explosion), chemical exposure risk or other emergency in the vicinity of the college that creates a risk of harm to staff and learners.

The college's emergency plan also includes a procedure for lock down.

The Lead Teacher is responsible for the emergency plan; it is shared with all staff during induction and reviewed annually.

All staff are required to read and accept the Critical Incident Policy that sets out the procedure for reporting and gaining additional support in the event of a serious incident, either on site or off site affecting Catch22 staff, learners or visitors.

Procedures are shared and practiced in an age-appropriate way with learners on a frequency cycle to ensure all learners are informed and confident in knowing what to do in the case of an emergency.

Risk Assessments

General Risk Assessments

Each college conducts and documents risk assessments for all activities presenting a risk. All staff are able to undertake and contribute to risk assessments which are approved by the Lead Teacher. A Risk Assessment Register is maintained, listing all risk assessments and their review dates. Risk assessments are available for all staff to view and are held in an online shared H&S folder and in the site log. Risk assessments will be reviewed on an annual basis or when the work activity changes. Staff will be made aware of any changes to risk assessments relating to their work. A sample of risk assessments will be reviewed during each annual internal H&S audit.

Curriculum Activities

Risk assessments for curriculum activities will be carried out by tutors using the relevant guidance and best practice. Any significant findings are incorporated into lesson plans and schemes in daily use. Advice on curriculum safety is available from the H&S Team. All off site trips are arranged and risk assessed in accordance with the External Visits Policy and use of the Evolve system.

Individual Risk Assessments

Specific assessments relating to staff members and learners are held on the individual's file and will be undertaken by a relevant line manager or tutor. Such risk assessments will be reviewed on a regular basis.

It is the responsibility of all staff to inform their line manager of any medical conditions that may be affected by their work. A frequently reviewed written risk assessment is required for all staff members that have a health condition or injury that increases risk of harm at work. Staff are encouraged to inform their line manager as soon as possible to enable risks to be assessed and any risk reduction plans to be put in place. A referral to Occupational Health may be appropriate to inform the risk assessment and this can be made via the People Partner.

Pregnancy

All expectant mothers will carry out a risk assessment with their line manager to consider any increased risks to their health and that of their unborn child. A guidance and template are available from the H&S Team. This risk assessment is kept under regular review and amended to reflect any changes in risk and the health of the mother. This same risk assessment template is used to consider and record risks for a pregnant learner.

Asbestos

An asbestos management plan is in place for the college group in accordance with HSE and DfE Guidance. The college's asbestos register, management plan and record of inspections are contained in the site log held by the Administrator and will be made available to all staff and contractors prior to **ANY** work commencing on the fabric of the building or fixed equipment.

No work can commence until this log has been checked and permission to work given to confirm that those undertaking the work are fully aware of the location of all known asbestos.

An Asbestos survey is to be reviewed by a competent assessor every five years if there is no obvious change to the condition of or location of asbestos containing materials (ACM). An exception to this will be where a management plan is in place that states a requirement for more frequent surveying. Photographs of the location of any ACM is held in the site log to allow easy identification of any changes during an annual visual inspection. A record of annual visual inspections must be made in the site log.

Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air.

Under no circumstances must staff drill or affix anything to walls or ceilings without first consulting the site log, ensuring no ACM would be disturbed or damaged.

Any damage to materials known or suspected to contain asbestos should be reported to the Lead Teacher and Catch22 H&S Team immediately.

Contractors

All contractors used by the colleges shall ensure compliance with relevant Health & Safety legislation, guidance and good practice. They must hold an up-to-date Liability Insurance, suitable qualification, and provide an up-to-date DBS certificate for every operative who will be on site.

All contractors must report to reception, where they will be asked to sign the visitor's book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.

The Lead Teacher is responsible for ensuring all areas are monitored where the contractor's work may directly affect staff and learners, and for ensuring records are kept of all contractor work.

Contractors will be asked to provide risk assessments and method statements specific to the site and works to be undertaken. The college, contractor(s) and any subcontractor(s) involved will agree the risk assessment and safe systems of work to be used prior to works commencing on site. Works requiring a permit to work will be issued and monitored in line with the Catch22 Permit to Work System procedure.

Legionella

The college group complies with advice on the potential risks from Legionella as identified in the HSE ACOP L8.

A water risk assessment of each college is carried out every two years. The Lead Teacher is responsible for ensuring that the identified operational controls are being conducted and recorded in the site log.

The risk assessment should be reviewed by a competent person where significant changes have occurred to the water system. Advice and guidance on completion of operational controls and competent specialists is available from the Catch22 H&S Team.

Control of Substances Hazardous to Health (COSHH)

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the "Control of Substances Hazardous to Health Regulations 2002" (COSHH Regulations).

For curriculum resources, tutors are responsible for COSHH and ensuring that an up-to-date inventory and risk assessments are undertaken in line with model risk assessments available eg. CLEAPSS.

In all other areas, The Lead Teacher is responsible for substances hazardous to health.

The Lead Teacher shall ensure:

- An inventory of all hazardous substances used on site is compiled and regularly reviewed.
- Material safety data sheets are obtained from the relevant supplier for all such materials.
- Where required, COSHH risk assessments are conducted and that these assessments are seen and understood by all staff.
- All chemicals are appropriately and securely stored out of the reach of children.
- All chemicals are kept in their original packaging and labelled (no decanting into unmarked containers).
- Suitable personal protective equipment (PPE) has been identified and is readily available for use. PPE is to be provided free of charge where the need is identified as part of the risk assessment.
- COSHH assessments are available from contractors (this applies to both regular contracts such as cleaners and caterers and from builders, decorators, flooring specialists, etc.).

Premises and Work Equipment

Statutory inspections

Regular inspection and testing of the college's equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept in the relevant section of the site log.

The Lead Teacher is responsible for ensuring all equipment is identified in an equipment register and ensure that any training or instruction needs, or personal protective equipment requirements are identified and recorded. The Lead Teacher will ensure that the relevant risk assessments are conducted where required.

Equipment restricted to those users who are authorised or have received specific training is detailed in the register and labelled accordingly.

All staff are required to report any problems found with equipment to Lead Teacher. Defective equipment will be clearly marked and taken out of service by storing in a secure location, pending repair or disposal.

Curriculum Areas

All members of staff are responsible for ensuring maintenance requirements for equipment in their areas are identified, implemented, and recorded in the site log.

Electrical Safety

All staff will conduct a visual inspection of plugs, cables, and electrical equipment prior to use. Defective equipment will be reported to the Lead Teacher.

All portable items of electrical equipment will be subject to formal inspection and testing (Portable Appliance Testing (PAT)) on an annual cycle. A guidance sheet is available for all staff relating to the use of portable equipment, including the use of personal items in college.

The Lead Teacher is responsible for ensuring an up-to-date inventory is maintained of all relevant electrical appliances and for ensuring that all equipment is available for testing.

A fixed electrical installation test (fixed wire test) will be conducted by qualified contractors on a 5-year cycle. The Electrical Installation Condition Report (EICR) will be kept in the site control log and a copy held in the online H&S folder.

Further advice on electrical safety is available on the Health, Safety & Wellbeing area of Sharepoint or on request from the H&S Team.

Work at Height

Working at height can present a significant risk. Where such activities cannot be avoided, a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height.

When working at height, (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs etc.

Only those persons who have been trained to use ladders safely may use them.

Basic instruction is provided to all staff that use ladders / stepladders and is available from:
<http://www.hse.gov.uk/pubns/indg405.pdf>.

Formal training on work at height, use of ladders, mobile tower scaffolds etc. will be provided where a significant risk is identified as part of an individual's role.

The college's nominated person(s) responsible for work at height is the Lead Teacher.

The Lead Teacher shall ensure:

- All work at height is properly planned and organised.
- The use of access equipment is restricted to authorised users.
- All those involved in work at height are trained and competent to do so.
- The risks from working at height are assessed and appropriate equipment selected.
- A register of access equipment is maintained, and all equipment is regularly inspected and maintained.
- any risks from fragile surfaces are appropriately controlled.

Display Screen Equipment (DSE)

All staff who use computers daily, as a significant part of their normal work will undertake a DSE self-assessment.

The self-assessment must be discussed with the staff member's line manager and any issues requiring further assessment or guidance on remedial action can be referred to the Catch22 H&S Team.

Staff considered DSE users are entitled to an eye test (costs will be reimbursed up to a maximum of £25). Payment for any further tests, as recommended by an optician, will also be considered if related to visual difficulties which may reasonably be considered to be caused by their DSE work. Should any staff member require glasses for DSE work (as denoted by an Optician), the college will reimburse the first £49.95 towards the expenses of glasses, frames etc. Claims must be submitted via the expenses system and authorised by a line manager.

While DSE regulations do not extend to learners, care will be given to ensuring learning environments and use of devices take account of best practice and guidance.

Manual Handling

Risk assessments for manual handling operations are undertaken and staff are provided with information on safe moving and handling techniques. Advice and training is available from Catch22 H&S Team.

Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.

All manual handling activities which present a significant risk to the health and safety of staff will be reported to the Lead Teacher. Where such activities cannot be avoided, a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task and a copy kept in the site log. A template for this is available from the Catch22 H&S Team.

All staff who move and handle learners receive appropriate training. Behaviour risks and physical intervention methods are written in risk assessment and learner plans.

Any injuries sustained during manual handling activities are reported in line with the incident and near miss reporting procedure.

Food Safety

All staff involved with teaching cookery or serving food will be expected to have completed the Level 2 Food Hygiene and Safety course. (Available online at National College.)

If a college is registered as a food business with the local authority they must follow the Food Standards Agency: Safer Food, Better Business, food safety management procedures and food hygiene regulations.

All relevant risk assessments are listed on the Risk Assessment Register. All portable and fixed electrical equipment will be tested and maintained in accordance with Electrical safety requirements (see Premises and Work Equipment section of this policy). Gas appliances are similarly tested and maintained annually with certificates held in the site log.

Personal Safety/Lone Working

Risk to staff safety from violence and aggression is assessed and recorded. Staff are provided with training on behaviour management, including de-escalation techniques and physical intervention to prevent harm using the Team Teach approach.

Any incidents of harm caused by violence and aggression are reported as described in the Incident & Near Miss Reporting section of this policy. The college will work in partnership with the police where inappropriate behaviour/ individual conduct compromise the college's aims in providing an environment in which the learners and staff feel safe.

Any lone working, including home visits must be risk assessed drawing on information known about the individual learner/family/environment. The Lead Teacher is responsible for ensuring a lone working procedure is in place and reviewed regularly. Lone worker guidance and training are available from the H&S Team.

Stress and Wellbeing

The college group is committed to promoting high levels of health and wellbeing, and recognises the importance of identifying and reducing workplace stress. A risk assessment, carried out in line with the HSE management standards, is undertaken by the Lead Teacher and reviewed at least annually.

An external counselling service is available for all staff members. The details of this are displayed on the staff notice board and promoted in supervision and team meetings. All staff have access to the Employee Assistance Programme and a team of Mental Health First Aiders.

Further advice and information are available from the Catch22 H&S Team.

Infection Prevention & Control

Elements of prevention and control of infections are applicable to all staff. Risk assessments and outbreak management plans are in place in each college, and these are regularly reviewed in accordance with guidance published by Government and local health protection teams.

Staff working within Catch22 Colleges may be assessed as being at increased risk of exposure to a range of infections including blood borne viruses, common childhood illnesses and COVID. Lead

Teachers are responsible for identifying which of their staff are at risk, ensuring suitable and sufficient risk assessments are carried out and appropriate prevention measures are implemented. These measures will include personal hygiene measures, cleaning regimes and instructions to parents and carers about when children should stay home. Control measures may include personal protective equipment and vaccinations. Further advice on infection prevention and control, including the use of PPE and vaccinations is available from the Catch22 H&S Team.

Vehicles

Vehicle Access

Vehicle access to the college premises is restricted and risk assessed to ensure pedestrian safety. Access is kept clear at all times for emergency vehicles. A risk assessment template for movement of vehicles on each college site is available from the H&S Team.

Use of vehicles

Staff using their own vehicles for work purposes (not including travel to and from work) must hold a valid licence, business use insurance and MOT (where required). Details of drivers and compliance with these requirements must be held by the college and checked annually.

Guidance on safe driving, vehicle checks and risk assessments can be found on the Catch22 intranet.

If using a vehicle to transport large or bulky loads, the manual handling section of this policy applies, and alternative methods should be explored.

Smoking

Staff

The college operates a non-smoking policy. There are no internal spaces/offices designated for use by smokers, including for vaping. Arrangements for staff to smoke away from the premises must be agreed with their line manager. The place designated will be out of public view and should not result in cigarette ends being left by doors, etc (note that the law imposes a fine for this). Staff accompanying learners on Catch22 College organised visits, including overnight trips, must ensure that they are not observed smoking/vaping by learners at any time, also that they comply with the other requirements of 'Catch22 College's Non-Smoking Policy'.

The number of informal breaks taken for smoking should not exceed those taken by non-smokers, e.g. to make a drink, and should not be taken in contact time. Staff must never be seen to condone smoking by young people e.g. by smoking with them.

All staff and volunteers will be advised of this procedure during their induction and will be expected to comply with it at all times.

Learners

Learners under and over the age of 18 will not be allowed to smoke or vape on Catch22 college premises, those of education or work experience providers, or on any Catch22 college organised trips and visits.

The curriculum for all learners includes health education about the risks of smoking and staff should actively encourage learners who smoke to reduce or eliminate their smoking.

All learners will be advised of this procedure during their induction onto their course and must ensure they comply with all the requirements of 'Catch22 College's Non-Smoking Policy'.

Drugs/Alcohol

Where a member of staff has evidence or suspects that a learner is under the influence of drugs and/or alcohol, the learner should be informed that they are not allowed to participate in that day's activities and after a visual risk assessment has taken place, they should be asked to go home. The parent/carer must be informed that the learner is not allowed to stay at the college that day due to concerns that their child may be under the influence of drugs and/or alcohol. The parent/carer of compulsory college age learner must either come to the college to collect the child, or give verbal consent for the child to be placed in a taxi and transported to the registered home address.

Further information is available for staff and learners on the procedures for dealing with incidents of drugs and alcohol brought onto college premises and any learner appearing to be under the influence of drugs or alcohol.

Health and Safety Monitoring Arrangements

An annual H&S audit will be conducted by the Catch22 H&S Team and an Audit Report detailing any remedial actions required will be submitted to the Lead Teacher.

Copies of regulatory checks (Fire, Legionella, Electric, Gas etc) will be held in an online shared H&S folder to be available for review by the H&S Team. Risk assessments and safe working procedures are reviewed during audits and ongoing advice provided by the H&S Team.

Incident and near miss reports are reviewed by the Senior Leadership Team and included in reports to Trustees. Risk and Compliance reports are compiled and circulated by the Catch22 H&S Team with the aim of monitoring compliance and sharing lessons learned. Risk & Compliance reports are regularly shared with Lead Teachers and Senior Leadership, in addition to access to incident and compliance data dashboards.

Health and Safety Information and Training

Consultation

The Board of Trustees meets termly to discuss health, safety and welfare issues affecting staff, learners, and visitors. The Head of H&S receives challenge and action points from these meetings and works in collaboration with the Senior Leadership Team and Lead Teachers on responses.

Communication of Information

The Health & Safety Law poster is displayed in colleges. Details of First Aiders, Fire Wardens, the H&S Rep and the allocated Catch22 H&S Manager are also displayed, including contact details.

Health & Safety Training

All employees will be provided with:

- Induction training in the requirements of this policy
- Update training in response to any significant change and refresher training where required
- Training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.)

Training records are maintained to evidence completion. The Lead Teacher is responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing their line manager’s attention to their own personal needs for training, and for not undertaking duties unless they are confident that they have the necessary competence.

Training and information are available from the Catch22 H&S Team. The team is also able to provide advice on how to meet training needs relevant to H&S matters from external specialist companies, where required.

Specific training is available for Lead Teachers, line managers and H&S Reps.

Catch22 Incident Reporting Categories

These lists are to provide guidance on the incident severity categories used when reporting incidents and near miss events. The lists are not exhaustive. For further guidance please contact the Catch22 H&S Team.

| Incident category | Description |
|-------------------|---|
| Major | Fatality, life threatening injuries, heightened threat assessment – violence/blackmail/terrorism, fire resulting in full evacuation of the college premises and attendance of fire service, possible liability of Catch22, likely to attract negative media attention or adversely affect reputation. |
| Medium | Serious but non-life threatening injury or illness requiring hospital treatment, multiple minor injuries sustained during one activity, fire causing minor damage to property but made safe without attendance of emergency services, near miss that could have led to death or life-threatening injury, work-related incident resulting in staff being off work for more than 7 consecutive days, intimidation/verbal abuse of staff resulting in ongoing support or time off work, violence/aggression towards staff causing an injury. |
| Minor | Work related incidents (injury, health, wellbeing) not considered major or medium severity, abandonment of any activity due to safety concerns, near miss that could have led to non-life threatening injury |

4. Related Policies

- Catch22 Central H&S Policy