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HEALTH AND SAFETY POLICY

Accredited by the
 **BRITISH
COUNCIL**
for the teaching
of English in the UK



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We recognise our responsibilities under the Health and Safety at Work Act 1974 and will take all reasonably practicable steps to provide and maintain safe and healthy working conditions (on the school and residential accommodation premises and during school-sponsored activities), equipment and systems of work for all our students, school and residential accommodation personnel and visitors to the school and residential accommodation.

We also realise we have a statutory duty of care to students and school personnel by ensuring that all predictable risks have been identified and risk assessed for all curriculum activities.

We are aware that we may be legally liable if negligence is established against the school if a student, staff member or visitor is injured. Therefore, we must ensure that control measures have been put in place for all identified risks.

We believe we can help prevent accidents and provide a safe and healthy working and learning environment only if everyone works together to adopt and use safe systems of work and identified good practices of health and safety. Everyone has a duty to take care of their own safety and that of others while on the school and residential accommodation premises or during school-sponsored activities.

We believe the maintenance of a healthy and safe school is the shared responsibility of everyone in the school.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

This document includes:

- 1) Aim of the Policy
- 2) Health and Safety Manager
- 3) Role of School Personnel
- 4) Role of Students
- 5) Role of Visitors
- 6) Risk Assessment/ Safe Operating Systems

All BCC staff must follow the procedures and steps set out in this document to ensure that the consistency is followed by all members of BCC. This policy is reviewed and amended due to business needs and UK Government requirements on regular basis.

Policy created by:	Policy created:	Last Reviewed:	Last Reviewed:	Last Reviewed:
Saddigh	1 st June 2020	June 2021		

Aims

1. To establish a safe and healthy working and learning environment for all students, school and residential accommodation personnel and visitors.
2. To ensure that all predictable risks have been identified and risk assessed for curriculum activities.
3. To encourage everyone to take responsibility for their own health and safety and that of others.
4. To provide and maintain equipment.
5. To establish safe operating systems within the school and residential accommodation.
6. To provide training and updated information.

Health and Safety Manager

1. comply with the school's Health and Safety Policy, safety procedures and risk assessments;
2. conduct regular health and safety surveys with the Principal and Safety Representative;
3. assist with the compilation of risk assessments;
4. ensure daily/weekly (where appropriate) inspections, repairs and an annual maintenance programme is in place for all equipment;
5. ensure all electrical equipment, physical education apparatus and equipment, are serviced and maintained by suitably qualified contractors where necessary; ensure all maintenance records are kept up to date and readily available for any health and safety inspections;
6. ensure all chemicals and hazardous substances are clearly labelled, stored and disposed under the correct COSHH guidelines;
7. ensure the water system is well maintained in order to prevent Legionnaire's disease;
8. ensure that all cleaning staff are aware of the Health and Safety Policy and its implications such as storage arrangements for materials, use of equipment, substances etc;
9. ensure that all new equipment is supplied with the appropriate documentation;
10. test the fire alarm system each week;
11. maintain a record of hazardous substances used for cleaning and similar purposes
12. oversee the carrying out of risk assessments;
13. investigate potential hazards, employee complaints, accidents and dangerous occurrences;
14. provide information and guidance to school and residential accommodation personnel;
15. work closely with the Director;
16. provide guidance and support to all staff;
17. provide training for all staff on induction and when the need arises regarding;
18. keep up to date with new developments and resources;
19. review and monitor;

Role of School Personnel

School and residential accommodation personnel will:

1. carry out their duties in accordance with the Health and Safety Policy;
2. take reasonable care of themselves and others whilst at work;
3. attend appropriate training;
4. report accidents, incidents, defects, damage to equipment and safety hazards to the Health and Safety Officer
5. implement the school's equalities policy and schemes;
6. report and deal with all incidents of discrimination;
7. attend appropriate training sessions on equality;
8. report any concerns they have on any aspect of the school

Role of Students

Students are expected to:

1. follow the safety rules of the school and residential accommodation and in particular the instructions of staff given in an emergency;
2. use and not wilfully misuse, neglect or interfere with things provided for their safety;
3. exercise personal responsibility for the safety of themselves and others;
4. observe standards of dress consistent with safety and or / or hygiene
5. treat others, their work and equipment with respect;

Role of Visitors

Visitors are expected to:

1. take reasonable care of themselves and others while on the school and residential accommodation premises;
2. co-operate with the safety rules and procedures of the school and residential accommodation;
3. ensure compliance with risk management when working on the premises;
4. report defects or damage to equipment;
5. report all accidents and incidents

Risk Assessments / Safe Operating Systems

We believe that Risk Assessment applies to everyone and is the key factor in relation to Health and Safety.

- Risk Assessment is something we all do every day and most activities have some form of risk attached to them.
- The object is to assess the level of risk, determine whether it is acceptable and introduce measures to minimise or eliminate the risk by:
 - Preparing and implementing safe working practices.
 - Monitoring, inspecting and reporting regularly.
 - Identifying potential hazards and knowing what to do to minimise risk and respond if something goes wrong.
- We are aware that we may need specialist advice to assess some risks, but many require a common sense approach and continued diligence.
- All of us have a legal responsibility for the safety of our colleagues.