



Thomas Telford University Technical College

Health & Safety Policy

The purpose of this policy is to set out our commitment to manage risks and provide good standards of health and safety and also to meet our legal duties. Health and safety is an integral part of how we do business as a responsible employer and we have put in place the necessary organisation and arrangements to achieve this. This policy has been initiated after carrying out a full appraisal of our health, safety and welfare requirements and will be reviewed periodically.

This is a declaration of our intent to provide and maintain, so far as is reasonably practicable, a safe and healthy working environment and to enlist the support of employees towards achieving these goals. The General Policy statement is brought to the attention of all employees by publication in the main policy manual and in the Employee Safety Handbook.

To assist us with our duty we have retained Peninsula Business Services Limited to provide information and guidance on how these provisions should be managed and recorded.

Author	Av Gill	Version	3.0
Governor Approved Date	04/04/2019	Last Review Date	May 2022
Comments	This is a statutory policy outlining the structure and arrangements of H&S at the TTUTC.		
Monitoring, Evaluation and Review	This policy will be reviewed as it is deemed appropriate, but no less frequently than every 2 years. The policy review will be undertaken by the Principal, or nominated representative Monitoring and Evaluation shall be conducted		

HEALTH AND SAFETY POLICY STATEMENT

The Board of Governors regards the promotion of health and safety at work to be of the utmost importance for all personnel that attend as pupils, work in and visit Thomas Telford UTC.

It is UTC policy to ensure that every reasonable step be taken to prevent injury and ill-health to personnel by protecting individuals from hazards at work. This also includes pupils and visitors to the UTC whether it is for pursuance of their employment or other activities.

This is approached by:

- Assessing and controlling risk as part of the day-to-day management of UTC activity.
- Providing and maintaining safe, healthy and secure working conditions, training and instruction so that personnel are able to perform their various tasks safely and efficiently.
- Ensuring that a constant awareness with regard to health and safety at work is maintained in respect of all activities within the UTC and during out-of-UTC activities.
- Bi-Annual review of the safety policy as UTC activities and the associated risks change.

All personnel employed within the UTC have a legal obligation to co-operate in the operation of this policy by not interfering with or misusing equipment that has been provided in the interests of health and safety and to report any issues or concerns to the Director of Operations.

All employees and students within the UTC have a corresponding obligation to co-operate and comply with this policy so far as is reasonably practicable by:

- Complying with safety procedures, whether written or brought to their attention by other means for their own protection, protection of those under their supervision and others who may be affected by their actions.
- Reporting to the Director of Operations any incident that has led, or could have led, to damage or injury.
- Assisting in any investigation with regard to accidents, dangerous occurrences or near-misses.

In line with the safety organisation set out in this policy, it is the responsibility of all line managers to ensure compliance with safety arrangements within their areas of responsibility. From time to time, safety arrangements are adopted for the control of risk and reflect the procedures that are to be followed within the UTC.

Principal Av Gill



Date May 2022

CONTENTS

- 1.** Introduction
- 2.** General Guidelines
- 3.** Staff Responsibility
- 4.** Related Policies
- 5.** Fire Safety
- 6.** Reporting Accidents
- 7.** First Aid
- 8.** Equipment
- 9.** Housekeeping and Premises
- 10.** Visits
- 11.** Visitors to the UTC site
- 12.** Security
- 13.** Training
- 14.** Students
- 15.** Lettings
- 16.** Construction and Maintenance Work
- 17.** Design, Workshop and Construction Yard
- 18.** Lone and out of hours working
- 19.** Emergency evacuation
- 20.** Risk Assessment
- 21.** Hazardous Substances
- 22.** Catering
- 23.** Waste Disposal
- 24.** Smoking
- 25.** Monitoring Systems
- 26.** Wellbeing/Mindfulness
- 27.** Checklists
- 28.** Other related documents

1.0 Introduction

1.1 This statement is issued in accordance with the Health and Safety at Work Act (1974) and the Management of Health and Safety at Work Regulations 1999. These set the standards that must be met to ensure the health and safety of all employees and others who may be affected by any work activity. Other regulations also exist to cover work activities that carry specific risks, for example lifting and carrying, computer work and electricity. The key pieces of legislation are listed below:

- The Health and Safety at Work Act 1974
- The Health and Safety (First Aid) Regulations 1981
- The Electricity at Work Regulations 1989
- The Workplace (Health Safety and Welfare) Regulations 1992
- The Manual Handling Operations Regulations 1992
- The Health and Safety (Display Screen Equipment) Regulations 1992
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Provision and Use of Work Equipment Regulations 1998
- The Management of Health and Safety at Work Regulations 1999
- The Education (School Premises) Regulations 1999
- The Control of Substances Hazardous to Health Regulations (COSHH) 2002
- The Control of Asbestos at Work Regulations 2006
- The Construction (Design and Management) Regulations 2015

1.2 The UTC will comply with all legal requirements as a minimum and will strive towards continual improvement.

1.3 The UTC is dedicated to providing a safe and healthy working environment for the health, safety and welfare of students, staff, visitors and other persons using the buildings, grounds, equipment and any other facilities provided by or associated with the UTC.

1.4 The UTC will strive to reduce the possible risk of accidents and injury to all users. In supporting this, the arrangements outlined in this document and other safety precautions put in place by the management and governing body cannot prevent accidents but will instil the adoption of safe methods of work and good practice.

The Principal, Governors, leaders at all levels and designated health and safety staff will take all reasonable steps to identify and reduce hazards to a minimum. To assist in this, all staff and students must be aware of their own and others' personal safety in all of the UTC's activities, both on and off site.

2.0 General Guidelines

2.1 It is the duty and policy of the Governing body and Principal so far as reasonable and practicable to:

- Make themselves familiar with the requirements of the Health and Safety at Work Act (1974) and any other health and safety legislation and codes of practice which are relevant to the UTC, in particular the Management of Health and Safety at work regulations 1992.
- Establish and maintain a safe and healthy environment throughout the UTC.
- Establish and maintain safe working procedures among staff, students and other users.
- Ensure that arrangements are in place regarding the safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the UTC.
- Ensure that any organisation or individual using the facilities for community use, can demonstrate that they have appropriate levels of Personal Injury Insurance in place before they are allowed to book.
- Ensure that all staff and students receive information, instruction and supervision to enable them to recognise and avoid hazards minimizing potential personal risk and that of others.
- Ensure adequate training, instruction, supervision and information is given to all employees in order that they may work in safety insofar as is reasonable and practicable
- Ensure that all staff and students have a safe place to work including means of safe entry and exit.
- Ensure all necessary safety and protective equipment and clothing together with appropriate instruction and guidance is available to all appropriate personnel.
- Ensure effective procedures are in place in case of fire and for evacuating the premises.

- Practice safe emergency evacuation procedures are carried out at least once per term, the results recorded and any remedial action to improve procedures are quickly and efficiently carried out.
- Ensure that an effective health and safety monitoring structure is in place and to periodically assess the effectiveness of these arrangements and to ensure that any necessary changes are implemented.
- Ensure that any health and safety working conditions take account of the appropriate statutory requirements and local authority guidelines codes of practice and guidance (statutory and advisory).
- Ensure that there is an effective accident reporting procedure in place, and that staff and other users are aware that this reporting facility is in place and how to access it.
- Ensure that regular health and safety inspections are undertaken and done on a regular basis and that any recommendations made are acted upon as soon as is practicable.
- Ensure that any identified item of equipment, fittings and furniture which has been identified as being unsafe is safely removed and repaired or replaced.
- The Governing Body through the Principal will ensure all staff, including temporary and voluntary staff, and helpers receive comprehensive information on this policy and all other relevant health and safety matters including any instruction and training required to ensure that they are able to carry out their duties in a safe manner without putting themselves or others at risk.
- Report to the appropriate authority/department any defect in the state of repair of the buildings or their surroundings which is identified as being unsafe or likely to cause harm and make any interim repairs or arrangements to limit the risk of harm.
- Collate accident and incident information, and when necessary, carry out accident and incident investigations.
- Monitor first aid and welfare provision.

2.2 While the Principal has full responsibility for the day to day health and safety conditions for all staff, students, visitors and anyone else using the premises or grounds whilst engaged on UTC business, the operational management, leadership and monitoring of this will be undertaken by the Director of Operations.

3.0 Staff responsibility

3.1 All UTC staff will support the Principal and Governors and will be responsible for the implementation and operation of the UTC's health and safety policy and in helping other members of staff, students and visitors to comply with its regulations. As part of their day to day duties they will:

- Assist the Principal with the implementation, monitoring and development of the procedures and codes relating to the Health and Safety Policy within the UTC.
- Carry out risk assessments on all learning and teaching practices and activities including equipment and substances. All general advice on safety matters given by the national bodies such as the DfE and other relevant bodies in relation to the UTC are implemented, that this will be translated into written safe methods of working practice and every department is informed.
- Inform students, staff and visitors as to their own personal safety and makes sure they are aware of the Health and Safety procedures in place.
- Investigate any specific Health and Safety issue which has been identified in regard to any UTC provision and implement any recommended or remedial action reasonably required.
- Perform regular Health and Safety inspections within their area of responsibility as required by the Principal or as necessary by law.
- Ensure that any failure to meet Health and Safety requirements is recorded and that appropriate action will be taken to cease the provision until the issue is resolved according to Health and Safety requirements.
- Ensure appropriate protective clothing and equipment including fire appliances and first aid are provided and readily available in all areas of the UTC where required.
- Ensure hazardous, flammable and toxic materials and substances are correctly assessed, used stored and labelled and clear records are kept of these regarding quantities stored and used.
- Ensure any signage in relation to Health and Safety is clear, up to date and that everyone is able to understand the label and instructions, irrespective of ability or need.
- Staff will attend regular training to ensure that they are as up to date and informed of existing and any new requirements in regard to Health and Safety.

3.2 All staff are responsible for the Health and Safety arrangements in relation to the site, staff, students and visitors under their supervision. They should make themselves familiar with the requirements of the Health and Safety at work act 1974 and any other safety legislation and codes of practice which are relevant to the work of the department in which they work.

3.3 They should:

- Exercise effective supervision over all those they are responsible for.
- Take any appropriate action to ensure their own safety and that of any other persons that may be affected by their acts or omissions at work.
- Ensure any equipment, tools or materials used are appropriately used and that it complies with any Health and Safety directives required.
- Familiarise themselves with the UTC's Health and Safety policy and any relevant safety regulations.
- Ensure all equipment, tools and materials and or any protective equipment and safety devices are in good order and used appropriately.
- Report any defects and faults with any tools and materials and or any protective equipment and safety devices to the appropriate Health and Safety person.
- Report accidents irrespective of any injuries to the Director of Operations and ensure that the report is logged.
- Attend training and awareness courses in regard of Health and Safety.
- Make sure that if they find themselves in an unfamiliar environment they perform an initial Health and Safety check and seek further advice to clarify any issues arising.
- Ensure all emergency fire fighting equipment is regularly checked and clearly signed; this will include the fire alarm system and evacuation procedures.

RESPONSIBILITY TABLE

This Responsibility Table illustrates the allocation of individual health and safety responsibilities to the personnel / management position identified within its header.

Key

CG - Chair of Governors

P - Principal

DO - Director of Operations

ST - Science Technician

ITT - IT Technician

CT - Construction Technician

SM - Site Manager

DSL – Designated Safeguarding Lead

Safety arrangements	CG	P	DO	ST	ITT	CT	SM	DSL
Managing Safety & Health at Work	X	X						
Accident, Incident, Ill Health Reporting and Investigation			X					
Workplace H&S Consultation			X					
Risk Assessment and Hazard Reporting		X	X	X	X	X	X	
Substance & Alcohol Abuse		X						X
Purchasing			X					
New and Expectant Mothers			X					
Employing Children & Young Persons			X					
Lone Working			X					
Health & Safety Training			X					
Health & Safety of Visitors			X					
Personal Protective Equipment			X	X		X	X	
Employing Agency and Temporary Staff			X					
Safe Systems of Work				X		X	X	
Action on Enforcing Authority Reports		X	X					
Equality and Disability Discrimination Compliance		X	X					
H&S Information for Employees		X	X	X	X	X	X	
Fire Safety - Arrangements and Procedures			X				X	
First Aid			X					

Safety arrangements	CG	P	DO	ST	ITT	CT	SM	DSL
Welfare, Staff Amenities, Rest Rooms & the Working Environment							X	
Housekeeping and Cleaning				X	X	X	X	
Pest Control							X	
Building Services							X	
The Control of Hazardous & Non-Hazardous Waste				X	X	X	X	
Access, Egress, Stairs & Floors				X	X	X	X	
Windows, Glass & Glazing in the Workplace							X	
Working in the Open Air						X	X	
Water Temperature Control							X	
Electrical Safety							X	
The Provision, Use & Maintenance of Work Equipment				X	X	X	X	
Hand Tools				X	X	X	X	
Office Equipment			X					
Storage of Chemical Substances & Agents				X		X	X	
Control of Flammable Liquids				X		X	X	
Dangerous Substances & Explosive Atmospheres				X				
Slips, Trips & Falls				X	X	X	X	
The Provision & Use of Machinery						X	X	
Abrasive Wheels						X	X	
Compressed Air Equipment						X		
Pressure Systems							X	
Work at Height					X	X	X	
Permits to Work							X	
Occupational Road Safety			X					
Safety in Food Preparation Environments			X					
Ionising Radiation				X				
Manual Handling			X	X	X	X	X	
Display Screen Equipment & DSE User Eye Tests & Spectacles			X		X			
Legionella Control							X	
Use of Chemical Agents & Substances				X		X	X	
Asbestos at Work-ACMs Present & No Off Site Risk							X	
Control of Noise at Work						X	X	
Stress in the Workplace		X	X					

Safety arrangements	CG	P	DO	ST	ITT	CT	SM	DSL
Aggression & Violence in the Workplace		X						
Local Exhaust Ventilation				X		X		
Artificial Optical Radiation				X				
Work with Children			X					X
Educational Visits		X						
Schools & Nurseries			X					
Contractor Control & Management							X	
CDM - Client		X						
Basic Scaffolding						X		

4.0 Related Policies

4.1 This policy has links to other policies, which should be consulted to appreciate the full scope of Health and Safety as it affects the students and staff of this UTC:

- First Aid Policy
- Administering Medicines Policy
- Serious Incident Management Plan
- Safeguarding policy
- Wellbeing and Mindfulness Policy

5.0 Fire Safety

5.1 Appropriate procedures for ensuring that safety precautions are properly managed will be formulated and disseminated to all staff. These procedures will include Fire Drills and the use of Fire Extinguishers.

5.2 The UTC's evacuation procedure will be prominently displayed in all teaching rooms, offices and curriculum areas. All staff and students must be fully conversant with the procedures for evacuation of the premises in case of a fire/bomb threat. Evacuation procedures will be tested each term. The evacuation and safety of visitors and contractors will be the responsibility of the person who they are visiting or working for.

5.3 All fire fighting equipment will be checked annually by an approved contractor and records maintained. The fire alarm will be tested weekly from different points when the site is not in use and records maintained. All emergency lighting will be tested six-monthly and records maintained.

6.0 Reporting Accidents

- 6.1 All accidents to staff, students and visitors must be reported, in writing, using the UTC's minor incident form. Certain accidents must be reported to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). The Principal will ensure that the Health and Safety Executive is informed of reportable incidents.

All other minor incidents, slips/trips/falls should also be recorded in the folder kept on reception. The folder will be monitored on a regular basis to identify recurring incidents so that the appropriate action can be taken to reduce these incidents.

All accidents and incidents will be investigated and action taken if a problem has been identified. Information will be provided to the Governing Body as part of the metrics package provided at each meeting.

7.0 First Aid

(Please see the UTC First Aid Policy for further details)

- 7.1 First aid can save lives and prevent minor injuries becoming major ones. Under health and safety legislation, employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace.
- 7.2 A DfE good practice guide, 'Guidance on First Aid for Schools', has been written to provide advice for academies on drawing up first aid policies and ensuring that they are meeting their statutory duties. In particular it includes a checklist of issues which academies may find helpful when undertaking a risk assessment. The Governing Body seeks to adopt this guidance on good practice.
- 7.3 The Principal should ensure that the number of certified first-aiders will not, at any time, be less than the number required by law. In addition, supplies of first aid material should be held at various locations throughout the UTC. These supplies should be checked on a regular basis by a qualified first-aider.
- 7.4 Details of trained first aiders are highlighted on noticeboards throughout the UTC which also indicate where first aid equipment is available.
- 7.5 Students with known health issues are logged on the MIS system and are also highlighted on noticeboards in staff workrooms. The kitchen is informed of food allergies that they need to be aware of.

8.0 Equipment

- 8.1 Protective clothing/gloves/masks/headgear must be provided and used by technicians and site supervisory staff when required. Staff and students must be provided with and use protective glasses/eye shields in all workshops and laboratories. Visitors must be provided with protective clothing as appropriate.

8.2 The following equipment must be checked annually by approved inspectors or an appropriately trained member of staff:

- fume cupboards
- all electrical appliances
- workshop equipment, e.g. lathes, kilns
- fixed gymnasium equipment

8.3 When new equipment is purchased, it is the responsibility of the departmental manager to ensure that it meets appropriate educational standards and that its installation and use conforms to health and safety requirements.

8.4 Equipment, materials and chemicals must be stored in the appropriate storage containers and areas. All containers must be labelled with the correct hazard sign and contents label. Curriculum Area Leaders should consider storage life when ordering new supplies. Reference must be made to COSHH and the Ionising Radiations Regulations; copies of all relevant COSHH and regulations must be kept in the Science Department.

8.5 8.5.1 Like in any public building or space, we may encounter hazards such as slips and trips or impact injuries from opening doors as we move around our site. Whilst the UTC would not want to be prescriptive about the choice of footwear for these general circumstances, colleagues should be mindful of these general everyday hazards when considering footwear choices. As in all such matters colleagues are reminded that as employees they have a common law and legal duty to take reasonable care of themselves as regards health and safety.

8.5.2 Certain work locations and duties will present hazards beyond the everyday ones. Risk assessment may lead to employees having to consider their type of footwear selection to ensure that it is sensible in that it gives adequate protection against the risks identified in that working environment.

8.5.3 In some specific work locations there are more identifiable and specific risks from manual handling of heavy goods that present a direct risk. In these circumstances, the risk assessment should highlight whether protective footwear should be supplied to be worn at all times or for specific duties.

9.0 Housekeeping and Premises

9.1 The Site Manager will monitor the cleaning standards of the cleaners. Special consideration will be given to hygiene areas.

- 9.2 The Site Manager will monitor the efficiency of the waste collection service. Separate provision must be made for the collection and disposal of laboratory materials (chemicals, broken glass etc.), clinical waste and normal refuse.
- 9.3 Defects in heating, lighting, ventilation etc should be reported to the Site Manager via email.
- 9.4 It is the responsibility of contractors and their employees to read and comply with the UTC health and safety policy. In addition, contractors must ensure all of their work activities comply with current health and safety legislation.

10.0 Visits

Educational trips and visits must be organised in accordance with the UTC's Safeguarding on Activities outside the College policy.

11.0 Visitors to the UTC Site

- 11.1 All legitimate visitors will be given a warm welcome to the UTC and will be directed to sign in at reception. All visitors will receive a badge which must be clearly visible while they are in the UTC building. These badges may be differently coloured from staff badges and students made aware of their significance. Visitors will be collected from reception by the member of staff concerned or escorted to the appropriate area of the UTC.
- 11.2 Visitors have a responsibility to ensure that they act with all reasonable care with regard to the health and safety of themselves, other members of the UTC, contractors, and members of the public. They are required to co-operate with supervisors, line managers, safety representatives and the Director of Operations, and to adhere to safety guidance given in helping to maintain standards of health and safety within the UTC.
- 11.3 Hirers of the UTC premises must use plant, equipment and substances correctly and use the appropriate safety equipment. They will be made aware of their obligations in relation to health and safety when making the booking.
- 11.4 Whilst on site, all contractors must wear an UTC visitor's badge, which may be differently coloured to denote their status. Temporary teaching staff on cover duties will be required to indicate their presence in the UTC by reporting to reception, signing in and wearing a visitor's badge.
- 11.5 If a member of staff meets someone on site who they do not recognise and is not wearing a visitor's badge, they should, if they do not feel threatened, enquire if the person needs assistance and direct them either to the UTC reception or off the site, as appropriate.

11.6 If an intruder is uncooperative in going to the reception or leaving the site, or a member of staff feels threatened, or is threatened with violence or a violent attack takes place, immediate help from the Police should be sought by telephone

11.7 Visitors may request a copy of this policy

12.0 Security

12.1 All staff should be aware of every aspect regarding the security of people and property. In particular, the emergency exit doors on the outer perimeter of the buildings should only be used in the event of emergencies and kept secure at all other times.

12.2 Maintaining security is aimed at reducing the opportunity for unauthorised persons to enter the buildings through non-designated access points. It is also necessary to be alert to the possible presence of unauthorised persons on site who may constitute a threat to staff, students and bona-fide visitors and contractors.

12.3 Staff will be required to wear their UTC Identity Badges at all times.

13.0 Training

13.1 The UTC will ensure that any new members of staff or visitors will be given appropriate training so that all relevant health and safety matters are drawn to their attention at the earliest possible stage of their induction.

14.0 Students

14.1 All students are expected to be aware of the UTC's surroundings and to exercise personal precautions to prevent and mitigate any possible injury to themselves and others around them. To observe the safety rules of the UTC especially any instructions from teaching staff in the event of an emergency.

14.2 All students who need to bring medicines into school must follow the guidelines available in the Administration of Medicines Policy.

15.0 Lettings

15.1 In cases where the UTC's equipment, buildings or grounds are to be let the Governors and Principal will ensure that:

- Any means of access and egress are safe and clearly identified

- Any equipment to be used by hirers is safe and any operating instructions and health and safety precautions are clearly identified.
- All emergency doors are clearly identified and fire drill/evacuation procedures are understood.
- Telephones, alarms, fire fighting equipment and other safety equipment are pointed out and that users are familiar with how to use them.
- After the hirers have vacated the premises a full security check of the site including any equipment used takes place and any faults are reported and recorded.
- Any health and safety signage is clearly displayed and uses are clear as to the meanings.
- There is a contact person available for hirers to contact should there be any issues that may require attention

16.0 Construction and Maintenance Work

- 16.1 Where construction or maintenance work is being carried out on site the Governors and Principal will ensure with contractors or service providers, that appropriate health and safety plans are in place.
- 16.2 Contractors or Service Providers will be made aware of the Health and Safety Policy in place at the UTC and will be required to integrate the requirements of the policy into their safety plans. A pre-start meeting will be held between representatives of the UTC and Contractor/Service Provider before any works commence to confirm specific health, safety and welfare issues applying the works to be carried out.
- 16.3 The UTC have a duty of care to ensure all contractors on site are competent to perform the task they have been employed for, safely and without unacceptable risk to employers and others on site. The UTC needs to ensure the contractor has the necessary combination of skills, experience and knowledge. Any contractors on site should be made aware of the UTC's accident reporting procedure.

17.0 Design, Workshop and Construction Yard Safety.

The Board of Governors acknowledges that additional guidance is required regarding safe practice in specialist areas. This includes guidance regarding the necessity for PRIOR training in the use of equipment perceived to constitute a risk and the need for regular servicing and maintenance of certain equipment.

Safety in the design, workshops and construction yards are subject to a number of various risk assessments and safe codes of working practices which have to be observed and adhered to by all users and enforced by the person in charge of these areas.

17.1 Equipment and tools

- No machine may be used or work undertaken unless the technician-in-charge is satisfied that the person is capable of doing so safely. If equipment is fitted with guards these must be used. Equipment must never be used if the safety guards have been removed.
- Any person working in the workshop must have read the appropriate risk assessment if the work or equipment they are using has been risk assessed.
- No person shall mount any abrasive wheel unless he/she has been trained in accordance with the Provision and Use of Work Equipment Regulations 1998. Grinding machines shall only be operated by technical staff and eye protection must be worn.
- Service records of all machine tools, plant and equipment must be kept. They must state the date of any service/repair and name of the person responsible for carrying out that service/repair. Faults which cannot be repaired immediately should be reported to the technician-in-charge and a note should be attached to the machine where it is clearly visible indicating that the equipment is out of order.
- All Portable Electrical Equipment must be regularly inspected and tested for electrical safety.
- All air receivers must be subject to a thorough examination at the statutorily required intervals.
- Where applicable suitable Local Exhaust Ventilation (LEV) must be used. The LEV systems must be subjected to a thorough inspection and test at least once every 14 months.
- Ladders/stepladders should be individually identified and formal inspections carried out.
- No welding may be undertaken unless the technician-in-charge is satisfied that the person is capable of doing so safely. During any welding operation the fume extraction system must be used.
- When using woodworking machines the dust extractor and face masks must be used.
- Equipment must be cleaned after use. Any materials, tools or equipment used must be tidied away.

- Precision measuring equipment, drills, etc. must be replaced in their appropriate cabinets after each working day.
- Tools and equipment must not be removed from the workshop without permission from the technician-in-charge.

17.2 Work practices and personal protective equipment

- Eating and drinking in the workshop and specialist areas are strictly prohibited.
- When working with machine tools or other equipment with rotating spindles, jewelry, loose clothing etc. are prohibited and long hair must be completely covered.
- Personal Protective Equipment (PPE) is supplied and must be used where necessary. Lab coats/overalls, eye and hearing protection, dust masks and safety shoes must be used as the work/risk assessment dictates.
- Lab coats/overalls and safety boots must be worn by technicians operating the machines.
- The gangway through the workshop must be kept clear. Any oil spillage, grease etc. must be cleaned up immediately.
- Do not carry loads such that the weight may be dangerous or vision obscured.
- No hazardous substance to health can be used before a COSHH risk assessment is undertaken and a safe system of work issued to the users.

18.0 Lone and out of hours working

No lone working with hazardous equipment and/or materials is permitted. Such work can only be undertaken when there are at least two staff present in the workshop.

Work cannot be carried out outside normal working hours if there is only one person in the workshop. Any exception from this rule will depend on the outcome of the risk assessment and the nature of work to be undertaken.

19.0 Emergency Evacuation Procedure

The Continuous Ringing of the fire alarm indicates the need to put the Emergency Evacuation procedure into operation. It must always be assumed, that the signal is indicative of a real emergency and the building cleared immediately.

20.0 Risk assessment

The Director of Operations is responsible for co-ordinating risk assessments in order to comply with current and future legislation. Subject Leaders are responsible for risk assessment with respect to the activities carried out in their areas and putting in place any controls identified. The Subject Leaders will work in consultation with the Director of Operations/Site Manager. The UTC has adopted a common form of assessment in order to have continuity in process across the organisation.

Risk assessment is an on-going procedure requiring regular review and, where necessary, revision. Unless a different period of review is specified, risk assessments should be reviewed annually. Risk assessments should also be reviewed whenever new substances, equipment or people are introduced into the establishment or when procedures and premises are altered or when the risk changes. Revisions may also be necessary where monitoring procedures indicate that control measures are not working properly.

All members of staff are responsible for ensuring that consideration is given to the identification of all foreseeable risks that might occur from carrying out all activities. Having identified all reasonably foreseeable risks they must ensure that the effects of such risks are eliminated or controlled.

The UTC has identified the following curriculum areas where higher risks may be present:

- Physical Education
- Workshop Areas
- Construction Zones
- Design Areas
- Science Labs

In each of these areas the Subject Leaders are authorised to seek specialist advice with the approval of Director of Operations.

Key to assessment of risks

Low	the activity can proceed as existing controls are adequate
Med	activity to be closely monitored weekly/monthly according to activity
Med to High	activity to be undertaken only under close supervision
High	activity not to take place

21.0 Hazardous Substances

When using harmful substances, whether they are material or chemical substances, all personnel must ensure that adequate precautions are in place to prevent injury to health.

Adequate precautions should follow the COSHH hierarchy of control:

- Substitute
- Isolate process
- Use controls
- Limit exposure
- Use PPE
- Supervision and training.

No new materials or chemical substances are to be brought into use unless an assessment under the Control of Substances Hazardous to Health Regulations 2002 has been carried out and identified measures are in place and clearance given for use by the Health and Safety Officer. The user's department is to be in possession of a safety data sheet.

For chemicals and preparations used in science the relevant CLEAPPS assessment will cover this requirement provided that it covers the intended use.

The Material Safety Data Sheets along with the relevant COSHH assessment will be held in clearly marked files as follows:

- Science: Technicians Prep Room
- Estates and grounds: Site Managers Office
- Design: Technician's area Workshop: Technician's area

22.0 Catering

The catering facilities at UTC are run by an outside contractor and the contractor is responsible for the day to day safety in these areas.

The Board of Governors acknowledges its responsibilities under the Food Hygiene Regulations.

The catering areas and operations are audited on a regular basis by the local authority EHO.

23.0 Waste Disposal

As a producer of waste, we have a duty of care to ensure that our waste is legally and safely dealt with. Staff should bear in mind that only 'General Waste' should be placed in bins for the collection by premises staff. This waste includes:

- Wood
- Paper
- Cardboard
- Plastics
- Plasterboard
- Textiles
- Empty Containers

Other types of waste that require special treatment and separate documentation, staff must book collection and disposal arrangements via the site manager.

The Director of Operations is responsible for making arrangements for the storage and transfer of General and Special Waste. The responsibility includes:

- Storing waste safely and securely.
- Checking the company taking the waste away is legally authorised to do so.

24.0 Smoking

In line with current legislation smoking is strictly prohibited in all UTC buildings and on UTC land, in addition the whole University Springfield Campus is a no-smoking Zone.

25.0 Monitoring Systems

Legionella/water hygiene/water temperature

The UTC has a duty of care to protect employees/students/visitors from the risk of contact with high water temperature which could give rise to burns. The Site Manager will ensure that the water temperatures are maintained and checked at appropriate intervals. Signage will be used to indicate the Hot Water supply. Signage will be used to indicate 'not drinking water' where Cat5 water is used such as in the science labs.

The duty of care extends to include assessment of the risk of contracting Legionella Pneumophila from our hot water and cooling systems. A competent person will perform

monthly checks to monitor the water throughout the UTC and provide support/reports as necessary.

Water will be flushed through the system at least weekly taking into account the holidays when various facilities will not be in use. Special attention should be paid to little used outlets or dead legs where water may sit for some time. Water tanks will be cleaned and disinfected annually. Showerheads will be dismantled, cleaned and descaled. Appropriate records will be maintained on site.

Electrics

The UTC has a duty of care to protect employees/students/visitors from the risk of electrical injury caused by our electrical installations, and also our use of fixed and portable equipment. Fixed wiring at the UTC will be inspected at least every 5 years by a competent person. A copy of the test certificate should be kept at the school.

Portable electrical appliance testing – PAT testing, is not compulsory and is not a legal requirement. However, the UTC is required to ensure that all electrical equipment is maintained in a safe state and PAT testing is a useful way to do this. Portable equipment will be PAT tested by a competent person on an annual basis for. Labels will be put on all PAT tested equipment and full records will be maintained in the Site Office.

All equipment which is not covered by statutory inspections should be maintained to the manufacturer's guidelines. These guidelines can normally be found on the instruction leaflet or manufacturer's website. It is every member of staff's responsibility to ensure that the equipment they are using is in good condition and suitable for purpose. Before use each item of equipment should have a visual safety check.

Gas/Heating

The UTC has a duty of care to ensure any gas appliance, installation pipework or flue is maintained in a safe condition.

All gas appliances should be serviced in line with the manufacturer's guidelines. Gas appliances will be inspected on an annual basis by a competent person – this person should be on the Gas Safe Register.

The UTC has a gas proving system in place which ensures if a leak is detected the gas automatically shuts off.

Gas is used on site for:

Heating – boilers in the plant room

Cooking – kitchen area

Science – various science labs

26.0 Wellbeing/mindfulness

The Governors are committed to protecting and promoting the wellbeing of all UTC staff and this includes supporting employees experiencing work related stress. Stress can hit anyone at any level and may be caused by a variety of issues or just a single issue. The UTC has implemented a Wellbeing/mindfulness Policy to demonstrate its commitment and understanding that workplace stress is a Health & Safety issue. See the Wellbeing and Mindfulness Policy for full details.

27.0 Checklists

There will be a series of checklists maintained by the Director of Operations to ensure that all reasonable efforts are made to maintain a high level of H&S here at the UTC.

Annual checklist – highlights all annual inspections needed

Monthly checklist – more day to day items that are regularly inspected

Training checklist – highlighting all staff training requirements and frequency of training

28.0 Other related documents:

HSE Website <http://www.hse.gov.uk/index.htm>

HSE Five Steps to Risk Assessment - <http://www.hse.gov.uk/pubns/indg163.pdf>

HSE A Guide to Risk Assessment Requirements -
<http://www.hse.gov.uk/pubns/indg218.pdf>

A Guide to the Law for UTC Governors (DCSF 2008)- Community Version -
Voluntary Aided Version - Voluntary Controlled Version- Foundation Version.
website <http://www.governornet.co.uk/publishList.cfm?topicAreaId=26>

DfE UTC Security information:
<https://www.education.gov.uk/publications/eOrderingDownload/RB419.pdf>

DfE Health and Safety of Students on Educational Visits: A Good Practice Guide
<https://www.education.gov.uk/publications/eOrderingDownload/HSPV2.pdf>

DfE/DH Supporting Students with Medical Needs: A Good Practice Guide -
<https://www.education.gov.uk/publications/standard/SpecialEducationalNeeds/Page4/PPY194>

DCSF Guidance on First Aid for schools:

<http://www.education.gov.uk/schools/pupilsupport/pastoralcare/health/firstaid/a0010622/first-aid>

DCSF/Home Office UTC Security: Dealing with Troublemakers -

<http://media.education.gov.uk/assets/files/doc/s/schoolsecurity.doc>

Guidance on Standards for UTC Premises (ref DfE 0029/2000).

DfE/CEDC Safe Keeping: A good practice guide for health and safety in study support

<https://www.education.gov.uk/publications/eOrderingDownload/PfssguideMIG1878.pdf>

HSE publications (priced and non-priced) are available from HSE Books

Tel: 01787 881165

DfE guides are free from DfE publications Tel 0845 6022260

HSE's info line is 08701 545500