

# Grobby Community College

*Achieving Excellence Together*



## Health & Safety Policy 2014

Produced by Pam Hollingshead

Reviewed and adopted by the Governing Body: 6<sup>th</sup> October 2014 (LMT Meeting)

**To be reviewed every year**

Signed: .....|..... (Chair of Governors)





**GROBY COMMUNITY COLLEGE**

## **HEALTHY & SAFETY POLICY**

### **GENERAL STATEMENT OF POLICY**

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, students, visitors and other legitimate users of the premises and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out in this document.

The policy will be kept up to date, particularly as the operation changes in nature and size. To ensure this, the policy and the way in which it has operated will be reviewed every year.

Agreed by:

Vivienne Galloway, Chair of Governors Leadership & Management Committee

Rob Coles, Principal

Agreed at Finance & Premises –

## **INTRODUCTION**

The Health and Safety of all employees and all other people who use the College premises is of prime importance to the College. The Governing Body recognise that achieving and maintaining high standards of safety requires that the management, staff, students, visitors and contractors working on the premises are aware of and accept their respective responsibilities.

While it is recognised that overall health and safety responsibility lies with management at the highest level, all employees have responsibility for health and safety to some degree. The specific health and safety responsibilities of some are set out within the policy in varying degrees of detail but it should be clearly understood that the absence of explicit detail does not imply an absence of responsibility. Unless otherwise specifically detailed, health and safety responsibilities are delegated according to the normal line management structure.

Employees have personal responsibility for their own actions and omissions and in addition they largely have responsibility in proportion to the extent of control they have over the work or work activities. Thus the delegation or allocation of technical, financial, managerial or other work function automatically carries with it a degree of responsibility for appropriate health and safety performance.

The College will, through the organisational arrangements set out in this policy, take all reasonably practicable steps to ensure the health and safety at work of its employees, students, visitors and contractors working on the premises and will in particular provide:

- a safe working/teaching/living environment
- safe systems of work
- safe plant and equipment
- adequate information, instruction, training and supervision to ensure health and safety at work
- safe storage of all inherently dangerous materials and substances
- adequate first aid facilities
- effective procedures for the evacuation of the building in the event of an emergency

The College will encourage joint consultative arrangements to check the effectiveness of health and safety measures within the College.

The Health and Safety at Work Act 1974 and other legislation requires employees, students and visitors to the College premises to co-operate with the College management to comply with any statutory requirements and not to misuse or interfere with anything provided by the College in the interests of health and safety.

## **1. GENERAL INTRODUCTION AND CONTEXT**

### **1.1 INTRODUCTION**

A copy of the policy is available from the Assistant Principal - Business, in the Staff Room and the Learning Resources Centre and is included on the College website. Staff will be expected to read the policy itself and any sections of the appendices relevant to their work.

The induction process for new staff - including supply and casual staff - will include a section on Health & Safety. This should be undertaken by the Curriculum Leaders or Line Manager.

Specific arrangements have been included in appendices to this policy. These will be updated by the person identified as responsible in the light of Government or internal changes in regulation and in the light of experience. They will be included in the annual review.

They also form an integral part of the College's Health & Safety policy.

## **2. RESPONSIBILITIES**

General delegated responsibilities of various individuals who have a role to play in the College's health and safety are listed in this part of the policy. Responsibilities of individuals are divided into the following areas:

### **a) Governors & Governors Leadership & Management Committee**

The Governors accept and recognise their responsibilities in relation to Health and Safety as defined below.

They are:-

- To agree and implement a Health and Safety Policy, including policies for First Aid and Fire Safety;
- To recognise the right of employees, students and other users to be provided with a safe working environment;
- To promote a positive attitude towards health and safety within the College;
- To ensure sufficient resources are provided for the effective implementation of the various health and safety policies and compliance with relevant legislation and codes of practice;
- To monitor and review the operation of the Health and Safety Policies in the College;
- To comply with directives issued by the Department for Education on health and safety matters in Colleges.

### **b) The Principal**

The Principal has delegated responsibility from the Governors to ensure that the Health & Safety Policy and appropriate health and safety procedures are implemented.

### **c) Assistant Principal - Business**

The Assistant Principal – Business' responsibilities are to ensure, so far as is reasonably practicable that:

- The organisation and arrangements for health and safety within the College are developed and communicated to all staff and users.
- Adequate arrangements exist for the effective management of health and safety.

- Appropriate resources (taking into account normal budgetary constraints) in terms of funding, time, materials and equipment are allocated to meet health and safety requirements of the college.
- Curriculum Leaders, Support Teams and other Group Leaders are competent and aware of the premises, personnel, plant and equipment for which they are individually responsible.
- Curriculum Leaders, Support Teams and other Group Leaders execute the responsibilities allocated to them.
- A system of communication between management, employees and other users is developed and maintained – which allows employees and Union Health and Safety Representatives to consult on health, safety and welfare matters.
- That a library of health and safety legislation, codes of practice and advice resources is maintained and knowledge is kept up to date with new legislation and codes of practice.
- To ensure that records of accidents, assaults, injuries, incidents, near misses and risk assessment are kept up to date and logged central and to carry out investigation where necessary.
- The College's Senior Leadership Team promotes a safety culture within the College.

**d) Senior Premises Officer**

- To support the Assistant Principal - Business in the role of Health & Safety.

**e) Business Support Officer**

- To support the Assistant Principal - Business in the administration of Health & Safety

**f) Staff and other users with supervisory responsibilities**

Staff and other users with supervisory responsibilities within Curriculum Areas or Support Staff Teams or Clubs that let the buildings who have responsibility for a specific area of the College premises are required to:

- provide health and safety information to staff and other users
- ensure the training of staff in health and safety matters
- ensure compliance with the College's Health and Safety Policy
- action the recommendations of College health and safety reports
- establish procedures for an annual review of their designated areas
- record and act on incidents, including "near misses", reported to them
- undertake sufficient and satisfactory risk assessments

All employees and users have a duty to take all reasonably practicable steps to ensure their own health and safety and that the health and safety of all students and other visitors to the College, in their care are not put at risk due to their acts or omissions.

All staff and other users must:

- check areas are safe before commencing an activity
- check that equipment is safe to use
- ensure that safe systems of work are used
- ensure that, where appropriate, personal protective equipment is used
- report any accidents, incidents, or "near misses" to their line manager, group leader and/or Assistant Principal - Business via Hazard Alert notice system.
- encourage students and visitors to the College to comply with the Health and Safety Policy
- ensure, when working outside their specialism, that all student activities are within the teacher's or member of staff's knowledge of safe practice.

#### **g) Consultancy**

The college consults with YMD Boon to gain competent expert advice on all Health & Safety issues.

### **3. VISITORS AND USERS (including contractors)**

The Governors acknowledge their duty of care to all visitors and users of this establishment including those letting the premises and will make every reasonable effort to ensure that visitors are aware of procedures laid out in this policy

All visitors will be reminded of their responsibility to take reasonable care for their own health and safety, for the health and safety of others and to comply with the instructions of the Governing Body or their delegated representative.

#### **Visitors and Contractors**

All visitors and contractors will be required to sign in at Reception on arrival and sign out on departure, when visiting the college during normal working hours (8.00am to 4.30pm). All visitors and contractors will be issued with visitor passes carrying basic Health & Safety guidelines (as per visitors and users policy).

Staff will be expected to advise their visitors of any particular Health & Safety requirements relevant to their visit, including general procedures and precautions they should take and the action to be taken in case of an emergency.

Organisers of groups participating in activities off the premises will be given details of emergency procedures and contacts and will be reminded of the Health & Safety Regulations relevant to the area of College or activity involved.

Meetings of outside groups should compile a register of people attending their meeting. This should be held by the organiser.

Contractors will be briefed by a member of the premises team about specific health and safety issues, procedures or precautions relevant to their visit via the Contractors Induction Procedure.

### **4. SUPERVISION OF STUDENTS**

All employees, students and other users have the responsibility to co-operate with senior staff to achieve a healthy and safe environment for work and study and to take reasonable care of themselves and others. See student expectations booklet and the Staff Handbook.

Whenever an employee, student or other user notices a health or safety problem, which they are not able to rectify, they must immediately inform an appropriate person (students would normally be expected to tell their tutor or class teacher, who must then inform the relevant person).

- i) The formal times of the College day are published annually in the staff handbook. Outside these times, supervision cannot be guaranteed except in organised activities. Students on the premises outside these times are expected to behave safely and not to enter prohibited areas or unsupervised areas.
- ii) Supervision arrangements for break and lunchtimes are detailed in the staff handbook and a duty rota published to all staff at the start of the academic year.
- iii) Medicines: Dfe Medical Procedures and Administration of Medicines Guidance applies and copy of which is held by the Assistant Principal - Business. No medicine is administered to anyone below the age of 18 unless written consent has been given and clear instructions to do so have been obtained from the parent/guardian or adult family member.
- iv) The following areas will follow specific Health & Safety regulations and practices as prescribed by the HSE. These will be incorporated into the risk assessments for those areas.

Design and Technology (in conjunction with CLEAPPS guidelines)

Science (in conjunction with CLEAPPS guidelines)

PE and Performing Arts (in conjunction with SPPE guidelines).

v) **Offsite Activities**

Grobby Community College will continue to meet the previous standard issued by Dfe on educational visits and adventurous activities. All visits will be subject to retification by YMD Boom and approved by the Principal. This applies to all activities carried out by the college. Further advice is contained in the staff handbook.

The appropriate procedures must be followed and college proforma must be completed and authorised by the Educational Visits Co-ordinator for approval before any offsite activity is undertaken. This form will include a risk assessment section which will cover (but not inclusively) the following aspects:

Pupil/adult ratio for supervision

Transport

First Aid Provision

Emergency procedures

Full details are contained in the staff handbook.

The college will ensure that all work placements are subject to a risk assessment and CRB checks. No work placement will take place without there being a suitable and sufficient signed risk assessment, CRB clearance and confirmation the appropriate insurance cover is in place– which applies to all work experience placements. Further advice is available from the Work Placement Co-ordinator. All checks are carried out on behalf of the college by the LEBC to ensure the risk assessment is put into place.

## 5. **FIRST AID**

The Governing Body acknowledges its responsibility for implementing the requirements of the First Aid Regulations and has delegated responsibility to the Principal. The Principal then delegates to the Assistant Principal - Business the responsibility for managing first aid within college and to ensure that appropriate provision is in place, as Health & Safety Manager



The college has a risk assessment in place and detailed arrangements for the provision of First Aid are included in the College First Aid Procedures.

All occurrences requiring First Aid should be reported to either the nearest first aider or to Reception, where a Qualified First Aider will be contacted immediately, whichever is the easiest and most practical.

All accidents/incidents/situations requiring first aid will be recorded in the First Aid Log Book on the administration network.

All accidents and injuries are reported to the LA. All "serious" accidents/injuries (as defined under RIDDOR regulations) are reported on line to the Health and Safety Executive by the Assistant Principal - Business.

An accident investigation form is completed where deemed appropriate and risk assessments/policies updated where necessary.

"Near-misses" should be reported to the Curriculum Leader who will then inform the Assistant Principal - Business in case investigation is required, as above.

"Hazards" that cause incidents requiring first aid will be reported through the Hazard Alert system to the Assistant Principal - Business and may prompt an investigation.

## **6. FIRE AND OTHER EMERGENCY EVACUATION AND RISK ASSESSMENT**

The Governing Body acknowledges its responsibility for implementing the requirements of the HM Government Fire Safety Risk Assessment in Educational Premises Guidance and has delegated responsibility to the Principal. The Principal then delegates to the Assistant Principal - Business the responsibility for managing procedures and risk assessment within college and to ensure that appropriate provision in place, as Health & Safety Manager

Specific arrangements for emergency evacuation are covered under a separate policy and these procedures for responding to emergencies will be reviewed at least annually. Students, new staff will be instructed in evacuation procedures verbally as part of their induction and be given full details during the first half term.

A whole college practice evacuation will be held each College year during the normal school day time, during the first half of the autumn term. Additionally, House Teams will carry out a walkthrough of the evacuation procedure during the spring term as a refresher.

Arrangements will be made to ensure that community users have experience of the evacuation procedures during the autumn term after all classes have begun.

Fire fighting equipment and notices will be supplied and maintained in accordance with current regulations.

The College has carried out a Type 1 Fire Risk Assessment in liaison with The Fire College in conjunction with new legislation and HSE guidance. This is documented in the Assistant Principal - Business's office and an action plan in place to ensure the college complies with the said legislation. Copies of the Risk Assessment are kept in the Staff Room and the LRC.

The college has received a Type 2 Fire Risk Assessment, carried out by Atkinson Leah Chartered Building Surveyors on behalf of the Local Authority. The college has responded to the recommendations where practicable and financially viable and has produced an action plan for the remaining items.

## **7. ARRANGEMENTS FOR REPORTING AND INVESTIGATING INCIDENTS**

The governing body acknowledges its responsibility for implementing the requirements of under the Reporting of Incidents and Dangerous Occurrence Regulations 1995 and delegates this responsibility to the Principal. The Principal then delegates to the Assistant Principal - Business the responsibility for managing

procedures and risk assessment within college and to ensure that appropriate provision in place, as Health & Safety Manager

All accident and near misses will be recorded in the college accident/incident book as per the reporting procedure. All accidents reportable under Riddor regulations will be reported to the HSE on form F2508 and will be subject to an accident investigation by the Assistant Principal - Business. Accident/incidents/assaults statistics will be brought to the College Leadership & Management Committee for monitoring.

## **8. ANALYSIS OF ACCIDENTS/INCIDENTS/ASSAULTS AND AUDIT & INSPECTION**

Accident/incident/assault reports will be scrutinised by the Assistant Principal - Business, as Health & Safety Manager and serious accidents/incidents/assaults as defined under RIDDOR will be reported to the College Leadership & Management Sub-Committee under Health & Safety issues with a view to determining and eliminating causes and improving measures for prevention and protection.

This does not relieve Curriculum Leaders/Support Staff Team Leaders or other Club Leaders of their duty to consider accidents in their area with a view to preventing a recurrence.

Formal audits and reviews will be carried out on an annual basis in line with YMD Boon consultancy and risk assessments reviewed by Curriculum Leaders/Support Staff Team Leaders in liaison with the Assistant Principal - Business.

Line Managers will monitor the effectiveness of measures taken to secure health, safety and welfare of those staff and students in their areas and how these are put into practice. Consideration must be given to how methods could be improved.

## **9. ARRANGEMENTS FOR CONSULTATION ON HEALTH AND SAFETY MATTERS**

The Governing Body has agreed to delegate responsibility for consultation on health & safety matters to the Leadership & Premises Committee.

The Assistant Principal - Business and Senior Premises Officer regularly meet to discuss Health and Safety issues in college and update risk assessments, policies and procedures. Regular meetings/audits take place in all areas of the college with health & safety trained staff and progress reports are then fed back to Governors Leadership & Management Committee meetings.

Any person on these premises had a duty to report to the Principal or Assistant Principal - Business as Health & Safety Manager, any item of concern relating to Health & Safety.

## **10. TRAINING OF STAFF**

The Governing Body acknowledges its responsibility for ensuring the staff are appropriately trained in health & safety issues and has delegated responsibility to the Principal. The Principal then delegates to the Assistant Principal - Business the responsibility for ensuring that adequate training is given, as Health & Safety Manager.

The Assistant Principal - Business is responsible for assessing training needs on the advice of Curriculum Leaders and Line Managers and YMD Boon and for arranging the appropriate training (in consultation with the Principal).

The Assistant Principal - Business maintains an up-to-date record of Health & Safety training, summarised by a health and safety training matrix. A copy of training certificates is also included in personal files.

## **11. PROVISION OF INFORMATION TO STAFF**

All newly appointed staff - including supply and catering staff - will be informed of the College's Health & Safety Policy and procedures by Curriculum Leaders.

Health & Safety Information Circulars, Admin. memos and other briefing sheets received in College will be brought to the attention of staff by the Assistant Principal - Business via the Health & Safety termly Bulletin and notice boards. A copy of the Health and Safety policy and other supporting documentation will be maintained by the Assistant Principal - Business, on the intranet, in the staffroom and LRC Health & Safety folders and in the supply handbook. Details of circulars maintained will be included in the staff handbook.

## **12. VIOLENCE TO STAFF**

The Governing Body acknowledges its responsibility for ensuring that staff are protected and any incidents of violence will be formally reported and investigated by the Principal/Assistant Principal - Business. Accident/incidents/assaults statistics will be brought to the College Leadership & Management Committee for monitoring.

The college does not tolerate verbal, emotional or physical abuse of its staff while carrying out their duties.

Specific procedures for dealing with assaults or abuse are detailed in a separate policy.

## **13. PERSONAL PROTECTIVE EQUIPMENT**

The Governing Body acknowledges its responsibility for ensuring that staff are protected and follows the guidance provided by the Health & Safety Executive (HSE).

Suitable and sufficient personal protective equipment (PPE) is provided as required. Requirements for PPE shall be identified in records of risk assessment. PPE shall be assessed and selected as appropriate to the conditions of use, the nature of the hazard, the likely mechanism of exposure and degree of protection required. Consideration must be given to the fit of the PPE for the individual wearer and its compatibility with other equipment used. Users of PPE shall receive information and instruction in its proper use. PPE shall be subject to such inspection and maintenance as is necessary to ensure its continuing effectiveness.

## **14. BUILDINGS MAINTENANCE & REPAIR**

Suitable arrangements will be made by the Assistant Principal - Business to ensure the adequate maintenance of premises to ensure it is safe for all users. Sufficient resources are allocated to ensure that maintenance can be carried out as required and premises health and safety issues are addressed as promptly as possible. Where a room/area/building becomes unsafe, it will be closed to all users and notices will be placed and all staff, students and other users informed and the necessary repairs/replacement carried out as soon as practicable.

The college has developed a separate Site Policy.

## **15. (BUILDING) PROJECTS**

The Governors have noted and agreed to follow the Construction Design Management Regulations and Management of Contractors regulations where required, in conjunction with its asset management planning.

## **16. ENVIRONMENTAL PROTECTION ACT**

The Governing Body acknowledges its responsibility for ensuring that the college adheres to the Environmental Protection Act and has delegated responsibility to the Principal. The Principal then delegates to the Assistant Principal - Business the responsibility for ensuring that adequate provision and an environmental awareness culture is in place.

The Leadership & Management Committee of the Governing Body will maintain and review procedures to comply with the Environmental Protection Act.

## **17. THE MANAGEMENT OF STRESS (including violence at work and working alone)**

The Governing body recognises that stress creates many harmful effects for both the institution and for the individual, and acknowledges its importance for resource management and for individual welfare. Violence at work and working alone are recognised as increasing causes of stress. (Please see separate Policies for the Management of Stress and Lone Working, held in the Assistant Principal – Business' Office and in Health & Safety Folders in the Staff Room and Learning Resource Centre).

#### **18. SITE SECURITY AND PERSONAL SAFETY**

The Governing Body takes its responsibility for the safety of staff, and the College seriously. Details of the arrangements for security are contained in a separate policy.

#### **19. PORTABLE APPLIANCE TESTING**

The Governors employs a competent person to carry out Portable Appliance Testing on an annual basis and adhoc arrangements are to be carried out in-house within the ICT support department as and when required. Details are contained in the Electricity Risk Assessment.

#### **20. SUN AWARENESS**

The Governors have adopted the LCC guidance for Sun Awareness which is held by the Assistant Principal - Business.

#### **21. STORAGE AND USE OF HAZARDOUS SUBSTANCES (COSHH)**

The Governing Body acknowledges its responsibility for ensuring that the college adheres to the COSHH regulations and has delegated responsibility to the Principal. The Principal then delegates to the Assistant Principal - Business the responsibility for ensuring that adequate provision, training and awareness is in place.

Particular attention is given to controlling the immediate and long term risks from hazardous substances. Conditions governing their storage and use are determined by formal risk assessment held by the Assistant Principal - Business. Priority is given to avoiding the need for such substances, where possible, reducing the numbers and amounts stored , and substitution by less harmful materials.

Documents are held re COSHH 1999 Regulations by the Assistant Principal - Business.

The college maintains a central COSHH file containing all relevant information of any hazardous material stored in college, and COSHH information is stored in the relevant areas with the hazardous material.

#### **22. RISK ASSESSMENT**

The Governing Body acknowledges its responsibility for ensuring that the college adheres to the Health and Safety Executives 'Five Steps to Risk Assessment' and has delegated responsibility to the Principal. The Principal then delegates to the Assistant Principal - Business the responsibility for ensuring that adequate risk assessment, training and awareness is in place.

The College will follow risk management principles in identifying hazards and other liability exposures in order to pursue progressive improvements to bring about a reduction in the frequency and severity of injury, ill health and incidents and reduce the likelihood and severity other potential liabilities.

Fundamental to such risk assessment is the need for hazard identification and appropriate risk assessment and control measures and accordingly the development of appropriate safe systems of work and formal operating procedures.

The college has a central Risk Register containing all risk assessments for the college and these are followed by all staff for whole college risk assessments, or by specific staff where relevant for particular areas of need i.e. resistant materials.

The college has a team of support staff trained in risk assessment and these staff check that the risk assessments are followed in the operation of their duties and activities within the college and the risk assessments are reviewed at least annually or as necessary.

### **23. DISPLAY SCREEN EQUIPMENT REGULATIONS 1992**

The Governing Body acknowledges its responsibility for ensuring that the college adheres to the Display Screen Equipment Regulations and has delegated responsibility to the Principal. The Principal then delegates to the Assistant Principal - Business the responsibility for ensuring that adequate risk assessment, training and awareness is in place.

Details of the regulations are held by the Assistant Principal - Business.

### **24. CRITICAL INCIDENT PLAN**

The Governing Body acknowledges its responsibility for ensuring that the college has a Critical Incident Plan in place and has delegated responsibility to the Principal. The Principal then delegates to the Assistant Principal - Business the responsibility for ensuring that an adequate plan and procedures are in place.

### **25. SMOKE FREE LEGISLATION**

The college has adopted a Smoke Free Policy as recommended by the National Health Service. This policy has been circulated to all staff and is available in the staffroom, Post 16 area and kept in the Assistant Principal - Business's office.

### **26. PREGNANCY RISK ASSESSMENT**

The College has adopted a Pregnancy Risk Assessment and advisory documentation which is held in the Assistant Principal - Business's office and provided to all pregnant staff and students.

When hazards are identified as part of the risk assessment process, consideration must be given to the effect they may have on women of child-bearing age, in particular those who are pregnant, new and nursing mothers.

### **27. ASBESTOS**

The Governing Body acknowledges its responsibility for ensuring that the college adheres to the Control of Asbestos Regulations 2012 and has delegated responsibility to the Principal. The Principal then delegates to the Assistant Principal - Business the responsibility for ensuring that adequate risk assessment and monitoring procedures are in place.

The college has received an updated survey undertaken by AOH Ltd May 2010 and carries out annual checks to ensure any remaining asbestos in college remains safe. Any incidences of disturbance or building works planned that will cause disturbance are reported as per guidance provided.

### **28. LEGIONELLA**

The Governing Body acknowledges its responsibility for ensuring that the college adheres to the Control of Legionella Approved Code of Practice (L8) in school buildings and has delegated responsibility to the Principal. The Principal then delegates to the Assistant Principal - Business the responsibility for ensuring that adequate risk assessment and monitoring procedures are in place.

The college has had a survey carried out by Europa LCS October 2011. The college ensure that any remedial work as recommended by the survey is carried out promptly. The college premises staff carry out monthly temporary checks to ensure temperature levels remain according to guidelines and ensure any college responsibilities as directed by the policy are adhered to.

## **29. GLAZING**

The Governing Body acknowledges its responsibility for ensuring that the college adheres to the requirements of The Workplace (Health Safety and Welfare) Regulations 1992 relating to Safety Glazing and has delegated responsibility to the Principal. The Principal then delegates to the Assistant Principal - Business the responsibility for ensuring that adequate risk assessment and action plan is in place.

The college has had a survey and Risk Assessment carried out by Durable in June 2011 and carried out the required work to adhere to these regulations.

## **30. DRIVING ON LEA BUSINESS**

The Governing Body acknowledges its responsibility for ensuring that the college adheres to the Dfe Policy on Driving on college business and has delegated responsibility to the Principal. The Principal then delegates to the Assistant Principal - Business the responsibility for ensuring that adequate risk assessment, training and systems are in place.

## **31. MANUAL HANDLING OF PEOPLE**

The Governing Body acknowledges its responsibility for ensuring that the college adheres to the Manual Handling Operations Regulations 1992 and has delegated responsibility to the Principal. The Principal then delegates to the Assistant Principal - Business the responsibility for ensuring that adequate risk assessment and training is in place and that equipment is provided where required.

## **32. MOVING AND HANDLING**

The Governing Body acknowledges its responsibility for ensuring that the college adheres to the HSE Guidance on Manual and Handling and has delegated responsibility to the Principal. The Principal then delegates to the Assistant Principal - Business the responsibility for ensuring that adequate risk assessment, procedures and training is in place and that equipment is provided where required.

## **33. IMAGES OF CHILDREN AND YOUNG PEOPLE**

The Governing Body acknowledges its responsibility for ensuring that the college adheres to the safeguarding guidelines in relating to taking or publishing photos/films of young people and has delegated responsibility to the Principal. The Principal then delegates to the Assistant Principal - Business the responsibility for ensuring that adequate procedures are in place.

## **34. SAFEGUARDING**

The Governing Body acknowledges its responsibility for ensuring that the college adheres to the Safeguarding and Child Protection guidance. The Principal then delegates to the Assistant Principal (Student Wellbeing) and the Assistant Principal - Business, the responsibility for ensuring that adequate risk assessment, policies, procedures and monitoring are in place.

The college provides information, guidance and training to all staff and visitors to ensure that the guidance is adhered to.

## **35. OTHER GUIDANCE**

The Governing Body acknowledges its responsibility for ensuring that the college adheres to all other Health & Safety guidance available and has delegated responsibility to the Principal. The Principal then delegates to the Assistant Principal - Business the responsibility for ensuring that adequate risk assessment, policies, procedures and monitoring is in place to adhere to the guidance.

## **36. ARRANGEMENTS FOR MONITORING AND REVIEWING THE POLICY**

The College Leadership & Management Committee of the Governing Body will review this Policy on an annual basis or more frequently should the need arise.