



London Design & Engineering UTC

Health & Safety Policy

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Acknowledgements	Judicium Consulting Ltd
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Version Control Table

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Guidance on Version Control:

Versions are 0.1, 0.2, etc. until such point as the document is approved. Then it becomes version 1.0.

Subsequent edited versions become 1.1, 1.2, or if it's a major update, 2.0.

HEALTH & SAFETY POLICY

Policy Coverage

THE POLICY APPLIES TO OR COVERS THE FOLLOWING GROUPS			
Type of Learner	Tick (✓)	Type of Stakeholder	Tick (✓)
Key Stage 3 (KS3) Carousel	✓	Teaching Staff	✓
Key Stage 4 (KS4) GCSE	✓	Education Support Staff	✓
Key Stage 5 (KS5) Level 2	✓	Administrative Support Staff	✓
Key Stage 5 (KS5) Level 3	✓	Directors	✓
Key Stage 5 (KS5) A Levels	✓	Employers	✓
Apprentices	✓	Visitors / Contractors	✓

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1. Distribution of Copies

Master Copy	CEO/Principal
Copy One	Chair of the Board of Directors
Copy Two	Chief Financial & Operations Officer (CFOO)
Copy Three	Facilities Manager & Site Supervisors (Estates Team)
Copy Four	Staff Room – all staff
Copy Five	Front Office for Visitors, Contractors & Parents Viewing

2. Review Procedures

The Health and Safety Policy for the London Design & Engineering UTC (LDE UTC) will be reviewed regularly and revised as necessary.

Any amendments required to be made to the policy as a result of a review will be presented to the Board of Directors or a Committee for acceptance.

3. Statement of Intent

The London Design & Engineering UTC recognises that ensuring the health and safety of staff, learners, and visitors is essential to the success of the LDE UTC.

We are committed to:

- a. Providing a safe and healthy working and learning environment.
- b. Preventing accidents and work-related ill health.
- c. Meeting our legal responsibilities under health and safety legislation as a minimum
- d. Assessing all risks to anyone who could be affected by our curriculum and non-curriculum activities and putting in place measures to control these risks.
- e. Ensuring safe working methods and providing safe work equipment.
- f. Providing effective information, instruction, training and supervision.
- g. Consulting with employees and their representatives on health and safety matters.
- h. Monitoring and reviewing our safety arrangements and prevention measures to ensure they are effective.
- i. Setting targets and objectives to develop a culture of continuous improvement.
- j. Ensuring adequate welfare facilities exist throughout the LDE UTC.
- k. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

Health and safety management procedures will be adopted, and responsibilities appropriately assigned, to ensure the above commitments can be met. All Directors, staff and learners will play their part in its implementation.

4. Organisation

4.1 Introduction

In order to achieve compliance with the Statement of Intent, the LDE UTC's management team will have additional responsibilities assigned to them as detailed in this part of the Policy.

An organisational chart for H&S Management is attached at **Appendix 1**.

4.2 The Board of the Directors (The Governing Body)

The Board of Directors is responsible for ensuring that:

- a) The health and safety policy statement is clearly written, and it promotes a positive attitude towards safety among staff and learners.
- b) The CEO/Principal is aware of his/her health and safety responsibilities and has sufficient experience, knowledge and training to perform the tasks required.
- c) Clear procedures are created to assess any significant risks and ensure that safe working practices are adopted.
- d) Sufficient funds are set aside with which to operate safe working practices.
- e) Health and safety performance is monitored, failures in health & safety policy or implementation recognised, and policy and procedure revised as necessary.

4.3 The CEO/Principal

Reporting to the Board of Directors, the CEO/Principal has the overall responsibility for ensuring that the Health and Safety Policy is effectively implemented and that proper resources are made available in order to achieve this.

- a) Plan as necessary to make human, financial and other resources available to secure a high standard of health and safety management, taking competent advice on matters of health and safety where relevant.
- b) Providing the final authority on matters concerning health and safety at work.
- c) Making decisions on health and safety issues based on a proper assessment of any risks to health and safety, and ensuring the control of those risks in an appropriate manner.
- d) Delegating specific responsibility for the implementation and monitoring of the Health and Safety Policy to the Chief Financial & Operations Officer (CFOO).

4.4 The Manager / Officer Responsible for Health and Safety

The CFOO, working in conjunction with the LDE UTC's Health & Safety Consultants, Judicium, will advise the CEO/Principal on health and safety policy. Acting for and on behalf of the CEO/Principal, he/she has the responsibility for implementing and monitoring the policy, principally through the Facilities Manager and Heads of Department/Subject Leads.

CFOO achieves this by ensuring that:

- a) This Policy is clearly communicated to all relevant persons.
- b) Appropriate information on significant risks is given to visitors and contractors

- c) Appropriate consultation arrangements are in place for staff and their safety representatives.
- d) All staff are provided with adequate information, instruction and training on health and safety issues.
- e) Additional responsibilities for health, safety and welfare are allocated to specific individuals, and they are informed of their responsibilities and have sufficient experience, knowledge and training to undertake them.
- f) Risk assessments of the premises and working practices are undertaken.
- g) Safe systems of work are in place as identified from risk assessments.
- h) Emergency procedures are in place.
- i) Machinery and equipment are inspected and tested to ensure it remains in a safe condition.
- j) Records are kept of all relevant health and safety activities, e.g. assessments, inspections, accidents, etc.
- k) Arrangements are in place to inspect the premises and monitor performance.
- l) Accidents are investigated, and any remedial actions required are taken or requested.
- m) The activities of contractors are adequately monitored and controlled.
- n) A report to the Board of Directors on the health and safety performance of the LDE UTC is completed termly.

4.5 Employees Holding Positions of Special Responsibility

This includes the Senior Management Team, Heads of Departments/Subject Leads, the LDE UTC Office Manager, Facilities Manager, and Site Supervisor. They must:

- a) Apply the LDE UTC's Health and Safety Policy to their own department or area of responsibility and be directly responsible to the CEO/Principal for the application of the health and safety procedures and arrangements.
- b) Develop policies and procedures which identify the key risks in their areas of responsibility and the organisation and arrangements for managing those risks.
- c) Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the CEO/Principal and H&S lead.
- d) Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.
- e) Resolve health, safety and welfare problems that members of staff refer to them, and refer to the CEO/Principal any problems that they cannot achieve a satisfactory solution within the resources available to them.
- f) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- g) Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and learners to avoid hazards and contribute positively to their own health and safety.
- h) Ensure all accidents, incidents and near misses are recorded and investigated appropriately.

- i) Include health and safety performance in the annual report for the CEO/Principal.

4.6 Special Obligations of Class Teachers

Class teachers are expected to:

- a) Exercise effective supervision of their learners and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- b) Follow the health and safety procedures applicable to their area of work.
- c) Give clear oral and written health and safety instructions and warnings to learners as often as necessary.
- d) Ensure the use of personal protective equipment and guards where necessary.
- e) Make recommendations to their Curriculum Leader on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- f) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- h) Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the LDE UTC without prior authorisation.
- i) Regularly check their classrooms for potential hazards and report any observed to the Facilities Manager/Site Supervisor.
- j) Report all accidents, defects and dangerous occurrences to the CEO/Principal, CFOO, Facilities Manager or Site Supervisor.

4.7 Obligations of the Kitchen Manager

The Kitchen Manager is responsible for the safe operation of the catering facilities and must:

- a) Be familiar with the LDE UTC Health and Safety Policy and other associated policies.
- b) Prepare risk assessments for all catering activities.
- c) Ensure that all kitchen staff are instructed and informed to work in accordance with these documents (policies, risk assessments, including COSHH and procedures).
- d) Inform the Facilities Manager/Site Supervisor or CEO/Principal of any potential hazards or defects.
- e) Be familiar with the current Food Safety legislation and the implications so far as the LDE UTC is concerned.

The LDE UTC's staff must not use the catering facilities and equipment without the prior agreement of the CFOO and Kitchen Manager.

4.8 The Health and Safety Committee

The LDE UTC's Health & Safety Committee (also known as the Health & Safety Working Group) provides a forum for joint employer/employee discussions of health & safety matters. This committee will meet once per term as a minimum. All employees are encouraged to bring health & safety concerns to this Committee either directly or through their safety representative

The Committee will review all health, safety, Fire safety and security matters, including a review of policy at least annually.

The Committee will advise the CEO/Principal and CFOO of any current issues in respect of Health, Safety and Security.

The Health and Safety Committee will comprise the CFOO, the Facilities Manager, one technician from each department, the Office Manager, the Curriculum Lead for Science, the Curriculum Lead for the Technical Curriculum, and the Educational Visits Co-ordinator (EVC).

4.9 Obligations of All Employees

All employees must:

- a) Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- b) Observe all instructions on health and safety issued by the Board of Directors, College or any other person delegated to be responsible for a relevant aspect of health and safety.
- c) Act in accordance with any specific H&S training received.
- d) Report all accidents and near misses in accordance with current procedure.
- e) Know and apply emergency procedures in respect of fire, first aid and other emergencies.
- f) Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- g) Inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- h) Inform their Line Manager of any shortcomings they identify in the LDE UTC's health and safety arrangements.
- i) Exercise good standards of housekeeping and cleanliness.
- j) Co-operate with any appointed/elected Safety Representative(s) and the Enforcement Officers of the Health and Safety Executive.
- k) When authorising work to be undertaken or authorising the purchase of equipment, ensure that the health and safety implications of such work or purchases are considered.

4.10 Obligations of Contractors and Visitors

When the premises are used for purposes not under the direction of the CEO/Principal, e.g., the provision of college meals, then, subject to the explicit agreement of the Board of Directors, the principal person in charge of the activities will be responsible for safe practices in the areas under their control.

All contractors who work on the premises are required to identify and control any risk arising from their activities and inform the CEO/Principal of any risks that may affect the LDE UTC staff, learners and visitors. These will take the form of Risk Assessments and Method Statements (RAMS).

All contractors must be aware of the LDE UTC's health and safety policy and emergency procedures and comply with these at all times.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the CEO/Principal or their representative will take such actions as are necessary to protect the safety of the LDE UTC staff, learners and visitors.

4.11 Learners

Learners, in accordance with their age and aptitude, are expected to:

- a) Exercise personal responsibility for the health and safety of themselves and others.
- b) Observe standards of dress consistent with safety and/or hygiene.
- c) Observe all the health and safety rules of the LDE UTC and, in particular, the instructions of staff given in an emergency.
- d) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

5. Procedures and Arrangements

5.1 Introduction

The following procedures and arrangements have been established within the LDE UTC to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements.

The list provides a brief summary of all the key health and safety arrangements applicable to the LDE UTC. More detailed policies and written procedures for a number of these areas are available in the Health and Safety Management File.

5.2 Accident, Incident and RIDDOR Reporting

All staff, visitors and contractors are required to ensure that all accidents are reported to the CEO/Principal, who will ensure that the accident is investigated and reported to the Board of Directors and the Health and Safety Executive (HSE) as appropriate.

Examples of RIDDOR reportable incidents include;

- Employees' injuries or ill-health that prevent attendance at work for 7 or more days
- Fractures (other than fingers and toes)
- Scalping requiring hospital treatment
- Loss of consciousness due to head injury or asphyxia
- Injury leading to permanent loss of sight
- Amputation
- Reportable diseases
- Significant burns (at least 10% of body or specific areas)
- Dangerous occurrences (gas incidents, asbestos incidents, fire incidents, biological agent release, structural collapse)
- Injury to non-staff members (such as learners) in connection with work activity leading to the individual being taken directly to hospital for treatment (not including diagnostic tests) or fatality

All incidents or near misses – i.e. something which has the potential to cause harm although it doesn't do so on this occasion – must also be reported so they can be investigated and appropriate steps taken to prevent a more serious recurrence. Suitable accident reporting forms are utilised to record incidents, with statistics collated to improve issue areas.

LDE UTC will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7). The college will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident.

Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days immediately following the day of the accident will be reported as soon as reasonably practicable and in any event within 15 days of the accident

Suitable training is provided to staff involved in accident investigations and RIDDOR reporting.

5.3 Contractors

The Facilities Manager and/or Site Supervisor is responsible for the selection and management of contractors in accordance with the LDE UTC's policy.

5.4 Curriculum Safety (*including out-of-college learning activities*)

All curriculum leaders are responsible for ensuring that risk assessments are in place for curriculum activities where there is a potential risk to staff and learners.

The risk assessments must be made known to all teaching and support staff and reviewed regularly.

Guidance from CLEAPSS, AfPE (Formerly BAALPE) and other lead bodies should be adopted as appropriate.

5.5 Display Screen Equipment

The Facilities Manager is responsible for ensuring that DSE assessments are completed for administrative staff and teaching staff who regularly use laptops or desktop PCs. DSE assessments will also be completed for their home stations, as well.

Staff are reminded that laptops should not be used on laps, chair arms and other unsuitable surfaces.

Staff who are required to work from home are provided with guidance and training to achieve a suitable working arrangement for remote working. Workstation-related equipment will be provided where appropriate, following an assessment.

5.6 Educational Visits and Journeys

The CEO/Principal is responsible for appointing an Educational Visits Coordinator (EVC) and providing them with suitable training and the necessary resources to complete their duties.

The CEO/Principal and the Educational Visits Co-ordinator (EVC) are responsible for ensuring that all college trips are managed in accordance with the LDE UTC's policy for Educational trips, which all teachers must be familiar with.

Staff involved in Educational Visits should be familiar with the Educational Visits Policy.

All trips must be recorded prior to embarking on the trip in the dedicated register (currently Evolve software), which will include risk assessments and mitigating actions.

5.7 Electrical Safety

The Facilities Manager is responsible for ensuring that the hard wiring system is inspected every five years by a competent person and any identified remedial work is undertaken without delay.

The Facilities Manager will also ensure that all portable electrical equipment is tested in accordance with the timescales recommended by the Health & Safety Executive.

All staff must be familiar with the LDE UTC procedures and report any problems to the Facilities Manager and/or Site Supervisor. Staff are reminded that they must not bring electrical equipment into the LDE UTC without the permission of the CEO/Principal

5.8 Fire Precautions and Emergency Procedures

The CEO/Principal (delegated to the CFOO) is responsible for ensuring:

- a) That a Fire Risk Assessment is completed and reviewed annually.
- b) That the LDE UTC emergency plan and evacuation procedures are regularly reviewed.
- c) The provision of fire awareness training to all staff.
- d) That an emergency fire drill is undertaken every term.
- e) The preparation of a Personal Emergency Evacuation Plan (PEEP) for staff and/or learners who require assistance evacuating.

The Facilities Manager and Site Supervisor are responsible for:

- a) The formal maintenance and regular testing of fire safety systems and reporting significant findings to the Principal.
- b) The maintenance of exit/escape routes and signage.
- c) Supervision of contractors undertaking hot work.

All staff must be familiar with the LDE UTC Fire safety risk assessment, Fire Safety Management Policy, emergency plan and evacuation procedures.

5.9 First Aid

The names of the LDE UTC's qualified First Aiders are displayed on the notice board in the Front Office/reception area.

First Aid supplies are kept in the Front Office and Medical Room, and it is the responsibility of the Office Manager to ensure that stocks of supplies are kept up to date.

All staff must be familiar with the LDE UTC's arrangements for First Aid and the First Aid & Medicine Policy.

5.10 Hazardous Substances

The Facilities Manager and Site Supervisor are responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed as per the Control of Substances Hazardous to Health Regulations (COSHH) before being used.

Substances that fall under COSHH must be stored securely in accordance with the COSHH assessment and only used by authorised persons trained in the safe use of the product.

All staff are reminded that no hazardous substances should be used without the permission of the CEO/Principal. The Facilities Manager/Site Supervisor will complete an assessment for any authorised products.

Products with low toxicity routinely used in the classrooms must be stored securely and only used by staff or older learners under supervision.

Substances used in D&T, engineering and science are assessed and used in accordance with the generic assessments and guidance provided by CLEAPSS. For substances not assessed by CLEAPSS or used in activities not assessed, additional COSHH assessments are produced.

5.11 Inclusion

The LDE UTC complies with the Trust's policy for inclusion, and all teaching and support staff should be familiar with this policy and supporting guidance.

The CEO/Principal is responsible for ensuring that there are adequate facilities and support staff to ensure the health, safety and welfare of any learner with SEN.

All teaching and support staff must be given any information about a learner's needs and receive such training as is necessary for them to be able to support the learner's learning, social and personal needs.

The SENCO and curriculum leaders must ensure that all risk assessments for curriculum activities are adapted as necessary to ensure the safety of any learner with SEN. No learner should be excluded from an activity on the grounds of health and safety unless this is absolutely unavoidable due to the risk level identified by a risk assessment process.

Where it is considered essential to exclude a learner from all or part of an activity, this exclusion must be authorised by the CEO/Principal.

5.12 Lettings / Shared Use of Premises / Use of Premises Outside College Hours

The CEO/Principal is responsible for ensuring that any use of the premises outside college hours is managed in accordance with the LDE UTC's health and safety policy, the Fire Safety Management Policy and the Lettings policy.

The Facilities Manager is responsible for managing the arrangements for lettings, e.g. staffing requirements, first aid provision, fire and emergency arrangements, and any restrictions on the use of facilities and equipment.

5.13 Lone Working

The LDE UTC's policy for Lone working provides detailed guidance, and all staff should be familiar with this policy.

5.14 Managing Medicines & Drugs

No learner is allowed to take medication on the LDE UTC's premises without a letter of consent from his/her parent/carer.

Staff must notify the CEO/Principal if they believe a learner is carrying any unauthorised medicines/drugs.

The LDE UTC's policy for First Aid and Medicines provides detailed guidance, and all staff should be familiar with this policy.

5.15 Maintenance and Inspection of Equipment

The detailed arrangements for the maintenance and inspection of equipment are described in the site maintenance procedures under the control of the Facilities Manager.

Where Heads of Department/Curriculum Leads hold budgets for maintenance, they must ensure that a schedule of planned preventative maintenance of all equipment is in place and record all maintenance and repairs.

All faulty equipment must be taken out of use and reported to the Facilities Manager and/or Site Supervisor. Staff must not attempt to repair equipment themselves unless suitably competent.

5.16 Manual Handling and Lifting

The CEO/Principal will ensure that any significant manual handling tasks are risk assessed and these tasks are eliminated where possible.

No member of staff should attempt to lift or move any heavy furniture or equipment themselves but must ask the Facilities Manager and/or Site Supervisor for assistance.

Learners are not allowed to move or lift any heavy or unwieldy furniture or equipment.

Support staff who assist learners with physical disabilities must be trained in the safe use of lifting equipment and handling techniques.

5.17 PE Equipment

The member of the pastoral team with responsibility for PE is responsible for ensuring that all PE equipment is suitable and safe for the activities planned and the age and abilities of the learners.

Risk assessments have been completed for all PE activities, and all staff must be familiar with these.

All PE equipment must be visually checked before lessons and returned to the designated store area after use.

Learners must not use the PE equipment unless supervised.

Any faulty equipment must be taken out of use and reported to the Head of Dept.

5.18 Personal Protective Equipment (PPE)

Where the need for PPE has been identified in Risk Assessments, it is the Department Head/Curriculum Lead's responsibility to ensure adequate supplies of suitable PPE are obtained.

Where a need for PPE has been identified, it must be worn by any staff member or learner who might be at risk of injury or harm to health.

Any staff member or learner who refuses to use the PPE will be subject to disciplinary action.

PPE must be kept clean and stored in designated areas. Staff must report any lost or damaged PPE to their line manager in the first instance. If issues arise, these should be brought to the attention of the CFOO.

5.19 Risk Assessments

It is the CFOO's responsibility to ensure that potential hazards are identified and that risk assessments are completed for all significant risks at the LDE UTC.

The Facilities Manager is responsible for undertaking general risk assessments with the exception of the areas listed below.

Heads of Department will undertake risk assessments for their specialist areas.

The Facilities Manager will undertake risk assessments for maintenance and cleaning.

The EVC will ensure that risk assessments are completed by all staff who organise and lead College visits.

The LDE UTC's policy for Risk assessment provides detailed guidance, and all relevant staff should be familiar with this policy.

5.20 Security / Violence

The Facilities Manager is responsible for the security of the LDE UTC's premises and will undertake regular checks of the boundary walls /fences, entrance points, outbuildings and external lighting.

The Site Supervisor is also responsible for the security of the site during and after LDE UTC use and lettings.

Staff must query any visitor on the LDE UTC's premises who is not wearing a visitor badge and escort them back to reception.

If an intruder becomes aggressive, staff should seek assistance.

Meetings with parents known to be verbally abusive or threatening in their behaviour should only be held in the reception area of the LDE UTC, where assistance is available or virtually by phone. The CEO/Principal should be notified in advance of these meetings, where possible.

Any incidents of verbal abuse or threatening behaviour by parents, visitors or learners must be reported immediately to the CEO/Principal.

5.21 Site Maintenance

The Facilities Manager is responsible for ensuring the safe maintenance of the LDE UTC's premises and grounds and for ensuring cleaning standards are maintained.

They will undertake routine inspections of the site and report any hazards that cannot be dealt with immediately to the CFOO.

All staff are responsible for reporting any damage or unsafe conditions to the Facilities Manager immediately. These reports will be tracked on the Estates electronic helpdesk, which staff can report to 24hours a day using the email address estates@ldeutc.co.uk. Front office staff will contact him/her by mobile or radio if the matter is urgent.

5.22 Smoking

It is not permitted to smoke anywhere on LDE UTC premises.

Signage to indicate that smoking is not permitted is displayed in conspicuous areas.

5.23 Staff Training & Development

The CFOO is responsible for annually assessing the health and safety training needs of all staff and for arranging any identified training.

All new staff will receive specific information and training as part of the LDE UTC's induction process.

All staff will receive fire awareness training on an annual basis.

Staff given specific health and safety responsibilities and duties will be provided with the necessary levels of information, instruction and training to enable them to carry out these duties.

Health and safety will be a regular agenda item for staff meetings and on the September INSET day in each new academic year.

5.24 Stress and Wellbeing

The Board of Directors and CEO/Principal are responsible for taking steps to reduce the risk of stress in the LDE UTC by taking measures to ensure colleagues are supported through:

- An environment in which there is good communication, support, trust and mutual respect.
- Training to enable them to carry out their jobs competently.
- Control to plan their own work and seek advice as required.
- Involvement in any major changes.
- Clearly defined roles and responsibilities.
- Consideration of domestic or personal difficulties.
- Individual support, mentoring and referral to outside agencies where appropriate.

5.25 Swimming

Each venue is visited by the leader and individually risk assessed with advice from the operators. A plan of the pool area, emergency alarms and fire exits will be prepared and issued to relevant teachers with the facility's Normal Operating Procedures.

Deep and shallow ends are clearly marked and ideally divided by a rope wherever possible. Lifesaving devices are located around the poolside.

All teachers and learners are made aware of the facility's Emergency Evacuation Procedures. This is refreshed following any change in teachers or learners.

5.26 Visitors

All visitors must sign in and out at the LDE UTC reception. This includes parents and peripatetic teachers/specialists. A badge will be issued, which must be worn at all times whilst on the premises.

Visitors to the LDE UTC will be made aware of the emergency procedures and other safety information as is relevant.

Contractors undertaking maintenance work at the LDE UTC will be informed of the emergency procedures and any risks in their work area, e.g. fragile roofs, etc.

5.27 Working at Height

The Facilities Manager/Site Supervisor is responsible for the purchase and maintenance of all ladders in the LDE UTC.

All ladders conform to BS/EN131 standards as appropriate.

The Facilities Manager is also responsible for completing risk assessments for all working at height tasks in the LDE UTC.

Staff are reminded that 'working at height' applies to all activities which cannot be undertaken whilst standing on the floor.

When decorations or displays need to be put at height, a step stool or small step ladder must be used. Standing on desks, chairs or other furniture is **not** permitted.

Do not work at height when you are alone. If you are planning to use a step ladder, ask the Facilities Manager/Site Supervisor to help you erect it properly and have an assistant to hold the ladder steady and pass you the materials you need.

Your knees should be no higher than the top platform of the ladder.

Never overreach. Try always to keep one hand free on the ladder to steady yourself.

5.28 Control of Infections

The Principal is responsible for ensuring that risk assessments are undertaken, and appropriate controls are in place to manage infection risks in line with the requirements set on the Control of Infections Policy.

Staff are responsible for complying with the Control of Infections Policy.

5.29 Harassment, Violence and Aggression

Violence, threatening behaviour or abuse of staff will not be tolerated. So all members of the LDE UTC community, and all visitors, can be confident that they are operating within a safe environment;

Policies, procedures and risk assessments will consider the hazard of workplace harassment, assault and violence from learners and others to staff;

Government guidance from the Department for Education, the Health and Safety executive and Unions are taken into account when risk assessments are completed;

Controls are implemented to reduce as low as reasonably practicable the risk of harassment, aggression, violence and stress from working in fear of violence or assault;

Individual learner risk assessments or Care Plans will be completed when necessary;

Regular reviews to monitor the effectiveness of the control measures are completed;

The design of the LDE UTC premises will take into consideration the risks of violence, aggression and harassment;

Staff are provided with information, instruction and training to deal with difficult situations that they may encounter during their normal work activities;

Incidents of harassment, aggression or violence are reported, recorded and investigated in accordance with the Anti-bullying Policy (with relation to learners) and the Staff Anti-Harassment and Anti-Bullying Policy (with relation to staff) and the associated investigation procedures;

If a member of staff is a subject of workplace harassment, aggression or violence, the LDE UTC will provide support to the affected employee, and appropriate action will be taken to prevent recurrence.

To enhance the learning environment and achieve a safe and secure community, the LDE UTC will participate and liaise with external organisations to develop protocols to reduce harassment, violence and aggression.

5.30 New and Expectant Mothers

Staff who are a new or expectant mother should notify their line manager as soon as practicable.

The Principal is responsible for ensuring that risk assessments are undertaken, and appropriate controls are in place to manage infection risks in line with the requirements set on the Control of Infections Policy.

The relevant manager should review the relevant risk assessments with the relevant staff to ascertain if further controls are required. If necessary, a specific risk assessment should be carried out for the new/expectant mother.

The LDE UTC should consider these risks when completing the risk assessment:

- a) Working with hazardous substances
- b) Stressful environments
- c) Movement around the site (including stairs and distances between classrooms, etc.)
- d) Doing duties that involve physical effort, which might be too arduous;
- e) Standing for long periods
- f) Inherent risks in certain departments, e.g. PE, Science
- g) Manual Handling
- h) Working in a confined working space
- i) Using an unsuitable workstation
- j) Infectious diseases
- k) The provision of appropriate sanitary and rest facilities.

5.31 Supervision of Learners

Staff will actively promote sensible, safe behaviour to learners.

Dangerous or risky behaviour displayed by learners will be addressed and dealt with in accordance with LDE UTC rules.

Learners will only be allowed into or stay in classrooms under adult supervision.

Appropriate supervision of cloakrooms and toilet access will be in place at busy times.

5.32 Water hygiene management (control of Legionnaire's disease)

The Principal will ensure that competent persons are engaged to manage the water system and control the spread of Legionella bacteria. These persons will be the Premises Manager and specialist external contractors

The LDE UTC will ensure a suitable and sufficient assessment, as detailed in the COSHH Regulations and Approved Code of Practice L8, is carried out to identify and assess the risk of exposure to Legionella bacteria from work activities and the water systems on the premises and any necessary precautionary measures.

Where the risk assessment shows that there is reasonable foreseeability of risk, and this cannot be eliminated, a written scheme for controlling the risk from exposure will be written by a competent person. This scheme will specify measures to be taken to ensure that it remains effective.

The LDE UTC will ensure that a suitable and sufficient monitoring regime is in place and that records are kept.

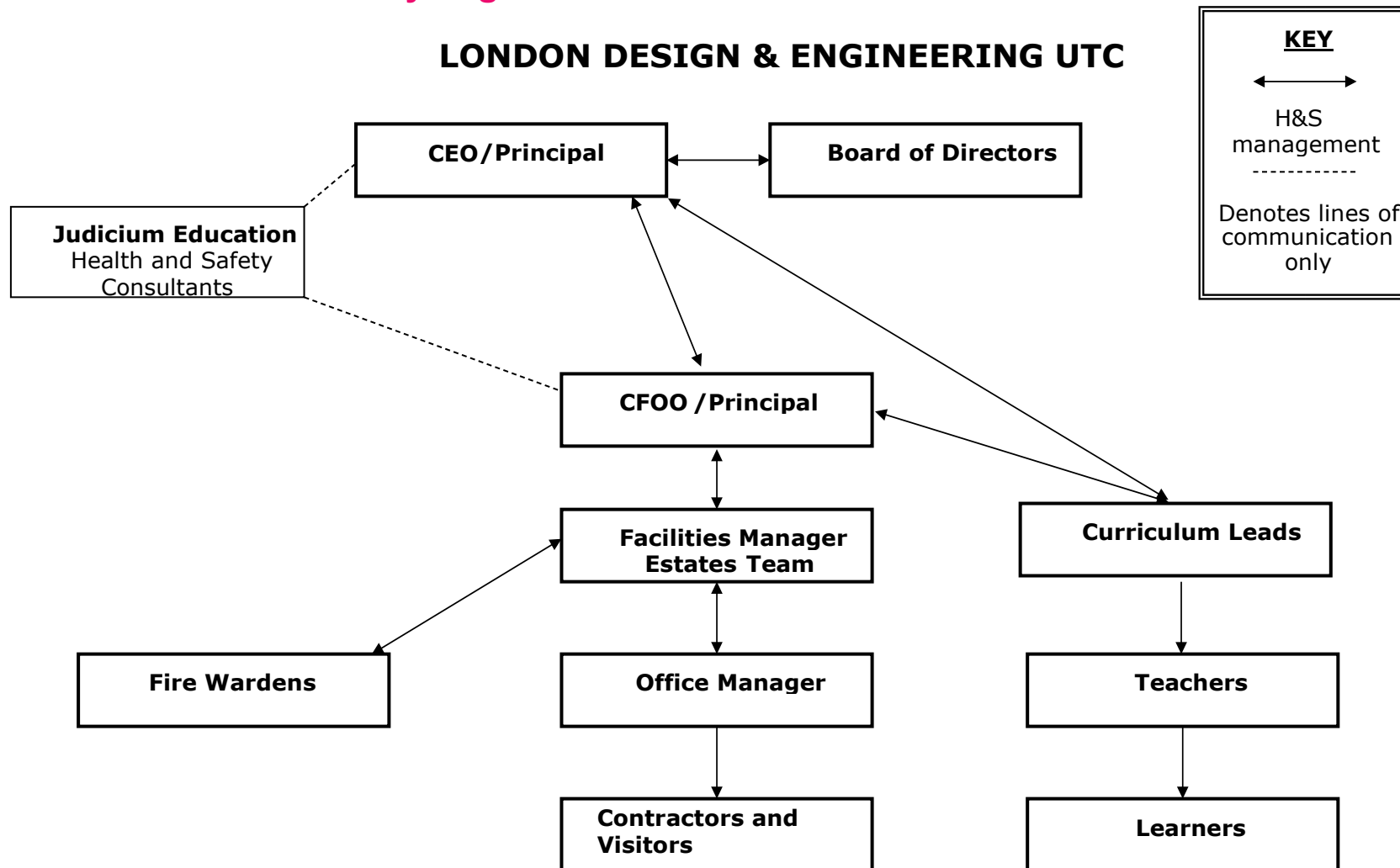
Conclusions

This Health and Safety policy reflects the College's serious intent to accept its responsibilities in all matters relating to Health and Safety. The clear lines of responsibility and organisation describe the arrangements which are in place to implement all aspects of this policy.

This Policy is supported by other associated policies that explain how LDE UTC manages specific issues:

- Educational Visits Policy
- First Aid and Administration of Medicines Policy
- Allergy awareness policy
- Managing Contractors Policy
- Fire Safety Management Policy
- Control of Infections Policy
- Risk Assessment Policy
- Driving for Work
- Lone Working Policy
- Managing Wellbeing Policy
- Curriculum Policies

Appendix 1 – Health & Safety Organisational Chart



Appendix 2 – Supporting Policies and Procedures

Supporting Policies and Procedures in Health and Safety Management, the college has on the Intranet

1. Educational Visits and Journeys
2. First Aid & Medicines
3. Safeguarding Policy (Child Protection)
4. Curriculum Specific Policies
5. Behaviour
6. Code of Conduct
7. Fire risk assessment and procedures
8. Control of Infections

Further Guidance and Resources

Further guidance can be obtained from organisations such as the Health and Safety Executive (HSE) or Judicium Education. The following are some examples. The Health and Safety lead in the College will keep under review to ensure links are current.

- HSE
<https://www.hse.gov.uk/>
- HSE - Sensible health and safety management in schools [Sensible health and safety management in schools - HSE](#)
- Department for Education - Health and safety: responsibilities and duties for schools
<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools>
- National Education Union (NEU) – Health and Safety Advice
<https://neu.org.uk/health-and-safety-advice>

Further Resources

- The Royal Society for the Prevention of Accidents (RoSPA) - Managing Safety In Schools and Colleges

<https://www.rospa.com/rospaweb/docs/advice-services/schoolcollege>

<https://www.rospa.com/rospaweb/docs/advice-services/school-college-safety/managing-safety-schools-colleges.pdf>

Appendix 3 – Staff Acknowledgement Slip

HEALTH AND SAFETY POLICY

Member of Staff Acknowledgement

I have read the LDE UTC's Health and Safety Policy and agree to follow the procedures outlined in the policy.

Employees Name: _____

Employees Signature: _____

Date of Signature: _____