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The Westminster
Specialist College

2025/2026

Health and Safety Policy

Approved by Board of Governors on:	**8/7/2025**
Signed by Chair of Governors:	P Coldicott
Head of College:	O Flowers
Lead Personnel:	O Flowers
Date of Review:	**July 2026**

Policies and Procedures

Rationale

This document is produced in respect of The Westminster Specialist College only and is published in conjunction with the Department of Education's own Policy Statement.

Context and Implementation Support

In line with the service level agreement between The Westminster Specialist College and The Westminster School, the college will be supported by the school's Health and Safety Officer in the implementation and ongoing review of this policy.

General

The College recognises the need to promote health and safety in order to achieve improved standards and safe methods of work.

It is the College's policy to take all steps within its powers to prevent personal injury, health hazards and damage to property. It is also the College's responsibility as far as is reasonably practicable to extend this protection to students and members of the general public from foreseeable risks.

In conjunction with the Education Department's Policy Statement and in liaison with the appropriate Safety Representatives, it is recognised that all problems and hazards associated with the following must be brought to the attention of the Head of College and Board of Governors.

1. Equipment and systems of work.
2. The handling and storage or transportation of articles and substances.
3. The supply of adequate information, instruction, training or supervision to either staff or students.
4. The place of work or access to it.
5. The provision of protective clothing, equipment for the safe use and handling of machinery and substances.
6. The working environment.
7. Welfare facilities

In support of the aim and particularly to ensure that resources for dealing with major and costly remedial works are not overburdened, it is the intention that minor hazards or problems will be dealt with within the College where practicable.

It is important that all staff within the College and other persons, who may visit or use any site or area of the College, must adopt the following standards of working in accordance with the Act: -

a) To work safely and efficiently.
b) Not to misuse any machine or substance.
c) To use the approved protective clothing and equipment.
d) To report any defect in any machine, accessory or electric cabling.
e) To comply with all instructions issued for their safety and to adhere to correct procedures including the use of safety equipment and protective clothing.
f) To take reasonable care for the health and safety of other persons who may be affected by their acts or omissions at work.

Organisation

The College recognises the need to identify organisational methods for implementing and controlling the health and safety of all persons who work within the College. The College recognises that it will be responsible for producing and reviewing its own Health and Safety Policy in order to ensure organisation and arrangements are in place for the health and

safety of all employees, students, visitors, contractors or any persons who may be affected by their activities.

Head of College – Responsibilities

1. To be familiar with the content of the Children and Young People's Services Health and Safety Policies, the Health and Safety at Work Act 1974 and any other health and safety legislation which may affect their area of work.
2. To ensure that all employees carry out their health and safety duties and responsibilities.
3. To ensure that all hazards within their area of responsibility are identified and reported to the relevant person.
4. To ensure that risk assessments are carried out and appropriate control measures are implemented within their area of responsibility.
5. To ensure that all works undertaken within their area of responsibility take into account the health and safety of any person likely to be affected by such works, including employees and non-employees.
6. To ensure that all risk assessments are recorded, monitored and reviewed according to the level of risk identified.
7. To involve relevant employees in the risk assessment process.
8. To ensure the effective use of resources in order to achieve health and safety objectives.
9. To attain as a minimum the Institution of Occupational Safety and Health (IOSH) 'Managing Safely' certificate (or other equivalent agreed by the Health, Safety and Welfare Officer).
10. To ensure that all employees working within their area of responsibility, whether permanent or temporary, are given adequate safety information, instruction and training to enable them to reach a minimum level of competence to carry out their work without undue risks to their own or others' health and safety.
11. To ensure that all incidents (accidents, near misses, violence and aggression) are properly reported investigated, and actions taken to avoid recurrence.
12. To inspect and monitor the operations and activities under their control, in accordance with this policy, and take necessary remedial action.
13. To take appropriate action under established disciplinary procedures for any employee failing to comply with their duties, responsibilities of safe working practices as laid down in policies and procedures.
14. To demonstrate commitment by taking a proactive approach in health and safety matters.

Board of Governors Safety Committee

To ensure that Health and Safety is considered at a local level, College based health and safety matters are dealt with by the board.

The main function of the Committee is to keep under review the measures taken to ensure the health and safety at work of employees, students and visitors.

The specific functions of this Committee will include:

a. the study of accident reports and notifiable disease statistics and trends
b. the study of incidents of violence and aggression statistics and trends
c. to examine safety audit reports
d. to consider reports and information from the Health and Safety Executive
e. to consider reports from health and safety representatives
f. to assist in the development of safety rules and systems of work
g. inspections of the College as appropriate

h. to promote and develop measures to ensure the health, safety and welfare of employees

The college board meet termly and minutes are circulated where Health and Safety matters may have arisen.

The College Senior Leadership Team (SLT)

The College SLT must ensure that the College's policy for Health and Safety is effectively implemented and understood at all levels. The Policy must be regularly monitored and revised as necessary and effectively controlled. There is a legal obligation to ensure that the College's Health and Safety policy is implemented at all levels in conjunction

The School Health and Safety officer will conduct regular Health and Safety walkabouts. This is to monitor the implementation and compliance of the College's policy. Monitoring records will be taken and general themes communicated to staff through the morning briefings and whole College communication e.g. email. Individual breaches of the policy will be addressed with the personnel concerned and repeat breaches will be addressed in conjunction with the College's disciplinary policy.

College Staff

All staff must conform with responsibilities as specified. They must ensure that where conditions apply all students or persons under their control receive instruction and are provided with on-the-job training to enable them to operate in a safe and efficient manner. All staff will be asked to sign to say that they have read and understood this policy.

The School Health and Safety officer should also carry out their duties in accordance with any specific safety policy. They must also inform and instruct staff under their control in safe and efficient methods of work.

Health and Safety Executive

Health and Safety Executive Officers have the right to visit the College and have sight of all relevant regulations, documents, etc.

On completion of an inspection, they will inform the Head of College of their findings and subsequently forward a written copy of their findings to the Head of College. Any such report received should be discussed at Governors' Board Meetings.

Employees

All employees have responsibilities under the Health and Safety at Work Act and are asked to report any possible hazards/defects to initially The School Health and Safety officer. Alternatively, a member of College SLT can be informed.

All employees will be given access to the College's Health and Safety Policy and are asked to make themselves familiar with all documents relating to Health and Safety within the College. Copies of the Health and Safety Policy will be available at all times on the College website at http://www.twspecialistcollege.co.uk/policies

Employees are required to assist with the carrying out of risk assessments and to report to The School Health and Safety officer any matter that they consider presents a risk to the health and safety of anyone who may be affected by the activities being undertaken. Employees are to attend training as directed and all briefings in respect of matters of health and safety, and act upon the information, instruction and training given.

Employees are asked to report all hazards, accidents, near misses and incidents of violence and aggression whether or not they result in injury or property damage in accordance with the College procedures using the recording and reporting documentation.

Display Screen Equipment Regulations (1992)

Reimbursement of eye sight tests and glasses

Persons identified as users of display screen equipment are entitled to an eyesight test as required by the above regulations. All employees are at present entitled to the cost of an eyesight test and fifty pounds towards the cost of lenses/frames, if an optician prescribes them.

All claims should be processed via the Finance Officer who is responsible for ensuring that employees are duly reimbursed. This procedure is monitored under the direction of The School Health and Safety officer.

Risk Assessments

Assessments are to be carried out by nominated competent persons and will include aspects of the following:

- The risks to the health and safety of employees to which they are exposed whilst they are at work.
- The risks to the health and safety of other persons arising out of or in connection with work activities.
- Significant findings of the assessment will identify hazards, risks, groups of people especially at risk, existing control measures in place, effectiveness of the measures, remaining risk and the control measures required to comply with requirements of health and safety legislation.
- For new operations, substances, plant and equipment, it is particularly important that assessments are completed before introduction or commencement of the activity or equipment.
- Assessments must be reviewed at least every 12 months, or when there is reason to suspect that they are no longer valid or significant changes have occurred. Assessments are available to view from The School Health and Safety officer.
- Generic risk assessments may be produced to assist with commonly occurring hazards and risks.
- Student risk assessments will need to be reviewed each year to take account previous behaviour and the changing needs of students within the College environment.

Risk Assessment – Pregnant Employees

The Westminster Specialist College aims to ensure that all generic hazards are minimised through the following risk control measures for pregnant employees.

Generic Hazards	**Preventative or risk control measures**

Mental and physical fatigue and working hours	It may be necessary to adjust working hours temporarily, as well as the timing and frequency of rest breaks, and to change work pattern.
Postural problems connected with the activities of new or expectant mothers	Ensure that the hours, volume and pacing of work are not excessive. Fatigue can be addressed with longer and more frequent breaks during the work session. Ensure that seating is available where appropriate.
Work at heights	The employer must ensure that pregnant workers do not work at heights.
Working alone	Depending on their medical condition, help and support needs to be available when required.
Occupational stress	Employers will need to take account of known stress factors.
Lack of rest and other welfare issues	Provide access to somewhere where the employee can sit in privacy.
Toilet facilities	Appropriate measures must enable expectant and nursing mothers to leave their workstation/activity at short notice, and more frequently than normal.
Noise	Ensure that workers who are pregnant, who have recently given birth or who are breastfeeding are not exposed to noise levels exceeding national exposure limit values.
Extremes of cold or heat	Pregnant workers should not be exposed to prolonged excessive heat or cold at work.
Hazardous substances	The Westminster Specialist College recognises that a risk assessment regarding pregnant employees should be undertaken.
Work with display screen equipment (DSE)	Pregnant women do not need to stop working with Display Screen Equipment.

Control of Substances Hazardous to Health (COSHH)

Through the review of risk assessments, the College can identify issues that may arise with regard to the control of substances hazardous to health. Subsequent control measures can then be put into place to eliminate or minimise risk.

The School Health and Safety officer is responsible for the regular update and keeping of the register including testing of the fire alarms etc.

Completion of COSHH assessments that relate to curriculum areas are the responsibility of the College Business Manager will ensure compliance with this area and review the documentation annually. The details of the COSSH assessments and chemical inventories are provided to ASDA and NHS facilities teams to be kept in the site office in the event of a major incident or fire.

All hazardous cleaning fluids, sprays and other liquids must be stored and used correctly. This is the responsibility of the Cleaning Contractors and will be monitored by The School Health and Safety officer. All cleaning materials used by contractors must be locked away at all times and not readily accessible to the students

Fire and Emergency Procedures – Arrangements

Please see The Employability Hub Fire Plan.

a) At a fixed time each week, the alarm will be tested to ensure that it is effective. Points from different zones should be used to trigger the alarm to ensure that all break glass or other points are in working order. These tests are to be recorded in the fire book.
b) Fire drills must be carried out at least once per term to enable everyone to become familiar with the evacuation procedure.
c) In each room there are instructions about exits and the Assembly Point.
d) On sounding the alarm, the fire brigade must be summoned and all staff, students and visitors must leave the building immediately, closing doors behind them, if possible.
e) If there is no risk to personal injury, attempts may be made to tackle the fire using a suitable extinguisher. Also, switching off power supplies from the mains.
f) The location of gas cylinders must be known and the Senior Fire Officer informed on his/her arrival.
g) At all times, fire exit doors must be unobstructed. All fire exit doors must be unlocked whilst there are people in the building.
h) Exits must be clearly identified and marked.
i) The use of display material must be controlled in fire exit routes in accordance with Authority Policy.
j) All visitors to the College should be made aware of arrangements in case of fire. Details are provided upon arrival at the College.

Action on Hearing the Fire Alarm

a) If necessary, the Fire Brigade will be called. If the authorised person is not available then you must proceed to **Dial 999.**
b) The Teacher or responsible adult will supervise children leaving the building by the appropriate exit, closing the door when the last person is out. Exit routes are displayed in each room.
c) The PEEPS will be implemented by the classroom support staff for those who require help and assistance when evacuating the premises.
d) Proceed to congregate for roll call by the stairs next to the main campus car park.
e) Everyone should walk quickly but do not run.
f) Keep quiet.
g) Do not stop or return for any clothing, belongings or books.
h) Registers and Fire Log will be distributed to relevant staff, who are then responsible for registers until collected by the Secretary for purposes of fire procedure.
i) Teaching staff must call out all names and visibly check for students' attendance.
j) Teaching staff will inform the Safeguarding Lead when all students, staff and visitors are accounted for.
k) Access must be clear for the fire brigade.

All personnel within The Westminster Specialist College undertake fire safety training annually. This is recorded and added to their CPD record and reflects any changes to the procedures of tackling a fire.

Combustible waste

Teachers and classroom support staff take responsibility for their classroom to ensure there are not excess amount of combustible material left in the room. Large quantities of paper and card must be locked away in the cupboards provided to manage the risks associated with fire and arson.

Displays and decoration

Decorations must not be placed near temporary heaters or suspended from light fittings. There should be a limited and reasonable amount of display material within the classroom. Where possible displays should be placed behind a transparent Perspex screen to manage the risks associated with arson. It this is not possible then they should be treated fire-retardant chemicals to manage the risk of fire with the combustible materials.

Smoking

Smoking is not allowed in any part of the College premises and not within 15 metres of the premises boundary.

Electrical Supplies and Fittings

Any faults must be reported immediately to the College Business Manager.

First Aid

In order to comply with The Health and Safety (First-Aid) Regulations 1981 there are nominated trained first aiders who are equipped with the skills and equipment to deal with incidents of this nature.

a) A termly updated list of First Aiders will be displayed in all College rooms.
b) The list is to be regularly updated by the Vice Principal of the College
c) Normally a qualified First Aider will attend in the case of First Aid being required depending on the above a categories of patient.
d) First Aid Boxes are kept in each of the learning spaces in the college.
e) A small first aid kit will be kept by the nominated First Aiders with PPE to deal with the beginning of a First Aid incident.
f) It may only be stocked with items recommended by relevant official documentation.
g) The nearest defibrillator can be found at the following locations:
    a) Main Hub Entrance (rear)

Training Documents will be kept by the College detailing the training undertaken to fulfil the role of the First Aider.

Arrangements

a) In cases of serious injury, the responsibility of the College ends when the patient is handed over to medical care of the parent/guardian.
b) All injuries, whether staff, student or visitor must be entered in the Accident Log.
c) The Accident Log Book is kept in the College SEN Office.
d) All serious injuries should be transported to hospital by ambulance as the patient's condition could worsen.

e) No attempt to move an injured person should be made until an appropriate examination and assessment have been completed. Injuries have been made worse by premature handling

Medicines

Non-prescription

Non-prescription medicines are permitted to be kept by students in College, including the paracetamol, ibuprofen, Calpol and Nurofen.

Prescription

Students are expected to take their own prescribed medicines such as Asthma Inhalers. If they cannot manage their own ongoing medical needs College Staff will support where required and a log will be kept of any medication being signed in and out as well as any supported in administering. Any controlled medication kept on site to support a student with their ongoing medical needs must be locked away in a designated cupboard by a member of staff.

For further information relating to the administration of medication please refer to Supporting Students with Medical Conditions Policy.

Epilepsy

a) If a student with known epilepsy suffers a short seizure and shows rapid signs of recovery then it is appropriate to sit the person quietly and to closely monitor his/her condition.

b) If the person suffers an injury during the seizure, then immediate first aid should be given.

c) Send for an ambulance if you suspect the casualty has:
No previous history of fits or
A succession of repeated fits or
Remained unconscious for more than 10 minutes or
Injured themselves during the fit.

d) All staff are informed of students who have epilepsy and are to be aware of action to be taken. This will involve sending for a First Aider. Parents/Carers are to be informed of any seizures by the First Aider.

e) If a student with no past history of epilepsy has a seizure, parents/carers should be contacted immediately and medical advice sought.

Infectious diseases

More detailed information is available from the relevant health authorities in a handbook entitled ‘Infectious Diseases Control Handbook’. This is available from through TWS from the Client Services Team at the LA.

Bodily spillages

Where employees are required to come into contact with bodily fluids, the following minimum precautions are to be adopted, regardless of whether a risk of infection has been identified.

The recommended method of dealing with any spillage is the use of special sanitising granules.

Protection against Blood-Borne Viruses

Employees need to be aware that as First Aiders you must wear the appropriate Personal Protective Equipment such as gloves, face shield

This will manage the risks associated with infection and virus transference from Blood-Borne Viruses (BBV).

People suffering from certain infections may have the agent of disease present in their blood. In some cases the organisms persist in the blood for long periods and in sufficient numbers to represent a high risk of transmission. If others are exposed to their blood - or other bodily fluids - the infectious agent may be transferred into their bodies and infect them. As the individual may not even be aware they are carrying the virus every precaution must be had to manage the risks associated with this.

Info Box 1.1: Bodily fluids that may contain BBVs

- Blood
- Cerebrospinal fluid
- Pleural fluid
- Breast milk
- Amniotic fluid
- Vaginal secretions
- Peritoneal fluid
- Pericardial fluid
- Synovial fluid
- Semen
- Other bodily fluids containing blood

Urine, faeces, saliva, sputum, tears, sweat and vomit, present a minimal risk of blood-borne virus infection unless they are contaminated with blood. However, they may be hazardous for other reasons.

BBVs of major concern are the human immunodeficiency virus (HIV, which causes Acquired Immune Deficiency Syndrome or AIDS), and Hepatitis B and C, which may result in chronic infection. These viruses represent a significant risk of blood-borne transmission.

Experience to date has shown that BBV transmission to workers or the public is very unlikely through everyday social contact with BBV-infected individuals. Transmission is associated invariably with direct exposure to blood or body fluids and a means of delivering them through the protective skin barrier. In the occupational setting this is most likely to result from a penetrating injury with a contaminated sharp instrument, such as a needle, broken glass or contaminated machinery/vehicles; and more rarely when there is contamination of broken skin or mucous membranes. Sport, however, may constitute social and/or work exposure, and studies of this topic support the potential for infection by this route. There are impact injuries associated with sports such as wrestling, football and rugby, which result in bloody injuries and a potential risk of blood-borne transmission of hepatitis B and C, and HIV. Recommendations have been made that those involved in contact sport should receive hepatitis B immunisation.

Further information about Blood-Borne Viruses and the management of the risk within the College setting can be obtained from the College Business Managers or on the HSE website at http://www.hse.gov.uk

It is not possible for employers to totally eliminate the risks posed by BBVs in their workplace, because there is always the possibility of accidents where first-aiders and/or colleagues could be exposed when working. Employers are, however, required to adequately control exposure and protective measures.

Minimising the risk of exposure to blood products and BBV

• Do avoid contact with blood or bodily fluids

• Do take all necessary precautions to prevent puncture wounds, cuts and abrasions in the presence of blood and body fluids;

• Do avoid use of, or exposure to, sharps (needles, glass, metal etc) when possible and discard sharps directly into the sharps container immediately after use, and at the point of use;

• Do take particular care in handling and disposal if use of sharps is unavoidable – one use only contaminated sharps must be discarded in to an approved sharps container. This must be constructed to BS 7320; 1990 / UN 3291, and used containers must be disposed of through a waste management company who will dispose of them safely as **'waste for incineration only'**;

• Do protect all breaks in exposed skin by means of waterproof dressings and/or gloves.

• Do protect the eyes and mouth by means of a visor or goggles/ safety spectacles and a mask when splashing is a possibility (this will also protect against bone fragments in orthopaedic surgery and post-mortem examination);

• Do avoid contamination of the person or clothing by use of waterproof/water-resistant protective clothing, plastic apron etc;

• Do wear rubber boots or plastic disposable overshoes when the floor or ground is likely to be contaminated;

• Do apply good, basic hygiene practices including hand-washing before and after glove use, and avoid hand-to-mouth/eye contact;

• Do control surface contamination by blood and body fluids by containment and appropriate decontamination procedures; and

• Do dispose of all contaminated waste safely and refer to relevant guidance (see below) if you are uncertain how to classify and dispose of your waste.

Information source - http://www.hse.gov.uk/biosafety/diseases/bbv.pdf

Where possible contact with blood or bodily fluids should be avoided and restricted to those with appropriate training in handling these products. These control measures, along with any necessary adaptation to local circumstances, must also take account of any potential exposure of patients and members of the visiting public, including contractors. Where

appropriate, PPE most often required to avoid contamination consists of simple items such as gloves, goggles or visor and disposable clothing protection, such as plastic aprons.

Procedures for Avoiding Needle Stick Injuries

Staff dealing with rubbish as part of their duties should be issued with gloves, a litter picker (if applicable) and a sharps container (specifically for needles).

Staff must not get into any rubbish containers to tread rubbish down as this could lead to a needle stick injury of the feet, legs or lower body.

Bags of rubbish should not be picked up bodily but must be lifted by the loose top, whether tied up or not. Make every effort to avoid contact between bags and the legs in such circumstances.

If skin is punctured, immediately squeeze the injured site. Keep squeezing and wash the injured site under running water for 5 minutes and seek medical attention.

If a member of staff has received a puncture wound from a contaminated sharp, it should be carefully picked up by a non-touch method and retained in a rigid container and should be taken with the member of staff to the Casualty Department/GP.

If there are several needles, inform the police and contact Sandwell Direct on 0121 569 6625 for removal and clean-up operation.

Use of Scissors and Knives within College

All staff must be aware of the need to be vigilant and careful around the use of scissors, knives and other sharp objects. Under no circumstances should staff, students or visitors bring into College any sharp knives, scissors or other objects for use within College.

Only scissors and other instruments purchased through the College are to be used within the classroom environment. The use of scissors and knives in classroom areas are governed and the risks controlled through specific risk assessments.

First Aid Boxes

First Aid boxes will be stocked as recommended by official documentation. A member of the TWSC First Aid Team will ensure adequate stocks are maintained. Disposable plastic gloves, latex-free and powder-free are available. Plastic bags are available for the disposal of soiled dressings etc and must be double wrapped.

All first aid containers must be marked with a white cross on a green background in accordance with the Safety Signs and Signal Regulations, 1996.

Contents of First Aid Boxes

First aid boxes and travelling first aid kits should contain a sufficient quantity of suitable first aid materials. Contents of the boxes and the kits should be replenished as soon as possible after use to ensure that there is always an adequate supply of materials. Items should not be used after the expiratory date shown on the packets. It is essential that first aid equipment be checked frequently.

A typical first aid kit in our College will include the following:

- A leaflet with general first aid advice
- Sterile water pads
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Alcohol free wipes
- Plasters of assorted sizes/fabric
- Cold compresses
- Burns dressings

First aid kits in specialist areas may contain:

- Fire blankets
- Foil blankets
- Burns kit
- Scissors
- Eye wash

First aid provision should contain only those items which a first aider has been trained to use. Nitrol gloves to be used in case of known allergies to latex.

Where tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided.

Travelling First Aid Kits

Before undertaking any off site activity the Head of College, in conjunction with a trained First Aider, will assess what level of first aid provision is needed. Where there is no risk identified, a minimum stock of first aid items for travelling first aid containers is:

- a leaflet giving general advice on first aid:
- six individually wrapped sterile adhesive dressings:
- one large sterile unmedicated wound dressing (approximately18cm x 18cm);
- two triangular bandages;
- two safety pins;
- individually wrapped moist cleansing wipes;
- One pair of disposable gloves.

These are kept fully stocked by the attending Visit Leader/First Aider when they make an assessment before going on any off-site educational visit.

Equivalent or additional items are acceptable. Additional items may be necessary for specialised activities.

It is the responsibility of the visit organiser to collect, and return, these kits on each visit.

Accidents Involving External Bleeding

a) Normal first aid procedures should be followed. First aiders should wash their hands before and after administering first aid (wearing disposable gloves).

b) When bleeding has stopped, blood should be washed off surrounding skin with plenty of soapy water without disturbing the wound.
c) Splashes of blood into the eyes or mouth of another person should be washed out immediately with plenty of water.
d) Contaminated surfaces should be washed thoroughly using approved cleaning substances using rubber gloves.
e) In the case of small cuts, whenever feasible, the person should wash the affected area him/herself with soap and water and cover the wound with a dressing provided.

Accidents

a) All accidents must be reported to College SLT/College Business Managers and entered in the Accident Log.
b) Fatal or major injuries must also be reported immediately by telephone to the LA's Health and Safety Section and to the Chair the Board of Governors. The Health and Safety Form SHW012 should be completed and forwarded to the Health and Safety Team at Sandwell MBC. A copy is retained at the College with the College Business Managers. Any injuries to staff are reported on the SHW012 form.
c) Dangerous occurrences must also be reported immediately. Accident Forms must be completed and sent to the LA.
d) In the event of a fatal or serious injury, nothing at the site of the accident must be moved, except for helping the injured, until an examination has been carried out.

Immediate Action

a) Necessary medical attention must be given as first priority and the safety of all ensured.
b) Parents/guardians or next of kin must be contacted as soon as possible. If parents/guardians cannot be contacted or are unable to cope, where possible the College will provide an escort.
c) Normally an ambulance should be called for anyone requiring hospital treatment.
d) Staff should not use their own cars unless their insurance policy specifically permits this use, and another member of staff accompanies them.

Near-miss Reporting

Any incident, which may have resulted in a very serious accident, must be reported to the College Business Managers. This can be done by completing a Health and Safety Form and handed to the College Business Managers for reporting to LA.

Stress

The Health and Safety Form should be used in all instances and a stress risk assessment can be conducted as a supportive measure and to identify the environmental factors and management strategies. This should be a collaborative activity between the personnel concerned and the College Business Managers. The College adheres to the particulars detailed in the Corporate Stress Risk Assessment Policy.

In the event of work-related stress the College is concerned about the welfare of the individual and will make a referral to Occupational Health. Staff will also be provided the details of the Employee Assistance Programme (EAP).

Educational Visit Consent

The written approval of students/parents/guardians must be obtained when there is a significant risk of Injury before students participate in any activity. The College Off-Site Educational Visit Policy must be followed for educational visits and residential.

Duties

The Board of Governors should:

- To do what is reasonably practicable to ensure that students are not placed in a working environment where there are significant risks to their health and safety.
- To take reasonably practicable measures to arrive at an informed opinion about the health, safety and welfare arrangements at the placement and to assess the suitability of the placement provider. These measures depend on the risks associated with the work experience.
- Organisers have the same duties towards students who find their own placements or are placed with a family business.

Placement Providers

- To assess the risks to which work experience placements are exposed whilst at work.
- To introduce and maintain appropriate measures to eliminate or control the risks and to provide adequate training and supervision.
- The risk assessment should take into account specific factors such as their immaturity, inexperience and lack of awareness. Parents/Guardians should be informed of the findings of the risk assessment and control measures.

ICT

The College Head/College Business Manager must ensure that Risk Assessments are completed for their rooms in terms of the use of information technology. Members of staff should ensure that students are well supervised at all times.

Hygiene

Staff and students must wash their hands with warm, soapy water and use disposable towels before handling food. All foodstuffs should be stored in suitable containers in clean cupboards out of the reach of vermin, flies, etc. Food waste disposal bins must be emptied daily or immediately after cookery sessions.

Student Protection

All students should wear clean aprons, tie back long hair, remove rings and be discouraged from wearing loose clothing. Students must walk in the area.
No students may carry bowls of hot water. Students should be closely supervised at all times.

Equipment and materials

No member of staff shall keep sharp knives, scissors or other sharp instruments in College. Any sharp implements used as part of a legitimate curriculum activity should be stored appropriately in a locked cupboard in the classroom.

Correcting Fluids

Students are not allowed to use correcting fluids, such as Tippex, at College. The harmful chemicals associated with this substance are considered too high to ensure safe use.

Marker Pens

Pens which are mainly water based should be used. When other pens are used, these should only be used by staff, and in a well-ventilated area. Staff should ensure that pens suit the board for which they are intended.

Visualizers and Projectors

It is identified that there is a fire risk associated with visualizers and projectors due to the induction of heat from the bulbs. As a consequence, when it is not in use it should be switched off and stored appropriately. The light from a visualizer and projector must not be directed into the face of a person when in use, due to the risks posed to eyesight.

Kettles and Hot Drinks

Kettles should be used only in designated kitchen/kitchenette areas, and not in classrooms or other work areas.

Hot drinks must only be prepared in designated areas and are not to be used or transported in any areas where students have access due to risks of spillages and burns from hot liquid.

Electrical Equipment

Installations/PAT

All equipment should be tested at least annually and labelled by an electrical technician undertaking the test (PAT Testing).

Under no circumstance should staff bring electrical items into College. As they will not be PAT tested and the origins of purchase are not clear. As a consequence the College is unable to decipher whether they are safe and they pose an electrical fire risk.

If personal electric items are brought onto the premises that compromise the safety of the building and the people within, action will be taken against the individual(s) in question.

Checklist for Electrical Equipment

A 3-amp fuse should be used on:

- Radio or TV
- Tape recorder
- Refrigerator

A 13-amp fuse should be used on:

- Iron
- Vacuum cleaner
- Kettle
- Toaster
- Polisher
- Portable cooker
- Projector or visualiser

Any defective equipment should be marked “UNSAFE – DO NOT USE” and stored safely until they are disposed.

Hazards if using Gas Cylinders (for contractors)

Hazards can occur if:

a) Connection from the cylinder to the appliance can be damaged by being badly connected.
b) The cylinder falls, or is struck.
c) The valve is not closed on both full and empty cylinders before, during or after changing.
d) The valve is open but ignition fails.
e) The appliance is not kept upright.
f) Changing cylinders indoors or near a flame. Electrical equipment, cigarette, etc.
g) Placing in draughty position or near combustible materials.
h) No guard.
i) Using in a confined, badly ventilated space.
j) Storing of spare or empty cylinders inside the building – THESE ARE POTENTIAL BOMBS.

Siting of LPG Heaters and Cylinders

LPG Heaters or Gas cylinders are not allowed on site without the knowledge of the Head of the College

Equipment

It is the responsibility of all personnel to visually check electrical devices for defects before they are used. This includes devices used by students such as keyboards, laptops, computers or tablets. If a defect is identified, then the equipment must be isolated and not used immediately. Any defects identified or damage should be reported immediately to The School Health and Safety officer

Animals in College

Teachers should discuss with the Head of College the possibility of keeping animals in College. The animals must be among the approved kinds mentioned in the Dangerous Wild Animals Act 1976. Students are not allowed to bring any animals onto College premises.

Any animals that are brought into College to support the teaching and learning activities must be appropriately risk assessed to ensure the safety of the staff and students whilst also taking into consideration animal welfare.

Visitors to College

All visitors to College have a legal duty to care for their own health and safety, and that of others, whilst they are in College. Upon entering the College visitors must report to Reception and sign in.

A designated member of College staff must take responsibility for the visitor and they should not be left unsupervised with students at any time. Any third party contractors who have been commissioned on behalf of the College should have the appropriate checks conducted and their details entered onto the College's Single Central Record (SCR).

Violence to Staff

1. If any member of staff is subjected to any aggression on College premises they must inform a member of the Senior Leadership Team immediately.
2. Staff are asked to keep written accounts of such episodes, according to policy.
3. Appropriate steps will be taken by the Head of College to deal with such situations.
4. If necessary, the Governors and LA will be informed and involved.

Violence can take many forms, including:

1) Physical force against an individual
2) Verbal abuse and threats
3) Rude gestures – innuendos
4) Sexual or racial harassment

The Head of College must ensure that risk assessments are undertaken in respect of all sources of potential violence to employees.

All acts of violence either of a physical or verbal nature must be recorded on the Council's Health and Safety Incident Report Form. Completed forms should be forwarded by The School Health and Safety officer to the Health and Safety Team at Sandwell Council as soon as possible following the incident. The information is then reported to the Health and Safety Governors Committee of the College.

The Head of College will ensure that the incident form is fully completed with the following details included: -

a) description of possible causes;
b) action taken to prevent recurrence and support offered to the employee;
c) recommendations/comments (including any identified training needs).

If a member of staff is seriously injured or is off work for more than 3 days as a result of the incident it will be reportable to the Health and Safety Executive under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995.

The College has a Zero Tolerance policy which governs the protection of all site users and protects them against physical and verbal abuse. It provides clear guidance to site users and visitors about the standards of behaviour expected and the consequences of non-compliance.

Home Visiting

1. Some staff may need to visit students and/or parents/carers in their homes. This may involve travelling to known problem areas of a town and/or evening visits.

2. All staff must sign out detailing the destination if possible to ensure details of their whereabouts are known by site staff. If the meeting is of a sensitive nature then a member of SLT must be informed.

3. Visits should be made avoiding evenings whenever possible and in pairs in <u>all</u> situations where there has been an identified risk. Employees must ensure that they carry a mobile phone with them, if possible and make periodic contact with the College.

CCTV and Health and Safety of Site Users

The CCTV system has been installed on behalf of The Westminster Specialist College with the primary purpose of reducing the threat of crime, protecting the College premises and helping to ensure the safety of all staff, students and visitors consistent with respect for the individuals' privacy. These purposes will be achieved by monitoring the system to:

- Deter those having criminal intent
- Assist in the prevention and detection of crime

- Facilitate the identification, apprehension and prosecution of offenders in relation to crime and public order
- Facilitate the identification of any activities/event which might warrant disciplinary proceedings being taken against staff or students and assist in providing evidence to managers and/or to a member of staff or student against whom disciplinary or other action is, or is threatened to be taken.
- Facilitate the movement of vehicles on site.

The system will not be used:

- To provide recorded images for the world-wide-web.

Health and Safety with DFN Project Search – 2025/26

From September 2025 The Westminster Specialist College will be engaging in DFN Project Search with ASDA and NHS. To reflect this the following in regards to Health and Safety will need to be considered

Policy Statement The Westminster Specialist College is committed to ensuring the health, safety, and wellbeing of all learners, staff, and stakeholders involved in the delivery of DFN Project SEARCH. This policy outlines the specific health and safety measures required when delivering DFN Project SEARCH in partnership with host employers, including ASDA and NHS Trust sites.

1. **Roles and Responsibilities**

The School Health and Safety Lead retains overall responsibility for ensuring compliance with this policy. A designated Job Coach (employed by the Local Authority) and Project Search Instructor (employed by the school) is responsible for on-site daily health and safety monitoring and support. Each host employer (ASDA and NHS) must appoint a site representative who is responsible for ensuring interns operate in a safe environment and receive necessary induction and supervision. The DFN Project SEARCH Programme Lead ensures that all health and safety measures are implemented across all placements and acts as liaison between all parties.

2. **Host Employer Site Safety**

The Westminster Specialist College will ensure that host employer sites (ASDA and NHS) meet the necessary health and safety standards. This includes reviewing site-specific risk assessments, policies, and procedures. Interns and staff must receive a formal site induction outlining emergency procedures, first aid arrangements, manual handling protocols, and reporting routes for incidents or concerns.

3. **Intern Risk Assessments**

Each intern will have a personalised risk assessment completed prior to beginning a placement. These assessments will account for the intern's needs, including medical conditions, mobility, communication needs, and any behavioural, sensory, or cognitive considerations. Risk assessments will be developed jointly with the Job Coach, host employer, and intern, and will be reviewed regularly or in response to incidents.

4. **Travel and Transport Safety**

Safe travel arrangements to and from placement sites must be in place and risk assessed. Where applicable, travel training will be provided. In case of travel disruption or emergency, the college will have a procedure in place to ensure intern safety and wellbeing. Relevant staff will be aware of each intern's travel plan and any associated support needs.

5. **Supervision and Job Coach Support**

Interns will receive appropriate supervision during all placement activities. Job Coaches will maintain a presence at each placement site, especially during initial rotations. All Job Coaches will be trained in safeguarding, first aid, and emergency response procedures. The college and host employer will jointly agree on levels of supervision for each intern and ensure all staff understand the expectations.

6. **Equipment and Machinery Use**

Interns may only use equipment and machinery following a task-specific risk assessment and training appropriate to their individual capability. Where equipment poses a significant risk, tasks will be modified or reassigned. Job Coaches and employer supervisors must monitor intern fatigue levels, particularly when using outdoor machinery or performing physically demanding tasks. Adjustments will be made as necessary.

7. **Incident Reporting**

All incidents, accidents, near misses, and safeguarding concerns must be reported in line with The Westminster Specialist College's reporting procedures. A shared protocol will be agreed upon with ASDA and NHS host sites to ensure timely communication of incidents. All incidents will be recorded and reviewed to update risk assessments and inform practice.

8. **Mental Health and Wellbeing**

The policy recognises the importance of mental health in maintaining safety at work. Interns will have access to wellbeing support from Job Coaches and college pastoral staff. Job Coaches will monitor emotional wellbeing and escalate concerns following safeguarding protocols. Preventative approaches such as structured routines and resilience-building will be part of the programme delivery.

9. **Data Sharing and Consent**

The college will ensure appropriate data sharing agreements are in place with ASDA and NHS host sites. Consent will be obtained from interns and their families for the sharing of information necessary to ensure health and safety. All data handling will comply with GDPR and safeguarding regulations.

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