

# Providing a Safe Place of Work and Study

## 1. Purpose and content

The College recognises the importance of sound health and safety practices in maintaining a robust safeguarding framework. The purpose of this appendix of the College Safeguarding Policy is to signpost staff to the comprehensive set of health & safety and other (e.g. facilities and ICLT) related policies that include, but are not limited to:

- Risk assessment
- Bomb threats
- Work experience
- Personal protective equipment
- Offsite educational visits
- Accidents and first aid
- Visitors to College premises
- Social media and the web

## 2. Access to policies and procedures

The full range of health & safety related policies and procedures are available on the policies and procedures site of the staff gateway in the Health & Safety, Facilities, Students and ICLT and Information Security sections. These provide full guidance in relation to a wide range of aspects, including the following:

- **Risk assessment** (Appendix 1 of the Health & Safety Policy). Where practical activities are deemed to have an element of potential risk, the College will ensure that assessments of risk are undertaken by appropriately experienced line managers or nominated persons. Potential risks are likely to occur in many curriculum areas e.g.:
  - Construction (e.g. Woodwork and Painting and Decorating)
  - Engineering (e.g. Electrical and Motor Vehicle)
  - Sport and Exercise
  - Catering
  - Hairdressing & Beauty Therapy
- **Personal Protective Equipment (PPE)** Appendix 3 of the Health & Safety Policy. When participating in practical activities both within College, and when on work placement, learners will be directed to wear appropriate PPE including for example: hand protection; head protection; ear protection; eye and face protection, body protection, foot protection, respiratory protection and fall protection. The College

will ensure that learners are given training, information and instruction on the safe use of PPE.

- **Off-site Educational Visits.** The College will ensure that off-site educational visits are conducted in accordance with the College Off-site Educational (OEV) Procedure (available in Students section of the policies and procedures site)
  - All visits will be approved by the appropriate manager
  - Medical and consent forms must be completed for all learners attending the visit
  - Transport will be arranged in accordance with the OEV policy
  - All educational visit activities will be risk assessed by the visit organiser, and counter signed by the relevant head of department or member of the Senior Leadership Team
  - All members of staff organising or attending OEVs must have completed educational visits training/update (as appropriate) within the previous three year period, and all staff taking part in visits involving children and vulnerable adults must have been Disclosure and Barring Service (DBS) checked
  
- **Work experience** (Appendix 9 of the Health & Safety Policy). According to Department of Education advice for 16 to 19 funding study programmes: work experience (March, 2015): *'The employer has the primary responsibility for the health and safety of students whilst on a work experience placement.'*

The College, however, also retains a duty of care, so the College will make an informed judgement as to the suitability of the health and safety arrangements with the work experience provider. Appendix 9 sets out how work experience placements will be managed in a way that fulfils and is compliant with the Health and Safety at Work Act 1974 and the Health and Safety (training for employment) Regulations 1990 e.g.:

- Workplaces not appropriate for work placement for a learner aged under 18, or a learner whom is aged under 25 and in receipt of an Education & Health Care Plan (EHCP) and/or is a high needs learner, include those where the business is managed by a sole trader, and/or would result in the learner spending long periods of time with one individual. If the person working with the learner is unsupervised and the same person is in frequent contact with the learner, the work is likely to be regulated activity and checks of the employee are required.
- Learners must be provided with information on expectations of the employer, safeguarding contacts and safe working practices (including personal safety) prior to work placement. This information will include who to report concerns to and what to do in the event of a safeguarding incident

- Employers must be provided with information on expectations of the learner, safeguarding contacts and safe working practices (including personal safety for work placement learners). This information will include who to report concerns to and what to do in the event of a safeguarding incident