



Christ the King Sixth Forms Health and Safety Policy

Mission Statement

We are a Catholic Sixth Form dedicated to the education and development of the whole person, so that all students can realise their full potential.

To achieve this as a community we will:

- Provide the highest standards of teaching and learning.
- Expect students to show commitment to their studies and the Christian values of the Sixth Form.
- Provide equality of opportunity, with mutual respect and positive encouragement.
- Build and further develop a partnership with parents, schools, parishes, higher education, employers and the local community.
- Value staff and support their professional development.

In doing this we will reflect Christ's teaching in the life and work of the whole Sixth Form.

1. Introduction

Christ the King Sixth Form (CTK) has a long tradition of excellence. Underpinned by its Catholic values, CTK takes pride in its strong sense of community. It is in this context that the health, safety and wellbeing of staff, students, volunteers and visitors is a key priority, informing the robustness of the systems and controls that CTK has established in order to keep people safe.

CTK has three sites located in Lewisham, Sidcup and Brockley. Christ the King: Emmanuel opened in Lewisham in 1992. It is a 1960's building which was formerly a girl's secondary school. In 2009 CTK took over a second site in Sidcup. Christ the King: St. Mary's is also 1960's building which was formerly a mixed secondary school. In February 2013 CTK expanded onto a third site in Brockley. Christ the King: Aquinas was purpose-built in 2006 as a sixth form school. In ensuring that CTK fulfils its responsibilities there is focus on the key risks at each site, and in checking that control measures have been implemented and remain appropriate and effective.

In accordance with the relevant legislation and statutory requirements, this policy sets out the arrangements CTK has in place to ensure it creates a positive safety culture and in which it delivers best practice.

2. General Statement of Intent

CTK recognises and accepts its health and safety duties for providing a safe and healthy working environment (as far as is reasonably practicable) for all its workers (paid or volunteer), students and other visitors to its premises under the Health and Safety at Work Act 1974, The Regulatory Reform (Fire Safety) Order 2005, the Management of Health and Safety at Work Regulations 1999, other relevant legislation and common law duties of care.

It is the policy of CTK to promote the health, safety and welfare of staff, students, volunteers and of all visitors (personnel) to its three sites (premises) and to that intent to:

- Take all reasonably practicable steps to safeguard the health, safety and welfare of all personnel on the premises
- Provide adequate working conditions with proper facilities to safeguard the health and safety of personnel and to ensure that any work which is undertaken produces no unnecessary risk to health or safety
- Encourage persons on the premises to co-operate with CTK in all safety matters, in the identification of hazards which may exist and in the reporting of any condition which may appear dangerous or unsatisfactory
- Ensure the provision and maintenance of plant, equipment and systems of work that are safe
- Maintain safe arrangements for the use, handling, storage and transport of articles and substances
- Consult with governors, staff, students on the arrangements for health and safety
- Provide sufficient information, instruction, training and supervision to enable everyone to avoid hazards and contribute to their own safety and health
- Provide specific information, instruction, training and supervision to personnel who have particular health and safety responsibilities
- Make suitable and sufficient assessment of the risks to the health and safety of personnel and of persons not in the employment of CTK arising out of or in connection with the CTK activities

<p>Signed: (Executive Principal)</p> <p><i>S Razy</i></p>	<p>Date:</p> <p>10/05/2022</p>
<p>Signed: (Chair of Governors)</p> <p><i>R Evenett</i></p>	<p>Date:</p> <p>10/05/2022</p>

3. Organisation

All personnel hold responsibilities for H&S. In order to ensure that CTK meets relevant regulation and legislation requirements, that it delivers best practice and that a positive safety culture is promoted those responsibilities run through the organisational structure and named groups or individuals are held accountable for their delivery. In order to provide further clarity on expectations for delivery, a PDCA (Plan, Do, Check, Act) for leader and manager responsibilities is included at Addendum 1.

3.1 Responsibilities of the Governing Body

As the legal employer the Governing Body (GB) has ultimate responsibility for the health and safety of its personnel and others affected by the CTKs activities. In order to discharge these responsibilities effectively, the GB will ensure and be assured that:

- There is a robust health and safety policy in place
- Suitable and sufficient risk assessments of work activities are undertaken and a written record of the assessments is kept
- Sufficient funding is allocated for health and safety
- Regular safety inspections are undertaken
- Inspection reports are considered and acted upon
- Health and safety is a standing item on all agendas
- An annual health and safety report is published
- A positive health and safety culture is established and maintained

3.2 Responsibilities of the Executive Principal

The Executive Principal (EP) is accountable for ensuring a positive health and safety culture, led by best practice and for the successful implementation of the Health and Safety Policy. In order to discharge these responsibilities effectively, the EP will ensure that:

- Health and safety arrangements have a high priority, are quality assured and meet expected CTK standards
- The Health and Safety Policy produced for the GB approval is robust and regularly reviewed
- Regular assurance reports are provided for the GB
- Health and safety practices and procedures are risk driven and underpinned by the PDCA framework
- Delegated responsibilities are effectively carried out to the highest standard
- Sufficient resources for health and safety are included in budget plans
- Staff and students are consulted on health, safety and welfare matters and that they receive appropriate high quality information and training

3.3 Responsibilities of the Executive Director of Finance and Resources

The EP delegates responsibility for management of health, safety and welfare to the Executive Director of Finance and Resources (EDF&R). The EDF&R is responsible for setting up and maintaining appropriate risk driven health and safety systems and reviewing health and safety performance using the PDCA framework. In order to discharge these responsibilities effectively, the EDF&P will ensure that:

- The health and safety policy remains current and is kept up to date

- Those managing health and safety have roles that are clearly defined, they have received appropriate training and are provided with equipment or other resources in order to ensure they can fulfil such duties
- The Health and Safety Committee is well led and managed, benefits from appropriate specialist advice and expertise and ensures compliance and best practice
- The GB, the EP, the Senior Leadership Team (SLT) and the Risk, Audit and Compliance Committee (RACC) receive regular and informative assurance reports and an annual health and safety report
- Appropriate training strategies are planned, delivered and evaluated
- Appropriate information to assist staff in carrying out their H & S responsibilities is available
- There is a PDCA process in place to enable risk assessments required under the Control of Substances Hazardous to Health Regulations (COSHH), manual handling assessments and display screen equipment workstation assessments to be carried out
- There is a PDCA process for assessing the effects of work on the health and safety of disabled staff and on expectant and new mothers
- Details of any injury, disease or dangerous occurrence reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) are reported to the appropriate authority
- There is a clear PDCA process for selecting and managing contractors undertaking work on site.

3.4 Responsibilities of Site Principals (Deputy Principals)

The site Principals (DP) are responsible for ensuring that the systems set up to manage health and safety are carried out on their site. In order to discharge these responsibilities effectively, the DPs will ensure that:

Risk assessments, assessments required under the Control of Substances Hazardous Health Regulations (COSHH), manual handling assessments and display screen equipment workstation assessments are carried out and reviewed at least annually.

- The effects of work on the health and safety of disabled staff and on expectant and new mothers are assessed by the Personnel Director.
- Assistant Principal's, and other managers are provided with support so that they implement safe practices and procedures within their areas of responsibility.
- There are emergency management procedures including first aid and fire precautions.
- Managers investigating accidents are supported
- Details of any injury, disease or dangerous occurrences are communicated to the EDF&R
- Staff are consulted to ensure progressive and positive methods are adopted.
- Regular reports are provided to the EP on the measures to manage health and safety.
- Effective monitoring of health and safety is carried out.

3.5 Responsibilities of the Director of Facilities and Security (DF&S)

The DF&S is the nominated person that has responsibility for the management of health and safety at CTK. The DF&S is responsible for ensuring that the buildings and the systems of each site are maintained and are inspected, where there is a legal requirement to do so. In order to discharge these responsibilities effectively, the DF&S will ensure that:

- A register of all the systems that their premises contain is drawn up including what maintenance, servicing and testing is required.

- There are arrangements in place to carry out these requirements, using the PDCA framework.
- Contractors employed follow formal arrangements for health and safety.
- Contractors work is closely monitored.
- Regular updates are provided to the EDF&R along with any Health and Safety concerns.

3.6 Responsibilities of Premises Staff (PS)

PS are responsible for making safe and reporting to the EDF&R, the DF&S or other senior staff, any malfunctioning equipment or building defects that would compromise the safety of anyone using CTK buildings or grounds. In the first instance, wherever possible these should be reported to the DF&S. In order to discharge these responsibilities effectively, PS will ensure that:

- They are proactive in identifying, fixing or making safe any hazards that they spot and/or report it to the Director of Facilities while touring the Sixth Form buildings and grounds.
- Any hazards reported to them are attended to immediately. If they are unable to make the hazard safe then they must take the necessary precautions to ensure that it is cordoned off to prevent anyone from injuring themselves.
- The grounds and paths are clean and free of rubbish and in particular anything that could cause one to slip or trip.
- During winter months any slippery paths, steps and roads in the grounds are gritted and made safe.
- Undertake a risk assessment for working procedures where H&S may be at risk.

3.7 Responsibilities of Technicians

Technicians are responsible for ensuring that equipment is set up, maintained and documented in a safe condition. They are also responsible for the safe storage of both toxic and non-toxic chemicals and radioactive materials. In order to discharge these responsibilities effectively, the technicians will ensure that:

- A register of the equipment within their area is compiled specifying what maintenance, servicing and testing is carried out.
- There are arrangements in place to carry out these requirements and appropriate logs are kept and shared with the EDF&R
- Hazardous materials are safely stored.
- Regulations for the storage of chemicals that meet the requirements of external agencies are followed
- Regulations for the storage of radioactive materials meet the requirements of external agencies, including risk assessments and details of where any materials are stored, as per organisations site and premises plan held by the EDF&R.

3.8 Responsibilities of IT Services

The IT Services are responsible for ensuring computing equipment is procured which meets the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992 and that it is set up to meet this law. In order to discharge these responsibilities effectively, the CSD will ensure that:

- Computers and other devices are set up in a safe way and that all cables and leads are appropriately tied to avoid a trip hazard.
- All recommendations found in the Health and Safety Audit are implemented.

3.9 Responsibilities of the Personnel Manager

The Personnel Manager is responsible for ensuring there are an appropriate number of qualified first aiders at each site. He/she should liaise closely with the EDF&R to ensure first aiders undertake training regularly and ensure that all CPD is recorded for individual staff.

3.10 Responsibilities of the Catering Manager (CM)

The CM is responsible for ensuring the catering provision at all sites meets the requirements of food safety legislation. In order to discharge these responsibilities effectively, the CM will ensure that:

- A hazard analysis critical control points (HACCP) assessment is carried out for all three sites.
- The appropriate control systems required by the HACCP are implemented, such as procurement of food, hygiene and cleaning regimes, storage of food and temperature checks
- A register of all catering equipment is compiled and that there are procedures in place to maintain, service and test it as required.

3.11 Responsibilities of Senior Staff

Senior Managers including Assistant Principals, Head of Hall, Senior Student Mentors, Directors and co-ordinators are responsible for:

- Implementing the Sixth Form health and safety policy in the area under their control.
- Working with their DP (Site Principal) and the DF&R to develop safe practices and for ensuring that these practices are implemented and observed.
- Ensuring all staff receive sufficient and appropriate support, training and supervision to undertake their work safely and in compliance with CTK's health & safety policy and H & S legislation.
- Ensuring all accidents and hazards are reported immediately to the reception and entered in the appropriate book.
- Carrying out risk and other assessments.
- Ensuring equipment made available to provide safe working practices is effectively maintained to a safe standard.
- Ensuring all hazardous substances such as highly flammable liquids, liquefied petroleum gases, petroleum spirits and chemicals are stored and used correctly, and properly sign posted.
- Seeking advice on any health & safety at work matter, for which clarification or assistance is required.

3.12 Responsibilities of Teaching Staff

Teachers are responsible for ensuring that the CTKs health and safety policy is followed within the areas under their control. In order to discharge these responsibilities effectively, teachers will ensure that:

- Their classroom is kept in a condition that does not put the students, themselves or anyone else at risk. This includes ensuring their classroom is free from hazards, such as trailing leads
- Fire escape doors and alarms are kept clear of obstruction.
- Students are either competent to use any equipment they might be using or supervise them in such a way that the risks to their health and safety are minimised.

- The safety of their students takes precedent in the event of an emergency, such as a fire or an accident.
- Risk assessments are carried out prior to Sixth Form trips or visits.
- Systems of work are kept under review to see if they can be improved.

3.13 Responsibilities of All Staff

All staff employed by the Sixth Form have individual health and safety responsibilities in addition to any others they have because of their other roles. This means they must:

- Take reasonable care for their own health and safety at work.
- Follow all health and safety instructions given to them by the EP, the EDF&R, Deputy Principal's, Assistant Principal's, Heads of Departments or other authorised people.
- Follow the health and safety rules which apply to their job.
- Do what is reasonably practicable to ensure that the students and other people are not put at risk by what they are doing.
- Use any health and safety equipment provided.
- Not misuse anything that has been provided in the interests of health and safety (such as propping open a fire door with a fire extinguisher).
- Report anything that might present a danger to either themselves or anybody else.
- Undertake a risk assessment for working procedures where H&S may be at risk.

3.14 Responsibilities of Students

Every student has a responsibility to:

- Report any hazard or malfunction to their teacher or other member of staff.
- Follow all instructions whether written or verbal, given to procure personal safety and the safety of others.
- Conduct themselves at all times in an orderly manner in the Sixth Form.
- Use all safety equipment and/or protective clothing as required.
- Report all personal accidents to themselves which cause hurt and may require first aid or hospital treatment.
- Acquaint themselves with all machines, processes, materials and substances which the Sixth Form provides for them to use.
- Be aware of the fire evacuation procedures and the position of fire alarms and equipment.
- To ensure they comply with Health and Safety requirements as directed.

3.15 Health and Safety Consultant

CTK has appointed Safety and Management Solutions Ltd (SMSL) to provide H&S advice. On appointment SMSL provided:

- a full audit of safety systems with report completed for the GB (November 2021)
- a progress visit 3 months after the full audit (January 2022)
- a site visit 6 months after the audit to close out actions (June 2022)
- a summary report written to provide assurance to GB (June 2022)
- On-going and on an annual basis SMSL provides:
- attendance at Health and Safety Committee meetings (once per term)
- 3 site visits a year to be identified as required

- accident investigation
- assistance with developing risk assessments and safe system of work
- staff consultation
- telephone & email support
- email updates

4. Arrangements

As part of its arrangements CTK will:

- Assess the risks to health and safety of its personnel
- Make arrangements for implementing the health and safety measures identified as necessary by this assessment
- Record the significant findings of the risk assessment and the arrangements for health and safety measures
- Continually review the effectiveness of its systems and practices using the HSE Plan, Do, Check and Act (PDCA) framework
- Keep the health and safety policy under review and bring it to the attention of its personnel
- Appoint someone competent to assist with health and safety responsibilities;
- Set up emergency procedures
- Provide adequate First Aid facilities
- Make sure that the workplace satisfies health, safety and welfare requirements
- Make sure that work equipment is suitable for its intended use as far as health and safety is concerned, and that it is properly maintained and used
- Prevent or adequately control exposure to substances that may damage health
- Take precautions against danger from flammable or explosive hazards, electrical equipment, noise or radiation
- Avoid hazardous manual handling operations and, where they cannot be avoided, reduce the risk of injury
- Provide health surveillance as appropriate
- Provide free any protective clothing or equipment, where risks are not adequately controlled by other means
- Ensure that appropriate safety signs are provided and maintained
- Report certain injuries, diseases and dangerous occurrences to the appropriate health and safety enforcing authority.

4.1 Consultation and Co-operation

CTK recognises the need for consultation and co-operation and the involvement of everyone to secure and maintain a safe and healthy workplace. The Health and Safety (H&S) Committee is established to assist in ensuring CTK meets its health and safety obligations. Members of the committee are leaders and managers of specialist curriculum and service areas who provide advice on health and safety matters as required by the Management of Health and Safety at Work Regulations. The main functions of the H&S Committee are to promote, develop, support, co-ordinate, monitor and review health and safety standards throughout CTK and to seek to ensure legal compliance. The committee is supported by the H&S consultant.

The H&S committee provides assurance to the GB that the H&S Policy is being systematically delivered and that best practice is being promoted through a focus on risks and compliance. The

H&S Committee meets half termly and provides regular reports to the Risk, Audit and Compliance Committee and for every GB Finance and Resources Committee meeting.

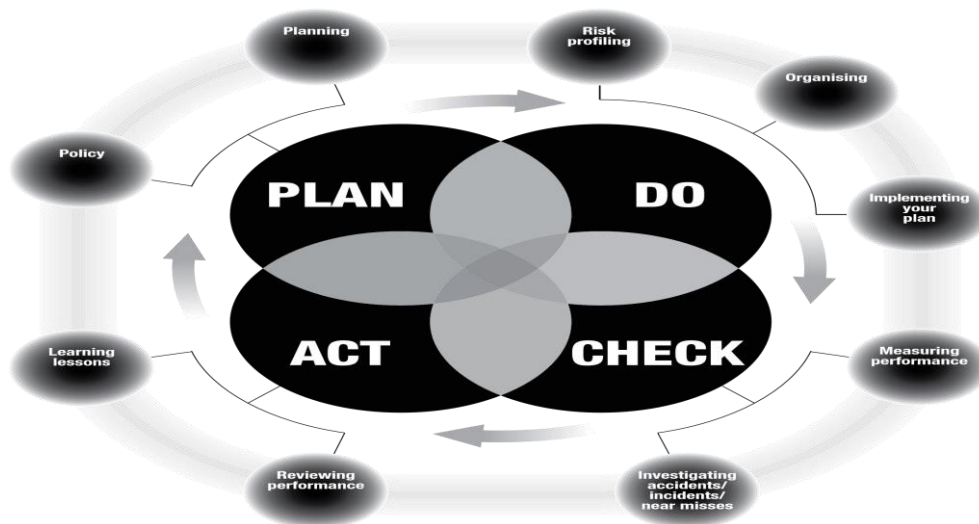
Senior leaders also discuss H&S matters with unions through its Joint Consultative Committee meetings.

4.2 Staff Competence

All staff receive an induction when they join CTK which covers key aspects of H&S and they are required to acknowledge this in their induction documentation. Staff also receive training to ensure they are competent to do the work they are employed to do. This varies depending on the type of work, but all staff receive the training to ensure they can do their job safely. General and specific H&S CPD is delivered in a variety of ways and recorded on individual staff records. Similarly, H&S is covered in student induction and their responsibilities made clear. Students will also receive specific H&S training as required by their individual programmes of study

4.3 Measuring and monitoring delivery of the H&S policy

The Health and Safety Executive recommend a Plan Do Check Act (PDCA) approach to the management of health and safety. The framework, which is cyclical in nature, ensures that processes and procedures are kept continually under review, informing institutional learning and promoting best practice:



The PDCA framework mirrors the CTK approach to its quality systems and is integrated into CTKs processes and practices. Where appropriate, the PDCA framework is expressed in CTK H&S documentation in order to ensure that arrangements are robust and continually reviewed to ensure their effectiveness (see 6. Appendix).

The following practices are also used to judge the effectiveness of systems to manage H&S as part of a cycle of continual improvement:

- Recording and investigating accidents
- Regular health and safety inspections by the Director of Facilities & Security
- Monthly health and safety walks by the Director of Facilities & Security and the Deputy Principal

- H&S reports to the GB and RACC
- Annual review of the health and safety policy and procedures
- Annual audit
- Annual report to Governors

5. Health and safety procedures

There are central procedures in place which set out arrangements for the management of H&S across the organisation. More detailed information and schedule for each procedure are set out in addendums to this policy. These addendums can be found in the H&S Share Point file.

Addendum 1: Contractor Management

Steps are taken to ensure that contractors carry out their work in such a way that they do not put themselves, students, staff or anybody else at risk.

Addendum 2: Infectious Diseases COVID

As an employer CTK ensures measures are in place to protect people from COVID by taking reasonable steps to protect staff, students and others from coronavirus. A risk assessment has been undertaken and is regularly reviewed and updated

Addendum 3: Display Screen Equipment (DSE)

All DSE workstations used by staff are assessed to ensure that they meet the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992. Students' computers are used by many people and the workstations are set up to be sufficiently flexible to accommodate the vast majority of people. Students are trained in the safe use of computers

Addendum 4: Electrical Safety

The electrical installation is inspected and tested at least every five years by qualified electrical specialists. In addition, visual checks are carried out 3 times a year to ensure that there are no obvious signs of damage to the system. Portable items of electrical equipment are tested annually using a portable appliance testing system.

Addendum 5: First Aid Arrangements and Accident Reporting

First aid needs have been assessed and there are a number of trained first aiders at each site, including a co-ordinator who oversees first aid requirements. Notices showing first aid details are on display at each site. The first aid needs for Sixth Form trips are considered as part of our educational visits procedure. There is a facility for storing medicines for those students whose condition means that medication has to be taken during the Sixth Form day.

Accident reporting procedures are in place at each site. Staff and visitors are required to follow procedures and regular checks of reports are undertaken

Addendum 6: Fire safety and Emergencies

CTK is visited regularly by the London Fire Service and any requirements are followed up. In addition, a workplace fire risk assessment is carried out at each site following the guidance contained in 'Fire safety – risk assessment – educational premises'. Fire procedures are in place to ensure that all building users know what to do if they discover a fire or hear the fire alarm.

Addendum 7: Food Safety

CTK complies with Food Safety Act 1990 and the regulations made under this law and ensure that food provided is fit for human consumption. Hazard analysis critical control points (HACCP) assessments are carried out at all three sites. All catering staff are trained in food hygiene. There are also procedures in place to maintain, service and test the catering equipment as required.

Addendum 8: Gas Safety

The gas boilers are inspected annually by Gas Safe registered specialists.

Addendum 9: Hazardous Substances

CTK is aware of its responsibilities under the Control of Substances Hazardous to Health Regulations (2002) and complies with these where appropriate. Where our contractors bring hazardous substances onto our premises we ensure that COSHH assessments have been carried out on them.

Hazardous substances are used as part of the teaching process in some departments and CTK subscribes to the CLEAPPs system for managing these. Students carry out assessments of substances to be used as part of the lesson. Classroom Technicians are responsible for ensuring that all substances are stored correctly.

The sites at Emmanuel and St Mary's have been surveyed for the presence of asbestos and registers are held on site.

Addendum 10: Manual Handling

CTK strives to reduce the harmful effects of manual handling by ensuring the appropriate use of handling equipment and training in good manual handling technique. Potentially harmful manual handling activities are considered as part of the risk assessment process with appropriate control measures introduced.

Addendum 11: Off Site Visits

CTK ensures that it meets the minimum requirements specified by the DFE with regard to Sixth Form trips in their publication 'Health and safety: advice for schools'. Staff carry out a risk assessment during planning to ensure that risks are reduced to a minimum using a day visit planning checklist.

Addendum 12: Personal Protective Equipment (PPE)

We provide appropriate PPE that has been identified in the risk, COSHH and other relevant assessments.

Addendum 13: Risk Assessment

CTK fully discharges its responsibility to carry out risk assessments as required by the Management of Health and Safety at Work Regulations 1999 and have adopted the approach detailed in the case studies on the HSE's web site. Risk assessments are carried out for:

- The premises at each site.
- Higher risk teaching activities such as engineering and chemistry.
- Student visits.
- The work carried out by the maintenance staff.

Addendum 14: Site Inspections and Management

There are procedures in place to ensure that the risks presented at CTK premises are minimised. These include a ten-year maintenance programme, risk assessment and a hazard reporting system. At each site, the Director of Facilities & Security compiles a register of all building systems and details what arrangements there are in place to maintain, service and test them either through direct labour or contracted-in specialists.

Addendum 15: Water Safety and Legionella

Regular water sampling takes place at all three sites

Addendum 16: Work Equipment

CTK complies with the Provision and Use of Work Equipment Regulations 1998, the Electricity at Work Regulations 1989 and the Lifting Operations and Lifting Equipment Regulations 1998. The Director of Facilities, the Director of IT, the Catering Manager and Classroom Technicians compile registers of all equipment used and detail what arrangements there are in place to maintain, service and test them either through direct labour or contracted-in specialists.

6. Appendix

PDCA Framework for Staff Responsibilities

	Governing Body & Executive Principal	Executive Director Finance & Resources	Senior Leaders and Heads of Department	Director of Facilities and Security and Technicians
Plan	<ul style="list-style-type: none"> • Approve the H&S Policy and communicate its values throughout CTK • Ensure the regular review of the H&S Policy • Ensure the H&S strategic objectives are reviewed on a regular basis • Ensure that H&S matters are regularly considered on GB agendas Maintain an awareness of H&S risks faced by CTK • Consider the H&S risks of major strategic decisions such as large projects. Ensure that emergency planning arrangements are adequate and current 	<ul style="list-style-type: none"> • Have ownership of the H&S Policy and give effect to its values • Agree means of measuring, monitoring and reporting on the Policy, through the development of strategic objectives • Agree the H&S risk register • Determine which H&S risks should be included in the overall CTK Risk Register • Plan and deliver a H&S PDCA framework • Lead and plan the work of the H&S committee • Agree a H&S safety internal audit programme based on the recognised risk profile • Ensure that emergency procedures consider and address all relevant risks. 	<ul style="list-style-type: none"> • Align site and department plans to CTK strategic H&S strategies • Ensure appropriate site and department H&S risks assessments are annually planned • Ensure staff consultation involves all appropriate stakeholders, including Trade Union and student representatives as appropriate • Ensure that induction arrangements include relevant information for all new starter staff and students • Plan arrangements to manage H&S matters and document them as appropriate • Identify training, competency and development needs • Plan arrangements to ensure the H&S of anyone who may be affected by site or departmental activities including contractors, students and visitors 	<ul style="list-style-type: none"> • Be aware of and adhere to H&S policies and procedures • Produce and maintain up to date H&S risk registers and risk assessments • Plan any skill, knowledge or refresher training for individuals or teams, and students where appropriate, based on training objectives and requirements. • Ensure activities are suitably risk-assessed and communicate these • Plan resources to ensure that all staff and students understand what is expected of them

	Governing Body & Executive Principal	Executive Director Finance & Resources	Senior Leaders and Heads of Department	Director of Facilities and Security and Technicians
Do	<ul style="list-style-type: none"> Seek assurances that: <ul style="list-style-type: none"> -H&S arrangements are adequately resourced -Risk control measures are implemented and actioned where appropriate -There exists an effective process to identify training and competency needs in keeping with respective H&S responsibilities -There is a process to review emergency and fire evacuation plans for effectiveness -There is a process for auditing H&S performance 	<ul style="list-style-type: none"> Implement the Health and Safety Policy Ensure regular communication with the GB, the RACC committee, SLT, Leaders and Managers Lead campaigns and initiatives aimed at improving H&S and promote behavioural change Discuss health and safety issues and performance with direct reports as part of the annual appraisal and review process Chair the H&S Committee, leading by example by taking an active interest in H&S activities Maintain a process for employees and representatives to be involved and engaged in decisions that affect their health and safety 	<ul style="list-style-type: none"> Implement processes to ensure that all activities are appropriately risk assessed and control measures effectively communicated and implemented Ensure that responsibilities are delegated and understood for tasks such as the completion of Risk Assessments Oversee accident and incident investigations. Agree H&S development needs for staff as appropriate When purchasing equipment, consider the H&S requirements and implications Promote and embed H&S arrangements 	<p>Ensure staff and students are aware of and follow relevant H&S policies, procedures and systems</p> <p>Ensure visitors and contractors are provided with relevant H&S information where applicable</p> <p>Develop suitable procedures which include key safety information in order to manage the risks associated with activities</p> <p>Ensure relevant staff (and students, where applicable), have received induction training and additional relevant training appropriate to their activities. Contribute to and be involved in workplace inspections</p> <p>Provide feedback on H&S issues</p> <p>Contribute to the incident or near miss investigation process as required</p>

	Governing Body & Executive Principal	Executive Director Finance & Resources	Senior Leaders and Heads of Department	Director of Facilities and Security and Technicians
Check	<ul style="list-style-type: none"> • Receive and critically evaluate H&S related data and reports, and where appropriate, request data pertinent to process (preventative and maintenance) and competency indicators • Ensure that management systems allow the GB to receive assurances for all CTK activities • Ensure satisfactory and regular independent reviews of health and safety management across CTK • Review audit processes to ensure that arrangements are appropriate for the requirements of CTK • Regularly review the H&S risk profile 	<ul style="list-style-type: none"> • Analyse safety information data to identify emerging trends • Check and receive assurances that the processes implemented are working • Confirm that direct reports and other leaders are aware of inspections and investigations in their areas, and are acting upon findings or recommendation • Review H&S performance and that of direct reports, celebrating achievements in addition to taking corrective action when targets are not being met • Accompany as or where appropriate, direct reports on inspections or visits • Ensure and review H&S performance data • Ensure delivery of H&S objectives alongside • Review the deployment of resources to ensure that provision is sufficient, competent and effective. • Regularly review the planning process 	<ul style="list-style-type: none"> • Assist in or conduct regular health and safety inspections in areas of responsibility. Ensure that agreed H&S training objectives are being met • Keep staff informed by monitoring progress and actively seeking their views on improvements • Ensure that all actions and recommendations from H&S are implemented. • Review risk management processes regularly • Review H&S performance in areas of responsibility and celebrate achievements where appropriate 	<ul style="list-style-type: none"> • Ensure that risk assessments have been completed, are regularly reviewed, recorded, and that the control measures identified have been effectively communicated and understood by all those that it effects • Review incidents and near misses to ensure that lessons learnt are embedded into revised procedures or practices • Ensure that any actions arising from audits and inspections have been completed or that the associated risks are suitably controlled • Review progress against H&S objectives. • Review own procedures for managing health and safety, including reviewing training needs

	Governing Body & Executive Principal	Executive Director Finance & Resources	Senior Leaders and Heads of Department	Director of Facilities and Security and Technicians
Act	<ul style="list-style-type: none"> Be satisfied that lessons are learnt and preventative measures are implemented following significant accidents and near misses 	<ul style="list-style-type: none"> Share the results of reviews with staff and students in order to seek their views on improvements Respond to reports, audits, committee recommendations, and inspections from external and internal stakeholders 	<ul style="list-style-type: none"> Take action to implement recommendations from local risk management reviews Consider information from internal & external sources and how recommendations can be implemented 	<ul style="list-style-type: none"> Provide feedback on H&S matters, and where appropriate, celebrate achievements with those involved Contribute to and support service area or department H&S reviews

Date Approved March 2022

Review Date March 2024