

CAPA
COLLEGE



CAPA College

Health and Safety Policy

V4 Approved by Governors: 1 March 2022
Date for Review: 1 March 2023

Health & Safety Policy

1. Aims

Our college aims to:

- i. Provide and maintain a safe and healthy environment
- ii. Establish and maintain safe working procedures amongst staff, students and all visitors to the college site
- iii. Have robust procedures in place in case of emergencies
- iv. Ensure that the premises and equipment are maintained safely, and are regularly inspected

2. Legislation

This policy is based on advice from the Department for Education on health and safety in colleges and the following legislation:

- i. The Health and Safety at Work etc. Act 1974, which sets out the general duties employers have towards employees and duties relating to lettings
- ii. The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees
- iii. The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- iv. The Control of Substances Hazardous to Health Regulations 2002, which require employers to control substances that are hazardous to health
- v. The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- vi. The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- vii. The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by someone on the Gas Safe Register
- viii. The Regulatory Reform (Fire Safety) Order 2005, which requires employers to take general fire precautions to ensure the safety of their staff
- ix. The Work at Height Regulations 2005, which requires employers to protect their staff from falls from height

The college follows national guidance published by Public Health England when responding to infection control issues.

3. Roles and responsibilities

3.1 Enhance Academy Trust and governing board

Enhance Academy Trust has ultimate responsibility for health and safety matters in the college, but delegates responsibility for the strategic management of such matters to the college's governing board.

The governing board delegates operational matters and day-to-day tasks to the Principal and staff members.

3.1 The governing board



The governing board has ultimate responsibility for health and safety matters in the college, but will delegate day-to-day responsibility to the Principal.

The governing board has a duty to take reasonable steps to ensure that staff and students are not exposed to risks to their health and safety. This applies to activities on or off the college premises.

The governing board, as the employer, also has a duty to:

- i. Assess the risks to staff and others affected by college activities in order to identify and introduce the health and safety measures necessary to manage those risks
- ii. Inform employees about risks and the measures in place to manage them
- iii. Ensure that adequate health and safety training is provided

3.2 The Principal

The Principal is responsible for health and safety day-to-day. This involves:

- i. Implementing the health and safety policy
- ii. Ensuring there is enough staff to safely supervise students
- iii. Ensuring that the college building and premises are safe and regularly inspected
- iv. Providing adequate training for college staff
- v. Reporting to the governing board on health and safety matters
- vi. Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- vii. Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- viii. Ensuring all risk assessments are completed and reviewed
- ix. Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

In the Principal's absence, the Vice-Principal assumes the above day-to-day health and safety responsibilities.

3.3 Health and safety lead

The nominated health and safety lead is Adam Sheard.

3.4 Staff

College staff have a duty to take care of students in the same way that a prudent parent would do so.

Staff will:

- i. Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- ii. Co-operate with the college on health and safety matters
- iii. Work in accordance with training and instructions
- iv. Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- v. Model safe and hygienic practice for students
- vi. Understand emergency evacuation procedures and feel confident in implementing them

3.5 Students and parents

Students and parents are responsible for following the college's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.



3.6 Contractors

Contractors will agree health and safety practices with the Principal before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

4. Temporary Accommodation Sites

Over the course of the academic year CAPA College will be operating from 3 temporary accommodation sites:

- i. Unity Hall, Westgate, Wakefield, WF1 1EP
- ii. Walker Studio, Theatre Royal Wakefield, Drury Lane, WF1 2TE
- iii. Club Nocturno, Westgate, Wakefield, WF1 1XQ

NB it is quite often a single class teacher and only one class of students working in the Walker Studio. The staff member will collect keys on arrival from box office and return them after class. Additional support from the Walker Studio box office staff may be used in emergency for contacting CAPA College (Unity Hall) Reception and staff if required.

Staff and students will be working across all sites throughout the week. It is important to recognise that H&S policies and procedures may vary slightly dependant on which site they are working from. It is essential that staff, student and visitors are aware of their duty of care, responsibilities and procedures for all sites. Regular and effective communication is essential to ensure a safety across all temporary accommodation.

5. Site security

As CAPA College is renting all temporary accommodation facilities the landlords are responsible for the security of the college site in and out of college hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

The landlords are key holders for all temporary accommodation and will respond to an emergency.

6. Fire

As CAPA College is renting temporary accommodation facilities, all landlords are responsible for Fire Safety within the buildings. CAPA College will implement, adapt and adhere to the landlords Fire Safety Procedures policy.

It is the responsibility of the landlords to ensure:

- i. A full fire risk assessment of the premises is completed and regularly reviewed
- ii. Fire alarm testing is completed once a week.
- iii. Emergency evacuations are practised at least once a term
- iv. Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices.
- v. Special arrangements are in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

CAPA College will ensure:

- i. All temporary accommodation fire safety policies are in place and regularly reviewed
- ii. All CAPA College staff and students are aware of the fire alarm



- iii. All CAPA College staff and students are trained in fire safety evacuation and made aware of fire assembly point.
- iv. All CAPA College staff and students are made aware of any new fire risks.
- v. Any students with mobility needs or disabilities are identified and plans are in place to support during evacuation

6.1 Evacuation at Unity House:

- i. Designated Fire Marshall – Lynn Watson / Deputy Fire Marshall – Receptionist (TBC)
- ii. Fire Assembly Point – Bottom of Unity House Car Park

In the event of a fire:

- i. The alarm will be raised immediately (Loud continuous bell) by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- ii. Staff and students will evacuate via the nearest exit (if safe to do so) and make their way to the assembly point
- iii. Staff and students will congregate at the assembly point at the bottom of the carpark – Students will line up in alphabetical order within their tutor groups whilst staff and visitors will gather together.
- iv. Form tutors will take a register of students and submit to the CAPA College Fire Marshall
- v. The designated CAPA College Fire Marshall will take a register of all staff and visitors and then check evacuation register against the attendance register of that day
- vi. Once all registers are checked CAPA College Fire Marshall will contact identified Unity House Fire Marshall to confirm attendance or concerns.
- vii. All CAPA College staff and students will remain outside the building until the Unity House Fire Marshall say it is safe to re-enter
- viii. Once clearance is received a member of senior leadership team will give guidance on how to proceed

6.2 Evacuation at Walker Studios:

- i. Designated Fire Marshall – Class teacher at the time
- ii. Fire Assembly Point – In front of Sloanes bar (rear of building)

In the event of a fire:

- i. The alarm will be raised immediately (Loud two-tone continuous bell) by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- ii. Staff and students will evacuate via the nearest exit (if safe to do so) and make their way to the assembly point
- iii. Staff and students will congregate at the assembly point in front of Sloanes– Students will line up in alphabetical order within their class group.
- iv. The class teacher will take a register of students and contact Walker Studio Fire Marshall to confirm attendance or concerns
- v. The class teacher will then contact the CAPA College Fire Marshall or a member of the CAPA College Core team via phone to make them aware of the evacuation
- vi. All CAPA College staff and students will remain outside the building until the Walker Studio Fire Marshall say it is safe to re-enter.
- vii. On their return the class teacher will then contact the CAPA College Fire Marshall or a member of the CAPA College leadership team via phone to make them aware the evacuation is over

6.3 Evacuation at Club Nocturno:

- i. Designated Fire Marshall – Class teacher at the time
- ii. Fire Assembly Point – In front of Sloanes bar (rear of building)



In the event of a fire:

- i. The alarm will be raised immediately (Loud two-tone continuous bell) by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- ii. Staff and students will evacuate via the nearest exit (if safe to do so) and make their way to the assembly point
- iii. Staff and students will congregate at the assembly point in front of Sloanes– Students will line up in alphabetical order within their class group.
- iv. The class teacher will take a register of students and contact Club Nocturno Studio Fire Marshall to confirm attendance or concerns
- v. The class teacher will then contact the CAPA College Fire Marshall or a member of the CAPA College Core team via phone to make them aware of the evacuation
- vi. All CAPA College staff and students will remain outside the building until the Club Nocturno Fire Marshall say it is safe to re-enter.
- vii. On their return the class teacher will then contact the CAPA College Fire Marshall or a member of the CAPA College leadership team via phone to make them aware the evacuation is over

A fire safety checklist can be found in appendix 1 with Fire Drill and Evacuation record Appendix 1b.

7. COSHH

Colleges are required to control hazardous substances, which can take many forms, including:

- i. Chemicals
- ii. Products containing chemicals
- iii. Fumes
- iv. Dusts
- v. Vapours
- vi. Mists
- vii. Gases and asphyxiating gases
- viii. Germs that cause diseases, such as leptospirosis or legionnaires disease

As CAPA College is renting temporary accommodation facilities from Unity Hall Business Centre, Wakefield Theatre Royal (Walker Studio) and Club Nocturno, the landlords are responsible for COSHH risk assessments relating to the premises, cleaning and mechanical extraction.

COSHH risk assessments specific for CAPA College practical work will be completed by Adam Sheard and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

CAPA College staff will use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

7.1 Gas safety

As CAPA College is renting all temporary accommodation facilities, all landlords are responsible for Gas Safety.



7.2 Legionella

As CAPA College is renting all temporary accommodation facilities, all landlords are responsible for the monitoring and control of legionella.

7.3 Asbestos

As CAPA College is renting all temporary accommodation facilities, all landlords are responsible for the monitoring and control of asbestos.

8. Equipment

Any equipment used by CAPA College as part of the tenancy agreement whilst in temporary accommodation is the responsibility of the landlords. The landlords are responsible to ensure equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place

- i. All new equipment CAPA College equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place
- ii. When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards
- iii. All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents

8.1 Electrical equipment

- i. All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely
- ii. Any student or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- iii. Any potential hazards will be reported to Adam Sheard immediately
- iv. Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- v. Only trained staff members can check plugs
- vi. Where necessary a portable appliance test (PAT) will be carried out by a competent person
- vii. All isolators switches are clearly marked to identify their machine
- viii. Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- ix. Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

8.2 Display screen equipment

- i. All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time
- ii. Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use)

9. Lone working



Lone working may include:

- i. Late working
- ii. Home or site visits
- iii. Weekend working
- iv. Site manager duties
- v. Site cleaning duties
- vi. Working in a single occupancy office

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure that they are medically fit to work alone.

10. Working at height

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- i. The site manager of Cathedral Academy and Unity House retains ladders for working at height
- ii. Production students receive full training in working at height and health and safety prior to working at height in the context of theatre. Students working at height are supervised by staff at all times. Further details are included in the CAPA College Risk Assessment packs.
- iii. Staff will wear appropriate footwear and clothing when using ladders
- iv. Contractors are expected to provide their own ladders for working at height
- v. Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- vi. Access to high levels, such as roofs, is only permitted by trained persons

11. Manual handling

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance. The college will ensure that proper mechanical aids and lifting equipment are available in college, and that staff are trained in how to use them safely.

Staff and students are expected to use the following basic manual handling procedure:

- i. Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- ii. Take the more direct route that is clear from obstruction and is as flat as possible
- iii. Ensure the area where you plan to offload the load is clear
- iv. When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

12. Off-site visits

When taking students off the college premises, we will ensure that:



- i. Risk assessments will be completed where off-site visits and activities require them
- ii. All off-site visits are appropriately staffed
- iii. Staff will take a college mobile phone, a portable first aid kit, information about the specific medical needs of students along with the parents' contact details

The CAPA College Educational Visits Policy contains full details of all health and safety procedures.

13. Violence at work

We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/principal immediately. This applies to violence from students, visitors or other staff.

14. Smoking

Smoking is not permitted anywhere on the college premises.

15. New and expectant mothers

Risk assessments will be carried out whenever any employee or student notifies the college that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- i. Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- ii. If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- iii. Slapped cheek disease (parvovirus B19) can occasionally affect an unborn student. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly

16. Occupational stress

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place within the college for responding to individual concerns and monitoring staff workloads.

17. First Aid

CAPA College trained staff will carry out basic first aid and record any treatment for students on CPOMS or staff and visitor's recorder via the electronic accident book on MyDay. CAPA College have access to Cathedral Academy's Medical professional for additional support or in case of any medical emergency. First aid kits are kept within the CAPA Admin office on both sites. Students who self-medicate with ice packs, medication or plasters for injuries such as blisters, minor scratches and cuts will also be recorded by staff on CPOMS.

If First Aid is required when working at the Walker Studio the class teacher (or member of Walker Studio staff) will contact CAPA College Unity House reception via mobile phone or any member of CAPA College Core team to attend and assist.



18. Accident reporting

18.1 Online accident record

- i. An accident form (via CPOMS or MyDay) will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it.
- ii. As much detail as possible will be supplied when reporting an accident
- iii. Information about injuries will also be kept in the student's educational record
- iv. Records held in the first aid database will be retained by the college for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of securely

18.2 Reporting to the Health and Safety Executive

The Head of Production will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Head of Production will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- i. Death
- ii. Specified injuries. These are:
 - i) Fractures, other than to fingers, thumbs and toes
 - ii) Amputations
 - iii) Any injury likely to lead to permanent loss of sight or reduction in sight
 - iv) Any crush injury to the head or torso causing damage to the brain or internal organs
 - v) Serious burns (including scalding)
 - vi) Any scalping requiring hospital treatment
 - vii) Any loss of consciousness caused by head injury or asphyxia
 - viii) Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- iii. Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- iv. Where an accident leads to someone being taken to hospital
- v. Where something happens that does not result in an injury, but could have done
- vi. Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to colleges include, but are not limited to:
 - i) The collapse or failure of load-bearing parts of lifts and lifting equipment
 - ii) The accidental release of a biological agent likely to cause severe human illness
 - iii) The accidental release or escape of any substance that may cause a serious injury or damage to health
 - iv) An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

How to make a RIDDOR report, HSE

<http://www.hse.gov.uk/riddor/report.htm>

19. Training

Our staff are provided with health and safety training as part of their induction process.



Staff who work in high risk environments, such as in Production Arts or work with students with special educational needs (SEN), are given additional health and safety training.

20. Monitoring

This policy will be reviewed by the Head of Production every year. At every review, the policy will be approved by the governing board.

21. Links with other policies

This health and safety policy links to the following policies:

- i. First aid
- ii. Risk assessment
- iii. Supporting students with medical conditions
- iv. Accessibility plan
- v. Educational Visits Policy
- vi. Performance Health and Safety Policy

CAPA College reserves the right to amend this policy at any time in the academic year.

