

HEALTH AND SAFETY POLICY
2013-2014

IMPINGTON VILLAGE COLLEGE

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Cambridge
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HEALTH AND SAFETY POLICY STATEMENT

Impington Village College

The health and safety of all the people who work or learn at our College are of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The Governing Body takes responsibility for protecting the health and safety of all students, members of staff and visitors.

Under the overall direction of the Governors we will provide suitable and sufficient information, training and supervision, as is required to ensure the health and safety of employees, our students, their parents and anyone else that may be affected by our activities.

Impington Village College especially recognises its duty of care towards others that are not in our employment, particularly the students. These people also include: parents, visitors and contractors with whom we interact both within the College premises and the local environment. The actions of visitors and contractors will be controlled in such a way so as not to cause harm to our students, our employees or themselves.

All employees have a duty to ensure that they work in a safe manner and that they ensure their acts and omissions do not cause harm to others. Employees will be encouraged to bring to the attention of their line managers any concerns regarding health and safety issues.

We recognise that the control of contractors is essential to create safe working environments and will ensure that contractors are appointed and managed with due regard to their ability to work safely in our premises.

Our Health and Safety Policy complies with the requirements of the **Health and Safety at Work etc Act 1974** and will be subject to regular review at least annually or when there are any significant changes.

Overall accountability for Health and Safety in the College rests with the Governing Body, led by the Chair of Governors. The Principal is responsible for day to day implementation of the Health & Safety policy as the principal employee:

Signed: **Chair of Governors**
Signed: **Principal**
Dated:

LEGAL DUTIES AND RESPONSIBILITIES OF EMPLOYERS

It is our duty and responsibility as employers under the **Health and Safety at Work etc Act 1974 section 2.1 and 2.2 a-e** and this policy so far as is reasonably practicable to:

- Ensure the health, safety and welfare at work of all our employees and others who may come into our premises.
- To provide and maintain plant and systems of work that are, safe and without risk to a person's health or safety.
- To make arrangements for ensuring, the safety and absence of risks in connection with the use, handling, storage and transportation of articles and substances.
- To provide information, instruction, training and supervision as necessary to ensure the health and safety at work of our employees.
- Maintain any place of work in our control in a safe manner and maintain safe access and egress from it.
- Provide and maintain a safe working environment with adequate facilities and arrangements for the welfare of our employees and others who enter our workplace.

We are particularly conscious of our responsibilities of the College towards the students and their parents.

We also recognise that a breach of health and safety legislation may constitute a criminal offence. An Enforcing Authority may take criminal proceedings against the College or its management. This can result in penalties, i.e. fines and/or imprisonment.

LEGAL DUTIES OF EMPLOYEES

In addition to the previously described general responsibilities, the **Health and Safety at Work etc Act 1974** places legal duties on all employees.

These are:

Section 7 'Health and Safety at Work etc Act 1974'

- To take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions at work – e.g. students.

- To cooperate with the management to enable the employer to carry out legal duties or any requirements as may be imposed.

Section 8 'Health and Safety at Work etc Act 1974'

- No person shall intentionally or recklessly interfere with or misuse any item provided in the interest of health, safety and welfare.

Employees should bear in mind that a breach of health and safety legislation by an individual constitutes a criminal offence and action may be taken by an Enforcing Authority against an individual. Such action can result in penalties, i.e. fines and/or imprisonment.

HEALTH AND SAFETY RESPONSIBILITY

Overall

The overall responsibility for health and safety within **Impington Village College** rests with the Governing Body and the Principal:

They will ensure that sufficient resources, both financial and physical are available so that the policy and its arrangements can be implemented effectively.

To ensure that the policy is implemented and maintained so that **Impington Village College** keeps within the requirements of the **Health and Safety at Work etc Act 1974**. The above may delegate duties to employees who will provide support to meet the responsibilities.

Delegation of the individual duties and responsibilities to employees does not in any way detract from or remove the ultimate responsibility and duty of care placed on the above person by the **Health and Safety at Work etc Act 1974**.

Specific Responsibilities of the Governors and Principal

The Governors are responsible for implementing this policy within the College.

Responsibility is delegated to the Principal along with the Senior Management Team. In practice responsibility on a day to day basis is within the role of the Vice Principal: Business & Administration who will assist with the overall Health & Safety policy adoption.

In particular they will:

1. monitor the effectiveness of the Health & Safety policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis;
2. prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills (normally at least once a term) to take place and for the results of these to be recorded;
3. make arrangements to draw the attention of all staff employed at the College to the College safety policies and procedures and any relevant safety guidelines;
4. make arrangements for an accident recording and reporting procedure and draw this to the attention of all staff at the College as necessary;
5. Make arrangements for informing staff and students of relevant safety procedures. Other users of the College will be appropriately informed;
6. Identify defects in the state of repair of the buildings or their surrounds which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed. This requires that regular safety inspections are undertaken;
7. arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe
8. monitor, within the limits of their expertise, the activities of contractors, hirers and other organisations present on site, as far as is reasonably practicable;
9. identify any member of staff having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist the Governors and Principal in the management of health and safety at the College. Such delegated responsibility must be defined as appropriate.

INDIVIDUAL RESPONSIBILITIES

The duties of those employees with responsibility for health and safety are set out within our policy. Details of their individual responsibilities are set out within the Arrangements for Health and Safety section.

The person responsible for ensuring this policy is put into practice is:

The Principal

Other duties will include:

- Identifying hazards present within any College activities.
- Ensuring risk assessments are undertaken and any actions are followed through to completion
- Ensuring that hazardous substances are assessed and any actions are followed through to completion.
- Liaising with the Enforcing Authorities as and when required.
- Identifying any training needs.
- The development and implementation of safe systems of work.
- The maintenance of the workplace and buildings.
- Fire and emergency management.
- Ensuring waste is managed.
- Ensuring accidents are reported and investigated.
- Ensuring that any ill-health situations that are caused by work activities are reported and investigated.

RESPONSIBILITIES OF STAFF TOWARDS STUDENTS & OTHERS IN THEIR CARE

All staff are responsible for the health and safety arrangements in relation to staff, students, and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

1. exercise effective supervision over all those for whom they are responsible, including students;
2. be aware of and implement safe working practices and to set a good example personally. Identify actual and potential hazards and introduce procedures to minimise the possibility of mishap;
3. ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards;
4. provide written job instructions, warning notices and signs as appropriate;
5. provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required;
6. minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process;
7. evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements;
8. provide the opportunity for discussion of health and safety arrangements;
9. investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action;
10. provide for adequate instruction, information and training in safe working methods and recommend suitable "off the job" training;

11. where private vehicles are used to transport students to and from College functions, staff should ensure that child restraints and seats appropriate to the age of the children concerned are used.

N.B. When any member of staff considers that corrective action is necessary but that action lies outside the scope of their authority, they should refer the problem to the Principal.

COMPETENT ASSISTANCE

The competent assistance and advice is provided by:

Employment Law Advisory Services Ltd

The **Management of Health and Safety at Work Regulations 1999, regulation 7**, requires that every employer must appoint one or more competent persons to assist them with the implementation and provision of health and safety measures.

The organisation of Health and Safety Consultants indicated above has been contracted to ensure that **Impington Village College** is provided with the necessary information, advice and assistance to comply with current Health and Safety Legislation.

Employment Law Advisory Services Limited will carry out audits of our Health and Safety Management Documentation in order to measure our health and safety performance. These will be completed within the contractual arrangements at no more than twelve monthly intervals.

Contact Details:

Employment Law Advisory Services Ltd
Charles House
Albert Street
Eccles
Manchester
M30 0PW

Tel: 0161 785 2000
Fax: 0161 787 7335
www.employment-law.uk.com

ARRANGEMENTS FOR HEALTH AND SAFETY AT WORK

The Principal

Responsibility for the implementation of the Health & Safety Policy within the College lies with the Principal.

Senior Management Team

The Senior Management Team expects to:

- a) ensure that the College is so organised that there is no unacceptable risk to members of staff, students, or other users of property.
- b) ensure that staff are properly briefed and trained in their duties and responsibilities as part of the general programme of staff development.
- c) set a personal example and encourage a safe attitude towards work amongst all employees.
- d) ensure that there are safe systems of work and that members of staff and students use protective equipment provided, observe the standards laid down by law and co-operate in agreed safety measures.
- e) co-operate with the safety representatives of recognised trade unions.
- f) nominate a member of the Senior Management Team to co-ordinate management of health and safety on site (currently Vice Principal: Business & Administration), working closely in conjunction with members of the Health and Safety Management Group as detailed in Health and Safety Management Structure (Appendix 1).

Vice Principal: Business & Administration

N.B. In practice responsibilities are delegated and shared with members of the Health and Safety Management Group as detailed in Health and Safety Management Structure

- a) monitoring and implementing the general safety programme.
- b) carrying out a regular programme of inspections on behalf of the Principal.
- c) analysing accident reports and preparing an annual report for the Governing Body.
- d) establish and monitor first aid procedures.
- e) establishing and monitoring emergency fire procedures.
- f) setting a personal example and encouraging a safe attitude towards work amongst all staff and students.

- g) establishing protective clothing and equipment needs and establishing monitoring procedures for their use.
- h) hold relevant information on health and safety which will include the County Manual on Health and Safety Management, Health and Safety Executive (HSE) guidance notes, codes of practice and copies of this policy and its appendices.

Trade Union Representatives

At least one representative of teaching and non-teaching unions will attend meetings of the College Health and Safety Committee in order to

- a) assist communication between union members and the Health and Safety Committee
- b) assist in dealing with problems involving health and safety in accordance with agreed College procedures

The Health & Safety Committee

It is intended that most health and safety matters should be dealt with promptly within each faculty. Only in exceptional circumstances will it be necessary to refer matters to the Health and Safety Committee. The group meets termly to formulate safety rules and consider hazards and safety problems throughout the College. Minutes are circulated to group members and the Resources Committee. Further copies are passed to the Governing Body, through its Resources Committee.

THE HEALTH AND SAFETY INFORMATION FOR EMPLOYEES (AMENDMENT) REGULATIONS 2009

The regulations require information relating to health, safety and welfare to be provided for our employees by means of posters or leaflets in the 'approved form' and published for the purposes of the regulations by the Health and Safety Executive (HSE).

Impington Village College has a legal duty under the Health and Safety Information for Employees Regulations (HSIER) to display the approved poster in a prominent position or to provide each employee with a copy of the approved leaflet that outlines British health and safety law.

The 2009 poster replaces the version which was published in April 1999. The 2009 leaflet is available in a more convenient format as a pocket card and replaces the leaflet published in April 1999.

NOTICES

All notices whether on **Impington Village College** premises or elsewhere issued in accordance with the **Health and Safety at Work etc Act 1974** and its associated legislation must be complied with.

All employees, visitors, and contractors alike must take the necessary action to ensure that they are familiar, as far as is reasonably practical, with any warning signs and the meanings and interpretations of signs, both advisory and warning, and comply with them.

Any suggestions from staff on how to improve health and safety within **Impington Village College** should be communicated to line managers for assessment and feasibility.

All employees and others who may be affected by the contents of this policy are advised and a master copy of the 'Health and Safety Policy' statement for **Impington Village College** is retained in the main office. The policy contains detailed information relating to the College activities and a copy is available to read.

Impington Village College consider themselves responsible employers, and will ensure that all employees read the policy and any areas that are not understood are explained to them in detail.

THE HEALTH AND SAFETY (CONSULTATION WITH EMPLOYEES) REGULATIONS 1996

Where there are employees, who are not represented by safety representatives under **The Safety Representatives and Safety Committees Regulations 1977 amended 1997**, the employer must consult those employees in good time on matters concerning their health and safety at work. This will be carried out by meetings, talks, use of the notice board and an open door policy.

- The introduction of any measures in the workplace, which may substantially affect the health and safety of the employees.
- The employer's arrangement for appointing or nominating an employee's representative and their responsibilities and any resources that may be required to allow them to carry out the duty.
- Any information that the employer is required to provide under relevant statutory provisions.
- The planning and organisation of any training requirements with regard to health and safety.
- Any new technologies that are brought into the workplace and the training and consequences with regard to health and safety that may arise from the new technology.

To allow the College to carry out this duty consultation with employees will be the responsibility of:

Vice Principal: Business & Administration/Health & Safety Committee

The elected or nominated person/s to act as the employees' representative is:

Vice Principal: Business & Administration

Health and Safety will be a regular topic on Faculty meeting agendas.

Regular health and safety information will be posted on a specific notice board. The notice board is located in:

Staff Room

IDENTIFYING AND MANAGING HEALTH AND SAFETY RISKS

RISK ASSESSMENTS

The **Management of Health and Safety at Work Regulations 1999, Regulation 3**, requires that we must carry out a suitable and sufficient assessment of the health and safety risks to our employees whilst they are at work. We will also consider those that are not in our employment who may come into contact with our College activities or premises. Before embarking on this task we need to have an understanding of the following:

- A **Hazard** is something with potential to cause harm.
- The **Risk** is a measure of the likelihood that harm will be caused.

At **Impington Village College** we will ensure that we carry out suitable and sufficient risk assessments of all the tasks and equipment connected with our College activities that are likely to present a significant risk of injury or ill health to our employees or others within our activities.

The person responsible for ensuring that risk assessments are undertaken is:

**Heads of Faculty/Vice Principal: Business & Administration/
Estates Manager/Lead Teachers**

The risk assessments will be made available to all our employees, who must read them. After reading and understanding the content of the risk assessment, the employee must sign the confirmation sheet to confirm that they have read and understood the assessment and its findings.

The responsibility for the implementation of risk assessments and any controls that are required rests with the nominated person identified above and shall be supported by any other employees as is required.

The managers or supervisors will also monitor the effectiveness of any actions resulting from the findings of the risk assessments. Any deficiencies that are identified will be reported to the person responsible for carrying out the risk assessments.

All risk assessments will be reviewed annually as a minimum or whenever there is any significant change that affects the validity of the risk assessment.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (CoSHH)

The **Control of Substances Hazardous to Health Regulations 2002 as Amended** require us to carry out an assessment of and record the risks involved with, using, storing and handling hazardous substances.

Hazardous substances will not be used, handled or stored until a suitable and sufficient risk assessment has been carried out. The findings and content of the risk assessment will be communicated to all employees likely to come into contact with the substance.

Material safety data sheets (MSDS) will be obtained for all hazardous substances purchased and this information will be retained. These data sheets are freely available from suppliers and manufacturers who have a legal obligation to provide them.

We also recognise that as a result of some activities hazardous substances may develop e.g. chemical experiments. These activities will also be assessed and controlled.

The person responsible for carrying out the CoSHH assessments is:

Head of Faculty/Supervisor/Line Manager

After reading and understanding the content of the CoSHH assessments the employee will sign the confirmation sheet to confirm that they have read and understood the assessment and its findings.

Responsibility for implementation of CoSHH assessments and any controls that are required rests with the nominated person identified above and supported by any other employees as required.

The effectiveness of the CoSHH assessment and any deficiencies will be reported to the person responsible for carrying out the CoSHH assessments.

All CoSHH assessments will be reviewed annually or whenever there are any significant changes that affect the validity of the risk assessment.

LOCAL EXHAUST VENTILATION (LEV)

Where necessary, local exhaust ventilation is provided to remove the hazardous substance away from the operative and workplace. This reduces the risks to an operative from hazardous substance exposure and Heads of Faculty/Supervisors will ensure our employees use the extract systems at all times.

A competent person will inspect the extraction system at intervals of no more than fourteen months.

The competent person for inspecting the LEV system is:

**Overview by the Estates Manager with assistance from Jordan Environmental,
Regal fans**

Records of these inspections will be retained and available for inspection by the enforcing authority and insurance provider when required, unless an earlier incident triggers action.

BIOLOGICAL HAZARDS

Control of Infection

To control the risks associated with biological hazards such as viruses from blood, faeces, and urine there must be an **infection control policy** put into place as a separate item from the Health and Safety Policy, although they should both support each other.

The person responsible for the Infection Control policy is:

Health & Safety Committee

The Infection Control Policy must address such issues as:

- Education and training of employees and especially students in infection control issues, in particular hand washing and personal hygiene
- Disinfection and decontamination including domestic cleaning
- Ill health reporting and recording
- Monitoring, surveillance, and auditing
- Use of personal protection equipment including powder free latex gloves
- Generation, collection, and disposal of clinical waste
- Legionella

The person responsible for carrying out the Water Temperature and Legionella checks is:

Estates Manager

Any questions about the policy must be directed to:

Estates Manager

The policy must be reviewed annually or whenever any significant change occurs.

The policy will be reviewed by:

Health & Safety Committee

DRUGS AND MEDICINES

If a child suffers asthma, diabetes or epilepsy or other long-term illness this is to be recorded. If he/she requires daily medication, the parent should bring the medicine to College in a clearly labelled container to be kept in a box (refer to asthma policy). The medicine will be administered by the First Aider.

A register of children requiring such medication is to be available at reception and provided to First Aiders. All medication will be accepted/stored/dispensed in accordance with the administration of medication policy.

MANUAL HANDLING

The **Manual Handling Operations Regulations 1992 (as amended)** require that all manual handling tasks must be avoided where reasonably practicable; where this is not reasonably practicable then an assessment of the risks to employees must be carried out. The manual handling assessments will be made available to all employees.

After reading and understanding the manual handling assessment, the employee will sign the confirmation sheet to confirm that they have read and understood the content of the assessment and its findings.

The person responsible for carrying out the manual handling assessments is:

Head of Faculty/Lead Teacher

Responsibility for implementation of manual handling assessments and any controls that are required rests with the nominated person above, supported by any other employees as required.

The manager/supervisor will monitor the effectiveness of the manual handling assessments. Any deficiencies will be reported to the person responsible for carrying out the manual handling assessments.

However, management cannot carry out an assessment for all minor tasks; therefore it is the responsibility of employees to mentally assess the risk of harm to themselves and others before carrying out manual handling.

Before carrying out any manual handling task employees must consider

The Task - What needs doing?

The Individual - The person's own capabilities

The Load - The weight, size and shape of the load

The Environment – The environment in which the task is being undertaken

If in doubt get help

All manual handling assessments will be reviewed annually or whenever there are any significant changes that affect the validity of the risk assessment.

PERSONAL PROTECTIVE EQUIPMENT

Personal protective equipment (PPE) must be provided for employees where a risk assessment indicates there is a requirement. The equipment provided will be suitable for the task affording the necessary protection. An assessment of personal protective equipment will be carried out and where a need is identified, the equipment will be provided at no cost to the user.

Where PPE is supplied then employees must use the equipment provided; this is a legal requirement under the **Health and Safety at Work etc Act 1974 section 7**.

The person responsible for the assessment and provision of PPE is:

Head of Faculty/Lead Teacher /Estates Manager

Any questions or complaints (e.g. discomfort) about the PPE provided should be directed to:

Head of Faculty/Lead Teacher /Estates Manager

The requirement for PPE will be reviewed regularly. PPE is not to be relied upon as a substitute for controlling risks.

WORK EQUIPMENT

The **Provision and Use of Work Equipment Regulations 1998** requires that all equipment and machinery used for work must be suitable for the task. When choosing work equipment a number of factors must be considered:

- The task that the equipment or machinery is to be used for.
- The environment where it is going to be used.
- Who is going to use it?
- All equipment purchased or hired by **Impington Village College** must comply with the minimum safety standards required by **The Supply of Machinery (Safety) (Amendment) Regulations 2005**. The College will also ensure its equipment is in compliance with British and ISO standards and it is CE marked when purchased within the European Union.

The person responsible for the supply, procurement, and repair of work equipment and machinery is:

Head of Faculty/Lead Teacher/Estates Manager

Items of work equipment that require statutory inspection by competent persons will be inspected at the required intervals as stated below.

All lifting equipment will be inspected at six or twelve month intervals as required by the **Lifting Operations and Lifting Equipment Regulations 1998 as Amended**; records will be retained.

The competent person responsible for inspection of lifting equipment is:

Head of Faculty

All portable electrical equipment will be inspected at 12 monthly intervals dependent on its type and usage.

The competent person responsible for inspection of electrical equipment is:

R Hubbard Ltd

Pressure systems will be inspected at regular intervals as determined by the written scheme of examination.

The competent person responsible for inspection of pressure equipment is:

Cambridge Pipe Services

Records of these inspections are kept in:

Estates Manager's Office

WORK EQUIPMENT - Cont

All defects of any work equipment must be reported to:

Estates Manager

Records of repair and maintenance are retained including inspections of other work equipment that may deteriorate with use (e.g. play equipment, gym equipment, ladders and stepladders).

Records of repair and maintenance are kept in:

Estates Manager's Office

Machinery Guarding

The Provision and Use of Work Equipment Regulations (PUWER) 1998, Dangerous Parts of Machinery or Equipment (Regulation 11), require that all dangerous parts of machinery or equipment must be guarded or covered. The Management will ensure that where practicable and technically possible, appropriate guards or covers will be fitted to dangerous parts of machinery or equipment. Where this is not practicable, alternative safety devices and jigs will be provided for the safety of users.

Employees are also reminded that they have a duty under the **Health and Safety at Work etc Act 1974** and **The Management of Health and safety at Work Regulations 1999** to work in a safe manner and to use all equipment provided for their safety. Failure to do this may lead to disciplinary action.

Stop Buttons and Guards

The Provision and Use of Work Equipment (PUWER) 1998 Regulation 16 requires that emergency stop buttons will be fitted to all machinery and equipment where appropriate. The need will be determined by the specific risk assessment carried out on each machine or item of equipment.

In order to ensure that all guards, covers and emergency stops are maintained and in efficient working order, they will be tested and inspected at regular intervals (e.g. daily checks).

The Technician for the Faculty will ensure that all machinery or equipment guards or covers and stop buttons are tested regularly and the test recorded. Records of maintenance and repair of any work machinery or equipment will be kept available for inspection. Any electrical work equipment that is used outdoors or outside any building will be connected to the electrical circuit via a Residual Current Device that will break the circuit in the event of a fault or incident.

Any maintenance carried out on equipment that may be hazardous to people in the vicinity (e.g. work at height) will be carried out under strict isolation procedures. This may necessitate the need to raise a permit to work.

DISPLAY SCREEN EQUIPMENT (DSE)

The **Health and Safety (Display Screen Equipment) Regulations 1992** require that an assessment of all display screen equipment (DSE) and the workstation be carried out to identify any risks present in relation to essential display screen users as defined in the regulations.

Prior to carrying out the assessment a checklist will be completed so as to identify the presence of any significant risk.

The College recognises that DSE users require training and will provide it as necessary.

The person responsible for the assessment of display screen equipment is:

Leader of ICT Systems and Support

The assessments will be reviewed annually or when any significant change occurs.

Eyesight Tests and Corrective Glasses

Impington Village College accepts their responsibility under these regulations. Should an employee classified as an essential user under the regulations have difficulty with their eyesight whilst using the display screen for their work, then the College will pay for an eyesight test. This will determine whether the employee requires corrective glasses to reduce the health risks involved in the use of computer screens.

If corrective eyewear is required then the College will provide basic eyewear, which must be used whilst the operative is using the computer.

Impington Village College will not pay for any other type of eyewear, such as bifocal or varifocal; an employee requiring these must pay the cost difference.

THE WORKPLACE

The **Workplace Health Safety and Welfare Regulations 1992** are designed to provide employees with a safe place of work and adequate welfare facilities.

The College will ensure that the premises as well as any fixtures, fittings and plant within it do not present a health and safety risk to any children, visitors or contractors that may come into contact with school activities and premises.

Premises inspections that provide for the early identification of defects and omissions will be carried out at regular intervals by representatives of the staff. When defects and omissions are identified then a timescale and person responsible for the repair or implementation will be set.

Inspections of the buildings and outside environment will be carried out by:

**Vice Principal: Business & Administration/Estates Manager
(All site users will have a shared responsibility for passing on defects to the above members of staff)**

All defects and omissions must be reported promptly so that they can be dealt with. The person responsible for dealing with workplace defects is:

Estates Manager

The Institution of Electrical Engineers Regulations and the HSE recommend that a competent electrician should inspect fixed electrical installations at least every five years and a certificate of inspection obtained and retained.

The person responsible for ensuring electrical installations are inspected is:

Estates Manager

Any electrical defects must be reported to:

Estates Manager

In order to maintain a safe and healthy workplace, good housekeeping is extremely important. All employees have a part to play in the delivery of this requirement. They will ensure that their work areas and equipment are kept in a clean and tidy condition. Items of equipment must not be left on the floor to present a trip, slip or fall hazard and any cables are to be routed away from traffic routes.

Good Housekeeping is Everybody's Responsibility

SMOKING

Smoking is not allowed in any part of College premises including the grounds or in College vehicles. It is also College policy to ensure that this legislation is fully applied: in the event of a person smoking in the College premises, disciplinary action will be taken.

THE WORKPLACE Cont

Under the **Gas Safety (installation and use) Regulations 1998** the College has a duty to ensure that any installations within the premises are installed and maintained by a competent person. The annual checks will include the effectiveness of any flue, the supply of air for combustion, the operational pressure and the safe function of appliances.

The person responsible for ensuring a Gas Safe registered engineer inspects gas installation is:

Estates Manager

CONTROL OF CONTRACTORS

All contractors (for example electricians, window cleaners, painters, and decorators, plumbers) must report to reception on arrival and departure from the College. This is to ensure that the Principal can make necessary arrangements to ensure the safety of staff and students.

The controls must also protect the contractor from any risk & from hazards that may arise as a result of College activities.

Prior to any contractor carrying out any work on College premises or elsewhere on the College's behalf, the contractor must produce or complete the following:

- A copy of their current Employer and Public liability insurance.
- Copies of any accreditations applicable to the job in hand.
- A method statement for the task they are to carry out.
- Copies of all risk assessments relevant to the job.
- Any other information that may affect the health and safety of anybody involved.

The person responsible for the control of contractors is:

Estates Manager

SECURITY

College security is of paramount importance. All staff are responsible for being vigilant and acting decisively and quickly should they notice a breach of security or security risk e.g. a stranger on or near premises without identification etc.

The Principal, staff and governors regularly review security arrangements for the site.

1. Access to visitors is via the main entrance only, once the College day has begun. Staff may open external doors for lunchtimes and breaks. These doors once open are monitored at all times and locked when not in use.
2. Signs point out the main entrance and detail the need to register with the College office staff.
3. Signing in must be completed by **all** visitors and badges are issued to identify authorised visitors.
4. Students arriving late or needing to leave the College before the end of the day **must** register at student reception.
5. All staff must wear identity badges throughout the College day.

However, the whole community is encouraged to keep our College safe and secure by

1. Notifying police immediately of any trespassers on the premises in or out of College working hours or of any unauthorised use of any part of the premises.
2. Notifying police if the alarm light is flashing or siren sounding.
3. By reporting any unusual suspicious sightings of cars or persons in the close proximity to the College.
4. Reporting of incidents that happen to their child or themselves e.g. asked to get in a car, offered sweets, asked questions about College routines etc.

FIRST AID

The **Health and Safety (First Aid) Regulations 1981** requires us to provide adequate first aid equipment and a sufficient number of trained people to administer first aid when needed.

We will carry out a first aid risk assessment; this will enable us to establish the number of trained first aid person(s) we require as well as the amount of first aid equipment needed.

The College's appointed first aider will take charge of first aid arrangements.

Factors considered will be:

- The number of people involved.
- The level of risk that our College activity presents (low, medium or high risk).
- The proximity of our College (location e.g. rural or town centre that may affect the speed at which the paramedics will arrive).
- Any other issues that may affect the assessment.

The qualified first aid people or appointed persons are:

School Secretary/Reception staff/Teaching Assistants/PE staff/Sports Centre staff

The first aid boxes are located at:

Reception/Prom/K Block/PE Department/Sports centre/Pavilion

All accidents are to be reported and entered in the relevant accident book, which is located in:

Student Reception in Office Services (G6)

All accidents will be investigated and remedial actions identified in order to prevent recurrence of the same or similar incidents. The level of investigation will depend upon the seriousness of the accident.

The person responsible for investigation of accidents is:

Vice Principal: Business & Administration

REPORTING OF INJURIES DISEASES AND DANGEROUS OCCURENCES (RIDDOR) REGULATIONS 1995 (AMENDED 2012)

Under these regulations specific work related accidents, diseases, and dangerous occurrences must be reported to the Enforcing Authorities. The method of reporting is through the **Incident Contact Centre (ICC)**.

Although there is a comprehensive list of reportable situations within the regulations the main incidents that must be reported are:

- Fatalities –These must be report as soon as possible by the quickest method possible, usually by telephone.
- Major injuries such as broken bones and back injuries etc.
- Injuries that causes the employee to be away from his/her normal work activity for more than seven days incapacitation (not counting the day on which the accident happened) incapacitation means that the worker is absent or is unable to do work that they would reasonable be expected to do as part of their normal work.
- Any incident that leads to a member of the public being taken to hospital by any means.
- Diseases
- Dangerous Occurrences

you only have to report injuries that lead to a worker being incapacitated for **more than seven**

consecutive days as the result of an occupational accident or injury (not counting the day of the accident but including weekends and rest days). The report must be made within 15 days of the accident.

The person responsible for reporting incidents is:

Head of Faculty/Vice Principal: Business & Administration

You must still keep a record of the accident if the worker has been incapacitated for **more than three consecutive days**. If you are an employer, who must keep an accident book under the Social Security (Claims and Payments) Regulations 1979, that record can be treated as a record for the purposes of RIDDOR.

The record must include information such as:

- The name and occupation of the injured person or those involved in the incident.
- The status of the injured person (employee or visitor/contractor).
- The location of the incident.
- A brief description of the incident or disease.
- The date, time and method of reporting.

Incidents and diseases can be reported by the following methods:

Online

Go to www.hse.gov.uk/riddor and complete the appropriate online report form. The form will then be submitted directly to the RIDDOR database. You will receive a copy for your records.

Telephone

All incidents can be reported online but a telephone service remains for reporting **fatal and major injuries only**. Call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

FIRE SAFETY

Under the **Regulatory Reform (Fire Safety) Order 2005** and the **Management of Health and Safety at Work Regulations 1999** employers are required to undertake a specific risk assessment of the risks posed by fire within their College's undertaking and the findings implemented.

The fire risk assessment will be reviewed at least annually, or if there is any significant change in the circumstances.

Essentials

Fire prevention is part of everyone's duties. In particular attention should be paid to checking the premises before leaving at night to ensure nothing has been left which could lead to a fire developing whilst the premises are unoccupied. In line with good practice and managing the environment all electrical appliances should be switched off when not in use rather than left in standby mode. This should include closing down computers, kettles etc. If equipment is needed to be left on or in standby mode it should be kept clear of combustible material in case of a fault developing when unattended.

The volume of combustible rubbish must be kept to a minimum in order to reduce the risk of fire. Arrangements must be made to have any large amounts of combustible rubbish removed from the building.

FIRE DRILLS

In the event of a fire being discovered the nearest call point should be broken and, only if safe to do so, an appropriate fire extinguisher should be used to attempt to limit the fire spread.

In the autumn term the staff will be informed before the first drill is to be held. During the drill all staff and students will be walked through the procedure. At least three fire drills or evacuation will be carried out subsequently during the academic year when no warning will be given.

The alarm system will be tested weekly with records maintained by:

Estates Manager

The person responsible for carrying out the evacuation practices and then recording the results is:

Vice Principal: Business & Administration assisted by the Estates Manager

The fire marshals are:

N/A at present

FIRE SAFETY Cont

All fire extinguishers are inspected by a competent person annually and must be replaced when discharged. The competent person for fire extinguisher inspection is:

Chubb UK

The emergency lighting will be tested monthly and any defects found reported and repaired; the person responsible for this is:

Estates Manager

Emergency exits and evacuation routes will be kept clear at all times and checked at regular intervals; the person responsible is:

Vice Principal: Business & Administration/Estates Manager/Heads of Faculty

Flammable Liquids and Compressed Gases

All flammable liquids and gases will be stored safely. Flammable liquids will be kept in a flameproof locker and employees will return them to the locker after use.

Flammable Liquids are not to be left near sources of heat or ignition.

FIRE ACTION

The Fire Procedure is fully specified at Appendix 1 but summarised as follows:

If you discover a fire:

- Raise the alarm by the recognised method.
- Only tackle the fire if trained to do so, with an appropriate fire extinguisher, ensuring your exit is clear at all times and without taking personal risks.

Contact with Emergency Services:

In the event of the alarm being triggered automatically all staff are to follow the procedures laid down in the emergency evacuation procedure. See Appendix 1

The assembly point is situated at:

On the College Fields facing the rear of the K Block (excluding Special Needs and Swimmers)

The registers will be used to ensure that all people (including visitors and contractors) are present. This will be coordinated by:

Vice Principal: Student Services/Vice Principal: Business and Administration

Once Evacuated from the building

- Any missing persons must be reported to the Vice Principal: Student Services/Vice Principal: Business and Administration.
- The Vice Principal: Business and Administration will inform the fire service of any missing persons.
- The Principal may direct that the students be moved to another place of safety depending on the circumstances.
- Do not re-enter the building until the Vice Principal: Business and Administration informs the Principal that it is safe to do so.

DANGEROUS SUBSTANCES AND EXPLOSIVE ATMOSPHERES

The Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR) require employers to control the risks to safety from fire and explosions.

DSEAR stands for the Dangerous Substances and Explosive Atmospheres Regulations 2002.

Dangerous substances can put peoples' safety at risk from fire and explosion. DSEAR puts duties on employers and the self-employed to protect people from risks to their safety from fires, explosions and similar events in the workplace, this includes members of the public who may be put at risk by work activity.

WHAT ARE DANGEROUS SUBSTANCES?

Dangerous substances are any substances used or present at work that could, if not properly controlled, cause harm to people as a result of a fire or explosion. They can be found in nearly all workplaces and include such things as solvents, paints, varnishes, flammable gases, such as liquid petroleum gas (LPG), dusts from machining and sanding operations and dusts from foodstuffs.

WHAT DOES DSEAR REQUIRE?

Employers must:

- Find out what dangerous substances are in their workplace and what the fire and explosion risks are;
- Put control measures in place to either remove those risks or, where this is not possible, control them;
- Put controls in place to reduce the effects of any incidents involving dangerous substances;
- Prepare plans and procedures to deal with accidents, incidents and emergencies involving dangerous substances;
- Make sure employees are properly informed about and trained to control or deal with the risks from the dangerous substances;
- Identify and classify areas of the workplace where explosive atmospheres may occur and avoid ignition sources (from unprotected equipment, for example) in those areas.

STRESS

Impington Village College recognises that work related stress can cause ill health and therefore will put controls in place to help prevent stress. However, **Impington Village College** cannot be held responsible for stress caused by outside sources such as financial or domestic problems.

Because stress does not affect all people in the same way and that one person may find a job stressful when another does not, it is difficult to assess the risk to all employees. Therefore, employees must ensure that they report any undue stress that they may feel from different work activities.

Stressful situations can be reported in confidence to:

Schools Advisory Service

Stress counselling will be provided if and when necessary by:

Schools Advisory Service

A supplemental Stress Policy is in place in addition to this statement and available upon request from the Principal's PA

VIOLENCE

Violence and aggression in the workplace is unacceptable but is a recognised hazard; therefore to reduce the risk to any of our employees a specific risk assessment will be carried out and reviewed as and when required but at least annually.

The assessment will:

- Recognise the risk from violence.
- Give commitment to reducing the risks.
- State who is responsible for doing what.
- Provide an explanation of what is expected from individual employees.
- Provide support for people who may have been assaulted or suffered verbal abuse.

Training in the prevention and management of violence and aggression will be provided where it is considered necessary.

The policy, risk assessments and procedures will be reviewed annually or if there is any significant change.

PREGNANCY

It is important to **Impington Village College** that the health, safety and welfare of all our employees is safeguarded. The College recognises its responsibilities under the **Management of Health and Safety Regulations 1999 Regulation 16**: if any employee becomes pregnant she must inform her manager/supervisor immediately. This can be verbally but must be followed up by a written confirmation from their doctor.

The management will carry out an individual specific risk assessment of the work that the employee does for the company to determine any risks to her and her unborn baby that may arise from the work activities.

The risk assessment will be carried out by:

Head of Faculty/Lead Teachers/Vice Principal: Business and Administration

Where the risks are significant then assistance or alternative employment will be provided.

Pregnant employees must not:

- Carryout manual handling tasks (Lifting and Carrying).
- Use or come into contact with any chemicals.
- Work at height (stand on stepladders, step ups etc).

Pregnant employees must:

- Work to the controls put in place by the risk assessment.
- Inform their line manager/supervisor of any problems or changes that may occur during their pregnancy so that the risk assessment can be reviewed.

To maintain a safe working environment for any pregnant employees a suitable rest area will be provided for them to rest if required.

Seating will be provided for the employee to carry out her work.

YOUNG PERSONS (AS WORKERS)

The Management of Health and Safety at Work Regulations 1999 Regulation 19 defines a young person as someone who is over the legal school leaving age of 16 years but has not reached the age of 18 years.

Due to of their lack of experience, maturity and lack of awareness it is essential that they are supervised at all times until they gain the required experience, maturity and awareness of the risks.

A risk assessment will be carried out to determine any risks to which the young person may be exposed; the risk assessment will be carried out by:

Head of Faculty/Lead Teachers/Vice Principal: Business and Administration

Any young person will be provided with all the information, instruction, training and supervision they require. They will also be provided with a mentor (responsible employee), who has accepted the responsibility of overseeing the young person.

Young persons will not be allowed:

- To carry out work that is beyond their mental and physical capability
- To be exposed to substances that are toxic or carcinogenic
- To carry out tasks involving risks which may be beyond their recognition
- To be exposed to extremes of heat, cold, noise and vibration.

The young person must

- Carry out all reasonable instructions given by his/her mentor
- Refrain from horseplay or practical jokes
- Report any thing that they feel unsure or unsafe about.

FOOD SAFETY

A Food Safety Policy is required for our food handling activities. This must be developed alongside this Health and Safety Policy. Guidance on food hygiene within our premises is available from the Local Environmental Health Department.

Food preparation safety falls under the requirements of this Health and Safety Policy. This requirement covers housekeeping, cleaning, layout of the food service/preparation area, the equipment in use and the condition of floors and surfaces etc.

The person responsible for food hygiene safety is:

Vice Principal: Business and Administration

All food handlers have a responsibility to ensure that a high degree of personal hygiene is maintained particularly when preparing food for service user consumption.

A high degree of housekeeping is maintained but the person identified below has the duty to ensure this is carried out.

The person responsible for general kitchen housekeeping is:

Catering Contract Supervisor/Head of Food Technology/Technicians/Caterlink Ltd

The above applies to all associated College organisations such as the Friends and Parents Association who occasionally use IVC facilities.

WORKING AT HEIGHT

The **Working at Height Regulation 2005** requires the College to consider a number of key elements prior to carrying out any work that involves climbing from floor level.

The College is required to suitably and sufficiently assess the risks involved in working at height. This will involve consideration of the following key factors:

- Is there a specific need to work at height or can the operation or task be carried out without working at height?
- Is the equipment provided suitable for the task involved and does it allow ease of access to the working area?
- Is the equipment used to access the work area maintained?
- Are the employees intending to work at height suitably trained to carry out the task and is their level of fitness acceptable?
- If employees are required to access surfaces at height, then the surface must be ascertained to be of sufficient strength to support the persons involved.
- The height involved must also be taken into account, as well as what it is the employee is likely to fall on or into, should a fall occur. A secondary means of supporting the employee should he/she fall must be provided for the higher access tasks.
- If the task requires employees to work outside, then the weather conditions must be taken into account. If the weather conditions are adverse and likely to threaten the safety of employees, then the task will be postponed until such time when it is safe to precede.
-

If the work is beyond what is considered acceptable then the services of a specialist contractor will be called upon to make the work zone easily accessible to employees.

The person responsible for carrying out the working at height assessments is:

Estates Manager

Unless trained, any member of staff is precluded from working at heights.

EDUCATIONAL VISITS

The Principal may delegate the task of co-ordinating educational visits but will ensure that the arrangements are reviewed prior to the commencement of the trip.

A risk assessment **must** be made for every visit. This is completed as part of the EVOLVE trip management software which is completed by the Educational Visits Co-Ordinator

In particular only reputable companies will be hired to transport children on College outings. The Governing Body insist that only transport with seat belts be hired for such purposes.

The teacher will have undertaken a preliminary visit to the location of the outing and assessed risks, emergency facilities, standby vehicle etc.

All trip applications must follow the documented procedure using EVOLVE software including adequate risk assessment and formal approval by the Vice Principal.

The teacher will ensure that adult: student ratios are in line with DCSF guidelines or more favourable whenever possible.

The teacher or assistant will provide a checked medical box and other equipment necessary for the outing.

The teacher or assistant will be aware of any medical conditions which may affect any child during the outing. Necessary precautions to deal with problems should be taken.

The teacher or assistant must check that there is a signed consent form from the parent of each child taking part in any outing.

Review

Teachers are encouraged to review each visit both in terms of educational value and the safety performance; for example did the coach company comply with the collection/pick-up arrangements?

Where the review identifies serious failings the College will ensure that staff learn from that experience and consider finding alternatives.

Full procedures and responsibility are held by the Educational Visits Co-ordinator (EVC). These should be read in conjunction with this policy.

TRAINING

Impington Village College recognises the duty to provide its employees with whatever training is required so that they can carry out their job in a safe manner. This will ensure they are protected from hazards and that they do not cause anyone to be harmed by their activities.

To ensure this is carried out the person below has been appointed to identify any training needs:

**Continuing Professional Development Manager (Teaching)
Vice Principal: Business and Administration (Non Teaching)**

The type of training that will be provided is:

- Induction training for all new employees
- Job specific training for all new employees or an employee who transfers to another role.
- Health and safety training for all employees that have been given specific tasks in the policy to allow them to carry out their jobs safely.
- Extra training and supervision will be provided for young people because of their immaturity and lack of experience.
- Training will either be provided in house where appropriate or by an accredited training provider.

All training will be recorded and retained with the employee's personal file; the employee will sign to confirm that they have received the training and understood it.

The person responsible for maintaining the training records is:

Heads of Faculty/Lead Teachers or as above

Health and Safety Training should include:

- Risk and CoSHH assessment training when applicable.
- Manual handling training as and when required.
- Use of Personal Protective Equipment (PPE) when issued.
- Use of Display Screen Equipment where necessary.
- Health and Safety awareness.
- Fire prevention and safe use of fire equipment.
- Any other training that may be relevant to their tasks or health and safety.

GENERAL GUIDELINES FOR EMPLOYEES

- You must not commit or allow to be committed any act which may result in potential danger.
- You must attend as requested any training course, meeting etc, designed to further the interests of health and safety.
- You must observe all procedures laid down concerning work activities, equipment, materials and substances.
- You must ensure you understand the Health and Safety Policy and familiarise yourself with safety information and instructions.
- You must observe all safety rules on and off the Company's property.
- You must comply with all written or verbal instructions given to you to ensure your personal safety and the safety of others.
- You must conduct yourself in an orderly manner at all times and not stray from responsible behaviour.
- You must dress with the health and safety of yourself and others in mind.
- You must use the safety equipment and/or protective clothing provided.
- You must avoid improvisation in any form, which may create a risk to your safety or the safety of others.
- All employees are to obey the rules of **Impington Village College** as contained in the Contract of Employment.
- You must not invite visitors onto **Impington Village College** premises without permission from your Team Leader.
- If at any time you are unsure about duties you may be asked to perform, then you must inform your Team leader.
- Co-operation is vital to ensure successful health and safety standards.
- Health and safety notices will be posted on notice boards. From time to time you must ensure you view this information.
- No alcohol or non-medical drugs are to be consumed during working hours. Employees found to be under the effects of either will be subject to disciplinary action.

**APPENDIX 1
IMPINGTON VILLAGE COLLEGE
FIRE EVACUATION PROCEDURES
September 2013**

The Fire Procedure is as follows:

If you discover a fire:

- Raise the alarm by the recognised method.
- Only tackle the fire if trained to do so, with an appropriate fire extinguisher, ensuring your exit is clear at all times and without taking personal risks.

The Fire alarm sounds in a continuous ring.

When the fire alarm sounds:

A. In lesson time

All classrooms are to be evacuated in a quiet and orderly manner. The Teacher will supervise the class as they are taken to the far side of the playing field by the quickest route. **DO NOT ENTER ANY BUILDINGS ONCE OUTSIDE.**

In the interests of speedy evacuation, assume all routes to the sports field are safe unless guides are in place to redirect you.

On arrival at the far side of the field, staff and pupils will form up into their groups as detailed below.

B. Outside lesson time.

Break and Lunchtimes: Staff and students should go directly to the sports field and form into tutor groups. Staff should take reasonable steps to ensure that buildings are empty and secured.

After College: All staff, cleaners, remaining students and visitors must evacuate to the front of college (Bus bays), playground or hard standing area outside of special needs or Sports Centre until the all clear is given by a member of the site team.

C. Action on arrival on the school playing field.

On arrival staff and students are to form into tutor groups as shown below. Registers will be taken using the tutor group lists. Tutors will check their register and will notify the Learning Manager of any student who is unaccounted for.

Heads of year will inform the evacuation co-ordinator if students are missing.

D. Administrative and Support staff

Administrative and support staff who have no formal responsibility for students are to go immediately to the far side of the sports field and line up next to the Year 12/13. A roll call will be taken and any absences reported to the evacuation co-ordinator.

E. Special Needs Staff and students.

The area outside of the Pavilion will be the agreed muster point for the staff and students in the Pavilion. Should there be a fire in this area the meeting point should move to a safe area away from the buildings. These students and staff will not be required to go onto the field. A separate roll call will be completed by the special needs co-ordinator. Confirmation by radio is to be passed to the evacuation co-ordinator that all are accounted for.

Year 7	Year 8	Year 9	Year 10	Year 11	Year 12/13	Admin
Sports Field						
Back of K Block facing sports field						

Once Evacuated from the building

- Any missing persons must be reported to the Vice Principal (Students Services)/Vice Principal – Business & Administration.
- The Vice Principal – Business & Administration will inform the fire service of any missing persons.
- The Principal may direct that the children be moved to another place of safety depending on the circumstances.
- Do not re-enter the building until the Vice Principal – Business & Administration informs the Principal that it is safe to do so.

APPENDIX 2

FOOD AND NUTRITION GUIDELINES

September 2013

Introduction

The Food & Nutrition Policy has been developed to improve the nutritional content of meals and associated catering products sold by the catering service provider within the College. The aspirations of the College through this policy is to make all meals and associated catering products healthy and nutritionally beneficial to all customers whatever food and drink choices are made.

Aims of the policy:

- Actively promote the links between health and the foods we eat
- Forge a true partnership with the catering service provider to ensure a whole College commitment to improving food and nutrition.

Responsibilities of the College:

- To actively encourage the benefits of using the catering service to students, staff and parents
- To actively promote a healthy lifestyle and the benefits of a nutritionally sound diet through the College curriculum especially Food Technology and Science
- To regularly assess student behaviour as a result of implementing the policy
- Regularly communicate this policy to students through a student forum/committee.

Responsibilities of Catering Service Provider:

- Actively encourage the sale of fruit and vegetables
- Provide a range of foods consistent with national recommendations for the promotion of health and the prevention of nutrition-related diseases including obesity. Particular attention shall be paid to ingredients rich in iron, folates, calcium and zinc
- Aspire to provide a catering service that is 100% nutritionally beneficial to students and staff of the College
- Meet Dietary Reference Values appropriate to age in respect of meals
- Purchase fresh quality ingredients from local suppliers such as butchers, greengrocers, bakeries, fishmongers, milkman etc
- Reduce fat content in all products purchased and prepared
- Minimise the frying of products and increase oven baking, grilling and steaming where possible
- Trim all visible fat from meat
- Provide low-fat dairy products
- Ensure only vegetable origin fat/oil is used
- Remove all Genetically Modified foods from the purchase chain
- Ensure wholemeal and whole grain cereals and breads are provided
- Ensure wholemeal flour should be incorporated in recipes and meals where appropriate
- Reduce sugar in all recipes and wherever possible replace with fruit as a natural sweetening
- Remove salt from the cooking process
- The Contractor shall effectively train their catering employees to purchase, prepare and present foods to meet these responsibilities.

The College will continually look to develop this policy in association with the Catering Service Provider. The College will consider all advice and guidance provided by the government and the local authority and any recommendations of students groups, staff and parents.

Special Diets

The Contractor will be required to provide any reasonable request that relates to special diets.

Environment

Contractors are asked to provide relevant information from their Environmental Policy addressing *Food Miles* and *Local Produce* and detail what measures and procedures they propose to take with the College in this respect.