



Working together to develop the skills for success in industry and university

Specialists in science, technology, engineering and maths
in partnership with industry and the University of Lincoln

Health and Safety policy

Lincoln UTC is a professional learning environment and workplace that is underpinned by a culture of safety and wellbeing for all employees, students, visitors, and contractors alike.

With the nature of our curriculum specialisms, science and engineering, there is an increased proportion of time spent participating in practical lessons. When compared to a more traditional school our students will use significantly more chemicals, tools and machinery in science, engineering, and projects. All practical activities involve an element of risk, and whilst it is not possible to remove these risks, we spend time training and teaching our students to manage risks and develop safe working practices, which is excellent preparation for their future.

Through constant coaching and reinforcement of expectations with students, staff, and visitors regarding their health, safety, and wellbeing, we aim to develop a culture where safe practice and an awareness of others' welfare becomes second nature.

As employers we have a duty of care to safeguard our employees, as well as any visitors to our site. This includes:

- Provision of a safe and welcoming work environment
- Training and information on how to carry out work processes safely
- Maintenance of equipment and premises
- Continual development of health and safety practices
- Checking of certificates: DBS / competency to work
- An awareness of student and staff workloads throughout the year
- An understanding of personal circumstances and individual needs

Through consideration of these key principles, we continually develop a safer, more productive and rewarding environment – one where everyone feels safe, supported, and able to fulfil their roles effectively.

Details of how we support our community with regards to health, safety, and wellbeing can be seen in the following pages.

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4. **Environmental policy statement**

A handwritten signature in black ink, appearing to be 'P. 10' with a stylized flourish.

23.03.2023

A handwritten signature in black ink, appearing to be 'J. 10' with a large loop and a long tail.

23.03.2023

STATEMENT OF INTENT

Health and Safety Policy Statement

Lincoln University Technical College recognises its health and safety duties under the Health and Safety at Work Act 1974, the Management of Health & Safety at Work Regulations 1999 and accompanying protective legislation, and the Principal, John Morrison, recognise that he has a responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions which are safe, healthy and comply with all statutory requirements and codes of practice.

The school, so far as is reasonably practicable, proposes to pay particular attention to:

- The provision and maintenance of a safe place of work, a safe system of work, safe appliances for work, and a safe and healthy working environment
- The provision of such information and instruction as may be necessary to ensure the health and safety of its employees and others, and the promotion of awareness and understanding of health and safety throughout the workforce.
- Ensuring the safety and absence of health risks in connection with the use, handling, storage and transport of all articles, substances, and equipment
- Making regular assessments of risks to employees
- Taking appropriate preventative/protective measures as identified by risk assessment.
- Appointing Stallard Kane Ltd to advise on statutory duties.

In order that the school can achieve those objectives, it is important that employees recognise their duty, whilst at work, to take reasonable care of the health and safety of themselves and of other persons. Employees should also co-operate fully with the school or anyone else concerned, to ensure that their obligations are fulfilled or complied with.

The school will ensure adequate resources both in terms of time and money are made available to the necessary people to ensure that the items listed above are implemented and all employees are provided with the necessary instruction, information, training, and supervision to enable them to carry out their work without risk to themselves or others. An annual review of the Health and Safety Policy will also be undertaken to ensure it is relevant to the work being undertaken by the school and all legislation quoted is up to date, where necessary the policy will be developed and expanded.

The school is also committed to the continuous development and improvement of the school's health and safety management system. The school will ensure that the health, safety & welfare of any employee or subcontractor is not compromised for financial or commercial gain.

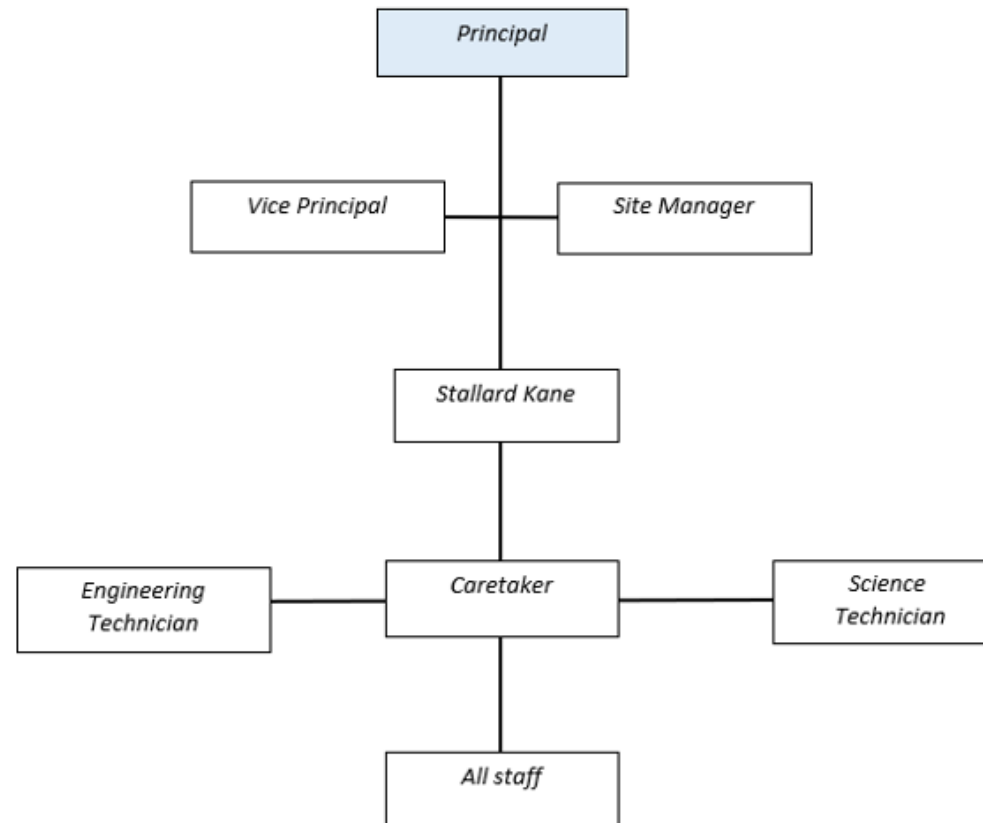
All employees of the school agree, as a term of their contract of employment, to comply with their individual duties under the Health and Safety at Work Act 1974, and the Management of Health and Safety Regulations 1999 and other legislation, and to generally co-operate with the school to enable it to carry out its duties towards them. The attention of all employees is drawn to the attached safety rules and procedures, and employees should recognise that failure to comply with their health and safety duties and obligations can lead to dismissal from employment. In the case of serious breaches, such dismissal may be instant without prior warning.

This policy has been prepared in furtherance of section 2(3) of the Health and Safety at Work Act 1974 and binds all staff. We request that our customers and visitors respect this policy, a copy of which can be obtained on demand.

John Morrison
Principal Responsible for Health & Safety
Lincoln UTC
May 2022



Health and Safety Organisation Chart



- Accident Investigation and RIDDOR reporting
- Health & Safety Training
- Risk Assessment completion and review
- Monitoring of provisions and equipment
- Induction training

1 INTRODUCTION

This policy is designed to ensure that the local governing body will consult all employees on health and safety matters and that individuals are consulted before allocating health and safety functions to them. The local governing body will provide sufficient information and training in health and safety matters to all employees in respect to the risk to their health and safety. The local governing body requires the support of all staff to enable the maintenance of high standards of health and safety in all the college's activities.

Where necessary the local governing body will seek specialist advice to determine the risks to health and safety in the establishment and the precautions required to deal with them.

Other sources of health and safety Information:

- Education visits policy documents / system
- Fire log
- Incident reporting record

2 ORGANISATION Establishing effective health & safety systems

Effective health and safety is based around 2 core principles:

Promoting a positive culture of health and safety

This will be achieved through:

- Actively reporting of incidents where the H&S systems prevented injury
- Conformity to H&S systems through positive reinforcement
- College minutes

Promoting a pro-active, not reactive, management of health and safety

This will be achieved through:

- Industry-style briefings lasting no more than 5 minutes before students begin a practical task, discussing the risk assessment needed
- An expectation that all staff, students and visitors will challenge anyone who is behaving in an unsafe manner regardless of their position within the UTC

The local governing body is responsible for:

- Complying with health and safety policy and arrangements
- Reviewing the establishment's health and safety policy and implementing new arrangements where necessary
- Ensuring that the site and premises is maintained in a safe condition and that appropriate funding is allocated
- Ensuring that risk assessments are made and recorded of all the work activities including those off site which could constitute a significant risk to the health and

safety of employees or other persons

- Ensuring that all relevant health and safety documentation is drawn to the attention of all employees
- Prioritising health and safety matters where resources are required from the establishment's budget, seeking further advice where necessary and ensuring that action is taken
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with
- Promoting high standards of health and safety within the establishment
- Active and reactive monitoring of the health and safety matters within the college including health and safety inspection reports and accident reports

The Principal is responsible for:

- Ensuring the requirements of the Occupier's Liability 1984 is complied with
- The day to day management of health and safety matters in the establishment in accordance with the health and safety policy and ensuring the health and safety arrangements are carried out in practice
- Ensuring that all the college's work activities are risk assessed including those off site which could constitute a significant risk to the health and safety of employees or other persons
- Ensuring that an annual health and safety inspection is carried out and a copy of the report is given to the governors
- Ensuring that remedial action is taken following health and safety inspections.
- Ensuring that information received on health and safety matters is passed to the appropriate people
- Identifying staff health and safety training needs and arranging for them to be provided
- Participating in the health and safety auditing arrangements and ensuring audit action plans are implemented
- Monitoring purchasing and maintenance of equipment and materials and ensuring that it complies with current health and safety standards
- Monitoring contractors and ensuring that only competent, approved contractors are engaged to work on behalf of the college on site
- Seeking specialist advice on health and safety matters where appropriate.
- Ensuring that a procedure is in place to deal safely with persons on the premises who may be under the influence of alcohol or drugs

Note: in the absence of the Principal these responsibilities fall to the Vice Principal.

The health and safety co-ordinator is responsible for:

- Gaining appropriate advice and guidance from external staff with relevant Health and safety qualifications
- Promoting health and safety matters throughout the College and assisting the Principal in the implementation of the College's Health and safety Procedures
- Ensuring that Health and safety Manuals and associated Logs (fire, asbestos, legionella etc.) are kept up to date
- Ensuring that the correct accident reporting procedures are followed and, where appropriate, accidents are investigated
- Participating in any Health and safety Audits
- Providing health and safety induction training for all staff
- Keeping staff health and safety training records up to date
- Ensuring that all statutory inspections are completed, and records kept
- Ensuring that emergency drills and procedures are carried out regularly and monitored for effectiveness

Heads of departments are responsible for:

- The day-to-day management of health and safety within their department in accordance with the health and safety policy
- Carrying out regular health and safety monitoring inspections of the department and highlighting issues to the Principal where appropriate
- Ensuring follow up and remedial action is taken following health and safety inspections
- Arranging for the appropriate subject specific health and safety training to be provided to all staff within the department
- Passing on health and safety information received to the appropriate people

All staff employed at the establishment has responsibility to:

- Take reasonable care for the health and safety of themselves and others when undertaking their work
- Checking classrooms/work areas are safe
- Checking equipment is safe before use
- Ensuring safe working procedures are followed
- Co-operating with the governors and Principal on all matters relating to health and safety by complying with the health and safety policy
- Not intentionally or recklessly interfere with, or misuse, any equipment or fittings provided in the interests of health safety and welfare
- Reporting immediately to their Principal/line manager any serious or immediate danger.
- Reporting to the Principal/line manager any shortcomings in the arrangements for health and safety
- Ensure that they only use equipment or machinery which they are competent to

use or have been trained to use

- Participating in health and safety inspections and the health and safety committee where appropriate

3 ARRANGEMENTS

Health and safety co-ordinator: Vice Principal

Health and safety representatives:

- Facilities Manager MMI
- Science Technician WCA
- Engineering Technician JCL
- Board of governors FCA
- LUTC SHA

Safety representatives and safety committees:

Any employee appointed as a safety representative will act in accordance with the authority's code of practice.

Health and safety committee:

The constitution, membership and the minutes of the college safety committee are kept by the Vice Principal.

Fire and other emergency procedures can be found in the following locations:

Type of emergency procedure	Location(s)	Available from
Fire Evacuation	Emergency Evacuation Procedures (EEP)	<ul style="list-style-type: none"> • Vice Principal • Main Reception • Policies Server
Terrorist threat	EEP Business Continuity Plan	
Gas Leak	EEP Business Continuity Plan	
Electrical Fault	EEP Business Continuity Plan	
Water	EEP Business Continuity Plan	
Storm or Flood Damage	EEP Business Continuity Plan	
Persons Threatening Violence on Site	EEP Business Continuity Plan	
Dangerous Animal(s) on Site	EEP Business Continuity Plan	
Other	EEP Business Continuity Plan	

The person who discovers the emergency will raise the alarm immediately by the most appropriate means and ensure that the Principal, Vice Principal or in their absence, a senior member of staff is informed immediately and that, where appropriate, the

emergency services are summoned. He/she will liaise with the emergency services when they arrive and take advice from them. If the incident places individuals at greater risk through evacuation, the alarm will not be sounded and SLT will circulate to keep students and staff indoors.

The person (and deputy) person responsible for ensuring and supervising (where appropriate)	Person	Deputy
<ul style="list-style-type: none"> The controlled evacuation of people from the building or on the site to a place of safety 	Principal	Vice Principal
<ul style="list-style-type: none"> Summoning of the emergency services 	Principal	Site Manager
That a roll call is taken at the assembly point	Attendance and Behaviour Officer	Vice Principal
<ul style="list-style-type: none"> That no-one attempts to re-enter the building until all <i>clear</i> is given by the emergency services (eg <i>Principal, Vice Principal or other member of the senior management team</i>) 	Principal	Vice Principal

Note: The priorities are as follows:

- To ensure the safety of all persons, their removal from danger, their care and the application of first aid and medical treatment where appropriate.
- To call the emergency services when appropriate.
- To safeguard the premises and equipment, if this is possible without putting persons at risk.

The person responsible for arranging, recording and monitoring fire drills at least once per term is:	Vice Principal
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The SLT will be advised of emergency telephone numbers for use if an emergency occurs out of office hours by:	Site Manager
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Details of the locations of all hazardous and flammable substances on site in case of emergency are kept:	Site Manager Emergency Plan Fire Risk Assessment
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The competent person responsible for carrying out and updating the fire risk assessment for the premises is:	Site Manager/Fire Service
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Fire prevention and detection equipment arrangements:

The person(s) responsible for initiating the test of the following fire safety systems and completing the record sheets:

<u>System</u>	<u>Location of Test Records</u>	<u>Person Responsible</u>
Fire Alarm	Site Logbook	Site Manager
Emergency Lighting System	Site Logbook	
Smoke Detection System	Site Logbook	

The person responsible for carrying out a termly visual inspection of all emergency firefighting equipment (for example, fire extinguishers, fire blankets) and to whom any short comings should be immediately reported is:	Site Manager
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The approved contractor responsible for conducting the annual test of firefighting equipment inspection and maintenance is:	Name: <u>Advanced Fire Protection Ltd</u>
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Locations of main service isolation points:

SERVICE	LOCATION OF ISOLATION POINT DETAILS
Water	See Business Continuity Plan
Electricity	
Gas	

Accident, Dangerous Occurrence, Violent Incident and Near Miss Reporting and Investigation:

Any employee who witnesses an accident, dangerous occurrence, verbal abuse or actual or threatened violence or near miss, or to whom one is reported, will make an entry in the accident report book as soon as possible after the event.

The accident register is kept up to date and stored electronically within the Clerical / Health and safety folder.

The person responsible for monitoring accidents and incidents to identify trends and patterns is:	Vice Principal
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Where accidents are found to be caused by faulty plant, equipment, premises or unsafe systems of work action must be taken to remove or isolate the hazard and warn people until the necessary modifications or repairs can be made.

First aid:

The following employees are **first aiders** and have been trained to First Aid at Work

Name	Responsibility	Date of Expiry of Certificate
Helen Sprakes	Deputy SENDCo	22/03/2025
Mathew Millward	Facilities Manager	22/03/2025
John Clifton	Engineering Technician	22/03/2025
Paul Archer	Attendance and Behaviour Officer	22/03/2025
Nathan Coy	Project Lead / Teacher of Science	22/03/2025
Natalie Smith	Principal's PA	22/03/2025
Rachel Booth	Receptionist	22/03/2025

The names of current first aiders and appointed persons emergency aiders are displayed at the following points in the school:

Display Point
Main Entrance Lobby
Link Bridge

The person responsible for ensuring first aid qualifications are maintained is:	Vice Principal
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The person responsible for ensuring that first aid cover is provided for staff working out of normal school hours whilst on trips is:	EVC/Visit Leaders
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First aid boxes and first aid record books are kept at the following points in the school:

Location of First Aid Box(es)	
Reception	Science Prep Room
Engineering Prep Room	Staff Room
SEND classroom	Facilities Store

Travelling first aid boxes are kept at the following points in the school:

Location of Travelling First Aid Box	First Aid Record Book(s)
Reception (to be signed out)	Reception
College minibus	

A termly check on the location and contents of all first aid boxes will be made by.	Deputy SENDCo / SEND TA
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Use of first aid materials and deficiencies should be reported to:	Deputy SENDCo / SEND TA
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The address and telephone number of the nearest hospital with accident and emergency facilities is:	Lincoln County Hospital
	Greetwell Rd Lincoln LN2 5QY 01522 512512

Needle stick injury/discarded needles

Staff should report any needle stick injury to:	First Aider
Person responsible for discarded needle's risk assessment is:	Site Manager

Administration of medicines:

The person responsible for dealing with the administration of medicines in accordance with the Supporting Students with Medical Needs in Schools Document, including keeping records of parental permission, keeping medicines secure, keeping records of administration, and safely disposing of medicines which are no longer required is:	First: Receptionist
	Second: Behaviour and Attendance Officer

The person responsible for the dealing with the administration of controlled drugs such as Ritalin in accordance with the Supporting Students with Medical Needs in Schools Document, including keeping records of parental permission, liaising with the providing pharmacist, keeping medicines secure, keeping records of administration, and safely disposing of medicines which are no longer required is:	First: Receptionist
	Second: Behaviour and Attendance Officer

The person(s) responsible for undertaking and reviewing the healthcare plans of students with medical needs is:	SENDCo / Deputy SENDCo
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Asthma inhalers

The person responsible for the supervision and storage where appropriate of asthma inhalers is:	Receptionist
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Risk assessment

The person responsible for carrying out a general survey of the school's work activities including extra-curricular, extra-mural activities, work carried out by contractors or volunteers on site, identifying hazards and ensuring risk assessment are produced and appropriately communicated is:	Site Manager / Vice Principal
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Maintenance of site, premises, house keeping and hazard reporting

All employees and governors must report any hazards that could be a cause of serious or imminent danger, e.g. damaged electrical sockets, broken windows, suspected gas leaks, wet or slippery floors immediately:	Site Manager
Reporting of any danger, damage which cannot be immediately rectified on site will be reported to: Who will action an appropriate response to the issue.	Site Manager

The person responsible for initiating a risk assessment of hazards identified and any remedial action decided upon is:	Head of Department
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House keeping and disposal of waste

Rubbish awaiting collection must never be left where it obstructs escape routes or could aid the production and spread of fire and smoke.

The person who should be contacted if circulation routes are obstructed by rubbish is:	Site Manager
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All staff are responsible for ensuring the good housekeeping of their own workrooms, for example, offices, laboratories, workshops, art studios, drama studios and related storage areas.

When rubbish needs to be disposed of it should be reported to: (who will arrange for its safe disposal).	Site Manager
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The person responsible for the safe disposal of any hazardous substances or special waste is:	Site Manager
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The person responsible for ensuring the safe and appropriate disposal of any <i>clinical waste</i> is:	Site Manager
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Repairs and maintenance

A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it to;	Site Manager
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Defective furniture should be taken out of use immediately and reported to:	Site Manager
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The person responsible for ordering repairs which are the school's responsibility is:	Site Manager
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Premises security

The person (and their deputy) responsible for unlocking and locking the building, arming and disarming security alarms etc. is:	First Site Manager / SLT / PA / NS
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The person(s) who has/have been trained to deal safely with burglar alarm call outs is/are	First: Site Manager
	Second: Principal / Vice Principal

Severe weather

During periods of severe weather, arrangements for maintaining safe access to, from and within the premises (e.g. clearing snow and ice) will be determined by:	Principal / Business continuation plan
	Site Manager / Vice Principal

Health and safety training

The person responsible for drawing to the attention of all employees the following health and safety matters as part of their induction training is:	HR/SLT/ Site Manager
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The following are aspects of health and safety that are considered:

- Health and safety policies: Departmental and school.

- NCC Health and safety consultant
- Codes of safe practice and guidance
- Education visits policy documents
- Risk assessment
- Fire and other emergency arrangements
- Accident reporting arrangements
- First aid arrangements
- Safe use of work equipment
- Procedures for hazardous substances
- Good housekeeping, waste disposal and cleaning arrangements
- Hazard reporting and maintenance procedures
- Special hazards/responsibilities associated with their work activity
- Special needs of young employees (e.g. work experience placements)

The person responsible for co-ordinating the provision of the health and safety training needs of teaching staff in consultation with their line managers and the employees concerned is:	Vice Principal
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The person responsible for co-ordinating the provision of the health and safety training needs of support staff in consultation with their line managers is:	Vice Principal
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The person responsible for compiling and implementing the school's annual health and safety audit response is:	Vice Principal
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The person responsible for reviewing the effectiveness of health and safety training is:	External provider
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The person responsible for keeping records of training and certification for the use of hazardous machinery such as woodworking machinery, etc. is:	Vice Principal
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Employees who feel that they have need for health and safety training of any kind should notify in writing the contact person:	Site Manager
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Manual handling of loads / manual handling of object

The person(s) responsible for identifying hazardous manual handling activities involving objects is and arranging for their elimination or risk assessment is:	HR/SLT/ Site Manager
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The person responsible for monitoring the safety of manual handling activities is:	Site Manager
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Manual handling of people

The person responsible for identifying hazardous manual handling activities involving people and arranging for their elimination or risk assessment is:	Vice Principal All staff
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The load assessors for the moving and handling of people are:	Vice Principal All staff
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Work equipment

The following equipment has been identified as likely to involve a specific risk to health and safety and its use, inspection and repair is therefore restricted to:

FACULTY	EQUIPMENT	INSPECTION & REPAIR
ENGINEERING	MACHINERY	WSM

Access equipment: Powered access equipment, mobile access platforms, tower scaffolds

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	NA
Person(s) authorised to operate, and use is/are:	NA
Training in safe use received from: including dates	NA

Stepladders

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Site Manager
Person(s) authorised to use is/are:	Site Manager

Manual handling equipment

This includes equipment used for the manual handling of loads and equipment used for the manual handling of people.

The person responsible for ensuring that sack barrows, flat-bed trolleys etc. are maintained in a safe condition is	Site Manager
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Equipment provided for students with special educational needs

The person responsible for ensuring that all hoists, both ceiling mounted and mobile, used for moving people are inspected and serviced every six months by a competent contractor and kept in good working order is:	N/A currently
The person responsible for ensuring that slings are laundered regularly and appropriately and kept in a hygienic condition is:	N/A currently

The person responsible for ensuring that all wheelchairs, standing frames are inspected and serviced annually by a competent person and kept in a safe any hygienic condition and in good working order on a day-to-day basis is:	N/A currently
The person responsible for ensuring that other special needs equipment is kept in good working order and serviced appropriately is:	N/A currently

Lifts

The person responsible for ensuring that lifts are inspected and serviced every six months is:	Site Manager
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Caretaking and cleaning equipment

This includes moving and handling equipment, powered cleaning equipment, power tools, hand tools

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Site Manager
Person(s) authorised to operate, and use is/are:	Site Manager

Laboratory apparatus and equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	HoDs
Person(s) authorised to operate, and use is/are:	Science staff

Engineering equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	HoDs
Person(s) authorised to operate and use is/are:	Engineering staff
The person(s) responsible for instructing students in the safe	Engineering staff

use of equipment before they use it and checking they use it correctly is/are:	
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The person(s) responsible for ensuring that all machinery is adequately guarded and that the guards are in position when equipment is in use is/are:	Engineering staff
The person responsible for taking out of use any equipment Which is inadequately guarded is/are:	HoD

Portable electrical appliances

The person responsible for ensuring portable electrical Appliance testing is carried out at appropriate intervals and recorded is:	Site Manager
Person(s) responsible for carrying out formal visual inspection and testing is/are:	All staff

Display screen equipment

The following employees are classified as users of display screen equipment and an assessment will be made of their workstations. They will be entitled to a regular eye test.

Employee Name	Job Title
The person responsible for implementing the requirements of the risk assessment is:	IT Manager
The competent (trained) person responsible for carrying out display screen equipment risk assessments is:	IT Manager

Personal protective equipment (PPE)

Suitable PPE will be provided free of charge, where identified as necessary in a risk assessment.

All employees are responsible for informing their manager as soon as they become aware of a need to repair or replace PPE, which they use.

The persons responsible for inspecting PPE termly and replacing personal protective equipment when it is worn out are as follows	
Science	HoDs
Engineering	HoDs

Caretaking and Cleaning	Site Manager / KRAM
Catering	Good Lookin Cookin
The person responsible for making arrangements for laundering soiled PPE (e.g. overalls, aprons etc./) is:	HoDs

Hazardous substances (including radioactive substances)

Inventories of hazardous substances used in the school are maintained by the following employees at the locations specified:

Science	Technician (Prep Room)
Engineering	Technician (Prep Room)
Caretaking and Cleaning	FAC / Phoenix/KRAM
Catering	Good Lookin Cookin

Copies of all the hazardous substances inventories are held centrally in:	EMERGENCY PLAN FIRE RISK ASSESSMENT
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The person responsible for undertaking and updating the COSHH risk assessments is:	Technicians / HoDs / Site Manager
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The person responsible for ensuring exhaust ventilation (fume cupboards, dust extraction equipment on woodworking machines etc) equipment is examined and tested annually:	Technicians / HoDs / Site Manager
The reports will be kept available for inspection by:	HoDs/ Site Manager
The person responsible for ensuring that local exhaust ventilation (dust extraction equipment on woodworking machines) will be examined annually	HoDs/ Site Manager

Asbestos

The person responsible for managing the asbestos on site.	Principal Site manager
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Noise

Any employee concerned about the noise levels at work should report the matter to:	Site Manager
Who will arrange for remedial action or for an assessment to be made by the health and safety Consultant?	

Waste management

The person responsible for ensuring the safe storage of waste in appropriately sited secure containers and that the containers are chained after emptying to prevent them being moved and set on fire by arsonists is:	Site Manager
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All members of staff are responsible for reporting accumulation of waste, or large items of waste that require special attention to:	Site Manager
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Cleaning arrangements

All members of staff are responsible for arranging to clear up spillages, which occur whilst they are in charge of the area concerned. Other spillages, leaks or wet floors should be reported to the site manager who will arrange for them to be dealt with.

All members of staff are responsible for ensuring that hazardous substances or substances that require special procedures for disposal are disposed of safely and in accordance with the appropriate risk assessment sheet.

Advice may be sought from the health and safety consultant

The person responsible for informing the Waste Authority of any items of general waste to be collected by it but not covered by the general waste agreement with the appointed contractor	Site Manager
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A member of staff who is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter to:	Site Manager
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Health and safety inspections

The person responsible for organising and carrying out termly safety inspections, including planning, inspection, reporting is:	Site Manager - and RPA
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Where possible Health and safety Inspections will be carried out with the school's health and safety representative(s). Members of the Governing Body will participate with safety inspections where practicable.

A copy will be provided to the school Governors for consideration at their next meeting.

The person responsible for ensuring follow up action on the report is completed is:	Site Manager / Vice Principal
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Provision of information

The person responsible for distributing all health and safety information received from the Appointed Health & Safety Consultant and elsewhere and for the maintenance of a health and safety information reference system is:	Site Manager
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Records of employees signatures indicating that they have received and read and understood health and safety information are kept:	HR
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New employees will be informed of all relevant health and safety information as part of the induction process.

Health and safety Documentation will be kept in the health and safety manual which is kept:	Shared drive
The person responsible for maintaining it is:	HR

The person responsible for deciding on the appropriate circulation of each document is: Employees will sign to confirm they have read and understood the information.	HR
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The health and safety notice board is sited:	Staffroom
The person responsible for ensuring documents are displayed for two weeks on the health and safety noticeboard and keeping it up to date is:	Site Manager

The Health and safety Law Poster is sited:	Staff room
The person responsible for maintaining it is	Site Manager

Educational visits and journeys

The person responsible for ensuring that the appropriate risk	Visit Leader
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assessment and approval are obtained for educational visits in United Kingdom not including an overnight stay is:	EVC Principal
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The person responsible for ensuring that the appropriate risk assessment and approval are obtained for educational visits in United Kingdom including an overnight stay is:	Visit Leader EVC Principal
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The person responsible for ensuring that the appropriate risk assessment and approval are obtained for educational visits abroad including an overnight stay is:	Visit Leader EVC Principal
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Work experience

The person responsible for co-ordinating Alternative Provision and apprenticeships, ensuring risk assessments are completed, ensuring students are visited, liaising with the provider as appropriate is:	Head of Sixth Form / Vice-Principal
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Use of premises outside college hours

The person responsible for co-ordinating lettings of the Premises in accordance with the lettings procedure is:	NA
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The person responsible for informing other users of the building of the presence of any hazards which have not been rectified is:	NA
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The person responsible for checking that the premises are left in reasonable order by other users before locking up is:	NA
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Visitors

On arrival all visitors should report to: where they will be issued with: <ul style="list-style-type: none"> • an identification badge • relevant health and safety information • and will sign the visitors book 	Reception
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Contractors

The person responsible for selecting contractors and vetting contractors' health and safety, policies, procedures, risk assessments, method statements and past health and	Site Manager
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safety performance.	
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The person in control of contractors is:	Site Manager
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Responsibility for liaison with contractors, and for matters set out in the health and safety Manual guidance for Control of Contractors:	Site Manager
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Visits and recommendations of enforcing authorities, appointed H & S consultant, environmental health officer.

The person responsible for co-ordinating visits and recommendations; co-ordinate action and report matters requiring authorisation/action to the Governing Body or LA is:	Vice Principal
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Smoking

The Local Governing Body has prohibited smoking in the school campus and in vehicles under its control.

Note: Employees are not permitted to smoke when teaching or supervising students or when they may otherwise come into contact with students. The policy applies equally to all people who have business in the premises including County Councillors, employees, students, parents and other visitors. All job applicants will be informed of the no smoking policy. No Smoking signs will be displayed in the school wherever appropriate, as determined by the fire risk assessment.

Vehicles

School owned, hired or leased minibuses or coaches are only to be used for journeys approved by the Principal under the procedure.

Employees who are required to use their private vehicles for official business are responsible for gaining authorisation from: (prior to the first use of any vehicle)	Principal
He/she will ensure that the driver has a valid licence and appropriate insurance and that the vehicle is roadworthy and fitted with a suitable seat belt for each passenger.	

Stress

The persons responsible for monitoring absence owing to stress related illness is:	Vice Principal
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Lone working

The person responsible for ensuring that the lone working policy is reviewed and updated is:	Vice Principal
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Slips, trips and falls

The person responsible for carrying out risk assessments. And making sure floor conditions are ok i.e., damaged or uneven Surfaces/ bad weather (ice, snow, water)	Site Manager Caretaker
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Bullying / harassment

The school's policy on behaviour (including bullying) is kept:	Staff Handbook (electronic)
Records of bullying incidents and action taken are kept:	Student/staff record (SIMS)

Audit, Review, Performance Measurement and Action Plan

The person responsible for carrying out an annual review of this policy document and its implementation in the school:	Principal
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The person responsible for compiling and implementing the College annual health and safety action plan, including action for improvements in the appropriate development plan is:	Principal
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Note: The Schools Appointed Health and safety Consultant is responsible for external health and safety audit of the management of health and safety in the establishment.

ADDITIONAL DOCUMENTATION:

- Master Log sheet to record all H&S Issues, checks and administration
- Emergency Evacuation Policy
- Accident and Incident Report Form
- Site Security

- Cars on Site
- Fire Safety

Parking: Visitors and Guests

- There is no planning permission for excessive cars on the UTC site.
 - Historically we have worked on the premise that we can have SLT parking on site as a requisite of their role. Disabled access is self-explanatory. Exceptional guests, including Board members, are allowed temporary parking privileges.
- Guests and visitors must be informed that on-site parking is not available; alternative parking is available near The Collection (Danes Terrace, Lincoln LN2 1LP).
- Special dispensation may be sought from members of the SLT. If granted, for example in order to unload equipment or resources required for the visit, vehicle details must be submitted to Reception in advance of the visit.
- It is courteous and appropriate to inform Reception in advance of the anticipated arrival of visitors and guests.
- Visitors and Guests will be held at Reception until collected by their host
- Reception will maintain a list of vehicles allowed on site and those of visitors and guests with permission.
- The facility manager will check vehicle details on a regular basis and cross-reference, reporting concerns to SLT/Reception.
- All visitors in cars are reminded about their duty of care to pedestrians using the main entrance to access the building.

Appendix 1:

Site security

The risks associated with site security relate to deliberate damage, theft, arson, 'breaking and entering'. The site is secured to dissuade casual ingress. Alarms are linked directly to G4 who contact key holders and to the fire services, who also contact key holders.

To maintain site security the following procedures, apply.

The site is secured each day by facilities. A full lockdown is carried out before alarm is set and main access points locked. Remote supervision is carried out by G4. Contact is maintained through mobile cascade with SLT informed as appropriate. The school is unlocked at 0715 and closed at 1900. The building is locked down at weekends and holidays except when named staff are present. Staff working at school outside term-time hours sign the staff reception book. Holiday hours tend to be 0900 to 1500. There is a Lone Workers policy to deal with occasions when single members of staff are on site. (Risks and Hazards relating to lone workers are itemized in the Policy).

Students are not allowed on site except during the working day, which extends until 1800 Monday to Thursday or 1700 on Friday. At all other times, extended or additional hours, students must be included in an Evolve 'trips and visit' style assessment.

The college gates are locked when the school is closed. There is guidance on car and vehicle access which takes into account the risks associated with vehicles accessing the site especially during times of pedestrian traffic. At all times access to the building is through a swipe-card door.

Hazard	Persons at risk	Risk	Evaluation	Risk control
Unloading delivery	Student Operator	Injury to observer	Low	Facilities supervision
Vehicle collision	Drivers	Crash damage	Low	Drivers warned verbally
Unauthorized person	All members of school	May cause safeguarding threat	High	Held at reception until collected by host; wears red lanyard
Passenger vehicle; staff cars	Students	Pedestrian injury	Low	Drivers warned verbally
Delivery vehicle	Students	Pedestrian injury	Low	Entry restricted to non-movement of student periods

Fire

There is an Emergency Policy which indicates how the building is evacuated in an emergency, including fire. At all times, the fire Brigade is contacted automatically when

a fire Alarm is sounded. There is a Fire Policy and an Emergency Evacuation Policy in place.

General Risks

- All classrooms carry out a general risk assessment for their area
- Specific risk assessments are carried out in science and engineering
- Specialist teachers carry out lesson by lesson RA which are recorded
- Visitor management has a policy
- Safeguarding policy covers risk associated with safeguarding including identifying visitor using lanyards
- Business continuity plan deals with occasions when the school may be closed for reasons other than fire e.g., snow, bereavement. This policy includes RA for such occasions
- Risk and hazard assessment training is carried out annually and included in new staff induction (NOTE. Add to NS and SH)
- Trips and Visits are managed, and risk assessed through Evolve

Environmental Policy Statement

Lincoln University Technical College recognizes its environmental duties under the Environmental Protection Act 1990 and the Waste (England and Wales) (Amendment) Regulations 2012 and the Principal Responsible for Health, Safety and Environmental Issues, John Morrison, recognizes that he has a responsibility to take an environmentally (and socially) responsible approach both to existing activities and to possible new developments.

The school, so far as is reasonably practicable, proposes to pay particular attention to:

- Minimizing disturbance to the local and global environment, and to the local communities and wildlife
- Following the waste management hierarchy as outlined in the Waste (England and Wales) (Amendment) Regulations 2012. We will follow the hierarchy outlined below for waste generated:
 - Prevention
 - Preparing for re-use
 - Recycling
 - Recovery
 - Disposal
- Minimizing the use of energy and raw materials and to adhere to the principles of sustainability
- Considering the environment in the design of processes and products and the maintenance of equipment
- Providing information on the use and final disposal of products
- Ensuring that all employees and suppliers are adequately informed about the School Environmental Policy
- Minimizing the use of product-related materials and services, such as packaging or transport

In order that the school can achieve those objectives, it is important that employees recognize their duty, whilst at work, to take reasonable care of the environment. Employees should also co-operate fully with the School or anyone else concerned, to ensure that their legal and moral obligations are performed or complied with.

John Morrison
Principal Responsible for Health & Safety
Lincoln UTC
May 2022

