

Health and Safety Policy

2025-2026

Reviewed by Steve Boyes and Graham Almond (HSO):
2 September 2025

Approval by the CSC: Pending – September 2025

Next review: August 2026

Introduction

This Health and Safety Policy is set out in four parts:

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4.1	First Aid Policy	
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This Health and Safety Policy is reviewed annually and revised, where necessary, to ensure that it continues to meet the needs of the staff and students of MPW and that it reflects current legislation, guidance and information.

1 MPW Health and Safety Policy Statement

MPW intends to comply with all Health and Safety legislation. MPW will, so far as is reasonably practicable, safeguard the health, safety and welfare of its employees, students, visitors and others affected by our activities and operations.

We aim to:

1. Scrutinise and review the college's health and safety performance and the details of this policy on an ongoing basis so that the college learns from experience and remains compliant with changes in current legislation.
2. Provide adequate control of the health and safety risks arising from our work activities to prevent accidents and cases of work-related ill health.
3. Provide and maintain safe plant and equipment.
4. Establish and maintain a safe and healthy environment throughout the college.
5. Develop and maintain safe working procedures among staff and students through information, consultation and training.
6. Make arrangements for ensuring safety and absence of risks to health in connection with use, handling, storage and transport of articles and substances.
7. Provide sufficient information, instruction and supervision to enable all people using the premises to avoid hazards and contribute positively to their own health and safety at work.
8. Ensure that locations, procedures and jobs are risk assessed on an annual basis and effective action, including staff training where appropriate, is taken to correct or control any hazards.
9. Ensure that all staff report any old/new hazard they become aware of to the Health and Safety Committee.
10. Design effective procedures for use in case of fire and other emergencies and for evacuating the college.
11. Give guidelines for procedures to be followed in case of accidents.
12. Ensure adequate resources are available for the management of health and safety issues.

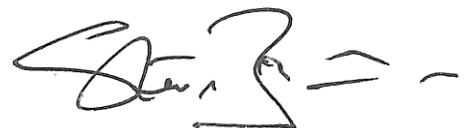
Signed



Ann Meisner

Principal

2 September 2025



Steve Boyes

Chair of Governors

2 September 2025

2 Responsibilities for Health and Safety Management

Responsibilities of the Board of MPW

The Board of MPW is ultimately responsible for the oversight and quality assurance of health and safety in the college at a strategic level, including compliance with external requirements. Members of the Board will:

1. Make themselves familiar with the requirements of the [Health and Safety at Work Act 1974](#), together with any other health and safety legislation, codes of practice and guidance etc which are relevant to the work of the college.
2. Ensure that an effective and enforceable policy for the provision of health and safety throughout the college has been drawn up.
3. Ensure this policy is regularly reviewed (at least annually) and amended as necessary.
4. Ensure that it is being correctly implemented and that it remains effective.
5. Establish that measures are in place for the effective communication of any significant changes to health and safety procedures.
6. Ensure that management systems are in place that facilitate effective monitoring and reporting of the college's health and safety performance.
7. Ensure that adequate funding for health and safety is available.

Responsibilities of the Principal

1. Has overall responsibility for Health and Safety procedures within the college at an operational level.
2. Monitors the effectiveness of the Health and Safety Policy and reports to the Board of MPW on Health and Safety matters.
3. Acts as point of contact with the local environmental health authority, fire authority, HSE etc.
4. Reviews or modifies MPW's Health and Safety policy in the light of the latest statutory legislation and other developments in health, safety and welfare matters.
5. Ensures that staff, students and visitors receive all relevant and appropriate health and safety documentation including the certificate of Employer's Liability Compulsory Insurance, the HSE Health and Safety Law Poster and the Health and Safety Policy.
6. Appoints the college's Health and Safety Officer, acts as their line manager and ensures that they have a continuous programme of relevant training.
7. Ensures that the college has suitably trained First Aiders and Fire Marshals on site at all times that the college is open.
8. Facilitates the co-operation of all staff in the implementation of principles and procedures contained within the Health and Safety Policy.
9. Ensures that an appropriate composition of the college's Health and Safety Committee is maintained, that it meets regularly, reports to the Principal, provides guidance on staff training needs and listens and responds to their health and safety concerns.
10. Ensures that adequate resources are allocated to health and safety and welfare.
11. Ensures that a general Health and Safety review is conducted by the Health and Safety Officer (HSO) at six-monthly intervals, that risk assessments, including fire risk assessments, are updated regularly, and that all equipment checks are performed at the appropriate time intervals, recorded and the necessary actions properly logged.
12. Has specific responsibility for ensuring that the appropriate number of full-college evacuation drills is carried out.

Responsibilities of the Health and Safety Officer

1. Has primary responsibility for implementation of the Health and Safety policy at the level of workplace safety.
2. Ensures minutes of the Health and Safety Committee (HSC) meetings are taken and circulated to staff.
3. Tables staff concerns at Health and Safety Committee meetings.
4. Communicates health and safety concerns to the Principal outside the forum of Health and Safety Committee meetings.
5. Conducts six-monthly college Health and Safety reviews.
6. Updates risk assessment documentation.
7. Undertakes risk assessments, including staff-wide risk assessments such as DSE assessments.
8. Ensures that accident books, fire escape notices and other centralised information resources and logs are kept up to date and kept in the correct locations.
9. Ensures that First Aid kits are maintained (in concert with the Lead First Aider and Science Technician) and kept in the appropriate locations.
10. Ensures that hazardous substances, particularly cleaning substances (see also responsibilities of laboratory technicians) are properly controlled in the building and locked away when necessary.
11. Ensures that suitable protective equipment is available, issued and used as required and that a programme is in place for its replacement.
12. Works with the college's health and safety consultants, Handsam Ltd., to identify and develop solutions to specific areas of risk.

Responsibilities of the Maintenance Engineer, (a role taken on by the Cambridge Engineer, Teodor Rosu)

1. Has primary responsibility for equipment checks, including firefighting equipment and plant and emergency lighting, safety checks on fume the cupboard, electrical tests (including PAT and fixed installation), water temperature and quality (including legionella), asbestos management (if appropriate), fire alarm testing.
2. Has control of contractors (including Health and Safety information to contractors).
3. Has primary responsibility for all pest control, including appointment and liaison with contractors.
4. Undertakes ongoing daily checks for developing hazards such as blocked fire escapes, build-up of rubbish, slippery steps and taking of immediate and appropriate remedial action where necessary.

Note on combination of roles:

It is MPW Group policy that the Principal of a college should not, except in emergency circumstances, such as covering staff absence, act also as the college HSO. The college laboratory technician or college Buildings Manager may, on the other hand, also act as the college HSO and it is often appropriate for them to do so.

Responsibilities of staff in general

1. Being familiar and confirming familiarity with the college's general health and safety mechanisms, including mechanisms for communicating Health and Safety concerns.
2. Taking reasonable care of their own health and safety and setting a good example to students and co-workers by following safe working procedures.
3. Act as any prudent person would do when in charge of students, as they have a duty to under common law.
4. Being available for participation in Health and Safety training as from time to time organised by the college.

5. Knowing and using the general emergency procedures in respect of accidents and fire.
6. Knowing and implementing the safety precautions to be adopted in their own classrooms/areas, including any prohibitions on eating, drinking and chewing gum, acting as fire wardens in their own areas and being responsible for escorting their own classes of students to the designated assembly points in the event of fire evacuation.
7. Using and not wilfully misusing, neglecting or interfering with equipment for their own and others' safety.
8. Informing the Maintenance Engineer (either in person or via CambridgeMaintenance@mpw.ac.uk) promptly of any defects in equipment or other dangers (acts or conditions) as soon as it is safe to do so. This requirement includes dangerous occurrences even if they have not resulted in harm to individuals or damage to property.
9. Be familiar with relevant college risk assessments and ensure risk mitigation measures are fully implemented.
10. Co-operating with other members of staff in implementing and improving health and safety procedures.

Responsibilities of science and art and design staff

1. Maintaining or have access to an up-to-date library of relevant published health and safety guidance from sources such as [CLEAPSS](#) and ensuring that all support staff are aware of and make use of such guidance.
2. Having specific responsibility for implementation of [COSHH](#) regulations in the science laboratories and art studios, including, in liaison with laboratory technicians, the production, communication of and compliance with the risk assessments for all practical work.
3. Ensuring that appropriate protective clothing (including eye-guards, gloves, lab coats and hair ties) is worn during practical classes.
4. Ensuring compliance with the [Radioactive Substances Act 1993](#) and exemption certificates granted under it and with the [Ionising Radiation Regulations 1999](#).
5. Ensuring students have signed a Risk Assessment and Code of Conduct for each activity.

Responsibilities of laboratory/art studio technicians

1. Ensuring that the protocols for storage of general chemicals, flammables, radioactive materials, hazardous substances and poisons within the Science areas are maintained.
2. Having responsibility, in liaison with the HSO, for checking that the specialised fire-fighting and First Aid (eg eye-wash) equipment that exists in the laboratories is properly maintained.
3. Ensuring that the laboratories are at all times kept tidy, that spillages are dealt with appropriately and that the rules prohibiting eating, drinking and chewing gum are being enforced by staff.
4. Ensuring Risk Assessments are appropriate and up to date.

Responsibilities of front office staff

1. Monitoring entry of anyone coming into the building via CCTV checks, visual checks and electronic door entry.
2. Maintaining a log of visitors, issuing passes and checking their exit. Identifying and explaining to visitors the essential Health and Safety issues and checking that they have left in the event of a fire evacuation.

Responsibilities of contractors

1. Signing the visitors' book upon admission to the building and wearing of visitors' badges.
2. Co-operating with the college's health and safety rules and procedures as detailed to them by the Buildings Manager or any other member of staff assigned responsibility for contractors, including for example relevant risk assessments, asbestos management procedures, rules on smoking, eating and drinking etc.

3. Ensuring they wear visitor's badges at all times.

Responsibilities of cleaning staff

1. Ensuring that cleaning products are safely stored away when not in use.
2. Follow safe systems of work and ensure that all work equipment is used in a safe and responsible manner.
3. Ensuring that high standards of housekeeping are maintained throughout the college and that waste materials are stored and disposed of in an appropriate manner.
4. Reporting any health and safety concerns to the Buildings Manager.

Responsibilities of students

1. Being familiar with and confirming familiarity with and observing all the safety rules of the college, including those associated with eating, drinking, chewing gum and smoking.
2. Exercising personal responsibility for the safety of themselves and classmates.
3. Co-operating fully with staff and with staff requests in the field of health and safety, including emergency procedures, drills and training.
4. Using and not wilfully misusing, neglecting or interfering with equipment for their own and others' safety.
5. Reporting any health and safety concerns to a member of staff.

Responsibilities of visitors

1. Co-operating fully with staff and with staff requests in the field of health and safety, including emergency procedures, drills and training.
2. Taking reasonable care for their own health and safety.
3. Reporting any health and safety concerns to a member of staff.
4. Ensuring they wear visitor's badges at all times.

Responsibilities of parents

1. Ensuring that the college is updated in a timely manner regards any changes to their son/daughter's health.
2. Ensuring that the college is updated in a timely manner regards any change of address of the parent or guardian.
3. Ensuring that the college is updated in a timely manner regards any change of circumstances which may impact on the health and safety of their son/daughter or the college.
4. Ensuring that the college is updated in a timely manner regards any changes to their son/daughter's medication and also ensuring that essential medical is provided to the college to be stored on site should this be needed in the case of emergencies.
5. Co-operating fully with staff and with staff requests in the field of health and safety, including emergency procedures, drills and training.
6. Taking reasonable care for their own health and safety.
7. Reporting any health and safety concerns to a member of staff.

3 Health and Safety Arrangements

3.1 Employee consultation, internal health and safety monitoring, and training

3.1.1 Health and Safety Committee

Committee members 2025-26

The composition of the committee is intended to include all aspects of the college community, from governance, management, teaching and non-teaching staff. The views of students on health and safety matters are taken from discussions at the termly Student Council meeting, chaired by a senior member of staff (Jamil Rashid).

Graham Almond	Health and Safety Officer and Lead Fire Marshall
Ann Meisner	Principal
Marta Howlett	College Registrar (from January 2026)
Jo Grindley	Lead-First Aider
Keith Miller	Educational Visits Coordinator (EVC)
Maria Manrique	Head of Science and Maths
Jon Slay	DSL
Carlos Nogueira	Head of Group IT (co-opted when required)
Fiona Edwards	College Nurse
Anastasia Makarenko	Lab Technician
Peter Reeve	Staff Representative
Teodor Rosu	Maintenance Engineer
Spencer Coles	CEO (co-opted when required)

Committee Meeting Dates for 2025-26 – TBC

September	Friday 12/09/2025	11.00am
October	Friday 03/10/2025	11.00am
November	Friday 07/11/2025	11.00am
December	Friday 05/12/2026	11.00am
January	Friday 09/01/2026	11.00am
February	Friday 06/02/2026	11.00am
March	Friday 06/03/2026	11.00am
April	Easter Holiday – no meeting	11.00am
May	01/05/2026	11.00am
June	05/06/2026	11.00am

Meetings will normally take place in B1.05 with the option for some to join remotely via MS Teams.

Further Consultation

The composition of the committee and their meeting dates, agenda and minutes are made available to all staff. Any member of the college may contact the HSO regarding any matter of concern associated with Health and Safety at any time during working hours. Any member of staff may request to become a member of the Health and Safety committee by writing to the Principal.

Role of the Committee

The Committee is not a policy-making body but is a consultative and advisory group set up to:

- Provide information to employees on health and safety matters.
- Discuss proposed health and safety arrangements and initiatives.
- Provide feedback to employees on consequences of the implementation of any such proposals, including staff training.
- Report and discuss employee views on health, safety and welfare issues, including new areas of concern and potential risks that employees have identified.

- Discuss findings of internal/external Health and Safety checks.
- Review and discuss risk assessments.
- Review accidents/near misses/dangerous occurrences.

Agenda

The agenda varies according to the particular issues raised for discussion, but the committee has a standing agenda:

1. Minutes of previous meeting
2. Fire Drill: Testing and Compliance
3. First Aid review of the Accident Book, including RIDDOR reports
4. Near misses/dangerous occurrences since last meeting
5. Any new internal health and safety audits/reports
6. Employee health and safety concerns
7. Issues arising from educational visits
8. Assessments and declarations
9. Policy and risk assessment reviews
10. Building works
11. Training
12. AOB

Information and training

Each committee member will receive Health and Safety information and/or training relevant to their function on the committee.

3.2 Risk Assessment

The college carries out on an ongoing basis an examination of its activities to identify hazards (anything with the potential to cause harm to persons or property) and measure and evaluate risks (the likelihood of harm caused by the hazards) to employees, students and others who may be affected by the college's operation. This is done by the conduct of appropriate risk assessments which should identify, prioritise and implement control measures necessary to reduce the risk to the level required by law. The risk assessment process presents an opportunity to raise the profile of health and safety and to promote a greater awareness of hazards at work and a better appreciation of the need for control measures.

Risk assessments are the overall responsibility of the HSO, Graham Almond. Many of the college's risk assessments are written by the HSO but in a number of cases their completion will be delegated to other members of staff who are more directly involved with the activities being assessed (see below).

Name	Risk Assessment responsibility
Carlos Nogueira (Head of Group IT)	DSE and workstations
Maria Manrique	Laboratory and prep rooms
Keith Miller (EVC) and HoDs/Mentors	Educational visits
Mark Leaford	Sporting activities
HOFs and HoDs	Departmental Risk Assessments
Jo Grindley/Marta Howlett, from Jan 2026 (HR)	DBS Risk Assessments
Clare Mcewan (Lead teacher: Art)	Art Risk Assessments
Jon Slay (DSL)	Pastoral Risk Assessments

Risk assessment templates and exemplars are available on the VLE and, where practicable, these documents should be used in order to promote a common approach to the risk assessment process.

MPW has a wide range of risk assessments, including ones for:

- different categories of job
- lone working
- new or expectant mothers
- classrooms, studios and laboratories
- curricular and extra-curricular activities
- educational visits
- substances hazardous to health
- fire safety
- manual handling
- display screen and workstation equipment
- visiting speakers

Copies of all risk assessments must be kept by the HSO and distributed to relevant staff as appropriate. All current risk assessments are available on the VLE.

All risk assessments are reviewed annually or upon a significant change in circumstances or following an accident/incident.

Individual risk assessments for science experiments should be reviewed in advance of the practical lesson in which they are to be conducted.

Note: Further details on the risk assessment process can be found in the college's Risk Assessment Policy.

3.3 Accident, occupational disease, notifiable disease and dangerous occurrence reporting

The college is legally required under the [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 \(RIDDOR\)](#) to report the following to the HSE:

3.3.1 Accidents involving staff

- Work-related accidents resulting in death or a specified injury (including as a result of physical violence) must be reported immediately (major injury examples: crush injuries to the head or torso; amputation; loss of sight; fractures other than to fingers, toes or thumbs). Full details of the eight categories of specified injuries identified in the 2013 regulations can be found at: www.hse.gov.uk/riddor/reportable-incidents.htm
- Work-related accidents which prevent the injured person from continuing with their normal work for more than seven days (not counting the day of the accident but including weekends and rest days) must be reported within 15 days
- Cases of work-related diseases that a doctor notifies the college of (for example: certain poisonings; lung diseases; infections such as tuberculosis or hepatitis; occupational cancer)
- Certain dangerous occurrences (near misses – reportable examples: bursting of closed pipes; electrical short circuit causing fire; accidental release of any substance that may cause injury to health).

3.3.2 Accidents involving students or visitors

Accidents where a person is killed or is taken from the site of the accident to hospital and where the accident arises out of or in connection with:

- any college activity (on or off the premises)
- the way a college activity has been organised or managed (eg the supervision of a field trip)
- equipment and machinery
- a hazardous substance eg an incident involving a student in a laboratory
- the design or condition of the premises.

There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

For more information on how and what to report to the HSE, please see www.hse.gov.uk/riddor.

3.3.3 Occupational diseases

The college is required to notify the HSE of diagnoses of certain occupational diseases, where they are likely to have been caused or made worse by their work. These diseases include: carpal tunnel syndrome, severe cramp of hand or forearm, occupational dermatitis, occupational asthma, tendonitis or tenosynovitis of the hand or forearm, occupational cancers and any disease attributed to an occupational exposure to a biological agent.

3.3.4 Near misses or damage incident

All incidents resulting in damage to property, plant, equipment etc together with near misses should be reported as soon as possible to the Maintenance Engineer. The Maintenance Engineer will conduct an investigation, particularly if the incident could have caused personal injury, and he will report his findings to the Deputy Principal and Principal. A determination will then be made as to whether the incident needs to be reported to the HSE because it had a high potential to cause death or serious injury. If the incident has caused damage which is a health and safety risk, the Maintenance Engineer will isolate the area until the appropriate repairs have been completed.

3.3.5 Reporting procedure and record keeping

If the incident is reportable under RIDDOR, the Principal will ensure that the appropriate enforcing authority is notified and that the relevant information is submitted to the Incident Reporting Centre. Reporting can be done online at www.riddor.gov.uk or by telephoning 0345 300 9923.

Details of accidents, injuries, diseases and dangerous occurrences are recorded in the college's Accident and Illness Log by the HSO. This data will be reported to the Health and Safety Committee and to the Board of MPW. Accident and Illness Books are retained for at least three years from the date of the last injury.

3.3.6 Notifiable diseases

If anyone at the college is known or suspected to be suffering from a disease which is classified as a notifiable disease, and/or in the opinion of a registered medical practitioner has an infection and/or is contaminated in a manner which could present significant harm to human health (as set out in the Health Protection (Notification) Regulations 2010), the college will ensure that a report is made to the appropriate officer at the relevant local authority. More information can be found at www.hpa.org.uk.

3.4 Display Screen Equipment

The use of display screen equipment (DSE) is a core activity for MPW's staff. It is not yet considered a core activity for MPW's students who, at present, are not thought to use or to be required or recommended to use display screen equipment for sufficiently long and continuous periods. As the use of screen-based learning increases, this will be kept under constant review. If another lockdown is enforced then this will be reviewed.

MPW ensures, as far as is reasonably practicable, the health, safety and welfare of all its employees who use display screen equipment supplied by MPW. This includes part- and full-time staff and home workers.

3.4.1 Arrangements for assessing display screen equipment

MPW requires that all staff complete a DSE self-assessment, which will be submitted back to the HSO. Depending on the result of the self-assessment, the HSO may make recommendations concerning the kind of display screen equipment used, the furniture and the working environment of the DSE user, the need for an eye examination and the amount of time spent both in total and in continuous periods by the DSE user.

An annual review of DSE Assessments should be carried out by the HSO.

If there are any changes to the work environment, furniture, or display screen equipment, staff should complete another assessment.

3.4.2 Procedures for dealing with health and safety issues arising out of the use of display screen equipment

MPW will ensure that issues raised by DSE users are taken into consideration and:

1. Take all necessary measures, as far as is reasonably practicable, to remedy any risks found as a result of the assessment(s);
2. Advise DSE users to take steps to allow changes of task within the working day to give breaks from intensive periods of on-screen activity to lessen the onset of tiredness. A few minutes' respite from the intensity of screen activity is sufficient to give both a postural and visual rest. No DSE user is, in normal circumstances, required to undertake more than 1 hour of continuous intensive screen activity without being able to move away from the screen;
3. Where a problem arises in the use of display screen equipment, require the DSE user to:
 - Inform IT Support or the HSO; and
 - In the case of an adverse health or medical condition, inform their manager and see a doctor.
4. Undertake the following where a DSE user raises a matter related to Health and Safety in the use of display screen equipment:
 - Take all necessary steps to investigate the circumstances;
 - Implement and keep a record of any measures taken; and
 - Inform the DSE user of actions taken.
5. Pay for an optician's eye examination if recommended by the HSO and/or when a visual problem is experienced as a result of DSE use;
 - Pre-employment - an applicant for employment as a DSE user is required to have a standard of vision suitable for the job. If the visual suitability of the applicant is in doubt, MPW will pay for an eyesight test.
 - Existing DSE users are entitled to undertake an eye or eyesight test at intervals, usually annually, as suggested by their optician and/or the HSO, but the DSE user must seek prior approval. MPW's payment of such tests is limited to those which assess the visual capability required for screen use and does not cover more comprehensive tests.
6. Pay for:
 - One pair of spectacles prescribed by an optician, after an MPW-approved eye or eyesight test, as being required specifically for working with display screen equipment.
 - Corrective spectacles with standard frames and lenses. The employee must meet any additional cost of more expensive frames and extras such as tinted lenses etc.
 - Only one pair of spectacles. Employees must pay for the replacement of any lost or broken glasses.

7. Consider requests from pregnant employees for temporary reduction or transfer from display screen equipment work but cannot guarantee that this will be granted if it causes undue disruption of MPW's activities.

3.5 Occupational Health and Work-Related Stress

MPW recognises that work-related stress is one of the key occupational health risks that manifests itself in schools.

"Stress" in general is defined by the HSE as the adverse reaction people have to excessive pressures or other types of demands placed upon them. Workplace stress in particular manifests itself in three different ways, but individuals can suffer any combination of them at any one time. The following lists are meant as a guide, and not as exhaustive lists of the symptoms:

- The physical effects – trouble with sleeping, loss of appetite, digestive problems, headaches, nausea, neck and backache, muscular tension and lethargy.
- The behavioural effects – absenteeism, increased dependence on drugs, tranquillisers and alcohol, lack of motivation and commitment, being more aggressive than normal and being more prone to accidents.
- The emotional effects – panic attacks, short span of attention, irritability, bouts of depression, mood swings, lack of confidence and self-esteem at a low ebb.

MPW is committed to helping staff act quickly to prevent these problems developing into life-threatening symptoms such as coronary heart disease, high blood pressure, chronic depression and possible suicidal tendencies. Naturally, not all stress is work-related. Domestic difficulties, matrimonial problems, financial pressures and bereavement can all contribute to stress levels but working arrangements can become a contributory factor in the progression of the illness if not checked. Some of the work-related factors that could in principle act as 'stressors' include:

- The job itself – eg repetitive or mundane work, too much or too little supervision/appraisal, intimidating students or classroom atmospheres, excessively large class sizes, excessive workloads, long hours, low pay, etc.
- The working environment – eg poor maintenance of college premises, overcrowded or untidy premises, excessive noise and humidity, badly designed workstations, poor toilet or staffroom facilities etc.
- The organisation – workforce with little or too much responsibility, lack of promotional incentives, poor workplace communication, confrontational styles of management, bullying, harassment and discrimination.

It is MPW's policy to seek to reduce these and other potential workplace stressors, to bear workplace stress in mind when conducting risk assessments for job functions, to provide sympathetic management and to provide a counselling service. Whilst there are no specific pieces of legislation on stress, MPW's policies and working practices have regard to several laws putting general duties on the employer that do touch on potential work-place stressors.

3.6 Home and Lone working

3.6.1 Home working

Home workers are those staff employed to work at home for an employer. It is MPW's policy to keep home working to a minimum. MPW seeks to ensure as far as is reasonably practicable, the health, safety and welfare of any employee working from home. It will carry out risk assessments of the work activities carried out by home workers. Home workers can also complete their own risk assessments from home. Completing a risk assessment identifies the hazards relating to the home worker's work activities and highlights whether sufficient actions have been taken to prevent harm to themselves or others as result of their work activities.

Review of risk assessments ensures adequate measures have been taken to reduce or remove risks from workstations.

3.6.2 Arrangements for assessing workstations at home

- All staff working at home must get in touch with the HSO, so that home working risk assessments may be carried out.
- A DSE workstation risk assessments should be completed along with a home working assessment.
- Photographs of home workstations may be sent to the HSO in order to assist the process.
- Risk assessments on home workers should be carried out annually.

3.6.3 Lone Working and Out-of-Hours Working

Lone workers are employees who work by themselves without close supervision. Lone workers may include:

- Those working outside normal office hours and at weekends.
- Cleaning and maintenance staff.
- Home workers.
- Those working in offices outside of the premises operated by MPW (Cambridge), either in the UK or overseas or travelling.

There is no legislation prohibiting lone working and the normal rules of risk assessment apply. The risk assessment may show an activity is too dangerous to be carried out alone (such as lifting a heavy load) without supervision and/or assistance. The risk assessment should consider not only normal working conditions but also emergencies.

In general, MPW's policy is to minimise the opportunities for lone working wherever possible. Thus, for example, cleaning and IT maintenance staff work in pairs; late office workers must communicate with the cleaning staff and stop working when the cleaners close the building. There will, nevertheless, remain some activities at MPW, such as travelling abroad in the case of the International Director, which necessarily involve lone working. Lone workers may need extra training or expertise to cope in an emergency.

Lone working at 3/4 Brookside and 28 Panton Street is effectively limited to those with master keys and a security fob. The college is open to lone workers outside of main hours, but not between 11pm and 5am unless authorisation has been given by the Principal.

The current holders of master keys, security fobs and key-cards with suitably unrestricted access are: Ann Meisner, Graham Almond, Elpida Christianaki, Jon Slay, Keith Miller, Carlos Nogueira (including Panton Street), Teodor Rosu, Inga Morrissey, Peter Reeve and Krystian Mazurkiewicz. Each of these people has been issued with a Lone Working Risk Assessment.

3.6.4 Procedures

- Authorisation must be sought from the Principal or the Chief Executive Officer, Spencer Coles.
- A Risk Assessment must be carried out and signed off by the appropriate senior line manager in advance of the lone working activity taking place. A lone working risk assessment template is available from the HSO.
- On arrival, all buildings must be un-alarmed and a clear note placed onto the alarm pad by the door stating name, time, mobile phone number and whereabouts. Anyone subsequently arriving must then speak with the person already present and check-out with them before leaving the building.
- A mobile phone must be carried by the lone worker at all times.

The only other lone working incidence is for those arriving at college first thing each morning. Whilst the risks are minimal, they must always carry a mobile telephone and know that the risk assessment applies to those times as well.

For off-site lone working (not including home working), both in the UK and Overseas, an additional risk assessment must be undertaken and be approved by the Chief Executive Officer.

MPW may set further conditions or limits after the risk assessment is carried out. If the risk assessment shows that it is not possible for the work to be done safely by a lone worker, then back-up or help must be provided.

3.7 New and Expectant Mothers

MPW seeks to ensure, as far as is reasonably practicable, the health, safety and welfare of all expectant mothers at MPW. The definition of a new or expectant mother is someone who is pregnant, has given birth within the previous 6 months or is breastfeeding.

3.7.1 Duties of Employers under the Management of Health and Safety at Work Regulations 1999

Employers must identify hazards in their workplace that could pose a health or safety risk to new and expectant mothers and take appropriate action to remove or reduce these risks by carrying out suitable and sufficient risk assessments. An assessment is also required for a nursing mother if she is still breastfeeding after her return to work.

3.7.2 Employee's Duties

The expectant mother must inform the Principal in writing that she is pregnant. This is usually done by submitting a copy of [Form MAT B1](#) which they will have obtained from their doctor or a registered midwife. Expectant mothers must also assist the risk assessment process by making the HSO aware of pregnancy-related medical conditions such as high blood pressure.

3.7.3 Arrangements for assessing expectant mothers

The HSO will carry out 3 assessments:

- Initial assessment at 3 months (or as soon as the HSO is aware of the pregnancy)
- Second assessment at 6 months
- Third assessment at 33 weeks or 7 months
- The HSO must try to ensure that at least two assessments are captured prior to staff going on maternity leave

3.7.4 Rest facilities for pregnant and breastfeeding women

MPW is legally required to provide suitable rest facilities for staff who are pregnant or breastfeeding and, although not a legal requirement, the college will also provide a healthy and safe environment for nursing mothers to express and store milk.

3.8 College Security

College security is regarded as one of the most significant health and safety risk areas in MPW (Cambridge), primarily – though not exclusively – as a consequence of the very high volume of access and egress during a normal working day. MPW is committed to adopting procedures that will ensure a high level of personal security within the college and that will minimise the risk of intrusion, theft, vandalism, arson and violence to the person.

3.8.1 Areas of Responsibility

Responsibilities of the Principal

The Principal has responsibility for overall policy, management of information to students and staff regarding the risk of petty theft, management of any individual security crises or events, and both pro-active and re-active liaison with local police where necessary.

Responsibilities of the Maintenance Engineer

The Maintenance Engineer has primary responsibility for:

- undertaking a daily inspection of the premises for signs of vandalism and attempted break-ins;
- ensuring that intruder alarms, door entry systems, fire protection and emergency evacuation systems and panic alarm equipment are maintained and in good working order;
- in conjunction with the IT staff, ensuring that video surveillance equipment is maintained and in good working order; and
- the checking, control and supervision of contractors.

Responsibilities of Cleaners

MPW's cleaners are responsible for unlocking and un-alarming the college premises in the morning, with the exception of the summer holidays when the responsibility for unlocking the premises falls to the Maintenance Engineer, the Principal and Deputy Principal, one of the Assistant Principals or Personal Tutors (depending on holiday rotas).

MPW cleaners are always responsible for locking and alarming the premises at night and their summer holiday rotas are managed in order to ensure continuity of cover. The lock-up procedure includes closing of all internal doors, shutting of all windows and locking of all accessible windows.

Responsibilities of IT staff

MPW's IT department has responsibility with the Maintenance Engineer for ensuring that video surveillance equipment is maintained and in good working order. They are also responsible for the issuing of fobs and ID cards with the correct access privileges for the buildings operated by the college.

Responsibilities of Admin Team

The Student Services Team (front office) and their team have primary responsibility for controlling (through the door entry system) access to the building by students and visitors (ie non-fob-holders/non-ID-card-holders) during the working day. They have responsibility for ensuring that all visitors sign the visitors' e-book and are issued with passes.

Responsibilities of the Front Office Staff

The Registrar has primary responsibility for collection and banking of payments to the college and for control of petty cash floats and sole responsibility for safe keeping of cash overnight and for cash deposits.

Responsibilities of Registry staff and college trip organisers

These members of staff may have temporary responsibility for collection of payments from students in areas such as examination entry fees, and both cash and business card expenditure on behalf of the college on trips.

3.8.2 Arrangements and procedures relating to college security

3-4 Brookside

All five entrances have key-card locks under the care of the Maintenance Engineer. CCTV covers the front entrance of House 3, the rear entrance of House 3, the front entrance of House 4, the rear entrance of House 4. The college has a contract with Securitas who act as key holders and on-site liaison with police for intruder

alarm activations outside college opening hours. Members of staff are not expected to attend on site as lone workers following any Redcare activation (intruder alert) outside normal hours.

28 Panton Street

The front door to 28 Panton Street is not generally used and the main entrance is from Pemberton Terrace. Both have key-card locks under the care of the Maintenance Engineer: one from the street and one to get into the building. Both entrances are monitored by CCTV by Reception staff.

Arrangements and procedures relating to college security in both buildings

Each reception area has phone access for use during college opening hours so that other members of staff may be alerted to suspected intrusion or other potential security hazards.

Access and egress

The college is open to staff who are not key holders from 8am to 6.15pm Monday to Friday during term time and 8.30am to 5.30pm during holiday time. Staff working in college outside of this time, and not participating in an event, may be subject to the lone working requirements and require the advanced permission of the Principal or a member of the SLT.

Except in the event of emergency evacuation, access is through a single front door operated by a magnet release from the Reception desk by a member of staff looking at the CCTV image from the cameras in the front door porch. Members of staff are supplied with a fob or ID card allowing them direct access during college opening times. Certain members of staff eg cleaners, the Principal and Deputy and Vice Principals, Registrar, Maintenance Engineer and IT staff have fobs or ID cards that operate over extended hours when the college is not open to students. Egress is by push-button release at the same door.

All staff have a responsibility to challenge any person who they believe to not be a member of the college community or who is not clearly displaying a visitors' badge unless to do so would put them in harm's way. In any event, a senior member of staff should be notified as a matter of urgency.

Staff and students all have security coded ID fob cards and are expected to use them to gain entry into both college buildings. Staff fobs are in a black holder and student fobs are in a white one.

Security of personal effects

Secure lockers are provided for all staff for the safety of their personal belongings. Such items should not be left unattended at any time.

Training

Security matters are addressed at the point of new staff induction and from time to time through the staff training days.

Visitors/contractors

Visitors are required to check-in at the Brookside Reception, sign in with details of their name, organisation and arrival/departure time. They are provided with a visitor's badge which they are requested to wear throughout their visit and to return this at the time of their departure.

All visitors, ie those who are known or assumed not to have undergone DBS clearance, are supervised throughout their visits in order to ensure they do not have unsupervised access to students and to minimise the need for training in areas such as evacuation procedures.

3.9 Contractor and Supplier Management

A contractor is anyone who works or is called in to work at the college who is not an employee of MPW. MPW seeks to ensure, as far as reasonably practicable, the health, safety and welfare of all contractors on MPW premises. It is the responsibility of the Maintenance Engineer to brief contractors on fire and emergency evacuation procedures, fire hazards, the asbestos survey and other relevant risk assessments.

Prior to the commencement of any refurbishment or project works on MPW premises the chosen contractor has to provide copies of the following:

- Risk Assessments
- Method Statements
- Permits to work (where applicable)

3.9.1 Risk Assessment

These risk assessments should cover the risk/hazards involved in the work the contracting firm will be carrying out at MPW. They have to be specific to each individual job which will be carried out by the contractor.

3.9.2 Method Statement

The method statement outlines how the contracting firm intends to carry out the work on MPW premises safely and without harm or danger to MPW premises, plant, employees and themselves.

3.9.3 Permits to Work (where applicable)

The Permit to Work system is a formal written system used to control certain types of work that are potentially high risk. High risk hazardous situations include hot works eg flame-cutting or welding, work on electrical systems, lone working, excavation work close to means of electric, gas or water supply and some activities that involve working at height. This system specifies work to be done and the precautions to be taken. They allow work to start only after safe procedures have been defined and provide a clear record that foreseeable hazards have been considered.

The college will follow the [Independent Schools Standards Regulations \(as amended\) \[2014\]](#) and statutory guidance contained within the DfE's Keeping Children Safe in Education for safer recruitment checks on contractors.

3.10 Equipment maintenance and testing

The Maintenance Engineer, IT and Laboratory Technicians are responsible for identifying all equipment/plant needing maintenance and for ensuring that effective maintenance procedures are drawn up and implemented. Any defects or problems found with plant/equipment should be reported to the Buildings Manager or appropriate technician and the plant/equipment should be immediately taken out of use until it has been made safe.

The college will ensure that employees are provided with suitable personal protective equipment where risks to their health and safety cannot be controlled in other ways.

The Maintenance Engineer will ensure that all equipment and systems including mains and portable electrical equipment, gas appliances, local exhaust ventilation, pressure systems, lifting equipment and glazing, used at or by the college are well maintained, inspected and tested regularly by a competent and appropriately qualified person who has been authorised by the college and that records of inspection, maintenance and testing are retained. In particular, the college will ensure that assessments are undertaken to comply with the [Electricity at Work Regulations 1989 \(SI 1989/635\)](#) and the [Gas Safety \(Installation and Use\) Regulations 1988 \(SI 1998/2451\)](#).

3.10.1 Definitions

Fixed wiring system	All electrical components from the outlet sockets back to the main distribution board(s).
Portable electrical equipment	All electrical equipment that has a cable and plug and which is moved around; can easily be moved from place to place (eg kettles, heaters, fans, desk lights); or could be moved (eg photocopiers, fax machines, desktop computers).
Company appointed person(s)	Appointed and trained to carry out visual checks and fuse changing.
Competent person	Defined in the Memorandum of Guidance on the Electricity at Work Regulations 1989 as having: <ul style="list-style-type: none"> • Adequate knowledge of electricity; • Adequate experience of electrical work; • Adequate understanding of the system to be worked on and practical experience of that class of system; • An understanding of the hazards, which may arise during the work and the precautions, which need to be taken, and; • The ability to recognise at all times whether it is safe for work to continue.

Electrical wiring and equipment

In order to minimise the hazards associated with electricity, MPW:

1.	<p>Ensures that each building's fixed wiring system is inspected/tested at a maximum interval of 5 years.</p> <p>This is carried out by a competent electrical contractor in accordance with the guidance laid down in the current edition of the Institute of Electrical Engineers' Wiring Regulations.</p> <p>List of competent electrical engineers: <i>Fixed wiring test/inspection:</i> Racsel Building Services Ltd. <i>Portable electrical equipment/appliance test:</i> Racsel Building Services Ltd.</p> <p>The college maintains separate test/inspection certificates for each of the buildings operated by the college.</p>
2.	Advises employees that it is their responsibility, on a daily basis, as users of electrical equipment to check for visible signs of damage to cables, plugs and sockets.
3.	Instructs all employees to stop using any electrical equipment immediately, if any defects are noticed, and report the problem to the HSO.
4.	Follows a scheme whereby all portable electrical equipment used by MPW is subject to a scheme of test, inspection and maintenance, which is undertaken and recorded by a competent electrical contractor annually. This includes equipment supplied by MPW to home workers.

5.	Ensures that the Buildings Manager, within the annual testing period, conducts basic visual tests of portable electrical equipment. <ul style="list-style-type: none"> • A basic visual test checks that: • The plug is in good condition and not loose; • The cable is in good condition; • The cord grips at either end of the cable are in good condition; • The equipment itself is in good condition eg no cracks or faults which may expose the user to live electricity; • Any extension cords used are in good condition.
6.	Ensures that the Buildings Manager or a company appointed person takes defective electrical equipment out of use until necessary repairs are completed.
7.	Ensures that only a competent person undertakes repairs of electrical equipment. Only company appointed person(s) carries out fuse changes/replacement.
8.	Personal mains electrical equipment may not be used at MPW unless written permission is obtained from the relevant HSO and equipment is subject to the above requirements for portable electrical equipment. Examples include chargers for laptops, iPads and mobile phones.

3.10.2 Guidance notes

Outline training programme for Company appointed person(s)

1. Visual inspection

On completion of training, the person must be able to demonstrate that they know how to:

- Disconnect equipment from supply;
- Identify damage to cables eg cuts and abrasion and to differentiate from light scuffing;
- Identify non-standard jointing of cables eg taped joints;
- Identify damage to plugs eg cracked or damaged casing or bent pins;
- Identify where outer covering (sheath) of the cable is not being gripped where it enters the plug or equipment eg when coloured insulation of the internal wires is showing;
- Identify damage to the outer cover of the equipment or obvious broken or loose parts and screws;
- Identify overheating eg burn marks or staining.

2. Plug removal and inspection of plug head

(This is not relevant to moulded plugs where only the fuse can be checked.)

On completion of training, the person must be able to demonstrate that they know how to:

- Remove a plug head;
- Check that a proper fuse is being used;
- Check that the right rating of fuse is being used for the equipment.
- Check that the cord grip is holding the outer part (sheath) of the cable tightly;
- Check that the wires, including the earth (where fitted), are attached to the correct terminals;
- Check that there are no bare wires visible other than at the terminals;
- Check that the terminal screws are tight; and

- Check that there is no sign of internal damage, overheating or entry of liquid, dust or dirt.

The above checks must also be applied to extension cables and their plugs.

3.11 Manual and mechanical handling

3.11.1 Manual handling

MPW, in accordance with the [Manual Handling Operations Regulations 1992](#), intends to protect its employees against the risk of injury from manual handling tasks, those tasks which involve human, rather than mechanical effort to move a load (including lifting, putting down, pushing, pulling, twisting, turning and stretching or carrying).

MPW endeavours to eliminate any manual handling tasks identified as having a significant risk from the workplace. However, where it is not reasonably practicable to do this, the tasks are assessed and the risks are reduced by implementing safe working procedures and providing information to employees on safe handling methods through staff training.

All employees must:

- Inform the Principal if they have any existing condition or pre-disposition to injury, eg if pregnant or if they have suffered a previous back injury;
- Follow any safe working procedure put in place by MPW to reduce the risk of injury during manual handling;
- Not attempt manual handling tasks unless they have received training in the correct manual handling procedures.

Manual handling training is provided routinely every three years as part of the staff in-service training programme.

3.11.2 Mechanical handling

At the time of writing no mechanical handling is carried out by any MPW employee. Appropriate risk assessments will have to be carried out should that position change in the future. Risk assessments are to be carried out on the work of any external agents contracted to undertake mechanical handling at MPW, usually by those external agents themselves.

3.12 Working at height

Where possible, working at height should be avoided. Where this is not possible, for example with maintenance work and the installation of some IT equipment, a risk assessment will be done and suitable mitigation measures will be put in place. The Buildings Manager is responsible for ensuring that anyone who is required to work at height is competent to do so before the work begins and for providing suitable work equipment eg ladders, step ladders, kick stools or scaffolding. He is also responsible for checking such equipment on a regular basis to ensure it is in good working order. In a situation where it is not possible reduce risks to an acceptable level, a specialist external contractor will be used and a permit to work will be required.

3.13 Control of substances hazardous to health

This section of the policy deals with any substance, material or proprietary product, which carries a hazard-warning label. Hazards have associated symbols and are categorised by the HSE as being:

- Explosive (Symbol: exploding bomb)
- Flammable (Symbol: flame)
- Oxidising (Symbol: flame over circle)

- Corrosive (Symbol: corrosion)
- Toxic/Acute toxicity (Symbol: skull and crossbones)
- Hazardous to the environment (Symbol: environment)
- Health hazard (Symbol: exclamation mark)
- Serious health hazard (Symbol: health hazard)
- Gas under pressure (Symbol: gas cylinder)

<https://www.hse.gov.uk/chemical-classification/labelling-packaging/hazard-symbols-hazard-pictograms.htm>

3.13.1 Hazardous substances on MPW premises

The majority of substances, materials or proprietary products used daily in work activities do not fall into any of the above categories. However, in cases where any potentially hazardous substance is used, the risk is minimised by employees following the manufacturer's instructions.

There are three kinds of product in regular use at MPW which pose a potentially greater hazard, namely cleaning products, art products and laboratory reagents.

In the normal course of MPW's activities there is no need for cleaning products to be used by anyone other than cleaners, IT Support, lab technicians or the buildings maintenance staff. Therefore, MPW prohibits the use of hazardous cleaning products by anyone other than authorised persons. The cleaners shall have designated lockable storage for cleaning materials identified as potentially hazardous. All such materials should not be accessible by unauthorised persons.

All laboratory reagents, whether potentially hazardous or not, are controlled by the Laboratory Technicians. The Laboratory Technicians shall be responsible for ensuring that COSHH data sheets are prepared and reviewed annually for all chemicals and other hazardous products used by either staff or students in the Science laboratories. New substances may not be introduced into the workplace until they have undergone a COSHH assessment.

All art products, whether potentially hazardous or not, are controlled by the Head of Art and the Art Technician.

The laboratory prep room (Brookside B2.07) shall contain separate and specialised lockable cupboards for (a) flammables, (b) acids and (c) poisons. The college has no radioactive sources on site beyond those that would be found in household smoke detectors. In addition the prep room has keycard locks with restricted access for both doors.

We will provide information, instruction and training for all employees who may be exposed to hazardous substances, including information on the results of risk assessments.

If, as a control measure identified during the risk assessment process, personal protective equipment is deemed necessary, employees will be provided with appropriate equipment, which will be selected, stored, maintained, repaired and tested as required by the [Personal Protective Equipment at Work Regulations 1992](#). Training will be provided for all staff who may need to use such equipment.

All contractors bringing chemicals or hazardous substances onto college premises will be required to declare that they are doing so and to supply the college with their COSHH assessments and data sheets.

3.14 Slips, trips and falls

All employees have a responsibility to ensure that their own work area and the workplace in general is kept free from hazards, particularly those which may give rise to fire or to slips, trips and falls.

All areas of the college are cleaned on a daily basis by the college cleaners. Carpeting and floor coverings will be selected for their appropriateness to area usage and will be maintained in a condition suitable to prevent the risk of slips, trips and falls. Any spillage or leakage of liquids or solids which may give rise to a slip hazard must be cleaned up immediately. This is an individual responsibility which should be undertaken at the time of the spill and not left until the next scheduled visit by the cleaners.

Materials must not block lobby areas or corridors. Stacking in corridors, classrooms or in storage areas should be avoided but where this is not possible, materials should be stacked in a stable manner so that, as far as is reasonably practicable, the risk of them falling is reduced to a minimum.

Waste or surplus materials should be placed in the waste bins provided or returned to their source and not left lying around to cause a hazard.

3.15 Asbestos management

In February 2006 an Asbestos Survey was carried out by Independent Asbestos Removal and Surveys at 3-4 Brookside. It was a non-intrusive Type 2 Sampling and Assessment Survey. Its findings are documented in the Asbestos Survey Report which identified one low risk item, an Amosite/Chrysotile asbestos board that had been used to cover the fireplace in the Biology Lab Room 5 (now Room B2.05). The panel is in a fair condition and sealed with paint, it is maintained as part of the management plan. As there has not been any planned refurbishment within the room or any damage sustained to the board since the survey it has not been deemed necessary to have it removed. During refurbishment work in the summer of 2013, a material was discovered under the carpet in Room BB.11. This was identified by Thames Laboratories to be Chrysotile asbestos, which was safely removed.

On acquiring 28 Panton Street in 2011 an Asbestos Survey was carried out by Independent Asbestos Removal and Surveys, this was a Refurbishment and Demolition Survey its purpose being to locate and remove any asbestos products prior to planned refurbishment works. Its findings are documented in the Asbestos Survey Report which identified Chrysotile asbestos sectional lagging under hessian wrapping to heating pipes running through the loft space. This was removed by a licensed contractor under fully controlled conditions. Chrysotile asbestos was also identified in the cement flue pipe in the ground floor boiler room G7 (now Room XG.06). This flue was removed when the boiler was replaced as part of the refurbishment. An asbestos cement flue terminal was visually identified above the first floor roof. This was not removed as part of the refurbishment work as it only has to be treated as Hazardous Waste after its removal.

3.16 Legionella management

Legionella bacteria are commonly found in water. The bacteria multiply where temperatures are between 20-45°C and nutrients are available. Inhalation of infected water droplets can lead to Legionnaires' disease which is a potentially fatal type of pneumonia. The college will do all that is necessary to fulfil the requirements of the HSE Approved Code of Practice by identifying and assessing sources of risk, preparing a scheme for preventing or controlling the risk, implementing and managing precautions and keeping appropriate records of precautions implemented. Precautionary measures include:

- Water storage tanks are covered
- Hot water storage cylinders store water at 60°C or higher (monthly checks)
- Cold water is stored and distributed at temperatures below 20°C (monthly checks)
- Annual chlorination of water storage and distribution systems
- All shower heads and spray taps are cleaned and disinfected regularly
- All cold-water drinking dispensers are cleaned and disinfected regularly
- Water samples are collected from taps and showers and tested biennially for bacteria

All statutory testing is carried out by suitably qualified contractors.

3.17 Information and training on Health and Safety

MPW provides information and training, so far as is reasonably practicable, to help ensure employees' health and safety at work in accordance with Section 2 of the Health and Safety at Work etc Act 1974. All employees are given information about MPW's Health and Safety Policy and arrangements. It is the policy of the college to ensure that all employees are adequately trained in our health and safety policies and procedures along with being trained properly for any task they are expected to carry out and for emergencies that may arise during their employment.

New employees joining MPW will be:

- given the MPW Health and Safety Policy and staff handbook, including the names of the HSO, Lead Fire Marshal, First Aiders and members of the Health and Safety Committee;
- familiarised with their working environment, including means of escape, the location of fire-fighting equipment, and Fire Action notices next to alarm call points;
- given information on safe working practices including eyesight test arrangements;
- given a briefing slide deck relating to Health and Safety training;
- given a risk assessment for their job which they sign to confirm they have read and understood it.

All new starters confirm and all existing staff re-confirm annually in writing that they have read, understood and will comply with all of MPW's Health and Safety arrangements.

Information and/or training are also provided for specialist roles, such as HSO Lead Fire Marshal, Fire Wardens and First Aiders.

All staff undergo training on Health and Safety matters on a regular basis, usually by means of staff training days, in order to help them carry out their roles, including their roles as Fire Wardens for teaching groups under their care. Training covers instruction on particular Health and Safety matters, updates to Health and Safety policies and risk assessment. Details of this training are maintained in a centralised log.

MPW encourages employees to contact the HSO or Health and Safety Committee to answer any question(s) about Health and Safety. Staff are also encouraged to highlight to line managers training which would enhance performance.

HSE Posters are displayed in Brookside reception.

3.18 Information given to students on Health and Safety

As part of its commitment to Health and Safety, MPW shares the following information with all students

Aspect of Health and Safety	Information Given	How Communicated
Off-site visits and sports	Risk assessments	Via tutor, copy of risk assessment, letters to parents
Fire	Evacuation and procedures	Via posters; Fire Action Notices
Bullying	Anti-bullying policy	Via PSHE lessons and pastoral talks, copy of policy in Student Handbook
College security	General statement	Via college rules and Student Handbook, assemblies, Student Council
Laboratory use and experiments	Laboratory rules and risk assessments for individual practical assessments	Via lessons and posters

Personal safety	General guidance	Talks and pastoral meetings
Health and safety	A general introduction	PSHE programme
First Aid	Who the First Aiders are and where to find them	Via notices

All rooms also have fire evacuation notices and the First Aid arrangements are widely displayed.

3.19 Sports and physical activities for students and staff

Special arrangements are in place for the health and safety of students participating in sports:

- Detailed risk assessments are carried out for each sporting activity by the Head of GCSE and shared with staff and students. The risk assessment must include travel to activities, injury, illness, student personal safety amongst other factors.
- The supervising tutor of each sports activity is required to sign the risk assessment before taking students on any activity. They are also required to get each student to sign to say they have read and understood the contents of the risk assessment.
- The risk assessment and a list of student medical conditions must be accessible to the supervising tutor at all times during an activity (either a hard copy or access to an electronic copy).
- The premises used are risk-assessed each year and copies of any health and safety documentation relating to those premises are obtained and held on file.
- Members of staff are required to attend appropriate, professionally accredited training (First Aid, RFU coaching etc).
- A First Aid kit is carried by the supervising tutor.

See also relevant parts of the First Aid and Educational Visits Policies, which must be carefully read by tutors supervising sports.

3.20 Information to visitors

MPW takes seriously the health and safety of all visitors. In addition to those relevant parts under College Security (Part 3.8), all visitors are given a briefing on essential health and safety, along with their visitors' pass. See exemplar below:

MPW Health and Safety Notes for Visitors
<p>Safeguarding Notice For Safeguarding purposes, no visitors are allowed in college without being accompanied by an MPW Staff member. Please check in and wear your visitor's badge while on site. If you're concerned about your own welfare or that of a student, you should speak to one of the Safeguarding and Child protection team in person or via email on: cambridgesafeguarding@mpw.ac.uk.</p>
<p>Fire Alarm The fire alarm in this building is loud and unmistakeable. If you hear the alarm during your visit to the college, please follow the fire exit signs to make your way to the assembly point in the garden in front of the college.</p>
<p>Hazards Some science lessons involve hazardous chemicals and processes. Similar hazards are possible in the Art Room. In a busy college, please be aware that crowded classrooms and corridors as well as wet floors are possible.</p>

3.21 Protection from violence and harassment

MPW will not tolerate any act of violence or harassment in which an employee or student or any other person on the college site is abused, threatened or assaulted, or placed in fear for their own safety. In the event of violent behaviour, harassment or serious security breach, those affected should take immediate steps to safeguard themselves and other members of the college community and refer the matter to a member of the SLT or the Principal.

Any employee who wishes to make a complaint of harassment or bullying is encouraged to first discuss matters informally with their Head of Faculty, provided they feel able to do so. Should the issue not be resolved at this stage, or the employee feels unable to raise the issue informally, then a formal complaint should be made through the college grievance procedure, which would then be dealt with by the Principal.

Violence or harassment by employees will constitute gross misconduct and will be dealt with under the college's disciplinary procedure. Violence or harassment by students is regarded as a serious disciplinary offence which may result in permanent exclusion.

3.22 Monitoring and review

MPW monitors health and safety both actively and reactively. To ensure that the various procedures set out in the college's health and safety policy are being adhered to and implemented as intended, a minimum of two audits are conducted each year: an internal audit conducted by MPW staff and an external audit completed by appointed external consultants. The findings of these audits are circulated to the Health and Safety Committee and the MPW Board.

This policy and all associated risk assessments are reviewed at least annually by the Health and Safety Committee, the Senior Leadership Team and by MPW's Compliance Sub-Committee and the Board to ensure that they are amended to reflect legislative changes and current best practice.

4 Linked policies that form part of the college's Health and Safety Policy:

4.1 First Aid Policy

4.2 Fire Risk Policy

4.3 Educational Visits Policy

5 Other relevant policies

- Critical Incident Policy
- Risk Assessment (Welfare) Policy