

 HOLYPORT COLLEGE	Health and Safety Strategic Policy	
	Effective Date: 17.03.2026	Version No: 2.6

Title	Health and Safety Strategic Policy
Person responsible for policy formulation, implementation, maintenance and evaluation	Director of Finance and Operations (DFO)
Persons consulted	Audit and Risk Committee
Status	Revision to policy
Date of current review	January 2026
Date of future review	January 2027

REVISION STATUS TABLE

Revision No	Effective Date	Summary of Revision	Reviewed by	Date
v 1.0	19 Mar 2015	New Policy		
v 1.1	26 April 2019	Periodic review	SMT	26.04.19
v 2.0		Addition of Policy Document review statement and procedures		
v 2.1	01 Sep 2020	Periodic review	SMT	
v 2.2	01 Sep 2021	Periodic review	DFO	11.11.21
v 2.3	01 Sep 2022	Periodic review	A&R	12.10.22
v 2.4	01 Sep 2023	Periodic review	A&R / FGB	05.10.23 / 30.11.23
v 2.5	01 Sep 2024	Periodic review	A&R / FGB	7.10.24 / 5.12.24
v 2.6	05 Feb 2026	Periodic review	A&R	5.2.26

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POLICY DOCUMENT ANNUAL REVIEW

This Policy document is subject to an annual review by Holyport College that is formally documented to ensure its continuing suitability, adequacy and effectiveness. It will be reviewed annually and as a result of any:

- significant change to the Management Structure and/or responsibilities
- significant change to the function of the College
- critical incident

Areas subject to review include, but are not limited to, follow-up action from previous reviews, policy conformity, review of complaints, status of corrective and preventive actions, and improvements for the forthcoming year. Holyport College reserves the right to amend this Policy by notice following such review in circumstances in which it considers such change to be necessary or appropriate.

INTRODUCTION

1.1 FOREWORD

1.1.1 The Health and Safety at Work etc. Act 1974 places a legal duty on Holyport College to prepare and, where appropriate, revise a written health and safety policy and bring the statement, and any revisions made to it, to the notice of all its employees.

1.1.2. The Head must ensure that they and all members of their staff receive and are familiar with the Health and Safety Strategic Policy and sign confirmation that they have read this. Copies of this Policy is available on Holyport College's Google Drive in the Policies folder.

1.1.3. Holyport College recognises that the management of health and safety is an integral part of its work and activities. It is committed to ensuring that health and safety requirements are considered alongside other key management requirements and, therefore, this policy is closely linked and should be read in conjunction with other policies and guidelines, wherever relevant.

1.1.4 The Holyport College policy document consists of three parts: -

- **Part 1** - The statement of Holyport College's policy with regard to health and safety
- **Part 2** - Identifies the roles and responsibilities of Holyport College and its employees that have been put in place to carry out the policies
- **Part 3** - Identifies the arrangements, including systems, processes and procedures that Holyport College have put in place to deliver the policy and ensure continuous improvement in health and safety standards and culture

The policy of Holyport College is to provide a safe environment to which staff and pupils can work. And this policy applies to all staff working at Holyport College.

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1.2 Holyport College Health and Safety Policy Statement

- 1.2.1 In recognition of its statutory duties in accordance with the provisions of the Health and Safety at Work etc. Act 1974, the Governing Body of Holyport College will take all reasonably practicable steps to ensure the health, safety and welfare of staff, pupils and others whilst engaged in College activities.
- 1.2.2 In particular, the Governing Body in conjunction with the College's Health and Safety Advisors will ensure, so far as it is reasonably practicable: -
- That all places under its control, where staff, pupils and others are required to work, are maintained in a condition that is safe and without risk to health and safety;
 - That hazards arising from the use, handling, storage and transportation of articles and substances used in Holyport College are adequately controlled; and
 - That equipment and systems of work are safe and without risk to health and safety.
- 1.2.3 Furthermore, Holyport College undertakes to provide adequate information, instruction, training and supervision to enable staff and pupils to avoid hazards and contribute positively towards their own health and safety and that of others.
- 1.2.4 In addition, Holyport College will ensure, so far as is reasonably practicable, that the health and safety of others is not adversely affected by its activities. This would include, for example visitors, contractors etc., and may involve providing appropriate information, suitable safety arrangements and monitoring these against agreed safety standards.
- 1.2.5 The Head with the assistance of the Senior Leadership Team (SLT) and all their staff will endeavour to implement this policy.
- 1.2.6 Holyport College believes that no policy is likely to be successful unless it actively involves staff themselves. For this reason, the policy will include appropriate arrangements for consultation with staff on health and safety matters and will encourage them to identify hazards and suggest measures for improving safety performance.
- 1.2.7 Holyport College undertakes to monitor and review its systems and control measures to ensure they are effective.
- 1.2.8 Holyport College provides such information, training and supervision as is necessary to ensure the health, safety and welfare at work of our employees.
- 1.2.9 Holyport College maintain any place of work under our control in a condition that is safe and without risks to health and the provision and maintenance of the means of access to and egress from it that are safe and without risks.
- 1.2.10 Holyport College brings to the attention of all employees that they as individuals have a legal responsibility to take care of the health and safety of themselves, students and others, such as members of the public, who may be affected by their acts or omissions at work.
- 1.2.11 This policy statement supersedes any previously issued.

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1.3 Holyport's Commitment to Management of Health and Safety

Holyport College is fully committed to ensuring the management of health, safety and welfare as it applies within its undertaking. In identifying how this will be met, its aims are to ensure, so far as it is reasonably practicable: -

- the prevention of accidents and ill health to our staff and others affected by our work including our students, members of the public, contractors, partners, associates and visitors;
- that all places under Holyport College's control, where employees are required to work, are maintained in a condition that is safe and without risk to health and safety and that the access to and exit from workplaces are safe and without risk;
- that a safe and healthy working environment is provided, with adequate facilities and arrangements for employees' welfare at work;
- that hazards arising from the use, handling, storage and transportation of articles and substances used in connection with work are adequately controlled;
- that plant and systems of work are safe and without risk to health

Holyport College is committed to working towards: -

- the establishment of a safety culture that will enable these aims to be delivered
- ensuring that health and safety becomes integral within the College's management arrangements
- reduction of health and safety risks through the continued development and improvement of the health and safety management system and continued systematic approach

Holyport College also undertakes, so far as is reasonably practical, to: -

- ensure all employees are competent to do their tasks and provide whatever information, instruction, training and supervision is necessary to enable employees, including where appropriate temporary workers, to avoid hazards and contribute positively towards their own safety and health at work and that of other employees
- provide suitable guidance instruction and training, where employees are required to work in premises or at locations over which it has no control, to ensure, so far as it is reasonably practicable, any risks associated with their work are adequately controlled
- ensure that the health and safety of persons not in its employment but affected by either its staff, activities or any premises or facilities made available for their use, are not placed at risk
- consult with employees on matters affecting their health and safety
- regularly review health and safety arrangements and maintain an action plan to ensure they are updated together with delivery of any proposed changes to ensure continuous improvement
- review and revise this Policy as necessary at regular intervals (annually)

This applies to all employees, temporary, fixed term and casual staff and, as appropriate, to partners, associates and contractors. The Head and the staff receive, read and are aware of the responsibilities they hold as outlined in the Health and Safety summary. During induction and regular health and safety reviews staff are aware of these requirements.

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The successful operation of the College in providing the best educational outcomes for students is predicated on staff wellbeing. Please refer to the *Wellbeing and Absence Policy* for more information on roles and responsibilities for ensuring such a supportive environment at College.

1.4 As previously stated the main legislation covering all Colleges is The Health and Safety at Work Act 1974.

The Act is supported by Regulations. Many of these Regulations are relevant to educational establishments. There follows a list of some of the main regulations, which apply to Colleges. The “arrangements” contained in this policy are intended to ensure compliance with this legislation. The list below is not an exhaustive list of relevant regulations / legislation; this policy should be viewed as taking into account any updates to the below regulations / legislation applicable to the College but applicable only from a date subsequent to the original regulations / legislation noted below.

- Management of Health and Safety at Work Regulations 1999
- Control of Substances Hazardous to Health Regulations 2002
- Electricity at Work Regulations 1989
- Manual Handling Regulations 1992
- Display Screen Equipment Regulations 1992
- Provision and use of Work Equipment Regulations 1998
- Workplace (Health, Safety and Welfare) Regulations 1992
- Personal Protective Equipment Regulations 199
- First Aid at Work Regulations 198
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
- Health and Safety (Safety Signs and Signals Construction (Design and Management) Regulations 2007
- Safety Representatives and Safety Committees Regulations 1977
- Health and Safety (Consultation with Employees) Regulations 1996
- Lifting Operations and Lifting Equipment Regulations 1998
- Control of Vibration at Work Regulations 2005
- Portable Appliance Testing 2012
- Control of Asbestos Regulations 2012

Part 2 – Managing Health & Safety - Responsibilities for implementing the policy

Role	Person
Health and Safety Officer RBWM	Daniel Houston (RBWM)
Responsible Person for Building Health and Safety (RPBS)	Alastair Ingall (Holyport College, Head)
Health and Safety Coordinator / Deputy Responsible Person for Building Health and Safety (Deputy RPBS)	Andy Findlow (Holyport College, DFO)
Health and Safety Technician	Tony Nivas (Holyport College, Site Manager)

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2.1 Responsibilities of the Governing Body

The responsibility for ensuring that health and safety procedures within Holyport College are adequate rests with the Governing Body. The Governors, with assistance from the Head and staff, will ensure that all necessary procedures are devised, implemented, monitored and reviewed to ensure compliance with these procedures and that they remain appropriate. In particular they will: -

- a. make arrangements to ensure Holyport College has a written health and safety policy
- b. have in place clear procedures to evaluate risk, identify hazards and put in place risk control measures (including safe systems of work)
- c. delegate health and safety responsibility to specific staff and ensure that these persons are formally informed of their responsibilities and carry them out
- d. ensure that persons have sufficient knowledge, experience and training to perform the tasks required of them
- e. ensure a governor attends appropriate health and safety briefings provided by Holyport College
- f. have health and safety on the agenda at Governing Body meetings as appropriate.
- g. ensure that health and safety performance is measured
- h. ensure that Holyport College's Health and Safety Policy is reviewed annually
- i. ensure the Head, as the Manager responsible for health and safety, is supported to carry out the appropriate responsibilities as detailed below, including those identified by the Colleges health and safety Advisors in terms of local management of premises related issues in their role as the Responsible Person for Building Health and Safety (RPBS).

The Governing Body will provide: -

- a safe environment for pupils, staff, visitors and other users of the premises
- plant, equipment and systems that are safe
- safe arrangements for transportation, storage and use of articles and substances
- safe and healthy conditions that take account of:
 - statutory requirements
 - Approved Codes of Practice
 - DfE or the Colleges Health and Safety advisor's guidance
 - adequate information, instruction, training and supervision
 - provision of all necessary safety and protective equipment.

2.2 Responsibilities of the Head

The Head, as the officer in charge of the day to day management of Holyport College, will carry out the duties detailed below. In his/her absence the DFO will carry out these functions. The Head will:

- a) be the Responsible Person for Building Health and Safety (RPBS)
- b) pursue the objectives of the Governing Body with respect to health and safety
- c) appoint a competent person to ensure that the College meets their health and safety duties. A competent person is someone with the necessary skills, knowledge and experience to give sensible guidance about managing the health and safety risks at the College. Holyport

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College has appointed the RBWM Health and Safety Officer as the competent person to work alongside the DFO and the H&S Technician in this role.

- d) ensure this Policy is communicated adequately to all relevant persons
- e) monitoring risk assessments of the premises and activities carried out on the premises are undertaken and recorded and appropriate actions are taken to remove potential hazards or reduce the level of risk
- f) ensure their duties as the Responsible Person for Building Health and Safety (RPBS) for local management of premises related issues including asbestos, fire safety, Legionella and glazing are carried out to the best of their ability in accordance with the College's health and safety advisors Codes of Practice, including in terms of nominating their Deputy RPBS, attending any specific training provided and putting in place the arrangements required
- g) ensure appropriate information on significant risks is given to visitors and contractors or any other relevant third parties
- h) review written reports from the College's Health and Safety Provider, or any other appropriate Health and Safety professionals, concerning health and safety issues/possible hazards and to respond in writing within a reasonable period of time to the points made
- i) ensure Holyport College carries out its own ~~termly~~ periodic health and safety inspections of work areas and general areas and records of the inspections are kept
- j) ensure that all accidents, near misses and dangerous occurrences are reported and recorded and the causes are investigated by nominated persons and that reasonable steps are taken to prevent a recurrence
- k) bi-annually review accidents near misses. Where specifically required i.e. under the RIDDOR (Reporting of Injuries, Diseases & Dangerous Occurrences Regulations), ensure appropriate reports are made to the Health and Safety Executive (HSE).
- l) ensure emergency procedures, including the Emergency Evacuation Plan, are in place and adequately communicated
- m) be assured that all machinery and equipment is inspected, tested (as appropriate) and maintained so that it remains in a safe condition (this includes for electrical equipment, local exhaust ventilation, gas appliances and lifting equipment). Also to be assured that materials and equipment purchased are safe and without risk when properly used.
- n) be assured that the training needs of both new and existing staff are assessed, that all staff (whether permanent or temporary) are provided with adequate information / instruction / training on health and safety issues, including as part of the induction process for all those who are new or have changed their role, and that relevant training records are kept.
- o) To ensure health and safety performance of Holyport College (and, as appropriate, any specific health and safety items) is reported to the Governing Body
- p) To be assured that arrangements are in place to monitor premises and activities health and safety performance
- q) keep abreast of the changes in Health and Safety policies and procedures with assistance of the Health and Safety Provider and pass on the information to the staff concerned

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2.3 Responsibilities of the H&S Co-ordinator

The H&S Co-ordinator is responsible for:

- a) raising awareness of the requirement for Risk Assessments in teaching departments
- b) advising the Head and SLT line manager of department non-compliance
- c) completion of risk assessments on communal areas of the College and services into the College
- d) co-ordinating the general workplace health, safety and fire safety inspections
- e) keeping records of accidents / incidents / investigations relating to health and safety and reporting these to the Head
- f) advising the Head of situations / activities which are potentially hazardous to the health and safety of staff, students or others
- g) ensuring unsafe conditions that have been reported are dealt with to agreed timescales and a face to face meeting held to clarify and assess the risk level
- h) liaising with the Site Manager on the findings of the annual external Health and Safety / Fire Inspection.

2.4 Responsibilities of the H&S Technician for Building Health & Safety

The H&S Technician must be competent to carry out their role and attend any specific training provided keeping records of all health and safety activities.

The H&S Technician is responsible for:

- a) the operational health and safety of the site and will carry out a daily inspection of the site
- b) supporting the Deputy RPBS, to deputise for and support them in the local management of premises related issues e.g. asbestos, fire safety, Legionella and glazing in accordance with the College's health and safety advisor's policy and standards
- c) implementing the policy in the common parts of the building. In particular they will liaise with contractors and will provide them with information on any hazards such as asbestos, electrical services etc. that they may come across whilst working on College premises.
- d) monitoring contractors to ensure they work in a manner that does not place health and safety of staff and pupils at risk whilst on College premises. If in doubt he will contact Borough's Health and Safety Team for advice.
- e) completing risk assessments for the duties carried out by the site and housekeeping teams and ensure that COSHH regulations are adhered to and staff trained appropriately
- f) completing risk assessments for building-related activities and services as well as ensuring that any contractors who work on the site have the appropriate documentation, risk assessments and method statements
- g) carrying out with the Health and Safety Co-ordinator, the general workplace health, safety and fire safety inspections.
- h) ensuring suitable co-operation and co-ordination between Holyport College / contractors (or service providers / others) to ensure that relevant information is shared, risks associated with both parties' activities are taken into account and adequate control measures put in place to ensure the safety of anyone who may be affected by the work

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- i) co-operating with accredited Safety Representatives, offer them assistance to carry out their prescribed functions including in terms of consultation and receiving written reports on possible hazards, responding to these in writing within the required timeframe.
- j) Making provision for the inspection and monitoring of work equipment and, as appropriate fire safety equipment, throughout Holyport College
- k) Responsible for keeping records of all servicing and compliance regulations for equipment, e.g. PAT, Legionella, Asbestos, etc.
- l) The Site Manager must be aware of, and hold keys for all rooms and walk in cupboards on the site and should check the use and storage type of these walk-in cupboards twice a year.

2.5 Responsibilities of the SLT, Heads of Department and other managers of sections or departments

They are responsible for:

- a) applying Holyport College's Health and Safety Policy to their own department or area of work and are directly responsible to the Head for the application of health and safety procedures and arrangements. Heads of Department are specifically responsible for: -
 - 1 drawing up safety procedures for their departments
 - 2 reviewing these and the health and safety arrangements they put in place to ensure they remain relevant and take account of experience at department meetings
 - 3 ensuring, so far as reasonably practical, that staff and pupils follow safe practices and that equipment is regularly checked and used as is appropriate
 - 4 carrying out regular health and safety risk assessments of the activities and rooms for which they are responsible, documenting these and submitting reports to the SLT and Holyport College H&S Co-ordinator, as appropriate
- b) ensure that all staff (both permanent and temporary, including new starters) under their management are given instruction in the health and safety procedures for their area of work
- c) resolve health and safety matters that members of staff refer to them, or refer any problems to which they cannot achieve a satisfactory solution to the DFO
- d) carry out regular inspections of their areas of responsibility to ensure that all plant, machinery and equipment is appropriately guarded where necessary and is in good and safe working order. Also, to ensure that furniture and activities are safe and record these inspections where required.
- e) ensure that any toxic, hazardous or highly flammable substances in their area of responsibility are risk assessed, correctly used, stored and labelled (COSHH)
- f) ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to ensure the health and safety of other staff, pupils and any others who may be affected, in areas under their control
- g) assess the training needs of themselves / their staff and raise any requirements with the ~~Head~~ DFO
- h) ensure all accidents/ incidents and near misses occurring in areas under their control are reported and investigated appropriately, ensuring staff are adequately instructed in health, safety and welfare matters in connection with Holyport College and its activities.

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- i) In specialist departments e.g. science & PE, Learning Leaders must use specialist advisory risk assessments and information e.g. CLEAPPS (Consortium of Local Education Authorities for the Provision of Science Services) and ensure that their staff are using these and checking updates.
- j) To include Health and Safety as a standing item on department meeting agendas.

2.6 Responsibilities of Class Teachers

Class teachers have responsibility to:

- a) ensure effective supervision of their pupils and be familiar with Holyport College's emergency procedures (fire, first aid etc) and to carry them out when the need arises
- b) follow health and safety procedures applicable to their area of work, including when staff are asked to cover lessons
- c) complete risk assessments for all activities that pupils carry out
- d) ensure that all equipment used and the locations of the activities are safe and appropriate for the activity.
- e) give clear health and safety instructions and warnings to pupils as often as necessary
- f) ensure the use of personal protective equipment and guards where necessary
- g) integrate all relevant aspects of safety into the teaching process
- h) report all accidents / incidents / dangerous occurrences and defects to the H&S Coordinator using the standard form
- i) ensure that all students under their supervision have evacuated in event of emergency evacuation including those with PEEP (Personal Emergency Evacuation Plan). All students with PEEP are aware of the method of evacuation and have practiced their evacuation from first floor areas.
- j) Trip leaders have the responsibility to risk assess all offsite trips and visits and the needs of the students attending these trips and visits and provide these to the Educational Visits Co-ordinator
- k) Trip leaders have the responsibility for the PEEP for students on trips and visits

2.7 Responsibilities of all staff

When the fire alarm rings, all staff, without putting themselves in danger, are to:

- ensure doors and windows are closed behind evacuees
- encourage evacuees (by directing those in their charge e.g. students, visitors etc.,) to leave the building by the nearest safe route (telling them where to assemble or where appropriate and to check that the assigned area/zone is clear (where possible doing a sweep of their area/zone), however, they should not put themselves at risk
- assist any less able-bodied staff, student or visitors (as it states in the Personal Emergency Evacuation Plans - PEEP)
- direct evacuees to an alternative escape route if the nearest escape route is not clear /safe, to ensure evacuees go to the designated fire assembly point

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- report to member of SLT, any issues/evidence of the fire, whether the fire brigade has been called and /or progress and problems with the evacuation
- remind anyone refusing to leave the building that they are putting themselves and other at risk and if they still refuse to leave that they will be reported and may be subject to disciplinary action
- report any problems or issue arising during fire evacuation or drills to the DFO including in relation to the evacuation of any persons, where appropriate, ensuring that this is passed on to the Fire Service

Under the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations, every employee, whatever their level and regardless of whether their employment is casual, fixed term or temporary has a legal duty:

- act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and all other persons
- follow all instructions on health and safety issued by the Governors of Holyport College or any other person designated as having responsibility for a relevant aspect of health and safety
- act in accordance with any specific health and safety training received
- report all accidents/ incidents and near misses in accordance with current procedure
- co-operate with other persons to enable them to carry out their health and safety responsibilities
- inform their Line Manager of all potential hazards to health and safety and report any defects they observe in the premises, plant, equipment or facilities
- inform their Line Manager of any shortcomings they identify in the College's health and safety arrangements
- exercise good standards of housekeeping
- know (and where necessary follow) the emergency procedures i.e. for fire, first aid etc
- not to interfere with or misuse anything which is provided for reasons of health and safety.
- to use any machinery, equipment, dangerous substance or safety device, in accordance with any information, training and/or instruction provided
- to act as fire warden if asked to and to attend regular training

All employees who authorise work to be undertaken or authorise the purchase of equipment must ensure that the health and safety implications of such work or purchases are considered.

All staff given responsibilities for specific aspects of health and safety must satisfy themselves that those responsibilities, as appropriate, are re-assigned in their absence (with the approval of the relevant Line Manager).

All staff have duties and responsibilities in respect of fire safety and fire precautions.

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This includes full-time, part-time, casual and temporary staff, and will also apply to staff working in premises being managed by other organisations in terms of the procedures and arrangements for fire safety that have been put in place at that location.

Holyport College has identified that all staff must:

- familiarise themselves with the fire safety procedures and arrangements in their workplace and follow them to the best of their ability in the event of a fire/emergency evacuation. Staff will receive information and instructions from the Head to enable them to do this as identified at the end of the document and on each classroom door.
- follow the Fire Action notices in the classroom, listen to and support those who have been nominated roles as part of the emergency evacuation procedures e.g. Fire Wardens, Facilities Site Manager etc.
- undertake the relevant section of Holyport College's Induction programme as well as attend any training, where this is appropriate.
- report to managers any instances where proper procedures are not being implemented. This could include:
 - where escape routes are blocked, or fire doors are compromised,
 - where rubbish or chemicals or flammable materials have been allowed to accumulate e.g. near to fire exit routes or spilling outside of refuse bins etc.,
 - where rubbish etc., has been accumulated outside the building causing a potential fire hazard.
 - where they are aware of faulty electrical equipment or equipment brought into College premises which has not been PAT tested or faulty gas appliances, etc.
- be aware of the non-smoking policy within all College buildings

2.8 Responsibilities of the SENCO Head of Department

The Head of SENCO is responsible for:

- Ensuring that all students with mobility or sensory needs have a Personal Emergency Evacuation Plan (PEEP)
- Ensuring that all students with a PEEP and their parents/carers have a copy of the PEEP and are fully understanding of the procedures for the individual in an emergency evacuation
- Discuss any evacuation concerns with the DFO and the College's Health and Safety Advisor

It should be noted that trip leaders have the responsibility for the PEEP for students on trips and visits.

2.9 Responsibilities of Hirers, contractors and others

When the premises are used for purposes not under the direction of the Head, the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices.

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The Head is ultimately responsible but will delegate to the DFO / Site Manager to take all reasonable steps to ensure that hirers, contractors and others who use Holyport College premises, conduct themselves and carry out their operations taking all health and safety requirements into account. This will include appropriate communication, co-operation and co-ordination as identified in items 2.6 and 2.7 above.

When Holyport College premises or facilities are being used outside normal College hours for a College-sponsored activity, the organiser of that activity must still ensure that all the requirements of this policy and specifically this section are complied with.

When the premises are hired to third parties, they must be made familiar with this Policy and any relevant standards set by the Holyport College in connection with their proposed activities. They must also comply with all safety directions given to them by Holyport Colleges Governing Body (including emergency procedures) and, **will not**, without prior consent of the Governing Body:

- introduce equipment for use on Holyport College premises
- alter fixed installations
- take any action which may physically affect the fabric of the building
- remove fire and safety notices or equipment
- take any action that may create hazards for any person using the premises or staff/ pupils at Holyport College
- use any equipment belonging to Holyport College without prior knowledge and agreement

All contractors/agents/sub-contractors/suppliers or others working on Holyport College premises must ensure the safe working practices of their own employees and anyone who may be affected by the activities they are carrying out. They must also communicate, co-operate and co-ordinate with Holyport College in order to ensure the safety of all persons who may be using the premises or may be affected by their activities. They must also provide Holyport College with risk assessments and method statements of said works.

Sub-contractors who are delivering educational services under an ESFA sub-contracting arrangement must comply with this policy and any other policies as specified by the College.

2.10 Responsibilities of Students

Students (as appropriate to their age and aptitude) are expected to:

- take personal responsibility for the health and safety of themselves and others
- observe standards of dress consistent with safety and/or hygiene
- follow the health and safety rules of Holyport College and in particular instructions given by staff in an emergency
- inform Holyport College if any medical or other physical defect prevents the pupil from doing such tasks, such as the emergency drill

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They must not misuse, neglect or interfere with things provided for their health and safety.

2.11 Nurse and First Aiders

It is the responsibility of Holyport College to provide First Aid support if someone is injured or becomes unwell on College premises, be they a member of staff, a visitor, or student. The aim of First Aid is to reduce the effects of injury or illness suffered at work by giving immediate assistance until professional medical aid can be attained or to treat very minor injuries that do not need medical attention.

In addition to a qualified nurse there are a number of first aid trained staff. All first aid trained staff hold a valid First Aid Certificate issued by a training organisation approved by the Health and Safety Executive (HSE).

An assessment of first aid requirements will need to be carried out in each department by the Head of Department, and any necessary facilities and arrangements, appropriate to the circumstances need to be put in place.

The first aid risk assessment can be found at the end of this document.

Specific details are outlined in the Requirements and Guidance; however, the College Nurse or designated First Aider is required to:

- assess a situation quickly and safely and summon appropriate help
- give early and appropriate treatment in order of priority
- arrange for the removal of a casualty to hospital, to the care of a doctor, or home
- remain with the casualty until handing over to the care of an appropriate person
- record any treatments administered and complete the College's accident/incident report form for any injury. These forms should be passed to the H&S Coordinator
- report any injury that means the casualty attends a hospital to the H&S co-ordinator so that it can be reported to the HSE if required
- all serious injuries have to be reported to the Colleges Health & Safety Advisors and HSE
- regularly check First Aid equipment to ensure the contents of boxes comply with the requirements of the legislation, and adequate supplies are at hand

2.12 Monitoring the Effectiveness of the Policy / Health and Safety Advice

The implementation of this policy will be monitored by regular inspection and reviewed by the Head, the H&S co-ordinator and others that they may nominate.

Part 3 Procedures and Arrangements

The following procedures and arrangements have been established within Holyport College in compliance with the College's Health and Safety Advisors, Policy and Guidelines, to eliminate and reduce health & safety risks and to comply with legal requirements.

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3.1 Accident/incident reporting

The requirements for first aid are covered by the Health & Safety (First Aid) Regulations.

Holyport College ensures that all accidents/incidents and near misses are reported. The College Nurse or First Aider first on the scene of an accident/incident should complete the accident/incident form which is automatically recorded and an email is sent to the H&S co-ordinator. The H&S co-ordinator is also responsible for the reporting of more serious accidents/incidents to the Health and Safety Executive (HSE) where required in accordance with the Accident Reporting procedure (RIDDOR). All incidents and accidents records are held by the H&S co-ordinator.

3.2 Asbestos (management of)

An asbestos survey of Holyport College has been completed and a copy is kept by Holyport College. The College's asbestos register & survey is located in the Site Team office and is stored on the T drive.

The person responsible for ensuring that the asbestos register is regularly reviewed and updated in the event of any changes is the H&S Technician. They will make sure that staff are aware that:

- if anyone is likely to drill holes into any structure of the building or damage walls, that it is to be reported or request a permit to works order before work commences.
- any damage to asbestos, or substances suspected to be asbestos, must be reported to the Site Manager, providing details of its location and its condition and what this means to staff.

Most of the known asbestos has been removed over the years; however, there are still a few places (not accessible to Staff & Pupils) that have asbestos trace present.

All records are held by the Site Manager in the site office and on the T drive under estates/asbestos.

The Site team ~~have had~~ are to undertake asbestos awareness training annually.

For any works proposed that would affect the fabric of the building the Site Manager must ensure:

- The asbestos survey register is checked, and making those intending to do the works aware of the contents and any actions required to ensure that no asbestos is being disturbed
- Where known asbestos is likely to be disturbed by the work a Type 3 Survey will be completed.
- A check to ensure a risk assessment and where appropriate method statement is in place prior to Commencement of the work
- The work is authorised in writing via the permit and the person doing the work has signed to say that they have read and agreed the requirements via the permit to work

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- Where the asbestos survey has not yet been undertaken to make those doing the work aware that this is the case, so that they can review their proposed system of work with this in mind.
- Seeking advice from the Site Manager, and as appropriate Health and Safety Advisor, where there is any doubt as to whether asbestos is present or likely to be disturbed.
- Ensure that where they are aware of the presence of asbestos as a result of asbestos survey results they monitor the location on a regular basis to ensure that it has not been disturbed.
- Ensure that they are aware of the emergency arrangements that must be operated in the event of an unplanned disturbance of asbestos containing material

3.3 Contractors

Holyport College may employ contractors as long as they comply with all matters agreed by the Site Manager and head teacher. These contractors, will be selected after a quote has been submitted to the Site Manager.

Once the work has been awarded, the contractor is asked to exchange health and safety information as above (and where appropriate agree safe working practices, risk assessments etc. This will meet the requirements of the Construction Design and Management Regulations (CDM),

All large projects must have a Health & Safety Plan consisting of:

- Description of work
- Programme of work
- Method statements (College and contractor)
- Risk assessments
- Permits to work
- Hot Permits to work
- COSHH and safety sheets of products to be used
- Any certificates relating to above works

All contractors will only be given permission to work in their designated areas during term time and will not be permitted to walk around Holyport College. They must sign in at Reception and have a visitor's badge on at all times.

Contractors on award of a contract of work agree to abide by Holyport policies and procedures.

Staff are requested to challenge anyone without a badge and to point them in the direction of the Reception, or contact the Site team.

3.4 Display Screen Equipment

The Health and Safety (Display Screen Equipment) Regulations require Holyport College to minimise the risks in Display Screen Equipment (DSE) work by ensuring that workstations and jobs are well designed. These apply to VDU / computer workstations used by a "user", e.g.

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College office staff or staff who use VDUs / computers for continuous spells of an hour or so on more or less a daily basis.

The IT Manager or their appointed representative(s) will ensure that VDU/DSE risk assessments are carried out annually and the actions identified completed. They must maintain the required workstation assessment records for employees working with DSE and so ensure that Holyport College:

- is aware of any shortcoming that may give rise to health risks
- identifies and addresses those areas which fail to meet the requirements of the regulations and takes measures to protect the health and safety of employees
- demonstrates to enforcement authorities and insurance investigators that the law is being complied with

3.5 Electrical Equipment

Portable electrical equipment is tested annually by a third-party contractor and boarders'; personal electrical items are tested on a more regular basis after each long break by the Site team who are trained.

In addition to the annual tests, science and technology technicians visually inspect the equipment in their area of responsibility for physical damage every term. Equipment must also be checked for defects prior to issue. Faulty equipment will be taken off use until repaired by a competent electrician.

The Site Manager will take faulty equipment out of service and arrange for a competent person to carry out the repairs. The use of extension leads should be kept to a minimum and multi-point adapters must not be used.

All staff are reminded to check equipment for damage prior to use and report defects to the Site Manager. Staff are not permitted to introduce portable electrical items unless and until they have been passed as fit through the College's electrical testing via the Site Manager.

Staff must alert the Site Manager to any new or used electronic equipment brought on to the site, for any activity, who will then check the goods for any defects and approve or reject the said item.

3.6 Fire Procedures

The Health and Safety Officer and Site Manager co-ordinate fire prevention activities.

- Fire alarms are tested on a weekly basis and a log of these tests are kept in the fire logbook
- Regular evacuation drills are carried out. A record of the drills is kept in the fire logbook.
- All other evacuations are also recorded

A range of fire-fighting equipment is available in Holyport College. The maintenance contract is controlled by the Site Manager. All staff are responsible to ensure all escape routes are kept

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clear and that fire extinguishers have not been tampered with. Any issues should be brought to the attention of the Site Manager.

Lifts are not to be used in the event of an evacuation.

Students with mobility issues will have a Personal Emergency Evacuation Plan completed by the Head of SENCO and communicated to the student, staff and the parents/carers of the student.

3.7 Emergency Procedures – Critical Incident Plan

In accordance with Health and Safety statutory requirements, it is the responsibility of Holyport College to:

- have a plan in place for responding to emergencies in their College
- keep it up-to-date
- ensure that the relevant people are aware of its existence, contents and implications for themselves.

Holyport College emergency evacuation procedures are updated annually and full details are published in the Emergency Response Plan and Lockdown Procedure document which can be found on the Google shared drive.

3.8 Containment

In certain circumstances it may be safer to keep pupils contained on site. These will be circumstances such as a noxious smoke or chemical cloud, a swarm of bees in the College site or an intruder. In such situations:

- reception will cascade to staff
- staff in classrooms should close and lock doors and windows. Close window blinds. Explain to students what is happening and keep the students calm.
- staff who are teaching lessons on the College field, AstroTurf or outdoor courts should return inside College buildings in case of e.g. noxious fumes or to a safe location offsite e.g. Great Oaks, this might be in event of an intruder posing a threat being on site whose location is unknown.
- when a decision has been made and the containment is over, SLT will visit all classrooms to deliver release instructions check Great Oaks

3.9 First Aid

It is Holyport College's policy to provide First Aid support if someone is injured or becomes unwell on Colleges premises whether they be members of staff, visitors, pupils and service users. All staff should follow Holyport College's medical procedures.

First Aiders will be required to:

- assess a situation quickly and safely and summon appropriate help
- give early and appropriate treatment

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- where necessary, arrange for the removal of a casualty to hospital, to the care of a doctor or home
- remain with/ manage the care of the casualty until handing over to the care of an appropriate person
- record any treatment administered and ensure that the College's accident/incident report form is completed
- regularly check First Aid equipment to ensure contents of boxes comply with the requirements of legislation
- attend training and, where relevant, refresher training and remind the College Nurse when their First Aid certificate is running out to ensure that timely refresher training is booked
- the College Nurse will keep a register of all staff who have received First Aid training, including the dates of expiry

If a child feels unwell, they should be given the opportunity to sit quietly in the class or if needed sent to the College Nurse. There will always be at least one first aider on duty during College opening times.

The College has 3 defibrillator units (Reception, nurse's office and portable with PE). The College Nurse is to be fully trained on its use and it can be operated by untrained users by following the voice commands.

3.10 Control of substances hazardous to health (COSHH)

The aim of the Control of Substances Hazardous to Health (COSHH) Regulations is to ensure risks from hazardous substances are adequately controlled. It is necessary to assess the risks in order to ensure adequate control. For most substances used in general areas of Holyport College, assessment is straight forward and control is usually no more than following the instructions on the Safety Data Sheet provided with the product.

Hazardous substances are used in Holyport College for teaching, cleaning and minor maintenance. Substances used in the laboratories will be used in accordance with the advice received from CLEAPSS. A data sheet for each substance containing hazardous materials, whether it is slight or extreme is held along with its own COSHH risk assessment.

Each department also have their own copies of the said documents of any substance that the department uses.

If any new substance is brought into Holyport College, staff must contact the Site team to let them know the identity and make, so that both documents can be completed.

3.11 Lettings / shared use of premises / use of premises outside College hours

Outside of College hours there may be times that areas of the site are rented out. The hirer is responsible for all health and safety issues concerning the use of the premises, after College, at weekends and outside term time.

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3.12 Lone Working / work outside of normal College hours

It is Holyport College's duty to assess risks to lone workers and take steps to avoid or control risk where necessary.

Under the lone working requirements, no member of staff should enter Holyport College building out of hours without notifying the Site Manager or a member of the boarding team. Staff members should then also make further contact to inform that they have left the building.

- all staff have a responsibility for their own Health and Safety as this is a particularly high-risk area. In cases of non-compliance staff will no longer hold a key and alarm code.
- on a normal College day staff can only enter the building after 7.00 a.m. and then must vacate by 6.00 pm. (unless formerly authorised by their line manager/Head)
- staff who intend working outside normal working hours must inform the Site Manager so that appropriate safety and security measures can be implemented.
- when working alone, staff should not undertake any hazardous activities and should not enter any building if they think it is unsafe
- staff are reminded to switch off all electronic equipment including lights after use and to make sure that windows and doors are secure. The building must be alarmed and secure when leaving Holyport College grounds

3.13 Managing medicines / drugs

Holyport College implement an effective policy on administering medicines:

- obtain prior written permission for each and every medicine from parents / guardians before any medication is given (other than paracetamol / ibuprofen)
- keep written records of all prescribed medicines administered to children, including dosage and how often the medication is to be administered
- the medication is kept in an individual bag with the student's details attached
- all medication will be kept securely in medical centre, the College Nurse will deal with the handing out of such medication

Medical needs of children at College can include:

- short term needs i.e. finishing a course of medicine such as antibiotics
- the requirement for medicines in particular circumstances i.e. children with severe allergies who may need an adrenaline injection or those with asthma who may need to use an inhaler (their own property only)
- children requiring medicines on a regular and long-term basis.

3.14 Maintenance and inspection of equipment

Holyport College ensures that all equipment is maintained, inspected and, where necessary, tested on a regular basis.

There are two levels of inspection, maintenance and testing of work equipment which must be carried out:

- a visual check by staff of equipment prior to its use

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- formal maintenance / inspection checks carried out by competent persons such as insurers / specialist contractors or members of staff who have received adequate training. Normally annually. All formal maintenance / inspection checks must be recorded

3.15 Manual handling and lifting

The Manual Handling Operations Regulations apply to a wide range of manual handling activities including lifting, lowering, pushing, pulling or carrying. The Regulations require that Holyport College carries out a risk assessment and puts in place control measures to reduce any remaining risks in order to avoid the need for potentially hazardous manual handling as far as possible.

All staff should have a general appreciation of handling and lifting requirements and this topic is part of Holyport College's general risk assessments. However, where tasks including specific manual handling operations are a requirement of any person's work activities, appropriate manual handling training must be given.

When manual handling tasks are varied and intermittent, the person must be 'competent' (trained and able) to carry out their manual handling as required. If you require training – please email the Site Manager for details.

3.16 Personal Protective Equipment (PPE)

PPE equipment is to be used at all times as specified by the risk assessment for the job in hand in order that staff, pupils and visitors are protected at all possible times.

PPE equipment will be provided by the department for which it is required and where necessary for the said job. PPE is stored with Site team. Reports of any defect to the equipment or lack of are to be reported firstly to Site Manager then the H&S coordinator.

3.17 Risk Assessments

Holyport College has carried out full College risk assessments for site buildings, services and site-related activities and put in place control measures for work areas around the site. These risk assessments are held by the DFO and can be found on the Google shared drive.

Risk assessments on specific learning activities and lessons are carried out by the member of staff concerned.

Other risk assessments are carried out for example:

- Work experience at the College
- Educational trips
- Extra-curricular activities
- Stress Management
- Pregnancy

3.18 College Transport/Mini Buses

Holyport College has four minibuses. The Site Team is responsible for the maintenance of these vehicles. However, any member of staff driving the vehicles is responsible for the

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behaviour of the students on the vehicle and is expected to report any defects or issues to the Site Manager on return.

There is a booking system operated through Reception. The keys must be collected along with all documentation required. Staff are requested to return the vehicles in a clean and tidy order.

One of the minibuses (Ford Transit) requires a driver with a D1 entitlement:

- the driver is aged 21 or over;
- the driver has held a car licence for at least 2 years;
- the vehicle is used for social purposes by a non-commercial body;
- the driver is providing his/her services on a VOLUNTARY basis;
- the mini bus maximum weight is no more than 3.5 tonnes.

All staff must be assessed by the Site Manager prior to taking students out and is expected to sign an annual declaration.

3.19 Vehicle movement on site

Holyport College controls vehicle access to the fenced areas of the College between the hours of 7.30am and 6.00pm.

Vehicles are allowed to move within the fenced area during student breaktimes with caution.

A residential bollard has been installed to the right-hand side of Reception to limit and control access to this side of the College. The housemasters of B&T have a clicker to allow them access along with the Head, Deputy Head Boarding and Site Manager.

3.20 Security

Security is of great importance to the College. The Site Manager, supported by the IT Manager, is responsible for ensuring that all the security measures are working effectively and regularly monitored. All breaches of security must be reported to the Head and / or Site Manager who will take the appropriate action.

Staff should challenge anyone without an ID badge or visitors' badge and escort them to Reception, or contact the Site Team. The Site Team will be contacted by Reception to apprehend any intruders or guide visitors that have lost their way.

All visitors must report to Reception and sign in so they can be accounted for in the case of an emergency. No unauthorized visitors should be given access to the site through any of the security gates and should be directed by all staff to the Reception.

3.21 Site Maintenance / Premises Team

The Site Team ensure that there is at least one staff member from the team on site at all times, and are contactable through Reception. The Site Team work on minor repairs and maintenance work. The activities covered by the Site Team are covered by this policy and risk assessments for each activity completed and stored by the Site Manager.

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3.22 Glazing and window safety

All windows are checked periodically, with any defects reported immediately to the Site Manager. The windows should not open over the recommended angle and into any area where people might be likely to collide with them. This is particularly important in the case of windows which open into areas where people may pass by e.g. ground floor windows which open onto walkways.

If window openers are at a high level and are hard to reach, opening equipment such as window poles or similar equipment should be kept easily available, or a stable platform or other safe means of access should be provided. Staff must not climb on tables, chairs or other furniture in order to open or close windows due to dangers of falls from height.

The Building Regulations 2000 Approved Document N and regulation 14 of the Workplace Health, Safety and Welfare Regulations require:

- every window or transparent glazed surface (including glazing in stairwells, filled balustrades and display cabinets etc) to be of a safety material, or protected against breakage and be appropriately marked or incorporate features to make it apparent and therefore all premises need to be surveyed to check that this is the case
- risk assessments to be carried out by local management to identify if there are any other areas, which for reasons of health and safety present a risk if safety glazing is not in place
~~/ determine if there is a risk of injury~~

3.23 Legionella

The Site Manager has the responsibility for ensuring the management of the water systems at the premises.

The following maintenance and tests are carried:

- weekly legionella testing, reports retained by Site Team
- Site Team to run taps for a short while during the long holidays
- arrangements for basic day-to-day monitoring of hot and cold-water systems, showers etc are in place
- water testing is carried out by contractors at required intervals

A Legionella risk assessment has been carried out and all identified actions completed. The risk assessment is reviewed annually. This is supported by an external contractor.

Staff are requested to report any defects of hot or cold water as soon as possible to the site team.

3.24 No smoking

Holyport College has a no smoking/no vaping policy in order to provide a healthier working environment which refers to the whole site, including the front of Holyport College.

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3.25 Staff training

All new members of staff (both teaching and non-teaching), including temporary or casual staff, must receive health and safety induction training/instruction from the DFO.

The induction includes:

General:

- The Health and Safety Policy
- Codes of Practice and where they are kept
- Fire & Emergency procedures
- First Aid provision and arrangements
- Staff responsibilities
- How to report hazards
- Accident reporting
- The "Health and Safety Information for Employees" leaflet or poster

Job Specific:

- Hazards associated with work and risk assessment
- Local rules

This is provided within the first few weeks of starting work at Holyport College. Staff training needs are identified within the department with relevant training provided to those who need it. Those roles identified as having specific responsibilities, receive the necessary information, instruction and training in order to carry out their functions by the appropriate Line Manager or Head of Department.

Further information on health & safety training is kept by the H & S Coordinator or the College's Health & Safety advisors.

3.26 Visitors

As with points number 3, 11 and 20, all visitors and other users of the premises should be directed to Reception. Any persons staying on site need to sign in the visitor's signing in system upon arrival and are required to observe College's safety rules. The Reception staff will instruct all visitors of facilities and evacuation plans.

Parents and volunteers should be made aware of the health and safety arrangements applicable to them. This should be done by the teacher/staff to whom they are assigned. In the event of evacuation, they must report to the muster point, as stated by the emergency plans as previously mentioned.

3.27 Working at Height

The Work at Height Regulations applies to all work at height where there is a risk of a fall liable to cause injury. The H & S coordinator ensures all work at height is risk assessed and properly

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planned and organised, with appropriate work equipment being used. All staff who carry out this work must have completed working at height training. Copies are held by the Site Manager in the site office.

Staff who are not required to work at height must not use chairs or tables for any day to day general activities e.g. putting up displays, placing / retrieving items stored above head height, when opening/ closing windows etc.

Falls from height during drama or PE lessons or as part of caretaking activities must be reported on the Holyport accident/incident form.

3.28 Violence and Barring Individuals from College premises

The Governors and the Head will not tolerate acts of aggression or intimidation, verbal or physical, against staff from any person.

In the case of incidents of violence or abusive behaviour against staff the College reserves the right to inform and/or call the police. Should members of staff be subjected to violence they will receive all the support needed from Holyport College in accordance with the procedures on violence or abusive behaviour in the workplace.

All incidents are to be reported to Reception immediately so that a member of the SLT can be contacted, or when needed to call the police.

Barring Individuals

Holyport College is private property. People do not have an automatic right to enter.

Parents have an ‘implied licence’ to come on to College premises:

- for appointments
- to attend a College event
- to collect and return their boarding children
- to deliver or collect items
- to make enquiries at Reception

Individuals who come onto the Holyport College site outside of these times may be trespassing.

Holyport College can ask someone to leave the premises and take civil action in the courts if someone trespasses regularly. The Head will write to regular trespassers to tell them that they are potentially committing an offence and reserves the right to inform the police.

The Head, or their representative, will bar an individual from the premises if they feel that their aggressive, abusive or insulting behaviour or language is a risk to staff or pupils or that staff feel threatened. This decision has been delegated to the Head by the Governing Board.

The Head will tell an individual that they have been barred or they intend to bar them, in writing signed by the Head or the Chair of the Board of Governors.

The individual will be allowed to present their side. The Head will either:

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- bar them temporarily, until the individual has had the opportunity to formally present their side.
- tell them they intend to bar them and invite them to present their side by a set deadline.

After the individual’s side has been heard, the Head will decide whether to continue with barring them.

The decision will be reviewed annually after the date of the letter informing the individual of the decision.

Trespassing is a civil offence. If Holyport College has reasonable grounds to suspect that someone has committed a criminal offence, then the police will be called.

3.29 Removing individuals from College premises

Section 547 of the Education Act 1996 makes it a criminal offence for a person who is on College premises without legal permission to cause or permit a nuisance or disturbance. Trespassing itself does not constitute a criminal offence.

To have committed a criminal offence, an abusive individual must have been barred from the premises or have exceeded their ‘implied licence’, then also have caused a nuisance or disturbance.

If a College has reasonable grounds to suspect that someone has committed an offence, then they can be removed from the College by a police officer or a person authorised by the appropriate authority such as the:

- governing board
- local authority
- proprietor of that College

3.30 Caretaking and cleaning

Cleaning of the College’s premises is completed by the onsite housekeeping team. Accidents are reported to the DFO.

All cleaners have undertaken H&S training which includes COSHH. When cleaning or vacuuming floors, specific signs are placed in order for “passers-by” to be made aware. Health and Safety induction, training and refreshers is provided by the DFO.

3.31 Refuse and Recycling

Students are encouraged to use the recycling for all paper. Each classroom has a bin for paper recycling and another bin for other waste. Bins are also provided for food waste close to areas where food is consumed (e.g. Refectory, Staff Kitchen).

3.32 Bomb alerts and Suspect packages

Holyport College has the following policy that has been given to staff.

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Bomb threats received by telephone;

As soon as it is clear that a caller is making a bomb treat, the recipient should let the caller finish the message without interruption. While the caller talks, listen to the message exactly and listen for clues to the following:

- the caller's gender and approximate age
- noticeable conditions affecting speech, such as drunkenness, laughter, anger, excitement, incoherence
- peculiarities of speech, such as accent, mispronunciations, speech impediments, tone and pitch of voice
- background noises audible during the call, such as traffic, talking, machinery.

When the caller has given his/her message, the following are key questions which should be asked, if possible, after the caller has given their message;

- Where is the bomb located?
- What time will it explode?
- What does it look like?
- When was it placed?
- Who are you?
- Where are you?
- Why are you doing this?

Suspect packages

If you receive a suspect letter or package, or discover an unattended suspect package left in the building:

- Do not handle it
- Warn other members of staff
- Immediately inform Reception or a member of SLT

Urgent warnings should be made to known staff and pupils, working close to the object, if they have knowledge of said package in an effort to eliminate it as a cause for concern.

Depending on the circumstances, a decision will be made by a member of the SLT on whether to activate the evacuation procedure and notify the police.

Further information can be found in the General Emergency Policy.

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3.33 Other related Policies

The College has a separate Safeguarding Policy, Behaviour Policy, Emergency Response Plan and Lockdown Procedure and other documents are stored on the College's policies folder on the Google shared drive.

Communication of policy

The Policy is published on the Google Drive.

Review of policy

This policy shall be reviewed annually by the Audit and Risk Committee and Full Governing Body.