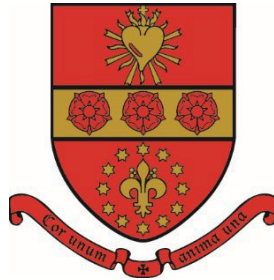


St. Francis' College



HEALTH & SAFETY GUIDE and POLICY STATEMENT

TO BE READ BY ALL EMPLOYEES

Enquiries about this document should be addressed to the Bursar

Last reviewed – September 2022

ST FRANCIS' COLLEGE HEALTH & SAFETY GUIDE

(to be read in conjunction with the College' Child Protection and Safeguarding Policy and Procedures)

CONTENTS

<i>Introduction</i>	3
<i>Part 1 – General Statement of Health and Safety Policy</i>	4
<i>Part 2 - Organisation</i>	6
<i>Part 3 – Detailed Health and Safety Information</i>	12
<i>Contractors and Visitors</i>	13
<i>General Arrangements</i>	14
<i>Reporting Accidents, Fires and Dangerous Occurrences</i>	15
<i>Fire Safety</i>	16
<i>Emergency Evacuation Procedures</i>	17
<i>Emergency Services</i>	18
<i>Fire Precautions</i>	18
<i>Emergencies other than Fire</i>	19
<i>Bomb Threats to People and Property</i>	19
<i>Building Occupancy</i>	19
<i>First Aid and Occupational Health</i>	20
<i>Risk Assessment</i>	21
<i>COSHH</i>	22
<i>Work Equipment</i>	26
<i>Personal Protective Equipment</i>	27
<i>Display Screen Equipment</i>	27
<i>Manual Handling</i>	28
<i>Slips and Trips</i>	29
<i>Electrical Safety</i>	30
<i>Pressure Systems, Compressed and Liquid Gases</i>	31
<i>Mercury</i>	31
<i>Ionising radiation</i>	32
<i>Asbestos</i>	32
<i>Building Maintenance</i>	33
<i>Working at Heights</i>	34
<i>Waste and Refuse Disposal</i>	35
<i>Food Hygiene</i>	36
<i>Swimming Pool, Gymnasium and P.E. Equipment</i>	36
<i>Educational Visits, Field Work & Off-Site Activities</i>	37
<i>Social Events</i>	38
<i>Appendices</i>	40-51

INTRODUCTION

This Safety Guide is part of the way in which the College's general Safety Policy is implemented. The College's aim is to promote high standards of health and safety in accordance with the Health and Safety at Work etc. Act 1974 (the Act), the Management of Health and Safety at Work Regulations 1999 (MHSWR) and other related legislation. All staff at the College have a part to play.

Employers must safeguard, so far as is reasonably practicable, the health, safety and welfare of the people who work for them. Employees have a duty under the Act to take reasonable care to avoid injury to themselves or to others by their work activities, and to co-operate with employers and others in meeting statutory requirements. Under the MHSWR, people treated as self-employed for tax and NI purposes may nevertheless be treated as employees for health and safety purposes. Enforcement of legally imposed health and safety duties lies with the government's Health and Safety Executive (HSE).

Safety information is displayed on Notice Boards in various locations around the College and on the shared area of the College ICT network.

The College insures for Employer's and Public liability. A copy of the liability policy is displayed in staff common rooms and admin offices.

The College's Health and Safety Policy Statement, in accordance with the Health and Safety at Work etc. Act 1974, is reviewed annually by the Carrie Askew, Board member of Inspired Learning Group.

PART 1 - GENERAL STATEMENT OF HEALTH AND SAFETY POLICY

At St. Francis' College, we fully recognize our collective responsibility for providing, so far as is reasonably practicable, a safe and healthy College for all of our employees, pupils, contractors, visitors (including parents) and others who could be affected by our activities. In our role as employer we attach high priority to ensuring that all the operations within the College environment, both educational and support, are delivered in an appropriate manner. We are committed to promoting the welfare of all in our community so that effective learning can take place.

We have overall collective responsibility for health and safety within the College. We fulfil our responsibility at St. Francis' College by appointing Carrie Askew Head of Operations Inspired Learning Group (ILG) with a special interest in health and safety.

The overall responsibility of health and safety at the College is vested with the Head and co-ordinated by the Bursar. The day-to-day responsibility for the operation of health and safety at the College is also the responsibility of the Bursar. However, we have specified that that the College should adopt the following framework for managing health and safety:

- The Head of Operations (ILG) attends the meetings of the College's Health and Safety committee termly and receives copies of all relevant paperwork.
- A report on health and safety covering: statistics on accidents to pupils, staff and visitors, staff training, fire drills, and all new or revised policies and procedures is tabled at each term's Health and Safety Committee.
- The Head of Operations (ILG) has the responsibility of escalating health and safety matters that the committee chairman wishes to bring to the Board's attention to the Full Board . An alphabetical guide and index of all policies is located on the VLE and a summary is provided for Board use.
- The external fabric of the College, its plant, equipment and systems of work are surveyed and inspected regularly by competent professionals.
- These reports are considered by the Head of Operations (ILG) its recommendations (together with other defects) form the basis of the College's routine maintenance programmes. Where deemed necessary matters are raised at the Finance and General Purpose Committee.
- The College's adherence to health and safety in catering and cleaning of the food preparation and eating areas is subject to internal inspection as directed by the Head of Operations (ILG) and external inspection by the Environmental Health Officer (EHO). The College undertakes regular external deep cleaning and pest control services, and that the Estates Manager's reports on all these aspects to the Head of Operations when necessary.
- The College has fire risk assessments, carried out by a competent person which are reviewed every year for progress on completion of items in the action plan, and updated every three years, more frequently if significant changes are made to the interior of buildings or new buildings are bought or added. The Head of Operations (ILG) should review this risk assessment every time it is amended and submit a report to the Finance and General Purpose Committee.

- The Head of Operations (ILG) reviews the overall arrangements for health and safety annually, including fire safety, the general state of the College, and reports on actions required with recommended timescales.
- The College will appoint a competent person to undertake a risk assessment for legionella. Water sampling and testing regime is in place.
- The College has a comprehensive policy in place for the training and induction of new staff in health and safety related issues which should include basic 'manual handling' and 'working at height training'. Health and safety training that is related to an individual member of staff's functions, such as science technician, will be provided in addition to the 'standard' induction training. First aid training and minibus driver training are provided to any member of the teaching staff who is involved with trips and visits and to selected members of the non-teaching staff.

All members of staff are responsible for taking reasonable care of their own safety, that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for co-operating with the Head, the Bursar and other members of the Senior Leadership Team ("SLT"). Finally, all members of staff are responsible for reporting any significant risks or issues to the Bursar.

All employees are briefed on where copies of this statement can be obtained on the College's intranet. They will be advised as and when it is reviewed, added to or modified. Details of the organisation and arrangements for carrying out the policy are to be found in parts two and three of this document.



Mr A Mehta



Mr D Tidmarsh

Signed

for an on behalf of the Board

Date

12th May 2022

Last reviewed

September 2022

Next review

September 2023

PART 2 - ORGANISATION

This part of the Policy deals with the organisation, planning, implementation, operational monitoring and management review of the Policy. It also covers the development of general policy and how we train our employees (and others) to carry out our activities. An organogram has been prepared to assist in the understanding of the health and safety structure within the College, which is shown at the end of this section.

1. Board Of Inspired Learning Group

The Board has overall collective responsibility for health and safety within the College. It has a responsibility to ensure that health and safety issues are considered and addressed and that the Policy is implemented throughout the College. They will also make adequate resources available so far as is reasonably practicable, to enable legal obligations in respect of health and safety to be met. Where appropriate, advice from a Competent Person will be sought to advise the College and tasks will be delegated to suitable employees in order to assist the Board in carrying out its duties.

2. Head

The overall responsibility for the Health and Safety of the College is vested with the Head.

3. Bursar

The Bursar will assist the Board in directing the overall management and development of the Policy, defining the aims of the Policy and communicating the responsibilities associated with the management of health and safety within the College. The Bursar will report to the Head and Board on health and safety performance and assist the Board in implementing changes in the Policy which the Board have approved. The Bursar will also have day to day management responsibility for ensuring that, so far as is reasonably practicable, arrangements are in place for:

- Safety and security
- Fire safety
- Electrical safety
- Gas safety
- Water quality
- Asbestos
- Legionella
- Emergencies
- School Transportation
- First Aid Provisions
- Glass safety
- Staff induction
- Welfare provisions
- Catering and Cleaning Provisions
- Keeping statistics and preparing summary reports for the College Health and Safety Committee

The Bursar will also act as the College Safety Co-ordinator, whose duties will include:

- advising the Head on maintenance requirements
- co-ordinating advice from specialist safety advisors and producing associated action plans
- monitoring health and safety within the College and raising concerns with the Head

- compliance with the Construction (Design and Management) Regulations
- chairing the College Health and Safety Committee

4. Heads of Department (Teaching)

The Heads of Department will ensure, so far as is reasonably practicable, the health and safety of those affected by activities under their control. They are responsible for maintaining up to date risk assessments for areas under their control. Specific risk assessment requirements are:

- Science (including harmful substances and flammable materials) - Head of Science
- Sports activities - Head of PE
- Drama - Head of Drama
- Art (including harmful substances and flammable materials) - Head of Art
- Music - Head of Music
- Outdoor lessons – Deputy
- Trips and visits – Head of Sixth Form
- Catering and cleaning functions - Head of Food & Nutrition
- Boarding – Head of Boarding

They will also be responsible for identifying, organising (and maintaining records) of training that is relevant to their area of control.

5. Estates Manager

The Estates Manager is the designated competent person and will assist the Bursar with the implementation of the following:

- Building security
- Prevention of unsupervised access by pupils to potentially dangerous areas (in co-operation with others as appropriate)
- Registration and control of visitors
- Site traffic movements
- Maintenance of College vehicles
- Testing arrangements, maintenance and records, including fire, electrical, gas, equipment, water quality, asbestos
- Pool testing arrangements
- Good standards of housekeeping, including drains, gutters etc.
- COSHH arrangements for grounds maintenance activities including the swimming pool
- Updates on changes to health and safety legislation and requirement
- Contractor Management
- Statutory compliance testing of machinery, plant and equipment
- Display Screen Equipment Assessments
- Environmental & Waste Management
- CDM Regulations (Construction, Design and Management)
- Risk Assessment and Policy reviews
- Grounds Maintenance
- Pest Control

- Gutter and drain maintenance
- Lettings & Hires
- Events

6. External Health and Safety Advisors

The Bursar will arrange as appropriate for external consultants to advise on matters of health and safety within the College. Such provision may include:

- Structural surveyors to give advice on the external fabric of the College.
- Engineers to monitor and service the College's plant, equipment, including boilers, lifts and hoists annually.
- Gym and fitness equipment and machinery in the maintenance department are serviced annually.
- In addition, Estates Manager arranges for:
 - the professional deep cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces, areas etc. Six monthly
 - appropriate pest control measures to be in place.
- The College has a suitable and sufficient fire risk assessment which is reviewed annually for items in the action plan and updated every three years, or when significant changes are made to the interior of buildings, or new buildings are bought or added.
- In addition to the weekly fire alarm tests, the alarm system, together with all smoke detectors, emergency lighting, extinguishers and panic buttons are tested periodically by a qualified contractor.
- An external health and safety consultant reports biennially on the arrangements for health and safety in all lessons, support areas, public spaces, sports and swimming facilities.
- The College has a suitable and sufficient risk assessment for legionella. Water sampling, monitoring and testing regime is in place. The College maintains an asbestos register and the Estates Manager is responsible for ensuring that it is kept up-to-date and for any sampling or removal before major works takes place. The Estates Manager is also responsible for the maintenance of an asbestos management plan. They are responsible for making sure that contractors are fully briefed on areas of asbestos before starting work.
- Any ICT work which requires penetrating the fabric of the building such as i.e. cables or trunk installation MUST be done in consultation with the Estates Manager.
- The College's radiation protection supervisor (RPS), (Head of Physics) is responsible for liaison with the radiation protection advisor of Hertfordshire Council for ensuring compliance with the Ionising Radiation Regulations 1999 and local rules made to comply with these regulations. The RPS is also responsible for ensuring compliance with the Radioactive Substances Act 1993 and exemption certificates granted under them.

7. College Health and Safety Committee

The Committee will meet once a term, and will be chaired by the Bursar. The Governor who is responsible for overseeing health and safety will attend these meetings. The other members of the Committee will be:

- Head of Operations (ILG)
- Deputy Head
- Head of Prep Department
- Estates Manager
- Head of Science
- Head of Boarding
- Head of PE
- School Nurse
- Catering Manager
- Head of Food & Nutrition
- Health and Safety Union Rep

The role of the Committee is to:

- discuss matters concerning health and safety, including any changes to regulations;
- monitor the effectiveness of health and safety within the College;
- review accidents and near misses, and discuss preventative measures;
- review and update risk assessments;
- discuss training requirements;
- monitor the implementation of professional advice;
- review the safety policy guidance and updating it;
- assist in the development of safety rules and safe systems of work;
- monitor communication and publicity relating to health and safety in the work place;
- encourage suggestions and reporting of defects by all members of staff.

8. The School Nurse

The School Nurse will be responsible for:

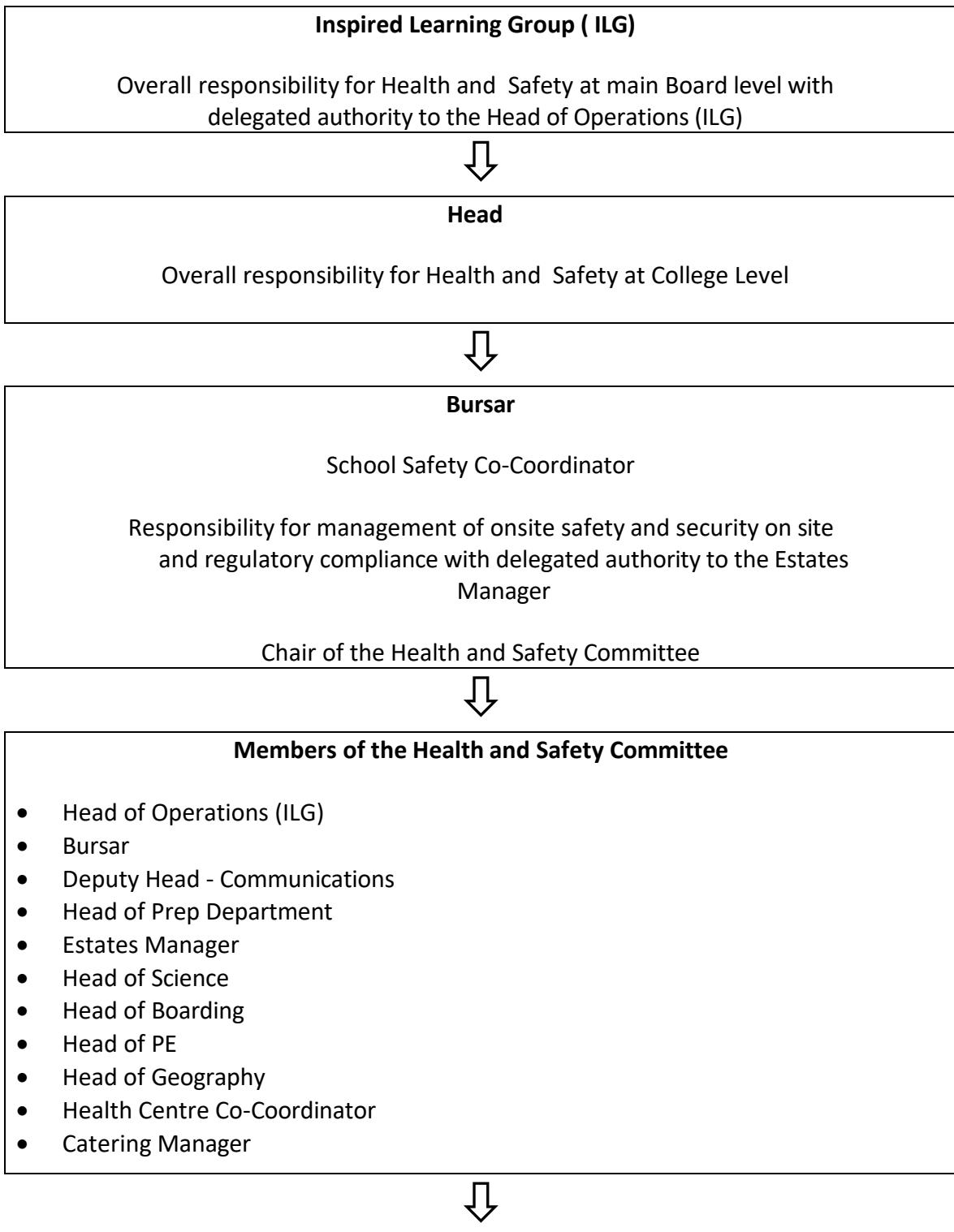
- Maintaining an accident book and reporting notifiable accidents to the Health & Safety Executive
- Maintaining records on pupil allergies and communicating pupil needs to catering.
- Escorting pupils to hospital (and informing their parents)
- Checking that all first aid boxes and eye wash stations are replenished
- Ensuring Epipens, inhalers, defibrillators are compliant and in date.
- Keeping records for a minimum of 2 years

9. Staff

The co-operation of all staff is essential to the success of the Policy and the College requests that staff should notify their Head of Department / the Bursar of any hazards to health and safety which they notice and of any suggestion they wish to make regarding health and safety. Staff are required to:

- follow the Policy;
- take reasonable care for the health and safety of themselves and others who may be affected
- follow requirements imposed on the College or any other person under health and safety law and co-operate fully so as to enable the duties upon them to be performed
- carry out all reasonable instructions given by managers / senior staff
- make proper use of anything provided in the interests of their health and safety such as protective equipment. Reckless or intentional interference with such equipment will potentially be regarded as a dismissible offence
- comply with any reasonable request made by any of the persons named above in relation to the fulfilment of their duties.

Diagram Showing the Organisation for Health and Safety



The College Community

- Staff
- Pupils
- Members of ILG
- Parents
- Visitors
- Volunteers
- Contractors

PART 3 – DETAILED HEALTH AND SAFETY INFORMATION

The following areas/activities present identified and significant risks at the College. As a consequence, pupils are not allowed unsupervised access to:

PE	The Head of PE maintains risk assessments for all outdoor games, swimming, athletics, gymnastics, dance, etc. Records of training and qualifications in life-guarding and other subject specific training are kept.
Science	The Head of Science maintains risk assessments for all experiments, and the use and storage of equipment. COSHH assessments and CLEAPSS Hazards are kept on the use and safe storage of all chemicals. The Science Department keeps records of all subject-specific training by teachers and technicians.
Art	The Head of Art maintains risk and COSHH assessments for the ceramic studio, the use and safe storage of oil based paint and other flammables. Records of staff training are kept.
Drama	The Head of Drama, working with the Theatre Technician maintains risk assessments for the lighting box, the safe construction, movement, building and dismantling of scenery, props and staging. Records of staff training are kept.
Catering	The Catering Manager maintains risk assessments for all activities, safe use and storage of equipment and flammables, COSHH procedures of chemicals and other products. Records of staff training are kept. The Catering Manager is responsible for ensuring the kitchen has an effective Hazard Analysis and Critical Control Point for (HACCP) to manage food safety hazards.
Cleaning	The Cleaning Department maintain risk assessments for all its activities, safe use and storage of equipment and flammables, COSHH assessments of chemicals and other products. Operatives will receive a Manual Handling briefing and General Health & Safety Induction/Training. Records of staff training are kept. H&S Training and related paperwork is organised through the Estates Manager and Cleaning Supervisor.

Estates	<p>The Estates Manager maintains risk assessments for all its building and maintenance activities, COSHH assessments of chemicals and other products. Safe working procedures for snow and ice clearing, ladder use, working at heights, LOLER and Thorough Inspections and Permit to Work Systems. The Estates Manager maintains a training matrix for the Site Services Team and is responsible for updating training needs as required.</p>
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CONTRACTORS AND VISITORS

All visitors must report to Reception in the first instance to be photographed and recorded on the EntrySign system and to receive a visitor's badge. Regular visitors for whom appropriate safer recruitment checks have been carried out will be issued with a green lanyard and do not need to be escorted. Visitors for whom safer recruitment checks have not been carried out will be issued with a yellow lanyard and will be escorted at all times whilst on College premises. The back of the visitors pass contains important health and safety and child protection information.

Visitors must sign out immediately prior to leaving the College.

Contractors will not be allowed to work on site unless they have the appropriate permission to work; this may be a written permit for example to undertake 'hot' work under the authorisation of the Estates Manager. Contractors will also be expected to operate within Safe Systems of Work and to provide copies of their own health and safety rules, liability insurance details and safety policy if asked. They also need to provide their own Risk Assessments and method statements.

Arrangements for access by contractors, together with organisation of on-site operations etc. must be discussed with the Estates Manager

Contractors are required to complete an Asbestos Notification and Acknowledgement Form as part of a pre-work assessment phase. A copy of the College's Asbestos Register will be issued to the Contractor and should be referred to before undertaking any works. Copies are kept with the Estates Manager.

A Contractor Appraisal Questionnaire is to be completed for new companies.

GENERAL ARRANGEMENTS

Housekeeping and Premises

Cleanliness	Work areas should be kept tidy and clear of obstructions. All paper and other waste to be placed in appropriate bins provided. Spilt liquids should be cleared up immediately. In such a situation, a caretaker should be contacted via Reception. Routine cleaning issues should be brought to the attention of the contract cleaners via the Estates Manager via the VLE
Waste Disposal	Bins will be emptied regularly and waste removed from premises. Certain waste is subject to special arrangements (see page 22), for example, vomit, sanitary towels, sharps, most waste electrical equipment (WEE) (e.g. batteries, VDUs, fluorescent tubes, white goods), solvents and paints, poisons and asbestos. Such items must NOT be put in ordinary wastepaper bins, nor the 'wheelie' bins, nor in an ordinary skip.
Recycling	Appropriate schemes will continue to be adopted; these have included toner cartridges, mobile phones, batteries, plastic cups, 'white' paper, cardboard, glass and cans.
Safe Stacking and Storage	Stationery, provisions, maintenance materials and other supplies must be carefully stacked away in appropriate cupboards or storage areas. Doorways, corridors and staircases must be kept free of obstacles.
Checking Equipment	Any member of staff having cause to use step ladders or other similar equipment should examine the same carefully for any defects before use. Ladders and steps must be kept securely when not in use.
Pedestrian Access	Do not run, especially on stairs or in corridors. Use handrails where provided. Never read while walking. Never put an object such as a pen in your mouth when using the stairs. Hot drinks should not be carried around the College in open containers.

Accidents and Incidents

First Aid Boxes and AED	First Aid Boxes are situated in strategic positions around the College (see Appendix 2) and in all College vehicles. AEDs are located in the Theatre Foyer and the Prep Building.
Appointed Person	The School Nurse is responsible for the content and checking of all first aid boxes.
Responsible Person	The Bursar is responsible for reporting incidents. The reporting of RIDDOR can be delegated to the Estates Manager. The Estates Manager maintains the Reporting Log.
Accident Records	Accident records are kept in the Head's PA's office, with copies in the Bursary, Estates Office and the School Nurse's office.

REPORTING ACCIDENTS, FIRES AND DANGEROUS OCCURRENCES ¹

Every employee, visitor and student must report, as soon as possible, **all accidents (even if apparently trivial), reportable dangerous occurrences, near misses, fires and cases of prescribed industrial disease** to the Bursar or in his absence, to the Head, using a College Accident Report form, which are available in the Staff Rooms, the Senior School and Prep Department Offices and the Bursary. The recording of all these incidents in writing is a legal requirement.

Fatalities, major injuries and reportable dangerous occurrences must be reported immediately by telephone to the Head. Such incidents which are **work-related** will be reported to the Health and Safety Executive, usually by the Bursar or Estates Manager under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). The police (and ambulance) must be called to the scene of any **sudden death**.

Incidents during off-site activities must also be reported to the Bursar and, if appropriate, recorded in the accident book at the off-site location. Please refer to the College Educational Visits Policy regarding accidents off-site.

Road traffic accidents must be reported to the Bursar. The police must be called to the scene if anyone is injured. Similarly, insurance claims must be made via the Bursar.

Correspondence from the Department for Work and Pensions (DWP) relating to claims for Industrial Injury Benefit should be sent to the Bursary. Department/Subject Heads must not deal with the DWP in this respect.

Never admit that the College is responsible for an accident/injury. The issue of liability is determined solely by insurers/lawyers/courts following an investigation into all circumstances surrounding an accident.

¹ **Reportable Dangerous Occurrences** (incidents which could have caused injury or death) relevant to the College include the following: electrical short circuit or overload attended by fire/explosion; other explosion or fire; explosion, collapse or bursting of a pressure vessel; and, uncontrolled escape of substances or pathogens.

FIRE SAFETY

The Regulatory Reform (Fire Safety) Order 2005 ('the Order'), which came into effect on 1 October 2006, is the primary piece of fire safety law relating to non-domestic premises. It is the policy of the College to comply as appropriate with all relevant legislation concerning fire safety, including the Order.

Fire Risk Assessment as required under the Order has been carried out and all practicable steps have been taken to eliminate, control or avoid the fire hazards. The Assessment is held by the Estates Manager and is reviewed annually by the Bursar. The Order requires employers to appoint a person or persons to have overall responsibility for the fire safety of the building.

The name of the Responsible Person under the Order is: **Cathy Eames, Bursar**

Under the Regulations anyone having control of an individual area, for example a given classroom, the Theatre, an office, etc, now has by law the same duties as the Responsible Person which include the following duties:

- a duty to take general fire precautions;
- to carry out fire risk assessment;
- to apply principles of fire prevention;
- to make fire safety arrangements;
- to eliminate or reduce risks from dangerous substances;
- fire detect where necessary;
- to ensure that routes to emergency exits from premises and the exits themselves are kept clear at all times;
- to establish and, where necessary, give effect to appropriate procedures, including safety drills, to be followed in the event of serious and imminent danger;
- to make known any additional emergency measures in respect of dangerous substances;
- to provide information to employers and the self-employed from outside undertakings; and
- to co-operate and co-ordinate duties in respect of fire safety.

General Fire Safety

Escape Routes	Staff must familiarise themselves with escape routes and Fire Exits. Both must be kept clear of obstructions at all times.
Fire Extinguishers	Maintenance company: Chubb Fire Ltd
Fire Alarms	Maintenance company: First Response Fire Safety UK Ltd
Fire Marshalls	See Appendix 3

EMERGENCY EVACUATION PROCEDURES

A continuous ring from the fire alarm bells must ALWAYS be regarded as a genuine emergency and the building must be evacuated immediately.

LEAVE the building immediately by the nearest DESIGNATED ESCAPE ROUTE (unless this route is impassable) and go to the ASSEMBLY AREA on the playing field. The students line up to be accounted for. In the event of a fire the following staff report to the Head / Deputy Head.

- Head - Accounting for Senior school staff
- Bursar – Source of fire alarm
- Deputy Head – Accounting for Senior school pupils
- Head of Prep – Accounting for Prep school pupils
- Deputy Head of Prep – Accounting for all Prep School staff
- PA to Head – Accounting for support staff (Non Prep)
- Duty Receptionist/Admin Co-Ordinator – Visitors and contractors
- Site Services Team

Ensure pupils in your vicinity evacuate the building. Advise other staff to leave, but do not wait for them.

If you are the last to leave and if it is safe and you are able to do so, close windows and doors behind you to restrict oxygen flow to the fire.

DO NOT enter (or re-enter) the building while the alarm is ringing.

If you suspect that there is fire on the other side of a door, do not open it unless it leads to your only way out. If you have to open the door to exit be ready with a fire extinguisher.

Testing of the Fire Alarm

Alarms are tested weekly, if necessary usually prior to the arrival of staff and pupils in the morning, advance warning being given by notices displayed at main entrances to the buildings. Listen and familiarise yourself with the sound of the fire bell. A fire evacuation will be practiced at least termly both in Boarding and for the whole school.

Records of testing is held in the Fire Log maintained by the Estates Manager.

EMERGENCY SERVICES

Keep roadways clear for ease of access by the emergency services. The Head or Bursar may delegate personnel to stand at College entrances and other strategic locations to direct emergency services to the relevant location(s). A comprehensive 'red' file containing site maps and location of gas supplies, boiler rooms, chemicals etc, is kept by the main entrance in Reception and a duplicate is kept in the Prep Building, to hand over to the officer in charge of the emergency services on their arrival.

The Fire Service will arrive at Spring Road (automatic gates) in the event of an emergency.

FIRE PRECAUTIONS

Staff must read the **FIRE - What You Should Do'** notices posted at the Fire Alarm call points and emergency exits throughout the College. It is the responsibility of all staff to know the procedures for all buildings that are regularly used. Staff must know where to find:

- Fire Alarm Call Points
- Emergency exits
- Fire extinguishers/blankets

Social Events

i.e. when, for example, parents or visitors are present pose the additional problem of unfamiliarity with the site.

A fire notice should be read out at the start of a formal social event such as a theatrical production. Staff organising a social event" must make adequate provision for directing visitors to safety in the event of a fire.

- Sound Fire Alarm
- Inform Reception
- Evacuate Building

If you set off the alarm, inform the Bursar or the Head as soon as possible.

Gas

If you smell gas, do not switch ON, or OFF, any electrical lights, sockets or appliances as the switch may arc, thus igniting the gas air mix.

Smoke Stop Doors

Rapid escape may depend on the effectiveness of the smoke stop doors protecting the corridors. Keep these doors closed unless under continuous supervision. Vision panels in fire doors **must not** be blanked out or covered in any way.

EMERGENCIES OTHER THAN FIRE

The fire alarm system must be used for any incidents necessitating evacuation of the building.

The lockdown alarm (which sounds similar to an air raid siren) will be rung in any instances where it is appropriate to return to or stay within buildings. Its use is documented in the Lockdown Policy, which should be read alongside this document.

PROCEDURES FOR BOMB THREATS OR OTHER THREATS TO ENDANGER PEOPLE OR PROPERTY AT COLLEGE

Threat received by telephone or written message - collect as much information as possible on what the device is and where it is located, who planted it and when. A checklist for this purpose is available at Reception and in the College Disaster Management & Recovery Plan (in the Bursary).

If a suspicious package or situation is found, then **DO NOT TOUCH** it but contact the Bursar or Head. **EVACUATION** of the building to a safe place will be needed if not already done. To evacuate the building sound the fire alarm.

BUILDING OCCUPANCY

To enable staff and visitors to be accounted for in the event of an emergency, the EntrySign system is used to monitor people arriving at and leaving the site. Reception staff press the emergency print button in the event that the fire alarm sounds and take the register outside with them where it is broken into sections and checked by senior staff.

Residential staff must seek approval in advance by the Head or Bursar if they will be having overnight guests. The Estates Manager is to be notified for Fire Safety and evacuation purposes.

FIRST-AID AND OCCUPATIONAL HEALTH

First-aiders and appointed persons play an important role at the College. A list of qualified first-aiders (see Appendix 1) and appointed persons is posted on various Notice Boards and around the College. First-aid boxes are placed in various locations in the College (see Appendix 2), plus the minibuses, but their contents should only be applied to casualties by first-aiders or appointed persons. Casualties may self-administer first aid materials. Medicines should not be kept in first aid boxes.

There are two AED (defibrillator) machines within the College. These are located within the Prep building and in the Theatre walkway. Both machines are fully automated and all staff training is provided annually as part of INSET training by the Boarding House Nurse or School Nurse.

Periodic battery and functionality testing of the AED (defibrillator) machines are carried out by the School Nurse. Records are to be maintained.

Staff without a current certificate should not provide first-aid. If a person on the first floor level, or above, is taken ill or is injured and consequently unable to use the stairs, staff should not attempt to assist them down stairs, but should call the ambulance/paramedic service and let them deal with the situation.

If, as a consequence of illness or an injury, there are any items of clinical waste, such as used plasters, sterile wipes, cloths used to clean up vomit and so on, these must NOT be disposed of in ordinary waste bins, but in special bags which are available from the School Nurse or through the caretaking staff. There are disposal bins for clinical waste in the Health Centre, P.E. Store room (near the Gym), Boarding House (Toilets, B302) and Prep Building (Prep Medical Room).

Occupational Health

As far as practicable the College will protect its employees from health risks which may arise from work or in the work place by:

- developing health procedures that relate to the College's needs;
- providing pre-employment screening when appropriate;
- establishing and maintaining appropriate standards for health and hygiene relevant to each employee;
- identifying health hazards in the work place;
- having effective first aid provision;
- complying with relevant health and safety statutes and regulations.

The workplace can present extra hazards to pregnant women as physiological changes during pregnancy may mean some tasks present new risks to the employee and their unborn child. Carrying out a formal risk assessment for a new or expectant mother is a legal requirement. Subject/Department Heads should, on learning of a member of staff's pregnancy, inform the HR Co-ordinator, in order that the risk assessment may be undertaken.

It should be noted that the employer's role in occupational health of employees is complementary to and not a substitute for the relationship between the employee and the National Health Service/General Practitioner.

RISK ASSESSMENT

Current safety legislation requires a risk assessment approach to the management of health and safety of employees, pupils, visitors and any others who it may affect. The assessment is based on identifying safety hazards and the risk that people may be harmed by the hazard.

A **hazard** is anything that has the potential to cause harm, such as chemicals, electricity, noisy machinery, working from ladders, an open drawer, poisonous plants etc;

Risk expresses the likelihood that the potential to harm of a particular hazard will be realised, together with an indication of how serious the harm could be.

The Health & Safety Executive's website states that sensible risk management is about:

- Ensuring that workers and the public are properly protected.
- Providing overall benefit to society by balancing benefits and risks, with a focus on reducing real risks – both those which arise more often and those with serious consequences.
- Enabling innovation and learning not stifling them.
- Ensuring that those who create risks manage them responsibly and understand that failure to manage real risks responsibly is likely to lead to robust action.
- Enabling individuals to understand that as well as the right to protection, they also have to exercise responsibility."

It continues Sensible risk management **is not** about:

- Creating a totally risk free society.
- Generating useless paperwork mountains.
- Scaring people by exaggerating or publicising trivial risks.
- Stopping important recreational and learning activities for individuals where the risks are managed.
- Reducing protection of people from risks that cause real harm and suffering."

Specific regulations which may require more detailed risk assessments in the workplace include Display Screen Equipment Regulations (DSE); The Manual Handling Operations Regulations (MHO), as amended in 2002, and the Personal Protective Equipment at Work Regulations (PPE). These are explained in greater detail below.

General risk assessments are the responsibility of the Bursar. **However, the assessment of risk associated with teaching and other related activities falls primarily to Heads of Department (academic) of the academic staff who initiate the work.** A pro forma risk assessment document is attached to this guide at Appendix 6 The college does use a variety of different types of risk assessment documents to cover as many scenarios as possible.

Record Keeping

All risk assessing must be kept until the end of each academic year.

Health and Safety Responsibilities of Staff towards Students

1. Formal Practical Classes: All schedules and instructions for formal practical classes must state the safety precautions required. Such classes must only be taken by suitably qualified staff and must be directly supervised.
2. Pupil Projects: For pupils undertaking practical academic activities, teachers must consult relevant risk assessments or guidance documentation for any procedures the pupils are using or propose to use.

Laboratory work by pupils in Year 11 and below will not take place without direct supervision. 6th Form pupils may work without direct supervision providing that (i) the procedure has been deemed safe by their teacher, (ii) the students are trained and competent in the procedures involved, (iii) they have their teacher's approval, (iv) there is a Science Teacher available they can call upon (in case of emergency) and (iv) they do not work in a Laboratory alone.

Teachers must ensure that pupils carry out the procedures in the approved manner. Risk assessment does not fulfil all the health and safety duties of teachers. Information, training and safe systems of work are seen as vital. New and revised methods should be assessed before being introduced.

The safety of Laboratory staff working outside normal hours, or working alone at any time needs to be considered in advance. A colleague should be close by, in case of an accident.

COSHH

Control of Substances Hazardous to Health (COSHH) Regulations 2002 affect all work which could expose any employee or pupil to hazardous solids, liquids, dusts, fumes, vapors, gases or micro-organisms.

In assessing possible risks to health, it may be helpful to consult information provided by CLEAPPS, available through the CLEAPSS website. Hazcards are kept on file in the Science Department; however, it is advisable to consult the CLEAPSS website for the most up-to-date information.

Registration, Evaluation, Authorisation and Restriction of Chemicals (CLEAPSS)

REACH is a system for controlling chemicals employing the use of Safety Data Sheets (SDSs). Manufacturers, importers and distributors supplying substances or mixtures meeting the criteria for classification as dangerous are required to supply an SDS to the buyer/user, although in some circumstances the relevant SDS may have to be requested. An SDS gives details of, inter alia, the hazard posed, first aid measures to counter the effect on a person and notes on the handling, storage, disposal and transport of the chemical.

Waste Chemicals

Where appropriate, waste chemical should be stored appropriately and disposed of through an approved disposal company.

Poisons, Controlled Drugs and the Misuse of Drugs Act 1971 (as amended)

Stocks of substances controlled by this Act together with the Misuse of Drugs Regulations 2001 must be locked away in a separate cupboard and appropriate records kept. Drugs should be kept in the locked drug cupboard under supervision of the First Aid Co-ordinator. Parental permission may be required in order that medicine may be administered by staff to pupils.

Genetically Modified Organisms

The purpose of the Genetically Modified Organisms (Contained Use) (Amendment) Regulations 2000, as amended in 2002, 2005 & 2010, is the protection of human health and the environment from risks associated with the contained use of genetically modified organisms. Genetic modification is carried out in Biology, but all GM microorganisms are destroyed by autoclaving.

Legionnaires' Disease

Legionnaires' Disease is a type of pneumonia and infection which occurs by breathing in water droplets containing the bacteria *Legionella pneumophila*. Most people exposed to *Legionella* bacteria do not catch Legionnaires' Disease and it does not spread from person to person. Legionnaires' Disease is very uncommon in people under the age of 20. It is more common in people over 45, men, smokers and heavy drinkers.

The bacterium is widespread in nature, for example, rivers and ponds where usually it does no harm. However, *L. pneumophila* bacteria can thrive in hot or cold water systems and storage tanks between temperatures of 20°C to 45°C and become hazardous to people using showers and taps. The bacteria cannot survive in temperatures above 60°C.

As required by law, a Legionella Risk Assessment has been carried out, resulting in a course of action to control those risks identified in the College's hot and cold water systems. WCS Group carry out legionella testing on a regular basis.

The named Duty holder is: Carrie Askew, Head of Operations for ILG

Pandemic and Other Infectious Diseases

The likelihood of a pandemic disease, for example, influenza, occurring has increased significantly during the first decade of the 21st Century. A College "Disaster Management and Recovery Plan" has been formulated to assist in the handling of a variety of potential threats, including pandemic disease, by *inter alia* establishing a Disaster Recovery Team, detailing the responsibilities of its members and specifying response protocols to deal with the threat and its consequences (refer also to the College's specific Pandemic Illness Policy) In its response to handling an outbreak of a pandemic disease, the College would draw on advice from a variety of sources, including the DfE and the Public Health England. Such advice continues to stress the importance of good personal hygiene, i.e. the regular and thorough washing of hands, as one of the most important ways of controlling the spread of infections (ref: HPA guidance on infection control in schools contained in the appendices to this Guide).

Use of Radioactive Materials and Lasers

Before undertaking work with radioactive materials or lasers all new personnel must first discuss their requirements with the Head of Science. It is the responsibility of all staff to familiarise themselves with local rules and to comply with approved schemes of work.

Any female member of staff working with radioactive materials or other source of ionising radiation should cease such work when she becomes pregnant, or thinks that she might be pregnant. Any woman of child-bearing age is at liberty to ask to be taken off such work. This recommendation has been adopted not because it is considered that there is any danger to the baby from radiation at the levels likely to be used in the College, but rather to ensure the peace of mind of a prospective mother.

Further notes for laboratory supervisors and technicians

Laboratories, Prep Rooms and the Chemical Store should be kept locked when not in use, in order to exclude unauthorised persons. Consequently, the Science Labs are fitted with keypads for during the day security as well as mortice locks for added security when required. Complex, hazardous, apparatus that has to be left running overnight should have the correct notice attached giving safe shut-down procedure and an emergency telephone contact.

Broken glass and sharps must be placed in specially designated containers in each laboratory and **NEVER** mixed with paper or other waste, in order to minimise risks to cleaners.

Maintenance Staff

Maintenance Staff may be exposed to a wider range of hazards during normal work than other staff. Most frequently encountered hazards are dusts, bacteria and micro-organisms. To reduce the risk in the Science Labs, all new maintenance staff working in laboratories must meet the Head of Science who will inform them of any potential hazards which they may encounter. Throughout the College premises, appropriate personal protective equipment should be used when required.

Good Hygiene Practice

According to the Public Health England² *'handwashing is one of the most important ways of controlling the spread of infections, especially those that cause diarrhoea and vomiting, and respiratory disease. The recommended method is the use of liquid soap, warm water and paper towels. Always wash hands after using the toilet, before eating or handling food, and after handling animals. Cover all cuts and abrasions with waterproof dressings.'*

Children

Children under 16 years of age are not permitted in the Science Prep Rooms without direct supervision and are forbidden to enter the College workshop and maintenance store rooms unless **specific written permission** has been obtained from the Head.

² Reference: www.hpa.org.uk

WORK EQUIPMENT

The use of work equipment comes under the Provision and Use of Work Equipment Regulations 1998 (PUWER). The scope of work equipment is extremely wide and includes whole machines such as a minibus and separate tools such as an angle grinder. In addition to individual items, any assembly arranged and controlled to function as a whole is included, for example, the Kitchen. Employees have a duty to ensure that so far as is reasonably practicable work equipment is safe and suitable and that adequate training is given in the use of such equipment. **Children are not permitted to use work equipment.**

Boiler, Plant and Tank Rooms and Roof Spaces

No unauthorised persons are permitted in the Boiler Rooms, or Plant Rooms, or the Water Tank Room, or roof voids nor are they permitted to access Electricity Distribution Boards etc. Authorisation must be requested from Estates Manager in the first instance or the Bursar. Pupils are not permitted in any of these areas.

Theatre Sound Box and Fly Tower

Operation of sound and lighting controls in the Theatre Sound Box is restricted to those persons who have written permission of the Head. The Fly Tower is out of bounds to all pupils and only authorised staff are permitted to operate the rope pulley system that raises/lowers scenery and lighting bars. This system is an example of certain equipment that falls within the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER). The Regulations cover the suitability of the equipment for its purpose as well as its maintenance.

Knives

Under the Offensive Weapons Act 1996, it is an offence to carry or possess a knife (or other offensive weapon) on school premises. There are exemptions for the use of knives, for example, in the Art and Science Departments, in Home Economics and the College Kitchen. However, good security arrangements are required to ensure pupils do not have free access to the knives used legitimately in these areas. The College has made such arrangements, for example, in Home Economics knives are counted out on issue and back in when collected at the end of lessons. A similar practice occurs in Biology and, for Years 10 to 13, in Art. Craft knives are not issued to Art classes in Years 7 & 8 and in Years 9 – 13 are issued to individual's subject to approval of their request and the knives being counted back in.

College Kitchen

The Kitchen contains inherently hazardous equipment and activities, for example, gas ovens, deep fat fryers, knives etc. and, to manage the risk involved, separate safe working practices exist for the Catering Department.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE is defined in the, Personal Protective Equipment at Work (Amendment) Regulations 2022 (PPER 2022) as ' all equipment (including clothing affording protection against the weather) which is intended to be worn or held by a person at work and which protects the person against one or more risks to that person's health or safety, and any addition or accessory designed to meet that objective. Assessment of suitable PPE should be made and instruction and training given in use of PPE. Employees are reminded of their obligation under legislation to co-operate with requests to wear appropriate PPE and to look after the items that are issued to them. Any loss, damage or theft should be reported to the Bursar.

As per the Amendment of the PPER 2022 this extends to limb workers (b).

DISPLAY SCREEN EQUIPMENT (DSE)

A DSE user as defined in the Display Screen Equipment Regulations (1992) as amended by the Health and Safety Executive (Miscellaneous Amendments) 2002 is one who habitually uses DSE as a significant part of normal work. The average time spent per day using DSE, prolonged and/or intensive periods of use and the type of operation are important criteria for defining a *user*. Most employees classified as *users* normally use DSE for continuous or near-continuous spells of an hour or more.

The Estates Manager is trained to carry out Display Screen Equipment Assessments in relation to occupational health. Sedentary support staff will be sent a self-assessment form to complete and further assessments will be carried out if required. An assessment will be carried out on teaching staff upon request.

The Head of ICT carries out an assessment form for the ICT workstations within the College. The purpose of the assessment is to reduce health risks to *users* and other people who access each station.

Legal obligations under the DSE Regulations 1992 and subsequently amended as above apply only to employees, but it is suggested that courses should be designed so that the work load would not bring a pupil into the category of *user* were she an employee. For example, if the continuous use of DSE is kept below a maximum length of time of 60 minutes and on not more than four such occasions per week, a reasonably comfortable workstation is adequate.

MANUAL HANDLING

Manual handling activities account for by far the greatest number of health and safety injuries.

Under the Manual Handling Regulations employers, so far as is reasonably practicable, should avoid the need for employees to undertake any manual handling operations at work which involve a risk of injury. As a general principle, work activities should be organised so as to minimise manual handling operations. Employees should assist their employer by highlighting difficulties arising from manual handling operations.

Before carrying out a manual handling operation, think about what is being handled, where it is being taken and how best it may be handled. Is there an alternative approach that will avoid or reduce the need for manual handling? Can the item(s) be handled using a barrow or other aid? Assess the route you will take and whether the item will fit through space restrictions en route. Doors en route should be wedged or held open prior to the handling operation. Items for re-handling should be put down at table height, not on the floor. Always ask for assistance with awkward or large objects, even if they are not heavy and wear Grippa gloves when carrying such items. Only lift or move what you can easily manage. Risk of injury is greater when twisting the body whilst handling objects. A mechanical lifting device is available to assist with heavy or large items – see the Estates Manager.

If in doubt, **get assistance**, or consult the Estates Manager

Lifting or supporting people who are unwell or injured, except with known disabilities, would also be classified as manual handling and such actions need to be thought through using the same methodology described above. As a general rule anyone on the first floor level, or above, falling ill or injuring themselves should not be carried or assisted down stairs, but rather the ambulance service called and the matter be dealt with by paramedics etc. This is both to prevent any (further) injury to the person affected and also to prevent those offering assistance from putting themselves at risk of injury when, for example, on a staircase.

Code of Practice for Manual Handling Operations

- Only lift, carry or move what you can manage safely.
- If objects are too heavy or awkward – get help.
- Use the correct technique, particularly when you have to move heavy objects.
- If you have to handle objects with rough or sharp surfaces – wear protective gloves.
- Make sure your route is clear before lifting
- Take a firm grip before lifting.
- Make sure you can see where you are going.
- If mechanical aids are provided, use them.
- If prolonged lifting operations are involved, it is important to take appropriate rest breaks.
- If you regularly handle heavy objects of any kind, safety boots or shoes should be worn – the College will supply these; ask your Line Manager about this.
- Always report accidents or aches and pain in back, arms and neck that last over 24 hours.

Remember!

- **No one expects you to handle more than you can manage.**

SLIPS AND TRIPS

The risk from slips and trips is often seen as minor, but *they are a significant hazard especially in schools*. In the education sector 55% of accidents are the result of a slip or trip, which is far higher than the average in other types of workplace.

There is a high volume of pedestrian traffic moving around the College, indoors and out, on the flat and using stairs. There is therefore a significant population at risk and staff should bear this in mind whilst working. Given these points, going up and down stairs is one of the highest risk activities undertaken each day at the College. The solutions to reducing risk of slips and trips revolve generally around good housekeeping (i.e. tidiness and making sure obstacles are not left in corridors and walkways etc.), avoiding spillages of liquid by, for example, transporting liquids in a sealed container, plus taking care after spillages, or when floors are being washed/mopped. It is important not to run or engage in horseplay etc. when moving around the premises. Use of ‘common sense’ generally will often be the most effective solution.

Further information and guidance may be found in the first instance in the Health and Safety Executive’s Education Information Sheet ‘Watch Your Step In Education’ which is available from the Bursar and www.hse.gov.uk/slips/information.htm

ELECTRICAL SAFETY

Electrical injuries can be caused by a wide range of voltages but the risk of injury is generally greater with higher voltages and is dependent upon individual circumstances.

Alternating current (AC) and Direct Current (DC) electrical supplies can cause a range of injuries including electric shock, electrical burns, loss of muscle control and thermal burns.

General Safety Measures

- Cables and plugs should be checked by staff whenever they use electrical appliances.
- Never touch electrical equipment with wet hands.
- Always turn off electrical equipment and disconnect before moving it.
- Never attempt electrical repairs unless authorised.
- Always keep electrical cables and wires away from wet areas or from where they could be walked over.
- When extension leads are used, great care must be taken to minimise the risk from trailing cables. Coiled extension leads must be fully unwound to avoid overheating.
- When using a trailing socket (i.e. an extension lead terminating in a bank of two or more sockets) care must be taken to avoid overloading the 13amp maximum.
- Always switch off equipment when it is not in use.

Routine Testing of Mains Powered Electrical Equipment

Most single phase 240v AC mains powered portable electrical apparatus is tested annually for satisfactory wiring, earthing and insulation by either a suitably trained member of Site Services Staff or an outside contractor. Equipment which passes the test will have a dated label stuck to it. **New portable electrical equipment must be registered with the Estates Manager before use and, if necessary, inspected by maintenance staff.** Ensure portable equipment is tested - it accounts for a high proportion of electrical accidents. Do not use untested or faulty equipment. Plug, lead and equipment faults should be reported to the Estates Manager (ext. 269).

Specialist electrical equipment (such as in the Theatre) is inspected annually by properly qualified experts.

5 yearly condition surveys are undertaken by approved NICEIC contractors, a schedule is maintained and kept by the Estates Manager.

Any new or amended electrical installations must be carried out by approved NICEIC contractors. All Minor Works and Installation Certificates are kept with the Estates Manager.

PRESSURE SYSTEMS, COMPRESSED AND LIQUID GASES

Under the Pressure Systems Safety Regulations (2000) all items of pressure equipment including boilers and gas cylinder pressure regulators must be inspected and serviced annually by a competent person. This inspection is currently undertaken by a representative from the insurance company that provides cover for the College's plant and equipment. Liquefied gases can cause severe burns, as can dry ice; always use gloves when handling them. Ensure there is continuous ventilation when carrying dry ice by car or van, even if materials are in an enclosed boot.

Gas

Mains gas is used to fuel the College boilers, ovens in the kitchen, as well as some of the cookers in Home Economics and the Bunsen burners in the Science Labs. If you smell gas raise the alarm immediately. **Do not switch any lights on, or off, in the areas you smell gas** as it is possible for the contacts in a switch to arc thus igniting a gas/air mixture. The Kitchen is fitted with carbon monoxide and methane sensors and these will automatically cut the gas supply should a higher than normal presence of either gas be detected. At Easter 2016 the Kitchen gas supply is also being connected to the fire alarm, such that all gas supply to the kitchen will be cut should the fire alarm sound.

Emergency gas cut-off buttons are fitted in the Kitchen and Science Labs and in Home Economics (rear store room) there is a lever valve to shut off the gas supply.

MERCURY

Mercury vapour is hazardous and prolonged exposure (over years) may damage the nervous system. Mercury thermometers must not, therefore, be used in offices or any areas that would be difficult to decontaminate. Neither should they be sent through the mail. Mercury thermometers must be disposed of via the Head of Science and NEVER in wastepaper bins. Mercury thermometers are only issued to Sixth Formers. In the event of a breakage a Mercury Stills Kit is used to clear up the debris, following the CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services) recommendations.

Low-energy light bulbs contain very small amounts of mercury in the tubes. If such a bulb breaks the room should be ventilated for 15 minutes if possible prior to clearing up the debris. Wearing gloves and using a stiff piece of card, the remains of the bulb and associated dust should be swept into a reasonably sturdy plastic bag. As little dust as possible should be raised and a vacuum cleaner should not be used.

Schools are advised to purchase low-energy bulbs with a double envelope, which also emits a significantly lower level of ultra-violet light. In the double envelope bulb there is an additional layer of protective glass or plastic surrounding the fluorescent tube. It has a similar appearance to traditional filament light bulbs.

IONISING RADIATION

Under the Ionising Radiations Regulations 1999 the College is deemed to be a 'radiation employer' and consequently has formally appointed a Radiation Protection Adviser (RPA) to advise on matters. The RPA must be consulted prior to acquisition and disposal of radioactive materials. Day to day the management and storage of the limited sources of ionising radiation kept by the College is the responsibility of the Head of Physics.

ASBESTOS

The Control of Asbestos Regulations 2012 (CAR 2012) requires employers, *inter alia*, to keep a register of asbestos containing materials (ACMs) in the work place. The College register is kept by the Estates Manager and is part of an overall Asbestos Management Plan & Survey, which sets out the way the College seeks to deal with ACMs and suspected ACMs. The presence of ACMs in the College is not itself necessarily a problem unless they are disturbed in a way that releases asbestos fibres.

Thus, advice from the Health & Safety Executive (HSE) is that "if the asbestos is in good condition and is not likely to be damaged, worked on or disturbed then it does not present a significant risk and it is usually safer to leave it in place and manage it."

The Governing Body of the College, as owner of the buildings and employer, is the 'dutyholder' under CAR 2012 Regulation 4 and must comply with its duty to manage asbestos. In order to discharge its duty, the Members of ILG have charged the Head of Operations (ILG) with responsibility for asbestos management supported by the Bursar and Estates Manager. However, any member of staff who has information on the whereabouts of asbestos on the premises is required to make this available to those responsible for asbestos management.

The College premises have been surveyed for ACMs either by in-house staff, or, for the majority of such work, by Green Shield Environmental Ltd. Should additional information be needed, for example, prior to major building works, or where a suspect ACM is found when, for example, boxed in pipes are exposed, samples are taken and sent for analysis by a UKAS accredited testing laboratory.

An annual condition survey of the ACM's present that are within a safe reachable distance within the College is conducted by the Estates Manager with targeted areas of inspection carried out by an appointed contractor. A copy of the report is submitted to the Bursar and Head of Operations (ILG).

BUILDING MAINTENANCE

When the College carries out a construction project in accordance with the Construction Design Management Regulations 2015 (CDM 2015), the College will make suitable arrangements to enable those carrying out the project to manage H&S risks in a proportionate way. These arrangements will include:

- Appointing a Principal Designer & Principal Contractor
- Allowing sufficient time and resources for each stage of the project
- Ensure that the Principal Designer & Principal Contractor carry out their duties in managing the project
- Make sure suitable welfare facilities are provided for the duration of the construction work
- Maintain and review the management arrangements for the duration of the project
- Provide pre-construction information to every designer and contractor either bidding for the work or already appointed to the project
- Ensure that the principal contractor prepares a construction phase plan before that phase begins
- Ensure that the principal designer prepares a health and safety file for the project and that it is revised as necessary and made available to any who needs it for subsequent work at the site

For notifiable projects (where planned construction works will last longer than 30 working days and involves more than 20 workers at any one time; or where the work exceeds 500 individual worker days), the College must notify the HSE in writing details of the project and ensure a copy of the notification is displayed in the construction site office.

During maintenance work carried out by external contractors, responsibility for health and safety within the work area falls to the contractor. **College staff, therefore, must not enter a contractor's work area without permission of the contractor. Entry may require the wearing of a hard hat and/or other PPE.**

The Estates Manager will issue the Contractor Code of Conduct at the beginning of the project.

WORKING AT HEIGHTS

Falling from a height at work is the most common cause of employee fatality. To reduce the level of accidents associated with working at heights, the Work at Height Regulations 2005 (subsequently amended) were introduced, effective from 6 April 2005. The Regulations apply to all work at height where there is a risk of a fall liable to cause personal injury.

The Work at Height (Amendment) Regulations 2007, which came into force on 6 April 2007, apply to those who work at height providing instruction or leadership to one or more people engaged in caving or climbing by way of sport, recreation, team building or similar activities in Great Britain.

As part of the Regulations, duty holders must ensure that:

- all work at height is properly planned and organised;
- those involved in work at height are competent;
- the risks from work at height are assessed and appropriate work equipment is selected and used;
- the risks from fragile surfaces are properly controlled; and
- equipment for work at height is properly inspected and maintained.

There is a simple hierarchy for managing and selecting equipment for work at height. Duty holders must:

- avoid work at height where they can;
- use work equipment or other measures to prevent falls where they cannot avoid working at height; and
- where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.

The Regulations *inter alia* require a risk assessment to be carried out for all work at height and as a consequence, restrict the use of ladders etc as a means of accessing high levels because they are not as safe as fixed working platforms and scaffolding etc. Therefore, generally, unless either the risks are low, or work is only of a short duration, or site features prevent the use of safer equipment, scaffolding will be required for high-level work. HSE guidance for working at heights must be followed. This is available from the Bursar.

For teachers in the classroom environment, if it is necessary to work above normal reach, a kick-step or low steps must be used, not items of furniture. As classrooms are refurbished, or alterations made, consideration must be given, for example, to locating display boards so that they can be reached from floor level.

WASTE AND REFUSE DISPOSAL

The College has a legal “Duty of Care” regarding disposal of waste. This duty explicitly requires the proper disposal of waste and fines of up to £20k may be imposed on any person failing to comply. In addition to the guidelines for disposal of sharps, poisons, toxic chemicals, glass, mercury thermometers and asbestos given above, recent changes to landfill regulations (imposed, for example, by the Waste Electrical and Electronic Equipment and the Restriction of Hazardous Substances in electrical and electronic equipment Directives) mean that, for example, refrigerators, batteries, TVs and VDUs must be disposed of by a firm licensed to dispose of hazardous waste. Consequently, these items must NOT be thrown out via the normal bins or skips. Their disposal should be discussed with the Estates Manager.

The Department for Environment, Food and Rural Affairs Waste considers waste hazardous if it (or the material or substances it contains) are harmful to humans or the environment. Examples of hazardous waste include:

- asbestos
- chemicals, such as brake fluid or print toner
- batteries
- solvents
- pesticides
- oils (except edible ones), such as car oil
- equipment containing ozone depleting substances, like fridges
- hazardous waste containers

The Estates Manager maintains the log of Duty of Care and Waste Transfer Note for general, recycling and sanitary waste.

‘Sharps’ such as lino cutting blades, scalpels etc must be disposed of in proper ‘sharps’ disposal containers, located in Art, Biology and Physics and the Boarding House Office. The Estates Manager should be informed when the sharps containers are full so that disposal can be arranged. Additionally, in Home Economics, there is a separate bin for broken crockery.

Clinical waste, for example, sterile wipes used in first-aid to clean a wound, cloths used to clean up vomit, etc must not be disposed of in the ordinary waste. The caretaking staff have clinical waste bags specifically for such instances. These bags are also available from the First-Aid Co-ordinator. Disposal bins for clinical waste are located in the Health Centre, P.E. Office (near the Gym), Boarding House (Toilets, B302), Prep Building (First Aid Area and Early Years) and Upper Prep Staffroom in Middle School.

FOOD HYGIENE

The College accepts its duty to comply with the Food Safety Act 1990 (Amendment 2004) and related legislation, for example, The Food Safety and Hygiene (England) Regulations 2013 and the Food Information Regulations 2014. Good hygiene practice will be followed and a Hazard Analysis & Critical Control Point (HACCP) principles followed. The HACCP plan will be designed to keep food safe from biological, chemical and physical food safety hazards.

In the College Kitchen, the sourcing, purchase and storage of raw and cooked food is the responsibility of the Catering Manager. To comply with food law, raw and cooked foods must be stored separately, under refrigeration where appropriate. Food with a 'use by date' will not be used beyond the stated date, whereas food with a 'best before' date may be used at the Catering Manager's discretion.

The College is responsible for food hygiene and cleanliness in the Kitchen and Dining Room. Food hygiene in the Home Economics classroom is the responsibility of the Head of Home Economics and the Departmental Handbook contains more details of health and safety guidelines for staff and pupils.

In the Boarding House, boarding staff instruct pupils in safe handling and storage of food, including the Common Room fridges and make regular checks on the fridge contents and temperatures. No raw meat, raw fish or fresh eggs are permitted.

SWIMMING POOL, GYMNASIUM AND P.E. EQUIPMENT

Staff are permitted to use the pool for a weekly swim session providing that they have received training in accordance with the College's Standard Operating Procedure. Alone swimming is not permitted and at least one adult must act as the eyes on the side at all times. The staff swim is fully risk assessed. A list of qualified lifesavers is available at Appendix 4.

Water quality is monitored & recorded daily by designated members of the Site Services team who have undergone appropriate training. WCS Group, an external contractor specialising in water quality management carry out monthly microbiological sampling to check for coliform bacteria, Pseudomonas aeruginosa and E.Coli. The results are recorded and held by the Estates Manager.

The Pool Operator is: Chris Wells

The Pool Assistants are: Robert Worbey, Tom Graddon and Andrew Stewart

The Estates Manager has been trained to Pool Operator Level.

The use of the Gymnasium equipment must be supervised by suitably qualified staff. P.E. equipment must only be used with agreement of the Head of P.E.

The Pool's Standard Operating Procedure should be followed at all times.

EDUCATIONAL VISITS, FIELD WORK & OFF-SITE ACTIVITIES

Arrangements for the health and safety of learners outside the classroom (HASLOC) i.e. pupils on educational visits, fieldwork and other off-site activities must conform with the College Educational Visits Policy, a copy of which may be obtained from the Senior Staff Room, or the Prep Department Secretaries, or downloaded from the policies area of the College VLE. **Learning outside the classroom includes within the College grounds, except when used for PE or sports.**

Staff organising a visit must ensure that they document compliance with the policy by completing the appropriate checklist that accompanies the policy and getting it approved by the Educational Visits Co-ordinator. This is not in place because staff are thought unable to organise a trip properly, but because, should an accident occur on a trip, *documentation* of compliance would be one of the first things requested by the HSE. It therefore acts to protect the staff member(s) involved as well as being a requirement of the HSE. All visits must have a designated party leader, whose responsibilities are explained in the Educational Visits Policy.

Minibus Driving

Company vehicles will only be driven by persons authorised to do so by the Head / Bursar. Anyone driving a College Vehicle must comply with the **Rules for Driving College Vehicles**, which is available at Appendix 5. Drivers must be at least 25 years of age, but not older than 70, under the terms of the College's insurance policy.

All staff wishing to drive the minibuses must pass the Hertfordshire County minibus driver assessment course (or equivalent). All persons passing the UK driving test after 1 January 1997 must have a full PCV licence to drive the minibuses, as must anyone driving in mainland Europe.

The College insurance policy includes public liability during visits etc., and travel insurance for staff accompanying pupils on trips. Staff using their own cars for such travel must ensure that their own insurance includes business use and may expect to be asked to provide evidence of this, and where needed, MoT test certificate, to the Bursar on request. All drivers, whether of College vehicles or their own on College business will be asked to provide the College with sight of a valid driving licence annually. Should a driver receive any endorsements in the interim, then they must notify the Bursar as the College's insurers need to be informed.

All drivers will be asked to complete a Drivers Questionnaire annually.

Drinking and Driving

The 1967 Road Safety Act defined a legal limit of 80 mgs of alcohol per 100 ml of blood, above which a driver is judged to be unfit to drive through the influence of drink. Penalties include being banned from driving, a fine and/or imprisonment. Additional legislation, the Road Traffic Act 1991, introduced new offences and penalties for drinking and driving, which came into force on 1st July 1992, for example, the offence of causing death by careless driving when under the influence of drink or drugs.

Under the Road Traffic Act 1988, *'a person who, when riding a cycle on a road or other public place, is unfit to ride through drink or drugs (that is to say, is under the influence of drink or a drug to such an extent as to be incapable of having proper control of the cycle) is guilty of an offence.'* The College would treat a failure to pass a breath test as a disciplinary offence.

SOCIAL EVENTS

Various College functions may be described under the category 'social events' for example, productions in the Theatre (including refreshments during the interval), staff lunch with the Members of ILG, Prep Fun Day, Parents' Evenings and so on. Consideration should be given to the arrangements for regulated activities, for example, the sale of alcohol (see below), within the terms of the College's Premises Licence, room capacities for fire safety, seating, noise, parking, the hours that the entertainment takes place, arrangements for cleaning after the event and so on. Emergency evacuation instructions must be provided at the start of public events, to ensure that participants are aware of what to do if, for example, a fire starts.

An Event Co-ordinator should be designated for each event, whose responsibility is to ensure the various safety matters are taken into account. Health and Safety is only one part of the logistical approach needed for planning social events. For theatrical productions, a specific planning guide is appended to this guide at Appendix 7 and further copies are available from the Bursar.

Alcohol at Social Events

The Licensing Act 2003 brought about the amalgamation of six previous licensing systems (alcohol, public entertainment, cinemas, theatres, late night refreshments and night cafes) into a single, integrated scheme for licensing of premises. The objectives of the Act include public safety and the protection of children from harm. The College has a Premises Licence which covers specific areas for the sale of alcohol, for example, the Dining Room and JCR (and for public performances of drama, the Theatre). The Premises Licence is displayed in the Theatre foyer. The sale of alcohol would normally be under the Personal Licence to sell alcohol held by the Bursar. Outside of the areas covered by the Premises Licence it is possible to carry on licensable activities provided that a Temporary Event Notice is obtained from the NHDC. The Bursar must be contacted concerning such a need.

The College Alcohol Policy, inter alia, takes into account the protection of children required under the law vis-à-vis that:

- It is an offence between the hours of midnight and 5 a.m. to allow children under sixteen onto premises which, although not exclusively or primarily for the sale of alcohol, are licensed for sales of alcohol, unless accompanied by a person over eighteen.
- It is an offence to sell or supply liqueur confectionery to a child under 16.
- It is an offence for an individual under 18 to consume alcohol on relevant premises and for anyone who had the authority to stop this to allow that individual so to do. The exception where the consumption is to be on the premises, is where the child is aged between 16 and 17 and is accompanied by an adult and is having a table meal. In those circumstances, the only alcohol that they are allowed to consume is wine, beer or cider.
- It is an offence for a responsible person on relevant premises to allow an individual under 18 to **sell** or **supply** alcohol. There is an exception where the alcohol is supplied with a table meal, so that the under-18 can work as a waiter or waitress and deliver drinks to the table.

Anyone under the influence of drink at work who thereby endangers the health and safety of him- or herself, or others, is liable to prosecution under the Health and Safety at Work etc Act 1974.

Appendices

Appendix 1	List of First Aiders
Appendix 2	Locations of First Aid boxes and AED Machines
Appendix 3	Fire Marshals
Appendix 4	List of Qualified Lifesavers
Appendix 5	Rules for Driving College Vehicles
Appendix 6	Risk Assessment Pro Forma (blank)
Appendix 7	Theatrical Productions Guide and Checklist
Appendix 9	Lettings and Events Checklist

Appendix 1 – List of First Aiders
(last updated October 2022)

First Name	Surname	Qualification	Department	Ext
Jackie	Marshall	Paediatric First Aid	Boarding	226
Prescilla	Boutros	First Aid at Work	Boarding	226
Niki	Bexfield	First Aid at work	Boarding	226
Jane	Bedborough	First Aid at work	Boarding	226
Gemma	Arthur	First Aid at work	Boarding	226
Jane	Skelton	First Aid at work	Catering	203
Tom	Graddon	Emergency First Aid	Maintenance and Caretaking	222
David	Watson	First Aid at work	Maintenance and Caretaking	210
Nicola	Baxter	Sports First Aid	P.E.	213
Bozena	Mechelewska	Essential First Aid	Prep	216
Jo	Roseblade	Paediatric First Aid	Prep	216
Lynda	Wilson	Paediatric First Aid	Prep	216
Vincenza	Walls	Paediatric First Aid	Prep	216
Jackie	Birchall	Paediatric First Aid	Prep	216
John	Sample	Paediatric First Aid	Prep	215
Rosemarie	Skinner	Paediatric First Aid	Prep	216
Sandra	O'Mahoney	Outdoor First Aid	Prep / Senior	213
Amy	Bottazzi	Emergency First Aid	Prep P.E.	216
Linda	Halliday	First Aid at work	Reception	266
Christine	Caine	Emergency First Aid	Science	259
Lynne	Hughes	Emergency First Aid	Senior	234
Pam	Major	First Aid at work	Senior	234
Agnieszka	Hercog-Chan	Emergency First Aid	Senior / Boarding	216
Hannah	Murphy	Sports First Aid	Senior P.E. (Mat Leave from April 22)	260/213
Emily	Greenfield	Emergency First Aid	Senior P.E. (Mat Leave from Oct 22)	260/213
Chris	Tansell	Activity First Aid	Senior	213
Sara	Hall	Emergency First Aid	Health Centre Nurse	230
Debbie	Hammond	Emergency First Aid	D of E	213

Please note : Epipens are situated in the register pocket outside the Health Centre Administrator's office and behind the Prep Reception Desk.

The emergency school inhalers are:

1. Inside the health centre medicine cabinet
2. Outside the medical centre with other emergency medicines
3. Boarding House
4. Prep

Appendix 2 - Location of First Aid Boxes and AED Machines

(Updated September 2022)

Broadway Building

Reception	(1)
Kitchen	(2)
Boarding House	(5)
Health Centre	(7)

Middle School

Staff Room	(1)
Art Department	(1)
Food & Nutrition	(2)
New Hall	(1)
Biology	(3)
Chemistry	(2)
English	(1)

Prep

Prep Foyer	(3)
Science	(2)
Outside Reception	(1)

Other Locations

P.E. Office	(5)
Swimming Pool	(3)
School Minibuses	(4)
Theatre*	(1)

AED Machines (Defibrillators)

Prep Building
Theatre Foyer

*located in reception and issued to first aider on duty during performance

Appendix 3 - Staff Fire Training

(Last updated October 2022)

Date of Training	Name of Candidate	Course Type	Refresher Date
24.11.21	Hannah Brown	Practical Fire Extinguisher	November 2023
24.11.21	Dave Watson	Practical Fire Extinguisher	November 2023
24.11.21	Tom Graddon	Practical Fire Extinguisher	November 2023
24.11.21	Robert Worbey	Practical Fire Extinguisher	November 2023
24.11.21	Jane Bedborough	Practical Fire Extinguisher	November 2023
24.11.21	Gemma Arthur	Practical Fire Extinguisher	November 2023
24.11.21	Niki Bexfield	Practical Fire Extinguisher	November 2023
24.11.21	Jackie Marshall	Practical Fire Extinguisher	November 2023
24.11.21	Sara Hall	Practical Fire Extinguisher	November 2023
24.11.21	Prescilla Boutros	Practical Fire Extinguisher	November 2023
24.11.21	Dean Jarvis	Practical Fire Extinguisher	November 2023

Boarding Staff			
13.09.20	Prescilla Boutros	Fire Safety in Education	September 2022
16.09.20	Jane Bedborough	Fire Safety in Education	September 2022
16.09.20	Niki Bexfield	Fire Safety in Education	September 2022
17.09.20	Jackie Marshall	Fire Safety in Education	September 2022
17.09.20	Mel Baksalara	Fire Safety in Education	September 2022
04.06.20	Gemma Arthur	Fire Safety in Education	September 2022
07.10.20	Agnieszka Herog-Chan	Fire Safety in Education	September 2022

Appendix 4 – List of Qualified Life Savers

(last updated October 2022)

Nicola Baxter	Hannah Murphy
Amy Botazzi	Debbie Hammond
Emily Greenfield	

Appendix 5 – Rules for Driving College Vehicles

(last updated September 2022)

Driver Details

All drivers are required to provide a copy of their licence annually. They are further required to notify the College immediately should they be involved in any road accident (even when not driving a College vehicle), receive any notice of intended prosecution or fixed penalty notice or, have any change in circumstances relating to health.

Driving

College vehicles must not be driven by anyone other than the employee authorised by the Head or Bursar or the insurance on the vehicle may be invalidated. With effect from 1 September 2003, all new staff wishing to drive the minibuses must pass the Hertfordshire County minibus driver assessment course (or equivalent). College policy is to encourage all other drivers to undertake the same training. All persons passing the UK driving test after 1 January 1997 must have a full PCV licence, as must anyone driving in mainland Europe.

Permitted Use

Vehicles must only be used for official business as instructed; personal use is not permitted. Any drivers making unauthorised use of College vehicles will not be covered by insurance. Drivers must be at least 25 years of age, but not older than 70 (under the terms of the insurance policy).

Maintenance

All drivers are responsible for making daily checks on oil and water levels and tyre pressures.

Fines

Drivers are responsible for payment of all fines incurred (as the driver) whilst they are in charge of College vehicles.

Fuel

Drivers must ensure they are aware of current College procedures for the re-fuelling of vehicles.

Mileage

All drivers of College vehicles must keep accurate daily mileage records.

Theft of Vehicle

In the event of a College vehicle being stolen, the driver in charge at the time must immediately notify both the Police and the College.

Security

Drivers must at all times ensure that the vehicle is securely locked when left unattended. Vehicles must be returned to the College premises unless any other arrangements are authorised by the Head or Bursar.

Seat Belts

All drivers are responsible for ensuring seat belts are used as required by Law.

Drinking, Driving and Smoking

Drivers are not permitted to consume any alcoholic beverages during working hours. They are also reminded that they should not drive College vehicles if their blood alcohol level is still above the legal limit as a result of alcohol consumed outside of working hours. Smoking or vaping is not permitted in any College vehicle.

Accident Reporting

All accidents when driving a College vehicle must be reported to the College within 24 hours with full details to enable an insurance claim form to be completed. As a reminder, drivers should, following an accident, make a note of:

1. Full details of any Third Party vehicle and drivers involved in the accident.
2. Names and addresses of any witnesses.
3. Details of any Police Officer at the scene.
4. Exact time and location of the accident.

Mobile Phones

The use of mobile phones is not permitted whilst driving College vehicles.

Breakdown Service Provider - In the event of breakdown, drivers should contact the Equity Red Star Minibus Breakdown 24-hour Rescue Control Centre on 0800 243 783 or 01277 720718

Additional Hazards:									
Additional Control Measures needed:									
<p>Hazards: a hazard is something that has the <u>potential</u> to cause harm.</p> <p>e.g., electricity, manual handling, slips & trips, strong acids etc</p>		<p>Risk Likelihood is a measure of the hazard's potential to be realised. * Risk Likelihoods (L) score 1 to 5: 1= remote, 2=unlikely, 3=occasional, 4=likely, 5=frequent</p> <p>Risk Severity is a measure of the outcome should the potential be realised. ** Risk Severity (S) score 1 to 5: 1=trivial, 2=minor, 3=serious, 4=major, 5=life-threatening</p> <p>*** Degree of Risk (DR) = Likelihood x Severity</p>					<p>Residual Risk is the level of risk that remains after suitable control measures are introduced.</p>		

ASSESSMENT UNDERTAKEN BY:

ASSESSMENT DATE:

Table A should be used to identify the level of risk e.g. high, medium or low. Where the score indicated in the Likelihood (L) column and the score in the Severity (S) meet identifies the level of risk. Table B, identifies what action (if any) is required.

Table A

Likelihood Score	Severity Score				
	1	2	3	4	5
5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5

Table B

	Action Required
Risk Level	Level Of Risk
HIGH	Suitable and sufficient risk control measures must be implemented before continuing the activity. Ideally alternative working practices should be used.
MEDIUM	Activity to proceed following prescribed safe system of work. Residual risks to be managed in safe system and recorded as such.
LOW	Level of risk satisfactory. Activity to proceed following prescribed safe system of work

Appendix 7 – Theatrical Guide and Checklist

(last updated September 2022)

Please use the internal booking system to specify, for example, whether the Sound Box is required, caretaking needs and catering requirements.

Issues to be considered when holding an event in the Theatre are shown below (the list is not exhaustive).

- Ensure that the bolts are removed on the exit doors and that all fire exits are clear.
- Most productions, dress rehearsals and possibly other rehearsals, will require a formal written risk assessment submitted to and agreed by the Bursar, prior to the event. Pro forma risk assessments and example of past assessments are available from the Bursar and any queries about risk assessment should also be raised with the Bursar.
- Only persons with authority from the Theatre Technician may operate the sound and lighting equipment – arrange training through the Theatre Technician if required.
- Are any alterations to stage lighting required?
- Do you require the technician? Make arrangements directly with her and ensure that the Bursar's PA is aware of the arrangements, if there are requirements after 1.30pm.
- Organise Receptionist, if required, to stay late, i.e. after 6.00 p.m.
- Car Parking:
 - Organise car parking signage
 - Reserve car parking for Members of ILG and VIPs
 - Open Prep entrance for parking on tarmac and barrier to enable car parking on grass.
 - Ask pupils to tell parents about car parking arrangements
- Are any disabled persons attending – do they need arrangements for parking, wheelchair access etc.? The disabled access WC needs checking re cleanliness and access etc.
- Tables may be required in the foyer and chairs, for example, for anyone feeling unwell who may leave the Theatre temporarily. These must not obstruct the emergency exits to the Phoenix Courtyard. Please fill in the VLE request for caretaking.
- If refreshments are to be available, book relevant rooms and arrange, if necessary, to have furniture moved. Agree catering arrangements with Catering Manager. Liaise with PA if involved.

- If Middle School classrooms are required as evening changing rooms, then arrange for the relevant time clocks (there are four in total) to be over-ridden and...
- to have the Middle School boiler over-ridden if the weather is cold
- If pupils are staying late after school, a place for them to deposit bags/books etc. may be needed.
- Arrange for necessary doors (e.g. in Middle School, the JCR etc.) and College gates to be unlocked.
- Organise placing of signage for ladies/gents toilets.
- Place "Reserved" on any Theatre seats required
- Check batteries in emergency torches
- Appoint monitors to prevent males (e.g. fathers) entering pupils' changing rooms.
- Organise 'on-the-night' ticket sales staff, door staff, ushers etc.
- Is extra cleaning between performances needed?
- Agree who will read the 'What to do in the Event of Fire' notice at the start of the performance/event or organise for a recorded announcement to be played.
- if there is a fire, **who will announce this** to the audience (as per the 'Event of Fire notice' above).
- Does flash photography need to be prohibited if, for example, a person(s) suffering from epilepsy will be present.
- If the weather is cold, the Theatre heating needs switching on 1¹/₂ - 2 hours prior to audience's arrival and...
- the time clock on the Foyer heating boiler needs adjusting to come on approx. 1 hour before the audience arrives.
- Foyer heater fans need switching on approximately 45 minutes before the audience arrive.
- Foyer toilets (if locked) need to be opened lights turned on. Check the toilets are in working order.
- Smoke and pyrotechnics cannot be used in the Theatre as there will set off the fire alarms.
- Should any electrical power problems arise during a performance it should be noted that **only Site Services Staff are permitted to deal with the 240 Volt or 415 Volt electrical supplies**

Appendix 8 – Lettings and Events Checklist

(last updated 20 September 2022)

Lettings & Events Checklist

Please give as much notice as possible when booking events.

Details of the events must be kept with the Bursary, Estates and Reception.

Booking Date:		Name:	
Department:			
Event Description:			
Event Date:		Event Time:	to
Number of Guests:		Please circle:	Students Parents Staff External Guests
Age group:			
Calendar Approved:	Date:		

Please tick which rooms are required				Please provide requirements / layout / furniture required:
Boardroom	<input type="checkbox"/>	JCR	<input type="checkbox"/>	
Theatre	<input type="checkbox"/>	Auditorium	<input type="checkbox"/>	
Light / Sound Box	<input type="checkbox"/>	Foyer	<input type="checkbox"/>	
Gym	<input type="checkbox"/>	6 th Form Study Room	<input type="checkbox"/>	
New Hall	<input type="checkbox"/>	Chapel	<input type="checkbox"/>	
Prep Hall	<input type="checkbox"/>	Chapel Annex	<input type="checkbox"/>	
Dining Room	<input type="checkbox"/>	Playing Field	<input type="checkbox"/>	
Jubilee Room	<input type="checkbox"/>		<input type="checkbox"/>	
Booking added to VLE?			Y/N	

Other requirements?		
ICT Requirements? Do you need Equipment? Do you need WI-FI details?	Y/N Y/N Y/N	Please provide details: (Once your event has been authorised, please add ICT requirements to VLE)
Caretaking Requirements?	Y/N	Please provide details: (Once your event has been authorised, please add caretaking requirements to VLE)
Caretaking costs		Please specify
Cleaning requirements?	Y/N	
Cleaning Costs		Please specify
Laundry Required?	Y/N	(For residential lets only)
Staffing Requirements?	Y/N	Please provide details:
First Aider	Y/N	Name of First Aider:
Catering requests	Y/N	Catering arrangements: (Once your event has been authorised, please add catering requirements to VLE) Please note that there are no kitchen staff or access to the kitchen in the holidays.

Catering Costs		Please specify		
Theatre Technician Requirements?	Y/N	Please provide details including; description of technician requirements and how long technician is required for. A theatre Tech booking form will be sent to you.		
Event Details				
Have you checked the Premises License terms and conditions?	Y/N	If no, please contact the Bursary to obtain license requirements		
Will tickets be sold for this event?	Y/N			
Will alcohol be supplied/sold?	Y/N			
Will guests bring their own alcohol?	Y/N			
Will you be playing any music?	Y/N			
Will you be showing films?	Y/N	If yes, is a Single Title Screening Licence (STSL) required?	Y/N	If yes, then please contact Film Bank Media to obtain license (this can be done online).
Will there be any small lotteries / raffles?	Y/N	Will raffle / lottery tickets be sold ahead of the event?	Y/N	If yes, please provide details
Have you completed Risk Assessments?	Y/N	If yes, please ensure that risk assessments are attached to this booking form. If no, please carry out a risk assessment and submit with this form.		
Hire Agreement required?	Y/N	If yes, Contact Estates Manager		

Lettings Only

Have you received a copies of the Supporting documents as outlined on the Hire Agreement Checklist?	Y/N	Lettings Only
Safeguarding checklist and DBS details received?	Y/N	Lettings Only
Condition Inspection booked?	Y/N	Lettings Only

Signed by event co-ordinator:	Sign and Print name:	Date:	
Event Authorised by Bursar / Deputy Head:	Sign and Print name:	Date:	

Additional information:

Caretaking Requirements?	Y/N	Please provide details: (Once your event has been authorised, please add caretaking requirements to VLE)
Cleaning requirements?	Y/N	

Staffing Requirements?	Y/N	Please provide details:
First Aider	Y/N	Please provide name of First Aider:
Catering requests	Y/N	Catering arrangements: (Once your event has been authorised, please add catering requirements to VLE)
Theatre Technician Requirements?	Y/N	Please provide details including; description of technician requirements and how long technician is required for.

Event Details		
Have you checked the Premises License terms and conditions?	Y/N	If no, please contact the Bursary to obtain license requirements
Will tickets be sold for this event?	Y/N	
Will alcohol be supplied/sold?	Y/N	
Will guests bring their own alcohol?	Y/N	
Will you be playing any music?	Y/N	

Will you be showing films?	Y/N	If yes, is a Single Title Screening Licence (STSL) required?	Y/N	If yes, then please contact Film Bank Media to obtain license (this can be done online).
Will there be any small lotteries / raffles?	Y/N	Will raffle / lottery tickets be sold ahead of the event?	Y/N	If yes, please provide details

Have you completed Risk Assessments?	Y/N	If yes, please ensure that risk assessments are attached to this booking form. If no, please carry out a risk assessment and submit with this form.
Hire Agreement required?	Y/N	If yes, Contact Estates Manager Lettings Only
Have you received a copy of the Public Liability Insurance?	Y/N	Lettings Only
Condition Inspection booked?	Y/N	Lettings Only

Signed by event co-ordinator:	Sign and Print name:	Date:	
Event Authorised by Bursar:	Sign and Print name:	Date:	