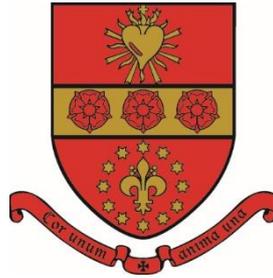


St. Francis' College



HEALTH & SAFETY GUIDE and POLICY STATEMENT

TO BE READ BY ALL EMPLOYEES

Enquiries about this document should be addressed to the Bursar

Last reviewed – December 2016

ST FRANCIS' COLLEGE HEALTH & SAFETY GUIDE

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

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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 Governors.

PART 1 - GENERAL STATEMENT OF HEALTH AND SAFETY POLICY

As Governors of St. Francis' College, we fully recognise 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. The governors are committed to promoting the welfare of all in our community so that effective learning can take place.

As Governors, we have overall collective responsibility for health and safety within the College. We fulfil our responsibility as Governors of St. Francis' College by appointing a governor with a special interest in health and safety.

The overall responsibility of health and safety at the College is vested with 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, as governors, we have specified that that the College should adopt the following framework for managing health and safety:

- The governor with a special interest in health and safety 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 governors' meeting.
- The minutes of the Committee's discussion on health and safety are tabled at each meeting of the full Governing Board together with any other issues on health and safety that the committee chairman wishes to bring to the Board's attention. An alphabetical guide and index of all policies is located on the VLE and a summary is provided specifically for Governors.
- 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 Estates Committee and its recommendations (together with other defects) form the basis of the College's routine maintenance programmes.
- The College's adherence to health and safety in catering and cleaning of the food preparation and eating areas is subject to external inspection by the Environmental Health Officer (EHO). The College's catering is subcontracted and we expect high standards of Health and Safety from our subcontractor. The College undertakes regular external deep cleaning and pest control services, and that the bursar reports on all these aspects to the Estates Committee 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 Health and Safety Committee should review this risk assessment every time it is amended and submit a report to the Estates Committee.

- An external health and safety consultant reviews the overall arrangements for health and safety every two years, including fire safety, the general state of the College, and reports on actions required with recommended timescales. The progress of implementation should be monitored by the Estates Committee.
- The College has a competent person undertake a risk assessment for legionella, every two years and a quarterly water sampling and testing regime 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") in order to enable the governors to comply with health and safety duties. 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.

Signed

Chair of Governors,
for an on behalf of the Board

Date

Last reviewed

November 2016

Next review

November 2017

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 Governors ('The Board')

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. 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 Mistress 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
- Emergencies
- Staff induction
- 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 Headmistress 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 Headmistress
- compliance with the Construction (Design and Management) Regulations
- chairing the College Health and Safety Committee

3. 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 Headmistress - Academic
- Trips and visits – Head of Sixth Form
- Catering and cleaning functions - Head of Home Economics / Food Technology

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

4. Head of Estates

The Head of Estates 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
- Good standards of housekeeping, including drains, gutters etc.
- Control of hazardous substances for grounds maintenance activities
- Updates on changes to health and safety legislation and requirements

5. 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, Head of Estates arranges for:
 - the professional deep cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces, areas etc. termly.
 - 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 annually 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, every two years and a quarterly water sampling and testing regime in place.
- The College maintains an asbestos register and the bursar is responsible for ensuring that it is kept up-to-date and for any sampling or removal before major works takes place. They are also responsible for the maintenance of an asbestos management plan. He is also responsible for making sure that contractors are fully briefed on areas of asbestos before starting work.
- 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.

6. 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:

- Deputy Head - Communications
- Head of Prep Department
- Head of Estates
- Head of Science
- Head of Boarding
- Head of PE
- Head of Geography
- Health Centre Co-Ordinator
- Catering Manager

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.

7. The Health Centre Co-ordinator

The Health Centre Co-ordinator will be responsible for:

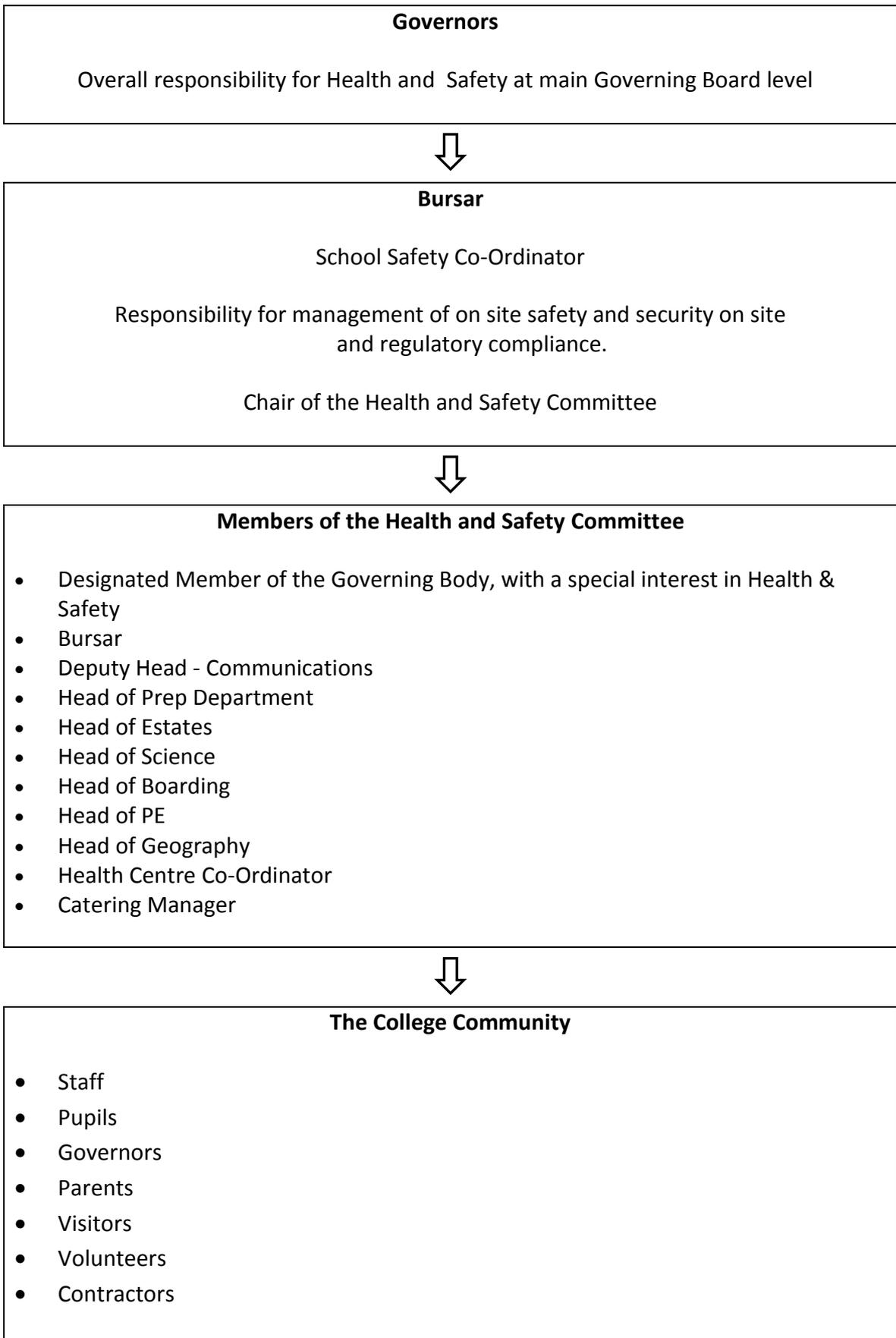
- Maintaining an accident book and reporting notifiable accidents to the Health & Safety Executive
- Escorting pupils to hospital (and informing their parents)
- Checking that all first aid boxes and eye wash stations are replenished

8. 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 / College Safety Co-ordinator 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



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	Our contracted 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.
Cleaning	Our contracted Cleaning Department maintain risk assessments for all its activities, safe use and storage of equipment and flammables, COSHH assessments of chemicals and other products. Records of staff training are kept.
Estates	The Head of Estates maintains risk assessments for all its activities, safe use and storage of equipment and flammables, COSHH assessments of chemicals and other products. Records of staff training are kept.

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 gold 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. 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 Head of Estates in the first instance or the Bursar.

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

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 Head of Estates.
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 Health Centre Co-Ordinator is responsible for the content and checking of all first aid boxes.
Responsible Person	The Bursar is responsible for reporting incidents.
Accident Records	Accident records are kept in the Headmistress' PA's office, with copies in the Bursary and the Health Centre Co-Ordinator'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 Headmistress, 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 Headmistress. Such incidents which are **work-related** will be reported to the Health and Safety Executive, usually by the Bursar 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 Bursar and is reviewed annually. 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: **Kishon Mather**

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;
- to fire-fight and 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 Headmistress / Deputy Headmistress – Communications

- Bursar – Source of fire alarm
- Deputy Headmistress – Academic – Accounting for Senior school staff
- Assistant 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 Headmistress – Accounting for support staff (Non Prep)
- Duty Receptionist/Admin Co-Ordinator – Visitors and contractors

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

Bells are tested regularly, 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.

EMERGENCY SERVICES

Keep roadways clear for ease of access by the emergency services. The Headmistress 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.

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.

If you discover a minor fire (such as a fire in a waste paper bin) and have appropriate training to use an extinguisher, attack it with the nearest suitable appliance, calling for help if necessary. If the fire cannot be extinguished in a matter of seconds, then follow the procedure for major fires, i.e.

- Sound Fire Alarm
- Inform Reception
- Evacuate Building

If you set off the alarm, inform the Bursar or the Headmistress 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 like 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 Headmistress. **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.

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 Health Centre Administrator.

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 First Aid Co-ordinator 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 members 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 assessments must be kept for a minimum of five years. Members of staff leaving the College must give any assessments they have made in the last five years to the Bursar.

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 prepare or obtain risk assessments of 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, vapours, gases or micro-organisms. Such work must be risk assessed (see above) and a record of that assessment kept for five years.

In assessing possible risks to health, it may be helpful to consult information provided by CLEAPPS, available through the Head of Science. Safety Data Sheets are kept on file in the Science Department.

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

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

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. The Regulations specify that no person shall engage in activities involving genetic modification unless notice of this intention has been given to the Health and Safety Executive (HSE).

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. Clearwater Ltd carry out legionella testing on a quarterly basis.

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 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.

Laboratory supervisors must provide and maintain appropriate personal protective equipment.

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 Headmistress.

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 Head of Estates 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 Headmistress. 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 individuals 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. Details may be obtained from Brookwoods Ltd, the contract caterer.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE is defined in the Personal Protective Equipment at Work Guidance on Regulations, 1992, 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 him/her against one or more risks to his health or safety and any addition or accessory designed to meet that objective*' (Personal Protective Equipment at Work Guidance on Regulations, 1992). 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.

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 Head of Estates 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 work-stations 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. If in doubt, **get assistance**, or consult the Head of Estates.

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 Supervisor 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 Head of Estates 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 Head of Estates (ext. 210).

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

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 Bursar and is part of an overall Asbestos Management Plan, 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 Governors have charged the Bursar and the Site Services Manager with responsibility for asbestos management. 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 Green Shield Environmental Ltd.

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.**

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 Head of Estates.

The Department for Environment, Food and Rural Affairs lists typical hazardous wastes as acids, alkaline solutions, batteries, oil fly ash, industrial solvents, oily sludges, pesticides, pharmaceutical compounds, photographic chemicals, waste oils, wood preservatives, TVs, computer monitors, paint and fluorescent tubes. As a consequence of the quantity (i.e. more than 200kg) of “hazardous waste” produced by the College each year, the College is registered with the Environment Agency as a ‘Producer of Hazardous 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 Bursar should be informed when the sharps containers are full and these will then be emptied into a larger sharps collection bin, which is held in the Bursary and, when full, will be disposed of properly. 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 Hygiene (England) Regulations 2006. Good hygiene practice will be followed, and to this end the catering staff are encouraged to train and pass the Chartered Institute of Environmental Health Level 2 Award in Food Safety in Catering. The College is registered as a centre for the training and examination of recognised food hygiene and nutrition courses, which are arranged in-house.

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 Brookwood Partnership, contract caterer to 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

No-one should swim in the College Pool without a qualified life guard in attendance and there should be a minimum of three people in the Pool Hall (inclusive of the swimmer and life guard). Safety procedures for Pool use by pupils are issued in consultation with the Head of P.E. The outer door to the Pool should be kept locked shut when the Pool is not in use. 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. Clearwater Ltd, 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 Head of Estates.

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.

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 Governors, 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 should 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 (as at 30 September 2016)
- Appendix 2 Locations of First Aid boxes and AED Machines (as at 30 November 2016)
- Appendix 3 Fire Marshals (as at 30 September 2016)
- Appendix 4 List of Qualified Lifesavers (as at 30 September 2016)
- Appendix 5 Rules for Driving College Vehicles
- Appendix 6 Risk Assessment Pro Forma (blank)
- Appendix 7 Theatrical Productions Guide and Checklist.

Appendix 1 – List of First Aiders
(last updated 30 September 2016)

	Name	Qualification	Location	Phone
1	Sharon Thomas	Paediatric	Prep	216
2	Jackie Birchall	Paediatric	Prep	216
3	Kathryn Wise	Emergency	Boarding	226
4	Helen Lomax	First Aid at Work	Reception	266/0
5	Sandra O'Mahoney	Paediatric	Prep/Senior	213/216
6	Nicola Ahern	First Aid at Work	Prep	216
7	Trish Jesson	Paediatric	Health Centre	230
8	Pam Major	First Aid at Work	Home Ec	234
9	Micheline Bloch	Emergency First Aid	P.E	260
10	Frances Burton	First Aid at Work	Reception	0
11	Jo Roseblade	Paediatric	Prep	216
12	Georgie Ekers	First Aid at Work	Theatre	
13	David Watson	First Aid at Work	Maintenance	
14	Diana Haycroft	First Aid at Work	Kitchen	203
15	Sue Roberts	First Aid at Work	PE	260
16	Samantha Powell	Paediatric	Prep	216
17	Bill McGeoghan	Emergency First Aid	Maintenance	
18	Jo Rhodes	Paediatric	Prep	216
19	Lynne Hughes	Emergency First Aid	Home Ec	234
20	Sandra Harrison	Emergency First Aid	Boarding	226
21	Erika Buckland	Emergency First Aid	Boarding	226
22	Agnieszka Hercog	Emergency First Aid	Boarding/Prep	226/216
23	Joanne Reader	First Aid at Work	Prep	216
24	Lydia Lowry	First Aid at Work	Science	214/259
25	Emily Cottenden	Sports First Aid	P.E.	260
26	Lynda Wilson	Paediatric	Prep	216

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

Appendix 2 – Location of First Aid Boxes and AED (Defibrillators) (last updated 30 November 2016)

First Aid Boxes

Broadway Building

Reception
Kitchen
Boarding House
Health Centre

Middle School

Art Department
Staff Room
Home Economics
Science Lab Prep Rooms
New Hall

Prep Building

Prep Foyer – in filing cabinet
Outside Reception Classroom – Lower Prep

Other Locations

P.E. Office
Swimming Pool
Theatre – the first aid box for the Theatre is kept on Reception and issued to the First Aider on duty during a performance.
School minibuses

AED Machines (Defibrillators)

Prep Building

Theatre Foyer

Appendix 3 – List of Fire Marshalls
(last updated 30 September 2016)

Date of Training	Name of Candidate	Course Type	Refresher Date
13.10.15	Brown, Hannah	Fire Safety/Use of Extinguisher	October 2017
13.10.15	Bryant, Lindsey	Fire Safety/Use of Extinguisher	October 2017
13.10.15	Buckland, Keith	Fire Safety/Use of Extinguisher	October 2017
13.10.15	Caine, Christine	Fire Safety/Use of Extinguisher	October 2017
13.10.15	Ekers, Georgina	Fire Safety/Use of Extinguisher	October 2017
13.10.15	Fengler, Ingo	Fire Safety/Use of Extinguisher	October 2017
13.10.15	Fradley, Matthew	Fire Safety/Use of Extinguisher	October 2017
13.10.15	Glanville, Julia	Fire Safety/Use of Extinguisher	October 2017
13.10.15	Hughes, Lynne	Fire Safety/Use of Extinguisher	October 2017
13.10.15	Kerr, Maria	Fire Safety/Use of Extinguisher	October 2017
13.10.15	Lee, Clive	Fire Safety/Use of Extinguisher	October 2017
13.10.15	Mahoney, Tom	Fire Safety/Use of Extinguisher	October 2017
13.10.15	Mashiri, Munashe	Fire Safety/Use of Extinguisher	October 2017
13.10.15	North, Carol	Fire Safety/Use of Extinguisher	October 2017
13.10.15	Powell, Sam	Fire Safety/Use of Extinguisher	October 2017
13.10.15	Roskily, Wendy	Fire Safety/Use of Extinguisher	October 2017
13.10.15	Willans, Jason	Fire Safety/Use of Extinguisher	October 2017
13.10.15	Wilson, Lynda	Fire Safety/Use of Extinguisher	October 2017
Boarding Staff			
14.10.15	Bexfield, Niki	Fire Safety for Boarding	October 2017
14.10.15	Buckland, Erika	Fire Safety for Boarding	October 2017
14.10.15	Harrison, Sandra	Fire Safety for Boarding	October 2017
14.10.15	Jarman, Sally	Fire Safety for Boarding	October 2017
14.10.15	Vagg-Williams, Lucy	Fire Safety for Boarding	October 2017
14.10.15	Wise, Kathryn	Fire Safety for Boarding	October 2017

Appendix 4 – List of Qualified Life Savers
(last updated 30 September 2016)

Miss Michelene Bloch	Mrs Paula Moore
Mrs Alison Blomfield	Miss Sue Roberts
Miss Emily Cottenden	Mrs Carina Quayle

Appendix 5 – Rules for Driving College Vehicles

(last updated 30 September 2016)

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 is not permitted in the minibuses.

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 587 8872 or 01277 720778.

Appendix 6 – Risk Assessment Proforma
 (last updated 30 September 2016)

Risk Assessment

Department	
Name of Assessor and Date	
Signed	

Hazards		
Persons who might be harmed		
Risk identified	Risk controls	Further action necessary to control risk and action plan – name employee responsible, target date and completion date

Appendix 7 – Theatrical Guide and Checklist

(last updated 30 September 2016)

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, 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 Governors 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 girls 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 girls' 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 1½ - 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**