



CHELSEA INDEPENDENT COLLEGE

Health and Safety Policy

Including First Aid and Medical Treatment, Site Security, Risk Assessment, College Visits and Journeys, Transport, Emergency Procedures and Disaster Recovery.

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Policy Review		

This policy reflects CIC current guidelines and practice. CIC is not liable for any error in print or otherwise.

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Health and Safety Policy Rationale and Responsibilities

Rationale: The Health and Safety Offences Act 2009, gives courts greater powers of sentencing and increase fines for those who breach health and safety legislation. The Act widens the range of offences for which an individual can be imprisoned and increases the maximum penalties that can be imposed for health and safety regulation breaches, from £5,000 to £20,000 in the lower courts. Sentences can now more easily be set at a level that will deter businesses that do not take their health and safety management responsibilities seriously and further encourage employers and others to comply with the law.

The College's health and safety policy is included in the staff handbook, reviewed annually and presented to staff at the beginning of the academic year. New staff are made aware of the policy as part of their induction. Visitors, those hiring the premises and pupils are made aware of their responsibilities and the health and safety procedures that affect them. Notices are displayed indicating evacuation procedures

All employees have a duty to work in a safe and responsible manner, to carry out their duties in such a way so as not to endanger the health, safety and welfare of themselves and others and to submit suggestions for the improvement of standards in health and safety within the College to the Principal.

The College's operations are conducted in such a manner as to ensure as far as reasonably practicable, the health, safety and welfare of all the College's employees and any other persons who may be affected by its acts or omissions, including pupils, contractors, visitors and members of the public.

Adequate resources are made available for the provision of health, safety and welfare within the workplace, including the provision and maintenance of equipment.

Suitable and sufficient training is given. Full use is made of any guidance and/or training available either in-house or through the trade associations, professional bodies, manufacturers and suppliers of equipment and others as appropriate.

Where and when necessary, appropriate protective clothing and equipment must be provided by the College and used by all employees and pupils.

Any member of staff who is found to be deliberately or consistently negligent in the performance of their duty with relation to the College's health and safety policy will be subject to disciplinary action.

In the event that any pupil is deliberately or consistently negligent with respect to the safety of themselves or others, the College shall manage a full risk assessment to ascertain the action required to minimise the risk. The findings of this risk assessment may lead to the exclusion of that pupil from further participation in that area to which the risk assessment applies.

Linked policies and cross-references:

- [DfE Statutory Regulations;](#)
- [Behaviour & Discipline Policy;](#)
- [Safeguarding policy;](#)
- [Health and Safety of Pupils on Educational Visits \(1998\)](#)
- [HSE Guidance on Health and Safety of Pupils on Educational Visits;](#)
- [HSE school trips and outdoor learning activities;](#)
- [HSE Guidance-Health and Safety Responsibility and Powers;](#)
- [Regulation 3 of the Management of Health and Safety at Work Regulations 1999;](#)
- [Health & Safety Offences at Work Act 2008;](#)
- [The Regulatory Reform \(Fire Safety\) Order 2005.](#)

Point of reference: Health & Safety Adviser Jackie Millins-Horne; Welfare & Safeguarding Committee.

Aims

To provide and maintain a safe and healthy environment throughout the College site and safe means of access and egress from it.

To establish and maintain safe working practice and procedures amongst staff, pupils, volunteers, those hiring the premises and all those on the College site.

To ensure safe measures of using, handling, storing and transporting articles and substances.

To provide safe systems for the control of noise, toxic and corrosive substances, dust and vapours under the College's control.

To provide information and training to enable everyone to contribute positively to their own safety and that of others.

To formulate effective procedures for use in case of fire and other emergencies and for evacuating the College premises.

To lay down procedures in case of accidents and medical treatments. To provide guidance on the use of College and company vehicles.

Responsibilities of the Governors

The Governors of Astrum Education:

Accept full responsibility for health and safety within the College.

Formally and publicly accept their collective role in providing health and safety leadership within the Organisation.

Requires that each Governor accepts their individual role in providing health and safety leadership within the Organisation.

Will ensure that all their decisions reflect their health and safety intentions as articulated in their Statement of Intent.

Recognise their role in engaging the active participation of employees in improving health and safety.

Consider that one of their primary objectives is to provide the best possible safe and healthy working conditions for employees and to ensure that their work does not adversely affect the health and safety of other people

Recognise their corporate responsibility as employers to ensure, so far as is reasonably

practicable, that this same safe and healthy environment is also provided for pupils and all other people who visit the College.

Are committed to ensure that the College operates in accordance with current legislation. They are not, however, content to merely conform to minimum acceptable standards but are determined to ensure the best possible standards are met.

Will ensure and require that they are kept informed of, and alert to, relevant health and safety risk management issues.

Will constantly monitor the effectiveness of the implementation of this Policy and will review health and safety performance on a regular basis, at least annually.

Where found necessary, the Policy and the Procedures Manual will be revised.

Will ensure that any changes in this Policy will be brought to the attention of all employees.

Will ensure that Management Systems provide for effective monitoring and reporting of the College's health and safety performance.

Will appoint one of its number to be the 'Chair of the Health & Safety Committee' but clearly acknowledge that this role does not detract either from the responsibilities of other Governors or from the health and safety responsibilities of the Governors as a whole.

Responsibilities of the Executive Principal

Bring the contents of this policy and associated documentation to the notice of all members of staff and make arrangements for the regular review and monitoring of this policy and the arrangements and procedures contained herein. This includes regular audits, inspections and safety tours to include the Facilities manager, health and safety representative and union representatives; ensure that there is a College health and safety committee responsible for monitoring the H&S Policy, procedures, risk assessment and actions. Minutes of these meetings must be kept with actions recorded;

Ensure that accidents and injuries are recorded in the accident book;

Carry a mobile phone and ensure that office staff know the whereabouts of the person in charge of the College/SMT at all times;

Ensure suitable and sufficient risk assessments are carried out. These assessments must be recorded in writing and brought to the attention of all appropriate employees. A person must be trained to carry out the assessment to ensure that they are suitable and sufficient;

Ensure that there is at least a termly fire drill and a record kept of the date, time and length of time taken to evacuate the building and account for all persons;

Ensure that adequate resources, financial and otherwise, are made available for the provision

and maintenance of health, safety and welfare within the College;

Appoint responsible persons to co-ordinate the actions of staff and pupils in case of fire;

Ensure that there is an emergency plan and that suitable arrangements are in force and adequate equipment made available for dealing with emergencies.

He will also ensure that sufficient competent persons responsible for evacuation of the premises in the event of such an emergency have been appointed and their identities made known to all other staff and pupils;

Identify and make arrangements for training all staff. This includes induction of new employees and where necessary, retraining of existing staff;

Consult with safety representatives, members of staff and others, where necessary on matters of implementation and review of this policy and procedures contained herein. Rights have been given to recognised trade unions to appoint safety representatives these rights are embodied in the Safety Representatives and Safety Committees Regulations 1977. Similar rights exist for volunteer or management appointed safety representatives under the Health and Safety (Consultation with Employees) Regulations 1996;

Investigate and report all accidents, injuries and near misses via the headteachers' report, copy to CIC Health and Safety Co-ordinator;

Ensure that all manufacturers and suppliers provide information on any dangerous substances and hazardous processes used on the College site and that this information is made available to all users, and persons exposed to the hazard;

Designate and monitor the performance of staff with responsibility for supervision, training and the day-to-day implementation of this safety policy and the procedures contained herein. The legal requirement is one First Aider per 20 employees.

Responsibilities of Key Health and Safety Personnel

CIC Health and Safety Adviser (Jackie Millins-Horne) is the College's adviser for Health and Safety.

She will conduct an annual health and safety audit, verify termly audits and provide advice on health and safety matters.

Responsibilities of the Principal

The Principal has responsibility for:

Monitoring the effectiveness of this Policy and reporting back to the Executive Principal and other Governors of the College, as appropriate.

Monitoring overall health and safety within the College.

Recommending changes to the College's Health & Safety Policy and Procedures Manual in the light of experience.

Ensuring that all those employees who work for him are fully aware of their responsibilities within their own spheres of control.

Ensuring that adequate insurances are maintained including Employer's Liability, Public Liability and that the appropriate statutory examinations are completed on the College's behalf.

Ensuring that the Facilities Manager is appointed as co-chair of the College's Health & Safety Committee.

Ensuring that the Facilities Manager is appointed as the main 'Competent Persons' for Chelsea Independent College as required by the Management of Health & Safety at Work Regulations 1999.

Will monitor the effectiveness of the College Health & Safety Policy and Procedures Manual and report back to the Governors of the College, as appropriate.

In a line management function, the Principal is responsible for the safe operation of facilities, maintenance and staff.

The Principal is responsible for establishing a system for the reporting back to the Executive Principal all accidents, incidents, near-misses and damage to College and College property and the arrangements for their investigation. The results of these investigations, as well as being dealt with by the relevant line management functions, will then be discussed by the College's Health & Safety Committee.

The Principal is responsible for ensuring that the College's Health & Safety Policy and Procedures Manual are kept up-to-date.

The Principal is responsible for the co-ordination of health and safety monitoring activities across the whole College.

The Principal is responsible for the development of the College's Active Monitoring Inspection Plan and ensuring that this takes place within agreed timescales.

Responsibilities of the Facilities Manager

The College Facilities Manager is responsible for:

Ensuring that this College Health & Safety Policy and Procedures Manual is brought to the attention of all employees within the College and that copies of the College Health & Safety Policy's Statement of Intent are displayed in prominent locations.

Attending the College's Health & Safety Committee and taking an active participation

Monitoring the effectiveness of the College Health & Safety Policy and Procedures Manual and reporting back to the Principal.

Obtaining, interpreting and disseminating all health and safety information relevant to the College via the normal line management structure.

Co-ordinating the reporting of all accidents, incidents, near-misses and damage to their College's property and their investigation as appropriate. The results of these investigations, as well as being dealt with by the line management function, will then be discussed by the College's Health & Safety Committee.

Co-ordinating the College's preparation of statutorily required Assessments, as follows:-

- General Risk Assessments
- Fire Risk Assessments
- Manual Handling Assessments
- COSHH Assessments
- Personal Protective Equipment Assessments
- Display Screen Equipment Workstation Assessments
- Work Equipment Compliance Checks

Preparing the College's Active Monitoring Inspection Plan in consultation with the Principal and ensuring that it takes place within agreed timescales.

Ensuring that all health and safety documentation for his College which is required to be kept available for inspection is maintained in a current condition and is readily available.

Ensuring that where matters that cannot be effectively remedied by the Facilities Manager are identified and that they will refer them to the Principal in the first instance for advice and guidance. If the matter cannot be satisfactorily resolved, this should then be referred to the Executive Principal.

The Facilities Manager is responsible for ensuring that all maintenance contracts involving outside bodies which monitor certain aspects of the College's functions are fully used and kept up-to-date. Examples include boiler maintenance, fire alarms, emergency lighting, etc.

The Facilities Manager is responsible for the 'fabric' of College buildings to ensure that they are

maintained in a sound and healthy condition.

The Facilities Manager is responsible for ensuring that fixed electrical installations on the College's premises are subject to at least 5-yearly inspection and test to demonstrate their 'maintenance' under the Electricity at Work Regulations 1989. Copies of these inspections and tests will be kept readily available by him for inspection.

The Facilities Manager is responsible for ensuring that Legionella Risk Assessments of all College hot and cold water systems are completed and that the necessary management schemes are introduced.

The Facilities Manager is responsible for ensuring that the College has had an 'Asbestos Survey', including Risk Assessments, completed to determine the presence of asbestos and the necessary management plan to be implemented.

The Facilities Manager is responsible for the selection of outside maintenance contractors and the monitoring of their activities on College premises and in this context liaises fully with the College's architects.

The Facilities Manager is responsible for weekly and termly site inspections to address any health and safety issues including:

- Display of statutory notices;
- Accident reports and near misses;
- Risk assessments;
- Site tour report; training needs;
- Reported health and safety maintenance needs;
- Vehicle compliance;
- Compliance with health and safety checks (water, fire, electricity); site security;
- College visits and fixtures; performance and events;
- Fire drill and emergency procedures.

Responsibility of Line Managers

For the purposes of the College's Health & Safety Policy and Procedures Manual the term Line Managers includes, Support Staff Managers, Heads of Departments, Subject Co-ordinators, etc. These Line Managers are responsible to their immediate Line Manager or the Principal for:

Ensuring that his/her Department is run according to the standards laid out in the College Health & Safety Policy and Procedures Manual and other appropriate standards which may be set by individual Departments.

Ensuring that all Staff working underneath them understands the practical aspects of this Policy and the various legal requirements that apply within their areas of responsibility.

The preparation and maintenance of Risk Assessments related to their department, workplace or area of responsibility.

Ensuring that their Staff are aware of the degree of priority that these matters carry and that, where appropriate, they should be provided with both time and encouragement to pursue such matters.

Notifying the Facilities Manager of any matters within this field which they feel is beyond their competence to deal with,

Reporting to the Facilities Manager any accidents, incidents, near-misses or damage for appropriate investigation.

Where appropriate, ensuring the adequate supervision of pupils, both inside their College, during normal teaching activities, and also on external trips (see College Arrangements & Procedures Section, Section 3.1).

Notifying directly to the Facilities Manager any new substances that are required to be purchased by their Department in order that the College Health & Safety Co-ordinator can implement the required COSHH Assessments

Ensuring that Staff for whom they are responsible, co-operate fully with any fire practices and other emergencies as specified in the individual College Procedures

Responsibility of Employees

For the purposes of this College Health & Safety Policy and Procedures Manual the term 'Employees' includes ALL employees who work for the College. Each and every employee is responsible for ensuring that:-

They take reasonable care as regards themselves and other persons who may be affected by their acts or omissions and are reminded of their duties under the Health and Safety at Work Act 1974, Sections 7 & 8 and the Management of Health & Safety at Work Regulations 1999, Regulation 14.

These are:-

- Health & Safety at Work Act, Section 7:

It shall be the duty of every employee while at work:

To take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work

As regards any duty or requirement imposed on his employer or any other person by, or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.

- Health & Safety at Work Act, Section 8:

No person shall intentionally or recklessly interfere with or misuse anything provided in the

interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

- Management of Health & Safety at Work Regulations 1999, Regulation 14

Every employee shall use any machinery, equipment, dangerous substance, transport equipment, means of production or safety device provided to him by his employer in accordance both with any training in the use of the equipment concerned, which has been received by him and the instructions respecting that use which have been provided to him by the said employer in compliance with the requirements and prohibitions imposed upon that employer by or under the relevant statutory provisions.

Every employee shall inform his employer or any other employee of that employer with specific responsibility for the health and safety of his fellow employees -

Of any work situation which a person with the first-mentioned employees training and instruction would reasonably consider represented a serious and immediate danger to health and safety; and

Of any matter which a person with the first-mentioned employees training and instruction would reasonably consider represented a shortcoming in the employer's protection arrangements for health and safety, in so far as that situation or matter either affects the health and safety of that first mentioned employee or arises out of or in connection with his own activities at work, and has not previously been reported to his employer or to any other employee of that employer in accordance with this paragraph.

They wear and use all Personal Protective Equipment and safety devices that are provided by the College and College's Management for their protection and co-operate fully with their managers when the latter are pursuing their responsibilities under the above Act.

They observe all Safety Rules and Regulations, both statutory, and College, and conform to any Systems of Work that are developed.

They report all accidents, incidents and damage to their immediate supervisor.

The College has a 'duty of care' to all pupils. This includes;

Boarding and to providing 'adequate supervision' during arrival and dispersal at the beginning and the end of the day. Staff must have access to emergency contact details at all times. Such details must be available in printed form as well as electronically in case of system failure. Clarity must be obtained with regard to parental rights of access if there is any dispute.

The Principal is responsible for ensuring that duties are organised to ensure the safety and well-being of all pupils.

The teacher responsible for the duty timetable is responsible for ensuring that duties are organised to ensure the safety and well-being of all pupils.

Staff are also required to adhere to supervision requirements.

All staff are responsible for maintaining good health and safety practices.

Heads of Department/co-ordinators are responsible for ensuring that there is a specific health and safety section in their departmental handbook/policy.

They must ensure that staff within their teams and other adults working with them are properly trained, having regard to the hazards of the activities involved. They should also advise the Principal /Facilities Manager of any requirements for the health and safety of staff and pupils and training needs.

Staff must ensure that fire exits are unlocked and free from obstruction.

All areas under their supervision or control must be kept in a clean and tidy manner and any articles or substances therein properly stored, clearly labelled and used in a manner not likely to result in harm.

Staff are responsible for reporting all accidents and near misses to the Principal (Annexes 7 and 8).

Before College opens, the Site/Facilities Manager is responsible for checking the site and ensuring that fire exits and the alarm system are operational.

Classrooms and storage areas in classrooms must be kept tidy particularly ensuring that the aisles and exits are kept clear. The furniture in classrooms is to be arranged so that the need to move safely around the classroom is taken into account. The teacher is to ensure that s/he is strategically placed to ensure maximum vision.

All materials and tools must be stored safely. The tops of cupboards are not to be used for storage. At the end of each College year all drawers and cupboards are to be cleared/tidied and equipment appropriately cleaned.

Any spillages are to be cleared up immediately. Toner cartridge spills should be cleaned up with a dust pan and brush as the particles can pass through a vacuum cleaner filter and in to the air.

Pupils must wear protective clothing and be taught how to safely use scissors and tools. Only low melt glue guns and non-toxic paint to be used.

After College Clubs

A register must be called at the beginning of each session. If a pupil has been in College but is absent from a club the College Office must be contacted in the first instance to clarify whether the pupil has had an authorised absence and if this is not found to be the case then parents must be contacted to check the whereabouts of the pupil.

College Matches and Fixtures

Suitable and sufficient risk assessments are to be carried out prior to the journey/fixture.

Travel arrangements and a list of pupils attending the event must be left at the College office. Parents are allowed to transport pupils other than their own on behalf of the College (the motor policy has been extended to cover these journeys) but written permission must be given by the parents beforehand. Any parent that uses their own vehicle must ensure that the vehicle is road worthy. They must also provide the College with their current driving license which must be copied and kept on file.

In order that emergency contact may be made, the staff must carry a mobile phone which is to be switched on at all times. Mobile telephone numbers are to be left at the College office.

Performances and Events

A risk assessment (Annex 10) must be carried out and appropriate action taken for all performances and events. Any recommended limits for fire safety must be adhered to. Risk assessments are stored by the Facilities Manager.

Visits Away from College Premises

Refer to

- [Annex 1, Application to the Principal for Approval of Visits;](#)
- [Annex 2, Organisers 'To DO' list;](#)
- [Annex 3, Information for College Staff;](#)
- [Annex 4, Evaluation of Visits for Future Reference;](#)
- [Annex 5, Checklist for Pupils;](#)
- [Annex 6, Parental Consent Form for Educational Visits;](#)
- [Annex 7, Emergency Contact Information;](#)
- [Annex 8, First Aid Bag Booking Form;](#)
- [Annex 9, Consent Form for Swimming Activities or Activities Where Being Able to Swim is Essential;](#)
- [Annex 13c, Risk Assessment.](#)
- The trip organising staff member must ensure that:
- Adequate child protection procedures are in place; a file of all paperwork/contacts is stored in the Reception;
- A risk assessment has been completed and appropriate safety measures adopted and enacted;
- Training needs have been assessed by a competent person and the needs of the staff and pupils have been considered;
- The group leader has experience in supervising the age groups going on the visit and will organise the group effectively;
- The group leader or another teacher is suitably competent to instruct the activity and is familiar with the location where the activity will take place;

- Non-teacher supervisors on the visit are appropriate people to supervise children;
- Group leaders are allowed sufficient time to organise visits properly;
- Ratio of supervisors to pupils is appropriate including males and females for mixed parties;
- Parents have signed consent forms;
- Arrangements have been made for the medical needs and special educational needs of all the pupils;
- Adequate first-aid provision will be available;
- The mode of travel is appropriate;
- Travel times out and back are known including pick-up and drop-off points;
- There is adequate and relevant insurance cover;
- S/he has the address and phone number of the visit's venue and have a contact name;
- A College contact has been nominated (this may be the Principal) and the group leader has details;
- The group leader, group supervisors and nominated College contact have a copy of the agreed emergency procedure;
- The group leader, group supervisors and nominated College contact have the names of all adults and pupils travelling in the group, and the contact details of parents and the teachers' and other supervisors next of kin;
- There is a contingency plan for any delays including a late return home.

The group leader must:

- Obtain the Principal's prior agreement before any off-site visit takes place;
- provide a file of all paperwork/contacts following the College H&S policy to the EVC;
- Appoint a deputy;
- Define clearly each supervisor's role and ensure all tasks have been assigned;
- Be able to control and lead pupils of the relevant age-range;
- Be competent to instruct pupils in the activity/activities being undertaken and be familiar with the location/centre where the activity will take place;
- Be aware of child protection issues;
- Nominate a person to be in charge of first aid;
- Ensure that adequate first aid provision is available (see and complete Annex 8: First Aid Bag request form) - the minimum requirement is a first aid box containing a leaflet giving advice on first aid, six individually wrapped sterile adhesive dressings, one large sterile unmediated wound dressing, two triangular bandages, two safety pins, individually wrapped moist cleansing wipes, one pair of disposable gloves;
- Undertake and complete the planning and preparation of the visit including the briefing of group members and parents (see [Annex 2 Trip Organisers To-Do list](#));
- Undertake and complete a comprehensive risk assessment ([Annex 13c](#)) to include an exploratory visitor if an exploratory visit is not possible specific information by letter from the venue, from other Colleges who have recently visited it and from local organisations

such as tourist boards and provide in ample time to the EVC;

- Review regularly undertaken visits/activities and advise the Principal where adjustments may be necessary ([Annex 4](#));
- Ensure that teachers and other supervisors are fully aware of what the proposed visit involves;
- Have information on the pupils proposed for the visit to assess their suitability or be satisfied that their suitability has been assessed and confirmed;
- Ensure the ratio of supervisors to pupils is appropriate for the needs of the group;
- Consider stopping the visit if the risk to the health and safety of the pupils is unacceptable and have a procedure in place for such an eventuality;
- Ensure the group supervisors have details of the College and parent/carer contact;
- Ensure that group supervisors and the College contact have a copy of the emergency procedures;
- Ensure that the group's teachers and other supervisors have the details of pupils' special educational or medical needs.

The group leader is responsible for:

- The facilities/equipment the group will need to take on the visit;
- The facilities/equipment to be provided at the venue including disabled access, specialist equipment and emergency rations;
- Staff training needs;
- First aid and medical treatments provision; the designation of someone to carry out first aid and medical treatments and to record the details of any accidents on the appropriate form (Annex 7). Ill or sick pupils must never be left unaccompanied;
- Transport arrangements - hiring from a reputable company; pupils using transport should arrive on time and wait in safe place, not rush towards the transport, wear seatbelts, never tamper with any of the vehicle's equipment or driving controls, keep the aisles free of baggage, never attempt to get off the moving transport, never lean out of or throw things from the window of the transport, never get off the vehicle held up by traffic lights or in traffic, never run about or pass someone on steps or stairs while transport is moving, never kneel or stand on seats, never distract or disturb the driver, stay clear of doors after boarding, after leaving the vehicle, always wait for it to move off before crossing the road, to use the Green Cross Code when crossing the road;
- Insurance arrangements to be available during the visit; information to the provider;

Communication arrangements;

- Supervision ratios, taking into account the sex, age and ability of pupils, nature of activities, experience of adults in off-site supervision and their competence, duration and nature of the journey, type of accommodation, requirements of the organisation being visited, competence and behaviour of the pupils and first aid cover (a guideline for adult pupil

ratios, 1 adult to 10 pupils in Years 7 and above). It may be appropriate for older pupils to have some remote supervision time, in such cases the parents must have agreed in writing to their child spending time without direct supervision.

- Contingency measures for enforced change of plan or late return;
- Information to parents including early written information about the costs of the visit;
- Preparing pupils so that they understand the aims and objectives of the visit/activity, how to avoid specific dangers, what standard of behaviour is expected, who is responsible for the group, what not to bring back from abroad, what to do if approached by anyone from outside the group, rendezvous procedures, emergency procedures, procedures if pupils have time where they are not directly supervised. As a guide, pupils should have telephone numbers and emergency contacts, money, maps and plans, location of telephones, a knowledge of how to summon help;
- Emergency arrangements to include establishment of the nature and extent of the emergency, ensuring that all the group are safe and looked after, establishing the names of casualties and getting immediate attention for them, ensuring that all group members who need to know are aware of the incident and following the emergency procedures, ensuring that a teacher accompanies casualties to hospital and that the rest of the group are adequately supervised and kept together, notifying the police as necessary, notifying the British Embassy/Consulate if an emergency occurs abroad, informing the College contact.

Arrangements for sending pupils home early. Teachers must:

- Follow the instructions of the group leader and help with control and discipline; take responsibility for stopping the visit or activity and notifying the group leader, if they think the risk to health or safety of the pupils in their charge is unacceptable.

Adult Volunteers must:

- Not be left in sole charge of pupils except where it has been previously agreed as part of the risk assessment;
- Be fully versed in the College's Safeguarding policy and know who to report any safeguarding concerns to;
- Follow the instructions of the group leader and teacher supervisors and help with control and discipline;
- Speak to the group leader or teacher supervisors if concerned about the health or safety of pupils at any time during the visit.

Pupils must:

- Not take unnecessary risks;
- Follow the instructions of the leader and other supervisors including those at the venue of the visit;
- Dress and behave sensible and responsibly;

- If abroad be sensitive to local codes and customs;
- Look out for anything that might hurt or threaten themselves or anyone in the group and tell the group leader or supervisor about it.
- Any pupils whose behaviour may be considered to be a danger to themselves or to the group may be stopped from going on the visit. The curricular aims of the visit for these pupils should be fulfilled in other ways wherever possible.

Parents

- The group leader must ensure that parents are given sufficient information so that parents can make an informed decision with regard to the suitability of the visit for their child.
- For residential trips parents must be invited to a briefing session to include dates of visit; visit's objectives; times of departure and return; the location where the pupils will be collected and returned; mode(s) of travel including the name of any travel company; the size of the group and the level of supervision including any times when remote supervision may take place; details of accommodation with security and supervisory arrangements on site; details of provision for medical and special needs; procedures for pupils who become ill; name of leader and other staff; details of activities planned and of how the risks will be managed; standards of behaviour expected in respect of, for example, alcohol, sexual behaviour, smoking/vaping and general group discipline, what pupils should not take on the visit or bring back, details of insurance, clothing and equipment to be taken, money to be taken, information to be given by parents and what they will consent to, on exchange visits, the details of the host families.
- The group leader must tell parents how they can help prepare their child for the visit; the arrangements for sending a pupil home early and who will meet the cost; how parents can contact their child via the College contact and the group leader in the event of a home emergency; and the number to ring for information in the event of an incident during the visit or a late arrival home.

Parents must:

- Provide the group leader with emergency contact numbers; sign the consent form;
- Give the group leader information about their child's emotional, psychological and physical health (details of medical conditions, any medication required and parental permission if the pupil needs to administer their own medication or agreement for a volunteer teacher to administer, information on any allergies or phobias, dietary requirements, any toileting difficulties, special equipment, emergency contact numbers, the child's GP name, address and phone number, information on whether the pupil has spent a night away from home before and their ability to cope effectively, if parents withhold consent absolutely, the pupil must not be taken on the visit but the curriculum aims of the visit should be delivered to the pupil in some other way wherever possible. A parental consent form must be completed for each pupil in the group.

Risk Assessment (Annex 10).

Generic risk assessments for a range of activities are available for staff to use to adapt to suit their individual needs.

The risk assessment must be based on:

- What are the hazards?
- Who might be affected by them?
- What safety measures need to be in place to reduce risks to an acceptable level?
- Can the group leader put the safety measures in place?
- What steps will be taken in an emergency? The following must be taken into account:
 - The type of visit/activity;
 - The location, routes and modes of transport;
 - The competence, experience and qualifications of supervisory staff; the ratio of teachers and supervisory staff to pupils;
 - The group members' age, competence, fitness and temperament and the suitability of the activity;
 - The special educational or medical needs of pupils; the quality and suitability of available equipment; seasonal conditions, weather and timing;
 - Emergency procedures;
 - How to cope when a pupil becomes unable or unwilling to continue; the need to monitor the risks throughout the visit.

The person carrying out the risk assessment must record it, including details of the measures they need to take to avoid or reduce the risks. Copies must be given to the EVC and all teachers/supervisors on the visit. Frequent visits to local venues such as swimming pools may not need a risk assessment every time. However, the group leader must monitor the risks throughout the visit and take appropriate action as necessary. The generic assessment must be monitored and reviewed at regular intervals.

Before booking a visit the group leader must obtain written documentary assurance that providers have conducted their own risk assessment.

Whatever the length and nature of the visit, regular head counting of pupils must take place, particularly before leaving any venue.

All supervisors must carry a list of all pupils and adults involved in the group at all times.

For child protection reasons, pupils must not wear name badges, but badges displaying the name of the College and its emergency contact number are advisable for young children.

The group leader must establish rendezvous points and tell pupils what to do if they become separated from the group.

The DfE document [Health and Safety of Pupils on Educational Visits \(1998\)](#) gives particular

guidance with regard to adventure activities, coastal visits, swimming pools, farm visits, visits abroad.

Health and Safety and Emergency Procedures (Alphabetical Order)

1. Accidents, Near Misses and Dangerous Occurrences

The following

- Deaths;
- Major injuries;
- over-three-day injuries;
- An accident causing injury to pupils, members of the public or other people not at work;
- A specified dangerous occurrence, where something happened which did not result in an injury, but could have done.

Must be recorded and reported to RIDDOR and the College Principal. (Refer to Annex 10, Accident and Injury Reporting Form; Annex 11, Near Miss Reporting Form). Serious accidents and injuries must be reported directly to the Astrum Education CEO, the Safeguarding Governor, Director of Education, Executive Principal and the Group Health and Safety Adviser. The link to [RIDDOR](#) (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) is as follows:

www.hse.gov.uk/riddor

Reportable major injuries are:

- Fracture, other than to fingers, thumbs and toes;
- Amputation;
- Dislocation of the shoulder, hip, knee or spine;
- Loss of sight (temporary or permanent);
- Chemical or hot metal burn to the eye or any penetrating injury to the eye;
- Injury resulting from an electric shock or electrical burn leading to unconsciousness, or requiring resuscitation or admittance to hospital for more than 24 hours;
- Any other injury leading to hypothermia, heat-induced illness or unconsciousness, or requiring resuscitation, or requiring admittance to hospital for more than 24 hours;
- Unconsciousness caused by asphyxia or exposure to a harmful substance or biological agent;
- Acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin;
- Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

- Over 3 day injuries
 - This is where an employee or self-employed person is away from work or unable to perform their normal work duties for more than three consecutive days (not counting the day of the accident).
- Occupational diseases
 - There are a wide range of diseases which must be reported. These include:
 - Chickenpox.
 - Cholera.
 - Diphtheria.
 - Dysentery (amoebic or bacillary).
 - Acute encephalitis
 - Erysipelas.
 - Food poisoning.
 - Legionellosis.
 - Malaria.
 - Measles.
 - Meningitis.
 - Meningococcal septicaemia (without meningitis).
 - Mumps.
 - Paratyphoid fever.
 - Plague.
 - Acute poliomyelitis.
 - Rabies.
 - Rubella.
 - Scarlet fever.
 - Tetanus.
 - Tuberculosis.
 - Typhoid fever.
 - Typhus.
 - Viral haemorrhagic fevers.
 - Viral hepatitis.

Records of accidents must conform to the requirements of the Data Protection Act and be recorded on an accident report. The College nurse is responsible for managing these reports.

In the case of adults, accident forms must be completed either by the injured person or someone acting on the injured person's behalf.

Work experience trainees are classified as 'employees' under Health and Safety legislation.

A copy of the form should be placed in the injured person's file (either pupil or staff) or to a separate file for non-employees.

The original form must be kept in the College's central file in the main office and a copy given to

the Facilities manager.

Deaths, major injuries to employees and injuries where non-employees are taken to hospital and dangerous occurrences must be reported to the Health and Safety Executive (HSE) via the Astrum Education CEO. These include:

- Fatalities;
- Major injuries – defined as fracture other than to fingers, thumbs or toes, amputation, dislocation of the shoulder, hip, knee or spine, loss of sight (temporary or permanent), chemical or hot metal burn to the eye or any penetrating injury to the eye, injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring admittance to hospital for more than 24 hours.

Any other injury leading to hypothermia, heat related illness or to unconsciousness; requiring resuscitation or requiring admittance to hospital for more than 24 hours, unconsciousness caused by asphyxia or exposure to harmful substance or biological agent, acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin, acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

Accidents and incidents that happen in relation to curriculum sports activities and result in pupils being killed or taken to hospital for treatment are reportable.

Dangerous Occurrences

If something happens which does not result in a reportable injury but which clearly could have done, then it may be deemed a dangerous occurrence. If an accident involved any of the following then it may be defined as a dangerous occurrence.

If personal injury results in more than three days (not counting the day of the accident) incapacity from work or from normal duties, but does not fall into the category of 'major', the written report alone is required. The enforcing authority is either the Health and Safety Executive of the Local Authority. The approval form (completed online) for reporting is [F2508 for injuries and dangerous occurrences](#) and [F2508A for disease](#).

Allergies (Refer to Medical Policies)

The college will advise the catering contractor of known food allergies to ensure food made on site does not contain any ingredients that could cause an allergen reaction.

2. Cleaning and General Maintenance

Before any cleaning or maintenance work is undertaken a full risk assessment must be carried out and appropriate control measures put into operation (Annexes [13a](#) and [13b](#)).

Records of risk assessments must be kept in a cleaning and maintenance log.

All cleaning and maintenance staff must be provided with personal protective equipment (PPE) and clothing. Staff must be fully trained in the correct use of PPE.

All users of the building must be alerted to the existence of wet floors, trailing leads and other unsafe temporary arrangements by appropriate signage being used during the operations. These signs must be removed once the operation has ceased.

All cleaning and maintenance staff must ensure that, at all times, adequate exits are available in the case of an emergency.

3. Contractors and Trades People

Contractors and trades people involved in repair, maintenance or installation work which involves the building, grounds or other facilities must provide written or other evidence of their competence to complete such work including relevant industry qualifications (Gas Safe Register etc).

Contractors/trade people visiting the site to quote for work must be accompanied on site by the Site Manager.

Once a contract has been agreed the contractor must ensure that:

Permanent contractors are DBS Checked before attending site and/or work commences

Employees have been made aware of the College's health and safety policy and that work can proceed safely without risk to health ([Annex 13](#));

Employees comply with the visitors' section of this policy;

Employees and external contractors are not exposed to hazardous conditions; employees do not cause hazardous conditions for others;

Compliance with legal requirements.

The [Construction \(Design and Management\) Regulations 1994](#) place responsibilities for safety on construction sites on everyone involved.

The regulations relate to:

Construction work including carrying out any building, civil engineering or engineering construction work where more than five persons are employed;

All demolition work regardless of how many employed. Health and Safety Executive to be notified:

- Before any specialist work commences on site, if construction work will last

longer than thirty days; e.g. asbestos removal

- If work involves more than 500 person days of construction work.
- Prior notice is required if a contractor is likely to disrupt the College's emergency plan or the teaching of pupils. A letter must also be written to parents explaining the nature and benefits of the work and measures taken to ensure that the safety and education of the pupils.

4. Electricity (Mains)

It is strictly forbidden for any work to be conducted on any live electrical circuits by any member of staff or pupil within the College.

Any work of an electrical nature on any conductors or circuit must be carried out only by competent staff and qualified electricians.

All installations and electrically operated tools and equipment must be maintained in good order and subject to regular inspection and testing as appropriate by a competent person. A record of such testing must be kept by the Facilities Manager.

If any item of electrical equipment fails to function properly the user must immediately report the fact to the Site Manager. On no account must an amateur fault-finding be attempted, even after switching off and disconnection from the power supply.

The only time a machine can be opened is when clearing a paper jam on a photocopier or a printer. In such instances the power must be switched off, the machine unplugged and the manufacturer's instructions followed.

5. Emergency Procedures and Disaster Recovery

The Principal is responsible for declaring an emergency and leading the emergency operation. He must ensure good communications and the activation of the disaster recovery plan.

An emergency is defined as an incident which causes or threatens death, injury or serious disruption to the normal working of the College and may require the assistance of outside agencies to ensure that the organisation returns to normal.

Emergency situations might include:

- Adverse media publicity;
- Outbreak of food poisoning/communicable disease; a pupil goes missing;
- Murder of a pupil;
- Serious road traffic accident;
- Serious injuries/death on College trips; suicide of pupils or staff;
- Terrorist or criminal activity;
- Major arson attacks;
- Severe illness/death of staff or pupils; industrial incidents;

- Fire, flood, burglary, criminal damage.
- Disaster Recovery Plan

The disaster recovery plan is updated annually and activated immediately by the Principal or designated person when there is an emergency. The aim of the disaster recovery plan is to ensure that in the event of a fire or other emergency, everyone, including any contractors or visitors, is sufficiently familiar with the action they should take to ensure that:

The College can be safely evacuated or children assembled in College; all relevant information is made available to the emergency services;

Notices detailing the action to be taken in the event of an emergency are posted; those persons with specific duties are identified;

Those persons with specific needs or disabilities are catered for.

A copy of the disaster plan/resources is kept by the Facilities Manager. It includes:

- Copy of the health and safety policy (emergency procedures and disaster recovery);
- The disaster recovery team: Astrum Education CEO, Director of Education, Executive Principal, Principal and Estates and Property Manager.
- Drawings of the College detailing:
 - essential structural features including classroom, work and internal assembly spaces, escape routes, doorways, walls, corridors, stairways etc.;
 - Location of any flammable materials/ stores;
 - Location and type of firefighting equipment;
 - Location of manually operated alarm call points and the control equipment for the alarm;
 - Location of main electrical, gas, oil and water valves and control systems;
 - Location of water hydrants;
 - Location of the assembly points;
 - Inventory of resources and equipment;
 - Details of the backup of College ICT systems/stored data so that emergency access can be set up;
 - Employee contact details and emergency contact tree.

The 'Emergency Telephone Tree' details a lead person to start the chain of calls with an official message. Each person calls the next person to give the agreed message. The last person calls the first person to confirm the chain is complete.

Evacuation

In the event of a fire or other emergency the alarm will sound. Those in charge of pupils should instruct them to:

- Stop working and line up in silence;
- Walk straight to the assembly point via the nearest fire exit;

- Staff must not delay evacuation in order to close windows and doors or fight fires;
- Pupils not in class should immediately leave via the nearest fire exit and then join their class at the assembly point;
- The receptionist is responsible for taking out any registers and pupil sign-in book from the Main Reception and conducting a register of visitors.
- The Facilities Manager is responsible for phoning the emergency services and reporting to the senior member of staff co-ordinating the emergency.
- The Principal's PA is responsible for conducting a staff register.
- Contractors are responsible for checking the presence of their employees and reporting to the named person in charge of staff.

Assembly of Pupils inside the Building for External Emergencies

- The incident or emergency may be outside of the building e.g. poisonous gas cloud.
- A staff email is sent if the emergency requires pupils and staff to be secure. The Principal and pastoral team will relay the message via classrooms.

Managing an Emergency and Activating the Disaster Recovery Plan

- The designated person responsible for co-ordinating an emergency is the Principal
- The designated person is responsible for directing the situation including managing the media and contacting HSE, in liaison with key personnel.
- The Facilities Manager is responsible for bringing the disaster recovery plan/resources to the designated person. The Head of IT is responsible for back-up of the ICT system.
- A designated person must open a log of events/actions detailing what happens and where, date and times of action and by whom which includes the following as appropriate:
- Emergency evacuation or assembly inside the building including disabled persons on College premises;
- 999 call to the emergency services and any other authorities involved in the incident;
- callout of relevant specialist personnel (internal and/or external) to provide assistance;
- Inform Astrum Education Head Office of the emergency;
- Organise treatment of casualties;
- Direct of emergency services to relevant areas/individuals;
- Inform all staff on site and off site referring to the 'Emergency Tree' and staff signing in and out register;
- Commissioning an investigation/enquiry if appropriate.
- Establishing effective communications and control measures.

The designated person must:

- Establish a temporary HQ in a safe location;
- Prepare a statement of incident in liaison with Astrum Education Head Office;
- Ensure maintenance of effective communications – by mobile phones, available landline and website, temporary access to ICT systems if these are impacted by the emergency.

- Ensure designated staff are fully briefed and have contact numbers in their possession;
- Brief all staff and inform parents as to status of disaster and subsequent recovery;
- Inform pupils appropriately and sensitively;
- Control escape of inappropriate/inaccurate information;
- Maintain communication with Astrum Education Head Office as to the status of the emergency.
- Make arrangements to reunite pupils and adults with families.
- The designated person must:
 - Designated staff to contact all parents using prepared statement;
 - Establish and offer useful contact numbers (for information or support); consider requesting help from police if unable to contact;
 - Arrange an appropriate location for parental collection of children;
 - Identify any absent staff and pupils and arrange for them to be briefed.
 - Determine when disaster can be considered as over acute phase.
 - Liaison with emergency services to determine safe return to area/buildings; brief staff on next steps;
 - Issue a statement to parents via email (in liaison with Astrum Education Head Office and PR).

6. Recovery Plan

The designated person must:

Set up arrangements to deal with enquiries:

- contact Astrum Education Head Office for advice re issue of press statements;
- give known facts, initial actions being taken and expressions of sympathy (names not to be released until police and families have given permission);
- caution staff not to talk to the media;
- continue log.

Organise restoration of building and facilities:

- supervise the restoration of all facilities and services to a level essential for the core activities or the provision of suitable alternative accommodation;
- liaise with insurance companies and assessors preparatory to organising insurance claims.

Make arrangements to support pupils and adults:

- identify pupils, staff and adults who are most likely to need support;
- arrange for College staff/support agencies;
- ensure that pupils, staff and adults are aware of support available and how to access it;
- make available area for pupils unable to cope with normal lessons;
- give permission individually or collectively for pupils to discuss events and reactions;
- support staff so that they can cope with pupils' questions.

Make arrangements for personal effects register and rotas:

- In consultation with parents/families decide how to deal with personal effects;
- discuss with peers as to what to do with work belonging to pupil(s) who may have died;
- adjust registers, rotas and lists accordingly.

Make arrangements for expressions of sympathy and/or acknowledgements:

- make arrangements to express support/sympathy to families, pupils and adults.
- support plans for a memorial;
- plan for attendance at funerals with support if needed;
- make arrangements for someone from College to visit hospital or bereaved home;
- consider sending cards/messages from pupils and staff;
- In consultation with the family, consider special assemblies/services to collectively acknowledge what has happened and how to come to terms.

Plan for return to College for those involved in the incident

- arrange home visit to discuss arrangements for return;
- plan support for emotional needs;
- arrange home visit from College friends;
- organise work to be sent home prior to return.

Return to 'normal', planned memorials and commemorations;

People will 'move on' at different times and in different ways after a disaster which may include injury and/or loss of life. (Refer to 7.23 Coping with Death and Bereavement). The Principal and senior staff must plan how to manage sensitively a return to 'normal functioning' where the emergency or disaster is not the main focal point. An appropriate memorial decided in conjunction with the bereaved and/or marking the anniversary are ways of marking the importance of those involved.

7. Fire Procedures

The Principal has overall responsibility for ensuring that fire precautions and procedures are adhered to;

That an emergency plan is in place; and Termly Health and Safety/Fire inspections are carried out and reported to Astrum Education Head Office.

The Facilities Manager is responsible for:

- a. Liaison with the fire service and the College insurers; formal certification; checking the adequacy of fire-fighting equipment and regular maintenance;
- b. Risk assessments;
- c. Managing the College to minimise the incidence of fire; fire escape routes and fire exit doors/passageways are kept unobstructed and operate correctly;
- d. Fire Detection and protection systems are maintained and tested and proper records kept; fire notices in place;
- e. Termly fire drills; safe evacuation of the College ensuring those persons with specific needs or disabilities are catered for;
- f. Staff training so that staff are aware of:
 - o the action to be taken on hearing a fire alarm;
 - o the action to be taken on discovering a fire;
 - o how to raise the alarm
 - o the location of alarm points;
 - o the location and appropriate use of firefighting equipment;
 - o escape routes and the identity of those nominated as competent persons to supervise any evacuation of the premises;
 - o the importance of keeping fire doors closed.

Fire Instructions

All staff are required to complete an online fire safety training course provided by Enterprise E- learning. It is the duty of all members of staff to do all in their power to prevent injury and loss of life in the event of a fire. Salvage of the building and equipment is of secondary importance.

All staff must make certain that they are fully conversant with:

- The routes of escape in the case of fire, and location of the emergency assembly point;
- The method of sounding the alarm;
- The location and operation of the various firefighting appliances; the procedures and responsibilities set out in this policy.

If there is a fire the radioactive sources should be returned to their containers and cabinet. The fire services should also be informed and once the building has been cleared the RPS should be allowed back into the building first if the sources are out of their metal cabinet.

Fighting a fire

No member of staff, student or visitor should attempt to fight a fire unless trained to do so. It is the policy of the College that firefighting is best left to the professionals. Attempts to fight a fire should not be carried out if:

- ❖ It is larger than a waste paper bin;
- ❖ It cannot be put out with one extinguisher;
- ❖ Smoke is affecting breathing;
- ❖ The way out cannot be seen (the exit must always be visible and should be behind the person to enable a hasty retreat if necessary);
- ❖ Gas cylinders or chemicals are involved;
- ❖ The efforts are not reducing the size of the fire.

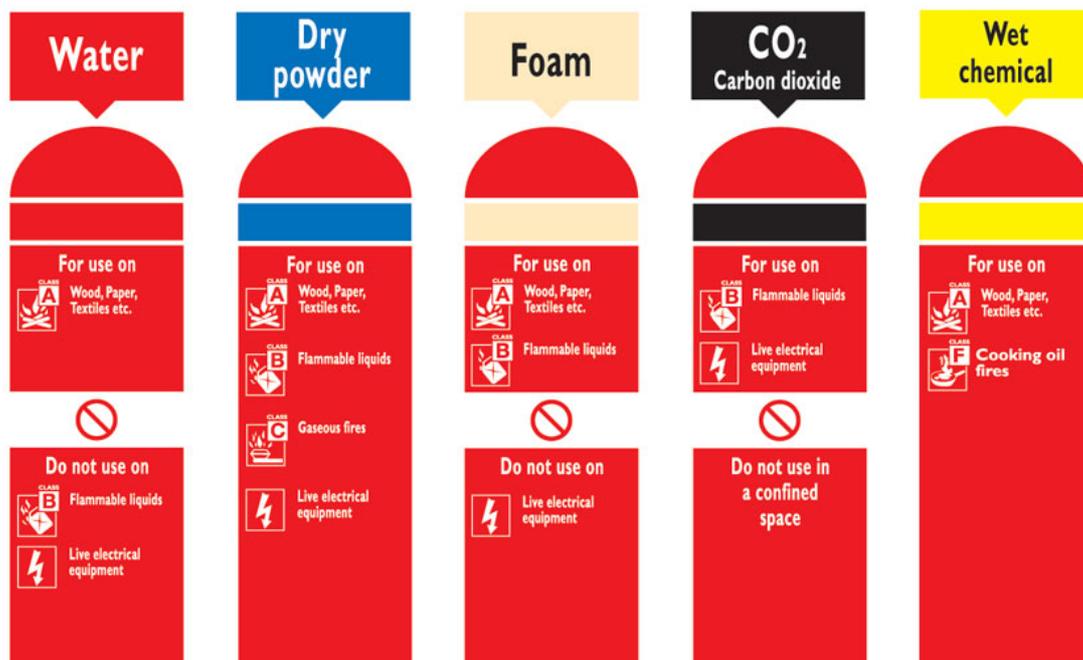
Types of extinguisher

There are the following types of fire extinguisher.

- Water (Red)
- Dry Powder (Blue)
- Foam (Cream)
- CO₂ (Black)
- Wet Chemical (Yellow)

The extinguishers will conform to a colour coding systems. They will be red with coloured handles with a coloured 'shoulder' or band on the cylinder.

KNOW YOUR FIRE EXTINGUISHER COLOUR CODE



8. First Aid and Medication

Refer to [Annex 18](#) for separate policy

The College nurse is responsible for co-ordinating the administration of first aid and the administration of medication.

Food Handling

Staff handling food are responsible for complying with legislation and must have knowledge of:

- a. Storage of food and the ways and conditions that bacteria grow and multiply; the ways of preventing food poisoning and contamination;
- b. Cleaning materials;
- c. Pest control;
- d. Food handlers' legal requirements.

Normally only kitchen staff are allowed to enter the kitchens. The entrance to the kitchen must be locked when not in use. If the kitchen is hired by non-catering staff, arrangements must be made so that the hirer ensures the kitchen meets the required standards for College use following the letting.

Staff must be aware of and provide for any pupils or employees with allergies/medical conditions and or special dietary requirements.

9. Hire of College Premises

The Site/Facilities Manager's is responsible for giving a copy of the College's Health and Safety Policy, Terms and Conditions and Risk Assessment to hirers. The hirer has responsibility to ensure that individual leaders comply with the College's Terms and Conditions.

Regular hirers are required to produce their own risk assessment and health and safety procedures based upon the College policy. A copy of the individual procedures must be submitted to the named person and filed with the lettings documentation.

Regular hirers must conduct a termly fire drill in liaison with the Facilities Manager. Hirers are required to provide their own mobile phone for emergencies.

In the case of an emergency, hirers must contact the emergency services using 999 and then contact the Site/Facilities manager. The Site/Facilities manager will then contact the Principal

Pupils must be supervised at all times whilst on College property. Those in charge of children are responsible for ensuring that they behave sensibly and

- a. That activities are controlled and well managed.
- b. Sliding on the floors or climbing on any equipment is not allowed.
- c. College equipment is not to be used by the hirer without prior agreement.
- d. Tables, chairs etc. must be returned to their original position. If tables and chairs are

- provided they must be wiped and returned in the condition in which they were found.
- e. Pupils' trays and personal belongings must not be touched nor items on or in the teacher's desk.
 - f. Care to be taken not to damage wall displays, fixtures and fittings e.g. if using a ball.

The floors must be protected (including no stiletto heels) and the Facilities Manager consulted if there is a spillage as certain products damage the flooring.

The hirer will be charged for any damage to the College or College property that occurs during a letting.

Hirers need to ensure that they have adequate and current insurance (A copy of the hirer's insurance certificate is to be kept on file).

Security during lettings

Doors must be closed or supervised during the letting period. It is essential that members of the general public cannot gain access to the College at these times.

Those responsible for the letting must not leave the premises until the key holder arrives to lock up and assume responsibility for the security of the building.

10. Machinery and Equipment

Machinery and electrical items must be checked at least once a year and recorded in the 'Machinery and Electrical Equipment' section of the College inventory.

All machinery and equipment with the College must be maintained in good working order at all times, or otherwise clearly marked by provision of suitable fixed notices, to indicate when such machinery or equipment is unfit for use.

It is the responsibility of staff when using equipment to check for obvious signs of damage and report any defects found.

Boilers, lifts, portable appliance testing (PAT), emergency lighting, hot water system, stored cold water system, fresh air systems (including air conditioning), fire alarm & firefighting apparatus, intruder alarm, CCTV, sprinkler systems are to be tested and certified at least annually, The mains wiring, fixed wiring (including fuse boards) are tested every 5 years unless alterations are made to the circuits.

Full and suitable assessments must be made of the hazards and risks involved in the use of all machinery and these must be recorded, along with arrangements for the scheduled servicing, lists of authorised users and training records.

Clear guidelines must be drawn up for the acquisition of new equipment to ensure that it complies with current legislation and best practices. Care must be taken over the use, installation or siting of such equipment.

All purchases and gifts must be reviewed to identify potential hazards. Each new purchase or gift must be monitored and its use reviewed in terms of its safe operation.

11. Manual Handling and Lifting

The risk of injury, due to the manual handling of loads, must be recognised by the College and all measures taken as necessary to reduce such risks through individual risk assessments.

Training in proper handling techniques must be given, as appropriate, and only those persons so trained must be asked to move heavy weights. Under no circumstances should pupils be allowed to lift or move heavy or awkward weights.

12. Materials and Hazardous Substances

The use of any material or substances within the College is subject to prior assessment. A named person is responsible for storage records of materials and hazardous substances.

Procedure:

- Undertake assessment of all hazardous materials with respect to usage and risk;
- Assemble comprehensive hazard data information;
- Arrange appropriate training;
- Instigate control measures through:
 - Hazard training records
 - Hazardous materials storage records
 - Methods for the elimination/reduction of risk
 - High standards of supervision
 - Issue of personal protective equipment (PPE)

Make arrangements for ensuring that copies of all relevant information are readily available to users of hazardous materials;

Make arrangements for the issue and use of PPE, including checking, maintenance and training, as appropriate.

Storage records of materials and hazardous substances are held in Facilities Manager's Office and duplicated at individual sites.

13. Ionising Radiations

Action Required

The College has appointed a Radiation Protection Supervisor (RPS). The duties of the College's RPS follow at the end of this document.

We may only possess closed (sealed) sources. The total activity permitted at the school is 1.2 MBq.

We have appointed Michael Gooding as Radiation Protection Adviser (RPA).

The RPS must ensure that local rules (see below) governing the storage, handling and use of

radiation sources in the College have been drawn up and are kept up-to-date.

The RPS must prepare risk assessments for all sources and draw these to the attention of all relevant teaching and technical staff.

All sources must be stored securely and in a lockable metal cabinet (this includes cloud chamber sources). No other items may be stored in the cabinet. The storage area must be signed with a radiation hazard warning sign.

There must be an up-to-date list of sources together with a note of the date(s) purchased.

There must be an administrative system recording the movement of sources using a source movement book/log.

The RPS must be notified immediately if any source is lost, stolen or damaged.

We are strongly recommended not to hold any uranium compounds. In any event, the holding must be below 100 grams. Uranium compounds (up to 100 grams) may be put for disposal in normal rubbish (as above).

The RPS is responsible for ensuring leakage tests are carried out on the sealed (closed) sources in the College and for ensuring appropriate records are kept. Information on record keeping together with a Leakage Test Protocol follows. Cloud chamber sources need not be leakage tested.

The RPS should be appropriately trained.

Advice should be obtained from the RPA before new sources are acquired.

The RPS should notify the local Fire Rescue Service of the whereabouts of the radiation source store.

Records of all disposals of radioactive sources must be kept by the College. Records should include the date of disposal and, if appropriate, the name of to whom it was sent or by whom it was removed.

College Local Rules – Use of Closed Sources

The name and home telephone number of the Radiation Protection Supervisor is: Andrew Miller 01923 229840. The Radiation Protection advisor is Michael Gooding. The College is a member of the CLEAPSS RPA scheme, under which a Radiation Protection Officer (RPO) appointed by the Local Authority, carries out the RPAs duties and is the first point of contact. The RPO is Richard House, telephone 07950 010331.

The personnel authorised to use the sources are held by the RPS. The College is in DfE Category C with respect to work with ionising radiations. This allows the use of the following within the school:

- ❖ Sealed sources
- ❖ Thoron generators
- ❖ Protactinium generators
- ❖ Cloud chamber sources
- ❖ Radioactive rocks

The normal location of the sources is within a regulation steel cabinet in the Room S1, second floor, CIC Science Block. The copies of the key for this Store are kept by the Science teachers under the direction of the Head of Science.

The use of sealed sources by individual pupils is restricted to A and AS level courses.

Persons using the sources should record the date of removal and return of each source in the record book provided. This will usually be done by the Science Technician or Teaching staff.

All sources should be handled with tweezers/tongs and the area where sources are to be used by pupils delineated using signs or warning tape.

Wherever possible, only one box of sources should be used at any one time in any one container. Sources not in use should remain in their containers.

The RPS is responsible for keeping suitable records.

The Physics teaching staff are responsible for checking closed sources after use for any damage.

Any loss or theft of a source must be reported to the RPS, who in turn must inform the RPA immediately. The RPS, in consultation with the RPA, will be responsible for any notification to the Health and Safety Executive and Department for Education and Skills, the Environment Agency and the police.

Pupils under the age of 16 are not allowed to handle the sources. Demonstration practical classes are allowed. They may use cloud chamber sources, instruments with luminous dials and rock samples (using forceps).

Any trainee or temporary staff needs supervision.

All teachers and technical staff handling sources must be fully aware of the appropriate risk assessment. Any female employee handling the sources is requested to notify the RPS if she becomes pregnant. Risks to the member of the staff will then be reviewed by the RPS.

Any students over 16 years of age using sources must be supervised and given a copy of these local rules.

Leakage Test Protocol

Introduction

The Ionising Radiations Regulations requires that leakage test of sealed (closed) radioactive sources used in schools must be carried out at least every 24 months. The majority (+99%) never leak and the protocol described below is a simple and acceptable method of complying with the Regulations. Where the source is found to be 'leaking', a more quantitative and detailed evaluation is essential. This will be carried out by the RPA.

Testing should be carried out at the time of the year suitable for the College, bearing in mind the 24 month maximum period between tests. The Regulations require that records of all such tests must be kept for at least five years after the tests have been carried out.

The work can be carried out by the RPS under the direction of the Head of Science.

Method

The method of test is wipe test. Take a small (say 2" diameter filter paper), fold it into four and moisten the tip of the quarter circle filter paper thus formed, with either water or water/ethanol mixture. Alternatively, a tissue or commercially purchased wipes can be used.

Remove the source in its box. Holding the source with tweezers in one hand and the filter paper in tweezers with the other hand, wipe the source with the moistened end of the wipe. All around the bottom and the case of the source should be wiped. A wiping period of 20 to 30 seconds is sufficient.

Replace the source in its container. Any radioactivity removed onto the wipe can be counted using the School's own scaler/ratemeter.

Before carrying out the counting, open up the filter paper and place flat on the bench. Bring the counting detector within 0.5 cm of the filter paper.

The counting period should be at least one hour. Remove the filter paper and carry out a background count for the same counting period.

From the results, it is possible to calculate the approximate activity (in Becquerel) on the wipe.

Filter paper count minus the background count should be multiplied by the counting efficiency of the scaler for the particular isotope of the source wiped.

Scaler detectors are usually based on Geiger-Müller tubes and these are quite efficient for gamma sources, such as Radium-226 and Cobalt-60, but less efficient for beta emitters and for Americium-241.

Allowance should also be made for the fact that the wipe test does not remove all "leaked" activity from the source. Usually, it is assumed that 20% of the activity has been removed. If the results show an activity removed in excess of 150 Becquerel, you are advised to contact the RPS as soon as possible.

Records

The record of the leakage test must contain the following:

- ❖ Name and address of the School
- ❖ Nature and activity of the source, together with identification
- ❖ Test result ("satisfactory", if no significant activity is found on the wipe)
- ❖ Reasons for test ("periodic test")
- ❖ Name and signature of person carrying out test
- ❖ Date of test

Duties of the Radiation Protection Supervisor (RPS)

- Keep an up-to-date list of radiation sources and notify the Radiation Protection Adviser (RPA) of any changes.
- Ensure that all teachers and technical staff handling radioactive sources are fully aware of the appropriate risk assessments. Any female employee handling radioactive sources is requested to notify the RPS if she becomes pregnant in order that the risks may be reviewed.
- Ensure sources are kept in a proper store.
- Ensure a log book is kept containing information, re-identified sources and source movement.
- Ensure leakage tests are carried out at 24 monthly intervals and records are kept.
- Arrange safe disposal of sources via the RPA if necessary.
- Liaise with the local Fire Rescue Service on the source whereabouts.
- Liaise with the RPA if an emergency arises.
- In the first instance, provide advice to any teacher who wishes to carry out non-standard work with sources.

Matters to be Considered in Risk Assessments are:

- ❖ Persons at risk
- ❖ Nature of the sources to be used, including properly closed sources of low activity, rock sets, thoron and protactinium generators, apparatus/items containing radioactive, e.g. luminous dials, and any other sources
- ❖ Instruments with luminous dials should also be subject to a risk assessment
- ❖ Estimated radiation dose rates to which anyone can be exposed
- ❖ The likelihood of any contamination (not likely for closed sources regularly wipe tested)
- ❖ Any advice from manufacturer or supplier
- ❖ Planned system of work
- ❖ The need for any personal protective clothing, e.g. gloves when handling rock sets
- ❖ Possible accident situations, their likelihood and potential severity
- ❖ Steps to prevent identified accident situations
- ❖ The need to consider altering work conditions for employees who become pregnant
- ❖ Maintenance and test schedules necessary, e.g. fume cupboards, leak testing, etc.
- ❖ Any instruction and training needs
- ❖ The need to designate areas for using sources
- ❖ The responsibilities of individuals in the school for ensuring compliance with the Regulations
- ❖ An appropriate programme of monitoring or auditing arrangements
- ❖ Risk assessments should have a conclusion, e.g. the use of sources present only a very low risk, etc.

14. Personal Protective Equipment (PPE)

Protective clothing and equipment, which conforms to the British/European standards, must be issued and used whenever processes and systems at work present a hazard which cannot be satisfactorily controlled by other reasonably practicable means.

All PPE will be regularly inspected and kept in good order.

Staff and pupils must be trained in the correct selection, wearing and use of PPE.

It is the responsibility of all staff and pupils to wear such PPE as required, using it in the proper manner, and reporting any defects immediately.

Records of the issue and maintenance of all PPE must be kept and its use monitored as part of the ongoing risk assessment process.

Protective Clothing

Appropriate protective clothing must be worn by staff, pupils and others involved in activities which could lead to entanglement, be subject to harmful liquid spillages, or high temperatures including naked flames.

In areas exposed to high temperatures and naked flames overalls must be of an appropriate type of material. Protective clothing made from synthetic fibres must not be used unless supplied specifically for the purpose.

All aprons and overalls must be cleaned every week.

Eye Protection

It is a requirement to wear eye protection when an assessment shows that a risk of injury which cannot be otherwise eliminated exists.

Staff and pupils must wear eye protection when involved in any of the following operations: Using or dispensing liquids which could cause injury;

When breaking, cutting, dressing, carving, stone, metal and glass; any other process involving the production of fine particles;

Any work which involves the use of sharp pointed materials.

Eye protectors must be readily available, well maintained and carry the relevant code for the type of protection offered.

Hand Protection

Suitable hand protection must be worn whenever the relevant risk assessment indicates e.g. rubber gloves must be worn when washing items in hot water or when using certain cleaning agents. Ribbed or similar gloves must be used when a risk of injury from the handling of sharp abrasive objects is present.

Ear Protection

Suitable ear protection must be worn whenever the relevant risk assessment indicates the need for them.

15. Risk Assessments

Refer to [Annex 13](#).

Risk assessment is defined as a systematic method of:

- a. Analysing work activities;
- b. Identifying: hazards, hazardous situations and hazardous events;
- c. Estimating risks: by considering the likelihood of hazardous events occurring and the nature and severity of the subsequent harm/damage; deciding upon possible control options and action priorities;
- d. Judging the 'acceptability', or, 'tolerability' of the risk.

Definitions

Hazard: Something with the potential to cause harm/loss. The potential to cause harm including ill health and injury, damage to property, plant, products or the environment.

Risk: The potential or the likelihood that harm will actually occur from exposure to the hazard together with the likely injuries that will occur as a result and the likely numbers of people that this will affect

The Principal is responsible for:

- a. Ensuring that risk assessments are carried out by competent persons;
- b. Ensuring that the employees carry out suitable and sufficient risk assessments of all work areas including all lessons and activities;
- c. Ensuring that advice on relevant legislation is made available to employees;
- d. Ensuring the provision of adequate resources to implement necessary control measures identified in the completed assessments;
- e. Ensuring contractors working on the premises have completed health and safety risk assessments covering activities that they propose to undertake, and that a copy is reviewed by a competent person to ensure that it is suitable and sufficient.

The Facilities Manager is responsible for:

- a. Undertaking, coordinating and updating health and safety risk assessments, including ensuring that they are documented, and action plans developed and implemented;
- b. Ensuring that information obtained from the assessment such as control and safety procedures are communicated to those working in the area covered by the assessment;
- c. Maintaining a risk register of assessments carried out.

All **heads of department/co-ordinators and managers** are required to complete risk

assessments for the area(s) they are responsible for. Risk assessments must be completed prior to all educational visits including external sports fixtures.

The amount of effort placed into health and safety in the workplace should be based on the risks associated with the work, with the greatest effort being placed into controlling those work activities that create the greater risk.

Consideration should be given to the following:

- Description of work;
- work location;
- Previous accidents/incidents in the area;
- existing work practices;
- Existing controls;
- Non-typical events within the work area;
- groups of people within the work area:
 - Employees;
 - Trainees;
 - Young Persons;
 - Contractors;
 - Members of Public;
 - Visitors;

Particular attention should be paid to the following:

- Staff with disabilities;
- New or expectant mothers;
- Trainees or temporary staff;
- Lone workers;
- Young persons;
- Inexperienced and new staff;
- Cleaners;
- Visitors;

The assessment must include confirming that there is adequate insurance cover for the activity.

Risk assessments should be specific to individual work activities; ideally, they should also be site-specific to ensure that all risks are adequately assessed at each work location. If the work activities are similar, generic risk assessments may be carried out e.g. cleaning, office work, a single activity that occurs at several locations.

If generic assessments are used, they must be valid for the work activities to which they apply. In order to achieve this, the following points should be observed:

The assessment must represent the particular activities at all relevant locations, Or the worst-case scenario should be assessed;

There should not be any significant deviations from the assessment;

The assumptions on which the assessment is based should be recorded, such as the safe working

procedures detailed in the health, safety and environmental policy statement that all work locations follow;

The control measures that are in place should not deviate from that on which the assessment was based.

If hazardous substances or manual handling are required as part of the work activity then any relevant COSHH Assessments/Manual Handling Assessments must be taken into consideration as part of the comprehensive risk assessment.

Risk assessments must be carried out as follows:

- Assess Risk
- Identify area/task for assessment.
- Assess risk using the forms available in the Risk Assessments policy document
- Decide upon Control Measures
- Can the risk be eliminated?
- Are risks adequately controlled?
- Detail additional controls required. Implement control measures.
- Recalculate the risk.

Risk assessments must be reviewed annually or when:

- There is a process change;
- There is a personnel change;
- There is a change made to work equipment;
- There is a change made to the working environment.

Risk assessments are required for dumb waiters and hot water urns.

16. Site Security (also see Supervision of pupils advice document)

All staff must be alert to the need for security including ensuring that the gates and boundaries are secure. Door entry codes must be changed at least termly and all exterior doors kept closed. Windows must be closed at the end of the day or if a downstairs room is vacated.

Visitors must be kept separate from pupils; report to the College office immediately on arrival; sign in; receive a visitor's badge. The signing in book should have: date; name of visitor; whom they are visiting; vehicle registration.

Every visitor is informed of the following:

- a. Identification badges must be worn at all times;
- b. Leave the building by the nearest exit if the fire alarm sounds and go to the fire assembly point;
- c. The College operates a 'no smoking/no vaping' policy;
- d. All accidents must be reported to the College office and an accident form completed;
- e. The location of first aid facilities;
- f. That visitors are not permitted into classrooms or teaching areas unless a member of

staff is present;

- g. That pupils will only be released to adults where authorisation has been authenticated;
- h. The procedures that they should follow should they feel the need to report anything of concern.
- i. Visitors must sign out before leaving the premises.

Any person (other than a member of staff or pupil) on the College site and not in possession of a security badge must be challenged by an adult and, if necessary, asked to leave. Pupils must not challenge people without badges but must immediately inform a member of staff. Notices must not indicate the names and locations of pupils.

Employees are required to wear name badges and to sign in and out of the main office. The visitor book and staff register must be checked to ensure that all staff and visitors are accounted for in cases of emergency evacuation.

17. Smoking & Vaping

The College is a non-smoking and non-vaping site. Smoking and vaping is prohibited in all enclosed and substantially enclosed premises in the workplace. This includes company vehicles. This policy applies to all employees, consultants, contractors, customers and visitors.

All staff are obliged to adhere to, and support the implementation of the policy. Any concerns employees may have regarding smoking/vaping at work should be reported immediately to the Principal so that corrective action can be taken if necessary.

Appropriate 'no-smoking & no-vaping' signs must be clearly displayed at the entrances to each College building. All visitors, temporary staff, contractors and customers are expected to abide by these terms and employees should be tactfully reminded, if necessary.

College disciplinary procedures will be followed if a member of staff does not comply with this policy and, in the case of repeated offences, may be dismissed from the employ of the College. Those who do not comply with the smoke free law may also be liable to a fixed penalty fine and possible criminal prosecution.

The NHS offers a range of free services to help smokers give up. Visit www.nhs.uk/smokefree or call the NHS Smoking Helpline on 0800 169 0 169 for details.

18. Stress in the Workplace

Workplace stress is recognised as a legitimate problem affecting staff and one which needs careful and sympathetic management.

It is recognised and accepted that undue stress can lead to adverse effects on the emotional and physical well-being of staff and consequently to the efficiency of the organisation as a whole.

Whilst individual reactions to stress vary widely, the need to recognise and act upon potentially stressful situations is essential. Regular consultations with members of staff and discussion

groups is to be encouraged in order that a pro-active approach may be taken on a continuing basis, in order that such situations may be avoided or their effects upon staff reduced.

Major changes within any organisation can be stressful and therefore members of staff should be appropriately informed of any major changes in so far as they may affect their own activities.

Members of staff are encouraged to seek advice from management regarding any situation they feel is causing them undue stress.

19. VDU Operation

Display Screen Equipment (DSE) regulations relate to computer workstations and any alphanumeric or graphic display screen including microfiche readers, calculators, cash registers, word processors as well as personal computers

The DSE regulations apply if:

- a. The user (employee or agency staff) habitually uses DSE as a significant part of their normal work;
- b. The work activity depends on the use of DSE; there is no discretion as to the use of the DSE;
- c. There is continuous use of DSE for spells of an hour or more; use is more or less the same daily.

The recommended environmental factors for work in offices and ICT rooms are:

- d. Noise - Up to 50 db (average)
- e. Light - 300 lux and 500 lux, if used for evening classes

Temperature

At least 18 degrees centigrade (64.4f)

Responsibilities

The Head of IT is responsible for:

- i. Identifying staff who are deemed to be users of DSE;
- ii. Undertaking a risk assessment of all workstations (including local environment) used by users and for acting upon its findings.

In the role of assessor the named person must:

- Be familiar with the requirements of the DSE Regulations;
- Consult with the user when assessing their workstation;
- Be aware of their limitations when carrying out assessment and to call upon further expertise and additional sources of information when appropriate;
- Draw valid and reliable conclusions based on the assessment of risk;
- Make a clear record of the assessment of any workstation and process promptly implement agreed procedures.

- iii. Reviewing assessments at regular intervals and promptly if:
 - There is a reason to believe the assessment is no longer valid; there is a major change to the software;
 - There is a major change to the hardware;
 - There is a major change to workstation furniture;
 - There is a substantial increase in the amount of time required to be spent using DSE;
 - There is a substantial change in other task requirements, e.g. more speed or accuracy;
 - The workstation is relocated;
 - The lighting is significantly modified.
- iv. Investigating any health problems reported to them or identified in users and providing users with information regarding:
 - The arrangement for eye tests (if requested) and their payment; the arrangements for reporting any health hazards;
 - The arrangements for the organisation of the daily work routine;
 - Any action taken as a result of the assessment they have participated in.
- v. Arranging for the training of users in the use of workstations
- vi. Planning the activities of users to ensure that their work is interrupted by breaks or changes in activity that reduce the risks associated with the workstation. Such breaks or changes in activity should be:
 - Taken before the onset of fatigue, as the timing is more important than the length of break;
 - Included in work time;
 - Reducing the workload;
 - Preferably short and frequent, e.g. a ten-minute break after sixty minutes continuous screen work is suitable;
 - Engaging the user in tasks which do not involve DSE; taken at the discretion of the user if this is possible.
 - Such breaks or changes in activity should not:
 - Lead to an increased compensatory pace of work;
 - Involve further DSE or workstation activities. Users must:
 - Use the equipment provided in accordance with agreed methods of working and any training received;
 - Report to management any muscular/skeletal problems, fatigue or eyestrain which may be associated with the workstation;
 - Assist the manager/assessor in the assessment of their workstation.

Training must be provided as to the healthy and safe way to use a workstation at the same time as staff are trained how to use the equipment. Training must include reference to:

- The user's role in prompt and accurate recognition of hazards. This should cover both the

absence of desirable features and the presence of undesirable ones, together with information on health risks and how problems may be manifested;

- User-initiated actions and procedures which bring risks under control, i.e. the importance of achieving good posture and of postural change.

The College must use comfortable, suitable chairs which are adjustable for height, tilt and back support. The chairs must be adjusted by the operator in order to obtain:

- A straight back;
- Horizontal upper legs;
- Feet flat on the floor (for smaller/younger children a foot rest may be employed to make up for the gap between the feet and the floor);
- Upper arms at right angles to the forearm/hands.

The arrangement of workstation components must facilitate good posture, prevent over-reaching and avoid glare and reflections on the screen. Monitors must be MPR II compliant. The monitor must be placed 50 to 70 cm away from the operator, so that the top of the screen is at eye level when the operator is in a 'good sitting posture' (screens are adjustable for height, tilt and swivel). The neck muscles must be kept relaxed and the head not allowed to hunch forward. Brightness and contrast can also be reduced to acceptable minima. Keyboards that respond to a light pressure should be used and wrist supports made available. Document stands should be used to hold worksheets and texts, etc.

Work tables must be suitable in terms of height, leg room and space available for hands to effectively operate the keyboard. Those with physical disabilities must be provided with specially adapted work tables if this is deemed necessary e.g. cutting an insert into the work table for wheel chair access and/or lowering of the table height.

Regular changes in activity and/or short rests must be used to reduce eyestrain, muscle tension, stress and tiredness. Operators must stand up from their seats and walk around the room if they are involved in lengthy sessions working on a computer. A ten-minute break after sixty minutes continuous screen work is recommended.

20. Violence to Staff

Refer to [Annex 14](#)

Anyone can be a target for violence. Aggressors are not easily identified. The most common form of attack is verbal abuse. Staff must be advised to avoid aggressive gestures, stay calm, keep their distance, keep an escape route open, and leave the situation to get help if s/he feels in danger.

The College will not tolerate violent, abusive or threatening behaviour, whether physical, verbal or otherwise, towards any employee from whatever source. Management will give all support necessary to any member of staff who reports any such incident, actual or perceived,

whatever the circumstances.

The risks of any activity should be assessed e.g. those handling money may be at risk when they take money to the bank.

Staff must arrange for a senior colleague to be present if they are concerned about the possibility of aggression, whether it is in a meeting with a colleague or parents.

21. Waste Disposal

All waste produced must be disposed of to a licensed waste disposal site via a registered carrier.

Waste storage areas are subject to a full risk assessment.

Annex 1: Application for the Approval of Educational Visits

Yellow

COLLEGE TRIPS AUTHORISATION FORM

Annex 1

This form must be completed for any College activity, except sports fixtures, which involves pupils leaving the College premises. It must be accompanied by an appropriate risk assessment.

1. Date(s) of proposed trip: 2. Mode of Transport:

3. Destination address:

4. MoS in charge:

5. Give brief outline of purpose of trip:

.....

6. Details of pupils involved (age groups, numbers)

7. Will pupils miss lessons? If yes, give details

Is the trip curriculum/non-curriculum, what is the cost per pupil?

8. Give details of staff accompanying the trip and, if applicable, allocation of free places:

.....

9. **Insurance:** Will additional insurance to the College cover be used? Yes/No

If yes, give details, including costs, and attach a copy of the policy being used

.....

Please pass this form to the Vice – Principal

Comments:

.....

Vice Principal Date

Approved by the Principal Date

Once authorised by the Vice Principal and Principal, a copy of this form will be returned to the MoS in charge. The original form will be passed to the EVC for processing and a copy filed at the reception.

A full risk assessment must be submitted to the EVC.

Copies of correspondence distributed to parents must be given to reception for filing and a full list of pupils involved in the trip must be submitted **prior** to departure along with emergency contact numbers of MoS involved.

After the trip complete the feedback form on the reverse of this form

Feedback and self-reflection on the trip/activity

Please complete as much of this as you feel is relevant to helping others run this or similar trips in the future.

What were the aims & objectives of the trip/activity? Did the trip/activity meet these objectives?

.....

.....

.....

Reflect on the aspects of the trip/activity that went well and how these could be improved.

.....

.....

.....

Reflect on the aspects of the trip/activity that did not go so well and consider how these could be avoided in the future

.....

.....

.....

Reflect on what other lessons could be learnt from this trip/activity that will inform best practice.

.....

.....

.....

Annex 2: Educational Visits: Organisers 'To-Do' List Preparing for the trip...

ACTION	RELEVANT FORM	DATE COMPLETED
Check proposed date of trip with the Principal		
Complete College Approval Form and submit.	Principal's Approval Form	
Recruit appropriate staff		
Complete First Aid bag booking form and submit	First Aid Bag booking form	
Get quotes for transport		
Agree cost of trip with budget holder		
Book transport		
Complete Emergency Contact form	Emergency Contact Form	
Complete Risk Assessment & send to EVC	Risk Assessment	
Send draft copy of letter to Vice Principal		
Send letter and Parental Consent Form home	Parental Consent Form	
Collect consent forms from pupils		
Collect money		
Complete Packed Lunch form and send to Catering Manager (CIC)	Packed lunch form	
Complete Itinerary		
Complete medical lists	Medical Form	
Complete group lists		
Complete coach lists		
Complete Pupils Checklist	Pupils Checklist	
Complete Information for Staff	Information for Staff	
Photocopy consent forms		

Arrange information evening for Parents**		
Collect passports and EHIC health cards**		
Photocopy passports and EHIC health cards**		
Print out all information and put together in a pack to give to Vice Principal, EVCand Reception		

*residential trips only

**trips abroad only

On the day of the trip...

ACTION	COMPLETED
Collect First Aid Kits	
Collect packed lunches	
Give out Pupil Checklist	
Sign out/Emergency Contact Details at Reception	

Annex 3: Information for College Staff re Educational Visits

Date of visit:

Venue:

Purpose of visit:

Attached are:

- List of Pupils
- List of Groups
- Itinerary
- Pupil Checklist
- Medical Information
- Parent Consent Forms & Contact Information
- Risk Assessment
- Venue Information :

Contact Information

College		
College Reception		
Staff		
	Name & Phone Number	
(Group Leader)		
(Deputy Leader)		

Venue contact

Name and Address	Phone

Coach Company

Name and Address	Phone/E-mail

Contingency Procedure

In the event of late return Group Leader or Deputy Leader to contact the College Contact with arrival information.

Emergency Procedure

In the event of an emergency Staff to contact each other by mobile phone and one member of staff to contact the College Contact

Meeting Point at the venue:

Annex 4: Evaluation of Visits for Future Reference

Visit to:	
Year Group:	
Group Leader:	
Number in Group:	Boys: Girls: Supervisors:
Date(s) of visit:	
Venue:	
Commercial Organisation:	

Comment on the following:

	Rating out of 10	Comment
The Centre's pre-visit organisation.		
Travel arrangements:		
Content of educational programme provided:		
Instruction:		
Equipment		
Suitability of Environment:		

Annex 5: Checklist for Pupils

You should know the answers to the following questions.

Name:	
Form:	
Place of visit:	
Date of visit:	
Where am I going to visit?	
Who is the group leader?	
How can I contact my group leader?	
What is the emergency phone number I should use if I need help?	
What will be done to keep me safe and secure during the visit?	
What is the code of conduct for the visit?	
What do I do to keep my money and valuables safe?	
For Residential Visits and Exchanges:	
The address and telephone number(s) of the place(s) where I shall be staying:	
How I should behave (house rules):	
Where I am to sleep and how I am to dress:	
What I should do if I am worried or unhappy about anything when I am staying with a host family:	

Annex 6: Parental Consent Form – Day Educational Visits (to be pre-populated before distribution)

To Parents of pupils participating in trips from College Parents' Consent

Form

To: The Principal, Chelsea Independent College

College Trip to

Date

Name of Pupil..... Personal Tutor

Member of Staff in Charge

I consent to my son/daughter taking part in the above-mentioned activity and acknowledge the need for him/her to accept and obey all instructions issued to him/her by members of staff responsible for the trip.

I agree to the cost of £..... for this trip being debited to my son/daughter's bill at the end of term.

I consent to my son/daughter travelling by any form of transport arranged or provided by a member of staff of Chelsea Independent College.

In the event of illness, I authorise the member of staff in charge to give consent to any urgent treatment or operation which may be deemed necessary by a medical practitioner.

Members of Year 10 and above are allowed to make their own way home from College trips unless parents advise staff otherwise.

Signed Name

Relationship

Pupil Medical Information and Day Trip Consent

To ensure we have the correct information for pupils to enable them to go on day trips away from College, could you please complete the information below.

If we have not received this form before a day trip (including sports fixtures) leaves the College, **PUPIL NAME** will not be able to join the trip.

The trip leader will have the contact details of those on page one of this form (or any update you provide to the College after the start of the year) with them on the trip and should it be necessary will contact all those listed in an emergency. If there is an alternative contact you would prefer for a specific trip, please advise the trip leader in writing when the trip is confirmed to you.

Surname: **First Names:**

Preferred Name: **Date of Birth:** **Day/
Boarding**

Registration **Year Group:** **House:**
Group:

Does PUPIL NAME suffer from any of the following medical conditions:

Asthma	Yes/No	Hay fever	Yes/No
Eczema	Yes/No	Muscular	Yes/No
Diabetes	Yes/No	Skeletal	Yes/No
Epilepsy	Yes/No	Conditions	
Does PUPIL NAME suffer from any other ongoing medical condition?			

If yes, please give details below, or attach separate sheet:

Allergy Information: (Please include details of triggers, symptoms and medication)

Doctor's Practice: Practice Address: Practice Telephone Number:

Doctor's Name:

Current medication that the pupil is on: (please complete below)

Permissions for both at College and when undertaking College activities away from the College:

I give permission for PUPIL NAME to receive First Aid treatment at the discretion of the appropriately trained College staff. **Yes/No** * Delete as appropriate

I give permission for PUPIL NAME to receive the following medication at the discretion of the appropriately trained College staff:

Medication

Paracetamol/Calpol	Yes/No
Antihistamine	Yes/No

College Day Trip Declaration

I give consent for **PUPIL NAME** to take part in all off-site College activities including day trips and understand that should this change, I will notify the main College office in writing to confirm my consent is no longer given.

I acknowledge the need for **PUPIL NAME** to behave responsibly and in line with the College policy whilst he/she is away from the College site.

I agree to my child receiving medication and to any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present if I am unable to be contacted in an emergency. I understand the extent and limitations of the insurance cover provided.

For all trips and off-site activities, it is your responsibility as the parent or guardian, to ensure the following:

It is vital that you inform the trip leader of any medical condition that **PUPIL NAME** has. Failure to do so, may result in invalidating the insurance and you would then be liable for the costs incurred in the event of a claim.

The trip leader must be informed directly of any temporary medication that **PUPIL NAME** requires. This must be in its original packet with full instructions.

Use of Images

As per our terms and conditions, you consent to photographs and images of **PUPIL NAME** being used for the purpose of including them in the College promotional material, such as the College's website and prospectus, **PUPIL NAME'S** name will not be used. We may also send their image and name to the media where outstanding achievement has taken place. Should you wish to withdraw your consent for this, please write directly to the Principal.

Parental undertakings and authorisation

If **PUPIL NAME** is in contact with any contagious or infectious disease, I will inform the College immediately so that necessary medical checks can be made by both parties.

No other reason that requires special action or awareness from the staff, beyond those listed on the College medical form.

I will inform the College if my location/contact details for the duration of the visit are different from those currently held.

I give permission for insured members of staff to transport **PUPIL NAME** in their car if necessary in an absolute emergency.

Signed: (Parent)..... Date: Print Name:

Annex 7: Emergency Contact Information for Leaders

Place of visit	
Nature of visit	
Departure date	
Return information	Date: Time: Location:
Number of Pupils	
Number of Adults	

Attach emergency contact list to this sheet – names and telephone numbers

Emergency telephone contact information during College hours	
Principal:	
Deputy Principal:	
Other:	

Emergency telephone contact information out of College hours	
Principal:	
Deputy Principal:	
Other:	

Travel company	
Name:	
Address:	
Telephone:	
Company Email:	
Name of Travel Rep/contact:	
Telephone number of Travel rep/contact	
Email address of Travel rep/contact	
Name of Insurance/Emergency assistance:	
Number of insurance/Emergency assistance:	
Hotel name:	
Hotel address:	
Hotel number:	
Other emergency numbers:	

Annex 8: First Aid Bag Booking Form and Medical Information

Trip name & date:	
Trip leader name:	
Destination of trip:	
Residential/day trip:	
Date of departure:	
Date of return:	
No of pupils	
No of First Aid trained staff:	
No of First Aid bags required:	
Names of Pupils with specific health needs:	
Name of MoS with responsibility for these pupils:	
Further medical training required by staff	
Suggested date of meeting with College Nurse (essential if residential/overseas)	
Any other medical information:	
College NURSE USE ONLY	
First Aid Bag number given:	
Signature of Trip Leader (on receipt of bag)	
Return date:	

Annex 9: Consent Form For Swimming Activities or Activities Where Being Able To Swim Is Essential

Name of Pupil: _____ Form: _

Is your child able to swim 50 metres?	Yes/No*
Is your child water confident in a pool?	Yes/No*
Is your child confident in the sea or in open inland water?	Yes/No*
Is your child safety conscious in water?	Yes/No*

* Delete as appropriate

I would like.....(name) to take part in the specified visit and having read the information provided agree to him/her taking part in the activities described.

I consent to any emergency medical treatment required by my child during the course of the visit.

I confirm that my child is in good health and I consider him/her fit to participate.

Signed Date

Full name of parent/guardian

Telephone numbers:

Home: Work:

Mobile:

Name, address and telephone number of family doctor (in case of medical treatment

.....

Annex 10: Accident and Injury Reporting Form

REPORT OF AN ACCIDENT

PART A – ABOUT YOU

Your full nameDepartment.....

PART B – ABOUT THE INCIDENT

Date of incident..... Time of incident am/pm

Did the incident occur at College Yes/No

If Yes, which department/room/place/site did the incident occur

If No, where did the incident occur (include address and details)

PART C – ABOUT THE INJURED PERSON

Full Name of injured person __ Form __ Male/Female

Is the injured person:

An employee	<input type="checkbox"/>	A member of public	<input type="checkbox"/>
A student	<input type="checkbox"/>	On training scheme	<input type="checkbox"/>
On work experience	<input type="checkbox"/>	Employed by someone else (attach details)	<input type="checkbox"/>

Was the injured person taken to hospital **Yes/No**

If Yes, please state which hospital

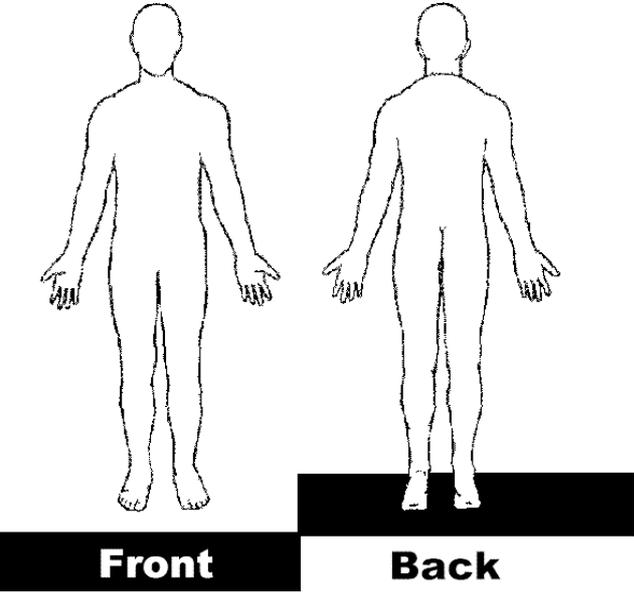
Did they go to hospital immediately? Or at a later date? When?

Was the patient seen by a doctor **Yes/No**

If Yes please state which doctor

Immediately? Or at a later date? When?

PART D – ABOUT THE INJURY

<p>Description of the injury should be detailed. Include left/right, front/back, location, size; whether it is a graze, a bump or a cut, bruise etc. Take into account other factors such as pallor of skin, breathlessness, pulse, blurred vision, slurred speech, clammy skin, and temperature (hot/cold)</p>	<p>What part of the body was injured (see picture, clearly mark with an X)</p> 
---	---

IF THE INJURED PERSON GOES TO HOSPITAL FROM COLLEGE THE FOLLOWING INFORMATION MUST ACCOMPANY THEM: NAME, DOB, DR.'S NAME, MEDICAL INFO, AND PARENT CONTACT NUMBERS.

PART E – ABOUT THE ACCIDENT

Describe what happened – Give as much detail as you can for example, the events that led up to the incident, the part played by any other people, any substance or machinery involved. Please attach another sheet if necessary.

Please tick one:

I did see the accident happen I did not see the accident happen

Please state names of any witnesses

.....

PART F – ABOUT THE TREATMENT GIVEN

Signature if different from person in PART A Date

PART G – OUTCOME & FOLLOW UP

Date

PART H – SIGNATURE

Signature Person Part A	
Signature Principal	
Signature Vice Principal	

PART I- REPORTABLE INSTANCES (RIDDOR)

Was this a reportable instance? Yes/No

Has the instance been reported to HSE with regard to RIDDOR? Yes/No

If Yes please insert the relevant incident report number,

Date

Annex 11: Near Miss Reporting Form

Name of College:	CIC Fulham Road/CIC Broadway House
Address of College:	
College Telephone:	
College Fax:	
College email:	
Principal	

Name of person(s) involved:	
Address of person involved:	
Telephone/contact details:	
Name of Parents (if pupil):	
Form Tutor/Class Teacher:	

Date of near miss:	
Time of near miss:	
Location of near miss:	
Details of near miss: <i>Include the full names of anyone involved. Continue on a separate sheet if necessary.</i>	
Contact details of anyone involved in the near miss. Name: Address Telephone:	
Contact details of any witnesses. Name: Address: Telephone:	

Give details of all action taken: (continue on a separate sheet if necessary)

Detail preventative action suggested: (continue on a separate sheet if necessary)

--

Date..... Signed..... (Person completing the report)

Signed..... (Principal)

Annex 12: Health and Safety Audit

Refer to separate sheet

Annex 13b: Risk Assessment Form (for the work place)

ACTIVITY RISK ASSESSMENT FORM

TASKS UNDERTAKEN/ACTIVITY ASSESSED: _____ **LOCATION:** _____

HAZARDS IDENTIFIED	PERSON(S) AT RISK students/staff contractor/visitor	POTENTIAL HARM or LOSS	WORK PLACE PRACTICIES CONTROL PROCEDURES	Severity	Likelihood	Risk Factor	Acceptabl	Additional Controls (when risk factor is > 12)
				(1-5)	(1-5)	(S x L)	Y/N	
What can actually cause the harm or loss? Most hazardous harm or loss first.	Who or what could be harmed by the hazard at any time: day or night?	What would be the type of outcomes if the hazard was realised? Types of injuries. Types of damage.	Keep the controls in order: 1. Can we eliminate the hazard? 2. Can we reduce the hazard or use something else?? 3. Can we control the hazard through an engineered solution: barriers/isolate? 4. Can we use administration controls: signage/ rules/ monitoring/training/emerg ency procedures? 5. What PPE is required?	From the grid below.			<12?	What else can we do to reduce the risk to a lower level?

AUTHORED BY: _____ **DATE:** _____ **REVIEW DATE:** _____

FOR CALCULATION OF RISK FACTOR FOLLOWING INSTIGATION OF ALL CONTROL MEASURES

SEVERITY					LIKELIHOOD				
5	4	3	2	1	5	4	3	2	1
FATAL	MAJOR INJURY	MEDIUM INJURY	MINOR INJURY	TRIVIAL/ NO INJURY	LIKELY	PROBABLE	POSSIBLE	REMOTE	HIGHLY UNLIKELY
<i>Fatality - RIDDOR</i>		<i>Major – Fracture/Amputation - RIDDOR</i>		<i>Medium – Significant sprain/Digit fracture/Significant burn – possible RIDDOR</i>		<i>Minor – Minor sprain/Small burn</i>		<i>Trivial/No injury - Scratch</i>	

Annex 13c: Risk Assessment Form (for the College trips)

Date of Trip	Staff	Destination

NOTE TO TRIP ORGANISER – Please insert your own specific trip details, the information below is a general guide

Hazard	People Harmed	Potential Harm or Loss	Risk Control	Severity (1-5)	Likelihood (1-5)	Risk factor (S x L)	Acceptable <12	Further Action
							Yes/No	
							Yes/No	
							Yes/No	
NAME			SIGNATURE			DATE		

Please Note: A copy of your Risk Assessment and a copy of the emergency contact numbers must be taken with you on your trip. A checklist must also be completed before departure.

Annex 14: Report of Violence, Abusive or Threatening Behaviour

College location: CIC Fulham Road/CIC Broadway House <small>*Delete as appropriate</small>	
Name of person reporting incident:	
Position of person reporting incident:	
Name of person receiving this report:	
Position of person receiving this report:	
Date report submitted:	
Description of incident including the names of people involved and any witnesses:	
Action to be taken:	
Date for review:	
Signature of person submitting this report:	
Signature of person receiving this report:	

Annex 15: Physical Education Health and Safety

Whilst this statement identifies the general policy and procedures adopted for safety in physical education, the sports, games and other activities organised are wide ranging and may sometimes include specialist activities either as part of, or in addition to, the normal teaching programme.

General Sports Safety

It is essential that good practice is followed and demonstrated by members of staff and that all pupils are made aware of the principles of safe practice, the type and range of hazards that may be present, and the procedures to be adopted in the event of an emergency.

The age, physical attributes, fitness, skill and experience of any individual shall be assessed to determine their suitability to participate in the various sports activities. No pupil shall be required to perform any tasks that are obviously beyond their abilities such that injury or harm may result.

During all activities both members of staff and pupils should be mindful of their own abilities and not knowingly exceed them in such a way as may cause injury.

All sports activities shall be supervised by a competent member of staff.

Risk Assessment

A risk assessment must be carried out for each sport/game/activity/location in order to identify any hazards and the precautions necessary to control risk.

The significant findings of these assessments will be brought to the attention of all staff. Where appropriate these findings will be included in instructions to pupils in order that activities can be performed safely.

Additional procedures and guidance will be provided by the PE department/co-ordinator for pupils with special needs.

Additional procedures may be required for special occasions such as competitive events, where members of the public such as parents, or visiting teams etc. may be present or involved. In such circumstances the safety of those persons and the effect of their presence upon the safety of others will be considered and assessed accordingly.

Clothing

Suitable clothing and footwear must be worn for all sports and games. Pupils will be advised of the minimum requirements.

Where any activity organised by the department requires specialist clothing, then the department will ensure that it is provided and worn at all times.

Jewellery should be removed so that it cannot become caught up on equipment or present a hazard to other participants. Long hair must be tied back.

Personal Protective Equipment

Many sports require the use of certain protective equipment to prevent injury. Pupils will be advised as to the correct type of protection required for each activity.

The College must ensure that a sufficient supply of protective equipment is provided where such equipment is not part of the normal kit of the pupil.

It is the responsibility of each member of staff to issue and check the returns of such equipment. All loss, damage or defects should be reported and logged in order that repair or replacement can be actioned.

The stock and suitability of all protective equipment must be reviewed at the beginning of each term and the general condition monitored following each issue and use.

All such equipment must conform to the relevant British/EC standard.

Teaching staff are responsible for instructing their pupils in the correct methods of use and care of protective equipment and must supervise and enforce its use as necessary.

Sports Equipment

All sports equipment must be maintained in good order at all times and any defective or faulty items must be removed for repair or replacement. Where it is not possible to remove such equipment (e.g. fixed apparatus) it must be clearly identified as unsuitable for use and disabled or cordoned off to prevent usage.

All apparatus and equipment must be checked for faults, defects and wear before each use by the member of staff in charge to ensure that it is safe for use. A thorough examination and audit must be carried out at the beginning of each term

Only apparatus and equipment officially provided and approved must be used. Makeshift or improvised equipment will not be permitted.

Many items of sports equipment, e.g. javelins, can inflict serious harm if relevant safeguards and procedures are not followed. It is, therefore, essential that all staff and pupils are familiar with, and understand the correct use of, all sports equipment used.

Indoor Activities

When planning indoor sports and activities, consideration must be given to the suitability of lighting and ventilation, etc. provision will be made to ensure adequate space is provided in relation to the number of participants at any one time.

All indoor sport areas must be kept in a clean and tidy manner and outdoor clothing, footwear and bags etc. must be kept in the changing room or in separate areas set aside for the purpose.

Floors must be of a suitable non-slip surface and kept dry and free from obstructions. Wooden floors must be checked on a regular basis for damage and splinters.

Outdoor Activities

Due regard to prevailing weather conditions and their effect upon the safety of the activity and participants is a factor in all outdoor games and sports.

The member of staff responsible for the activity, taking into account the abilities of the participants as appropriate, must in all cases of doubt, postpone cancel or cease the activity.

Outdoor games must only be played on suitable surfaces and these must be inspected before commencement. Special attention must be given to ensuring the absence of tripping hazards, broken glass or other sharp objects, which could cause injury.

Swimming

All pools used for swimming sessions, including public baths, must be equipped with adequate lifesaving equipment, buoyancy aids and first aid equipment. Before each session begins the pool must be checked for hazards and no person is allowed to enter the pool until the water is clear enough to enable the bottom to be seen at all depths.

Before any swimming takes place, instructions must be given as to the procedures to be taken in the event of an emergency. At regular intervals this emergency procedure, along with pool clearance drills, must be practised.

No pupil should be allowed to enter the water unless supervised from the poolside by an adult, who is capable of effecting a rescue and trained to perform resuscitation.

Trained observers capable of recognising and reacting immediately to any situation which they feel constitutes a danger to the well-being of any pupil must be provided. The observer must not be the instructor; however, s/he can be a lifesaver or resuscitator. All observers must be in position before the pupils enter the pool and throughout their swimming session. Observers must take account of any reflected glare. This may necessitate the observer moving around the pool side.

Except in the case of an emergency, teachers or instructors should not enter the water with the pupils if this would leave no adult supervisor on the poolside.

Off-site Activities

Many sports activities are conducted away from the College site, such as competitions, and those requiring specialist facilities or locations such as water sports and cross-country running. In addition, special trips or extra-curricular activities may be organised.

College policy must always be adhered to and any facilities and equipment provided by others for use by the College checked that it meets all safety standards.

No pupil or member of staff must be permitted to take part in any water sport unless they are a competent swimmer.

Hygiene and Welfare Facilities

Most sports and games require the wearing of appropriate clothing and suitable and sufficient changing facilities will be provided. Where applicable, such facilities will be segregated for male and female pupils and staff and will be supervised as appropriate.

In addition, many activities involve some degree of physical exertion and the likelihood of the participants getting dirty and/or wet when performed outdoors (e.g. football etc.). Showers and/or washing facilities must be made available to those taking part in such activities. Such facilities must be regularly cleaned and maintained.

During extended periods of activity, especially during spells of hot weather, or where the level of physical exertion is likely to warrant it, then an adequate supply of drinking water and/or suitable refreshments must be made available.

First Aid Facilities

Each location where sports activities take place must have access to emergency first aid equipment, appropriate to the type of activity being performed, and sufficient members of staff instructed in its use.

All members of staff and pupils must be informed of the location of such facilities and the identity of those persons trained and authorised to dispense first aid and emergency treatment.

It is the responsibility of each member of staff to inform the Principal of each sport/activity of any medical condition, long or short term, which may affect their ability to perform any physical activity.

Inspections and Audits

The Principal must ensure that all safe working practices and procedures are adhered to, and that all relevant statutory requirements are implemented. In liaison with Astrum Education, the Principal will make all necessary arrangements for regular inspections and audits of the activities, facilities, equipment and working practices.

Any necessary alterations or remedial action highlighted by such inspections and audits, must be put into effect, following due consultation with the relevant safety representatives, members of staff and nominated competent persons.

All changes made in the light of inspections/audits must be brought to the notice of affected persons.

Annex 16: Science Health and Safety

Whilst following the general Astrum Education health and safety guidelines and procedures contained in the policy, science requires additional procedures to ensure the health and safety of staff and pupils at all times.

It is the responsibility of the Principal to ensure that the general policies are adhered to and to instigate any specific procedures developed, in consultation with the nominated competent person and all members of staff.

Members of staff, both teaching and non-teaching, have a duty to work in a responsible manner, and in accordance with all laid down procedures, at all times.

Particular consideration will be given to the following areas:

General Laboratory Procedures

It is essential that good practice is followed and demonstrated by members of staff at all times. All pupils will be made aware of the principles of safe practice, the type and range of hazards that may be present and the procedure to be adopted in the event of an emergency.

The following basic rules apply:

- No smoking, no vaping, eating or drinking in any science laboratories or prep room, at any time;
- Coats, bags etc., should not be allowed to block the benches or adjacent floor areas;
- No unauthorised experiments or deviation from the curriculum specifications are allowed;
- No material or chemicals to be removed from the laboratory without express permission of a member of staff, and all materials and equipment issued to pupils to be accounted for at the end of each lesson;
- Laboratory work areas will always be kept clear and tidy, and materials not in use correctly stored;
- Adequate levels of lighting, heating and ventilation must be provided at all times within the laboratory areas.
- Science laboratories must be kept locked when a teacher or lab technician is not present in the laboratory.

Environment

Appropriate and adequate levels of lighting and ventilation must be provided at all times within the science areas.

All supplies of energy such as electricity, gas (mains and portable), water, etc. must be fitted with appropriate isolation controls and staff must be made aware of their position, and how to operate them in the event of an emergency.

Risk Assessment

A risk assessment must be carried out for each laboratory procedure, in order to identify any hazards and precautions necessary.

The significant findings of these assessments will be brought to the attention of all staff and, where appropriate, included in any lesson plans or pupil instructions alongside any relevant laid down risk assessments in cases where science equipment and experiments are involved. These must be dated and stored in the department by each teacher and checked regularly by the Head of Science.

Use of Chemicals

One of the principle hazards in any laboratory is the use of chemicals, and strict procedures will always be followed.

All chemicals must be clearly identified and, where appropriate, carry all relevant hazard warning labels, even when decanted into smaller amounts for bench use etc. All teachers & pupils must be educated as to what the symbols mean.

Chemicals must be stored in accordance with the supplier's instructions and issued only in the quantities required.

Records must be kept of all chemicals issued and any returns as appropriate. The use, handling, storage and disposal of all chemicals is subject to British/EU regulations, and accordingly assessments will be made and safe working procedures developed, for all chemicals present.

Any such assessments, and the precautions and procedures identified as necessary, must be brought to the attention of all members of staff and pupils using those chemicals, and shall be an integral part of any lesson plan involving their use.

Each laboratory must be equipped with the necessary materials and equipment to deal with any spillage or leakage of any chemicals at the time of their use. All members of staff, and where appropriate, pupils, must be instructed in the correct methods of their use and disposal. Disposal arrangements must be recorded.

Personal Protective Equipment (PPE)

Personal protective equipment must be issued and worn whenever identified as necessary in any relevant risk assessment.

The department must ensure that a sufficient supply of such protective equipment is made available and kept in good order.

It is the responsibility of each member of staff to issue and check the returns of such equipment

as appropriate.

Loss, damage or defects should be reported and logged in order that repair or replacement can be actioned.

The stock and suitability of all PPE must be reviewed at the beginning of each term and the general condition monitored following each issue and use. This will be undertaken by the Chief Science Technician, under the guidance of the Head of Science.

All PPE must conform to the relevant British/EC standards and be of a type suitable to afford adequate protection against the risks identified.

Teaching staff are responsible for instructing their pupils in the correct methods of use and care of PPE and shall supervise and enforce its use as necessary.

Laboratory Equipment

All laboratory equipment must be maintained in good working order at all times, and any defective or faulty items shall be removed for repair or replacement as appropriate. Where it is not possible to remove such equipment, it must be clearly labelled as 'out of order' and isolated from its power supply to prevent accidental usage.

Electrical apparatus must be visually inspected on a regular basis and subjected to electrical (PAT test) at least once every twelve months. A record of such tests and inspections must be maintained by the Facilities Manager.

All laboratory machinery must be guarded or provided with interlocking devices such that no contact with any dangerous moving parts is possible.

All glassware must be inspected for chips and/or cracks etc. on a regular basis and any defective items disposed of.

Fume Cupboards

The fume cupboard must be properly maintained and subjected to an annual thorough examination and smoke test. Records of such tests must be kept by the Chief Science Technician.

The fume cupboard must only be used by pupils under close supervision and no chemical reactions are to be left unattended.

Biological Hazards

Any procedures involving the use of micro-organisms are subject to laid down regulations, and an assessment must be carried out of the possible risks involved in the use of any potentially

hazardous substance produced by, or including, the organism itself.

The utmost care must be taken at all times to ensure sterile conditions, where appropriate, and all pupils will be instructed in the proper sterile techniques.

PPE must be issued and worn as required, and no living organism is to be released or removed from the laboratory without prior consent.

Any living animals kept in the laboratory must be securely kept and all cages, tanks etc. will be maintained in a clean and hygienic manner. Such animals etc. must be handled by pupils, only under the supervision of a member of staff. (Refer to regulations)

Any samples or specimens must not be stored where there are any products for human consumption.

Application of Heat

Due to the frequent use of heat and naked flame in many laboratory procedures, special precautions are required.

Before any procedure involving the use of heat, flames, or exothermic reaction takes place, all potentially flammable materials and chemicals etc. not directly required, must be removed from the area.

All flame-producing equipment and gas supplies etc. must be maintained in good order and checked on a regular basis for damage or leaks.

Suitable fire-fighting equipment must be readily accessible.

Following each laboratory session involving the application of heat, and particularly where such a session immediately precedes a period of non-occupancy (e.g. lunch-time/end of day), then the member of staff supervising the session must ensure the equipment is switched off/extinguished, and that no hot/smouldering articles remain.

When using laboratory glassware to contain substances and preparations requiring the application of heat, extra care must be taken to check its suitability and condition to withstand the likely temperatures during the operation.

Appropriate signs must be displayed in laboratories for chemicals etc. Signs must also show the location of first aid and eye wash kits.

Hair must be tied back and appropriate PPE worn whilst using any direct flames.

Waste Disposal

All laboratory waste must be disposed of in the approved manner and no chemicals etc. must be allowed to enter the drains should they be of a hazardous nature unless they have been sufficiently diluted or made safe.

All sharp instruments and broken glassware must be deposited in special sharp containers and labelled appropriately prior to disposal.

Any waste which may contain biological hazards must be kept separate from other waste and incinerated.

Hygiene and Waste Facilities

All work in a science laboratory requires that the highest possible standards of personal hygiene are observed at all times, especially when the use of biological or chemical agents is involved.

To this end, suitable facilities must be provided in, or within close proximity to, all laboratories for the purposes of personal washing.

No water outlets within the laboratory area must be used for drinking purposes.

First Aid

The laboratory must be supplied with emergency first-aid equipment, including a sufficient number of eye wash bottles.

Where appropriate, specialist antidotes and/or resuscitation equipment must be made available as necessary, and sufficient members of staff instructed in its use.

All members of staff and pupils must be informed of the location of such facilities and the identity of those persons trained and authorised to dispense first-aid and emergency treatment.

It is the responsibility of each member of staff and pupils to inform the Principal of any allergies or specific medical conditions which may affect his or her ability to perform any laboratory procedure, or handle any chemical or biological agent necessary, in the course of work or study.

Emergency Procedure

The departmental emergency procedures must reflect and enhance that of the College's emergency procedures policy.

All emergency routes and exits must always be kept clear and easily accessible.

Contingency plans must be developed to deal with any emergency, such as fire or escape of

hazardous substances etc. and these must be made known to all members of staff and pupils. The location and type of fire extinguishers available must be clearly indicated and the suitability of such equipment must be constantly reviewed. Members of staff must be trained in the correct use of fire-fighting equipment.

General Fire Safety

The Principal has overall responsibility for organising staff, training and co-ordinating the actions of staff and pupils in the event of a fire. The departmental code of practice must be established with due reference to the College's fire safety policy.

Inspections and Audits

The Principal will ensure that all safe working practices and procedures are adhered to, and that all relevant statutory requirements are complied with, by making arrangements for regular inspections and audits of the laboratories, their equipment, chemicals and working practices carried out.

Any necessary alterations/remedial action, highlighted by such inspections and audits, must be put into effect, following due consultation with the relevant safety representatives, members of staff and nominated competent persons.

Training

The Head of Science is responsible for:

Monitoring staff performance with relation to the science department and College safety policy and make recommendations as to any additional or ongoing training needs within the department;

Ensuring that all relevant staff in the science department receive suitable training with respect to any new equipment, machinery or procedures brought into the department and ensuring that they are aware of current best practice and any official guidance or codes of practice etc. relevant to their work.

Annex 17: Daily Risk Assessment/Check List

Persons inspecting:

Date of inspection:

Section 1 – Management procedures and documentation

- 1.1 Is a copy of the College s Safety Policy accessible? **Yes/No**
- 1.2 Are all risk assessment results current and readily accessible to all staff? **Yes/No**
- 1.3 Does the College have a clear structure of responsibilities relating to health and safety? **Yes/No**
- 1.4 Are minutes of all relevant health and safety meetings/decisions adequately recorded? **Yes/No**
- 1.5 Are all accidents (pupil and staff) correctly reported and recorded? **Yes/No**
- 1.6 Do adequate procedures exist to carry out accident/incident investigations and controls developed? **Yes/No**
- 1.7 Are adequate records of staff health and safety induction readily available? **Yes/No**
- 1.8 Are adequate systems operating to control visitors and contractors? **Yes/No**
- 1.9 Are the systems in 1.8 adequately reviewed and amended e.g. changed door codes? **Yes/No**
- 1.10 Does the College have emergency planning/ procedures in place? **Yes/No**
- 1.11 Are insurance and employer liabilities current and readily available and on show? **Yes/No**

Section 2 – Fire and evacuation

- 2.1 Are adequate fire risk assessments and emergency action plans current, readily accessible and known to all staff? **Yes/No**
- 2.2 Are fire drills held termly? **Yes/No**
- 2.3 Have extinguishers/alarm systems and emergency lighting been inspected/serviced in the last year? **Yes/No**
- 2.4 Are alarms audible? Are audibly impaired persons catered for? **Yes/No**
- 2.5 Are escape routes clear of obstructions? **Yes/No**
- 2.6 Are exit doors free from internal/external obstruction? **Yes/No**
- 2.7 Are exit and fire doors in sound condition? **Yes/No**
- 2.8 Are evacuation notices displayed adjacent to alarm call points and key locations? **Yes/No**

Section 3 – First aid and medical provision

3.1 Are there adequate levels of trained first aiders available (Staff and pupils) and on duty?
Yes/No

3.2 Are the first aider's certificates current? **Yes/No**

3.3 Are first aider's names and location clearly displayed? **Yes/No**

3.4 Are first aid boxes adequately stocked? **Yes/No**

3.5 Are provisions for the disposal of body fluids adequate? **Yes/No**

3.6 Are all staff aware of the College policy on administering medicines? **Yes/No**

3.7 Is the College's policy on administering medicines being adhered to? **Yes/No**

3.8 Are safe arrangements in place for the safe disposal of medication and sharps? **Yes/No**

Section 4 – External areas and play equipment

4.1 Are procedures in place for daily checks of the playgrounds for safety e.g. dangerous debris, dog-fouling etc.? **Yes/No**

4.2 Are paths and playgrounds free from foreseeable? Trip/slip hazards? **Yes/No**

4.3 Do trees/branches appear safe? **Yes/No**

4.4 Is the perimeter fencing sound, free from dangerous projections or entrapment etc?
Yes/No

4.5 Are manholes, chambers etc secure? **Yes/No**

4.6 Are grass areas reasonably even and free of glass and waste paper etc? **Yes/No**

4.7 Is playing equipment well-maintained and free from sharp edges or rough inappropriate surfaces? **Yes/No**

Section 5 -Vehicles on site

5.1 Are vehicle routes marked or signed? **Yes/No**

5.2 Is there suitable segregation of vehicles and pedestrians? **Yes/No**

5.3 Is there designated parking? **Yes/No**

5.4 Are there designated loading and unloading areas? **Yes/No**

5.5 Are traffic warning signs and markings clear? **Yes/No**

Section 6 – Building issues

- 6.1 Are floors and floor coverings in good condition? **Yes/No**
- 6.2 Are handrails on stairs sound? **Yes/No**
- 6.3 Are door mechanisms in good working order? (including Door closures) **Yes/No**
- 6.4 Where located are door safe edges/finger safe in good condition? **Yes/No**
- 6.5 Is safety glass used where appropriate and not damaged? **Yes/No**
- 6.6 Are access and welfare facilities appropriate for persons with disabilities? **Yes/No**
- 6.7 Do gutters, down-pipes and other fixtures appear sound? **Yes/No**
- 6.8 Do roof tiles appear secure? **Yes/No**
- 6.9 Are security systems in place? **Yes/No**

Section 7 – Temperature and ventilation

- 7.1 Can a reasonable room temperature be maintained? **Yes/No**
- 7.2 Are fans/blinds provided to alleviate high temperatures? **Yes/No**
- 7.3 Is the natural and artificial ventilation adequate and wholesome? **Yes/No**

Section 8 – Lighting

- 8.1 Are all lights working? **Yes/No**
- 8.2 Are diffusers clean? **Yes/No**
- 8.3 Is internal lighting adequate? **Yes/No**
- 8.4 Is external lighting adequate? **Yes/No**

Section 9 – Electricity

- 9.1 Is access to electrical system restricted to authorised persons? **Yes/No**
- 9.2 Are all warning signs displayed? **Yes/No**
- 9.3 Are portable electrical appliances tested periodically by a competent person? **Yes/No**
- 9.4 Are plugs and leads in good condition? **Yes/No**
- 9.5 Is the electrical system periodically tested and certificated by a competent electrician?
Yes/No

Section 10 – Welfare

- 10.1 Are there suitable toilet facilities? **Yes/No**
- 10.2 Are suitable washing facilities available? **Yes/No**
- 10.3 Are the facilities adequately inspected, cleaned, ventilated and lit? **Yes/No**
- 10.4 Have drinking water outlets been labelled and suitably sited? **Yes/No**
- 10.5 Are there appropriate facilities for people who are unwell? **Yes/No**

Section 11 -Classrooms

- 11.1 Is furniture in good condition? **Yes/No**
- 11.2 Are wall-mounted fixtures, shelving, furniture etc. in good condition and secure? **Yes/No**
- 11.3 Is the storage of small quantities of flammable/hazardous substances suitable and locked away? **Yes/No**
- 11.4 Do staff and pupils have enough working space? **Yes/No**
- 11.5 Are all parts of the classroom maintained in a clean and tidy condition? **Yes/No**
- 11.6 Are there adequate facilities for the safe storage and disposal of waste? **Yes/No**

Annex 18: Fire Safety Policy

1.0 Introduction

Chelsea Independent College acknowledges its responsibilities under the Regulatory Reform (Fire Safety) Order 2005 and will ensure that a fire safety risk assessment is carried out on its premises to determine the 'general fire precautions'/'preventative and protective measures' needed to comply with the requirements imposed under the Order.

Ian Griffiths (Facilities Manager) is the 'competent person' appointed to assist with implementing the requirements of the Regulatory Reform (Fire Safety) Order 2005 including fire risk assessments.

Chelsea Independent College will make appropriate organisational arrangements for the effective planning, organisation, control, monitoring and review of its preventative and protective measures. Chelsea Independent College will implement such general fire precautions and will ensure, as far as is reasonably practicable, the safety of its employees, contractors and visitors. These general fire precautions will be implemented based on the following principles:

- a) avoiding risks;
- b) evaluating the risks which cannot be avoided;
- c) combating the risks at source;
- d) adapting to technical progress;
- e) replacing the dangerous by the non-dangerous or less dangerous;
- f) giving appropriate instructions to employees including:
 - i) measures to reduce the risk of fire on the premises and the risk of the spread of fire on the premises
 - ii) measures in relation to the means of escape from the premises
 - iii) measures for securing that, at all material times, the means of escape can be safely and effectively used
 - iv) measures in relation to the means for fighting fires on the premises
 - v) measures in relation to the means of detecting fire on the premises and giving warning in case of fire on the premises
 - vi) measures in relation to the arrangements for action to be taken in the event of fire on the premises, including:
 - I) measures relating to the instruction and training of employees
 - II) measures to mitigate the effects of the fire.

2.0 Definitions

- a) Fire Risk Assessment – A suitable and sufficient assessment of the Fire Hazards, Fire Risks and the Control Measure in place to eliminate or reduce the risk
- b) Competent Person – A suitably qualified person to assist the Fire Risk Assessment process

3.0 Monitoring and Review

The Principal shall ensure that this policy is reviewed annually and in the light of:

- a) any significant changes in working practices;
- b) any changes in statutory legislation or College requirements;
- c) an incident occurring that requires improvement in practice;
- d) a Fire Risk Assessment.

4.0 Compliance

Failure to comply with the requirements of any of the College's Health and Safety policies and procedures may result in disciplinary action.

5.0 Fire Arrangements

5.1 Fire Risk Assessment

- 5.1.1 A suitable and sufficient Fire Risk Assessment will be in place.
- 5.1.2 The Risk Assessment will follow the requirements of the Regulatory Reform (Fire Safety) Order 2005 and will be carried out by persons responsible for the Fire Arrangements of the building.
- 5.1.3 The Risk Assessment will be reviewed annually by the Principal and Facilities Manager and copies will be made available to the relevant staff, managers, Health and Safety Representatives and Health and Safety Committee Members.
- 5.1.4 An action plan will be developed from the Risk Assessment, as required.

5.2 Fire Procedures

- 5.2.1 Each building will have its own Fire Procedures information. It will be unique to the building, although the main procedures will remain generic, to ensure consistency of approach across sites.
- 5.2.2 It shall be available, fixed in prominent areas clearly visible to all.
- 5.2.3 All visitors to the College will be informed of the Fire Procedures upon arrival and issued with a visitor's badge.

5.2.4 The procedures will complement the annual fire training.

5.3 Fire Alarm System

5.3.1 Premises shall be fitted with a suitable and sufficient Fire Alarm System. The Fire Risk Assessment will identify the location of the following system devices:

- i) fire panel;
- ii) smoke detectors;
- iii) heat detectors;
- iv) Break glass callpoints.

5.3.2 The system shall be tested and maintained under BS5839.

5.3.3 These checks must be logged in the Fire Log Book.

5.3.4 The Fire Alarm System will be monitored remotely by the designated company.

5.4 Fire Doors

5.4.1 Each building must be fitted with suitable and sufficient fire doors.

5.4.2 These doors must be identified by signage and will be constructed to BS476. They will be checked regularly by site personnel.

5.4.3 These checks must be logged in the Fire Log Book.

5.5 Emergency Lighting

5.5.1 Each building shall be fitted with suitable and sufficient emergency lighting.

5.5.2 The Fire Risk Assessment will confirm the location of the emergency lighting.

5.5.3 The lighting must be tested and checked under BS5266 by site personnel and at least annually by a suitable contractor.

5.5.4 These checks must be logged in the Fire Log Book

5.6 Fire Fighting Equipment

5.6.1 Each building must be fitted with suitable and sufficient Fire Fighting Equipment.

5.6.2 The equipment must be checked under BSEN3 by a suitable contractor.

5.6.3 These checks must be logged in the fire log book.

5.7 Means of Escape

- 5.7.1 Each building must have suitable and sufficient means of escape in case of an emergency, such as fire.
- 5.7.2 The means of escape must be identified by appropriate signage. The means of escape must be kept clear of obstructions.
- 5.7.3 No flammable items are to be stored in protected staircases.
- 5.7.4 The means of escape must be checked as part of the annual health and safety audit.

5.8 Disabled Pupils and Staff

- 5.8.1 Under the Disability Discrimination Act where staff members have a mobility issue, extra control measures are required to reduce the risks to them.
- 5.8.2 If the disabled person cannot readily exit the building, such as being on a floor other than the ground floor, they must make their way to a predetermined location (The refuge point) and the Fire Marshall and Fire Services must check on them as soon as possible.
- 5.8.3 The Disability Rights Commission identifies under the Regulatory Reform (Fire Safety) Order 2005, the need for employers to take responsibility for ensuring that all people, including disabled people, can leave the building safely in the event of a fire. The commission recommends, where possible the use of a Personal Emergency Evacuation Plan (PEEP) for disabled staff who have significant risks in relation to leaving the building in the event of a fire which will be implemented by Chelsea Independent College when requested by a disabled member of staff or identified by the organisation.

5.9 Waste Arrangements

- 5.9.1 Measures must be in place for the prompt removal from the building of all paper and cardboard waste.
- 5.9.2 The storage of these materials within the building must be kept to a minimum. Particular attention must be applied to confidential waste and to cardboard produced by the delivery of goods.

5.10 Security

- 5.10.1 Although security in the form of access control can potentially conflict with good fire evacuation procedures, security has a role to play in the reduction of unwanted persons entering a building who could

potentially start a fire, both by accident or premeditated intent.

- 5.10.2 Access Systems must be effective and kept in good order, with proper arrangements for both planned and reactive maintenance, this should ensure that access systems work correctly in both stopping unwanted persons entering but also in respect to the system de-activating, should the fire alarm system be activated.

5.11 Attendance Registers

- 5.11.1 The College must have a mechanism for logging staff and visitors on and off the site.
- 5.11.2 This record can be used by the fire marshal to help them in the event of a fire, with the roll call at the fire assembly point.

5.12 Fire Assembly Points

- 5.12.1 All buildings must have at least one fire assembly point. It must be at a safe location, far enough from the building, so as not to present a significant fire risk to persons at the point but also close enough and accessible enough so as staff can reach it without difficulty.
- 5.12.2 It must be suitably signposted with Clearly Identifiable unobstructed, appropriate approved signage

5.13 Building Alterations

- 5.13.1 When any alterations are planned for a building, due consideration must be given in relation to any compromise of the fire control measures, such as:
- i) fire compartmentalisation and fire doors;
 - ii) fire alarm system;
 - iii) firefighting equipment;
 - iv) means of escape;
 - v) ventilation;
 - vi) signage;
 - vii) security;
 - viii) Disability Discrimination Act.

6.0 Training

Training is required for staff to acquire competence in fire safety.

6.1 Annual Fire Training

- 6.1.1 All staff must complete Fire Awareness Training annually.
- 6.1.2 This will normally be delivered via the Smart Log System.
- 6.1.3 Records of completion must be kept.

6.2 Fire Drills

- 6.2.1 A Fire Drill/Evacuation must take place at a minimum, termly and will be undertaken across a selection of times
- 6.2.2 This will be organised collectively by the Principal and Facilities manager
- 6.2.3 A suitable and sufficient evaluation must be produced and be available to the relevant staff, managers, health and safety representatives and health and safety committee members.

6.3 Fire Marshals

- 6.3.1 As well as attending the annual fire training, all staff must undertake the Fire Marshal Training to allow them to carry out their duties
- 6.3.2 The Site Manager must be suitably qualified in Health and Safety and Fire Safety Roles and Responsibilities

7.0 Executive Principal:

The Executive Principal has overall responsibility for ensuring compliance with Health and Safety legislation. The Executive Principal is responsible for:

- 7.0.1 ensuring that this policy is reviewed annually and in the light of any changes in working practice and/or changes in statutory legislation and/or an incident occurs that requires improvement and/or the fire risk assessments identifies significant risks that are not already addressed;
- 7.0.2 Ensuring that adequate resources are made available to implement the policy and carry out any remedial action or amendments to this policy.

7.1 Principal

The Principal is responsible for:

- 7.1.1 ensuring the effective implementation of the Fire Safety Policy;
- 7.1.2 ensuring that all activities and sites within their responsibility are assessed for fire risks on a quarterly basis;

- 7.1.3 ensuring that every member of staff completes fire training on an annual basis;
- 7.1.4 ensuring that fire marshals are appointed at all sites under their responsibility;
- 7.1.5 ensuring that all employees and flexible workers receive appropriate fire safety training both at induction and through regular update sessions.

7.2 Facilities Manager

The Site Manager must be suitably trained or qualified in Fire Safety, holding certification Health and Safety Training to an appropriate level. S/he is responsible for:

- 7.2.1 liaising as necessary with contractors to provide fire safety information;
- 7.2.2 supervising contractors in relation to their fire risks and fire control measures
- 7.2.3 liaising as necessary on fire safety design implications for construction and refurbishment projects with architects, building control and contractors;
- 7.2.4 arranging for the maintenance of the fire alarm system, emergency lighting, firefighting equipment and any devices provided for fire safety, e.g. fire doors and door release systems;
- 7.2.5 arranging for the weekly testing of the fire alarm systems in each building;
- 7.2.6 arranging fire drills and evacuations;
- 7.2.7 keeping a record of all maintenance work carried out on the fire alarm system and any testing, fire drills and evacuations.

7.3 Fire Marshals

Fire marshals are responsible for:

- 7.3.1 monitoring their designated area, correct if possible, and report if not possible, any problems they note such as wedged open fire doors, missing fire extinguishers, defects, etc.;
- 7.3.2 on hearing the continuous fire alarm, 'sweeping' their designated area and encourage occupants to move promptly to the nearest fire exit and then to direct them to the nearest assembly point;
- 7.3.3 checking on disabled staff in regards to their safety and the relevant pre-designated areas (only when safe to do so);

- 7.3.4 ensuring staff members are not re-entering the building until the all clear is given by the Fire brigade.

7.4 Employees

Employees are responsible for:

- 7.4.1 becoming familiar with the relevant contents of this Fire Policy and the day to day observation of fire safety;
- 7.4.2 becoming familiar with the contents of their local Fire Procedures;
- 7.4.3 ensuring that they complete the fire safety training on an annual basis;
- 7.4.4 raising the alarm in the event of a fire or suspected fire;
- 7.4.5 ensuring that buildings are kept clear of rubbish build up, including cardboard and paper, particularly in and around fire escape routes and exits;
- 7.4.6 Signing in/out in the register to maintain an accurate record of their whereabouts.

Annex 19: Gathering Information from New and Expectant Mothers at Work

This questionnaire should be completed by the employee and their Line Manager and should be signed and dated at the bottom of the form.

Assessment questions	Yes	No	How is the risk controlled? Action Required?
1. Are you required to stand for long periods as part of your work?			
2. Are you required to carry/move any heavy objects?			
3. Do you have to stretch to reach objects or materials on shelves?			
4. Do you feel excessively tired while at work?			
5. Do you have regular access to comfortable rest areas?			
6. Is your work area lit sufficiently?			
7. Is your work environment too hot or too cold?			
8. Has a COSHH assessment been carried out on all hazardous chemicals in your work area?			
9. Does your work involve equipment using Mercury?			
10. Do you use Display Screen Equipment (Computer etc)?			
11. Are you required to work in any tight places?			
12. Are you aware of any hazards arising out of the use of work equipment?			
13. Are you exposed to the risk of infection from any biological hazards?			
14. Have you read the 'New and Expectant mothers who work' leaflet issued with this questionnaire?			

Name:	Signed:	Date:
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Annex 20: Investigating an Accident

The following is a guide for investigating an accident or incident:

- Immediately restrict access to the place of the incident until the investigation has taken place.
(Inform Head Office /and Group Health and Safety Advisor)
- Gather any witnesses and obtain their contact details if they are not employees.
- Gather information about the incident including time, location of incident, witness statements, photographic evidence.
- Information
 - This must include activity being carried out, time, date, location, if outside the weather conditions.
 - Above all, the name of any injured person and the detail of the injury, specific to the part of the body. I.e. right hand third finger, lower left back etc.
 - Be mindful if there is an injury to an individual, what clothing was being worn, what footwear, and whether or not protective equipment was being used, if required.
- If the incident is RIDDOR reportable, ensure this report on line happens as soon as possible.
- Statements
 - From any witnesses, showing witnesses Name and Contact details. Full, concise details need to be documented.
- Photographic evidence
 - Take photographic evidence, showing the area, equipment involved. If possible show some form of scale or measurement.
- Post incident review
 - Review procedures and amend if necessary any risk assessments.

Copy reports and findings to Astrum Education Health and Safety adviser who will report to the Governance Welfare and Safeguarding Committee.