

The Park College

Health and Safety Policy

1.0 General

The trustees of The Park College recognise its responsibilities under the Health and Safety at Work etc. Act 1974 (HASAWA) to ensure that arrangements are in place to secure, so far as is reasonably practicable, the health, safety and welfare of students, staff and others using or visiting the premises or participating in college sponsored activities.

The trustees will actively work with the Principal and staff to identify hazards and where these cannot be removed ensure that they are adequately controlled.

2.0 Responsibilities

2.1 Trustees

The responsibility for ensuring that health and safety procedures within the college are adequate rests with the trustees. The trustees will ensure that all necessary procedures are devised, implemented, monitored and reviewed to ensure compliance with these procedures and that they remain appropriate. In particular, to: -

- make arrangements to ensure that the college complies with all relevant legislation particularly the HASAWA and Management of Health and Safety at Work Regulations 1992
- have in place procedures to identify hazards and evaluate risk control measures
- create a management structure and periodically monitor its effectiveness
- have health and safety on the agenda at Operation Committee meetings
- ensure the Principal, as the key manager for health and safety, carries out the appropriate responsibilities

The trustees will provide: -

- a safe environment for students, staff, visitors and other users of the premises

- plant, equipment and systems that are safe
- safe arrangements for transportation, storage and use of articles and substances
- safe and healthy conditions that take account of
 - statutory requirements
 - approved codes of practice
 - DfE guidance
- adequate information, instruction, training and supervision
- provision of all necessary safety and protective equipment

2.2 The College Management

The Principal, as key manager, is responsible for ensuring health and safety policy is put into effect.

The day to day operation of Health and Safety matters will be co-ordinated by the Facilities Management providers Freidman FM Ltd who will assist in the development and maintenance of safe conditions for staff, students, visitors and anyone else using the premises. Freidman will in particular: -

- be satisfied that effective arrangements are in place to ensure the health, safety and welfare of all users of the premises
- ensure that health and safety inspections are carried out
- arrange for risk assessments to be carried out by a competent person
- put into effect any remedial measures or refer as necessary to the trustees
- consult with members of staff on health and safety matters particularly any accredited staff safety representative.
- attend health and safety briefings and training arranged by the DfE or LA.
- report regularly on health and safety matters to the trustees via the Principal and Finance Officer.
- ensure contractors on site follow safe working practices
- regularly test the fire alarm system and record findings

2.3 Other Duty Holders

Jamie Stokes is the Premises Manager employed by our Facilities Management providers, Freidman FM Ltd, who have a duty of care for the Health and Safety of all people on site, but especially when there are contractors working on the college site. Freidman FM Ltd also have their own Health & Safety Policy; this has to incorporate anything that is in our Health & Safety Policy that is relevant to the duties carried out on the college site by themselves or their contractors.

2.3.1 Subject Co-ordinators

Subject co-ordinators and others holding posts of responsibility will familiarise themselves with all safety legislation, codes of practice and guidance relevant to their area of responsibility.

As part of their day to day responsibility they will ensure that: -

- safe working methods are in place
- supervision is adequate and training needs met
- termly safety inspections are carried out
- safety requirements for plant machinery and equipment are in place and are adequate
- appropriate Personal Protective Equipment (PPE) is available, in good condition and being used correctly
- any hazardous substances are correctly used, safely stored and COSHH assessments completed
- standards of health and safety are monitored and appropriate remedial action is taken where required

2.3.2 All Staff

Members of staff also have health and safety responsibilities. Staff will therefore be required to: -

- take reasonable care of their own health and safety and that of anyone else who may be affected by what they do or fail to do.
- undertake risk assessments as part of lesson planning and seek advice where appropriate.

- co-operate with all health and safety arrangements.
- report any defect or other health and safety matter that they are aware of.
- use correct equipment, tools and safety and protective issue.

2.3.3 Premises Hire

Any hirers of the premises have the responsibility to ensure that they use it correctly. The trustees recognise its duties as controller of the premises and will ensure that: -

- premises hired are in a safe condition for the purpose of hire
- arrangements for emergency evacuation are adequate
- fire fighting equipment is in place and in operational condition
- insurance requirements are met.

2.3.4 Contractors

Contractors have a legal responsibility to ensure that they carry out their work in a manner that ensures, so far as is reasonably practicable, the health, safety and welfare of themselves and anyone else who may be affected by their acts or omissions. They will, as visitors to the premises, be entitled not to be put at risk by circumstances relating to the premises that are outside their control. The Principal will therefore ensure that where contractors are appointed directly by the college:

- contract meetings are held to agree health and safety measures prior to works commencing and during the project.
- contractors are advised of any health and safety related issues or circumstances that may adversely affect their health and safety whilst on the premises.
- contractors are required to agree to and sign the contractors' code of practice document.

3.0 College Arrangements

3.1 Communication

All staff are made aware of communication channels within the college and within the authority for health and safety. The Principal will ensure that all

health and safety guidance and advice is kept together in the safety file in a place that is easily accessible to all staff. All such advice is communicated to staff where relevant and incorporated into the college's procedures.

3.2 Staff Consultation

The trustees and Principal recognise the valuable contribution to health and safety that can be made from all staff.

3.3 Health and Safety Committee

Health and Safety is monitored by the Senior Management Team. All staff are encouraged to contribute to the evolving management of Health and Safety through staff briefings and meetings.

3.4 Safety Practices

Guidance issued by the Health and Safety Executive, Department for Education and Employment and Southwark Education and Leisure Services Department will be incorporated into the college's procedures. These arrangements will be discussed in the appropriate forum and any significant issues relayed to relevant staff.

There are specific instructions regarding fire, first aid and body fluids.

4.0 Fire Precautions

A Fire Services Information Folder is held at the reception desk and will be handed to the Fire Services by the admin or premises team on their arrival at the site.

The college has a contract for the maintenance of the Fire Alarm System and Fire Fighting Equipment through the Freidman management contract.

4.1 Procedures

Procedures in the event of fire have been prepared and circulated to all staff. Notices giving instructions in the event of fire are displayed by all Fire Alarm Call Points and all rooms.

4.2 Fire Drill

A fire drill will be held at least twice termly and significant details recorded in the Fire log which is maintained by the Premises Manager.

4.3 Testing

The fire alarm system is checked weekly by the Premises Manager, which includes checking smoke and heat detectors etc. A call point is also checked weekly by the Premises Manager and Senior Finance Officer and the results of this test are recorded in the log book.

5.0 Accidents, Incidents, Near Misses and Dangerous Occurrences

All will be recorded and reported in accordance with Southwark Council Policy. The student accident records, employee accident records and HS1, HS3 Report forms are kept in the main office.

When a serious accident occurs, it is important that the accident site is left untouched until advice is obtained from the Council's Health and Safety Unit. The Principal will also advise the appropriate staff safety representative, who has the right to inspect the site of an accident involving anyone he or she represents.

6.0 Risk Assessments

The Senior Management Team will ensure that risk assessments are carried out for the premises and working methods where appropriate. The assessments will be used to identify health and safety hazards and ensure that where they cannot be eliminated the associated risks are reduced or otherwise adequately controlled.

Risk Assessments should be undertaken for all activities involving staff and students. This will form a part of every day lesson planning. Specialist subjects, especially those of a technical nature will need to address Health and Safety as part of the subject policy document. A risk assessment is necessary for each off site trip or journey; this could be part of the lesson plan but needs to increase in complexity if the activity is more complex.

7.0 Arrangements and Significant Findings of Generic Risk Assessments

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7.1 General Hazards

A high standard of housekeeping is expected to reduce the risk of accidents. Furniture and equipment shall be kept tidy and not allowed to pile up so as to cause a toppling hazard. Unwanted items are to be cleared out and not allowed to accumulate in such ways as to congest the working areas. Students' bags are not to be left in walkways or areas where they create tripping hazards.

Specific attention is to be given to avoid slipping and tripping hazards such as trailing cables, damaged floor coverings, slippery floors surfaces. Employees are expected to rectify these situations where possible or report them to the college office on the form provided.

Step stools, step ladders and ladders are provided and must be used where necessary to reach above head height. Employees are to inspect these before use and report any defect to the college office on the form provided.

Employees are not to use chairs, boxes or similar items and are not to climb up the face of cupboards or storage racks.

Filing cabinet drawers shall not be overloaded and employees must not open more than one drawer at once as this presents a toppling hazard. Desk and cabinet drawers are to be closed immediately after use and not left open.

Damaged or defective furniture and equipment is to be reported to the Premises Manager. Also any sharp edges which may cause injury and/or damage to clothing must also be reported.

All radiator spindles must be fitted with a hand wheel or cap to prevent penetration injuries. Staff should notify the Premises Manager if they notice any of these to be missing

Running is not permitted within the college premises and care is necessary when using doors, particularly those without viewing panels. Doors must not be opened without regard for someone coming from the opposite direction.

7.2 Guardrails on Stairs and Landings

Falls down stairwells are a major risk to students in colleges with multiple floors. To minimise the risks employees must ensure good discipline in these areas making sure that students do not run or play about on stairs or landings. The guardrails on the stairs and landings have been checked to ensure they meet the requirements of the Health and Safety (Workplace) Regulations 1992 (at least 900mm on stairs, measured vertically from the stair nose to the top of the rail and at least 1100mm on landings, both sufficiently in-filled so that gaps do not exceed 100mm and which prevent easy climbing).

7.3 Vulnerable Glazing

During any refurbishment works all glass in vulnerable areas will be replaced to the required British Standard. All glass which needs replacing should meet these requirements.

7.4 Electrical Equipment

Employees shall not attempt repairs or make modifications to electric equipment other than those normally associated with daily operations. Any defects or malfunctions must be reported.

The fixed electrical installation in the college is inspected and tested on a five-year basis by electrical contractors.

Only electrical equipment provided by the college shall be used. Formal visual inspections/tests of portable electric equipment are carried out annually to identify any maintenance that is required to prevent danger.

Employees are alerted to the dangers of defective wiring and equipment and are encouraged to visually inspect electrical equipment before use and to report any defects immediately.

It is essential that where portable electric equipment is used outdoors a residual current device (RCD) is used to reduce the risk of serious electric shock. Employees must use RCD adapters if one is not fitted into the fixed wiring and to cease using any equipment which causes the RCD to trip. RCDs are checked termly by the Facilities Assistant and the results of these checks are recorded.

7.5 Working at Heights

Employees are reminded that falls from heights are the most common cause of fatal and serious accidents at work.

Employees shall not work at heights of more than two metres (from floor to feet position) when they are working alone in or around the college, if an accident occurs there is no one to call for assistance.

The need to reach things at heights should be eliminated where ever possible e.g. displaying students work and storing things below head height, using window poles to instead of climbing to open windows. Where this is not possible proper access equipment must be used and the following rules followed:

Before using a ladder or step ladder make sure it is the right equipment for the work. Scaffold towers or specialist access equipment may be required to reach the position and enable the work to be carried safely. In these cases, the equipment must be erected in accordance with the manufacturer's instructions by a person who is competent having received sufficient instruction and training.

7.5.1 Ladders and Step Ladders - General Rules

- Check that equipment is in good condition; do not use ladders or step ladders with cracked, broken or splintered stiles / rungs / steps / hinges / cords / clips or other defects.
- Check the ladder is clear of overhead electric cables.
- Set the ladder at the correct angle (1 out to every 4 up)
- Never climb higher than the fourth rung from the top to ensure adequate hand hold.

- If using the ladder for access onto a flat roof or platform etc. make sure it extends at least 1.1m above the stepping off point so as to provide an adequate handhold, especially for coming down.
- Move ladders and step ladders so as to avoid the need to overreach.
- Secure the ladder at the top wherever possible, this ensures the ladder cannot slip sideways or backwards, whilst doing this get someone to foot the base.
- If this is impracticable, see that it is firmly secured at the base or footed by a responsible person.
- Ladders less than 3m in length, where securing or footing is not practical can be used unsecured or footed, providing they are set at the correct angle on a firm, level, non slippery surface.
- Ladders over 3m in length must be secured as above or footed.
- Make sure that extension ladders have enough overlap to prevent collapse.
- Stand the ladder or step ladder on a firm level base and not on loose material.
- Clean wet, icy or greasy rungs or steps before use, make sure footwear is in good condition and free from mud or grease on the soles before climbing.
- Carry light tools and equipment in pockets or a holster/tool bag slung from a strap over the shoulder; use a hoist line to raise larger items when at the working position.
- Step ladders must be long enough to reach the work and provide a secure hand hold. Do not stand on the top step or platform on a step ladder unless it is constructed with a secure hand hold.
- Always spread step ladders to their fullest extent for stability and check retaining hinges/cords/clips are secure.
- Whenever possible place step ladders at right angles to the work, i.e. with the front or back of steps facing the work. Pushing, pulling or reaching sideways whilst on step ladders should be avoided because it is less stable, where this is unavoidable another person should support the steps to prevent them tipping.

7.6 Substances Hazardous to Health

Were possible all substances used in the college should be non hazardous e.g. not labelled 'Toxic', 'Harmful', 'Corrosive' or 'Irritant'.

All substances must be properly labelled, stored, used and when necessary, disposed of in accordance with the manufacturer's instructions. Employees should be aware of the requirement to assess the risks to health of any hazardous substances brought into the College to ensure the appropriate the risk control measures are devised, implemented and where appropriate, recorded.

Some hazardous substances are unavoidable, the COSHH assessment for cleaning substances and legionella bacteria are given below. The control measures for the hazardous substances used in Science, Technology, Art and Catering are covered in the relevant sections.

7.6.1 Cleaning Substances

Liquid cleaners, disinfectants and bleach carrying the 'Irritant' and 'Harmful' warning labels are used for the general purpose cleaning in the College.

These substances are necessary, substitutes without these hazards are considered not to be effective.

The following measures are used to control the risks to health from the use of these substances:

- The substances are kept secure at all times when not in use to prevent access by students and unauthorised persons.
- The substances are only to be used as directed by the manufacturers on the containers.
- Substances shall not be mixed together. This is particularly important with bleach; toxic fumes can be generated if this is mixed with other substances.
- Skin contact with the substances straight from the containers or prolonged/repeated contact with diluted solutions can cause health problems e.g. redness of skin, eczema or dermatitis. Contact with the skin is to be avoided by the wearing of disposable gloves. These are to be inspected before use and replaced if damaged.
- Accidental splashing on the skin or in the eyes need to be washed immediately with plenty of water and further medical assistance sought if any problems persist. Any skin problems associated with the use of these substances shall be reported to the Head Teacher and where appropriate to a medical practitioner.

The above measures are considered necessary to comply with the COSHH Regulations and it is concluded that these will adequately control the risks to health presented by the use of these substances.

7.6.2 Legionella Bacteria

There is a small risk of legionella bacteria developing in the domestic water system. If droplets are inhaled, as when taking a shower, this could lead to legionnaire's disease which can be serious for vulnerable persons. Once a year a specialist company is contracted to check and when necessary clean and chlorinate the the water storage tanks, pipework and shower heads etc. In addition, the Premises Manager is responsible for ensuring that shower heads are cleaned and the hot and cold water services are thoroughly run through prior to the college re-opening after more than five days' closure.

7.7 Fire Risk Assessment

A fire risk assessment has been carried out as required by the Management of Health and Safety at Work Regulations 1999. The significant findings are recorded separately.

7.8 Manual Handling of Items and Equipment

Manual handling operations are required to some extent in most of the college's activities and it is not reasonably practicable to avoid them. Most of these within the classroom do not generally involve significant risks and are within the capabilities of all employees. The measures detailed below are considered adequate to reduce the risks of injury to the lowest level reasonably practicable.

Employees shall not attempt to lift or move anything they consider to be too heavy or awkward for them. If help is not at hand the matter should be reported to the Premises Manager. The Premises Manager has been trained in manual handling techniques and can give advice to other staff. Staff needing to undertake similar duties on a regular basis should also undertake this training. They should contact the Premises Manager in the first instance.

When lifting boxes, parcels etc. the back must be kept straight and lifting carried out using the leg muscles. Never bend from the waist and lift with the legs straight as this puts strain on the back muscles and spine and may lead to injury.

Special care is to be exercised where students are involved with the moving of objects e.g. moving trampolines or pianos. Employees are required to assess these operations and only allow students to be involved where they will not struggle and to ensure that adequate precautions are taken to prevent injury.

The manual handling of any objects which present a significant risk of injury and which cannot be avoided is only to take place following a risk assessment to determine the control measures to reduce the risks to an acceptable level.

The following operations have been assessed and along with the manual handling training that has been provided are considered to be adequate to reduce the risks to the lowest extent reasonably practicable.

Staff are trained in the appropriate methods of Behaviour Management and the Restrictive Physical Interventions that may be required for our student group.

7.8.1 Chair and Table Moving

Measures to reduce the risk of injury: -

- using correct lifting techniques.
- carrying no more than three chairs at a time
- carrying no more than one table at a time (single tables)
- obtaining assistance where the timescale involved could lead to over-exertion.

7.8.2 Miscellaneous Packages and Items

Measures to reduce the risk of injury: -

- using correct lifting techniques;
- using the trolleys and barrows provided;
- obtaining assistance where the weight/size of load is beyond individual capacity.

7.8.3 Furniture, Lockers, Display Boards etc

Measures to reduce the risk of injury: -

- using the correct lifting techniques;
- using the trolleys and barrows provided;
- obtaining assistance in proportion to the weight/size and distances involved;
- wearing protective equipment such as gloves and safety footwear.

7.9 Display Screen Equipment (DSE)

Computer equipment is used extensively by employees in the college office and senior management team. These employees have been designated as 'users' under The Health and Safety (Display Screen Equipment) Regulations 1992.

'Users' are provided with information and training about the risks to their health and how to minimise them.

Workstations in the office have been assessed to ensure they satisfy minimum requirements and the risks are reduced to lowest level reasonably practicable.

Frequent changes of activity occur; therefore, no special breaks need to be planned into work routines to prevent the onset of fatigue.

'Users' are entitled to eye tests and any special spectacles required for display screen work. Initially 'users' are to request these through the Principal who will provide referral letters to take to an optician of their choice.

Work related upper limb disorders such as pain to the muscles, ligaments and nerves of the hand and arm can be brought about by repetitive movements associated with intensive keyboard or mouse operations. Properly arranged work stations and organisational systems will minimise the risks of these disorders. Employees should be aware of this type of injury and report any pain, discomfort, swelling or weakness experienced during or shortly after keyboard/mouse work.

7.10 Smoking at Work

Smoking is not permitted in the college. This is to prevent unwanted exposures to environmental tobacco smoke which is health hazard and to minimise the risk of fire.

7.11 Contractors Activities

Construction and maintenance work involves major hazards and particular care is necessary when these activities take place on the college site. Contractors have a duty to carry out their work in accordance with relevant statutory provisions. The college has a duty to ensure the health and safety of students, employees and visitors on the site and must exercise sufficient control to make sure that contractors discharge their duties. Only contractors that can show that they are competent to carry out their work in accordance with the relevant statutory provisions will be selected for work on the premises. Before work commences the Principal or Premises Manager must ensure that arrangements to control the risks are implemented by the contractors to protect students, employees and visitors. The Principal or Premises Manager shall then monitor the contractor's activities to ensure the arrangements are adequate. Any situation where the control measures are insufficient must be immediately raised with the contractors.

The Construction (Design and Management) Regulations 1994 (CDM Regulations) will apply to larger projects. i.e. all demolition work irrespective of size and construction work which involves more than 4 persons or takes

longer than 30 days. In these cases, the Principal or Premises Manager is responsible for seeking specialist advice regarding what must be done to comply with these Regulations.

7.12 First Aid Arrangements

A high proportion of employees are certificated first aiders. In addition to this it is the policy of the college to train as many Teachers and Teaching Assistants as possible in first aid so as there is always cover for the most likely times that injuries occur and for absences/college trips etc. All first aid training is repeated every three years to maintain competence. First aid boxes stocked with the recommended contents are located in the first aid room and subject teaching rooms. All employees should familiarise themselves with the separate first aid instructions provided.

Employees should administer first aid treatment in accordance with their training and always act on the side of caution by referring students for further medical attention as set out below or when in doubt.

7.12.1 Head Injuries

Head injuries can easily be underrated. Any significant knock to the head which shows signs of swelling, grazing, crushing or which changes the behaviour of the student should be referred immediately for further medical attention. Slight knocks to students who have had previous head injuries, could be serious and these also should be referred immediately for further medical attention. Parents are to be contacted immediately where further medical attention is necessary and informed via the student day of any non significant head bumps which show no signs or only slight reddening.

7.13 Pregnancy and Work

Employees who become pregnant shall inform the Principal or Deputy Head so that an assessment can be carried out to ensure that any risks created by their work are identified and controlled.

7.14 Young persons working or on work experience in the college.

If young persons come to the College to work or on work experience special Regulations apply. A 'young person' is someone who has not attained the age of 18 and a 'child' is someone not over compulsory college age. They require that a specific risk assessment to identify any measures that are required to reduce the risks because of their immaturity, inexperience and lack of awareness. Where a 'child' is involved the findings of the risk assessments and the protective/preventive measures to be taken must be communicated to the person having parental responsibility for the child.

All young persons will work directly under the supervision of an experienced employee who is responsible for ensuring the appropriate measures are taken to protect their health and safety. The activities that young persons are likely to be involved in are low risk. To ensure that persons having parental responsibility for a 'child' are informed as described above, a copy of this policy shall be forwarded to them with the confirmation letter.

7.15 Students on Work Experience

When students go work experience the same Regulations as above apply. These require that employers who provide the work experience carry out a specific risk assessment to identify any measures that are required to reduce the risks because of student's immaturity, inexperience and lack of awareness. Where students are under sixteen the findings of the risk assessments and the protective / preventive measures to be taken must be communicated to the person having parental responsibility for the student.

The Senior Management Team is responsible for ensuring that employers providing work experience placements are suitable and have arrangements which ensure that:

- students are properly prepared and briefed on the hazards of the workplace and the risk control measures before they start work;
- students are effectively supervised to ensure the appropriate risk control measure are taken;
- the findings of the risk assessments and the protective/preventive measures to be taken are communicated to the person having parental responsibility for the student.

The assessment of suitable work experience providers will be through the centrally co-ordinated scheme guidance publication 'Work Experience: A guide for colleges' The DfE publications 'Work Experience: A guide for employers' and 'Improving Work Experience – A good practice guide for employers' will be forwarded to employers who are assessed individually by the Work Experience Co-ordinator.

7.16 College Security

The main reception entrance is monitored at all times during the college day to prevent unauthorised access.

Access to the college is possible only through the main entry door by use of the access control system.

All visitors are required to report to the main reception on arrival. The names of all visitors, their time of arrival and departure should be recorded and a badge issued for identification while on the college site.

Unknown persons on the college site not wearing a visitor's badge are to be asked what they are doing and if they require assistance. In some cases, it may not be appropriate for a lone employee to make this approach, in these cases members of the Senior Management Team are to be informed and if necessary the police called for assistance.

7.17 Violence at Work

The college seeks to minimise employee vulnerability to violent disturbing behaviour, including threats, intimidation and verbal abuse as well as physical assault. This kind of behaviour will not be tolerated from students or parents and further action such as exclusion/banning/prosecution will be considered. The following steps should be followed:

- Employees who have any qualms about parental interviews should arrange for a colleague to be present.
- Employees should not become confrontational even if provoked, offer to arrange another meeting with senior colleagues and close the interview.
- Do not hold meetings with parents in isolated classrooms and have clear objectives and a set timescale.
- Do not make home visits alone.
- If verbally or physically abused leave or call for assistance immediately.
- Employees should report any concerns and all incidents of verbal abuse, threats or actual assaults to the Head Teacher. This will enable incidents to be monitored, investigated, and appropriate action taken.
- A register will be kept of those who have demonstrated violent tendencies in the past. Reference should be made to this register when arranging meetings with parents so that appropriate support can be organised.
- Employees who suffer violence at work will be sympathetically treated and appropriate support systems are available.

7.18 Educational Visits

Employees should note that students face far higher risks on college visits than they do in the college. The hazards of all visits must be identified and

appropriate risk control measures built into the arrangements. A summary of these must be recorded for all visits undertaken. A separate policy has been produced and the DfE document 'Health and Safety of Students on Educational Visits' is used as a guide for the risk control arrangements.

Farm visits pose a risk of infection and the precautions detailed Department of Health poster 'Guidance on infection control in colleges and nurseries' and the DfE memo on this subject must be followed.

7.19 Medicines and Infection Control

The storage and provision arrangements for student's medicines are set out in a separate with the College Medicines Policy.

Students who are unwell with an infectious disease should not be at college and should be kept away until they are better or no longer pose a risk of infection to others. The recommended periods of exclusion should be in accordance with the guidance set out in the Department of Health poster 'Guidance on infection control in colleges and nurseries'. This poster is displayed in the staffroom.

7.20 Incident Reporting

Incidents and injuries should be reported in accordance with the incident reporting instructions, which are in your staff information folder.

These forms must be used to notify the Health and Safety Executive (HSE) of any 'Major' injuries to employees, students or visitors and any 'over three-day absence' injuries to staff.

'Major' injuries to students and visitors are those which require them being taken directly to hospital. This only applies to injuries which arise in connection with work, either through a premises fault or through work organisation, such as lack of care, not those which arise from play or sport activities or which arise from health condition.

'Major' injuries to employees are basically any break of the large bones or any injury which requires hospitalisation for more than twenty-four hours.'

All 'Major' injuries must be notified to the HSE immediately by telephone through the LA, followed with an F2508 form within ten days.

'Over three-day absence' injuries to employees do not require telephone notification but the F2508 form must arrive at the HSE within ten days of the injury. Some incidents which do not result in injury must be reported by telephone and F2508 form to the HSE. These are known as 'Dangerous Occurrences' and are only those which are specified by the Regulations. These mainly large incidents in the construction and manufacturing sectors

but some such as a fire or electrical short circuit which disrupts activities for more than twenty-four hours or the failure of a lift, will apply.

The Health and Safety Team (01522 552205) shall be contacted if in doubt about these reporting procedures.

7.21 Statutory Notices

A 'Health and Safety Law' poster is displayed in the staff room.

7.22 Employee Induction Procedures

The capabilities of all new employees with regard to their own health and safety and that of students in their care will be taken into account before employment starts. Adequate information and training will be given to ensure that they are aware of the college's health and safety arrangements, particularly: -

- evacuation procedures;
- first aid and injury reporting arrangements;
- any other relevant emergency procedure.
- control & restraint
- infection control

Employees should read the Health and Safety Section of their Staff Handbook and keep it up-dated with information that is provided from time to time.

7.23 Physical Education, Sport and Break Activities

Most injuries to students occur during these activities.

7.23.1 General rules for break times

A sufficient number of employees will be available to supervise play times and should be positioned where they can supervise all students.

Employees should not carry hot drinks whilst on supervision duties.

7.23.2 General rules for sport and physical education

It is the policy of the college to follow the guidance in the document 'Safe practice in Physical Education' published by the British Association of

Advisers and Lecturers in Physical Education' (BAALPE) and the guidance from the relevant national governing body for the activity concerned.

Only suitably qualified employees are to supervise physical education and particular attention should be paid to the following:

- Physical activities should be quietly undertaken and there should be strict control, especially if competitive games are being played.
- Ensure students are involved in activities appropriate to developing their existing abilities.
- Employees shall position themselves where they can see all students.
- Appropriate clothing should be worn at all times. Loose and floppy clothing should be tucked in shorts. No baggy tops should be allowed.
- Long hair should be tied back
- Watches, large rings and ring type earrings must be removed.
- Sports areas and pitches should be checked before activities start making sure there are no dangerous objects around the side of the Sports Hall/Gymnasium on any of the outside areas being used.
- Ensure all equipment is safely set up before using.
- Check equipment for signs of wear/defect regularly
- Limit the number of students using any one piece of apparatus
- Set up apparatus with adequate spacing between each item
- If students are involved in moving equipment, make sure this is done using the correct techniques with enough students to ensure that they do not have to struggle.
- Apparatus being used should be at least two metres from any wall
- Students shall be supervised at all time in the Sports Hall/Gymnasium.
- Make sure that equipment is put away safely.

7.24 Vehicles on the Premises

Vehicles manoeuvring around the premises, particularly reversing in restricted areas are a major risk and can cause serious even fatal injuries. Special care is necessary to ensure that students are kept away from the vehicles on the college premises.

7.25 Radioactive Sources

The Health and Safety Team are appointed as Radiation Protection Adviser (RPA) in respect of work involving Category C ionising radiations (as defined in DfE - Administrative Memorandum 1/92). No radio active sources are to be used in college.

7.26 Design Technology

(There is a separate comprehensive H&S guide for technology)

It is the policy of the college to follow the advice and guidance detailed in the following publications.

- BS 4163 2000 Code of Practice for Health and Safety in Workshops of Colleges and Similar Establishments.
- Safety in Practical Studies (DfES Publication).
- Risk Assessments for Technology in Secondary Colleges (CLEAPSS Publication).

In particular, the following measures have been implemented: -

- guarding of dangerous parts of machinery in accordance with BS4163;
- restricting the use of machinery to appropriately trained employees and students;
- the provision and use of suitable protective equipment where the risks cannot be adequately controlled at source i.e. eye protection, face shields, gloves and aprons etc;
- machinery producing hazardous noise levels has been identified and information and suitable hearing protection has been provided;
- emergency stops are fitted to all fixed machine tools (foot operated on pedestal drills as specified by BS4163);
- a central isolation point has been provided for the electricity supplies to all fixed machine tools again in accordance with BS4163;
- local exhaust ventilation equipment has been provided to control exposures to wood dust and fumes from hot processes;
- health and safety information and instructions are incorporated into the lesson plans and into the teaching process;

- close supervision is exercised over students' behaviour;
- cleaning and tidying up is carried out daily and unwanted items are disposed of at regular intervals;
- routine maintenance and inspection of all hand and power tools is carried out;
- RCD protection is provided for all sockets.

The Principal and Technology Tutors are responsible for reviewing the risk assessments annually and ensuring the following:

- checking of the presence and condition of machinery guards before use;
- isolation of all fixed machine tools when not in use;
- checking of the operation of all emergency stops on a half termly basis;
- checking of the operation of the electrical isolation point on a half termly basis;
- checking of the operation of RCD sockets on a half termly basis;
- keeping of appropriate records.

7.27 Food Technology

(there is a separate comprehensive guide for technology)

The following measures are taken to control the risks:

- Unsupervised access to the kitchens is prevented.
- Secure storage and use of kitchen knives.
- Health and Safety briefing sessions for students and close supervision to ensure the rules are followed.
- Siting of cookers to minimise risk of pans being knocked.
- Pans positioned on cookers so that handles do not protrude.
- Routine maintenance contracts on all cookers.
- RCD protection is provided for all electrical supplies
- Routine inspection and testing of all electrical equipment.
- Secure storage and following the manufacturer's instructions for the use of bleach.
- Food Technology employees have attended the Basic Food Hygiene Course.

7.28 Art

The guidance in the DES publication 'A Guide to Safe Practice in Art and Design' is used as a basis for the risk control measures.

Some inks and paints are oil based but are otherwise non hazardous.

Suitable step ladders are provided for putting up displays and working at heights, employees and students shall not stand on desks and chair.

Clay is purchased in small quantities to minimise the manual handling risks.

The dust levels from dry clay residues are minimised by wet cleaning methods and good general ventilation.

Only ready mixed liquid glazes are used, these are stored securely and good hygiene precautions are used to control exposures.

The 'corrosive' substance used for cleaning silk screens is stored securely and only used by employees wearing PVC apron and gloves and a face shield.

7.29 Working Alone

Some activities involve special risks and shall not be carried out whilst alone on the premises. If an accident occurs, there will be no one to help or summon assistance. These will include those listed below. These require specific risk control measures which are not detailed here.

- Working at heights of more than two metres (from floor to feet position).
- Moving and handling tasks where assistance is required to minimise the risk of injury.
- Work in roof spaces.
- Work below the ground such as inspection pits, pipe ducts, and excavations.
- Work involving exposure to uninsulated, live, mains voltage conductors, such as when fault finding on electrical equipment.
- Work involving the use of high risk, hand fed machinery such as circular saws and planers.
- Meetings with people who have a record of violent behaviour or meetings where conflict or disagreement is anticipated.

Working alone on the premises should be avoided where possible but where this is unavoidable the doors should be secured to prevent intruders (doors which provide emergency escape can be readily opened from the inside). A telephone must be readily available. In addition, everyone who works alone on the premises must make sure that someone knows where they are and what time they will be finished. These persons should be instructed to make contact if you are overdue and raise the alarm if there is no reply.

7.32 Working Time

The college recognises that when people work too many hours their health can be affected and the risk of mistakes/accidents is increased. Compliance with the requirements of the Working Time Regulations 1998 is seen as the way to minimise these risks. Normal college arrangements usually ensure that

employees receive the in-work/daily/weekly breaks and annual leave entitlements specified in the Regulations. Some employees, during term time, work many hours more than the normal college week, both at the college and at home. When averaged over the reference period of seventeen weeks, which will take account of college closures, the limit of forty-eight hours per week set by the Regulations is unlikely to be exceeded. Any employee whose workload dictates they are required to work excessive hours should raise this with the Principal.