



Wimbledon College Board of Governors

Health & Safety Policy

2008

Due to be Approved by the Board of Governors 25th of June 2008

WIMBLEDON COLLEGE

Health and Safety Policy

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| 16 | Contractors on site | May 08 | J.A. |
| 9 | Display Screen Equipment | May 08 | M.McH |
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Listed in alphabetical order and kept in the same order at the back of the policy document.
Where appropriate the section column cross references to part

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Part 1

Introduction

The Health and Safety at Work Act 1974 and The Management of Health and Safety at Work Regulations 1999 place duties on employers to safeguard, so far as is reasonably practicable, the health, safety and welfare of their employees and the health and safety of persons not employed but who may be affected by work activities, such as pupils and visitors.

Voluntary aided school governing bodies, as employers, are responsible for Health & Safety and Welfare in their own right. Further details may be found in Chapter 16 of A Guide to the Law for School Governors, issued in January 2008 by the Department for Children Schools and Families.

The College Policy for Health & Safety and Welfare is subject to an annual formal review by the College's Governing Body.

Site Definition

The areas covered by this policy consist of all premises known as Wimbledon College in Edge Hill, London SW19 plus the sports ground at 183, Coombe Lane SW20. The policies also apply, where appropriate, to any College activity taking place away from any of these named sites.

Statement of Intent

1. In recognition of its statutory duties in accordance with the provisions of the Health and Safety at Work, etc. Act 1974 and of The Management of Health and Safety at Work Regulations 1999, the Board of Governors of Wimbledon College take all reasonable practicable measures to ensure the health, safety and welfare of its employees.
2. In particular, the College will ensure, so far as it is reasonably practicable:-
 - (a) That all places under its control, where employees are required to work, are maintained in a condition that is safe and without risk to health, and that the access to and exit from workplaces is similarly safe and without risk;
 - (b) That a safe and healthy working environment is provided, with adequate facilities and arrangements for employee's welfare at work;
 - (c) That no hazard arises from the use, handling, storage and transportation of articles and substances used in connection with work; and
 - (d) That plant and systems of work are safe and without risk to health.
3. Further, the College undertakes, so far as it is reasonably practicable, to provide whatever information, instruction, training and supervision is necessary to enable employees to identify and to avoid hazards and contribute positively towards their own safety and health at work and that of other employees.
4. In addition, the College will ensure, so far as is reasonably practicable, and with the co-operation of such persons, that the health and safety of persons not in the College's employ are not placed at risk by either the College's activities or premises or facilities made available to such people.
5. Arrangements for ensuring safe and healthy working conditions is a primary responsibility of the Board of Governors exercised through managerial and supervisory staff of the College.
6. This policy statement supersedes that previously issued.

Signed:

Chair, Board of Governors

Date:

Part 2 - Organisation for Health & Safety

Section 1 Responsibilities of the Governing Body

- 1.1 The Governing Body has a legal duty to ensure, so far as is reasonably practicable:
- a) the health, safety and welfare at work of its employees; and,
 - b) the health and safety of persons who are not their employees so far as it may be affected by the activities of the College's workforce and its premises.
- 1.2 This responsibility extends to providing that:
- a) a general statement of its health and safety policy will include the organisation and arrangements for ensuring that the policy is effective;
 - b) the general policy statements and such other supplementary documents as may be necessary;
 - c) the policy statement and all supplementary documents are reviewed regularly, and in any event not less than annually, and shall be revised as necessary;
 - d) its policies are brought to the attention of their employees;
 - e) arrangements include that the College be represented at consultation meetings with employees on health and safety matters;
 - f) so far as is reasonably practicable ensure that workplaces, methods of work, machinery, equipment and materials used at work shall not constitute a risk to either the College's employees, pupils or others; and,
 - g) resources be made available for health and safety.

Section 2 Responsibilities of the Head Master

- 2.1 The Head Master will ensure the effectiveness of the College's policy for health, safety and welfare and will in particular:
- a) Seek to evaluate risks to employees, pupils and/or the general public, arising from the College's activities, where such risks may result in personal injury or damage to property;
 - b) Review annually and at such other times as may be necessary, the College's health and safety facilities and performance and ensure the development of a programme to maintain and improve arrangements;
 - c) Ensure the undertaking of safety audits (workplace inspections), the investigation of specific health and safety problems and the investigation of accidents;
 - d) Ensure liaison with employees or their representatives on health and safety matters;
 - e) Monitor progress on health and safety issues
 - f) As appropriate, place health and safety on the agenda for staff meetings and ensure that the minutes of the meeting are disseminated to staff.
 - g) Ensure that reports of legally notifiable accidents are reported promptly to the appropriate authorities; and
 - h) Ensure that actions arising from the Council's annual premises health and safety visits are instigated and that the findings are communicated to staff and the Board of Governors.
 - i) Ensure that arrangements for contractors working on College premises are implemented and monitored.
- 2.2 Review annually, details of the estimated costs of facilities for health and safety in respect of the forthcoming year and their integration into the budget process.

- 2.3 Require contractors and others, when working on the College site, to take all reasonable care for their own employees and others who may be affected by their work.
- 2.4 Will co-operate with and provide relevant information to the College health and safety representative and will keep the Governing Body informed and where necessary will make recommendations to them for consideration as appropriate.
- 2.6 Will involve staff with special responsibility or other competent persons to administer an assessment of the risks involved in order to carry out work safely. Guidance on carrying out a risk assessment can be found in the Health and Safety Corporate Policy Note (page 2), contained within the section on Management of Health and Safety at Work Regulations.

Section 3 Responsibilities of the Site Manager

- 3.1 The site manager will undertake appropriate checks of the College fire and evacuation arrangements to ensure that no fire exits are blocked and that all exit mechanisms are functioning correctly.
- 3.2 Maintaining equipment maintenance records for:
 - i) maintenance of fire alarm and fire extinguishers;
 - ii) maintenance of gas appliances
 - iii) inspection and testing of portable electrical equipment.
- 3.3 Ensure that contractors working on site are appropriately signed in and out, work only by appointment and that all relevant health and safety implications have been reasonably covered with the contractor before work is allowed to commence.

Section 4 Responsibilities of the Safety Manager/Admin' Officer

- 4.1 Assisting the Head Master in ensuring the day to day management of all health and safety matters in the College in accordance with the health and safety policy.
 - a) Ensuring that regular workplace inspections are carried out.
 - b) Ensuring that appropriate action is taken on issues arising from periodic reports.
 - c) Disseminating health and safety information to appropriate persons throughout the College via the Admin' Officer.
 - d) Receiving accident and incident reports (including bumps and bruises).
 - e) Arrange health and safety courses to meet identified staff training needs.
 - f) Maintaining training records.
 - g) Ensure that all new staff are made aware of the College's health and safety policy.
 - h) Arrange for all appropriate amendments to the College health and safety policy to be communicated to all College staff.
 - i) Ensure that all visitors to the College are appropriately informed of the health and safety arrangements.

Section 5 College Health & Safety Representative

- 5.1 The Governing Body and Head Master recognise the role of the Health and Safety representative appointed by a recognised trade union. Where more than one Union is active within the College, the preferred option will be for a mutually agreed single Health and Safety Representative to represent all the College staff. (This will ease communications).
- 5.2 Where no Union appointed safety representative is appointed, management will encourage an elected representative to represent staff in the College.
- 5.3 The College Health and Safety Representative is entitled to investigate accidents and potential hazards, pursue employees' complaints, and carry out appropriate College inspections within directed time or, in the case of non-teaching health and

safety representatives, during the normal working day. The Health and Safety Representative is also entitled to certain information, e.g. relating to accidents, and to time off with pay to train for and carry out her/his health and safety functions.

Section 6 Staff with Special Responsibility

6.1 Staff who have been delegated by the Head Master as managers of others, having responsibility for particular aspects of the College, (for example as head of department or as site manager) have a responsibility to take all practicable measures to ensure that those under their management, or working in the areas for which they have responsibility, maintain all relevant legal requirements. They should contribute to the implementation and monitoring of the health and safety policies and procedures of the College. Staff with special responsibility should report all accidents, defects and dangerous occurrences to the Head Master.

6.2 Heads of Department

Heads of Departments will report directly to the Head Master on all matters relating to health and safety ensuring as appropriate that all staff and others comply with the requirements of the College's policy. Heads of Departments will monitor and ensure the implementation of the College health and safety policy within the sphere of their Department. They shall ensure that workplace inspections are appropriately completed, given to the Safety Manager for recording purposes and all actions arising from the inspection duly implemented

6.3 Technicians

- a) To complete and keep under review risk assessments (including hazardous substances) for their work activities and curriculum.
- b) To ensure all equipment maintenance is appropriately undertaken in their work areas.
- c) To keep their work areas clean, safe and tidy at all times.
- d) To ensure that all PPE is properly maintained, used correctly and stored when not in use.
- e) To set a positive example.

Section 7 Employees' Responsibilities

7.1 Teachers and other staff employed by the College whilst at work, have a duty to take reasonable care for the health and safety of themselves and any other person who may be affected by their work. Disregard or failure to comply with safety instructions or procedures is a breach of disciplinary rules and will be dealt with accordingly.

7.2 Employees must also make themselves familiar with the College's health and safety policy, organisation and arrangements in their own work areas and ensure they are applied. In particular they should:

- (a) take reasonable care for the health and safety of him/herself and others whilst at work;
- (b) co-operate with the College, the Governors, Head Master and any other person to the extent that is necessary for them to fulfil their legal Health & Safety duties;
- (c) not interfere with or misuse anything which is provided for reasons of health and safety;
- (d) use any machinery, equipment, dangerous substance, transport or safety device, in accordance with any training or instruction and in compliance with the relevant statutory provisions; and
- (e) inform his/her line manager or health and safety representative of any work situation which they consider represents a danger to health and safety; and

any matter that they consider represents a shortcoming in the College's protection arrangements for health and safety.

- 7.3 Class teachers are expected to exercise effective supervision of pupils and to know the emergency procedure for fire, first aid and other emergencies and to implement them when appropriate.

Section 8 Lines of Communication

- 8.1 Teachers and employees may refer health, safety and welfare matters to either the Head Master and/or their appointed or elected safety representative.
- 8.2 Wherever possible, the Head Master will rectify unsatisfactory conditions, eliminate hazards or otherwise resolve problems referred to him by Safety Representatives and will, where appropriate, may enlist the assistance of the Council's Safety Section.
- 8.3 In instances where necessary action is beyond the resources of the Head Master or where the action taken or proposed is unacceptable to the Safety Representative, the matter will be referred through the normal Management reporting line to the Chair of the Governors and the Safety Representative informed accordingly.
- 8.4 In all instances, employees must be informed of the action taken in respect of the matters they raise and if no action is to be taken they must be informed of this, together with the reasons. Where necessary action will involve some delay, the employee should be given the details and kept informed of progress.
- 8.5 All teachers and employees are encouraged to submit suggestions for better health and safety to the Head Master.

Section 9 Organisational Levels

9.1

| <i>Level</i> | <i>Personnel</i> | <i>Responsibility</i> |
|--------------|--|---|
| 1 | Governors | Overall responsibility |
| 2 | H & Safety Committee | Establish and maintain a suitable policy |
| 3 | Head Master | 1. Day to day responsibility 2. Liaising with working group and relevant bodies 3. Policy implementation 4. Staff training |
| 4 | Deputy Heads Heads of Departments Site manager | 1. Drawing up departmental procedures 2. Ensuring staff are fully informed 3. Checking implementation 4. Risk assessment 5. Advising on need for modification |
| 5 | Teachers Support/ancillary staff Cleaners | 1. Monitoring safety of accommodation and equipment 2. Ensuring that safe procedures are used 3. Reporting on defects and deficiencies. |

Section 10 Training

- 9.1 It is the College's policy to ensure all employees receive appropriate health and safety training. Training needs will be reviewed with attendance at courses as required. Staff who identify a health and safety training need should inform the Head Master.

Part 3 - Arrangements for Health & Safety

Section 1. Introduction

- 1.1 This section identifies the specific arrangements which apply to the College's activities. Each section provides a brief description of how a specific issue affects either the Head Master or staff and refers them to a code of practice or guidance for more detailed information. It is important that this section is read in conjunction with corporate and departmental health and safety arrangements.
- 1.2 The list of appendices below identifies the guidance and codes of practise which relate to the College's Health and Safety Policy.

Section 2. Risk Assessments

2.1 Introduction

The Management of Health and Safety at Work Regulations 1992 places a responsibility on the Local Education Authority to provide a comprehensive system of health and safety 'risk assessment' to be carried out by competent person(s) in every workplace. The duty has been delegated to the Head Master to carry out those assessments and to ensure that such assessments when undertaken extend beyond the health and safety of our employees to any other person who may be affected by our work (e.g. sub-contractors, visitors, pupils, etc.).

The purpose of risk assessment is to enable the College to identify risks, evaluate the degree of harm and take appropriate measures to control that risk. By doing this the College will not only comply with statutory provisions but also creates a safe working environment for employees and pupils.

- 2.2 The responsibility for carrying out risk assessments rests with heads of department. The procedure in the Corporate Guidance on the Management of Health and Safety (Risk Assessment) describes the arrangements for the implementation of the College's policy on risk assessment.

2.3 Risk Assessment Records

Completed written assessment will be maintained on site, one copy in the relevant departmental handbook and a second copy will be kept by the Deputy Head (Admin.) in the College's Health & Safety Records File. A copy may be found in the appendix.

2.4 Dissemination

The Health & Safety Officer (Deputy Head for Admin.) will be responsible for ensuring:

- a) the relevant information is provided to teachers and to employees relating to the risk assessment;
- b) that appropriate training and instruction arising from any assessment is implemented; and,
- c) that records are readily available on site.

2.5 Generic Risk Assessment

Generic assessments are an acceptable form of risk assessment. They are issued from time to time by the Council's Safety Section and may if agreed by the College

be incorporated into the College's policy. Where the risks arising from a particular hazard remain constant (for example ladder work) they need only be assessed once, the risks identified, the control measures listed and then kept under review. Generic risk assessments will be issued to appropriate employees as they are completed or reviewed. They will be controlled documents.

Section 3. Hazardous Substances (COSHH)

3.1 Introduction/Background

The principle requirement of the Control of Substances Hazardous to Health, (COSHH) Regulations 1994 is that an assessment be made of the use at work of substances which are classified as hazardous to health, and that steps are taken to prevent or, where this is not reasonably practicable, to adequately control exposure to such substances.

In general where substances are regarded as a possible hazard to health and safety the following procedures are to be adopted by relevant department heads:

Obtain from the manufacturer or supplier a product or hazard sheet;

Assess the risk involved;

Determine how the risk can be reduced/eliminated possibly by the use of an alternative or by improved ventilation or improved handling/protective clothing;

Issue formal instructions on the use of the substance and incorporate a copy with the department handbook;

Ensure that adequate training is provided to anyone using the substance;

Ensure that all substances are properly labelled, indicating any risks and forbid any decanting into non-labelled containers.

3.2 There are four main areas of the College in which hazardous substances could be or are used, these are:

- a) Science, art, design and technology areas
- b) General day to day use for maintenance around the College
- c) Cleaning
- d) Swimming Pool.

3.2.1 Science, art, design and technology areas

Substances used in the science, art and technology areas are covered by assessments and safe working procedures developed by CLEAPSS and are only to be used within these guidelines.

3.2.2 General day to day use

The introduction and use of substances in this category are covered by the guidelines at Appendix 4 and are to be strictly adhered to.

3.2.3 Cleaning

Where contractors undertake school cleaning, the contractor is responsible for undertaking the assessment of those substances. Where cleaning is not sub-contracted, the rules and procedures at Appendix 4 apply.

3.2.4 Swimming Pool

See separate section on swimming pool maintenance.

3.3 Disposal of Hazardous Materials

The following substances will require particular precautions to ensure safe disposal:

Broken glass – do not use ordinary waste bins but contact the site manager to arrange collection in a suitable container

Unwanted chemicals – do not use ordinary bins but contact the site manager who will make necessary arrangements for collection.

Spillage of Body Fluids – must be removed by the use of a response sanitising powder; all staff undertaking this work should wear rubber gloves

Radioactive substances – seek advice from the head of science.

3.3 Asbestos

Any suspect material should be reported to the site manager for inspection and testing if necessary.

A risk assessment may be necessary and should be based on the following points:
Accessibility, location, condition, type.

Section 4 First Aid Arrangements

1.1 Introduction

1.2 The general principle is that all pupils needing first aid anywhere on the main College sites must go to their Pupil Support Assistant for treatment and that that treatment must be recorded.

1.3 Away from the main College sites appropriate action must be taken, such as use of the first aid kit or summoning help. This action must then be recorded in the main College treatment book as soon as possible.

1.4 Any first aid involving broken bones or referral to hospital should be reported to the Admin Officer who will complete a Health and Safety report.

2.1 First Aid Kits

2.2 First aid kits are sited around the College in positions where it is anticipated there may be a greater need for them. Each kit has a named member of staff responsible for its contents. A list of locations and staff responsible is in the appendix.

2.3 The purpose of these kits is a) for the personal use of staff and b) to administer to pupils as an interim measure, if deemed helpful, whilst en route to treatment in the general office or whilst additional help is being summoned.

2.4 It is the responsibility of the named member of staff in charge of the general office kit to ensure that there is sufficient stock not only for the main first aid kit but also to re-supply other kits as requested.

2.5 It is the responsibility of the named member of staff in charge of each individual kit to make sure that it is kept appropriately stocked.

2.6 It is the responsibility of an individual member of staff who uses any stock from any kit to inform the named person for that kit so that the stock can be maintained

3.1 First Aiders

3.2 The College will encourage members of staff to become qualified first aiders. A list of currently qualified staff is kept in the medical room and in the appendix..

Section 5. Evacuation in an Emergency

On discovering a fire:

- activate the alarm system
- arrange the evacuation of any pupils under your control

- tackle the fire with the fire-fighting equipment provided if you are able safely and sensibly to do so
- advise reception of the location of the fire

On hearing the fire alarm:

- instruct pupils to leave the room, row by row, and to proceed to the assembly area in a calm and orderly fashion
- do not allow pupils to take bags, coats or belongings with them
- if you have charge of equipment or machinery (for example in a laboratory or DT room), close down equipment and switch off gas and electricity supplies as necessary
- walk behind the pupils, closing but not locking doors behind you
- once pupils have left a building, do not allow them to enter another building in order to take a short-cut to the fire assembly area; neither do this yourself
- deliver pupils to their assembly points then go to your own form's assembly point

Form Tutors (having followed the procedure above) are to go to their form's assembly point and take the register (available from the PSA). You should return the completed register to the Head of Line and report any missing boys.

| | | | | |
|---------------------------|---|--|--|--|
| assembly areas | Lower Line Playground | Grammar Playground | Syntax Playground | Front Entrance |
| for | Figures (Y7) Rudiments (Y8) + Form Tutors | Lower Grammar (Y9) Grammar (Y10) + Form Tutors | Syntax (Y11) Poetry (Y12) Rhetoric (Y13) + Form Tutors UHS girls | support staff visitors teaching staff (not form tutors) |
| i/c | Mr M Mahoney | Mr V Capaldi | Mr D Boyse | Ms A Reeves |
| 2nd i/c | Mr J Lonergan | Mr D Doran | Mr S Marty Ms C Metha | Mrs V Turpin |

Form Tutors are to ensure their forms are lined up in alphabetical order.

Boys in the sports hall or weights room or doing PE on the playgrounds are to line up with their forms.

Boys in the swimming pool are to be kept together in the Sports Hall foyer.

Boys doing PE or games on the field may continue unless otherwise instructed by a Deputy Head.

Sixth Form pupils, who are in the middle of a fire drill when there is a lesson change over and need to go to the UHS, must not leave until they have obtained permission from the Head of Sixth Form to do so.

Do not return to the building, or instruct pupils to do so, until a Deputy Head has declared the drill over.

All fire alarms are to be treated seriously and the buildings are to be evacuated. Staff are never to remain in the buildings while an alarm is sounding.

The Deputy Head (Administration) is responsible for liaising with the Fire Brigade.

Malicious alarms

All staff should keep eyes and ears open for discussion among pupils about the deliberate or accidental setting off of a fire alarm. Please report anything back to the appropriate pastoral Deputy Head as quickly as possible. Malicious fire alarms are a criminal offence and can endanger others as well as disrupt the school. They will be treated very seriously. The fire brigade is always called and attends a school fire alarm.

Scheduled fire drills

Four fire drills will be held each year: one at the start of the year and one in each term. All but one drill will usually be announced to staff. Pupils are not to be informed.

Malicious or accidental alarms will always be carried through to completion and may be counted as one of the four drills held each year

- 5.1 The following section lays out the College policy, however, in any emergency it is recognised that a degree of professional interpretation and appropriate action by all adults on the spot is called for.
- 5.2 When the alarm sounds the immediate priority is to evacuate the buildings. The route to follow is the shortest, usual route. An emergency exit or longer alternative should only be used in the case of the usual route being blocked. Once out of the building, blocks E, F and G (IT/dining room, science/math) need to channel through the relatively small gap between the science lab and the chapel. To avoid further congestion here all other classes should avoid this route via the playground and end of the chapel (unless the designated route is blocked).
Thus block D and the adjacent end of C (humanities) should evacuate around the front of the school as should block M (music). Block B (mfl) and the adjacent part of C should evacuate opposite the art rooms but must then turn right towards the front of the school. Similarly block J (art/design) should turn left and move towards the front of the school, not towards the possible congestion between the chapel and science lab.
- 5.3 It is not a teacher's responsibility to fight a fire. In some specialist areas of the school there is fire-fighting equipment and in those areas the staff should know how to use the equipment. But the general rule is to evacuate and leave the fire fighting to the site management.
- 5.4 Members of staff who are not with pupils should make their way to their own appropriate assembly point, assisting the process of movement and assembly as necessary, this latter point being especially important if the emergency is not during lesson time.
- 5.5 Members of staff who are with pupils/students should follow these guidelines:
 - a) The teacher should clearly take charge
 - b) The whole process should be done in an orderly manner, no running, no shouting
 - c) Boys stand and put their chairs under their table
 - d) Under no circumstances are they allowed to take bags with them
 - e) At the discretion of the teacher it may be appropriate to put coats on but this must not hold up the evacuation, nor should they be allowed to put them on in a crowded corridor
 - f) Although it would be usual advice to close windows, this is inappropriate in a classroom situation in that it would cause unnecessary delay, therefore do not waste time on shutting windows

- g) All doors must be closed but not locked
- h) Once out of the classroom the teacher may have a dual responsibility
i.e. clearly the first responsibility is to escort the pupils out of the building and towards the appropriate assembly point.
- i) However, there is also the need to check the rest of the immediate area, in many cases there will be more than one adult in the vicinity and this task can be quickly allocated to one or other
- j) Once the classroom teacher has escorted his/her class to their assembly point. that teacher becomes a class tutor and takes responsibility for registering his/her tutor group, who should have already been taught to line up silently in alphabetical order in the appropriate line.
- k) At this stage the chain of reporting and of responsibility is clearly shown on the diagram that may be found in the appendix.

Section 6. Manual Handling of Goods

6.1 Definition

Manual handling means any transporting or supporting of a load, including the lifting, putting down, pushing, pulling, carrying or moving by hand or bodily force. Any load which is to be handled and poses a risk of injury must be risk assessed and where appropriate records identifying the significant risks and control measures kept on file.

6.2 Responsibility

The responsibility for ensuring manual handling assessments are completed lies with the Head Master and will be completed and reviewed during premises health and safety inspections or at the introduction of any manual handling hazard .

6.3 Duties of Employees

Teachers and staff will make proper use of equipment and systems of work provided for them, in accordance with their training and the instructions given to them. Willful failure to comply may result in disciplinary action.

6.4 Kinetic Lifting Techniques

Where manual handling of loads is required kinetic lifting techniques are to be used. Guidance for teachers and other staff involved in any lifting, irrespective of the weight, is attached at Annex C to the corporate guidance and will be available to all staff.

Section 7. Accident Reporting

- 7.1 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) require the Governors as an employer to report certain accidents, near misses, specified dangerous occurrences and diseases to the Health & Safety Executive (HSE). These provisions apply to pupils, staff, student teachers, visitors and contractors.
- 7.2 To ensure the College fully complies with these duties; all minor accidents (and near misses) are to be reported immediately to the Higher Line PSA. She is responsible for writing the details in the accident book.
- 7.3 As regards pupils/students, an accident form must be completed if:
the pupil involved is killed or taken to hospital or

if the incident (even if no serious injury occurred) is attributable to
a failure of equipment
a failure of supervision
the condition of the premises

The accident form is available in the general office and is attached in the appendix. One copy is to be filed by the head of department in the relevant departmental record and a second copy by the Deputy Head (Admin.) in the College's Health & Safety Records File.

- 7.4 As regards employees or contractors working on site, an accident form must be completed if:
there is a death or major injury
the person concerned is off normal work for more than three days
an act of violence to a member of staff results in either of the above.
- 7.5 All appropriate persons and organisations must be informed of a serious accident and where necessary an accident investigation must be carried out.
- 7.6 A copy of this element of the policy will be provided to all persons who hire the premises to ensure that, where appropriate, they comply with these arrangements.

Section 8. Electrical Safety

Portable Electrical Equipment

8.1 Introduction

A large and varied amount of portable electrical equipment (PEE) is used throughout the school. The site manager is responsible for ensuring that, where necessary, all PEE is identified, assessed, tested and inspected as necessary and that adequate records are maintained.

8.2 Personal Portable Electrical Equipment

All portable electrical equipment brought into the College by staff is to be subjected to a Formal Visual Inspection and/or Combined testing and inspection (as necessary) and be included in the maintenance regime prior to use.

8.3 PEE Maintenance.

The site manager is responsible for PEE maintenance and will determine the frequency of testing for each item. He will ensure the requirement is logged in the College PEE register.

8.4 Inspection and Testing of PEE

The Head Master will ensure that all PEE is subjected to the following maintenance regime.

User Visual Checks

All users will carry out a quick visual check of the appliance before use. This will assist in identifying problems as early as possible. Users will look for, and report the following:

- Damage to the cable, such as signs of being worn or splitting;
- Damage to the plug, such as cracks, cable being loose, bent pins or loose screws;
- Any scorch marks on the equipment, plug or socket which may indicate that a short circuit has occurred.

Formal Visual inspection

A visual inspection of all portable appliances will be carried out regularly by the head of department. The inspections will be completed annually and the appropriate form completed for each item and kept on file in the departmental records and the deputy head (admin.) records.

Combined Testing and Inspections

Arrangements will be made for the periodic testing and inspection of specific PEE identified by the site manager.

Section 9. Display Screen Equipment

9.1 Introduction

The Display Screen Equipment (DSE) Regulations require that all “classified users” of DSE should have their workstations competently assessed so that risks to health from the use of this equipment are properly controlled.

9.2 Not all users of DSE are “classified users” within the meaning of the regulations therefore it is the responsibility of the Head Master to identify who falls within this category. Generally, users should be reliant upon the use of DSE for their daily work and they should use it on average, three hours per day.

9.3 The Head Master will arrange for users to receive an assessment of their workstation with the Senior IT Technician.

Section 10. Design and Technology – Workshop Safety

10.1. Introduction

The effective management of safety for the Technology Department has four major components:

1. Risk assessment and planning before a lesson.
2. Organisation of routines during lessons.
3. Control to include: Regular safety checks.
4. Monitor and Review.

10.2 Risk assessment and planning before a lesson.

10.2.1 All departmental staff are required to familiarise themselves with the health and safety policies of the College and the department. Every activity should be assessed for possible risk to both students and staff. We need to balance the desire to eliminate risk with the need to reduce risk in order to maintain practical work, as professionals we appreciate that all activities carry some element of risk. Before a lesson starts staff should:

10.2.3 Have carried out a risk assessment using the department guide materials and so be clearly aware of any potential dangers.

10.2.4 Have to hand any necessary safety equipment.

10.2.5 Look at cause and effect:

A large class size may adversely affect the safety of the people in a workshop. Therefore the number of students allocated to any one group is ideally restricted to help enable adequate and safe use of the equipment and facilities in each workshop. However, group size is often beyond departmental control.

10.2.6 Examine methods of work:

In each of the Technology rooms students should be aware of locations e.g.:

- where students' work is stored:
- where large items of machinery or equipment are sited:
- where equipment is stored:
- where tools are stored:
- where safety equipment/ 1st Aid/Eyewash etc. is located.

Both the floor and work surfaces must be kept clean and dry - if any problems occur in this area inform HOD who will inform the Site Manager. Strict safety measures must be taken in respect of electricity, gas, heat (re: heat treatment area, vacuum former, glue guns. etc.) and potentially harmful substances such as acids and solvents. Where applicable, there should be prominent signs warning of high temperatures, toxic materials, and the dangers of certain machinery or equipment.

10.2.7 Remove hazards where possible. Good classroom management and supervision are dependent upon our vigilance.

10.2.8 When and where necessary implement new practices - to address any new requirements.

10.2.9 Review all changes made - is the risk element reduced?

10.2.10 In the case of an emergency all staff should be familiar with evacuation procedures as determined in the Staff Hand Book. All exits should be clearly marked.

10.3 Organisation of routines during lessons.

10.3.1 On arrival all students will line up in an orderly fashion and be directed by their teacher.

10.3.2 Teachers should make frequent references to the rules and procedures applicable to a particular area or activity. A list of the department's general rules and procedures, together with a list of those specific to the area, must be prominently displayed in each workshop. These must be drawn to the attention of all students.

10.3.3 Teachers insist that students familiarise with and use the correct names of equipment when talking to staff and peers.

10.3.4 Students should be encouraged to develop a strong sense of 'health and safety' for themselves and others, and to become familiar with the general and area-specific rules and procedures. Students must heed the teacher's advice on how to avoid any potential risks when using particular tools, equipment, materials or substances. They are required to behave sensibly at all times, and should be reminded regularly of the dangers of running, throwing or inappropriate behaviour in this area of the College.

10.3.5 When appropriate, students are required to wear items of protective clothing such as aprons, (in College colours) goggles and gloves, and on occasions, masks, e.g. pillar drill, lathes, milling machines etc.

10.3.6 Doors must be locked if staff leave the workshop (this must include the Technician's room and all stores). Students must not be allowed to enter or work in a Technology workshop unless actively supervised by a member of the department or an appropriate substitute.

- 10.3.7 Students are not to eat or drink in a workshop - this is to include break and lunch times.
- 10.3.8 Gas and electricity must be switched off at the mains at the end of the day and any keys removed from electrical isolators and then put away. At the end of a lesson staff are to ensure that all machines/equipment have been rendered safe. If applicable, such items must be 'guarded' and be able to be 'rendered safe' when not in use. 'Guards' on machinery must never be removed except by those qualified to do so. No equipment intended to be fitted with a guard should be used without one in place. (Dust extraction equipment will not function if the power is turned off in room 75).
- 10.3.9 Notices identifying large items of machinery or equipment, giving instructions on how to use them safely, and warning of any potential hazards, must be prominently displayed in positions adjacent to them. (We require these notices).
- 10.3.10 Do not store large pieces of work on top of cupboards - this can lead to accidents.

10.4 Control to include: Regular safety checks.

- 10.4.1 The College's 'Health and Safety Policy' needs to be read by all staff. It contains amongst other information a list of safety reps. and how to liaise with them plus the general rules and responsibilities of staff.
Teachers need to be familiar with the procedures for reporting accidents, particularly those that constitute an emergency. Notices clearly stating the action to be taken in the case of a fire, a gas leak, or someone receiving an electric shock should be displayed.
- 10.4.2 Regular safety checks:
Electrical equipment is regularly monitored by teaching staff and the Technician. In addition the whole stock of electrical equipment is checked / maintained annually by a registered electrical contractor.
Fire fighting equipment is annually inspected and maintained through contract by site manager.
Provision / cleaning of protective, visors, etc: these are cleaned as necessary by the technician or staff.
Glasses / goggles are inspected and cleaned termly by the technician.
- 'Emergency stop' buttons must be regularly checked, and repaired if faulty. Their key switches must not be operated by students.
- The technician regularly cleans / maintains all small items of machinery and hand-tools. S/he also prepares certain materials and classroom support materials.
- 10.4.3 A first aid box is stored in the nearby staffroom. (see separate section).
- 10.4.4 Student teachers and new teaching staff are given a short induction programme that includes training in safety procedures. All of the department's staff are to be trained on the use of new equipment.
- 10.4.5 Our system of storage is based around:
Acids and flammable chemicals are stored in a separate store.

Materials, hand-tools and small items of equipment should be securely stored. The suitable storage of tools that are potentially hazardous, such as scissors, craft knives, lino-cutters and chisels, is considered to be as important as is their safe and sensible use.

Wherever feasible and appropriate, substances should be stored in plastic containers to minimise the risk of breakage or corrosion.

Labelling on chemical bottles - chemical bottles are clearly labelled with the name of the chemical and any necessary hazard symbols.

Waste bins are provided in each area for the disposal of general workshop waste.

10.5 Monitor and review.

10.5.1 If worries exist re health & safety, always inform the HoD, the technician and colleagues. Also, if thought necessary, the HoD should inform the Head Master, Safety Representative and the Deputy Head (admin) as appropriate. Once the HoD has been informed it will be their responsibility to make appropriate decisions, e.g.

- i. Immediately taking the relevant piece of equipment out of service.
- ii. Organising a replacement item of equipment.
- iii Ensuring all health and safety issues are dealt with.

10.5.2 Procedure for Circulating Safety Information.

On receipt of a safety document the contents are analysed and categorised by the HoD under one of three headings:

Immediate action required - staff are verbally informed by the HOD and are asked to read their own copy of the circular as soon as possible. The Practical Requirement sheets and related Risk Assessments are then altered as appropriate. The revised document will then be discussed at the next department meeting if necessary.

Medium / long term action required - the document is circulated to all Technology staff and then filed for future action.

No action required - if the contents confirm what we already practice then the document will be filed.

10.5.3 The following safety issues are of particular importance and must be strictly adhered to by all staff and students:

- a) The wearing of goggles when using power equipment.
- b) The removal or tucking in of loose clothing when using 'rotating' machinery.
- c) Tools with sharp cutting edges always carried edge down.
- d) Students only being allowed to use specific equipment once they have received guidance / instructions from their teacher.
- e) No running / fooling about in the workshops / rooms.
- f) Long hair tied back.
- g) Students who are undertaking activities in the workshops must wear an apron. (No apron means no practical).
- h) Rooms should always be well ventilated to prevent the build up of unpleasant / dangerous fumes. Spray painting should not be undertaken in workshops (unless in a booth) - do outside in open air.
- i) Care needs to be taken when heating plastics for forming, (especially on the Vacuum Forming Machine) not to over heat as this can cause dangerous fumes to

be released. Provided that the temperature is raised only to the softening point, then there is little risk involved.

j) Students should be made to wash their hands, especially after such activities as machine work where coolants have been used.

k) The disc sander should only be used to true up materials - not as a means of removing large amounts of waste, this can cause fumes and the possibility of the dust catching fire!

10.5.4 The most important safety rule is the One rule, that is, one person to one machine and everyone else at least one meter away.

10.5.6 The above is not intended as a definitive list Projects undertaken and needs associated should dictate the safety issues that need to be raised with the students. Safety advice should be part of the normal lessons, and where necessary, written into the work schemes.

Students should be shown the safe use of solvents, adhesives etc. that they are required to use. Do not take for granted that they know what to do!

10.6 Accidents

10.6.1 If an accident occurs the 'law' will ask if the person in charge was acting as a reasonable parent would. The student's safety must always be our main priority.

10.6.2 All rooms have a clearly labelled first-aid box, containing a range of basic supplies - i.e. plasters, cotton wool etc. (please inform the technician if stock level is low). These are for use at the teacher's discretion. However, if in doubt about the severity of the injury seek advice from a First Aid ancillary in the general office, by sending a student with a note.

10.6.3 If the accident is of a sufficient nature, accident forms must be completed and then filed in the departmental accident book and by the deputy head (admin). If in doubt always fill in the forms, or seek advice. When completing the forms write clearly and precisely, and do this as soon as possible after the accident so that the facts are still fresh in your mind. Report all accidents to HoD.

10.7 General Guidance On Accident Procedure.

10.7.1 If an accident occurs:

1. Do only what is immediately essential, send for medical help.
2. If unconscious, place student in recovery position, on side not back.
3. Plunge any burns into cold water straightaway and keep them there.
4. Severe cut - stop bleeding by pressure, get help.
5. In serious cases do not move student.
6. Keep reassuring student. Do not leave them unattended.

Section 11. Serious Accident Procedure

11.1 Introduction: Every incident is a unique occurrence and the most important factor is that each person connected with the incident deals with it in a responsible, professional manner. Having said that, it is important to lay down guidelines which should be followed as closely as possible in the circumstances.

1. Deal with the immediate accident. Provide care to those in immediate need. Take life saving action.
2. Send a pupil (preferably two to the line office to summon a first aider).
3. If another teacher / A.O.T. is known to be in the vicinity, send a pupil to that person for assistance.
4. Summon the emergency service via a 999 call.
5. Move pupils away from the scene who are not needed and see to their needs.
6. Inform the Head Master (if he is not available make sure that a senior teacher is informed).
7. Deal with problems of access for emergency service.
8. Liaise with emergency service.
9. Make sure that an adult accompanies the injured to hospital with a mobile phone.
10. Contact parents of injured. If not available, make sure that a matter-of-fact, unambiguous message is left.
11. Deal with possible emotional trauma of witnesses and helpers.
12. If necessary, make situation temporarily safe.
13. Take witness statements.
14. Write up a draft accident report.
15. Follow up visits to injured.
16. Inform staff, pupils, others as appropriate.
17. Debrief and make recommendations / changes as to future avoidance.

Section 12. Swimming Pool - Normal Operating Procedure

Please note that most of these procedures apply to all users. However, some are more relevant to College users and some to those who hire the pool as "outside users".

1. Details of the Pool
 - (a) The facility comprises of one pool, 8.8 metres wide by 25 metres long. The depth graduates from 1.22 metres to 2.74 metres. Signs on the walls mark shallow and deep ends.
 - (b) No diving is permitted at the shallow end; notices are there to remind swimmers.
 - (c) Diving is only permitted at the deep end under strict guidance.
 - (d) No person may use a diving block unless they are in possession of a CSA (Competitive Start Award) or being instructed by a qualified teacher / coach or instructor of swimming and/or diving.
 - (e) A diagram of the building is provided in Appendix A.
 - (f) The person in charge should be aware of the fact that someone from the site management department of the College will always be on site during a letting and that that person has ultimate authority and responsibility for all matters pertaining to the site.
 - (g) A caretaker or security officer will ensure that the pool is unlocked at the start of each session, locked at the end and users must be aware of the fact that he may lock the bottom and main College gates soon after the pool session ends.
2. Potential Hazards & Risk Areas
 - (a) The steps of the ladders may be difficult for young children.
 - (b) The steps from the pool to the old changing rooms are steep and narrow.
 - (c) The exit from the pool direct to the lower playground is via steep steps. (This however is not usually open for pool users).
 - (d) Running round the pool, bombing, jumping in, or any other inappropriate behaviour.
 - (e) The new changing room nearer to the foyer enters the pool side near to the deep end.
 - (f) Outdoor foot wear must be removed before entering the poolside.

3. Dealing with Bathers

- (a) Lifeguards/Lifesavers/Teachers/Coaches should be easily identified by uniform or badge and be seen as facilitators of a safe activity. Set an example and encourage the safe use of the facility.
- (b) Be aware of the Safety Notices displayed around the pool.
- (c) Encourage bathers to enjoy the pool. However, if a reprimand is necessary point out the possible danger that could have resulted from it either to themselves or other persons.

4. Safety Awareness

- (a) Bathers must be aware of regulations appertaining to personal hygiene and safety.
- (b) Know where the toilets and showers are situated.
- (c) Bathers should wear the correct swimming attire for their activity and must not wear anything that could present a danger to themselves or others.
i.e. jewellery, masks, flippers, etc.
Recommended swimwear for males is swimming trunks.
White sports shorts are not suitable and Bermuda or beach shorts can present a hazard especially for the weak swimmer.
For females – current style regulation costume is usually suitable.
Swimming hats should be worn by anyone with long hair.
Goggles may be worn at the bather's own risk but only with the permission of the person in charge of the lesson.
- (d) Any bather suffering from any illness or injury should be discouraged from swimming.
- (e) Maximum bather loading of the pool has been calculated at 50 according to a DfES figure of 2m squared per bather as a guide. This is not an inflexible figure as certain activities and types of user groups will require these to be modified.

5. Non Bathers

- (a) Non bathers shall remain seated on the viewing gallery at the deep end of the pool or some other designated area.
- (b) No one shall move around the pool wearing outdoor shoes.
- (c) "Visitors" accompanying groups are responsible for their behaviour and to assist with general supervision.
- (d) Eating and drinking are not permitted anywhere in the pool area.

6. First Aid Training & Supervision

- (a) All teachers should have the REE/CS (Rescue Test for Teachers Coaches of Swimming) award or the Pool Lifeguard award.
- (b) Any other Lifesaver should have as the minimum award, the Teachers' Life Saving Award.
- (c) Teachers taking pupils to the pool are solely responsible for their behaviour and well being when out of the water. Whilst pupils are under-going instruction, the "School teacher" is to work directly under the guidance and instructions of the "Swimming teacher" or Poolside Supervisor.
- (d) Life belts are situated at the deep end on each side wall and must not be used for any other purpose. A reach / rescue pole is available on the side wall within the pool area and is clearly visible.
- (e) Each user should provide its own first aid equipment as it deems necessary.
- (f) Non College users should provide a mobile phone for their own use in case of need.

7. Emergency Procedure

- (a) Staff on poolside duty shall not leave bathers unattended to administer first aid.

- (b) Each Group should have its own Emergency Action Plan (for College users this is listed below in points 7e to 7i). Outside users must have an equivalent action plan in place and should make sure that all users are familiar with it. This should include evacuation of the pool and of the building as well as other recognised emergency systems.
- (c) Know the location of the nearest telephone.
- (d) A written report must be completed whenever an accident has occurred and first aid has been administered. In the case of outside users, a copy of this should be sent to the letting officer in the College; in the case of College users a copy should be sent to the deputy head.
- (e) The teacher should assess the injury and apply appropriate first aid bearing in mind point 7a. If necessary extra school assistance should be summoned or an ambulance via a 999 call. The teacher should remain with the casualty throughout.
- (f) If there is a structural failure clear the pool with three blasts of the whistle, instruct the pupils to line up in the sports foyer pending further instruction. Ascertain the cause or possible cause of the failure and evacuate the building if necessary. Only if time and conditions permit may pupils be allowed to return to the changing room for their clothes.
- (g) The teacher must be aware of problems to do with vision. If it is dark outside the lights must be used. If the sun is shining through the windows the teacher should position himself so as to be able to see all the pupils. If the water becomes cloudy, restricting the view of the teacher, then the pool must be cleared.
- (h) In the case of a fire or chemical hazard three blasts of the whistle should be used to clear the pool. Then evacuate the buildings.
- (i) During times of extreme winter conditions it is advisable for pupils to take their towels to the poolside; these would give some form of protection whilst making their way to the assembly point.

8. Poolside Duties

- (a) Only qualified persons as stipulated above in 6(a) are to allow bathers on to the pool side. Lights should be turned on as required and pool checks must be carried out prior to the commencement of each session. Any problems must be reported to the school without delay.
- (b) Lifesaver/Teacher/Coach should maintain an active vigilance throughout the lesson. Communications with bathers should not interfere with general supervision.
- (c) There should always be at least one adult Lifesaver or Lifeguard on the poolside when the pool is in use.
- (d) Equipment may be used from that available on the poolside but must be returned to safe storage at the end of each session. Any broken or damaged equipment is not to be used and should be reported to the letting officer.
- (e) Equipment must not be left on the poolside or in the changing rooms; it may be left by prior arrangement with the letting officer in the storage containers available on the pool side. These should be locked after sessions.
- (f) At the end of each session the teacher / supervisor must remove any lost property from the poolside, changing rooms, showers, etc. Anything left will be dealt with as rubbish.
- (g) Upon completion of your session, check the pool, changing rooms and toilets making certain that they are empty. Turn out the lights and lock / shut the doors and shutters (school users must leave the pool locked, for outside users the duty caretaker or security officer will lock up).

9. Beyond the Pool

- (a) It is the responsibility of all pool hirers to make sure that on school days no non school personnel (i.e. neither pool hirer nor clients) enters the College grounds before 3.45 p.m. This is to allow pupils safe exit from the premises.
- (b) Pool hirers and their clients are allowed to bring their car onto the premises on the condition that they will proceed with due care and no faster than 5 mph and that the College is not responsible for their vehicle or its contents.
- (c) The lower playground may be used for parking but is not suitable or safe for any other activities.
- (d) The field is out of bounds at all times.
- (e) The steps, ramps and pathways leading to the lower sports hall and the Sixth Form Centre and all other parts of the College are out of bounds. It is the responsibility of pool hirers (not College staff) to ensure that these bounds are adhered to.

Map Notes

* = out of bounds to non College users

1. Lower playground / car park –note dual usage and take extra care
2. Entrance to the Sixth Form Centre *
3. Emergency exit from College staff area *
4. Old changing areas
5. Old changing areas
6. Old changing areas
7. Old changing areas
8. Old changing areas
9. Water fountain
10. Emergency exit
11. Emergency route via rear of sports hall to lower field
12. Air handling unit plant *
13. Shallow end of pool
14. Deep end of pool
15. Changing room no.4
16. Changing room no.3
17. Sports hall *
18. Entrance / exit to store room*
19. Store room*
20. Viewing area
21. Exit to sports lobby
- 22.
23. Entrance to plant room *
24. Ramp to sports lobby * (steep drop)
25. Sports hall lobby
26. Steps to lower sports hall * (steep and hazardous)

February 2004

Section 13. Swimming Pool – Maintenance

13.1 Status of this document

This document is a job description for the person employed to clean and maintain the pool. It is also a statement of the code of safety practice as required under the COSHH regulations.

13.2 Management

The person who does this job is responsible to the Head Master for the correct maintenance and cleaning of the interior of the pool building (including the machine room), the correct cleaning of the pool basin, the correct maintenance and cleaning of the water, the maintenance and replacement of the safety equipment, and the monitoring of the correct functioning of all the machinery.

13.3 Pool Chlorination

The chlorination of the pool is done by the addition of an alkaline solution of sodium hypochlorite. This is controlled by an electronic controller.

13.4 Liquid chlorine storage and use

The chlorine solution is a sodium hypochlorite in alkaline solution, providing about 10% of available chlorine, supplied in 25 litre plastic drums, (this substance is referred to as "chlorine").

This substance is toxic and caustic. It must be stored only in the special store provided, where the tank is. It may not be stored elsewhere, nor may it be used undiluted anywhere else.

The tank should be topped up when necessary, and the amount added recorded in the logbook. Topping up is needed if the level in the tank is below 70 litres; this allows for a small extra volume for the pump washings.

The pump is used for pumping chlorine into the tank. After use a bucketful of water must be pumped through into the tank to clear chlorine from the pump.

If this substance is to be taken into the pool it must be diluted 1 part chlorine to 4 parts water, before leaving the store, and taken in a bucket. Shock dosing should be into strainer baskets not direct into the pool.

The pump settings are: speed, 80/min; stroke: 60%.

13.5 Measurement of chlorine levels

1 mg per litre is the same as 1 part per million in this section.

The control of the chlorine is done by an electronic controller. However, the operation of this machine must be regularly checked.

The controller is set at 1.3 mg/litre of free chlorine.

At least once a day the water running away from the test cells must be collected and a colorimetric test for chlorine level carried out. The results of this test, and the reading on the controller, are recorded in the logbook. The test kit must be carefully washed out after each test, and kept clean. The correct procedures to achieve an accurate reading are to be employed.

13.6 Action to be taken if chlorine readings are unusual

If the controller readings and the colorimetric readings differ by more than a random variation of 0.3 mg per litre, then the reason must be investigated and appropriate action taken.

If the chlorine level rises above 3 mg per litre then this must be investigated at once. If it is not due to shock dosing, then the controller may be malfunctioning.

If the chlorine level falls below 1 mg per litre, then, if the controller is not dosing, it may be malfunctioning.

13.7 Pool Acid/Alkali Balance

The pH of the pool is controlled by the addition of a solution of sodium bisulphate (referred to as "dry acid"). This is supplied in granule form, and has to be dissolved in water before use. The pool becomes alkaline because of the alkali in the chlorine solution.

13.8 Dry acid storage and use

The dry acid is sodium bisulphate, supplied in granule form. It comes in 20kg plastic buckets. This substance is toxic, and, when wet, caustic. If it comes into contact with the sodium hypochlorite, then there is a vigorous reaction with the evolution of chlorine gas, which is very toxic. It should be handled with gloves. It must be stored in the special store provided. It may not be taken anywhere else.

The tank should be topped up twice weekly if necessary, and the amount of dry acid granules recorded in the logbook. Topping up is needed if the level is below 50 litres.

If the level is below 50 litres, then 7kg of granules are tipped into the tank, and 50 litres of water added with the hose. This must be stirred with the rod provided until the granules are completely dissolved.

If the substance is to be taken into the pool, then it must be diluted in a bucket of water before being taken into the pool. Maximum strength is one half of a kilogram in a bucket of water.

Pump settings: speed: 80/min; stroke: 60%.

13.9 Measurement of pH level

The control of the pH is done by an electronic controller. However, the operation of this machine must be regularly checked.

The controller is set at 7.4 pH. This setting is used, rather than 7, as recommended by the suppliers of the chlorine.

Twice each week, the water running away from the test cells must be collected and a colorimetric test for pH carried out. The result of this test, and the reading on the controller, are recorded in the logbook. The test kit must be washed out after use, and kept clean. The correct procedures to achieve an accurate reading are to be employed.

13.10 Action to be taken if pH readings are unusual

If the controller readings and the colorimetric tests differ by more than a random variation of 0.2 pH units, then the reason must be investigated and appropriate action taken.

If the pH is outside the range 7.2pH-7.8pH, then this must be investigated at once. If it is not due to incorrect shock dosing, then the controller may be malfunctioning.

13.11 Temperature

The pool water and air temperatures will be maintained at appropriate levels.

13.12 Filtering

There are two filters. The regular maintenance consists of backwashing once a week. If the pressure difference exceeds 15 bar it may need backwashing more often. When a backwash is carried out it must be recorded in the logbook.

13.13 Pool Cleaning

At the daily check, the appearance of the water must be checked. This must be recorded in the logbook. If it is smelly, or cloudy, then the cause must be investigated, and the action recorded in the logbook.

Use the creeping vacuum cleaner once a week.

The skimmers must be emptied as necessary.

13.14 Cleaning of the Pool Building

Daily:

Check the pool, and remove any visible dirt.

Twice each week:

Clean drinking fountain with a suitable disinfectant and cloth. Scrub to remove scale and lime.

Scrub clean the gullies with a suitable cleaner to remove scale and grime.

Sweep floor, removing all visible dirt.

Wash clean floor, (mop with disinfectant or detergent).

Remove all dirt from walls using bleach or detergent as appropriate, up to a height of eight feet.

Twice each term (just after the beginning of each half term)

Using a stepladder, clean the walls, using detergent or disinfectant as appropriate, leaving no visible dirt.

Using a stepladder, clean the insides of the windows, using detergent, leaving them clean.

Section 14. Cleaning of Premises

14.1 Introduction

In general, contractors employed to clean premises are responsible for the safety of their staff but it is recognised that additional requirements are also imposed upon Governors. The following are extracts from Governors tender documents to deal with their liabilities.

14.2 Site Record Book

The Contractor shall provide at his expense a page per day site diary for entry therein of instructions and comments by the Authorised Officer and the Contractor's supervisor and for acknowledgement thereof by their respective representatives and of all events relevant to the Contract as a matter of record. The book will also record numbers of staff attending each day. The book will become a permanent record of site operational matters and will be retained by the Governors when completed.

14.3 Contractor's Representative

The Contractor or a competent and authorised agent or representative of the Contractor approved of in writing by the Authorised Officer (which approval may be at any time withdrawn) is to be regularly available and shall give adequate time to the superintendence of the Services. Any such authorised agent or representative shall be in full charge of the Services and shall receive on behalf of the Contractor directions and instructions from the Authorised Officer(s).

The Contractor shall give or provide all necessary management and superintendence shall be given by sufficient persons having adequate knowledge of the operations to be carried out (including the methods and techniques required, the hazards likely to be encountered and methods of preventing accidents) as may be required for the satisfactory performance of the Services.

There is to be a non-working site supervisor.

14.4 Contractor's Responsibilities

The Contractor shall provide such training to his operatives as is necessary to ensure that the requirements of the Contract are met efficiently and to a good standard of workmanship.

In the event of the Contractor being unable to perform the Contract in whole or in part, he shall forthwith inform an Authorised Officer or his representative and shall record the event in the Site Record Book.

Absences of employees must be remedied by substitutions or by other means acceptable to the Authorised Officer before the daily cleaning service commences. The Contractor shall take all reasonable steps to ensure that all persons employed by him in providing the services are of good character, free from notifiable infections or contagious diseases, and are responsible and capable for the purpose for which they are employed. The Authorised Officer or his nominated representative will be empowered to require the Contractor to withdraw any person who, in the opinion of the Authorised Officer, does not meet the standard required for cleaning operatives in educational establishments.

The Contractor shall issue to his employees at his expense a form of identification acceptable to the Authorised Officer, including both employees operating on site and those required to make supervisory visits on his behalf to the site. In addition, cleaning operatives must be required by the Contractor to wear appropriate protective clothing showing name and logo of the Contractor.

14.5 Health, Safety and Welfare

The Contractor shall, at his own expense, comply in all respects with the requirements of all enactments, regulations and work rules relating to safety, health and welfare of work people. All staff must be instructed and made aware of these enactments, regulations and rules.

Children of the Contractor's employees must not accompany their parents to their place of work during the period when the employee is engaged upon work under the Contract.

The Contractor shall agree with the Authorised Officer satisfactory means of vetting any of his employees who would have the possibility of regular contact with children and/or young people. The intention of these arrangements shall be to protect the users of Education premises and the means of doing so shall be recorded in writing by the Contractor and approved by the Governors.

14.6 Staff and Operational Records

The Contractor shall maintain records of the staff who will be engaged during term time and who are to be based at and provide service on site. Records must be kept of their attendances, showing separately those engaged as operatives and those exercising supervision. These records are to be open for inspection by an Authorised Officer or representative of the Governors at all reasonable times. The Contractor will prepare a schedule of routine operations which shall be available for reference by the Authorised Officer.

The Contractor shall, in addition, provide to the Authorised Officer at the commencement of the Contract and at annual intervals thereafter a statement of the number of daily cleaning hours allocated for term time cleaning.

14.7 Plant and Materials

The Contractor shall provide and shall be responsible for maintaining in a fit and proper condition all equipment and materials and all consumable stores necessary for the safe and proper execution of the services in conformity with the Contract. The contractor will ensure that where appropriate P.A.T. tests are conducted on all his electrical equipment. He will notify the Authorised Officer in advance in writing of the equipment types to be used at each site. Provided the Authorised Officer is satisfied that these types conform to specifications of the Contract and are in a satisfactory condition for use, the Governors will permit the contractor to connect powered equipment to the electrical supply without charge subject to all other provisions under the contract being observed by the Contractor. The Governors will use all reasonable endeavours to provide, free of charge, all necessary electric light and power to enable all cleaning operations to be carried out in accordance with the

Contract. The Contractor shall make and, when necessary, put into operation at his own expense contingency provisions to enable cleaning to be carried out in accordance with the Contract notwithstanding any interruption of the supply of electric light or power. The Contractor shall be given access to water supplies normally used for cleaning purposes. The Authorised Officer or his representative shall indicate approved access to drainage for disposal of specified classes of liquid waste.

The Contractor shall provide all materials in accordance with specifications and in quantities sufficient for the complete and satisfactory execution of the Services and to the methods and frequencies specified. He shall provide containers for the movement of materials and waste as necessary including disposable waste bags.

Where a Specification or Code of Practice issued by the British Standards Institution is current at the date of the Tender and is appropriate to the materials used or supplied and/or to the work undertaken, such materials and/or workmanship shall be in accordance with the Specification or Code.

All cleaning equipment used shall be cleaned and dried after use and stored neatly at the nominated points. Mops should be stored with head upward to dry.

14.8 Access

The Governors will make provision for the Contractor and his employees to be given free access to Site at the times set out in the contract Document to enable the Contract to be properly carried out. Where necessary, keys to Site/Premises will be provided to the Contractor for the purpose of obtaining access, although the duty caretaker shall generally be responsible for securing the premises at the conclusion of the working day, including windows and switching off lights. Where keys are provided, the Contractor shall complete a receipt for them and shall surrender the keys immediately on request from an Authorised Officer. In addition, where keys are provided the Contractor shall ensure that his/her employees switch off lights and secure doors and windows on completion of their work.

Section 15 Art Department

1. The Head of Department will ensure that all departmental staff including supply staff are aware of relevant sections of the Health and Safety notes.

FIRST AID KITS

- 2.1 A basic first aid kit is available in the Art/D.T. staffroom. The location must be known to all teaching and non teaching staff. The basic first aid kit should contain:-

| | |
|-------------------------------|--------------------------|
| Pair of scissors | Bandages of varying size |
| Assorted plasters | Absorbent cotton wool |
| Eye bath | Pair of tweezers |
| Small bowl for washing wounds | |

A more comprehensive first aid kit is available within the College in the College general office.

USE OF ART ROOMS

- 3.1 In Art rooms there should be adequate space for the pupils to work safely without endangering others. If it is intended to exceed the number of pupil working places for which the room has been designed, careful consideration should be given to the nature of the work undertaken.
- 3.2 Specialist equipment and machinery should be used only under the supervision of teachers and technicians who have recognised and approved Art Teacher training and who have had instruction in the use of the equipment or machinery concerned.

- 3.3 Electrical machinery and equipment should be isolated when not in use by trained staff. Lockable mains isolating switches are desirable.

SAFETY RULES – STAFF

- 4.1 It is the duty of Art Staff to:-
- a) observe reasonable standards of discipline in Art rooms.
 - b) to ensure that where machines such as guillotines and pug mills are provided with guards, that the guards are kept in position when the machine is in use.
 - c) ensure that eye protection equipment is used in all processes that might endanger eyes.
 - d) ensure that pupils and staff wear appropriate safety clothing.
 - e) store and use equipment and materials safely.
 - e) ensure cleanliness in the use of materials.
 - f) ensure that broken materials such as glass are cleared up with extreme care.
 - g) exercise care in the lifting and handling of heavy materials or equipment.
 - h) exercise extreme care in the use of sharp cutting tools or moving machinery.
 - i) keep floors and equipment clear of obstruction.
 - j) ensure that spilt liquids are immediately cleaned off floors and work surfaces.
 - k) regularly check safety equipment such as first aid boxes and emergency stop buttons.
 - l) report all accidents, injuries or dangerous conditions.
 - m) wear eye protection for all processes that could endanger eyes. – e.g. wood carving, machining of wood, metal or plastics. Face visors or goggles must be worn to protect eyes when handling dangerous materials.

SAFETY RULES – PUPILS

- a) must not behave in a manner likely to cause an accident.
- b) must not run in the Art rooms.
- c) must not throw materials or tools in the Art rooms.
- d) must exercise extreme care when using sharp cutting tools.
- e) must wear suitable protective clothing (apron and/or face mask or respirator).
- f) must exercise care when carrying dangerous tools or equipment.
- g) must keep work areas tidy; tools and materials should be cleared up after use.
- h) must report all accidents to the teacher.
- i) must not wear loose hanging ties when working near machinery. Long hair should be tied back or restrained by suitable headwear.

5. ARRANGEMENT & DESIGN OF ART ROOMS

- 5.1 In general the concept of a combined Art and Ceramics room is not to be recommended. A purpose built ceramics room with adjacent kiln room is to be preferred. In multi-purpose Art / Ceramics rooms dust from the ceramics area is difficult to control.
- 5.2 Care should be taken not to overcrowd an Art room with furniture and equipment. Clearways should not be obstructed by materials, equipment, unfinished work or pupils' personal belongings. Machinery and equipment must be kept clear of obstruction. A special area should be designated for pupils' coats and personal belongings.
- 5.3 There should be adequate storage space for materials, tools, equipment and pupils' work. Store rooms should be appropriately racked. Staff should avoid storing heavy materials in high level racks. Tidy storage of equipment and materials is essential. There should be no risk of objects falling from high level racks. There should be no risk of tripping over objects stored at ground level.
- 5.4 Non-slip washable floors are necessary in an Art room. Floors should be kept clean and free from obstruction. Smooth, stable work surfaces are essential for art work.

Side benches should be kept relatively free of materials and equipment. Washing facilities are essential. A hot air drier is provided beside each sink. All sinks should have draining boards.

- 5.5 Good standards of artificial lighting are essential. An even spread of light is desirable. Spotlights can be useful but care should be taken to avoid glare or sharp contrasts of light and shadow.

STORAGE

- 6.1 Flammable liquids must be stored in a fire resistant lockable steel cabinet or a special purpose built flammable liquid store.
- 6.2 Stores and containers of highly flammable liquids must be clearly marked HIGHLY FLAMMABLE.

Only limited supplies of chemicals should be kept in stock. These should be stored in a lockable, ventilated cupboard. It is best to keep dangerous chemicals and acids away from flammable liquids.

Sheet plastics are best stored in a dry, cool store room away from other flammable materials.

Dangerous chemicals, photographic developers and toxic materials must be kept in a lockable cupboard. All jars, bottles and tins containing chemicals or miscellaneous liquids should be clearly labelled.

Rags used with oil, solvents or resins should be removed to a covered metal bin kept in the open air. They should be disposed of as soon as possible.

ELECTRICAL EQUIPMENT

- 7.1 Trailing leads and extension leads should be avoided.
- 7.2 Fixed and portable apparatus should have a pilot light to indicate when it is switched on. Equipment must be switched off when not in use.
- Portable equipment such as electric heaters, electric drills and soldering irons should be disconnected from the mains socket when not in use.
- Equipment must be disconnected from the mains before making any adjustment such as changing a lamp.
- Electrical apparatus must not be handled with damp or wet hands or when user is standing on a wet surface.

FIRE PRECAUTIONS AND FIRE-FIGHTING EQUIPMENT – CERAMICS ROOMS

- 8.1 Ceramics rooms should be provided with fire extinguishers and fire blankets. The equipment should be ready to hand and pupils and staff should know how to use it in an emergency. The fire fighting equipment should be approved and inspected regularly by the local Fire Prevention Officer or an appointed contractor. Fire extinguishers should be clearly marked to indicate the type of fire on which they may or may not be used.
- Foam Fire Extinguishers must be used for fires involving flammable liquids or wax.
- Fire blankets should be provided for ceramics and art rooms. A fire blanket should be fixed to the wall, with the open end downwards. The minimum clearance below the fire blanket canister should be 1.5 times the canister length. Fire blankets should be sited behind or above kilns, but they should be close to the kiln.

USE OF SCISSORS, KNIVES AND CUTTING TOOLS

- 9.1 Scissors, knives and cutting tools such as chisels should be racked when not in use. When storing chisels and knives the cutting edge should be protected.
- 9.2 Scissors, knives and chisels should be kept sharp. The technician should sharpen these tools.

- 9.3 When using cutting knives and chisels the users must keep their fingers behind the cutting edge.
- 9.4 When carrying scissors knives or chisels, they must be held by the handle at the carrier's side, with the point or cutting edge downwards.
- 9.5 When passing scissors, close the blades and by holding the blades offer the handle to the receiver.

CERAMICS EQUIPMENT AND MATERIALS

- 10.1 Pug mills
 - Pug mills must have a securely fixed stout finger guard across the loading hole.
 - Pug mills must be fitted with a no-volt overload release switch.
 - Pug mills must be securely fitted to a firm bench or stout table.
 - The operating lever of the pug mill should not obstruct clearways or exits.
- 10.2 Spray equipment
 - Spray equipment for the application of paint and glazes should be provided with properly designed extraction booths to prevent the inhalation of dangerous dusts and vapours.
 - It should not be possible for dust and vapour extracted from a spray booth to the open air to re-circulate into the ceramics room or any other classrooms.
 - The spray booth should be shielded so that spray cannot contaminate other workers in the area or collect around the booth.
 - It is desirable that the mixing of glazes is carried out in the spray booth where forced extraction is available.
 - When spraying, glazing or clay powder mixing is being carried out, the operator must wear a mask.
- 10.3 Ceramics kiln
 - Kilns must be sited in a safe place with adequate space around them.
 - Outside ventilation is usually required to help dissipate heat produced.
 - Heat/fire protection may be needed above any vent and the door of the kiln if the ceiling is low.
 - Where kilns are sited in a kiln room it may be necessary to provide forced heat extraction. Often natural convection ventilation is sufficient.
 - Ceramics kilns are best sited in a separate kiln room with its own heat and fume extraction.
- 10.4 Electrical installation of kilns
 - All kilns must be provided with convenient means of isolation from the electrical supply and be protected against overloads and short-circuit.
 - The means of protection may be a circuit-breaker or fuses, of suitable capacity for the circuits concerned. All conductors, e.g. wiring to the kiln and its control panel, must be efficiently protected against damage, e.g. by enclosure in screwed metal conduit or by the use of wire armoured cable or mineral –insulated metal – sheathed cable. All metalwork other than conductors must be effectively earthed.
 - The control panels of kilns must be arranged so as to prevent access to live conductors except by authorised persons.
- 10.5 Interlocks
 - As the conductors in the sides of the kiln are usually of the open wire – wound type, accessible when the door is open, an interlock between the door and the supply switch must be provided.
- 10.6 Low solubility glazes
 - Only “leadless” (containing less than 1% soluble lead) or “low solubility glazes” (containing less than 5% soluble lead) should be used. Checks should be made to ensure that glazes at present in use fall within these categories.
- 10.7 Control of dust from glaze

Suitable exhaust ventilation should be provided, or other practical measure should be taken, to protect teachers and pupils from the inhalation of lead compounds in dust form. In particular, where a glaze spray is used, the spraying should take place in a booth with efficient exhaust ventilation. This will usually need to be exhausted to atmosphere.

11 CLEANLINESS

11.1 Scrupulous cleanliness is required in areas where materials containing silicate and lead compounds are handled and used. It is also important to keep ceramic departments clean from the clay used. In particular:-

All benches and working surfaces should be washed down after use. Suitable sponges or cloths should be provided for this purpose.

Splashes of glaze, slip or clay should be removed immediately from floor and walls.

Floors and walls should be cleaned regularly by a method which does not create a dust cloud (e.g. by cleaning while wet or by vacuum cleaning by College cleaning staff). Walls and floor should be smooth and impervious to facilitate cleaning.

11.2 Washing facilities

Suitable facilities for washing should be provided which should be conveniently accessible. The facilities should include a supply of hot and cold or warm water, soap, towels and a nailbrush.

Anyone who has carried out a process involving glaze should wash their hands and use a nailbrush immediately afterwards.

11.3 Protective Clothing

Overalls or aprons must be worn during all ceramics classes and should be washed as necessary. An apron with a bib of impervious material should be worn by anyone actually engaged in glaze dipping and should be washed after use.

12 CLAY AND CERAMICS STORAGE

12.1 Clay should be stored in clay bins with lids.

12.2 Ground flint must not be used for dusting kiln furniture or for making batt wash. Flint should be kept in either slop or paste form. Asbestos must not be used for batts or shelving in a ceramics room.

12.3 Ceramics materials, powders and liquids should be stored in lidded containers with snap or screw lids.

12.4 Unfired work (raw or glazed) must be stored on open shelves in a separate room/store.

12.5 Dry fettling should be done in a spray booth or out of doors.

13 PHOTOGRAPHY

13.1 Pull-cord switches are desirable in dark rooms. Staff and pupils must dry their hands before touching electric switches.

13.2 Dark rooms should be adequately ventilated.

13.3 A waterproof floor is desirable for dark rooms. Work surfaces should be covered with a modern plastic laminate to make them thoroughly waterproof. Any spilt solution should be cleaned up immediately.

13.4 Electric sockets should be sited on the dry bench side of the dark room. Dish warmers, enlargers and photographic copying machines should only be installed after due consideration of location.

13.5 Most chemicals and developers can cause skin irritation, particularly if the user has sensitive skin or cuts or abrasions. It is a good idea to wear clean rubber gloves or disposable polythene gloves during preparation and processing. After handling chemicals the user should rinse hands in cold water then wash them in warm, soapy water.

- 13.6 Bottles of toxic chemicals must be clearly labelled and kept in a lockable cupboard/fridge.
 - 13.7 All articles and surfaces which have come into contact with any chemicals should be thoroughly washed.
 - 13.8 The exit of the dark room should be clearly marked.
- 14 AEROSOLS
- 14.1 Extreme care must be exercised when aerosols are used. They should only be used in a well ventilated room.
 - 14.2 Pupils using aerosols must be supervised. For safety and economic reasons it is desirable that aerosols are limited, wherever possible, to staff use.
 - 14.3 Aerosols should be stored in a cool, fire-proof cabinet.
Great care must be exercised in the disposal of empty aerosols. They must never be incinerated or punctured.

Section 16 Contractors on Site

Requirements imposed on all contractors working on site:

1. Must produce identity card if required by staff.
2. Must make an appointment if requiring advice, guidance, keys or access from College staff.
3. On hearing the fire alarm signal, must vacate the premises and go to the fire assembly point by the minibus parking area.
4. Must not park any vehicle in such a position that it obstructs either building entrances or access routes for fire brigade vehicles. As a general rule contractors need to appreciate that there is a shortage of car parking and that they will not be able to park on site during the normal working day without specific permission.
5. Must not reverse any vehicles on the site during break periods. Any vehicles crossing play areas or reversing on site should have an operative on the ground guiding the driver.
6. No smoking is allowed by contractors working on site.
7. No electrical services may be disconnected or switched off without prior discussions with the site manager. Non compliance could lead to a claim for damages due to loss of computerised records.
8. All contractors must advise the site manager if they intend using any equipment or substances which could be hazardous to health, particularly in relation to chemicals stored in the laboratories and swimming pool areas, or which produce significant quantities of dust.
9. All internal fire escape routes must remain free from obstruction whilst the premises are occupied and care must be taken that any trailing electrical leads do not cause a trip hazard.
10. Noise which may affect classes is to be avoided.
11. The College staff may not allow contractors to use any College equipment to assist contractors with their work.
12. Any accidents occurring on the College site must be fully reported to the site manager / administrative staff.
13. Contractors are warned not to leave tools or equipment unattended, even for short periods, and not to leave vehicles in the playgrounds.
14. All internal wiring must be in conduit or trunking where below 3m from the ground. Unprotected pyro will not do. All wiring on the outside of the building must be in black; internally must be white or painted to match.
15. Special arrangements are needed if access is required before 8.00 a.m., after 5.00 p.m., all day Saturday and Sunday, and during school holiday periods.

Section 17 Fire Extinguishers

1. The positioning of extinguishers:
 - extinguishers will not be placed in remote locations or ones liable to interference
 - there will be a small number of large red extinguishers at selected strategic points for the use of the site staff.
 - fire blankets will be available in labs
 - there will be a small number of CO² extinguishers at selected sites
2. Site staff should be trained in the use of all fire extinguishers
3. Appropriate staff in labs and workshops should be made familiar with the use of the appropriate extinguishers for their area
4. The site manager is responsible for ensuring that all fire appliances are checked regularly and are in working order
5. A site plan of fire fighting equipment is to be found in the site office and the appendix

Section 18 Administration of medicines and prescribed drugs

1. Introduction

- 1.1 We have a duty, acting in *loco parentis*, to take reasonable care of children and this includes the possibility of administering medicines and prescribed drugs.
- 1.2 Contractually, staff cannot be forced to administer medicines but they are under a duty to obey reasonable instructions, taking account of the circumstances, the nature of the drugs concerned and their expertise.

2. Management and organisation

- 2.1 The only prescribed drugs and medicines that should be administered are those where clear written instructions are provided by the parent. The appendix provides a model letter, which could be completed by parents, informing the College of all relevant details. Verbal instructions from the child should not be accepted.
- 2.2 The responsibility for managing the administration of medicines and drugs should be assigned to one nominated person, preferably a person who is able to act safely and promptly in an emergency situation. In the first instance and thereafter at reasonable intervals, the nominated person should carry out an assessment of the risks that are entailed.
- 2.3 Records should be kept of all the drugs and medicines administered at school by the person responsible and should record all the relevant details. The appendix contains a record form.
- 2.4 No member of staff should be asked to administer drugs or medicine unless s/he has received appropriate training. For the more usual medicines and drugs, appropriate training should entail familiarisation with this Code of Practice.
- 2.5 Parents and staff should be kept informed of the College's arrangements for the administration of drugs and medicine and should be informed of any changes in the arrangements.

3. Advice on medication

- 3.1 Children suffering from short-term ailments who are clearly unwell should not be in school and a responsible member of staff should contact a parent to take them / keep them at home. The College will not accept responsibility for administering non-prescribed medicines (e.g. cough mixtures).
- 3.2 Children with chronic illness or disability may need to take prescribed drugs and medicines during school hours in order to lead a normal and happy life. In these cases, the same procedures apply as for short-term medicines. A letter for such a pupil should be renewed every half term.
- 3.3 Inhalers for asthma: each case should be considered separately, but older children are often able to decide for themselves when to take the inhaler and can carry it with them and self administer an appropriate dosage. For younger children, it may be necessary for a responsible adult to keep an inhaler and to supervise its use. In either case, inhalers should be marked with the child's name. The use of inhalers by younger children should be recorded. The medical profession has confirmed that inhalers are very safe and unlikely to cause harm to a child using another child's inhaler.
- 3.4 Antibiotics: a child taking antibiotics can recover quickly and may be well enough to attend school but it is essential that a course of treatment be completed.
- 3.5 Enzyme additives: a child with cystic fibrosis may not be able to digest food without added enzymes. This is not a drug and it is important that it is taken with food.
- 3.6 Maintenance drugs: a child may be on daily medication (e.g. anticonvulsants) for a condition that requires a dose during the school day.
- 3.7 The College cannot be expected to supervise routinely the treatment of all children who receive thrice daily medication, since the school day is usually short enough for medication to be given at home before and after school. In these cases, the merits of each case should be considered and necessary advice may be sought from the College nurse.

Storage of medicines and drugs

- 4.1 It is the parent's responsibility to bring the medicine into school and hand it over in person to the secretary. Before the College takes responsibility for the container it must be checked that it has the pupil's name and his date of birth (for double-checking in the case of similar names) on it and that the letter includes all the necessary details.
- 4.2 It is the responsibility of the College to ensure medicines are stored safely. Medicines must be kept in the container supplied, which must be clearly labelled with the name of the child and instructions for use. Medicines stored by the College must be locked away. Some medicines (e.g. liquid antibiotics and insulin) may need to be kept in a refrigerator. It may be impracticable for these medicines to be locked away but they should be placed in a sealed airtight container (e.g. Tupperware) and clearly marked 'medicines'.

5. Standard procedure when administering medicines:

- check pupil's identity
 - refer to letter received by College
 - check expiry date
 - check prescribed frequency of medication
 - supervise the pupil whilst he measures out and takes the medicine
 - complete and sign record when pupil has taken medicine
 - if there is uncertainty, do not give the medicine but check with the child's parent
- 5.1 In some cases children require unusual administrations of medicine, for example, injections. Such cases need to be considered individually. In all cases proper training via the health service must be obtained before the College accepts a commitment of this kind.

Section 19 Minibuses

Introduction

- 1.1 These rules form part of our health and safety policy, and so infringements would always be disciplinary offences.
- 1.2 They apply not only to our minibuses but also, wherever appropriate, to one that is borrowed or hired.
- 1.3 Many of these rules that are not specific to the College minibus also apply to the use of other College vehicles (such as the pick up truck or ex minibus) or to the use of a private vehicle when pupils are being transported.

The Driver

- 2.1 Must have a normal driving licence that permits the use of a manual gear change vehicle.
- 2.2 Must have passed an approved minibus assessment.
- 2.3 Minimum age of 25
- 2.4 Must have held relevant licence for at least two years since test
- 2.5 If s/he has not driven a minibus in last year, s/he must go for a practice familiarisation drive of at least five miles before carrying any pupils.
- 2.6 If a driver has a medical condition that might affect their driving or the insurance they must inform the College's finance officer so that the insurance may be checked

Driving the minibus

- 3.1 Before starting a reasonable estimate must be made of the driving time required. The trip must be planned and details lodged with the College so that:
Maximum total driving time is 10 hours in one day
Maximum time in one period of driving is 5 hours after which a break of at least 30 minutes must be taken in which the driver is able to obtain rest and refreshment.
However, the most important factor is that the driver is always aware of prevailing conditions which will be affected by the pupils, whether the trip is outward bound or home board, the weather, traffic conditions, time of day and so on. Thus the five hours is an absolute maximum and the driver is subject to taking appropriate breaks as needed.
Reasonable estimate: this is defined so that if you have planned a trip with reasonable care, but are unforeseeably held up in, for example, an unusual traffic jam, you would be able to complete your journey.
- 3.2 The maximum capacity in the College minibuses including the driver is 17 people.
- 3.3 There must be no drinking of alcohol whilst the bus is in use or for a period of eight hours prior to use.
- 3.4 Before driving the driver must check that every passenger is belted in, and that all doors are safely shut but not locked.
- 3.5 All luggage must be safely stowed so that it cannot move around, and it must not be put in any position which restricts easy exit (e.g. not in gangways, not large items on people's laps, etc.)
- 3.6 The driver must ensure that s/he has a mobile phone whilst using the minibus.
- 3.7 The driver must ensure that passengers remain seated and behave in an appropriate manner.

Management of bookings

- 4.1 Every use must be booked in advance in reception.
- 4.2 The minibus is to be used only for College purposes unless authorised by the deputy head (admin and finance).

- 4.3 The full details of any external damage or accident to the vehicle must be reported to the deputy head.
- 4.4 Any internal damage (e.g. by pupils) must be reported to the deputy head.
- 4.5 Any mechanical fault must be reported to the facilities manager so that it may be rectified.

Administration

- 5.1 The key should be collected from reception and returned there after use.
- 5.2 The minibus should be left clean and tidy.
- 5.3 The facilities manager and appropriate caretaker will ensure that
 - the diesel fuel is kept at a reasonable level
 - the seat belts and tyres are in a safe condition
 - other minor checks, such as oil and water levels and lights and washers, are carried out on a regular basis
 - the MoT is up-to-date
 - the first aid kit and fire extinguisher are checked regularly
- 5.4 A list of qualified drivers will be kept in the appendix with a copy in reception. The receptionist will ensure that only listed staff and others with special permission drive the minibus.

Section 20 Games and P.E.

1. Introduction

It is the duty of every teacher to ensure, so far as is possible, the health, safety and welfare of the pupils in his charge.

P.E., through its very nature, offers a variety of experiences to every pupil.

Teachers must be vigilant at all times to ensure that pupils are not exposed to unreasonable risks or dangers. The teacher in charge of the class should, through sound practice, constantly impress upon the pupils the need for safety in P.E. not only for themselves but also in regards for others.

Safety may be broken down into a number of sub-sections.

2. The Teacher should

- 2.1 exercise control and supervision of pupils at all times during the lesson, i.e. from the start of the lesson until the end of lesson bell;
- 2.2 ensure that the tasks set are suitable to the maturity, ability and aptitude of the pupils involved;
- 2.3 establish sound pupil-teacher relationships, which will engender confidence in the pupils;
- 2.4 ensure when refereeing that control is strict in order to maximise skill output and minimise possible misdirected aggression;
- 2.5 always take up a position where he can see all pupils in the class.

3. Facilities and Equipment

- 3.1 P.E. Staff should check activity areas for safety prior to commencement of any lesson;
- 3.2 the floor/surface suitable for the planned activity?
- 3.3 storage areas should be neat and tidy and locked when not in use;
- 3.4 any faulty equipment must be out of commission until repaired;
- 3.5 any damaged facilities should be reported to the site manager and the head of department;
- 3.6 pupils are instructed by the member of staff of the safety procedure for throwing implements (javelin, shot, and discus) as follows:
 - how equipment is carried, e.g. javelin pointing downwards;

a line is used to demarcate the area behind which pupils must stand while throwing is in progress;
on command given by the teacher, the pupils will be asked to throw in their own time;
once the teacher is satisfied that all implements have been thrown another command will be given which allows pupils to collect the implements;
pupils walk, not run, to collect implements. In the case of Javelin one hand is placed at the back end of the Javelin and pupils look backwards before pulling it out of the ground;
pupils hand the implement to their partner;
before the partner throws all pupils must be behind the line, and the procedure starts again.

4. The Pupils

- 4.1 Is the pupil's general health such as to be fit to participate in P.E.?
- 4.2 The pupils must be correctly dressed in regulation College kit, which must be suitable for the activity to be undertaken. This includes appropriate clothing, suitable indoor footwear for the gym and suitable outdoor footwear for the games field.
- 4.3 Pupils are instructed about care and consideration for other pupils, e.g. no pushing in the swimming pool.

5. The Mini Bus

- 5.1 Staff must make sure that all pupils are sitting down and they are wearing their seat belts. (see further the College policy on use of mini-bus).

6. First Aid

- 6.1 All pupils requiring first aid on the College site must be sent to the general office (at Campion to reception). In some circumstances it may be advisable to administer first aid as an interim measure for the benefit of the pupil whilst he is en route to the general office.
- 6.2 Whilst off the main College site it will be necessary for the teacher in charge to deal with an injury without sending the pupil to the general office. All such treatment should be logged and the pupil told to report to his parent on returning home. This log should be transferred to the main log as soon as is convenient.
- 6.3 A first aid kit is kept in the swimming pool (shallow end) and in the pavilion at Coombe Lane. It is the responsibility of the head of department to make sure these are kept appropriately stocked.
- 6.4 For Saturday rugby competitive fixtures the Honorary Medical Services attend to deal with injuries.

7. Travelling to Coombe Lane

- 7.1 At the start of each term boys are reminded about the recommended route to our College playing fields. A map is put up on the notice board to remind boys of the most direct route. Boys are recommended to travel in small groups for safety. Boys are made aware of basic road safety and entry/exit into Coombe Lane.

8. Swimming

- 8.1 Refer to Safety in the Swimming Pool Policy. N.O.P. and E.A.P.

9. Other

- 9.1 Staff are recommended to look through "Safe practice in Physical Education", Millennium Edition by B.A.A.L.P.E. This book covers the responsibilities of the

teacher in charge of a group of young people engaged in P.E. It would help in the planning, performing and evaluating of all aspects of P.E. and Games.

Section 21 Science

1. General Aim

The general aim of the science department safety policy is to promote a safe and healthy working environment for all.

2. Employee duties with regard to the safety policy

It is every employee's duty to read, understand and implement the safety policy. All employees must co-operate on safety matters and be alert for revisions and updates of the policy and draw these to the attention of the Head of Science.

2. Availability of the Safety Policy

Copies of this safety policy will be issued to every employee in the Science Department via the Departmental Handbook. A copy will also be pinned on the inside of the main door in each preparation area and the safety policy currently in force will be dated. Literature referred to in the safety policy will be available for reference on the shelves next to the door for the main preparation room. These are for reference only and must be returned when they have been consulted. The CLEAPSS CD Rom 2007 is available on the computer in the main prep room near SC3. All staff should acquaint themselves with its use.

4. Specific requirements relating to the Science Department

A trained Science Teacher must supervise all Science Practical work. Practical work must not be left for a non-scientist or supply teacher covering for an absent teacher.

All Science Teaching Staff must comply with the following:

- i) The issuing, explanation and enforcement of the pupils' laboratory safety rules.
- ii) The issuing, explanation, demonstration and enforcement of the agreed practical procedures.
- iii) Careful supervision of practical lessons being vigilant at all times for possible hazards.
- iv) Being aware of any pupil's medical problem which may prove hazardous.

Non teaching Science Staff should:

- i) Follow the agreed guidelines on safety for non teaching staff when preparing experiments, solutions and getting out the experiments.
- ii) Carry out the agreed safety checks.
- iii) Liaise with the teaching staff and Heads of Department on the use of hazardous chemicals or potentially hazardous experiments or practices, particularly when the teacher is proposing practical work outside their discipline.

6. Emergency procedures

Fire:

All employees should know and understand the College fire drill, and know the fire exits and escape route for all the rooms that they use.

The gas supply to the laboratory should be turned off on vacating the lab.

All employees should know the whereabouts of the fire alarm buttons.

In the event of a fire in the Science Department:

Small fires should be dealt with using the appropriate fire extinguisher.
If the fire is too big to control safely then the room should be vacated as practised, turning off the gas supply and closing the door.
The alarm should be raised by shouting FIRE and sounding the fire alarm.
The College office should be informed, by the internal phone if possible or by a messenger.

Injuries and first aid

All injuries, apart from very minor burns and cuts, must be reported to the general office. Teachers should follow the College policy on first aid as set out in another section of the College H & S policy.

Persons trained in first aid in the Science Department are: MMM

7. Reporting procedures

Injuries to pupils must be reported on the official accident forms (which may be obtained from the office) as soon as possible after the incident. One copy of the form must be given to the deputy head (admin. and finance) and another copy to the head of science.

The Head of Science and the Head of the appropriate Department must be informed of any accident or incident as soon as is reasonably possible after the event.

All incidents, even if they did not result in an injury, must be recorded in the Science Department Incident Book, which is located in the main Preparation Room.

Defective apparatus, fittings etc. should be recorded in the Apparatus Report Book.

8. Responsibilities

The Head of Science is responsible for:

- i) Formulating and revising the safety policy with advice from the other Science staff.
- ii) Advising student, probationary and new teachers on the safety procedures within the science department.
- iii) Ensuring part time staff read the safety literature.
- iv) Organising responsibilities within the safety policy.
- v) Communicating and updating safety information.

The Heads of the Science Subjects are responsible for:

- i) The safety properties within their departments and in the context of the Science and Combined Science courses. Teachers should consult the appropriate Head of Department in matters concerning safety.
- ii) Supervising and training student and probationary teachers in safety matters.
- iii) Information and advising the Head of Science and members of their Department on safety matters relating to their particular subject.

The School's Radiation Officer:

Is responsible for enforcing the rules relating to radioactive substances.
All teachers intending to use the radioactive sources should liaise with GSZ beforehand and familiarise themselves with the procedures.

The radioactive sources should be signed out and in, on each occasion they are used, in the Radioactivity Book. This book will be kept in the Physics preparation Room.

The Chief Technician is responsible for:

- i) Organising the training of junior technicians in safety procedures.
- ii) Communicating updated safety information to technicians.
- iii) Organising the agreed regular safety checks in the Science Department.
- iv) Ordering safety literature.

Transporting equipment

Teaching and non-teaching staff(including technicians) are not to carry materials and equipment between laboratories and prep rooms at times when classes are moving between lessons.

8. Bibliography

The following safety literature is available in the College and it is every employee's responsibility to consult these documents and make themselves familiar with the contents and procedures.

- i. Topics in Safety A.S.E.
- ii. Safety in the Science Laboratory A.S.E.
- iii. Croners Manual for Heads of Science
- iv) COSHH Guidance for Schools
- v) Microbiology. An HMI Guide for Schools
- vi) Electrical Safety in Schools
- vii) The Use of Ionising Radiations in Educational Establishments
- viii) CLEAPES File
- ix) Gas safety notes

In addition, advice and persons to contact are to be found at:

- i) CLEAPES Phone No.
- ii) The Association for Science Education
- iii) The Borough Safety Officer

Section 22 Letting of Premises

These regulations are for the purpose of ensuring that all persons using the premises outside school hours can do so safely and leave the building secure.

1. Fire:

- 1.1. Smoking is not permitted anywhere on the premises, either indoors or out of doors.
- 1.2. In the event of discovering a fire, activate the nearest break glass alarm and vacate the premises.
- 1.3. Any user hearing a continuous warning bell or klaxon should vacate the premises.
- 1.4. Notify the Fire Brigade.

2. Accidents:

- 2.1. Outside users need to provide for their own first aid needs.
- 2.2. Notify the duty caretaker or the deputy head (Admin and Finance) the following day of any accidents so that the incident can be formally recorded.
- 2.3. All those using the premises out of school hours must have a mobile phone for their use.

3. Security:

- 3.1. Outside users should ensure that only bona fide users are within that part of the College that they are using.
 - 3.2. The duty caretaker will secure the buildings after use.
4. Insurance:
 - 4.1. All users are required to possess an indemnity of not less than £5 million and to produce a current policy to that affect.
5. Other:
 - 5.1. The drinking of alcohol is not permitted anywhere on the premises without the Head Master's approval or unless a licence has been obtained for a governor-approved function.

Part 4 – Appendix

| No. | Topic | Section | Updated | By |
|-----|--|---------|---------|------|
| 1 | Accident (serious) Report Form | 7.3 | | |
| 2 | Admin of medicine form | | | |
| 3 | Admin of medicine letter | | | |
| 4 | Day Trip Form | | | |
| 5 | Fire Evacuation chain of reporting chart | 5.5 | Apr 04 | J.A. |
| 6 | Fire Extinguishers – location chart | 17 | | |
| 7 | First Aiders – list of those qualified | 4.3 | | |
| 8 | First Aid Kits – list of locations | 4.2 | | |
| 9 | Medicines – parent’s letter prior to storage and supervision | 18.2 | | |
| 10 | Medicines – record form of the administration | 18.2 | | |
| 11 | Minibus Drivers | 19.5 | | |
| 12 | Residential Trip Form | | | |
| 13 | Risk Assessment | | | |
| 14 | Safety Procedures Notice (as displayed in the swimming pool) | | | |
| 15 | Swimming Pool Plan | 12.1 | | |
| | | | | |