



# Wimbledon College Board of Governors

## Health & Safety Policy

Reviewed by Governors November 2024  
Next review: November 2025

# CONTENTS

## 1. Preamble

- 1.1. Introduction
- 1.2. Site Definition
- 1.3. Statement of intent

## 2. Organisation

- 2.1. Responsibilities of the College Governing Body
- 2.2. Responsibilities of the Headteacher
- 2.3. Responsibilities of the Facilities Manager
- 2.4. Responsibilities of the Administrative Officer
- 2.5. The College Health & Safety representative
- 2.6. Heads of Department
- 2.7. Technicians
- 2.8. Employee's Responsibilities
- 2.9. Lines of Communication
- 2.10. Organisational Levels
- 2.11. Training

## 3. Arrangements for Health & Safety

- 3.1. Introduction
- 3.2. Risk Assessments
- 3.3. Hazardous Substances (COSHH)
- 3.4. First Aid Arrangements
- 3.5. Fire and other Emergency Evacuation Procedures
- 3.6. Manual Handling of Goods
- 3.7. Accident Reporting
- 3.8. Electrical Safety
- 3.9. Display Screen Equipment
- 3.10. Critical Incident Procedure
- 3.11. Cleaning of Premises
- 3.12. Contractors on Site
- 3.13. Fire Extinguishers
- 3.14. Administration of Medicines & Prescribed Drugs
- 3.15. Minibuses
- 3.16. Letting of Premises

#### 4. Appendices

Documents:

Accidents [serious] Report form

Medical treatment form

Day trip form

First Aiders – list of those qualified

First Aid Kits – list of locations

Approved Minibus Drivers

Fire and other Emergency Evacuation Procedures

## 1. Health and Safety at work Policy

1.1 This policy may be read in conjunction with the following Wimbledon College documents:

- Child Protection and Safeguarding Policy
- Swimming Pool Normal Operating Procedure
- Swimming Pool Emergency Action Plan
- Art and Design Department Health and Safety Policy
- Drama Department Health and Safety Policy
- Science Department Health and Safety Policy
- Department Risk Assessments
- Lettings licence agreement
- Supporting pupils in school with medical conditions policy

### 1.2 Introduction

1.2.1 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.

1.2.2 Voluntary aided school governing bodies, as employers, are responsible for Health & Safety and Welfare in their own right. Further details may be found in The Competency framework for governance [DfE March 2024] and Health and Safety: advice on legal duties and powers [DfE 2014]. The College Policy for Health & Safety and Welfare is subject to an annual formal review by the College's Governing Body.

### 1.3 Site Definition

1.3.1 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.

### 1.4 Statement of Intent

1.4.1 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 to promote the highest standards of Health and Safety for all its employees.

- 1.4.2 In particular, the College will ensure, so far as it is reasonably practicable:
- 1.4.3 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;
- 1.4.4 That a safe and healthy working environment is provided, with adequate facilities and arrangements for employee's welfare at work;
- 1.4.5 That no hazard arises from the use, handling, storage and transportation of articles and substances used in connection with work; and
- 1.4.6 That plant and systems of work are safe and without risk to health.
- 1.4.7 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.
- 1.4.8 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.
- 1.4.9 Arrangements for ensuring safe and healthy working conditions are a primary responsibility of the Board of Governors exercised through managerial and supervisory staff of the College.
- 1.4.10 A copy of this statement will be issued to all employees and will be available on the College Intranet.
- 1.4.11 Detailed statements of safety policy for all departments exist separate to this statement and will be issued to relevant employees and will be available on the College intranet.
- 1.4.12 This policy statement supersedes that previously issued.

**This policy was accepted by the Governors of Wimbledon College on 21 March 2012 and will be reviewed annually by members of SLT and the Governing Body. The next review will take place in November 2025.**

## **2 Organisation**

### **2.1 Responsibilities of the College Governing Body:**

- 2.1.1 The Governing Body has a legal duty to ensure, so far as is reasonably practicable: the health, safety and welfare at work of its employees; and, 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.
- 2.1.2 This responsibility extends to providing that;
  - 2.1.2.1 a general statement of its health and safety policy will include the organisation and arrangements for ensuring that the policy is effective,
  - 2.1.2.2 the general policy statements and such other supplementary documents as may be necessary are reviewed regularly, and in any event not less than annually, and shall be revised as necessary;
  - 2.1.2.3 its policies are brought to the attention of their employees;
  - 2.1.2.4 arrangements include that the College be represented at consultation meetings with employees on health and safety matters;
  - 2.1.2.5 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,
  - 2.1.2.6 resources be made available for health and safety.

### **2.2 Responsibilities of the Headteacher:**

- 2.2.1 The Headteacher will ensure the effectiveness of the College's policy for health, safety and welfare and will in particular:
  - 2.2.1 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;
  - 2.2.2 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;
  - 2.2.3 Ensure the undertaking of safety audits (workplace inspections), the investigation of specific health and safety problems and the investigation of accidents;
  - 2.2.4 Ensure liaison with employees or their representatives on health and safety matters;
  - 2.2.5 Monitor progress on health and safety issues
  - 2.2.6 As appropriate, place health and safety on the agenda for staff meetings and ensure that the minutes of the meeting are disseminated to staff.
  - 2.2.7 Ensure that reports of legally notifiable accidents are reported promptly to the appropriate authorities; and
  - 2.2.8 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.
  - 2.2.9 Ensure that arrangements for contractors working on College premises are implemented and monitored.

- 2.2.10 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.
- 2.2.11 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.
- 2.2.12 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.
- 2.2.13 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 completing a risk assessment can be found on the DfE and HSE websites.

### **2.3 Responsibilities of the Facilities Manager:**

- 2.3.1 Assisting the Headteacher in ensuring the day to day management of all health and safety matters in the College in accordance with the health and safety policy.
- 2.3.2 Ensuring that regular workplace inspections are carried out.
- 2.3.3 Ensuring that appropriate action is taken on issues arising from periodic reports.
- 2.3.4 Disseminating health and safety information to appropriate persons throughout the College.
- 2.3.5 The facilities 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.
- 2.3.6 Maintain equipment maintenance records for:
  - maintenance of fire alarm and fire extinguishers;
  - maintenance of gas appliances
  - inspection and testing of portable electrical equipment.
- 2.3.7 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.

### **2.4 Responsibilities of staff in relation to accident reporting and health and safety awareness**

- 2.4.1 HR Officer
- 2.4.2 Receiving accident and incident reports and when necessary forward the relevant reports according to RIDDOR regulations [2013].
- 2.4.3 Facilities Manager
  - 2.4.2.1 Arrange health and safety courses to meet identified staff training needs.
  - 2.4.2.2 Maintaining training records
  - 2.4.2.3 Ensure that all visitors to the College are appropriately informed of the health and safety arrangements
- 2.4.4 Headteacher
  - 2.4.3.1 Ensure that all new staff are made aware of the College's health and safety policy.

2.4.3.2 Arrange for all appropriate amendments to the College health and safety policy to be communicated to all College staff.

**All staff are to report accidents as laid out in the policy, including the completion of an accident report form. All accidents should be reported to the HR Officer.**

## **2.5 College Health & Safety Representative:**

2.5.1 The Governing Body and Headteacher 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).

2.5.2 Where no Union appointed safety representative is appointed, management will encourage an elected representative to represent staff in the College.

2.5.3 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 to train for and carry out her/his health and safety functions.

## **2.6 Heads of Department:**

2.6.1 Staff who have been delegated by the Headteacher as managers of others, having responsibility for particular aspects of the College, (for example as head of department or as facilities 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 Headteacher.

2.6.2 All accidents should also be reported to the College's HR Officer.

2.6.3 Heads of Departments will report directly to the Headteacher 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, including carrying out and monitoring of all relevant risk assessments, within the sphere of their Department. They shall ensure that workplace inspections are appropriately completed, given to the Facilities Manager for recording purposes and all actions arising from the inspection duly implemented.

## **2.7 Technicians:**

2.7.1 Technicians will:

- Complete, with their HoD, and keep under review risk assessments (including hazardous substances) for their work activities and curriculum.
- ensure all equipment maintenance and safety checks are appropriately undertaken in their work areas.
- keep their work areas clean, safe and tidy at all times.
- ensure that all PPE is properly maintained, used correctly and stored when not in use.
- set a positive example.

## **2.8 Employees' Responsibilities:**

- 2.8.1 All college employees, 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.
- 2.8.2 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:
- co-operate with the College, the Governors, Headteacher and any other person to the extent that is necessary for them to fulfil their legal Health & Safety duties;
  - not interfere with or misuse anything which is provided for reasons of health and safety;
  - 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
  - inform their 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.
- 2.8.3 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.

## **2.9 Lines of Communication:**

- 2.9.1 All employees may refer health, safety and welfare matters to either the Headteacher and/or their appointed or elected safety representative.
- 2.9.2 Wherever possible, the Headteacher will rectify unsatisfactory conditions, eliminate hazards or otherwise resolve problems referred to him by Safety Representatives and will, where appropriate, enlist the assistance of the Council's Safety Section.
- 2.9.3 In instances where necessary action is beyond the resources of the Headteacher 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.

- 2.9.4 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.
- 2.9.5 All employees are encouraged to submit suggestions for better health and safety to the Headteacher.

## 2.10 Organisational Levels:

<i>Level</i>	<i>Personnel</i>	<i>Responsibility</i>
1	Governors	Overall responsibility
2	Cura Personalis Committee	Establish and maintain a suitable policy
3	Headteacher	<ol style="list-style-type: none"> <li>1. Day to day responsibility</li> <li>2. Liaising with working group and relevant bodies</li> <li>3. Policy implementation</li> <li>4. Staff training</li> </ol>
4	Deputy Heads Heads of Departments Facilities Manager	<ol style="list-style-type: none"> <li>1. Drawing up departmental procedures</li> <li>2. Ensuring staff are fully informed</li> <li>3. Checking implementation</li> <li>4. Risk assessment</li> <li>5. Advising on need for modification</li> </ol>
5	Teachers Support/ancillary staff Cleaners	<ol style="list-style-type: none"> <li>1. Monitoring safety of accommodation and equipment</li> <li>2. Ensuring that safe procedures are used</li> <li>3. Reporting on defects and deficiencies.</li> </ol>

## Training:

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 Headteacher.

## 3. Arrangements for Health & Safety

### 3.1. Introduction:

3.1.1 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 Headteacher 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.

## 3.2 Risk Assessments:

### 3.2.1 Introduction

3.2.1.1 The Management of Health and Safety at Work Regulations 1999 places a responsibility on the Local 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 Headteacher 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.).

3.2.1.2 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

3.2.1.3 The responsibility for carrying out risk assessments rests with heads of department.

### 3.2.2 Risk Assessment Records

3.2.2.1 Completed written/electronic risk assessments will be maintained on site, one copy in the relevant departmental handbook and a second copy will be kept by the Facilities Manager in the College's Health & Safety Records File [H:/Facilities & Estates/Risk Assessment/Risk Assessment 2024-2025]. A risk assessment proforma is available from the Facilities Manager or via the school's intranet.

### 3.2.3 Dissemination

3.2.3.1 The Health & Safety Officer (Facilities Manager) will be responsible for ensuring:

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

### 3.2.4 Generic Risk Assessment

Generic assessments are an acceptable form of risk assessment. They are issued from time to time by Merton 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.

## 3.3 Hazardous Substances (COSHH):

### 3.3.1 Introduction/Background

3.3.1.1 The principle requirement of the Control of Substances Hazardous to Health, (COSHH) Regulations 2002 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.

3.3.1.2 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.

3.3.1.3 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, and d) Swimming Pool.

3.3.1.4 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. This includes the storage and use of radioactive sources for scientific purposes [the school's Radiation Officer is Mr Andrew Vagg, as of September 2024].

3.3.1.5 Cleaning. Where contractors undertake school cleaning, the contractor is responsible for undertaking the assessment of those substances.

3.3.1.6 Swimming Pool. See separate document on swimming pool maintenance and storage of hazardous materials.

### 3.3.2 Disposal of Hazardous Materials

3.3.2.1 **Substances.** The following substances will require particular precautions to ensure safe disposal:

- Broken glass – do not use ordinary waste bins but contact the facilities manager to arrange collection in a suitable container
- Unwanted chemicals – do not use ordinary bins but contact the facilities 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 appropriate PPE.
- Radioactive substances – seek advice from the head of science. [Radiation Officer]

### 3.3.3 Asbestos

3.3.3.1 The school has an up to date asbestos survey [Last survey August 2024].

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

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

## 3.4 **First Aid Arrangements:**

### 3.4.1 Introduction

3.4.1.1 The general principle is that all pupils needing first aid anywhere on the main College sites must go, if able, to their Pastoral Support Assistant for treatment and that that treatment must be recorded. If pupils are unable to go to their PSA due to their injury, the PSA, or other on duty first aider, must be sent for to attend the pupil. Any treatment administered prior to the PSA's arrival must also be recorded.

3.4.1.2 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.

3.4.1.3 Any first aid involving actual or potentially broken bones or referral to hospital should be reported to the HR Officer who will complete a Health and Safety report [following RIDDOR regulations.]

### 3.4.2 First Aid Kits

3.4.2.1 First aid kits are sited around the College in positions where it is anticipated there may be a greater need for them. A list of locations is in the appendix.

3.4.2.2 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 Medical Room or whilst additional help is being summoned.

3.4.2.3 It is the responsibility of the named member of staff [Higher Line PSA] in charge of the Medical Room kit to ensure that there is sufficient stock in the medical room. The site team are responsible for restocking first aid kit, in other locations around the school.

3.4.2.4 It is the responsibility of every member of staff to notify the site team if they find any first aid kit inadequately stocked [by reporting on the 'Every'portal ]

### 3.4.3 First Aiders

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

## 3.5 **Fire and other Emergency Evacuation Procedures:**

3.5.1 Please refer to the Fire and other Emergencies Evacuation Procedures [copy is in the Appendix]

### 3.5.2 College Policy

3.5.2.1 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.

3.5.2.2 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. [Staff should refer to fire notices in rooms]

- 3.5.2.3 It is not an employee'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. However, the general rule is to evacuate the building as quickly and safely as possible.
- 3.5.2.4 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.
- 3.5.2.5 Members of staff who are with pupils should follow these guidelines:
- The teacher should clearly take charge
  - The whole process should be done in a quiet orderly manner; no running, no shouting
  - Pupils stand and put their chairs under their table
  - Under no circumstances are they allowed to take bags with them
  - 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
  - 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
  - All doors must be closed but not locked
  - Once out of the classroom the teacher may have a dual responsibility
  - Clearly the first responsibility is to escort the pupils out of the building and towards the appropriate assembly point.
  - Once the classroom teacher has escorted their class to their assembly point, that teacher becomes a class tutor and takes responsibility for registering their tutor group, which should have already been taught to line up silently in alphabetical order in the appropriate line.
- 3.5.2.6 Visitors are informed of the emergency evacuation point when signing in and are asked to make their way to this point if and when the alarm sounds
- 3.5.2.7 The company who manage the mast, are informed of current evacuation procedures.

## **Manual Handling of Goods:**

- 3.5.3 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.
- 3.5.4 Responsibility. The responsibility for ensuring manual handling assessments are completed lies with the Headteacher and will be completed and reviewed during premises health and safety inspections or at the introduction of any manual handling hazard.

3.5.5 Duties of Employees. All employees 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.

3.5.6 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 to be found in the Appendix of this document.

## 3.6 **Accident Reporting:**

3.6.1 Reporting. The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (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.

3.6.2 Duties. To ensure the College fully complies with these duties; all minor accidents (and near misses) are to be reported immediately to the HR Officer who is responsible for maintaining the accident book.

3.6.3 Accident Forms. 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

3.6.4 Availability of Accident Forms. The accident form is available on the intranet 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 HR Officer in the College's Health & Safety Records File.

3.6.5 Contractors. 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.

3.6.6 Serious Accidents. All appropriate persons and organisations must be informed of a serious accident and where necessary an accident investigation must be carried out.

3.6.7 Provision of Policy. 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.

## 3.7 **Electrical Safety:**

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

- 3.7.2 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.
- 3.7.3 PEE Maintenance. The facilities manager is responsible for PEE maintenance and will determine the frequency of testing for each item. S/he will ensure the requirement is logged in the College PEE register.
- 3.7.4 Inspection and Testing of PEE. The Headteacher will ensure that all PEE is subjected to the following maintenance regime.
- 3.7.5 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 to the facilities Manager:
- 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.
- 3.7.6 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 facilities manager's records.
- 3.7.7 Combined Testing and Inspections. [PAT Testing] Arrangements will be made for the periodic testing and inspection of specific PEE identified by the facilities manager [Annually].

## 3.8 **Display Screen Equipment:**

- 3.8.1 Display Screen Equipment. The Display Screen Equipment (DSE) Regulations require that all "classified users" of DSE should have their workstations competently assessed [every two years] so that risks to health from the use of this equipment are properly controlled.
- 3.8.2 "DSE Users". Not all users of DSE are "DSE users" within the meaning of the regulations therefore it is the responsibility of the Headteacher to identify who falls within this category. DSE users are identified as those who use DSE daily for continuous periods of an hour or more.
- 3.8.3 Assessment. The Headteacher will arrange for classified users to complete a Display Screen Self-Assessment. If required they will be supported in the completion of the self-assessment by the Facilities Manager.

## 3.9 **Critical Incident Procedure**

### 3.9.1 Introduction:

Please refer to the Wimbledon College Critical Incident and Business Continuity Plan.

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. It is important however to lay down guidelines which should be followed as closely as possible in the circumstances, as follows:

- Deal with the immediate accident. Provide care to those in immediate need. Take life saving action, where necessary.
- Send a pupil (preferably two to the line office to summon a first aider).
- If another teacher / responsible adult is known to be in the vicinity, send a pupil to that person for assistance.
- Summon the emergency services via a 999 call, if necessary. Inform Reception as soon as possible that the emergency services have been called. If you cannot contact reception, contact the site team.
- Move pupils away from the scene and see to their needs.
- Inform the Headteacher (if he is not available make sure that a member of SLT is informed).
- Liaise with emergency service, as required.
- The member of SLT who is in charge of the incident must undertake the following;
- ensure that an adult accompanies the injured person if they have to go to hospital, with a mobile phone.
- Contact next of kin of the injured person, if required. If not available, make sure that a matter-of-fact, unambiguous message is left.
- Deal with possible emotional trauma of witnesses and helpers.
- If necessary, make situation temporarily safe.
- Take witness statements.
- Write up a draft accident report.
- Follow up visits to injured.
- Inform staff, pupils, others as appropriate.
- Debrief and make recommendations / changes as to future situations.

### 3.10 **Cleaning of Premises**

- 3.10.1 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
- 3.10.2 Site Record Book. The Contractor shall provide at their 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.
- 3.10.3 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).

- 3.10.4 Management. 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.
- 3.10.5 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 them 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 Contractor must ensure that all of their staff have up to date, enhanced DBS records. 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.
- 3.10.6 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.
- 3.10.7 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.

### 3.10.8 Plant and Materials.

3.10.8.1 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. They 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.

3.10.8.2 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. They 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.

3.10.8.3 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.

3.10.9 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 their employees switch off lights and secure doors and windows on completion of their work.

### 3.11 **Contractors on Site**

#### 3.11.1 Requirements imposed on all contractors working on site:

- Must sign in and wear an identity/visitor card.
- Must make an appointment if requiring advice, guidance, keys or access from College staff.
- On hearing the fire alarm signal, must vacate the premises and go to the fire assembly point by the staff car park.

- 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.
- 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.
- No smoking is allowed by contractors working on site.
- No electrical services may be disconnected or switched off without prior discussions with the site supervisor/facilities manager. Non-compliance could lead to a claim for damages due to loss of computerised records.
- All contractors must advise the facilities 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.
- Copies of all hot work permits must be given to the facilities Manager by external contractors.
- 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.
- Noise which may affect classes is to be avoided.
- The College staff may not allow contractors to use any College equipment to assist contractors with their work.
- Any accidents occurring on the College site must be fully reported to the ~~admin officer~~ . site supervisor/facilities Manager Contractors must not leave tools or equipment unattended, even for short periods, and must not leave vehicles in the playgrounds, without permission.
- 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.
- Special arrangements are needed if access is required before 8.00 a.m., after 5.00 p.m. on school days, all day Saturday and Sunday, and during school holiday periods.

### 3.12 **Fire Extinguishers**

#### 3.12.1 The positioning of extinguishers:

3.12.1.1 there will be a number of extinguishers [appropriate types] at selected strategic points.

3.12.1.2 fire blankets will be available in labs/kitchen

3.12.2 Site staff are trained in the use of all fire extinguishers

3.12.3 Appropriate staff in labs and workshops should be made familiar with the use of the appropriate extinguishers for their area

3.12.4 The facilities manager is responsible for ensuring that all fire appliances are checked regularly and are in working order

### 3.13 **Administration of medicines/prescribed drugs**

Please refer to the school's Supporting pupils in school with medical conditions policy

## 3.14 **Minibuses**

### 3.14.1 Introduction.

3.14.1.1 These rules form part of our health and safety policy, and so infringements would always be disciplinary offences.

3.14.1.2 They apply not only to our minibuses but also, wherever appropriate, to one that is borrowed or hired.

3.14.1.3 Many of these rules that are not specific to the College minibus also apply to the use of other College vehicles or to the use of a private vehicle when pupils are being transported. [Staff must have business insurance cover and must be accompanied by another adult when transporting children in their own vehicles]

### 3.14.2 The Driver.

3.14.2.1 Must have a normal driving licence that permits the use of a manual gear change vehicle.

3.14.2.2 Where necessary the driver must also hold a D1 licence [ie minibus with MVW over 3.5 tonnes or 4.25 tonnes (if fitted with wheel chair access)] **If a driver with only a category B entitlement can comply with all of the following conditions they may drive**, on behalf of a non-commercial body for social purposes but not for hire or reward, if they are the holder of a full licence authorising the driver of vehicles in category B/Held a licence for an aggregated period of not less than 2 years/Aged 21 or over, but under 75/Receive no payment or consideration for so doing, other than out of pocket expenses/not exceed 3.5 tonnes, excluding any part of that weight which is attributable to specialised equipment intended for the carriage of disabled passengers, and not exceed 4.25 tonnes otherwise

3.14.2.3 Must have passed an approved minibus assessment.

3.14.2.4 Minimum age of 21

3.14.2.5 Driver must have held a full **UK** licence for at least two years since test.

3.14.2.6 If they have not driven a minibus in the last year and still have a current approved minibus assessment, they must go for a practice familiarisation drive of at least five miles before carrying any pupils.

3.14.2.7 If a driver has a medical condition that might affect their driving or the insurance they must inform the College's school business manager who will undertake appropriate checks to ensure the individual is allowed to drive the school vehicle.

### 3.14.3 Driving the minibus.

3.14.3.1 Before driving the minibus the driver must carry out the school's minibus checklist, found in the minibus.

3.14.3.2 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:

3.14.3.2.1 Maximum total driving time is 9 hours in any 24 hour period

3.14.3.2.2 Maximum time in one period of driving is 4.5 hours after which a break of at least 45 minutes must be taken in which the driver is able to obtain rest and refreshment. Drivers should take a break of at least 15 minutes after driving for 2 hours or sooner if the driver is tired. The driver should not be responsible for supervising pupils during breaks.

3.14.3.2.3 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 4.5 hours is an absolute maximum and the driver is subject to taking appropriate breaks as needed.

3.14.3.2.4 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.

3.14.3.2.5 The maximum capacity in the College minibuses including the driver is 17 people.

- 3.14.3.2.6 The driver must not consume alcohol whilst the bus is in use and for a period of 24 hours prior to use.
- 3.14.3.2.7 Before driving the driver must check that every passenger is belted in, and that all doors are safely shut but not locked.
- 3.14.3.2.8 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.)
- 3.14.3.2.9 The driver must ensure that they have a mobile phone whilst using the minibus. The mobile phone must not be used by the driver whilst they are driving.
- 3.14.3.2.10 The driver must instruct all passengers to remain seated and behave in an appropriate manner.
- 3.14.4 Management of bookings.
- 3.14.4.1 Every use must be booked in advance in reception.
- 3.14.4.2 The minibus is to be used only for College purposes unless authorised by a deputy head.
- 3.14.4.3 The full details of any external damage or accident to the vehicle must be reported to the facilities manager.
- 3.14.4.4 Any internal damage (e.g. by pupils) must be reported to a deputy head.
- 3.14.4.5 Any mechanical fault must be reported to the facilities manager so that it may be rectified.
- 3.14.5 Administration.
- 3.14.5.1 The key should be collected from reception and returned there after use.
- 3.14.5.2 The minibus should be left clean and tidy.
- 3.14.5.3 The facilities manager and appropriate caretaker will ensure that:
- the 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
- 3.14.5.4 A list of qualified drivers will be kept in the appendix to this document and in reception. The receptionist will ensure that only listed staff and others with special permission drive the minibus.

## 3.15 **Letting of Premises**

- 3.15.1 Regulations contained within the College's Licence Agreement for External Hirers includes details on actions to be taken in the event of fire, accident or other emergency.
- 3.15.2 The Licence Agreement also states that all hirers must have appropriate and sufficient insurance [Minimum Indemnity of £5 million] for their activity.
- 3.15.3 The Licence Agreement also provides information on Safeguarding requirements, Prevent requirements and appropriate behaviour whilst on the College Site.

*Headteacher*

## Part 4 – Appendices

No.	Topic
1	Accident (serious) Report Form
2	Medical treatment form
3	Day Trip Form
4	First Aiders – list of those qualified
5	First Aid Kits – list of locations
6	First Aid Spillage kit location
7	Approved Minibus Drivers
8	Kinetic Lifting Techniques
9	Fire and Evacuation Procedures



## Details of Injury

Nature (if none write none):		
Part of body:		
Treatment <input type="checkbox"/>	First aid <input type="checkbox"/>	Resumed work <input type="checkbox"/>
Sent home <input type="checkbox"/>	Attended GP <input type="checkbox"/>	Sent to hospital <input type="checkbox"/>
detained for ..... hrs		

## Section 2

### Outcome

Not off work or school <input type="checkbox"/>	Temporary incapacity <input type="checkbox"/>
Off work/school less than three days <input type="checkbox"/>	Permanent partial disability <input type="checkbox"/>
Off work/school more than three days <input type="checkbox"/>	Permanent total disability <input type="checkbox"/>

### Review of Options to Prevent Reoccurrence


### Recommendations


### Section 1 completed by

Name:	Signature:	Date:
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### Section 2 completed by Line Manager

Name:	Signature:	Date:
Job title:		

### Checked by HR

Name:	Signature:	Date:
-------	------------	-------

### monitoring by Head of Line

Does this require an Incident Report? Yes / No	
Does this require a RIDDOR Report? Yes / No	
Any follow-up notes:	
signed:	date:

H:\Documents Shared\Forms\Accident Report



Name:	Form:
Authorised by:	Date:

**brief description of illness or injury**

signed:	date:

**details of treatment**

signed:	date:

**outcome**

	returned to class	time	notes
	went home under own steam		
	collected by parent		
	taken to hospital by member of staff		
	taken to hospital by ambulance		

**monitoring by Head of Line**

Does this require an Incident Report? Yes / No	
Does this require a RIDDOR Report? Yes / No	
Any follow-up notes:	
signed:	date:



## DAY TRIP FORM

### 1. Specific name of trip (as it will appear on the Gateway internet form, edit as needed)

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### 2. Description of trip (as it will appear on the Gateway internet form, edit as needed)

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### 3. Letter

Draft a letter for parents using this specific trip name and description; include cost, a paragraph about possible financial assistance, travel arrangements, uniform, etc and a reply slip; email it to SBM@wimbledoncollege.org.uk.

This must not be distributed until it has been approved.

### 4. Cost

Total cost for each pupil (determined by trip leader)	£						
Amount added to cover Gateway charges of 1.27%	£						
Deadline for payments	Date:						
If the cost is to be split into a deposit and then further instalments, complete this section	<table border="1"> <tr> <td>Deposit</td> <td>£</td> </tr> <tr> <td>Due by</td> <td>Date</td> </tr> <tr> <td>Balance by</td> <td>Date</td> </tr> </table>	Deposit	£	Due by	Date	Balance by	Date
Deposit	£						
Due by	Date						
Balance by	Date						

### 5. Requisition form and invoice process

If there will be a cost to this trip (e.g. travel or entry tickets) then a requisition form must be completed (available on the staff intranet and also in the folder for trips). This must be completed and emailed to the School Business Manager for authorisation. She will forward to a Finance Assistant in the finance department who will email to you the order number that you must use. Staff may not spend money before this authorisation is received.

Once you have a company invoice or clear specific orders for payment, these must be given to the Finance Assistant who pays invoices.

A green slip will be attached and the trip leader and *the School Business Manager* will need to sign. In this way the payment has received the necessary audit double authority.

### 6. Pupils

For our system of electronic payment over the internet to operate, the Finance Assistant who sets up trips needs to know the following details so that she can set up payment for only these pupils.

Number of pupils:	Year group(s):
Other defining criteria (e.g. geography option)	
A list of pupils, including their year group, who are eligible for this trip must be attached with this email.	

### 7. Staff

Fill in the names of staff who are likely to be accompanying this trip. The guidance for number of staff can be found in the staff handbook.

	College Staff	AOTs
Leader		
Other male		
Other female		

**8. Risk Assessment**

Complete a risk assessment for the trip, a guide will be found in the trips folder. Your risk assessment must be unique to your trip. A short, well thought through assessment is required not a long or rambling generic for. Email the risk assessment to SBM@wimbledoncollege.org.uk.

**9. Contact**

Mobile phone numbers for the trip	
Leader's:	Other:

**10. Cover for lessons**

Specific cover details must be listed here	Date of trip:
Leader	
Others	

**DESIGNATED FIRST AIDERS LIST First Aid at Work – 3-day training course**

<b>NAME</b>	<b>POSITION</b>	<b>LOCATION</b>	<b>CERT EXPIRY DATE</b>
Jackie Matthews	Lower Line PSA	Lower Line Lobby	13 January 2028
Katerina Christoforou-Woodruff	SEN PSA	Brackenbury	16 May 2028
Rebecca Simpson	6 <sup>th</sup> Form PSA	Sixth Form Centre	9 <sup>th</sup> July 2027

**First Aiders First Aid at Work – 3-day training course**

<b>NAME</b>	<b>POSITION</b>	<b>LOCATION</b>	<b>CERT EXPIRY DATE</b>
Sarah Charlton	Assistant Head	TDC office	28 November 2027
Andrew Newman	Site supervisor	Site Office	8 November 2027
Michelle Jones	Senior LSA	Brackenbury	12 <sup>th</sup> Jan 2026
Roschelle Brown	Art Technician	Art dept	16 <sup>th</sup> May 2028
Julio Roa	Caretaker	Site Office	9 <sup>th</sup> July 2027
Caroline Sarah Aldon	Admin Assistant	Reception	28 November 2027

**Emergency First Aiders First Aid at Work – 1-day training course**

<b>NAME</b>	<b>POSITION</b>	<b>LOCATION</b>	<b>CERT EXPIRY DATE</b>
Cormac van der Hoeven	Economics	Maths Dept	12 Jan 2028
Jonathan Pitt	LSA	Brackenbury	25 <sup>th</sup> Sept 2025
Petra Mimmagh	Higher Line PSA	Higher Line Lobby	20 <sup>th</sup> Sept 2027

**PE STAFF EMERGENCY FIRST AIDERS SPA UK Training 1-day course**

<b>NAME</b>	<b>POSITION</b>	<b>LOCATION</b>	<b>CERT EXPIRY DATE</b>
Nick Hulatt	Master I/C Cricket	Sports Centre	19 <sup>th</sup> Feb 2026
Chris O'Connor	Master I/C Football	Sports Centre	19 <sup>th</sup> Feb 2026
John Simon	Director of Sport	Sports Centre	19 <sup>th</sup> Feb 2026
Neil Hallett	Ass Dir Sport Master I/C Rugby	Sports Centre	19 <sup>th</sup> Feb 2026
Anthony Soalla-Bell	Master I/C Athletics	Sports Centre	19 <sup>th</sup> Feb 2026

**DEFIBRILLATOR TRAINED STAFF BY LONDON AMBULANCE SERVICE NHS TRUST – HALF DAY**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>LOCATION</u></b>	<b><u>CERT EXPIRY DATE</u></b>
Lesley Denton	Sendco	Brackenbury	2 April 2026
Neil Hallett	Master I/C Rugby	Sports Centre	2 April 2026
Petra Mimmagh	Higher Line PSA	Higher Line lobby	2 April 2026
Roschelle Brown	Art Technician	Art dept	2 April 2026
Julio Roa	Caretaker	Site office	2 April 2026
K Christoforou-Woodruff	SEN PSA	Brackenbury	2 April 2026
Joe Spears	Senior Sci Technician	Science Dept	2 April 2026
Mikayla McDonald	Receptionist	Reception	2 April 2026
Dwayne Orija	English TSA	English Dept	2 April 2026
Sarah Charlton	Assistant Head	TDC Office	2 April 2026

**DEFIBRILLATOR LOCATIONS:**

- 1. MEDICAL ROOM**
- 2. SPORTS HALL - LEFT OF THE ENTRANCE LOBBY ABOVE THE FIRE EXTINGUISHERS**
- 3. SPORTS HALL BASEMENT BY GREEN DOORS**
- 4. RECEPTION – BY MAIN DOORS**
- 5. COOMBE LANE - MAIN HALL**



**FIRST AID KIT LOCATIONS November 2024**

**MAIN SITE**

<b><u>LOCATION</u></b>	<b><u>AREA FIRST AID KIT KEPT</u></b>
Art and DT	Teachers computer in each of the DT & graphic rooms (3 total)
Cadet Office	Next to classroom, BS on shelf
English Staffroom	Under the kitchen sink
Finance Office	Top of the bookshelf, to left of main office door
Humanities Staffroom	Under the pigeon holes
IT Department	Top shelf in Technician office
Kitchen	On 2 <sup>nd</sup> shelf in main kitchen, left hand corner
Mess Room (crypt)	Wall bracket
MFL Faculty	Shelf, next to tea/coffee
Music Block	In the kitchen, on the counter
P E Office	Top of shelving unit, next to Anthony's desk
Swimming Pool	PE office
Sports Hall	PE office
Reception	In Post Room, next to franking machine
Safeguarding office	Shelf – left hand side
Science Faculty	On bracket by phone
Site Supervisor's Office	Shelf
Sixth Form	In the big cabinet next to PSA's desk
Medical room	In locked cupboard – keys kept in Higher line PSA office in the top drawer of filing cabinet by the door lobby.
SLT Kitchen	Cupboard

**COOMBE LANE**

Staff changing room
Kitchen – First Aid and Burn kit

All minibuses also contain a First Aid Kit

Travel first Aid kit stored in Finance/Admission office with trip phones



**DEFIBRILLATOR LOCATIONS:**

- 1. MEDICAL ROOM**
- 2. SPORTS HALL - LEFT OF THE ENTRANCE LOBBY ABOVE THE FIRE EXTINGUISHERS**
- 3. SPORTS HALL BASEMENT BY GREEN DOORS**
- 4. COOMBE LANE - MAIN HALL**
- 5. RECEPTION – BY MAIN DOORS**

**FIRST AID SPILLAGE KIT LOCATIONS November 2024**

Main Site

<b><u>LOCATION</u></b>	<b><u>SPILLAGE KIT KEPT</u></b>
Art, Drama and DT/Staffroom	Eye and water kit on the shelves above Roschelle’s desk
PAINT/SITE	30L Maintenance Spillage Kit – kept in Paint room
KITCHEN	15L Maintenance Spillage Kit – kept In Kitchen
SWIMMING POOL	2x Specific Spillage Kits 30L 2x Absorbent Compound Bags 30L Kept in Blue Wheelie Bin in Pump Room Storage Area
SCIENCE	30L Spillage Kit – Kept in each prep room (1-4) 50 Person First Aid Kit – Kept in each Prep room (1-4) 15L Spillage Kit – Kept in Sci 10 (Standalone due to Location) 10 Person First Aid Kit -Kept in Sci 10 (Standalone due to Location) Burns Kit – Kept in Prep Rooms (1-4) Burns Kit – Kept in Sci 10 (Standalone due to Location)

**COOMBE LANE**

<b><u>LOCATION</u></b>
Kitchen
Staff Room

All **minibuses** also contain a First Aid Kit

**Travel first Aid kit** stored in Finance/Admission office with trip phones

H:/Admin/Site/Firstaid/Firstaidlocations

## Minibus Drivers – List of Permitted Staff

	<i>Name</i>	<i>Place</i>	<i>Date of Test</i>	<i>Expires</i>	<i>Category</i>
1	Andy Newman	LBM	03 Oct 2013	Dec 2016	Cat C, D1 and D all vehicles
2	Neil Hallett	On site	20 Oct 2021	Oct 2025	Peugeot boxer only Cat B
3	James Potter	MCT	20 June 2022	June 2026	Peugeot boxer only Cat B
4	Shaheen Afshar/ BS	LBM	26 June 2014	Sept 2017	Cat C, D1 and D all vehicles
5	David Doran	LBM	25 Nov 2014	Dec 2017	Cat C, D1 and D all vehicles
6	Nicholas England	MTS	8 July 2015	Dec 2018	Cat D all vehicles
7	Rob Milloy	MTS	6 Oct 2015	Dec 2018	Cat D all vehicles
8	Mark Simpson	MTS	6 Oct 2015	Dec 2018	Cat D all vehicles
9	Peter Hoban	MCT	5/6 Nov 2014	Jan 2019	Cat D all vehicles
10	Thomas Causton	On site	18 June 2021	July 2025	Peugeot Boxer only Cat B
11	Chris O'Connor	On site	18 June 2021	July 2025	Peugeot Boxer only Cat B
12	Nick Hulatt	On site	18 June 2021	July 2025	Peugeot Boxer only Cat B
13	Paul Fitcher	On site	18 June 2021	July 2025	Peugeot Boxer only Cat B
14	John Simon	MTS	14 December 2017	January 2021	Cat D all vehicles
15	Anthony Soalla-Bell	MCT	20 June 2022	June 2026	Peugeot Boxer only Cat B
16	John Culley	MCT	07 Nov 2022	November 2026	Peugeot Boxer only Cat B
17	Stanislaw Kuczewski	On site	20 Oct 2021	October 2025	Peugeot Boxer only Cat B
18	Bob Woods				Cat D1
19	Tom West	tbc			

LBM certificate- demonstration of operating and fitting in Strains Heavy Wheelchair Belt Q-140 & passenger restraint  
(Currently not required)

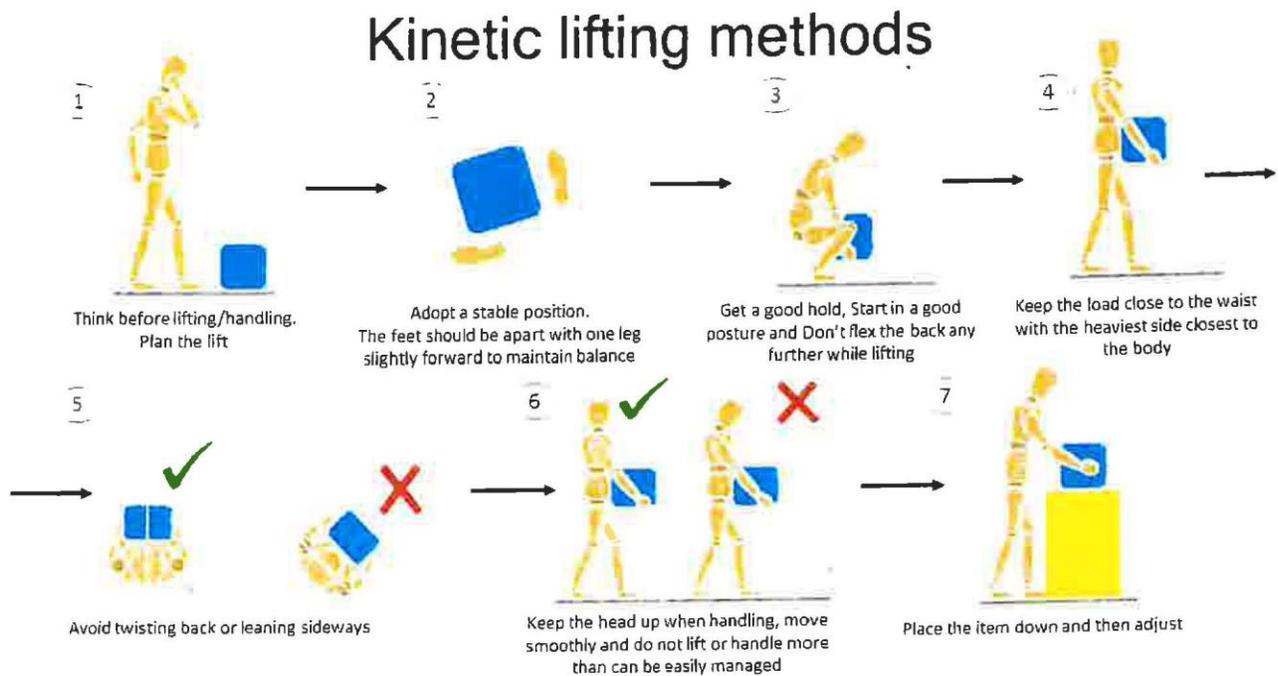
MCT (Merton Community Transport)  
MTS (Merton Transport Services)

PEUGEOT BOXER WA12GYO      CAT B AND D ONLY  
PEUGEOT BOXER MA74 PZL      CAT B AND D ONLY  
PEUGEOT BOXER WA66DVX      CAT B AND D ONLY

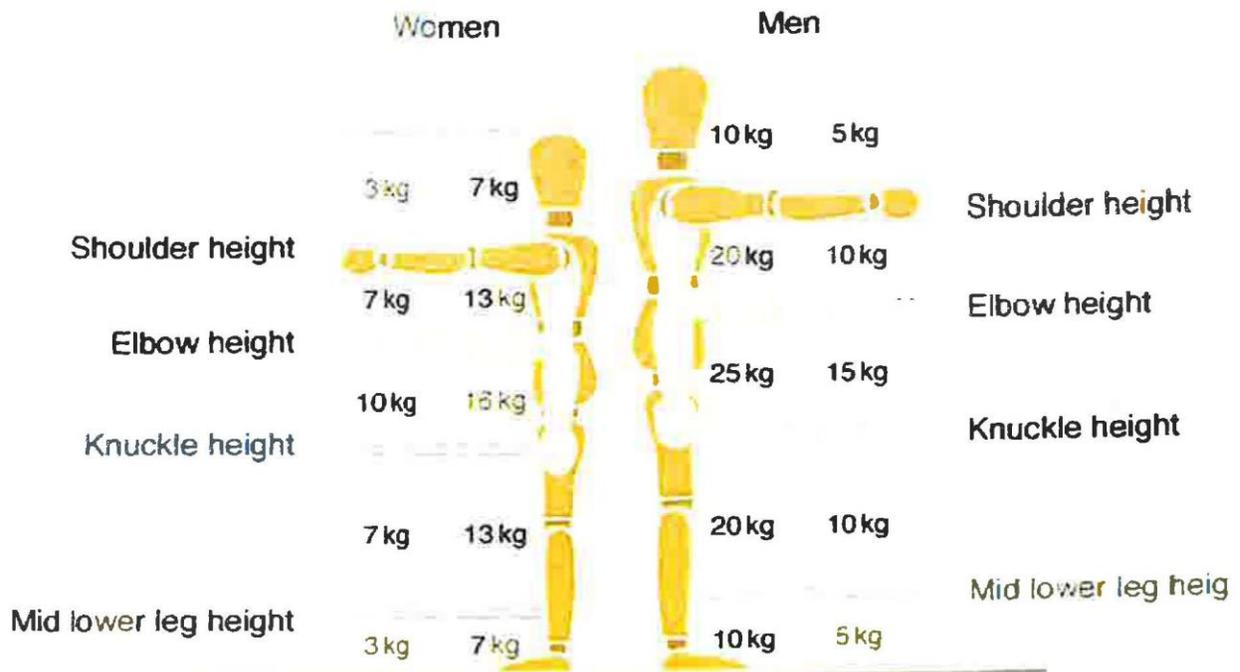
## 1.11 Manual handling

Where possible, all equipment and materials shall be transported using mechanical means.

Where equipment and materials are to be manually handled, all company operatives shall adopt Kinetic lifting methods shall be adopted as depicted below:



Kinetic Lifting techniques





## WIMBLEDON COLLEGE

### Fire and other Emergency Evacuation Procedures

#### THESE ARE VERY IMPORTANT RULES AND PROCEDURES

#### All Staff MUST:

- Follow school policy regarding fire prevention by ensuring displays in rooms, corridors and stairwells meet current fire regulations, and ensure that fire exits are kept clear at all times.
- Read carefully, and be familiar with, evacuation procedures and the accompanying EMERGENCY PROCEDURE NOTICE. There must be a copy of the notice in each room and office. If your room lacks a notice, inform Mrs Wright (Facilities Manager).
- Be aware of the escape route from your classroom or office/place of work - standard green fire notices mark the route to the nearest exit.

#### ACTION IF DISCOVERING A FIRE OR OTHER DANGEROUS SITUATION

- If you discover a fire or other dangerous situation sound the Alarm.
- There are push-button Fire Call points/breakglass which can be used to set off the **Alarm**.
- You must also contact reception Ext. 8000 to explain what is happening.
- Fire extinguishers are available at all key points to enable small fires to be tackled when safe to do so; however the main priority is personal safety and this must not be prejudiced by fire-fighting attempts. Safe evacuation is the **priority**.

In the event of an emergency requiring evacuation of the building,

**Adrian Laing (Headteacher)** will take full charge of arrangements (or deputy).

## ACTION BY ALL STAFF AND STUDENTS ON THE SOUNDING OF THE ALARM

- It is the responsibility of all staff to evacuate the building as quickly, quietly and safely as possible whenever the **Alarm** is sounded.
- Arrange the evacuation of any pupils under your control (or nearby outside of lesson time)
- Instruct pupils to leave the room row by row, in silence, and proceed to their assembly point.
- Do not allow pupils to take bags, coats or belongings with them.
- Ensure that windows (without causing unnecessary delay) and doors are closed when you leave a room. [Do not lock them]
- Teachers should be the last to leave and should check no one is left behind.
- Teachers should then walk behind the pupils.
- Staff supporting handicapped students should accompany them to the playing field. Pupils who are in wheel chairs are to go to the minibus parking area.
- Fire doors must be closed as the last persons leave an area. Heads of Department should ensure that this takes place.
- Once pupils have left a building, do not allow them to enter another building in order to take a short cut to the line-up area (and do not do this yourself)
- Ensure that pupils proceed to the field. Teachers and tutors must be pro-active in obtaining silence.
- Once the pupils are in their designated area on the field teachers are to go to their tutor group [if teachers are not tutors then they should go to the designated area for all staff without tutor responsibility]
- Boys in the swimming pool are to be kept together in the Sports Hall lobby and supervised by the PE TSA, unless it is not safe to do so. A class register is to be taken and passed to the appropriate staff.
- Girls from UHS who are on site when the alarm sounds are to go to the designated area on the rugby pitch [ See plan]
- Pupils should line up on the field in tutor groups (alphabetical order) in silence. [See EMERGENCY PROCEDURE plan - Appendix 1]
- Tutors will take the register as quickly as possible, ensuring total accuracy, and report any absentees to their Head of Line. HoLs to report to Mr Cargill.
- HoLs and Tutors to maintain order and silence; ensuring pupils stay in line.
- Sixth form pupils who are in the middle of an emergency alarm when there is a lesson change over and need to go to the UHS must not leave until they have permission from the Head of Sixth Form, to do so.

## ACTIONS BY DEPUTY HEADS [Mr Murphy & Mr Cargill]

- Mr Murphy to go to alarm control panel in Reception and liaise with the Facilities Manager if the **alarm** sounds or following a report from reception or Site Team.
- Mr. Cargill to proceed to playground/ field and take control of pupils and staff, ensuring silence and good order.
- Mr Cargill is to ascertain everyone present who should be.
- Any missing adult to be reported to Mr Cargill immediately or confirm that there is full attendance.
- If the emergency situation continues, the emergency services will have been summoned and will take charge. Staff will follow their directions.
- When it is safe to do so, Mr Cargill to inform SLT and Heads of Line to manage the return of the pupils and staff into the building.

## ACTION BY FACILITIES MANAGER

- Mrs Wright to go to fire alarm control panel in Reception if able to do so.  
[If Reception is inaccessible due to fire/emergency then Site Office to be used as coordination centre]
- Mrs Wright will call the Fire Brigade and any other emergency services required whenever a fire or other incident is reported. (In her absence Mr Murphy will take over this duty)
- If the **alarm** sounds automatically, this may be due to a fault or an incident only affecting a detached building. In such cases, Mrs Wright (or Mr Murphy) will wait up to 2 minutes, before calling the fire brigade or other emergency services. In this time the sounding of the alarm can be investigated to verify if there is a fire.
- The bottom gate and middle gate in front of the school are to be unlocked.
- On evacuating, prepared signs to be placed in front entrance doors prohibiting entry to members of the public.
- Meet the fire officer by the front gate; direct the fire engine to the bottom gate and liaise with the fire officer who will inform us when it is safe to re-enter the building.

## ACTIONS BY SUPPORT STAFF (PSA/ COLLEGE SECRETARY)

- Support staff (PSA) will bring the late book, and student registers, to the playground/ field to enable tutors to check all students are present.
- The College Secretary will bring a staff list and staff absence list and will check presence of all staff without tutor/HoL/DH/HM responsibility

## ACTIONS BY SITE TEAM

- As soon as the **alarm** sounds, Site team to investigate cause of alarm (check the alarm panel in reception) and liaise with Mrs Wright (Mr Murphy) and reception.
- Check fire doors are closed throughout building (if safe to do so) and liaise with the Facilities Manager (Mr Murphy) concerning further action (e.g. False alarm, Fault, Genuine emergency etc.).
- Tackle the fire with the fire-fighting equipment if it is safe to do so.
- Assist with arrival of Fire Brigade or other emergency vehicles, including opening gates on to field if required.
- Ensure **alarm** is returned to normal working condition before students re-enter the building and check all areas are safe for normal schooling to resume.

## ACTION BY RECEPTION STAFF

- Liaise with the Facilities Manager and site team whether it is a fire or false alarm.
- Receptionists to bring the visitors register and any visitors with them on the field.
- Receptionists to give one walkie talkie to Mr Murphy in Reception and take the second to Mr Cargill (or the Headteacher) on the rugby pitch.

## ACTIONS BY DT /SCIENCE TECHNICIANS

- If you are in charge of equipment and machinery (Lab/DT room), close down equipment and switch of gas and electricity supplies as necessary.

Emergency vehicles may enter the site through the bottom gate. The site team holds the key for the gate, and a copy is held in Reception.

Other essential keys and instructions are held in duplicate in the same way.

*Facilities Manager* to ensure that gate and entrance route are in good order and accessible for emergency services and that duplicate keys/instructions concerning emergencies are maintained in reception.

## MALICIOUS ALARMS

- All staff should keep ears and eyes open for discussion among pupils about the deliberate or accidental setting off of a fire alarm.
- Please report anything back to the appropriate 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.

## 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.
- All drills to be recorded, including evacuation time, etc.
- Routine testing of the fire alarm system takes place at 4.00pm on Wednesdays.

# H

## VISITORS & STAFF[non-tutors]

Cricket  
Nets

Figures 1  
Figures 2  
Figures 3  
Figures 4  
Figures 5  
Figures 6  
Figures 7  
Figures 8

Syntax 1  
Syntax 2  
Syntax 3  
Syntax 4  
Syntax 5  
Syntax 6  
Syntax 7  
Syntax 8

Rudiments 1  
Rudiments 2  
Rudiments 3  
Rudiments 4  
Rudiments 5  
Rudiments 6  
Rudiments 7  
Rudiments 8

Poetry 1  
Poetry 2  
Poetry 3  
Poetry 4  
Poetry 5  
Poetry 6  
Poetry 7  
Poetry 8

Lower Grammar 1  
Lower Grammar 2  
Lower Grammar 3  
Lower Grammar 4  
Lower Grammar 5  
Lower Grammar 6  
Lower Grammar 7  
Lower Grammar 8

Rhetoric 1  
Rhetoric 2  
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Rhetoric 7  
Rhetoric 8

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Ursuline Pupils

Examination Candidates

# H

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Grammar 2  
Grammar 3  
Grammar 4  
Grammar 5  
Grammar 6  
Grammar 7  
Grammar 8

Cricket  
Nets

SPORTS HALL

Foyer