



RENDCOMB COLLEGE

NURSERY • JUNIOR • SENIOR

Health and Safety Policy (ISI: 11a)

Monitoring:
Health and Safety Committee

Reviewed:
August 2017

Next Review:
August 2018

TABLE OF CONTENTS:

1. STATEMENT OF INTENT	3
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2. MANAGEMENT STRUCTURE.....	7
2.1. Health and Safety Committee	7
2.2. The Governors.....	8
2.3. The Bursar	8
2.4. Works Manager.....	9
2.5 Heads of Department	11
2.6. House Masters/Mistresses	12
2.7. Laboratory Assistants.....	13
2.8. Functional Managers	14
2.9. Employees.....	15
3. LOCAL RULES AND ARRANGEMENTS.....	18
3.1 College Trips.....	19
TRIP RISK ASSESSMENT.....	21
TRIP APPROVAL AND RISK ASSESSMENTS	23
3.2 Machinery Guarding and Work Equipment.....	24
Fire Evacuation Policy	25
Maintenance of Fire Precautions.....	28
3.4 Science Teaching.....	28
3.5 First Aid - Sisters.....	28
3.6 Ground Staff.....	32
3.7 COSHH Regulations	32
3.8 Electricity at Work Regulations.....	33
3.9 Swimming Pool.....	34
3.10 Use of College Facilities by Members of the Public.....	35
3.11 Accident Reporting	36
3.12 Control of Legionnaires Disease	39
3.14 Abrasive Wheel Machines	41
3.16 Management of College Contractors.....	43
3.17 Hot Work Permit	45
3.18 Noise	45
3.19 Competent Persons.....	46
3.20 Display Screen Equipment	47
3.22 Personal Protective Equipment.....	48
3.23 Management of Health and Safety at Work Regulations 1999.....	49
3.24 Training	50
3.25 College's Management of Health and Safety	51
3.26 Use of College Transport.....	51
3.27 Site Transport and Pedestrian Safety	53
3.28 Work at Height.....	54

1. STATEMENT OF INTENT

- 1.1 The Governors recognise that under the Health and Safety at Work etc Act 1974 they have a legal duty to ensure, so far as is reasonably practicable, the health, safety and welfare of all their employees and that they have certain duties towards pupils, the public and people who use the premises of the College from time to time, these duties being implicit in the above Act. This policy is applicable to all pupils, including those in the EYFS.
- 1.2 The Governors accept these duties and it will continue to be their policy to promote standards of health, safety and welfare that comply fully with the terms and requirements of the above Act, Regulations made under that Act and Approved Codes of Practice. It is considered by the Governors, that health and safety is a responsibility at least equal in importance to that of any other function of the College.
- 1.3 The Governors will take all such steps as are reasonably practicable to meet its health and safety objectives, which are: -
 - 1.3.1 the creation of an Organisational Structure and a positive health and safety culture which supports risk control at all levels within the College, particularly at Senior Management level;
 - 1.3.2 To systematically identify and control risk as an effective approach to injury, ill-health and loss prevention;
 - 1.3.3 To maintain safe and healthy working places and systems of work and to protect all employees, pupils and others including the public in so far as they come into contact with foreseeable work hazards;
 - 1.3.4 To provide and maintain a safe and healthy teaching environment for all employees and pupils with adequate facilities and arrangements for their welfare;

- 1.3.5 To provide all employees and pupils with the information, instruction, training and supervision that they require to work safely and efficiently. The College's Health and Safety Consultants are available to provide relevant information and this will be disseminated to the staff as appropriate;
- 1.3.6 to develop an understanding of risk control and safety awareness amongst all employees and pupils and, as a result of this, create individual responsibility for health and safety at all levels and be responsive to internal and external change;
- 1.3.7 To provide a safe environment for all visitors to the College's premises bearing in mind that these visitors may not necessarily be attuned to certain aspects of the College's environment;
- 1.3.8 To control effectively the activity of all outside contractors when on the College's premises. It is the intention of the Governors that, apart from routine supervision and control of contractors, this aim will be achieved in part by demanding copies of the contractors' Safety Policies at the Tender stage;
- 1.3.9 To encourage full and effective two-way consultation on health and safety matters by utilising the management structure of the College and the committees already existing;
- 1.3.10 To use health and safety to preserve and develop human and physical resources and hence contribute to the College's performance.
- 1.3.11 to ensure that this Policy is used as a practical working document and that its contents are publicised fully;

- 1.3.12 constantly scrutinise and review performance and the details of this Policy so that the College learns from experience and keeps in line with changes in current legislation.
- 1.4 The Governors are committed to providing adequate resources to ensure its health and safety objectives, and this Policy, are met.
- 1.5 The College is conscious of the external environment that may be affected by its activities and will pay full regard to the implications of the Environmental Protection Act 1990 and, in particular, the Duty of Care as regards waste.
- 1.6 The Governors and College are aware of, and will meet, the requirements under The Children Act 1989 regarding fire provisions and ensuring that staff and pupils are aware of the College's health and safety policies and practices. It is the intention of the College to follow the advice given in 'The Children Act Guidance and Regulations Volume 5'.
- 1.7 The Governors and College recognises the guidance contained in 'Managing Health and Safety in Schools' and 'Health and Safety Guidance for School Governors and Members of School Boards', both prepared by the Education Service Advisory Committee of the Health & Safety Commission, and intends to follow the good practice recommendations they make.
- 1.8 The College will provide and maintain a written Risk Assessment of the risks to the health and safety of its employees whilst they are at work and others who may be affected, as required by the Management of Health and Safety at Work Regulations 1999.
- 1.9 The Governors and College recognise the good practice contained in "Health and Safety of pupils on Educational Visits 2, prepared by the DfE and intends to follow the recommendation it makes.

- 1.10 The Governors consider that this Health and Safety Policy is an integral element of the overall College Business Plan and other resources policies.
- 1.11 The Governors have appointed Owen David Risk Management Limited of Market Drayton as Competent Persons to provide the necessary legal, technical and practical health and safety assistance and information and also to provide an independent monitoring service of the activities of the College.
- 1.12 This Policy will be brought to the attention of all employees and periodically reviewed and revised as necessary.

Signed:

Headmaster

A handwritten signature in black ink, appearing to read 'P A' followed by a stylized flourish.

Signed:

Health and Safety Officer and Works Manager

2. MANAGEMENT STRUCTURE

2.1. Health and Safety Committee

Meetings

- 2.1.1 It is proposed that the Health and Safety Committees will meet once per term although members will have recourse to call for an emergency meeting should circumstances so dictate. The meetings will be reported to a Governor with direct responsibility for Health and Safety in the College.

Terms of Reference

- 2.1.2 It is anticipated that the College has fault detection/reporting procedures in place for dealing with day to day health and safety issues. It is also understood that monitoring of remedial action is carried out by Departmental Heads.
- 2.1.3 It is, therefore, considered appropriate that the Governors should address the College's overall Health and Safety Policy, accident/near miss trends, fault development trends and future strategy.

Personnel

- 2.1.4. The H & S Committee, will be chaired by the Bursar and will consist of: The Works Manager, (Health and Safety Officer), Second Master, (Head of Boarding), Head of the Junior School, Director of Sport, Head of Science, Commercial Manager and Sister.

2.2. The Governors

- 2.2.1. The Governors accept full responsibility for health and safety within the College. They will constantly monitor the effectiveness of the implementation of this Policy and will revise it where necessary.
- 2.2.2. The nominated Governors are responsible for discussion on an as required basis with the Works Manager, on all matters to do with Health and Safety and will report each term at the Governors' Meeting.
- 2.2.3. The Governors recognise their corporate responsibility as employers to ensure, so far, as is reasonably practicable, that this same safe and healthy environment is also provided for pupils and all other people who visit the College.
- 2.2.4. The Governors are committed to ensure that the College operates in accordance with current legislation. They are not; however, content to merely conform to minimum acceptable standards but are determined to ensure the best possible standards are met.
- 2.2.5. They will constantly monitor the effectiveness of the implementation of this Policy, through their Governor Representative, and will revise it where necessary.
- 2.2.6. The Governors will ensure that any changes in this Policy will be brought to the attention of all employees.
- 2.2.7. They will establish an information gathering and reporting procedure so that their decision-making on health and safety is soundly based and current.

2.3. The Bursar

The Bursar will be responsible to the Governors for the safe functioning of all College activities. If he/she is absent, the Second Master is responsible. In this document, the Bursar is to read Second Master, in the former's absence.

- 2.3.1. Constantly monitor the effectiveness of the Policy as regards both academic and non-academic work and report back to the Governors as appropriate;
- 2.3.2. Consult with the Works Manager as nominated Health and Safety Officer;

- 2.3.3 Ensure the co-operation of all staff at all levels as regards working to this Policy;
- 2.3.4 be responsible for ensuring that all Heads of Department, House Masters and Mistresses and other members of academic staff understand their responsibilities and are given both the time and the encouragement to pursue them;
- 2.3.5. Take steps to ensure that any changes in curriculum and also changes in systems of work on the domestic side are considered for their health and safety implications.
- 2.3.6. Ensure that all new staff have induction training on relevant Health and Safety matters.

2.4. Works Manager

On a day-to-day basis the responsibility as regards the domestic and administrative side of the School will be devolved to the Works Manager and he will:

- 2.4.1 Monitor the effectiveness of this Policy and report back to the Bursar and Governors as appropriate;
- 2.4.2 be appointed as the College's nominated Safety Officer having responsibility for obtaining, interpreting and disseminating all relevant health and safety information to the College via the normal line management structure;
- 2.4.3 be the liaison point with the College's Health and Safety Consultants and ensure that their services are used fully to obtain the above information;
- 2.4.4 In a line management function, be responsible for the safe operation for all administrative, maintenance, security and domestic staff;

- 2.4.5 be responsible for ensuring that all maintenance contracts involving outside bodies which monitor certain aspects of the College functions are fully used and kept up to date;
- 2.4.6. where individual employees in the various domestic functions listed above are given posts of intermediate responsibility, identify those posts in this Policy and ensure that those individuals are given the necessary instruction, responsibility and encouragement to carry out the functions that they have been given;
- 2.4.7 Establish a system for the reporting back of all accidents, incidents, near misses and damage to College property and investigate accordingly. The results of these investigations, as well as being dealt with by the line management function, would then be discussed by the College's Health and Safety Committee;
- 2.4.8 following completion of work associated with the COSHH Regulations ensure that the ordering of all substances is through his department that are within his line management responsibility so that decisions may be taken for additional Assessments;
- 2.4.9 be responsible for liaising with outside bodies who may from time to time use the facilities of the College and ensure that appropriate action is taken both to ensure these bodies have sufficient knowledge of the College procedures and that the College itself is appropriately indemnified;
- 2.4.10 be responsible for the selection of outside maintenance contractors and the monitoring of all activities on the College premises, and in this context liaise fully with the College architects;
- 2.4.11 be responsible for co-ordinating the College's preparation of statutorily required Risk Assessments, Manual Handling Assessments, Personal

Protective Equipment Assessments and Display Screen Equipment Workstation Assessments;

- 2.4.12 is responsible for preparing the College's Active Monitoring Inspection Plan;
- 2.4.13 be responsible for convening, on a termly basis, the College's Health and Safety Committee Meetings;
- 2.4.14 every year arrange for a Health and Safety Staff Inset in liaison with the Deputy Head Co-Curriculum and Staff.

2.5 Heads of Department

The Heads of Department will be responsible to the Bursar for the following:

- 2.5.1 for ensuring that his/her department is run according to the standards laid out in this Policy, minimum legal standards and other appropriate standards that may be set by the College,
- 2.5.2 They will be responsible for ensuring that the teachers working under them understand the practical aspects of this Policy and the various legal requirements that apply within their areas of responsibility;
- 2.5.3 they should be responsible for ensuring that these teachers are aware of the degree of priority that these matters carry and that where appropriate they would be provided with both the time and encouragement to pursue such matters;
- 2.5.4 Notify the Bursar of any matters within this field, which they feel, is beyond their competence to deal with;
- 2.5.5 They should be responsible for reporting to the Works Manager any accidents, incidents, near misses or damage for appropriate investigation on the form provided;

- 2.5.6 They will be responsible for ensuring adequate supervision for pupils both inside the College, during normal teaching activities, and also on external trips as detailed in part 3 of this Policy;
- 2.5.7 as regards the COSHH Regulations, they will be responsible for notifying directly to the Works Manager any new substances that are required to be purchased by their department, maintenance of COSHH Data sheets, correct storage and usage of COSHH substances in accordance with the regulations.
- 2.5.8. they will be responsible for ensuring that the teaching staff, for whom they are responsible, co-operate fully with any fire practices and other emergencies as specified in part 3 of this Policy;
- 2.5.9. They will complete risk assessments within their areas of responsibility and in the first week of each term review and update these, forwarding a signed and dated copy to the Works Manager.

2.6. House Masters/Mistresses

Apart from the normal supervisory role, House Masters and Mistresses will have very specific duties, as follows:

- 2.6.1 Ensuring that all fire doors are kept closed at night, this work being undertaken by them and not delegated to pupils;
- 2.6.2 Make arrangements for night-time fire practices at the agreed frequency;
- 2.6.3 Ensure that all pupils and sleeping-in staff, in the house, are fully familiar with all fire instructions;
- 2.6.4 Constantly monitor all the dormitories as to correct use of electrical equipment;

- 2.6.5 Ensure that all means of escape in case of fire are at all times kept free and unobstructed;
- 2.6.6 contact the Works Manager if there are any problems with the location and allocation of fire extinguishers;
- 2.6.7 Ensure the Works Manager is made aware in writing of any specific health and safety matters affecting the security of their pupils in the Boarding Houses.
- 2.6.8 Attend training sessions when organised by the Works Manager.
- 2.6.9 Complete Risk Assessments within their area of responsibility and review and update these and forward a signed and dated copy as requested periodically by the Works Manager.

2.7. Laboratory Assistants

They will be responsible to the Head of Department as appropriate for the following:

- 2.7.1 Organising the isolation of gas supplies to laboratories at the end of each teaching day;
- 2.7.2 The constant security of all toxic and highly flammable substances which may be used in their department;
- 2.7.3 To this end ensuring that all stores are kept securely locked when not actually being supervised;
- 2.7.4 be responsible for ensuring that all experiments and services are rendered safe, so far as it is safe to do so, on hearing the fire alarm;

- 2.7.5. be responsible for ensuring that a sufficient number of the correct fire extinguishers are available within, or close to, the prep rooms.

2.8. Functional Managers

- 2.8.1 This section refers to the Director of Sport, Head of Science and Commercial Operations Manager (Catering, Cleaning & Laundry).
- 2.8.2 These managers will be responsible to the Works Manager for the safe running of their activities. They will be responsible for ensuring adequate supervision of all activities so that the work proceeds according to standards laid down in this Policy.
- 2.8.3 They will be responsible for ensuring that staff members have appropriate training according to the needs of their work.
- 2.8.4 They will undertake the necessary measures under COSHH Regulations to ensure safe storage and safe usage of COSHH substances.
- 2.8.5 They will be responsible for ensuring that all agreed systems of work are followed.
- 2.8.6 Where they come across matters that they feel are not within their competence to deal with, they should refer the matter to the Works Manager.
- 2.8.7. They should be responsible for investigating any accident or incident of a type specified by the Works Manager and reporting accordingly.
- 2.8.8. Maintain and carry out Risk Assessments relevant to their department and review such Risk Assessments within the first week of each term and forward a signed and dated copy to the Works Manager.

2.9. Employees

- 2.9.1 The employees of the College must take reasonable care as regards themselves and other persons who may be affected by their actions and must be fully aware of their duties under Sections 7 and 8 of the Health and Safety at Work etc Act 1974 and also under the specific Codes and Regulations
- 2.9.2 They must wear and use all Personal Protective Equipment and safety devices that are provided by the management for their protection and co-operate fully with the management when the latter are pursuing their responsibilities under the above Act.
- 2.9.3 They will observe all Safety Rules and Regulations both statutory and school and conform to any safe systems of work that may be developed.
- 2.9.4 They must report all accidents, incidents and damage to their immediate superior.
- 2.9.5. Pregnancy Health and Safety Checklist:
Should be completed with the Health and Safety Officer

The workplace can present extra hazards to pregnant women, so use our checklist to help you identify them. It's divided into four sections, which look at physical and mental job demands as well as working conditions.

Carrying out a risk assessment on a pregnant worker is a legal requirement.

1. Physical job demands	Y	N
Does the work involve:	<input type="checkbox"/>	<input type="checkbox"/>
- lifting or pushing of heavy objects, e.g. lifting boxes?	<input type="checkbox"/>	<input type="checkbox"/>
- standing or squatting for long periods?	<input type="checkbox"/>	<input type="checkbox"/>
- a lot of walking?	<input type="checkbox"/>	<input type="checkbox"/>
- working at height or climbing steep steps?	<input type="checkbox"/>	<input type="checkbox"/>
- the need to access areas with limited space, e.g. store rooms?	<input type="checkbox"/>	<input type="checkbox"/>
Will any tasks become more hazardous to the worker's changing Shape and size?	<input type="checkbox"/>	<input type="checkbox"/>
Does the role involve shift work?	<input type="checkbox"/>	<input type="checkbox"/>
If so, does it involve working at night or into the night?	<input type="checkbox"/>	<input type="checkbox"/>
2. Mental job demands	<input type="checkbox"/>	<input type="checkbox"/>
Does the job involve meeting challenging deadlines?	<input type="checkbox"/>	<input type="checkbox"/>
Does the role involve rapidly changing priorities and demands?	<input type="checkbox"/>	<input type="checkbox"/>
Does the role require a high degree of concentration?	<input type="checkbox"/>	<input type="checkbox"/>
3. Working conditions - general	<input type="checkbox"/>	<input type="checkbox"/>
Does the work involve lone working or working in remote locations?	<input type="checkbox"/>	<input type="checkbox"/>
Does the role involve any home working?	<input type="checkbox"/>	<input type="checkbox"/>
Are toilet facilities easily accessible to a pregnant worker?	<input type="checkbox"/>	<input type="checkbox"/>
Is the worker able to take toilet breaks when necessary?	<input type="checkbox"/>	<input type="checkbox"/>
Can the worker take rest breaks when needed?	<input type="checkbox"/>	<input type="checkbox"/>
Can the worker control the pace of her work?	<input type="checkbox"/>	<input type="checkbox"/>
Are there any risks of violence at work?	<input type="checkbox"/>	<input type="checkbox"/>
Does any part of the job involve dealing with members of the public?	<input type="checkbox"/>	<input type="checkbox"/>

Due to physiological changes in pregnancy, some job tasks may present new risks to a pregnant employee. So use our checklist to help you identify them and make plans for reallocating duties as necessary.

3. Working conditions - general (cont.)	Y	N
If so, does it involve dealing with distressed or disturbed people?	<input type="checkbox"/>	<input type="checkbox"/>
Does the role involve:	<input type="checkbox"/>	<input type="checkbox"/>
- Contact with young children or sick people?	<input type="checkbox"/>	<input type="checkbox"/>
- Unpredictable working hours?	<input type="checkbox"/>	<input type="checkbox"/>
- Dealing with emergencies?	<input type="checkbox"/>	<input type="checkbox"/>
Are there any obstacles in corridors or offices that could cause problems for pregnant women, e.g. in the event of a fire evacuation?	<input type="checkbox"/>	<input type="checkbox"/>

- Is the workplace non-smoking?
- If not, is the worker separated from any designated smoking area?
- Is there any other form of indoor air pollution, e.g. diesel fumes?
- Is the temperature in her working environment reasonable?
- Is there enough room for the worker to get in and out of her
- Will there be enough room as the pregnancy develops?
- Does the worker have an adjustable seat, e.g. with a backrest?
- 4. Specific hazards**
- Does any part of the job involve the use of chemicals?
- If so, are there any risks to the worker whilst she is pregnant?
- Is there any exposure to vibration, e.g. through the use of handtools?
- Does the worker need to wear personal protective clothing?
- If so, will this present a problem as the pregnancy develops?

Note: This checklist is to be retained on file for at least three years.

3. LOCAL RULES AND ARRANGEMENTS

It is the College's intention that in this part of the Policy, which will be constantly enlarged, specific standards and arrangements, will be established to cover specific risks and these standards will be constantly monitored.

Local Rules have been prepared and are contained in the following sub-sections: -

- 3.1 College Trips
- 3.2 Machinery Guarding and Work Equipment
- 3.3 Fire Matters
- 3.4 Science teaching
- 3.5 First Aid
- 3.6 Ground Staff
- 3.7 COSHH Regulations
- 3.8 Electricity at Work Regulations
- 3.9 Swimming Pools
- 3.10 Use of College Facilities by Members of the Public
- 3.11 Accident Reporting
- 3.12 Control of Legionnaire's Disease
- 3.13 Safety Committee
- 3.14 Abrasive Wheels Machines
- 3.15 Safety of Pressure System
- 3.16 Instructions for Contractors
- 3.17 Hot Work Permit
- 3.18 Noise
- 3.19 Competent Persons
- 3.20 Display Screen Equipment
- 3.21 Manual Handling
- 3.22 Personal Protective Equipment
- 3.23 Management of Health and Safety at Work Regulations 1992.
- 3.24 Training
- 3.25 College's Management of Health and Safety
- 3.26 Use of College Transport
- 3.27 Site Transport

3.28 Work at Height

3.1 College Trips

3.1.1 The Governors require that the College follows the guidance published by the DfE. To this end the Governors of Rendcomb College require that:-

- 3.1.1.1. All visits have specified and stated objectives;
- 3.1.1.2. The Head/Group Leader can show their plans comply with Regulations and guidelines, including this Health & Safety document and that within the Staff Handbook; they are informed about less routine visits well in advance;
- 3.1.1.3. For certain types of visit they assess the proposals;
- 3.1.1.4. Emergency telephone contacts with duration of visits are provided;
- 3.1.1.5. Training needs have been addressed;
- 3.1.1.6. Access to named staff is available for advice
- 3.1.1.7. Appropriate insurance cover is maintained.

3.1.2. On order to comply with the relevant guidance, the Bursar should ensure that:

- 3.1.2.1. Adequate Safeguarding children procedures are in place.
- 3.1.2.2. All necessary actions have been completed before the visit begins.
- 3.1.2.3. That Risk Assessments have been completed on the appropriate forms available on the Intranet
- 3.1.2.4. Training needs have been assessed by a competent person and the needs of staff and pupils have been considered;
- 3.1.2.5. The Group Leader has experience in supervising the age groups going on the visit and will organise the Group effectively.
- 3.1.2.6. The Group Leader or another teacher is suitably competent to instruct the activity and is familiar with the location/centre where the activity will take place;
- 3.1.2.7. The ratio of supervisors to pupils is appropriate;
- 3.1.2.8. Parents have signed consent forms
- 3.1.2.9. Arrangements have been made for the medical needs and special educational needs of the pupils;
- 3.1.2.10. Adequate first aid provision will be available;

3.1.2.11 Suitable emergency procedures are in place and that the Group Leader and all supervisors are aware of them.

3.1.2.12 Students to be made aware of who to contact should their group leader be taken ill.

3.1.3. The risk of pupils will depend on duration, and clearly this could extend from a few hours to many days

TRIP RISK ASSESSMENT

Residential (to DCI) Pages 16, 17 & 18

Non-residential (to DCI) Pages 16 & 17

Tour Leader's Name:

Trip to:.....

Trip Details:.....

.....

Address where staying:

.....

Purpose of Trip:

.....

Forms:.....

Departure Date of Trip:Leaving At:.....

Return Date:.....Est. Return Time:.....

Staff/Adults attending trip:.....

Staff/Pupil Ratio.....

Cost to Pupils:

PLEASE ATTACH PUPIL LIST TO ALL RISK ASSESSMENTS

Mode of Transport:.....

Prioritise potential hazards and/or appropriate precautions (*Non-residential only. For Residential use Page 3*)

.....

.....

.....

.....

Contact numbers on trip.....

Risk Assessment Approved by DCI

Dated

CC: RECEPTION, DCB, DCI, NC, HOUSESTAFF, HM'S PA, SISTERS,
PETE CAIRNS, COMMON ROOM

(Revised September 2016)

Please attach Medical Lists and for pupils with medical conditions considered to be at high risk e.g. diabetes, anaphylactic shock etc., please list:

Pupil/s name/s:

High Risk from

Pupil/s name/s:	High Risk from

N.B. For residential trips please attach a list of emergency parental contact numbers

EMERGENCY CONTACT NUMBERS

MOBILE SISTER: 07786 653983

MEDICAL CENTRE: 01285 832329

MAIN RECEPTION HEADMASTER: 01285 832300
01285 832320 (Office)
01285 832353 (Home)

SECOND MASTER: 01285 832333 (Office)
01285 832338 (Home)

DEPUTY HEAD CO-CURRICULAR: 01285 832335 (Office)
01451 860443 (Home)

DEPUTY HEAD ACADEMIC: 01285 832324 (Office)
01285 831115 (Home)

BURSAR: 01285 832301 (Office)
01285 831442(Home)

TRIP APPROVAL AND RISK ASSESSMENTS

As at January 2015

Order of events

1. Trip Proposal to DCI by Trip Leader via Intranet / IT Room Bookings / Off-site trips
2. DCI consults HM, HOD of department concerned, list of approved trips and school diary. Trip approved or not on database.
3. Trip Leader publicises trip to target pupils and sends letter to parents [letter to DD first for approval and copy to Accounts].

Residential Risk Assessment

4. Pages 1, 2 and 3 from Staff data on attic / Admin / Trip Risk Assessment forms Sept 09. Print off and completed by Tour Leader. Do not customise. Give hard copy to DCI no later than 7 days before departure date of trip. Include with this any separate Risk Assessment supplied by travel firm, centre or hotel. DCI checks, signs and returns
5. Photocopies of signed Trip Risk Assessment forms [as designated on Page 2] done by Tour Leader no later than 48 hours before departure.
6. DCI designates SLT contact name and number for duration of trip according to availability.

Non-Residential Risk Assessment

4. Pages 1 and 2 from Staff data on attic / Admin / Risk Assessment forms Sept 09. Print off and completed by Tour Leader. Do not customise these forms. Give hard copy to DCI no later than 3 days before departure date of trip. DD checks, signs and returns.
5. Photocopies of signed Trip Risk Assessment forms [as designated on Page 2] done by Tour Leader no later than 24 hours before trip departs.
6. Housestaff for Weekend Trips : Pages 1 and 2 hard copy to DCI by lunchtime Saturday. Later changes of pupil names please email HM, DCB and DCI.

ROSPA Recommendations: (Code of Practice for Minibus Safety) strongly recommend that drivers do not exceed the following:

ROSPA Recommendation	Driving Only	Driving + other Work
Maximum length of working day*	13 hours	10 hours
Of which spent driving	9 hours	4 hours
Maximum time driving without a break from work	2 hours or sooner if tired	2 hours or sooner if tired
Minimum length of break	15 minutes **	15 minutes **
Daily rest period	11 hours	11 hours
Weekly rest period	45 hours	45 hours
*Taking account of other work undertaken before starting a journey		

3.2 Machinery Guarding and Work Equipment

- 3.2.1 It is the intention of Rendcomb College that all machinery, whether static or mobile, academic or maintenance, will be guarded, according to the relevant assessed risks, in accordance with the requirements of the Provision and Use of Work Equipment Regulations 1998 utilising guidance Booklet L22.
- 3.2.2 To determine whether significant work equipment within the College meets the requirements of these Regulations, the College with the assistance of the College's Health & Safety Consultants, will ensure that suitable Risk Assessments have been completed for all work equipment, as defined within the guidance booklets.
- 3.2.3 The College will maintain a register of all significant work equipment in use within Design Technology, Catering areas, the Art Department, Science and Grounds & Maintenance. The College will ensure that suitable Risk Assessments, when completed, are subject to regular review.
- 3.2.4 The College will ensure that all users of work equipment, whether within academic environments or within support environments, have received suitable training and instruction to use that work equipment safely. Where necessary, the College will arrange for refresher training on a frequency to be laid down within the relevant Risk Assessments.

3.3. Fire Matters

Fire Evacuation Policy

- 3.3.1 This policy is a 'serious and imminent danger procedure' under the Management of Health and Safety at Work Regulations 1999.
- 3.3.2 Once in every term, preferably within the first 48hrs, the College will hold fire drills by buildings, the timing of which will be known only to selected staff. The HM and the Works Manager will have the power to exempt certain staff from the drill.
- 3.3.3 If the building concerned is not cleared completely in the minimum time consistent with the difficulties inherent in that building, then the drill will be considered inadequate and a further practice will be held until the satisfactory standard is achieved.
- 3.3.4 There will be practices once a term in boarding Houses, in a night-time situation. These will be carried out by the House Staff, with help from the Works Manager and his staff as necessary and the deputy Head is to be in attendance.
- 3.3.5 A record will be kept by the member of staff responsible for the building, (e.g. Housemaster/Housemistress for Boarding Houses) of the date and time of every fire drill and the exact time taken to clear the buildings, and this data will be available to the Health and Safety Committee. A report will be made by the Works Manager within 24hrs following the fire drill.
- 3.3.6 The warning, in case of fire, shall be given by a siren or bell, which is not used for other purposes and can easily be recognised by staff and pupils and will be heard clearly in all parts of the buildings.
- 3.3.7 This fire alarm system will be tested weekly by Rendcomb College, and tested and inspected periodically by CIA. The weekly testing will be done

sequentially from one operating point to the next. Details will be kept of these tests by the Works Manager.

- 3.3.8 Any person discovering a fire should immediately raise the alarm so that evacuation procedures may commence.
- 3.3.9 Upon hearing the alarm, summon the Fire Brigade, inform the HM and Works Manager, and undertake whatever duties are specified in these Regulations.
- 3.3.10 Teachers are considered to be competent to implement evacuation procedures. All teachers in charge of the class will therefore be responsible for seeing that the whole class is evacuated safely along the designated evacuation route to the **defined roll call area**, which is provided to all Staff by the Works Manager. In the event of an actual fire, any subsequent movement of staff and pupils will be decided by the SLT.
- 3.3.11 The Second Master will ensure that there is an effective system for ensuring that class registers, current to that day, are available for the roll call.
- 3.3.12 the person responsible for informing the Fire Brigade will be the person discovering the fire and his or her deputy will be anyone competent at the scene.
- 3.3.13 during teaching time, the person responsible for bringing the pupils out will be the teacher in charge of each class.
- 3.3.14 Directions for the evacuation of pupils and others will be displayed in a prominent place in classrooms, common rooms, cloakrooms, prep rooms, offices, assembly halls, sick rooms, libraries, the Sports Hall, the dining room, kitchens and boarding houses.

- 3.3.15 Arrangements will be made locally for all appliances using gas and electricity to be switched off and laboratory experiments rendered safe, as far as time and travel distance allow.
- 3.3.16 Exit doors leading from College buildings should never, under any circumstances, be locked or obstructed during College hours.
- 3.3.17 The HM and in his absence, the Second Master and Works Manager should ensure that no unauthorised persons re-enter the building affected under any circumstances, during a fire practice or actual fire emergency.
- 3.3.18 In the Junior School, the Junior Head's Secretary collects registers from the office and brings to a Meeting Point.

Fire Risk Assessment

- 3.3.19. The College acknowledges that the Regulatory Reform (Fire Safety Order) 2006, as amended, apply to all College buildings. The College will ensure that, with the assistance of the College's Health & Safety Consultants, that suitable and sufficient Fire Risk Assessments will be completed for each of the College buildings and operational areas.
- 3.3.20. The Health and Safety Officer is responsible that the Risk Assessment significant findings are adequately attended to and that the Fire Risk Assessments are subject to regular review.
- 3.3.21. Training is provided to all staff on an annual basis, either through INSET training in April or through periodic training sessions. This training will be undertaken by the Health and Safety Officer or with suitably qualified external consultants as he sees fit.

Maintenance of Fire Precautions

3.3.22. The Works Manager is responsible for ensuring that effective maintenance contracts are in place to cover all fire fighting equipment, fire detection and alarm systems, emergency lighting systems and that records are kept and are available for inspection at all times.

3.3.23. Information regarding fire safety equipment and precautions are provided to all staff through training.

3.4 Science Teaching

3.4.1 The Head of Science is responsible for ensuring that suitable local policies and procedures are in place and are developed in line with the latest guidance available from sources such as CLEAPSS and “Safety in Science Teaching”. The Head of department will also complete suitable Risk Assessment for all of the departmental activities. These will include topics such as

- i) Experimental Safety.
- ii) Use of PPE.
- iii) Use of Fume Cupboards.
- iv) Chemical Storage.
- v) Microbiology.
- vi) Ionising Radiation.

List Not Exhaustive.

3.5 First Aid - Sisters

Three qualified Registered General Nurses are appointed to oversee First Aid treatment in addition to the following arrangements. They hold the list of currently trained First Aiders.

3.5.1. First Aid Boxes are maintained by Sister from the Medical Centre.

3.5.2 The person responsible for ensuring that First Aid Boxes meet laid down statutory requirements is: Sister.

3.5.3 All First Aid Boxes will be checked against a stock list every 2 months and restocked as necessary. Location:

Main Building

- Disaster cupboard x 3 kits – located in front hallway (Grand master key required to open)
- Reception Desk – stored under work area
- Main Kitchen – on wall by wash up sinks
- Junior School First Aid Room (in corridor by nursery dining room)
- Dulverton Hall
- Bursar's Office
- Nursery Classroom
- Junior School Art Room- far end of room on left
- Reception classroom
- J2 classroom
- TEFL Office - bookshelf on right as entering
- Cookery room on shelf
- Bursars secretary's office, top floor
- Staff room

Art/Music Block

- Director of Music's Office on left as you enter
- DT Office – inside on the left
- Paper and material store – in front on shelf as entering

Sports Hall-By inner entrance to hall, located on the wall, on the right hand side.

Stable Block

- Senior biology
- Junior biology
- Senior chemistry
- Junior chemistry
- Physics room
- Chemistry store

Boarding Houses.

- Old Rectory - outside Housemasters study
- Godman - by public telephone booth
- Stable - in office, on filing cabinet on right, behind door.
- Park - Housemasters study
- Lawn -On shelf on left as you enter main door

Pavilion-Kitchen

Workmen Shed Top Field-Through small outer door, on left hand wall, in cabinet.

Tractor shed top field-Left hand side of shed as facing it – corner of area on left

Swimming Pool-in hut

Mini Buses -In tray under front passenger seat or on wall behind front passenger seat.

Workmen's vehicles

Sports kits held by each games staff member

Sister's car – Oxygen and Analgesic gas carried plus first aid kit

The Barn

3.5.4. Policy for First Aid in an Emergency:

In the event that a student, member of staff or a member of the public receiving an injury First Aid should be administered by anyone in attendance to the best of that persons ability.

Sister should be called so that the injury can be assessed and treated.

If Sister is delayed or off site call upon one of the staff who are First Aiders (list at Reception and displayed in the staff room) Advice can be sought from Sister by contacting her on the mobile number:

07786 653983

If the accident is more serious telephone for an ambulance immediately

The following action should be taken:

1. Assess the situation. (What has happened?)
2. Make the area safe. (Is the casualty in any danger?)
3. Give First Aid (Assess casualty's condition and take appropriate action)
4. Get help (obtain qualified help as early as you can)
5. Deal with the aftermath (clear up the scene, replace First Aid Kit, report accident)

3.5.5 Policy on First Aid Provision at Rendcomb College, The Medical Centre:

In term time the Medical Centre is manned by three Registered General Nurses, on a 24h hour, 7 day rota. Only one nurse is on at a time.

Out of term time first aid is provided by members of staff who hold a current First Aid certificate.

The Medical Centre is open for routine or return visits after each mealtime.

At all other times, if Sister is out, she can be contacted either on the mobile telephone 07786 653983, or via Main Reception.

The majority of staff attend a course of instruction on First Aid. This course is run each year and staff invited to renew their certificates every three years. It is expected as a condition of employment that all new staff attend First Aid training. Some staff also have Paediatric First Aid training.

A list of staff who attended each course is given to each of those on the course and also posted on the notice board in the staff room.

40 First Aid kits are located around the school (see above 3.5.3.) and a list is on the notice board in the staff room of their locations.

Sports staff are issued with their own personal First Aid kits to take to all games fixtures and practises.

Travel First Aid kits are available from the Medical Centre on request for a school trip.

Sister is responsible for the recording and reporting of all accidents. Those of a more serious nature will be reported to the Health and Safety Officer.

Sister is responsible for notifying the parent of a more serious injury to their child whilst at school.

Staff have access to a list of students with medical conditions/allergies. This information is kept in a blue file on the shelf in the staff room. House Staff also have a copy of the list in each of the boarding houses.

Each student with a more serious medical condition has a separate care plan and guidance of how to deal with a problem in an emergency is on that plan, along with when to call for help/ambulance.

There are Biohazard kits available for spillage of body fluids from the Medical Centre. Each boarding house also has a kit. Guidance on their use and disposal are enclosed with the kit.

3.5.6 Vaccinations. The policy of the College is to request information on vaccinations from all pupils as they join the school. If this information is not provided, the Medical Centre staff will chase the information four times within a twelve month period.

3.6 The College has a defibrillator which can be used in the event of a cardiac emergency. It is located on the wall by the recycling bins (behind the end of the Sports Hall).

3.6 Ground Staff

- 3.6.1 All staff that use chain saws will be provided with hearing protection, visors, safety footwear and the correct ballistic clothing. They will have been on a chain saw training course and work will proceed according to the current HSE Guidance Note PM31.
- 3.6.2 All pesticides will be safely and securely stored and will be under lock and key except when being manipulated. The person responsible for the spraying of pesticides will have been on a course approved under the Control of Pesticides Regulations 1986 and will hold a certificate of competence issued by the National Proficiency Tests Council, tel. 0203 696553.
- 3.6.3 The College acknowledges the changes in the Noise at Work Regulations (see also Section 3.18) and will ensure that all grounds staff utilise adequate hearing protection when using any equipment which exceeds the new Action Level of 85 decibels.
- 3.6.4 All grounds staff will be given suitable training and instruction with regards to safe working at height, as outlined in Section 3.28 of this Policy.

3.7 COSHH Regulations

- 3.7.1 The College will take all necessary steps to comply with the above Regulations.
- 3.7.2 It is recognised that substances to which the Regulations apply will be used in the teaching of science, the teaching of art, CDT, the offices, maintenance, domestic cleaning, catering and by the ground staff.
- 3.7.3 The College and each department will establish and keep a folder in which will be listed the Data Sheets for each substance brought into the College by

each department, together with a written Assessment, where necessary, of the exposure of all persons who may use or be exposed to these substances.

- 3.7.4 The College will provide sufficient information to these persons so that they understand the principles of the Regulations and the precautions that need to be taken.
- 3.7.5 The College will undertake the appropriate statutory examinations of all engineering controls that are required by the Regulations.
- 3.7.6 The College will set up a system whereby the Works Manager, will be aware of any change in purchase policy so that new substances may be effectively monitored.

3.8 Electricity at Work Regulations

- 3.8.1 The College will ensure that fixed electrical installations are inspected and tested by a competent person at least every 5 years.
- 3.8.2 The College will prepare an inventory of all electrical apparatus used in the College and this will be routinely inspected and tested and an appropriate register kept. All such apparatus will be visually inspected at the start of each term and any defects rectified. Where pupils bring electrical equipment onto the College premises, the College will write to the pupil's parents to the effect that the College expects all equipment to be to a high standard of manufacture and maintenance.
- 3.8.5 The College will ensure that any temporary systems e.g. stage lighting and control gear are inspected and tested by a competent person every 3 months. In addition, the College will ensure that fixed stage electrical installations are inspected and tested annually by a competent person, and following any changes, before being energised.

3.8.6 The College recognises that pupils must not be exposed to voltages in excess of 25 volts. Project work will be individually assessed for potential hazards and written instructions prepared to control the risks.

3.8.7 The College will ensure that electrically competent teachers or technicians will be involved where there is any possibility of a person, pupil or otherwise coming into contact with live conductors at voltages above 25 volts or where large short-circuit currents could flow.

3.9 Swimming Pool

Introduction

3.9.1 The College recognises that the use of its swimming pool gives rise to a number of hazards and that the following factors are relevant to potential accidents:

3.9.1.1 Prior health problems e.g. heart trouble, asthma etc;

3.9.1.2 Alcohol or food before swimming;

3.9.1.3 Youth and inexperience (half of those who drown nationally are aged under 15);

3.9.1.4 Weak or non-swimmers straying out of their depth;

3.9.1.5 Diving into insufficient depth of water;

3.9.1.6 Unruly behaviour and misuse of equipment;

3.9.1.7 Unclear pool water, preventing casualties from being seen;

3.9.1.8 Absence of, or inadequate response by, lifeguards in an emergency.

- 3.9.2 The College has taken all of the above matters into consideration in establishing its policy with regard to use of the pool.
- 3.9.3 The Director of Sport will ensure the following is in place;
- i) A suitable Risk Assessment covering all pool activities both teaching and leisure.
 - ii) A Normal Operating Procedure (NOP) as outlined in the HSE document HSG179 “Managing Health and Safety in Swimming Pools”.
 - iii) An Emergency Action Plan (EAP) as outlined in HSG179.
- 3.9.4 The Director of Sport will ensure all staff who supervise pool activities are trained to a recognised standard and that refresher training is provided as required.
- 3.9.5 The Works Manager will ensure that suitable policies and procedures are in place to maintain the pool and water in a condition that meets all relevant guidance for water quality and clarity.
- 3.9.6 The Works Manager will ensure that suitable Risk Assessments are completed for the maintenance aspects and water treatment which will include;
- i) Water Treatment and Testing.
 - ii) Emergency Procedures for Chemical Spillage, Chemical Mixing and Plant Failure.

3.10 Use of College Facilities by Members of the Public

- 3.10.1 The College will ensure that all members of the public using the facilities of the College will be given sufficient information in order to allow them to avoid any risks to their Health and Safety.

3.10.2 With regard to the use of the College public rooms, this information will relate to means of escape in the event of an emergency.

3.10.3 The agreement form used by the College as a contract with the hirer is available from the Commercial Operations Manager. This will carry a specific clause stating that the hirer will ensure adequate supervision and take responsibility for the Health and Safety of persons using the facilities.

3.11 Accident Reporting

3.11.1 All accidents, no matter how trivial, should be reported to Sister who will be responsible for passing on details to the Works Manager. The details will be recorded by Sister and copies passed to the Works Manager.

3.11.2 The College will take all necessary steps to comply with the Reporting of Injury, Diseases and Dangerous Occurrences Regulations 2013.

3.11.3 Whenever any of the following events occur, it must be reported to the Health and Safety Executive.

- i) The death of any person as a result of an accident arising out of or in connection with work.
- ii) Any employee suffering a specific major injury or condition as defined within the Regulations outlined below.
- iii) Fracture of the skull, spine or pelvis.
- iv) Fractures other than to fingers, thumbs and toes.
- v) Amputation of a hand or foot, finger, thumb or toe, or any part thereof if the joint or bone is completely severed.
- vi) Any injury likely to lead the permanent loss of sight or reduction in sight.

- vii) Any crush injury to the head or torso causing damage to the brain or internal organs.
 - viii) Serious burns (including scalding) which cover more than ten percent of the body and/or cause significant damage to the eyes, respiratory system or other vital organs.
 - ix) Any scalping requiring hospital treatments.
 - x) Any loss of consciousness caused by head injury or asphyxia and any other injury arising from working in enclosed space which leads to hyperthermia or heat induced illness.
 - xi) Any accident to a person (including pupils, visitors, members of the public etc., suffering an injury arising out of or in connection with work resulting in hospital treatment.
 - xii) For an accident to a pupil or visitor to be reportable, there must have been a failure in the management systems within the School. Accidents to pupils for example in the Playground where pupils run into each other or trip over their own shoelaces would not be reportable as there has been no system failure.
 - xiii) Further guidance is available on the HSE website in relation to reporting accidents in educational environments.
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- xiv) Any other person (including pupils, visitors, members of the public etc) suffering an injury arising out of or in connection with work resulting in hospital treatment.
-
- 3.11.4 Any of the dangerous occurrences as listed in the guidance to the regulations.
 - 3.11.5 The person at work is incapacitated for his or her normal work for more than seven days (not including the day of injury) as a result of an injury caused by an accident at work;
 - 3.11.6 In the case of a death, specified major injury or condition, or a dangerous occurrence, the Health and Safety Executive must be notified immediately e.g. by telephone and this must be followed up within seven days by a written report to the Health and Safety Executive.

- 3.11.7 In the case of over seven day injury to a person at work, a written report must be sent to the Health and Safety Executive within seven days of the accident using the on-line reporting system on hse.gov.uk
- 3.11.8 The College will keep records of all reportable injuries and dangerous occurrence containing the date and time of the accident causing the injury or the dangerous occurrence; and the following particulars about the person affected: full name, occupation, nature of injury or condition, place where the accident or dangerous occurrence happened and a brief description of the circumstances.
- 3.11.9 Maintenance of adequate accident records and the reporting of those necessary to the Health and Safety Executive will be the responsibility of Sister, who reports to the Works Manager.
- 3.11.10 The College will arrange for all accidents and "near misses" to be investigated to determine the need for any remedial action. The person responsible for deciding who shall carry out the investigation is the Works Manager.
- 3.11.11 Where appropriate, a copy of the report will be made available for discussion at the next Governors Health and Safety Committee Meeting. The Governor responsible for Health and Safety, and the Chairman, will be informed by the HM or the Works Manager as appropriate.

3.12 Control of Legionnaires Disease

- 3.12.1 The College recognises that it operates hot and cold water systems where there is a foreseeable risk of Legionnaires and which, therefore requires control.
- 3.12.2 The College will do all that is necessary to fulfil the requirements of the Approved Code of Practice by identifying and assessing sources of risk, preparing a scheme for preventing or controlling the risk, implementing and managing precautions and keeping appropriate records of precautions implemented.
- 3.12.3 The main objective of the College is to operate water services at temperatures, which do not permit the growth of Legionella and to avoid stagnation. The College will also ensure that the system is clean in order to minimise the opportunity for bacterial contamination.
- 3.12.4 Where possible, water services will operate at temperatures that prevent the proliferation of Legionella that is hot water storage (calorifiers, at 60°C); hot water distribution at least 50°C attainable at the taps with one minute of running; cold water storage and distribution at 20°C or below. Whilst it is recognised that water temperatures in excess of 50°C give rise to a danger of scalding, and where necessary "fail safe" thermostatically controlled mixing valves will be used to allow the hot water system to run safely at higher temperatures to control Legionella.
- 3.12.5 Where the above water temperatures cannot be maintained, weekly thermal disinfection of the system will be carried out. This will involve raising the temperature of the whole of the contents of the calorifier and then circulating this water throughout the system for at least an hour. Each tap and appliance will be run sequentially for at least five minutes at this full temperature.

- 3.12.6 It is recognised that if a calorifier or substantial part of the system is on stand-by operation, or if it is out of use for a week or longer for maintenance or other purposes, water will be raised to the operating temperature throughout for at least an hour before being brought back into use.
- 3.12.8 The following regime of routine inspection and maintenance will be established for the plant:
- (a) Water temperatures at calorifiers will be checked monthly;
 - (b) Water temperatures at taps after one minute running will be checked annually;
 - (c) Conditions in tanks for the presence of organic materials, vermin etc annually;
 - (d) Conditions in calorifiers for organic materials and undue build up of scale, annually;
 - (e) The condition of accessible pipework and insulation annually.
- 3.12.9 The system will be cleaned and disinfected if routine inspection shows it to be necessary, if the system or part of it has been substantially altered or entered for maintenance purposes, or following an outbreak or suspected outbreak of Legionnaires.
- 3.12.10 the following records will be kept:
- (a) A simple description and plan of the system identifying storage and header tanks, calorifiers and relevant items of plant;
 - (b) Details of the risk assessment;
 - (c) Details of system operation relevant to controlling the risk and the precautions to be implemented;
 - (d) Procedures for inspecting and checking the system;
 - (e) Details of precautions carried out.

3.12.11 The nominated officer for responsibility for ensuring this policy is implemented is the Works Manager.

3.14 Abrasive Wheel Machines

3.14.1 The College utilises abrasive wheel grinders. Under guidance laid down with the Provision & Use of Work Equipment Regulations 1998, no person is allowed to mount any abrasive wheel unless he has been trained, is competent, and has been appointed by the employer. The College will take steps to ensure that nominated persons within the College Maintenance Department have received suitable training with regards to the use and maintenance of abrasive wheel machines. The College will also ensure that a nominated person within the DT Department is also similarly trained and competent.

3.14.2 Tool rests on abrasive wheel grinders are required to be adjusted as close as practicable to the exposed part of the abrasive wheel. All staff are expected to be vigilant and to carry out checks whenever they use the grinder and before pupils use a grinder and to carry out the necessary adjustments to the tool rests to ensure they are so maintained.

3.14.3 If eye shields are provided these must be kept in a clean and good condition.

3.14.4 Eye protection (BS2092.1) must be worn when abrasive wheel grinders are used.

3.15 Safety of Pressure Systems

3.15.1 The College will take all necessary steps to comply with the Pressure Systems Safety Regulations 2000.

- 3.15.2 The College recognises that the Regulations will apply to all pressure systems on site containing steam at any pressure, or a gas, or a liquid, or a mixture of both at a pressure greater than .5 bar (7psi).
- 3.15.3 The College will use manufacturer's literature and information available from their Competent Person who carries out current thorough examination and test of pressure systems, to establish the safe operating limits of its pressure systems.
- 3.15.4 The College recognises that it must produce a written scheme for the periodic examination of its pressure systems before the 1 July 1994 and that the written scheme must be prepared by a Competent Person.
- 3.15.5 The College will then arrange for the Competent Person to carry out examination of the pressure system in accordance with the written scheme.
- 3.15.6 The College will provide adequate and suitable instructions to employees who have to operate pressure systems and this will include training, close supervision, provision of data and, if necessary, schematic or flow diagrams to help with the identification of important controls, valves etc.
- 3.15.7 The College will ensure that its pressure systems are properly maintained in good repair so as to prevent danger.
- 3.15.8 The College will ensure that it keeps the correct documentation. This documentation will consist of the following:
- (a) An initial report and examination of the pressure system upon it being taken into use;
 - (b) The last report of examination of the pressure system made by the Competent Person;

- (c) Any other reports if they contain relevant data to assist safe operation, or referring to repairs and modifications;
- (d) Information referring to data supplied by the designers or manufacturers.

3.15.9 Until a written scheme of examination has been established, the College will continue to arrange for the relevant thorough examination and test of its current pressure system in accordance with previous legislation.

3.16 Management of College Contractors

INSTRUCTIONS FOR CONTRACTORS WORKING AT RENDCOMB COLLEGE (Revised January 2015)

1. These rules for Contractors are issued to all Contractors working within the College and for work which is not covered by the Construction (Design and Management) Regulations 2007. The College has a Policy for compliance with these regulations and these instructions are not considered to represent any Health and Safety Plan under the regulations.
2. The College responsible person for Contractors is the Works Manager. He must be contacted before any work is commenced. The College requires Contractors to book in and out of site daily, and this is to be arranged with the Receptionist in Saul's Hall where a pass will be issued to each individual.
3. Contractors will be expected to produce satisfactory evidence of insurance cover in respect of their legal liabilities to the College, third parties and their own employees. It is a condition of the contract that any main Contractors assumes the legal liabilities to the College and third parties which may be occasioned through the actions of any sub-Contractor or other body employed or engaged by the Contractor up to £100,000.00 unless otherwise specified.
4. Unless otherwise specified in writing with the Contractor, orders are placed on the basis that the Contractor will provide all equipment including ladders, trestles, tools, scaffolding and any necessary protective clothing and equipment for their employees. The use of College equipment such as lifting equipment, electrical supplies, tools and access equipment is prohibited unless specifically authorized by the **Works Manager** as College Health and Safety Officer.

5. Contractors are not permitted to engage the assistance of College personnel without specific authorisation from the **Works Manager**.
6. When a Contractor uses scaffolding or other access equipment on site he must ensure that it complies with the Construction (Design and Management) regulations 2007. Scaffolding inspections, in accordance with these regulations are the responsibility of the Contractor.
7. The Contractor is responsible for seeing that any sump, pit or other excavation caused or worked on is securely fenced as required by the Construction Regulations.
8. The Contractor shall ensure, by proper boarding, shuttering or other means, the protection from damage of any property of the College or other persons' property adjoining the site.
9. No Contractor's employee is allowed to interfere with or operate any valve, tap, and switch or plant control without first obtaining permission from the Works Manager.
10. Contractors are reminded that, under the Electricity at Work Regulations 1989, Regulation 16, no work activity should be carried out on, or near, any live conductor unless it is unreasonable, having regard to all relevant factors, for the equipment to be dead while work proceeds; and that it is reasonable for the work to be carried out on or near it while it is live; and suitable precautions are taken to prevent injury.
11. When portable electrical equipment is brought on to site, this is expected to be of 110-volt centre-tapped supply unless otherwise specifically authorized. All cables and extension leads are to be in good condition, properly maintained and terminated.
12. All gas welding of flame-cutting equipment brought on to site is expected to be fitted with flashback arrestors, and proper arrangements are to be made by the Contractors for securing of cylinders while in site. This applies both to gas cylinders, which are in use, and spares. Cylinders, which are not secured to a trolley, should be tied back to a frame or other support to avoid damage to valves.
13. The College site includes areas of high fire risk, which are identified by appropriate signs. The ban on smoking and naked lights in these areas is rigidly enforced and Contractors must be vigilant in observing these conditions.
14. Any accidents that occur on site must be reported to the **Works Manager**. We expect the co-operation of Contractors in the investigation of any accidents, which may occur.
15. Contractors are required to advise the Works Manager where they will be working on site and should not go into other areas without prior authorisation.

16. Contractors shall inform the Works Manager of the health hazards of any substances he brings on to the site, the likely exposure to our employees or pupils, and any precautions that need to be followed.
17. Any queries or problems on site should be referred to the Works Manager. In his absence his nominated deputy should be contacted who will be pleased to assist the Contractor in his endeavour to ensure safety on the premises.
18. All Contractors that regularly attend the College in term-time need to have a, which will be paid for by the College, before they are allowed to work on the premises unaccompanied, when pupils are in attendance.
19. All Contractors that occasionally attend the College in term-time will need to be accompanied by a member of the Works Team at all times whilst on the College Campus.

I acknowledge receipt of a copy of these instructions for Contractors and agree to be bound by the condition outlined above.

Signed (Contractor)

Dated.....

3.17 Hot Work Permit

3.17.1 A Hot work Permit may, in exceptional circumstances, be utilised for all contractors who undertake any hot work such as welding, grinding, brazing or other hot work activities. This will be issued by the Works Manager.

3.18 Noise

3.18.1 The College is aware of the Noise at Work Regulations 2006 and that new lower Exposure Levels have been introduced. Where the College believes that employees are exposed to noise levels that would designate the area as either Action Level 1 or Action Level 2, appropriate steps will be taken to either reduce or eliminate the noise at source or provide suitable hearing protection, or both.

3.18.2 It is believed that these controls will be necessary in the following operations:

- (a) Grass cutting operations;
- (b) Use of chain saws;
- (c) Use of all woodworking machinery;
- (d) Strimmers;
- (e) Driving of tractors unless provided with Q cabs.

3.18.3 A copy of the Noise Assessment, where necessary and appropriate, will be held by the Head of Maintenance and the Works Manager.

3.18.4 The College will take steps, where necessary, to have noise levels measured utilising the College's Health & Safety Consultants and appropriate steps will be taken to either eliminate or reduce noise at source.

3.19 Competent Persons

3.19.1 Under the Management of Health and Safety at Work Regulations 1999, Regulation 7, the College has appointed the following Competent Persons to assist in undertaking the measures necessary to comply with relevant statutory provisions: -

1. Health & Safety Matters - Owen David Risk Management;
2. Fire Evacuation Procedures - All teaching staff and designated non-teaching staff (see Section 3.3.9)
3. Electrical Work –Any competent electrical contractor with the necessary qualifications.
4. Abrasive Wheel Mounting - see Section 3.14
5. Pressure Systems, Written Scheme & Examination – The Works Manager
6. Display Screen Equipment, eye & eyesight tests – The Works Manager
7. Measurement of noise on site – Owen David Risk Management Ltd.

3.20 Display Screen Equipment

- 3.20.1 It is the policy of the College to comply with the Health and Safety (Display Screen Equipment) Regulations 1992 utilising the guidance given in Booklet L26.
- 3.20.2 The College will carry out a suitable and sufficient analysis of all workstations to assess the health and safety risks to exposed persons. This will be carried out by the Works Manager, assisted by the Network Manager.

3.21 Manual Handling

- 3.21.1 It is the policy of the College to comply with the Manual Handling Operations Regulations 1992 utilising the guidance given in L23.
- 3.21.2 In particular, the College will:
 - i) Avoid the need, so far as is reasonably practicable, for employees to undertake any manual handling operation which involves a risk of injury.
 - ii) Where a manual handling operation cannot be avoided a suitable and sufficient assessment will be carried out. The person(s) responsible for carrying out these assessments is the Works Manager.
 - iii) Take appropriate steps to reduce the risk of manual handling operation injury to the lowest level reasonably practicable, and provide employees with general indications on the weights of loads.
- 3.21.3 In general we note that work activities at the College do not generally involve repetitive manual handling tasks which lend themselves to detailed

analysis and assessment. If required, the College will assess manual handling hazards using the HSE manual handling assessment protocols. (hse.gov.uk).

3.22 Personal Protective Equipment

- 3.22.1 It is the policy of the College to comply with Personal Protective Equipment at Work Regulations 1992 based on the guidance in Booklet L25.
- 3.22.2 The College recognises that Personal Protective Equipment is a last resort and that wherever possible; risks should be controlled by other means. Where the risks cannot be controlled by other methods or it is assessed there is a residual risk, then suitable Personal Protective Equipment will be provided to employees.
- 3.22.3 Where it is determined that Personal Protective Equipment is required then an assessment will be made to assess the risks, define the characteristics required of the equipment and compare these with the characteristics of available equipment to ensure the equipment provided is suitable. The assessment will be recorded unless it can be easily repeated and explained.
- 3.22.4 All Personal Protective Equipment will be maintained and storage provided for it when it is not in use.
- 3.22.5 Employees will be informed, instructed and trained on the risks which the Personal protective Equipment will avoid, or limit; the purpose and manner in which the equipment is to be used and action they need to take to ensure it remains in good repair and efficient working order.
- 3.22.6 A record will be kept by the Works Manager of all Personal Protective Equipment, which is issued using the attached format.

3.22.7 The person nominated to co-ordinate the above on behalf of the College is the Works Manager.

3.23 Management of Health and Safety at Work Regulations 1999

3.23.1 It is the policy of the College to comply with the Management of Health and Safety at Work Regulations 1999 and its Approved Code of Practice.

3.23.2 The College will make a suitable and sufficient Assessment of the risks to health and safety of its employees whilst they are at work, to identify the preventive and protective measures necessary to comply with the requirements of relevant statutory provisions.

3.23.3 Where the Risk Assessment identifies any appropriate Health Surveillance this will be carried out following consultation with suitably qualified and Competent Persons.

3.23.4 To assist in undertaking the measures identified by the Risk Assessment as necessary to comply with relevant statutory provisions, the College has appointed a number of Competent Persons (see Section 3.18). Co-ordination of the necessary measures and Competent Persons will be carried out on the College's behalf by the Works Manager.

3.23.5 The results of the Assessment including identified risks and any necessary preventive and protective measures will be brought to the attention of relevant employees.

3.24 Training

3.24.1 The College will comply with the Health and Safety at Work Etc Act 1974 and Management of Health and Safety at Work Regulations 1999 with respect to training.

3.24.2 Before entrusting any task to an employee the College will take into account their capabilities as regards health and safety to ensure the work demands do not exceed their ability to do the work without risk to themselves or others.

3.24.3 The College will provide employees with health and safety training: -

a) On recruitment. This induction training will give general health and safety training on the risks associated with the College's undertaking, including arrangements for first aid, fire and evacuation;

b) Or their being exposed to new or increased risks due to transfer or change of responsibilities or due to the introduction of new or changed work equipment or technology;

c) Periodically as refresher training, as appropriate.

3.24.4 Records will be maintained of all training that has been given. The persons responsible for co-ordination of training on the College's behalf are the College Sister (RGN) in her area of responsibility, the Commercial Operations Manager, in his area of responsibility, and the Works Manager for the Buildings and Grounds Staff

3.25 College's Management of Health and Safety

- 3.25.1 The College acknowledges the good practice guidance contained in Managing Health & Safety in Schools prepared by the Education Service Advisory Committee of the Health & Safety Commission.
- 3.25.2 This Health and Safety Policy illustrates the sustained commitment and interest of the College, which it considers essential for successful health and safety management.
- 3.25.3 In addition to this Policy and the independent monitoring and auditing carried out by Owen David Risk Management Ltd as the appointed School's Competent Persons, the College intends to progressively implement planned Active Monitoring Inspections.
- 3.25.4 The College's Works Manager as Health and Safety Co-ordinator, with support as necessary from other staff, will be responsible for preparing the inspection plan, which will establish: -
- i) The frequency of inspection;
 - ii) The areas or topics for inspection and the progressive development of inspection checklists;
 - iii) Who will do the inspections
 - iv) How the inspections will be completed, reported and actioned.

3.26 Use of College Transport

- 3.26.1 No persons are allowed to drive any College minibus unless they are in possession of:
- i) A full British Driving Licence and are over the age of 25;
 - ii) A valid PCV or equivalent Licence;
 - iii) An equivalent level of assessed competence, as agreed in writing by the Works Manager; and

- iv) Have been accepted as a competent minibus driver by the College's Motor Insurance Policy.

3.26.2 Before journeys are undertaken the College requires that the names of proposed drivers, driving times, rest stops and proposed route are all planned for outward journeys in excess of fifty miles. These planning details must be documented and agreed in advance of the proposed journey. Staff proposing to drive minibuses must declare any Driving Conviction to the College immediately and a Risk Assessment will be carried out on each case, this may result in permission not being granted.

3.26.3 The College will establish a system for the booking of minibuses which is required to incorporate evidence of compliance with the preceding paragraphs.

3.26.4 The drivers of any minibus must also ensure they are equipped with the following items:-

- i) An adequate First Aid kit;
- ii) Fire extinguisher;
- iii) Basic tools;
- iv) Torch;
- v) Means of summoning assistance;
- vi) De-icer.

3.26.5 In order that drivers can demonstrate they have acted diligently during the loading of the minibus immediately prior to commencement of the journey, there are a number of checks which must be completed and the College recommends that the appended Appendix A is utilised for this purpose. The completed form is to be deposited at Reception prior to departure, if there are any defects observed during the pre journey checks, Reception are to be informed, out of hours the duty member of the Works Team is to be contacted and the vehicle is not to be used until the fault is rectified.

3.26.6 A weekly Minibus check is to be carried out by a competent member of the Works Department using suitable checklists that will be held by the Works Department

3.27 Site Transport and Pedestrian Safety

3.27.1 Regulation 17 of The Workplace (Health, Safety & Welfare) Regulations 1992 is entitled Organisation etc. of traffic routes. The main requirements are:

- The workplace should be organised in such a way that pedestrian and vehicles can circulate safely.
- Traffic routes should be sufficient, suitable and of sufficient size.
- Traffic routes are suitably indicated.

3.27.2 Backing up these two specific requirements is Regulation 3 of the Management of Health and Safety at Work Regulations 1999 and the starting point is a Risk Assessment on College transport activities resulting in the development of what will be called a Transport Plan.

3.27.3 The College will ensure a risk assessment is completed for all site transport and pedestrian activities. Matters to be considered are:

- Place a limit on the number of vehicles on school premises.
- Determine speed limits.
- Directions to be given to drivers at reception/school entrance.
- Signage at reception/school entrance.
- Designated vehicle waiting areas.
- One-way traffic systems.
- Clearly defined vehicle routes.
- Avoid reversing or provide banksmen.
- Define unloading and loading areas.
- Provide clearly defined car park area for cars.

PEDESTRIANS

3.27.4 Matters to be considered are:

- Control all pedestrian movements.
- All on foot visitors to be accompanied.
- Pedestrian routes to be identified and maintained.
- Exclude animals.
- Provide adequate lighting and signage.

REVERSING

3.27.5 Reversing of visiting vehicles is probably the highest risk transport activity. The school configuration makes banning this impracticable, and reversing is therefore carried out under the control of a trained banksman.

TRANSPORT PLAN

3.27.6 In total, the School Transport Plan will consist of the following:

- i) A detailed Risk Assessment.
- ii) A layout plan showing clearly defined transport routes and pedestrian routes.
- iii) A list of Traffic Rules which are taken directly from the controls specified in the Risk Assessment.

3.28.18 Responsibility for ensuring 3.28.14 is carried out and subsequently reviewed lies with the Works Manager.

3.28 Work at Height

3.28.1 The Work at Height Regulations 2005 came into force on the 6 April 2005 and were amended in 2007. **Work at Height** means:

- i) Work in any place including a place at or below ground level;
- ii) Obtaining access to or egress from such a place while at work, except by a staircase or permanent workplace, where if measures required by the Regulations were not taken, the person could fall a distance liable to cause injury.

3.28.2 From the College's perspective the main requirement can be paraphrased as follows:

- Work at Height is planned, supervised and carried out in a safe manner.
- Those involved must be competent.
- Avoid working at height if it is at all reasonably practicable.
- The control measures must be Risk Assessment driven.
- There must be sufficient and suitable measures to prevent a person falling a distance liable to cause personal injury.
- Do not work from or near fragile surfaces.

3.28.3 Falls could occur in the following circumstances:

- i) From ground level to a lower level such as a basement;
- ii) Falls from a permanent fixed working platform;

- iii) Falls from a temporary working position;
- iv) Work on roofs where plant is located on flat roofs.

3.28.4 The College policy on access at height is as follows:

- i) Where high-level access is a continuing requirement of operation then fixed ladders and fenced access platforms will be provided.
- ii) Where access is occasional for maintenance purposes then a fixed fenced platform will be provided together with the use of occasional ladder access to this point.
- iii) Where infrequent access is required and the work can be carried out one-handed then a lashed ladder may be used.
- iv) Where infrequent access is required but two-handed work is required, and either location or frequency does not justify a fixed platform, then tower scaffold or hydraulic access platform may be used.
- v) Where circumstances would normally dictate a tower scaffold, but this would require frequent movement of the tower in difficult circumstances, then fixed temporary scaffolding of sufficient extent will be provided.
- vi) Where none of the above preferred alternatives can be applied for reasons of access difficulty, job duration, and infrequency, then careful consideration should be given to the use of safety harnesses and fixed lines with training to be given in the use of these harnesses and the harnesses subject to annual thorough examination by a Competent Person.
- vii) Where work on pitched roofs is required, external specialist contractors will be used.

3.28.5 The Works Manager will be responsible for implementing this policy section on a day to day basis.

The Induction H & S Checklist Form states that you will sign it to confirm as a member of staff you have read this Policy and understand it.

Name: **Robert Jones**

Position: **Headmaster**

A handwritten signature in black ink, appearing to read 'Robert Jones', written in a cursive style.