



EPSOM

COLLEGE

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EPSOM

COLLEGE

Section 1

STATEMENT OF GENERAL POLICY

Epsom College is, through all levels of management, committed to ensure, so far as is reasonably practicable, that:

- All employees are safeguarded fully in respect of health, safety and welfare whilst at work.
- Pupils and members of the public including parents, visitors and contractors' employees who enter our premises, are not exposed to any health and safety risks during the course of their business.
- No work is carried out by the College or contractors that is liable to expose employees, pupils or members of the public to hazards to health, unless suitable and sufficient assessments of the risk are made and necessary measures to prevent or control the risk have been introduced.
- All contractors are able to demonstrate that they have suitable arrangements for securing proper health and safety, including where necessary a written statement of policy.

The Board of Governors has the ultimate responsibility for the implementation of this policy and through the Chairman will ensure that the requirements of all health and safety legislation are established. The Head is responsible for the implementation of this policy within the College. Matters that cannot be resolved at this level must be referred to the Board of Governors.

The College's objectives are:

- To provide conditions and systems of work for all employees which prevent any danger to health. This requires that risk assessments be carried out as appropriate to enable hazards and risks to be identified to enable the standards of safety to be adapted and enforced.
- To ensure that all plant and equipment is maintained properly and that none will be used knowingly when it presents any risk to the safety of the staff or the public.
- To provide means of access and egress, which are safe, and without risks to health.
- To provide comprehensive information, instruction, training and supervision, so far as is reasonably practicable, to ensure the health and safety at work of all employees and pupils.
- To ensure that the health, safety and welfare of all employees, pupils, and members of the public are under continuous review by management at all levels.
- To ensure safe arrangements are made for the storage, handling and transport of articles and substances.
- To ensure the College will have and maintain up to date fire procedures and documents; and ensure that all employees and pupils are familiar with them.

This policy is largely dependent upon the total co-operation of every person who works for the College and indeed all employees have a legal duty to:

- Observe all health and safety rules and procedures as laid down by the College and use all health and safety equipment provided.
- Alert management to any potential hazard that they have noticed and report all accidents, incidents or near misses that have led, or may lead to, illness or damage.
- Ensure that no person uses a prescribed dangerous machine unless they have been fully instructed as to the dangers and the precautions to be observed and either have received sufficient training in work at the machine or are being supervised by someone with a thorough working knowledge and experience of the machine. No person under the age of 18 years should be allowed to dismantle or clean a prescribed dangerous machine.

Staff Consultation

The College will ensure that effective consultation takes place with all members of staff on health and safety matters and that individuals are consulted before making any significant changes to their health and safety arrangements, or to any health and safety functions allocated to them.

The College will hold staff Health and Safety meetings termly or as required. Any points raised will be duly minuted, reported to senior management and actioned accordingly.

This policy will be monitored to ensure it is effective and will be regularly reviewed and revised as necessary.

Signed: 

Date: **22nd November 2023**

Chairman of the Board of Governors

Section 2

RESPONSIBILITIES AND MANAGEMENT ORGANISATION

This section outlines the responsibilities of Governors, Employees, and Pupils of Epsom College. There is a robust governance process where the implementation of the health and safety policy is monitored by the Finance and Infrastructure Committee and reported to the Board of Governors. The College endeavours to continually identify, report and rectify health and safety issues, which can be monitored through the governance process.

The Board of Governors

The Board of Governors are the employer under the terms of the Health and Safety at Work Act and have overall responsibility for Health and Safety throughout the College.

The Board of Governors will:

- a. Nominate a Governor with specific responsibility for overseeing health and safety management within the College.
- b. Provide adequate resources to ensure the management of health and safety is adequate and that the objectives of the health and safety policy are met.
- c. Ensure their decisions reflect the aims of the health and safety statement of intent.
- d. Ensure that the health and safety policy is reviewed every year or sooner if there have been significant changes
- e. Provide leadership in delivery of effective health and safety management.
- f. Ensure that they receive suitable and accurate reports on health and safety compliance and accidents and health and safety is included as an agenda item at the Board of Governors meetings.
- g. Ensure the Bursar is competent to undertake delegated duties to ensure the management of health and safety is adequately resourced, including implementation of the health and safety policy.

The Head

The Head is responsible to the Governors of Epsom College for the safe functioning of College activities. They will:

- a. Constantly monitor the effectiveness of the Policy as regards both academic and non-academic work and report back to the Governors as appropriate
- b. Consult with the Bursar
- c. Recommend changes in the Health and Safety Policy in the light of experience
- d. Ensure co-operation of all staff at all levels as regards working to this Policy
- e. Be responsible for ensuring that all Heads of Department, Housemasters and Housemistresses, those in charge of games and sport, and the Officer in Charge of the CCF, fully understand their responsibilities and are given both the time, training and the encouragement to pursue them
- f. Take steps to ensure that any changes in curriculum are considered for their Health and Safety implications.

Bursar

On a day-to-day basis, the Head's responsibility regarding the domestic and administrative arrangements of the College will be devolved to the Bursar.

The Bursar will:

- a. Chair the College Health and Safety Committee

- b. Ensure the maintenance of the system for the reporting back of all accidents, incidents, near misses and damage to College property, and investigate accordingly
- c. 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 to ensure these bodies have sufficient knowledge of the College procedures, and that the College itself is appropriately indemnified
- d. With the line managers, be responsible for the safe operation of all Administrative, Maintenance, Grounds and Domestic staff
- e. Be responsible for the monitoring of activities on College premises of outside maintenance contractors, and for ensuring compliance with the Control of Contractors Policy
- f. Be responsible for obtaining, interpreting and disseminating all relevant health and information within the College via the normal line management structure
- g. Ensure health and safety training needs are identified and resourced.
- h. Ensure that adequate risk assessments are undertaken and implemented for support department functions.

Facilities Manager

The Facilities Manager takes the role of Safety Officer and supports the Bursar in day to day coordination of health and safety. In particular the Facilities Manager will:

- a. Monitor the effectiveness of this Policy and report back to the Bursar, as appropriate
- b. Be the main contact for the College's appointed health and safety advisor, Assurity Consulting
- c. Investigate accidents and report any to the HSE under RIDDOR if required
- d. Coordinate review of risk assessments via departmental health and safety assessment
- e. Provide a written H&S report to the Board of Governors at least twice each academic year
- f. Prepare termly accident statistics
- g. Maintain health and safety information on the shared drive
- h. Manage the Health and Safety Compliance Officer

Director of Estates

The Director of Estates is responsible for:

- a. As "Fire Officer" for ensuring that Fire Risk Assessments are regularly carried out and to monitor the closure of actions identified from the fire risk assessments. Ensuring Fire Safety is maintained and inspected in accordance with statutory provisions and guidance.
- b. As a "competent person" to assist in undertaking the measures necessary to comply with relevant statutory provisions in respect of:
 - Asbestos – maintaining an effective asbestos management plan
 - Electrical work
 - Provision and use of Work Equipment (PUWER)
 - Pressure systems, Written Schemes and Examinations
 - Manual Handling
 - Control of Legionellosis
 - Personal Protective Equipment (PPE)
 - Work at Height

- c. The monitoring of activities on College premises of outside maintenance installation and construction contractors, and for ensuring compliance with the Control of Contractors Policy
- d. Ensure a robust system is implemented to receive reports of, and close out, defects and hazards to the fabric of the premises or fixed installations
- e. Oversee, in consultation with the appropriate Head of Department or Senior Manager, the installation of new equipment and services to ensure compliance with statutory provisions
- f. Monitor the condition of buildings, plant and other installations and make recommendations to the Bursar regarding their safe and efficient operation
- g. In conjunction with the Health and Safety Compliance Officer ensure the college discharges its duties and responsibilities as 'Client', 'Contractor' and 'Designer' under the Construction Design Management Regulations 2015 (CDM Regulations) and other relevant statutory provisions relevant
- h. Ensure all landlords duties and responsibilities are correctly discharged by the college
- i. Attend and participate in the Health and Safety Committee meetings

Heads of Department

Heads of Department will be responsible to the Head for the following:

- a. 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. To include the production and review as appropriate of the general and task/specific risk assessments relevant to their department's activity.
- b. Ensuring all persons (employees, pupils, visitors, parents etc) under their responsibility are familiar with applicable safety rules, fire evacuation procedure, safe system of work and risk assessments.
- c. Ensuring that all items allocated to them on the current Health and Safety monitoring plan are completed and saved on the shared Health and Safety drive.
- d. Maintaining a local training matrix for all staff training and refresher training, so their staff are trained and competent to be able to work safely and provide a safe education/ environment for pupils.
- e. 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. This will include the need to ensure that General and Department / Task specific Risk Assessments are completed and reviewed on a regular basis.
- f. Ensuring that teachers are aware of the degree of priority of Health and Safety matters and that, where appropriate, they will be provided with both the means and encouragement to pursue such matters.
- g. Notifying the Head of any matters in this field that they feel are beyond their competence to deal with.
- h. Reporting to the Bursar any accidents, incidents, near misses or damage for appropriate investigation.
- i. Ensuring adequate supervision of pupils both inside the College during normal teaching activities, and also on external trips.
- j. As regards the Control of Substances Hazardous to Health (COSHH) Regulations, ensuring that the management of any Chemicals they/their Department use will be in accordance with the appropriate regulations and best practice.
- k. 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.
- l. Ensuring the number and readiness of fire extinguishers provided and advise the Director of Estates (Fire Officer) if there is a problem with their location or allocation
- m. Keeping themselves up to date with health and safety innovations and works methods applicable to their role

Housemasters and Housemistresses (HMM)

Apart from their normal supervisory role, Housemasters and Housemistresses have very specific duties as follows:

- a. Ensuring that all fire doors are kept closed at all times
- b. Ensure that all pupils in their care are aware of the action to be taken in the event of a fire alarm and make arrangements for night-time fire practices at the agreed frequency
- c. Ensure that all pupils and sleeping-in staff in the House are fully familiar with all instructions
- d. Monitor all the Dormitories, Studies and Day Rooms as to correct use of electrical equipment
- e. Ensure that all means of escape, in case of fire, are at all times kept free and unobstructed
- f. Contact the Director of Estates if there are any problems with the location and allocation of extinguishers.
- g. Report all house hazards, defects, unsafe conditions or concerns to the Works Department using the maintenance Chit reporting system. Hazards representing imminent danger are to be treated as urgent and reported accordingly
- h. Ensure all pupil activities and events arranged by the House are undertaken and organised to ensure the health and safety of those involved and where necessary on the basis of a suitable and sufficient risk assessment

Laboratory Technicians/Assistants

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

- a. Isolating gas supplies to laboratories at the end of each teaching day
- b. The constant security of all toxic and highly flammable substances that may be used in their departments
- c. Ensure that all chemical and equipment stores are kept securely locked when not supervised
- d. 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.

Employees

In general, it is incumbent on everyone who supervises the work or activity of others, whether they are employees or pupils, to ensure that they are instructed in any danger involved, and that they take all reasonable precautions.

No health and safety policy is likely to be successful unless it actively involves employees themselves. In connection, the attention of all employees is drawn to Section 7 of the Health and Safety at Work 1974 that reads:

'It shall be the duty of every employee whilst at work:

- to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work; and
- as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate within so far as is necessary to enable duty or requirement to be performed or complied with.'

Details of any accident involving injury are to be notified to the Medical Centre during term time and must be recorded on the appropriate Accident Form. If a pupil is involved the Medical Centre Staff will inform the Housemaster/Housemistress immediately. Outside term time notification of such accidents is to be given to the Bursar's Office.

The following applies to all staff:

- a) Understand, support and comply with the college's Health and Safety Policy
- b) Fully co-operate with the college in all matters relating to health and safety including attending training courses, and undertaking tasks in accordance with training and briefings received, safe systems of work, risk assessments, safety rules and other policies and procedures
- c) Ensure that when new hazardous substances are introduced, advice is taken as to whether additional assessments under the COSHH Regulations are necessary.
- d) Not intentionally or recklessly interfere or damage any article provided for the benefit of health and safety, such as personal protective equipment, fire extinguishers, etc
- e) Not operate any equipment or plant unless they are competent to undertake the activity
- f) Understand the action to take in the event of a fire or emergency situation
- g) Wear personal protective equipment and clothing and use appropriate safety devices at all times in accordance with training and briefings received, safe systems of work, risk assessments, safety rules and instructions
- h) Report all accidents, incidents and near misses in accordance with the Accident and Incident guidance
- i) Report all hazards, defects and unsafe conditions to their line manager or via the maintenance Chit reporting system. Hazards representing imminent danger are to be made safe if possible or reported to their line manager or another senior person immediately
- j) Bring to the attention of their line manager or Bursar any health and safety issues they wish to be raised at the Health and Safety Committee meeting
- k) Recommend to their line manager any appropriate equipment and devices to safely carry out their activities or duties
- l) Promote a positive safety culture at all times by behaving in a responsible manner, setting a personal example and advising others of safe work practices

Health and Safety Advisor

Assurity consulting have been appointed as Health and Safety advisors to Epsom College. In this role they will provide services as required as well as being a source of competent advice to the College.

Competent Persons

The College appointed the following Competent Persons to assist in undertaking the measures necessary to comply with relevant statutory provisions:

- a. Health and Safety Matters – Assurity Consulting, and Facilities Manager, H & S Compliance Officer and Assistant Head (Total Curriculum).
- b. Fire Procedures – Director of Estates, Facilities Manager and H & S Compliance officer
- c. Electrical Work – Director of Estates / Foreman.
- d. Asbestos Management – Director of Estates/ Foreman.
- e. Control of Legionellosis – Director of Estates/ Foreman.
- f. Work at Height – Director of Estates/ Foreman and Facilities Manager
- g. Provision and use of Work Equipment – Director of Estates/ Foreman, Head of Design and Technology, and Head of Department's as appropriate.
- h. Pressure Systems, Written Scheme and Examination – Director of Estates Manager/ Foreman.
- i. Display Screen Equipment, eye and eyesight tests – Facilities Manager, H & S Compliance officer and HR.

Pupils

All pupils shall:

- a) Take reasonable care of their own health and safety and that of others who may be affected by their acts and omissions whilst on the colleges premises or whilst engaged in College activities off site
- b) Obey all college, house and classroom safety rules and instructions
- c) Familiarise themselves with emergency procedures such as fire evacuation and first aid
- d) Not use any tools or equipment without the permission and knowledge of a member of staff
- e) Ensure that appropriate personal protective equipment and clothing is used where provided and specified as necessary by a teacher or other member of staff
- f) Report all accidents, incidents and hazards immediately to a member of staff
- g) Not deface, damage, interfere with or remove any signs or safety equipment provided for health, safety or welfare purposes, such as fire extinguishers, fire doors, lighting etc.

Consultation and communication of health and safety matters

To enable the College to fulfil its health and safety responsibilities employees are consulted on health and safety matters. This is achieved by:

- a) Termly Health and Safety Committee Meetings. Representation on the health and safety committee by a wide cross section of the departments within the College including support staff, heads of department and Governor representative. (please refer to the stand-alone terms of reference for the Committee)
- b) Health and safety information communicated to Governors
- c) Induction training for all staff at commencement of employment
- d) Staff training on health and safety matters
- e) Estates reporting processes (Chit reporting system)

The following methods are also utilised for communication of health and safety information within the College:

- Departmental staff meetings;
- Inset days;
- Email;
- Noticeboards;
- Shared drives

Any employee who has a health and safety concern should raise this with their health and safety representative, line manager, Health and Safety Compliance Officer or the Facilities Manager.

Training

- a) All staff receive an induction
- b) The College uses an eLearning platform for core health and safety training.
- c) Heads of Department are required to maintain a local training matrix and highlight the need for training through their risk assessments and requirements of their specific specialism by using industry best practice.

Review

This Policy is subject to an annual review.

Section 3

SPECIFIC ARRANGEMENTS

All staff are expected to familiarise themselves with the specific arrangements and associated policies below that are applicable to their role.

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

a. Access, Security and Visitors Policy

Epsom College encourages parents and other people to visit the College and believes that there are many potential benefits which can result from increased interaction with the public. At the same time the College has a legitimate interest in avoiding disruption to the education process, protecting the safety and welfare of the pupils and staff, and to protect the College's facilities and equipment from misuse or vandalism. The College uses closed circuit television CCTV to help protect property, staff and pupils.

See the separate Access, Security and Visitors Policy for full details along with the CCTV Policy.

b. Accident / Incident Reporting

All accidents, incident and near misses, need to be reported on either: The Pupil Incident Report for Pupils, or the Adult Incident Report for College employees, visitors, contractors or hirers' and then submitted to the Medical Centre. (Forms located on the college intranet home page)

The accident forms are collated by the Nurse Manager/Facilities Manager/Health and Safety Compliance Officer who ensure suitable investigation and actions are taken with the help of the Heads of Departments or relevant line managers.

The Health and Safety Compliance officer is responsible for reporting serious incidents to the Health and Safety Executive, in line with the Reporting of Injury, Diseases and Dangerous Occurrences Regulations as required and in line with the HSE guidance document for schools; EDIS1.

Accident statistics are shared with the health and safety committee and Board of Governors.

Staff are required to refer to the College guidance note on accident reporting which is available in the shared drive.

c. Asbestos

The College recognises its obligations under the Control of Asbestos Regulations to identify where asbestos containing materials exist with the College premises and to maintain a management plan to prevent exposure to fibres. The Director of Estates is responsible for ensuring there is an up to date 'Asbestos Management Plan'.

All works are managed through the Works Department to ensure that the asbestos management plan is referred to. Please refer to the stand alone 'Asbestos Management Policy'.

d. Catering

The College is committed to comply with all aspects of Food Safety Legislation, compliance with NMSB standard 8 - The Provision and Preparation of Food and Drink, Codes of Practice and industry guidance notes and operates a "Food Safety Operating Manual" to assist in this aim.

Its responsibilities cover the following:

- That food handlers are fully aware of the correct methods of storing, preparing, serving and dispensing of food stuffs and that these methods are properly implemented through appropriate training and supervision.

- That the correct food safety procedures are carried out and that these are monitored to ensure compliance and appropriate checks are made on a regular basis
- To have comprehensive records to demonstrate that food handlers are aware of their responsibilities and are carrying them out.

To assist us in fully meeting our food safety commitments we have engaged the service of Honour Safe Foods, who provide training and advice and an annual audit of our procedures. See the College's separate Food Safety Policy for further information.

e. Construction- CDM

The College recognises its responsibility under the Construction, Design Management regulations (CDM) as the 'client' and the Bursar is responsible for ensuring that external appointments are made to meet these responsibilities. The Director of Estates is responsible for ensuring adherence with the CDM regulations for internal projects including documenting a construction phase plan. CDM applies to all building and construction work and includes new build, demolition, refurbishment, extensions, conversions, repair and maintenance.

f. Control of Contractors

The College has a responsibility to ensure that any contractors working on the premises do so safely. Contractors which are routinely employed to work on the installation, modification and maintenance of plant and equipment and in building operations must be appropriately competent and must be aware of the health and safety standards they have to achieve.

It is recognised that the majority of contractors come through the Works department, however all departments (HOD's) using contractors must ensure the following are obtained:

- Pre-qualification of contractors – obtaining insurance information, method statements, policy and risk assessments
- Controlled access arrangements for contractors
- Sharing risk information and site rules
- Supervision proportionate to risk
- Induction record

The access arrangements and records are held in the Works department. Please also refer to the Works department arrangements for control of contractor's policy.

g. Control of Legionellosis

The College operates hot and cold-water systems where there is a foreseeable risk of Legionella growth which therefore requires control.

The College assesses sources of risk and maintains a scheme for controlling this risk.

Please refer to the stand alone 'Legionella Management Policy'; The Director of Estates is responsible for ensuring this policy is implemented and maintaining appropriate records.

h. Control of Substances Hazardous to Health Regulations (COSHH)

The College will take all necessary steps to prevent ill health due to exposure to hazardous substances. Hazardous substances may include chemicals, dusts, biological substances, gases or vapours.

It is recognised that substances to which the regulations apply will be used or generated in the teaching of Science, Art, Design and Technology, the offices, maintenance, domestic cleaning, catering and by the grounds staff.

Each department will establish and keep a folder in which will be listed the data sheets for each hazardous substance brought into the College, together with a COSHH Assessment of the exposure of all persons who may use or be exposed to these substances. Additionally, substances generated through work (such as sawdusts) will be managed through risk assessment and implementation of control measures.

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.

The College will undertake the appropriate statutory examinations of all engineering controls that are part of the Regulations.

i. Dogs

The College recognises that the safety of pupils, staff and visitors on site is of paramount importance, and as such continues to take precautions to reduce the risks to health of pupils, staff and visitors which might be associated with dogs on site.

Please refer to the Dog Policy which is on the College website and in the Common Room Handbook.

j. Display Screen Equipment (DSE)

The College recognises the need to protect staff from the health risks of working with display screen equipment (DSE), such as PCs, laptops, tablets and smartphones. This is achieved by:

- Completion of DSE workstation assessments for recognised users
- Reducing risks by ensuring staff take breaks from DSE work or do something different
- Providing an eye test if a member of staff asks for one
- Providing training and information for workers

See the separate DSE briefing note and Risk Assessment available on the shared drive

k. Driving / Vehicle Safety

The College is committed to keeping the grounds safe for Pupils, Staff and Visitors alike to use for access, exercise and relaxation without risk from traffic.

Day to day responsibility for planning, monitoring and controlling on site movements is managed by the Support Services Team. The Bursar manages the site safety, recommending measures that may be needed to enhance the safety of pedestrians. The safety of pedestrians takes precedence over vehicles.

Mitigation has been introduced in the following ways:

- One way system in operation
- 10mph speed limit
- Provision of raised pavements
- Marked routes where pavements are not available
- Use of different materials / raised 'humps' / clear signage for crossing points
- Designated parking zones for coaches and minibuses
- Double yellow lines
- Staff in hi-viz directing traffic for programmed events
- Banning of through traffic on site at certain times / events

Further to the above controls, staff and authorised pupils are required to park in designated car parks.

Delivery vehicles are managed by the relevant departments. All catering deliveries are directed straight to the catering yard.

All traffic near misses are reported to the Bursar for oversight and action as necessary. Minibus, coach and delivery vehicles drivers should avoid reversing movements wherever possible. Epsom College minibuses are fitted with audible reversing alarms.

The College minibuses help provide pupils with access to a range of off-site locations and activities. It is essential that all users of this resource are aware of all legal and procedural responsibilities pertaining to its use. All staff who are approved to drive a minibus are asked to read the minibus policy and return a signed copy to the Bursar's office in advance of them driving a minibus.

All approved users of college owned vehicles e.g. vans, buggies etc are to be made aware of the legal and procedural responsibilities of using college vehicles. All approved staff must read the vehicle safety policy and return a signed copy in advance of driving any college vehicle to the Bursar.

For further information, see the College's separate Guidance on On-Site Vehicle Movements, Facilities Vehicle Safety and the Minibus safety policy. These are available from the Bursar.

l. Electrical Safety

The College will take the following steps to prevent injury from electrical installations or equipment:

- Fixed electrical installations are inspected and tested by a competent person at least every 5 years.
- Only competent persons are employed to work on electrical systems
- All portable appliances are inspected and tested annually (PAT), this includes pupil equipment which
- Where pupils bring electrical equipment onto the premises, the College electrician must first approve this equipment.
- 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 electrical installations are inspected and tested by a competent person, and following any changes, before being energised.
- All staff are responsible for visually inspecting equipment for damage prior to use and departments visually inspect equipment they use at the beginning of each term.
- Access to electrical distribution equipment must be kept free from obstruction and areas around this equipment should not be used for storage purposes.

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 cover the risks.

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' voltages above 25 volts or where large short-circuit currents could flow.

Electrical records are held in the Works Department.

m. Educational Visits

The College seeks to encourage Educational visits, off site and residential activities as part of both the curricular and extra-curricular programs. There are a wide range of tangible and intangible benefits from such activities including improving knowledge and experience, increasing individual awareness, confidence and abilities as well as fostering teamwork and developing leadership potential.

The Educational Visits Policy details the processes and procedures that all staff who are planning or executing school visits are required to follow. In addition, the College adopts the OEAP national guidance and uses the EVOLVE system to plan and monitor off-site activities.

n. Fire Safety

Fire drills in buildings that are not used at night will be carried out on an annual basis. As regards to Boarding Houses, there will be practices once a term, in a night time/ early morning situation. A record will be kept of the date and time of every fire drill and the exact time taken to clear the buildings and the Assistant Head (Total Curriculum) will send this data to the Director of Estates & Facilities Manager.

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.

This fire alarm system will be tested weekly by the Maintenance Department. The work will be done by the maintenance staff and the testing will be done sequentially from one operating point to the next. Details will be kept of these tests.

Any person discovering a fire should immediately raise the alarm so that evacuation procedures commence.

All teachers in charge of a class will be responsible for seeing that the whole class is evacuated safely along the designated evacuation route to the defined roll call area that is detailed on the poster for each building. In the event of an actual fire, the Head and Bursar will decide any subsequent movement.

From time to time there will be a need for a Personal Emergency Evacuation Plan (PEEP) to be prepared for individual pupils, staff or visitors who have restricted mobility. This should be prepared by your line manager or for the pupils the respective Housemaster/mistress in whose house the pupil or visitor is attached.

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. The person responsible for bringing out the registers will be the class teacher. They can print the class register from iSAMS or use their tablet / device.

Directions for the evacuation of pupils and others will be displayed in a prominent place in communal areas and with fire alarm call points.

Arrangements will be made locally for all appliances using gas or electricity to be switched off, laboratory experiments rendered safe, as far as time and travel distance allow and it's safe to do so.

Exit doors leading from College buildings should not, under any circumstances, ever be locked or obstructed.

For further information, see the College's separate Fire Safety Policy. This is available from the College website or the staff intranet homepage.

o. First Aid

The First Aid policy and Procedures have been prepared in accordance with the Health and Safety (First Aid) at Work Regulations, and the Education (Independent School Standards) (England) Regulations.

Management of first aid arrangements will be undertaken in such a way as to provide adequate arrangements for training and re-training of first aiders (every 3 years), provision of first aid equipment and facilities and for the recording of first aid treatment. Arrangements will be such that first aid may be offered to employees, students, visitors, contractors and others who may be affected by the activities of the organisation.

For further information, see the College's separate First Aid Policy and Procedures. This is available from the College website or available on the staff intranet home page.

p. Lone Working

Some staff may be classed as lone workers when they work alone or without direct supervision. Heads of Department are required to consider lone working in their risk assessments and implement suitable and proportionate controls to ensure safety is maintained.

Agreed lone working procedures should be followed; ensure someone knows where you are when working alone. Any concerns must be raised with your line manager or the Head of Department.

Any staff deemed to be a lone worker must be given the lone working briefing and sign the SSOW form.

q. Lifting Equipment

The College has lifting equipment that falls within the Lifting operations and lifting equipment regulations (LOLER). The equipment is maintained and statutory inspection completed as required. Specifically:

- Lifting equipment is identified, registered and recorded
- Risk assessment are completed for use
- All lifting operations are planned
- Individuals are trained in use of specific equipment in line with departmental training matrices
- Operatives carry out pre-use checks.

Records are held in the Works Department.

r. Manual Handling

Manual handling activities include lifting, carrying, pushing, pulling, stooping, twisting and reaching. Manual handling activities should be assessed by Heads of Department and where necessary recorded as part of the department's risk assessment, considering the task and the individual's capability. No one should undertake any manual handling task they feel unable to do.

The College complies with the Manual Handling Operations Regulation by;

- a. Avoiding the need, so far as is reasonably practicable, for employees to undertake any manual handling operation which involves a risk of injury;
- b. Where a manual handling operation cannot be avoided a suitable and sufficient assessment be carried out. The persons responsible for carrying out these assessments are the Head of Department.
- c. Taking appropriate steps to reduce the risk of manual handling operation injury to the lowest reasonably practicable and provide employees with general indications on the weights of loads.

Staff that may carry out manual handling activities will be given manual handling training.

s. Noise

The College is aware of the need to comply with the Control of Noise at Work Regulations and will carry out risk assessments where it believes that employees are exposed to noise above documented action levels to establish what controls, including the possible need of hearing protection and health surveillance as required.

Noise Risk assessments are to be maintained by the appropriate Head of Department.

t. Personal Protective Equipment (PPE)

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 and it is assessed there is a residual risk, then suitable Personal Protective Equipment will be provided.

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 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.

All Personal Protective Equipment will be maintained, and accommodation provided for it when not in use.

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 any action they need to take to ensure it is in good repair and efficient working order.

The person nominated to co-ordinate the above is the appropriate Head of Department.

u. Risk Assessments

The College recognises its obligations under The Management of Health and Safety at Work Regulations 1999 which require an assessment of risks to the Health and Safety of persons who may be affected by the College's activities.

The College's key objectives are to ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk, that identified control measures are implemented to control risk so far as reasonably practicable, that those affected by College activities have received suitable information on what to do and that risk assessments are recorded and reviewed when appropriate.

The Facilities Manager/Heads of Department are responsible for ensuring that risk assessments are prepared in line with the above objectives.

Where specialist skills are required, e.g. asbestos, fire, water quality and hazardous substances, there is separate policy guidance in place. Teaching area risk assessment checklists are also in place.

All staff who prepare risk assessments will receive guidance and online risk assessment training.

Risk assessments will take into account:

- hazard - something with the potential to cause harm
- risk - an evaluation of the likelihood of the hazard causing harm
- risk rating - assessment of the severity of the outcome of an event
- control measures - physical measures and procedures put in place to mitigate the risk

The risk assessment process will consist of the following 6 steps:

- what could go wrong
- who might be harmed
- how likely is it to go wrong
- how serious would it be if it did
- what are you going to do to stop it
- how are you going to check that your plans are working

The Facilities Manager/HoD's will be responsible for the maintenance of risk assessment records. Risk assessments will be reviewed:

- when there are changes to the activity
- after a near miss or accident
- when there are changes to the type of people involved in the activity
- when there are changes in good practice
- when there are legislative changes
- annually if for no other reason

Responsible Person	Area covered
Facilities Manager - Whole Site	External Areas, Internal Areas, Lone Working, DSE, Safety Management, Cardboard Baler
Heads of Department, Academic and Support	General RA's, Task / Department specific, plus DSE, Lone Working as appropriate, Events
Second Master in conjunction with HMM's	General Day & Boarding House based RA's
Director of Examinations and External Visits	Off Site Visits and Activities
Director of Estates/ Foreman	General RA's, Task / Department specific, plus Fire, Asbestos, Legionella, Working at Height.
Director of Sports / Sports Enterprise Manager	Sports Centre, Outdoor Sports Facilities
Bursar, Director of HR, Facilities Manager, Health and Safety Compliance officer	Expectant Mothers, First Aid Provision, Traffic and People Separation, Use of College Vehicles

Risk Assessments should be recorded, involve those people who are directly involved in the activity/task in question and be regularly reviewed. This is particularly the case in the event of any material change to the activity/task, the area in which it is carried out, the people, or as a result of any accident/incident necessitating a review of the whole process.

v. Safety of Pressure Systems

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

The Director of Estates coordinates the statutory inspection of pressure vessels in line with written schemes.

Where academic departments have or use pressure vessels such as autoclaves, steam engines or pressure cookers they are responsible for ensuring that the guidance within CLEAPPS is understood and followed and that all relevant testing and inspection is completed.

w. Science Teaching

i. Chemical Storage

It is the policy of the College that chemical storage will be in line with what is recommended by CLEAPSS, That Chemical storage must be safe and secure and the storage arranged so that individual chemicals can be easily found and returned (see for guidance CLEAPSS Laboratory Handbook section 07 - Chemicals, and other CLEAPSS documents).

ii. Experimental Safety

The method of conducting all experiments in the curriculum will be according to the standards laid out in Topic 10 of Topics in Safety published by the Association for Science Education. Copies are available to all staff.

iii. Eye Protection

The College recognises that consideration of eye protection is essential for practical work. Note is taken of the guidance in Topics in Safety Topic 5, with local risk assessments as appropriate to the activity and circumstances.

iv. Fume Cupboards

It is the policy of the College that fume cupboards will be assessed once a year, and performance will achieve or surpass the minimum standard required by the DfSS. This inspection will conform to the 14-month requirement for the examination of engineering controls under COSHH Regulations; see Topics in safety, Topic 7, and general guidance for school fume cupboards given in CLEAPSS G9 'Fume cupboards in school'

v. Microbiology & Biotechnology

It is the policy of the College that all Microbiological and Biotechnology experiments will be assessed and categorised in accordance with Topic 15 of Topics in safety published by the Association for Science Education.

All DNA Technological experiments will be assessed and categorised in accordance with Topic 16 of Topics in safety published by the Association for Science Education.

The College will ensure that technique precautions appropriate to the level will be adopted as contained in Topic 15 & Topic 16.

The treatment of contaminated equipment, treatment of spillages and disinfection procedures will be in accordance with the above topics to comply with ASE guidelines.

vi. Radioactive Sources

The College will comply with the CLEAPSS guidance in their document: L93 Managing Ionising Radiations and Radioactive Substances in Schools. The College will use the radioactive sources as required by the science curriculum, and will not carry out independent experiment outside the standard syllabus.

The Head of Physics is appointed as Radiation Protection Supervisor for the whole College, and will ensure that the syllabus is taught within the guidance of CLEAPSS L93.

The Head of Physics will be responsible for producing the Local Rules necessary under the Ionising Radiations Regulations referred to above and in formulating these Local Rules reference will be to the guidance CLEAPSS L93, copy of which will be in the department handbook.

x. Smoking (including e-cigarettes)

In line with legislation smoking is only permitted on site in private accommodation or in the designated smoking shelter located within the Catering Department car park. Staff are not permitted to smoke in College vehicles.

y. Swimming Pool

As regards supervision of the swimming pool, note is made of the publication prepared jointly by HSE and the Sports Council entitled "Safety in Swimming Pools".

Under the COSHH Regulations, full details will have been obtained regarding the chlorination system. The full instruction for safety during the manipulation and use of the chemicals will have been obtained by the suppliers and will be worked to.

The Swimming Pool Rules, Normal Operating Procedure and Emergency Operating Procedure can be viewed as a reference document. W/Public/Health and Safety/ Norm Oper Procedures & Emergency Action Plan

z. Vibration

The Control of Vibration at Work Regulations require an assessment is carried out on any workers that may be exposed to vibration levels that could give rise to Hand-arm Vibration Syndrome (HAVS) or Whole-Body Vibration (WBV).

Through risk assessment, the Director Estates will identify equipment that gives rise to vibration and implement controls as required.

Where risk assessment indicates that there is a risk to the health of staff who are, or are liable to be, exposed to vibration or staff are likely to be exposed to vibration at or above an exposure action value, the college must ensure that these staff are placed under suitable health surveillance and that a health record is made and maintained.

aa. Working at Height

The College recognises The Work at Height Regulations and seeks to ensure full compliance. Where reasonably practicable work at height is to be avoided. Where such work is unavoidable the proposed task is to be risk assessed and a safe system of work is to be adopted.

The majority of such work is undertaken by members of the Director of Estates maintenance team and, to a lesser extent, members of the Facilities team. Regular training, condition surveys and records of the access equipment, ladders, towers etc. will be part of the routine cycle.

Use of the Tallscope and ladders in conjunction with the theatre lighting and stage sets should only be carried out in accordance with the agreed safe system of work, signed off by the theatre technician in conjunction with the play manager.

Teachers and support staff requiring access to high shelves, notice boards and the like should limit their use to kick steps or folding steps with a max 3 steps with platform height being no higher than 750m off the ground. The unit should incorporate a vertical handrail allowing the user additional stability.

Ladders (including step ladders)

The use of ladders is only permitted where the use of more suitable work equipment such as, tower scaffolds, podium steps, temporary stairs or MEWPs is not appropriate and:

- The work can be reached without stretching
- The ladder can be secured to prevent slipping

- A good handhold is available (unless, in the case of a step ladder and when carrying a load, the maintenance of a handhold is not practicable).

Ladders will only be used for short duration work lasting no longer than 30 minutes, or as access to a working platform. No ladder should be used unless it is safely secured to the building to prevent it slipping or falling. Step ladders should be sufficiently high enough to prevent users stepping above the third from the top step. Users should maintain three points of contact at all times when using steps and ladders.

All ladders and step ladders used throughout the College must be recorded on the College Register of Ladders and undergo regular inspection and maintenance by the Works Department or designated persons.

No work should be undertaken at height until a risk assessment has been completed. Work on roofs will require a Permit to Work to be issued by the Works Department.

Any contractors engaged to undertake work at height will be required to submit their risk assessments, and where appropriate method statements, before work can commence.

Where scaffolding is required, a competent scaffolding contractor will be used to erect, maintain and take down the scaffolding.

A tower scaffold can only be erected and dismantled by staff who have been trained and hold a current valid certificate (PASMA) with a copy held on file.

Mobile elevating work platforms (MEWPs) can only be used by staff that are trained and hold a current valid certificate with a copy held on file.

bb. Work Equipment

All work equipment and machinery used is subject to The Provision and Use of Work Equipment Regulations, which relate to the safety of all work equipment, including the adequacy of guarding and maintenance.

'Work equipment' includes items such as milling machines, woodworking machinery, lawn mowers, overhead projectors, ladders, laboratory apparatus, portable drills, soldering irons and catering equipment. The Health & Safety Executive (HSE) describe 'Work Equipment' as "almost any equipment used by a worker while at work."

Head of Department's have a responsibility to ensure that any equipment their department use is suitable and maintained in a safe and serviceable condition. They should follow the guidance available (such as CLEAPSS) and ensure any maintenance in line with manufactures instructions and assess the risk posed by the use of the work equipment under their control.

Staff and pupils will receive suitable information, training and instruction to use any equipment safely in line with the departmental risk assessments.