



## HEALTH & SAFETY POLICY

### ISI Regulatory Code – 11a

Policy written by: Second Master and Facilities Manager

Policy Date: August 2023

This Policy is for Mount St Mary's College

**Linked Policies:** Risk Assessment Policy, Off Site Visit Policy, Critical Incident Policy, College Security, Manual Handling Policy, Slips and Trips Policy, On Site Vehicle Movement, Management of Asbestos, Control of Hazardous Substances and Maintenance including testing. 1<sup>st</sup> Aid Policy, Portable Equipment Policy, Driving policy

Next Review date: August 2024

#### Mount St Mary's College

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## **1. General Statement of Safety Policy and Intent**

1.1 The Governors, Headmaster of Mount St Mary's College recognise that they have overall responsibility for the organisation and implementation of a Health and Safety Policy.

1.2 The College recognises the importance of health, safety and welfare in the successful operation of its activities, and believes that the active participation of all employees is essential to maintain the highest practical standards of accident prevention.

1.3 All College activities will be conducted with due regard to all statutory requirements with appropriate safeguards being put in place to minimise the risk of accident or injury to employees, pupils and all others who may be affected by our activities and operations.

1.4 These aims will be achieved as far as is reasonably practicable within the framework of the college's organisational structure and in accordance with the College Health and Safety Policy.

1.5 This Policy will be brought to the attention of all employees and will be subject to review and revision as necessary.

- 1.6 It is the policy of the College that its operations shall be conducted in such a manner as to ensure, as far as reasonably practicable, the health, safety and welfare of all college employees and any other persons who may be affected by its activities, including pupils, contractors, visitors and members of the public.
- 1.7 It is recognised and accepted that there is a direct relationship between a safe working environment and an efficient and well run college. The college requires, therefore, that a high standard of safety shall be achieved and maintained across the college site and throughout all its activities.  
Whilst a statutory duty exists to comply with the Health and Safety at Work Act 1974, and all subsequent and relevant legislation and regulations, this shall be regarded as the minimum standard expected.
- 1.8 In order to meet these objectives, the Headmaster/Second Master/Facilities Manager (with the board of governors), will ensure that adequate resources are made available for the provision of health, safety and welfare within the workplace, including the provision and maintenance of plant and equipment, systems of work, and a workplace and environment which is safe and without risks to health. It will be clearly indicated to all employees that their responsibilities in this area are no less important than in any other function, and that it is their duty to do everything reasonably practicable to assist in the achievement of the objectives set out in this policy.
- 1.9 Standard method statements and safe working practices shall be developed and adopted for all activities for which significant hazards and levels of risk have been identified. Any such measures shall be conveyed to those members of staff and/or pupils who may be affected, to ensure that they are aware of such hazards and risks and the operational procedures and precautions to be observed in relation to the task, in order that the risk shall be minimised and controlled. All measures taken shall be reviewed as to their effectiveness and may be revised in the light of experience, or amended to suit specific circumstances or changes in legislation as and when the need arises.
- 1.10 The College is committed to the belief that suitable and proper training is an essential factor in maintaining high standards of skills, efficiency and health and safety throughout its operations,  
and therefore full use will be made of any guidance and/or training available either in-house or through the trade associations, professional bodies and others as and when appropriate.
- 1.11 The College shall continue to make use of any guidance and/or training provided by manufacturers and suppliers of equipment used in the workplace and to ensure that its employees and pupils are able to use the equipment in a safe and proper manner
- 1.12 All employees have a duty to work in a safe and responsible manner, and to carry out their duties in such a way so as not to endanger the health, safety and welfare of themselves or others. They shall be encouraged to submit suggestions for the improvement of standards in health and safety within the college.
- 1.13 Teaching staff of the college shall endeavour, at all times, to ensure that all pupils under their supervision, work in a safe and responsible manner and are fully aware of all necessary precautions and procedures relating to their work and the need for such precautions and procedures.  
Where and when necessary protective clothing and equipment will be provided by The College and shall be used by all employees and pupils.

- 1.14 Any member of staff, regardless of position or status, who is found to be deliberately or consistently negligent in the performance of their duty with relation to the college health and safety policy will be subject to disciplinary action.

## **2. Responsibilities and Duties**

### **2.1 Governing Body**

In the discharge of its duties the governing body, in consultation with the Headmaster, will:

- 2.11 Make itself familiar with the requirements of the Health and Safety at Work Act 1974 and any other health and safety legislation and codes of practices which are relevant to the work of the college in particular the Management of Health and Safety at Work Regulations 1999, and the Regulatory Reform (Fire Safety) Order 2005.
- 2.12 Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the college.

Identify and evaluate all risks relating to:

Accidents

Fire

Health and Safety

### **2.2 Headmaster/Second Master**

The Headmaster/Second Master of The College is responsible for the implementation of the health and safety policy and for ensuring that the college fulfils its statutory obligations with respect to the health, safety and welfare of all employees, pupils and others.

In order to fulfil these responsibilities, they will:

- a) Be aware of the basic requirements of the Health and Safety at work Act 1974 and any other health and safety legislation and codes of practices relevant to work at college.
- b) Bring the contents of this policy and associated documentation to the notice of all members of staff and make arrangements for the regular review and monitoring of this policy, including regular audits, inspections and safety tours.
- c) Ensure that adequate resources, financial and otherwise, are made available for the provision and maintenance of health, safety and welfare within the college.
- d) Under the requirements of the Regulatory Reform Fire Safety order 2005 appoint a responsible person to co - ordinate the actions of staff and pupils in the event of a fire, and under the requirements of the Regulatory Reform Fire Safety order 2005 ensure that the statutory fire safety measures laid out in section 5 of this document 'Fire Procedures' are carried out.
- e) Ensure that suitable arrangements are in force and adequate equipment made available for dealing with emergencies (e.g. fire) and that sufficient competent persons responsible for evacuation of the premises in the event of such an emergency have been appointed and their identities made known to all other staff and pupils.

- f) Ensure at all times the health safety and welfare of staff, pupils and visitors using the college premises, facilities or services, or attending or taking part in college events.
- g) Ensure safe working practices and procedures are in place throughout the college including those relating to the provision and use of machinery and other apparatus, so that each task is carried out to the required standards and the risks are controlled as far as is reasonably practicable.
- h) Identify and make arrangements for training all staff, including induction of new employees. If the new employee is under 18 a special risk assessment of their activities must be undertaken. Where necessary, retraining of existing staff will take place with respect to health and safety as and when the need arises.
- i) Appoint a person competent to assist and advise on matters relating to statutory obligations under health and safety legislation as required by the provision of regulation (6) of the Management of Health and Safety at Work Regulations 1999.
- j) Designate and monitor the performance of staff with responsibility for supervision, training and the day to day implementation of the safety policy and the procedures contained in that policy.
- k) Monitor the standard of health and safety throughout the college, including all college based activities. Encourage staff, pupils and others to achieve the highest possible standards, and discipline those who consistently fail to consider their own wellbeing or the health and safety of others.

Responsible to: Governing Body

### 2.3 **Facilities Manager**

The Facilities Manager is appointed by the Governors as the Health and Safety Officer responsible to them through the Headmaster/Second Master for:

- a) Advising the Headmaster/Second Master and through them, the Governing Body of the College, on their Health and Safety responsibilities for employees, pupils, visitors to the College and members of the public.
- b) Ensuring that employees and supervisors receive adequate safety training appropriate to their duties.
- c) Promoting Health and Safety awareness throughout the College and monitoring compliance with the College's Safety Rules and Procedures.
- d) Take responsibility for conforming to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) and subsequent amendments.
- e) Report and investigate all accidents, injuries and 'near misses', in accordance with college procedures.
- f) Arrange systems of risk assessment to allow the prompt identification of potential hazards.
- g) Carry out periodic safety reviews and safety audits on the findings of risk assessments
- h) Ensure that any defects on the premises, its plant, equipment or facilities which relate to, or may affect the health and safety of pupils or staff are made safe without delay.
- i) Ensuring that accidents or incidents are properly investigated and that, if necessary, appropriate remedial action is taken.

- j) Ensuring that First Aid treatment and facilities are available for employees and pupils during the Term and for employees and visitors during the College holidays.
- k) Ensuring that adequate First Aid records of treatment of pupils and employees are kept.
- l) Reviewing losses of or damage to College & College property and initiating appropriate remedial or recovery action.
- m) Reviewing the College & College's insurance cover periodically and ensuring that legal liabilities are appropriately covered.
- n) Reporting to the Governors the need for improvements to buildings, the provision of additional facilities or the purchase of major items of equipment to meet Health and Safety requirements.
- o) Reporting to the Headmaster/Second Master and Governors instances of persistent non-compliance with the College & College's Safety Rules and Procedures, including the failure to keep adequate records.

Responsible to: Governing Body

## **2.4 Teaching Staff**

- 2.41 Individual members of the teaching staff, including part time and peripatetic teachers are personally responsible for the Health, Safety and Welfare of those in their charge whether in or outside College & College premises. In addition to their general responsibilities outlined in Part 2, Section 2, members of the teaching staff are to:
- a) Be conversant with the College's Health and Safety Policy and comply with the College's Safety Rules and Procedures.
  - b) Comply with the requirements of their Faculties Safety Instructions.
  - c) Ensure that appropriate protective clothing is worn and safety equipment used where required.
  - d) Be conversant and comply with safety regulations and codes of practice covering those hazardous activities in which they may be engaged either in or outside College premises.
  - e) Check that equipment and apparatus, including electrical equipment, to be used for tuition or demonstration in class is serviceable and fit for the purpose.
  - f) Report promptly, using the Defect/Maintenance/Repair Form, to the Head of Faculty or the Facilities Manager, defects in equipment or facilities.
  - g) Report all accidents and incidents to the Headmaster/Second Master using the Accident Report Form.
  - h) Report immediately to the Headmaster/Second Master instances of interference with fire appliances or other safety equipment.

Responsible to: Headmaster/Second Master

## **2.5 Transport Supervisor**

- 2.5 The Transport Supervisor is responsible for all aspects and movements of highway driven vehicles. These duties include:
- a) Organisation of college bus runs for the collection and return of day pupils including timings, routeing, and vehicle availability and driver allocation.
  - b) Ongoing liaison with parents regarding pick up places and timings.
  - c) Arrangements for regular maintenance checks and servicing schedules of the vehicle fleet.

- d) Ensure that where required vehicles are prepared for the M.O.T test and that tests are carried out and records are maintained.
- e) Ensure that all drivers are qualified for the vehicles they drive.
- f) Make periodic checks on the status of drivers' licences.

## **2.6 Contractors**

2.61 These responsibilities apply to any 'Contractor' who may be employed by the College from time to time. The wording 'Contractors' includes a Contractor and his Employees, Sub-Contractors and Self-Employed Persons. Contractors are employed by the College are to:

- a) Comply with 'The Health and Safety at Work Act 1974' and any other relevant safety regulations.
- b) Comply with applicable Safety Rules and Procedures of the College.
- c) Ensure the health, safety and welfare of all pupils, College employees, visitors and members of the public who may be affected by their work.
- d) Ensure that their own employees are properly supervised and that their 'supervisors' are competent and able to carry out their duties in a safe and efficient manner.
- e) Ensure that they and their employees receive a briefing from the Facilities Manager on any special features or hazards which exist at the College.
- f) Provide their employees with any necessary safety equipment and protective clothing and ensure that such equipment or clothing is used.
- g) Provide a copy of their 'Safety Policy Statement' to the College, if they employ more than five persons, prior to any work commencing on College premises.

Responsible to: Facilities Manager

## **2.7 Employees**

2.71 The establishment and maintenance of the College 'Safety Policy' depends upon the full co-operation of all employees. Part 3, Section 1 of the Health and Safety at Work Act 1974 places a duty on all employees to:

- a) Take reasonable care of him/herself and other persons who may be affected by his/her work activities.
- b) Co-operate with his/her employer to enable the employer to meet and comply with statutory duties.
- c) Adhere to safe systems of work and comply with safety rules or instructions given by staff or supervisors to safeguard not only themselves, but other fellow workers, pupils or members of the public.
- d) Use only equipment, tools or machines (including powered tools) on which they have received instruction and been passed as competent by an authorised member of staff.
- e) Report to their supervisor any accident or incident which may or could have led to injury or damage, and co-operate in any investigation of such accident or incident.
- f) Co-operate with Heads of Faculty and supervisors in the promotion of safety awareness at work.
- g) Refrain from using any machine or equipment which, in the employee's opinion, is or becomes defective and report such defect to the Head of Faculty or Supervisor.
- h) Exercise proper care in their use of safety equipment, machines or other equipment at work.



- 2.72 Failure to carry out these statutory duties or failure to observe the College's 'Health and Safety Policy' or 'Safety Rules' may constitute misconduct and lead to action being taken against the offending employee under the College's disciplinary procedure. Action may also be taken by the Health and Safety Executive.

Responsible to: Facilities Manager

## **2.8 Health & Safety Representation and Consultation**

- 2.81 The Governors seek to promote among all staff and pupils, and visitors and contractors to the College, a positive and constructive approach to health, safety and welfare throughout the College. To that end a Safety Committee responsible to the is to keep under review the arrangements made to secure health and safety for employees, pupils and visitors to the College.

The objectives of the Safety Committee are as follows:

- a) To consider reports and information provided by Health and Safety Executive (HSE) Inspectors.
- b) To consider reports on workplace inspections.
- c) To study accident reports and statistics and make recommendations on corrective action. The feedback from this will be disseminated to all staff at staff and operations meetings.
- d) To assist in the development of safety rules and safe systems of work.
- e) To advise on the health and safety content of employee training.
- f) To monitor communication and publicity relating to health and safety in the workplace.
- g) To provide a link with the enforcing authority.
- h) To consider changes required resulting from Risk Assessment Review.

- 2.82 The Safety Committee is to be comprised as follows:

- a) Chair Person - Second Master
- b) Secretary – Facilities Manager
- c) Domestic Bursar
- d) Assistant Head Operations
- e) Head of Faculty (Science)
- f) CCF SSI
- g) H/R Partner
- h) Catering Manager
- i) Housekeeping Supervisor
- j) Head of Sport
- k) Lead Teacher Art and Design
- l) Assistant Domestic Bursar

- 2.83 The Safety Committee is to meet at least twice each term

- a) Review accidents and incidents since the previous meeting
- b) Discuss matters arising from previous term's inspections and decide programme for next term's inspection of premises.
- c) Consider the implementation of any new safety instructions.
- d) Receive reports of previous term's fire drills and discuss matters arising.

- e) Review the content of the College & College's Health and Safety Policy Statement and recommend amendments.
- f) Plan for periodic site inspections and report findings
- g) Any other business.

2.84 Meetings should be minuted and an action log completed and circulated.

## **2.9 Resources**

2.91 Safety of pupils and employees is paramount. Whilst an element of risk is present in all physical and adventurous activities, and in the normal working environment, the aim of all pupils and employees must be to reduce risk to the lowest possible level. The call for resources to meet any unforeseen major Health and Safety need should be rare, unless brought about by change in curriculum, working needs or new legislation. Nevertheless, where a need for resources is perceived it must be dealt with effectively, either through the Health and Safety Committee or, if urgent, through Heads of Faculties or Sections.

2.92 The allocation of resources within the College is determined by the Governors whose Policies are executed by the Headmaster/Second Master and Facilities Manager. Funding requirements for academic purposes are to be referred through Heads of Faculties and for non-academic purposes through Heads of Sections to the Facilities Manager. Where resources are required to meet Health and Safety needs, the matter is to be referred in the first instance to the Head of Faculty or Head of Section as appropriate. Heads of Faculties/Sections are to notify non-urgent requirements to the Facilities Manager in writing. Urgent requirements are to be referred immediately by the Head of Faculty/Section to the Facilities Manager.

2.9.3 Major Requirements:  
Major requirements which cannot be met either from Faculty budgets or from maintenance or other reserves will be considered by the Headmaster/Second Master and Facilities Manager and, if supported, will be referred to the /Governors for decision.

2.9.4 Minor Requirements:  
Minor requirements which can be fulfilled from within either Faculty budgets or from maintenance or other reserves, may be implemented on the authority of the Head of Faculty/Section or the Facilities Manager as appropriate.

## **2.10 Safety Policy: Issue and Revision**

2.10.1 A copy of the full Policy Statement will be given to all Heads of Faculty, and Supervisors. These copies are to be made available if required to members of staff and employees in the respective Faculties.

2.10.2 Abridged copies containing the Safety Policy, College Management and Employee Responsibilities, Safety Rules and Safety Procedures will be given to all employees.

2.10.3 A copy of the full Policy Statement will be stored on the central drive and will be available for inspection by the Health and Safety Executive Inspectorate or other Enforcement Authority at any reasonable time of day.


2.10.4 The Policy Statement will be reviewed and amended as necessary and will be fully reviewed at the start of each academic year by the policy writer.

**3. College Rules & Procedures for Health & Safety**

3.1 The College expects all employees, including part-time employees and peripatetic staff, to co - operate in the fulfilment of the College Rules & Procedures listed and attached below:

3.2 These Colleges Safety Rules & Procedures also apply to any Contractor, sub-contractor and their employees, or any Self-Employed person engaged to carry out work on College premises; Part 3, Sub-Section 1F refers.

3.3 In addition to complying with these Safety Rules, any Contractor, Sub-Contractor or Self-Employed Person working for the College, should also be conversant with relevant safety requirements required by legislation listed in Section 5.

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<b>GENERAL SAFETY</b>		

1. In order to fulfil the duties placed upon them under the Health and Safety at Work Act 1974, employees must attend to certain tasks which are either a matter of common sense or of good 'housekeeping' and ensure that:

1.1 All fire exits and doorways are kept clear of obstructions. Fire Doors must NEVER be propped open.

1.2 All door equipment is maintained in satisfactory working order.

1.3 All walkways, stairs and adjacent areas are kept clean, dry and clear of equipment and stock.

1.4 Goods or materials required in an area are stored in such a way that they do not constitute a danger.


1.5 All work areas are kept in a tidy state and clear of surplus materials.

1.6 Hand and powered tools are secured at the end of each day to prevent unauthorised use.

1.7 Fixed power tools, equipment and apparatus not required for immediate use are stored away or otherwise secured against unauthorised use and covered for protection.

1.8 Waste and debris is not to be allowed to accumulate in buildings or workshops but is removed to respective waste compounds at the end of each day.


- 1.9 Furniture and equipment is kept properly maintained.
  - 1.10 Persons do not climb on any shelving; step ladders are to be used.
  - 1.11 Heavy items are not stored on shelves which are above shoulder height.
  - 1.12 Lighting is adequate at all times; failed lighting should be reported to the Facilities Manager as appropriate.
2. In addition to College Safety Rules & Procedures see also Section 4, Part 1, Work Procedures.

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<b>EQUIPMENT USAGE SAFETY</b>	

**1. General**

- 1.1 For equipment to function effectively and safely it must be used under the correct conditions, by competent operators, for the purposes for which it was designed and be maintained in accordance with the manufacturer's instructions. Young or inexperienced operators under instruction must be closely supervised by appropriately qualified or experienced staff. Responsibility for the training of operators, who may be pupils or employees, rests with the Head of Faculty, Houseparent's, (Houseparent's is taken to include Head of Sixth and Deputy Head of Sixth), Teacher in Charge, Head of Section, or other Supervisor in charge of the pupil or employee concerned. Responsibility for ensuring that equipment is maintained in a serviceable condition and that records are kept rests with the Head of Faculty or Head of Section 'owning' the equipment.
- 1.2 Teachers in Charge are to ensure that pupils are aware of and comply with the general Safety Rules and observe the relevant safety precautions applicable to the particular equipment or apparatus in use.
- 1.3 The general safety rules for equipment usage with which operators are required to comply with are as follows:
  - 1.3.1 All Plant, Machinery, Equipment and Apparatus.
    - a) Equipment is checked as being fully serviceable, undamaged and correctly situated before use.
    - b) Ample space is available for the machine to be operated in a safe and proper manner.

- c) The 'operator' is competent, or is under instruction and is closely supervised by a competent member of staff.
- d) That protective equipment and/or clothing is available and must be worn by the operator where necessary.
- e) That all necessary guards or safety devices are in place.
- f) Unserviceable or damaged equipment must not be used; the defects or damage must be reported to a Supervisor immediately.

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### 1.3.2 Electrical Equipment


- a) That all plugs and flexible leads and casings are visually checked frequently to ensure that no deterioration has taken place.
- b) That damage to the lead or to the equipment is reported to the Teacher in charge, Technician, Head of Faculty, Head of Department, or Facilities Manager as appropriate using the Defect/Maintenance/Repair Form
- c) That all non-essential electrical apparatus is 'switched off' when not in use and, at the end of each day, is either un-plugged or electrically isolated.

### 1.3.3 Maintenance of Equipment

- a) Only competent persons (1) are permitted to carry our routine maintenance, cleaning, adjustment or repair to any plant, machinery, equipment or apparatus belonging to the College.
- b) Unless it is necessary for the equipment to be 'live' for the purpose of checking by a qualified electrician, all electrical equipment is either isolated or 'switched off' before any cleaning or maintenance work is carried on the equipment.
- c) Any faulty machine, equipment or apparatus must be taken out of service immediately and the fault reported to the Technician in Charge, or Facilities Manager as soon as possible.

1.3.3.1 Note: A 'competent' person is 'a person who possesses sufficient technical knowledge, experience and skills to be able to carry out the specific task and prevent danger or injury arising during the course of work or as a result of the work.' Thus 'competent' persons for the purposes of maintaining, repairing or adjusting plant, machinery or equipment will be those authorised by respective Heads of Faculty or Heads of Sections,

or by the Facilities Manager , or appointed or employed for the purpose by the Facilities Manager . In cases of doubt, reference is to be made to the Facilities Manager.

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<b>HYGIENE</b>	

## **1. Personnel**

1.1 Any person engaged in the handling or the preparation of foodstuffs must:

- a) Maintain the highest standards of personal hygiene and pay particular attention to keeping hands and fingernails clean; hands must always be washed after visiting the toilet.
- b) Keep their hair covered at all times.
- c) Keep their working clothes clean and should put them in the place provided at the end of each day.
- d) Keep open cuts or abrasions covered, using a Hygienic blue type waterproof dressing or plaster.
- e) Refrain from spitting.
- f) Refrain from smoking anywhere where food is either being handled or processed.
- g) In the interests of personal safety, wear low-heeled shoes which cover the instep; high heeled footwear is not to be worn.

## **2. Infection**

2.1 Any person who comes into contact with handling or preparation of any food product must report to their Supervisor if:


- a) They feel unwell for whatever reason; to work when feeling ill can be a hazard to others.
- b) They become ill with any gastric complaint.
- c) They become aware that they, or any member of their immediate family are suffering from a 'contagious disease or fever'.

## **3. Cleanliness of Food Preparation Areas**

3.1 Any area, machine or workbench where food is either handled or processed must be kept in a clean state at all times, and must be:

a) Free from absorbent matter.

b) Free from contaminate.

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#### 4. Equipment Safety

4.1 The following rules, additional to the General and Equipment Usage Rules, apply to those employed in the Catering Section:

a) No item of equipment is to be used without the person having been given instruction by the Catering Manager or Head Chef.

b) All items of electrical equipment are to be switched off after use and are to be switched off and un-plugged before cleaning takes place.

c) Meat Slicing Machine  
The safety guards must be kept in position at all times, except during cleaning. Cleaning of this machine is to be carried out only by cooks and general assistants who are to exercise extreme caution.

d) Waste Disposal Machine  
The grill guard covering the top of the machines must be kept in position at all times, other than when cleaning is taking place. Hands must never be put near the rubber covering to the opening at the bottom of the disposal basin.

e) Gas Equipment  
The fish fryers are not to be left unattended and must always be turned off before leaving work, i.e. both main jets and pilot lights. This applies to all other gas equipment with the exception of the two water boilers which should be fully fitted with water at cease work and turned off at the main jet control but the pilot light left on.

f) Unserviceable Equipment  
Should any item of equipment become unserviceable the fact should be reported to the Catering Manager immediately.

**ART ROOMS, WORKSHOPS AND GROUNDS**

1. The following rules are additional to the General Safety and Equipment Usage Rules and apply to persons, including pupils where appropriate, employed in the Design & Technology Rooms Workshops and Grounds Sections:
  - 1.1 Abrasive Grinding Wheels

Persons using abrasive grinding wheels or any similar type of machine are to wear safety goggles and be suitably trained. The machine should have its own safety shields securely fitted, and its tool rest properly adjusted.
  - 1.2 Portable Electric Tools

All tools, plugs and sockets must conform to the current 'British Standard', and should be of the 'double insulation' type; i.e. marked by a square within a square
  - 1.3 Cartridge Operated Tools


Cartridge operated tools must only be used by 'authorised persons', i.e. persons who have received appropriate training.
  - 1.4 Fixed Drills

Drills fixed on stands must be guarded in an approved manner so they cannot create injury to the user or to others nearby.
  - 1.5 Vehicles and Attachments


The tractors and other College vehicles must only be driven by licensed, trained or authorised persons. When any power attachments are to be used, i.e. front loader, sweeper, snow plough etc., the Facilities Manager as appropriate is to ensure that the driver has been trained and is competent to use the equipment.
  - 1.6 Protective Clothing

All Maintenance and Grounds Staff must wear suitable protective clothing and footwear relative to task.
2. On no account are College tools or equipment to be loaned to any person for private use, or to contractors' personnel for their use, whether or not they are working on College premises.




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<b>OFFICE SAFETY</b>	

1. In addition to the General Safety Rules, office staff are to comply with the following:
  - 1.1 Office fire exits, fire escape routes and areas where fire hoses or extinguishers are sited must be kept clear at all times.
  - 1.2 New items of office equipment must be installed and checked for safe operation by a competent person. All guards and other safety features are to be used as advised in the manufactures instructions.
  - 1.3 Filing cabinet drawers must only be opened one drawer at a time.
  - 1.4 Where possible, groups of filing cabinets should be fastened together.
  - 1.5 Unattended open doors and drawers are a hazard and are therefore to be closed after use.
  - 1.6 Care should be taken when inserting or withdrawing wire staples, or when using guillotines, scissors, knives or other sharp pieces of equipment
  - 1.7 All telephone or electrical cable leads must be kept clear of walkways, or any access or egress routes to desks, or to any work area. If this is not practical, the cables must be covered with heavy duty rubber cable ducting.
  - 1.8 All floor areas which are carpeted or covered with linoleum/vinyl should be regularly inspected to ensure no hazards are created by the wearing of the surfaces.
  - 1.9 Only authorised persons are permitted to open up or unjam any fax, photocopier, computer printer or duplicator. This operation must only be carried out with the machine switched off.
  - 1.10 Whenever possible, documents and files should not be stored above 5ft 6in in height. If this cannot be achieved, then a library type step stool is to be used to gain access. Personnel should not stand on swivel chairs or any other piece of office furniture
  - 1.11 Documents and files are not to be stored on floors around desks.
  - 1.12 Personnel are not to use a shredding machine without having received instruction on the method of use, and the hazards associated with the machine.

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<p><b>CONTRACTORS</b></p>	

1. In addition to the General and Equipment Usage Rules the following rules apply to Contractors and their employees working on premises:
  - 1.1 Contractors, Sub-Contractors and their Employees, must comply with 'The Health and Safety at Work Etc. Act 1974' and other relevant Regulations, in addition to the College's own Safety Rules. They must ensure the Health and Safety of all College staff, pupils and of all other persons using the area.
  - 1.2 Contractors' supervisors must be competent, have received training on 'Site Safety', and be able to execute the Contract in a safe and efficient manner. They must also ensure that they and their site personnel have received from the person who booked the contractor a briefing on any hazards present on site, how to work while the hazard is present and the action to be taken in an emergency.
  - 1.3 Contractors who employ more than 5 people are to deposit with the Facilities Manager a copy of their Health and Safety Policy and details of their Enforcement Authority before any Contract work commences. They, or their Agents, will be required to attend a pre-contract meeting, to discuss the arrangements for safety with the Facilities Manager.
  - 1.4 Contractors plant and equipment must be in good condition, safe and well maintained, so that it will not endanger any College staff, pupils or others who use the area. They will at the end of each day, make sure that the site is clear of materials, plant or equipment which could cause damage or injury to any College person.
  - 1.5 Contractors' employees, where required by Regulations, Code of Practice or any of the College Safety Rules, are to use the proper protective equipment or safety clothing. i.e. Goggles, helmets, ear defenders or machine guards etc.
  - 1.6 Contractors who need to erect any hoist, tower crane or other types of lifting apparatus must ensure that it is tested and examined in accordance with any 'Regulation' applicable at time of erection. When working above ground level, Contractors must ensure that precautions are taken to ensure that tools etc. cannot fall onto persons below.
  - 1.7 Contractors must keep up to date records of all work done on site, and these should be available for inspection by the Facilities Manager.

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<p><b>LABORATORY SAFETY</b></p>	

1. In addition to the General and Equipment Usage Rules, the following rules apply to staff and pupils employed or being taught in the Science Laboratories.

2. **Heads of Faculty**


The Head of Science Faculty is responsible for the health and safety of staff and pupils working in the Science Laboratories. Maintenance and cleaning tasks conducted in Science Laboratories under the direction of the Facilities Manager are subject to the approval of the respective Heads of Faculty. In addition to their general responsibilities for health and safety, the Heads of Faculty are responsible for the maintenance of records on the following:

2.1 Substances Stored and Used

- a) All substances in stock should be date-stamped with the date of purchase (or the approximate date until all present stocks are exhausted or replaced.)
- b) Hazardous substances should be clearly marked with the appropriate Hazard label.
- c) A register should be prepared of all the substances in stock together with the quantity purchased or existing at the time of recording.
- d) The register should also indicate that the storage location of the substances, which should be appropriate with regard to Health and Safety.
- e) A hazard assessment should be obtained for each hazardous substance held in stock, (such as CLEAPSS HAZCARD, VICKERS Health and Safety data file or BDH Poisonous substance chart.)
- f) A sample RISK ASSESSMENT should be prepared for each hazardous substance, as it is likely to be used in the laboratory.

2.2 Radioactive Substances

Although Radioactive Substances are covered by their own special regulations, a record should be kept and storage and use should be in accordance with appropriate recommendations

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<p><b>LABORATORY SAFETY</b></p>	

- b) An electrical safety check should be carried out each term. This should include a visual check of the integrity of the cable and the plug.
- c) Faulty equipment should be removed from service and reported to the maintenance department, repaired by a competent person or withdrawn from service and discarded safely.

#### 2.4 Accident Records

All accident records must be completed and forwarded to the Facilities Manager

### 3. **Teaching Staff**


Teaching Staff must follow the general guidance for health and safety as outlined in Part 2, Section 2. They must also follow more specific duties relating to substances hazardous to health and electrical safety.

#### 3.1 Substances Hazardous to Health:

- a) Every teacher using a hazardous substance, including radioactive, toxic and microbiological, must prepare his or her own RISK ASSESSMENT with advice from his or her own head of Faculty. Risk Assessments are unique to each situation and have bearings on the hazard of the substance together with use, class age, and class size and laboratory facilities. If a RISK ASSESSMENT is used which has been provided by the Faculty, then a personal copy should be made or the central copy endorsed with date and signature.
- b) The correct procedure should be adopted in the case of spillage or breakage of apparatus.
- c) Records should be kept of all accidents that have occurred, together with details of action taken; see also Part 3, Section 2A.

#### 3.2 Electrical Appliances

Defective appliances, cables or plugs should not be used. They should be isolated from use to the laboratory staff for inspection and repair

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<p><b>LABORATORY SAFETY</b></p>	

#### 4. Pupils


Class teachers are to ensure that the following rules are observed by pupils in their class:

- 4.1 No pupil is allowed to enter a laboratory without the permission of a member of staff.
- 4.2 Eating and drinking are not allowed in the laboratories where chemicals are present.
- 4.3 Running must not take place in the laboratory. Pupils must wait outside a laboratory for the member of staff to arrive and then to proceed into the laboratory without undue haste.
- 4.4 Laboratory coats and appropriate eye protection are to be worn as directed by a member of staff.
- 4.5 No substances or materials are to be removed from the laboratory without the express permission of a member of staff.

#### 5. Science Technicians

Science technicians must follow the general guidance for health and safety as outlined in Part 2, Section 2. They must also follow more specific instructions relating to substances hazardous to health and to electrical safety.

- 5.1 Substances Hazardous to Health: Every laboratory technician or assistant using a hazardous substance, including radioactive, toxic and microbiological, must prepare his or her own RISK ASSESSMENT with advice from his or her own head of Faculty. Risk assessments are unique to each situation and have bearings on the hazard of the substance together with use and laboratory facilities.
- 5.2 The correct procedure should be adopted in the case of spillage or breakage of apparatus.
- 5.3 Electrical Appliances: Defective appliances, cables or plugs should not be used. Equipment being tested should always be disconnected from the mains supply before any cover or guard is removed.
- 5.4 General: Records should be kept of all accidents that have occurred, together with detail of action taken; see also Part 3 Section 2A.

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<p><b>LABORATORY SAFETY</b></p>	


## 6. Cleaning Staff

Cleaning staff must follow the general guidance for health and safety as outlined in Part 2, Section 2. They should also be aware of extra vigilance needed in a Science Laboratory where there may be substances hazardous to health. When working in laboratories cleaning staff are to observe the following safety precautions.

- 6.1 Plastic or rubber safety gloves should be worn at all times.
- 6.2 Any chemical spillage discovered or occurring, of a known or unknown nature, should be reported to the appropriate laboratory staff or Head of Faculty, who will give advice on the action to be taken.
- 6.3 Where spillages have already occurred and the area so marked then the cleaning staff should keep clear.
- 6.4 No attempt should be made to unblock a blocked sink until any liquid present has been allowed to drain away. Great care should then be used to clear solids, being aware that broken glass may be present


## 7. References

- 7.1 Topics in Safety (ASE 1988)
- 7.2 Safeguards in the College Laboratory (ASE 1988)
- 7.3 CLEAPSS College Science Service
- 7.4 Croners Manual for Heads of Science
- 7.5 COSHH Guidance for Colleges (HSC)

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<p><b>SAFETY IN GYMNASIUM, SPORTS FITNESS AREAS AND SWIMMING POOL</b></p>	

1. All staff and pupils before using equipment in gymnasium, multigym and fitness areas and swimming pool must be supervised at all times by a member of coaching or Sport Dept. staff

1.1 All staff supervising swimming pool sessions, will need to read the Pool Operating Procedures

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<p><b>POLICY AND INFORMATION TO EMPLOYEES AND CONTRACTORS</b></p>	

## 1. Employees

1.1 The College will comply with its legal duty, providing its employees (including temporary staff) with the following information:

- a) Risks to their Health and Safety.
- b) The preventative and protective measures.
- c) Emergency procedures.
- d) Identity of persons responsible for emergency procedures.

1.1.1 This information is provided in this Manual especially in this section and Section 6: Risk Assessments. In addition, each employee will be provided with copies of the information listed on Annex "A" to this Work Procedure. This information includes general health and safety information for all employees, but will also be supplemented by copies of risk assessments and work procedures that will apply to the employee's duties.

1.1.2 Also, where changes in circumstances result in new risks, assessments, and procedures etc., those employees affected should be informed.

1.2 The employee should sign and date the induction sheet to confirm that the information has been received and understood. The sheet should then be retained in the employees employment file.

1.3 For new employees' essential health, safety and welfare training should be introduced during induction training and the fact recorded see Induction of New Employees.

1.4 The College will provide arrangements for consultation for its employees or their representative which affects them on matters concerning health, safety and welfare at work, e.g.:

- a) Changes which may affect their health and safety at work, e.g., in procedures, equipment or work methods.
- b) Arrangements for competent support in health and safety law.
- c) Planning of health and safety training.
- d) Health and safety considerations on the introduction of new equipment or technology.

1.5 The College will prominently display:


- a) The Health and Safety Information for Employees Regulations 2013 Notice.
- b) The College Health and Safety Policy Document.
- c) Fire Prevention and Evacuation.
- d) Employer's Liability Certificate.

## 2. Contractors



2.1 The College will provide Contractors and their employees with information on:

2.1.1 Risks on College premises to their health and safety.

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<p><b>POLICY AND INFORMATION TO EMPLOYEES AND CONTRACTORS</b></p>	


2.1.2 Preventative and protective controls to those risks.

2.1.3 Emergency procedures.

2.1.4 Identity of those persons responsible for emergency procedures.

2.2 As with employees, contractors have to be provided with College health and safety information as in 1.1 and 1.2 above by issuing them with Health and Safety Information Code for Sub Contractors – Receipt for this is required.

2.3 WP01 – Sub contractors Sign in sheet - should be given explained and signed for by all sub- contractors prior to commence any work on site.

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<p><b>POLICY AND INFORMATION TO SUB CONTRACTORS SIGN IN SHEET</b></p>	

**Health and Safety Information to Contractors**

1. The Health and Safety at Work Etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 Place a Duty on the College, being in control of the workplace, to provide Contractors and their employees with information about Health and Safety.

1.1 To safeguard your health, safety and welfare while working on College premises, the following documents are attached.

- a) The College Health and Safety Policy Statement.
- b) Fire escape routes.
- c) Work Procedures covering:

- WP 04: Fire Prevention and Evacuation.
- WP 06: First Aid and Accident Reporting.
- WP 09: Permits to Work

d) Specific Work Procedures relative to your activities.

.....  
 .....

1.2 Please check that they are all attached, read them thoroughly then sign and date the following slip to acknowledge that you have received and understood the information. If in doubt, ask.


1.3 Please note that it is your obligation to pass this information on to your employees and/or sub-contractors prior to commencement of any work on College premises.

I confirm that I have read and understood copies of the documents identified in a) to d) above.

I also confirm that I am aware of my responsibilities under Health and Safety Law to carry out my work on College premises in a safe manner and not expose others or myself to unacceptable risks to their Health and Safety.

Name.....Company.....


Signed.....Date.....

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<p><b>INDUCTION OF NEW EMPLOYEES</b></p>	

1. General
  - 1.1 This Work Procedure is generic and is designed for the training of new staff due to job transfer or expansion, due to new jobs, new technology or systems, or in the event of unsatisfactory performance. It is tailored to cater for different stream of College employee, e.g. teaching, catering, administrative, ground staff etc.
2. New staff, other than junior trainees, are selected on the basis of qualification and/or experience and are of such calibre that given induction training and on the job experience they are able to quickly adapt to the change of employment and new procedures.
  - 2.1 Induction training for all new staff shall be conducted in accordance with the Induction Training Programme (annexes 'A' to 'D') to this document. These can be modified to reflect the needs of the position or individual. This and records of training to be kept in the Employee File held by various College key position holders.
  - 2.2 Appropriate training of all personnel shall be conducted such that individual's performance in all tasks will be carried out with competence, to a satisfactory standard in a proper, approved and safe manner.
  - 2.3 It could be that no immediate training is given, other than induction training and on the job experience, due to new staff having qualifications or experience which render this unnecessary. In such cases evidence of the individual's qualifications shall be recorded or copied and kept in the employee file.
3. Following induction training a careful assessment of the new employee's training needs shall be made by the Line Manager, and if necessary others and plans, training source and cost can be implemented.
  - 3.1 Where new technology, systems or equipment are introduced these may create a situation whereby new tasks are created which could be filled by recruitment, job transfer or job expansion. In any event the selection of personnel to take on board such innovations shall be conducted in accordance with the appropriate previous clause.
  - 3.2 Where routine monitoring highlights poor performance and lack of necessary skill is the root cause, the Line Manager in conjunction with others as appropriate shall formulate plans designed to eliminate unsatisfactory job performance.
  - 3.3 Following internal training the job holder's instructor shall complete and sign a record that instruction has been given and a satisfactory standard has been achieved. This

shall be maintained in the employee file held by College key position holders and a copy given to the Line Manager.

- 3.4 Where training is performed externally evidence of course attendance or qualification shall be maintained in the employee file. Similarly, a record of internal training should be created on the attached annex 'E' and retained in the employee file.

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It is the responsibility of Head of Faculty to whom new staff joining the College report to, to ensure they receive induction training as soon as possible after starting their employment.

**THE RELEVANT SAFETY ELEMENTS OF EACH JOB MUST BE COVERED THOROUGHLY BEFORE ANY WORK IS STARTED**


Faculty.....

Employee Name..... Date Started.....

Position.....


	<b>INITIAL &amp; DATE AS COMPLETED</b>
<b>1. SAFETY</b>	
1.1 Issue a copy and explain the elements of the College Health & Safety Policy  1.2 Discuss Work Procedures relative to position e.g. Control of Visitors, Security etc.  1.3 Principles of Manual Handling  1.4 Availability and use of appropriate PPE, including Eye, Hearing, Head and Respiratory protection.	
<b>2. FIRE AND EVACUATION</b>	

<p>2.1 What to do in case of fire</p> <p>2.2 Fire Awareness Training IHASCO Online training</p> <p>2.3 Alarms</p> <p>2.4 Fire drills</p> <p>2.5 Firefighting equipment</p> <p>2.6 Bomb warnings</p>	
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<p><b>INDUCTION OF NEW EMPLOYEES</b></p>		

	INITIAL & DATE AS COMPLETED
<b>3. HYGIENE AND WELFARE</b>	
<p>3.1 Availability and use of barrier creams/hand cleaners etc.</p> <p>3.2 Washing facilities/ toilets</p> <p>3.3 First aid and the reporting of accident/injuries</p> <p>3.4 Eating/social and car parking facilities</p>	
<b>4. MANUAL HANDLING</b>	
<p>4.1 Please watch the IHASCO online training video – upon completion please sign and date this form and give a copy of the certificate to HR</p>	
<b>5. SLIPS, TRIPS &amp; FALLS</b>	
<p>5.1 Please watch the IHASCO online training video – upon completion please sign and date this form and give a copy of the certificate to HR</p>	
<b>6. DISPLAY SCREEN EQUIPMENT</b>	

6.1 Please watch the IHASCO online training video – upon completion please sign and date this form and give a copy of the certificate to HR	
<b>7. STRESS AWARENESS</b>	
7.1 Please watch the training IHASCO online training video – upon completion please sign and date this form and give a copy of the certificate to HR	
<b>8. FIRE AWARENESS</b>	
8.1 Please watch the IHASCO online training video – upon completion please sign and date this form and give a copy of the certificate to HR	

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	<b>INITIAL &amp; DATE AS COMPLETED</b>
<b>9. ADMINISTRATION</b>	
9.1 Location of notice boards and responsibility for reading	
9.2 Location of Faculty Risk Assessments, Manual Handling, Safe Systems of work & COSHH information (kept in each Faculty)	
9.3 Location of College wide H&S – Private staff only/Health & Safety	
9.4 Aware NOT to undertake any task not trained for, unsure or not confident about.	


SIGNED..... DEPT HEAD/SUPERVISOR

SIGNED..... EMPLOYEE

DATE.....



To be retained in the Employee Personal File.

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<b>TRAINING</b>		

**INDIVIDUAL INTERNAL TRAINING RECORD**

Training given to all staff must be recorded. This form is to be completed for internal, in house training of individuals or groups. When completed it is to be retained in the employee file together with a copy of the training programme if available.

<b>COURSE TITLE OR PURPOSE OF TRAINING</b>

DATE..... DURATION OF TRAINING.....

TRAINEE	OCCUPATION	SIGNATURE

SIGNED..... (PERSON RESPONSIBLE FOR THIS TRAINING)



1. The College has a Fire Risk Assessment as required under the RRO (2005)
  - 1.1 The Facilities Manager is responsible for compliance with all the Risk Assessments. The fire alarm systems are controlled from within the College and The College.
2. The College operates an Evacuation Procedure to cover action in the event of a fire which would also cover other emergencies such as a bomb alert.
  - 2.1 The procedures allocate individual responsibility and specify escape routes, assembly points and roll call procedures. Copies of these procedures are prominently displayed in all accommodation areas.
  - 2.2 These procedures are to be subject to no-notice practice at least once each term under arrangements made by the Second Master. Responsibility for publishing the procedure rests with the Second Master.
  - 2.3 In addition to the above, tests on emergency equipment and facilities, for which logs are to be kept, are to be conducted by the nominated responsible person as described in Work Procedure WP 05, Routine Fire System Checks.
  - 2.4 Fire prevention, alarm and firefighting systems are serviced and maintained by an external contractor. The frequency of fire safety checks are as described in Work Procedure WP 05, Routine Fire System Checks
3. The College will ensure that each pupil is fully conversant with the evacuation procedure. Also, staff and employees must be fully conversant with the procedure to be followed and in particular with their duties and responsibilities in the event of a fire alarm. The College will provide whatever instruction or training is necessary to enable pupils and staff and visitors to respond promptly, confidently and correctly in an emergency.
4. The person who has procured the contractor shall ensure that they are provided with information about fire safety systems.
5. All employees, Staff and pupils are encouraged to report any defect damage or absence of any fire apparatus to the Facilities Manager, who will take immediate remedial action.
6. Fire escape routes and access to fire equipment are to be kept free at all times. Deficiencies should again be reported to the Facilities Manager, who will take immediate remedial action.




**ROUTINE FIRE SYSTEMS CHECKS**

1. The Facilities Manager has the day to day responsibility to ensure that routine fire systems checks are carried out in strict accordance with the procedures detailed in the Fire Risk Assessment held in his Faculty.
2. Routine fire systems checks have to be carried out at specific frequencies, and for each of these checks an appropriate record kept in a Fire Log maintained by the Facilities Manager. The frequency of checks is listed below:

Check	Frequency	Responsible Person
Alarm tests from random call points including all sounders operational.	WEEKLY. Each Tuesday 8.15am at MSM Also annually for Contract Servicing	Facilities Manager
Presence of fire extinguishers	EACH MONTHLY	Facilities Manager
Smoke/Heat detector head tests	EACH TERMLY	Facilities Manager
Emergency lighting maintenance including battery checks	EVERY HALF TERM	Facilities Manager
Full evacuation fire drill.	TERMLY	Second Master
Fire extinguisher/equipment full check and service.	ANNUALY	Facilities Manager/Approved Contractor

3. In addition to the checks listed above and on a daily basis employees and staff should,

within their area of responsibility or workplace, ensure fire escape routes are clear of obstructions and all fire doors operational and closed. Any deficiencies should be reported to the Facilities Manager who will take immediate or appropriate action.

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<b>ACCIDENTS, INJURIES AND FIRST AID</b>		

## 1. First Aid

The College provides first aid cover for all its pupils, staff and employees. It has trained First Aiders, provides sufficient first aid kits and has a Nurse and Infirmary.

- 1.1 The names of trained First Aiders and locations of first aid boxes and materials are posted on prominently placed notice board (together with a current copy of insurer's liability and the HSE notice Health and Safety Law).
- 1.2 The Facilities Manager ensures that First Aiders hold a current Certificate of Competence in First Aid issued by an approved HSE approved organisation. Refresher training is required every three years and must be booked for before the expiry date.
- 1.3 The Facilities Manager in cooperation with the Nurse is responsible to ensure that first aid boxes are kept stocked with first aid materials. The minimum recommended contents are:
  - A guidance leaflet
  - 20 individually wrapped sterile adhesive dressings
  - 2 sterile eye pads
  - 4 individually wrapped triangular bandages
  - 6 safety pins
  - 6 medium sized individually wrapped unmedicated dressings (approx. 12 x 12 cm)
  - 2 large individually wrapped unmedicated dressings (approx. 18 x 18 cm)
  - 1 pair of disposable gloves.


First Aiders are requested to assist by requesting replenishment for shortfalls within first aid boxes within their areas of responsibility

- 1.4 Provision of special extra equipment to treat injury will also be maintained in areas where it is likely to be required e.g. Catering Department (burns) and the Infirmary.

## 2. Accidents and injuries

In the event of an accident or injury to any pupil, employee, contractor or visitor, the following procedure will be adopted.

- 2.1 A First Aider will be called immediately and should decide whether the nurse is required. If needed the nurse will be summoned, the decision made to either move the casualty to the Infirmary, or call out the Emergency Services. In cases of doubt, particularly if a member of the public is affected, then an ambulance should always be called.

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<b>ACCIDENTS, INJURIES AND FIRST AID</b>		

- 2.2 The First Aider should use his or her training and experience to make the casualty comfortable prior to the arrival of the nurse or emergency services where relevant. If possible, and if the movement of the patient is not likely to cause risk of further injury, they should be removed to the Infirmary, using a wheel chair if necessary.

- 2.3 For minor injuries which are clearly within the First Aider's capability to treat, he or she should carry out the appropriate treatment.

### **3. Accident reporting and investigation**

For accident reporting and investigation see Work Procedure 07: Accident Reports and Investigations.



**ACCIDENT REPORTS AND INVESTIGATIONS**

Page 1 of 3

**1. General**

- 1.1 The College is required to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 (amended 2013). This Section details the reporting and recording procedures to be used in the event of injury, disease or a dangerous occurrence at the College involving pupils, employees, peripatetic staff, visitors, contractors, personnel or self-employed persons engaged to work on College premises.

**2. Accident Investigation**

- 2.1 Accidents resulting in injury requiring medical attention, or incidents with potential for serious injury, are to be investigated with the object of preventing a recurrence. The investigation is to be conducted by a person appointed by the Second Master who may be the Head of Faculty, the Facilities Manager or an appointed Safety Representative.
- 2.2 The site of the accident is to be left undisturbed and equipment or apparatus in use at the time, which may have contributed to the accident left untouched (with the exception that electrical power may be switched off) until cleared either by the accident investigator appointed by the Second Master.
- 2.3 For practical guidance to accident investigation see Annex "A" to this Works Procedure.

**3. Reportable Accidents/Occurrences/Diseases**

- 3.1 The death of, or serious injury to, a person at work (which includes pupils at College) must be reported immediately, i.e. by telephone, to the Health and Safety Executive (HSE). A written report on Form 2508 must then be made to the HSE within seven days of the accident or occurrence. (This can be done electronically via the HSE Website).
- 3.2 Guidance on major injuries or dangerous occurrences which require an immediate report is given in Leaflet HSE 11 (rev) 1986.
- 3.3 Injuries arising from an accident at work which incapacitate a person (pupils included) for more than five days are required to be reported to the HSE on Form 2508 only
- 3.4 Minor accidents and injuries not requiring a report to the HSE are to be reported to the

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Deputy Head (for pupils) or Facilities Manager (for employees) using the Accident Report Form. All injuries reported are to be recorded in the Accident Record Books under arrangements made by the Deputy Head (for pupils) and the Facilities Manager (for employees).

- 3.5 The schedule of reportable diseases accompanying the Regulations include very few conditions which might arise in a college. Reporting is similar to that outlined above with the exception that HSE form F2508A is used.

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**4. Reporting Procedures – Pupils**

- 4.1 All injuries to pupils, including visiting pupils from other colleges, must be reported whether or not medical attention is required.
- 4.2 Following an accident involving a pupil an Accident Report Form is to be completed by the Teacher in Charge, Form teacher, Supervisor or manager as appropriate and passed immediately to the Deputy Head/Facilities Administrator.
- 4.3 The Facilities Manager is to ensure that the details are entered in the Accident Record Books kept in the Crèche room and Staff room for BHS and the reception/data room for MSM.
- 4.4 The Facilities is to complete Form 2508 and forward it to the HSE for major injuries/dangerous occurrences referred to in para 2 above.

**5. Reporting Procedures - Employees**

- 5.1 All injuries to employees, including peripatetic staff and self-employed persons, resulting in incapacity for work, whether or not medical attention is sought, are to be reported
- 5.2 Following an accident involving an employee an Accident Report Form is to be completed by the employee, if working alone, or by the employee's supervisor or Head of Faculty/Section and passed immediately to the Facilities Manager
- 5.3 The Facilities Manager is to ensure that the details are entered in the Accident Record Book B1 510 (Employees) kept in the Facilities Manager's Office





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### 6. Reporting Procedures - Visitors

- 6.1 Any accident involving a visitor to the College is to be reported to the Facilities Manager immediately and by any employee or pupil who witnessed the accident. The Facilities Manager is to take any necessary reporting action and is to ensure that details of the accident are recorded.

### 7. Contractors' Personnel

- 7.1 Accidents involving contractors' personnel are to be reported to the Facilities Manager by the Supervisor or by the injured person if working alone
- 7.2 The Facilities Manager is to complete an Accident Report Form which will include the names, addresses and telephone numbers of the injured person, any witnesses and the Contractor's Representative.
- 7.3 If required, the Facilities Manager is to complete Form 2508 and forward it to the HSE, with a copy of the Contractor's Representative. If the accident does not call for a report to the HSE then a copy of the Accident Report is to be sent to the Contractor's Representative.

### 8. Records

- 8.1 Accident reports, books, investigations, photographs F2508 etc., should be retained for a minimum of 7 years but should ideally, be archived.

# **PRACTICAL GUIDANCE FOR INVESTIGATION OF ACCIDENTS**

## **1. Introduction**

- 1.1 This guidance has been prepared to assist managers / supervisors to prepare for and carry out accident investigations in order to satisfy the increasing legislative demand on the quality of our health and safety procedures. It is not exhaustive in its content nor is it set in tablets of stone. The depth and content of an investigation should be matched to the severity potential of the accident or occurrence.

## **2. Definitions**

- 2.1 Accident.  
An accident is defined as an undesired event which results in physical harm usually resulting in contact with a source of energy above the ability of the body to withstand it.
- 2.2 Occurrence.  
An occurrence is defined as something that happens but does not result in injury but clearly could have done so.

## **3. The Accident Report**

- 3.1 The accident report form has several uses all of which need the information it contains in the clearest and most accurate detail.
- 3.2 To answer DWP enquiries (form B.I.76) with regard to payment of injuries benefit. From the information given in the accident report and the results of the investigation the Insurance Officer can decide whether or not to pay Industrial Injuries Benefit.
- 3.3 The enforcing authority must be notified of a death, major injury or a dangerous occurrence. This must be followed up by a report (form F.2508), which must be sent to the enforcing authority within 7 days. (Clarification of the terms Dangerous Occurrence and Major Injury on HSE web site).
- 3.4 To enable statistics to be compiled so that analysis by causes can be carried out. This brings to light the type of accidents occurring and their location. It also enables programmes to be drawn up to help reduce the risk of injury accidents happening again.
- 3.5 Statistics also provide records of person injured. These can be used for future reference such as individual track records.

3.5 Information gathered after the investigation must be forwarded to the College Insurers. This to enable them to be in possession of all the facts in case of a Common Law claim by the injured person.

## **4. Information the report must provide**

- 4.1 For various purposes the report, which emerges from the investigation, must provide answers to the following questions. Only the amount of detail provided should vary in response to the different needs of the recipients.
  - 4.1.1 What was the immediate cause of the accident/injury/loss?
  - 4.1.2 What were the contributory causes?
  - 4.1.3 What is the necessary corrective action?
  - 4.1.4 What system changes are either necessary or desirable to prevent a recurrence?
  - 4.1.5 What reviews are needed of policies and procedures?
  
- 4.2 It should not be the task of the investigation to allocate individual blame, although some discussion of this is almost inevitable. Reports are usually "discoverable"; this means they can be used by parties in actions for damages or criminal charges. Whether the results of the investigation are in the Accident Report Book B1 510 or specially written it should contain the following:
  - 4.2.1 An introductory summary of events prior to the accident.
  - 4.2.2 A summary of what happened.
  - 4.2.3 Information gained during investigation.
  - 4.2.4 Details provided by witnesses.
  - 4.2.5 Information about injury or loss sustained.
  - 4.2.6 Conclusions.
  - 4.2.7 Recommendations.
  - 4.2.8 Supporting material (photographs, clarifying diagrams etc.)
  - 4.2.9 It should be signed and dated by the person or persons carrying out the investigation

## **5. Determination of cause**

- 5.1 Principles.

When an accident has occurred, a first step to prevent recurrence is to determine cause. There are always two sides to every accident - the human element and the job. Work to five principles and draw conclusions from two questions; firstly:

  - 5.1.1 Who?
  - 5.1.2 When?
  - 5.1.3 Where?
  - 5.1.4 How?
  - 5.1.5 Why?
  
- 5.2 From this draw conclusions from two questions:
  - 5.2.1 What did the person do or fail to do that contributed to the accident?
  - 5.2.2 What did the job or surrounding physical conditions contribute to the accident?
  
- 5.3 Asking 'What was the cause of the accident' is **wrong**; it implies there is only one cause. Determining the unsafe acts and the unsafe conditions by asking these two questions of the injured person and other persons will provide several answers all of which could be relevant and helpful

## **6. The Investigation**

6.1 The Purpose.  
The number of purposes for investigation is large; the amount of detail necessary in the report depends upon the uses to be made of it. Enforcement agencies look for evidence of blame, claims specialists look for evidence of liability, trainers look for enough material for case study. From the viewpoint of prevention, the purpose of the investigation is to establish whether a recurrence can be prevented by the introduction of safeguards, procedures, training and information or any combination of these.

6.2 The Procedure.  
This guidance can be used as the procedure for investigating all accidents, however serious or trivial they may appear to be. Supervisors of the workplace where the accident occurred will be involved; for less serious accidents they may well be the only people who take part in the investigation and reporting procedure. Employee representatives may also be involved as part of the investigating team.

## **7. The Equipment**

7.1 The following are considered as essential tools in the competent investigation of accidents and damage / loss incidents.

7.1.1 Accident Record Book B1 510.

7.1.2 Notebook.

7.1.3 Desk top tape recorders if considered necessary 7.1.4  
Camera.

7.1.5 Robust tape measure.

7.1.6 Special equipment relative to particular investigations. E.g., meters, plans etc.

## **8. Procedure for the Investigation**

8.1 All accidents / incidents are to be investigated as soon as possible and the report submitted within 24 hours. However, medical treatment of an injured person should never be delayed in order to question them. It is inadvisable and undesirable to let injured persons feel that medical treatment is being delayed by an attempt to question them. The "treatment before facts" practice should be adopted. Employees will then feel the concern for their welfare which is as it should be.

8.2 Make sure it is safe to question an injured person. They may be in considerable pain, emotionally upset, or in a state of shock, and may well resent being questioned under the circumstances. Even if it is safe to question the person they may be confused or unable to recall the facts correctly. Ask the First Aider, Doctor or Paramedic present if they have any objection - ask the injured person if they feel like being questioned.

8.3 It is not always possible for a manager, supervisor or representative to drop everything to investigate the accident. If this happens senior supervisory help may well be required but the accident cannot be walked away from, on the assumption that someone else is dealing with it. The less delay the better.

- 8.4 Where possible eyewitnesses should be kept apart during an investigation and questioned separately. Eyewitnesses are not necessarily reliable.
- 8.5 The investigator must differentiate between opinion and fact. Notes should be taken on influencing factors such as: exact position, visibility, obstruction, distances and measurements, location, ambient conditions. Details should be recorded of any items involved such as order numbers descriptions weights etc.

## **9. Interviewing**

- 9.1 When conducting an interview the investigator should:
  - 9.1.1 Put the person at ease, one way is to ask questions which can be answered easily.
  - 9.1.2 Ask what happened - DO NOT INTERRUPT - be a good listener. 9.1.3  
Do not ask leading questions or make assumptions. Don't try to put words into the 9.1.4 person's mouth. Some people will tend to tell you what they think you want to know.
  - 9.1.5 Be considerate, not sarcastic; it may lead to distortions.
  - 9.1.6 Ask questions designed to bring out the facts you want to know.  
Emphasise the purpose of the investigation is primarily to prevent a recurrence. Explain to witnesses that they are not telling tales.
- 9.2 Information obtained during investigations is given verbally, or provided in writing. Written documentation should be gathered to provide evidence of policy or practice followed in the workplace and witnesses should be talked to as soon as possible after the accident. The injured person should also be seen promptly. Key points to note about an investigation are:
  - 9.2.1 Events and issues should not be prejudged by the investigator, nor should total reliance should not be placed on any one sole source of evidence
  - 9.2.2 The value of witness statements is proportional to the amount of time, which passes between the events or circumstances described and the date of the statement or written record. (Theorising by witnesses increase as memory decreases).
  - 9.2.3 The first focus of the investigation should be on when, where, to whom and the outcome of the incident.
  - 9.2.4 The second focus should be on how and why, giving the immediate cause of the injury or loss, and then the secondary or contributory causes.
  - 9.2.5 The amount of detail will depend upon:
    - The severity of the outcome and,
    - The use to be made of the investigation and report

## **10. Conclusion**

- 10.1 This guidance is intended to act as an aide memoir for accident investigators. The procedures set out within it will cover the circumstances of all accident / injury. As mentioned earlier the depth of any investigation should be proportional to the event.
- 10.2 In house company actions have to be taken once the report and investigations are complete. The content and quality of these actions rely directly on the speed, content and quality of report and investigation.



**CONTRACTOR CONTROL AND APPRAISAL**


**1. General**

- 1.1 The Department heads have a responsibility to ensure that contractors who carry out work for the College are capable and competent in their work and operate to safe working practices.
- 1.2 Contractors, Sub-Contractors and their Employees, must comply with 'The Health and Safety at Work Etc. Act 1974' and other relevant Regulations, in addition to the College's own Safety Rules. They must ensure the Health and Safety of all College staff, pupils and of all other persons using the area.

**2. Contractor Control**

- 2.1 Contractors' supervisors must be competent, have received training on 'Site Safety', and be able to execute the Contract in a safe and efficient manner.
- 2.2 The Facilities Manager must ensure that all contractors and on site personnel have received a briefing on hazards, potential hazard, how to work with them and what to do in the event of an emergency.
- 2.3 Contractors plant and equipment must be in good condition, safe and well maintained, so it will not endanger any College staff, pupils or others who use the area. They will at the end of each day, make sure that the site is clear of materials, plant or equipment which could cause damage or injury to any College person.
- 2.4 Contractors' employees, where required by Regulations, Code of Practice or any of the College Safety Rules, are to use the proper protective equipment or safety clothing, to include where required: Eye, Hearing, Head, Hand and Respiratory protection.
- 2.5 Contractors who need to erect any hoist, tower crane or other types of lifting apparatus must supply their own equipment, must ensure that it is tested and examined in accordance with any 'Regulation' applicable at time of erection, and that it is erected and operated by persons trained and competent to do so. A lifting plan will also be required as per **Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)**
- 2.6 When working above ground level, Contractors must use their own towers or ladders ensuring that they have been appropriately inspected, erected and used by trained persons, and that precautions are taken to ensure people at a lower or ground level are adequately protected from falling objects e.g., tools etc.

- 2.7 Contractors must keep up to date records of all work done on site, and these should be available for inspection by the Facilities Manager.

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- 2.8 Certain maintenance, refurbishment, construction or demolition work falls under the scope of the **Construction (Design and Management) Regulations 1994, Revised 2015**. These cover:
- 2.8.1 All demolition works, or
  - 2.8.2 Construction work lasting more than 30 days, or
  - 2.8.3 Construction work involving more than 500 person days, or
  - 2.8.4 Where 5 or more persons will be carrying out construction work on site at any one time.
- 2.9 Where works falls under the Regulations, certain specific requirements apply, for example, notification to the Health and Safety Executive, appointment of a Planning Supervisor, drawing up a Health and Safety Plan and Health and Safety File.

### **3. Contractor Appraisal**

- 3.1 The College has a responsibility under the Health and Safety at Work etc., Act 1974 to ensure that they do not expose other persons to risks to their health and safety and have taken steps to satisfy this general requirement.
- 3.2 The College can be held legally liable for failing to satisfy itself that Contractors are competent to carry out work safely and without risk to College employees and pupils. Therefore the College must ensure that all Contractors appointed to work on its behalf, on College premises, also acknowledge and accept their own responsibilities under Health and Safety Law.
- 3.3 The Facilities Manager currently maintains a list of Contractors which are approved on the basis of previous contract performance in work and services carried out on behalf of the College. With immediate effect all existing and new Contractors will be entered onto a Single Central Record, this to be electronically maintained by the HR Manager. (See Annex "A" to this Work Procedure).
- 3.4 The Register will be accessible to whoever is acting as deputy to the Facilities Manager during his absence (leave, sickness etc.).
- 3.5 For College Contractor Approval, Contractors who employ more than 5 people will need to deposit with the Facilities Manager a copy of their Health and Safety Policy, details of their Enforcement Authority and Certificate of Liability Insurance. The person responsible for Health and Safety within that organisation should also be nominated.

3.6 For certain activities Permits to Work may have to be issued to Contractors: See Work Procedure WP 10, Permits to Work.

**Single Central Record**

Name of Contractor	Col 1	Col 2	Col 3	Type of Work Contracted	ID Checked and verified
	Approved by	Date of Approval	Permit Type		



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**Legend:**

Column 1: Approved by:

A = Accreditation by third party

B = Facilities Manager

Column 2: Date of Approval

Column 3: Permit Type:

N = Not Applicable

P = Periodical

R = Regular

**RECORD OF CONTRACTOR ASSESSMENT**

**Name of Contractor:** .....

**Address:** .....

**Name of Contact(s):** .....

**Telephone:** ..... **Mobile:** ..... **Fax:** .....

**Type of Work Contracted:** .....

**Summary of Compliance:**

1. Has the Contractor submitted a Health and Safety Policy?

Yes/No

2. Is there a detailed contract specification for the work of the Contractor?

Yes/No

3. Has the Contractor prepared Method Statements for the work to be carried out?

Yes/No

4. Are the Contractors employees qualified and competent to carry out the tasks required?

Yes/No

5. Has the Contractor provided evidence of Public Liability Insurance Cover?

Yes/No

6. Has the Contractor been issued with a copy of Work Procedure WP09?

Yes/No

Instructions and Rules for Contractors?

**Notes:**

a) Where the answers to questions 1, 2, 3 and 5 are No, then steps should be taken to obtain the necessary information. In the case of question 6, this Work Procedure should be issued to the Contractor.

b) Where the answer to question 4 is No, the person engaging the Contractor should satisfy himself that this omission is not detrimental to the safe working of the Contractor. If in doubt, the Contractor should not be used.

**Assessment completed by:** ..... **Date:** .....

**Position held:** .....

**INFORMATION AND RULES FOR CONTRACTORS****1. General**

- 1.1 The College acknowledges and accepts its statutory responsibilities for securing and maintaining high standards of Health, Safety and Welfare of all who are directly employed or contracted to carry out work on College premises. The College requires all Contractors who work in areas for which they have direct responsibility to comply, as far as is reasonably practicable, with the requirements of The Health and Safety at Work Act 1974 and all other appropriate statutory provisions.
- 1.2 This Work Procedure will be issued to all Contractors who are engaged to carry out work on College premises and set out all the requirements the Contractor should comply with.
- 1.3 Contractors engaged by the College (employing more than five employees) are required to provide a written statement of their Health and Safety Policy and evidence of Liability Insurance.


**2. Prior to commencement of work**

- 2.1 Contractors engaged by the College to carry out work will not be able to commence their operation without:
- 2.1.1 Informing the Facilities Manager of any risk likely to be imposed by any plant, equipment or materials to be used during their activities, prior to bringing them on to College premises.
- 2.1.2 Ensuring that all plant, equipment, materials and methods of work comply with The Health and Safety at Work Act and all other statutory requirements.
- 2.1.3 The area of operation, access and storage etc., having been clearly defined and agreed with the Facilities Manager.
- 2.1.4 Provide method statements and safety precautions to be taken to protect their employees, College employees and pupils from risk from their activities.

**3. During Work**

- 3.1 During the work the following rules will apply:
- 3.1.1 The contractor will nominate a Supervisor/ Safety Co-ordinator to liaise on health and safety matters.
- 3.1.2 The Contractor will be responsible for ensuring that all his employees are aware of their individual responsibilities under the Health and Safety at Work etc., Act 1974 and the rules set out in this Work Procedure.
- 3.1.3 The Contractor will not be allowed to use tools (hand or powered), plant or equipment belonging to the College unless expressly permitted.

3.1.4 The Contractor will ensure effective control of dust generated by his operations.

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3.1.5 The Contractor will ensure that the level of noise is kept to a minimum during the work carried out.

#### **4. Permits to Work**

4.1 The following higher risk types of activity cannot be carried out on College premises without a Permit to Work having been issued by the Facilities Manager:

4.1.1 Demolition.

4.1.2 Overhead work – including the use of scaffolding (including system tower scaffolds) and the use of mobile elevating work platforms (e.g. cherry pickers).

4.1.3 Excavations.

4.1.4 Use of cartridge operated tools

4.1.5 Machinery maintenance, adjustment or cleaning involving running the equipment with safety guards removed.

4.1.6 Work in confined spaces

4.1.7 Any other high risk work as decided by the Facilities Manager.

4.2.1 No one will be permitted to carry out any work involving flames, arc/gas welding and cutting equipment, brazing and soldering, blowlamps, bitumen boilers or any other activity or equipment involving heat or naked flame without the issue of a Hot Work Permit.

4.2.2 The issue of Permits to Work and Hot Permits to Work will not be regarded as a mere formality. No Permits will be issued unless the Facilities Manager is satisfied that all necessary preliminary safety precautions are in place.

#### **5. Fire Precautions**

5.1 The Contractor must instruct his employees in College fire and emergency procedures and they will also:

5.1.1 Ensure that his employees are aware of the fire warning signal and the means of activating it.


5.1.2 Ensure that his employees are aware of firefighting equipment and the need to report the use of any such equipment.

5.1.3 Ensure that his employees are instructed not to misuse, remove, or interfere with firefighting equipment

5.1.4 Ensure that his employees do not obstruct means of escape.

5.1.5 Advise the Facilities Manager of any flammable substances, liquefied petroleum gases or explosive substances to be used or stored on College premises.

- 5.1.6 Not discharge fuel anywhere on College premises.
- 5.1.7 Obtain from the Facilities Manager a Hot Work Permit prior to commencement of any activity involving the use of flame or heat producing equipment.
- 5.1.8 Ensure that his employees comply with smoking controls on site.
- 5.1.9 Provide additional firefighting equipment as appropriate.

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## 6. Electricity

- 6.1 The Contractor will not be allowed to use the College electricity supply without the permission of the Facilities Manager. The Contractor will also:
  - 6.1.1 Take all practicable precautions to prevent danger to any person from any live electrical cable or apparatus, or any electrically charged overhead cable or apparatus.
  - 6.1.2 Ensure that a qualified electrician only carries out all electrical connections to the College electricity supply.
  - 6.1.3 Ensure that all installations and appliances are without avoidable risk and conform to the Electricity at Work Regulations 1989 and all associated statutory provisions and accepted practices, including current IEE wiring regulations.
  - 6.1.4 Provide suitable switching/isolating at the tool or equipment end of any extension cable.
  - 6.1.5 Ensure that all electrical equipment and temporary installations are disconnected or isolated when unattended and at the end of each working period.
  - 6.1.6 Ensure that all portable tools are battery operated if possible. If not available tools should be 110v, supplied from a transformer, fitted with a residual current device at the mains.
  - 6.1.7 Ensure that all power tools and appliances are examined prior to each and every use, tested regularly and are fit for safe operation.


## 7. Means of Access

- 7.1 The Contractor will be responsible for all means of access equipment necessary to enable the contracted work to be carried out, he/she will:
  - 7.1.1 Ensure that all such equipment he/she provides is in a safe and serviceable condition.
  - 7.1.2 Ensure that all equipment he/she provides is used in accordance with all statutory requirements that apply and all relevant Health and Safety Executive Guidance and Manufacturer's Instructions.

## 8. Security

- 8.1 The Contractor will:
  - 8.1.1 Permit the searching of any one of his employees, vehicles or property at any time either on College premises or in the near vicinity.
  - 8.1.2 Report any use of, damage to, or removal from College property.

- 8.1.3 Isolate and secure all plant equipment and vehicles when not in use and before leaving College premises.
- 8.1.4 Not store any explosive, flammable, or noxious substances on College premises, even temporarily, without permission.
- 8.1.5 Report any losses of property immediately the loss is discovered.

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**9. Accidents**

- 9.1 The Contractor will ensure that all accidents are reported to the Facilities Manager who will enter them into the College Accident Reporting Procedure.

**10. Completion of Works**

- 10.1 On completion of all works the Contractor will:
  - 10.1.1 Reinststate and make good/decorate any surface as necessary to the satisfaction of the Facilities Manager.


**PERMITS TO WORK****1. General**

- 1.1 Work cannot be carried out by Contractors or College employees on the College areas below without a Permit to Work:
  - 1.1.1 All roof areas.
  - 1.1.2 In confined spaces where there is a risk of oxygen depletion.
  
- 1.2 In addition, the following high risk types of work cannot be carried out anywhere within College premises without a Permit to Work:
  - 1.2.1 Demolition
  - 1.2.2 Overhead work – including the use of scaffolding, system tower scaffolds and mobile elevating work platforms.
  - 1.2.3 Excavations
    - 1.2.4 Use of cartridge operating tools
    - 1.2.5 Hot work including:
      - a) Use of naked flames
      - b) Use of hot air generating equipment
      - c) Arc/gas welding and cutting
      - d) Brazing and soldering
      - e) Blowlamps
      - f) Bitumen boilers
      - g) Any other equipment, which could act as a source of ignition
  - 1.2.6 Work with asbestos
  - 1.2.7 Any other high-risk work as decided by the Facilities Manager

**2. Contractors**

- 2.1 Most Contractors used by the College visit on a planned, routine schedule or carry out regular similar work on the College premises and are classed as regular contractors. They can be issued with a single Permit to Work – Regular Contractors (see Annex “A”), by the Facilities Manager, valid for a period not exceeding 12 months. The Facilities Manager will retain a file copy of all Permits issued.
  
- 2.2 New or periodic Contractors requiring Permits will only be issued Permits to Work – Periodic Contractor (see Annex “B”) to cover the one event until subsequent contracts establish their performance when an extended Permit to Work may be considered.
  
- 2.3 The Facilities Manager must be aware and alert to the activities of Contractors on site and should carry out frequent checks to ensure that the conditions and restrictions imposed by Permits are being consistently observed. On completion of the work, the

Contractor must sign off the Permit to Work and return it to the Facilities Manager who will retain it as a record.

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2.4 Appropriate permit to work conditions must be entered onto the Permit to Work. The following permits to work conditions are included in this Work Procedure at paragraph 4 for attachment to the Permit to Work as appropriate:

- 2.4.1 Scaffolding
- 2.4.2 Roof work
- 2.4.3 Excavations
- 2.4.4 Working in confined spaces
- 2.4.5 Working with cartridge tools

2.5 Permits to Work should not be issued if the risk to health and safety are too great, e.g., in severe weather conditions, dangerous structural conditions, or if appropriate precautions cannot be taken.

### 3. **Hot Work Permits**

3.1 Due to the high risk of fire resulting from hot working, the procedure and the issue of Hot Work Permits should be carefully considered by the Facilities Manager.

3.2 Hot Permits to work for all Contractors and employees must only be for each occasion and only be valid for that day.

3.3 A Hot Work Permit to Work (Annex "C"), will not be issued unless the Facilities Manager is satisfied that the Contractor has carried out all appropriate safety precautions identified on the permit.

3.4 On completion of the work, the Contractor should sign the Hot Work Permit Clearance Certificate and return it to the Facilities Manager.

3.5 In addition to the safety check carried out by the Contractor, the Facilities Manager or Supervisor should carry out additional checks both during and after hot work in order to ensure that safe working practices are being adopted, that there is no residual fire risk and that the work area has been left safe at the end of the work.





**PERMITS TO WORK**

## **4. Permit to Work Conditions**

### **4.1 Scaffolding:**

#### **4.1.1 The Contractor must ensure that:**

- a) All tubes, fittings, boards and equipment comply with appropriate British Standards and be in a safe and serviceable condition.
- b) Scaffolding is erected, used and dismantled in accordance with approved systems and procedures, including all relative Health and Safety Executive Guidance, by trained personnel.
- c) Ensure that scaffolding is only erected under the supervision of trained and skilled scaffolders.
- d) Ensure that scaffolding is assembled with the correct use of tubes, fittings, clips, braces, ties, base plates, boards, guard rail, ladders etc.
- e) Scaffolds are inspected in accordance with statutory requirements and provide and make available for inspection the register showing inspection details.

#### **4.1.2 System Scaffolding (Towers)**

- a) System scaffolding is assembled, erected, used and dismantled in accordance with the manufacturer's instructions and all relative Health and Safety Executive Guidance.
- b) Such scaffolding is inspected in accordance with statutory requirements and that the register showing the details of the inspection is available.

### **4.2 Roof Work**

#### **4.2.1 The Contractor must:**


- a) Obtain a Permit to Work prior to gaining access to roof areas.
- b) Provide suitable and safe temporary means of access wherever necessary, which must be properly secured in an approved manner.
- c) Provide and use crawling boards or roof ladders when working on, or gaining access over fragile roofs.
- d) Provide and fix adequate edge protection in compliance with Health and Safety Executive Guidance on the prevention of falls from roofs.
- e) Remove all materials, tools, rubbish etc., from roof work in a safe manner.
- f) Take appropriate measures to protect persons from falling material or objects.
- g) Ensure that his employees do not block or obstruct roof gutters, down pipes and drains.

### **4.3 Excavations**

#### **4.3.1 The Contractor will comply with all statutory provisions and Health and Safety Executive Guidance concerning excavations and working in confined spaces. In particular he will:**

- a) Ensure that underground services are located and identified.
- b) Provide fencing, edge protection and warning signs around the excavation.

- c) Have excavations inspected by an experienced and competent person and that records are made and are available for inspection.
- d) Provide all necessary means to prevent collapse and permit safe access and working.

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<b>PERMITS TO WORK</b>	

4.4 Confined Spaces

4.4.1 Confined spaces on the College premises are few and the risks considered low. Activities, however, in these confined spaces can vary the risk. Having considered the risk, the Contractor will:

- a) Provide any PPE and facilities required by the activity.
- b) Liaise with the Facilities Manager for any other need.

4.5 Cartridge Tools

4.5.1 A Contractor using this type of tool on College premises must:

- a) Inform the Facilities Manager of the intended use and storage of cartridge tools on College premises.
- b) Ensure that cartridge tools and cartridges are kept locked away when not in use.
- c) Ensure that only trained employees handle and use cartridge tools.
- d) Ensure that the tool operator and others within the immediate area are provided with and wear the appropriate PPE including hearing protection.
- e) Report any loss of cartridges or equipment immediately to the Facilities Manager.

4.6 Welding and Cutting

4.6.1 The Contractor will not commence any electric or gas welding or cutting on College premises unless:

- a) Suitable screens are provided to protect persons and pupils from the effect of flash and from flying sparks or particles.
- b) Suitable firefighting equipment (blankets, extinguishers etc.), are provided adjacent to the work area.
- c) They provide and ensure that appropriate PPE and protective clothing is supplied and worn if required.
- d) The Contractor must ensure before leaving the work area where welding or cutting has been carried out that the work is cold and that there are no smouldering embers.

**PERMIT TO WORK – REGULAR CONTRACTORS**

Contractor’s Name: .....

Supervisor's Name: ..... Emergency Contact Tel No: .....

Permitted Work Area: .....

Permitted Work Hours: .....

Description of Work & High Risk Activities: .....

.....

Equipment to be used: .....

.....

Special Precautions or Conditions: .....

.....

Permit Issued by: ..... Signature: .....

Position:..... Date and Time of Issue: .....

Signature of Person to whom Permit is issued: .....

**Notes:**

- 1. This PERMIT TO WORK – REGULAR CONTRACTORS is issued on the following conditions:
  - 1.1 The Contractor has been appointed in accordance with the College Contractor Appraisal system in operation.
  - 1.2 The Contractor complies with the restrictions and conditions detailed in this PERMIT and associated attachments if appropriate.

- 1.3 The Contractor complies with the requirements of INSTRUCTIONS AND RULES FOR CONTRACTORS (WP 09) setting down the rules for all Contractors.
- 1.4 The Contractor complies with all College Rules.
- 1.5 The Contractor ensures that he or his employees as appropriate are provided with an emergency means of communication whilst on College premises.
- 2. Regular Contractors who abuse this open PERMIT TO WORK system will be required to apply for a Permit for each visit to College Premises (PERMIT TO WORK – PERIODIC CONTRACTORS).
- 3. This PERMIT TO WORK expires on: .....

**PERMIT TO WORK – PERIODIC CONTRACTORS**

**Contractor’s Name:** .....

**Supervisor’s Name:** ..... **Emergency Contact Tel No:** .....

**Permitted Work Area:** .....

**Permitted Work Hours:** .....

**Description of Work & High Risk Activities:** .....

.....

**Equipment to be used:** .....

.....

**Special Precautions or Conditions:** .....

.....

**Permit Issued by:** ..... **Signature:** .....

**Position:**..... **Date and Time of Issue:** .....

**Signature of Person to whom Permit is issued:** .....

## **COMPLETION OF WORK CERTIFICATE**

**I certify that works have been satisfactorily completed and that the area of my activities has been left in a safe and tidy condition.**

Signed (Contractor): ..... Date: .....

Countersigned: .....

Position: .....

**HOT WORK PERMIT - CONTRACTORS**

Name: .....

Supervisors Name: .....Emergency Contact Tel No: .....

Exact Location of Work: .....

Permitted Work Hours: .....

Description of Work: .....

.....

Special Precautions Required:.....

.....

Date of Issue of Permit: .....

Time of Issue of Permit: .....Time of Expiry of Permit: .....

Permit Issued by: .....Signature: .....

Position:.....Date and Time of Issue: .....

Signature of Person to whom Permit is issued: .....

**CLEARANCE CERTIFICATE**


I certify that works have been satisfactorily completed and that the area of my activities has been left in a safe condition. The work area and all adjacent areas to which sparks and heat may have spread (such as floors above or below and on opposite sides of walls) were inspected continuously for at least one hour after the work was completed and were found to be fire safe.

**Time Started:** ..... **Time Finished:** .....

**Signed (Contractor):** .....

**Countersigned:** ..... **Position:** .....




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	<p><b>ROUTINE MAINTENANCE AND DEFECT REPORTS</b></p>	

## 1. General

- 1.1 There is the need for day to day routine maintenance within the College and College and control of this is necessary in order to maintain efficiency within an educational environment.

## 2. Reports

- 2.1 Blank Routine Maintenance and Defect Report Database are available of the staff network – in the Maintenance folder.
- 2.2 Individuals reporting defects and requesting maintenance actions should make an entry on the database.
- 2.3 The Facilities Manager and nominated maintenance employee will check entries to the sheet on a daily basis to prioritise and carry out corrective actions as required.
- 2.4 All Maintenance issues can be reported using the College Intranet Facility:
- 2.4.1 @ \\Msmcluster\central resource library\\_Private-Staff Only\Maintenance
- 2.4.2 Open the Maintenance Database, this has the request form and current maintenance issues with completion dates.
- 2.5 All serious issues must be noted on the report form.

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	<p><b>SAFETY SIGNS</b></p>	

## 1. Introduction

1.1 All safety signs should meet the standards set out in the Health and Safety (Safety Signs and Signals) Regulations 1996, and appropriate British Standards.

1.2 Safety signs should be suitably placed so as to warn College employees, staff, pupils and visitors about specific risks to their health and safety.

## 2. Use of Signs

2.1 Signs that should be considered for display on College premises include those listed below:

2.1.1 Fire precaution and evacuation procedures, including exits, fire escape routes, fire action notices, fire door instructions, extinguisher and fire control point identification, assembly points.

2.1.2 Moveable barriers and signs warning of spillages and other temporary hazards, e.g. cleaning in progress, slippery floors, trip hazards.

2.1.3 Fixed hazard warning signs e.g. fragile roof, trip hazards, head obstructions, noise hazard, moving machinery, chemical use.

2.1.4 Areas of restricted access

2.1.5 Chemical and machinery hazard warnings

2.1.6 Areas where personal protective equipment should be worn e.g. hard hats, hearing and eye protection, dust masks etc.


2.1.7 First aid information, e.g. Medical Room, eye wash points, first aid points, names of first aiders.

2.1.8 Vehicle restriction signs, including speed limits, parking restrictions, pedestrian warnings, directional signs.

2.1.9 Advisory information such as slogan posters, housekeeping reminders etc.

2.2 Where there are shortfalls in signs or new signs are required a request can be made for supply by raising a defect report.

2.3 Where contractors are expected to provide and install their own warning signs or barriers whilst working on College premises, the supervisor should satisfy himself that they are clear and appropriate and that their use is correctly applied whilst the contractor is on site.

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<b>ELECTRICAL SUPPLY AND ISOLATION</b>		

## 1. Introduction

1.1 This Work Procedure applies to fixed electrical equipment. See also Work Procedure WP25, Portable Appliance Testing.


- 1.2 Fixed electrical equipment is that equipment which is fixed by virtue of its size or weight, (i.e. immobile), is connected directly to the electrical supply, or has its own dedicated supply e.g. some machine tools, freezer rooms.
- 1.3 Routine maintenance and repair work on College electrical systems is carried out by Approved Contractors selected by the Facilities Manager. (See Work Procedure WP08, Contractor Control and Appraisal).
- 1.4 Some College employees carry out simple electrical tasks such as rewiring plugs and changing light bulbs and similar tasks etc. The Facilities Manager will satisfy himself that those employees carrying out these simple tasks are sufficiently trained and experienced to carry out the work safely and without avoidable risk to their own and others' Health and Safety.

## **2. Fixed Electrical Installations**

- 2.1 Whenever routine maintenance is required on fixed electrical apparatus or systems, then that apparatus or work area should be isolated by disconnection.
- 2.2 Electrical switch rooms are to be treated as restricted areas and should be kept locked at all times. Electrical work in these rooms may only be carried out with a Permit to Work (Work Procedure WP10).
- 2.3 Where there is the possibility that isolation switches could be reconnected whilst work is in progress, then switches must be locked off utilising a LOTO kit (Lock Out / Tag Out) or the fuses removed. A warning notice must be attached prominently to any isolation switch warning that the apparatus or system is being worked on.
- 2.4 Electrical apparatus should only be reconnected after maintenance has been completed; checked and any protective covers have been replaced
- 2.5 Electrical systems throughout College premises should be inspected and tested in accordance with recommendations detailed in IEE (Institute of Electrical Engineers) Guidance Note No.3. A competent person who should provide a written report on the findings should carry out this work.

## **3. Frequency of Inspections**

- 3.1 All College fixed electrical equipment should be examined and tested annually or as required to a programme controlled by the Facilities Manager – See portable appliance Policy

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<b>ASSESSMENT OF MANUAL HANDLING OPERATIONS</b>	

## 1. Introduction

- 1.1 The Manual Handling Operations Regulations (MHOR) 1992 places a duty on the College, as an Employer to avoid the need for employees to undertake any manual handling operations which carries a risk of their being injured.
- 1.2 Where avoidance of such operations is not possible, the College must carry out an assessment of all such operations and then take the steps necessary to reduce those risks.

## 2. Definition

- 2.1 The definition of Manual Handling as described in MHOR is as follows:
- 2.1.1 Any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving of a load) by hand or bodily force.

## 3. Assessment

- 3.1 College risk assessments consider each work activity and identify all manual handling operations which fall into the above definition.
- 3.2 Whenever a situation arises where an employee need carry out a manual handling operation which is likely to put himself at risk of injury, his Head of Faculty should use the assessment form at Annex "A" (Assessment of Manual Handling Operations) to help assess the likelihood of that injury.
- 3.3 Further helpful information about assessing and controlling risks associated with manual handling operations can be found in Guidance on the Manual Handling Operations Regulations 1992 (ISBN 0 7176 0411X).

## 4. Review

- 4.1 Heads of Faculty must review the assessments when there is a significant change in the manual handling activity or when the current assessments are no longer valid.

## 5. Information and Training

- 5.1 Heads of Faculty must ensure appropriate information and training on manual handling assessment. This should include training on correct lifting techniques.


### **ASSESSMENT OF MANUAL HANDLING OPERATIONS FORM**

QUESTIONS TO CONSIDER: If the answer to a question is 'YES', place a tick against it and then consider the level of risk.		Level of risk: Tick as appropriate.		
	YES	LOW	MED	HIGH
<b>The tasks – Do they involve...</b>				
1. holding loads away from trunk?				
2. twisting?				
3. stooping?				
4. reaching upwards?				
5. large vertical movement?				
6. long carrying distances?				
7. strenuous pushing or pulling?				
8. unpredictable movement of loads?				
9. repetitive handling?				
10. insufficient rest or recovery?				
11. a work rate imposed by process?				
<b>The loads – Are they...</b>				
1. heavy?				
2. bulky/unwieldy?				
3. difficult to grasp?				
4. unstable/unpredictable?				
5. intrinsically harmful? (e.g. sharp/hot)				
<b>The working environment – Are there...</b>				
1. constraints on posture?				
2. poor floors?				
3. variations in levels?				
4. hot/cold/humid conditions?				
5. strong air conditions?				
6. poor lighting conditions?				
<b>Individual capability – Does the job...</b>				
1. require unusual capability?				
2. hazard those with a health problem?				
3. hazard those who are pregnant?				
4. call for special information/training?				
<b>Other factors:</b>				

1. Is movement or posture hindered by clothing or personal protective equipment?				
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Assessed By	
Post/Title	

Assessment Date	
Dates reviewed	

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<b>PERSONAL PROTECTIVE EQUIPMENT</b>		Page 1 of 2

## 1. Introduction

- 1.1 Under the Personal Protective Equipment at Work Regulations 1992, PPE has to be considered a “last resort” in the hierarchy of control measures which protects employees, staff and pupils from risks to their Health and Safety. The College must therefore provide appropriate PPE wherever there is a risk to health and safety that cannot be controlled by other means.
- 1.2 The responsibility for the provision of PPE rest with the employer and so Contractors also have the same duty to make available and provide PPE for their own employees.
- 1.3 Risk Assessments (Section 6) and for example COSHH (Work Procedure WP 15) will identify circumstances in which the College will provided PPE.

## 2. Assessment

- 2.1 Heads of Faculty should carry out assessments of the requirements of pupils and employees with regard to PPE required for the tasks they are expected to perform, its type, suitability for protection against the hazard, storage and condition by using the PPE Assessment Form (Annex “A” to this Procedure).

## 3. College PPE significant Activities.

- 3.1 Work activities of staff, employees and pupils at the College for which the use of PPE would be most significant will include:
- 3.1.1 Laboratories and Craft Faculties
  - 3.1.2 Waste Management.
  - 3.1.3 Cleaning and Services.
  - 3.1.4 Maintenance.
  - 3.1.5 Grounds and Property.
- 3.2 The list is not exhaustive.

## **4. Selection of PPE**

- 4.1 The College can be advised on the selection of the most suitable PPE by consulting with the Advisory Department of approved protective equipment suppliers, or with part 2 of:
  - 4.1.1 The Guidance on The Personal Protective Equipment Regulations 1992 (ISBN 0 7176 04152).
  
- 4.2 Prior to introducing new PPE to the College, the Facilities Manager and Heads of Faculty should consider the following:
  - 4.2.1 Precisely why a particular PPE is required and what characteristics it needs to provide adequate protection.

**PERSONAL PROTECTIVE EQUIPMENT**

- 4.2.2 Selection of PPE, which matches those requirements and which, wherever possible, has been independently accredited and is “CE” or “BS” marked.
- 4.2.3 Ensure that the PPE will fit correctly and will not so restrict the user that he is put at greater risk of injury.
- 4.3 If there is any doubt that the PPE can provide satisfactory protection, then it should be replaced by a more suitable item, highlighted in the risk assessment for the task.

**5. Sources of Risk**

- 5.1 Sources of risk for which PPE should be considered can include:
  - 5.1.1 Physical Sources - Fall from height, blows, cuts, impacts, crushing, stabs, grazes, vibration, slips/trips, heat/cold, fire, electricity, noise, radiation.
  - 5.1.2 Chemical Sources - Dust and fibres, fumes, vapours, liquid immersion, splashes etc.
  - 5.1.3 Biological Sources – Bacteria, viruses.
- 5.2 After considering alternative control measures, the type of PPE that may be required to reduce the risk includes:
  - 5.2.1 Physical sources – Hard hats, hairnets, safety goggles, face shields, safety footwear, safety gloves, protective clothing, reflective clothing, safety harness etc.
  - 5.2.2 Chemical Sources – Safety goggles, face shields, safety gloves, safety footwear, chemical resistant overalls/aprons, respirators.
  - 5.2.3 Biological Sources – equipment providing its own atmosphere.
- 5.3 The PPE at Work Regulations 1992 do not strictly apply to ear protectors, most respiratory protective equipment and some other types of PPE used at work since they are covered by alternative specific Regulations such as The Noise at Work Regulations 1989, The COSHH Regulations 1994, etc. However, all PPE should be included in this Procedure.

**6. Training, Maintenance and Control**

- 6.1 On initial issue of PPE, employees/pupils must be provided with the appropriate information and training in its use and maintenance and a record of that training retained. Once trained, individual employees issued with PPE are responsible for using it correctly.
- 6.2 In order to protect it from contamination, damage or loss, when not in use PPE should be stored correctly in accordance with manufacturers’ recommendations. However, it should



still be available for use. PPE should also be regularly inspected, defects reported and when no longer fit for use, be replaced.

- 6.3 The College has a duty to ensure that where PPE is recognised as a means of reducing risk, employees and pupils comply. Individuals can be personally held liable in Law for not wearing PPE which has been provided to secure his/her health and safety.

## **PERSONAL PROTECTIVE EQUIPMENT ASSESSMENT**

Task/Process: .....

No. of Persons involved in Task/Process: .....

- |           |   |     |    |
|-----------|---|-----|----|
| <b>1.</b> | <b>Head:</b>  |     |    |
|           | Is protection of the skull required?                    | YES | NO |
|           | Is protection of the ears required?                     | YES | NO |
|           | Is protection of the eyes required?                     | YES | NO |
|           | Is protection of the respiratory tract required?        | YES | NO |
|           | Is protection of the face required?                     | YES | NO |
|           | Is protection of the whole head required?               | YES | NO |
| <b>2.</b> | <b>Upper Limbs:</b>                                     |     |    |
|           | Is protection of the hands required?                    | YES | NO |
|           | Is protection of the arms required?                     | YES | NO |
| <b>3.</b> | <b>Lower Limbs:</b>                                     |     |    |
|           | Is protection of the feet required?                     | YES | NO |
|           | Is protection of the legs required?                     | YES | NO |
| <b>4.</b> | <b>Various:</b>   |     |    |
|           | Is protection of the skin required?                     | YES | NO |
|           | Is protection of the trunk/abdomen required?            | YES | NO |
|           | Is protection of the whole body required?               | YES | NO |
| <b>5.</b> | <b>PPE:</b>   |     |    |
|           | Is the PPE manufactured to the correct CE, BS standard? | YES | NO |
|           | Is the PPE in good condition?                           | YES | NO |
| <b>6.</b> | <b>Training:</b>  |     |    |
|           | Has training on how to use the PPE been provided?       | YES | NO |
|           | Has refresher training been provided where necessary?   | YES | NO |

Comments and Corrective Action.	Action by.	Date Completed.
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Name of Assessor: ..... Position: .....

Date: .....

**DISPLAY SCREEN EQUIPMENT USER ASSESSMENT**

1. Introduction.
  - 1.1 Under the Health and Safety (Display Screen Equipment) Regulations 1992, initial assessments must be carried out to determine whether employees, pupils and staff are “users” of display screen equipment, as defined in the Regulations.
  - 1.2 Initial assessment should be carried out using the form at Annex “A, Initial Assessment of Display Screen Work.
  - 1.3 Assessment should also be carried out whenever work circumstances change, e.g., new equipment or new work practices, and should be done for each employee using display screen equipment.
  - 1.4 If the initial assessment defines the employee/pupil as a “user”, then a second, detailed assessment needs to be carried out using the form at Annex “B”, Detailed Assessment of Display Screen Work. Advice on the definition of user can be found in the Guidance on the Health and Safety (Display Screen Equipment) Regulations 1992 – ISBN 0 7176 04101.
  - 1.5 Any deficiencies highlighted by the Assessment should be notified using Work Procedure WP 11, Routine Maintenance and Defect Reports.
  - 1.6 Copies of assessments should be filed in Section 7 of this manual “Other Records”.
2. Training and Information
  - 2.1 Heads of Faculty where display screen equipment is in use must ensure all “users” are trained in the use of their work station and are aware of the following:
    - 2.1.1 The user’s role in identifying and recognising hazards and risks.
    - 2.1.2 A simple explanation of the risks and how harm can occur.
    - 2.1.3 Procedures designed to control the risks, including posture, adjustments to furniture, the workstation, cleaning equipment and breaks.
    - 2.1.4 Arrangements for reporting problems.
    - 2.1.5 Information on the Regulations.
    - 2.1.6 The user’s contribution to assessments.
    - 2.1.7 A Training Video is available on the IHASCO website – See HR Manager
  - 2.2 Heads of Department/Faculty will provide information to user’s on:
    - 2.2.1 Risks from display screen equipment and workstations.
    - 2.2.2 The results of the risk assessments and the measures to reduce the risk.
    - 2.2.3 Eyes and eyesight tests.
3. Eyes and Eyesight Tests

- 3.1** Heads of Department/Faculty will arrange for “users” to have an eyesight test at their request. The College will arrange payment for the test and any subsequent corrective appliance necessary.

**INITIAL ASSESSMENT OF DISPLAY SCREEN WORK**

Person/Post Assessed .....

Location .....

- 1. Does the person depend on Display Screen Equipment (D.S.E) to do their job, YES NO  
there being no alternative to achieve the same results?
- 2. Does the person have no choice about using D.S.E? YES NO
- 3. Does the person need particular skills and significant training in the use of D.S.E YES  
NO to do the job?
- 4. Does the person normally use D.S.E for spells of more than one hour? YES NO
- 5. Does the person use D.S.E. daily? YES NO
- 6. Is the fast transfer of information between user and screen an important YES NO  
requirement of the job?
- 7. Does the system require high level of concentration by the user, for example YES NO where  
error may be critical?

If most of the answers are **YES**, then the person will be considered as a **USER**, and a detailed assessment will now be required using the form DETAILED ASSESSMENT OF DISPLAY SCREEN USER.

If most answers are NO, then the person will not be classified as a User.

---

**I conclude that the person who is the subject of this initial assessment IS/IS NOT a user of Display Screen Equipment**

Assessed by ..... Date .....

**DETAILED ASSESSMENT OF DISPLAY SCREEN WORK**

Person/Post Assessed .....

Location .....

**1. The Display Screen**

- |     |  |     |    |
|-----|--|-----|----|
| 1.1 | Are screen characters well defined and of adequate size and spacing? | YES | NO |
| 1.2 | Are screen images flicker free and stable?                           | YES | NO |
| 1.3 | Can screen brightness and contrast be adjusted?                      | YES | NO |
| 1.4 | Is the screen free from reflection and glare?                        | YES | NO |
| 1.5 | Is the screen correctly positioned to enable comfortable use?        | YES | NO |
| 1.6 | Is a screen cleaning kit available?                                  | YES | NO |

**2. The Keyboard**

- |     |  |     |    |
|-----|--|-----|----|
| 2.1 | Can the keyboard be tilted?                      | YES | NO |
| 2.2 | Is the keyboard separate from the terminal?      | YES | NO |
| 2.3 | Does the keyboard have a non-reflective surface? | YES | NO |
| 2.4 | Are the keyboard characters clearly defined?     | YES | NO |
| 2.5 | Are the keys comfortable to use?                 | YES | NO |

**3. The Work Desk**

- |     |  |     |    |
|-----|--|-----|----|
| 3.1 | Is the work desk large enough for all the equipment?                                       | YES | NO |
| 3.2 | Are the surfaces non-reflective?   | YES | NO |
| 3.3 | Is there a document holder available, if required by the user?                             | YES | NO |
| 3.4 | Is there sufficient space in front of the keyboard to allow the user to rest hands/wrists? | YES | NO |

#### **4.      The Work Chair**

4.1	Is the work chair stable?	YES	NO
4.2	Can the height of the chair be adjusted?	YES	NO
4.3	Can the backrest be adjusted for height and tilt, independently of the chair seat?	YES	NO
4.4	Can both feet be placed on the floor when in a comfortable working position?	YES	NO
4.5	Is a footrest available if required by the user?	YES	NO

#### **5.      The Environment**

5.1	Is there sufficient space for the handling of documents and telephone etc.?	YES	NO
5.2	Is lighting adequate at the workstation?	YES	NO
5.3	Is the general lighting adequate to prevent excess lighting contrast when the user looks away from the screen?	YES	NO
5.4	Is the temperature at the workstation comfortable?	YES	NO
5.5	Are heat levels generated by the equipment controlled?	YES	NO
5.6	Are noise levels at the workstation comfortable?	YES	NO
5.7	Is ventilation of the area adequate and comfortable?	YES	NO
5.8	Is the relative humidity comfortable? (Any complaints about dry skin, sore eyes etc.)	YES	NO

#### **6.      Health**

6.1	Is the user free from eyesight problems?	YES	NO
6.2	Has the user requested or been offered an eyesight test?	YES	NO
6.3	Where appropriate, does the user wear eye correction provided as a result of an official eyesight test?	YES	NO
6.4	Where relevant are copies of the Optometrist's eyesight test reports and prescriptions on file?	YES	NO
6.5	Is the user free of aches, pains or sensory loss (tingling or pins and needles) in the neck, shoulders or upper limbs?	YES	NO


- 6.6 Is the user free of restricted joint movement, impaired finger movement, grip NO or other disability? YES
- 6.7 Is the user free of fatigue or stress? YES NO
- 7. Training, Information and Work Planning**
- 7.1 Has the user received training in the use of D.S.E and the associated software? YES NO
- 7.2 Has the user received training in identifying and correcting workstation hazards, including the adjustment of equipment? YES NO
- 7.3 Is there a written record of this training and is it up to date? YES NO
- 7.4 Is the work schedule planned to include breaks and changes in activity to avoid NO excessive exposure to D.S.E. work? YES
- 7.5 Can the user take regular breaks from D.S.E. work? YES NO

**Having considered the answers, what is the overall assessment of the risk of injury from the use of Display Screen Equipment?**

**Insignificant / Low / Medium / High**

(If the answer to any question is NO, then corrective action will be taken. If work is required then a defect note should be raised).

**Assessed by .....** **Date .....**

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<p><b>VISITORS</b></p>	

**1. General**

- 1.1** Control of visitors ensures their health and safety in the event of an emergency when the person they are visiting can administer them. Vulnerability of College young people and the remoteness of the College require that all bona fide visitors are registers as visitors and are accompanied at all times (see also Work Procedure WP 20; Security).
- 1.2 All visitors must sign in on reception the visitor's App will be issued with visitors pass immediately on arrival, which they must wear, at all times whilst on College premises and similarly sign out when they leave the College.

1.4 A copy of VISITOR AND SAFEGUARDING INFORMATION will be available by the Visitors Book and **all visitors / contractors must read it.** (Embedded below)



SG Flyer (003).pdf



## **VISITOR SAFETY**

### **1. Introduction**

- 1.1 The College places great importance on the Health, Safety and Welfare of all on College premises be they employee, pupil, contractor or visitor.
- 1.2 As a visitor you may not be acquainted with the College premises, its safety rules and procedures and we ask therefore that you read and follow the few simple rules below to ensure your safety.


### **2. Fire Safety**

- 2.1 The College has fire alarms which are tested each Tuesday at 08:15 (This may vary during holidays).
- 2.2 If you discover or suspect a fire you should activate the nearest Fire Alarm Call Point. Only attempt to tackle the fire with the provided equipment if there is no risk of injury to yourself.
- 2.3 If you hear the alarm you should leave the area as quickly and calmly as possible without wasting time collecting belongings, following the nearest marked fire escape route signs. You should then report to the Fire Assembly Point.

### **3 Safety on College Premises**


- 3.1 It is a condition of your being allowed on College premises that you comply with all College signs and instructions which are in place to protect your safety. You are required to carry out your work/visit safely and with regard to the health and safety and others who may be affected by your acts or omissions.
- 3.2 If, during your visit, you see any practice or process you consider to be unsafe, please report it to your host.

Many thanks for your attention

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## 1. General

- 1.1 Security in all College premises is the responsibility of all members of staff and pupils. The key to good security is to remain alert. The vulnerability of young people and the remoteness of the College are such that security must be paramount at all times.
- 1.2 Strangers not wearing visitors' passes must be challenged by a member of staff. Pupils should not approach strangers without passes but should immediately report the fact to a member of staff.
- 1.3 The exteriors of all occupied buildings and vehicle approaches are covered by CCTV which is video recorded.
- 1.4 All external doors are fitted with digital keypad locks to prevent unauthorised access and a large proportion of offices and stores are protected by burglar alarms.
- 1.5 At times when all staff are located in one place (e.g. Chapel) a member of staff is to be detailed to patrol the College area and lock the majority of external doors.

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<b>SAFE USE OF LADDERS AND STEP LADDERS</b>		

## 1. Introduction

- 1.1 Ladders are a potentially dangerous means of access to work areas and they should only be used if more permanent and safe methods are not reasonably practicable (see Work Procedure 01, Use of Mobile Elevated Work Platforms, Fixed & Mobile Scaffolding).
- 1.2 As a guide, if your task would require staying up a leaning ladder or stepladder for more than 30 minutes at a time, it is recommended you use alternative equipment.

## 2. Considerations prior to use


- 2.1 Before deciding whether to use a ladder, the following points should be considered:
- 2.1.1 whether the ladder can be securely fixed against slipping;
  - 2.1.2 site conditions, e.g. weather, movement of vehicles and people;
  - 2.1.3 whether the user has a safe handhold and is close enough to the work;
  - 2.1.4 insecurity due to sway and movement of a long ladder;
  - 2.1.5 the strength and condition of the structure against which the ladder is to be used;
  - 2.1.6 the nature of the work and the tools required;
  - 2.1.7 the ability, experience and training of the users.

### **3. Inspections and checks**

- 3.1 Ladders and stepladders should be included on the College Maintenance Schedule. They must each be identifiable and must be inspected frequently by the supervisor who is able to identify likely hazards and faults. The results of these inspections should be kept in an inspection log.
- 3.2 Before a ladder is used for a task, it must be visually inspected by the intended user to confirm that it is in a safe and sound condition.
- 3.3 Ladders must be in a safe and sound condition and must be discarded if there is any doubt whatsoever about their structural condition. On no account must a damaged or unstable ladder be used.

### **4. Positioning**

- 4.1 Wherever possible, ladders should be securely fixed at the top to prevent sideways and backwards slipping. A colleague must foot the ladder at all times
- 4.2 If top fixings are not practicable, the ladder should be secured at its base, perhaps with cleats or fixed blocks etc. Where this is impracticable and where the ladder is no more than five metres high, a second person may foot the ladder to prevent slipping.
- 4.3 Ladders should extend above the landing by at least 1.5 metres unless there are suitable handholds to provide equivalent support.

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- 4.4 They should be placed at an angle ideally 75° to the horizontal, i.e. about one metre out for every four metres of height. Ladders must be based on a firm and secure base.
- 4.5 Sections of extended ladders should overlap a minimum of 1.5 rungs up to five metres closed length, 2.5 rungs between five and six metres and 3.5 metres over six metres closed length.

### **5. Other considerations**

- 5.1 Users should avoid carrying tools up a ladder or stepladder but should rather use a tool holster attached to the belt.
- 5.2 Metal ladders and stepladders must not be used where there is danger from electrical contact.

## 6. Step Ladders


- 6.1 Step ladders and trestles are not designed for any degree of side loading and this must be avoided. They should be spread to their fullest extent, properly levelled for stability and placed on a level surface at right angles to the work whenever possible.
- 6.2 Work from a stepladder or trestle must never be carried out from the top platform, nor should overhead work involve over reaching.
- 6.3 The top step of a pair of steps must not be used for foot support unless there is an extension above the top to provide a handhold. Rear parts of steps must never be used as a means of foot support.
- 6.4 Step ladders are prevented from spreading by stays, chains or cords. These must be of sufficient and equal length, in good condition and be replaced if on inspection are found to be worn or damaged.
- 6.5 Only one person at a time should use a step ladder and where they are used in doorways, doors should be securely wedged open.

## 7. Contractors

- 7.1 Contractors are not permitted to use College owned ladders and stepladders, but they must bring their own safe access equipment onto College premises.

## 8. Storage

- 8.1 Ladders are to be stored in a secure place where they will not be subject to damage and can be easily retrieved without strain injury by the user. College owned ladders and step ladders securely locked away prevents unauthorised use.

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<b>OVERHEAD WORKING WITH MOBILE ELEVATED WORK PLATFORMS, FIXED AND MOBILE SCAFFOLDING: WORKING AT HEIGHT</b>		

## 1. Introduction

- 1.1 This procedure is designed to cover all contingencies and is to be used by both College employees and contractors working for the College on College property. It is recognised, however, that circumstances may well arise where it is not practicable to implement the set procedures. In such circumstances and where a significant change is required, the Facilities Manager, shall consider the position and determine a safe working system to

meet the changed conditions. This will take into account their responsibilities under the Factory Act, the Health and Safety at Work etc. Act and its Daughter Legislation.


- 1.3 For the purpose of this procedure, working at a height will be considered as carrying out any work in excess of two metres above floor level.
- 1.4 Avoid work at height where it is reasonably practicable to do so.
- 1.5 Minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated.

## **2. Permit to Work**

- 2.1 A Permit to Work, issued by the Facilities Manager, is required where the following conditions apply:
  - 2.1.1 If work is to be carried out where those working come into contact with electrical conductors.
  - 2.1.2 All roof work.
  - 2.1.3 If work is to be carried out in excess of two metres above floor level where there is a risk of falling. This applies equally to work carried out from any working platforms, scaffolding, towers, buildings etc.
- 2.2 College maintenance employees, following signed acceptance to conform to the Safe Working Procedures, may be issued with a long term Permit to Work

## **3. Roof Work**

- 3.1 Under no circumstances are College employees permitted to gain access to any roof.
- 3.2 Prior to any roof work being carried out, a full method statement must have been prepared by the contractor and approved of by the Facilities Manager and thereafter a Permit of Work issued.


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#### **4. Access by Mobile Elevated Work Platform**

- 4.1 Access to working areas at a height where no safe fixed means of access is available can be gained in several ways. The equipment used will depend on the work to be done and how long it will last but consideration must be given first and foremost to the use of a working platform.
- 4.2 The Mobile Elevated Work Platform (MEWP) is ideal for many maintenance situations. This can only be used by College employees who have been adequately trained in its use and are on the College Register of Training (IPAF). The platform may be used by Contractors but only on production of a suitable training certificate, equipment inspection certificate and authorisation by the Facilities Manager.

#### **5. Access by Fixed or Mobile Scaffolding**

- 5.1 Where the work area is inaccessible by the cherry picker or where the work is likely to be of a long duration then the use of other work platforms, such as fixed or mobile scaffolds (towers) should be considered. These must only be erected and used in accordance with HSE guidelines and by those who have been adequately trained and are on the College Register of Training (PASMA)
- 5.2 Use of toe boards, braces, trap door, floors, stabilisers must be used according to guidance and extra precautions must be considered for such as load on tower, weather conditions etc.
- 5.3 Towers that are College property should be included on the College Maintenance schedule. They must be identifiable and should be frequently inspected by the Facilities Manager who is able to identify likely faults and hazards. The results of these inspections should be kept in an inspection log.

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<b>WORKPLACE ASSESSMENT</b>		Page 1 of 1

#### **1. Introduction**

- 1.1 The Workplace (Health, Safety and Welfare) Regulations 1992 set standards for all areas within the College workplace, Educational, Administrative and Support, including outside areas.

#### **2. Assessment**

- 2.1 Assessments of specific workplaces should be carried out using Annex “A”, WORKPLACE ASSESSMENT, to this Work Procedure and filed in section 7, Other Records, of this manual.
- 2.2 If changes in circumstances occur, for example relocation of workplace facilities, a new workplace assessment should be carried out.
- 2.3 Deficiencies identified by assessments should be reported as described in Work Procedure WP11, Routine Maintenance and Defect Reports and remedial action taken using that procedure.
- 2.4 The College must continue to maintain standards of health and safety in the workplace, paying particular attention to:
  - 2.4.1 Maintenance of the workplace.
  - 2.4.2 Temperature
  - 2.4.3 Cleanliness
  - 2.4.4 Condition of floors
    - 2.4.4.1 The College should be particularly alert to the “absolute” requirements of the Workplace regulations, to maintain floors free from risks to health and safety.

**Location of Workplace** .....

**No. of persons using area** .....

**1. Ventilation, Lighting, Temperature**

- |     |  |     |    |
|-----|--|-----|----|
| 1.1 | Is there adequate ventilation for the work area?                     | YES | NO |
| 1.2 | Is lighting sufficient for the job without causing glare or flicker? | YES | NO |
| 1.3 | Is natural lighting provided where practical?                        | YES | NO |
| 1.4 | Is the temperature maintained at a comfortable level (>16°C)?        | YES | NO |
| 1.5 | Are thermometers provided?   | YES | NO |

**2. Suitability of Work Areas**

- |     |  |     |    |
|-----|--|-----|----|
| 2.1 | Are work areas positioned to provide adequate freedom of movement? | YES | NO |
|-----|--|-----|----|

2.2	Can equipment be operated safely and can users leave quickly in a emergency?	YES	NO
2.3	Are workstations suitable for use?	YES	NO
2.4	Are floors and access and egress routes suitable for use and free from obstructions?	YES	NO
2.5	Is the work area sufficiently clean and free from obstructions?	YES	NO
2.6	Are there suitable measures to protect against falls and falling objects?	YES	NO
2.7	Is glazing that presents an increased health and safety risk protected and marked?	YES	NO
2.8	Is the risk of falling from open windows adequately controlled?	YES	NO
2.9	Are all windows designed to allow safe cleaning?	YES	NO

### **3. Facilities**

3.1	Toilets provided, kept clean, in good order, well lit and ventilated?	YES	NO
3.2	Are appropriate washing facilities available which are clean and provide hot water, soap and towels?	YES	NO
3.3	Are numbers of toilets and washing facilities sufficient?	YES	NO
3.4	Is there an adequate supply of drinking water available?	YES	NO
3.5	Is suitable accommodation for clothing provided?	YES	NO
3.6	Where appropriate are facilities for changing clothing available?	YES	NO
3.7	Are there suitable facilities for resting and eating meals?	YES	NO
3.8	Is First Aid and equipment readily available?	YES	NO
3.9	Is adequate firefighting equipment readily available?	YES	NO
3.10	Are smoking rest facilities available?	YES	NO


### **4. Equipment**

4.1	Is the workplace and all equipment sufficiently maintained?	YES	NO
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If the answer to any question is NO, then a defect report (Work Procedure WP11) should be raised and the appropriate corrective action taken.

Names of Assessor ..... Date .....

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<p><b>PORTABLE APPLIANCE POLICY</b></p>	

## 1. Portable Appliance Policy

- 1.1 Nearly a quarter of all electrical accidents reported to the enforcement authorities involve portable electrical appliances. The majority of these accidents result in electric shock; others result in fires. A major cause of such accidents is failure to maintain the equipment. The likelihood of accidents occurring and their severity will vary depending on the type of electrical equipment, the way in which it is used, and the environment in which it is used.

## 2. Identification of Equipment

- 2.1 Each portable electrical appliance will be identified by area and label affixed to the appliance.

## 3. Inspection and testing procedure

- 3.1 A formal visual and/or test of each appliance will be carried out at the appropriate frequency depending upon the category of appliance. If an appliance does not fall within one of the categories listed, the Facilities Manager must be consulted about the appropriate test/inspection frequency. Where testing is required, the tester will utilise a portable appliance tester (PAT).


## 4. Records

- 4.1 A schedule of all appliances tested/inspected will be maintained on a database together with the date, the name of the person carrying out the test and the result.
- 4.2 Inspections and tests of new appliances

4.3 All new equipment, because of the negligible failure rates previously determined, may be used without testing until that type of equipment is next due for testing within that department.

## 5. User checks

5.1 Employees have responsibilities whilst at work to take reasonable care for the health and safety of themselves and other persons who may be affected by the way in which they carry out their work, and to report to supervisory staff any situation which they may suspect is potentially hazardous.

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## 6. Pupils and Staffs own appliances

6.1 This policy does not apply to portable electrical appliances brought in to residential accommodation by boarders.

## 7. Dangerous Appliances

7.1 Where the Facilities Management Department finds any portable electrical appliance in use which in their opinion gives rise to an imminent risk of serious personal injury to the user or others, they will, where appropriate, remove the plug from the appliance or take any other similar action to render the appliance safe. No liability for loss of work/data or other inconvenience will be accepted.


## 8. Frequency and type of inspection and testing of portable electrical appliances

8.1 CI = Combined Inspection and Test  
FV = Formal Visual Inspection Only

8.2


Type of Appliance	Double Insulated Appliances	Earthed Appliances
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	Maximum period between tests (months)	Type of Inspection & Test	Maximum period between tests (months)	Type of Inspection & Test
College Owned General Electrical Items	48	CI	24	CI
Department Specific Electrical Items	48	CI	12	CI
Pupils Owned Electrical Items	12	FV	12	FV
Staff Owned Electrical Items	12	FV	12	FV

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<b>WASTE DISPOSAL</b>		Page 1 of 1

## 1. General

- 1.1 Under the Environmental Protection Act 1990, the College has a duty to ensure that the waste it produces is disposed of in accordance with this legislation.
- 1.2 Responsibility for waste produced by the College is based on the “cradle to grave” principal.
- 1.3 Under the Duty of Care requirements the College should satisfy itself that it’s preferred Waste Contractors are properly licensed and hold a current copy of their licenses.
- 1.4 Waste generated by the College is mainly non-hazardous general waste. This is documented by Waste Transfer Notes, which should be retained for a minimum of three years.
- 1.5 On rare occasions it may require that licensed disposal of hazardous or Special Waste is necessary. In these instances prior notice between the waste destination and the Environment Agency has to be arranged. These movements are controlled by the use of Special Waste Consignment Notes. Again the College must retain these for a minimum of three years.
- 1.6 The Facilities Manager should ensure that where necessary the appropriate PPE relative to the type of waste should be available and worn when handling waste.


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<p><b>CONTROL OF ASBESTOS</b></p>	

## 1. General

- 1.1 The College recognises and accepts its responsibilities to ensure the effective and safe management of ACM within its premises in accordance with current health and safety (H&S) legislation.
- 1.2 The College will make use of information gathered from an asbestos survey carried on its behalf that identifies the location, type and condition of ACM within its premises.
- 1.3 Such information has been recorded on a register and will be relayed to employees, contractors and occupiers as necessary to ensure the health, safety and welfare of all persons who may be affected by work that may present a risk of asbestos fibre release.
- 1.4 Only persons who have received adequate information, instruction and training will be authorised to carry out sampling, encapsulation and removal work involving ACM.
- 1.5 Where the presence of any ACM is found or strongly suspected, the following hierarchy of control measures will be followed:
  - 1.5.1 Any ACM's that are undamaged (as determined by a competent person on an individual basis) which do not constitute a hazard may remain in place but their condition must be monitored on a regular basis by the person(s) nominated as responsible for the building.
  - 1.5.2 If the material is slightly damaged, but otherwise in a sound condition (as determined by a competent person on an individual basis) or located in such a position that it may present a future risk to health if it is left untreated, may be repaired and/or encapsulated by an approved method and periodically re- inspected to ensure its condition has not deteriorated. All work carried out must be recorded in the register.
  - 1.5.3 If the material is in such a condition that it presents a risk to health, or may be disturbed by maintenance work, it should be removed by an approved method.
  - 1.5.4 All work involving such materials will be subject to a Permit to Work system in accordance with the requirements of the Control of Asbestos Regulations to ensure all necessary precautions are taken and competent persons carry out the work.

## 2. Statement of Intent

- 2.1 It is the policy of Mount St Marys College to ensure that, as far as is reasonably practicable, no persons are exposed to risks to their health due to the exposure of any ACM that may present within the premises. This includes pupils, teachers, staff, parents, visitors, contractors and others who are reasonably expected to be on the premises.


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### 3. Policy Statement

- 3.1 The college's asbestos policy is in accordance with the requirements of the Health and Safety at Work Act 1974 and the Control of Asbestos Regulations 2012 and Approved Code of Practice. This policy and accompanying procedures will apply to all parts of the college and all individuals likely to be in college at all times.
- 3.2 The college's policy on asbestos and ACM is:
- 3.2.1 To ensure the prevention of exposure to hazards associated with ACM to pupils, teachers, staff, parents, visitors, contractors and others who are reasonably expected to be present on the premises.
- 3.2.2 To ensure that all buildings are surveyed to identify any ACM that may be present therein, and to prepare and maintain an asbestos register for all buildings (including regular reviews and to update records of any treatment and / or removal works undertaken).
- 3.2.3 All buildings will be assumed to contain ACM unless there is evidence to prove otherwise.
- 3.2.4 To ensure that an appropriate system is installed, maintained and implemented for the management of all ACM identified in the register.
- 3.2.5 To implement an effective management strategy in order that appropriate measures such as encapsulation, labelling, inspection, and working with or removal of the material can be undertaken.
- 3.2.6 To annually review the Asbestos Management Policy and Procedures.
- 3.2.7 To promote awareness of the risks from ACM and the college's management procedures and induction of relevant staff.
- 3.2.8 To ensure that all contractors and subcontractors engaged to carry out work on any of the

college's buildings are provided with a summary listing of all locations that contain, or are suspected of containing, asbestos to ensure that the appropriate procedures and precautions are followed.

- 3.2.9 To ensure that any ACM that may be present in any of the buildings are maintained in a conditions so as to prevent the possibility of any harm to health occurring.

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- 3.2.10 Ensure a commitment to comply with all relevant asbestos legislation, Approved Codes of Practice, Health and Safety Guidance Notes, and to commit to the safe disposal of any asbestos waste in accordance with waste management legislation.
- 3.2.11 Provide adequate resources to ensure the provision of appropriate information, instruction and training.
- 3.2.12 Licensed contractors and/or subcontractors, in accordance with HSE recommendations, must carry out all work to ACM, irrespective of the length of time any job is to take or the type of asbestos identified.

#### **4. Management of Asbestos – Organisation and Arrangements**

- 4.1 The college acknowledges the health hazards arising from the exposure to asbestos and therefore it is the policy of The College to ensure that so far as is reasonably practicable that no persons are exposed to risks to their health due to the exposure to any ACM that may be present in any of the college buildings.
- 4.2 The policies and procedures will apply to all buildings and all individuals present on the premises without exception.
- 4.3 The policy will ensure a commitment to comply with all relevant asbestos legislation, Approved Codes of Practice, Health and Safety Guidance Notes, and to commit to the safe disposal of any asbestos waste in accordance with the appropriate legislation.
- 4.4 The existing Governors Development Committee shall be tasked with reviewing and revising, where necessary, the policy and procedures to meet with changing requirements as they are identified.
- 4.5 This policy document should be read within the context of The College's Health and Safety Policy

## 5. Staff Awareness


5.1 All staff within the college will be provided with relevant information on:

5.1.1 Types and location of ACMs (via the Asbestos Register and Plan)

5.1.2 The visual means of identifying ACM's (labels/colour coding)

5.1.3 How to avoid risks from asbestos (e.g. not disturbing)

5.1.4 How to report concerns about ACMs

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## 6. Contractors

6.1 Everyone attending the college to carry out any works will be required to access and review the asbestos survey, register and plan before undertaking any work.

6.2 This will be provided by the person/s responsible for managing asbestos or other relevant member of staff within the college.

6.3 All contractors undertaking any work will be required to sign that they have reviewed the asbestos survey, register and plan using Appendix 2 below.

6.4 Where there are ACMs that are to be worked on or nearby, no work will take place until an appropriate method statement of work is produced and the Permit-to-Work procedures detailed in Appendix 3 duly authorised and implemented.

## 7. Emergency Services


7.1 Emergency Services personnel attending site must be given access to the asbestos survey, register and plan on arrival.

## 8. Responsibilities

8.1 All those who have responsibility for the control and maintenance and / or repair of the college premises have a duty to manage the ACM present in the premises. The Headmaster/Second Master will:

8.1.1 Take reasonable steps to determine the location and condition of materials likely to contain asbestos;

- 8.1.2 Presume materials contain asbestos unless there is strong evidence that they do not;
- 8.1.3 Make and keep an up to date record of the location and condition of the ACMs or presumed ACMs in the premises;
- 8.1.4 Assess the risk of the likelihood of anyone being exposed to fibres from these materials;
- 8.1.5 Prepare a plan setting out how the risks from the materials are to be managed;
- 8.1.6 Take the necessary steps to put the plan into action;
- 8.1.7 Review and monitor the plan periodically;
- 8.1.8 Provide information on the location and condition of the materials to anyone who is liable to work on or disturb them.

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<p><b>CONTROL OF ASBESTOS</b></p>	

Signed ..... Date .....

Headmaster ..... Date .....

Chair of Governors

Review Date

**Asbestos Emergency Plan for Mount St Mary’s College & The College**

- 1. Following any uncontrolled release of known or suspected asbestos containing material (ACM), by accidental or deliberate damage, the following controls are to be followed:
  - 1.1 Immediately following the event, any work in the area is to cease and access to the area is to be prohibited.



- 1.2 Ensure that all staff are aware to avoid the area involved, and that it is sealed off as quickly as possible.
- 1.3 Contact the Facilities Manager
- 1.4 Ensure that there is a plan of work prepared by a duly licensed contractor prior to the start of work, and that the appropriate licenses have been issued, in accordance with the Health and Safety Executive requirements.
- 1.5 Once the remedial works are complete, ensure that the visual inspection and the air sampling results are satisfactory.
- 1.6 Record all work undertaken (including incomplete work) in the asbestos register.
- 1.7 Continue to monitor and manage any residual asbestos.

**ASBESTOS PERMIT TO WORK**

Date(s) for Work/Activity: ..... Times: .....

**1. Location and Description of work**

**2. Asbestos Register**

- 2.1 Has the Asbestos Register been reviews by the staff member/contractor? YES NO
- 2.2 Will the work disturb any asbestos containing material? YES NO

*If the answer to 2.2 is YES – proceed to Section 3; if NO – proceed to Section 4*

**3. Work ON Asbestos Containing Materials**

- 3.1 Contractors competency to work on ACM’s been confirmed? YES NO
- 3.2 Work planned in accordance with the requirements of The Control of Asbestos YES NO  
Regulations 2012?
- 3.3 Southwark Council CFM been informed and given approval? YES NO

*Work can commence once the above are confirmed*

**4. Activity/Work NEAR asbestos containing materials**

- 4.1 Has a method statement been prepared for the work? YES NO

*The activity/works can commence once the above is confirmed by must stop immediately if any suspicious materials are discovered*

## **5. College Approval**

Signature .....Date .....


Print Name ..... (Responsible Person)

## **6. Staff/Contractor Confirmation**

I confirm that the activity / work will be undertaken in accordance with the requirements of this permit and college asbestos management plan.

Signature .....Date .....

Print Name ..... Company Name .....

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<b>BOMB WARNINGS</b>		Page 1 of 3


## **1. Introduction**

- 1.1 The possibility of a terrorist bombing event being planned is an unknown quantity at most times. It is therefore essential that College employees and pupils are aware of the possible threat and are vigilant at all times.
- 1.2 A bomb warning may be received from various sources, e.g., a member of the public, the Police, anonymous phone call or a member of staff / pupil.
- 1.3 A number of bomb threats have proved deadly and any warning must be taken seriously, although a percentage of threats may prove to be hoax.

## **2. Bomb Threat Emergency Plan**

- 2.1 The Bomb Threat Emergency Plan is covered under the College's Critical Incident Plan and includes the following detail and criteria.
  - 2.1.1 Consultation with the Emergency Services.
  - 2.1.2 In an emergency, who makes the decision to evacuate?

- 2.1.3 Site search plan.
- 2.1.4 Action in case of a telephoned threat.
- 2.1.5 Action in case of discovery of a suspect package.
- 2.1.6 Method of communication for alerting all College personnel, contractors and visitors.
- 2.1.7 Evacuation method.
- 2.1.8 Evacuation route and assembly point.
- 2.1.9 Post-emergency stand down.
- 2.2 The Emergency Plan should be reviewed and tested at regular intervals.
- 2.3 In the case of a direct telephone threat, detailed information should be sought from the caller. Copy of The Bomb Warning Checklist (Annex "A" to this Work Procedure) should be readily available at all times and should be completed there and then by the person taking the call. Wherever possible the person taking the call should alert another person as the call is taking place. The use of a pre-arranged signal will allow this.

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- 2.4 All College staff, employees and pupils should receive thorough training in the Bomb Threat Emergency Plan. Only trained and competent persons should be expected to assist in a search.


### **3. Identifying Explosive Devices**

- 3.1 Explosive devices are normally of simple construction and may be carried onto College premises in a briefcase, bag or parcel or they may be sent through the post as a letter or package. Bombers have been known to transport devices in umbrellas, flasks, cigarette packets and radios.
- 3.2 Detonators may be initiated by simple timers or may be controlled by sophisticated radio controlled or anti handling devices.

### **4. Parcel Bombs**

- 4.1 The signs that might indicate a letter or parcel bomb might include:

- 4.1.1 The post mark, if it is foreign or unfamiliar.
- 4.1.2 The writing is it crudely printed, lacking in literacy, foreign in style.
- 4.1.3 The name and address of the sender (if shown) may differ from the postmark.
- 4.1.4 Items addressed to a senior person by title only and marked PERSONAL or PRIVATE.
- 4.1.5 Uneven weight distribution may indicate the presence of batteries.
- 4.1.6 Grease marks on the packaging, which may indicate the presence of sweating explosive.
- 4.1.7 Characteristic smell of almonds or marzipan.
- 4.1.8 Abnormal fastening or excessive e sealing for the type of package.
- 4.1.9 Damaged packages showing wires, batteries, fluid filled plastic sachets.
- 4.1.10 Packages, which rattle, feel springy or which tick.
- 4.1.11 Where a normal paperback book has been used, one that feels softer near the spine.
- 4.2 If a suspicious package is found:

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- 4.2.1 Do not use a radio for communication.
- 4.2.2 Do not place anything on top of it.
- 4.2.3 Do not tamper with it or move it.
- 4.2.4 Warn others to keep away from it.
- 4.2.5 Secure the area.
- 4.2.6 Inform the Headmaster/Second Master who will inform the Police.

## 5. The Incendiary Device

- 5.1 Incendiary devices can be particularly difficult to detect. The devices are generally small enough to fit into a cigarette lighter and are designed to initiate after a pre-determined period of time, allowing them to be planted to ignite during silent hours.
- 5.2 Devices may be planted in garments in cloakrooms, down sides of upholstered furniture, on bookshelves and in fact almost anywhere.
- 5.3 Do not handle a suspected incendiary device as it may kill or maim. Clear the area and inform the Headmaster/Second Master immediately.

**6. The Vehicle Bomb**

- 6.1 Any vehicle is capable of carrying a large bomb without showing any easily recognisable tell-tale signs. Any person who becomes suspicious of any vehicle parked on College premises should immediately inform the Headmaster/Second Master who should inform the Emergency Services.

**BOMB WARNING CHECKLIST**

This form should be completed during any telephone bomb warning.

AIM TO GATHER AS MUCH INFORMATION AS POSSIBLE. STAY CALM.

Date ..... Time ..... Call received by .....

**Record the exact language of the text** .....

.....

.....

Where is it? .....

What time will it go off? .....

What does it look like? .....

What type of bomb is this? .....

Why are you doing this? .....

Who are you? .....

**VOICE ON THE PHONE**

Man ..... Woman ..... Child ..... Age .....

Speech: Drunk ..... Rambling ..... Serious ..... Laughing .....  
Accent .....

Anything else .....

**BACKGROUND NOISE**

Music ..... Traffic ..... Children ..... Talk .....

Typing ..... Aircraft ..... Machinery ..... Other noise .....

**ANY OTHER INFORMATION**

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PASS THIS FORM IMMEDIATELY TO THE HEADMASTER/SECOND MASTER

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<p><b>VEHICLE MAINTENANCE AND DRIVING</b></p>	

**The Arrangements:**

The following arrangements and activities are in place in order to meet the Vehicle and Driving policy requirements:

- A written schedule of service and maintenance times and periods for all vehicles owned by or under the control of the organisation
- The availability of appropriate and competent organisations capable of carrying out suitable and sufficient servicing and maintenance requirements for the above vehicles
- A safety checklist system by which all key safety points are checked on any vehicle prior to its use and the findings recorded
- A fault reporting system that ensures any vehicle defects are both noted and reported as soon as possible
- An appropriate set of controls that enables drivers to carry out their duties in a safe and timely manner
- An appropriate location, wherever possible, for the safe and secure parking of such vehicles to minimise the effects of weather, to reduce the risk from vandalism and to enable any regular safety checks to be carried out
- Each vehicle will be provided with the appropriate manufacturer’s guidance and instruction manuals together with any data essential to the safe and efficient operation of the vehicle
- Each vehicle will be provided with accessible storage for appropriate vehicle spares and equipment.

## **The Responsibilities:**

### ***The Domestic Bursar / HR Manager have the following responsibilities:***

- All drivers must submit their licence for verification at a minimum of 12 monthly intervals; the following checks MUST be made (This may be via the online checking service) ○ The licence must be in date
  - The licence relates to the person – check address, DOB and photo (if new type) ○ Suitability to drive the correct vehicle class and age
- Check for any points on the licence, if points have been given the following procedure must also be followed:
  - 1 > 3 points – check 12 month intervals
  - 4 > 6 points – check 6 month intervals – inform Insurance ○ 7 or more – check 3 month intervals – Inform Insurance **Appointed driving staff**

### ***have the following responsibilities:***

- Appointed drivers are responsible for carrying out pre-use safety checks of their own and not to rely upon any previous check
- Appointed drivers must report, without delay, both verbally and on their pre-use safety checklist any faults or concerns with the vehicle they have used, are using or are about to use
- Appointed drivers must ensure that they take any rest breaks as laid down in the relevant risk assessment controls and to additionally take an appropriate rest break whenever they feel tired or unable to concentrate effectively

### ***All staff have the following responsibilities:***

- Not to drive any vehicles on behalf of the organisation that they are not authorised to drive. (Note: conditions of emergency or for specific reasons of safety are exempt from this, but limited to those competent to drive the vehicle and the time and distance necessary to remove the vehicle and any occupants to a point of safety).
- To inform the HR manager or Transport supervisor if they have been advised not to drive by a medical practitioner, specialist or the DVLA
- To inform the HR manager or Transport supervisor if they have been diagnosed with any medical condition by a medical practitioner, specialist or the DVLA that may lead to their licence being withdrawn at a later date or if they feel they should not be driving due to other ailments.
- To inform the Transport Supervisor/Facilities Manager or HR Manager of any possible pending endorsements, endorsements given, their licence being revoked or pending prosecutions.
- No driver should use any vehicle if they are under the influence of any prescribed or over counter drugs or alcohol – you must remember that if you have been drinking or taking any prescribed drugs or alcohol previously, these may still be in your system and may affect your ability to drive safely.
- No one should be using any illegal drugs – this will be treated as gross misconduct.



- To inform the Transport supervisor of any incident involving a college vehicle or incident involving their own vehicle whilst using that vehicle for college purposes.

The Trust does not condone the use of mobile phones whilst driving any vehicle; this includes the use of hands free devices. All calls and texts should only be answered, replied to or read once the vehicle is parked in a safe place that will not cause any danger to other drivers or pedestrians

The Department will use the Corners Vehicle Inspection Check List; this will be available in all vehicles and should be completed each term:

VEHICLE INSPECTION CHECKLIST								Pg 1 of 2
INSPECTION CARRIED OUT BY				Vehicle Registration Number:				
Signature:				Date of Issue:				
Name in BLOCK capitals:				Date of Inspection:				
Position:								
Satisfactory				Action Required		Follow-up Action.		
		Defect		Immediate		Follow-up		Comments
Item		Yes No				Carried out by Date Completed		
Tax disc								
Section 19 permit								
Windscreen								
Driver's side window								
Off-side windows								

Access/entrance door								
Near-side windows								
Rear windows								
Rear doors								
Off-side front tyre								
Near-side front tyre								
Off-side rear tyre/s								
Near-side rear tyre/s								
Spare tyre								
Headlights								
Indicators - front								
Side lights								
Front fog lights								
Off-side running lights								
Near-side running lights								
Brake lights								
Indicators - rear								
Rear fog lights								
<b>VEHICLE INSPECTION CHECKLIST</b>								Pg 2 of 2
	<b>Satisfactory</b>			<b>Action Required</b>		<b>Follow-up Action.</b>		
			<b>Defect</b>	<b>Immediate</b>	<b>Follow-up</b>	<b>Carried</b>	<b>Date</b>	<b>Comments</b>
<b>Item</b>	<b>Yes</b>	<b>No</b>				<b>out by</b>	<b>Completed</b>	
Water level								
Washer levels								
Adblu levels								
Battery level								

Interior seats								
Seat belts								
Driver panel lights								
First Aid Kit								
Fire Extinguishers								
Hi Viz vest.								