



# **Health and Safety Policy**

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## Document Quality Control

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## Document Reviews/Updates

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# Health and Safety

## 1.0 Introduction

- 1.1 Cardiff Sixth Form College recognises that under the Health & Safety at Work Act 1974, it has a legal duty to ensure, so far as is reasonably practicable, the Health Safety and Welfare of all its employees. In addition, it has certain duties towards students, the public and other people who use the premises of the College from time to time, these duties being implicit in the above Act.
- 1.2 The Senior Leadership Team accept these duties and will continue to promote good standards of Health, Safety and Welfare that comply fully with the terms and requirements of the 1974 Act, Regulations made under the Act and Approved Codes of Practice. The Senior Leadership Team consider that Health & Safety is a responsibility at least equal in importance to that of any other function of the College. It is their aim to provide a safe and healthy working and learning environment for staff, students and visitors.
- 1.3 The arrangements and procedures for health and safety made by The Senior Leadership Team cannot in themselves prevent accidents or ensure safe and healthy work conditions. The Senior Leadership Team believe that only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. The Senior Leadership Team will take all reasonable steps to identify and reduce hazards to a minimum, but all staff, students and visitors must appreciate that their own safety, and that of others also depends on their individual conduct and vigilance while on the College premises or while taking part in College-sponsored activities.

## 1.4 Cardiff Sixth Form College Health and Safety Statement of Intent

Cardiff Sixth Form College fully acknowledges our statutory responsibilities and obligations regarding health, safety and welfare and is fully committed to achieving the highest possible standards throughout the College.

The College will ensure that all our premises are safe and that employees, students, visitors, service users, contractors and any other persons are not exposed to risks arising from our activities.

We will do everything reasonably practicable to provide a safe and comfortable workplace and will ensure that health and welfare requirements are fully considered.

In order to meet these objectives, the College will:

- Ensure adequate resources are made available to effectively implement the safety management system.
- Provide suitable instruction, training and information for all employees and students.
- Ensure that suitable arrangements are in place for the safe use, handling, storage and transportation of articles and substances for use at work or in the classroom.
- Ensure that all work or teaching equipment is suitable for its intended purpose and maintained in a safe condition.
- Fully assess all risks and ensure that they are adequately controlled.

- Ensure that any work designated High Risk is covered by an appropriate 'safe system of work' before work/teaching commences.
- Ensure that each of our premises remains as safe as possible.
- Ensure adequate resources are available for health and safety management.
- Regularly review and update our health and safety management system following changes to legislation or in our working practices. In any event this policy will be reviewed annually.

We are committed to continuous improvement of our health and safety performance and as such we expect our employees to play their part and to recognise that they too have responsibilities towards health and safety. We will encourage them to take positive measures to improve anything which they feel is unsafe and puts themselves and others at risk.

To be effective everyone within Cardiff Sixth Form College will play their part to ensure that the above standards are achieved.

Signed by

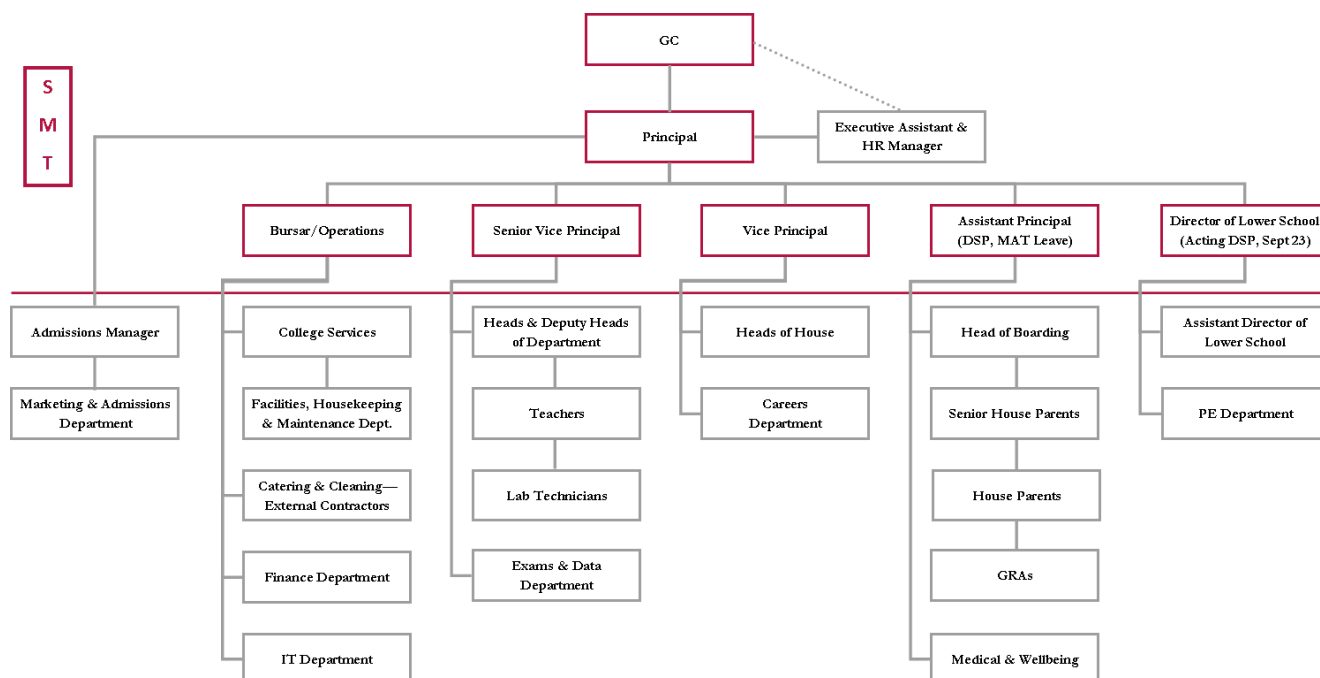


Gareth Collier  
Director



Tom Arrand  
Principal

## 2.0 Organisation



## 3.0 Duties

### 3.1 The Senior Leadership Team will:

- make themselves familiar with health and safety legislation and codes of practices which are relevant to the work of the College;
- ensure that there is an effective and enforceable policy for the provision of health and safety throughout the College;
- periodically assess the effectiveness of this policy and ensure that any necessary changes are made;
- create and monitor the management structure.

### 3.2 The Senior Leadership Team will take such steps as are reasonably practicable:

- to maintain safe and healthy working places and systems and methods of work to protect all employees, students and others, including the public in so far as they come into contact with foreseeable work hazards;
- to provide and maintain a safe and healthy working, teaching and learning environments for all employees and students with adequate facilities and arrangements for their welfare;
- to provide all employees and students with the information, instruction, training and supervision in Health and Safety and Risk Assessment that they require to work safely and efficiently. The College Services Manager (being the nominated College Health & Safety

Officer) will provide all necessary information and this will be disseminated to all Heads of Departments;

- to develop safety awareness amongst all employees and students and as a result of this create a climate for individual responsibility for Health & Safety at all levels;
- to provide a safe environment for all visitors to the premises of the College, bearing in mind that these visitors may not necessarily be attuned to certain aspects of the teaching and College environment;
- to control effectively the activity of all outside contractors when on College premises. The Senior Leadership Team will require that, apart from routine supervision and control of the contractors, copies of the Contractors Safety Policies be provided and approved before the commencement of any contracts;
- to encourage full and effective two-way consultation on Health & Safety matters by utilising the management structure of the College, the academic and other committee members active within the College, and the College Services Manager. The provisions of Regulation 3 of the Health & Safety (Consultation with Employees) Regulations 1996 will be implemented by direct consultation with employees themselves through staff meetings and a H&S Meeting termly.
- to ensure that this Policy is used as a practical working document and that its contents are publicised fully throughout the College.

3.3 The Senior Leadership Team have appointed The College Services Manager who is considered a competent person in accordance with Section 6 of The Management of Health & Safety at Work Regulations 1999. He will ensure that the Senior Leadership Team are made aware of any changes of legislation that may affect Health & Safety within the College.

#### 3.4 **The Director of Finance & Operations and the College Services Manager**

3.4.1 The Director of Finance & Operations and College Services Manager will collectively be responsible to the Senior Leadership Team for the implementation of this policy. They will constantly monitor the effectiveness of this Policy and its implementation at all levels and will bring to the attention of the Senior Leadership Team any necessary changes in legislation.

3.4.2 The Director of Finance & Operations and College Services Manager will:

- be aware of the basic requirements of health and safety legislation and codes of practices relevant to the work of the College and shall take action to ensure that the requirements are met;
- ensure safe working conditions, practices and procedures throughout the College;
- consult with members of staff on health and safety issues and encourage all employees to promote health and safety and suggest ways and means of reducing risk;
- arrange systems of risk assessment to allow the prompt identification of potential hazards and implementation of appropriate measures to control risks;
- identify the training needs of staff and students and ensure, within the financial resources available, that all members of staff and students, who have identified training

needs receive adequate and appropriate training and instruction in health and safety and risk assessment matters;

- collate accident and incident information and, when necessary, carry out investigations;
- monitor the standard of health and safety throughout the College, including first aid and welfare provision, and encourage all employees and students to achieve high standards of health and safety, and discipline those who consistently fail to consider their own, and/or others' health and safety.

### **3.4.3 The Director of Finance & Operations**

- 3.4.3.1 The Director of Finance & Operations will have the responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, support staff, students, visitors and any other person using the premises or engaged in activities sponsored by the College in relation to academic / student function of the College.
- 3.4.3.2 Director of Finance & Operations will take all reasonably practicable steps to achieve this end through the heads of the appropriate departments, senior members of staff, teachers and others as appropriate.

### **3.4.4 The College Services Manager**

- 3.4.4.1 The College Services Manager will have the responsibility for the day-to-day maintenance and development of safe working practices and conditions in relation to the non-academic function of the College.
- 3.4.4.2 The College Services Manager will ensure that all members of the public using the facilities of the College will be given sufficient information in order to allow them to avoid any risks to their Health & Safety.
- 3.4.4.3 The College Services Manager will be responsible for ensuring that all new legislation, in respect of Health & Safety, will be brought to the attention of the Senior College Management.
- 3.4.4.4 The College Services Manager will be available to advise on Risk Assessments in conjunction with individual Heads of Departments.

### **3.4.5 Supervisory Staff**

- 3.4.5.1 All supervisory staff (Heads of Departments, Line Managers etc.) will make themselves familiar with the requirements of health and safety legislation relevant to the work of their area of responsibility.
- 3.4.5.2 They will be responsible to Director of Finance & Operations / College Services Manager and have overall day-to-day responsibility for the implementation and operation of the College's health and safety policy within their relevant departments.
- 3.4.5.3 They will ensure, in particular, that:
  - health and safety procedures are followed correctly;
  - suitable and sufficient risk assessments are carried out within the department, for which they are responsible, and that all necessary actions to remove hazards or control risk are implemented. They will record risk assessments

in an appropriate manner and review annually;

- staff, students and others, including new employees, under their jurisdiction, are instructed in safe working practices and all health and safety information is communicated to the relevant persons;
- all plant, machinery and equipment in their department is adequately guarded; in safe working order and that measures are taken to avoid improper or unauthorised use;
- toxic, hazardous, and highly flammable substances in the department in which they work, are correctly used, stored and labelled
- appropriate protective clothing, equipment first aid and fire appliances are provided and readily available in the department in which they work.

3.4.5.4 Supervisory staff are responsible for reporting any health and safety concerns, within their department, to the appropriate person.

#### **3.4.6 All Members of Staff**

- 3.4.6.1 All staff will make themselves familiar with the requirements of health and safety legislation relevant to the work of their area of responsibility.
- 3.4.6.2 They will take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work.
- 3.4.6.3 They will co-operate with their colleagues to enable health and safety duties to be met and high standards achieved
- 3.4.6.4 They will be familiar with the College health and safety policy and procedures and comply with the requirements therein and ensure they are applied effectively by staff and students.
- 3.4.6.5 All staff have a responsibility to report any defects in the premises, plant, equipment and facilities which they observe.

#### **3.4.7 Health & Safety Specialists**

- 3.4.7.1 In accordance with the Management of Health and Safety at Work Regulations 1999, the College has appointed Akeva Safety Solutions Ltd to provide health and safety advice. Akeva Safety Solutions Ltd can be contacted on 0845 890 2511.
- 3.4.7.2 AKEVA's role includes:
  - Advise on the preparation and review of the College Safety Policy for Health, Safety and Welfare, including the organisation and arrangements for carrying out the Policy.
  - Give advice to management as requested on:
    - Legal requirements affecting health, safety and welfare.
    - Prevention of injury and damage.
    - Provision, selection and use of protective clothing and equipment.
    - New working methods, equipment or materials, which would reduce risks.
    - Proposed changes in legislation.
  - Potential hazards and safety factors affecting the selection of work equipment, other contractors and so on.
  - Assist Management in notifying the Health and Safety Executive of

Dangerous Occurrences, Specified Injury and Accidents, in accordance with College Policy.

- Carry out safety inspections and audits to monitor compliance of work being undertaken with the College Health and Safety Policy.
- As requested, carry out investigations of serious accidents in accordance with College Policy and assist with subsequent reporting as required by RIDDOR 2013.
- Provide advice on training requirements and arrange training courses where required.
- Ensure that an assessment has been carried out of any noisy process or plant hazardous to health and that appropriate control measures, training, instruction, protective clothing etc. have been provided.
- Set a personal example when visiting by behaving professionally and wearing all suitable protective clothing.

#### **3.4.8 Hirers, Contractors and Others**

- 3.4.8.1 When the premises are used for purposes not under the direction of the principal, then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices.
- 3.4.8.2 The College Services Manager will seek to ensure that hirers, contractors and others who use the College premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are always met.
- 3.4.8.3 When the College premises or facilities are being used out of normal College hours for a College sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.
- 3.4.8.4 When the premises are hired to persons outside the employ of the College, it will be a condition for all hirers, contractors and others using the College premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Senior Leadership Team and that they will not, without the prior consent of the Senior Leadership Team:
  - introduce equipment for use on the College premises; alter fixed installations;
  - remove fire and safety notices or equipment; take any action that may create hazards to persons using the premises or to the staff or students at the College.
- 3.4.8.5 All contractors who work on the College premises are required to ensure safe working practices by their own employees to comply with legislation.
- 3.4.8.6 In instances where the contractor creates hazardous conditions and is unable to eliminate them or to take action to make them safe, Director of Finance & Operations / College Services Manager will take such actions as are necessary to prevent persons in his/her care from suffering risk of injury.
- 3.4.8.7 The Senior Leadership Team draw to the attention of all users of the College

premises that they must not intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare.

## **4.0 Additional procedures**

### **4.1 Staff Consultative Arrangements**

4.1.1 The Senior Leadership Team, through Director of Finance & Operations and College Services Manager, will make arrangements to ensure that proper and efficient channels of communication are established throughout the College to allow the rapid exchange of information on all health and safety issues.

### **4.2 Codes of Practice & Safety Rules**

4.2.1 In consultation with the Senior Leadership Team (where appropriate) the College Services Manager will approve codes or practice/procedures for the observation of safety requirements in the College.

### **4.3 Risk Assessment & Site Audit**

4.3.1 Director of Finance & Operations and College Services Manager will ensure that risk assessments and a safety assessment of all College-sponsored activities is conducted / reviewed annually. The survey will identify defects and deficiencies, together with the necessary remedial action or risk control measures. The results of all such surveys will be reported to the Senior Leadership Team.

### **4.4 Emergency Plans**

4.4.1 Director of Finance & Operations and College Services Manager will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the College. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- 1.1.1 save life;
- 1.1.2 prevent injury;
- 1.1.3 minimise loss.

4.4.2 The plan will be agreed by the Senior Leadership Team and will be rehearsed. The result of rehearsals will form part of the regular risk assessment survey and the outcome will be reported to the Senior Leadership Team.

### **4.5 Occupational Health**

4.5.1 The Senior Leadership Team place high importance to the well-being of the students and workforce and have made arrangements for the support of staff, particularly in relation to work related stress. Access to support and advice can be obtained by contacting the Wellbeing Officer.

### **4.6 Security**

4.6.1 The Senior Leadership Team are very conscious of both the advantages and potential risks of the College's prime locations in an urban environment and have taken extensive

measures to provide for the safety and security of staff and students.

4.6.2 In all three locations of the College (2 x accommodation, 1 x academic) security swipe cards and support staff controlled areas have been implemented with each student being monitored and protected. The main academic site has a manned reception area whilst the accommodation centres have support staff looking after the students.

4.6.3 Access to all areas is restricted and controlled.

4.6.4 The main academic site has a small area of car parking. This is restricted to staff and is out of bounds to students. In relation to other risks of traffic movements, students are briefed on UK road safety as part of their induction process.

#### **4.7 The Management of Asbestos**

4.7.1 The College Services Manager is responsible for the Management of Asbestos and holds the Asbestos Register. An Asbestos Management Survey has been carried out and currently this records that no asbestos is believed to exist on the main academic site, but any works that are planned to take place in areas where any doubt might exist must be referred to him.

4.7.2 Regarding the two accommodation sites, no maintenance work is authorised to be undertaken without reference to the site owners Asbestos Register, and appropriate precautions.

#### **4.8 Control of substances hazardous to health (COSHH)**

4.8.1 All chemicals and substances with the potential to be hazardous are managed in accordance with guidance from the HSE and CLEAPSS. The former relates to the small numbers and amounts of materials used principally as cleaning products in buildings and the latter relates to the teaching of science and the materials and processes used.

4.8.2 The Head of Academic Studies and Outreach is responsible for ensuring that all procedures and controls within the science department are carried out in accordance with CLEAPSS guidance.

4.8.3 The College Services Manager is responsible for ensuring that the COSHH assessment for cleaning materials is carried out on an annual basis.

#### **4.9 Workplace safety**

4.9.1 The Senior Leadership Team acknowledge that many staff have high levels of conscientiousness and carry out work beyond their normal hours. In relation to this they have issued guidance on Lone Working, and in relation to other aspects of workplace safety attention is drawn to the behaviour policy.

#### **4.10 Maintenance of plant and equipment**

4.10.1 The College Services Manager is responsible for ensuring that regular testing and maintenance of the following is carried out:

- Lifts
- Fire Alarms and firefighting equipment
- Legionella and water temperature tests Pressure vessels

- Gas safety
- 5 Yearly Electrical check
- PAT Testing
- Food safety/environmental health Alarm systems
- A/C and ventilation

4.10.2 The College Services Manager is responsible for ensuring that that a comprehensive log of such tests is maintained. Where the College occupies premises under the control of others, the College Services Manager is to ensure that statutory testing and maintenance is carried out and recorded.

## 5.0 First Aid

- 5.1 The arrangements for first aid will be adequate to cope with all foreseeable minor incidents. This first aid policy provides the details of how this is to be provided. The number of certificated first aiders will not, at any time, be less than the number required by law. Other staff may be trained in basic first aid as appropriate. Supplies of first aid material will be held at various appropriate locations throughout the College, as determined by the College Services Manager. They will be prominently marked, and all staff will be advised of their position. The materials will be checked and replenished, as required, and appropriate records kept. Adequate and appropriate first aid provision will form part of the arrangements for all out-of-College activities.
- 5.2 The College currently has several fully trained First Aid at Work (3day course) and Emergency First Aid at Work (1day course) staff to adequately provide first aid throughout the College and accommodation buildings if required.
- 5.3 It is the College's intention that all staff undergo First Aid training of some description.

### 5.4 Arrangements at the point of need

#### 5.4.1 First Aid Kit locations:

- Admin Office
- Main Reception
- Biology Lab Chemistry Lab Canteen
- Physics Lab
- Accommodation Blocks – Main Reception
- A small First Aid kit is to be taken on all Field Trips/Outings
- A "Spills Kit" for dealing with the spillage of body fluids is held in the Admin Office, together with instructions.

#### 5.4.2 First Aiders

An up-to-date list of First Aiders is displayed on each floor of the main teaching block, an on each floor of the Accommodation blocks. The College Services Manager and Student Support Manager are responsible for ensuring that these are kept up to date and that sufficient staff are trained in First Aid.

## **6.0 First Aid Procedures**

6.1 These procedures are designed to promote the health, safety and welfare of pupils, staff and visitors to the College through the provision of first-aid equipment and trained personnel.

### **6.2 Aims of the Procedures**

To provide assistance to anyone injured on the College premises, to save lives and to ensure that minor injuries and illnesses do not escalate into major ones. This shall be achieved by ensuring that:

- a person is appointed to take charge of first-aid arrangements (College Services Manager)
- staff nominated as "first aiders" receive up-to-date training on courses approved by the Health and Safety Executive (HSE)
- first-aid provision will be always available while people are on the College premises and off the premises while on College visits
- suitably stocked and marked first-aid containers are available at all appropriate locations throughout the College
- all members of staff are fully informed of the first-aid arrangements
- written records are maintained of any accidents and reportable injuries; first- aid arrangements are regularly reviewed.

### **6.3 The College Services Manager**

Duties are as follows:

- Manage the team of first aiders and monitor their training, look after the first-aid equipment, restocking first-aid containers when required and replacing out of date materials ensure there are sufficient qualified staff to provide first aid Specific consideration will be given to staff or pupils who have special health needs or disabilities, e.g. PEEP/Safe Haven
- Make sure procedures are in place to summon an ambulance or other professional medical help when appropriate
- Undertake regular risk assessments and liaise with the Senior Leadership Team
- Ensure that all accidents and injuries are appropriately recorded, ensure that all members of staff and tutors are familiar with the College's first-aid provision.

### **6.4 Risk Assessment**

6.4.1 In determining the level of provision, the appointed person will consider:

- the provision of first aid for off-site activities and College trips, to be monitored and arranged in the first instance by the Events Coordinator and EVC
- the provision for practical lessons and activities, e.g., science, technology, Art and physical education.

### **6.5 Qualifications and Training**

6.5.1 All College first aiders will hold a valid certificate of competence issued by an organization whose training and qualifications are approved by the HSE. Refresher training and retesting of competence will be arranged.

## **6.6 First-aid Materials, Equipment and Facilities**

6.6.1 First-aid containers will be marked with a white cross on a green background. Portable first-aid containers will be available for all College trips and other activities that take place outside the College buildings. Where it is known that staff or pupils engaged in an out of College activity have specific health needs or a disability, the contents of the first- aid container will include the resources to meet these specific needs.

## **6.7 Hygiene and Infection Control**

6.7.1 All staff will have access to single use disposable gloves and hand washing facilities. Disposable gloves will be always worn when dealing with blood or other body fluids or when disposing of dressings or other potentially contaminated equipment

## **6.8 Recording Accidents and Injuries**

6.8.1 All accidents and injuries will be recorded in a written form in an accident book and such records will be kept for a minimum of three years. The record of any first-aid treatment given by first aiders and other appointed persons will include:

- the date, time and place of the incident, the name and class of the injured or ill person, the names of any witness's details of the injury or illness and what first aid was given
- what happened to the pupil or member of staff immediately afterwards (eg went home, resumed normal duties, went back to class or went to hospital) the name and signature of the first aider or person dealing with the incident.

6.8.2 The accident book is held in Reception. Completed records are held by the College Services Manager. These records are to be reviewed at every H&S Meeting and Annually by the Senior Leadership Team/The Principal.

6.8.3 Serious or significant incidents will be reported to parents either by sending a note home with the pupil or by direct contact with the parent or carer. In an emergency involving outside medical professionals or services, the relevant Head of House will contact a parent or carer.

## **6.9 Reporting Accidents to the HSE**

6.9.1 The following types of accidents will be reported to the HSE as required under the Reporting Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR):

- accidents resulting in death or major injury (including those that result from physical violence)

6.9.2 The following specified injuries to workers:

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
- covers more than 10% of the body
- causes significant damage to the eyes, respiratory system or other vital organs

- any scalding requiring hospital treatment
- accidents that prevent the injured person from doing their normal work for more than 7 days
- any loss of consciousness caused by head injury, asphyxia or any other injury arising from working in an enclosed space which: leads to hypothermia or heat-induced illness requires resuscitation or admittance to hospital for more than 24 hours

6.9.3 The following in relation to non-workers:

- Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.

6.9.4 There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

6.9.5 RIDDOR Reporting must be recorded on the Official Accident Forms held in the Admin Office.

#### 6.10 Supporting students with medical conditions

6.10.1 The Senior Leadership Team are conscious of their responsibilities for the provision of arrangements for students with medical conditions both in terms of regular ongoing support in their education and living arrangements and in relation to First Aid situations.

6.10.2 The guidance "Supporting pupils at College with medical conditions - Statutory guidance for governing bodies of maintained Colleges and proprietors of academies in England December 2015" is to be used to provide a framework for the support of students with medical needs attending Cardiff Sixth Form College.

## 7.0 Slips and Trips Procedures

7.1 Slips and trips resulting in falls are the most common cause of injuries in the workplaces. Employers have a responsibility to ensure that their employees and anyone else who could be affected by their work (such as students and visitors, etc.) are kept safe from harm and that their health and safety is not affected.

7.2 This means slip and trip risks must be identified and controlled to ensure that people do not slip, trip and fall. This policy outlines the College's requirement to assess the risk to staff, teachers, students and visitors associated with slips and trips in the college and to make provision for suitable controls designed to remove or reduce the risk of harm occurring by -

- Providing a safe working environment which, as far as is reasonably practicable, is free from hazards that contribute to slips and trips.
- Ensuring any slip and trip hazards in the workplace are identified, reported and rectified.
- Ensuring, where deficiencies are identified, appropriate risk assessments and risk reduction action plans are in place to reduce risks and ensure the best practice principles are applied
- Ensuring hazard awareness training is provided as part of mandatory health and

safety training to all staff.

- 7.3 The college recognises its responsibilities under Health & Safety legislation and the importance of providing a working environment that is safe and healthy for all staff, students, contractors, visitors and members of the public.
- 7.4 The College will endeavour to protect staff and other persons, to whom it has third party liability at law, from the effects of slip and trip hazards, by good management and risk assessment.
- 7.5 Risk assessments are carried out for the management of risks from slips and trips in the College and that this is recorded and reviewed. The risk assessment includes suitable control measures to eliminate or minimise the risk of slips and trips. This would include:
- checking surfaces are in good condition
  - reducing floor contamination
  - defining an appropriate footwear policy where necessary (e.g., laboratories, kitchens and where external work is carried out)
  - checking that lighting is adequate.
  - housekeeping is in order
  - cable management is in place

## 8.0 Manual Handling

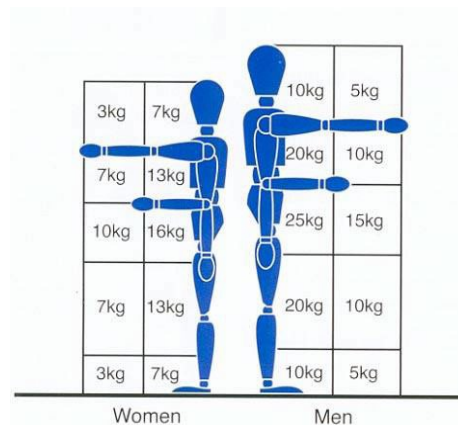
- 8.1 The Manual Handling Operations Regulations 1992 apply to any situation where a load has to be moved by hand or bodily force. The regulations state:
- “A person shall not be employed to lift, carry or move any load so heavy as to be likely to cause injury to him / her”.
- 8.2 **Planning**
- 8.2.1 The College will, as far as reasonably practicable, reduce the risk of injury through manual handling operations to all members of staff by:
- Avoiding, where practicable, the need to lift items manually or failing this by.
  - Assessing the operations which pose a significant risk of injury.
  - Ensuring all persons are given suitable manual handling training (subcontractors are responsible for ensuring their own staff are trained).
- 8.2.2 The College realises that some tasks may have to be postponed until the appropriate number of persons are available to safely carry out the task (the average male should only lift 25kgs (16 kgs for women) manually, but no-one should lift more than they feel comfortable with.
- 8.2.3 It is the Policy of the College that a preliminary manual handling assessment is to be carried out as part of the general risk assessment. Where this identifies that there is a significant risk from manual handling a more detailed assessment will be carried out by the Heads of Department. The manual handling assessment will be recorded.
- 8.2.4 A detailed assessment will need to be carried out if the preliminary assessment shows that the manual handling task involves:
- The lifting or lowering of a load which is unstable, difficult to grasp or

greater than the weights identified in the adjacent figure or the operation is carried out where there are adverse working conditions; or

- The carrying of a load, with a weight exceeding those stated in the adjacent figure and the distance exceeds 10 metres without rest; or

8.2.5 The pushing or pulling of a load should not exceed:

- Force to stop or start the load 20kgs for men or 15kgs for women;
- Sustained force to keep the load in motion 10kgs for men or 7kgs for women; or
- The lifting of a load, weighing more than 5kg load for men or 3kg load for women, from a seated position.



8.2.6 Where the use of a machine is impracticable, sufficient labour must be available to handle any heavy or awkward loads and instructions must be issued to site on the handling of these loads.

8.2.7 All staff will be given training in the correct methods of handling and lifting loads as part of their normal site safety training.

### 8.3 Training

8.3.1 All members of staff involved in manual handling operations will be trained in the relevant procedures. Regular refresher training will also be provided to maintain and enhance competence in manual handling operations.

8.3.2 Training will be based on the physical structure of the body and the effect of attempting to handle loads in various positions.

### 8.4 Monitoring

8.4.1 The Principal and Heads of Department will:

8.4.2 Ensure any persons required to complete manual lifting work have been given and have understood training on manual handling and associated lifting techniques.

## 9.0 Working at Height

9.1 The Working at Height Regulations 2005 (WAHR) apply to any situation where a person could fall a distance liable to cause personal injury.

9.2 The regulations state:

- Employers and those in control of any work at height activity must make sure work is properly planned, supervised and carried out by competent staff
- Employers and those in control must assess the risk and follow guidelines. The risk assessment website will give further advice [www.hse.gov.uk/risk-assessment.htm](http://www.hse.gov.uk/risk-assessment.htm).
- Take a sensible, pragmatic approach when considering precautions for work at height. Factors to consider include the height of the task, the duration and frequency; and the condition of the surface being worked on.

### 9.3 Planning

9.3.1 The College will, as far as reasonably practicable, reduce the risk of injury through working at heights to all members of staff by:

- Avoiding working at height where it is reasonably practical to do so.
- Where working at height cannot be avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment.
- Minimise the distance and consequences of a fall by using the right type of equipment where the risk can be eliminated.

### 9.4 Stepladders

9.4.1 For tasks of low risk and short duration, ladders and stepladders can be a practical option.

9.4.2 The college service manager will ensure that EN131 professional stepladders are used in the workplace.

- Stepladders must not be used to work from unless there is no other item of equipment available and no safer method of carrying out the work this should be decided by means of a risk assessment.
- Stepladders must be in good condition and of adequate length and strength for the work in progress.
- Whenever a stepladder is used, it should only be sited on firm level ground and not leant against loose or fragile material or other equipment.
- Only one person may use a stepladder at a time and no equipment may be carried whilst climbing unless it is carried in a safe manner allowing the user to safely use both hands and feet. When stepladders are used, the user must face the ladder at all times.
- Defective equipment must not be used at any time. If a defect is noticed, it must be reported to a Head of Department immediately.

**Annex A**  
**To be read in conjunction with the First Aid Policy**

**Annex A: Guidance on when to call an ambulance**

- 1.1 The guidance has been written to help clarify when an ambulance should be called when dealing with a serious incident/accident at College.
- 1.2 This is a guide and cannot cover all eventualities and it is accepted that in many cases, there will be an element of judgement on the part of the staff attending the injured person.
- 1.3 Where there is uncertainty about which is the correct decision then it is best to operate on the side of caution and call an ambulance.
- 1.4 An assessment should be made (ideally by a person qualified in First Aid if one is available) and an ambulance should be called in the following circumstances:
  - When there has been an accident/incident and the casualty is in pain such that they cannot move or be moved
  - Where there may be a risk of serious spinal and/or neck injury
  - Dislocations to knee, hip, shoulder, elbow
  - Open or other serious fractures
  - Suspected heart problems
  - Severe bleeding or internal bleeding
  - Suspected overdose
  - Severe asthma that is not responding to inhaler
  - Where there has been a loss of consciousness
  - Where movement or transport may make the injury worse (including internal bleeding)
- 1.5 For an incident which involves a student, if a parent is readily available and can transport the student or for an incident which involves an adult (e.g., member of staff) and a suitable adult (e.g., colleague) is available and able to transport the injured adult, an ambulance need not be called for:
  - Bleeding that may require further treatment (not severe)
  - Minor breaks (e.g., fingers)
  - Injuries that require hospital and/or doctor assessment but where the amount of pain or movement would allow a parent to transport the child and would, ultimately, reduce waiting time.
- 1.6 The relevant member of the first aid team will record those incidents for which an ambulance is called in the accident log held in Reception (completed records must be held by the College Services Manager and monitored by the Senior Leadership Team).

## **Annex B**

**To be read in conjunction with the First Aid Policy**

### **Annex B: Supporting Students with Medical Conditions**

#### **1.1 Introduction**

1.1.1 This policy is written in line with the statutory requirements set out in Section 100, Students and Families Act 2014 and the government's statutory and non-statutory guidance as set out in Supporting Students in Colleges with Medical Conditions.

#### **1.2 Aims**

1.2.1 Our aim is to ensure that all our students are properly supported so that they can play a full and active role in College life, remain healthy and achieve their academic potential. Our provision will be responsive to the variable demands of an individual's medical condition.

#### **1.3 This policy:**

- Sets out a clear policy and procedures which provide a sound basis for ensuring that all students with medical conditions receive proper care and support whilst at College.
- Sets out the necessary safety measures to support students with medical conditions (including long-term and/or complex needs).
- Defines individual responsibilities for students' safety.
- Explains the procedures to ensure the safe management and administration of medicines.

1.4 In making, reviewing and implementing this policy the College has had regard to its Equal Opportunities Policy, its Disability and Access Policy and its SEND Policy.

#### **1.5 Roles and responsibilities**

1.5.1 The principal has overall responsibility for all policies and procedures including those relating to supporting students in College with medical conditions.

1.5.2 The College's designated contact responsible for ensuring support for students with medical needs is the Head of Pastoral. They are responsible for facilitating communication with all parties (e.g., parents and the principal and other senior staff) and ensuring that the College is meeting the needs of all identified students.

1.5.3 Areas of general responsibility include:

- Maintaining a list of all students with medical conditions.
- Ensuring all staff are aware of the policy for supporting students with medical conditions and understand their role in its implementation.
- Notifying all staff who need to know of an individual student's medical condition.
- Ensuring all staff are aware of the up-to-date medical situation of individual students.
- Ensuring there are sufficient trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency
- and emergency situations A first-aid certificate does not constitute appropriate training in supporting students with medical conditions.

- Informing the Principal if recruitment of additional and appropriate member(s) of staff is necessary.
  - Ensuring that any adjustments to accommodation or the curriculum are made.
  - Provide ongoing monitoring of the student's individual situation and needs whilst in College.
  - Developing appropriate individual healthcare plans and emergency plans.
  - Ensuring contact arrangements for the National Health Service are in place.
  - Ensuring that first aid and medical advice is available in the College.
  - Arranging briefings for staff on first aid and medical arrangements.
  - Ensuring that arrangements are in place for safeguarding students during off-site activities. Ensuring that all parents are aware of the College's Policy and Procedures for dealing with medical needs.
  - Reporting annually to the Senior Leadership Team on the workings of this policy.
- 1.5.4 The principal is responsible for trained staff giving prescribed medication during the College Day. No members of staff are obliged to give, or oversee the giving of, medication to students. Only the Principal or other College staff who are authorised and trained in the giving of medication are authorised to give, or oversee the taking of, medication.
- 1.5.5 All staff are responsible for:
- Knowing the arrangements and following the College's procedures.
  - Knowing how to call for help in an emergency.
  - Reporting any problems to the principal or the person appointed to support students with medical conditions and oversee the administration of medication (e.g., the College Nurse).
- 1.5.6 College staff will only oversee the administration of medicines prescribed by a qualified medical practitioner or nurse consultant. The College will never accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.
- 1.5.7 The College arrangements for administering medication are in line with the government guidance in Supporting Students in College with Medical Conditions.
- 1.5.8 The Head of Pastoral is responsible for:
- Putting appropriate arrangements in place in consultation with the principal.
  - Arranging regular reports on the oversight or administration of the taking of medication by students.
  - Ensuring the suitability of the procedures.
  - Implementing a system for keeping staff up to date with information and names of students who need access to medication.
  - Ensuring annually that all staff know how to call for help in an emergency.
  - Reporting on progress to the principal.
  - Collating information provided by parents.
  - Administering all prescribed and non-prescribed medication (in conjunction with the principal)

- Ensuring safe storage of medications.
- Providing College staff with guidance and training for staff on medical conditions and how they may affect the education of individual students.
- Reporting regularly to the principal.

- 1.5.9 The Head of Pastoral is involved together with the College Nurse, parents/guardians and medical advisers in the formulation of individual health care plans. In conjunction with the local NHS Trust and Principal.
- 1.5.10 Parents/carers/guardians are responsible for making sure that their student is well enough to attend the College.
- 1.5.11 Normally any prescribed medication should be administered at home. The College accepts, however, that it may be necessary for some medication to be administered during College hours especially where it would be detrimental to a student's health if medicine were not administered during the College 'day.' The College Nurse is responsible for the oversight and administration of medicines at accommodation blocks.
- 1.5.12 The College is responsible for requesting information concerning details of all students' medical conditions and care. However, parents should provide the Principal, Head of Pastoral and College Nurse with sufficient information about their student's medical condition and treatment, or special care needed at College during the College day. Parents/guardians should ensure that these details are kept up to date.
- 1.5.13 Parents and the College Nurse are responsible for ensuring that any medicines that need to be administered during the College Day are prescribed by a qualified medical practitioner, a doctor, dentist or nurse consultant. The medication must also be provided in the original container as dispensed by a chemist and include the prescriber's instructions for administration.
- 1.5.14 Where appropriate, parents/guardians will be involved in drawing up a healthcare plan for their student.

## 1.6 **Specific medical issues**

- 1.6.1 The College welcomes all students and encourages them to participate fully in all College activities. The College routinely and regularly advises staff on the practical aspects of the management in College of:
- Asthma attacks.
  - Diabetes.
  - Epilepsy.
  - Any anaphylactic reactions.
  - Further, detailed information is available on the treatment of these conditions.
- 1.6.2 The College expects all parents whose students may require such treatment to ensure that appropriate medication has been lodged with the College together with clear guidance from the prescriber on the use of the medication. The medication must be provided in the container as dispensed.

## 1.7 **Monitoring and review**

- 1.7.1 The principal in conjunction with the Head of Pastoral will determine the monitoring and review arrangements in the College.
- 1.7.2 The College health and safety committee will consider the working of the policy and make any relevant recommendations to the principal.
- 1.7.3 The principal will report on the management and progress of the policy to the Governors and Managing Director.

# Fire Safety

## 1.0 Introduction

- 1.1 Our priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety of the College, in ensuring that staff, student and visitors do not add to the fire risk and through safe evacuation of our buildings if a fire breaks out. The fire safety policy, procedures and risk assessments at CFSC are designed to help our community to respond calmly and effectively if fire breaks out in one of our buildings.
- 1.2 In line with the current COVID situation the risk of fire is a greater threat and normal fire drill procedure takes priority. All Staff and students will continue to exit the building and not follow the one-way system and will be asked to wear a face covering at all times during exit and roll call.

## 2.0 Role of the College / Fire Safety Manager

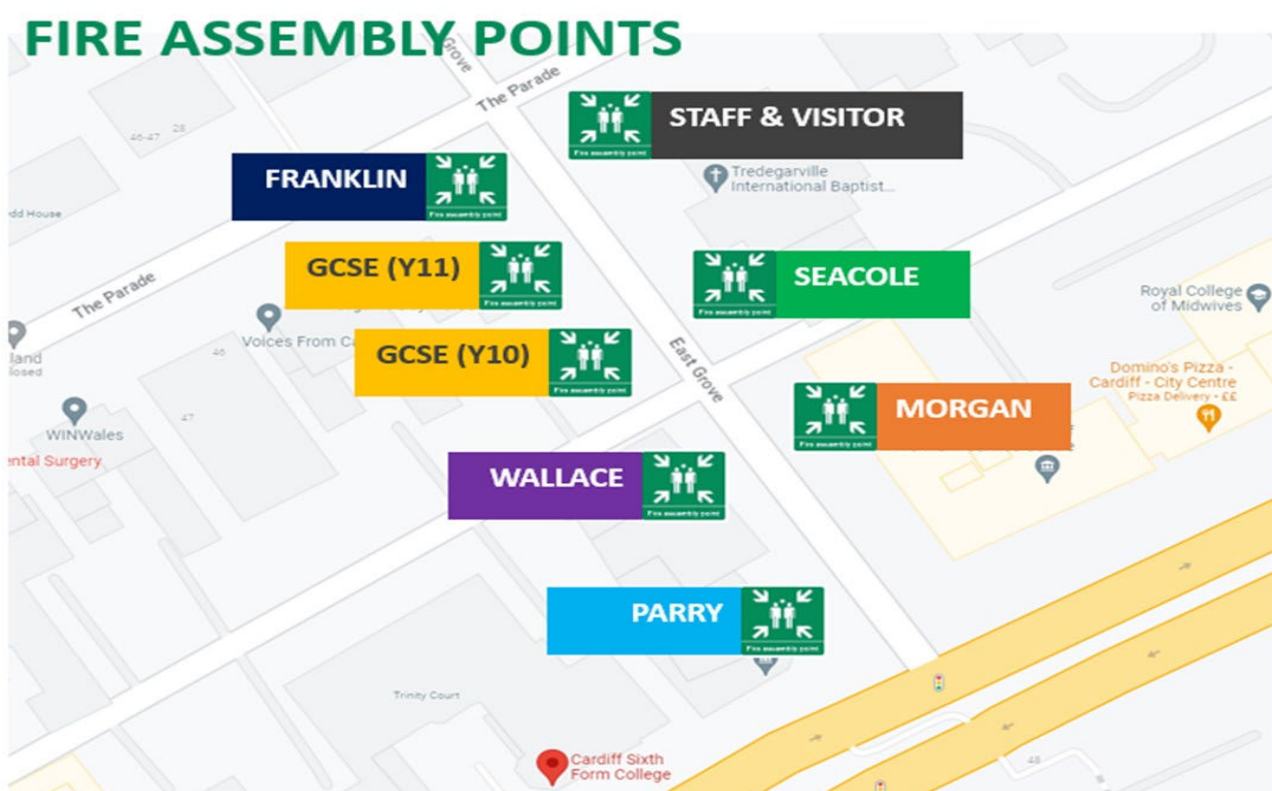
- 2.1 The College Services Manager is the designated College Fire Safety Manager, who is responsible for ensuring that:
  - 2.1.1 The fire safety policy is kept under regular review by College Services Manager, Director of Finance & Operations and the SMT.
    - The fire safety policy is promulgated to the entire College community.
    - Everyone in the College (including visitors and contractors) are given clear written instructions on where they should go in the event of fire.
    - Records are kept of the fire induction training given to new staff and students.
    - Procedures and arrangements for emergency evacuation are regularly tested and lessons absorbed.
    - Fire risk assessments are regularly reviewed and updated.
    - Fire prevention measures are meticulously followed.
    - Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended or rebuilt, or when new buildings are acquired
    - Records are kept of all fire practices, including night practice evacuations from boarding accommodation.
    - Certificates for the installation and maintenance of fire-fighting systems and equipment are kept.

## 3.0 Emergency Evacuation Notice

- 3.1 All new staff and students, all contractors and visitors are shown the following notice:
- 3.2 If you discover a fire, break the glass in the nearest alarm point to set off the alarm. Leave the building by the nearest exit.
- 3.3 If you are responsible for a class, make them leave quietly with you. No one should talk or run. Make your way to the assembly point at the appropriate street corners at the junction of East Grove and the access lane behind the College (as indicated in the diagram below).
- 3.4 If you are teaching a class. Do not take anything else, and do not allow the student to take anything. Shut doors and windows behind you.
- 3.5 The Main Reception or the duty House Staff / night Security Officer will summon the

Emergency Services if the alarm sounds and provide Heads of house with a register for everyone on site.

- 3.6 If you have a disabled student in your class, you direct him or her, together with his or her career, to wait for the Fire and Emergency Service in the nearest designated safe refuge.
- 3.7 The Head of house will take the register of their house as soon as they reach the assembly point.
- 3.8 Report anyone who is waiting to be evacuated from a designated refuge, or who is missing immediately to the College Fire Safety Manager / College Services Manager / Principal/ Head who will inform the Fire Brigade. On no account should anyone return to any building until given permission by the Fire and Emergency Services.
- 3.9 Remain at the assembly point with your students until the all clear is given.



## 4.0 Fire Safety Procedures

### 4.1 Briefing new staff and students

4.1.1 All our new staff (teaching and non-teaching alike) and all new students are given a briefing on the College's emergency evacuation procedures. We show them where the emergency exits and escape routes are located and walk with them to the outside assembly point. **Fire action notices are displayed on the walls of all rooms and in all corridors**, and we make certain that everyone knows what they look like, and where they should go on hearing the fire alarm. All new staff are shown how to activate the fire alarms if they see or smell a fire.

4.1.2 The safe evacuation of everyone - staff and student alike, is our priority. Protecting

property comes second. No one should attempt to fight a fire at the expense of their own, or anyone else's safety. **We offer fire awareness training and Fire Warden Training including the basic use of fire extinguishers**, to all staff. We also offer regular refresher training. No one should attempt to use a fire extinguisher before he or she has been trained in its use.

#### **4.2 Summoning the Fire Brigade**

4.2.1 The Main Reception is manned between 6.30am and 8.00pm during weekdays from the Christmas and Easter closedowns. The Main Reception is always given advance warning of fire practices. If the alarm goes off for any other reason, the staff have standing instructions to summon the Fire and Emergency Service at once.

4.2.2 One of the Student Support Officers or members of the Security Staff is on duty or on call whenever students are present. He/She has standing instructions to summon the Fire and Emergency Services if the alarms go off outside the hours that the Main Reception is staffed, (unless warned of a planned fire practice).

#### **4.3 Visitors and Contractors**

4.3.1 All visitors and contractors are required to sign in at Reception, where they are issued with a visitor's badge, which should be worn at all times that they are on College property. They are made aware of the emergency evacuation notice (see above) and are shown the way to the assembly point.

4.3.2 When large numbers of visitors are at the College for open days, plays, concerts, exhibitions etc. a brief announcement is made advising them of the location of the emergency exits that they should use in the event of the alarms sounding.

#### **4.4 Disabled Staff, Students or Visitors**

4.4.1 We have a one-to-one induction on fire safety for disabled students and their carers and for disabled members of staff or visitors.

4.4.2 All the teachers and carers of disabled student, staff and visitors are also trained in the use of the purpose-built lightweight stairway evacuation chairs which are specially designed for moving disabled people downstairs in an emergency.

4.4.3 We also have designated safe refuge points on some floors of the building, with signs advising of their location, (usually in a stair well). When the fire alarm is sounded, it is the responsibility of the carer of a disabled person to take him or her to the refuge point and to wait for rescue by the Fire and Emergency Service. The teacher will ensure that the name of the disabled person and his or her carer, together with the location of their safe refuge point, are passed to the College Fire Safety Manager or Principal as soon as he or she reaches the assembly point. It is the responsibility of the College Fire Safety Manager to ensure that this information is passed as soon as possible to the Fire and Emergency Service.

#### **4.5 Responsibilities of Teaching Staff / Heads of House**

4.5.1 Teaching staff are responsible for escorting their students safely out of the building in silence and in an orderly fashion. They are responsible for conducting a head count on arrival at the assembly point, and for ensuring that the name of anyone who cannot be

accounted for (and, if possible, their likely location) is passed immediately to the College Fire Safety Manager / College Services Manager / The Principal / Head. It is the responsibility of the College Fire Safety Manager to ensure that this information is passed to the Fire and Emergency service as soon as they arrive.

**4.5.2 On no account should anyone return to a burning building.**

**4.6 Responsibilities of Fire Marshals**

4.6.1 We have a number of trained Fire Marshals. All Fire Marshals are "competent persons" who have been trained to provide "safety assistance" in the event of a fire. Fire Marshals receive regular refresher training.

**4.7 Fire Practices**

4.7.1 We hold at least one full fire evacuation practice every term at College. We also practice a night-time evacuation of the boarding accommodation every year. This combined with a programme of inducting new staff and student with emergency escape procedures and the presence of trained Fire Marshals in every building helps to ensure that the College can be safely evacuated in the event of a fire.

**4.8 Fire Prevention Measures**

4.8.1 We have the following fire prevention measures in place at CFSC:

**4.8.1.1 Escape Routes and Emergency Exits**

- There are at least two escape routes from every part of all buildings
- Fire notices and evacuation signs are displayed in every room, corridor and stairwell.
- Fires extinguishers (of the appropriate type), smoke/heat detectors, fire hoses are in every building in accordance with the recommendations of our professional advisors. They can be manually activated by breaking a glass panel and are automatically activated when smoke/heat builds up.
- All stairs, passages and emergency exits are illuminated by emergency lighting
- Automatic door closures that are activated by the fire alarms are fitted on doors in or leading onto escape routes
- Alarms sound in all parts of the building.
- Keeping fire routes and exits clear at all times. Security is responsible for unlocking the buildings in the morning, when s/he removes bolts, padlocks and security devices from all emergency exits, checks that escape routes are not obstructed and that the emergency light work, and for reporting defects.
- Testing all fire alarms weekly (and recording all tests and defects). This is the responsibility of the Security and the College Services Manager, who also arranges for an ISO9001 certified/BAFE approved contractor to carry out:
- Termly checks of fire doors, automatic door closures and emergency lights,
- Six monthly professional check on fire detection and warning equipment,
- An annual service of alarms, smoke detectors, emergency lights, sprinklers, smoke control systems and fire extinguishers.
- Records of all tests are kept in Reception and the Admin Office

- The kitchen is fitted with heat alarms and 30-minute fire doors that close automatically when the fire alarms sound

#### 4.8.1.2 **Electrical Safety**

- The College has current electrical test certificates for all its buildings. It uses NICEIC qualified Electrical Engineers to inspect and maintain its electrical installations all of which are RCB protected and meet the requirements of BS7671 IEE wiring regulations.
- Regular portable appliance testing takes place
- Records of all tests are kept in the Admin Office.
- Security checks that all Scientific and DT equipment is switched off at the end of the College day
- All computers, projectors, printers and electronic whiteboards have been set to switch off automatically every evening and during holidays and weekends
- The Catering Manager checks that all kitchen equipment is switched off at the end of the day.

#### 4.8.1.3 **Protection**

- All lightning protection and earthing conform to BS 6651-1999 Gas Safety
- All gas appliances (boilers, kitchen equipment etc) are regularly maintained and serviced by Gas Safe Registered Engineers. Records of all tests are kept in the Admin Office
- Gas safety, electrical testing, Fire assessment and fire maintenance records are held at the Reception Areas of the Accommodation blocks and are maintained by the Contracted
- Accommodation Companies. It is the responsibility of the Student Support Manager to check these certificates and documents annually.
- All kitchen equipment is switched off at the end of service.
- All laboratories are checked daily to ensure that the central gas supply is turned off.

#### 4.8.1.4 **Safe Storage**

- We ensure that flammable materials used in teaching or maintenance are locked in purpose-made, flame-proof containers at the end of every day.

#### 4.8.1.5 **Rubbish and Combustible Materials**

- Flammable rubbish is stored away from buildings in the rubbish compound.
- Combustible materials used in teaching, catering, maintenance, grounds and caretaking are stored in flame proof cupboards

### 4.9 **Letting or Hiring the College**

- 4.9.1 Our standard contractual terms that we use for letting and hiring the College covers fire safety and specifies that the hirer should certify that [he/she] has read and understood the College's fire safety policy and procedures.

## **5.0 Fire Risk Assessment**

- 5.1 The College's Fire Risk Assessment meets the requirements of the Regulatory Reform (Fire Safety) Order 2005 (the FSO). Specifically, it identifies:
  - 5.1.1 The hazard
  - 5.1.2 The people at risk
  - 5.1.3 The measures to evaluate, remove, reduce and protect from the risk
  - 5.1.4 The measures needed to record, plan, inform, instruct and train people in risk reduction or removal
  - 5.1.5 The arrangements for reviewing the assessment
- 5.2 CFSC has a professional fire risk assessment which is updated annually, more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added.
- 5.3 Copies of CFSC's fire risk assessments are held in the College Services Manager's H&S Files. Any comments or suggestions for improvement are always welcome. All Heads of Department should ensure that they and their Department read the sections that are relevant to them.

## **6.0 COSHH Procedures**

- 6.1 The College will provide a safe working environment and safe procedures for the handling, storage and disposal of hazardous materials, by undertaking suitable and sufficient COSHH assessment.
- 6.2 Information, training and instruction on the safe use, storage, handling and control of hazardous substances will be given where appropriate (where risk assessments identify a need). Appropriate supervision will be provided as necessary.
- 6.3 All employees and contractors must abide by the findings of the COSHH assessments when using hazardous substances and understand the hazards and safety precautions involved or refer their concerns to the COLLEGE SERVICES MANAGER.
- 6.4 An inventory of any chemicals in use (including those used by contractors) will be maintained by relevant heads of department, and the use for each chemical identified. These will be checked by the COLLEGE SERVICES MANAGER using the health and safety management system.
- 6.5 Material safety data sheets (MSDS) will be obtained from the manufacturers of each substance and will be kept for use by the relevant head of department and recorded on the management system. They will be provided to staff and union representatives on request,
- 6.6 Where substances need to be disposed of this will be through an approved licensed company, and records retained.
- 6.7 Users of relevant substances must ensure that the substances are not decanted into other containers unless they are suitable, and correctly labelled.

- 6.8 The College will provide all necessary control measures identified by the COSHH assessment, e.g. personal protective equipment (PPE).

## **7.0 Responsibilities**

- 7.1 All relevant staff must take account of the following:
- 7.1.1 The hazardous properties of any substance(s) they are about to use.
  - 7.1.2 Information on safety provided by the supplier.
  - 7.1.3 The circumstances of the work, including the type and amount of the substance(s) and the arrangements for handling and storage (e.g. cleaning agents kept in caretakers' stores, or chemicals used in teaching).
  - 7.1.4 Maintenance activities where dangerous substances are often used, and a potential for high level risk.
  - 7.1.5 The effect of the measures that have been or will be taken in view of the order.
  - 7.1.6 Whether there is any likelihood of any explosive atmosphere occurring, and in what places. Whether there are any likely ignition sources, including electrostatic discharges that may become active (e.g., it would be relevant to consider where students might smoke illegally and where and how scenery for College drama is stored, or whether staff or students bring to the College untested electrical equipment, all of which have caused fires in Colleges).
  - 7.1.7 The scale of the anticipated effects; and
  - 7.1.8 Such additional safety information as the responsible person may need in order to make the assessment.

## **8.0 COVID**





- 8.1 In line with COVID regulations the College has introduced a number of measures to help keep everyone safe.
- All staff must sign in and out of the building, using their college ID's, to comply with track and trace regulations.
  - On entry to the building everyone must have their temperature taken. If your temp is 37.3° or above, an alarm will sound. They must then leave the building and seek medical advice.
  - Face masks are required when in the College. They should only be removed when sat at your desk, or when eating or drinking.
  - Everyone must adhere to the one-way system in the College and follow instructions from the signage around the building. All staff should keep to social distancing guidelines at all times. With some rooms having maximum occupancy due to social distance guidelines.
  - Staff are asked to wipe down areas after use, using the surface disinfectant wipes provided around the College. Appropriate PPE will be provided if needed
  - Cleaning has been reviewed and a larger focus is now on touch points and surfaces
  - Staff should wash or sanitize their hands regularly and training will be given.






- 8.2 All current health and safety procedures should be adhered to in line with COVID guidance.

## Appendix C: Globally Harmonised System for the Classification and Labelling of Chemicals

- 1.0 The Globally Harmonised System of Classification and Labelling of Chemicals Regulations (GHS) is a UN treaty which aims to standardize hazard labelling and safety data sheets throughout the world. In the European Union, GHS is being implemented through the Classification, Labelling and Packaging of Substances and Mixtures (CLP) Regulations.
- 2.0 **In 2015**, the old EU orange symbols and classifications ceased to be used, except for biohazards and radioactive hazards, which are not covered by GHS due to the nature of the hazards involved. The labelling for these remains essentially unchanged.
- 3.0 Until 2015, both sets of symbols were in use.
- 4.0 Although these changes took effect almost two years ago, it is worth remembering what the relevant differences for staff to be aware of are:
  - New shape and colour of hazard symbols - red diamond outline with black pictogram on white background.
  - Hazard category text such as “Toxic” and “Harmful” are no longer part of the symbols and do not appear under them.
  - Replacement of Harmful/Irritant “X” with new “!” symbol.
  - Introduction of new “Health Hazard” classification with “Silhouette” symbol which includes some hazards that came under “Toxic” in the old classification system.
  - Introducing a numerical 1 to 5 hazard category, 1 = most hazardous.
  - Introduces “Danger” and “Warning” signal words on labelling for more hazardous substances.
  - Replaces risk and safety phrases with hazard and precautionary statements.
  - Standardises the contents of safety data sheets.
- 5.0 **The following is a basic summary of what the symbols can represent. More than one symbol may be used to represent the hazard(s) of a substance.**

## COSHH – HAZARD SYMBOLS

SYMBOL	LEGAL DEFINITION OF HAZARD(S)	INTERPRETATION
	Acute toxicity (oral, dermal, inhalation), categories 1,2,3	Fatal or toxic when inhaled, swallowed or on contact with skin
	Respiratory sensitization, category 1 Germ cell mutagenicity, categories 1A,1B,2 Carcinogenicity, categories 1A,1B,2 Reproductive toxicity, categories 1A,1B,2 Specific Target Organ Toxicity – Single exposure, categories 1,2 Specific Target Organ Toxicity – Repeated exposure, categories 1,2 Aspiration Hazard, category 1	Indicates more serious, long term health hazards like: Known to cause or suspected of causing cancer. May cause allergy or asthma symptoms if inhaled. Known to cause or suspected of causing genetic defects. May cause or suspected of causing damage to the unborn child. Known to or suspected of causing damage to organs. Fatal or harmful if swallowed and enters lungs on vomiting
	Hazardous to the aquatic environment Acute hazard, category 1 Chronic hazard, categories 1,2	Very toxic to aquatic life with or without long lasting effects.
	Flammable gases, category 1 Flammable aerosols, categories 1,2 Flammable liquids, categories 1,2,3 Flammable solids, categories 1,2 Self-reactive substances and mixtures, Types B,C,D,E,F Pyrophoric liquids, category 1 Pyrophoric solids, category 1 Self-heating substances and mixtures, categories 1,2 Substances and mixtures, which in contact with water, emit flammable gases, categories 1,2,3 Organic peroxides, Types B,C,D,E,F	Extremely Flammable, Highly Flammable and Flammable gases, vapours, aerosols, liquids and solids. Substances that might catch fire on heating or when exposed to certain substances or conditions.

SYMBOL	LEGAL DEFINITION OF HAZARD(S)	INTERPRETATION
	<p>Acute toxicity (oral, dermal, inhalation), category 4 Skin irritation, category 2            Eye irritation, category 2 Skin sensitisation, category 1            Specific Target Organ Toxicity – Single exposure, category 3</p>	<p>Generally, replaces the Harmful and Irritant ‘X’ symbol Harmful when inhaled, swallowed or on contact with skin. Irritant on contact with skin.            May cause allergic skin reaction</p>
	<p>Oxidizing gases, category 1 Oxidizing liquids, categories 1,2,3</p>	<p>Oxidising. Such substances tend to be very reactive and release oxygen which may support / intensify fires or even cause explosions or fires under certain conditions.</p>
	<p>Corrosive to metals, category 1 Skin corrosion, categories 1A,1B,1C Serious eye damage, category 1</p>	<p>Corrosive. Causes burns to living tissue, e.g. eyes and skin. Corrosive to non-living substances like metal.</p>
	<p>Gases under pressure:            Compressed gases            Liquefied gases            Refrigerated liquefied gases            Dissolved gases</p>	<p>Gas under pressure (compressed gas)            Covers hazards such as exploding if heated or cold hazard if gas is released.</p>
	<p>Unstable explosives            Explosives of Divisions 1.1, 1.2, 1.3, 1.4            Self-reactive substances and mixtures, Types A,B Organic peroxides, Types A,B</p>	<p>Substances that can explode under certain conditions, like when ignited, or heated, or in contact with certain other chemicals.</p>

## **Appendix D: COSHH Risk Assessment Form**

- The following document is the current COSHH Risk Assessment Form currently used by Cardiff Sixth Form College for all COSHH Risk Assessments. Information to complete the form can be obtained from the MSDS for the product in question.

# HAZARDOUS SUBSTANCES RISK ASSESSMENT

For: Cardiff Sixth Form College, 1-3 Trinity Court, 21-27 Newport Road, Cardiff, CF24 0AA

Date Generated:



Item:		Date of Assessment:	Reference: COSHH
Risk Assessor:		Hazardous Substance:	
Other People Involved in Making This Assessment (if applicable):			
Signal Word:	R or H Descriptors (Hazard Statements):		S or P Descriptors (Precautionary Statements):
	Additional Information:		
Primary route(s) of entry:			
This is a Group      Substance		The quantity used per batch or work period is: Small (<1kg or <1l)	
The Substance is a    of      volatility.			
Is the control measure appropriate to control the health risks from the use of this substance?:		Is Health Surveillance required?	

Existing Control Measures	
1.	5.
2.	6.
3.	7.
4.	8.
Further Control Measures Required?	
1.	
Action Assigned to:	
For completion by:	Status:
Documents Associated with this Risk Assessment: SAFETY DATA SHEET:	

REVIEW DATE:

## Crisis Management

### 1.0 Aims and Objectives

- 1.1 To prevent / minimise the loss of life / injury to all students, staff and visitors.
- 1.2 To swiftly inform emergency services and relevant organisations.
- 1.3 To take control of the incident until the emergency services arrive.
- 1.4 To swiftly carry out measures to ensure actions by other following the original incident do not further damage the College, its students or staff
- 1.5 To fully support students and staff following an incident, so that they are able to return to fully participating in education as soon as possible.

### 2.0 Roles and Responsibilities

- 2.1 The Senior Leadership Team will be responsible for the management of such incidents.
- 2.2 The Principal will identify key members of staff, who will form an Emergency Management Team and the Principal will communicate the names, roles and responsibilities of this team to the whole College staff. The Principal will, at his/her discretion amend this team as appropriate to any situation.
- 2.3 In the event of a death of a student or staff member, it is the responsibility of the police to inform the families.
- 2.4 The following individuals will form the Emergency Management Team (EMT)

Position	Role
Principal	In overall control of the incident.
Head	Responsible for the immediate management of the all students and staff, assisted by other managers and the incident, under the direction of the Principal. This will involve liaising with College personnel, emergency services, council officers, etc.
Director of Marketing & Admissions	Under the direction of the Principal, is solely responsible for liaising with the Media and organising communications with parents and other stakeholders.
Head of Academic Studies & Outreach	Acting as Deputy, will cover any of the above in the event of an absence.
Head of Pastoral	Responsible for sourcing any required counselling for staff and students.
Boarding House Parent	Responsible for immediate liaising with boarding students

## **3.0 Types of Emergency**

### **3.1 In College:**

- 3.1.1 Accidents or deliberate acts of violence
- 3.1.2 Fire or explosion
- 3.1.3 A student or member of staff being taken hostage
- 3.1.4 Bomb or suspected bomb being discovered
- 3.1.5 Health: Medical Condition or Infectious Condition, e.g. Meningitis or Influenza
- 3.1.6 Serious gas or water leak
- 3.1.7 Death or serious injury of a student or members of staff

### **3.2 Off Site:**

- 3.2.1 The death of a student or member of staff either by accident or natural causes
- 3.2.2 Transport-related incident to students or staff which result in hospitalisation
- 3.2.3 Severe weather: snow, storms etc.
- 3.2.4 Terrorist act which results in injury or death

### **3.3 Preparation**

- 3.3.1 In order to minimise the effect of any emergency, The College will thoroughly prepare to ensure that all emergencies are dealt with smoothly and efficiently, with the minimum of stress to students, staff and bystanders.
- 3.3.2 The establishment of an Emergency Management Team will be one of the first steps to be taken.
- 3.3.3 We will consult with all relevant services to ensure our policy is robust
- 3.3.4 We will carefully consider all possible scenarios and prepare comprehensive plans to resolve these issues

### **3.4 Implementation**

- 3.4.1 The policy will be discussed with key staff who are nominated within the policy to ensure they are fully aware of their roles and responsibilities.
- 3.4.2 A staff meeting or part of a staff development session will be allocated to share this with all staff. Training will be considered for appropriate staff, in relation to some of the main types of incident below.
- 3.4.3 The College Services Managers desk will be identified to keep a hard copy of the policy and who should have access to the details of the policy and emergency contact details.
- 3.4.4 Associate staff will be nominated to access personal files, to ensure information is always up to date.
- 3.4.5 Current lists of contact phone numbers will be available in hard and electronic versions – both staff and student details. This will be updated termly.
- 3.4.6 The Principal and Head will keep a copy of the current policy and all contact details at home, as emergencies sometimes happen when the College is not occupied.

### **3.5 Communication**

- 3.5.1 Clear lines of communication to all stakeholders and external agencies, including the media, are essential.
- 3.5.2 It is the role of the SMT to ensure that staff and resources are allocated which allow information to be distributed without hindrance to all parties.

### **3.6 Land-line Telephony**

- 3.6.1 It is likely that pressure will be placed on the College switchboard lines, which could hamper the ability of the College to receive and send information. In the event of the College telephone system being inoperable mobile devices will be used.

### **3.7 Mobile phones**

- 3.7.1 In the event that the College may have to be evacuated, mobile phones will be needed. It is advisable that all members of the EMT have mobile phones.

### **3.8 Crisis Management Briefings**

- 3.8.1 The EMT should consider providing scripts on a regular basis for staff who are manning the switchboard.
- 3.8.2 Emails will be used to keep staff up to date.
- 3.8.3 All members of the Emergency Management Team will have a list of each other's contact telephone numbers to meet the needs of the College's Crisis Management Policy.
- 3.8.4 All information should be factual: time and location of incident; numbers of students and staff involved (no names); summary of action taken. Staff should not be drawn into speculation, just stick to the facts. Provide the time of next update.
- 3.8.5 All media coverage should be monitored for accuracy and any inaccuracies corrected.
- 3.8.6 Media should be placed in a room separated from students, staff and parents to manage media access to these groups.

### **3.9 Students' Mobile Phones**

- 3.9.1 Students should be strongly discouraged from using personal mobile phones to ring parents or others.

### **3.10 Local Radio Stations**

- 3.10.1 In the event of any emergency, the EMT will make full use of local radio stations to communicate effectively with all families and other stakeholders.

### **3.11 Emergency Cascade System**

- 3.11.1 If the College cannot be opened for any reason, an emergency cascade system should be used. Starting with the Principal at the top of the cascade, she/he communicates with the SMT, who in turn will communicate to all relevant parties a clear message about the status of the College and any actions to be taken.

### 3.12 **Guidance for Staff**

3.12.1 Staff should be familiar with the Crisis Management Policy and in the event of an emergency:

- Check their emails for information and updates.
- Refer to information which will be posted on the reception screen
- Attend any arranged briefing sessions.

## **Appendix E**

### **Immediate, to Long Term Tasks in the Event of an Emergency**

#### **1.0 Action: Immediately**

- Obtain as much factual information about the state of the emergency
- Alert the Principal
- The Principal will activate the Emergency Management Team.

#### **2.0 Action: Within the First Few Hours**

- Carry out a quick appreciation of the immediate responses required
- Select and set up control arrangements to manage the incident and ensure students and staff in the College are safe

#### **3.0 Action: Within Hours**

- Call a staff meeting to give information
- Inform students in a sensitive way – in small groups if possible
- Arrange a debriefing meeting for all staff involved in the incident
- Arrange a debriefing meeting for all students involved in the incident

#### **4.0 Action: Within the Next Few Days; it Could Be Longer**

- Facilitate support for high-risk students and staff
- Attend / organise funerals, services, memorials

#### **5.0 Action: As Soon as Possible for as Long as Necessary**

- Decide and agree on a range of responses and support measures
- These have the potential to run for several weeks or months
- Refer affected students and staff to appropriate counselling.

## **Appendix F**

### **Arson**

#### **1.0 Prevention Strategy**

- 1.1 The College completes a Fire Risk Assessment, which will include the possibility of Arson. This assessment forms part of the Staff induction and on-going training.
- 1.2 Fire Safety will be included in the curriculum as part of the Personal Development/Enrichment course.
- 1.3 The College Behaviour Policy will support staff to carefully manage student access during lessons, at breaks and before/after College.
- 1.4 A comprehensive site security review will be completed on a yearly basis, or at a shorter time, if the situation dictates, due to changes in the building. This survey will control:
  - Unauthorised entry into the College buildings will be minimised by ensuring all doors, windows and skylights are secure, lighting, an effective intruder alarm system is fitted and prosecution- CCTV cameras and digital recording facilities are fitted where necessary.
  - Any new building work approved by the College Services Manager.
  - Procedures are applied to ensure that access to any combustible material is strictly limited.
  - Procedures to 'close-down' areas of the College are applied after College, each day as appropriate.
- 1.5 In line with Government advice, any instances of suspected arson will be reported to all parents, to inform and equally stress the dangers of Arson.
- 1.6 The College's Emergency Evacuation Procedure is applied and reviewed annually, with the assistance of the Fire & Rescue Service.

# Electrical safety

## 1.0 Introduction

- 1.1 Electrical safety in all work places and/or work activities is specifically legislated for over and above the general duty of care owed by employers to their employees and members of the public under ss2 and 3 of the Health and Safety at Work etc Act (1974). This expansion of responsibility for electrical safety was brought about by The Electricity at Work Regulations 1989 which came into effect on 1st April 1990.
- 1.2 The Electricity at Work Regulations 1989 (EAW Regulations) apply to almost all places of work. This policy has been drawn up to set out how Cardiff Sixth Form College will manage its obligations under the above legislation.

## 2.0 Compliance

- 2.1 The College will comply with the Electricity at Work Regulations 1989 and this policy. The implementation of the policy will be overseen by the College Services Manager. The College currently uses a professional contractor to test all electrical equipment (PAT Testing).
- 2.2 Staff and tutors must not attempt repairs nor make modifications to electrical equipment other than those normally associated with daily operations. Any defects or malfunctions must be reported to the College Services Manager.

## 3.0 College Policy

- 3.1 It is College policy that:
  - 3.1.1 The fixed electrical installation in the College will be inspected and tested on a 5 yearly rolling programme basis by approved electrical contractors, and any maintenance to prevent danger is carried out under the supervision of the College Services Manager.
  - 3.1.2 Only electrical equipment provided by or approved by the College will be used.
  - 3.1.3 Staff and tutors must be alerted by the College Services Manager to the dangers of defective wiring and equipment and be encouraged to visually inspect electrical equipment before use and to report any defects immediately.

## 4.0 Staff

- 4.1 Only trained and qualified persons may be allowed to work on electrical equipment. The College Services Manager has the responsibility for ensuring that persons working on electric equipment are appropriately qualified.

## 5.0 Portable Electrical Appliances

- 5.1 Formal inspections/tests of portable electrical equipment will be carried out regularly to identify any maintenance that is required to prevent danger. Low risk office equipment, such as computers where the mains cables are organised to prevent damage, are unlikely to require maintenance to prevent danger and may not be included at the College Services Manager's discretion.
- 5.2 The College Services Manager will appoint suitably qualified staff to make checks of equipment in the College. However, all staff who use any electrical equipment are expected to check the equipment for visible defects each time the equipment is used.
- 5.3 Each piece of equipment will also carry a tag recording the date of the last check and initials of the person who carried out the check.

- 5.4 Each time an appliance is tested, an inspection certificate should be completed by the person carrying out the test.
- 5.5 All frayed, torn or split flexible cords and plug tops which are cracked or have broken insulation must be taken out of commission.
- 5.6 Tools and equipment that are smoking, sparking or becoming excessively hot must be switched off, unplugged and removed from use. Tools and equipment that have guards must never be used with guards removed or safety features by-passed.
- 5.7 Each portable appliance will be PAT tested regularly in accordance with its level of use and risk.

## **6.0 Responsibilities**

- 6.1 The College Services Manager will be responsible for:
  - 6.1.1 Ensuring that this policy is known and implemented in the College.
  - 6.1.2 Arranging periodic testing in accordance with the policy.
  - 6.1.3 Maintaining the portable electrical appliance testing.
  - 6.1.4 Appointing competent persons to carry out the tests.
  - 6.1.5 Arranging any appropriate training.
  - 6.1.6 Staff, tutors and students who bring any electrical items from home for use in the College must obtain the permission of the relevant member of staff.
  - 6.1.7 The person responsible for carrying out the PAT must ensure that certificate tags are attached to each appliance tested.

## **7.0 Electrical Safety**

- 7.1 Electrical safety in all work places and/or work activities is specifically legislated for over and above the general duty of care owed by employers to their employees and members of the public under ss2 and 3 of the Health and Safety at Work etc Act (1974). This expansion of responsibility for electrical safety was brought about by The Electricity at Work Regulations 1989 which came into effect on 1st April 1990.
- 7.2 Guidance for managers is available in the booklet Electricity at Work: Safe Working Practices. It can also be accessed through the HSE at: <http://www.hse.gov.uk/pUbns/priced/hsg85.pdf>

## **8.0 Portable Appliance Testing (PAT)**

- 8.1 A portable electrical appliance can be defined as an electrical appliance which is normally connected to a lead and a plug and which can usually be easily moved.
- 8.2 The Provision and Use of Work Equipment Regulations 1998 (PUWER) covers the safe provision and use of all work equipment including portable electrical appliances, the maintenance of such equipment falls under the Electricity at Work Regulations 1989 (EWR) (PAT testing) and is part of the duty holder's responsibility under PUWER.
- 8.3 There are 3 main electrical equipment classifications:
  - 1. Class 1 equipment has its live components protected by basic insulation and is surrounded by a metal enclosure. This metal enclosure could become live in the case of the basic insulation failure and is protected by being earthed. The supply cable will have an earth wire in addition to the normal live and neutral. Examples of this sort of equipment include electric cookers, free standing electric heaters and some kettles, toasters and IT equipment.

2. Class 11 equipment separates the user from live conductors by two sets of insulation.
  3. Class 111 equipment is supplied from a safety isolation transformer and will not exceed 50V, typical uses include IT equipment such as answering machines and chargers for mobile phones.
- 8.4 As there is such a wide range of portable electric equipment available which can be used in very varied environments the risks that are present can be very different and therefore a range of control measures is required. It is necessary to carry out a risk assessment to determine the maintenance requirement for each piece of equipment and the following five steps should be followed:
- 8.4.1 Identify all portable appliances that need to be maintained and tested. An inventory of this equipment should be made;
  - 8.4.2 Carry out an assessment of the risk posed by each type of equipment.
  - 8.4.3 Categorise into high, medium or low risk for example a PC that is rarely, if ever moved would be a low risk;
  - 8.4.4 Determine if the appliance needs to be tested and examined or examined only, taking into account the tests that can be carried out on Class 11 and 111 appliances are very limited; and
  - 8.4.5 Determine the frequency of examination/testing.
- 8.5 There are 3 Types of Maintenance Activities that are Usually Carried out on Portable Electrical Appliances:
- 8.5.1 User checks should be carried out on handheld appliances, Class 1 (earthed) and frequently moved equipment, and in particular on cable leads and extension leads.
  - 8.5.2 Formal visual examination: this is a more formal examination of the equipment than a user check. All electrical appliances should be subject to such an examination at pre-determined intervals and only a competent person should carry them out.
  - 8.5.3 Combined inspection and test; Class 1 apparatus and leads and extension leads should be subject to a routine test in conjunction with the formal examination. A purpose made portable appliance tester should be used. Any competent person can normally carry out testing using such devices, but some formal training is recommended. A record should be made and kept of the tests.
- 8.6 Unfortunately, there are no statutory frequencies for any of the above maintenance measures, however in order to satisfy the general legal requirement to prevent “danger”, some, all, or a combination of the maintenance activities as set out above should be carried out.
- 8.7 The risk assessment carried out on the equipment will determine any further measures that will be required to be implemented.
- 8.8 Cardiff Sixth Form College has adopted the policy to undertake PAT testing on all portable electric appliances at least annually; more frequently on any apparatus that requires this.
- 8.9 Links to other information sources: HSE: [Maintaining Portable Electrical Equipment in Offices and Other Low-Risk Environments](http://www.hse.gov.uk/pubns/indg236.pdf) <http://www.hse.gov.uk/pubns/indg236.pdf>
- 8.10 **Fixed Electrical Installation Tests**
- 8.10.1 The Electricity at Work Regulations 1989 state that all electrical systems and equipment used in the working environment should be in a safe condition. The installations should be maintained to prevent danger; the HSE recommend that to comply with the regulations, an appropriate system of periodic visual inspection and testing by a competent person should

be implemented at all places of work. The frequency of inspection must be determined by taking into account:

- The type of installation;
- Its use and operation;
- The frequency and quality of maintenance; and
- The external influences to which it is subjected.

8.10.2 Further guidance: [Electrical Safety Council](#)

## 9.0 Emergency Lighting

- 9.1 Emergency lighting is lighting that is installed in a building to provide a degree of illumination when the normal lighting fails. In terms of fire safety, the most important component of emergency lighting is the escape lighting, which is provided to illuminate escape routes to an extent sufficient to enable occupants to evacuate the building in safety. Under BS 5266 Part 1, there are recommendations for routine inspection and testing of emergency lighting. This includes daily, monthly, 6 monthly and 3 yearly regimes of inspection and/or testing.

## 10.0 CCTV

- 10.1 The College uses closed circuit television (CCTV) images to provide a safe and secure environment for employees, students and for visitors to the College's premises, such as students, staff, contractors, suppliers and parents, and to protect the College's property.
- 10.2 This policy sets out the use and management of the CCTV equipment and images in compliance with the GDPR act (refer to separate GDPR policy) and the Information Commissioner's Office CCTV Code of Practice.
- 10.3 The College's CCTV facility records images only. There is no audio recording and therefore conversations are not recorded (but see the section on covert recording below).
- 10.4 The purposes of the College installing and using CCTV systems include to:
- assist in the prevention or detection of crime or equivalent malpractice
  - assist in the identification and prosecution of offenders
  - assist in the prevention or detection of inappropriate behaviour
  - monitor the security of the College's premises
  - ensure that health and safety rules and College procedures are being complied with
  - assist with the identification of unauthorised actions or unsafe working practices that might result in disciplinary proceedings being instituted against employees and to help in providing relevant evidence

### 10.5 Location of cameras

- 10.5.1 Cameras are located at strategic points throughout the College's premises, principally at the entrance and exit points. The College has positioned the cameras so that they only cover communal or public areas on the College's premises, and they have been sited so that they provide clear images. No camera focuses, or will focus, on toilets, shower facilities, changing rooms, staff kitchen areas or private offices. All cameras (except for any that may be

temporarily set up for covert recording) are also clearly visible.

- 10.5.2 Appropriate signs are prominently and clearly displayed so that employees, students, parents, contractors and other visitors are aware they are entering an area covered by CCTV.

#### **10.6 Recording and retention of images**

- 10.6.1 Images produced by the CCTV equipment are as clear as possible so that they are effective for the purposes for which they are intended. Maintenance checks of the equipment are undertaken on a regular basis to ensure it is working properly and that the media is producing high quality images.
- 10.6.2 Images may be recorded either in constant real-time (24 hours a day throughout the year), or only at certain times, as the needs of the College dictate.
- 10.6.3 As the recording system records digital images, any CCTV images that are held on the hard drive of a PC or server are deleted and overwritten on a recycling basis and, in any event, are not held for more than one month. Once a hard drive has reached the end of its use, it will be erased prior to disposal. Images that are stored on, or transferred on to, removable media such as CDs are erased or destroyed once the purpose of the recording is no longer relevant. In normal circumstances, this will be a period of one month. However, where a law enforcement agency is investigating a crime, images may need to be retained for a longer period.

#### **10.7 Access to and disclosure of images**

- 10.7.1 Access to, and disclosure of, images recorded on CCTV is restricted. This ensures that the rights of individuals are retained. Images can only be disclosed in accordance with the purposes for which they were originally collected.
- 10.7.2 The images that are filmed are recorded centrally and held in a secure location. Access to recorded images is restricted to the operators of the CCTV system and to those line managers who are authorised to view them in accordance with the purposes of the system. Viewing of recorded images will take place in a restricted area to which other employees will not have access when viewing is occurring. If media on which images are recorded are removed for viewing purposes, this will be documented.
- 10.7.3 Disclosure of images to other third parties will only be made in accordance with the purposes for which the system is used and will be limited to:
- the police and other law enforcement agencies, where the images recorded could assist in the prevention or detection of a crime or the identification and prosecution of an offender or the identification of a victim or witness
  - prosecution agencies, such as the Crown Prosecution Service
  - relevant legal representatives
  - line managers involved with the College's disciplinary processes
  - individuals whose images have been recorded and retained (unless disclosure would prejudice the prevention or detection of crime or the apprehension or prosecution of offenders).
- 10.7.4 The Principal (or another member of senior management acting in their absence) is the only person who is permitted to authorise disclosure of information to external third parties such as law enforcement agencies.

- 10.7.5 All requests for disclosure and access to images will be documented, including the date of the disclosure, to whom the images have been provided and the reasons why they are required. If disclosure is denied, the reason will be recorded.

#### **10.8 Individuals' access rights**

- 10.8.1 Under the GDPR Act, individuals have the right on request to receive a copy of the personal data that the College holds about them, including CCTV images if they are recognisable from the image.
- 10.8.2 If you wish to access any of your CCTV images, you must make a written request to the College Services Manager, the College's Data Protection Officer and the College reserves the right to charge you a fee of up to £20 for the supply of the images requested. Your request must include the date and time when the images were recorded and the location of the particular CCTV camera, so that the images can be located and your identity can be established as the person in the images. Note. The College will always check the identity of the employee making the request before processing it.
- 10.8.3 The Data Protection Officer will first determine whether disclosure of your images will reveal third party information as you have no right to access CCTV images relating to other people. In this case, the images of third parties may need to be obscured if it would otherwise involve an unfair intrusion into their privacy.
- 10.8.4 If the College is unable to comply with your request because access could prejudice the prevention or detection of crime or the apprehension or prosecution of offenders, you will be advised accordingly.

#### **10.9 Covert recording**

- 10.9.1 The College will only undertake covert recording with the written authorisation of the Principal (or another member of senior management acting in their absence) where there is good cause to suspect that criminal activity or equivalent malpractice is taking, or is about to take, place and informing the individuals concerned that the recording is taking place would seriously prejudice its prevention or detection. Covert monitoring may include both video and audio recording.
- 10.9.2 Covert monitoring will only take place for a limited and reasonable amount of time consistent with the objective of assisting in the prevention and detection of particular suspected criminal activity or equivalent malpractice. Once the specific investigation has been completed, covert monitoring will cease.
- 10.9.3 Information obtained through covert monitoring will only be used for the prevention or detection of criminal activity or equivalent malpractice. All other information collected in the course of covert monitoring will be deleted or destroyed unless it reveals information which the College cannot reasonably be expected to ignore.

#### **10.10 Staff training**

- 10.10.1 The College will ensure that all employees handling CCTV images or recordings are trained in the operation and administration of the CCTV system and on the impact of the GDPR

Act with regard to that system.

#### **10.11 Implementation**

10.11.1 The College Services Manager and the Director of Finance & Operations are responsible for the implementation of and compliance with this policy and the operation of the CCTV system and they will conduct an annual review of the College's use of CCTV. Any complaints or enquiries about the operation of the College's CCTV system should be addressed to them.

#### **10.12 Review**

10.12.1 The Senior Leadership Team will review the policy annually and update, modify or amend it as necessary to ensure the health, safety and welfare of staff and students.