CARDIFF SIXTH FORM COLLEGE

Dukes EDUCATION

Health and Safety Policy

August 2026

Document Quality Control

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Policy

1.0 Introduction

1.1 The purpose of the Cardiff Sixth Form College Health and Safety Policy is to ensure that the safety and welfare of all students, staff, contractors and visitors, at all times. The Proprietors take health and safety responsibilities seriously and as such, it is required for all Cardiff Sixth Form College staff to follow the Health and Safety procedure in full.

1.2 Cardiff Sixth Form College recognise 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.

1.3 The Proprietors delegate operational management and oversight of Health & Safety to the Senior Leadership Team, who 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 understand that Health & Safety is always of primary important. It is their aim to provide a safe and healthy working and learning environment for staff, students and visitors.

1.4 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.

2.0 Health and Safety Statement of Intent

2.1 The Proprietors and all staff at Cardiff Sixth Form College fully acknowledge their statutory responsibilities and obligations regarding health, safety and welfare and are fully committed to achieving the highest possible standards throughout the College ensuring the health, safety and welfare of all employees, students, visitors, service users, contractors and any other persons are not exposed to risks arising from our activities.

2.2 The College have appointed Akeva Safety Solutions Ltd to provide health and safety advice.

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

2.4 In order to meet these objectives, the College will:

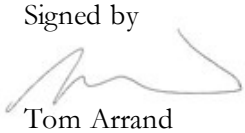
- Ensure adequate resources are made available to effectively implement the safety management system.
- Provide suitable instruction, training and information for all employees and students.
- Ensure that suitable arrangements are in place for the safe use, handling, storage and transportation of articles 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.

2.5 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.

2.6 To be effective Cardiff Sixth Form College request full cooperation and support from its staff who will be encouraged to play their part to ensure that the above standards are achieved.

2.7 The Director of Finance and Operations has the responsibility for ensuring that policy is reviewed on, at least, an annual basis although this may be delegated to others to carry out.

Signed by



Tom Arrand

Principal

Date: 31.08.2026

3.0 Duties

3.1 Duties of the Senior Leadership Team

3.1.1 The Senior Leadership Team will:

3.1.1.1 Make themselves familiar with health and safety legislation and codes of practices which are relevant to the work of the College.

3.1.1.2 Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the College.

3.1.1.3 Periodically assess the effectiveness of this policy and ensure that any necessary changes are made.

3.1.1.4 Create and monitor the management structure.

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

3.1.2.1 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.

3.1.2.2 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.

3.1.2.3 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.

3.1.2.4 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.

3.1.2.5 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.

3.1.2.6 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.

3.1.2.7 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.

3.1.2.8 To ensure that this policy is used as a practical working document and that its contents are publicised fully throughout the college.

3.1.3 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.

3.2 Duties of the Director of Finance and Operations and the College Services Manager

3.2.1 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.

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

3.2.2.1 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.

3.2.2.2 Ensure safe working conditions, practices and procedures throughout the College.

3.2.2.3 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.

3.2.2.4 Arrange systems of risk assessment to allow the prompt identification of potential hazards and implementation of appropriate measures to control risks.

3.2.2.5 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.

3.2.2.6 Collate accident and incident information and, when necessary, carry out investigations.

3.2.2.7 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.

3.2.3 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.

3.2.4 Director of Finance & Operations will take all reasonably practicable steps to achieve this end through the Heads of Departments/Line Managers, senior members of staff, teachers and others as appropriate.

3.2.5 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. This includes:

3.2.5.1 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.

3.2.5.2 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.

3.2.5.3 The College Services Manager will be available to advise on Risk Assessments in conjunction with individual Heads of Departments and other managers.

3.3 Supervisory Staff

3.3.1 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.

3.3.2 They will be responsible to the 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.

3.3.3 They will ensure, in particular, that:

3.3.3.1 Health and safety procedures are followed correctly.

3.3.3.2 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.

3.3.3.3 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.

3.3.3.4 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.

3.3.3.5 Toxic, hazardous, and highly flammable substances in the department in which they work, are correctly used, stored and labelled.

3.3.3.6 Appropriate protective clothing, equipment first aid and fire appliances are provided and readily available in the department in which they work.

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

3.4 All Members of Staff

3.4.1 All staff will make themselves familiar with the requirements of health and safety legislation relevant to the work of their area of responsibility.

3.4.2 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.

3.4.3 They will co-operate with their colleagues to enable health and safety duties to be met and high standards achieved

3.4.4 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.

3.4.5 All staff have a responsibility to report any defects in the premises, plant, equipment and facilities which they observe.

3.5 Health & Safety Consultants

3.5.1 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 01353 865441.

3.5.2 AKEVA's role includes:

3.5.2.1 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.

3.5.2.2 Give advice to management as requested on:

3.5.2.3 Legal requirements affecting health, safety and welfare.

3.5.2.4 Prevention of injury and damage.

3.5.2.5 Provision, selection and use of protective clothing and equipment.

3.5.2.6 New working methods, equipment or materials, which would reduce risks.

3.5.2.7 Proposed changes in legislation.

3.5.2.8 Potential hazards and safety factors affecting the selection of work equipment, other contractors and so on.

3.5.2.9 Assist Management in notifying the Health and Safety Executive of Dangerous Occurrences, Specified Injury and Accidents, in accordance with College Policy.

3.5.2.10 Carry out safety inspections and audits to monitor compliance of work being undertaken with the College Health and Safety Policy.

3.5.2.11 As requested, carry out investigations of serious accidents in accordance with College Policy and assist with subsequent reporting as required by RIDDOR 2013.

3.5.2.12 Provide advice on training requirements and arrange training courses where required.

3.5.2.13 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.

3.5.2.14 Set a personal example when visiting by behaving professionally and wearing all suitable protective clothing.

3.6 Hirers, Contractors and Others

3.6.1 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.

3.6.2 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.

3.6.3 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.

3.6.4 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:

3.6.4.1 Introduce equipment for use on the College premises; alter fixed installations.

3.6.4.2 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.

3.6.5 All contractors who work on the College premises are required to ensure safe working practices by their own employees to comply with legislation.

3.6.6 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.

3.6.7 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.

3.7 Occupational Health

3.7.1 Where an occupational health issue is identified by the OH Provider the Senior Leadership Team are to be informed taking into account the sensitivity of the issue and compliance with GDPR.

3.7.2 Following the reporting of such issues, The SLT are to ensure that a suitable investigation is carried out and any recommendations implemented to prevent a recurrence. Any subsequent reporting to the HSE must be carried out in accordance with the Accident Reporting section.

4.0 Accident Reporting and Recording

4.1 Recording Accidents and Injuries

4.1.1 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 student or member of staff immediately afterwards (e.g. 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.

4.1.2 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 reported to Governors.

4.1.3 Serious or significant incidents will be reported to parents either by sending a note home with the student 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.

4.2 Minor Injuries

4.2.1 All minor injuries reported by members of staff are to be entered into the accident book. They must be reported to the Director of Finance & Operations as soon as practicable, but within 12hrs and before leaving work. When the accident occurs on another premises, e.g. during a trip, the College accident book is to be completed as soon as possible and a copy of the report sent to the customer for their own accident records.

4.3 Lost Time & Over 7 Day Accidents

4.3.1 Where an employee or student suffers a lost time accident, the College Services Manager must be informed by the relevant member of staff and kept up to date with the proposed date of returning to work / lessons. An accident investigation will need to be carried out by the College Services Manager to determine the causes so that measures can be put in place to prevent a recurrence.

4.3.2 Where the member of staff does not return to work for more than 7 days or is unable to carry out their normal duties for more than 7 days, not including the day of the accident the College Health

and Safety Consultants will be informed and, as directed by the Director of Finance and Operations, will carry out the investigation instead of the Head of Department.

4.3.3 All personnel with responsibilities under RIDDOR must still keep a record of all over 7-day injuries. A record in the accident book will be acceptable. Reporting of all over 7-day injuries must be reported within 15 days from the day of the accident.

4.4 Reporting Accidents to the HSE

4.4.1 The following types of accidents will be reported to the HSE, as required under the Reporting Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), by the College Services Manager, who will also report to the SLT and the Safeguarding Governor:

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

4.4.2 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.

4.4.3 The following in relation to non-workers:

4.4.3.1 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.

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

4.4.5 RIDDOR Reporting must be recorded on the Official Accident Forms held in the Admin Office and inform the College Services Manager.

4.5 Near Miss Reporting

4.5.1 A near miss is an incident that has occurred but not resulted in injury or damage. The College will run a near miss system on a 'No Blame Culture' therefore encouraging personnel to report hazardous occurrences that may result in injury or damage. The importance of investigating near misses is to enable measures to be taken to prevent a recurrence which may result in injury or damage.

4.5.2 Where there is a near miss, the person identifying it is to complete the relevant form and pass it onto the College Services Manager who will take the necessary action to prevent the 'near miss'

becoming the next accident.

4.6 Dealing with Casualties

4.6.1 Do not move a casualty who cannot move themselves unless the casualty is in imminent danger. The staff member must ensure that the casualty is dealt with as required by a qualified First Aider until medical help arrives or they are taken to hospital.

4.7 Emergency Services

4.7.1 Ensure that the emergency services are contacted immediately in the case of serious injury. Where applicable, the Principal will ensure that the Board of Governors are advised of the circumstance of the incident.

4.8 Incident Area

4.8.1 The incident area should be cordoned off and not disturbed any more than necessary (to facilitate safe removal of injured persons) until the accident investigators, i.e. the HSE, Police or our Safety Consultants, have carried out a full investigation. Do not clear away any evidence until given the 'all clear' by the Principal.

5.0 Building Maintenance

5.1 Cardiff Sixth Form College has two buildings which it uses for (i) teaching purposes and (ii) boarding accommodation. There are various requirements under health and safety legislation and fire legislation to ensure that these buildings are maintained in a safe and habitable condition.

5.2 The College Services Manager has been given the responsibility for ensuring that all buildings owned, or used, by the College are maintained in a condition that is safe and healthy for the occupants.

5.3 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

5.4 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.

5.5 Hazards

5.5.1 The main hazards associated with buildings are:

- Fire.
- Poorly maintained electrical equipment including portable appliances.
- Poorly maintained fixtures and fittings including flooring, wall coverings etc.
- Asbestos containing materials.

- Legionella
- Release of carbon monoxide.
- Pests and rodents.
- Water damage and mould.

5.6 Planning Procedures

5.6.1 The College Services Manager will:

- Ensure that general risk assessments have been carried out for all buildings and that any additional controls are implemented.
- Where necessary arrange for surveys / assessments to be carried out to determine whether any high-risk areas needs to be managed or further works are required. This may include asbestos surveys, legionella assessments, structural surveys etc.
- Ensure that a suitable and sufficient maintenance regime has been developed for each building.
- Where necessary, ensure that an Asbestos Management Plan has been developed with a subsequent asbestos register and ensure they are kept up to date.
- Appoint competent contractors to carry out any statutory tests or servicing such as fire safety equipment, gas installations, electrical installations, air-conditioning systems etc.
- Develop and implement a system whereby building occupants can report hazardous situations or damage to any fixtures or fittings and then record any subsequent actions taken.
- Once a fault / hazardous situation has been reported by a member of staff, enter it onto the maintenance schedule so that it can be dealt with accordingly.

5.7 Monitoring

5.7.1 It is the policy of Cardiff Sixth Form College to ensure that inspections of all buildings are carried out as follows:

- College Services Manager – once a term
- Health and Safety Consultants – Annually
- Principal or other member of the Senior Leadership Team – Annually with the College Services Manager.

5.7.2 The College Services Manager should also ensure that other monitoring, as stated within this policy, is carried out by competent persons including:

- Inspection of ACMs – Annually
- Water temperature monitoring – as required by the assessment.

5.8 Control Measures

5.8.1 All members of staff have a responsibility for ensuring that the areas where they work, or use, are safe and without risk to health and safety. If any members of staff, whether teaching staff or admin, identify a fault or hazardous condition, they must report it to the College Services Manager immediately by using the on-line reporting system.

6.0 Consultation and Communication

6.1 The Senior Leadership Team, through the Director of Finance & Operations and the 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.

6.2 There is a Health and Safety Committee which meets once a term. Safety Representatives will be appointed from each department to sit on the committee.

6.3 Any member of staff that would like something discussed at the safety committee meeting are to inform their Safety Rep, prior to the meeting.

6.4 Minutes from the meeting will be taken and copies will be uploaded to the on-line portal so that they are available for all staff to read.

7.0 Control of Contractors

7.1 Sub-Contractors may sometimes be appointed to carry out work on behalf of the College. It is the policy of the College that only approved sub-contractors will be employed.

7.2 Approval of Sub-Contractors

7.2.1 Before contractors are engaged, they must complete a questionnaire which will be sent out by the College Services Manager. Once the questionnaire and relevant documentation have been returned, it will be assessed and determined whether the sub-contractor can be engaged and, if so, what level of supervision is required.

7.3 Requirements of Sub-Contractors

7.3.1 Sub-Contractors will be required to comply with the following requirements which will be explained to them at a meeting with the College Services Manager before they commence any work for the College. If the College Services Manager is not available, then the Subcontractor's Manager / Supervisor should report to a nominated member of staff.

7.3.2 All contractors will be required to:

- Work in compliance with the contents of this document and any additional site rules that are been put in place on each site.
- The relevant managers of each contractor will be required to develop a job specific method statement and risk assessment for all works with significant risk.
- In addition to the method statement and risk assessment, the following documents must also be supplied before works can commence on site:
  - Copies of relevant CoSHH, noise, vibration, manual handling assessments.
  - Copies of any relevant certificates of competence.
  - A copy of the Company's insurance certificates.
  - Copies of any equipment test certificates.
  - Any other document asked for by the College Services Manager.

7.4 All sub-contracted personnel are to be made aware of the requirements from the method statement and risk assessments. Before starting work on any of our customer's premises, the sub-contractors Manager / Supervisor is to report to the College Services Manager and ask if there are any specific requirements / rules for that workplace and to obtain authorisation to commence work.

8.0 Electricity at Work

8.1 Introduction

8.1.1 Electrical safety in all workplaces 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.

8.1.2 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.

8.2 Compliance

8.2.1 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).

8.2.2 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.

8.3 College Policy

8.3.1 It is College policy that:

8.3.1.1 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.

8.3.1.2 Only electrical equipment provided by or approved by the College will be used.

8.3.1.3 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.

8.3.1.4 Only approved electrical contractors are permitted to carry out any maintenance or repairs on electrical equipment.

8.4 Staff

8.4.1 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.

8.5 Portable Electrical Appliances

8.5.1 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.

8.5.2 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.

8.5.3 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.

8.5.4 Each time an appliance is tested, an inspection certificate should be completed by the person carrying out the test.

8.5.5 All frayed, torn or split flexible cords and plug tops which are cracked or have broken insulation must be taken out of commission.

8.5.6 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.

8.5.7 Each portable appliance will be PAT tested regularly in accordance with its level of use and risk.

8.6 Responsibilities

8.6.1 The College Services Manager will be responsible for:

- Ensuring that this policy is known and implemented in the College.
- Arranging periodic testing in accordance with the policy.
- Maintaining the portable electrical appliance testing.
- Appointing competent persons to carry out the tests.
- Arranging any appropriate training.
- 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.
- The person responsible for carrying out the PAT must ensure that certificate tags are attached to each appliance tested.

8.7 Electrical Safety

8.7.1 Electrical safety in all workplaces 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.

8.7.2 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

8.8 Portable Appliance Testing (PAT)

8.8.1 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.

8.8.2 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.

8.8.3 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:

- Identify all portable appliances that need to be maintained and tested. An inventory of this equipment should be made.
- Carry out an assessment of the risk posed by each type of equipment.
- Categorise into high, medium or low risk for example a PC that is rarely, if ever moved would be a low risk.
- Determine if the appliance needs to be tested and examined or examined only, considering the tests that can be carried out on Class 11 and 111 appliances are very limited.
- Determine the frequency of examination/testing.

8.8.4 There are 3 Types of Maintenance Activities that are usually carried out on Portable Electrical Appliances:

- **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.
- **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.
- **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.

8.8.5 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.

8.8.6 The risk assessment carried out on the equipment will determine any further measures that will be required to be implemented.

8.8.7 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.

8.8.8 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.

8.9 Fixed Electrical Installation Tests

8.9.1 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 considering:

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

8.9.2 Further guidance: Electrical Safety Council

8.10 Emergency Lighting

8.10.1 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.

9.0 Emergency Procedures

9.1 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:

- Save life
- Prevent injury
- Minimise loss

9.2 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.

10.0 Fire Safety

10.1 Introduction

10.1.1 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.

10.1.2 The policy and procedures for the control and management of fire risk reflects the requirements of the Regulatory Reform (Fire Safety) Order (FSO) 2005. In accordance with the FSO, the 'Responsible Persons' for the Company will be the College Services Manager**.**

10.2 Duties of the 'Responsible Person'

10.2.1 It is the duty of the 'Responsible Person', under the Regulatory Reform (Fire Safety) Order 2005, to ensure that all the requirements are put in place. The areas that need to be considered are:

- Fire risk assessments of our premises
- Fire procedures
- Means of escape
- Fire training for employees
- Fire detection and alarm systems
- Records of fire tests

10.3 Role of the College / Fire Safety Manager

10.3.1 The College Services Manager is the designated College Fire Safety Manager and is responsible for ensuring that:

- The fire safety policy is kept under regular review by College Services Manager, Director of Finance and Operations and the SLT.
- 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.

10.4 Fire Risk Assessments

10.4.1 The College's Fire Risk Assessment meets the requirements of the Regulatory Reform (Fire Safety) Order 2005 (the FSO). Specifically, it identifies:

- The hazard
- The people at risk
- The measures to evaluate, remove, reduce and protect from the risk
- The measures needed to record, plan, inform, instruct and train people in risk reduction or removal
- The arrangements for reviewing the assessment

10.4.2 The College 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.

10.4.3 Copies of the College'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 Staff should ensure that they and their Department read the sections that are relevant to them.

10.5 Fire Safety Arrangements

10.5.1 In compliance with the amendments to the Regulatory Reform (Fire Safety) Order 2005 we will develop a Fire Management Plan to identify all the fire safety arrangements we have in place which includes passive and active fire safety systems, fire procedures, training, inspections and monitoring etc. The Fire Management Plan will be reviewed and updated at least on an annual basis.

10.6 Emergency Evacuation Notice

10.6.1 All new staff and students, all contractors and visitors are shown the following notice:

- 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.
- 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 .
- If you are teaching a class, do not take anything else, and do not allow the students to take anything. Shut doors and windows behind you.
- The Main Reception or the duty House Staff / Night Security Officer will summon the Emergency Services if the alarm sounds and provide with a roll call for everyone on site.
- Boarding accommodation notices are displayed in the reception area to be followed in the event of a fire.
- If you have a disabled student in your class, you direct him or her, together with his or her carer, to wait for the Fire and Emergency Service in the nearest designated safe refuge. Any disabled individuals must be risk assessed with an appropriate evacuation plan in place.
- The Head of House / Director of Lower School will take roll calls as soon as they reach the assembly point.
- 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, who will inform the Fire Brigade. On no account should anyone return to any building until given permission by the Fire and Emergency Services.

- Remain at the assembly point with your students until the all clear is given.

10.7 Fire Safety Procedures

10.7.1 **Briefing new staff and students**

10.7.1.1 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.

10.7.1.2 The safe evacuation of everyone - staff and students 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.

10.7.1.3 The Fire Safety Procedures applies to the College buildings and boarding facilities.

10.7.2 **Summoning the Fire Brigade**

10.7.2.1 The Main Reception is manned between 6.30am and 8.00pm during weekdays, and weekends 9.30am to 6.00pm. 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.

10.7.2.2 One of the Student Support Officers or members of the Security Staff is on duty or on call whenever students are present. They have 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).

10.7.3 **Visitors and Contractors**

10.7.3.1 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.

10.7.3.2 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.

10.7.4 **Disabled Staff, Students or Visitors**

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

10.7.4.2 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 themselves to the refuge point and to wait for rescue by the Fire and Emergency Service. The carer 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 as soon as they reach 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.

10.7.5 **Responsibilities of All Staff**

10.7.5.1 All 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 roll call 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. 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.

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

10.7.6 **Responsibilities of Fire Marshals**

10.7.6.1 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.

10.8 Fire Practices

10.8.1 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.

10.9 Fire Prevention Measures

10.9.1 We have the following fire prevention measures in place at CSFC:

10.9.1.1 **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

10.10 Protection

10.10.1 All lightning protection and earthing conform to BS 6651-1999 Gas Safety

10.10.2 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

10.10.3 Gas safety, electrical testing, Fire assessment and fire maintenance records are held at the Reception of the Boarding House and are maintained by the Contracted

10.10.4 Accommodation Companies. It is the responsibility of the College Services to check these certificates and documents annually.

10.10.5 All kitchen equipment is switched off at the end of service.

10.10.6 All laboratories are checked daily to ensure that the central gas supply is turned off.

10.11 Storage of Flammable Substances

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

10.12 Waste and Combustible Materials

10.12.1 Flammable rubbish is stored away from buildings in the rubbish compound.

10.12.2 Combustible materials used in teaching, catering, maintenance, grounds and caretaking are stored in flame proof cupboards.

10.13 Letting or Hiring the College

10.13.1 Our standard contractual terms that we use for letting and hiring the College covers fire safety and specifies that the hirer should certify that the College's fire safety policy and procedures has been read and understood.

10.14 Arson

10.14.1 **Prevention Strategy**

10.14.1.1 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.

10.14.1.2 Fire Safety is explained to students during their induction and throughout the year, through assemblies and fire drills.

10.14.1.3 Student behaviour is reinforced by all staff and through the Rewards & Sanctions Policy.

10.14.1.4 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.
- 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.
- The College's Emergency Evacuation Procedure is applied and reviewed annually,

with the assistance of the Fire & Rescue Service.

11.0 First Aid & Ill-health

11.1 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.

11.2 The College currently has several fully trained First Aid at Work (3-day course) and Emergency First Aid at Work (1-day course) staff to adequately provide first aid throughout the College and Boarding House if required.

11.3 It is the College's intention that all staff undergo First Aid training of some description.

11.4 Arrangements at the point of need

11.4.1 Suitable first aid equipment will be provided for the types of injuries likely to occur within the college premises. The College Services Manager is responsible for ensuring that all first aid equipment is checked at least once a term although the checks will be carried out by the medical team.

11.5 First Aid Kit locations:

11.5.1 The College

11.5.1.1 Staff Reception, Ground Floor

11.5.1.2 Student Reception, Ground Floor

11.5.1.3 Operations, Ground Floor

11.5.1.4 Kitchen Prep room, Ground Floor

11.5.1.5 Pastoral Hub, First Floor

11.5.1.6 Kitchen, First Floor

11.5.1.7 Library, Second Floor

11.5.1.8 Science Prep room, Second Floor

11.5.1.9 Science Prep room 2, Second Floor

11.5.1.10 Science Prep room, Third Floor

11.5.1.11 Auditorium, Fourth Floor

11.5.2 The Boarding House

11.5.2.1 Reception, Ground Floor

11.5.2.2 Houseparent Office, Ground Floor

11.5.2.3 Medical Centre, First Floor

11.6 Burns Kit Locations

11.6.1 The College

11.6.1.1 Kitchen Prep area, Ground Floor

11.6.1.2 Each of the Science Prep Rooms, Floors 2 and 3

11.6.2 The Boarding House

11.6.2.1 Houseparent Office, Ground Floor

11.6.2.2 Medical Centre, First Floor

11.7 Spills Kit Locations

11.7.1 The College

11.7.1.1 Operations Office, Ground Floor

11.7.1.2 Kitchen, First Floor

11.7.2 The Boarding House

11.7.2.1 Medical Centre, First Floor

11.8 Defibrillator Locations

11.8.1 The College

11.8.1.1 Student Reception, Ground Floor

11.8.2 The Boarding House

11.8.2.1 Medical Centre, First Floor

11.9 The College Services Manager is responsible for ensuring that all first aid kits remain adequately stocked. All first aid will be checked at least once a term, by the College Services Manager or the Medical Team and suitable records kept. If any items are used from the first aid kits, it is to be reported to the College Services Manager or the Medical Team so that the used equipment can be replaced.

11.10 First Aiders

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

11.11 First Aid Procedures

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

11.12 Aims of the Procedures

11.12.1 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.

11.13 The College Services Manager

11.13.1 Duties are as follows:

11.13.1.1 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 students who have special health needs or disabilities, e.g. PEEP/Safe Haven.

11.13.1.2 Make sure procedures are in place to summon an ambulance or other professional medical help when appropriate

11.13.1.3 Undertake regular risk assessments and liaise with the Senior Leadership Team.

11.13.1.4 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.

11.14 Risk Assessment

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

11.14.2 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

11.14.3 The provision for practical lessons and activities, e.g., science, technology, Art and physical education.

11.15 Qualifications and Training

11.15.1 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.

11.16 First-aid Materials, Equipment and Facilities

11.16.1 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 students 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.

11.17 Hygiene and Infection Control

11.17.1 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

11.18 Supporting students with medical conditions

11.18.1 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.

11.18.2 The "Supporting pupils at College with medical conditions" guidance from December 2015 is a Welsh government document that informed governing bodies of maintained colleges and proprietors of academies about their legal duty to support students with medical needs, ensuring they had full access to education and were properly supported. The guidance focused on the need for effective policies, staff training, individual healthcare plans, and cooperative working with health professionals and parents to meet these students' needs. This is to be used to provide a framework for the support of students with medical needs attending Cardiff Sixth Form College.

12.0 Hazardous Substances

12.1 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.

12.2 The individual Heads of Sciences along with their Senior Leader Line Manager are responsible for ensuring that all procedures and controls within the science department are carried out in accordance with CLEAPSS guidance.

12.3 The College Services Manager is responsible for ensuring that an inventory of hazardous substances is collated, apart from those used in the labs under CLEAPSS, and that the COSHH assessments carried out and made available and reviewed on an annual basis. This includes for cleaning materials.

12.4 COSHH Procedures

- 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.
- 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.
- 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.
- 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.
- 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,
- Where substances need to be disposed of this will be through an approved licensed company, and records retained.
- Users of relevant substances must ensure that the substances are not decanted into other containers unless they are suitable, and correctly labelled.
- The College will provide all necessary control measures identified by the COSHH assessment, e.g. personal protective equipment (PPE).
- Any substances that do not have a COSHH assessment should not be used.

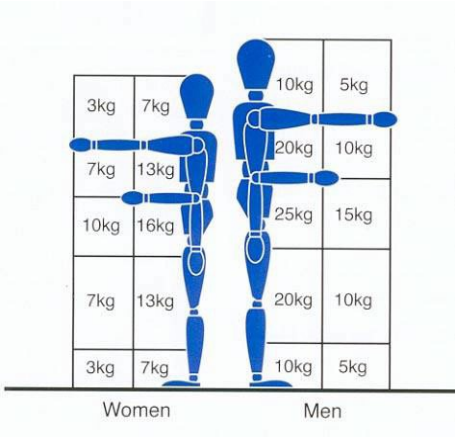
12.5 Responsibilities

12.5.1 All relevant staff must take account of the following:

- The hazardous properties of any substance(s) they are about to use.
- Information on safety provided by the supplier.
- 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).
- Maintenance activities where dangerous substances are often used, and a potential for high level risk.
- The effect of the measures that have been or will be taken in view of the order.
- 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).

- The scale of the anticipated effects; and
- Such additional safety information as the responsible person may need in order to make the assessment.



13.0 Manual Handling

13.1 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:

13.1.1 "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".

13.2 Planning

13.2.1 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).

13.2.2 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.

13.2.3 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.

13.2.4 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.
- Manual handling should be avoided or mechanised where possible.
  - 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.
  - 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.
  - All staff will be given training in the correct methods of handling and lifting loads as part of their normal site safety training.

13.3 Training

13.3.1 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.

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

13.4 Monitoring

13.4.1 The College Services Manager will:

- Ensure any persons required to complete manual lifting work have been given and have understood training on manual handling and associated lifting techniques.
- Specific manual handling assessments to be carried out where there is significant risk. Thee risk assessment will be carried out by the College services manager.

14.0 Occupational Health

14.1 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.

14.2 The purpose of Occupational Health Management is to protect people's health by minimising risk, ensuring fitness for work role / task, monitoring health and introduce workplace adjustments or specific arrangements as needed. An Occupational Health provider will be contracted to support the College as necessary.

14.3 Pre-Employment Health Screening

14.3.1 Following a job offer the applicant will be given a Health Questionnaire which is to be returned to the Company. This will be assessed to ensure there are no health issues that would prevent the new employee carrying out the works. Where necessary, a risk assessment will be carried out regarding the individual and the services of an Occupational Health provider may be sought.

14.3.2 Depending on the outcome of the screening a Baseline Health Assessment may be arranged within 12 weeks of starting and within the company probationary period.

14.4 General Health Monitoring

14.4.1 Once an initial 'pre-employment' health questionnaire has been completed, staff will then only be sent out a 'Staff Suitability Declaration' form, on an annual basis, for them to declare that they have no further health conditions that would affect their ability to work.

14.4.2 If any member of staff does have any health issues, they are to bring them to the attention of their Line Manager, or the Wellbeing Officer, so that any necessary action can be taken to ensure their work activities do not make the situation worse.

14.5 Early Intervention and Prevention

14.5.1 When a worker's health is interfering with their ability to meet performance expectations in a safe manner, early referral for an OH assessment enables proactive management to take place. Where it is suspected that someone may be suffering from an occupation health problem, a risk assessment will be carried out regarding this individual and, where necessary, will be referred to the Wellbeing Officer.

14.6 Mental Health, Stress and Wellbeing

14.6.1 **Introduction**

14.6.1.1 All persons are at risk of experiencing high levels of stress, due to factors both inside and outside of work. The Company has a legal and moral duty to ensure its employees, and contractors, mental health and wellbeing whilst carrying out work on its behalf. Managers must look out for signs of stress in employees, in order to take action to help alleviate stress which could lead to a decline in mental health. Possible signs of stress can display through changes in behaviour or mood, and signs to look out for include:

- Taking more time off work
- Arriving late to work
- Appearing nervous of twitchy
- Mood swings
- Being withdrawn
- Loss of motivation, commitment, and confidence
- Increased emotional reactions such as being tearful, sensitive, or aggressive.

14.6.2 **Responsibilities**

14.6.2.1 Everyone has a responsibility to contribute to making the workplace mental wellbeing policy effective.

14.6.2.2 The SLT have a responsibility to:

- Monitor the workplace, identify risks and work to eliminate or reduce them as far as reasonably practicable.
- Ensure good communication between management and staff, particularly regarding organisational and procedural changes.
- Assist and support employees who are known to have mental health problems or are experiencing acute stress outside work – for example due to bereavement or separation.
- Ensure staff are provided with the resources and training they need to carry out their job.
- Monitor workloads avoid overloading people, and ensure staff are taking their full holiday entitlement.
- Organise training and awareness of workplace mental wellbeing.
- Provide advice and support to employees and managers in relation to this policy.

- Monitor levels of sickness absence through mental health problems including stress-related illness.

14.6.2.3 Employees have a responsibility to:

- Raise issues of concern with their line manager, human resources or health and safety department.
- Accept opportunities for counselling when recommended.
- Look out for each other and encourage colleagues to seek support when needed.

14.6.3 **Control Measures**

14.6.3.1 To manage this risk to employees, a risk assessment will be completed to identify and mitigate any undue causes of stress related to work. Control measures identified in this risk assessment will be implemented, and the effectiveness of these control measures will be reviewed on at least a yearly basis.

14.6.3.2 Employees will be informed of the College's Health and Safety Policy during the new employee induction and / or the site induction.

14.6.3.3 The company will provide employees with information about where they can obtain information, or assistance with mental health and wellbeing.

14.6.3.4 Implement procedures for identifying and managing work – related stress, with access to counselling, wellbeing support and occupational health services

14.6.4 **Periodic Review**

14.6.4.1 The Director of Finance & Operations will be responsible for reviewing the workplace Health and Safety policy and for monitoring how effectively the policy meets its aims and objectives. The Policy is approved by the Governors. Indicators to measure effectiveness may include:

- Working hours and patterns.
- Accidents at work.
- Staff complaints.
- Sickness levels.
- Staff turnover; employee surveys.
- Early retirement through ill health.
- Exit interviews.

14.6.4.2 The policy will be reviewed annually to ensure that it remains relevant.

14.7 Fatigue

14.7.1 **Introduction**

14.7.1.1 Fatigue at work can be caused by excessive workloads, long work hours, and an imbalance in work/rest time. Worker fatigue can lead to increased accidents onsite, ill-health, and reduced productivity. Changes to work hours, long travel times, and excessive physical work are all risk factors for fatigue at work. Although workers may try to push through fatigue it is important for managers to monitor and be aware of signs of fatigue. Signs and symptoms of fatigue include:

- Slower reaction times
- Lack of attention
- Absent-mindedness

- Reduced ability to process information.
- Reduced coordination
- Memory lapses
- Decreased awareness
- Underestimation of risk

14.7.2 **Control Measures**

14.7.2.1 Like any other hazard at work, fatigue at work must be managed. This includes assessing the risks of fatigue and identifying control measures to be implemented to prevent excessive fatigue caused by work tasks and schedules. Working hours will be controlled and overtime is discouraged due to the additional risk caused by these activities. Once all risks are assessed in relation to fatigue at work, control measures will be implemented, and monitoring for effectiveness will be completed to ensure all established control measures are sufficient.

15.0 Welfare

15.1 Welfare at workplaces other than transient sites is governed by the Workplace (Health, Safety and Welfare) Regulations 1992. In particular, the welfare facilities for our offices and sites will comply with current legislation.

15.2 The College Services Manager will ensure that suitable welfare facilities are provided, and maintained, in accordance with the above Regulations.

15.3 As a minimum, the following is to be provided:

- A suitable number of sanitary conveniences and washing facilities including suitable soap / hand cleanser and a means of drying
- Drinking water
- Facilities for rest and to eat meals
- A means to heat food and boil water for hot drinks.

15.4 The College Services Manager will ensure that any facilities are kept to a high standard

16.0 Office Safety

16.1 Due regard to the requirements of the Workplace (Health & Safety) Regulations 1992 will be taken for our offices and suggestions to improve facilities will be considered and brought up at routine meetings.

16.2 Hazards

16.2.1 The main hazards associated with the office environment are:

- Trailing wires / cables and other items left in walkways
- Manual handling
- Use of display screen equipment
- Flammable materials

16.3 Planning Procedures

16.3.1 The College Services Manager will ensure that all offices are suitably laid out in accordance with the Workplace (Health, Safety & Welfare) Regulations 1992, to ensure that work can be undertaken in a comfortable manner.

16.3.2 All equipment purchased for use will meet all necessary legal requirements.

16.3.3 Suitable and sufficient assessments will be carried out, or arranged, by the College Services Manager to identify the main hazards and any necessary control measures needed to be implemented.

16.4 Monitoring Procedures

16.4.1 All fire equipment will be checked, tested and maintained in accordance with the Regulatory Reform (Fire Safety) Order 2005 and the relevant Section of this document.

16.4.2 The College Services Manager will carry out monthly checks of the offices to ensure that they are in good order.

16.5 Training & Instruction

16.5.1 It is the College's policy to ensure as far as reasonably practicable the health, safety and welfare of personnel working in or persons are visiting our offices and so will ensure adequate instructions, and where necessary training, is given.

16.6 Display Screen Equipment

16.6.1 The College will ensure that, as far as is reasonably practicable, only DSE that does not give rise to health risks is purchased. To further reduce any residual risks to members of staff from DSE, the College Services Manager will ensure that a suitable and sufficient risk assessment of work undertaken in the offices and the office environment itself is carried out.

16.6.2 All persons classified as 'users' (see below), once trained, will be given a self-assessment checklist to complete. On completion the checklists will be analysed by the College Services Manager to determine whether a detailed risk assessment is required, and any subsequent changes need to be made to an individual's workstation or work pattern.

- *'User'* – Is defined as an employee who habitually uses an item of DSE for an hour or more during each working day.
- Members of staff classed as 'users' must ensure they leave their workstation for at least 5 minutes in every hour. Other works such as filing and photocopying can be carried out in this time. 'Users' are expected to inform their line managers of any physical or psychological problems they may be experiencing due to excessive use of DSE.
- *Eye Tests* – The cost of an eye test will be covered for any user who may have a problem with their eyes due to continuous use of DSE. If an optician specifies the need for corrective lenses for the use of DSE, the College will cover the basic cost. Anyone wishing to upgrade will be expected to cover the difference in cost.

16.7 Office Safety

16.7.1 **Working space** – Each person will be allocated a sufficient amount of space to enable them to carry out their daily duties. Sufficient storage space will be allocated to prevent the build-up of paper / files in gangways or under desks.

16.7.2 **Lighting** – As far as reasonably practicable natural lighting will be used throughout the offices and to aid this all office windows will be regularly cleaned. Suitable blinds will be placed at office windows where a risk of glare may cause discomfort.

16.7.3 **Furniture** – All office furniture is purchased and maintained so as not to present a risk to the health, safety and welfare of members of staff.

16.7.4 **Filing Cabinets** will be used with care:

- Only one drawer open at a time
- Heavy items or large files of paper stored in the bottom drawer
- Drawers will not be left open where there is a danger of someone walking past and tripping over them.
- Stacking/storing of files, books etc. on top of cabinets will be avoided.

17.0 Personal Protective Equipment

17.1 The requirement for the provision of personal protective equipment (PPE) by the company is documented in both PPE legislation, Personal Protective Equipment Regulations 2002 and Personal Protective Equipment at Work (Amendment) Regulations 2022 which is applicable to both limb (a) and limb (b) workers and both groups must be dealt with in the same manner regarding PPE.

17.2 Where the need for PPE is identified in the risk assessment, a PPE suitability assessment will be conducted which will consider the size, fit, compatibility, and weight of PPE in conjunction with the worker's physical characteristics.

17.3 Planning procedures

17.3.1 Some activities within the college will require PPE to be worn, usually maintenance activities, these activities will be identified during the risk assessment process. This will be carried out by the College Services Manager or Heads of Department. During the risk assessment process, the Risk Assessor must identify how the risk will be managed, by means other than the issue of PPE. Where the risk cannot be reduced to an acceptable level by other means, PPE will be issued.

17.3.2 The Risk Assessor will establish what protective clothing and equipment will be necessary and will ensure that any special protective clothing or equipment required is UKCA Marked and any signs relating to the wearing of PPE are obtained and available for use on site.

17.3.3 The College will provide a suitable means for storing personal protective equipment to its members of staff.

17.4 Monitoring

17.4.1 The College Services Manager will:

- Ensure that adequate supplies of all necessary UKCA Marked protective clothing or equipment are for use as required and that when issued to members of staff a record is to be kept in a protective clothing issue register.
- Ensure that the protective clothing or equipment is suitable for the specific process for which it is provided. The safety consultant as required can provide information and advice on the correct equipment to be issued.
- Ensure that members of staff are aware of the actions to be taken if their PPE becomes lost, stolen, damaged or worn out.

17.5 Misuse

17.5.1 Misuse or intentional damage to any items of personal protective equipment that can be attributed to an individual may result in disciplinary action being taken which may lead to dismissal.

18.0 Risk Assessments

18.1 The Management of Health and Safety at Work Regulations 1999 require that suitable and sufficient assessments of risk should be carried out for all operations or undertakings in the workplace.

18.2 Explanation

18.2.1 A Risk Assessment is a step-by-step analysis of a job, task or process that considers the risks likely to be encountered, and the necessary control measures required to reduce the risk.

18.2.2 The following are legal definitions:

- ***Risk*** - The likelihood that a specified undesired event will occur, due to the realisation of a hazard by or during, work activities or by the products and services created by work activities.

- *Hazard*- The potential to cause harm, including ill health and injury; damage to property, plant, products or to the environment; production losses or increased liabilities.

18.3 Planning Procedures

18.3.1 It is an important point that risk assessments are carried out for all work activities and any significant findings recorded. It is the responsibility of the Director of Finance and Operations to ensure that suitable and sufficient risk assessments are carried out by the College Services Manager / Department Heads for the workplace.

18.3.2 A copy of each risk assessment will be made available for those carrying out the work.

18.4 Reviewing Risk Assessments

18.4.1 Risk Assessments will be reviewed on a regular basis by the Heads of Department, this should not exceed annually. The review is to ensure that they are still relevant.

19.0 Communication

19.1.1 On the completion of all risk assessments and the introduction of the required control measures, the findings are to be communicated to those who are affected along with any actions that they must take to prevent the risk being realised.

19.1.2 The communication of the findings of a risk assessment can be given as a College induction, or a method statement briefing and must be recorded on a relevant form.

19.1.3 Risk assessments for pregnant staff will be conducted by the Human Resources department including any follow up accessments

20.0 Safe Monitoring and Audits

20.1 In order that the Board of Governors can be sure that the procedures laid down in this document are controlling the hazards to which they were designed to control and that they are being adhered to, a series of monitoring arrangements, involving personnel at all levels, are to be implemented.

20.2 Members of staff

20.2.1 All members of staff are to carry out self-monitoring to ensure that they are following the procedures laid down in this document. Any work equipment that is used is first to be inspected by the individual and any subsequent faults reported to the Facilities Manager.

20.2.2 All staff are expected to bring to the notice of their Manager / Principal any areas where the College policy on Health, Safety, Welfare and Environment appears to be inadequate. The suggestions will be passed to the Governors for consideration.

20.3 Competent Advisor

20.3.1 Akeva Safety Solutions (AKV) Ltd, the College's Safety Consultants, will carry out a safety visit of the College's premise' on an annual basis.

20.4 The inspecting Safety Consultant will look at workplace conditions and audit the Safety procedures to ensure they are up to date and valid. On completion of the inspection / audit the consultant will explain the report to the relevant person. This report will then be electronically distributed to the relevant personnel.

20.5 Once all the necessary actions have been taken, the report is to be signed off and placed in the relevant section of the College safety file where it will be checked during the next inspection.

20.6 The findings of any health and safety audits must be presented to the Governors in their termly meeting and monitored by the Compliance Director, Dukes Education.

21.0 Safety and Security

21.1 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.

21.2 In the College and Boarding accommodation 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 boarding house has support staff looking after the students.

21.3 Access to all areas is restricted and controlled.

21.4 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.

22.0 CCTV

22.1 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.

22.2 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.

22.3 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).

22.4 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

22.5 Location of cameras

22.5.1 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.

22.5.2 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.

22.6 Recording and retention of images

22.6.1 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.

22.6.2 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.

22.6.3 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.

22.7 Access to and disclosure of images

22.8 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.

22.9 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.

22.10 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).

22.11 The Principal (or another member of SLT 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.

22.12 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.

22.13 Individuals' access rights

22.13.1 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.

22.13.2 If you wish to access any of your CCTV images, you must make a written request to the College's Data Protection Officer 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 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 and challenge reason for request.

22.13.3 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.

22.13.4 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.

22.14 Covert recording

22.14.1 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.

22.14.2 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.

22.14.3 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.

22.15 Staff training

22.15.1 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.

22.16 Implementation

22.16.1 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.

22.17 Review

22.17.1 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.

23.0 Training

23.1 It is College policy to ensure that all members of staff are adequately trained to carry out their Health and Safety duties competently. Current health and safety legislation frequently specify that competent persons are employed by companies to carry out their undertakings.

23.2 Training Requirements

23.2.1 The Principal will be responsible for identifying any training requirements and for ensuring all persons attend the training where necessary. Advice on this may be sought from the College Safety Consultants.

23.3 Induction Training

23.3.1 In compliance with Section 2(2(c)) of The Health and Safety at Work etc. Act 1974, the College is aware of the need to give information and instructions on any hazards in the workplace and any specific rules and procedures. Therefore, it is College policy that all new members of staff are inducted by the College Services Manager or Head of Department. Records of the induction will be kept in the main office.

23.4 Manual Handling Training

23.4.1 It is College policy that all personnel will receive manual handling training and are updated on the techniques and the requirements of the legislation every three years.

23.5 General

23.5.1 The College is aware that under The Health and Safety at Work etc. Act 1974 and various

supporting regulations, it has a duty to ensure members of staff receive enough information, training, instruction and supervision to allow them to carry out the College undertakings efficiently and safely. Therefore, wherever a training need is identified, the College is committed to supplying the relevant training where practicable.

23.5.2 Mandatory annual health and safety training for all staff. Refresher training on fire safety, safeguarding, first aid and emergency procedures will be essential

23.5.3 Digital tracking of training completion

24.0 Working at Heights

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

24.2 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 advise www.hse.gov.uk/risk-assessmet .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.

24.3 Planning

24.3.1 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.

24.4 Stepladders

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

24.4.2 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.

25.0 Work Equipment

25.1 Introduction

25.1.1 The majority of work equipment used by the Company is of a relatively low risk and used in low-risk environments such as offices, teaching rooms and boarding houses. There is, however, some work equipment that is used that presents a higher risk to those using it as well as others in the vicinity.

25.1.2 Work equipment includes items such as:

- Computers, printers, photocopiers and other office equipment.
- Power tool and hand tools used by the maintenance team.
- Classroom equipment.

25.1.3 The implementation of this policy requires the total co-operation of all employees. All Managers and Department Heads are responsible for ensuring compliance with this policy.

25.2 Provision of work equipment

25.2.1 The College will ensure that any work equipment it provides is suitable for:

- The works it is to be used for,
- The environment it is to be used in
- Within the competence of those who will use it.

25.3 Planning Procedures

25.3.1 The College Services Manager / Heads of Department will:

- Ensure that, where necessary, work equipment is only installed by competent persons, for example equipment used in the chemistry and physics labs.
- Develop suitable inspection and maintenance regimes in the absence of recommendations by the manufacturers.
- Ensure that, where applicable, any equipment is tested or calibrated as required to ensure that it is working correctly.
- Not permit employees to carry out any maintenance work on equipment or systems unless they have received suitable training.
- Maintain records of inspections and maintenance as required.
- Where a risk assessment has been carried out and shows a significant risk from an item of work equipment, particularly in the event of a failure, that equipment must undergo a formal inspection on a weekly basis by a competent person nominated by the College Services Manager.

25.4 Training

25.4.1 Suitable training will be provided for all work equipment as necessary. Familiarisation training for the specific equipment owned by the Company Inspection and maintenance of work equipment.

25.5 Control Measures

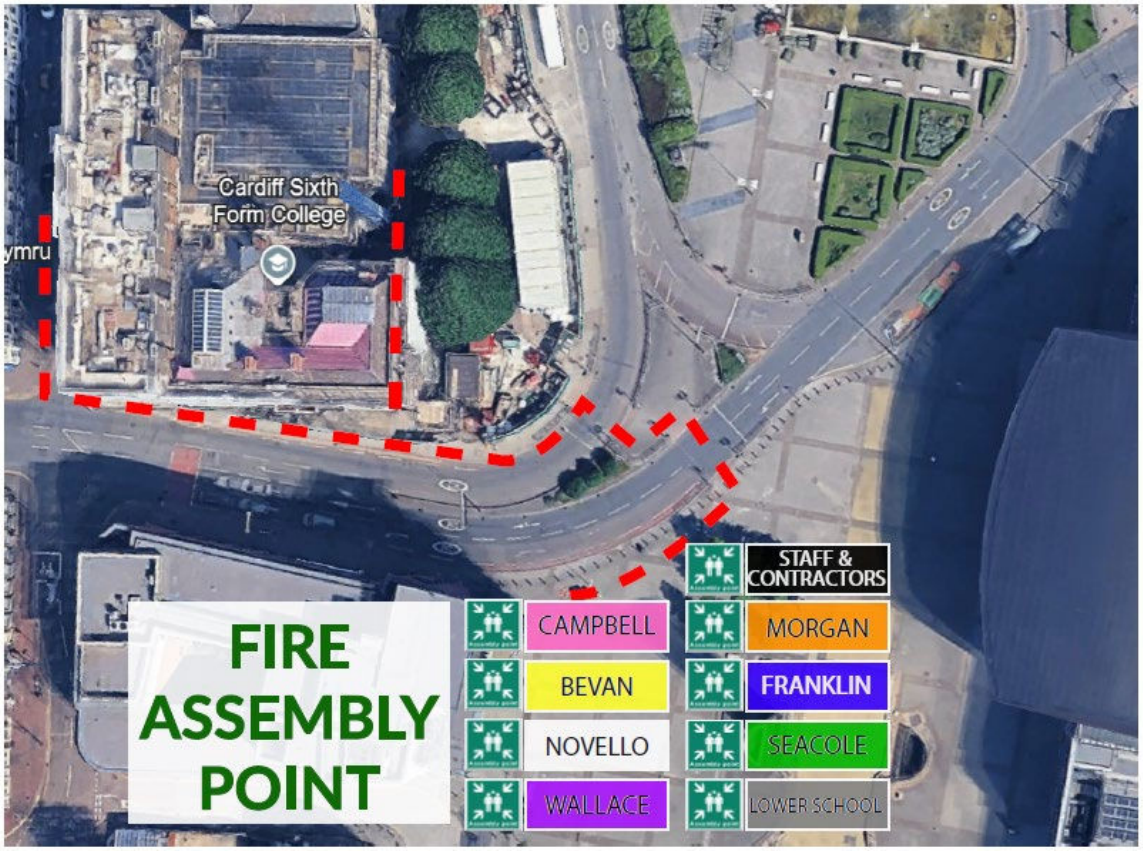
25.5.1 Anyone using work equipment must comply with the following:

- It is the duty of all colleagues to check any work equipment before use and to ensure they immediately report any problems with any work equipment to the College Services Manager. The Company can only take the necessary measures to rectify a problem if it is reported.
- Where applicable, work equipment is only to be used in accordance with any training given

and, where necessary, the manufacturer's instructions.

- Where guards, or other safety devices, are fitted they must be in good order and in position while the equipment is in use
- Only use the equipment in the manner for which it was intended.
- Any measures identified in the risk assessments must be in place.

Appendix A - Fire Safety





Appendix B: Supporting Students with Medical Conditions

1.0 Introduction

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.

2.0 Aims

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.

2.2 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.

2.3 In making, reviewing and implementing this policy the College has had regard to its ALN Policy.

3.0 Roles and responsibilities

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

3.2 The College's designated contact responsible for ensuring support for students with medical needs is the Assistant Principal. 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.

3.3 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.

3.4 **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.

3.5 **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).

3.6 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.

3.7 The College arrangements for administering medication are in line with the government guidance in Supporting Students in College with Medical Conditions.

3.8 The **Assistant Principal** 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.
- The Assistant Principal 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.
- **Parents/carers/guardians** are responsible for making sure that their student is well enough to attend the College.

- Normally any prescribed mediation 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 the boarding house.
- The College is responsible for requesting information concerning details of all students' medical conditions and care. However, parents should provide the Principal, Assistant Principal 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.
- 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.
- Where appropriate, parents/guardians will be involved in drawing up a healthcare plan for their student.

4.0 Specific medical issues

4.1 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.

4.2 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.

5.0 Monitoring and review

5.1 The Principal in conjunction with the Assistant Principal will determine the monitoring and review arrangements in the College.

5.2 The College Health and Safety Committee will consider the working of the policy and make any relevant recommendations to the Principal.

5.3 The Principal will report on the management and progress of the policy to the Governors and Managing Director.