



**Scope**

This policy applies to the whole College including EYFS.

**Policy Statement**

The Governors of Queen's College recognise and accept that under the Health and Safety at Work legislation they have a legal responsibility to provide, so far as is reasonably practicable, for the health, safety and welfare of employees of the College, and that they have certain duties towards pupils, the public and people who from time to time use the premises of the College:-

1. To provide and maintain safe and healthy places of work and systems and methods of work, with adequate facilities and arrangements for the welfare of all employees and pupils and to protect all employees, pupils and others including the public in so far as they come into contact with foreseeable work hazards.
2. To provide all employees and pupils with the information, instruction, training and supervision that they require to work safely and efficiently.
3. To develop safety awareness amongst all employees and pupils.
4. To provide a safe environment for all visitors to the College, bearing in mind that these visitors may not be aware of the risks arising from aspects of use of the College's facilities.
5. To encourage full and effective two-way consultation on health and safety matters through all teaching, administrative and domestic staff in the College and the College's Health and Safety Committee see (Annex A). This consultation will take place on a day-to-day basis on immediate needs with the appropriate member of staff.
6. To ensure that this policy is used as a practical document and that its contents are fully publicised.
7. To keep details of this policy under constant review and in line with changing health and safety practices and current legislation.

Information about specific aspects of Health and Safety contained in circulars or other documents from time to time should be brought to the attention of the College's Health and Safety Committee and through them to the attention of all relevant employees.

The Governors wish to remind all employees that, under Section 7 of the Act:

"It shall be the duty of every employee while at work:

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

The Governors have designated the Operations Director as the Safety Officer.

The address of the enforcing authority and of the Health and Safety Executive's Employment Medical Advisory Service is Health & Safety Executive, Inter City House, Mitchell Lane, Bristol, BS1 6AN.

Signed on behalf of the Governors ..... J N Birkett, Chairman                      Date     ... 1st December 2011.....



## **Health & Safety Organisation**

### **1. Premises**

The premises covered by this policy are all the College Buildings and all other premises and land owned by the College.

### **2. Organisation in the College**

- a. The Operations Director is responsible through the Headmaster to the College Governors for the Health and Safety of the employees, pupils and where appropriate, members of the public in relation to the running of the College, the College premises and the activities carried on there. He will be assisted in this by the College's professional advisers, all of whom may from time to time visit the College.

Taking this assistance into account, the Operations Director will monitor the effectiveness of this policy and its implementation at all levels. Where he thinks that significant modifications are necessary he will bring these to the attention of the Headmaster. To achieve this he must have the co-operation and support of all the College's employees at all levels.

- b. There is a standing Health and Safety Committee comprising representatives from academic, domestic and administrative areas of the College. The Operations Director chairs this Committee. A Governor shall sit on the Committee.

Certain staff are ex-officio members of the Committee and other staff may be appointed by the Headmaster.

The Committee shall meet at least once per term.

The Committee shall consider all matters relating to Health and Safety within the College. The College's professional advisers or their representatives may be invited to attend meetings of the Committee.

- c. The Operations Director is responsible through the Headmaster to the Governors for matters relating to the maintenance of grounds and buildings owned by the College, provision of means of escape and prevention of the spread of fire in existing buildings, access generally and all equipment, plant and machinery operated by the College.

The Operations Director is responsible through the Headmaster to the Governors for ensuring that the planning and design of all new structural projects takes into account Health and Safety aspects of current Building Regulations, recommendations of the Department for Education, and Regulations and Approved Codes of Practice made under the Act.

The Operations Director is responsible through the Headmaster to the Governors for ensuring that the catering staff, cleaners, caretakers, grounds, maintenance and other non-teaching staff are aware of the aspects of this Policy which affect them. He is responsible for monitoring regularly the maintenance of means of escape, effectiveness of alarm systems and the positioning of appropriate fire extinguishers. He is responsible, in consultation with Houseparents, Heads of Departments and other staff responsible for escape procedures, to ensure that action is taken in respect of those decisions made by the Health and Safety Committee which relate to premises and fire.

- d. The Head of each Administrative Department—ie. Domestic Manager, Head Groundsman, etc.—is responsible to the Operations Director for ensuring:

- i That the Department is run according to the standards of this policy and that staff working in the Department are aware of the contents of relevant circulars, guidance and other information.
- ii That each member of staff working in the Department understands the practical application of this Policy and the extent to which it applies within the Department and in relation to other duties arising out of their employment at the College.
- iii That each member of staff in the Department is aware of the importance of achieving high standards of safety and where appropriate is provided with the necessary encouragement and time for this to be achieved.
- iv that all necessary risk assessments are carried out in accordance with this Policy.

- e. The Head of each Academic Department is responsible to the Headmaster for ensuring:

- i That the Department is run according to the standards of this Policy and that assistant teachers and technicians working in the Department are aware of the contents of relevant circulars, guidance and other information.



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- ii That each assistant teacher and technician working in the Department understands the practical application of this Policy and the extent to which it applies within the Department and in relation to other duties arising out of their employment at the College.
  - iii That each assistant teacher and technician in the Department is aware of the importance of achieving high standards of safety and where appropriate is provided with the necessary encouragement and time for this to be achieved.
  - iv Heads of Departments should make themselves aware of the Health and Safety aspects of the various sciences, and/or practical work related to their subjects, taking into account current practices and requirements of the Enforcing Authorities and professional Associations. They should be familiar with current recommendations on uses and controls of equipment and chemicals, their storage and the extent to which certain chemicals are no longer required by various syllabi. All staff who teach science and all science technicians should be familiar with the relevant CLEAPSS publications.
  - v That all necessary risk assessments are carried out in accordance with this Policy.
- f. The Laboratory Technicians are responsible to the Head of Department for the security of all materials used in the science departments and for ensuring that all stores are kept securely locked except when the materials are actually being used.
- g. Houseparents have a particular responsibility for the security of means of escape in case of fire at night and this responsibility must take precedence over all others.
- h. All employees of the College have a duty:
- i To notify the Operations Director if they consider the condition of buildings, grounds, furniture or equipment to be unsafe by means of the Unsafe Condition or Incident Report form (Annex B).
  - ii To notify the Operations Director of any accident in which they are involved and which occurs on College premises.
  - iii To ensure that anyone injured on College premises receives first aid or, if relevant, is immediately taken to hospital.
  - iv To make themselves familiar on a continuing basis with means of escape, fire alarm systems, evacuation procedures and other associated matters. Most employees will have specific duties during fire practices and evacuations.
  - v Carry out a risk assessment for any activity in which they are involved. A Risk Assessment chart is attached at Annex C. Such risk assessments are to be retained in the department.

**3. Specific Provisions**

The following specific aspects of this Policy are drawn to the attention of all employees.

**Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 (RIDDOR)**

Accident books are held in Senior School, Junior School, Pre-Prep School, Domestic Manager's office, Operations Director's Office and Medical Centre. Certain incidents are reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)— see Annex D — and an Accident Report form filed in the Medical Centre.

**Control of Substances Hazardous to Health (COSHH)**

The attention of all employees is drawn to the Control of Substances Hazardous to Health (COSHH) Regulations 2003. These regulations are the subject of Annex E and those affected are to take the necessary action to ensure compliance.

**Medical Provision**

The College maintains full medical services throughout the working day (8 a.m. to 9.30 p.m.) Monday – Friday, with an on-call service outside these hours. Adequate medical cover is provided when College teams are involved in matches at weekends. First aid services are provided during working hours during College holidays. The Medical Centre, on the first floor of the kitchen wing of the Main Building, is the immediate centre for medical and first aid treatment. During term time a Sister (RGN) is in attendance for the hours stated above. Broken bones, unconsciousness and eye injuries **MUST ALWAYS** be reported to the Medical Centre and injuries sustained through falls, knocks or lifting loads should be reported however trivial they may appear at the time. Cuts, burns and other minor injuries should be reported unless they are exceptionally trivial.

Adequate medical cover is provided 24-hours a day during term time.

During College holidays, individuals requiring first aid treatment should contact the Operations Director (extension 203 or 01823 340800). In his absence, contact the Security Manager's office (219 or 01823 340875).



### **Fire Safety**

Fire is probably the most serious hazard in the College and all members of staff must be aware of the dangers and fully aware of escape routes and evacuation procedures.

The College has carried out fire risk assessments and is regularly inspected by the local Fire Officer. There are automatic sensing and warning devices in most buildings. In the Main Building, the devices are linked to an addressable system which reports faults and indicates the location of a triggered device. In all other buildings the sensing and alarm devices are linked to control boxes which require manual checks. These checks are conducted on a weekly basis in term time and once during each vacation. Any activation of the system or false alarm is to be reported to the Operations Director and recorded in the appropriate log.

There is a full range of fire extinguishers at numerous points throughout the College, with powder or CO2 extinguishers in areas where there may be a danger of electrical fires. All extinguishers are checked annually under contract and inspection certificates are held by the Operations Director.

Detailed fire orders for each building are contained within the Staff Handbook.

Day-time fire drills are held at least once per term and all staff must join in with pupils in evacuating the buildings as quickly as possible. The Operations Director will maintain a record of all drills carried out in the Main Building and Queen's Hall, and will take steps to rectify any defects notified. Records of Junior and Pre-Prep & Nursery drills and those carried out in other buildings are to be maintained by the respective Heads. Defects and deficiencies must be reported promptly to the Operations Director.

It is the responsibility of each Houseparent to draw up detailed Fire Orders for his or her House, which take into account the particular geography and circumstances of the House. (An outline plan is given at Annex F.) These Orders are to be prominently displayed in all principal areas of the House and all occupants are to be thoroughly conversant within them. Copies of these detailed Orders are to be lodged with the Operations Director for inclusion in the Fire Risk Assessment and Health and Safety files. It is the responsibility of each Boarding Houseparent to carry out night-time fire evacuation drills in each school term and to maintain the appropriate record book; defects and deficiencies must be reported promptly to the Operations Director.

It is recommended that all Houseparents and Heads of Departments familiarise themselves with the contents of the Fire Protection Association's booklet, "Fire Safety Management in Hotels and Boarding Houses" and the DES booklet, "Fire and the Design of Educational Buildings".

Coomber Security Systems Ltd, Deane Gate Lodge, Deane Gate Avenue, Taunton, Somerset, TA1 2UH, are responsible for the maintenance of all sensing and alarm systems. Their telephone number is 01823 282888 (24 hours).

Taunton Fire Protection Services (tel 01823 339733) is responsible for the maintenance of all extinguishers.

### **Electrical Equipment**

Electrical equipment is a serious source of accidents because of the inherent danger of electricity and because of the danger of fire resulting from the mis-use of equipment and wiring.

The fixed electrical installation has been inspected and will be re-inspected at regular intervals.

The College is required to keep an up-to-date record of all its electrical equipment. This is used as a checklist for regular safety checks. If any new electrical equipment is obtained, or old equipment is scrapped, or equipment is permanently moved to a different part of the College, it is essential that a written note is sent promptly to the Operations Director, so that the record can be updated.

All electrical equipment purchased by or for the College is to meet the appropriate British Standard specification.

No item of portable electric equipment may be used in the College or any of its residences until it has passed an electrical inspection (Portable Appliance Testing - PAT) by the College Electrician or other qualified electrician. This applies to *every* item of electrical equipment on or brought onto the site whether by staff or pupils, and regardless of ownership. Having been checked, each item will have a label attached to it indicating that it has been checked and giving a 'next due' date. Subsequent PAT tests will then be carried out at least annually and the Operations Director will arrange the scheduling of these routine inspections. Requests for PAT tests should be made through the Operations Director. Any new items must be reported to the Operations Director and scheduled for testing.

Pupils must be made aware of this regulation and regularly reminded of it. Day and Boarding Houseparents must ensure that this regulation is strictly adhered to within their areas of responsibility.



## **Health & Safety**

Extension leads can be used only with the prior approval of the Houseparents or Head of Department, who should consult the Operations Director if in doubt. Extension leads on reels must not be used at any time. Two- or three-way extension plugs should not be used under normal circumstances. However, if correctly fused and if inspected by a qualified Electrician, two-way adapters can be allowed, if essential. Extension leads and adapters must have been subject to the PAT procedure.

Electrical equipment, except for bedside clocks, must not be left switched on when unattended. Care should be taken to ensure that drapes, posters and other flammable material are not allowed to cover electrical points or equipment.

### **Display Screen Equipment (DSE)**

Although work with DSE is not generally regarded as high risk, it can lead to muscular and certain other physical problems such as visual fatigue and mental stress. It should be noted that where these problems do occur they can usually be overcome by good ergonomic design of equipment and furniture and by improved working environment and work content.

An employee is regarded as a 'user' if he habitually uses such equipment as a significant part of his normal work. Risk assessments on these items must be carried out to ensure that the user is not put at risk.

The daily routine of users should be planned in such a way that a user:

- has periodic breaks from using DSE and where activities undertaken during these breaks do not involve broadly similar use of hands or arms.
- takes a break before he/she becomes fatigued
- breaks should be part of working hours
- short, frequent breaks are preferable to less frequent, longer breaks
- users should be allowed some discretion if possible in how they carry out their tasks throughout the working day.

The College is responsible for providing a user with an appropriate eye and eyesight test if requested. This must be carried out by a competent person and should be repeated at regular intervals. Where necessary for work, the employee will be provided with corrective lenses at the College's expense. The College requires that eye and eyesight tests and the provision of glasses be carried out by an approved optician in Taunton. Before booking an eye test, staff are to contact the Human Resources Administrator.

### **Machinery and Equipment**

Machinery and equipment, including all kitchen equipment, should be suitable for the use to which it is put in the College and used only by those trained in its use. Heads of Departments are responsible for ensuring that their staff are properly trained in the use of equipment and that a record of training is kept on file.

Heads of Departments are responsible for checking the equipment in their department on a regular basis — monthly during term time and once before the start of each term. Full records of these checks are to be made and retained by the Head of Department. Any faults must be reported to the Operations Director immediately they are identified and it is the responsibility of the Head of Department to take such equipment out of use if there is any doubt about its safety. Some equipment will need regular servicing to keep it in a safe condition. Where this is the case, servicing must be arranged and full records of the servicing made and retained by the Head of Department.

### **Noise**

Excessive noise accelerates hearing loss, increases pulse rate, blood pressure and breathing rate. Regulations require action if noise levels reach 85dB(A) for a significant part of the working day. Ear defenders are to be worn at all times when working in a noisy environment above these levels.

Any incidence of excessive noise should be reported to the Operations Director's Office which will undertake an investigation and record details of the incident.

### **Personal Protective Equipment**

Personal Protective Equipment is required in several locations around the College as well as being required by the pupils and staff during science and technology lessons. It is the responsibility of the Heads of Departments to assess the need for personal protective equipment and to issue equipment as required. A record must be kept of all issues giving details of the equipment issued, the circumstances of the issue and the name of the person receiving the equipment. When the equipment is returned it should be checked and its condition recorded.

Use of personal protective equipment in teaching and specific circumstances is dealt with in Section 4 – Teaching and Departmental Provisions.

Heads of Departments must ensure that personal protective equipment in their care is well maintained, is held in sufficient quantity and that staff and pupils are fully instructed in its use.



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**Dangerous Substances**

Hazards may be biological, chemical or physical and may include the risk of fire or explosion. Some hazards may be such when purchased (eg. a hazard pictogram may be part of the product label). Some hazards can be produced by work in the College, eg. wood dust.

Heads of Departments must identify all dangerous substances in their care or produced by them and must take all possible steps to eliminate or reduce the associated risk. Special, secure storage must be provided if necessary and the Operations Director must be notified of all dangerous substances held on site. Heads of Departments are to maintain records of dangerous substances in their care. Such records must identify the substance and the risk and must record all issues and receipts of the substance. The record must show clearly the date of the issue or receipt, the person to whom the issue or receipt was made and the quantity issued or received. A running total held in stock must also be recorded.

Wherever possible, posters are to be displayed identifying the substance, explaining the risks and identifying preventative or remedial action. If necessary, staff and/or pupils are to be given instruction by the Head of Department or, in special cases by the Head of Chemistry, in handling specific substances. Heads of Departments must notify the Operations Director of special requirements for handling dangerous substances or for dealing with spillages etc. of such substances. Gases and fluids under pressure must not be brought into the College site without the prior approval of the Operations Director. Such substances will be allowed only if there are adequate provisions for their safe storage.

**Housekeeping and Premises**

Many accidents occur because of poor housekeeping and the College is aware of its responsibility to maintain a safe and clean workplace.

The Domestic Manager is responsible for the cleanliness of the site, including the disposal of waste. All rooms, including toilet areas, are cleaned on a daily basis. Waste and refuse is removed to central collection points, also on a daily basis. Collection from these points is made by contractors on a weekly basis, or more frequently if required. The Domestic Manager is responsible for the general tidiness of the site, but Heads of Departments must accept responsibility for their own departments. Heads of Departments will be expected to maintain clean and tidy work areas and any difficulties encountered must be reported immediately to the Domestic Manager.

The College has in place a hazard reporting system under which defects can be reported by staff to the appropriate Head of Department who then completes the necessary Maintenance Request Form which is passed to the Operations Director for action.

Each Department should conduct an annual premises inspection during the last weeks of the Summer Term, passing any resulting maintenance requests to the Operations Director before the end of term. This will enable these requests to be prioritised with other summer holiday work.

**Training**

Good training ensures that employees are competent to carry out their duties, thus reducing the risk to both health and safety. In hazardous situations special training may be necessary.

Heads of Departments must ensure that all new staff are trained in the use of equipment and procedures relevant to that department. Such training can be given by outside bodies, the Head of Department or a senior or experienced member of the department. A record of the training must be kept and this should be signed by the member of staff to acknowledge that he has received the training. If specialist training is required, the Head of Department must identify to the Operations Director's Office the staff requiring the training and the reasons for such training.

**Hot Work**

One of the major hazards of any building works derives from "hot works" on site. A 'Hot Work' control system is in place and is managed by the Operations Director. This system is designed to ensure that:

- a register of all hot works is maintained;
- the area is cleared of combustible materials, including opposite sides of walls and partitions, before work commences;
- careful watch is maintained throughout the process and suitable extinguishers are on hand;
- wooden flooring and other combustible material which is not movable is covered;
- the work area is screened if welding or grinding is taking place;
- gas cylinders are secured vertically and fitted with flashback arresters;
- tar boilers are supervised by experienced operatives and only taken onto roofs in exceptional circumstances;
- the work area is re-examined an hour after hot work has been completed.

## **Queen's College, Taunton**

### **General Purposes Policies**



#### **Health & Safety**

Hot work permits are required for any task of this nature carried out on Queen's College premises. The rules governing hot work are displayed in all maintenance staff workshops and must be rigorously adhered to. The Hot Work Permit Checklist is at Annex G and an example of the Hot Work Permit is at Annex H.

#### **Transport on Site**

The main College site is cramped and has very limited parking. To minimise hazards to pedestrians a 5mph speed limit is imposed throughout the campus, speed humps are located in strategic positions, one way systems are in place wherever possible, delivery vehicles are requested through signage to enter via the Headmaster's entrance. Parking is restricted so far as is possible to designated areas. When the Queen's Hall is in use care is taken to ensure emergency vehicles have access via the Headmaster's entrance to the site.

The Porters use a number of small vehicles for transporting equipment around the site. The nature of such work requires that they may depart from normal vehicular routes and may require to park temporarily close to buildings during deliveries. Similarly, grounds vehicles necessarily depart from metalled surfaces. Drivers of all such vehicles must take all reasonable precautions to ensure the safety of pedestrians and other road users.

All drivers are to exercise extreme care when driving on the site and are to fully observe all speed limits and parking restrictions, and should give way to pedestrians at all times.

#### **Personal Security**

It is not practical to restrict access to the site. Visitors should report to the reception in the Main Building, in the Junior School, to the Security Manager or to the Operations Director. Those who will be moving around the site unaccompanied should be issued with a pass which they should wear prominently at all times, and return to reception when their visit is completed. Those who will be accompanied throughout their time on the site need not be issued with a pass.

Unwelcome visitors may at times enter the site, and staff should be alert to this possibility, and should be observant. Unrecognised individuals should be approached in a courteous manner and escorted to their destination where they should be passed on to the appropriate member of staff. Staff should escort those who appear to have no genuine reason for being on site to School Office.

If a member of staff witnesses a theft or other law-breaking activity they should immediately dial 999 and inform the police.

If a member of staff is working alone in a building outside normal working hours, he/she should inform a colleague and should lock the entrance door(s) to that building while they are in it, and again on leaving.

#### **Security of Equipment**

All members of staff have a responsibility to safeguard College property. To that end no item of College property should be left in a position where it may be damaged or stolen. At all times, when leaving a room empty, or inadequately manned (e.g. staff common rooms), the door is to be closed and locked to prevent unauthorised access. Similarly, outside normal school hours, staff entering or leaving a building must lock the door behind them and ensure that the door will not open. Do not rely on automatic door closers to shut a door—they do not always fully close—close it yourself and check that it is locked.

#### **Slips, Trips and Falls**

It is not possible to prevent slips, trips and falls. The College takes reasonable steps to eliminate any unnecessary hazards, and has in place a reporting procedure where such hazards are identified. However, staff, pupils and visitors have a responsibility to act sensibly and not take risks while on the site by, for example not running along corridors or on stairs and not walking in areas which are insufficiently illuminated by fixed lighting or by a hand-held torch.

#### **Asbestos**

A full survey of the site was completed in February 2004. An up-to-date survey will be completed in 2011. The College operates an [Asbestos Management Policy](#).

#### **Legionella**

A full survey of the site was completed in February 2004 and subsequent checks are carried out at the required intervals. The College operates a [Legionella Policy](#).

#### **Contractors**

All contractors are to report to the Operations Director on arrival on site. All contractors' staff are to be issued with a College pass. Contractors are required to carry out a risk analysis of the work to be done on site prior to starting work, along with a work method approved by the College. See also 'Hot Work' above.



Pressure vessels are tested annually and are issued with an inspection certificate as required by the insurers. Only staff qualified in the operation of pressure vessels are to use them

**Work Experience**

The College welcomes individuals on work experience who are sponsored by a school, college or university. Notification should be received in sufficient time to carry out an Enhanced CRB Disclosure on the individual. Where no Disclosure has been obtained, the individual must be supervised *at all times* by a member of the College staff. People on work experience are treated as employees during their time at Queen's as far as health & safety is concerned and are to be fully briefed by the Head of the Department in which they are placed on College health and safety procedures.

**Sun Protection**

The School is obliged to remind staff of the dangers of exposure to the sun. Staff should take appropriate precautions if they are likely to be in the sun. The use of a suitable hat and/or sunscreen are recommended. While applicable to everyone, sports staff and groundstaff should be particularly vigilant.

**4. Teaching and departmental provisions**

**General - Eyes**

There is no specific legislation identifying the type of eye protection to be worn in schools. EN166 (and BS2092) has been approved and provides for various specific grades of eye protection varying from general purpose impact grades to those which give adequate protection against chemicals and molten metal.

At Queen's, goggles to EN166 (or BS2092) must be worn by teachers, technicians and pupils in laboratories when they observe or take part in operations involving chemicals in which there is a risk of dust, sparks, chemical splashes or flying particles affecting the eyes and in art studios and craft workshops for any activity for which goggles are recommended in the Department for Education pamphlet, "Safety in Practical Studies".

Laboratory technicians must wear a face shield or 8-inch visor to EN166 (or BS2092) when handling large quantities of chemicals for dispensing or clearing up after spillages.

Grounds and maintenance staff must wear EN166 (or BS2092) goggles or a face shield during any operation involving a risk to the eyes.

**Science**

It is the College's policy to follow the recommendations of the DfES as set out in the publication, "Safety in Science Education" as updated in the Administrative Circulars to Schools issued from time to time. It is also the College's policy to follow the recommendations of the Association for Science Education in the publication "Topics in Safety" published in 1988.

**Art, Pottery and CDT**

It is the College's policy to follow the recommendations of the DfES as set out in the publication, "Safety in Practical Studies" (HMSO) and "A Guide to Safe Practice in Art and Design" (DfES), as amended and updated from time to time.

**Games, PE and Outdoor Pursuits**

It is the College's policy to follow the recommendations of the BAACPE as set out in the publication, "Safety in Physical Education" and DfES publication "Safety in Outdoor Education", as amended and updated from time to time.

**Out-of-School Trips and Activities**

The College has published a separate document, "[Guidance for Off-Site Visits](#)", the contents of which are to be adhered to whenever pupils are taken out of the College as part of the normal curriculum or co-curriculum.

**Kitchens**

It is the College's policy to follow the recommendations of the Health and Safety Executive as set out in the publications, "Safety for Hotel and Catering Employees" and "Catering Safety—Food Preparation Machinery", as amended and updated from time to time.



### **Boiler Rooms**

Because of their temperature and location in extensive basement areas, boiler rooms may seem to be ideal for storage. Boilers carry an inherent risk. Accordingly, boiler rooms must *not* be used for storage:

- of any combustible material;
- of highly flammable material such as thermostatic plastic, flexible foam packaging material and polystyrene, anywhere in the boiler area.

Any asbestos material will either be properly sealed or removed and signed for. Once this work has been completed, all subsequent mechanical damage to the insulation of the pipes must be reported to the Operations Director immediately. (See also Section 3 – Specific Provisions: Asbestos).

If the boiler is in a basement, horizontal separation between it and the building must be to a one-hour fire resistance. This requirement extends to the doors, walls and ceiling of the stairwell leading to the boiler basement. The door to the boiler houses must normally be kept locked.

Any electrical wiring of a temporary nature must be replaced by permanent installation.

### **Electrical Appliances**

See Section 3 – Specific Provisions: Electrical Equipment.

### **Control of Radioactive Materials**

The College is under a duty to limit the extent to which teaching staff are exposed to these materials and the teaching staff are under a duty to use these materials in such a way as to limit their own exposure. The College has an appointed Radiation Protection Adviser (RPA) and the Head of Science must appoint an appropriate member of staff as Radiation Protection Supervisor (RPS). This member of staff must have sufficient knowledge of the properties of radioactive materials and must also have knowledge of the teaching requirements.

The Radiation Protection Supervisor is responsible for preparing rules which will set the standards of control and use within the College as follows:

- isotope inventory and location;
- location of storage with account being taken of fire resistance, corrosiveness of the storage environment, and security;
- the named person in charge of the security for storage;
- a brief description of the intended use of the isotopes in the syllabus;
- the methods of handling the isotopes to be contained in detailed risk assessments;
- confirmation that the Fire Authority has been told of the isotope storage location;
- steps to be taken in the event of an emergency;
- arrangements for leak testing;
- arrangements for disposal.

The Science Co-ordinator and the Radiation Protection Supervisor are to be familiar with the DfES Administrative Memorandum, "The Use of Ionising Radiation in Education Establishments in England and Wales".

### **Control of Hazardous Substances**

The attention of all employees is again drawn to the Control of Substances Hazardous to Health (COSHH) Regulations 2003. These regulations are the subject of Annex E and those affected are to take the necessary action to ensure compliance.

### **Use and Storage of Pesticides**

All pesticides, fertilisers and other environmental chemicals are to be stored in a suitable lockable store in accordance with the guidelines contained in the HM Agricultural Inspectorate annex, "Storage of Pesticides on Farms and Similar Premises" produced by the Health & Safety Executive. They should be used strictly in accordance with the manufacturer's printed instructions and with suitable protective clothing. It is also recommended that the College follows the guidance contained in the, "Code of Practice for use of Approved Pesticides in Amenity Areas" available from The Secretary, National Turfgrass Council, 3 Ferrends Park Way, Harden, Bingley, West Yorkshire, BD16 1HZ.

### **Swimming Pool**

The Supervisor of the pool must be familiar with the most up to date Health & Safety Executive publication, "Safety in Swimming Pools", and the College's Swimming Pool Operating Procedures at Annex I.



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**Ladders, Step-Ladders and Towers**

Ladders and step-ladders must not be used by pupils unless under the strictest supervision of a member of staff. Ladders and step-ladders should only be used after careful assessment. In general, ladders are not to be used for working at heights above 5 metres and persons working on a ladder are to be accompanied by someone on the ground. If ladders are being used for working at heights above 4 metres they are to be carefully secured.

The College has tower systems and these should be used for working at heights above 5 metres. Towers must be erected and inspected by trained employees and must not be used by pupils unless under the strictest supervision of a member of staff. Each tower must be used in accordance with normal procedures and should be clamped and secured before use. Access to the tower must be by a ladder.

The 'tallescope' provided in the Performing Arts Centre is to provide access to lanterns and sound equipment in the Performing Arts Centre. It may be used by or under the strict supervision of a member of staff who is qualified in its use and has been authorised by the College to use it.

Instructions on the use of the tallescope are attached on the apparatus itself and copies are held in the store and by inducted members of staff. The tallescope is subject to annual inspections to ensure it is safe to be used; this inspection will be arranged by the Operations Director.

If work is required at heights above 10 metres, professional scaffolding must be used.

**Grinding Wheels**

Grinding wheels can be dangerous and are to be changed and used only by persons fully trained in these functions. The College has grinding wheels in both the maintenance department and the DT Department, and the Heads of both Departments must be fully familiar with the HSE publication, "Safety in the Use of Abrasive Wheels".

**Heavy Objects**

Attempting to lift or move heavy objects is one of the most common causes of injury in the work place. All pupils and employees must be aware of this and must not attempt to move an object if the job is beyond their normal ability. Obviously, individual ability will vary widely but in all circumstances the following rules must be adhered to:

- always lift with a straight back—never bend.
- IF IN DOUBT, GET HELP.

Where significant risk is identified, risk assessments must be committed to writing. Hoists or lifting equipment are to be used only by qualified or trained personnel who are familiar with, "Lifting Operations and Lifting Equipment Regulations 1998". Pupils are not allowed to operate lifting equipment.

**Minibuses**

The College publication, "[Minibus Operating Procedures](#)" specifies the rules and procedures governing the use of minibuses used by the College, whether owned by, leased or hired to the College.

**Publications**

Copies of documents and publications, as amended from time to time, should be held by departments concerned. Copies of all documents and publications mentioned in this policy document are held by the Operations Director for consultation as necessary. A list of useful numbers can be found at Annex J.

November 2011



## **Health and Safety Committee**

The College has followed the strong advice of the Health & Safety Executive (HSE) and has established a Health and Safety Committee.

### **Purpose**

The main function of the Committee is to review the measures taken to ensure the health and safety (H&S) of employees, pupils, the public and other people who from time to time use the premises of the School. This is done by making risk assessments, analysing accidents, monitoring safety arrangements and making appropriate safety recommendations.

The Committee is composed of Health and Safety Representatives from the academic and support areas of the College. The Operations Director, as the designated Safety Officer, is the Chairman of the Committee. The Committee will meet at least once per term.

### **Functions**

The functions of the Committee are to include:

1. Assisting in the development of safety rules and safe systems of work.
2. Studying the notifiable diseases and accident statistics and trends, so that reports may be made to the College Management on unsafe and unhealthy conditions and practices, together with recommendations for corrective action.
3. Examination of safety audit reports.
4. Consideration of reports and factual information provided by inspectors of the enforcing authority appointed under the Act.
5. Consideration of any reports which H&S Representatives may wish to submit.
6. Monitoring the effectiveness of the health and content of employee training.
7. Providing a link with the appropriate inspectorates of the enforcing authority.

Note that none of these functions replaces the College's central responsibility of ensuring the health and safety of its employees. The work of the H&S Committee is to augment these arrangements. The Committee is not an additional arm of the employer, it is an advisory, and not an executive, body.

### **Safety Representatives**

H&S Representatives may be appointed by the College and may be union representatives.

In addition to attending H&S Committee meetings, the functions of an H&S Representative are as follows:

1. To investigate accidents, potential hazards and dangerous occurrences at the workplace.
2. To investigate any health and safety complaint by an employee.
3. To make representations to the employer on any matter relating to general health and safety matters arising from 1 and 2 above.
4. To carry out inspections following accidents and also to carry out regular formal inspections of the workplace.
5. To represent employees in consultation with inspectors from the HSE or any other enforcing authority.
6. To receive health and safety information from the employer and/or from inspectors.
7. To carry out specific health and safety duties as required of them by the College.

The following information will be made available to H&S Representatives:

1. Details and records of accidents, notifiable diseases and dangerous occurrences.
2. The results of any health and safety tests or measurements at the workplace.



3. Information which is provided by manufacturers and suppliers about articles and substances which are used at work.
4. Any relevant technical information about health and safety hazards.
5. Information about any proposed changes which may affect the health and safety of employees, pupils or other persons on the College site.

H&S Representatives carry no legal liability as they carry out these functions, but they do have the same health and safety responsibilities as any employee.

H&S Representatives are expected to take all reasonable practicable steps to keep themselves informed about health and safety legislation and they should be aware of any particular hazards which might arise at their workplace and how to eliminate or minimise them. They should be familiar with the College's Health and Safety Policy and the organisation and arrangements which are required in order to put the policy into effect.



**UNSAFE CONDITION or INCIDENT REPORT**

This concerns:

- o Near accident to a person
- o Damage to plant or equipment
- o Loss of material
- o Safety

**Details of Incident:**

Name of person reporting:

Location:

Date:

Time:

Reported to Superior: ..... (name)

..... Date

**Action Taken:**

Signature: .....

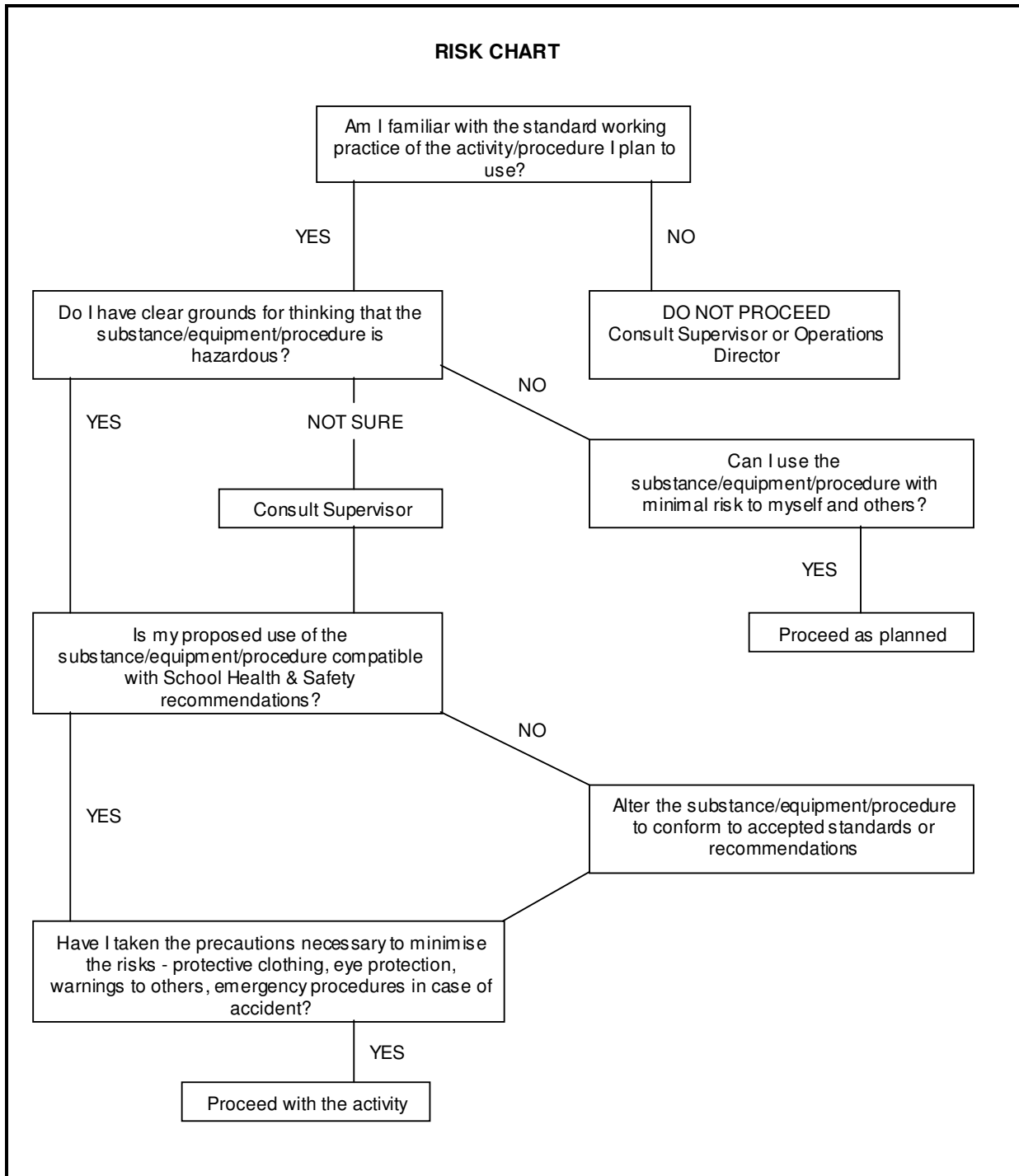
Date .....



**ASSESSMENT OF RISK**

This risk chart should be used whenever there is any doubt at all about the safety of a procedure being undertaken. It is vital that the guidelines are followed exactly.

**DO NOT TAKE CHANCES**





**THE REPORTING OF INJURIES, DISEASES AND  
DANGEROUS OCCURRENCES REGULATIONS (RIDDOR)**

These regulations impose particular responsibilities on employers and relate to both employees and College pupils.

The regulations are relatively complex and no attempt has been made to reproduce them in this Appendix. A copy is held in the Operations Director's Office for inspection and those Departments which are more exposed to risk, (e.g. laboratories, workshops, etc.) may borrow them as required.

The Operations Director's Office will undertake the reporting of incidents to the Health & Safety Executive on receipt of information from Departments and/or the College Medical Centre. Essentially, information is required in the following cases:

1. Employees (not including pupils)
  - a. Fatal or specified major injury or condition.
  - b. Injury causing incapacity for more than three days.
2. Persons on the Premises other than Employees (including pupils)
  - a. Fatal or specified major injury condition.
  - b. Where a pupil is taken to hospital for treatment.

The term "specified major injury" is fully defined in the regulation, but as a guide, includes:

- Most fractures
- Amputation
- Certain eye injuries
- Burns and electrical shock
- Injury which results in attendance at Casualty in a hospital or immediate admission to hospital for more than 24 hours.

The term "condition" is also defined in the Regulations under the heading of Reportable Diseases. In the main, these are categorised under:

- Poisoning
- Skin diseases
- Lung diseases

This is a specialised area and full details are held by the College Sister.

If in doubt, report the accident or occurrence.



**ANNEX E**

**CONTROL OF SUBSTANCES HAZARDOUS TO  
HEALTH REGULATIONS (COSHH)**

The greater part of the COSHH Regulations are intended to protect employees from the effects of working with substances hazardous to health and have been in force since 1989. These Regulations build on the Health and Safety at Work Act's general requirements for the protection of staff and pupils' health, and should be consistent with existing good safety practices.

While staff and pupils in schools are not exposed to hazardous substances to the same degree as some industrial and other workers, the Regulations still apply to schools and some measures will be needed. Certain regulations also relate to the protection of non-employees, particularly pupils.

The COSHH Regulations will require all employers to carry out assessments in order to prevent or, when this is not practicable, to adequately control exposure to those substances which are used in the workplace and which will be hazardous to health. In schools, such substances (i.e. those marked irritant, corrosive, harmful, toxic, very toxic, or poison) will be found in laboratories, practical workshops, cleaners' cupboards, etc., but may also be created by practical work such as wood dust from machining, the products of chemical experiments, work with micro-organisms, etc.

The principal duties under COSHH rest with an employer, but employees have related duties requiring them to make full and proper use of control measures, personal protective equipment, etc. and to report defects to their employer.

The Regulations will require suitable and sufficient assessment of risks to health from exposure to substances used or created in schools and the steps needed to meet the requirements of COSHH. The assessment involves working out the chances (i.e. the risk) of any substance causing harm in the actual circumstances of its use or production and in the light of that, determining the precautions which are needed.

Under the Regulations, employers must ensure that exposure to substances hazardous to health is either prevented or adequately controlled. The Regulations specifically state that prevention of exposure, if reasonably practicable, should take precedence over control measures.

If prevention is not reasonably practicable, adequate control will be necessary. The Regulations will require that controls other than personal protective equipment are used so far as is reasonably practicable. Fume cupboards or exhaust ventilation on wood working machines should therefore take precedence over fume or dust masks. However, if this type of control measure is not reasonably practicable or is not adequate when used alone, then personal protective equipment should be adopted.



**ANNEX F**

**HOUSE FIRE ORDERS — GENERAL**

The purpose of these orders is to give general guidance to Houseparents and other House staff on the factors to be considered in the event of fire or other similar emergency. They are not a substitute for the detailed Fire Orders referred to in Section 3 of the attached Policy Statement, but are intended to be complementary thereto.

1. The over-riding principle must always be the preservation of life and the minimising of risk.
2. On discovery of a fire, the first action should be to alert all in the immediate vicinity and to activate the nearest fire alarm.
3. Telephone the Fire Service by means of a 999 call.
4. The buildings should be evacuated immediately.
5. Fire extinguishers are provided to put out small fires. IF TIME ALLOWS and if the fire is of a very limited nature, an attempt may be made to put it out using the equipment provided. IF THERE IS ANY DOUBT WHATSOEVER—LEAVE THE BUILDING IMMEDIATELY.
6. On leaving, all doors and, where possible, all windows should be closed.
7. There should be a designated assembly point at a safe distance from the building. It should be chosen so as not to impede fire, police or ambulance services.
8. A roll call must be taken as soon as evacuation is complete. The whereabouts of pupils and staff not present at the roll call should be established and the Fire Officer must be notified.
9. Detailed House Fire Orders must be quite specific in terms of exit routes from areas within the House. "The nearest available exit" is not an adequate instruction and may lead to confusion.
10. The Headmaster and the Operations Director, or if they are unavailable, their deputies must be informed as soon as practicable.



**HOT WORK PERMIT CHECKLIST**

*CAN THIS JOB BE AVOIDED? IS THERE A SAFER WAY?*

*(The person carrying out this check should tick the appropriate boxes.)*

Fire protection

Where sprinklers are installed they are operative?

A trained person not directly involved with the work will provide a continuous fire watch during the period of hot work and for at least one hour after it ceases, in the work area and those adjoining areas to which sparks and heat may spread.

At least two suitable extinguishers or a hose reel are immediately available. Both the personnel undertaking the work and providing the fire watch are trained in their use.

Personnel involved with the work and providing the fire watch are familiar with the means of escape and method of raising the alarm/calling the fire brigade.

Precautions within 10 metres (minimum) of the work

Combustible materials have been cleared from the area. Where materials cannot be removed, protection has been provided by non combustible or purpose made blankets, drapes or screens.

Flammable liquids have been removed from the area.

Floors have been swept clean.

Combustible floors have been covered with overlapping sheets of non-combustible material or wetted and liberally covered with sand. All openings and gaps (combustible floors or otherwise) are adequately covered.

Protection (non combustible or purpose made blankets, drapes or screens) has been provided for:

Walls, partitions, and ceilings of combustible construction or surface finish

All holes and other openings in walls, partitions and ceilings through which sparks could pass.

Combustible materials have been moved away from the far side of walls or partitions where heat could be conducted, especially where these incorporate metal.

Enclosed equipment (tanks, containers, dust collectors etc) has been emptied and tested, or is known to be free of flammable concentrations of vapour or dust.

Equipment

Equipment for hot work has been checked and found in good repair.

Gas cylinders have been properly secured.



**HOT WORK PERMIT**

Permit No. ....

**PROPOSAL** *(To be completed by the person responsible for carrying out the work)*

BUILDING .....

EXACT LOCATION OF PROPOSED WORK .....

NATURE OF HOT WORK TO BE UNDERTAKEN .....

The above location has been examined and the precautions listed on the reverse side of this form have been complied with as indicated.

SIGNED ..... NAME (CAPITALS) ..... DATE .....

CONTRACTOR (if applicable) .....

POSITION IN COMPANY .....

**AGREEMENT** *(To be completed by Operations Director or other nominated person)*

This Hot Work Permit is issued subject to the following conditions:

TIME OF ISSUE OF PERMIT ..... TIME OF EXPIRY OF PERMIT \* .....

A FINAL FIRE CHECK OF THE WORK AREA SHALL BE MADE, NOT BEFORE .....

ADDITIONAL CONDITIONS REQUIRED:- .....

SIGNED ..... NAME (BLOCK CAPITALS) .....

POSITION ..... DATE .....

**FIRE WATCH** *(To be completed by member of staff or contractor responsible for the work before returning this permit to the issuer)*

The work area and all adjacent areas to which sparks and heat might have spread (such as floors below and above, and areas on other sides of walls) have been inspected and found to be free of fire following completion of the work.

TIME INSPECTION COMPLETED *(This must be at least 1 hour after work was completed)* .....

SIGNED ..... NAME (BLOCK CAPITALS) .....

POSITION ..... DATE .....

CONTRACTOR (if applicable) .....

\* It is not desirable to issue permits for protracted periods. Fresh permits should be issued, for example, where work extends from morning to afternoon.

NB Where work is being carried out by a contractor, the issuer of the permit should ensure that the contractor has complied with the requirements prior to work being carried out, and should be satisfied that the area is free of fire when work is completed.



**SWIMMING POOL  
NORMAL OPERATING PROCEDURES**

**DETAILS OF POOL**

The pool is almost rectangular being 18.0 metres long and 7.8 metres wide at the shallow (North) end and 7.0 metres wide at the deep (South) end. The pool is **1.0** metre deep at the shallow end and **2.0** metres deep at the deep end. The pool bottom slopes evenly from the shallow to the deep end. A plan of the pool and associated buildings is kept in the Operations Director's Office.

**POTENTIAL RISK FACTORS**

The following factors have been relevant in accidents in swimming pools and should govern operating procedures:

- a. prior health problems of swimmers (epilepsy, asthma, heart condition, drug treatments)
- b. consumption of alcohol or food before swimming
- c. youth and inexperience
- d. weak or non-swimmers out of their depth
- e. unauthorised or unaccompanied access to pool area
- f. diving where not safe to do so
- g. unruly behaviour and misuse of equipment
- h. unclear pool water
- i. absence of or inadequate action by lifeguards in emergencies

**SUPERVISION**

When children (all Queen's College pupils and under 17 year olds in any other group) are using the pool a nominated Supervisor must be present. For School swimming lessons, this will normally be one of the PE Staff. Other groups must provide a suitable adult for this vital role.

When adult groups are using the pool, one member is to be nominated in charge and Queen's College informed. Formal poolside supervision is not necessary providing:

- a. no more than 50% of the maximum permitted numbers are present
- b. all members are aware of the content of the Pool Users Safety Code and [Swimming Pool Rules](#) found in the Staff Handbook.

**ACCESS TO THE POOL**

Access to the Swimming Pool is normally to be only via the changing rooms. The North end double doors (Emergency Exit) are to be kept closed and secure at all times. The door into the Boiler Room is to be kept locked at all times when bathers are in the pool area.

On completion of every occasion of organised use, the pool is to be secured by locking the door to the changing areas.

No one is to enter the water until the supervisor is present in the pool area.

The maximum number of swimmers in the pool at any one time is **25** and the minimum number which must be present before anyone may enter the water is **3**. No more than **50** are allowed as spectators/supporters not including nominated supervisors/lifeguards.

**CONTROL OF SWIMMERS**

Supervisors must know the abilities of all swimmers under their control together with any relevant medical details and regulate swimmers' activities and their position in the pool, relative to the depth of water, accordingly. For School swimming lessons, the class records of swimming proficiency and known health problems will be a suitable guide. For other users of the pool, supervisors must make the necessary enquiries before anyone enters the water. Where swimmers are present for whom English is not their first language and whose knowledge of English remains limited, there must be adequate safeguards to ensure that written and verbal instructions are understood. It is good practice to allocate a "buddy" whose command of English is acceptable.

**WATER CLARITY**



Clear water is essential. No one should enter the water until the Supervisor is satisfied that the water is clear enough for:

- a. swimmers entering the water to see anyone below them
- b. the Supervisor or any other swimmer to see a casualty lying on the bottom of the pool.

The Supervisor should clear the pool if clarity deteriorates during a swimming session.

With the current limited ventilation facilities, similar considerations apply to air clarity in Queen's College Swimming Pool. Supervisors should be in a position to see both ends of the pool building simultaneously before swimming commences.

#### **NON-PERMISSABLE ACTIVITIES**

The following are not allowed:

- a. running along the pool edges or pushing others into the water
- b. "bombing"
- c. snorkelling unless as part of a specified training programme
- d. diving other than 'flat' diving when racing
- e. taking into the pool area any glassware, food, sweets or drinks

#### **SUPERVISOR'S RESPONSIBILITIES**

Supervisors are to:

- a. be qualified in lifesaving to Royal Life Saving Society Pool Lifeguard Qualification or joint Amateur Swimming Association/ Royal Life Saving Association Rescue Test for Teachers of Swimming or equivalent
- b. carry a loud whistle
- c. confirm the number of swimmers entering the pool
- d. be aware of special conditions (see para 5. above) attaching to all swimmers
- e. check the availability and serviceability of rescue and other equipment (poles, lifebelts, steps, pool edges, etc.)
- f. check the pool conditions before allowing entry to the water
- g. maintain discipline within the pool area
- h. stay on the poolside at all times (unless carrying out rescue)
- i. carry out clear pool procedure on completion of the session (this includes checking pool surround area especially under seating)
- j. be the last one to leave the pool area and secure the access on leaving as well as
- k. carry out rescues
- l. give immediate first aid where required
- m. be aware of emergency procedures and how to initiate them
- n. report any defects or deficiencies to the Operations Director's Office

#### **CLEAR POOL PROCEDURE**

On every occasion of the pool being vacated on completion of a swimming session, the Clear Pool Procedure is to be exercised. This involves:

- a. checking the pool bottom is clear;
- b. checking the pool surrounds, especially under the seating area, is clear;
- c. confirming that the number of swimmers leaving the pool agrees with the number entering.

#### **OTHER ACTIVITIES**

Occasional use of the pool by groups for the purpose of canoeing or sub-aqua practice is allowed. In each case, supervisors or those nominated in charge must have the additional specialised skills for such activities.

#### **EMERGENCY EQUIPMENT**

- a. a telephone for emergency use is situated in the entrance lobby to the pool;
- b. first aid medical supplies are located in the Sports Office;



**Health & Safety**

- c. emergency lighting is fitted which will come on in the event of a power failure;
- d. poles and lifebelts are maintained within the pool area.

**EMERGENCY PROCEDURES**

In case of any emergency the Supervisor is to clear the pool by prolonged blowing of the whistle. *All* swimmers are to go to the nearest pool side and leave the water.

*If necessary* the supervisor will then order the evacuation of the building which will be by the Emergency double doors (North end of building).

Supervisor will carry out Clear Pool procedure.

For a swimmer emergency, the Supervisor is to carry out rescue procedures calling on capable swimmers to assist where necessary.

To use the Emergency Telephone, open the telephone box door and inform as appropriate:

Medical Centre	dial 250
Emergency Services	dial 9 999 (4 nines)
MoD	
Headmaster	dial 210 / 211
Deputy Head	dial 213
Operations Director	dial 201/203

In the event of a power failure, the emergency lights will come on automatically.

Note: Where Swimming Pool Operating Procedures allow for no Supervisor, the adult in charge is to carry out the Supervisor's responsibilities in an emergency.



USEFUL TELEPHONE NUMBERS

IN EMERGENCY DIAL 999

TAUNTON FIRE STATION	273020
TAUNTON POLICE STATION	337911
MUSGROVE PARK HOSPITAL	333444
MEDICAL OFFICER DR DOWNS	259333 (SURGERY)
GAS—TRANSCO EMERGENCIES	0800 111999
ELECTRICITY—WESTERN POWER DISTRIBUTION	0800 365900
WATER—WESSEX WATER	01225 526000
HEALTH AND SAFETY INSPECTORATE (BRISTOL)	0117 988 6000