



PLYMOUTH COLLEGE

HEALTH & SAFETY POLICY

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1.1 HS POLICY STATEMENT OF INTENT

INTRODUCTION

"Why have a Safety Policy and College Standards Guide?" To answer some initial queries some words of explanation are set out below:

1. It is a legal requirement - Section 2(3) of the Health and Safety at Work etc. Act 1974.
2. It is required by DfE advice 'Health and Safety Advice on Legal Duties and Powers for Local Authorities, Headteachers, Staff and Governing Bodies (2013).
3. It is a recognised method of good management.
4. It sets a common basic standard for all of us to adhere to or aim towards in the case of standards not yet fully implemented.
5. Being a "Policy" it does not give details of **every** task or situation - to do this takes away our scope for initiative and creativity.
6. This Policy identifies our more significant health and safety risks and potential hazards and selects methods or approaches to reducing or eliminating them. This is a worthwhile exercise for any reason as it means that the threats to the College's employees and pupils can be better controlled or eliminated.

PLYMOUTH COLLEGE

POLICY FOR HEALTH AND SAFETY - GENERAL STATEMENT

(To be circulated to all members of staff and to be drawn to the attention of outside bodies as and when appropriate).

This Policy applies to both the Main and Prep School premises.

1. The Governing Body as the employer recognises that it has a duty of care towards its staff, both teaching and non-teaching and its pupils and members of the public (such as visitors who may use the premises). Two members of the Governing Body, Mrs Hattersley (Senior School) and Rev Dent (Prep School) will monitor Health and Safety.

This duty which is set out under the Health and Safety at Work Act 1974 will be discharged through the offices of the Headmaster of the relevant site, Bursar and Senior Heads of Departments.

2. To meet this duty the Governing Body expects senior members of staff and certain nominated persons to regard health and safety as at least as important as any other duty and not as an extra. Staff who identify any practical conflict between health and safety and other priorities must bring this to the attention of their Head of Department, the relevant Headmaster or the **Director of Operations**.
3. The Headmaster of each site will be responsible for ensuring compliance with Plymouth College Health and Safety Policy. The Governing Body has appointed the **Director of Operations** as Health & Safety Officer to co-ordinate and oversee the College Health and Safety Policy with the assistance of the **Health and Safety Manager**.
4. The **Assistant/Deputy** Head(s) are responsible for External Visits and Outdoor Education Safety procedure.
5. Each Head of Department is responsible for the Health and Safety of their Department, and for advising the Health and Safety Officer of works or action which they consider necessary.
6. The teaching staff have nominated a staff representative to represent them on health and safety matters who will liaise closely with the **Director of Operations** and will co-ordinate matters of concern expressed by the teaching staff.
7. The College Bursar will keep abreast and up-to-date on health and safety issues and will generally circulate relevant information to the teaching staff.
8. Members of Staff will be given training (either in-service or on external courses), where necessary to complement their knowledge and experience in respect of special health and safety risks, (e.g. use of engineering and woodworking machinery etc).
9. This Policy will not be effective unless all staff co-operate with the Governing Body (through the **Director of Operations/Headmasters**) in taking every practicable precaution to protect their own health and safety and that of pupils and other persons affected by those activities.

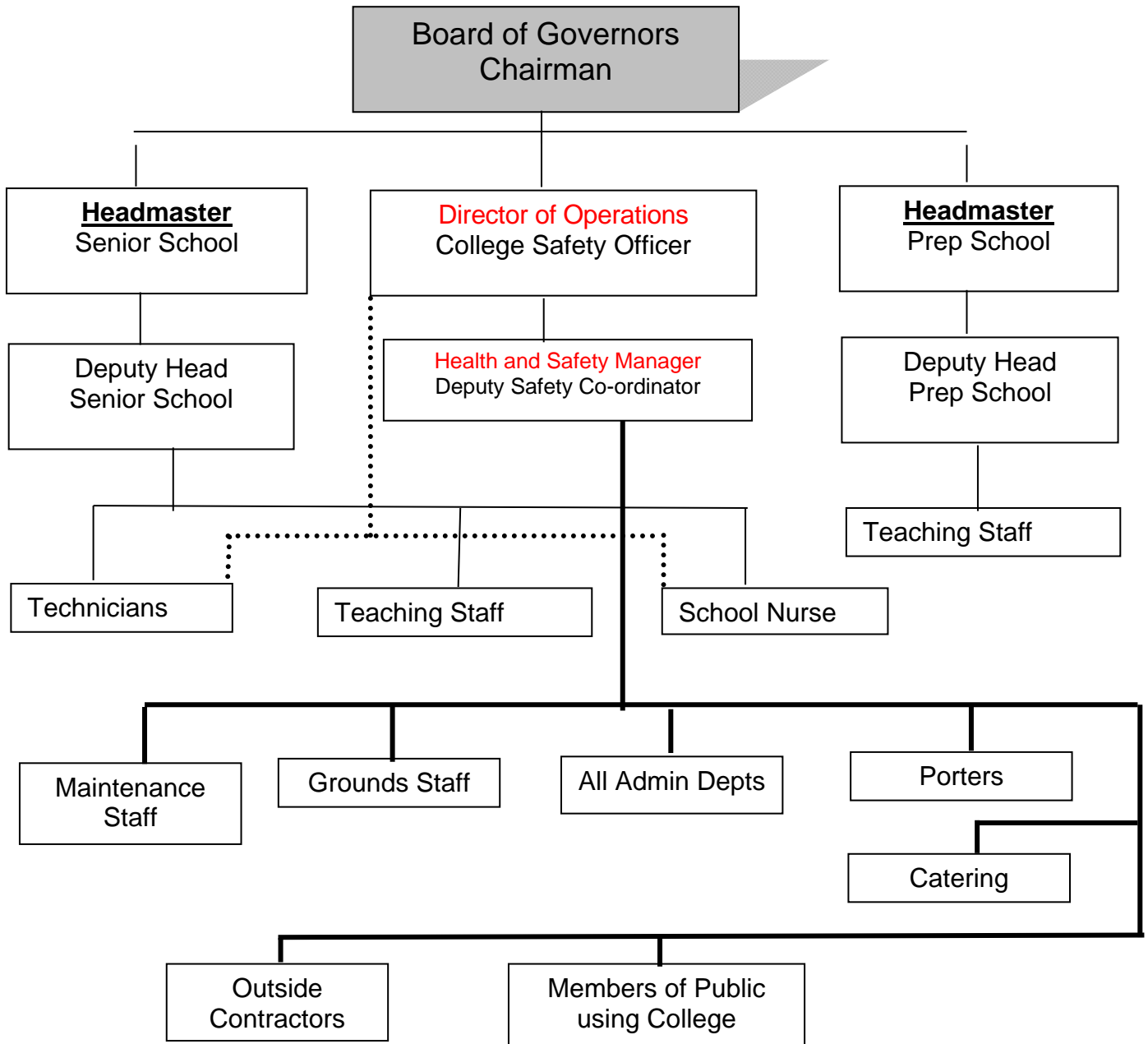
10. Members of staff owe a special duty of care to pupils especially teaching staff who may also be in the position of "Loco-parentis". This duty can only be discharged by careful attention to the way in which they plan and supervise teaching periods, field trips and practical studies etc.
11. Specific examples of important health and safety standards are set out in the College Health & Safety Policy.
12. All accidents, whether to pupils teaching or non-teaching staff, are to be entered in the Accident Books held at **School Reception (Prep and Senior), Sports Hall, Health Centre or in the Boarding Houses' Accident Book.**
13. The Governors are aware that the activities of pupils and employees may affect the external environment and will pay full regard to the implications of the Environmental Protection Act 1990 – taking particular notice of the duty of care in respect of waste.
14. Written Risk Assessments will be maintained of the risks to the health and safety of pupils and employees whilst they are on the School's premises and grounds as required by the Management of Health and Safety at Work Regulations 1992. This is the Head of Department's responsibility for all activities associated directly with the Department. Other members of staff will be responsible for assessments for activities they organise and run (extra mural, sports, expeditions, visits, etc.). In case of doubt the **Director of operations** must be consulted.
15. The College has appointed a 'Competent External Advisor' as required by H&S legislation. He is Dr Michael Cash of SSG Training and Consultancy at Plympton and his firm is available for advice on 08700 434743.
16. This Policy will be regularly reviewed and new or unusual hazards will be communicated to all affected persons.
17. The **Director of Operations** will chair Health & Safety meetings termly both at the Prep and Senior Schools where concerns can be raised by any staff member through representative teaching and support staff in attendance.
18. The College operates a 'Near Miss' policy accessible to all staff through which concerns can be raised and highlighted to the **Director of Operations**. It is available on 'Taskman' and all 'Near Miss' reports are forwarded immediately to the **Health and Safety Manager and the Governor representatives for their attention.**

SignedC.R Robinson (by Email)
Chairman of Governors

Dated September 2017

1.2 ROLES AND RESPONSIBILITIES

1. Health and safety organisation - lines of communication and School Management structure.



Vertical lines indicate functional responsibility.

Dotted lines indicate the lines of communication.

HEADMASTERS

1. As Headmasters we are responsible for ensuring compliance with Plymouth College Site Health and Safety policy.
2. It is our responsibility as the Headmaster directly, or through delegation, (which is detailed and in writing), in accordance with the law:
 - a. To ensure adherence in all respects to the Health and Safety Policy of the School and in particular to ensure that the necessary resources for implementation are available.
 - b. To plan, organise, control, monitor and review the arrangements for Health and Safety including the arrangements for any visitors (including contractors).
 - c. To carry out general risk assessments and specific risk assessments as required by Health and Safety legislation.
 - d. To ensure that all work procedures on our respective sites are safe and without risks to health.
 - e. To ensure that training and instruction have been given in all procedures including emergency procedures.
 - f. To provide occupational health surveillance where appropriate.
 - g. To investigate and keep a record of all cases of ill health, accidents, hazardous incidents and fires.
 - h. To post warning notices and signs and to keep them up-to-date.
 - i. To appoint qualified first aiders and appointed persons and to have first aid boxes checked regularly.
 - j. To see that adequate fire fighting equipment and appliances are provided and to take prompt action to remedy deficiencies.
 - k. To ensure that fire escape routes are kept clear.
 - l. To test emergency lights, fire detection and alarm systems regularly.
 - m. To have fire drills at regular intervals.
 - n. To make sure that the conditions of local authority licences etc., are observed.
 - o. To ensure that the safe disposal of hazardous wastes in compliance with the school's requirements.
3. We are responsible directly for any area within our respective Schools and any activity for which we have not specifically delegated responsibility below. Where we have delegated responsibility, those persons have the authority to enforce the College's safety policy in the areas, or in respect of the function, for which they are responsible. These persons must notify me, and the College Safety Co-ordinator, who is the **Director of Operations**, of any new or special hazards arising in their areas and take precautions to combat these. Any serious breach of safety regulations must be reported to us where appropriate and the College Safety Co-ordinator.
4. Every Head of Department and every employee with a supervisory role is responsible for ensuring as far as is reasonable and practical the safety of staff, pupils and other persons in their area of responsibility. In particular, the responsibilities listed in paragraph 2 above are delegated to Heads of Department for their Departments. Similar responsibilities rest with teachers and employees in charge of sports, activities and those with other specific health and safety responsibilities. A list of Heads of Departments, Teachers in charge of Sports, Activities and those with specific Health and Safety responsibilities is as follows:

Department Area	Member of Staff	Remarks
All Academic Departments Not covered below – arrival, Departure, break and lunch- time control	Mrs Jo Hayward	
Art & Photography	Mr. G.C. Nicol	
Athletics	Miss. E.D. Tremaine	
Badminton	Mr. K. Hall	
Basketball	Mr. K. Hall	
Biology	Dr. S. Jordan	Assisted by Technician
Canoeing	Mr O. Rees	
Careers	Mr A. Carr	
CCF	Mr. P. Lewis	Assisted by SSI
Chemistry	Mr C.J. Hambly	Assisted by Technician
Classics	Miss P.J. Anderson	
Cleaning	Mrs N. Shaw	
Climbing	Mr O. Rees	
Computing & I.T.	Dr A.J. Miller	Assisted by Technician
Cricket	Mr. M. Byrne	
Design & Technology	Mr. M. Wesley	Assisted by Technician
Drama	Ms. J. Ashenbury	
Duke of Edinburgh	Mr O. Rees	
Economics & Business Studies	Mr. J.P. Gregory	
EFL	Mrs. P.M. Brockbank	
English	Mr. R.J. Prichard	
French & Spanish	Mr P. Randall	
Geography	Miss. A. Starling	
German	Miss Monica Becker	
Golf/Judo/Fencing	Mr. K. Hall	
Grounds	Mr R. Soper	
Headmaster's Office	Mrs. S. Lambie	
History	Miss N. Baker	
Information Technology	Mr A.J. Miller	
Kitchen	Ms K. Dunford	Mr I. Cairns
LDD	Mrs J. Herod	
Library	Mrs N. Smith	
Maintenance Department To include buildings, plant, chemical control	Mr. C. Bryant	Mr. K. Hall (Swimming Pool)
Mathematics	Mr. D.A. Jones	
Transport	Mr G Smith	
Outward Bound	Mr. O. Rees	
Performing Arts	Mr. D. Green	
Physical Education	Miss. E.D. Tremaine	
Physics	Mr. P.J. Cragg	Assisted by Technician
Psychology	Mrs A. Savage	
Religious Studies	Mr. D Martin	
Rugby	Mr. R.L. Edwards	
Sailing	Mrs S Fisher	
Shooting	Mr M Janka	

Sixth Form Activities	Mr A Carr	
Soccer	Mr P Mutlow	
Squash	Mr. K. Hall	
Swimming	Mr. C.J. Hambly	
Ten Tors	Mr O Rees	
Tennis	Mr. K. Hall	
Whiteworks	Mr. N. Bishop	
X Country Running	Mr P.J. Cragg	
Year 7 Activities Week	Mr. O. Rees	

4. Where persons to whom responsibility has been delegated are likely to be absent for long periods, adequate substitution must be made in writing by them with copies to me and such employees as may be affected.
5. We have appointed the following to advise us on matters of safety within the school. If their advice is not taken by any member of the school, we are to be informed immediately. Exceptionally, if they discover anything dangerous which requires immediate action, they are authorised to take this immediate action and inform us subsequently.
6. **The Safety Co-ordinator is the Director of Operations, Mr N Bishop**, who is responsible for advising us on the measures needed to carry out the School's activities safely, for co-ordinating any safety advice given in the school, reporting any breaches of the safety regulations to us and liaison with appropriate external agencies. He should inform us if any new or special hazards are introduced and/or of any significant changes in safety regulations. To assist him, we have appointed **Mrs N Shaw as Health and Safety Manager**.
7. **The Senior School's technical adviser on all outdoor activities is Mr O Rees**. He is responsible to the Assistant Head for compliance in all respects with safe practice of outdoor education, visits and off-site activities. The College follows the Health and Safety Policy for Outdoor Education, Visits and Off-site Activities laid down by Plymouth City Council.
8. **The School's Fire Officer is the Director of Operations, Mr N Bishop** who is responsible for providing technical advice on fire precautions and prevention. Fire evacuation drills across the school are monitored by the Fire Officer. There is a separate instruction on Fire Prevention but the subject is sufficiently important to be highlighted here.
9. **Mr. N Bishop is the Electrical Safety Supervisor** who is responsible to the Safety Co-ordinator on all matters relating to electrical safety within the school. He is assisted in this task by **Mr. C. Bryant** who is responsible for the testing – to a regular programme – of portable electrical equipment used within the school and who has responsibility for advising on electrical safety of stage lighting and sound equipment. There is a separate instruction on Electrical Safety.
10. The First Aid Advisers are **Ms Emma Lynas and Mrs Nicola Lane** who are responsible for advising the Safety Co-ordinator on **First Aid** matters. There is a separate instruction relating to First Aid and illness/injuries to Day Pupils during school hours.

11. The Radiation Protection Supervisor is **Mr. Cragg**.
12. The COSHH supervisor is **Mrs N Shaw**.
13. All accidents should be reported to the School Nurses who will inform other staff if required. The accident book should be completed by the person in charge of the area where the accident took place.
14. Any accident to an employee resulting in a fatal or specified injury or hospitalisation must be reported to the Health and Safety Executive without delay, either by telephone (0845 300 9923) or online:

<https://extranet.hse.gov.uk/lfserver/external/F2508IE>

within 10 days.

If the accident does not result in a fatal or specified injury but the employee is incapacitated from his/her normal work for more than 7 working days (excluding the day of the accident) the HSE should be notified within 15 days of the incident using the appropriate online form.

15. Fatal and major injuries to pupils in school premises – and to visitors – must be reported in the same way as those to employees. However, injuries during play activities arising from collisions, slips and falls are not reportable unless they are attributable to the condition of the premises, or plant and equipment on the school premises or lack of proper supervision. However, Accident Forms are to be filled out in case of future claims against the school.
16. Fatal and major injuries to school pupils occurring on school sponsored or controlled activities off the school site (such as field trips, sporting events or holidays in the UK) must be reported if the accident arose out of or in connection with these activities. Again, accident forms are required for any incident which should be completed as soon as is practical.
17. Reportable Occupational Diseases. In the first instance, these are to be reported to the School Nurses. Employees must provide the College with a written diagnosis of any new symptoms or any significant worsening of existing symptoms from their doctor. Reportable occupational diseases should be reported to the HSE via the RIDDOR website as soon as a written diagnosis is received.
18. In addition to the above there is a School Health and Safety Committee which meets termly and is chaired by the **Director of Operations**. Its task is to oversee and monitor the effective implementation of the safety policy within the school and to regularly review the contents of the safety policy.
19. The School's policy is to carry out individual Risk Assessments as and when required.
20. Every working day in Britain, two people are killed and over 6,000 are injured at work. Schools are relatively safe places when compared with factories, engineering workshops or construction sites. However, the accident statistics give no cause for complacency but indicate that whilst working in a school may be five or six times safer than working on a construction site, it is five times more dangerous than working in a bank. More relevantly,

perhaps, every year over 5 “non-employees” are killed in educational establishments; more than 6,000 accidents occur in British education establishments and account for over half of the reported accidents to non-employees.

21. Plymouth College, in terms of risk, is no different to many other schools in the United Kingdom. There are many areas which present special hazards and these are highlighted below:

- Stairs and corridors throughout both schools
- Roads and paths in the school grounds
- The swimming pool – and here we stress the importance of counting in and out the number of pupils at all lessons
- The Boarding houses
- Minibuses
- The CDT Department
- The Science Departments
- Sports Halls
- All Playgrounds
- The Art Departments
- The Drama Departments, particularly during the production of school events
- CCF activities
- Sports Activities
- Whiteworks
- Field Trips
- Early Years safety
- Cleaning Materials
- The kitchen and dining room
- Food Technology Centre
- The Rifle Range
- Contractors in the School
- Fire

These are not listed in any order, nor is the list exhaustive, but I want to bring to your attention the range of hazards which faces us on a day-to-day basis.

22. All members of Plymouth College and persons entering the school are responsible for exercising care in relation to themselves and others who may be affected by their actions. Those in charge of visitors should ensure, where appropriate, that visitors obey the safety rules of the departments and are aware of whom to approach for advice. All new members of staff are to sign a copy of this document as having read and understood it. It is held by their Head of Department, who will be responsible for any further briefing required.

23. All the employees of Plymouth College, pupils and all other persons entering onto the school's premises or who are involved in school activities are responsible for exercising care in relation to themselves and others who may be affected by their actions. Those in charge of visitors (including contractors) should ensure that visitors adhere to the requirements of the School Health and Safety Policy where appropriate.

YOU MUST:

- a. Make sure that all work is carried out in a safe manner in accordance with the school's policy and any other relevant safety documents. If in doubt, seek advice from your Head of Department or from another member of staff with

- specific health and safety responsibilities.
- b. Protect yourself and others by wearing issued safety equipment and by using any guards or safety devices provided.
 - c. Obey all instructions given by a responsible person in respect of health and safety.
 - d. Warn your immediate supervisor and the Safety Co-ordinator, and ultimately me, of any special or newly identified risks found in present procedures and any hazards about to be introduced by new work.
 - e. When appropriate, give your visitors a named contact within the school with whom to liaise.
 - f. Offer advice and suggestions to improve health and safety.
 - g. Report all fires, accidents and any potential dangerous incidents to the Bursar.
 - h. Familiarise yourself with the location of the fire fighting equipment, alarm points and escape routes, together with the fire procedures.
 - i. If you are in any doubt about any matter of Health and Safety consult your Head of Department, the safety co-ordinator, the staff safety representative or, if necessary, me.

Headmaster Senior School

Name: Mr JP Standen

Signed: _____

Date: _____

Headmaster Prep School

Name: Mr C.M.D Gatherer

Signed: _____

Date: _____

Director of Operations

1. The **Director of Operations** has been assigned the role of overall co-ordination of health and safety standards in the College in accordance with the Management of Health and Safety at Work Regulations 1999.
2. This role includes overall allocation of resources for maintenance of the College properties and plant and the dissemination of the health and safety information to the teaching and support staff.
3. The **Director of Operations** is ultimately responsible for arrangements relating to the use of College premises out of school hours, either for College functions or other functions, e.g. during College holidays.
4. The **Director of Operations** will be assisted by the **Health and Safety Manager**.
5. The catering contractor's overall role and function will be overseen by the **Director of Operations**, although the catering contractors themselves do appoint their own local Manager.

Health and Safety Manager

The **Health and Safety Manager** is the Deputy Safety Co-ordinator. She is responsible to the **Director of Operation together with the Maintenance Foreman** for the safe organisation of the Maintenance Department and for controlling/supervising the Maintenance and building contractors.

2. In particular, **the Maintenance Foreman** is responsible for ensuring that the relevant health and safety aspects, of this Policy, are properly accounted for by him:
 - 2.1 Safe means of access,
 - 2.2 Safe use of machinery, e.g. portable tools, workshop tools and machinery etc.
 - 2.3 Safe use of electrical apparatus, fixed and portable.
 - 2.4 Safe maintenance of electrical wiring.
 - 2.6.1 Safe use of flammable liquids.
 - 2.6 Co-ordination of activities by contractors hired by himself to ensure that they follow the correct safety procedures, e.g. safe means of access, safe use and erection of scaffolds, electrical equipment and the use of flammable liquids.
3. He should be conversant with the guidance given in Manual Handling Regulations 1992, and advise the **Director of Operations** and the Headmaster as and when appropriate.
5. He is to be conversant with the guidance given in the Provision and Use of Work Equipment Regulations 1998 (PUWER) and the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER), and tender advice to the Bursar and Headmaster when appropriate.
6. The **Director of Operations** is responsible for ensuring compliance with duties specified within the Construction (Design & Management) Regulations 2015, as follows:

Client Responsibilities

In recognition of the legal duties imposed under the Construction (Design & Management) Regulations 2015, for projects where the College is the **Client**, the Assistant Bursar will ensure that:

- Suitable arrangements are made for managing a project, including the allocation of sufficient time and other resources. Arrangements are suitable if:
 - That construction work can be carried out, so far as is reasonably practicable, without risks to the health or safety of any person affected by the project; and
 - Welfare facilities provided from the beginning and throughout the construction phase are in compliance with Schedule 2 of CDM 2015.
- Arrangements identified above are maintained and reviewed throughout the project.
- Where there is more than one contractor on site at any time (or it is foreseeable that there will be) the following are appointed in writing as soon as is practicable before the construction phase begins:
 - A Principal Designer who controls the Pre-construction Phase

- A Principal Contractor who controls the Construction Phase
- Reasonable steps are taken to ensure that Designers (including Principal Designer), Contractors (including Principal Contractor), and other team members that are appointed have the skills, knowledge, experience and organisational capability to fulfil their role and secure health and safety of those working on the project.
- Reasonable steps are taken to ensure that the Principal Designer and Principal Contractor comply with their respective duties.
- Pre-construction information is provided as soon as is practicable to every designer and contractor appointed, or being considered for appointment, to the project.
- A Construction Phase Plan is drawn up before the construction phase begins.
- The Principal Designer prepares and maintains a Health and Safety File.
- The HSE are notified in writing when a project is notifiable. A project is notifiable when:
 - It lasts longer than 30 working days and has more than 20 persons on site at any one time
 - Exceeds 500 person days
- All parties involved with the project cooperate with one another.

Designer Responsibilities

In recognition of the legal duties imposed under the Construction (Design and Management) Regulations 2015, for projects where the College is the **Designer**, the Assistant Bursar will:

- Not accept an appointment unless they have the skills, knowledge and experience, and, if they are an organisation, the organisational capability, necessary to fulfil the role that they are appointed to undertake, in a manner that secures the health and safety of any person affected by the project.
- Not commence work in relation to a project unless satisfied that the client is aware of their duties under these Regulations.
- Take reasonable steps to ensure that designers, contractors or other team members that are appointed have the skills, knowledge, experience and organisational capability to fulfil their role and secure the health and safety of those working on the project.
- When preparing or modifying a design, take into account the general principles of prevention and any pre-construction information to eliminate, so far as is reasonably practicable, foreseeable risks to the health or safety of any person:
 - Carrying out or liable to be affected by construction work;
 - Maintaining or cleaning a structure; or
 - Using a structure designed as a workplace.
- If it is not possible to eliminate these risks the designer must, so far as is reasonably practicable:

- Take steps to reduce or, if that is not possible, control the risks through the subsequent design process;
 - Provide information about those risks to the principal designer; and
 - Ensure appropriate information is included in the health and safety file.
- Take all reasonable steps to provide, with the design, sufficient information about the design, construction or maintenance of the structure, to adequately assist the Client, other Designers and Contractors to comply with their duties under these Regulations.
 - Provide information that is both comprehensive as possible and as soon as is practicable.
 - Cooperate with all parties involved with the project. Report anything they are aware of in relation to the project which is likely to endanger their own health or safety or that of others to the relevant duty holder.

Principal Designer Responsibilities (in addition to Designer)

In recognition of the legal duties imposed under the Construction (Design and Management) Regulations 2015, for projects where the College is the **Principal Designer**, the Assistant Bursar will:

- Ensure that they have the skills, knowledge and experience, and, if they are an organisation, the organisational capability, necessary to fulfil the role that they are appointed to undertake, in a manner that secures the health and safety of any person affected by the project.
- Assist the client in the provision of the pre-construction information and provide pre-construction information, promptly and in a convenient form, to every designer and contractor appointed, or being considered for appointment, to the project.
- Plan, manage and monitor the pre-construction phase and coordinate matters relating to health and safety during the pre-construction phase to ensure that, so far as is reasonably practicable, the project is carried out without risks to health or safety.
- Take into account the general principles of prevention and where relevant, the content of any construction phase plan and any health and safety file.
- Ensure all Designers comply with their duties.
- Ensure that all persons working in relation to the pre-construction phase cooperate with the Client, the Principal Designer and each other.
- Cooperate with all parties involved with the project.
- Liaise with the Principal Contractor for the duration of the Principal Designer's appointment and share with the Principal Contractor information relevant to the planning, management and monitoring of the construction phase and the coordination of health and safety matters during the construction phase.

Principal Contractor Responsibilities

In recognition of the legal duties imposed under the Construction (Design & Management) Regulations 2015, for projects where the College is the **Principal Contractor**, the Assistant Bursar will:

Construction Phase

- Not accept an appointment unless they have the skills, knowledge and experience, and, if they are an organisation, the organisational capability, necessary to fulfil the role that they are appointed to undertake, in a manner that secures the health and safety of any person affected by the project.
- Not commence work in relation to a project unless satisfied that the Client is aware of their duties under these Regulations.
- Take reasonable steps to ensure that designers, contractors or other team members that are appointed have the skills, knowledge, experience and organisational capability to fulfil their role and secure the health and safety of those working on the project.
- Plan, manage and monitor the construction phase and coordinate matters relating to health and safety during the construction phase to ensure that, so far as is reasonably practicable, construction work is carried out without risks to health or safety. In particular the general principles of prevention must be taken into account when:
 - Design, technical and organisational aspects are being decided in order to plan the various items or stages of work which are to take place simultaneously or in succession; and
 - Estimating the period of time required to complete the work or work stages.
- Organise cooperation between contractors (including successive contractors on the same construction site).
- Coordinate implementation by the contractors of applicable legal requirements for health and safety.
- Ensure that employers and self-employed persons apply the general principles of prevention in a consistent manner, particularly when complying with the provisions of Part 4; and where required, follow the construction phase plan.
- Ensure that employers and self-employed persons follow the construction phase plan.
- Provide a suitable Induction.
- Take the necessary steps to prevent access to the construction site by unauthorised persons.
- Provide facilities that comply with the requirements of Schedule 2 (Welfare) throughout the construction phase.
- Liaise with the Principal Designer for the duration of the Principal Designer's appointment and share with them information relevant to the planning, management and monitoring of the pre-construction phase and the coordination of health and safety matters during the pre-construction phase.

Construction Phase Plan and Health and Safety File

- Draw up a Construction Phase Plan, or make arrangements for a Construction Phase Plan during the Pre-construction Phase and before setting up a construction site.
- The Construction Phase Plan must set out the health and safety arrangements and site rules taking account, where necessary, of the industrial activities taking place on the construction site and, where applicable, must include specific measures concerning work which falls within one or more of the categories set out in Schedule 3.
- Ensure that the Construction Phase Plan is appropriately reviewed, updated and revised from time to time throughout the project so that it continues to be sufficient to ensure that construction work is carried out, so far as is reasonably practicable, without risks to health or safety.
- Provide the Principal Designer with any information in the Principal Contractor's possession relevant to the health and safety file during the project.
- Ensure that the Health and Safety File is appropriately reviewed, updated and revised from time to time to take account of the work and any changes that have occurred, if the Principal Designer's appointment concludes before the end of the project. The Health and Safety File will be passed to the Client at the end of the project.

Consultation and Engagement

- Make and maintain arrangements which will enable the Principal Contractor and workers engaged in construction work to cooperate effectively in developing, promoting and checking the effectiveness of measures to ensure the health, safety and welfare of the workers;
- Consult those workers or their representatives in good time on matters connected with the project which may affect their health, safety or welfare, in so far as they or their representatives have not been similarly consulted by their employer;
- Ensure that those workers or their representatives can inspect and take copies of any information which the Principal Contractor has, or which CDM2015 require to be provided to the Principal Contractor, which relate to the health, safety or welfare of workers at the site, except any information which would affect national security, contravene data protection, cause substantial damage to the company's undertaking or affect ongoing legal contravention or proceedings.
- Provide information that is both as comprehensive as possible and as soon as is practicable.
- Cooperate with all parties involved with the project.
- Report anything they are aware of in relation to the project which is likely to endanger their own health or safety or that of others to the relevant duty holder.

Contractor Responsibilities

In recognition of the legal duties imposed under the Construction (Design & Management) Regulations 2015, for projects where the Company is a **Contractor** (other than the Principal Contractor), the Director Responsible for HSE will:

- Not accept an appointment unless they have the skills, knowledge and experience, and, if they are an organisation, the organisational capability, necessary to fulfil the role that they are appointed to undertake, in a manner that secures the health and safety of any person affected by the project.
- Take reasonable steps to ensure that designers, contractors or other team members that are appointed have the skills, knowledge, experience and organisational capability to fulfil their role and secure the health and safety of those working on the project.
- Not commence work in relation to a project unless satisfied that the client is aware of their duties under these Regulations.
- Plan, manage and monitor construction work carried out either by the contractor or by workers under the contractor's control, to ensure that, so far as is reasonably practicable, it is carried out without risks to health and safety.
- Where there is more than one contractor working on a project, a contractor must comply with:
 - Any directions given by the Principal Designer or the Principal Contractor and
 - The parts of the Construction Phase Plan that are relevant to that contractor's work on the project.
- If there is only one contractor working on the project, the Contractor must take account of the general principles of prevention when:
 - Design, technical and organisational aspects are being decided in order to plan the various items or stages of work which are to take place simultaneously or in succession; and
 - Estimating the period of time required to complete the work or work stages.
- If there is only one Contractor working on the project, draw up a Construction Phase Plan, or make arrangements for a Construction Phase Plan to be drawn up, as soon as is practicable prior to setting up a construction site.
- Not employ or appoint any person to work on a construction site unless that person has, or is in the process of obtaining, the necessary skills, knowledge, training and experience to carry out the tasks allocated to that person in a manner that secures the health and safety of any person working on the construction site.
- Provide each worker under their control with appropriate supervision, instructions and information so that construction work can be carried out, so far as is reasonably practicable, without risks to health and safety. This must include:
 - Suitable induction if not provided by the Principal Contractor.
 - Procedures to be followed in the event of serious and imminent danger to health and safety.
 - Information on risks to health and safety.
- Not begin work on a construction site unless reasonable steps have been taken to prevent access by unauthorised persons to that site.
- Ensure, so far as is reasonably practicable, that the requirements of Schedule 2 (welfare) are complied with so far as they affect the contractor or any worker under that contractor's control.
- Cooperate with all parties involved with the project.

- Report anything they are aware of in relation to the project which is likely to endanger their own health or safety or that of others to the relevant duty holder.
- Provide information that is both comprehensive as possible and as soon as is practicable.

HEADS OF DEPARTMENT

1. The Head of Department will be expected to implement the standards, (where appropriate and practicable).

Typical areas of control relate to:

- 1.1 The setting and monitoring of safety standards in laboratories and for ensuring that all members of staff follow the correct safety procedures and that proper risk assessments are made, recorded and retained.
 - 1.2 Ensuring the equipment is safe to use and is properly maintained, (via liaison with the Maintenance Department), in particular, electrical apparatus used at the mains voltage. Appropriate records of tests should be kept [and updated on a regular basis](#).
 - 1.3 Ensuring that the laboratory premises are safe to use.
 - 1.4 Ensuring that the laboratory premises are inaccessible to unauthorised persons.
 - 1.5 Ensuring that arrangements have been made for the safe storage of chemicals relating to specific departments or activities.
 - 1.6 Ensuring that fume cupboards are regularly checked and maintained, (via liaison with the Maintenance Department). The date of the last test should be pasted on the outside of the cupboards and signed by the tester.
 - 1.7 Ensuring that precautions are taken in a demonstration of hazardous chemical reactions and in the use of dangerous chemicals.
2. The Heads of Science Departments will have the responsibility for implementing the College Health and Safety Policy at a departmental level, thereby assisting the Headmaster in setting practical standards of health and safety for the conduct of practical teaching activities.
 3. Ensuring that woodworking, engineering and pottery machinery is fitted with the correct guards and safety devices and can be properly isolated centrally and locally for maintenance and other safety reasons.
- 3.1 Ensuring that such machines can be safely maintained and that guards and safety devices are properly adjusted before the machinery is used.
 - 3.2 Ensuring that adequate precautions are taken in respect of the use of electrical apparatus. (See Regulation 6 of the Provision and Use of Work Equipment Regulation 1998 and supplementary policies and procedures).
 - 3.3 Ensuring that adequate precautions are set in the use of hazardous and flammable chemicals and substances including the safe storage of them (in accordance with the Control of Substances Hazardous to Health Regulations 2002, as amended).
 - 3.4 Ensuring that eye protection is provided and worn for work where there is a risk of eye injury, e.g. use of chisels, certain metal working activities and the use of chemicals.
 - 3.5 Ensuring that overalls and other protective clothing or equipment including foundry boots etc., are worn for certain hazardous activities.
 - 3.6 Making sure that raw materials are properly stored so as not to impede fire exit routes and also so as not to collapse onto pupils and staff.

ALL TEACHING STAFF

All members of the teaching staff are responsible for:

1. Supervision of the pupils in their charge and for closely supervising potentially hazardous activities such as certain sports (for example rock climbing, field sports including javelin, discus throwing), laboratory activities such as chemical experiments and electrical experiments, (especially activities such as the handling of tissue samples, living creatures and micro-biological specimens etc.) and handicraft, and home economic activities (including examples such as the use of the pottery pug mill, potters wheel, photographic chemicals, silk screen printing chemicals, wood working machinery, engineering machinery, foundry activities, brazing, soldering and the use of grindstones etc.).
2. Effective supervision of pupils using sharp tools, handling hot liquids, e.g. home economics and in biology etc.
3. Ensuring that pupils wear the appropriate footwear, have the appropriate clothing, e.g. wearing laboratory coats etc., have loose hair tied back and are otherwise dressed in accordance with the risks they are likely to face.
4. Ensuring that pupils follow basic hygiene precautions, e.g. the washing of hands after handling chemicals or biological specimens.
5. The safe conduct of pupils across public roads, especially young pupils.
6. Safe access and exit to and from laboratories, workshops and classrooms.
7. Safe organisation of field trips and extra curricular activities. This includes accounting for pupils whereabouts, ensuring that they do not go out singly, making sure that they are properly equipped where weather conditions can be hazardous and are also properly equipped for work over water etc.
8. Familiarising themselves with the fire precautions arrangements applied to their teaching area and for instructing pupils in the correct procedure to follow in the event of fire.
9. Ensuring that pupils receive the appropriate first aid treatment for all injuries.
10. **TEACHING STAFF WITH HOUSEMASTER/HOUSEMISTRESS DUTIES**

In addition to the above, the duties extend to:

- 10.1 Ensuring that all their boarders fully understand what to do in the event of a fire alarm sounding.
- 10.2 Arranging for a regular fire evacuation practice.
- 10.3 Ensuring that written instructions are prominently displayed.
- 10.4 Ensuring that all fire check doors are closed at all times. It is particularly important that doors are not wedged open.
- 10.5 Checking that fire escape routes are clear and accessible.
- 10.6 Ensuring that fire fighting equipment is not misused or interfered with.
- 10.7 Ensuring that pupils own electrical equipment is properly wired up and connected.
- 10.8 Ensuring that the requirements of the Children Act 1989 are adhered to.

CATERING CONTRACTORS (Chartwells)

1. The **Director of Operations** is ultimately responsible for their overall health and safety and for the standards to which the Catering Contractors work, although on the day to day basis the Chartwells Manager supervises her own staff and sets the appropriate standards. This includes maintaining the highest possible standards in relation to food hygiene. She should ensure, in so far as is possible, that the environmental health inspector visits regularly.
2. College staff must account for catering staff in respect of the fire evacuation procedures.

ALL SUPPORT STAFF EMPLOYEES

1. All employees are expected to co-operate with the College in respect of health and safety and in the maintenance of health and safety standards.
2. **Technicians** should follow the safety standards applicable to their field of activity and comply with safety directions given to them by their Head of Department and contained in their Departmental Health and Safety directives and risk assessments. They should in particular be conversant with Regulation 12 of the Provision and Use of Work Regulations 1998 and the Personal Protective Equipment Regulations 1992.
3. **Maintenance** staff must follow the safety procedures and rules set out by the **Maintenance Foreman** and should ensure that their activities do not endanger others, e.g. when involved in building maintenance or electrical maintenance, ensuring the pupils and others do not gain access to hazardous situations, maintenance workshops, tools, scaffolds, etc.
4. In the case of any conflict between the requirements of their job and health and safety requirements, they must bring this to the attention of their superior.
5. All employees should wear the correct clothing and safety equipment required by their job, e.g. wearing eye protection when carrying out chiselling, wearing hearing protection when using portable grinders, wearing head protection when engaged in building operations and wearing stout work shoes, preferably safety boots, in general maintenance activities.
6. All employees should assist in the investigation of accidents and dangerous occurrences.

HEAD PORTER

1. The Head Porter is responsible for security and for the overall supervision of the porters and night porters.
2. The Head Porters is also responsible for the record keeping of all:

[PAT Testing ?](#)

Fire Practices and Alarm Tests

Legionella Testing

SCHOOL NURSE

The School Nurse's duties include:

1. The preparation of accident data and assisting the **Director of Operations** in the reporting of accidents.
2. The School Nurse is responsible for the overall health and medical care of the boarders, working closely with the boarding house staff and parents. Assists the boarding house staff with hygiene issues.
3. Maintenance of all the first aid facilities and boxes throughout the College.
4. Providing first aid and nursing treatment to pupils and staff.
5. Co-ordinating immunisation and other health programmes.
6. Maintaining a register of staff trained in First Aid.
7. Providing First Aid training courses from time to time to members of staff and arranging for the examinations and certificates of the courses.
8. Ensuring that all medicines are locked in secure cupboards/containers when not in use.

DOMESTIC SERVICES MANAGER

1. The Domestic Services Manager is responsible for security and for the overall supervision of the cleaning staff. This extends to ensuring that the cleaners use electrical equipment safely, place warning signs where slippery floors are created during cleaning operations and also ensuring that they use chemicals safely and do not mix incompatible cleaning materials.
2. She is also responsible for the storage and distribution of cleaning materials, in which matter close attention must always be paid to the Control of Substances Hazardous to Health Regulations 2002, as amended.

HEALTH AND SAFETY COMMITTEE AND JOINT CONSULTATION

1. The Health and Safety Committee will meet once each term and its proceedings will be minuted. The Main School and the Junior School have a Committee each and are as follows:

Main School

N. Bishop	Director of Operations
R. Hattersley	Governor
J Hayward	Deputy Head
L.S. Clark	Staff Representative
O. Rees	Outdoor Education
J. Brookshaw	School Nurse
M.P. Tippetts	Boarding
K. Dunford	Catering
N. Shaw	Cleaning
M. Hands	IT
C. Bryant	Maintenance
E.D. Tremaine	Sports
R. Gayton	Porters/Security
G. Smith	Transport
K. Hall	Sports Hall
R. Gilbert	Lab Technician
J. Searle	Lab Technician
R. May	Lab Technician
E. Holden	Lab Technician
M. Sumner	Reprographics Manager

Prep School

N. Bishop	Director of Operations
TBA	Governor
C.D.M. Gatherer	Headmaster
S. Raymond-Jones	Teacher i.c. Infants
N. Freeman	Staff Representative
D. Hedgecock	Director of Studies
K.Wills	Head of EYS
I. Cairns	Catering
S. Ward	Cleaning
P Wilton	Admin and Compliance Officer

2. The Common Room Association have nominated a teaching staff representative to liaise on health and safety matters with the **Director of Operations**. All staff should route general health and safety issues through their representative. Serious hazards should be immediately brought to the attention of their Head of Department or their equivalent and not "saved up" for meetings.

CONTRACTORS

1. The **Director of Operations and Health, Maintenance Foreman or Health and Safety Manager** will check on arrival that all procedures, risk assessments and relevant insurances are in place prior to commencement of work.
2. It is a requirement that if a contractor has the opportunity to have regular contact with children over a short period of time an Enhanced DBS certificate (with barred list check) must be obtained.
3. Contractors are formally assessed to ensure that they are competent to conduct required work and to determine whether their systems for managing HSE meet College standards and requirements, including where appropriate, sub-contractor management.
4. A list of approved contractors (and their sub-contractors) authorised to work for the College is compiled and maintained.
5. The use of contractors who are not on the approved list is prohibited.
6. Contractor performance is assessed on completion of work and approved status is reviewed / updated accordingly.
7. Management will ensure that:
 - Only contractors on the Approved Contractor List and who are competent to perform the work are sub-contracted to undertake work on behalf of the College.
 - All contractors receive induction training on arrival on site and that the training is recorded and repeated at appropriate intervals.
 - Contractors receive suitable information, instruction and training to assure their competence for the work they are to undertake.
 - An appropriate level of supervision is provided to contractors engaged in College business.
 - College risk assessments include measures to protect contractors.
 - Contractors provide risk assessments for approval prior to commencing work, making certain that their risk assessments have taken into account how their activities may affect College employees and other persons.
 - Electrical appliances to be used by contractors have been tested and are safe to use.
 - The quality of contractor's work is monitored to ensure that it is being conducted safely.
 - All contractors on premises under the control of the College are accounted for.

8. 1.3 GENERAL ARRANGEMENTS

HEALTH AND SAFETY ADVICE AND GUIDANCE

POLICY REVIEW

1. This Safety Policy will be regularly reviewed and monitored and the necessary amendments distributed to all persons concerned.

COMMUNICATION AND CONSULTATION

1. HSE information, where it relates to College activities will be communicated throughout the College as it becomes available by the quickest possible means.
2. Concerns over the standards of HSE within the College or issues relating to HSE are to be brought immediately to the attention of management
3. The College consults with its employees on HSE matters in accordance with the Health and Safety (Consultation with Employees) Regulations 1996.
4. In the absence of elected health and safety representatives, the College will consult staff individually or in groups on matters of health and safety.
5. The College will ensure that all information, instruction and training is provided to all employees in a language and format that the employee can readily understand. This will include any translated inductions, safety briefings, signage, works procedures, risk assessments, health and safety updates and all other forms of communication deemed necessary to ensure that the employee is competent to carry out their work activities.

HEALTH & SAFETY INDUCTION, TRAINING AND COMPETENCE

1. There is a specific Health & Safety Induction pack for all new staff, which is completed and signed off by the **Director of Operations**.
2. All new employees receive induction training as soon as reasonably practicable. A record of the induction process is maintained.
3. Training needs and competence requirements are analysed to ensure the provision of appropriate training. A Training Record is maintained for all employees.
4. Employees shall only carry out work for which they hold the appropriate competences. Occupational competence will be maintained via continued membership of appropriate trade associations.
5. Further training shall be given:
 - For periodic refresher training;
 - When required by current best practice;
 - When being exposed to new or increased risks;
 - When being transferred or given a change in responsibility; and/or
 - When there is a change in work methods, technology, equipment or practices.
6. All induction and training records and, where issued, certificates of training, qualifications and competence will be held in the main office.
7. Training standards will be kept under review to ensure that the requirements of current legislation and risk assessments are met.

8. **RISK ASSESSMENTS, METHOD STATEMENTS AND SAFE SYSTEMS OF WORK**

1. Copies of risk assessment forms are at the rear of this policy.
2. Management will ensure:
 - Where significant hazards are evident and there is a risk of harm or injury from a work activity, an appropriate risk assessment will be undertaken and communicated to all those at risk, in accordance with the Management of Health and Safety at Work Regulations 1999;
 - Safety method statements or written procedures detailing safe systems of work are produced based on the findings of the risk assessments;
 - That all risk assessments, safe systems of work and safety method statements are communicated to all who may be affected by the activity;
 - That all personnel who may be affected by the activity are made aware, that if any aspect of the activity or the environment in which it is conducted alters then a review of the risk assessment must be undertaken and appropriate changes to the safe system of work or safety method statement effected before the work is continued;
 - That master copies of all assessments, safe systems of work and method statements are held in the main office with copies of relevant assessments available on site.
 - That safe systems of work and risk assessments provided by contractors are approved prior to work commencing on sites under the control of the College.

PERSONAL PROTECTIVE EQUIPMENT

1. **Personal Protective Equipment (PPE) at Work Regulations, 1992**, Plymouth College will:
 - a. provide PPE to employees (free of charge) and to pupils whenever health and safety risks are not adequately controlled by other means;
 - b. select PPE suitable for the task, the employee, the pupil and the work environment;
 - c. maintain PPE and provide suitable accommodation for it;
 - d. ensure that PPE is properly used (this may necessitate both theoretical and practical training and instruction).
2. PPE covers items such as eye protection, head protection, foot protection, hand, leg and arm protection and protective clothing for the body.
3. Heads of departments are required to assess where PPE should be provided.
4. All PPE purchased will comply with a relevant British Standard (or harmonised European Standard or 'Norm' (EN)). PPE supplied for use at work should only be supplied if it is certified as complying with a relevant standard. As such, it should eventually be 'CE' marked.
5. Competent PPE suppliers will be able to advise on individual requirements. Manufacturers and suppliers have a legal duty to provide information of this type.
6. Maintenance of PPE includes, where appropriate, cleaning, disinfection, testing, examination, repair (and replacement). Those responsible for arranging maintenance have been identified and procedures to be followed, with frequencies identified, will be laid down in writing.
7. A systematic approach to training will be taken and training records kept. Users of PPE are to be instructed in the following:
 - a. the risk which the PPE protects against;
 - b. how to use PPE;
 - c. the way in which the PPE is to be maintained and stored.
8. Employees have duties to use PPE in accordance with the training instructions, to take reasonable care of PPE and to report any obvious defect in PPE.
9. Specific guidance on certain aspects of personal protection follows under the headings eye protection, respiratory protection and protective clothing.

Eye Protection

10. British Standard BS EN 166:2002 provides for various specific grades of eye protection varying from the basic impact grade to those that give protection against chemicals, dust and particles of metal. The specified use of any particular eye protection is indicated by an addition after the BS number, i.e. For increasing impact protection 'S', 'F', 'B', or 'A' (if no letter appears after the BS number then the eye protection is basic grade) and for protection from liquids, dust and particles '3', '4' or '5'.
11. Three kinds of eye protection are suitable for protection against the various chemical hazards found in the school:
 - a. safety spectacles (BS EN 166:2002) basic grade S or F – these do not offer complete protection against splashes from sides or below.

- b. Goggles (BS EN 166:2002 'B') – these provide virtually complete protection against splash injury to eyes.
 - c. Face shields to BS EN 166:2002 'A' – these protect the whole face.
12. The Health and Safety Executive's National Interest Group for Education has advised that in schools spectacles to BS EN 166:2002 are suitable for most of the operations in which pupils are engaged. However, goggles are to be available and worn when there is a particular risk and face shields should be worn when large quantities of chemicals are dispensed, used, disposed of or cleared up after spillage, or when significant damage to the face could occur.
 13. Suitable spectacles, goggles or face shields must be worn by teachers, technicians, pupils, visitors and others whenever they observe or take part in any operation involving chemicals (including operations and experiments in fume cupboards), or wherever there is a reasonably foreseeable risk of dust, sparks, chemical splashes or flying particles injury to the eyes.
 14. Art and craft and other activities such as pesticide spraying which may take place in school grounds, can also give rise to risks to the eyes and, therefore, the need for adequate protection.
 15. Heads of departments are expected to assess the risks of the particular activities under their control.
 16. The eye protection supplied must not only protect against the risk but must also be suitable and comfortable for the wearer.

Respiratory Protection

17. Respiratory protection which is suitable and of a type approved, or which conforms to a standard approved by HSE, must be worn when the COSHH assessment requires it, e.g. where there is no local exhaust ventilation and significant amounts of dust and fumes are present. Such situations may occur when pupils are working at a band saw or spraying paint or other chemicals.
18. Disposable respirators will be provided wherever possible. Non-disposable respirators must always be clean and the filters must be renewed after contamination or when indicated on the filter itself.
19. Face fit tests will be conducted annually for all persons who use RPE, in accordance with HSE guidance (HSG53: Respiratory Protective Equipment at Work). Tests are performed for each type of RPE worn by an individual.

Protective Clothing

20. Where appropriate, overalls to protect clothing and bare arms should be worn by employees, pupils and others in laboratories, rooms used for CDT and practical subjects, and during cleaning, maintenance, kitchen and grounds work.
21. Maintenance Staff and kitchen staff are provided with overalls to protect against dirt, contamination and substances. Safety footwear will be supplied as necessary.
22. Groundsmen/gardeners are provided with overalls made from tough fibre, a waterproof jacket and safety footwear will be supplied as necessary.
23. For some operations with hazardous substances, e.g. use of pesticides on sports grounds, a full set of protective clothing has been made available. This includes rubber gloves, goggles or face mask, respiratory protection, overalls and rubber boots.
24. Specific risk assessments (including COSHH assessments) will be used to indicate when personal protection is to be worn and indicate the type and standard of protection necessary.

25. **Training.** Heads of departments are responsible for training their staff in the use of PPE.

EMPLOYMENT OF NEW AND EXPECTANT MOTHERS

1. Regular Risk Assessments are to be carried out and the relevant form completed (copy at the rear of this policy). The form will be completed by the immediate Line Manager and approved by the Bursar. Copies are kept on Personnel files.
2. Risk assessments of the activities undertaken by College employees will take into account the needs of pregnant employees and new mothers, in accordance with the Management of Health and Safety at Work Regulations 1999. The assessment will identify and address the risks to the unborn child, a child of a woman who is still breastfeeding and to the mother and will determine which tasks the employee can perform.
3. The assessment will ensure that adequate steps are taken to avoid the risk to new and expectant mothers arising from exposure to physical, biological and chemical agents and from working conditions.
4. Where the risk cannot be avoided then working hours may be temporarily adjusted or suitable alternative work will be offered. If this is not viable then suspension on full pay will be exercised for as long as is necessary to protect the health and safety of the mother and that of her child.

FIRST AID PROVISION

Please see the First Aid Policy, available on the intranet.

ACCIDENT REPORTING AND INVESTIGATION

Please also refer to the Incident Investigation Pack

1. ACCIDENT OR INCIDENT REPORTING

1.1 It is important that all accidents and incidents of a serious or potentially serious nature are reported so that if necessary an investigation can be made of the circumstances in order that steps be taken to preclude a reoccurrence.

1.2 It is the duty of employees to report to their immediate superior either verbally or in writing if they are injured by a work-related accident. Teachers must similarly ensure that accidents relating to pupils are likewise reported.

1.3 The details of any accident must be recorded in the relevant Accident Book. This main book is kept in the senior school reception and must be completed by the School Nurse or teacher (in the case of pupils) or immediate superior in cases involving staff. All accident reports must be immediately submitted to the Director of operations office.

1.4 Certain accidents require to be reported to the HSE either by telephone or online. The Director of operations and the Health & Safety Manager will be responsible for such action.

2. ACCIDENT OR INCIDENT INVESTIGATION

2.1 Every incident, including near misses, is to be investigated in order to discover how a repetition can be avoided. Such investigation will be instigated by the Director of Operations & Health & Safety Manager

3. SUMMARY OF PROCEDURES

EVENT	VICTIM	PERSON RESPONSIBLE FOR REPORTING THE ACCIDENT TO THE HSE
Death	Employee	Director of Operations
	Self-employed person	Person in control/Bursar
	Member of the public/student	Person in control/ Director of Operations
Specified injuries, condition or death within 1 year of accident	Employee	Director of Operations
	Self-employed person	Person in control/ Director of Operations
	Member of the public/student	Person in control/ Director of Operations
Dangerous Occurrence	No victim	Person in control/ Director of Operations
Any other injury causing incapacity from work or	Employee Trainee	Person in control/ Director of Operations

school in excess of 7 days (not counting day of accident but including weekends, bank holidays etc).	Student Self Employed person/member of the public	No duty to report
Occupational Disease	Employee/Pupil	Director of Operations

6. Definitions of specified injuries include:

- 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 scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- 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

7. Definitions of occupational diseases include:

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;
- occupational asthma;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

8. There are 27 categories of dangerous occurrences that are relevant to general workplaces. For example:

- the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- plant or equipment coming into contact with overhead power lines;
- the accidental release of any substance which could cause injury to any person.

For a full, detailed list, refer to:

<http://www.legislation.gov.uk/ukxi/2013/1471/schedule/2/made>

8. **ACTION BY PLYMOUTH COLLEGE**

8.1 **Events 1, 2 and 3**

Report the event to the Health and Safety Executive without delay and notwithstanding within 10 days, either by telephone (keeping a record of the

conversation):

0345 300 9923

or online:

<https://extranet.hse.gov.uk/lfservlet/external/F2508IE>

8.2 **Event 4**

Complete an online submission within 15 days of the event.

8.3 **Event 5**

Report occupational diseases to the HSE via the RIDDOR website as soon as a written diagnosis is received from a doctor or other qualified health professional.

9. **INVESTIGATION OF ACCIDENTS ETC.**

Photographs, sketches, witness statements taken as soon after the event as possible are invaluable. The report and evidence should be submitted to the Bursar.

10. **DISTURBANCE OF THE SCENES OF THE ACCIDENT**

In the event of death, a specified injury, accident or dangerous occurrence, the scene of the accident should be left undisturbed until the Bursar or his authorised deputy has been informed of the event - such persons will seek clearance from the Health and Safety Executive, before the scene is disturbed. The Health and Safety Executive may permit disturbance of the scene if permanent records, such as sketches, photographs etc., are taken.

The above prohibition is suspended in the event that action has to be taken, e.g. by the emergency services, to facilitate rescue or to prevent further danger or collapse of buildings etc.

11. **ACCIDENT BOOK BI 510**

Accident Report

An accident report must be completed by the **Director of Operations** or School Nurse in respect of all fatal accidents, specified injury accidents and 7 day accidents.

Treatment for very minor cuts and abrasions etc., would not normally need to be entered in the accident book. Completed accident books must be kept for a period of seven years from the date of last entry.



Report of an injury or dangerous occurrence

Filling in this form

This form must be filled in by an employer or other responsible person.

Part A

About you

1 What is your full name?

2 What is your job title?

3 What is your telephone number?

About your organisation

4 What is the name of your organisation?

5 What is its address and postcode?

6 What type of work does the organisation do?

Part B

About the incident

1 On what date did the incident happen?

2 At what time did the incident happen?

(Please use the 24-hour clock eg 0600)

3 Did the incident happen at the above address?

Yes Go to question 4

No Where did the incident happen?

- elsewhere in your organisation – give the name, address and postcode
- at someone else's premises – give the name, address and postcode
- in a public place – give details of where it happened

If you do not know the postcode, what is the name of the local authority?

4 In which department, or where on the premises, did the incident happen?

F2508 (06.00)

Part C

About the injured person

If you are reporting a dangerous occurrence, go to Part F. If more than one person was injured in the same incident, please attach the details asked for in Part C and Part D for each injured person.

1 What is their full name?

2 What is their home address and postcode?

3 What is their home phone number?

4 How old are they?

5 Are they

male?

female?

6 What is their job title?

7 Was the injured person (tick only one box)

one of your employees?

on a training scheme? Give details:

on work experience?

employed by someone else? Give details of the employer:

self-employed and at work?

a member of the public?

Part D

About the injury

1 What was the injury? (eg fracture, laceration)

2 What part of the body was injured?

[Next Page](#)

- 3 Was the injury (tick the one box that applies)
- a fatality?
 - a major injury or condition? (see accompanying notes)
 - an injury to an employee or self-employed person which prevented them doing their normal work for more than 3 days?
 - an injury to a member of the public which meant they had to be taken from the scene of the accident to a hospital for treatment?
- 4 Did the injured person (tick all the boxes that apply)
- become unconscious?
 - need resuscitation?
 - remain in hospital for more than 24 hours?
 - none of the above.

Part E

About the kind of accident

Please tick the one box that best describes what happened, then go to Part G.

- Contact with moving machinery or material being machined
 - Hit by a moving, flying or falling object
 - Hit by a moving vehicle
 - Hit something fixed or stationary
-
- Injured while handling, lifting or carrying
 - Slipped, tripped or fell on the same level
 - Fell from a height
- How high was the fall?
- metres
-
- Trapped by something collapsing
-
- Drowned or asphyxiated
 - Exposed to, or in contact with, a harmful substance
 - Exposed to fire
 - Exposed to an explosion
-
- Contact with electricity or an electrical discharge
 - Injured by an animal
 - Physically assaulted by a person
-
- Another kind of accident (describe it in Part G)

Part F

Dangerous occurrences

Enter the number of the dangerous occurrence you are reporting. (The numbers are given in the Regulations and in the notes which accompany this form)

For official use

Client number

Location number

Event number

INV REP Y N

Part G

Describing what happened

Give as much detail as you can. For instance

- the name of any substance involved
- the name and type of any machine involved
- the events that led to the incident
- the part played by any people.

If it was a personal injury, give details of what the person was doing. Describe any action that has since been taken to prevent a similar incident. Use a separate piece of paper if you need to.

Part H

Your signature

Signature

Date

If returning by post/fax, please ensure this form is signed, alternatively, if returning by E-Mail, please type your name in the signature box

Where to send the form

Incident Contact Centre, Caerphilly Business Centre,
Caerphilly Business Park, Caerphilly, CF83 3GG.
or email to riddor@connaught.plc.uk or fax to 0845 300 99 24

Continue

Accident Investigation Report Form for Plymouth College

CONSULTANT / INVESTIGATOR				
Company:				
Address:				
Consultant:				
Date:				
COMPANY DETAILS				
Company Name:				
Address:				
THE ACCIDENT				
PERSON WHO HAD THE ACCIDENT				
Name:				
Age: <small>estimate if uncertain</small>		Male	Female	
Job / occupation:				
Status:	Employee	Contractor	Self-employed	General public
	Trainee / apprentice	On work experience	Other (specify)	
Home Address:				
Postcode:				
Telephone / mobile:				
OTHER PERSONS INVOLVED				
Name:				
Age: <small>estimate if uncertain</small>				
Occupation:				
Status:	Employee	Contractor	Self-employed	General public
	Trainee / Apprentice	On work experience	Other (specify)	
Home Address:				
Postcode:				
Telephone / mobile:				
ABOUT THE ACCIDENT				
Time: <small>use 24hr clock</small>				
Date:				
Location / address:				
Postcode:				
Type of injury / damage:				
Part of body injured:				
Type of accident: <small>e.g. fall</small>				
Classification:	Fatality	Specified	7 day	Required hospital treatment
	Required other medical treatment		Required first aid on site	
Did the casualty:	Lose consciousness	Require resuscitation	Remain in Hospital >24hr	None of these

ACCIDENT DESCRIPTION

Description of accident / incident (who, what, when, where, how), including preceding events. Include the names of any substances involved and any machinery:

SUPPLEMENTARY INFORMATION

Reference supporting documents (e.g. doctor's notes, risk assessments, training certificates) and photographs / sketches. Specify any additional information pending.

ACCIDENT CAUSES: IMMEDIATE & UNDERLYING

ACCIDENT INVESTIGATION FINDINGS

RECOMMENDATIONS & ACTIONS TO PREVENT RECURRENCE

ACCIDENT INVESTIGATORS			
Name:		Signature:	
Position:		Date:	
Name:		Signature:	
Position:		Date:	

FIRE SAFETY POLICY

GENERAL

1. One of the most serious hazards which can threaten Plymouth College is fire. It is, therefore, essential to do all that is possible to prevent fire occurring and to minimise the risk of casualties if it does. The College works closely with a qualified Fire Risk specialist (MK Fire) and it is College policy that his advice is sought regularly, especially when building work is contemplated or when plans are being considered for a change of use of existing buildings.
2. Designated employees will be instructed in the use of portable fire fighting appliances as found on premises and in vehicles.
3. Emergency procedures and evacuation routes will be communicated to all employees as part of their induction training.

FIRE RISK ASSESSMENT

1. A Fire Risk Assessment to identify fire and explosion risks for premises will be undertaken, in accordance with the Regulatory Reform (Fire Safety) Order 2005 and the Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR).
2. Based on the results of the fire risk assessment, adequate means of raising the alarm, fighting the fire and means of escape will be provided to ensure the safe evacuation of personnel in the event that a fire occurs within the premises.
3. Fire precautions and prevention measures will be taken appropriate to the level of risk throughout premises and property.
4. An adequate Fire Plan is in place and prominently displayed in offices and throughout the site.
5. In the event of a fire, the priority will be to raise the alarm and ensure all personnel are evacuated safely. The alarm is to be raised and the local fire authorities summoned.
6. The maintenance of the fire alarm system will be conducted by a competent, specialist authority under contract.
7. The person discovering the fire may attempt to extinguish the fire using portable appliances if the fire is of a small nature and personnel are not put at risk.
8. Stores or materials shall not be left in access or egress routes where they may hinder escape in an emergency.
9. Consideration will be given to neighbours who may be affected by a fire to ensure that they are made aware of the fire and evacuated safely.
10. The usefulness of a Fire Risk Assessment is accepted as a means of preventing a fire occurring and of minimising the risk of casualties and damage in such an event.
11. There are two factors which determine the degree of risk present in relation to fire:

Fire Hazard -this is something which has the potential to cause a fire. A fire hazard could be either an explosive or flammable material, an electrical installation or a situation in which it is possible that a fire could occur (e.g. an experiment in a Science Department which used naked flames).

Fire Risk - a fire risk is the likelihood that a fire will occur as a result of a fire hazard and the extent and severity of the damage which may be caused.

12. The potential risk will, inter alia, be influenced by the competence of the College Staff – both teachers and non-teachers – the clarity of the School's fire procedures, its preventative measures and the age and competence of the pupils.
13. Unwanted fires can occur either by:
 - Accidental ignition, or
 - Malicious ignition
14. A fire can happen only if three phenomena are present:
 - a. Oxygen – either in the air or in chemicals
 - b. Fuel – e.g. paper, wood, flammable liquids, chemical, furniture etc.,
 - c. Heat or ignition source – e.g. chemicals, friction/electrical resistance or fault, nearby heat source, open flame.
15. The first two are inevitably present so, in order to prevent unwanted fire, the sources of heat or ignition must be controlled.
16. Accidental fires are caused in many ways. For example:
 - a. Carelessly discarded smoking materials;
 - b. Manipulation of flammable liquids or gases in close proximity to a naked flame;
 - c. Poor maintenance of machinery;
 - d. Installation of electrical wiring by non-competent persons;
 - e. Dangerous siting of portable heat-producing devices.
17. If a fire is discovered at an early stage, it can be extinguished before much damage is done. If, however, the fire is allowed to develop, a great deal of damage may be caused, even to the extent where buildings may have to be demolished.

BASIC FIRE SAFETY RULES

18. Adherence to the following basic rules will greatly facilitate the effectiveness of the College's Fire Safety Policy. Many of these rules are no more than tidiness and good housekeeping but their potential for reducing the risk of fire cannot be over-stressed:
 - a. Combustible materials, such as cardboard boxes and packaging materials, should not be kept about the College unless they are required, for example, for making scenery or for art or design technology projects. Where such materials are not in use, they should be kept in a designated storage area.
 - b. Corridors, stairways, entrances and exits should be kept clear and, in particular, kept free of combustible materials. Stairways and corridors which form part of escape routes should always be kept clear.
 - c. Classroom displays and work displayed in corridors should be set up with care. Decorations can be a fire risk if they are hung near sources of heat or from light fittings.
 - d. Waste paper bins should be made of metal or other non-combustible materials. They should be used and waste paper should not be left lying around. Rubbish should not be allowed to collect in hidden places and particular attention should be paid to general tidiness, especially around electrical appliances.
 - e. Smoking is not permitted in the School buildings or grounds, except for staff in specially designated outside areas.
 - f. Stock rooms for stationery and other combustible materials should be kept securely locked.

- g. Boiler rooms must be kept clean, clear and locked.
- h. Electrical equipment must be used properly and kept in safe working order. Electrical points should never be overloaded and wiring must be checked regularly.
- i. Some clothing and costumes which are used for school plays are highly flammable. If such costumes must be used, they should never be placed close to any heat source, such as floodlights or other stage lighting.

MINIMISING THE RISK

- 19. The risk of fire occurring is minimised by the Basic Fire Safety Rules, listed above.
- 20. The risk of serious injury is minimised by:
 - A clear allocation of responsibilities to members of staff.
 - Vigilance by members of staff and pupils
 - Clear and simple evacuation procedures.
 - A control system to effect evacuation procedures.
 - Regular checking of fire appliances and electrical equipment.
 - Fire practices
 - Logging of Fire Incidents.
 - Control of visitors to the school.

THE SYSTEM FOR THE PREVENTION AND CONTROL OF FIRE IN PLYMOUTH COLLEGE

- 21. Fire prevention and fire control where preventative measures have failed is aided by the following:
 - a. **Clear allocation of responsibilities to members of staff:** [The Director of Operations](#) is the School's Fire Officer. In his absence the [Asst Bursar \(Ops\)](#) acts as Fire Officer in the event of an emergency, and he is responsible for providing technical advice on fire precautions and prevention. Fire evacuation procedures across the school are controlled and monitored by [the Director of Operations](#) and Deputy Head. Individual teachers are responsible for fire drills within the room in which they are at the time teaching. In the case of a fire evacuation they are responsible for:
 - b. Ensuring that the pupils in their classroom leave in an orderly manner and move to the designated place of assembly.
 - c. For shutting doors and windows
 - d. For alerting others as necessary en route to the assembly area.
- 22. **Fire Precautions Maintenance**
Details of the College Fire Precautions Maintenance Plans are at Appendix 1.
- 23. **Clear and simple evacuation procedures.** Notices are displayed directing what action needs to be taken in the event of a fire. These notices cover:

Action to be taken on discovering a fire

- operate the nearest fire alarm
- inform a member of staff or report to the School Office
- call out the fire brigade

Action to be taken on hearing the fire alarm

- when in class, instructions are given by the teacher
- when not in class, go to Assembly Area
- leave all bags etc. where they are
- move quickly but do not run
- do not try to pass others
- shut all doors and windows
- act calmly

Place of exit

- as directed by staff and indicated by signs

Assembly Area

- Boarding Houses - in front of Boarding Houses
- All College accommodation - All-Weather Pitch

24. Evacuation Procedures – Swimming Pool and Sports Hall

Pupils in either of these places may well find themselves in minimal clothing when the fire bell goes. The following procedure is to be followed:

a. Swimming Pool

If pupils have already changed for swimming when the alarm goes, they should be mustered on the side of the pool close to the door and held there until the situation is clear. If it becomes obvious that it is necessary to clear the pool building then pupils should be taken first to the Sports Hall foyer, and only then into the open air if it should prove necessary.

b. Sports Hall

Pupils who have already changed for sport will muster in the foyer and be held there until it is clear that the Hall itself is in danger when they will be taken into the open air.

25. As the School covers a large area with a number of separate buildings in the grounds fire control in the first place will be concentrated on the area in which any fire has started.

a. Staff/Teachers in the area must first establish whether the Fire Brigade need be called out: the decision to call out the Fire Brigade may be taken by any member of staff, or any responsible person. If in doubt, the Fire Brigade is to be called out.

b. The Fire Brigade is to be called out by contacting the School Office. As standby the Bursar's Office should be asked to make the call, or it may be made by the teacher reporting the fire. The call should not be delayed because of a lack of detailed information about the fire: this information can be given when the Fire Brigade arrives.

c. Within the immediate area it is the responsibility of individual teachers to ensure that all the pupils in the classroom in which they were teaching are evacuated and are checked in and held at the Assembly Area (All-Weather Pitch) in form groups. A roll call is to be taken by teachers at the Assembly Area under the direction of the Deputy Head. Class lists are to be made available at the Assembly Area. Pupils are to be held at the Assembly until the

School's Fire Officer considers it safe for them to be released.

26. If a fire alarm is sounded during School hours (8.30 a.m. – 5.00 p.m.):
 - a. Each teacher will see that all nearby ancillary rooms are unoccupied and that doors and windows are closed.
 - b. He/she will then escort the class, via paths outside buildings, to the All-Weather Pitch. Briefcases etc. must be left in classrooms.
 - c. Boys and girls who are working on their own will go to the All-Weather Pitch, via paths outside buildings and join their Tutor Groups.
 - d. All support staff will assemble on the playing field directly to the south of the All-Weather Pitch.
27. When the emergency is over the Fire Officer will instruct classes to return to classrooms. If the fire can be localised, unaffected parts of the School may be reoccupied. Masters whose rooms are affected will find alternative accommodation where possible.
28. If a fire alarm is sounded after school hours (5.00 p.m. – 8.30 a.m.):
 - a. Between 5.00 p.m. and 6.00 p.m. the master in charge of the activity in which pupils are involved will supervise their evacuation to a place of safety and liaise with the Porters.
 - b. Between 6.00 p.m. and 8.30 a.m. the School Porters or boarding staff will be responsible for summoning the Fire Brigade.
29. If, at any time, anyone discovers a fire in circumstances not covered by the above regulations, he should at once sound the nearest fire alarm and report it to the Bursar or Porters.
30. **Controlling of Visitors to the College.**

All visitors to the College are to be hosted by the department/individual they are visiting. The department/individual remains responsible for its visitors whilst they are on the school premises; in the event of a fire, or a fire practice, visitors will follow the procedures outlined above. When the public is invited to a school event (e.g. Open Day, concert, play etc.) the individual in charge of the event is to take steps to ensure that appropriate precautions are taken. Organisations using school facilities are to be briefed on and follow the rules applicable to the building in which their activity is taking place.
31. **Disabled Staff**

The College has limited facilities for disabled persons. There are no disabled members of staff, nor any seriously disabled pupils who could not cope with these general instructions.
32. **Disabled Visitors**

Disabled visitors have limited access to the College facilities, and will be limited to the Swimming Pool, Sports Centre and Meade-King Hall. As such the procedures herein are adequate for disabled visitors.

33. Assistance to Fire Service

Should the Fire Service need to attend the College in an emergency the Fire Officer or Assistance Fire Officer is to ensure that guides are located as necessary to direct the Fire Service as quickly as possible to the incident.

34. Regular checking of Fire Appliances and Electrical Equipment

All appliances are checked as part of an annual programme. Records of inspection of fire extinguishers are held by the Buildings Manager. Fire alarms are to be checked termly. Electrical equipment is checked as part of an annual programme. Details are at Appendix 1.

35. Fire Practices

These are to be held at least once a term. It is the responsibility of the School's Fire Officer to arrange these but the date and timings should first be agreed with the Deputy Head. **A record of each fire practice should be passed to the School's Fire Officer.**

36. Logging of Fire Incidents

All incidents – including fire practices – are to be logged, and details passed to the School's Fire Officer, who is to maintain a register.

37. The fire alarms and extinguishers are checked under the direction of the Buildings Manager, and records duly kept by himself.

FIRE PRECAUTIONS MAINTENANCE

1. Our fire precaution maintenance must at all times be satisfactory and the guidelines of MK Fire fully complied with.

FIRE WARNING SYSTEMS (Bells and Smoke Detectors)

- | | | |
|--|---|--|
| Daily
(Porters and
Maintenance) | - | All panels to be subject to a visual check to ensure that it is operating satisfactorily, i.e. the fault light (if fitted) is not lit. Record the check. |
| Holidays
(Porters and
Maintenance) | - | System test using different call points. In School buildings each alarm system to be checked by ringing the alarm bells for 2 seconds. All bells must operate. Boarding houses to be rung at a time as directed by the Housemaster.
Record the check. |
| Termly | - | Full test either by College Electrician or Maintenance Contractor. One (Assistant Bursar (Ops) inspection to be annual inspection. Record the check. |

ESCAPE LIGHTING

- | | | |
|---------------------------------------|---|---|
| Daily
(Porters and
Maintenance) | - | Check the charging light is operating satisfactorily. Record the check. |
|---------------------------------------|---|---|

Weekly - Check all emergency exit lights are operating satisfactorily. Record the check.
(Porters and Boarding Housemen)

Termly - Inspection by Maintenance Contractors or College Electrician. Record the check.

FIRE FIGHTING EQUIPMENT

Daily - Check all in proper place.
(Porters and Maintenance)

Holidays - Check all in proper place and not discharged. Record the check.
(Porters and Maintenance)

Annually - All appliances checked (and tested by discharge if necessary). Record the check.

Smoke Detectors They are checked termly by the College Electrician

All faults should be reported to [the Director of Operations](#) as soon as they are found, and the record book annotated accordingly.

1. Details of the systems, lighting and equipment to be checked, are attached as follows:

Main School Buildings	-	Appendix 2
Mannamead	-	Appendix 3
Colson	-	Appendix 4
Prep School (inc. Infants Dept.)	-	Appendix 5

An example of the layout of the necessary record books is at Appendix 6, and check sheets for daily and weekly recording are at Appendices 7 and 8 respectively.

2. **MEADE-KING HALL**

2.1 **Assemblies** Maximum standing to be 300.

2.2 **College Productions**

Maximum seating to be 250, subject to adequate aisles being available. Aisles must be minimum 1 metre wide, and there must be one aisle for every "block" of 7 seats.

It is permissible to allow up to 50 people to stand, thus making the maximum numbers in the Hall 300.

Prior to productions the fire equipment, alarms and detection systems should be checked to ensure their efficiency.

Measures should be taken to ensure that staff and pupils engaged in the production are aware of the procedures for raising the house lights, calling the Fire Brigade, the opening and manning of exit doors and the silencing of amplifiers.

Immediately before the commencement of a performance an announcement must be made by a suitable person explaining the action to be taken in the event of the fire alarm being activated, and in particular, pointing out the fire exits.

Thus to summarise, the maximum number of seats permissible is 250, and up to 50 people may stand. Total numbers in the auditorium must never exceed 300. Adequate information regarding fire procedures must be given to staff and audience.

3. **PREP SCHOOL HALL**

3.1 **Assemblies** Maximum standing to be 220.

Productions Maximum seating to be 234, subject to adequate aisles being available. Aisles must be one metre wide.

When speakers are deployed, they must not obstruct the emergency exits. The capacity will reduce to 222.

If benches are used in front of the stage, the capacity is as follows:

Benches	32
Seats	220

If speakers are deployed with benches the capacity is as follows:

Benches	32
Seats	208

It is permissible to have 20 people maximum standing at the rear of the hall. Prior to production the fire equipment, alarms and detection systems should be checked to ensure their efficiency.

Measures should be taken to ensure that staff engaged in the production are aware of the procedures for raising the house lights, calling the fire brigade, opening of exit doors and the silencing of speakers.

Immediately before the commencement of a performance an announcement must be made by a suitable person explaining the action to be taken in the event of a fire alarm being activated. In particular, the fire exits must be pointed out and specific instructions given for evacuation across the hall to the three exits on the sports field side. These exits must be clearly signed, on the blinds covering them, as fire

SMOKING POLICY

INTRODUCTION

In formulating this Policy the Governors have considered the many aspects of smoking insofar as they affect pupils, teachers, parents and visitors, as well as the fabric of the College. Amongst those taken into consideration are:

- The overall safety of all persons within the College precincts at any one time.
- The potential hazards of secondary smoking.
- The wishes of those who smoke, and those who do not.
- The example which should be set for our pupils.
- The need to police the policy if it is to be effective.

SCOPE

The scope of this policy is wide-ranging. All sites are included – Senior and Prep schools, Whiteworks and Delgany. The policy also covers all school transport and, when appropriate, any accommodation used temporarily by the College for the benefit of groups of pupils, e.g. hotel and hostel accommodation. It also includes people using the College grounds for outside lets.

EXCLUSIONS

The only exclusions to this policy are the family houses of the Headmaster and Housemaster, College House and the one designated area at each of the school sites.

POLICY

Pupils, regardless of age, are prohibited from smoking. In compliance with the Smoke-free Regulations 2006/7, smoking is prohibited in all buildings, without exception. Staff may smoke only in pre-designated outside areas. At Senior school this is currently the garden to the rear of Wedgewood 2 and at the Prep school the rear of Captain's Building. The restrictions of this policy apply in full to all parents and visitors to the College. However, smoking by parents and visitors will be tolerated outside when watching a sport or activity.

Smoking is strictly prohibited in areas where flammable liquids are stored or used.

ALCOHOL POLICY FOR STUDENTS

Alcohol use among children and young people is growing faster than the use of any other drug in the UK and it causes the most widespread problems.

Alcohol is also the least regulated and most heavily marketed drug (Advisory Council on the Misuse of Drugs, 2006).

The number of children and young people aged 11-15 who drink alcohol has fallen since 2001. However, those who do drink alcohol consume more – and more often (HM Government, 2007).

Children and young people aged 11-15 who regularly smoke or drink are much more likely than non-smokers and non-drinkers to use other drugs (Advisory Council on the Misuse of Drugs, 2006)

Under UK law, children and young people can consume different types of alcohol in different contexts, depending on their age. For instance, young people aged 16 or 17 may consume beer, cider or wine with a meal when under adult supervision on licensed premises. In all other circumstances, it is illegal for anyone under 18 to 'knowingly' consume alcohol on licensed premises, or to buy or attempt to buy alcohol.

At Plymouth College, the Headmaster is responsible for:

- the health and safety of all school members
- maintaining a safe learning environment
- making sure that pupils are fully aware of the risks associated with alcohol consumption

In order to ensure a safe environment and to protect pupils' health and well-being, the consumption of alcohol in school is forbidden to all pupils below the Sixth Form. Sixth Form students may, on occasion, consume alcohol in a supervised setting.

The College will ensure:

- pupils receive education about alcohol use and alcohol issues through the curriculum
- any pupil having problems with drinking is provided with access to confidential support
- social occasions for staff and the College community are planned carefully to ensure they promote responsible drinking.

We ask pupils to ensure that:

- they do not bring alcohol on to the school site
- they are not under the influence of alcohol whilst on the school site

If pupils do bring alcohol on to the school premises, or appear to have been drinking alcohol and return to College intoxicated, the following will apply:

1. Student suspected of being under the influence of alcohol

If the incident is on site, the student will be referred to the Health Centre or after hours to the Head of Boarding.

They will be withdrawn from lessons and/or activities for an appropriate period and, if a day pupil, arrangements may be made for parents to collect them.

The College will always inform parents.

Being under the influence of alcohol will be viewed seriously and may lead to suspension, although each case will be considered individually. Repeated offences could lead to the pupil being asked to leave the College.

2. Student found with alcohol

The student may be withdrawn from lessons and/or activities, and, if necessary, arrangements made to transfer him/her home.

The possession or supply of alcohol on the school site or as part of a school activity will be viewed seriously and may lead to a suspension, although each case will be considered individually. Repeated occurrences could lead to the pupil being asked to leave the College.

The College will always inform parents and may inform the police of the names of the pupils involved in serious alcohol-related incidents.

EMPLOYEES

College employees and contractors shall not have alcohol or controlled substances in their possession whilst working on College premises or driving Company vehicles.

Disciplinary action will be exercised if, while under the influence of alcohol or controlled substances (drugs), employees or contractors enter College premises or drive College vehicles.

Any person known or strongly suspected of being under the influence of alcohol or controlled substances will be removed from the College premises immediately.

DRUGS POLICY

STATEMENT

- The School regards the abuse of drugs by members of the School or supplying illegal substances as serious offences.
- The School is committed to the health and safety of its members and will take action to safeguard their well being.
- The School acknowledges the importance of its pastoral role in the welfare of its pupils, and aims to provide appropriate support.
- The term “drugs” within this policy should be understood to include not only illegal substances but also legal substances such as solvents, tobacco or over the counter medicines if used inappropriately.
- The school has a separate policy for alcohol and the administration of medication.

OBJECTIVES

- **Education**
To ensure that pupils receive a carefully planned course of drug education.
- **Counselling/Support**
To make clear the avenues open to pupils who become involved in, or aware of, a drug incident legal or illegal, within the School’s pastoral care system. Also the avenues open to those who wish to stop using or abusing drugs.
- **Discipline**
To make clear to staff, parents and pupils the School’s attitudes concerning the various aspects of the problem, including the School’s likely disciplinary actions to drug use or abuse, legal or illegal, by its pupils while under its jurisdiction.

EDUCATION

Plymouth College aims to educate pupils with a realistic and effective approach through Science lessons, the PSHMEE programme and assemblies. Through these channels we endeavour to:

- increase pupil knowledge and understanding of drug use and related issues.
- explore a range of options and attitudes towards drug use to enable pupils to arrive at their own informed views.
- develop a range of skills to enable pupils to make their own informed decisions about drug use.

In order to carry out the above aims effectively the drug education programme will be delivered in such as way that it:

- Provides accurate and up-to-date information about both legal and illegal drugs using outside speakers for practical information.
- Encourages pupils to be aware of both the effects and dangers of drugs.
- Provides details of the law related to drugs.
- Encourages pupils to develop skills to deal with drug-related situations and issues.
- Make pupils aware of both internal and external forms of help.

COUNSELLING/SUPPORT

The School's pastoral care system enables pupils to have the opportunity to talk with a range of staff about a drug related incident. e.g. Tutors, the Headmaster, Deputy Head, Heads of Years, Chaplaincy, School Doctor and School Nurses and boarding staff. Outside School organisations such as The Zone or The Harbour Centre may also be approached. Pupils are encouraged to voluntarily refer themselves should they feel they need help regarding exposure to drugs without fearing adverse reactions.

PROTOCOL AND REGULATION

- **Prescribed Drugs (Including over the counter medicines)**
These must be handed into the School Nurses, with instructions about their use, dosages required etc. The container should be labelled with the pharmacist's label. Pupils visit the Medical centre to take their medication. Asthmatic and anaphylactic pupils keep their medication with them and spares are kept in the medical centre.
- **Solvents.** If required in practical lessons they are provided by the School. They may not be brought into School.
- **Illegal drugs.** Any pupil involved in an illegal drug related incident whilst under School jurisdiction is likely to be dealt with severely. The School works closely with the Police who supply bags for suspicious samples and will have these checked. The police are also available for advice.
- **The use of over the Counter Medicines.** These must only be taken in accordance with their instructions. Pupils may not give over the counter medicines to other pupils.
- **Tobacco.** Plymouth College is a non-smoking site with the exception of a small designated area for members of staff behind the Porters Lodge. Pupils are not allowed to smoke in school, off campus in school uniform or on school trips.

Any pupils breaking these regulations may expect to be disciplined but also counselling may be advised in some situations.

DISCIPLINE PROCEDURES

Each incident is looked at individually and the following are guidelines.

- Someone found to be in the possession of and/or using illegal drugs, is likely to be suspended pending a decision about their future.
- Someone found to have been supplying illegal drugs would normally be permanently excluded.
- Someone using illegal drugs as a first offence may be allowed to return to School after a period of suspension. Should a further incident of drug abuse occur he/she would probably be expected to leave at once.
- Someone caught smoking on site or off campus in school uniform will receive the minimum of an evening detention with the Deputy Head. If the offence occurs on a residential school trip the staff member in charge will be likely to ground them for a short period from activities during the excursion.
- Someone caught abusing solvents on site, in school uniform or on a school trip is likely to be suspended.

TESTING

In accordance with the school's Terms and Conditions, the Headmaster may at any time request a urine sample, using our medical centre with a member of the Senior

Management Team supervising the procedures, to establish the presence or otherwise of an illegal substance. Tests will be obtained at the school's expense initially but further tests, if required, would be at the parents' expense. Under no circumstances will there be any reference to urine tests for drugs on a pupil's permanent medical record, and it should be noted that the School is under no obligation to report a positive urine test to the Police.

LONE WORKERS

Please refer to the Lone Workers Policy.

Wherever practicable, employees are not to work alone in high-risk activities or areas.

Where it is unavoidable, the lone worker will ensure that management is aware of their whereabouts and the nature of the work being undertaken. The lone worker will make contact with nominated personnel at pre-arranged times throughout, and on completion of, the activity.

Lone workers are included in the College Liability insurance cover, in accordance with the Employer's' Liability (Compulsory Insurance) Act 1969.

VIOLENCE TO STAFF

Violence to staff by pupils, parents or colleagues is not acceptable in any circumstances and needs to be reported immediately to the Management chain and directly to the Headmaster(s) and Bursar. Any such incident needs to be recorded and managed and reported to Governors and the Police where appropriate. If there is any need to complete a RIDDOR form, a 'Near [Miss Report](#) or an Accident form this should be done as soon as possible.

WASTE POLICY

The College has adopted an Environmental Policy Statement of Intent, for the management of environmental issues that includes waste.

Waste will be managed in accordance with the Hazardous Waste Regulations 2005.

The College is registered as a licensed waste producer / carrier with the Environmental Agency.

Routes exist for the legal disposal of waste arising from all materials in use by the College, in accordance with current legislation and best practice.

Where practicable, work will be planned and managed so as to minimise waste production. All waste shall be disposed of via an authorised disposal route.

Waste shall not be illegally deposited, disposed of or treated by any person where that waste has been, or will be, under the control of the College.

Recycling of waste will be encouraged wherever possible.

WELFARE PROVISION

The College is committed to providing a safe and healthy work environment that takes into account the welfare needs of all its employees and students, including those with disabilities.

Welfare provision will be in accordance with the Workplace (Health, Safety and Welfare) Regulations 1992 and the Education (Independent School Standards) (England) Regulations 2010 as amended.

Ventilation will be adequate to ensure the comfort of employees and students. Where mechanical ventilation or air conditioning is provided, regular cleaning, maintenance and inspection will be conducted.

Temperature will be maintained not less than 16°C but whenever practicable will be maintained in the range 19.4° C – 22.8° C. Windows, skylights or glass partitions will not allow excessive temperatures to be reached in offices and classrooms during hot weather.

Lighting will be suitable and sufficient and, so far as is reasonably practicable be from natural light to enable people to work, use facilities and move from place to place safely and without experiencing eye strain.

Adequate canteen facilities will be provided.

Welfare facilities will be adequate with sufficient toilets, hand washing and drying facilities.

A wholesome supply of drinking water will be available.

Workstations will be comfortable with safe and suitable chairs and sufficient space.

2 SUPPLEMENTARY HS POLICIES AND PROCEDURES

2.1 GENERAL HS

SECURITY POLICY

INTRODUCTION

In all parts of the College (Main School, Prep School, Boarding Houses, Delgany and Whiteworks) it is important that staff and pupils are able to work and learn in a safe and secure environment. Regular incidents reported in the national press highlight the need for the College to keep our security under constant review.

AIM

The aim of this Policy is to identify the areas of risk and to state the precautions and, where necessary, procedures which must be adopted to minimise the risks.

RISK RATING

Risk is dynamic and therefore must be continually assessed, particularly when circumstances in any part of the College change. The purpose of monitoring and reviewing security measures is either to anticipate changes in risk or to respond to any change as quickly as possible.

The risk rating of all the College sites is rated low - medium. This is by virtue of their various locations, environments, current security measures, incidences of crime, access, etc.

The College Health and Safety Committee, which meets once each term, has a standing item of Security on the Agenda.

PERSONAL SAFETY OF PUPILS, STAFF AND EMPLOYEES

Whilst reasonable measures must be taken to guard against intruders, most acts of aggression are carried out by individuals associated with the school, and they tend to be pupil on pupil, in exceptional circumstances, could be pupil on staff or parent or relative of pupil on staff

Staff are trained and experienced in recognising potentially dangerous situations and in taking timely preventative action. They must not face potentially aggressive situations alone, and they can and do frequently defuse potentially aggressive situations between pupils.

The following factors affect personal security:

a. Visitor Access

(1) Main School and Boarding

There are six entry points to the campus, one of which is a right of way for residents in Ford Park Road. The remaining entrances are locked at all times except 0815 - 0900 and 1530 - 1700.

(2) Prep School.

There is one entrance, through the security gates at the main entrance of The Millfields.

The control of all visitors to College sites is of the utmost importance, both in ensuring the safety of our pupils and staff and the safety of the visitors themselves (e.g. in the event of a

fire). The open nature of the Main School site does not make this easy. Nevertheless established procedures must be followed if the risk of intruders is to be kept as low as possible. Such procedures fall into one of the following categories:

1. Parents, Prospective Parents and General Visitors. They are to be directed to the school office at Main School, and Reception at the Prep school where they will be booked in as a visitor and given a security pass to wear, distinctively, at all times. Such visitors will be accompanied by a member of the College staff at all times. They must be booked out on departure and their pass handed in.
2. Contractors. Those to the main school are to be booked in and out by the [Removed text](#) Maintenance Foreman in accordance with the above details. Contractors visiting other College locations are to be treated as general visitors as above.
3. Playground Supervision
 - (1) Main School
Two members of staff are on duty at break times and lunch times.
 - (2) Prep School
Two staff are on duty during play times and a playground assistant is present at all breaks, including lunch.
4. Security Patrols
 - Day-time. There is the presence of Porters at Main and Prep sites during the normal working day. It is their responsibility to challenge any person who appears not to be a bona fide visitor.
 - Night-time. The College employs porters in the security role to patrol all sites between 7pm and [23:59hrs](#) seven nights per week throughout the year. They are based at Main school and visit the Prep site on occasions.
 - Police. Close relationships exist with the local police and especially the local Special Constables who pay frequent visits to the school site in the quiet hours.
 - Prep School. The School benefits from Millfield gate security 24/7
5. CCTV

CCTV is used at the Main school:

 - Main School. Eight cameras cover parts of the campus and are controlled from the Porters office. Tapes are rotated daily and monthly.
 - Prep School. Six cameras cover all parts of the school.
6. Fire Precautions

Detailed fire orders and procedures are outlined in the College Health and Safety Policy and also, at Main school, in the Pupils Handbook. Regular practices, at least termly, take place on all sites as well as separate practices run in the Boarding House.
7. Pupil Involvement

Pupils are periodically briefed on the importance of security and what action they should take (and not take) when confronted by a stranger on campus. At Main school this is included in talks at school assemblies as well as during tutor group times. Our ethos of the importance of honesty, respect for the individual and social responsibility is also a part in the curriculum, and thus helps in efficient pupil involvement.
8. Parent Involvement

The College welcomes all comments and help from parents either individually or through a parent body, e.g. Parents Association.

SECURITY OF THE SCHOOL PERIMETERS AND BUILDINGS

- a. Boundary Security
The physical condition of fencing, walls etc. is under constant inspection and maintenance.
- b. Security Lighting.
Maximum use is made of security lighting on all sites, illuminating particularly main access routes, car parks and entrances and exits to buildings. Some lighting is on during the silent hours and some is triggered automatically by movement.
- c. Intruder Alarms
With few exceptions all buildings are fitted with intruder alarms.
- d. Doors and Windows
Particular attention is paid, daily, to the efficiency of doors and windows, and to their proper maintenance. The primary responsibility for the securing of premises rests with departments, backed up by the Porters' final lock up in the early evening and the night porter on his rounds.
- e. Personal Property
In accordance with the Pupils Handbook all personal property must be adequately and clearly marked and the safekeeping is principally a pupils responsibility. In this respect we seek the co-operation of parents in ensuring that no expensive personal possessions are brought to school (e.g. laptop computers, cameras. Mobile phones etc).
Pupils at Main school carry their bags with them during the day. There are racks for use at break times and at midday. Items of particular value can be lodged in the Office, Bag Store or with the Porters for safekeeping
- f. School Property
All school property of a valuable or attractive nature is marked and recorded in the asset register, which is maintained by the [Director of operations](#).

SUMMARY

If this Security Policy is to be effective it must be reviewed on a continuous basis. All staff appreciate the importance of security and understand the policy. Pupils are reminded of the important issues concerning security on a regular basis, and where appropriate, parents are informed of our policy and encouraged to help.

When necessary the Governing Body will receive reports on security. Advice is sought from the Police and all crimes are reported to the Police.

Security will be considered as a matter of routine at every meeting of the Health and Safety Committee. This body will ensure that there are periodic surveys and risk assessments of security.

MANUAL HANDLING

1. The College recognises the need to ensure that all manual handling activities shall be as safe as reasonably practicable at all times, in accordance with the Manual Handling Operations Regulations 1992 (as amended). This will be achieved by:
 - Wherever possible, the requirement to conduct manual handling activities will be avoided. Where manual-handling activities cannot be avoided then mechanical aids will be utilised, or the load split to reduce the risk of harm, or group-handling techniques will be used.
 - An assessment of manual handling activities will be conducted to identify control measures required to protect those at risk from the manual handling operation.
 - The results of the manual handling activities risk assessment will be communicated to all employees.
 - Employees will be adequately trained in correct manual handling techniques.
 - Appropriate information relating to the weight, centre of gravity or the heaviest side of the load will be provided to those personnel involved in the manual handling of the load.
 - Where vehicles are used to eliminate or reduce manual handling activities, loads shall be checked as secure by the driver prior to moving the vehicle.

WORK EQUIPMENT

1. All dangerous parts of machinery will be adequately safeguarded. A machinery inventory is to be drawn up to identify equipment/machines with dangerous parts together with the associated safeguards. Regular inspections and tests of safeguards and emergency stop devices are to be carried out and recorded. This is the responsibility of the department concerned in the teaching area and the [Director of operations](#) for those in the support area to whom these regulations apply. They also apply to the Grounds Department.

Provision and Use of Work Equipment Regulations, 1998 (PUWER)

2. PUWER simplifies and makes more explicit a duty which has existed for many years to provide safe plant and equipment. The regulations consolidate older requirements and practices, and apply them to all employers and workplaces. 'Work equipment' includes items such as milling machines, woodworking machinery, lawn mowers, overhead projectors, ladders, laboratory apparatus, portable drills, soldering irons, catering equipment etc. Work equipment also covers any equipment provided by employees themselves for use at work. The main requirements are to:
 - a. ensure that equipment is suitable for the job it has to do;
 - b. take into account the working conditions and hazards in the workplace when assessing the suitability and selection of the equipment;
 - c. ensure equipment is used only for operations and under conditions for which it is suitable;
 - d. ensure that equipment is maintained in an efficient state, in efficient working order and in good repair. (In addition to the records of the inspection of safeguards called for above, maintenance log books should be maintained by those in control of work equipment);
 - e. give adequate information, instruction and training to users;
 - f. provide equipment new to the workplace that conforms with the relevant EC product safety directives.
3. The Regulations also contain specific requirements for new equipment which applied to old equipment after 1st January 1997.
 - a. protection against dangerous parts of the machinery;
 - b. protection against specified hazards, e.g. falling and ejected articles and substances, ruptures or disintegration of work equipment parts, equipment catching fire, overheating, unintentional or premature discharge of articles and substances, explosions;
 - c. Protection on parts and substances at high or very low temperatures;
 - d. Control systems and control devices;
 - e. A means of isolation on equipment;
 - f. Good lighting, maintenance operations and warning markings.
4. Those in control of work equipment are required to assess the risks posed by the use of their present work equipment. (The risks associated with machinery are best assessed in line with L22 Safe Use of Work Equipment and PD 5304:2005 Guidance on Safe Use of Machinery).
5. New equipment must comply with an appropriate British or CEN Standard and safe operating procedures must be provided to ensure that the equipment can be used safely).

Lifting Operations and Lifting Equipment Regulations, 1998 (LOLER)

6. LOLER applies over and above the more general requirements of PUWER and

applies to any equipment or plant used for lifting and/or lowering loads, including lifts and lifting accessories, as well as MEWPs.

7. In accordance with LOLER requirements a thorough examination and inspection of all lifting equipment will be carried out by an independent, impartial and competent resource:

- Initially, before equipment is taken into service
- Post installation, where safety is dependent on correct installation
- Where lifting equipment is exposed to conditions which could cause deterioration that could lead to a dangerous situation, periodic examinations are required
- Following any exceptional event such as an accident or long period without use.
- At prescribed intervals:
 - Every six months for lifting equipment used for lifting / lowering persons (e.g. passenger lifts, MEWPs).
 - Every six months for lifting accessories (e.g. chain slings, eyebolts, shackles)
 - Every 12 months for all other lifting equipment not falling into either of the above categories (e.g. cranes, lift trucks).

WORKING AT HEIGHT

All work at height will be conducted in accordance with the Work at Height Regulations 2005 (as amended).

The overriding principle is to do all that is reasonably practicable to prevent anyone from falling.

The College shall:

- Avoid work at height where they can;
- Use work equipment or other measures to prevent falls where they cannot avoid working at height;
- Where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distances and consequences of a fall should one occur.

The College will ensure:

- All work is properly planned and organised;
- All work at height takes account of weather conditions that could endanger health and safety;
- Those involved in work at height are trained and competent;
- The place where work at height is done is safe;
- Equipment for work at height is appropriately inspected;
- The risks from fragile surfaces are properly controlled;
- The risks from falling objects are properly controlled.

It is prohibited to drop or throw anything from a height unless sufficient and adequate controls have been identified via risk assessment and implemented.

It is **NOT** prohibited to drop or throw anything from a height of more than one storey. Employees and Contractors are to lower items down using ropes or via chutes into skips. Lowering materials must be conducted in a controlled manner.

A rescue plan is in place for working at height which is incorporated into emergency procedures.

Risk Assessment

Before carrying out any work at height, including the use of ladders, a risk assessment of the work to be undertaken will be conducted. The risk assessment will take into account weather conditions and other aspects of the environment to ensure the safety of personnel at height and identify the measures required to protect persons working at height.

All equipment identified by the risk assessment and provided for working at height will be sound and fit for purpose and will be the subject of regular inspection and testing to ensure its continued suitability for the job.

SAFE MEANS OF ACCESS

1. LADDERS - PORTABLE

There is a **very significant** risk of falling if a portable ladder is used:

- a. Without being secured.
- b. Without being footed by another person.
- c. At an unsafe angle, i.e. not at a ratio of 1:4 (1 out to 4 up), (75°).
- d. Single person deployment of ladders is very hazardous and discouraged - a second person should foot/stabilise the ladder or a ladder stabilising device must be used.
- e. Ladders used for access to different levels, e.g. up a scaffold, etc., must project 1 metre beyond the landing or there must be an adequate hand-hold.

All portable ladders will be inspected once per month. Hard hats must be worn at all times.

2. SCAFFOLDING - FIXED

- a. **WE DO NOT** allow use of a scaffold which is "incomplete", i.e. has missing side SAFETY RAILS, END GUARD RAILS, or PLATFORM BOARDS.
- b. **BEWARE OF INADEQUATELY TIED SCAFFOLDS. DO NOT USE IN STRONG WINDS.**
- c. **BEWARE OF** scaffolds without DIAGONAL BRACING or with INADEQUATE FOOTING.
- d. Critical requirements:
 - handrails/safety rails - 0.915 - 1.15 metres from platform.
 - toeboards - 150 mm/6" high.
 - intermediate rail if gap between toeboards and safety rail exceeds 0.762 metres or equivalent is required.
 - brick guards or nets or equivalent are required if the scaffold overlooks a pedestrian walkway or traffic route.
 - scaffolds to be inspected by main contractor once per week and after bad weather - a local register on site is to be kept by them Form No. F91
- e. Hard hats must be worn by all personnel working on or in the vicinity of scaffolding.

3. SCAFFOLDS - MOBILE/TOWER

a. Checklist of Safety Standards

- Check base to height ratio, (must not exceed 1:3 for scaffolds used out of doors).
- Out riggers or stabilisers must be extended where applicable.
- Tower must not be used, moved on sloping or uneven or obstructed surfaces.
- The tower must be vertical.
- Tower to be tied to building wherever practicable.
- Tower must be moved from ground level only. The floor must be free from openings, ducts, steps, etc.
- No person is to remain on platform while being moved.

- Materials and tools to be removed or secured on platform. Overhead obstructions must be noted, in particular **electricity cables**.
 - Bracing members must be fitted.
 - Guard rails and toeboards must be fitted.
 - Wheels must be locked when platform is in use.
 - Tower must not be used in adverse weather, e.g. gale force winds.
 - Safe working load on platform must not be exceeded.
 - If scaffolds are accessible to children, access up the rungs at the lower levels should be prevented, e.g. by tying sheeting etc., around the lower sections.
- b. Requirements include:
- Safety railings between 0.915 and 1.15 metres from platform.
 - Toeboards 150 mm.
 - Gap between toe board and railing not to exceed 762 mm.
- c. Base to height ratios:
The maximum height must not exceed 3* the smallest base dimension (horizontal distance between ground contact points of scaffold or outriggers).
* = increased to 3.5x base dimension for INDOOR use only.
- d. Access up the scaffold tubes is not a safe or permitted means of access unless the scaffold has **integral** ladder rungs, otherwise:
- Internal ladders are preferred.
 - Alternatively (less preferred) an external ladder vertically secured to the side of the tower is permissible.
- e. Castors must be locked before ascending.
- f. A mobile scaffold must not be moved whilst any person is standing on the working platform or access ladder.
- g. Hard hats must be worn at all times.

4. ROOF ACCESS

- Access onto a roof for maintenance purposes is **not** permitted unless:
- EAVES PROTECTION is provided and PROPER ROOF CRAWLING BOARDS (secured in position) or LADDERS WITH ROOF EAVES "HOOKS" AND LOAD-SPREADING FACILITY are provided.
- Any other form of access is highly dangerous and is not permitted.

Key precautions are:

- Warning notices to be displayed where appropriate, i.e. "fragile roofs".
- Adequate numbers of crawling boards to be supplied and kept in good condition when used.
- Roof ladders with a ridge hook for roofs, with a pitch exceeding 10° are required. (Keep in good condition).

Note: Do not rely on walking on the ridge beams etc. of factory roofs or on the roof supporting your weight in the case of the corrugated light roof - many deaths occur each year due to this mistaken belief.

2.2 BUILDINGS AND GROUNDS MANAGEMENT

ASBESTOS MANAGEMENT

Regulations

1. The Control of Asbestos Regulations 2012 require that any employer who undertakes work with licensed asbestos or asbestos containing materials (ACMs) may only do so in accordance with a licence issued by the Health and Safety Executive.
2. Employees shall not generally conduct work involving exposure to asbestos / ACMs. If asbestos / ACMs are discovered, or suspected, the following action is to be taken:
 - Work is stopped, the area is secured and measures are put in place to ensure that the asbestos / ACM remains undisturbed; and
 - Management are informed in order to ensure that an assessment is undertaken and an action plan developed before work is allowed to continue.
3. In compliance with the Control of Asbestos Regulations 2012, training is mandatory for anyone liable to be exposed to asbestos fibres at work. As a minimum, a half day UKATA approved asbestos awareness course will be undertaken, supplemented by annual refresher training.
4. Any work undertaken on licensed asbestos products will be undertaken by a specialist licensed contractor. Work on non-licensed asbestos products must be approved by management and may only be undertaken provided the following conditions are met:
 - The exposure is sporadic and of low intensity;
 - The control limit is not exceeded, 0.1 asbestos fibres per cubic centimetre of air (0.1 f/cm³),
 - The work comprises:
 - Short duration, non-continuous maintenance activities;
 - Removal of materials in which the fibres are firmly linked in a matrix;
 - Encapsulation of ACMs which are in good condition; and/or
 - Air monitoring or collection and analysis of samples.
5. If non-licensed asbestos products are friable or have deteriorated additional requirements apply. For all notifiable non-licensed work (NNLW), management will ensure that:
 - The HSE is notified of the work;
 - Health surveillance / medical examinations are carried out by a health professional for employees involved with the work;
 - Health records for employees involved with the work are maintained; and
 - Written records are kept of NNLW e.g. a copy of the notification together with a list of workers and the level of likely exposure of workers to asbestos.
6. Employees, pupils and any other persons who might be affected by the School's work activities should be protected from exposure to asbestos fibres resultant from those work activities.

Recommendations for Action

7. Records and Signing

An Asbestos Register is maintained that records known locations of asbestos / ACMs in the fabric of school buildings, etc. This Asbestos Register is kept up to date and amended as and when necessary. Where there is any doubt concerning the nature of materials found then identification and possibly sampling by a competent specialist is required.

8. The Asbestos Register includes the following:

- the location of the asbestos / ACM
- the form of the asbestos (lagging, ceiling tiles, partition boards etc.)
- the condition of the asbestos (is there a risk of fibres being released?)
- the type of asbestos (blue, brown or white)
- the risk associated with each occurrence and relative cost of remedial work.

9. Based on the Asbestos Register and relative risk, an Asbestos Management Plan is put in place to minimise exposure. The Asbestos Management Plan details the actions that need to be taken for each occurrence e.g. signs posted and annual inspection for low risk asbestos / ACMs, encapsulation or removal by a licensed contractor for higher risk asbestos / ACMs. All sampling and analysis of materials must only be undertaken by suitably trained persons.

10. Asbestos can be found in certain types of equipment, e.g. fume cupboards. The College should ensure that records are kept of the siting of any such equipment and that the asbestos is readily identifiable by the use of warning signs.

Removal or Encapsulation Work

11. Asbestos left in situ should be maintained in a satisfactory state and clearly labelled / signed. Where there is damage or deterioration, specialist advice is needed.

12. Asbestos in good condition which is not likely to be damaged and not likely to be worked on is safest left in place. Make sure that those who might work on the material know that it contains asbestos. Inspect the condition of the asbestos regularly to ensure its condition remains safe.

13. Damaged asbestos can be made safe by encapsulation to prevent fibres becoming airborne. If the asbestos is likely to release dust and cannot be easily encapsulated or protected or is likely to be disturbed during routine maintenance work, it should be removed.

Asbestos Work

1. The following matters should be discussed and clarified:
 - a. Details of the contractor's current licence should be provided to the school;
 - b. The School should require the work to be carried out in accordance with the Control of Asbestos Regulations 2012;
 - c. Before work starts, the contractor is required to provide the School or person placing the contract with a copy of his written risk assessment and method statement;
 - d. The School should require an assurance that the contractor will take all reasonable steps to ensure that unauthorised personnel do not enter any designated asbestos area or respirator zone (all such areas and zones should be properly demarcated in accordance with Control of Asbestos Regulations 2012);
 - e. The contractor should provide the School or person placing the contract with a copy of the latest test certificate for his exhaust ventilation equipment;
 - f. Any vacuum cleaners on site should meet British Standard BS 5415: Part 2, Section 2.2, Supplement 1, type H tested with absolute filtration;
 - g. The material to be removed should be clearly identified and the contractor provided with information on the type of asbestos;
 - h. Access to the areas concerned should be agreed, as should the positioning of any decontamination unit, etc.;
 - i. The integrity of any enclosure in the work area should be tested using a smoke test observed by someone on behalf of the school;
 - j. Negative pressure equipment should be left running continuously unless otherwise agreed.
 - k. The contractor's employees must use protective clothing to HSE approved standard (normally red overalls in the dirty area, white in the clean area);
 - l. Waste must be doubly sealed in the work area, using red inner plastic bags and further sealed in plastic bags bearing the contractor's name and telephone number. The arrangements for the transfer of waste from the work area should be agreed. Sealed bags of waste asbestos should be stored in a locked container before being removed from the site;
 - m. Following completion of the work, visual inspection that the work has been carried out in accordance with the contract and air monitoring should be carried out by a NAMAS accredited laboratory. Clearance levels of less than 0.01 fibres per ml should be required before the enclosure is removed.
 - n. The meeting should discuss all safety matters relevant to the work, i.e. hazards known to the School and which might affect the contractor.

CATERING

1. Catering services are contracted out to Chartwells Limited.
2. Catering equipment, e.g. meat slicers, ventilation extraction equipment and pilot light systems on ovens will be maintained by the College Maintenance Department.
3. Regular checks on electrical equipment, gas appliances etc., will also be set up by the College.
4. All services will be correctly identified, e.g. gas pipes.
5. Chartwells are responsible for routine and regular Hygiene and Safety check. Reports are to be given to the Bursar for retention by the College. The checks will include the following:

- Hygiene Training
- Premises Inspection
- Equipment Inspection
- Working Facilities
- Temperature Monitoring
- Refrigerators
- Freezers
- Dry Goods Store
- Servery
- Staff Uniforms
- Staff Facilities
- Refuse Storage and Disposal
- Safety
- COSHH

ELECTRICAL SAFETY

1. Plymouth College recognises the Electricity at Work Regulations, 1989, and undertakes to comply with them in all respects. The Regulations most appropriate to school activities and premises cover the following:
 - a. **Regulation 4.** All electrical systems shall be constructed and maintained to prevent danger and all work activities are to be carried out so as not to give rise to danger as far as is reasonable practicable.
 - b. **Regulation 5.** No electrical equipment is to be used where its strength and capability may be exceeded so as to give rise to danger.
 - c. **Regulation 6.** Electrical equipment sited in adverse or hazardous environments must be suitable for the conditions as far as is reasonable practicable.
 - d. **Regulation 7.** Live conductors should be, as far as is reasonably practicable, permanently safeguarded or suitably positioned.
 - e. **Regulation 8.** Equipment must be earthed or other suitable precautions must be taken to prevent danger. (e.g. fitting of residual current devices, use of double insulated equipment or reduced voltage equipment, etc.)
 - f. **Regulation 9.** Nothing is to be placed in an earthed circuit conductor which might give rise to danger either by breaking the electrical continuity or introducing high impedance unless precautions are taken to prevent danger.
 - g. **Regulation 10.** Every joint and connection in a system must be mechanically and electrically suitable for use.
 - h. **Regulation 11.** Efficient means should be installed in each system to prevent excess current which would result in danger.
 - i. **Regulation 12.** Where necessary to prevent danger, suitable means shall be available for cutting off the electrical supply to any electrical equipment.
 - j. **Regulation 13.** Adequate precautions must be taken to prevent electrical equipment, which has been made dead in order to prevent danger, from becoming live whilst any work is carried out.
 - k. **Regulation 14.** No work can be carried out on, or near, live electrical equipment unless this can be properly justified. If such work is carried out, suitable precautions should be taken to prevent injury.
 - l. **Regulation 15.** Adequate working space, adequate means of access, and adequate lighting shall be provided at, or near, all electrical equipment on which work is being carried out in circumstances that may give rise to danger.
 - m. **Regulation 16.** No person shall engage in work that requires technical knowledge or experience to prevent danger or injury, unless he or she has that knowledge or experience, or is under appropriate supervision.

Additional internal requirements

2. Contractors employed to carry out additions, alterations and tests to the distribution system must be registered with the National Inspection Council for Electrical Installation Contracting or other equivalent professional body
3. 'As installed' drawings of the fixed installation are to be progressively made available and modified and updated when necessary. Electrical Safety Installation Certificates are to be supplied and maintained for all new installations / modifications to existing systems.
4. Routine inspections and tests of all wiring and fixed electrical installations are carried out under the direction of the [Buildings Manager](#), and records of these test results are to be

kept. Electrical Installation Condition Reports are obtained following routine inspections and tests, on a frequency in accordance with good practice.

5. Temporary systems, for example the stage lighting and its control gear, are inspected and thereafter tested after initial set up. Records are kept by [the Director of Operations](#).
6. In addition to normal employee vigilance, there is an adequate inspection and maintenance scheme for all school owned and used portable electrical items, to ensure that they are safe and suitable for use. The inspection and, where appropriate, test is carried out by the [College Electrician](#). [Boarding Housemasters are responsible for the visual checks of all boarders' personal equipment, and a record of such checks is to be kept](#). Inspection includes a visual examination for defects and a check on the suitability of any fuse fitted. Tests are for earth continuity and insulation resistance. Other points are as follows:
 - a. Regulation 4 requires that all portable electrical equipment be maintained, as far as is reasonably practicable, so as not to give rise to danger. This has generally been interpreted in past years to mean there is a need for an inspection and test by a competent person on an annual basis. The Health and Safety Executive have now provided written advice on how to maintain portable electrical equipment in offices and other low risk environments in IND(G) 160L Maintaining Portable Electrical Equipment in Offices and Other Low Risk Environments (HSE Leaflet).
 - b. This guidance recommends visual inspection only for items in offices and other low risk areas. Examples of items which no longer need testing are desktop computers and screens, photocopiers, fax machines, refrigerators, audio-visual equipment, all other office equipment, printers, vacuum cleaners and double insulated hand-held equipment, i.e. marked with symbol (e.g. some electric drills). This visual inspection, which can be carried out by any competent employee in the school, should be as follows.
 - c. After disconnection from the mains, the person carrying out the visual inspection should look for signs of:
 - Damage such as cuts and wear to the cable covering;
 - Any non-standard joints in the cable;
 - The outer covering of the cable not being gripped where it enters the plug, such that the coloured insulation of the wires is visible;
 - Damage to the plug itself such as cracked casing or bent pins;
 - Any burn marks or staining indicating that overheating has taken place;
 - Damage to the outer cover of the equipment.
 - d. All the steps of inspection should be carried out in a systematic and formal way. Any item which shows any adverse sign should be taken out of use and repaired by a competent electrician.
 - e. examples of items still requiring annual testing are:
 - i. Science Departments scientific apparatus running off mains voltage and being used in the laboratory (but not refrigerators or office type equipment).
 - ii. CDT Departments - all woodworking and other machinery permanently wired into hand tools not doubly insulated.
 - ii. Kitchens - all machinery and tools not permanently wired in to the distribution equipment.
 - iv. All Departments - extension leads, electric kettles and floor cleaners.

- v. Boarding Houses - All personal electrical equipment.

The advice provided above here is for guidance. Experience gained should be used to review the actual frequency of inspection and testing.

Portable electrical items are clearly and uniquely identified by marking or labelling them with an identifying number. The date of the last inspection/test is kept in a register or indicated on the appliance label.

Employees have been instructed never to use defective equipment or never to allow it to be used. Such equipment will be removed from general circulation for repair, which must be carried out before the equipment is allowed back into use.

7. All portable electric tools used (generally excluding those used in the teaching process but including those belonging to and used by contractors) will, wherever practicable, be operated at 110 volts.
8. Where there is a possibility during the teaching process of any persons, including pupils, coming into contact with live conductors at voltages above 25v where injury is likely to result, the teacher in charge must be electrically competent and must work in accordance with the guidance given by the HSE (HSG85 Electricity at Work – Safe Working Practices).
9. Residual Current Devices will be provided and fitted progressively and are to be tested in accordance with the manufacturer's instructions.
10. Standards for electrical installation in the UK are set out in The IET Wiring Regulations co-published by the IET and the British Standards Institution (BSI). A major update to the Regulations will be published in January 2015: BS 7671:2008 Incorporating Amendment No. 3:2015. This affects all users and contains updates that are vital to ensuring the safety of installers and consumers alike.

Frequency of Inspections (Fixed and Portable)

Frequency	Description
Daily	All fire equipment panels
Weekly	Fire emergency exit lights
Monthly	RCDs functional test, 'Stop' button systems test
Every 3 months (and after every alteration)	Stage lighting comprising portable dimmer racks with no fixed cabling: test as for temporary installation by contractor.
Termly	Fire Warning Systems, escape lighting, Boarders' personal equipment.
Every 6 months	Central systems: batteries and power supplies checked. Intruder alarms: routine maintenance by College electrician.
Annually	Fire detection and alarm systems: maintenance by contractor. Emergency lighting: inspection and test (after 3 years). Stage lighting: inspection and test by College electrician Portable equipment: inspection and test by College electrician
Every 3 years	Kitchens, laboratories, pottery, CDT, metal and woodworking areas: inspection and test by College electrician . Electrical controls associated with mechanical plant: inspection and test by contractor.
Every 5 years (or more frequently as determined by competent person)	All other parts of electrical installation to be inspected and tested by contractor.

GAS INSTALLATION AND USE

Measures to be taken

1. The College must ensure that all gas installation work and other work carried out on their premises in relation to gas fittings (including appliances but not portable appliances supplied with gas from a cylinder save for portable space heaters) is carried out in accordance with the Gas Safety (Installations and Use) Regulations 1998 and by competent registered GasSafe registered engineers.
2. Gas appliances intended for use in bath or shower areas must be room sealed appliances. A room sealed appliance means an appliance whose combustion system is sealed from the room in which the appliance is located and which obtains air for combustion from a ventilated uninhabited space within the premises or from the open air outside the premises and which vents the products of combustion to open air outside the premises.
3. The College must ensure that all gas installations, pipework and appliances (including portable or mobile space heaters supplied with gas from a cylinder), which are located on their premises whether the premises are let or otherwise, are maintained in a safe condition.
4. Where premises are let out from time to time and gas fittings (including portable or mobile space heaters supplied with gas from a cylinder) are installed, then the gas fittings and any relevant flues must be checked for safety by registered engineers at intervals of not more than twelve months. A record is to be kept by the Buildings Manager in respect of the appliances of the dates of inspection, the defects identified and any remedial action taken.

GROUNDSMAN'S ACTIVITIES

1. GROUNDSMAN'S ACTIVITIES

The following sections relate to the gardening and grounds maintenance activities:

2. MACHINERY

The manufacturer's guards will be maintained and always used when the machinery is in use. Throttle controls on all internal combustion engine powered plant will have an engine stop facility which is convenient to the control handle of the machine.

3. Employees will wear safety footwear when using lawnmowers and aerators, etc.

4. Tractors, when used, will be fitted with roll-over bars. If a power take-off is used a proper power take-off guard will be fitted. All machinery is to be refuelled in the open with the engine turned off.

5. HERBICIDES AND PESTICIDES (WEEDKILLERS ETC.)

(a) There are legal controls on the use of pesticides to safeguard people and the environment.

(b) Pesticides are:

- products used to control or destroy unwanted creatures, plants and other organisms;
- timber treatment products
- chemicals used for the control of growths on masonry

Purchase of pesticides and limitations on use

(c) Only pesticides which have been approved (and have approval numbers) may be advertised, sold or supplied in the United Kingdom. Each product is assigned conditions of use and is assigned to a field of use. The latter limits how the particular pesticide may be used, e.g. in agriculture, in forestry or as a wood preservative.

(d) The product approval number, fields of use and conditions of use are all given on the label. Conditions of use include requirements as to operator protection and must always be observed. Only approved pesticides will be used in the school.

Storage of pesticides

(e) Pesticides on school premises are to be stored and transported safely. The pesticide store must be large enough to hold the maximum capacity of pesticides likely to be kept at any one time. The store use by the school will meet the following criteria. It should be:

- suitably sited;
- of adequate capacity and construction;
- designed to hold spillage;
- adequately lit and ventilated; resistant against fire and, if possible, frost;
- designed so that containers can be safely stacked and moved in and out;
- **Kept locked when in use**

Storage of personal protection and protective clothing

(f) This will be stored in a locker separately from other clothing.

Use of pesticides

- (g) Only approved products will be used.
- (h) Everyone who uses a pesticide must be competent to do so and this school will provide its workers with sufficient instruction and guidance to ensure that products are used safely, efficiently and humanely.
- (i) Safe and competent use of pesticides involves a risk assessment of possible problems. Among other things which will be considered are:
 - correct protective clothing (in particular correct type of gloves respirators if required);
 - how to avoid spray drift;
 - the need to warn neighbours and others who may possibly be affected by the proposed application.

Certificates of competence

- (j) School employees born later than 31st December 1964 and who apply pesticides approved for agricultural use must hold a certificate of competence unless working under the direct and personal supervision of a certificate holder. Certificates are issued by the National Proficiency Test Council.

Disposal of pesticides

- (k) Users are to avoid both building up stocks of leftover pesticides and surpluses of unused dilute spray. However, some disposal of unwanted pesticides, perhaps in the form of container washing, will often be necessary. These can be disposed of by using a spray in accordance with its approved field of use.
- (l) Concentrated unused pesticides can only be disposed of via a competent contractor (the dumping of unwanted pesticides or containers is an offence) and the requirements of the Environment Protection Act, 1990, including the 'duty of care' must be complied with.

6. MECHANICAL EQUIPMENT

- The petrol for these will be stored in proper labelled petrol containers which will be limited to a total holding of not more than 10 litres.
- Eye protection and hearing protection will be worn when appropriate.
- All machines must be used well away from children and on-lookers.

LEGIONELLA

Please see Legionella Prevention Policy

Legionnaires' disease is contracted through inhalation of tiny airborne droplets or particles of water containing viable Legionella bacteria. Given the right conditions, the bacteria can grow in hot and cold water systems, air conditioning, whirlpool baths etc. The bacteria grow rapidly in water temperatures that range between 20°C - 45°C. Those most at risk at contracting the disease are the elderly and people whose immune system is impaired.

Management is responsible for identifying and assessing sources of risk and putting in place a management plan to comply with general legislation and the Approved Code of Practice L8: The Control of Legionella Bacteria in Water Systems.

Appropriate control measures for individual premises will be identified via risk assessment.

STORAGE OF FLAMMABLE LIQUIDS AND PETROL

1. All flammable liquids / fuels shall be stored in accordance with the Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR).
2. Management will ensure that:
 - Only the required quantity of flammable liquids / fuels is stored on the premises for immediate use.
 - All flammable liquids / fuels shall be kept in approved containments and in an approved stowage. Each storage area shall be designated as a 'No Smoking Area'.
 - The storage and use of flammable liquids / fuels are subject to a risk assessment to ensure adequate control and mitigation measures are in place to protect against foreseeable incidents.
 - All persons involved in the storage, handling, use and transport of flammable liquids / fuels will be supplied with suitable information, instruction and training on the precautions and actions to take to safeguard themselves and others.
 - When not in use, containers of flammable liquids / fuels are kept closed and stored in suitable cabinets or bins of fire-resisting construction, which are designed to retain spills (110% capacity volume) and clearly marked as to contents e.g. 'Flammable Liquids'.
 - Containers are located in designated areas away from the immediate work process area and do not jeopardise the means of escape from the area.
 - Flammable liquids / fuels are stored separately from other dangerous substances that may enhance the risk of fire or compromise the integrity of the container (e.g. energetic substances, oxidizers and corrosive materials).
 - The amount of flammable liquids kept outside proper storage and in any classroom or working area is to be kept as small as is reasonably practicable. No more than 50 litres of highly flammable liquids or 250 litres of flammable liquids with a higher flashpoint of up to 55°C will be stored on site. Only 10 litres of petrol are allowed to be stored on the premises (in addition to that in equipment tanks e.g. mowers).
 - The carriage of fuels will satisfy The Carriage of Dangerous Goods by Road Regulations 1996.

2.3 SERVICE PROVIDERS

CATERING

Chartells hold all their own documentation. Please refer to Catering Manager, Mrs K. Dunford.

CONTRACTOR MANAGEMENT

The Maintenance Foreman and Site Manager (Prep) is responsible for all Contractors on site.

Contractors are formally assessed to ensure that they are competent to conduct required work and to determine whether their systems for managing HSE meet College standards and requirements, including where appropriate, sub-contractor management.

A list of approved contractors (and their sub-contractors) authorised to work for the College is compiled and maintained.

The use of contractors who are not on the approved list is prohibited.

Contractor performance is assessed on completion of work and approved status is reviewed / updated accordingly.

Management will ensure that:

- Only contractors on the Approved Contractor List and who are competent to perform the work are sub-contracted to undertake work on behalf of the Company.
- All contractors receive induction training on arrival at the premises and that the training is recorded and repeated at appropriate intervals.
- Contractors receive suitable information, instruction and training to assure their competence for the work they are to undertake.
- An appropriate level of supervision is provided to contractors engaged in College business.
- College risk assessments include measures to protect contractors.
- Contractors provide risk assessments for approval prior to commencing work, making certain that their risk assessments have taken into account how their activities may affect employees, students and other persons.
- Electrical appliances to be used by contractors have been tested and are safe to use.
- The quality of contractor's work is monitored to ensure that it is being conducted safely.
- All contractors on College premises are accounted for.

2.4 DEPARTMENTS

2.4.1 ONSITE

ART, CRAFT, DESIGN AND TECHNOLOGY

Detailed guidelines must be very closely studied by all members of staff concerned.

A general synopsis of these standards which the College will adopt are set out as follows:

1. GUARDING OF MACHINERY

Typical examples and standards:

- 1.1 All transmission drives where possible will be fully enclosed by secure guards
- 1.2 **Drilling Machines** these will be fitted with an adjustable chuck and spindle guard.
- 1.3 **Lathes.** Chuck guards to be fitted and used except where centre plate chucks are used. Projecting stock bars will be properly guarded.
- 1.4 **Bandsaws.** The pinch roller/guard assembly to be adjusted to create the minimum exposed gap. Clear working areas around the machine, e.g. 1 metre horizontally, required. Local adequate lighting to be provided. This machine is only to be used by older pupils under close staff supervision.
- 1.5 **Circular Saw.** Riving knife to be adjusted within 12 mm of saw at bench height. Top guard to be as low as practicable - to at least the roots of the teeth of the blade or within 10 mm of the top of stock, whichever is the least dimension. Push sticks to be used for feeding material to the blade. Pupils not to be allowed to take off sawn timber at the back of the blade unless a table extension is fitted. Only senior pupils, e.g. 6th form, are permitted to use this machine and only then after a period of instruction by the master in safety standards and finally under very close supervision.
- 1.6 **Planing machine.** When used for planing - the bridge guard to be adjusted to create a gap of not more than 10 mm above the top of the timber when used for flattening or 10 mm from the vertical fence when used for edging. If combined operations are carried out one after the other then it is permitted to have a gap of 10 mm plus the thickness of the timber in both dimensions. A push stick to be used whenever possible. When used for thicknessing, the top area to be completely guarded over. Limitations for use are under as under the previous paragraph.
- 1.7 **Pottery**
 - a. **Personal Protective Equipment**

For some areas of ceramics, simple forms of personal protective equipment are recommended.

 - Gloves should be worn when handling a kiln after the venting period, as the handle will be hot. NEVER touch the outside of a kiln (other than the control panel) when it is turned on as the kiln surface temperature may be very hot.
 - Dark-shaded glasses from a safety supply house (shade number 1.73.0) are recommended when looking into kiln peepholes. Normal sunglasses are inadequate for this purpose. Using the proper glasses not only helps protect your eyes from the radiating heat but also allows you to see witness cones more clearly.
 - In order to prevent home contamination, a smock or apron should be

worn when working with hobby ceramic materials. The smock or apron should then be left in the work area and should be laundered regularly.

- The wearing of contact lenses is not recommended when working in dusty environments. Dust particles may become trapped between the lens and the surface of the eye and these small particles can scratch the eye.

b. Kiln Safety

- Electric kilns should be installed in accordance with local electrical and fire safety codes and in accordance with manufacturers suggested installation instructions.
- It is possible to receive a shock or to be burned if the kiln is misused or abused. Do not operate a kiln in a wet area. DO NOT allow children near the kiln.
- Do not plug in or unplug the kiln unless the circuit is off. Turn all switches to OFF before loading or unloading the kiln. Do not open the lid with the kiln turned on.
- Do not leave papers or combustibles around the kiln, or place objects on the kiln while firing. Always unplug the kiln while making any repairs.
- Do not try to unload the kiln until the outside of the kiln is cool to the touch and the pieces can be easily touched by the bare hand.
- When unloading a kiln, be careful of the stilt marks on glazed ceramic pieces. They can be sharp and should be smoothed as soon as possible with a grinding wheel or stone. Be sure to wear safety glasses while grinding off stilt marks.

c. Housekeeping

Common-sense cleanup and maintenance of the work area is a must for people working with ceramics. In particular

- Keep working surfaces and shelves clean by wiping down with a wet sponge, rinsing the sponge frequently.
- Clean jar rims before closing to eliminate the build-up of dried product. Clean up spills when they occur.
- Wet-mop floors to control dust; DO NOT sweep.
- Work on newspaper or a paper towel for easy cleanup and disposal.
- Keep dust under control.

d. Personal Hygiene

Ceramic products and materials can be handled very safely if we keep in mind that materials should not be ingested or dust inhaled.

- DO NOT eat or drink when working with ceramic products.
- Always wash hands thoroughly when you are through and be sure to put away materials where small children cannot reach them.
- DO NOT use any utensils that will later be used in the kitchen. If there is an accidental ingestion, seek medical advice as soon as possible. Refer to any COSHH information available. Keep all COSHH information in a place known to all.
- Materials used to produce ceramics should not be handled when you have any cuts or open wounds.

2. ENVIRONMENTAL CONTROLS

- 2.1 Dust extraction systems are provided for use with woodworking machines and should always be kept in a well-maintained condition.
- 2.2 **Welding and Brazing.** This is to be done at the hearth under local exhaust ventilation, (the exhaust ventilation system to be regularly serviced and maintained). Flashback arrestors to be fitted on oxygen/dissolved acetylene sets. Beware of cadmium (toxic metal) content of silver soldering. Eye protection for gas or electric welding to the appropriate standard to be worn at all times.
- 2.3 **Electric Welding.** Earth the workpiece as well as fitting the current return clamp from the workpiece to the welding transformer. Use local exhaust ventilation when such welding is carried out.
- 2.4 **Foundry Activities.** Castings and knocking out activities to be done under the influence of local exhaust ventilation. Foundry boots and gaiters to BS EN ISO 20349:2010 to be worn by all persons engaged in hot or molten metal operations.
- 2.5 **Clothing Etc.** Long hair to be restrained, no loose cuffs, ties to be tucked into shirts and overalls or equivalent to be worn.
- 2.6 Hands to be cleansed after handling oils, fluxes etc.
- 2.7 **Pottery.** Clay wastes can contain free silica which, if the clay dries, can be inhaled and cause lung damage over a long period of time. All wastes to be cleaned up when wet or using a dustless method wherever practicable. Accumulated clay to be regularly removed.
- 2.8 **Art Department.** The use of inks, paints and solvents which are volatile or highly flammable are only to be manipulated under conditions of adequate ventilation. Local exhaust ventilation during silk screen printing must be used.

MUSIC AND DRAMA

The following general guidelines are, however, set out here:

1. Annual checks on suspension ropes for scenery will be made by the [Assistant Bursar annually](#). A competent member of staff must also carry out an inspection before each production.
2. Proper fire precautions must be maintained at all times - fire exits to be kept clear, especially at the stage rear.
3. No open sources of ignition are permitted on stage.
4. Flammable materials to be removed and not allowed to accumulate in and around stage areas.
5. A nominated member of staff to be on duty during all uses of the Meade King Hall.
6. Electrical equipment used for music purposes should be properly maintained and connected to proper plugs and sockets, which are to be tested by the College electrician/electrical contractor in the annual maintenance programme.

PHYSICAL EDUCATION, AND SPORTING ACTIVITIES

1. Introduction

The purpose of this is to give guidance on safe practice across the range of activities regularly included in P.E.

2. Reference

The minimum standards acceptable to the College are those laid down by the British Association of Advisers and Lecturers in Physical Education (BAALPE) in their publication "Safe Practices in Education". Copies of this publication are available in the P.E. Department and in [the Bursar's Office](#).

Activities in General

Qualified staff must always be in control, and all members of staff are First Aid trained. This is particularly important at Delgany playing fields and on activities off the Main College site. Provision must always be made for summoning emergency services.

Equipment, particularly P.E. equipment, must be checked regularly and at least once per year, and records of such checks kept.

Areas of physical education must be regularly checked, e.g. floors, lighting, showers, playing surfaces, landing pits etc.

Volunteers and helpers, be they staff or parents, must be carefully vetted. Such a person may need to be qualified or experienced. All will need to be briefed and supervised. No-one must be given responsibility which he or she cannot properly discharge.

Care must be taken that pupils with certain medical conditions are identified prior to an activity and that the effect of the activity on the condition, e.g. epilepsy, asthma, vertigo, etc., does not pose a risk to the pupil.

3. Safety Guidance

The following points are not exhaustive but identify some key areas for consideration when planning and running an activity. Members of staff must consult "Safe Practices in Education" regularly in order to ensure conformity.

Qualifications	Buoyancy Aids
Supervision	Temperatures
Staffing Ratio	Warning Signs
First Aid	Safety Boats
Communication	Boat Safety
Playing Surfaces	Capsize Drills
Weather Conditions	Insurance
Equipment Checks	Parental Consent
Clothing	Footwear

4. General Rules Relating to the Departmental Facilities

All pupils must behave in a sensible, respectful and courteous manner in both their use of the facilities and in their relationships with other pupils and the teacher.

No pupil may enter the following areas unless under the supervision of a member of staff:

Sports Hall
Gymnasium
Swimming Pool
Cricket Nets
Astro Turf

Pupils who are using the Sports Hall, gymnasium, swimming pool and cricket nets must be supervised. Apparatus and equipment must be stored tidily in the appropriate store after each lesson. No pupil may use any apparatus unless directly supervised by a member of staff. Pupils must wear the appropriate kit. No jewellery may be worn.

5. Sports Hall

The fitness centre equipment must only be used under the direct supervision of a member of staff.

6. The Cricket Nets

Before using the nets, the member of staff must ensure that the nets are safe, by checking that there are no holes and that the back and sides are secure. No-one should turn their back on the batsman. Bowlers must ensure that the batsman is ready. The batsman must roll the ball, not hit the ball back to the bowler, after each delivery. The batsman must not 'slog' or continually hit the ball into the air. Batsmen must take care when retrieving balls from the side netting. They must never place their heads near to the side netting. Instead they should push the netting away with their bats before retrieving the ball. Every player must be aware that a call of 'heads' means that a ball is in the air. Batsmen must wear the appropriate protection (pads, gloves and box) at all times.

7. Cricket Helmets

- a. All U18 batsmen/women must wear helmets when batting against a hard ball.
- b. U18 wicket-keepers must wear a helmet when standing up to the stumps against a hard ball. They may choose not to only when standing back.

USE OF THE SWIMMING POOL

Statement

1. The Health and Safety at Work Act, 1974, provides that every employer shall prepare a written safety policy and that all employees should be advised of its contents and every encouragement given to promoting the cause of safety at all levels of responsibility.
2. The Normal Operating Procedures (NOP) for this pool show the manner in which the pool is organised and operated to ensure the safety of staff and users. Details are for the reference of staff, pupils and families and those who hire the pool.
3. The Emergency Action Plan (EAP) outlines the procedures to be followed by the staff hirers of the facility and users in the event of an emergency. This plan covers any likely eventuality and will be reviewed regularly. To this end all lifeguards and hirers of this facility are to sign a record that those procedures have been read and understood. The users log is kept in the Sports Centre Manager's Office.

Responsible Persons

4. The Sports Centre Manager is responsible for the operation and safety of the Swimming Pool and for the chemical treatment of the pool water and cleanliness of the pool, changing rooms and its surrounds.

Legal Requirements

5. Plymouth College is required to take all reasonable practical precautions to ensure the health and safety of all persons attending or using the swimming pool under its control. This means, in simple terms, so far as is reasonably practical, that all swimming activity should take place in a safe manner in a suitably designed and maintained facility with adequate supervisory and other controls.

Design of Pool Structure, Systems and Equipment

6. The pool was built to a well-proven design. There is adequate separation between the 'wet' and 'dry' areas and between spectators, supervisory staff and swimmers. The surrounds are well lit and the walking surfaces are non-slip.
7. The pool edge is colour contrasted with the pool water. There should be no sharp edges which could cause injury. There are safety signs indicating the shallow and deep ends and their respective depths. There is a safety notice.
8. Diving is not permitted except as specified at paragraphs 24-27 below.
9. The heating system is gas-fired and, when in operation, will keep the air temperature between 27°C and 29°C.

Pool Maintenance

10. The pool is maintained by the Buildings Manager.
11. It is inspected annually by the Bursar and the Buildings Manager with a pool inspection and Repair Report completed. There is a maintenance programme to ensure that inspections, tests and repairs are carried out when required and to ensure that the required maintenance is promptly carried out.
12. The pool water is tested twice daily for ph free and combined chlorine. A monthly test for alkalinity and calcium and a six monthly test for Total Dissolved Hardness (TDS) is also carried out. **The dangers to swimmers from unclear or unpure water cannot be over-emphasised: daily records must be kept.**
13. The pool is kept locked when not in use. The control of the keys to the pool rests with the Sports Centre manager.
14. Individuals using the pool as part of a school activity must be supervised by a member

of the School staff. The member of staff must position himself/herself so that he/she is capable of supervising all the swimmers. He/she must be qualified as a National Pool Lifeguard. It is a firm policy of the School to count in and out the number of pupils at each lesson.

15. Normally one pool lifeguard will be sufficient but when the pool is exceptionally busy, or being used for an extended period, two should be on duty. Lifeguards must be properly dressed. When coaching is taking place there should be separate lifeguard arrangements; coaches should not act as lifeguards and vice versa.
16. First Aid equipment is available at the pool. There is an emergency call point and a phone available in the Sports Centre Office.
17. All members of staff supervising pupils during programmed sessions in the water must hold a current RLSS "Rescue Test for Teachers and Coaches of Swimming" (for the Preparatory pool only) or an RLSS UK National Pool Lifeguard qualification.
18. Swimming lessons/classes must be taken only by qualified teachers of Physical Education, where the teaching of swimming was an integral part of their professional training or by holders of an ASA or STA teaching qualification.
19. Unprogrammed or leisure sessions without a formal structure, where numbers cannot be controlled or continuously monitored, **must not take place**.

Pupil to Teacher Ratios (the ratios below must be observed):

20. Swimming lessons – 20 : 1. Where a class exceeds this number teachers must 'pair' the swimmers and number them 1 & 2. The teaching instructs the resting pupils, who must be out of the water, to observe their partners and to bring any concerns to the immediate attention of the teacher. Alternatively, an additional responsible person may provide the necessary supervision: this could be a parent, a sixth form student or a teaching auxiliary. Such persons must always work under the supervision of the teacher and be absolutely clear on the nature and extent of their role.
21. Non-swimmers and beginners – 10 : 1.
22. Competitive swimming – training only, with very competent swimmers – 30 : 1.
23. Swimmers with disabilities – 1 : 1 – extra help might be required in the water.

Diving

24. Diving at the shallow end of the pool is not allowed.
25. Diving at the deep end of the pool is permitted as part of a "Programmed Diving Activity", providing that the dive is a shallow plunge into a depth of water not less than 1.5 metres.
26. In competition racing dives are permitted at the deep end of the pool.
27. Pupils may use a shallow dive in the deep half of the pool (1.5m+) provided that they can demonstrate to the teacher that they can perform this dive consistently and competently.

Canoeing

28. When canoeing is taking place in the pool, swimming must only take place if a section of the pool is cordoned off for this purpose.

Non-swimmers

29. Where a pupil's swimming ability is not known, teachers must ascertain their level of competence in shallow water at the beginning of the first lesson.

General Rules

30. No pupil must be allowed into the building unless directly supervised by a member of staff.
31. Pupils should change quickly and quietly and must be supervised while changing.
32. Once changed, swimmers must be instructed to use the toilet, shower and the footbath.

They must then sit on the benches on the side of the pool.

33. No-one may enter the water until instructed to by the member of staff in charge.
34. Pupils must understand that the use of the whistle means “**Stop – look – listen**”. Pupils must be reminded of this instruction at regular periods throughout the year.
35. Teachers who take sessions in the pool must count the number of participants at the beginning, occasionally during and at the end of sessions.
36. Running on the side of the pool is not permitted. Anyone who indulges in “horseplay” or who behaves in an unacceptable manner must be removed from the pool.
37. If the clarity of the water is such that the teacher does not have a clear view of all the pool and the swimmers, the pool should be cleared of swimmers. This will be done in accordance with the “Emergency Action Plan” (EAP).
38. The emergency procedures to clear the pool must be practised at the beginning of a swimming module with all groups and should then be practised at regular intervals.
39. At the end of a swimming session staff must ensure that all pupils have left the building and they must then lock the door; on no account can this be delegated to a pupil.
40. Any defects in the pool systems or structure should be reported immediately in writing to the Sports Centre Manager.
41. The Normal Operating Procedures are to be reviewed annually.

ACCIDENTS INVOLVING DROWNING OR NEAR DROWNING

42. Evacuate the pool at once.

- Press the emergency alarm
- Send two responsible pupils to sound the emergency alarm and summon assistance
- Start resuscitation as appropriate
- Summon assistance via 999.

ACCIDENTS INVOLVING SERIOUS INJURIES

43. Evacuate the pool at once.

- Summon assistance
- Summon assistance via 999 if needed.

MINOR ACCIDENTS

44. Remove the source of danger from the casualty or vice versa.

- Summon assistance
- Stabilise casualty until assistance arrives. If this action requires direct intervention of the supervising teacher the pool should be evacuated.

45. All accidents should be reported to the Bursar who will ensure that steps are taken to report accidents to the Health and Safety Executive if necessary.

46. The use of mobile equipment in the pool is not normally permitted. The use of canoes is permitted under the supervision of the teacher i.e. canoeing but only at a time when swimming is not taking place. Care must be taken to ensure that the canoes do not damage the pool sides. No cranes, gantries or similar devices are to be used with canoes. A lifeguard must be in attendance.

47. The preparation, cooking or consuming of food is not permitted in the area of the pool.

48. Where the pool is hired to outside organisations it is the responsibility of that organisation to ensure that they carry out the necessary safety procedures. They will be required to make themselves conversant with this Health and Safety Policy document and sign a certificate that they have done so.

49. The pool is not normally available to pupils, families or staff outside school hours or in the holidays, except at specially designated times. Lifeguard cover will be available from the school.

INDIVIDUAL RESPONSIBILITY

50. Notwithstanding all of the above, safety depends crucially on the care and good sense of the individual bather who must be encouraged to behave responsibly. In particular, running in the swimming pool area is not permitted.

EMERGENCY PROCEDURE

51. In the event of an emergency staff must:

- a. Blow their whistle and, by the use of hand signals and verbal instructions, ensure that swimmers clear the pool immediately.
- b. Pupils must sit on the benches at the side of the pool or be sent to the changing room.
- c. Remove any pupil in danger from the water immediately and, if necessary, commence E.A.R. and C.P.R. and continue until medical assistance arrives.
- d. Help must be summoned, if necessary with the aid of any responsible person present, by using the emergency call button or telephone in the Sports Centre office to contact:

Emergency Services	:	999
School Nurse	:	ext 145/192 07973872678 Term Time Only
School Office	:	ext 100

Incident Report

52. When the emergency services are involved or if a pupil is admitted to hospital, an incident report must be completed and returned to the [Director of operations](#). The report forms are located in the [Manager's Office](#).

53. The following appendices support this Annex and are on the following pages:

Normal Operating Procedures (NOP)	-	Main
Normal Operating Procedures (NOP)	-	Prep
Emergency Action Plan (EAP)	-	Main
Emergency Action Plan (EAP)	-	Prep
Hire Agreement	-	
Use of canoes in the pool	-	

SWIMMING POOL NORMAL OPERATING PROCEDURES

1. POOL DIMENSIONS

Length	:	25 metres
Width	:	11 metres
Maximum Depth	:	2 metres
Minimum Depth	:	1 metre

2. POTENTIAL HAZARDS

Dangerous situations include the following:

- Abuse of the pool in general.
- False bravado due to excitement
- Throwing balls around
- Running around the pool
- Dangerous games
- Pushing/throwing people into the water
- Eating or drinking on the pool-side
- Use of electrical equipment
- Diving in the shallow end
- Wearing snorkelling equipment (except in a specific lesson or activity)
- Wearing of T-shirts whilst swimming with the exception of:
 - Disabled
 - As a precaution against sunburn
 - Those with embarrassing scars or mark
 - Pregnant women
 - Ethnic minority persons who cannot uncover their bodies
 - Use of glass items at the poolside
 - Canoe Training

Lifeguards and/or responsible persons must ensure that bathers comply with the above.

3. POOL SAFETY

Lessons and Activities

- When pupils are taking part in a swimming lesson they must be supervised by a teacher at all times. Such supervision includes the peripheral areas of the pool, and the changing rooms.
- It is mandatory that teachers involved with the swimming lessons be qualified with the current Royal Life Saving Society National Pool Lifeguard Award.
- [The Director of Operations](#) must ensure that the contents of these procedures and the Emergency Action Plan displayed on the pool side are brought to the attention of all teachers who take part in swimming activities. The teacher taking a swimming activity must ensure that the details of the Emergency Action Plan are known by all pupils, and are regularly practised.

Recreational Swimming

- There are times set aside when pupils may use the pool purely for recreational purposes. Similarly the pool can be used, at other times, by teaching and non-teaching staff. The pool may only be used by pupils during the set times for

recreational swimming, and at all such times there must be at least one Royal Life Saving Society National Pool Lifeguard Award holder on official duty on the pool side. The ratios set out below must always be adhered to.

Hire of Pool

- Organisations which hire the pool must conform with every detail of these procedures. They can supply their own National Pool Lifeguard Award holder (which they must confirm in writing) or a lifeguard will be provided by the College. The hirer must also confirm in writing that they have a copy of this and the Emergency Action Plan, that they understand them and that they will comply with them.

4. SUPERVISION

The pupil/teacher and swimmer/lifeguard ratio must not exceed the following:

- Non-swimmers and beginners - 10 : 1
- Improving Swimmers - 20 : 1
- Mixed ability group - 20 : 1
- Competent swimmers - 20 : 1
- Water polo - 20 : 1
- Competitive Swimming - 30 : 1
- Free Swimming - 45 : 1

n.b. An academic class may exceed these ratios as long as the number of pupils in the water at any one time conforms to the ratio, or a responsible pupil is delegated to assist supervision.

- When pupils and other swimmers are in the water an adult **must be present at the pool-side** to effect rescue and carry out cardiopulmonary resuscitation.
- Teachers/instructors and lifeguards must be able to see all the pupils and swimmers and the bottom of the pool at all times.
- Teachers/instructors/lifeguards must not enter the water if this leaves no supervising adult at the pool-side, except in emergencies, or when the whole class is on the pool-side while the teacher is demonstrating a point.
- Pupils must be taught to report any mishaps, and to work in pairs to check each other's well-being.
- Classes must be counted before and after each lesson.

5. ALARM SYSTEMS

The system of sounding an alarm is by long blasts on the whistle. There is an emergency alarm situated at both ends of the pool.

Pool Rescue Procedure

- If water rescue is necessary the alarm must be sounded.
- All bathers must immediately vacate the pool and assemble at the quad end.
- Effect rescue. Apply resuscitation and aftercare as required.
- If assistance is required send a person for the School Nurse, or summon emergency services using the phone situated at the entrance at the deep end.
- Keep all but necessary bathers clear.

6. SAFETY AND EQUIPMENT

The following equipment is available for immediate use:

1. Life-saving pole
2. Life buoy
3. Whistles for lifeguards and supervisory adults.

4. [Mobile phone - available from Head of P.E...](#)
5. Spinal board
6. Telephone

Maintenance of the life-saving equipment is controlled by the Sports Centre Manager.

- Teachers/lifeguards are to ensure that all life-saving equipment, buoyancy aids and first aid materials are immediately to hand and in full working order before each lesson.
- When the pool is not in use all doors to it are to be locked and secured. It is the responsibility of every adult in charge of a lesson or activity to ensure that, without fail, the pool is locked after use.

7. **FIRST AID**

[The School Nurse is available to attend accidents which occur during term time. A First Aid box is located on the pool side. All accidents are to be reported to the School Office, and entries made in the Accident Report Book.](#)

8. **CONDITIONS OF HIRE**

Hire of the pool must always be through the [Director of Operations](#) In support of the hire contract the following information must be supplied to or by the hirer:

- Numbers participating, skills and times
- Confirmation or otherwise that the hirer will be responsible for providing a qualified National Pool Lifeguard.
If the hirer cannot give this assurance the College must provide, and charge the hirer accordingly.
- The name of the hirer's representative who will be in charge of the group.
- The Hirer must be responsible for coping with emergencies arising from the activities of the groups using the pool, and the College will be responsible for other emergencies, e.g. structural or power failure.
- No swimming is to take place immediately after meal times, and alcohol is not permitted in the pool area.
- The hirer is to be given copies of these instructions and Emergency Operating Procedures, and is to confirm receipt in writing.

CADET FORCE - Security Standing Orders

INTRODUCTION

1. These orders are iaw LANDSO 2901 APPENDIX 1 TO ANNEX B. A copy of LANDSO 2901 is kept in the CCF office and should be referred to for further detail or amplification of these orders when required.

GENERAL SECURITY

All officers and SSI's are to be conversant with LAND COMMAND STANDING ORDER NO 2901 SECURITY OF CADET FORCES (brown folder with white spine on documents shelf).

UNIT SECURITY ORGANISATION

2. Details of personalities:

- a. Unit Security Officer (USO) Lt Col. Lewis
Contact Number 07793 612040 or 01503 2403698
- b. Assistant Unity Security Officer (AUSO) SSgt G. Smith
Contact Number 07956 779736
- c. Information Technology Security Officer (ITSO) SSgt G. Smith
Contact Number 07956 779736

Contact numbers for ALL officers and SSIs are to be entered in the Unit Telephone Directory.

- d. Unit Address
Plymouth College Combined Cadet Force
Plymouth College
Ford Park
Plymouth
DEVON PL4 6RN
- e. Telephone and fax 01752 505134

3. Specific Responsibilities and duties:

- a. Duties of the USO are to be carried out iaw ANNEX B LANDSO 2901
- b. Duties of the AUSO include responsibility for day to day security of:
 - i. Arms – including school-owned weapons.
 - ii. CCF Building – including range, armoury, and remote stores.
 - iii. Keys and armoury alarm.
 - iv. Service documents and IT.

PRIVATELY OWNED WEAPONS

4. The storage of privately owned weapons greater than 0.22 and handguns of all types is prohibited. The storage of other privately owned weapons is permitted at the CO's discretion.

SECURITY OF ARMS, AMMUNITION, PYROTECHNICS AND MATERIAL

5. Storage and regular inspection of CCF weapons and ammunition is to be carried out iaw ANNEX C LANDSO 2901.
6. When not in use ALL arms are to be stored in the unit armoury.
7. School owned weapons are to be given the same security as service weapons.

STORAGE AND INSPECTION OF AMMUNITION

8. The school does not have a licence to hold ammunition. All ammunition is held at Derriford Army Reservation Centre (ARC). Ammunition required for training is collected by the O/C prior to training and returned after training the same day.
9. Ammunition is only to be issued to an officer/SSI who is to then sign for the quantity received. Any unexpended ammunition is to be returned to and signed back into the magazine at Derriford Army Reservation Centre (ARC) by the receiving officer/SSI.
10. When firing is completed the range officer is to check the unexpended ammunition to ensure the figures in the range book tally, before cadets are allowed to leave the range.
11. All empty cases are to be returned to the CCF stores as soon as possible after use, checked to ensure there are no live or potentially explosive cartridges and sealed in double sandbags with Certificate signed and attached.

CONTROL AND ISSUE OF ARMS, AMMUNITION AND PYROTECHNICS

12. Arms may only be issued in bulk to an officer of SSI who is then responsible for the arms until they have been returned to the armoury. The returning officer/SSI is to ensure that all arms are signed in by the receiving officer/SSI before allowing cadets to disperse.

MOVEMENT OF ARMS, AMMUNITION AND PYROTECHNICS

LOSS OR DISCOVERY OF ARMS/AMMUNITION

13. If you find any arms or ammunition you are to hand the item in to the unit stores and inform the USO of the circumstances leading to the discovery.
14. The loss of a weapon or ammunition is extremely serious. A detailed and immediate search is to be carried out before any personnel are allowed to leave the area where the loss occurred. If this does not remedy the loss and immediate report is to be made to the USO, who will inform the Headmaster and take action iaw APPENDIX 1 TO ANNEX C TO LANDSO 2904.

CONTROL OF ACCESS

15. Dealing with Visitors

The SSI is to closely monitor the activities of contractors and other non CCF personnel working on or within the CCF buildings. He/she is to take particular care to establish the identity of those undertaking such work.

16. Dealing with Trespassers

Any unauthorised person entering CCF premises is to be challenged and asked for their identity and reason for being on the premises. A report of such incidents is to be made to the USO for further action if necessary.

17. Security Keys

All security keys are to be recorded in the special stores register and are to be rotated in and out of use every January before term starts. A record of the change is to be kept in the safe. There are 3 sets of keys to be kept as follows:

- a. In the combination safe in the CCF office.
- b. In the combination safe in the Bursar's Office, located in the admin block.
- c. 29 CDO Citadel Guard Room.

18. Access to the Security Keys is Limited to the Following:

- a. Lt Col P Lewis
- b. SSgt G. Smith

The security keys are to be signed in and out by the person drawing/returning.

19. During the holidays or camps when all three of the above may be away at the same time, the College porters are to be allowed access during an emergency only. Should the College porters gain access to the security keys then the combination to the office safe is to be changed as soon as possible by the USO or AUSO. A copy of these orders are provided for the porters files.
20. The combination to the wall safe is to be changed every July after annual camp. The change is to be recorded and a copy of the new combination in a sealed envelope is to be placed in the safe in the Bursar's Office located in the main school building.
21. **Non-Security Keys**
Non security keys when not in use are to be kept in the key safe/blister located by the main first floor door in the CCF accommodation. In order to allow officers unrestricted access to their office they are to be issued the following keys on a permanent loan: entrance key to the downstairs fire door and a key to the key blister. These keys are not to be given to cadets. Access to non-security keys is strictly limited to those officers/SSIs listed below:
 - a. **Central clothing and equipment store**
Commanding Officer
SSI
 - b. **Royal Naval Store**
Commanding Officer
OC Naval Section
SSI
 - c. **The Range**
Only officers and SSI./regular soldier support may draw the key to the range.
22. The SSI is to physically check that the CCF stores, office and range are secure each working day. He/she is to ensure all rooms are secure before leaving the campus on Parade days.
23. The armoury alarm is to be set whenever the CCF building is left unattended. The alarm setting is to be changed annually (this is to be done when the alarm maintenance company performs the annual check as they are able to break the system and prevent the local Police Armed Response Unit from being alerted) and a copy of the setting placed in a sealed envelope with the Security Keys in the safe in the Bursar's Office.

SECURITY OF INFORMATION

25. The SSI is responsible for the secure stowage of official publications and for their issue and return under signature. Restricted documents are to be kept in the security cabinet when not in use. They are not to be removed from the CCF office without the permission of the Commanding Officer. Pamphlet and Instruction manuals when not in use or issued, are to be locked away.
26. Officers travelling abroad to countries where SSR apply (as listed in ANNEX D TO LANDSO 2901) are to complete a copy of the form in APPENDIX 1 and inform the USO who will take the necessary action.
27. Losses of ID cards are to be reported immediately to the USO and to the relevant service HQ. ID cards should only be carried when on CCF duty, otherwise they should be kept in a secure place.

28. Officers should be aware that the telephone, fax and email are not secure means of communication and should not be used to pass classified or sensitive information.

SECURITY OF INFORMATION TECHNOLOGY

29. See items 901.056-901.061 LANDSO 2901 (ANNEX H TO LANDSO 2901)

PERSONAL SECURITY

30. CCF personnel are to conform to the following instruction when travelling:
- a. **On public transport or foot:**
CCF uniform may be worn by cadets holding rank only. Cadets must ensure they have identification that they are a member of the CCF through wearing a brassard/rank slide with CCF written on it. If cadets are in uniform they must wear it correctly with appropriate head dress. Recruits and junior cadets must not wear uniform outside school.
 - b. **By private car and school minibus:**
CCF uniform may be worn by cadets with rank. Head dress need not be worn inside a vehicle.
 - c. **Group movement by coach/minibus to/from training:**
CCF uniform may be worn but cadets are not to go outside the school grounds in CCF uniform except as above.

ANTI-TERRORIST PROCEDURES

31. See APPENDIX A TO LANDSO 2901
32. All CCF officers/personnel are responsible for the education and control of cadets regarding anti-terrorist procedures, especially when liaising with regular units/establishments. They are to ensure they are fully conversant with the above reference.

SCIENCE LABORATORY AND WORKPLACES

1. DEPARTMENTAL POLICIES

The risks associated with science laboratories are greater than other departments in the College, and each department has its own particular hazards. For these reasons it is necessary for each department to have its own Safety Policy which will cover, inter alia:

- Responsibilities of staff
- Responsibilities of pupils
- COSHH Regulations
- Radioactive Sources
- Risk Assessments

These policies will follow the advice and guidance, where appropriate, of CLEAPSS School Science Service.

2. GENERIC

The following generic points are to be noted:

i. Personal Hygiene

- a. Wash hands after handling animals and biological materials.
- b. Protect all wounds by waterproof dressings etc.
- c. Seek expert medical advice in the case of wounds contaminated by biological materials.
- d. Care is to be taken in the use of sharp instruments such as dissecting tools. These should only be used by properly instructed pupils under close supervision by a member of staff.
- e. Special precautions need to be taken in the use of preservation fluids such as formaldehyde.
- f. Beware of Zoonoses which can be acquired from certain animals.
- g. Animals kept or studied are to be derived from accredited authorised sources.

ii. Safe Use of Laboratory Chemicals

- a. Storage of chemicals must follow specific guidelines e.g. separating hydrochloric acid and methanal, keeping oxidising agents away from flammable materials and ensuring that highly flammable liquids, especially those with a flash point of less than 32°C and in quantities more than 500 cc per container are held in a fire resistant storage area with adequate spillage retention facilities.
- b. Chemicals identified in Annex ZZ as requiring to be used in a fume cupboard must be so used.
- c. Arrangements for the safe disposal of waste chemicals is to be set up by the head of each science department, see Annex ZZ.
- d. Hand contact with sensitisers or materials toxic by skin absorption should be avoided - wear impervious gloves.
- e. Avoid hand contact with materials such as formaldehyde, strong alkalis, mineral acids, oxidising agents etc., - wear gloves etc.
- f. Eye protection to BS EN 166 is to be worn as a matter of course by pupils and staff handling and preparing chemicals. A system of allocating these to pupils and keeping them clean will be set up by the science staff

g. The wearing of laboratory coats should be encouraged.

iii. **Liquified Petroleum Gases and Compressed Flammable Gases**

When not in use, these will be stored in an external, well-ventilated location.

iv. **Mains Gas**

The mains gas supply to all laboratories is to be turned on and off each day by the technicians.

IONISING RADIATION

1. The School has appointed a Radiation Protection Supervisor (RPS), who is Head of Physics. The duties of the School's RPS follow.
2. The RPS will ensure that the local Health and Safety Executive have been informed of the use of the radioactive sources on form IRR6.
3. The RPS will ensure that local rules governing the storage, handling and use of radiation sources in the school have been drawn up and are kept up-to-date.
4. All sources are to be stored securely in a lockable metal cabinet. No other items may be stored in the cabinet. The cabinet has been signed with the radiation hazard warning sign.
5. An up-to-date list of sources, together with a note of the purchase dates of the sources, is kept by the RPS. An administrative system recording the movement of sources using a source movement book/log is in place. The RPS is to be notified immediately if any source is lost, stolen or damaged.
6. The RPS is responsible for ensuring leakage tests are carried out on the closed (sealed) sources in the School and for ensuring appropriate records are being kept.
7. Advice should be obtained from a Radiation Protection Adviser (RPA) before new sources are acquired.
8. The RPS will notify the local Fire Brigade of the whereabouts of the radiation source store.
9. Records of all disposals of radioactive sources are to be kept by the RPS. The records include the date of disposal and, if appropriate, to whom it was sent or by whom it was removed.
10. DES memorandum 1/92 provides detailed guidance on the Department for Employment and Education's requirements. Schools holding radioactive sources are categorised A, B or C, depending on the quantity and type of radiation sources held. Sources in Plymouth College are Category C, but does not have to register as a private school.

Duties of the Radiation Protection Supervisor (RPS)

11. The duties of the Radiation Protection Supervisor (RPS) are as follows:
 - a. To keep an up-to-date list of radiation sources.
 - b. To ensure sources are kept in a proper store.
 - c. To ensure a log book is kept containing a list of identified sources and source movements.
 - d. To establish a risk assessment for the use of radioactive sources
 - e. To ensure local rules are formulated and are up-to-date.
 - f. To ensure leakage tests are carried out at twenty-six monthly intervals and records are kept.
 - g. To arrange safe disposal of sources.
 - h. To liaise with the local Fire Brigade on the source whereabouts.
 - i. To liaise with an RPA if any emergency arises; in the first instance, provide advice to any teacher who wishes to carry out non-standard work with sources.

Leakage Test Protocol

12. The Ionising Radiations Regulations, 1999, require that leakage tests of closed (sealed) radioactive sources used in schools must be carried out at least every twenty-six months. The majority of sources (99%+) never leak and the protocol described below is a simple and acceptable method of complying with the regulations. Where a source is found to be 'leaking', a more quantitative and

detailed evaluation is essential. This will be carried out by the Radiation Protection Adviser.

13. Testing will be carried out at a time of the year suitable for the school, bearing in mind the twenty-six month maximum period between tests. The Regulations require that records of all such tests must be kept for at least three years after the test was carried out.

Method

14. The method of test is a wipe test. Take a small, two inch diameter filter paper, fold it into four and then moisten the tip of the quarter circle of the folded filter paper with either water or a water and ethanol mixture. Alternatively, a tissue or a commercially purchased wipe can be used.
15. Remove the source from its box. Holding the source with tweezers in one hand, the filter paper in tweezers in the other hand, wipe the source with the moistened end of the wipe. All around the bottom and the case of the source should be wiped. A wiping period of twenty to thirty seconds is sufficient. Replace the source in its container. Any radioactivity removed onto the wipe can be counted using the school's own scaler/ratemeter. Before carrying out the counting, open up the filter paper and place flat on the bench. Bring the counting detector within 0.5 cm of the filter paper. The counting period should be at least one hour. Remove the filter paper and carry out a background count for the same counting period.
16. From the results, it is possible to calculate the approximate activity (in Becquerels) on the wipe thus:
17. Filter paper count – the background count x the counting efficiency of the scaler for the particular isotope of the wiped source – approximate activity in Becquerels.
18. Scale detectors are usually based on Geiger-Muller tubes and these are quite efficient for gamma sources, such as Radium-226 and Cobalt 60, but less efficient for beta emitters and for Americium-241.
19. Allowance should also be made for the fact that the wipe test does not remove all 'leaked' activity from the source. Usually, it is assumed that 20% of the activity has been removed. If the results show an activity removed in excess of 150 Becquerels, contact the RPA as soon as possible.

Records of Leakage Tests

20. The record of the leakage test must contain the following:
 - a. name and address of this school;
 - b. nature and activity of the source, together with identification;
 - c. test result ('satisfactory', if no significant activity is found on the wipe);
 - d. reason for test ('periodic test');
 - e. name and signature of person carrying out test;
 - f. date of test.

2.4.2 OFFSITE

OUTDOOR EDUCATION, VISITS AND OFFSITE ACTIVITIES

1. Responsible members of staff should set up the activity and organise safety in accordance with Plymouth College's Policy on "**Outdoor Education Visits and Off-site Activities**". This is a most important publication, and particular attention is drawn to the sections relating to the Basic Principles of Safe Practice, Planning Checklist of Off-site Activities, Risk Assessments and Emergency Procedures. Attention is also drawn the Outdoor Activities Check List/Matrix which will assist in ensuring that all activities undertaken off-site are successful, safe and enjoyable. The Deputy Head is responsible for this policy and all matters relating to this discipline.
2. All Reference to Outdoor Education is now to be found in the above publication.

WHITEWORKS (GILLINGHAM CENTRE)

1. The Gillingham Centre was a gift to the school by Mr and Mrs. Gillingham in memory of their son, who was a pupil. The Centre is situated at Whiteworks, approximately 2 miles from Princetown in the Dartmoor National Park. It is a fully equipped centre for a maximum of 25 people. It provides a base for outdoor activities and field work.
2. Staff in charge of groups of pupils to the Centre must:
 - a. have the consent of the Headmaster
 - b. be fully conversant with, and comply with, all aspects of this Policy.
 - c. Have previously been resident at the Centre on at least one trip, in order to familiarise himself or herself with both the local area and the running of the centre.

Safety

3. The safety of all visitors to the Centre, pupils, staff and any accompanying persons, is paramount, and should take priority over all other considerations. The person in charge of the group is responsible for the group's safety whilst at the Centre. If in doubt staff in charge of groups at the Centre, or activities there, should have no hesitation in curtailing an activity on grounds of safety and on the side of caution.
4. The Centre is situated at approximately 1,300 feet above sea level, and prevailing weather conditions, together with the rapidity at which they change on Dartmoor, should constantly be borne in mind. It is important to listen to the local weather forecast before finalising the programme for the day.

Fire Precautions

5. On arrival at the Centre the person in charge should:
 - a. Explain evacuation procedures in the event of fire, a copy of which is displayed in all rooms.
 - b. Manually test the fire and smoke alarms and record the test in the book provided.
 - c. Conduct a fire practice.
6. The open fire in the lounge must never be left unattended, and particular care should always be taken over leaving the fire before retiring for the night.

General Points

7. Locations and routes not previously used should always be visited by one of the staff, who should familiarise himself/herself with the terrain and with possible hazards and timings.
8. There is currently no mobile phone covered at Whiteworks. A terrestrial line is provided 01822 890604. The College currently employs the neighbours at 3 Mine Cottages (Mr & Mrs Hatcheck) under a Service Level Agreement to maintain Whiteworks on a day to day basis. They can be contacted on 01822 890755 for assistance.
9. Pupils should be told that only staff are permitted to touch the controls of the generator, power and water equipment
10. With groups of up to 25 persons living at the Centre, all aspects of hygiene are particularly important, for example:
 - a. Washing-up of kitchen utensils and cutlery/crockery must be meticulously done.
 - b. All members of the group must take their own sleeping bags, pillow-cases and

towels.

11. Lists of kit necessary for stays at the Centre must be given to all pupils in advance.
12. There is a first-aid box but a first-aid kit should also be carried by all groups outside.
13. During darkness hours no pupils should be permitted off the premises unaccompanied (i.e. outside the perimeter).
14. The correct and appropriate wet weather gear and safety equipment is to be used at all times.

General

15. The Centre relies very heavily on the good will of local people, who should always be treated with courtesy and consideration. Party leaders are particularly asked to insist on high standards in this.

In the event of emergency

16. In the event of an illness or emergency, the School must be notified **at once** of the circumstances. If a visit to the Centre is in holiday time, arrangements must be made in advance concerning who should be contacted in such circumstances.

Arrival and departure at the Centre

17. Full details of procedures for arrival and departure are on laminated cards at the Centre, and it is very important that these are followed carefully and accurately, particularly in winter.
18. Problems or difficulties during a stay at the Centre should always be reported to the relevant authority on return (i.e. Mr. David Compton, the Bursar or the Headmaster).

2.4.3 MINIBUS POLICY AND GUIDELINES

DRIVING POLICY

PURPOSE

Plymouth College recognises that driving is a hazardous activity with a potential to cause harm or death to staff, pupils and to members of the public. In order to effectively manage this activity, safe systems of operation, staff training and safety guidance will be developed to eliminate or minimise the risk to the lowest practical level at all times when staff are required to drive in pursuance of their work.

SCOPE

This policy applies to all Plymouth College employees and others driving pupils or staff on an 'occasional business use'.

POLICY

Commitment

Plymouth College will

- provide information, guidance and training for safe driving on official business.
- provide support for staff who must apply the policy

FLEET AND HIRE VEHICLES

It is requested that all Plymouth College vehicles remain on school site rather than left at employees' homes overnight to avoid insurance infraction. If a bus is required to be left at home overnight, please speak to the [Transport Manager](#) in advance.

Plymouth College is responsible for the fleet vehicle maintenance and safety. In respect of hire vehicles the rental company is responsible for maintenance and safety. At all times the driver is responsible for the roadworthiness once (s)he has taken control of the vehicle.

Plymouth College insures its business drivers in respect of fleet/pool and hire vehicles for all official business. Hire vehicles are only deemed to be available for business use within the times/dates specified for the booking. Drivers intending to use their own vehicles will be covered under the school insurance for occasional business use.

CHECK PROCEDURES

Weekly (by Night Porter)

- a. Tyres – condition (tread, depth, damage etc), pressure (check when cold) (& spare).
- b. General condition of body work.
- c. Horn
- d. Seat belts, mounting, operation and condition
- e. Oil – level (when engine stopped)
- f. Coolant (when engine stopped)
- g. Brake fluid – level
- h. Number plates – condition and illumination
- i. Current road fund licence and MOT

Daily (by driver to include and above) plus:

- a. Washer bottle (with additive) – wiper blade condition
- b. All windows clean
- c. All lights working
- d. Mirrors

- e. Brakes – rolling brake check
- f. Presence of fire extinguisher and first aid kit
- g. Update of logbook
- h. Location of Education Breakdown Assistance card on windscreen

General Procedures

- a. Seat belts must be worn at all times by everyone in the College bus.
- b. Doors must not be locked when the bus is being driven, and except in an emergency only the side door should be used for entry and exit. If the rear door is used it must be opened by the driver.
- c. Luggage must be stored under the seats wherever possible. Where substantial amounts of luggage are to be carried, a second vehicle must be used.
- d. Defects or mishaps must be reported to [Gordon Smith](#) as soon as possible and the relevant form completed.
- e. Interior lights must be turned on in the Mini Bus at night when the vehicle driving lights are on, this is to ensure the driver is aware of the movement of passengers.
- f. Log books must be checked at the beginning and the end of a journey.
- g. Cleaning of the bus must be completed on completion of a journey.
- h. Extended journeys might require advance planning with regard to driving time. Drivers should not drive for more than 2 hours without taking a break of at least 20 minutes at the next available service area. Journeys at the end of a full school day must be preceded by an hour break if the outward journey is in excess of 50 miles. Where a single journey is estimated to take more than four hours, including halts, a co-driver must be taken to share the driving.

PERSONAL VEHICLES

It is your responsibility to:

1. Ensure your vehicle has a valid MOT certificate (if three years old)
2. Ensure that your vehicle is safe and roadworthy – it is important to regularly check your vehicle between MOT checks. Your vehicle must meet all legal MOT, insurance and mechanical requirements at and during the time of your business journey.
3. Ensure that a competent mechanic services your vehicle in accordance with the manufacturer's instructions.
4. Ensure all oil and fluid levels are topped up in between routine servicing.
5. Ensure tyres, lights horn all operate satisfactorily and that these, together with the condition of the windscreen and other glass areas, are legal.
6. You have a current, legal, driving licence.

If you neglect your vehicle, it can be dangerous to yourself and other road users. Drivers must be aware of the legal standards of roadworthiness.

TRAILERS

When trailers are used they **MUST** display the number plates of the vehicles that are towing. The number plates are kept in the [Porters Lodge](#). Please be aware that only drivers with category D1 and E on their licence are entitled to tow trailers. A list of drivers eligible to tow is available from [The Transport Manager](#).

DRIVER SAFETY

Drivers are required to drive safely with consideration for their passengers, other road users and pedestrians, with particular regard to driving conditions at the time in accordance with the Highway Code. You will be personally responsible for any fines or

other legal consequences together with any additional costs incurred should you be found to have broken the law when driving on official business.

Drivers should schedule breaks into journeys that involve sessions of more than two hours of continuous driving as follows:

- Drivers should not drive for more than 2 hours without taking a break of at least 20 minutes at the next available service area.
- Journeys at the end of a full school day must be preceded by a one hour break if the outward journey is in excess of 50 miles.
- Where a single journey is estimated to take more than four hours, including halts, a co-driver must be taken to share the driving.

Drivers should satisfy themselves as to the fitness for purpose of the vehicle prior to driving it and bring to the attention of [the Transport Manager](#), any concerns they may have in this regard for satisfactory resolution.

Staff must not undertake any activity e.g. taking refreshments, whilst driving on official business that would reduce their concentration on the road or ability to respond to an emergency situation.

The use of a handheld phone or similar device such as navigation equipment or other computer equipment that sends or receives data whilst driving is prohibited by law. Driving includes times when stopped at traffic lights or during hold ups that may occur during a typical journey when a vehicle can be expected to move off after a short while.

A hands free kit may be used only when it is safe to do so and conversations should be kept brief. Always pull over or stop at the next service area to make or receive phone calls, even if using a hands free device.

Smoking in the workplace is now illegal unless in the designated area. This includes fleet/pool vehicles and all hire vehicles.

Plymouth College requires all drivers to complete a health declaration periodically in respect of business driving. For any driving activity drivers should be in good health and not fatigued. Drivers must not embark on a journey or continue to drive when feeling tired. When involved in driving considerable distances on school business, drivers are advised to discuss with the Bursar the intended journey pattern, risks and safety considerations. Any journey should be planned to include regular breaks and where appropriate an overnight stop should be booked,

A break of 15-20 minutes should be taken after each 2 hour session of continuous driving. No one must work (including driving) for longer than 13 hours in one day and during this period a maximum of nine hours driving must not be exceeded.

Drivers are strictly prohibited from driving on school business under the influence of alcohol. As its rate of dissipation may take longer than anticipated, assume there is no safe limit.

When receiving any medical treatment particularly medication, check with your GP whether the prescribed treatment or drugs will affect your ability to drive. Under no circumstances ignore the advice. Care must also be taken in relation to medication that

does not require prescription – if there is any doubt about its affect on driving ability, advice should again be obtained from your GP or pharmacist.

Drivers are strictly prohibited from driving when under the influence of illegal substances.

PASSENGER SAFETY

Drivers are at all times responsible for the safety and good behaviour of passengers.

The essence of all journeys is to arrive calmly, on time and safely.

Seating. Only one pupil in each seat belted seat. If you are carrying less than a maximum load spread the load by arranging the seating accordingly. Start with seats over the wheels.

Luggage. Put bags and coats under the seats.

Speed limit. Always drive within the speed limit. In general the following limits apply:

Non-motorway road	-	Single carriageway	50 mph
	-	Dual carriageway	60mph
Motorway	-		70mph
Towing (all routes)	-		50mph

Embarking and disembarking. Always use the side door. If the rear door is used it should be opened by the driver from outside. Do not drive off until all passengers are seated and belted and clam.

Driving conditions. Always be aware if changing driving conditions, and drive accordingly.

ACCIDENTS AND BREAKDOWNS

1. In the event of an accident:
 - a. Stop in a safe place, switch off engine.
 - b. Check to see if anyone in the bus is injured.
 - c. Remove passengers to safe location. If this is impossible, passengers to remain seated with seat belts on.
 - d. If necessary, call an ambulance, police/fire brigade.
 - e. Contact school as soon as possible.
 - f. Give your name, address, bus registration number and school name and address to anyone whose property has been damaged.
 - g. If necessary contact Education Breakdown Assistance.
2. Breakdown in town or country:
 - a. Ensure all children are out of danger. Leave them with the responsible adult. If no other adult is present, take the pupils with you in an orderly manner.
 - b. Telephone Education Breakdown Assistance.
 - c. Telephone school, to inform and get advice.
3. Breakdowns on motorway:
 - a. Get onto hard shoulder.

- b. Evacuate the bus and gather the children on the embankment, **NOT ON THE HARD SHOULDER.**
- c. Remove pupils to safe location before telephoning.
- d. Telephone Education Breakdown Assistance for assistance.
- a. Telephone school at the earliest opportunity to advice of delays where possible.

Useful Telephone Numbers:

Plymouth College	-	(01752)	505100
Bursar	-	(01752)	505110/07984 907937
Roger Gayton	-	(01752)	505131/07973 884220
Gordon Smith	-	(01752)	505131/07973 909185
Colson House	-	(01752)	505178/505105
Education Breakdown		0800 085 0361	
			In Europe ring +800 999 00999

FIRST AID

1. Do not attempt to give first aid **UNLESS** you are a qualified first aider.

LICENCES

Plymouth College undertakes licence checks. You must advise the Bursar's Office of any changes to your licence with regard to endorsements, restrictions, notifiable or medical pre-conditions that would impair your ability to drive. All information will be dealt with confidentially. Under no circumstances must you drive for business purposes if you no longer hold a valid licence or that licence is suspended.

ENFORCEMENT

In order to enforce this policy, Plymouth College requires all drivers to sign annually a declaration that they have read and understood the Driver's Policy Guidance.

Any evidence that an individual has breached this policy will be investigated and may lead to disciplinary action.

[The Transport Manager reserves](#) the right to require a member of staff to have additional driving lessons or indeed remove the member of staff from the list of authorised drivers, should there be a sequence of driving incidents likely to cause damage to vehicles or harm to pupils.

Driving Mini Buses on Campus

When driving on Campus all Mini Buses must not exceed 5MPH and should only move with 4 way flashes engaged.

3 RISK ASSESSMENTS

3.1 TEMPLATES

The risk assessment form is an interactive format on the Intranet.




CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002 (COSHH)

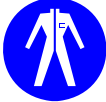











CoSHH Assessment Form

All hazardous substances / chemicals used or generated by Plymouth College will be subject to a CoSHH assessment to identify the measures required to reduce the risk of harm occurring to employees and students as a result of exposure, in accordance with the Control of Substances Hazardous to Health (CoSHH) Regulations 2002 (as amended).

Management will ensure that:

- All hazardous substances / chemicals used by Plymouth College are identified and inventoried including those used in relatively small quantities such as printing inks, photocopier toners, cleaning chemicals and correction fluids.
- REACH Safety Data Sheets for all hazardous substances used by Plymouth College will be obtained from suppliers. Copies are to be available in the relevant workplace.
- Where necessary, information relating to new or existing substances is obtained from the supplier.
- A comprehensive assessment of the processes involving the use of hazardous substances or those generating hazardous by-products such as dust and fumes is carried out.
- Regular reviews of assessments of processes involving the use of, or contact with, hazardous substances are undertaken.
- Appropriate control measures are put into place to prevent, reduce or control the exposure of all personnel to the harmful effects of hazardous substances and by products of processes.
- Suitable and sufficient personal protection equipment is provided to employees exposed to hazardous substances and materials. Employees are adequately trained in the use of specialist personal protection equipment.
- Appropriate information, instruction and training will be given to employees exposed to hazardous substances and materials.

Substance Information								
Name of substance*					Has a safer alternative been considered:		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Physical properties:		Workplace Exposure Limit (WEL)						
 Explosive <input type="checkbox"/>	 Oxidiser <input type="checkbox"/>	 Flammable <input type="checkbox"/>	 Toxic <input type="checkbox"/>	 Serious Health Hazards <input type="checkbox"/>	 Health Hazards <input type="checkbox"/>	 Corrosive <input type="checkbox"/>	 Dangerous for the environment <input type="checkbox"/>	Other (state) <input type="checkbox"/>
Work Process / Application								
Process substance used for								
Frequency of usage		Who / how many use it						
Duration of exposure		Volume / concentration						
Exposure Type	Health Effects				First Aid Measures			
Eye contact								
Skin contact								
Inhalation								
Ingestion								
Environmental								

Control Measures, Monitoring and Emergency Procedures								
Personal Protective Equipment							Other (state)	
PPE required	Overalls <input type="checkbox"/>	Eye Protection <input type="checkbox"/>	Gloves <input type="checkbox"/>	Respiratory Protection <input type="checkbox"/>	Face shield <input type="checkbox"/>	Boots <input type="checkbox"/>	<input type="checkbox"/>	
Specify PPE type/standard								
Hygiene requirements							Other (state)	
	Do not eat / drink <input type="checkbox"/>	Remove contaminated clothing <input type="checkbox"/>	Do not smoke <input type="checkbox"/>	Eye wash required <input type="checkbox"/>	E-Shower required <input type="checkbox"/>	Wash thoroughly <input type="checkbox"/>	<input type="checkbox"/>	
Training / awareness requirements								
Procedures								
Monitoring	Monitor Exposure <input type="checkbox"/>	Health Surveillance <input type="checkbox"/>			None <input type="checkbox"/>			
Specify type								
Work environment	Restricted Access <input type="checkbox"/>	No Ignition Sources <input type="checkbox"/>		Good Ventilation <input type="checkbox"/>	LEV <input type="checkbox"/>	Other (state) <input type="checkbox"/>		
Storage								
Disposal								
Spill control & clean up								
Fire fighting	Flammable Yes <input type="checkbox"/> No <input type="checkbox"/>	Fumes Released Yes <input type="checkbox"/> No <input type="checkbox"/>	Extinguisher CO ₂ <input type="checkbox"/> Foam <input type="checkbox"/> Chemical <input type="checkbox"/> Powder <input type="checkbox"/> Water <input type="checkbox"/> As for class of fire			Fire / DSEAR assessment required Yes <input type="checkbox"/> No <input type="checkbox"/>		
Other Comments								
Overall Health Risks								
Based on the above criteria and full implementation of all specified controls, monitoring and emergency measures, the risk to health is assessed as:					LOW <input type="checkbox"/>	MED <input type="checkbox"/>	HIGH <input type="checkbox"/>	
Assessor Name				Date				

*N.B. This CoSHH Assessment must be supported by a relevant MSDS sheet

DISPLAY SCREEN EQUIPMENT (DSE)

DSE ASSESSMENT

All workstations consisting of Display Screen Equipment (DSE) will be the subject of an ergonomic assessment to identify the measures required to reduce the risk of harm occurring to the operators/users of such workstations, in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992.

Employees whose work requires them to operate their DSE workstation daily for a significant part of the day will be entitled to a free vision screening or eye test on request. Where such examinations identify the requirement, the Company will provide, free of charge, corrective appliances required specifically for DSE work.

Employees whose work requires them to be at their DSE workstation for a significant part of their working day are to vary their work routine such that they perform other work activities away from their display screen equipment for approximately 10-15 minutes per hour.

Name of User:

**Date of
Assessment
Reference No.**

Department / Office:

DSE Type:

Desktop / Laptop

Location of DSE:

Employment Status:

Employee

Contract Staff

Self- Employed

Other (specify)

**Reason for
Assessment:**

New
Employee

Planned
review

Equipment
change

Hot-
desker

Co-user

Occ.
health
referral

Personal
health
concern

Other
(specify)

WORKSTATION / DSE EQUIPMENT CHECKLIST

✓	Workstation	✓	Hardware	✓	Software – commonly used
	Computer		Screen		Office suite
	Chair		Hard drive		Database
	Desk		Laptop		Web browser
	Footstool		Keyboard		Email
	Screen stand		Mouse / pointing device		Other (specify)
	Document holder		Printer		
	Other (specify)		Scanner		
			Other (specify)		

Signature:
User

Position:

Name & Signature:
Assessor

Position:

Name & Signature:
Manager / Supervisor

Position:

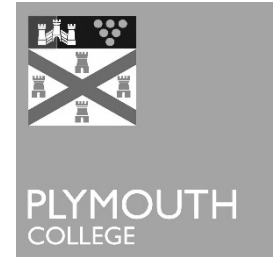
**Due date of next
assessment:**

ASSESSED STATUS: USER / OPERATOR / NON-USER*		<i>*delete as appropriate</i>
✓	Status	Comments / Actions
	Do you depend on the use of DSE to do your job	
	Do you normally use DSE for continuous or near continuous spells of an hour or more at a time	
	Do you use DSE in this way more or less daily	
	Do you need to use DSE to achieve desired results	
	Is there any discretion as to when to use DSE	
	Are you required to input data / transfer information quickly to / from DSE	
	Does the performance of the system demand high levels of attention and concentration, i.e. where the consequences of error may be critical	
✓	Training, Competence and Skills	Comments / Actions
	Are DSE training records up to date	
	Have you been trained in this employment to set up the DSE / workstation	
	Are you satisfied with the training provided for the safe use of DSE and software provided	
	Do you feel competent to use the hardware and software provided	
	Do you require particular skills or special training to use DSE? Specify.	
✓	Health, Well Being and Posture	Comments / Actions
	Whilst using, or following the use of DSE, do you experience any of the following?	
	Headaches, neckache, backache	
	Pins & needles in the extremities	
	Cramps in fingers, hands, wrists or arms	
	Pain in any part of the body (other than above)	
	Excessive tiredness	
	Eye problems: red eyes, blurred vision, hard to focus	
	Facial rashes	
	Do you experience any other problems? Specify.	
	Do you have any special needs	
	Is your posture suitable for the work being undertaken	
	Is excessive reaching, stretching or twisting necessary to carry out your work	
	Do you wear contact lenses or glasses	
	If yes, are they specifically prescribed for DSE work	
	Have you had an eye test in the past 3 years? Date.	
	Are you aware of the Company policy for eye tests	
	Do you have reasonable control of when you take breaks from DSE work	
	Do you take regular breaks from DSE work? Frequency	
	Do you know how to report DSE related problems	

WORKSTATION		
✓	Chair and Footstool	Comments / Actions
	Is the chair adjusted correctly so that:	
	Wrists & hands are as straight as possible with minimum flexing of the wrist whilst typing	
	Elbows are approximately 90° to the forearms; the forearms are near parallel to the floor & the wrists NOT above the elbows whilst typing	
	Both feet are placed firmly on the floor when seated	
	The small of the back is supported by the backrest	
	If lumbar support has been provided, is it appropriate	
	Has the user received instruction on chair adjustment	
	Is the chair comfortable & stable (minimum 5 spokes and castors)? Are all castors serviceable	
	Can the user/operator sit well back into the chair	
	Can the seat height be easily adjusted	
	Can height & tilt of the seat back be easily adjusted	
	Does the chair allow freedom of movement - swivel	
	Can the chair be positioned close enough to the desk to allow correct posture	
	Does the chair fit underneath the workstation	
	Is there adequate legroom under the workstation - recommended min. 58cm high x 45cm deep	
	Is foot space sufficient - recommended min. 60cm deep x 15cm high	
	Is a footrest needed to permit even pressure on the backs of the legs with the knees at approx 90°	
	If required, has a footrest been issued - is it adequate	
	Is a footrest used	
✓	Work Desk	Comments / Actions
	Is the work surface ergonomically designed	
	Is the work surface of low reflectance / non-reflective & in a good state of repair	
	Is the work surface large enough for equipment & documents - recommended min. 60cm x 120cm	
	Can the screen, keyboard & user operate in a straight plane	
	Can the screen, keyboard, documents & related equipment be flexibly arranged	
	Can peripheral equipment & papers be comfortably reached	
✓	Document Holder	Comments / Actions
	Is a document holder required	
	If required, has a document holder been issued - is it suitable for users needs	
	Is a document holder used	
	Is the document holder correctly sited to avoid minimum twisting or head movements	

WORKSTATION		
✓	Environment	Comments / Actions
	Is the immediate area designed to enable work to be carried out properly	
	Is there enough room to change position and vary movements	
	Is the general room lighting level satisfactory & free from flicker	
	Does the room lighting provide adequate contrast between the screen & the background environment, taking into account vision requirements	
	Is the workstation positioned so that sources of light such as windows & brightly coloured fixtures cause no glare or distracting reflections on the screen	
	Can curtains & blinds be adjusted to prevent unwanted light / glare	
	Is the level of lighting at the workstation adequate / satisfactory for all the tasks undertaken - 300-500 Lux is recommended	
	Is additional task lighting required	
	If required, has additional task lighting been supplied - is it suitable for users needs	
	Is task lighting used	
	Is the room temperature adequate - can it be easily controlled	
	Is room temperature monitored	
	Is the workstation designed so that excess heat, produced by equipment does not cause discomfort	
	Is the relative humidity level adequate (40 – 70%) - can it be controlled	
	Is humidity monitored	
	Is general ventilation adequate	
	Is the working area free from excessive drafts	
	Are noise levels acceptable - are there any disturbing noises at the workstation or nearby	
✓	General Safety	Comments / Actions
	Is the DSE equipment positioned safely	
	Are there any obvious electrical risks apparent	
	Is cable management to an acceptable standard	
	Are any trip hazards apparent	
	Is the immediate working area free from obstructions, general clutter / other hazards	
	Is there adequate access / egress to the workstation in case of emergency	
	Are there any other recognisable safety problems	

DSE EQUIPMENT		
✓	Hardware and Software - General	Comments / Actions
	Is hardware provided suitable for the required tasks	
	Is software provided suitable for the required tasks	
✓	Display Screen	Comments / Actions
	Is the screen specification suitable for its intended use	
	Is the DSE screen positioned in front of the user	
	Is the DSE screen a suitable distance from the user – 74cm is considered appropriate for most people	
	Is the screen set at a suitable height with top of the screen roughly the same height as the eyes of the user	
	Can the screen be easily tilted and swivelled	
	Can the brightness / contrast be easily adjusted	
	Are the screen characters clear and readable	
	Is the image stable, i.e. free of flicker & jitter	
	Is the screen free of glare & reflections	
	Is the DSE screen clean	
	Are suitable cleaning materials available	
✓	Keyboard	Comments / Actions
	Is the keyboard separate from the screen	
	Is there sufficient space in front of the keyboard to provide support to hands & forearms	
	Are the keys adequately arranged to make the keyboard easy to use	
	Can the keyboard be tilted	
	Are the characters legible	
	Does the keyboard have a matt surface to reduce glare and/or reflections	
	Does the user have a good keyboard technique i.e. not bending the hands up at the wrist, not hitting the keys too hard, overstretching the fingers, etc.	
	Is the keyboard clean	
✓	Mouse / Pointing Device	Comments / Actions
	Is a mouse or other form of pointing device used	
	Is the mouse / pointing device suitable for the tasks it is used for	
	Does the mouse / pointing device work smoothly at a speed that suits the user	
	Can the mouse / pointing device be positioned close to the user to prevent overstretching and be operated with a relaxed arm and straight wrist	
	Is there sufficient support for the users wrist / forearm	
✓	Printer	Comments / Actions
	Does the printer's position / location satisfy health and safety requirements?	



PLYMOUTH COLLEGE RISK ASSESSMENT for NEW or EXPECTANT MOTHERS

A “new or expectant mother” means a worker who is pregnant, who has given birth within the last six months, or who is breast feeding. A risk assessment of the work activities of a new and expectant mother must be undertaken as soon as a manager is formally notified (in writing) of her condition. The new or expectant mother must be informed of the outcome of the assessment and any alterations to working practices or duties required. The assessment must take into account any potential adverse effects on the unborn child or the breast feeding child, not just the mother.

Name of employee:	Job title:
Place of Work: Plymouth College	Date of birth:
Work telephone No:	Has the new or expectant mother informed their manager in writing of their pregnancy?
Hours of work:	Expected date of delivery:
Weeks pregnant at assessment:	Intended date of commencing maternity leave:

Date of assessment:	
Risk assessor:	Signature:
Line Manager:	Signature:

The following areas are covered in this assessment: physical and mental job demands: the working conditions; and any specific hazards.

Answer the questions carefully, considering all aspects of the person's job and their working conditions.

1	1. Working conditions	Yes	No	If YES, specify;
	Does the work involve:			
2	Lone working or working in remote locations?			Lone work while teaching but in building with others, No teaching duties are assigned at this stage.
3	Home working?			10 hours per week as average
4	Dealing with members of the public?			Teaching, Agreement to provide support should the task be considered stressful.
5	Dealing with distressed or disturbed people?			
6	Contact with young children or sick people?			
7	Dealing with emergencies?			
8	Contact with animals/livestock? (e.g. farm visits, etc.)			
9	Working with a Visual Display Unit?			No DSE assessment carried out Not required at this stage
	If yes to 9:-			
10	Is it difficult to get in and out of her workstation?			
11	Will there be a shortage of room as pregnancy develops?			
	Is it difficult for the worker to :			
12	Access toilet facilities?			Access to ground floor facilities in the Chemistry block
13	Take toilet breaks when necessary?			
14	Take rest breaks when needed?			
15	Are there any obstacles in the workplace that could cause problems? (e.g. in the event of a fire evacuation)			The classroom door is faulty and could be an issue should emergency access or evacuation be required

2. Physical job demands		Yes	No	If YES, specify;
Does the work involve:				
1	Handling or lifting of heavy objects (e.g. lifting boxes, etc.)? (include stretching, bending pushing or pulling)			
2	Repetitive and fatiguing muscular work?			
3	Being subject to bodily shocks or vibration?			
4	Standing or sitting for long periods?			
5	Sitting at low level?			
6	A lot of walking?			
7	Working at height or climbing steep steps?			
8	Using ladders, steps or stools?			
9	The need to access areas with limited space? (e.g. store rooms)			
10	Regular travel? (e.g. to visit clients)			
11	Any task that will become more hazardous to the employee's changing shape and size?			

3. Specific hazards		Yes	No	If YES, specify;
At work could the worker be exposed to:				
1	Abuse?			
2	Violence or aggression?			
3	Stress?			
4	Extremes of temperature or humidity?			
5	Noise?			
6	Ionizing radiation? (e.g. x-rays)			
7	Hazardous substances? (e.g. liquid chemicals, solvents, gases, dusts , insecticides, pesticides, disinfecting agents , lead, carbon monoxide, etc).			
8	Biological agents such as: <ul style="list-style-type: none"> ▪ Rubella, chickenpox, hepatitis B, HIV? ▪ Contact with high risk groups such as schoolchildren with rubella? 			
9	Direct or passive smoking?			
10	Does the worker need to wear personal protective clothing?			
11	If yes to 10, will this be a problem as the pregnancy develops?			

Risks

If you have answered YES to any of the above questions please put details below of any risks to the new or expectant mother.

Fatigue and stress as pregnancy develops
Student awareness is poor risk of possible collision causing harm
Driving tasks could possibly cause risks that are associated with medications Mrs. Smith is taking.

Existing control measures

These could include :equipment; policies and procedures; modification to work routines; information; instruction; training; supervision; personal protective equipment, etc.

1	
2	
3	
4	
5	

Additional Control Measures

ACTIONED BY

TARGET DATE

Actions required to reduce the risk to the lowest level practicable.

1			
2			
3			
4			
5			

Further assessment required:

YES		NO	
-----	--	----	--

Further assessment revisit by line manager after maternity period as part of the return to work days.

