

KINGSBRIDGE COMMUNITY COLLEGE

HEALTH AND SAFETY POLICY

STATEMENT OF ORGANISATION AND ARRANGEMENTS FOR ENSURING HEALTH, SAFETY AND WELFARE

PART I: STATEMENT OF INTENT

I. INTRODUCTION

- 1.1. This is a Statement of Organisation and Arrangements for Kingsbridge Community College.
- 1.2. This statement deals with those aspects over which the Governing Body has local control and covers safety associated with the grounds, building structure, plant, fixed equipment and services. It describes how these responsibilities are discharged in respect of employees, students, visitors and other users of the premises.
- 1.3. The College has a separate Child Protection Policy. Nonetheless, the aim of this statement is to ensure that all reasonably practical steps are taken to secure the health, safety and welfare of all persons using these premises and in particular to ensure that:
 - All teaching and non-teaching staff make themselves fully aware of relevant Health and Safety issues, regulations, practices and College procedures for both curricular and non-curricular areas of activity (e.g. fire safety, bus duty, visits, etc).
 - staff and students work collectively to secure safe environments and procedures;
 - a suitable management structure is created to make sure that arrangements for health and safety are monitored and a regular report submitted to the governing body so that an effective response can be made to issues and incidents, enabling high standards of safety to be achieved, maintained and improved;
 - Training needs are identified and appropriate training is offered to staff and governors.

PART 2 ORGANISATION:

RESPONSIBILITIES AND DUTIES IN MATTERS CONCERNED WITH HEALTH, SAFETY AND WELFARE

2.1 THE GOVERNING BODY

In consultation with the Principal, the Governors:

- approve a clear written policy statement which is regularly reviewed;
- ensure that measures are in place to monitor the effectiveness of the policy;
- Ensure that where required, objective support and advice is obtained on health and safety issues from the Education Directorate, the Health and Safety Executive and other professional bodies' officers and advisers.
- ensure health, safety and security issues are considered in premises inspections
- Include health, safety and security on the appropriate committee's agenda so that the full governing body is kept informed.

2.2 THE PRINCIPAL

The day-to-day responsibility for all College health, safety and welfare organisation and activity rests with the Principal who:

- Is the focal point for reference on health, safety and welfare matters and give advice, or indicate sources of advice in conjunction with the Bursar.
- co-ordinates the implementation of governors' health, safety and welfare procedures in College;
- makes clear any duties in respect of health and safety which are delegated to members of staff;
- Ensures that there is an effective communications network both within the College and with outside organisations, to enable effective dissemination of health and safety information and action on concerns.
- puts in place procedures to monitor the effectiveness of the College's management of health and safety and its policy;
- liaises with the Health and Safety Executive (HSE) Inspectors and other enforcement agencies;
- arranges for the reporting and subsequent investigation of any serious incidents and accidents according to the RIDDOR procedures, ensuring that appropriate remedial measures are taken to prevent reoccurrence;
- ensures that contact with agencies able to offer expert advice, such as officers of the LA, County Council and HSE, is maintained;
- arranges for risk assessments of the premises and working practices to be undertaken, recorded, added to, and reviewed as necessary (e.g. when a situation changes, or new equipment is acquired)
- ensures that the appropriate emergency procedures and first aid provision are in place in College;

2.3 ALL EMPLOYEES

Under the Health and Safety at Work Act 1974 it is the duty of every employee, while at work:

- to take reasonable care for the health and safety of himself/herself and of any other persons who may be affected by his/her acts or omissions at work, and
- to co-operate with the employer so far as it is necessary, to enable the employer or any other person to perform or comply with any duty or requirement imposed by or under any of the relevant statutory provisions
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

All employees should:

- know the health and safety organisation and arrangements to be adopted in their own working areas and ensure they are applied;
- observe standards of dress consistent with safety and/or hygiene;
- exercise good standards of housekeeping and cleanliness;
- Report all accidents, defects and dangerous occurrences using the appropriate forms and following instruction given in the Staff Handbook.

2.4 STAFF WITH SPECIAL RESPONSIBILITY

Heads of Department have special responsibilities for:

- the local arrangements to ensure the effective control of risks within the specific areas under their control;
- the local arrangements for the purchase, inspection and maintenance of equipment and its specification
- the coordination of the College's health and safety policy in their own department or area of work, directly responsible to the Principal for the application of the health and safety procedures and arrangements;
- establishing and maintaining safe working practices including arrangements for ensuring, as far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances, e.g. chemicals, hot water, sharp tools, etc;
- resolving health, safety and welfare problems referred to them by members of their staff or referring to the Principal or line manager any problems they are unable to resolve within the resources available to them;
- ensuring that risk assessments are carried out when necessary, and on a regular basis within the overall programme for the College, on the activities and equipment for which they are responsible;
- ensuring, as far as is reasonably practicable, that sufficient information, instruction, training and supervision is provided to enable employees and students to avoid hazards and to contribute positively to their own health and safety;
- Obtaining relevant advice and guidance on health and safety matters.

2.5 SPECIAL OBLIGATIONS OF ANY CLASS TEACHER

In addition to the general responsibilities of employees, outlined above, class teachers are expected to:

- raise any health and safety concerns outside their control related to their class area with their immediate line manager;
- exercise effective supervision of students and know the emergency procedures in respect of fire, first aid and other emergencies, and to carry them out;
- know the particular health and safety measures to be adopted in their own teaching areas and to ensure that they are applied;
- give clear instructions and warnings to students as often as necessary
- follow safe working procedures personally;
- require the use of protective clothing and guards where necessary;
- Avoid introducing any personal items of equipment or substances that may cause a physical risk in their use.
- Build in safety education in curriculum planning.

2.6 HEALTH AND SAFETY REPRESENTATIVES

College representatives are nominated by departments and attend Health & Safety Committee meetings. Additional Safety Representatives can be appointed by recognised Trade Unions. Under the requirements of the Health and Safety (Consultation with Employees) Regulations 1996, where Safety Representatives are appointed they will be given adequate time and facilities to fulfil their functions.

2.7 STUDENTS

Students are reminded that they are expected to:

- exercise personal responsibility for the health and safety of themselves and others;
- observe standards of dress consistent with safety and/or hygiene, as detailed within the appropriate curriculum safety guidelines;
- observe all the health and safety rules of the College and, in particular, the instructions of staff given in an emergency;
- use and not wilfully misuse, neglect or interfere with things provided for their health and safety;
- Avoid introducing any personal items of equipment or substances that may cause a physical risk in their use.

All students and parents will be made aware of the contents of this section of the policy through Year Handbooks.

2.8 CONTRACTORS

- Contractors must abide by the College's health and safety policy and not endanger students, staff or other visitors to the site.
- The Bursar is responsible for the coordination of contractors' activities on site.
- The Principal ensures that any temporary rules, such as exclusion from parts of the premises, are made known to all staff, students and students and visitors to the premises. This might be achieved by the posting of suitable notices by the Principal, or by the contractor, in consultation with the Principal.
- All contractors report to Reception before any work takes place and prior to each working session. The Bursar then informs the contractor of any conditions which may affect their safety and that of others.
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2.9 VISITORS AND OTHER USERS OF THE PREMISES

Visitors and other users of the premises are required to observe the health, safety and welfare rules of the College. All visitors should report to Reception on arrival to sign the visitors' log and receive appropriate badge. In particular, parents and other volunteers helping out in College, including those associated in self-help schemes, are made aware of the health and safety policy applicable to them by the teacher to whom they are assigned.

2.10 LETTINGS

The Principal ensures that the hirer of the premises, including Community Education, for any event is aware of his obligations under health and safety legislation and the College and county's health and safety policies where appropriate. Reference should be made to the terms and conditions set out on form BR 11.

PART 3 - ARRANGEMENTS

The Principal ensures that students and staff are familiar with the arrangements set out in this section of the policy statement.

See Health and Safety Reference File and Devon Education H & S Manual & CD Rom for detailed documentation on:

3.1 EMERGENCY PROCEDURES

County guidelines: Fire Precautions Guide and Log

Sample evacuation procedure use in College

Bomb threats

Violent intruders

Gas or toxic substance escape

Flooding

Severe weather

Emergency off-site procedures

Emergency Plan

3.2 ILLNESS OR ACCIDENT

First Aid Accident Reporting Procedures

Accident investigation procedures

First Aid in Education Establishments

Administration of Medicines Policy

Smoking on College premises

Asthma in Schools

Swine Flu

3.3 HEALTH & SAFETY COMMITTEE/WORKER CONSULTATION ARRANGEMENTS

See terms of reference of the Strategy & Quality Committee

3.4 SYSTEMS USED TO MONITOR SAFETY PERFORMANCE

Fire Log

Maintenance year-planner

Risk assessment programme and results

Accident statistics

Other assessments/inspections carried out by the Bursar

3.5 MAINTENANCE

The following areas are subject to regular maintenance inspections:

Fire extinguishers

Portable electrical equipment

Catering equipment (cookers, microwaves, etc)

Workshop equipment (large machinery) including Gas Welding Equipment

Science equipment
PE equipment (indoor and outdoor)
Burglar alarms
Technology large equipment
Mains gas system
Mains electric system
Mains water system
Boiler system
Fume cupboards
Kitchen fans
Extractor units

3.6 TRANSPORT POLICY

Home to College Transport
Use of minibuses/coaches
Safe Journeys to Schools
Private car use
Letters to parents
Car parking and vehicle movement on College premises

3.7 TRAINING, INFORMATION AND SUPPORT

The College provides adequate facilities for staff to be trained to carry out their health and safety functions and makes use of the expertise provided by the officers and advisers of the Education Department and the County Council H & S service as appropriate.

In the first instance the contact for health and safety queries is the Bursar, who is the College Health & Safety Officer.

3.8 TRIPS & VISITS

Separate procedure notes for trips and visits can be found on the College Intranet.

4. REVIEW OF POLICY

The Health & Safety Policy is reviewed annually by the Strategy & Quality Committee of the Governing Body.

**Ratified by the Strategy & Quality Committee of the Governing Body
11th November 2010**

SPECIFIC HEALTH AND SAFETY ARRANGEMENTS

I FIRST AID PROCEDURES

We have a duty to act in 'loco parentis'. In each situation, the member of staff needs to assess the risk to the student and take appropriate action, taking into account the nature of the injuries and the location.

In general, the advice is:

- (a) Do not attempt to move a student if there is any suspicion of a head, back or neck injury.
- (b) If necessary, endeavour to make the injured person as comfortable as possible and summon assistance.
- (c) Injured students who are able to move are accompanied to Student Services
- (d) Student Services make contact with parents or the hospital as appropriate.
- (e) If the judgement is that a student needs to go to hospital, transport is usually by ambulance.
- (f) Any incidents are written up using the Accident Form PO3 available from the office.

2. FIRST AIDERS AND FIRST AID EQUIPMENT

2.1 First Aiders: Current trained first aiders are shown in the Appendix I to this report. Formal Risk Assessments are undertaken by all departments and copies of these are available on request.

2.2. First Aid Equipment is available in the following areas:

<u>Dept</u>	<u>Location</u>
Sixth Centre	PA's office
Main Bldg (Westville)	Reception & Pit Stop (servery)
Longbrook	Technology Rooms & Art Prep Room
Science Block	Labs & Prep Rooms
Vehicles	Both minibuses
Outbuildings	Outdoor Education and Labs S9 & S10
Playing Fields	Belle Hill Pavilion
Canteen	Catering Office
Science Dept	Science Office & Laboratories
All Weather Pitch	Container
Student Support Centre	Medical Room

All first aiders and those staff who regularly lead trips also have compact first aid kits. Sue Fish has undertaken to check on the upkeep of the equipment. It is everyone's responsibility to report deficiencies to Mrs. Fish.

3. **SPECIAL NOTE**

- (a) We do not give aspirin or similar tablets to students unless prior arrangements have been made by parents with Student Services
- (b) Not all car insurance gives cover for the transportation of students. All drivers need to be aware what is covered by their own insurance. If a student needs to go to hospital, then an ambulance is the best method of transport.

4 **ADMINISTRATION OF MEDICINES**

- (a) Records are kept by the Student Services Receptionist of all drugs to be administered at College.
- (b) A written request must be made on behalf of the child by someone having parental responsibility, using the green form (EDIS 96).
- (c) All medicines are prescribed by a registered medical practitioner. Medicines from any other source are not given.
- (d) Except as stated below medicines are stored in a safe place when not in use. We ensure that medicines held on a child's behalf are "in date". If medicines become out of date, parents are notified and the medicines returned to them.
- (e) **Asthma Inhalers:** Asthma can be a life threatening disease and attacks can start very rapidly. It is therefore vital that asthmatic students have instant access to their inhalers. It is entirely reasonable to allow students to keep their inhalers on their person, if the EDIS 96 so requests.
- (f) Students are discouraged from carrying medicines or pills around the College, apart from inhalers.
- (g) **Diabetes.** The majority of young students are on injections of Insulin night and morning, and thus do not require injections at College. It is, however, important that staff know that a student is diabetic and what measures need to be taken in the case of Hypoglycaemia (low blood sugar).
- (h) **Analgesics (painkillers).** Staff never administer analgesics in College unless they are prescribed for specific conditions, examples might be dysmenorrhoea (period pains) or for the treatment of migraine. The same rules for the administration of such medication apply as in sections 1 and 2.
- (i) **Health and Safety Responsibilities.** The Health and Safety Executive take the view that provided the College management and staff act in accordance with the health and safety policy and guidelines issued by the LA, asking advice if in doubt, then there should be no difficulty in meeting Health and Safety obligations.

5 HYGIENE CONTROL GUIDELINES

Including Guidelines on AIDs

- (1) The number of HIV carrier children in Schools is at present small.
- (2) Current evidence indicates that children identified as HIV carriers do not present a risk to other children or adults in the ordinary School environment.
- (3) It is advisable to follow the Hygiene Control Guidelines recommended by the DCSF in all instances to provide protection against a range of infections to which staff in schools may be exposed.

The following is the basic hygiene procedure recommended by both the Union and the DCSF, which is put into operation in all instances to provide protection against a range of infections, which staff in schools may be exposed to.

5.1. Personal hygiene

- 5.1.1 Razors, toothbrushes or other implements which could become contaminated with blood must not be shared.
- 5.1.2 Minor cuts, open or weeping skin lesions and abrasions should be covered with waterproof or other suitable dressings.
- 5.1.3 Sanitary towels must be burnt in an incinerator or the procedure for disposal of infected waste followed.
- 5.1.4 Tampons may be flushed down the toilet.

5.2. Accidents involving external bleeding

- 5.2.1 Normal First Aid procedures should be followed, which should include the use of disposable gloves.
- 5.2.2 Wash the wound immediately and copiously with water. Apply a suitable dressing and pressure pad if needed.
- 5.2.3 Cotton wool should not be used in cleaning wounds since it is not sterile and cause infection.
- 5.2.4 As soon as possible seek medical advice
- 5.2.5 Splashes of blood from one person to another on the skin should be washed off immediately with soap and water, whilst splashes of blood into the eyes or mouth should be washed out immediately with copious amounts of water.
- 5.2.6 After accidents resulting in bleeding, contaminated surfaces (e.g. tables or furniture) should be disinfected.

5.3. General hygiene

- 5.3.1 Normal cleaning methods should be used; no special disinfectants are necessary for either showers or toilets; use disposable cloths; use separate colour coded cloths for kitchen, for showers, and for toilets.
- 5.3.2 Spillages of blood and vomit should be cleaned up as quickly as possible.
- 5.3.3 If practical the diluted bleach should be left for 30 minutes before being wiped up with disposable paper towels. (See warning in paragraph 2.5). Disposable gloves and apron should be worn.
- 5.3.4 Individual paper towels may be discarded down the toilet. However, if many are used, it is preferable to treat them as infected waste. Gloves and aprons should be discarded as infected waste. (See paragraph 5.5.2).
- 5.3.5 Clothes and linen that are stained with blood or semen should be washed in a washing machine at 95 degrees centigrade for 10 minutes or boiled before hand washing.
- 5.3.6 Crockery and cutlery can be cleaned by hand washing with hot soapy water or in a dishwasher or dish steriliser.
- 5.3.7 Water systems should be flushed through after each holiday period of inactivity.

5.4 Staff precautions

As a general policy, if staff giving physical care to infected children have cuts and abrasions; these should be covered with waterproof or other suitable dressings.

5.5. Waste disposal

- 5.5.1 Urine and faeces should be eliminated or discarded into the toilet in the normal manner. Potties should be washed and dried with paper towels after use. Disinfectant is not necessary.
- 5.5.2 Soiled waste, i.e., nappies and pads, should be placed in containers provided and arrangements made for their disposal by outside contractor.
- 5.5.3 Non-infected waste is discarded into bin liners or dustbins. This should be collected and disposed of in the usual manner by the local authority cleansing department.
- 5.5.4 When work is completed wash and dry your hands.

6. ASSAULTS ON TEACHERS

- 6.1 Kingsbridge Community College declares its intention through this procedure to be fully supportive of teachers in any case of assault by students or other persons which arises out of the proper exercise of teachers' duties.
- 6.2 This statement of policy and procedure reflects the College's clear resolve to support its teachers. It outlines the action which the College may take in the case of an assault on a teacher. Any person who assaults a teacher will be liable to prosecution.
- 6.3 Any assault on a teacher away from the College premises is equally the concern of the College if it arises out of the proper exercise of the teacher's duties.

Definition

- 6.4. This procedure applies to cases in which actual force is used by students or by other persons and to cases in which there is a threatening act which for this purpose includes verbal abuse, by a person who is not a student. In the case of a threatening act by a student, the internal disciplinary measures of the College should normally be applied.
- 6.5. The College will give very careful consideration to all the circumstances in any case of assault which involves a student with special educational needs.
- 6.6. This supportive action extends to youth leaders and teachers accompanying outdoor education activities. In all cases, the test which will be applied is of whether the incident arose out of the proper exercise of the teacher's duties.

Procedure

- 6.7 Any assault on a teacher must be reported to the Principal immediately. The teacher should fill in a report form and contact his or her professional association. The Principal should consider, in consultation with the teacher involved, whether or not the police should be informed. In the event of there being no agreement on this between the Principal and the teacher, either may refer the matter to the police. In any case referred to the police in which a weapon is used the weapon should be provided to the police if it is available.
- 6.8 A teacher who suffers shock or injury should consult a doctor as soon as practicable and secure a medical statement. The teacher should also notify the DHSS of industrial injury. Teachers should be informed of their possible entitlement to benefit under Criminal Injuries Compensation legislation.

- 6.9 In the event of a physical assault upon a teacher the facts should be quickly and clearly established and examined before further action is taken. If the assault is by a student and is serious and deliberate, it is expected that the Principal will exclude the student without delay. However, Principals are bound to have regard to their prior duty to secure the safety of the student: in practice in those cases where it is impossible to establish that the parent will collect the student from College or, in the case of older students, will receive the student at home, the student should be removed from contact with other students and excluded from College from the beginning of the following College day.
- 6.10 Unless the task is undertaken by the police, the Principal should obtain a concise written statement from the teacher who has been assaulted and from any witness to the incident. Unless an unreasonable delay would arise, the teacher who has been assaulted is advised to consult his or her professional association in the course of preparing this statement. The Principal may still expect the teacher to provide a factual statement as soon as possible.
- 6.11 A report of the incident, together with the names of witnesses and a copy of any statement(s) obtained should be sent by the Principal to the Area Education Officer who will then advise the Principal of any necessary further action.
- 6.12 In other cases the police may decline to take proceedings and may consider that such proceedings should be a matter of a private prosecution.
- 6.13 In such cases the College will if requested provide informal legal advice to the teacher who has been assaulted, or will be ready to discuss the position with the legal officers of the teacher's professional association.
- 6.14 The options for action that will be considered by the College include the following:
- (a) the College will, when appropriate, send a formal letter to the person involved in the alleged assault to warn that legal action may be taken if a breach of the law occurs;
 - (b) The College will, when appropriate, seek an injunction to prevent the person involved in the alleged assault from entering the College, or from harassing the teacher;
 - (c) The College will, if appropriate, initiate proceedings under Section 40 of the Local Government (Miscellaneous Provisions) Act 1982. This section makes it a criminal offence for a person to be present on educational premises without lawful authority and cause nuisance or disturbance;
 - (d) In the event that the teacher wishes to bring a private prosecution, or to commence civil proceedings, the County Solicitor will provide legal advice to the Chief Education Officer or will be ready to discuss the position with the legal officers of the teacher's professional association.

6.15 The teacher who has been assaulted will be given adequate opportunity to recover before resuming normal teaching duties. The College will normally exercise its discretion in favour of payment of salary in any period of one year in accordance with the following scale:

- during the first year of service full pay for 25 working days and, after completing four calendar months' service, half pay for 50 working days;
- during the second year of service: full pay for 50 working days, and half pay for 50 working days;
- during the third year of service: full pay for 75 working days and half pay for 75 days;
- During the fourth and successive years: full pay for 100 working days and half pay for 100 working days.

This scale is to be regarded as a minimum and the governing body have discretion to extend its application in any individual case.

6.16 If the police, the College or the teacher should initiate proceedings against a person who has assaulted a teacher, the teacher may be required to give evidence in court. In this event, the College will grant leave of absence with pay for this purpose. The College may also grant leave of absence with pay for this purpose to any teacher who is required to attend the court as a witness.

APPENDIX 2

KINGSBRIDGE COMMUNITY COLLEGE

TRAINED FIRST AIDERS

<u>Name:</u>	<u>Location:</u>	<u>Telephone No.</u>
NEIL CAMERON	SCIENCE OFFICE	162
GRAHAM CAWTHORNE	SITE SUPERVISOR	174
ANDREW COLLARD	MEDIA / PHOTOGRAPHY	143 / 131
SUE FISH	STUDENT SERVICES	155
STEVE GARDNER	P.E.	146
SUE HAMMETT	CATERING (SNAK SHAK)	173
ANN SIBLEY	RESOURCES	134
JO STEVENS	STUDENT SUPPORT	171