



# **Health & Safety Policy**

**NOVEMBER 2004**

**(Amended August 2007)**

**(Amended January 2008)**

**(Amended May 2010)**

**(Amended January 2012)**



## Health and Safety Policy

### Updates

Page	Section	Date updated	Actioned by	Comments
19-26	Fire Evacuation	May 10	TG/LEC	Update
31	Accident Report Policy	August 07	TG/LEC	New accident form
48	Water Hygiene	August 07	TG/LEC	Update
48	Waste Disposal	August 07	TG/LEC	To incorporate WEEE Regs
49	Asbestos Management	August 07	TG/LEC	Update
49	Smoking Policy	August 07	TG/LEC	Update
49	Use of cars for business	Nov 07	TG/LEC	Update
60	Use of Display Screen Equipment	August 07	TG/LEC	Update
62	Ill Health	August 07	TG/LEC	New Entry
63	Working at heights	August 07	TG/LEC	New Entry
64	Vehicles on site	August 07	TG/LEC	New Entry
65	Contractors	August 07	TG/LEC	Update
66	School trips	August 07	TG/LEC	New Entry
67	EPI Pens	August 07	TG/LEC	New Entry
68	Lone Working	May 10	TG/LEC	New Entry
9	Statement of General Policy	Jan 2012	LEC	Update- shange of structure
15	Security policy	Jan 2012	LEC	Update – change of structure
49	Asbestos management	Jan 2012	LEC	Update
31	Accident report Policy	Jan 2012	LEC	Update – new RIDDOR guidelines
19-26	Fire evacuation	Jan 2012	LEC	Update



## INDEX

Part A	<b><u>Statement of General Policy</u></b> .....	<b>P.9</b>
	1. Roles and Responsibilities	
	Governors	
	Employees	
	Staff and Students	
	2. Organisation and Implementation of Health and Safety Policy	
	The Principal	
	The Strategic Business Manager	
	The College Health and Safety Advisor	
	Site Superintendent, Caretaker and Maintenance Staff	
	Heads of Department/Heads of Year	
	Annual Report to Parents	
	Health and Safety Notice board	
	Information Technology	
Part B	<b><u>School Policies</u></b>	
Section i.	<b><u>Security Policy</u></b> .....	<b>P.15</b>
	1. The Policy	
	2. Organisation	
	Governors	
	The Principal	
	Premises Manager	
	Staff members	
	Pupils	
	Involvement of other Groups	
	Information	
	Security Risk Assessment	
	Security Incident Reporting	
	Training	
	3. Personal Security	
	4. General	
	Appendix 1 - Security Log	
Section ii	<b><u>Fire Evacuation Policy</u></b> .....	<b>P.19</b>
Section iii	<b><u>Emergency Evacuation Policy</u></b> .....	<b>P.27</b>
	Appendix – Plan of Assembly Points – Football Ground	
Section iv	<b><u>Accident Report Policy</u></b> .....	<b>P.31</b>
	What is RIDDOR?	
	Appendix 1 P03	

Part C	<b><u>Arrangements for Securing the Health, Safety and Welfare of Employees, Students and Others</u></b>	
Section i	Schools Risk Assessment.....	<b>P.37</b>
	Appendix 1 - Tavistock College Risk Assessment Form	
	Appendix 2 - Risk Factor calculation matrix	
Section ii	Workplace Health, Safety and Welfare.....	<b>P.47</b>
	1. Staircases	
	2. Floors	
	3. Ventilation and temperature	
	4. Lighting	
	5. Cleanliness	
	6. Repairs and Maintenance	
	7. Doors and Windows	
	8. Accommodation	
	9. Water Temperature/Hot Surfaces	
	10. Waste Disposal	
	11. Noise	
	12. Safety Signs	
	13. Inclement Weather	
	14. Asbestos	
	15. Smoking	
	16. Use of private cars for business	
Section iii	Maintenance of Equipment and Machinery.....	<b>P.50</b>
Section iv	The Control of Hazardous Substances.....	<b>P.51</b>
	Appendix 1 - COSHH Assessment Form	
Section v	Lifting and Manual Handling.....	<b>P.55</b>
	Appendix 1 - Manual Handling Assessment Form	
Section vi	Personal Protective Equipment.....	<b>P.58</b>
Section vii	Use of Display Screen Equipment (VDU's).....	<b>P.60</b>
	Appendix 1 - Workstation Assessment Form	
Section viii	New and Expectant Mothers.....	<b>P.61</b>
Section ix	Ill Health .....	<b>P.62</b>
Section x	Working at heights.....	<b>P.63</b>
Section xi	Vehicles on Site.....	<b>P.64</b>
Section xii	Contractors.....	<b>P.65</b>
Section xiii	School Trips.....	<b>P.66</b>
Section xiv	EPI Pens .....	<b>P.67</b>
Section x	Lone Working.....	<b>P.68</b>

# **SECTION A**

## **STATEMENT OF GENERAL POLICY**





# TAVISTOCK COLLEGE

## HEALTH & SAFETY POLICY

### **Statement of General Policy**

The Tavistock College Health & Safety Policy is written in conjunction

DCC Health/Safety and Wellbeing Policy Statement Sept 11  
Current DCC Policies , RA's, Guidance Notes and checklists  
(current document available on OSHENS website. Access via Premises Manager)

#### **1. Roles and Responsibilities**

##### **1.1 Governors**

The Governors acknowledge their responsibility under the Health & Safety at Work 1974:-

- To safeguard so far as is reasonably practicable the Health and Safety of all who work at or visit Tavistock College and its site: students, contractors and members of the public.
- To provide plant equipment and systems of work which are safe and without risks to health.
- To make arrangements, so far as is reasonably practicable and without risks to health, to ensure the safe handling, storage and transportation of articles and substances.
- To provide adequate training, information, instruction and supervision so far as is reasonably practicable, to enable all staff employed in the College and students to perform their work safely and efficiently.

##### **1.2 Employees**

- All employees have duties under Section C7 of Health & Safety at Work Act 1974 to ensure that they work in ways which are safe and without risk to health both to themselves, other staff and visitors. They must also co-operate with other people who have health and safety duties, by adhering to advice and instructions on Health and Safety matters from their supervisors and by reporting unsafe practices.

##### **1.3 Staff and Students**

All staff and students are expected in addition to the above to:-

- Know the special safety measures and arrangements for their own working area.
- Observe standards of dress consistent with safety.
- Exercise good standards of housekeeping and hygiene.
- Know and apply the emergency procedures in respect of **fire** and **first aid**.

#### **2. Organisation and Implementation of Health and Safety Policy**

##### **2.1 The Principal**

- Is responsible and accountable to Governors for implementing the College Safety Policy and for all matters relating to Health & Safety and Welfare.

- May delegate day-to-day management of safety matters to a Health & Safety Advisor.
- Will convene a College Health & Safety Committee at least termly, members of which shall include: the Principal, the Strategic Business Manager, all Union Health & Safety representatives, staff Health and Safety Advisor, the College Health & Safety Advisor and a Governor. The Health & Safety Advisor will chair this meeting which will monitor the College Health & Safety Policy and its working in practice. Governors will receive regular reports from this Health & Safety Committee through their Sites & Buildings Committee.

### **2.2 The Strategic Business Manager**

- Shall have an overview of the Health and Safety policies in place and shall be kept informed of all significant Health and Safety issues
- Shall inform the Principal of all Health and Safety Related issues
- Shall attend the Governors Resource Committee meetings and College Health and Safety Committee meetings
- Shall undertake regular site inspections with the Premises Manager

### **2.3 The College Health & Safety Advisor**

- 
- Will inform the Strategic Business Manager of all Health and Safety Issues relating to the College
- Will keep a record of Risk Assessments made by Heads of Department/Heads of Year and act as appropriate if a remedy is needed.
- Will organise and chair the College Health and Safety Committee meeting on a termly basis
- When required will attend the Governors' Resource Committee meetings
- Will maintain a file of all the latest Health & Safety advice from Devon County Council and make it available to all staff
- Will attend DCC Health and Safety briefings and advise the Principal/Governors of changes of legislation which will impact on the College.
- Will regularly (at least annually) review College Health & Safety Policy.
- Will, in conjunction with the site maintenance staff, in particular the Site Superintendent, regularly conduct surveys of the site.
- Will be the main point of contact for contractors and will receive Risk Assessments and Methods of Work prior to the commencement of any work
- Will be the focal point for day-to-day references on safety.
- Will receive all the Accident Forms from the First Aider and act as the College signatory, ensuring that these are reported to the Health & Safety Executive and remedial action taken, if and when necessary.
- Will conduct or arrange H&S training for all staff as and when appropriate
- Ensure the safe working practice of all cleaners

### **2.3 Site Superintendent, Caretaker and Maintenance Staff**

The Site Superintendent and Site Caretaker are responsible for:-

- The maintenance of a Fire Record Log Book, and regular testing of the Fire and Burglar Alarm systems.
- Effective Health & Safety procedures in their own working areas.
- Reporting any Health & Safety concerns to the College Health & Safety Advisor and for maintaining a record of Risk Assessments which shall be reviewed regularly.

## **2.4 Heads of Department**

Heads of Department are responsible and accountable to the Principal for all matters relating to Health, Safety and Welfare within their own working areas as are Heads of Year where these relate to designated pastoral areas. They should:

- Be aware of regulations, codes of practice and guidance notes appropriate to their areas (particular guidance contained within the Devon Health & Safety Manual available in Reception).
- Produce their own Department/Year Safety Policy.
- Produce Risk Assessments relevant to their Departments (see Guidelines on Risk Assessment).
- Ensure that members of staff are aware of Health & Safety practice in their areas.
- Carry out annual safety inspections of their areas in conjunction with Heads of Department, keeping Risk Assessment records and passing a copy to the College Health & Safety Advisor.
- Review, on a termly basis, safe working practice.
- Maintain a Health & Safety file for the Department, containing:-
  - \* This statement
  - \* Relevant DCC Policies and Guidance Notes (available from the Premises Manager
  - \* COSHH Guidance for Schools DCC 1990
  - \* Copies of completed Risk Assessment forms
- Report any instances of Health & Safety issues to the College Health & Safety Advisor on the appropriate Risk Assessment form keeping a copy for themselves.

## **3 Health and Safety Notice Board**

A Notice Board dedicated to Health and Safety matters is to be found in the staffroom.

## **4. Information Technology**

Further details of Health and Safety matters are to be found on Devon County Council's website.

Signed

..... Principal

..... Chair of Resources Committee

..... Date



## **SECTION B**

# **SCHOOL POLICIES**



# TAVISTOCK COLLEGE

## HEALTH & SAFETY POLICY

### Security Policy

#### **1. The Policy**

This policy is part of, and should be read in conjunction with, the schools Health & Safety Policy. The main aim is to ensure that quality learning and teaching takes place in a safe and secure environment.

The allocation of duties for safety matters and the particular arrangements, which we will make to implement the policy, are set out below.

The policy will be kept up to date. To ensure this, the Security Policy, and the way in which it is operated, will be reviewed every year by the school governors.

#### **2. Organisation**

##### **2.1 Governors**

The school governors are responsible for:-

- Ensuring that they are organised to exercise their responsibilities. To do this the Sites & Buildings Committee of the Governing Body is responsible.
- Arranging to consult and inform all staff about security.
- Resource allocation and approving for security in consultation with the Principal.
- Arranging to monitor and review the policy, including the frequency and nature of reports from the Principal.
- Ensuring that security is included within the Health & Safety Section of the Annual Reports to Parents.
- Identifying their own training needs to enable them to understand their responsibility for managing security.

##### **2.2 Principal**

The Principal is responsible for:-

- Ensuring that this policy works, is understood by all staff and is revised annually.
- Ensuring that this policy is monitored as required by the Governing Body.
- Identifying training needs and arranging for training.
- Ensuring that regular routine security checks and annual periodic survey/risk assessments take place.
- Raising awareness of pupils to security and personal safety issues .
- Developing and encouraging close links with others.

##### **2.3 Premises Manager**

The Premises shall carry out designated responsibilities as directed by the Principal which shall include:-

- Familiarising themselves with the necessary rules, advice and literature to ensure that they are able to perform their above duties.
- Ensuring that advice, support and information is obtained from the Devon Health and Safety Service when required

- Ensuring that in planning and providing new/improved accommodation, full regard is taken to security in the planning and design stages.
- Informing the Strategic Business manager of any security breaches or concerns over safety

#### **2.4 Staff members**

All staff members have a responsibility for ensuring:-

- The safety of the pupils in their care by not exposing them to unacceptable risks, protecting them from hazards and guarding them against assaults.
- That property is safeguarded.
- That they know when to contact the police.
- How to implement the school's Emergency Plan.
- Their own actions do not expose themselves or colleagues to unacceptable risks.

#### **2.5 Pupils**

The Principal is responsible for ensuring the raising of pupils' awareness in relation to:

- Their own personal safety and welfare and the safety of others in and out of school (e.g. swimming, personal survival programmes, cycling proficiency training, first aid courses, drug and health programmes).
- The safe use of the accommodation (e.g. anti-bullying campaigns, school councils).
- The appropriate parts of this policy and the expectations the school has for the pupils to take responsibility and action.

#### **2.6 Involvement of Other Groups**

The Principal is responsible for the development of strategies for ensuring that parents, police and the community are fully involved and consulted about security issues; and as appropriate receive a copy of this policy.

#### **2.7 Information**

The Principal will ensure that the following key documents are available to all staff:-

- A copy of this policy.
- DCC Security Guidance Note 2011 (HS0050) available from the Premises Manager

#### **2.8 Security Risk Assessment**

The Principal will ensure that a formal security risk assessment takes place annually (and at any time a significant change occurs. The outcome of the assessment should be recorded as an action plan and presented to the School Governors for approval.

#### **2.9 Security Incident Reporting**

All security incidents are to be reported to the Principal and recorded on the attached log (Appendix 1) which will be kept in the caretaker's office.

All staff should ensure that the security incidents to be recorded include trespass, vandalism, theft and burglary, fire, attacks on staff or pupils, and drug and solvent abuse.



In addition, the Principal will ensure that the appropriate sections on accident/incident report form PO3 are completed.

### **2.10 Training**

As part of his/her responsibility for training the Principal will ensure that opportunities will be provided for:-

- a) Specific training on security issues within the school's overall development plan priorities.
- b) Training of new staff including supply and temporary staff.

This is a restatement of the commitment contained within the schools Health and Safety Policy.

### **3. Personal Security**

The Principal and governors will review measures for combating violence to staff and pupils. They will include:-

- Ensuring priority is given to personal security training.
- Fully co-operate and notify all assaults to the police, including full co-operation with the police in the exercise of their legal powers.
- Ensuring appropriate legal advice is obtained from the County Solicitor following incidents in which the police will not prosecute.
- Sending formal letters to people making threats or verbally abusing staff as appropriate.
- Fully supporting staff who, have been assaulted or suffered verbal abuse; and facilitate access to the County Council Counselling Service.
- Ensuring appropriate investigation of all incidents of violence that take place.

### **4. General**

No security policy will attain its desired end unless those whom it concerns are themselves committed to the need for positive care in their own work and instil into pupils and students a similar sense of responsibility for their own safety and that of others.

Signed ..... (Principal)      Date: .....

**Tavistock College**

# DEVON COUNTY COUNCIL EDUCATION DEPARTMENT SECURITY INCIDENT LOG

**SCHOOL NAME.....**

DATE	TIME	EXACT LOCATION ON SITE	NATURE OF INCIDENT e.g. trespass, arson, personal assault, vandalism, intruder WITH BRIEF DETAILS	DISCOVERED BY	ESTIMATED COST TO PUT RIGHT – Time and money	STATE IF EQUIPMENT DAMAGED OR LOST (E) ; PREMISES DAMAGED (P); PERSONAL INJURY (A) AND GIVE DETAILS	REPORTED TO POLICE YES/NO	COMMUNITY POLICE INFORMED YES/NO	CULPRITS KNOWN (K); UNKNOWN (U); ARRESTED (A)

**NB: Complete normal accident form**

# TAVISTOCK COLLEGE

## HEALTH & SAFETY POLICY

### Fire Evacuation Policy

#### 1. Procedure

- Tutor groups will be allocated an assembly point each academic year for the duration of that academic year (see Appendix 1).
- When the fire alarm sounds, students leave the building(s) by designated exits with their class teachers, in silence, and progress to their assembly points in an orderly fashion. Year 9 will enter Area A via single gate at the rear of the Hard Courts.
- Paper Registers will be provided by the Attendance Officer located in Student Services. In his/her absence this will be provided by the SIMS officer located in the SIMS office. Registers to be passed to HOY's to distribute.
- Tutor groups will stand quietly in alphabetical order while the register is taken by the Tutor and for the duration of the drill.
- At the same time, all other staff and visitors to leave the building by the appropriate exits and report to their designated areas. Support staff to go to their allocated Year Group once they have registered with the appropriate team leader (see Appendix 5).
- Dismissal by College Senior Management Team following authority from designated persons.

#### 2. Immediate action

**Estates and Facilities Manager (EFM)** to check master control panel and call the Fire Brigade when location is confirmed.

#### Additional information – Reporting

- All staff and students are to follow the reporting procedure as per appendix 4 – Reporting Line.
- Section leaders and other staff responsible for taking staff registers must ensure that the Business Manager is informed once they have taken a register of staff accountable to them. The receptionist or other designated person must also report to the Business Manager once all visitors are accounted for.
- Key personnel i.e. Personnel Manager, Exams Officer, Receptionist & HOY's are to investigate if there is a reason for absences by checking relevant documentation i.e. staff, student and 6<sup>th</sup> form signing out logs, cover sheets, part time staff timetables. The members of staff with responsibility for providing these documents and to whom they are to go is highlighted in red in Appendix 4.
- In the event of an unexplained absence, the E&F Manager is to instigate a search for the missing person using information from staff and student timetables on last known whereabouts.

#### Evacuation of disabled and wheelchair bound students

Students on 1<sup>st</sup> and 2<sup>nd</sup> floors to move to nearest refuge area accompanied by their TA's. Site Superintendent to be given location of students by Estates and Facilities Administrator and will go to this area to ensure their safety and provide reassurance. If student in vicinity of fire, E&F Manager and Site Superintendent to organise their evacuation.

### Visitors

- Visitors are to remain with the member of staff they are visiting or if this is not practicable, the member of staff may direct the visitor to a designated person who will be responsible for ensuring the visitor is accounted for after registering themselves. The receptionist or designated person will locate all visitors and if appropriate direct them to Area C to await dismissal. The receptionist or designated person must first register with their section leader before undertaking this task.

### Supply staff

- Supply staff acting as a tutor will take class register after reporting to Cover Supervisor

### Exam Candidates

- Candidates in Hall – assemble in car park outside main entrance
- Candidates in Sports Hall – assemble on tarmac outside sports block
- If the fire is in the Hall or Sports Hall, candidates to assemble on the field next to the 6<sup>th</sup> Form Block
- Invigilators to supervise candidates. Exams Officer and assistant to be available to assist
  - Registers to be taken of candidates
  - Exams Officer to take register of all invigilators

### Site Clearance

- Building clearance is to be carried out by nominated members of staff as per attached site plan and reported back to E& F Manager (Appendix 3).

### General points

#### Access to Site

Vehicles on site to be controlled by Administrator for Estates and Facilities Office and Duty Caretaker.

#### First Aid

In the event of an emergency first aid post being required, this will be located in LS7 if unaffected by the emergency.

#### Lifts

For safety reasons the three main College passenger lifts are not to be used once the Fire Alarm Bells start to ring.

#### Windows/doors

All windows/doors must be closed on evacuating areas by those leaving the area.

### **5. School Events/Functions held outside school hours**

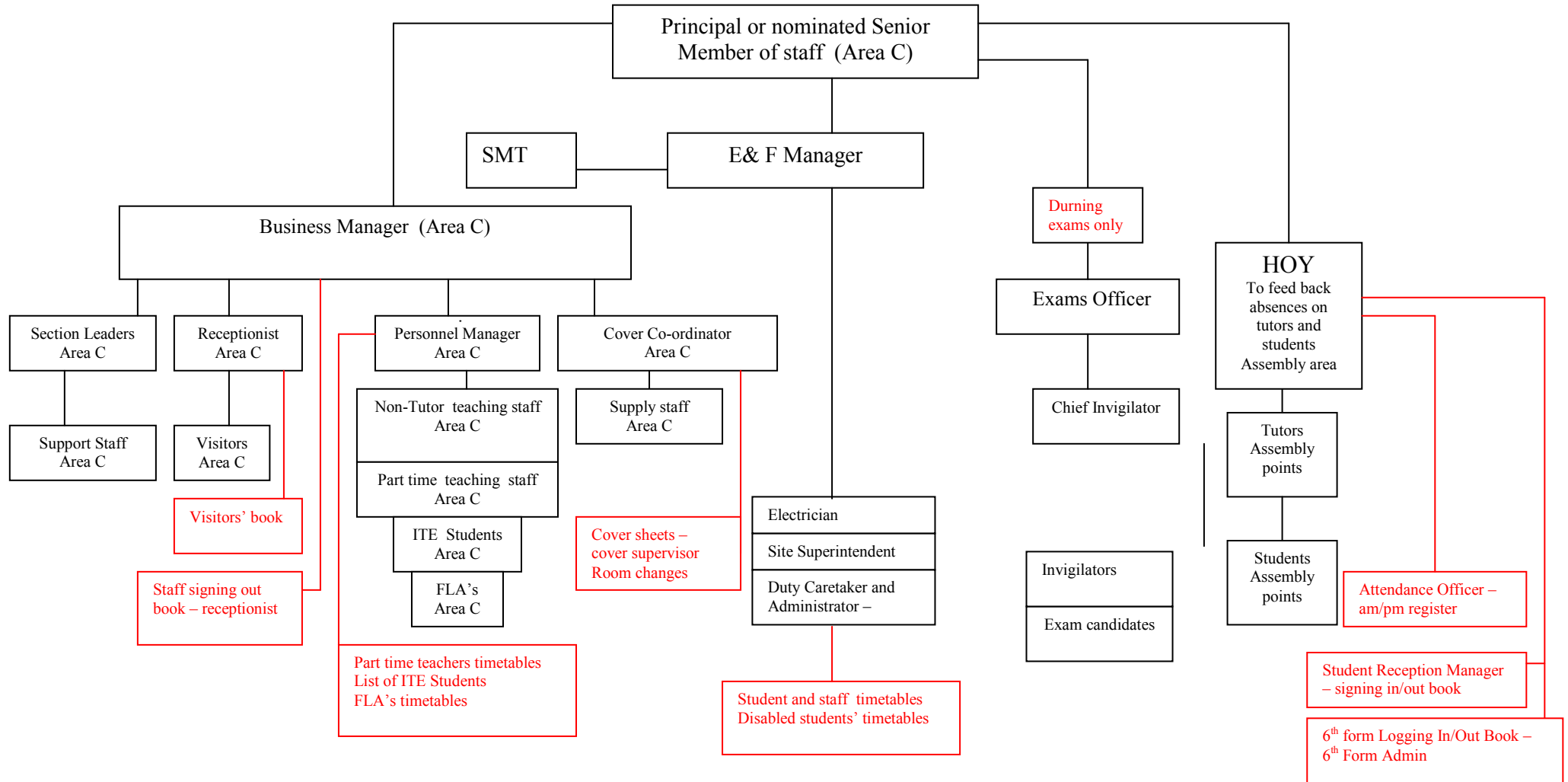
In the event of a fire alarm sounding during a school event, staff involved are to ensure all occupants are removed to a safe area (hard courts).

Duty caretaker to check fire panel in Estate and Facilities Manager's Office for source and location of fire. Once fire is confirmed, Fire Brigade to be informed.

**Evacuation during a practice or an emergency must be effective and efficient. Staff must be pro-active in accounting for all people on site.**

## Appendix 1

# REPORTING LINE



## **Appendix 2**

### **Fire drill procedure – Exits, Routes and Assembly Areas**

#### **ASSEMBLY AREAS (See following map)**

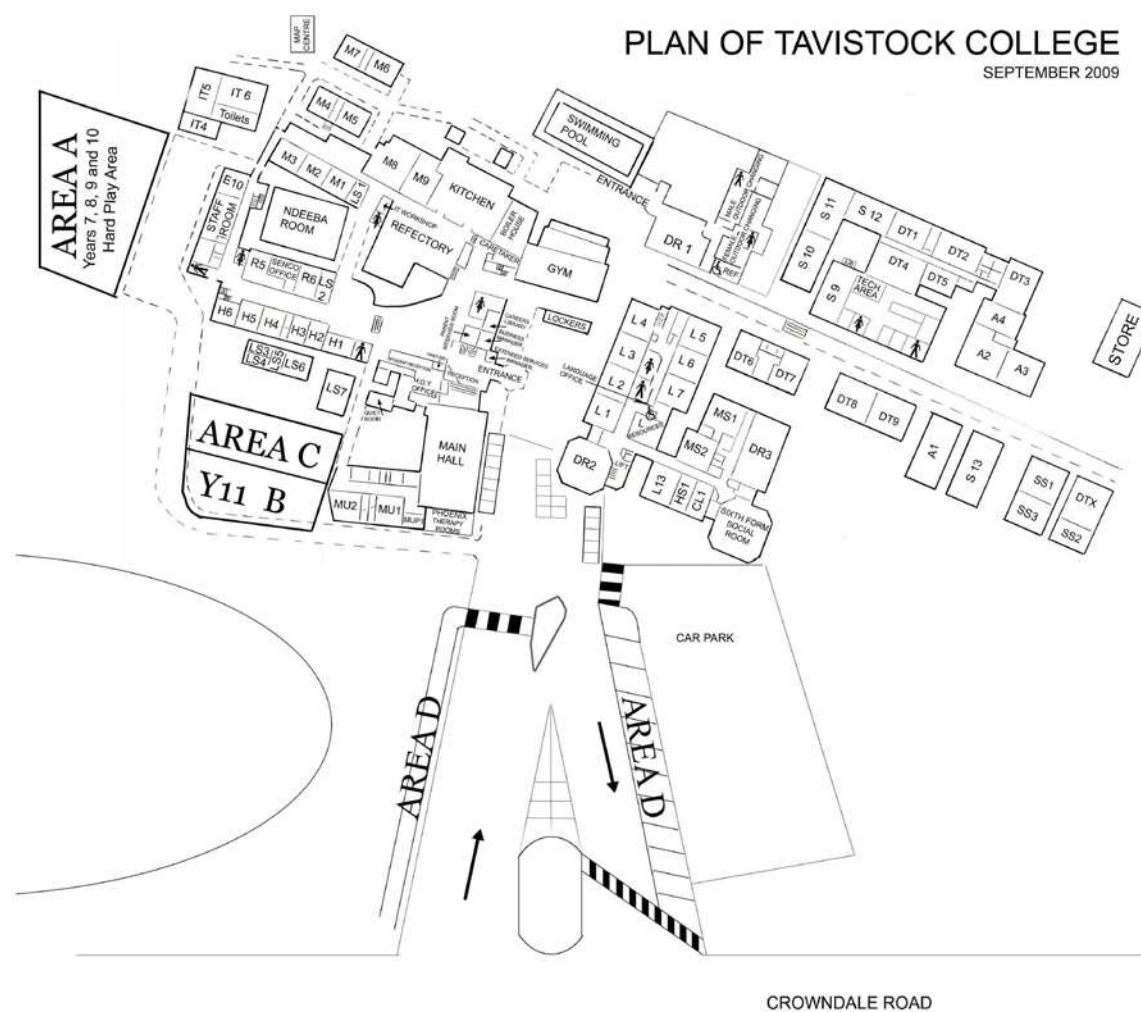
#### **ASSEMBLY AREAS (See following map)**

AREA A	Years 7, 8, 9 and 10 - hard play tennis courts
AREA B	Year 11 - Rear car park in front of shrubbery
AREA C	Staff and visitors – Rear car park
AREA D	Sixth Form - at bottom of main car par alongside long jump pits

<b>ROOMS</b>	<b>EXITS AND ROUTES</b>
KITCHEN, M1, M2 M3, IT WORKSHOP REFECTORY, LS1, M8, M9, E10 R1, 2, 3 & 4	EXIT DOOR OPPOSITE M1, FOLLOW PATH TO REAR CAR PARK BY TENNIS COURTS. PROCEED TO AREA 'A' 'B' 'C' OR 'D' STAIRCASE TO EXIT DOOR BY M9. THROUGH CAR PARK, AND VIA ACCESS ROAD TO AREA 'A' 'B' 'C' OR 'D'
LIBRARY, VI OFFICE CONNEXIONS, IT1, IT2, IT3 E3, 4, 5, 6, 7, 8, 9 IRC	STAIRCASE TO EXIT VIA MUSIC COVERED WAY, ACROSS CAR PARK TO AREA 'A' 'B' 'C' OR 'D' DOWN STAIRS TO EXIT DOOR AT CLOCK ENTRANCE VIA ACCESS ROAD TO AREA 'A' 'B' 'C' OR 'D'
H3, H4, H5, H6, R5	EXIT DOOR AT CLOCK ENTRANCE VIA ACCESS ROAD TO AREA 'A' 'B' 'C' OR 'D'
MU1, MU2, EWO, H1, H2, R6, R7, LS2	VIA MUSIC COVERED WAY, ACROSS CAR PARK AND VIA ACCESS ROAD TO AREA 'A' 'B' 'C' OR 'D'
RECEPTION	VIA MAIN ENTRANCE, ACROSS CAR PARK AND PROCEED TO AREA 'A' 'B' 'C' OR 'D'
LS3, LS4, LS5, LS6, LS7 E1, E2	ACROSS CAR PARK AND VIA ACCESS ROAD TO AREA 'A' 'B' 'C' OR 'D' DOWN STAIRS OPPOSITE E2, VIA MUSIC COVERED WAY ACROSS CAR PARK AND VIA ACCESS ROAD TO AREA 'A' 'B' 'C' OR 'D'
HALL	VIA HALL EXIT DOORS, ACROSS COURTYARD FROM MUSIC COVERED WAY, ACROSS CAR PARK AND VIA ACCESS ROAD TO AREA 'A' 'B' 'C' OR 'D'
STAGE	EXIT VIA STAGE FIRE DOORS INTO MAIN CAR PARK AND PROCEED TO AREA 'A' 'B' 'C' OR 'D'
M4, M5, M6, M7, MAP CENTRE BOILER HOUSE	VIA PATHWAY BETWEEN MATHS HUTS TO REAR CAR PARK BY TENNIS COURTS THEN PROCEED TO AREA 'A' 'B' 'C' OR 'D'
STAFFROOM	VIA EXIT DOOR BY M9, THROUGH CAR PARK AND VIA ACCESS ROAD TO AREA 'A' 'B' 'C' OR 'D'
ADMINISTRATION, CONFERENCE ROOM COMMUNICATIONS OFFICE, ESTATES, SIMS/EXAMS PRINCIPAL, ASS. PRINCIPAL	DOWN STAIRS, EXIT MAIN ENTRANCE AND PROCEED TO AREA 'A' 'B' 'C' OR 'D'
QUIET ROOM HOY OFFICES/STUDENT SERVICES MEDICAL ROOM	THROUGH FIRE EXIT PAST QUIET ROOM ON TO COVERED WALKWAY, AND PROCEED TO AREAS 'A' 'B' 'C' OR 'D'
GYM, CARETAKERS, LOCKER AREA, CAREERS LIBRARY	EXIT FROM GYM, CROSS AT ZEBRA CROSSING AND PROCEED TO AREA 'A' 'B' 'C' OR 'D'
S13, ART 1, SS1, SS2, SS3, DT6, 7, 8, 9, DTX,	VIA MAIN FOOTPATH, ROUND TO AREA 'A' 'B' 'C' OR 'D'
SCIENCE, TECHNOLOGY, ART BLOCKS, IT4, IT5, IT6, IT7, IT SUPPORT OFFICE	DOWN NEAREST STEPS, VIA PATH ROUND TO AREA 'A' 'B' 'C' OR 'D' EXIT BUILDING TO REAR CAR PARK AND PROCEED TO AREA 'A' 'B' 'C' OR 'D'
SPORTS HALL SWIMMING POOL DANCE STUDIO PE1/OFFICE FITNESS SUITE SPORTS CENTRE RECEPTION CAFÉ DR1 MULTI PURPOSE ROOM CHANGING ROOMS	VIA OWN EXITS, DOWN NEAREST STEPS AND VIA PATHWAY ROUND TO AREA 'A' 'B' 'C' D'
DRAMA 2. 6THFORM STUDY, L1,L2, L RESOURCE ROOM, HOY 12&13, MST OFFICE, L8, L9, L OFFICE, BS OFFICE, STUDENT AREA	EXIT BUILDING VIA MAIN DOOR ACROSS CAR PARK TO AREA 'A' 'B' 'C' OR 'D'
L3, L4, L5, L6, L7, BS1, BS2, BS3, G1, G2, G3 DIRECTOR OF LANGUAGE OFFICE	EXIT BUILDING VIA DOOR OPPOSITE SPORTS HALL ALONG CAR PARK TO AREA 'A' 'B' 'C' OR 'D'
MS1, MS2, DR3	THROUGH REAR DOORS (6 <sup>TH</sup> FORM BLOCK), AROUND DT6&7, FOLLOW PATH TO AREA 'A' 'B' 'C' OR 'D'
L13, HS1, EY1	EXIT THROUGH MAIN DOOR IN LANGUAGE BUILDING. PROCEED TO AREA 'A' 'B' 'C' OR 'D'
6 <sup>TH</sup> FORM SOCIAL ROOM	EXIT THROUGH FIRE DOORS AND PROCEED TO AREA 'A' 'B' 'C' OR 'D'
NDEEBA ROOM	EXIT THROUGH FIRE DOORS AND PROCEED TO 'A' 'B' 'C' OR 'D'

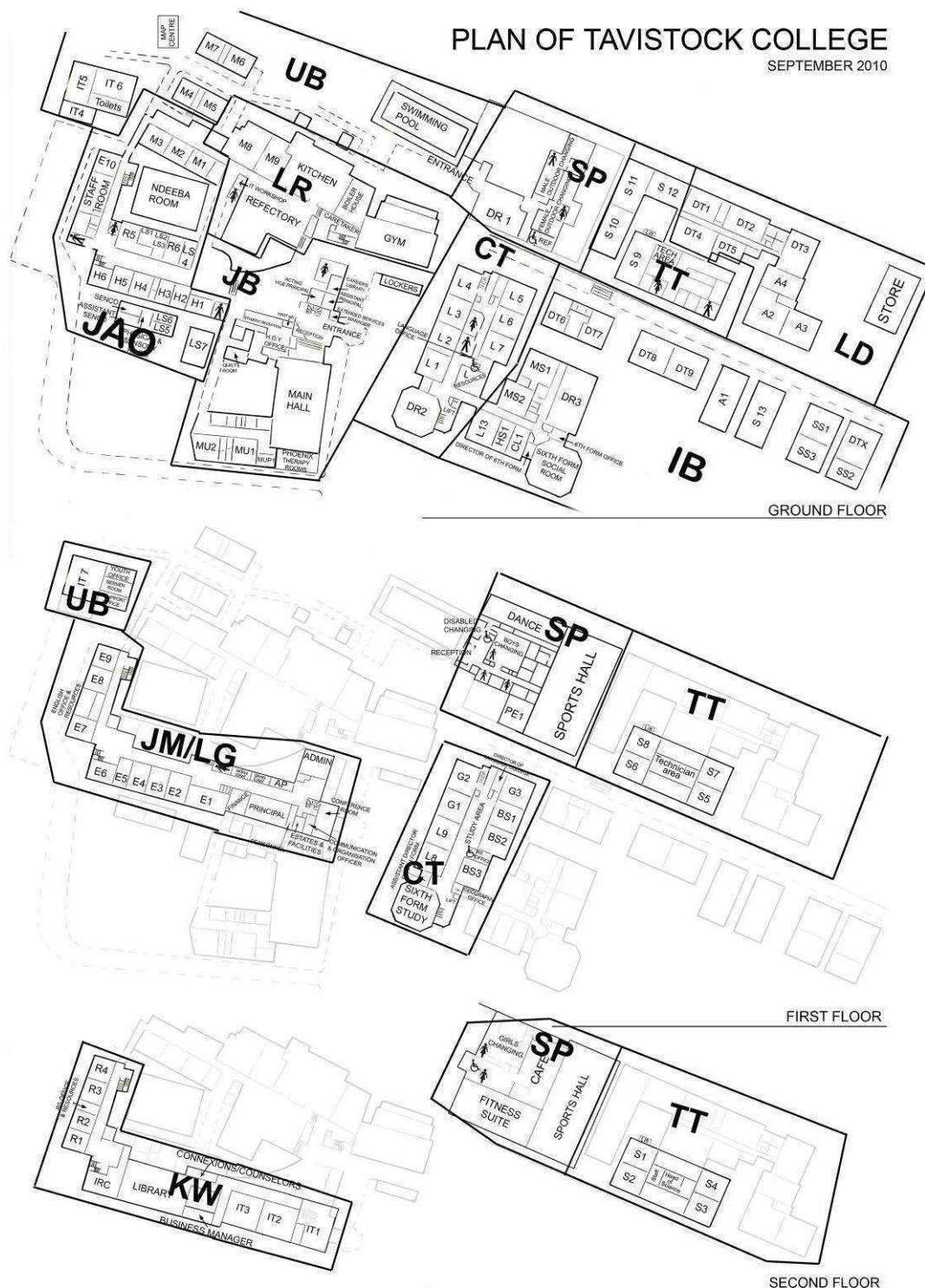
### Appendix 3

## Fire drill procedure – Assembly Areas



## Appendix 4

### Fire Drill Procedure – Site Clearance





## **Fire Evacuation Plan for Lettings**

### **Instructions to members of the public responsible for lettings within college buildings in the event of a fire or emergency evacuation.**

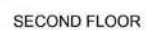
The Duty Caretaker will meet the organiser/facilitator on arrival and brief them on fire safety and evacuation procedure. It is the organiser/facilitator's responsibility to read the following instructions and communicate them to the group, guests or members.

1. In the event of a fire or the necessity to evacuate the building, the alarm must be sounded. The alarm system is linked to the Fire Station and an automatic response should be given by the Fire Brigade in the event of an alarm.
2. Ensure you know who is attending your function/course. If possible register everyone who is in attendance and take this register out with you.
3. Ensure you nominate a number of people to act as marshals to assist in the evacuation.
4. Familiarise your marshals with location of call points, extinguishers, exits and routes out of the building. All this will be shown to you by the Duty Caretaker.
5. The Assembly Point is indicated on the diagram attached.
6. When everyone is accounted for, contact must then be made with the Duty Caretaker or Duty Officer at County Hall, Telephone.... 01392 383369

## **Fire Assembly Point for Lettings**



### GROUND FLOOR



# TAVISTOCK COLLEGE

## HEALTH & SAFETY POLICY

### **Emergency Evacuation Procedure**

The following Emergency Evacuation Plan must be actioned when circumstances dictate that it is unsafe to remain on College premises during and following an event that poses risk of injury or death, or poses a major disruption to the work of the school. This could include: a major fire that renders the assembly areas unsuitable; a gas leak; burst water main; bomb threat; major accident.

Evacuation to the assembly areas designated for use in the event of fire will commence as soon as the fire bells are sounded. In the case of a fire this will be made by the person discovering the fire as per the Tavistock College Fire Evacuation Policy. Information regarding a gas leak or bomb threat etc., should be passed to the Principal or in his absence the Estates and Facilities Manager (EFA) and a decision will be made as to whether evacuation is required. If necessary consultation will be made with the Emergency Services regarding this decision.

Once the fire bells are sounded:-

- ❖ The College will be evacuated quickly and quietly to the designated assembly areas as per the Tavistock College Fire Evacuation Policy.
- ❖ Registers will be taken and any missing person reported as per the Fire Evacuation Policy.
- ❖ As soon as all the registers have been taken, if it is deemed appropriate to evacuate further, authority will be given by the Principal or EFA to transfer students, staff and visitors to the nearby football ground.

#### **Plan for Evacuation to Football Ground**

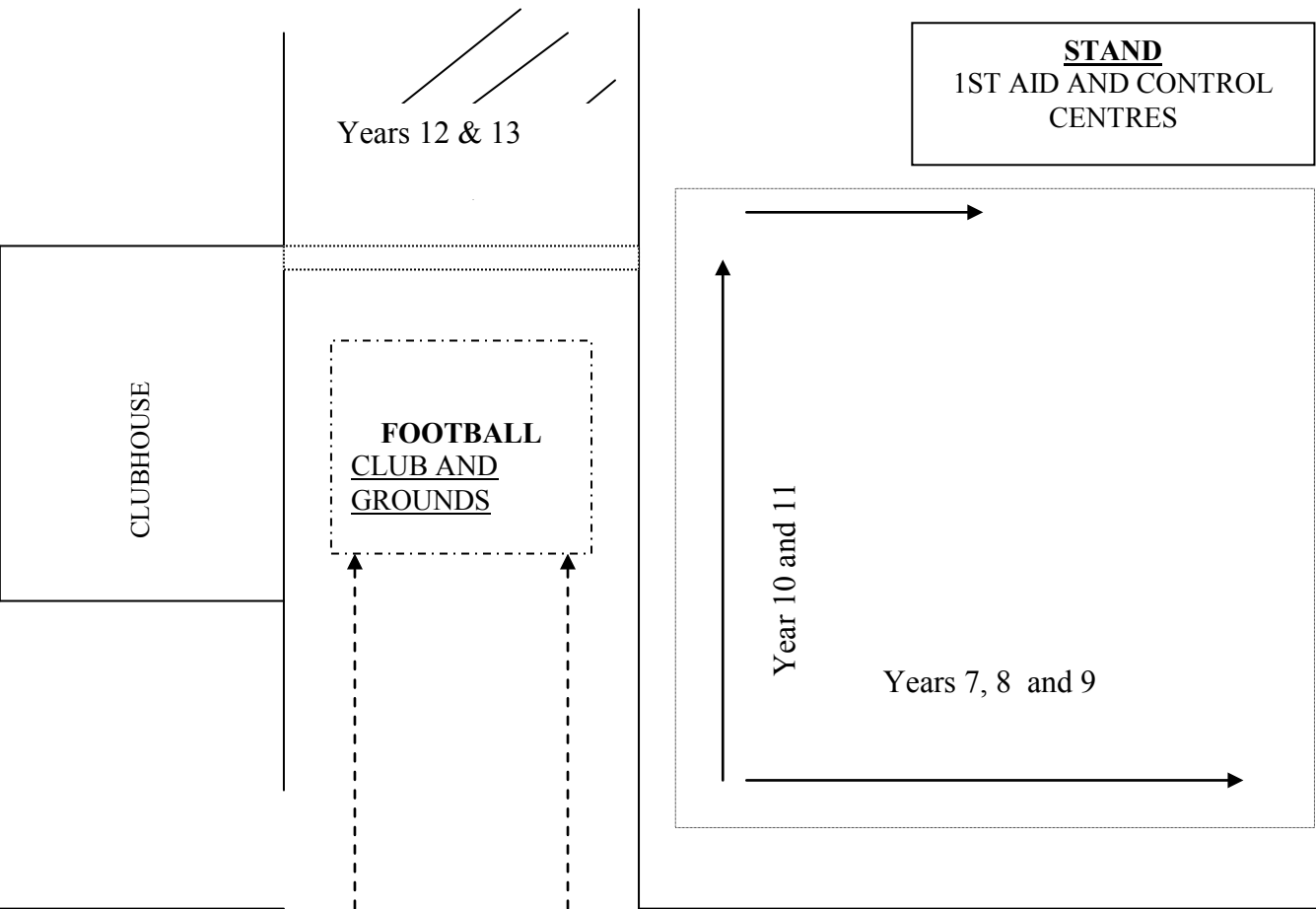
- ❖ Members of the Site Team will place warning signs and notices of road closure at both ends of Crowndale Road i.e. before the College and beyond the Football Ground. They will also ensure that the College Grounds are closed i.e. the gates on footpath by Primary School and Bridge will be locked.
- ❖ Commencing with Year 7, Years 7, 8 and 9 will leave the Hard Play Tennis Courts with their tutors via the back entrance and make their way in an orderly fashion to the exit in the boundary hedge (gate at top end of field, adjoining Crowndale Road). Progress is to continue along the road and into the Football Ground premises, keeping to the right hand side of the football ground entrance. Here tutor groups are to line up in an orderly fashion on the football pitch (see diagram for locations).
- ❖ Simultaneously Years 10, 11 and Sixth Form will exit their normal designated areas and will follow car park out of College grounds and walk along Crowndale Road to the Football Ground. This will be achieved by Year 11 leaving first and filing past the other Year groups to exit onto car park first and so maintain continuity. Years 10 and 11 are to line up on football pitch and 6<sup>th</sup> Form on the grassed area at back of car park (see diagram). Students are to remain with tutors at all times.
- ❖ Staff and visitors to be dismissed to the Football Ground by the Senior Administrator. This will be via the back entrance, following Years 7, 8 and 9.
- ❖ Disabled students are to report to their tutor group once evacuated from the building. They will then make their way to the football ground via the main entrance with their assistants and will re-join their tutor groups.

- ❖ Students, staff and visitors who were unaccounted for in the initial register shall be escorted to the bus bays. They will then be escorted to their assembly points in the Football Ground by a designated person.
- ❖ A further register will be taken once Tutor groups are assembled in the Football Ground and all staff, students and visitors are to remain in their designated areas until further notice is given.
- ❖ First Aid and control centres will be set up in the covered stands in the football ground.

#### Further information

- ❖ No-one is to re-enter the premises at this stage.
- ❖ Once all Tutor groups have been transferred to the Football Ground, hard areas are to be kept clear to allow for access for vehicles.
- ❖ If necessary i.e. if it is deemed not safe to allow access back to the College, a plan for the dismissal of the school will be devised in conjunction with relevant Emergency Services, bus companies, Football Club etc. This will take into account safety of access via Crowndale Road.
- ❖ A file containing relevant information on contacts etc will be kept in the Estates and Facilities Office with a duplicate copy in reception.

Assembly Areas – Tavistock Football Ground



-----> CROWNDAL ROAD <-----

EXIT  
Yrs 10,11,  
12 & 13

EXIT  
Yrs 7,8, 9,  
staff and visitors

TAVISTOCK COLLEGE AND GROUNDS



# TAVISTOCK COLLEGE

## HEALTH & SAFETY POLICY

### Accident Reporting Procedure

**All Accidents, Incidents, including physical or verbal abuse, Near Misses or Dangerous Occurrences must be reported IMMEDIATELY**

The procedure below must be followed:

- Accident Form PO3 to be completed following any accident or incident involving pupils, employees, visitors, contractors. These are held in the Medical Room (Appendix 1).
- All forms are passed to the Premises Manager for recording and Analysis, including the investigation of all significant incidents
- The Premises Manager shall check all accident books held in departments on a termly basis to monitor trends of minor injuries that are dealt with in departments
- All incidents involving staff shall be recorded on the DCC OSHENS System as well as locally
- All incidents which are reportable under RIDDOR shall be recorded on the DCCOSHENS system. In the case of a fatality, major injury or dangerous occurrence, the DCC Health and Safety service must be contacted immediately by phone 0192 382027. For all reportable incidents DCC will notify the HSE
- For reportable incidents involving students, only incidents that arose from an organisation/supervision failure or premises or equipment fault shall be deemed to be HSE reportable. **NB** although this is accepted practice DCC Health and Safety Department to be contacted in the event of a fatality or major injury and if there are any concerns over any admission to hospital.
- Statistics on accidents and incidents shall be presented to the Resource committee on an annual basis by the Premises Manager

### **NEAR MISSES**

Records of near misses can point to hazards, can be helpful in risk assessment and can assist in accident prevention. Significant near misses should be reported on a PO3 via the 1<sup>st</sup> aid room or direct to the premises Manager.

## **WHAT IS RIDDOR?**

The Reporting of Injuries, Dangerous Diseases and Occurrences Regulations 1995 came into force on 1 April 1996. These require injuries, disease and occurrences in specified categories to be notified to the relevant enforcing authority. **FAILURE TO COMPLY IS A CRIMINAL OFFENCE.**

The following must be notified by a telephone call to DEHSO on 01392 382027.

- Any ***fatal injuries*** to employees or any other people in an accident connected with the workplace or work activities on or off site (including as a result of physical violence).
- Any ***major injuries*** to employees or any other people in an accident connected with the workplace or work activities (see below) on or off site.
- Any of the ***dangerous occurrences*** listed in the Regulations (see below);
- Any other accident to an employee (including physical violence) which results in their absence from work, or being unable to do their normal work for more than three days (excluding the day of the accident but including days which would not normally be working days).
- Any of the cases of ***reportable work related diseases*** listed in the Regulations (see below).

### **Major Injuries**

- Any fracture other than to fingers, thumbs or toes;
- Any amputation
- Dislocation of the shoulder, hip knee or spine;
- Loss of sight;
- A chemical or hot metal burn to an eye (whether temporary or permanent) or any penetrating injury to the eye;
- Injury requiring medical treatment or loss of consciousness due to electric shock;
- Unconsciousness caused by asphyxia or exposure to harmful substance or biological agent;
- Acute illness requiring medical treatment or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin;
- Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material;
- Any other injury requiring the admittance to hospital for more than 24 hours.

### **Dangerous Occurrences**

The most likely dangerous occurrences to happen in the educational environment are:

- Electrical short circuit or overload causing fire or explosion;
- Any explosion or fire resulting in suspension or normal work for more than 24 hours;
- An uncontrolled or accidental release or escape of any pathogen or substance from any apparatus or equipment;
- The explosion, collapse or bursting of any closed vessel;
- The collapse or partial collapse of any scaffold over five metres high.

### **Dangerous Occurrences (as summarised by HSE):**

- Collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- Explosion, collapse or bursting of any closed vessel or associated pipework;
- Failure of any freight container in any of its load-bearing parts;
- Plant or equipment coming into contact with overhead power lines;
- Electrical short circuit or overload causing fire or explosion;
- Any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion;
- Accidental release of a biological agent likely to cause severe human illness;
- Failure of industrial radiography or irradiation equipment to de-energise or return to its safe position after the intended exposure period;
- Collapse or partial collapse of a scaffold over five metres high, or erected near water where there could be a risk of drowning after a fall.



**REPORT OF AN ACCIDENT, INCIDENT OR ACT OF VIOLENCE OR AGGRESSION**  
**(Including work related ill-health/near miss/road traffic accident/disease/dangerous occurrence)**

Please indicate if this is a follow-up form ☐

SECTION A – DIRECTORATE and WORK BASE INFORMATION														
Adult & Community Services				Chief Executive's		Children & Young People's Services				Devon Direct Services				
Environment, Economy & Culture				Finance & IT		Personnel & Performance								
Work Base/School Address										Postcode				
SECTION B – INCIDENT DETAILS														
Date				Time				AM		PM				
At a School				Elsewhere in DCC				Someone Else's Premises		In a Public Place				
Location, address, postcode (if different from work base)														
Room, place or site of incident														
Please indicate Business Unit/Section you are reporting for														
SECTION C – DETAILS OF PERSON INVOLVED IN INCIDENT														
Employee				Pupil/Student		Client of DCC		Member of Public		Contractor/Trainee				
Mr		Mrs		Miss		Forename			Surname					
Home Address and Postcode														
Home Telephone No				Date of Birth				Male		Female				
For Incident Involving Employees:-														
National Insurance No (if available)				Job Title										
For Incident Involving Contractors or Trainees														
Employers Details														
Scheme Details														
SECTION D – DETAILS OF INJURY														
Amputation - Full		Bruise		Foreign Body		No Apparent/Visible Injury		Skin Irritation						
Amputation – Partial		Bump/Swelling		Fracture		No Injury – Near Miss		Skin Tear/Flap						
Arc Eye		Burn/Scald		Graze/Abrasion		No Injury – Physical Assault		Sprain/Strain						
Bite – Animal		Concussion		Hearing Damage		No Injury – Verbal Abuse		Sting						
Bite – Human		Cut		Heat Stress		Nose Bleed		Whiplash						
Black Eye		Dislocation		Ingestion		Puncture/Needlestick		Multiple Injuries						
Blister		Electric Shock		Inhalation		Red Mark								
Broken/Damaged Teeth		Faint/Dizzy		Internal Bleed		Shock								
Please indicate ALL parts of the body affected and, where applicable, left or right														
	L	R		L	R		L	R		L	R		L	R
Abdomen			Buttocks			Finger(s)/Thumb(s)			Internal			Nose		
Ankle			Chest			Foot			Jaw			Pelvis		
Arm – Lower			Collarbone			Genitals			Knee			Rib		
Arm – Upper			Ear			Groin			Leg – Lower			Shoulder		
Back – Lower			Elbow			Hand			Leg – Upper			Teeth		
Back – Upper			Eye			Head			Mouth			Toe(s)		
Breast			Face			Hip			Neck			Wrist		
Did the incident result in:-		A fatality		Person taken to hospital		A minor injury		Verbal abuse		No injury				
Did injured person go absent?		Yes		No		Date Absence Started		Finished						
For Non-Employees – Was the incident attributable to:-														

The condition of premises, facilities or equipment?				Quality or suitability of supervision or instruction?			
Did the injured person (please indicate all outcomes)							
Become Unconscious		Need Resuscitation		Remain in Hospital for 24 hours		None of these	
<b>SECTION E – CAUSE OF or REASON FOR INCIDENT</b> (please indicate only ONE)							
Animal/Insect Related		Fall from Bed		Injured whilst Handling, Lifting or Carrying		Work Related Illness - Stress	
Contact with Electricity		Fall from Height <i>State Height</i>		Injury not Related to Specific Event/Events			
Contact with Hot Surface or Liquid		Found on Floor		Repetitive Strain Injury or Upper Limb Disorder		<b>Violence:-</b>	
Contact with Moving Machinery or Material being Machined		Harassment – Racial		Road Traffic Accident		Control and Restraint	
Drowning/Asphyxiation		Harassment – Sexual		Slipped, Tripped or Fell on Same Level		Physical Assault – Accidental	
Exposed to Explosion		Harassment – Other		Stepping on/Striking against Fixed or Stationary Object		Physical Assault – Deliberate	
Exposed to Asbestos		Hit by Moving Vehicle		Trapped or Crushed by Collapse		Threatening Incident	
Exposed to Fire		Hit by Flying or Falling Object		Use of Hand Tools		Verbal Abuse/Assault	
Exposed to Harmful Substances		Injured Assisting a Client		Work Related Non Accidental Illness			
If incident involved violence please indicate, where known:-							
Name of Assailant				Status of assailant			
Police Informed		Crime No Issued		Crime No (if known)			
Description of incident – give as much detail as possible e.g. name of substance, name/type of machine involved, events leading to incident, parts played by people and continue on a separate sheet if necessary							
<b>SECTION F – WITNESSES</b> (if additional witnesses please tick box and attach list) <input type="checkbox"/>							
Name				Name			
Address				Address			
Job Title/Status				Job Title/Status			
<b>SECTION G – FOLLOWING INCIDENT</b> (please indicate ALL actions taken)							
Date Supervisor informed of incident				No further action			
Name of Doctor				Name and Address of Hospital			
Taken to Hospital		Admitted to Hospital					
<b>FOLLOW UP ACTION – please give full details of any investigation or actions taken to prevent a reoccurrence, continuing on a separate sheet if required</b>							
Signature of Person Completing Form				Name (block capitals)			
Job Title (if not injured person)				Date			
Signature of Carer/Parent (where appropriate)				Date			
Signature of Person in Charge of Premises				Contact Address			
Designation				Phone Number			
Name (block capitals)				Date			

**SECTION C**  
**ARRANGEMENTS FOR SECURING THE HEALTH,**  
**SAFETY AND WELFARE OF EMPLOYEES,**  
**STUDENTS AND OTHERS**



# TAVISTOCK COLLEGE

## HEALTH & SAFETY POLICY

### Schools Risk Assessment

*“The underlying principle of risk assessment is that it enables employers to prioritise action, and acknowledges that resources are not infinite and that many risks may need to be tolerated or controlled. It also allows one risk to be balanced against another, enabling the whole system to be considered fully. There is no point building a fast car with ineffectual brakes.”*

*David Eaves, HM Inspector of Factories*

There is a legal requirement for the College to hold records of all Risk Assessments carried out. A Risk Assessment is:-

**The identification of all hazards associated with the organisation’s work and workplace, and the evaluation of the various risks associated with those hazards.**

The following is a list of key definitions that may assist in identifying areas of concern:-

- **Accident** is an unwanted, unexpected, unplanned and unanticipated event that results in harm or loss.
- **Incident** is an event that represents a deviation from the intended sequence that usually, but not always, results in an unwanted outcome (e.g. a spillage could be described as an incident).
- **Hazard** is any article, substance, machine or situation that has the potential to cause loss or harm.
- **Risk** is the likelihood of harm or loss caused by the hazard.
- **Harm** is physical injury/death/ill health or loss/damage of property/equipment.
- **Danger** is the state or situation which is the product of a hazard and its associated risk

The notes that follow are based upon the Health & Safety Executive Leaflet “Five Steps to Risk Assessment.” The aim is to help schools produce a Health & Safety Policy clearly based upon identifying anything that can cause harm, then assessing what actions are needed to prevent someone being hurt or becoming ill. It is about risk assessment. These notes should be used when completing the attached record or risk assessment form.

#### **Step 1 – Finding Hazards**

A good starting point is provided by using the “Inspection Checklist for Safety Representatives” produced by the Devon Education Department. You can use this to consider what hazards are present. Ask your staff and their safety representatives what they may think. They work there all the time and may have noticed things which are not immediately obvious from a “snapshot” walk around.

You should also use the various health and safety publications from the County Council and other bodies and those referring to the appropriate curriculum areas produced by Devon Education. See Guidance Documents in the Devon Health & Safety Manual.

You are only concerned with hazards which you could reasonably expect to result in significant harm within your school or on off-site activities organised by the school. Examples are:-

- Fire;
- Products labelled corrosive, irritant, harmful, toxic, etc.;
- Dust and fumes;
- Electricity;
- Slipping and tripping;
- Pulling, pushing and lifting;
- Poor lighting;
- Low temperatures and ventilation;
- House keeping.

## **Step 2 – Identify who might be harmed**

Identify groups/individuals who may be affected by the hazard, including people other than the operatives e.g. people in nearby locations who may be subjected to high levels of noise because of the hazard.

People who may be affected include:-

- |                         |                |
|-------------------------|----------------|
| • Students; Passers-by. | • Passers-by;  |
| • Staff;                | • Neighbours;  |
| • Maintenance workers;  | • Visitors;    |
| • Cleaning staff;       | • Contractors; |
| • Supply staff;         |                |
| • Delivery staff;       |                |

Also note that some hazards present extra high risks to certain groups of people and this needs to be taken into account when completing any Risk Assessment. These groups may include:-

- Young people – there are certain legal prohibitions for Young People;
- Pregnant women and nursing mothers e.g exposure to lead and radiation; lifting;
- Children;
- Individuals with disabilities or medical conditions that might increase the hazard;
- Lone workers.

## **Step 3 – Evaluate the risk**

This is done in 3 stages. A Risk Factor Calculation Matrix is attached to assist with evaluation of hazards (appendix 1)

### **1) Chance or likelihood**

This is the chance or likelihood of a hazard causing harm or loss. The following are some factors that may need to be taken into account when evaluating the likelihood of risk:-

- Duration of exposure;
- Number of times the situation occurs;
- Any distractions;
- Lighting and environmental conditions;
- Competence of the people involved;
- Condition of equipment;
- Current level of 'protection' in place

### **2) Severity**

It is important to be realistic as to the possible severity of a hazard e.g. the severity of a injury sustained with a pair of scissors will **probably** be less than one with a Stanley knife.

### 3) Risk Evaluation

A decision can now be taken as to whether the risk is LOW, MEDIUM OR HIGH.

- LOW – No action required;
- MEDIUM – Efforts should be made to reduce the risk;
- HIGH – Task should not be started, or discontinued, until the risk has been reduced/removed

Once the level of risk has been established the following may be considered as ways of reducing any risk identified:-

1. Eliminate the risk;
2. Reduce the risk (e.g. by substitution);
3. Control the exposure;
4. Safe person controls (e.g. protective clothing).

### **Step 4 – Recording your findings**

You only have to record significant findings of your assessment but you must be able to show that a proper check has been made. As a minimum you should write down the more significant hazards and record your most important conclusions. Within your own Health and Safety Policy you will have made arrangements, for instance for ensuring that portable electrical appliances are checked and that other items such as gymnastic equipment and fire fighting equipment are regularly serviced.

Assessments need to be suitable and sufficient, not perfect. Ask yourself:

- Are the precautions adequate?
- Is there something to show that a proper check was made?

The attached Risk Assessment Form should be used for this purpose (appendix 2).

### **Step 5 – Review**

You will not need reminding that change is around us all the time. The National Curriculum is forever changing, therefore new machines, substances and procedures, which could all lead to new hazards, will be introduced. Staff, too, change and the number of pupils in school changes every term and/or annually. It is important therefore to look at the assessments you have done and to modify them when necessary. Again, you are only concerned with significant change. Another example of change is when a building contractor comes into school, perhaps to carry out a minor building project. It would be important to ensure that you and the builder look at the hazards which will be created by the proposed work and who may be affected.

The various publications available from Devon county Council, in particular the Education Department, have already been mentioned. One of the most important is the Devon Education Health & Safety Manual (1995).

Within the Management and Governor Services Unit detailed help and advice is available. (Also available through the LEA's Health & Safety Officer and his team at County Hall, see Contacts List in the Devon Education Health & Safety Manual). A substantial level of support and advice is provided free as part of the entitlement under your subscription to the Unit, Additional support or training, specific to your needs which might lie outside the basic provision is also available. This additional service will be separately costed and a quotation will be provided in advance.

The Devon Education Health & Safety Officers (DEHSO) meet regularly to look at health and safety matters and keep schools informed of issued that affect them.

Training events are also organised for school governors, Head Teachers and staff. Some of these are provided at no extra charge.

## RISK FACTOR CALCULATION AND USE OF MATRIX

By the use of the matrix below, a risk factor can be assigned to each Risk Assessment.

This involves putting a considered valuation against the Likelihood and also the Consequence/Severity, and then multiplying the two numbers together.

<u>Numerical Value</u>	<u>Likelihood</u>	<u>Severity</u>
1	Very unlikely	Delay only
2	Unlikely	Minor injury / Minor damage
4	May happen	Lost time injury / Medium damage
6	Likely	Major / disabling injury / major damage
8	Very likely	Single death
10	Certain	Multiple deaths

e.g. A risk which in the opinion of the assessor was Very Likely to occur, resulting in a Major injury would score:-

$$8 \times 6 = 48$$

Likelihood	Severity					
	1	2	4	6	8	10
1	1	2	4	6	8	10
2	2	4	8	12	16	20
4	4	8	16	24	32	40
6	6	12	24	36	48	60
8	8	16	32	48	64	80
10	10	20	40	60	80	100

### Risk Ranking / Action Levels

The bands on the matrix indicate low, medium and high risks. Appropriate action for these risk levels is set out below:

<u>Risk Ranking</u>	<u>Risk</u>	<u>Action</u>
1-8	Low	None required, adequately controlled
9-45	Medium	Some action required; not adequately controlled (acceptable if as low as reasonably practicable)
46-100	High	Immediate action / stop process





## RISK ASSESSMENT FORM

<b>DEPARTMENT:</b>		<b>Assessors:</b>	
<b>DATE:</b>		<b>Ref No:</b>	

<b>TASK/OPERATION BEING ASSESSED</b>	
--------------------------------------	--

<u><b>PURPOSE OF ASSESSMENT</b></u>

<b>SPECIFIC LEGISLATIVE REQUIREMENTS</b>	<b>LEVEL OF SKILL/TRAINING REQUIRED</b>
<b>SPECIFIC WORK EQUIPMENT PROVIDED</b>	<b>CHEMICALS/MATERIALS INVOLVED</b>

<b>HAZARD</b> List all significant hazards which you could reasonably expect to result in significant harm (please refer to the attached guidelines for further information)	<b>WHO MIGHT BE HARMED</b> List individuals/groups of individuals who might be harmed (please refer to the attached guidelines for further information)	<b>CURRENT PRECAUTIONS</b> List precautions already in place to control the hazard (please refer to the attached guidelines for further information)	<b>NECESSARY ACTION TO CONTROL THE RISK</b> List the actions to be taken to further control any remaining risks (please refer to the attached guidelines for further information)

FREQUENCY OF MONITORING				
N/A	3 months	6 months	1 year	> 1 year

ASSESSMENT REVIEW PERIOD				
N/s	3 months	6 months	1 year	> 1 year

**SIGNED**.....

**POST/TITLE**.....

**DATE**.....

## **RISK ASSESSMENT GUIDELINES**

- \* Complete the first page of the Risk Assessment Form as fully as possible, stating department, date and who completed the assessment.
- \* Under purpose of assessment list the reason(s) for completing the Assessment and what outcome will be achieved.  
e.g. an assessment on crossing the road could read:-
  - To ensure the safety of students whilst crossing the road
  - To ensure the safety of staff whilst assisting with students crossing the road
  - To ensure the safety of vehicles, vehicle users and other pedestrians at all times
- \* If known, please state what legislation covers the task being undertaken e.g. manual handling would come under the Manual Handling Operations Regulations 1992
- \* Note any training that is required in order to complete the task appropriately
- \* List equipment involved in the task
- \* List chemicals or other materials involved in the task
- \* Complete the Assessment using the guidelines below:-

### **1. Hazard**

Look only for hazards which you could reasonably expect to result in significant harm under the conditions in your workplace. Use the following examples as a guide:

- Slipping/tripping hazards (e.g. poorly maintained floors or stairs);
- Fire (e.g. from flammable materials);
- Chemicals (e.g. battery acid);
- Moving parts of machinery (e. blades);
- Work at height;
- Ejection of materials;
- Pressure systems;
- Vehicles;
- Electricity (e.g poor wiring);
- Dust;
- Fumes;
- Manual handling;
- Noise;
- Poor lighting;
- Low temperatures.

### **2. Who Might be harmed**

There is no need to list individuals by name – just think about groups of people doing similar work or who may be affected e.g:-

- Office staff;
- Maintenance personnel;
- Contractors;
- People sharing your workplace;
- Operators;
- Cleaners;
- Members of the public.

Pay particular attention to:

- Staff with disabilities;
- Visitors;
- Inexperienced staff;
- Lone workers.

### **3. Is the Risk adequately controlled?**

Have you already taken precautions against the risks from the hazards you listed? For example have you provided:

- Adequate information, instruction or training?
- Adequate systems or procedures?

Do the precautions:-

- Meet the standards set by a legal requirement?
- Comply with a recognised industry standard?
- Represent good practice?
- Reduce risk as far as is reasonably practicable?

If so, then the risks are adequately controlled, but you need to indicate the precautions you have in place. You may refer to procedures, manuals, company rules, etc giving this information

### **4. What further action is necessary to control the Risk?**

What more could you reasonably do for those risks which you found were not adequately controlled?

You will need to give priority to those risks which affect large numbers of people and or could result in serious harm. Apply the principals below when taking further action, if possible in the following order:

- Remove the risk completely;
- Try a less risky option;
- Prevent access to the hazard (e.g. by guarding);
- Organise work to reduce exposure to the hazard;
- Issue personally protective equipment;
- Provide welfare facilities (e.g. washing facilities for removal of contamination and first-aid).

\* As monitoring and review are important aspects in the Assessment process, please complete these sections.

\* The form must be signed and dated by the person completing the assessment.

\* One copy to be retained within departments as part of their Health and Safety portfolio and one copy forwarded to Tony Gilbert, Estates and Facilities Manager.



# TAVISTOCK COLLEGE

## HEALTH & SAFETY POLICY

### Workplace Health, Safety and Welfare

The College recognises its responsibility to take account of The Workplace Regulations 1992 thereby ensuring that the health, safety and welfare of everyone in the workplace is protected and that adequate welfare facilities are provided for their employees. This is with particular reference to:

- the structure of the building as it effects those using it;
- the people using the building as a workplace and their interaction with it and its layout;
- the provision of basic facilities for its employees.

#### **1. Staircases**

Staircases and stairways shall be:-

- of sound construction;
- properly maintained;
- of adequate width with handrails on both sides where staff/pupils require the additional support;
- well lit.

#### **2. Floors**

Regard will be given to:-

- the slip resistance of the floor surface;
- holes and defects will be repaired as soon as possible. Where this is not possible the area will be closed to people passing through it;
- grab rails will be provided and placed strategically in order to provide additional security, especially where there are changes in floor level.

#### **3. Ventilation and temperature**

Provision will be made to ensure adequate ventilation and appropriate workplace temperatures. The workplace temperature will take account of:-

- the type of work being undertaken;
- the outside air temperature;
- the time of year;
- humidity and air movement.

#### **4. Lighting**

The provision of natural light will be supported throughout the premises with electric lighting of an adequate level to enable activities to be carried out safely.

#### **5. Cleanliness**

The workplace will be cleaned by an effective and suitable method which maintains a satisfactory standard of cleanliness and does not expose anyone to a health and safety risk.

## **6. Repairs/maintenance**

Day to day repairs and maintenance will be carried out effectively in order to maintain a satisfactory standard of repair. Where a delay in repairs is necessary, the affected area shall be appropriately identified.

## **7. Doors and windows**

Doors and windows shall be properly maintained and fitted for the purpose intended.

## **8. Accommodation**

Appropriate rest areas and sanitation facilities shall be provided.

## **9. Water Hygiene Management**

In accordance with the Government Approved Code of Practice (L8), the College will maintain a comprehensive Water Hygiene Management Programme to ensure any risks associated with Legionella or other water born bacteria are controlled:-

- System checked monthly to ensure cold water is maintained below 20°; hot above 60°
- Cold water tanks regularly cleaned
- Water heaters, shower heads, air conditioning units and similar water supply plant and/or equipment regularly serviced
- Unused outlets flushed weekly
- Pipework removed to ensure no dead ends remain (to avoid water becoming trapped and forming a breeding area).

**NB** to avoid the hot water system cooling to below 60° hot water heaters must be kept left on at all times.

## **10. Waste Disposal**

All waste produced will be disposed of through a licensed waste management contractor in accordance with the requirements of the Environmental Protection Act 1990 and the Waste Management Licensing Regulations 1994.

Under the Landfill (England and Wales) Regulations 2002 (amended 31<sup>st</sup> October 2007 ) there will be a requirement for all waste destined for landfill sites to be “treated” i.e.

- Reduced in volume
- Hazardous nature reduced
- Facilitate its handling
- Enhance its recovery

If appropriate, risk assessments will be carried out within departments on process and procedures for disposal of waste. Where necessary employees will be trained during induction to handle any form of hazardous waste and will be trained in the correct techniques and procedures. They will also be trained in dealing with any spillage of hazardous materials.

In accordance with the WEEE (Waste Electrical and Electronic Equipment) Regulations which came into force in March 2007, all Electrical and Electronic Equipment must be disposed of separately from all other waste. With certain exceptions, equipment purchased after August 2005 or older equipment which is being replaced like for like are to be disposed of free of charge by the producer (usually via supplier). Older equipment will be appropriately disposed of by an approved contractor.

### **11. Noise**

Appropriate steps will be taken to ensure that noise levels are kept to a level that does not pose a health hazard.

### **12. Safety Signs**

Safety signs will be positioned around the College advising staff, students and visitors of safety information. All signs comply with the Safety Signs Regulations. These will include:-

- fire safety signs (for fire exits and fire fighting equipment) ;
- warning signs (e.g. wet floor; work in progress, Do No Enter, etc);
- information signs (e.g. fire door; corrosive/flammable/toxic materials, hot water, signs to regulate internal/external traffic etc).

Staff, students and visitors must adhere to these notices. All signs provided will be properly maintained.

### **13. Inclement weather**

The caretaking/maintenance staff shall endeavour to keep paths and walkways free of snow and ice during inclement weather.

### **14. Asbestos Management**

As per the Control of Asbestos Regulations (2006) which came into effect in November 2006, a comprehensive Asbestos Management Programme will be maintained to ensure any risks associated with contamination from asbestos materials are controlled. The College will ensure the Asbestos Log, which identifies areas where asbestos is present, will be regularly updated. The log will be referred to before any work is carried out in the College. All asbestos material is clearly labelled and will be regularly checked and any damage appropriately dealt with by a licensed contractor. In line with Devon County Council guidelines, an annual review of the Asbestos management Plan will be carried out by the Governors and an action plan drawn up.

As any interference with asbestos material will raise the risk of contamination, staff are to seek guidance from the Premises Manager or Site Superintendent as to whether it is appropriate to use surfaces for display or if shelves, noticeboards etc can be fixed in place.

### **15. Smoking**

Following Regulations introduced on 1<sup>st</sup> July 2007 as part of the Health Act 2006, the College is classed as a "smokefree premises". In accordance with these regulations anyone caught smoking in an enclosed area of the College could be liable to a minimum £30.00 fine. Appropriate signage will be displayed at all times informing staff and visitors of the smokefree status. The College will continue to exercise its right to ban smoking from all external areas of the site in addition to the current legal obligations.

### **16. The use of private cars for business purposes**

The College has adopted the Devon County Council Policy on the use of private cars for business purposes i.e. any journey which is paid for by the College.

Staff using their cars for business purposes must complete a PD75 (Staff Insurance Declaration) available from the Administration Office.



# TAVISTOCK COLLEGE

## HEALTH & SAFETY POLICY

### **Maintenance of Equipment and Machinery**

In order to minimise the risks to staff and students when using any machinery or equipment, it is important that all machinery and equipment is properly maintained and used for the purpose intended. The following outlines the procedures for the appropriate maintenance of all equipment.

#### **Electricity**

- All work on electrical appliances and installations will be carried out by a competent electrician.
- All electrical appliances used on the premises will be subject to a regular Portable Appliance Test (PAT ) and a comprehensive list kept of all such appliances.
- The electrical installation shall be inspected and tested ever 5 years by an approved contractor.
- All staff are required to regularly complete a “visual check” on appliances to ensure that:-
  - the casing is unbroken;
  - the leads are undamaged;
  - the plug is undamaged.

#### **Gas**

- All work on gas appliances will be carried out by a competent engineer.
- Appliances will be checked regularly by an appropriately qualified CORGI engineer.
- Staff should regularly complete visual check and report any ‘obvious problems’ immediately.
- The gas installation shall be checked annually by an approved contractor

#### **Fire Fighting Equipment/Alarms**

- All fire fighting equipment (fire extinguishers, fire blankets etc) and alarms will be regularly checked by an approved contractor.
- Any equipment that has been tampered with shall be immediately replaced.
- Staff are to be vigilant and report any missing or inappropriately positioned equipment or equipment that has been tampered with.

#### **Emergency Lighting**

- The Emergency Lighting system will be tested regularly .

#### **Equipment/machinery**

- Any piece of equipment/machinery considered to be faulty must be withdrawn from use with immediate effect until appropriately repaired.
- Service records should be kept for record purposes.
- A comprehensive list of equipment/machinery should be available.
- Items should be security marked and coded.
- Risk assessments should be completed on the safe use of machinery/equipment.
- Appropriate training to be given in the safe use of all machinery/equipment.

# TAVISTOCK COLLEGE

## HEALTH & SAFETY POLICY

### **The Control of Substances Hazardous (COSHH)**

The COSHH Regulations 2002 lay down the essential requirements and a sensible step by step approach for the control of hazardous substances and for protecting people exposed to them.

COSHH Regulations require that we:-

- Assess the risks;
- Record the assessment;
- Decide what precautions are needed;
- Remove or adequately control the risks;
- Ensure that control measures are used and maintained;
- Inform, instruct and train;
- Monitor exposure.

Hazardous substances are substances that are classified as toxic, corrosive, irritant or harmful. Within the school environment these could include:-

- Cleaning materials and substances used in the maintenance of the premises and grounds;
- Office consumables e.g. Tippex, photocopying toners etc;
- Swimming pool treatment chemicals;
- Fuel;
- Wood dust;
- Substances used in pottery; Art rooms e.g. glues, spray paints; photography;
- Substances used in Chemistry labs;
- Substances used in Clinical waste.

Each Department shall hold:-

- a register/log of all hazardous substances;
- manufactures Product Data Sheets for all hazardous substances;
- a COSHH Assessment (Appendix 1) on each substance identified.

The essential features of a COSHH Assessment are:-

- To establish substances which are present and in what form – to be recorded on the register;
- What harmful effects are possible;
- How are the substances actually used or handled;
- What harmful substances are given off;
- Under what circumstances could people be affected;
- Who could be affected, to what extent and for how long;
- How likely is it that exposure will happen;
- What precautions need to be taken to comply with the regulations.

Wherever possible, exposure to any hazardous substances must be prevented by either:-

- The removal of the hazardous substance;
- Substitution with a safer substance;
- Use in a safer form.

If any of the above measures are not practicable then exposure to the substance must be adequately controlled by:-

- Using safe systems of work and handling procedures;
- Appropriate ventilation;
- Enclosing the process either totally or partially;
- Use of Personal Protective Equipment (PPE);
- Dust and fume extraction;
- Appropriate safe storage;
- Issue and usage records.

## **COSHH Assessment Form**

This form comes in two parts. The first involves a preliminary assessment that allows you to identify whether or not a fuller assessment will be necessary.

<b>PRELIMINARY COSHH ASSESSMENT FORM</b>	
<b>Chemical Name:</b>	
What area/process are these hazardous substances used in?	
What is this hazardous substance used for? <i>Try to group items e.g. many bleaches have the same active ingredients, regardless of the trade name</i>	
Are any hazardous substances a by-product of a process e.g. welding fumes?	
What is the actual hazard? <i>Corrosive, irritant etc</i>	
Are there other hazards that don't come under COSHH? <i>These could be flammable or explosive hazards</i>	
How could exposure occur? <i>Via skin contact, inhalation etc</i>	
What controls are in place? <i>Extract ventilation, gloves, training etc</i>	
How well are these controls working? <i>Is there still dust; does the area smell of chemicals</i>	
Can you eliminate/reduce the hazardous substance? <i>Look at using a less hazardous substances</i>	
Is there sufficient information relating to the hazardous substance?	

Is a more detailed assessment necessary? <i>If "Yes" complete COSHH Assessment Form</i>	
--	--

COSHH ASSESSMENT	
Name of substance:	Where is this used:
How is the substance used:	
<b>1. Identified hazards</b>	
List the main hazards here – irritant, corrosive <i>Refer to the hazards on the label or in the manufactures Product Data Sheet</i>	If there are other hazardous properties list them here – flammable, explosive
<b>2. Required controls</b>	
What controls are in place? <i>Refer to the hazards on the label or in the manufactures Product Data Sheet</i>	
<b>3. Maintenance of controls</b>	
How are controls maintained?	
<b>4. Elimination /substitution of the hazardous substance</b>	
Record actions you can take	
<b>5. Are additional controls required?</b>	
What else is necessary?	

Assessment completed by:..... Date.....

Further action completed by:..... Date.....

# TAVISTOCK COLLEGE

## HEALTH & SAFETY POLICY

### Lifting and Manual Handling

The definition of lifting and manual handling is “The transportation, lifting, supporting, pushing, pulling of loads by hand or bodily force”.

The Lifting and Manual Handling Regulations have been introduced to reduce occupational injuries associated with the handling of loads and therefore the provisions and principles of the Manual Handling Operation Regulations 1992 must be adhered to throughout the establishment.

All operations involving the transportation or supporting of loads by hand or bodily force will be subject to a risk assessment (Appendix 1).

This risk assessment should follow an ergonomic approach which encourages assessment and quantifying of risk factors associated with the task in hand within an occupational setting.

The following points should be considered:

- the lifter or handler should be seen at the centre of a system with work place factors, such as the nature of the load, task, and environment affecting his/her safety and efficiency;
- simple judgements should be made to identify whether the task possesses a risk of injury;
- moving light weights if they are awkwardly stacked or stored;
- lack of space leading to a poor posture, e.g. stooping to support a load;
- repetitive actions and those involving any twisting or jerking movement;
- handling loads above shoulder height or below knee height;
- handling loads whilst seated.

Any defined hazardous task that falls within the above criteria will be fully assessed, evaluated and a safe system of work established.

Appropriate training will be given in both the handling and moving of objects.

Specific training in these lifting and handling techniques must be carried out by a properly trained and competent person.

## **Manual Handling Risk Assessment Form**

Questions	Y	N	Actions/comments	Priority – Low/med/High
<b>1. The Tasks – do they involve:</b>  Holding the load away from the body?  Twisting?  Stooping?  Reaching upwards?  Long carrying distances?  Strenuous pulling or pushing?  Unpredictable movement of loads?  Repetitive handling?  Insufficient rest or recovery?  A work-rate imposed by a process (e.g. production line)				
<b>2. The loads – are they:</b>  Heavy?  Bulky/unwieldy?  Unstable/unpredictable?  Intrinsically harmful? (e.g. sharp)				
<b>3. The working environment – are there:</b>  Constraints on posture?				

Poor quality floor? Variations in levels? Hot, cold, humid conditions? Strong air movement? Poor lighting? Hazardous chemicals?				
<b>4. Personal factors – is the individual:-</b> Physically able to do the task? Pregnant? Unable to carry out the task due to a health problem?				
<b>5. Other factors:-</b> Is movement hindered by clothing or footwear? Is movement hindered by personal protective equipment? Is special information/training needed?				

Assessor:.....

Date:.....

Review date:.....



# TAVISTOCK COLLEGE

## HEALTH & SAFETY POLICY

### Personal Protective Equipment

Personal Protective Equipment (PPE) must be issued and used whenever processes and systems at work present a special hazard as identified through a suitable and sufficient risk assessment.

- Protective clothing and equipment will be issued to individuals as appropriate.
- All individuals who need to use any form of PPE will be instructed on how to correctly use and maintain that equipment.
- Employees and pupils must wear PPE provided.
- Full records used to monitor the issue and maintenance of PPE will be kept.

#### Types of PPE and their usage

##### 1. Aprons and overalls

The following are examples of when it may be appropriate to wear aprons/overalls:

- food handling;
- cleaning and maintenance;
- care of pupils;
- waste material management.

##### 2. Eye protectors

The Eye Protection Regulations 1974 require that eye protectors are issued and used for certain specified processes:

- using or dispensing liquids/chemicals which can cause eye injury;
- the use of certain woodworking machinery which produces splinters;
- striking of masonry nails either manually or mechanically;
- the use of grinding wheels;
- any other process involving production of particles which can cause eye injury.

Eye protectors must be kept available for use, cleaned after use, and maintained free from scratches.

##### 3. Waterproof clothing

Waterproof clothing should be issued to all staff required to work outside in wet weather.

Waterproof clothing should be washed regularly and examined for tears or defects

##### 4. Gloves

Protective gloves must be issued:

- when hands are exposed to hot water or hazardous cleaning materials;
- when handling sanitary waste;
- as protection against skin ailments, e.g. chapped hands, dermatitis;
- when handling sharp materials;
- when there is continuous use of equipment such as, spades, forks etc.;
- for any other process capable of damaging the skin.

- waterproof gloves should be issued when handling liquids, garden sprays or chemicals. Waterproof gloves should be washed after each use and allowed to dry naturally. They should be examined for splits, tears, etc. and discarded if any are found.

#### 5. Protective footwear

Whenever there is a likelihood of foot injuries occurring, suitable footwear may be issued to staff. These situations could include:

- working in the kitchen;
- shifting heavy furniture;
- laying paving slabs;
- using garden machinery, particularly grass cutting machinery;
- any processes where foot injury is possible.

All protective footwear will be regularly examined for damage and wear and replaced as necessary.

#### 6. Face dust/chemical masks

Face and dust/chemical masks to the appropriate specification will be made available to staff and pupils.

### **Risk Assessments**

Risk assessments carried out within the departments will identified possible need for PPE.

# TAVISTOCK COLLEGE

## HEALTH & SAFETY POLICY

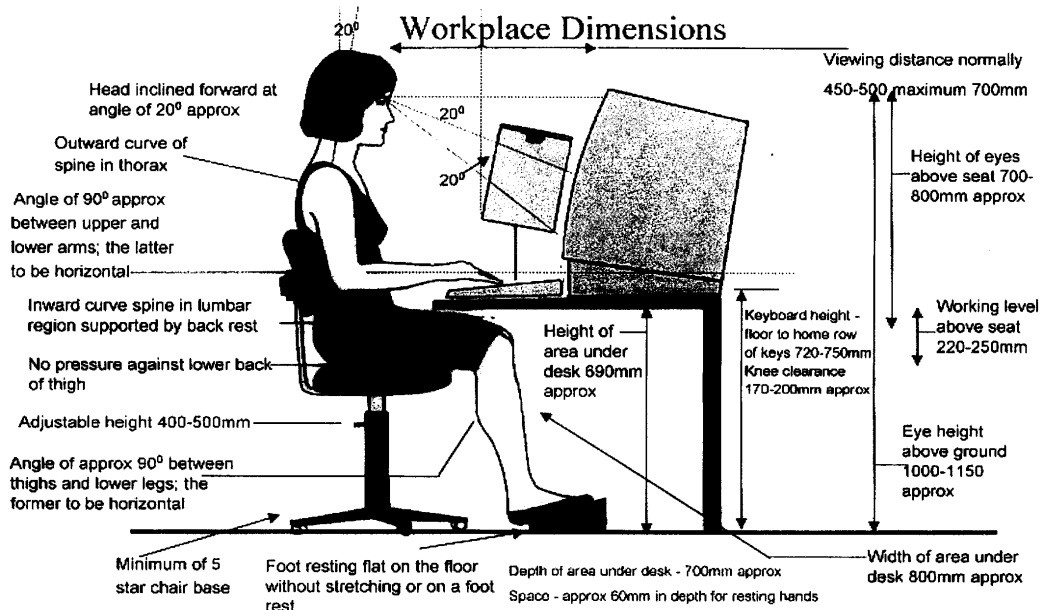
### Use of Display Screen Equipment (VDU's)

When a member of staff is identified as being a “user” i.e. one who spends a significant part of his/her working day using a VDU, their work station and display screen equipment must be assessed and action taken to remove or reduce any risks which might exist. As with all assessments this should be reviewed regularly or whenever a significant change occurs e.g. new piece of equipment.

As per Devon County Council Guidelines, at least one member of staff will be trained to carry out assessments and to maintain a log of users. The assessment will cover workstation equipment, posture, work patterns and training requirements.

“Users” are entitled to reimbursement for the cost of an eye test fee. If a “user” is prescribed corrective spectacles for the **sole** purpose of display screen work, the employee will be entitled to an allowance as per Devon County Council guidelines , any extra costs such as designer frames or lenses with optional treatment must be borne by the employee. Full details are available from the Devon County Education Health and Safety Policy.

#### Example of work station set up



# TAVISTOCK COLLEGE

## HEALTH & SAFETY POLICY

### **New and Expectant Mothers**

The Management of Health and Safety at Work Regulations 1994 (amendment) requires employers to take account of risks to new and expectant mothers (definition:- an employee who is pregnant, who has given birth within the previous six months or who is breastfeeding).

Once the employee has confirmed her pregnancy in writing, a risk assessment will be carried out to determine if it is considered she or the baby are at risk of significant harm.

The following risks may need to be considered:-

- Manual handling;
- Noise;
- Extremes of hot or cold;
- Fatigue;
- Movement and Posture;
- Stress;
- Biological agents;
- Chemical agents;
- VDU's;
- Environmental conditions (nauseating smells; cramped workplaces etc);
- Inability to wear certain items of personal protective equipment;
- Shocks/vibrations.

Should any significant risk be identified, measures will be taken to either remove the risk or if that is not possible to temporarily adjust the working conditions (for example the member of staff may be able to vary her tasks in order to avoid prolonged sitting/standing; regular rest periods will be provided to avoid fatigue; larger/alternative PPE provided).

# TAVISTOCK COLLEGE

## HEALTH & SAFETY POLICY

### Ill Health

The College has a duty of care to ensure the Health and Well-being of all staff and students. Staff are encouraged to discuss any concerns they have regarding health issues as soon as possible with their line manager or the HR Manager. Where appropriate, a risk assessment will be carried out to assist with the process of addressing concerns regarding ill-health. Areas that would be covered by this process include work related illnesses, stress and muscular skeletal disorders. If necessary, additional advice will be sought from Devon County Council Occupational Health Unit to ensure the most appropriate action is taken.

#### Return to Work

The College will adhere to Devon County Council guidelines on return to work interviews. Should the outcome of this meeting deem it appropriate, a risk assessment will be carried out to ensure that any concerns are addressed and that controls are put into place to minimise any risk of exacerbating an existing medical condition or contributing to ill health.

Risk assessments may be deemed necessary for the following:-

- Muscular skeletal disorders
- Respiratory illnesses
- Stress
- Return to work following surgery
- Use of medication
- Limited mobility (i.e plastercasts, crutches, etc)
- Contagious diseases

For stress related absences a Form PD35 (Assessment Evaluation) must be completed.

#### Students

Risk Assessments will also be deemed necessary for students who have sustained an injury that limits their mobility or if it is considered that further injury may be sustained without additional precautions.

It may also be deemed necessary for students suffering from serious medical complaints e.g. blackouts to be the subject of a comprehensive risk assessment.

# TAVISTOCK COLLEGE

## HEALTH & SAFETY POLICY

### Working at Heights

“A place is ‘at height’ if (unless these Regulations are followed) a person could be injured falling from it, even if it is at or below ground level” - Working at Heights 2005 (as amended) – A Brief Guide (HSE)

In order to comply with The Work at Heights (Amendment) 2005 Regulations, all work deemed to be at height will be carried out using equipment deemed appropriate for the task and will only be carried out by trained members of staff.

All equipment will be regularly serviced and inspected for damage before use. Ladders will only be used for minor tasks and where 3 points of contact can be maintained at all times. For all other activities an appropriate platform will be used. Where necessary appropriate harnesses will be provided.

A Risk Assessment is to be carried out before any work at height can be undertaken. This will take into account task being undertaken, proficiency of staff, height, location, weather, ground conditions, risk from falling object, availability and condition of equipment.

For minor tasks such as reaching equipment on shelves and putting up small displays a suitable stepladder must be used. Consideration should be given to working practices which involve working at heights, however low.

# TAVISTOCK COLLEGE

## HEALTH & SAFETY POLICY

### Vehicles on site

In order to provide a safe environment for the movement of staff and pupils within the grounds, the following guidelines will be adhered to by all vehicles entering or leaving the college grounds

- The speed limit within the site is restricted to 10 mph.
- Vehicles will be restricted to designated routes unless specific instructions have been negotiated with the College and the relevant 'permit to work' has been issued.
- All vehicles will be driven in a safe manner taking into account the nature of the pupil population.
- Parking will only be allowed in the designated areas unless specific instructions to the contrary have been issued. Relevant passes must be displayed at all times. Vehicles found to be parked illegally within the College Grounds or parked in an inappropriate manner will be clamped.
- The establishment will designate adequate provision for access and parking by emergency vehicles at all times.
- All visiting drivers will report to Reception to 'sign-in' as per normal procedure for visitors.
- It is anticipated that delivery/collection vehicles will be fitted with an audible warning system when reversing.

# TAVISTOCK COLLEGE

## HEALTH & SAFETY POLICY

### Contractors

- All contractors, delivery persons, trades people etc will be expected to comply with the visitors policy pertaining to the College and shall therefore register at reception and carry/wear appropriate identification.
- Contractors will follow the guidelines for vehicles on site.
- All contractors will complete a Contractors Questionnaire and provide copies of their Health and Safety Policy and Insurance Policy. Risk Assessments and Method Statements will be provided prior to any work being carried out. If appropriate, the college will also provide relevant Method Statements for work to be carried out in areas of particular concern i.e roofs
- Contractors will carry out work at the convenience of the college day or will give prior notice of any disruption that will be caused.
- The College Emergency Plan will be reviewed should work being carried out by a contractor disrupt, hinder or work in conflict with any element of the Plan.
- A 'permit to work' will be provided by the College if appropriate.

Full guidance can be found in the Policy for Contractors, copy of which is available from the Caretakers Office.



# TAVISTOCK COLLEGE

## HEALTH & SAFETY POLICY

### School Trips

A comprehensive risk assessment, outlining all known risks and any control measures put in place, must be completed prior to undertaking any off site visit or trip. Any assessments available from service providers must be read and incorporated into the College assessment.

Please refer to the Devon County Council Guidelines – “Outdoor Educational Visits and Off-Site Activities” and the College Trips and Visits Policy for further information. Full details on the organising of any such activities are available from the Trips and Visitors Administrator.

# TAVISTOCK COLLEGE

## HEALTH & SAFETY POLICY

### EPI Pens

With the increase in the number of people suffering from extreme allergic reactions, an increasing number of students have to carry emergency medication in the form of an EPI Pen or similar. All First Aiders have been appropriately trained to administer this in an emergency. Should you suspect a student is suffering from an allergic reaction, call a member of the First Aid Team immediately.

When planning any trips involving students with a known allergic reaction, consideration must be given to this increasing risk and control measures put in place. Full details are available from the First Aider who will also be able to offer guidance on dealing with any other known student medical problems.

(Full guidance on the planning of school trips is available from the Director of Language College or the School Trips Administrator and the Intranet).

# TAVISTOCK COLLEGE

## HEALTH & SAFETY POLICY

### Lone Working

It is acknowledged that there may be an increased risk to the health and safety of employees whilst working alone. In order to minimise the risk and ensure the safety of College staff, suitable and sufficient risk assessments will be carried out for employee's who are expected to carry out lone working.

A lone worker is an individual who spends some or all of their working hours working alone. This may occur during normal working hours at an isolated location within the normal work place or when working outside normal business hours.

Risk assessments should cover all work undertaken alone, where the risk may be increased by the work activity itself, or by the lack of on-hand support should something go wrong. Potential hazards to be considered are:-

- *Risk of violence.* All jobs involving an element of lone working will be assessed for a risk of verbal threats, or violence.
- *Plant and equipment.* The plant and equipment used by lone workers will be assessed to ensure that it is suitable for use by one person.
- *Work at height.* If work at height is involved, both the work and the means of access will be assessed.
- *Chemicals.* Any existing, or planned use of chemicals will be considered with regards to their suitability for use by those working alone.
- *The worker.* The medical fitness of each worker to continue working alone will also be assessed. Any concerns will be referred to their GP.
- *Access and egress.* Some lone working may require access to locations which are difficult to access or exit. Where this is the case, an assessment will consider whether this type of task is suitable to be carried out by only one person.

Where necessary, all lone workers will be fully trained in the safe working practices to be adopted in order to carry out their tasks safely. This will apply to employees and other workers where applicable, such as agency staff and contractors.

It is the responsibility of individual line managers to monitor the tasks being carried out by their staff. In particular, they are responsible for ensuring that any tasks considered unsuitable for a lone worker are not carried out. If the nature of the tasks change in any way, the manager must ensure that a new risk assessment is carried out. They also need to ensure that any lone worker follows good working practices and safe systems of work.

All lone workers are expected to co-operate fully with any instructions given by their managers. They are also expected to follow the College's safe systems of work and any associated procedures. Failure to do so may be a disciplinary offence.

