



WYCLIFFE

HEALTH & SAFETY GUIDEBOOK

WYCLIFFE COLLEGE

HEALTH & SAFETY GUIDEBOOK CONTENTS

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Glossary of Terms

HoD	Head of Department	WAH	Working at Height
MoD	Master on Duty	COSHH	Control of Substances Hazardous to Health
SMT	Senior Management Team	OH	Occupational Health
H&S	Health and Safety	RA	Risk Assessment



SECTION 1

Health and Safety Policy Statement



1. Health and Safety Policy Statement

The Chairman and other Trustees of Wycliffe College Inc. are committed to ensuring the health, safety and welfare of all members of staff whilst involved in the business of the College, as far as is reasonably practicable. Health, safety and welfare are defined in the Health and Safety Work Act 1974 etc.

They are further committed to ensuring the health, safety and welfare, as far as is reasonably practicable, of all pupils, visitors and other people whilst on site or whilst affected by the business of the College.

The Chairman and other Trustees of Wycliffe College Inc, acting together as the Council, have ultimate responsibility for compliance with the statutory requirements of risk management and of risk reporting. However, all employees of Wycliffe are required to consider and comply with the risk management process in the exercise of their duties. All employees of and others associated with Wycliffe are required to adhere to this Health and Safety Policy: the Council will be prepared to invoke Wycliffe's disciplinary procedures in case of any suggestion of or deliberate disregard of it.

Authority is devolved to the Head to ensure that responsibilities for health and safety matters are effectively assigned, accepted and fulfilled at all levels across both schools. The Risk Manager has responsibility for advising the Head on risk management, for maintaining the Risk Register, for updating the Health and Safety Policy and for emergency planning.

In order to fulfil this commitment, Wycliffe's policy, so far as is reasonably practicable, is to:-

- ◆ Provide adequate resources to ensure that proper provision can be made for health and safety, so that when necessary appropriate action can be taken without delay.
- ◆ Provide and maintain the working environment and living conditions of all employees and pupils so that they are safe and without substantial risk to health with adequate provision of facilities and arrangements for their welfare.
- ◆ Provide and maintain safe plant and equipment together with safe systems of practice and work.
- ◆ Ensure staff are aware of their responsibilities to report to the Risk Manager any situation which could jeopardise the well being of any other person including themselves.
- ◆ Ensure that hazards arising out of the business of the College are identified and that the risks involved are assessed and effective measures taken to remove, or where not reasonably practicable, reduce and control them.
- ◆ Provide appropriate information, training and supervision to prevent accidents and work related health disorders.
- ◆ Maintain an Occurrence Reporting system for completion and submission in the event of an accident, incident or near miss. When completed these must be submitted to the Risk Manager within 48 hours. The reporting system applies to staff, pupils, visitors and any other person whilst on site and/or involved in the business of the College.
- ◆ Communicate and consult with staff on all matters, which could affect their health and safety at work in order to develop and maintain a safety culture.
- ◆ Monitor regularly, review and continuously improve health and safety management in practice.

The arrangements for implementing this policy statement are contained in the Health & Safety Guidebook which is available from Personnel, in Departments and on the College Network; these will be monitored for effectiveness and compliance and will be reviewed annually.

Signed on behalf of Trustees, by the Chairman and by the Head, as the person with devolved responsibility for health and safety matters.



SECTION 2

Health & Safety at Work, Organisation, Rules and Responsibilities

- 2.1 Statement of General Policy
 - 2.1.1 Specific Responsibilities
 - 2.1.2 General Issues of Health and Safety
 - 2.1.3 Chairman, Trustees and Directors of Wycliffe
 - 2.1.4 Head and Head WPS
 - 2.1.5 Risk Manager
 - 2.1.6 Heads of Departments, Managers and Senior Teaching Staff
 - 2.1.7 All Staff
 - 2.1.8 Occupational Health
 - 2.2.9 Staff Action and Advisory Teams
- 2.2 Health and Safety Rules
 - 2.2.1 All Wycliffe Employees MUST.....
 - 2.2.2 All Wycliffe Employees MUST NOT.....
- 2.3 Competent Persons and Table of Responsibilities

2.1 Statement of General Policy

The Council of Trustees (Council) has a statutory duty to ensure, as far as is reasonably practicable, the safety and health and welfare of its employees at work. The purpose of this statement is to draw your attention to general policy and the organisation and arrangements for carrying out this policy. The object of Council's policy is to ensure the safest and healthiest working conditions as far as practically possible for their employees and for the children attending the College. In order to do this they need to enlist the support of all employees towards achieving these ends. This statement of policy is provided for the information of all the staff at the school. It is subject to regular revision and Council will welcome suggestions and comments from the staff, which may be incorporated in a revised statement.

The following guidance is based upon references from the following Government Departments and Agencies ISBA, HSE, MOSA, DCSF, DH, ISI and OFSTED.

2.1.1 Specific Responsibilities

The school has a number of safety committees; a Grand Health and Safety Committee and Health and Safety Staff Action and Advisory Teams. The Grand Health and Safety Committee is chaired by the Head and the Risk Manager and attended by representatives of employee safety (ROES) from both schools. It meets at the beginning of each term to set the H & S agenda for that term. There are four Health and Safety Staff Action and Advisory Teams which meet each term to discuss specific health and safety related topics.

The Operations Director, Risk Manager and Deputy Head will ensure that all Heads of Departments are familiar with the legislation and procedures to make employees aware of the requirements for Health and Safety at Wycliffe.

The Head of each department will be responsible for identifying the principal hazards in their department, after consultation with those working with them. These hazards should be defined in writing and presented to the Risk Manager.

Hazards should include the dangers of untidy working areas (in particular any slip or trip hazards), the failure to use guards or to wear protective clothing, the introduction of new machinery or substances, problems that can arise from faulty tools, heavy or repetitive manual handling, or the potential for a fire to occur.

It is the responsibility for the Head of each Department to make themselves knowledgeable about the hazards that are specific to their area, and of the generally accepted safe habits of working associated with their tasks. Any significant findings must be reported to the Risk Manager and relayed to the Heads; both of whom have, on the part of Council, responsibility for ensuring sound standards as far as are reasonably practicable.

Every employee who sees a potential hazard should report this as soon as possible to their appropriate Head of Department to see that it is passed on either to the Risk Manager or Operations Director. The appropriate Staff Action and Advisory Team will consider all reports given in writing at the earliest time. However, if there is immediate danger, employees must not wait for others to take action, but should take steps to prevent themselves or others coming into contact with the hazard.

2.1.2 General Issues of Safety

The school has a well-established policy for Fire Safety. The regular inspection of equipment and pattern of fire drills are essential parts of this policy. Fire drills will be held regularly and HoD keeps a record.

Council wishes to emphasise the importance of road safety around Wycliffe and steps will be taken to ensure that access to the premises is organised in such a way as to minimise the risk of accidents.

All staff are asked to support the Heads in emphasising to pupils the dangers inherent in any building site and the good reasons why they are being told to keep away from any work in progress.

It is our policy to involve as many members of staff in the management of health and safety, either as Representatives of Employee Safety (ROES) attending the Grand Health and Safety Committee, or as part of one of the four Staff Action and Advisory Teams.

It is our legal obligation to ensure, as far as is reasonably practicable:

The health, safety and welfare of all members of staff whilst they are involved in the business of Wycliffe.
The health and safety of other people affected by their business.
That Wycliffe's premises may be used safely and without substantial risks to the health of any employee or any other person.

To fulfil the statutory requirements, the specific responsibilities, so far as is reasonably practicable, are:

2.1.3 Chairman, Trustees and Directors of Wycliffe

Ultimate accountability for the health, safety and welfare of all members of staff at work rests with the Chairman. However, all Directors and Trustees of Wycliffe School have a responsibility for the effective implementation of health and safety policy and for proactive health and safety management.

2.1.4 Heads of Wycliffe assisted by the Risk Manager

Special responsibility for ensuring that the arrangements for fulfilling the policy statement are met and that statutory duties are fulfilled rests with the Head of the Senior School and Head WPS. The Risk Manager and Deputy Heads are responsible for assisting the Heads fulfil their duties and should assume day-to-day responsibility in the Head's absence.

In particular, they have responsibility for ensuring, so far as is reasonably practicable:

The implementation of all health and safety arrangements, instructions and guidance contained within the Health and Safety Guidebook.

Maintaining the Risk Register

That health and safety management systems are properly monitored for compliance and effectiveness.

That where weakness in practice or procedures is found, especially where risks to health and safety are known, prompt action is taken to eliminate the weakness in the management system and to protect the health and safety of employees and other people.

That sufficient resources are identified and made available to prevent delays to any reasonably practicable health and safety action.

That the Trustees and Directors are kept informed of the performance and progress of the College towards fulfilling its statutory duties and complying with Wycliffe School health and safety policy and procedures.

2.1.5 Risk Manager

The role of the Risk Manager is to advise and assist the Heads and Management in order that they can fulfil their responsibilities.

In particular the Risk Manager must:

Maintain changes in legislation relating to fire, health, safety, risk management and good practice, and advise the Head, Management and others on how best to implement those changes.

Co-chair the Grand Health and Safety Committee, monitoring meetings in an advisory capacity.

Assist in risk assessments and accident investigations.

Monitor the implementation of recommendations made following risk assessments, accident investigations and health and safety committee meetings.

Act as a focal point for effective two-way communications to staff, especially via the Staff Action and Advisory Teams.

Maintain the Health and Safety Policy, and the Compliance Agenda

Maintain up-to-date emergency planning arrangements and documentation.

Assist in the organisation of the health and safety arrangements.

Monitor the re-qualification of first aid and manual handling training.

Organise and liaise with staff to ensure that Educational Visits and Out of School procedures are correctly followed and implemented.

Assist in the implementation of risk assessments and fire risk assessments on a 'per building' basis throughout the school.

Liaise with the emergency services to ensure that communications, including plans, are maintained and effective.

2.1.6 Heads of Departments, Managers and Senior Teaching Staff

All Heads of Departments, Managers and Senior Teaching Staff are responsible for the effective implementation of the health and safety policy within their area of responsibility.

In particular, they must ensure, so far as is reasonably practicable, that:

Hazards which affect staff, pupils and other people are identified and the risks recorded by submission of an annual formal risk assessment. Where it is not reasonably practical to eliminate hazards, effective

measures must be taken to reduce and/or control them in order to prevent harm to staff, pupils and to other people. Where hazards, risks and assessments remain unchanged it is necessary only to sign, date and return the previous assessment but only where risks cannot be further reduced.

They undertake regular informal 'walk through' safety inspections to spot checks the efficiency of risk controls, and do not wait for the annual review of risk assessments to take action on hazards observed or reported to them.

Information on hazards and risk reduction measures are effectively communicated to all staff members, pupils and other people who may be affected by them.

All accidents, incidents (including near miss), work-related ill-health and dangerous occurrences are correctly reported and investigated, and where necessary, effective measures taken to prevent the recurrence.

The Risk Manager and Operations Director and as appropriate, the Head, are informed immediately about any major risks and any accidents which had, or has the potential for, a serious outcome.

Consideration is given to safety and welfare at the planning stages of any structural, operational, or procedural change. Where possible this should include consultation with staff.

Include in their Departmental Meetings an item regarding Health and Safety and report any problems/defects/suggestions to the Risk Manager, Operations Director or as appropriate.

Health and safety policy, instructions and guidance are fully implemented, properly followed and regularly monitored for compliance and effectiveness.

Staff receive suitable and sufficient information, instruction, training and supervision to prevent them coming to harm whilst working on behalf of Wycliffe.

There is effective two-way communication and consultation with staff on health and safety matters particularly on any proposed changes to the working environment, the technology, the task or the work patterns.

Occupational Health advice is sought where work adversely affects health, or health adversely affects work and members of their department are aware of this facility.

Undertake the Health and Safety induction for all members of their department and refer/introduce them to the Risk Manager for further assistance, support and advice.

2.1.7 All Staff

All staff members whilst working on behalf of Wycliffe are responsible for taking reasonable care of their own, and other peoples', health, safety and welfare.

In particular, they must:

Ensure they do not create hazards, or take risks, that could put their own, or other people's, health, safety and welfare at risk.

Report any hazards immediately to their line manager and/or, as appropriate, Risk Manager or Operations Director.

Report any accident/incidents (including near-misses), work-related ill-health and dangerous occurrences, regardless of the outcome, which occurs whilst working on behalf of Wycliffe immediately to their line manager and/or, as appropriate, the Risk Manager or Operations Director.

Report any ill-health to their line manager or Occupational Health as appropriate.

Comply with Wycliffe's health and safety policy, procedures, rules, guidance and instructions and co operate with management to enable them to carry out their responsibilities.

Properly use the health and safety facilities provided and not misuse or interfere with anything provided in the interest of health and safety at work.

Inform their line manager if they are unsure about how to undertake a task or instruction safely.

2.1.8 Occupational Health (OH)

The role of OH is:

To advise and assist school officers on issues of staff health at work and their health promotion.

Health education to prevent ill health, preserve good health and promote better health among staff.

To provide a health surveillance and assessment service.

To provide health advice and welfare support when requested to do so by staff.

To advise school officers in cases of illness/disablement.

To organise and deliver suitable and sufficient health related training including first aid.

To produce anonymised report for the Welfare Committee on work-related ill-health as appropriate.

2.1.9 Staff Action and Advisory Teams

Four Staff Action and Advisory Teams have been formed that include Representatives of Employee Safety (ROES), enabling employees to take part in the decision making process for H&S issues. Their role is to

embrace and facilitate change in Wycliffe's H&S culture and to monitor and review implementation and effectiveness of current policy.

The four teams are:

Risk Assessment, Educational Visits and Out of School Activities

Occurrence Reporting and staff health

Control of Substances Hazardous to Health (COSHH)

Manual Handling and Working at Height

Each Staff Action and Advisory Team comprises of a member of the Senior Management Team (SMT), the Risk Manager, a trained 'Competent Person', an elected ROES, and a selection of both academic and support staff from both schools.

The Staff Action and Advisory Teams must meet at least once a term. Minutes must be taken and distributed to the Team members, to the SMT and to Grand H & S Committee members. They should also be displayed on staff notice boards.

The role of the Staff Action and Advisory Team (as appropriate for each Team) is to:

Undertake and review risk assessments

Investigate accidents and work related ill-health

Instigate reasonably practicable risk reduction action following risk assessments, occurrences, inspections and reports from staff via team members.

Write or review Safe Systems of Work (SSW's)

Identify training needs and arrange necessary training

Provide two-way communication and consultation with all staff via the team members

Monitor and review the effectiveness of risk reduction measures, and the safety culture of the school.

2.2 Health & Safety Rules

The following health and safety rules are intended to protect you and your colleagues at work. Health and safety rules are mandatory to all levels of employees and or persons associated with the College. Disciplinary action *will* be taken for breaches of the rules. Investigations into suspected breaches may also be undertaken.

Matters requiring a statement or re-statement of policy will be considered by the Grand Health and Safety Committee.

2.2.1 All Wycliffe employees must:

Report all accidents, regardless of their outcome, to their line manager.

Report all hazards to their line manager including potential hazards.

Report to their line manager all work-related ill-health, and any ill-health where ability to work safely is, or is likely to be, adversely affected.

Co-operate with management on health and safety matters.

Wear, use and re-order the personal protective equipment provided in all designated areas or for all specified operations/tasks where appropriate.

Use any safety equipment provided properly at all times.

Ensure they have eliminated or reduced all hazards and potential to the very best of their ability.

Follow at all times any health and safety information, instruction and training, in particular: permits to work

- safe systems of work
- safe manual handling techniques
- safe working postures
- the authorisation prior to the undertaking any unusual on site activity

2.2.2 All Wycliffe employees must NOT:

Create hazards to themselves and other people.

Interfere with, or misuse, items provided for their safety.

Attend work under the influence of alcohol, non-prescription drugs or any other intoxicating/narcotic substances. Anyone on duty, driving pupils on behalf of the College or operating dangerous or potentially dangerous machinery who is suspected to be under the influence of drugs or alcohol will be subject to Wycliffe's disciplinary procedures.

Smoke in any areas of the premises, or permit smoking in any areas by any other persons including pupils, contractors and visitors.

Bring dogs and other animals on site.

For reasons including safeguarding, health, safety and welfare, dogs and other animals may no longer be brought to school or permitted on campus.

This decision extends to visitors that may choose to bring, a dog for example, whilst attending a sports match or other fixture/event within or otherwise on, the premises.

The only exceptions being:

- Guide dogs as per our responsibilities relating to and requirements of, the Disability Discrimination Act, with each situation assessed on an individual basis.
- Housestaff/other staff residing on the premises and having first sought written permission from the Head to keep an animal within their accommodation.

Undertake hazardous tasks unless they:

have been authorised to do so;

have completed a risk assessment to formally assess potential hazards prior to commencement;

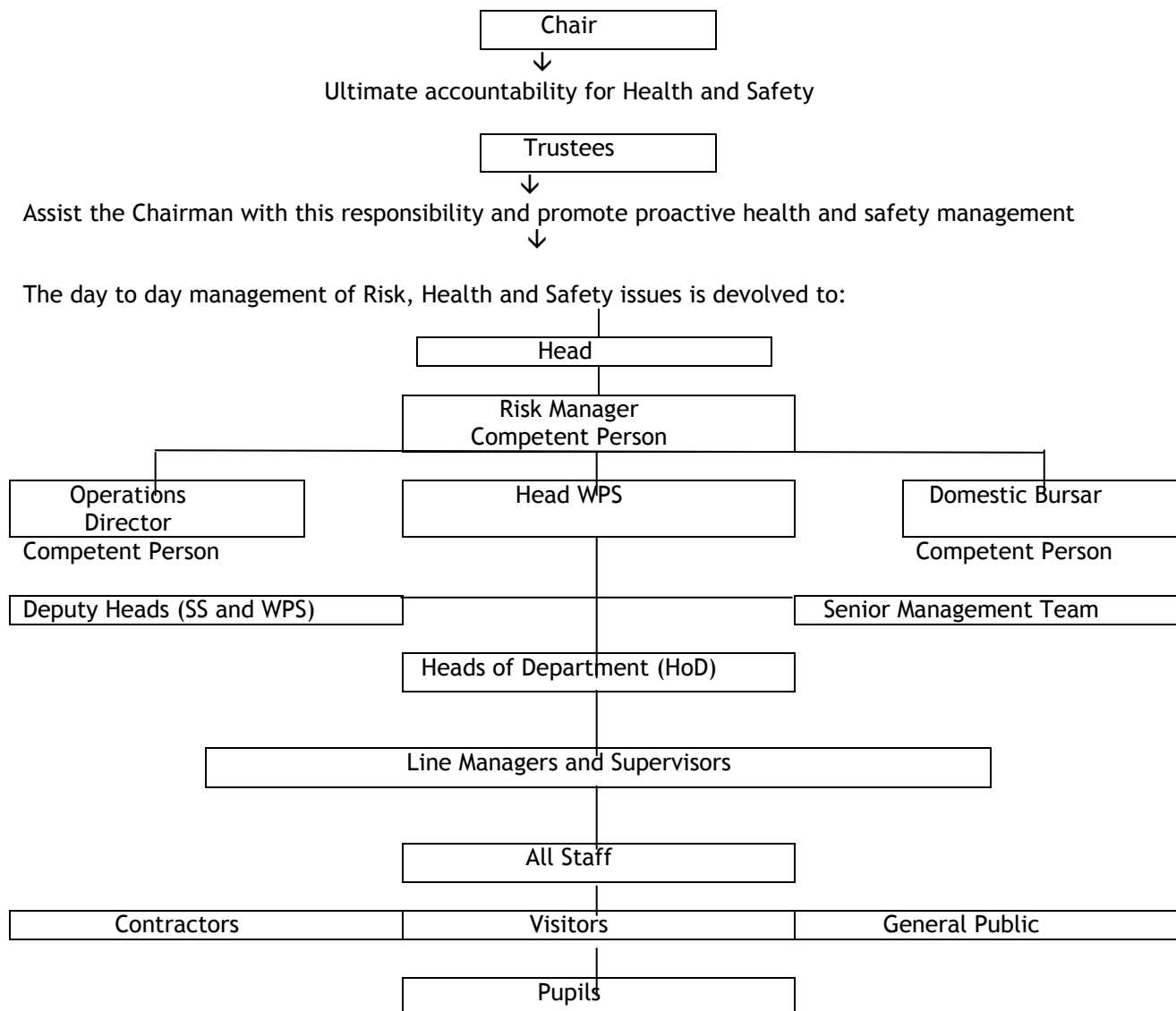
are competent and confident to do so;

have received and or otherwise requested suitable and sufficient training;

have all the necessary and approved equipment and safeguards;

are familiar with the relevant health and safety procedures;

2.3 Competent Persons and Table of Responsibilities



SECTION 3

Arrangements for Fulfilling the Policy Statement

- 3.1 Fire Risk Policy
- 3.2 First Aid
- 3.3 Occurrences, Accidents, Incidents and Near Misses
- 3.4 Hazard Identification and Risk Assessment
- 3.5 Communications
- 3.6 Working with Display Screen Equipment (DSE)
- 3.7 Manual Handling Techniques
- 3.8 Control of Substances Hazardous to Health (COSHH)
- 3.9 Lone Working Policy
- 3.10 Dealing with Violence and Aggression at Work
- 3.11 Contractors and Visitors on Site
- 3.12 Educational Visits and Out of School Activities
- 3.13 Transport
- 3.14 Ladder Use and Working at Height

SECTION 3.1

Fire Risk Policy

- 3.1.1 Introduction**
- 3.1.2 Action in the Event of a Fire**
- 3.1.3 Fighting a Fire**
- 3.1.4 Fire Assembly Points**
- 3.1.5 Fire Prevention**
- 3.1.6 Fire Drills and Practices**
- 3.1.7 Testing of Fire Alarms and Smoke/Heat Detector**
- 3.1.8 Emergency Lighting**
- 3.1.9 Fire Escape Protection**
- 3.1.10 Maintenance of Fire Escape Protection**
- 3.1.11 Testing of Extinguishers**
- 3.1.12 Fire Extinguishers**
 - 3.1.12.1 Using an Extinguisher**
 - 3.1.12.2 Testing of Extinguishers**
- 3.1.13 Fire Blankets**
- 3.1.14 Staff Training on Fire Safety Information**
- 3.1.15 Staff Safety**
 - 3.1.15.1 Staff Advice**
 - 3.1.15.2 Staff Grievance relating to Fire Procedures**
- 3.1.16 Fire Detection Maintenance**
- 3.1.17 Maintenance and Testing**
 - 3.1.17.1 Weekly Fire Alarm Test**
 - 3.1.17.2 Monthly Emergency Lighting Test**
 - 3.1.17.3 Termly Fire Alarm Practice**
- 3.1.18 Fire Procedures for the Senior School**
- 3.1.19 Fire Procedures for the Preparatory School**
- 3.1.20 Fire Procedures for Pre Prep and Nursery**
- 3.1.21 Fire Alarm Practice Record Sheet**
- 3.1.22 Electricity Procedure**
 - 3.1.22.1 Guidance on Personal Electrical Appliances for House Staff, Pupils and Parents**

3.1.1 Fire Risk Assessment Policy Introduction

Fire is potentially the greatest of all risks to Wycliffe staff, pupils, visitors and premises, the risk has been minimised where practicable through careful premises design, fire prevention and detection systems although it is important to remember that additional care and attention must be implemented at all times, but in particular with older buildings. All buildings are subject to an extensive and continuous refurbishment programme thus ensuring that the facilities are safe and free from avoidable hazards but apart from the size and original design to take into consideration, there are other restrictions imposed by and relating to planning consent and heritage. That said, every possible effort will be made to ensure each building remains at the highest standard resulting in the lowest possible risks.

Despite all our best efforts and management procedures, however stringent, the risk will always remain. To further reduce the likelihood of harm, ignition and danger which left unattended or dealt with may lead to catastrophic results. All members of staff must remain vigilant at all times.

This policy has been created and designed to assist staff in the procedures relating to as follows:

Fire prevention
Action in the event of a fire
Fire fighting
Fire detection
Fire related safe systems of work

It forms part of the Health and Safety Guidebook, a document with which we are all required to be familiar and are contractually obliged to adhere. Any suspicion of, leading to and or failure to comply with the policy and any other associated responsibilities will invoke the School disciplinary procedures.

Further advice relating to the contents of the policy and the expectations required from all members and associates of Wycliffe which includes volunteers, visitors, contractors, external agencies and organisations involved in the business with or at the College and or premises is available from the Risk Manager.

3.1.2 Action in the Event of a Fire

Fire can spread extremely quickly with dense, toxic/asphyxiating smoke being produced in seconds. It is vital therefore, that you learn the following fire procedures thoroughly and carry them out without hesitation in the event of a fire.

The aim of immediate action in the event of fire is to evacuate the building/s as quickly as possible and certainly within TWO MINUTES during the day and FOUR MINUTES at night and then to account for the occupants of the building as quickly as possible. In any event, the target time of accounting for all occupants is FIVE MINUTES.

If you discover or suspect a fire:-

RAISE THE ALARM IMMEDIATELY

By shouting “FIRE” loudly.
Activate the fire alarm.
Shatter the glass of the red break glass protective box. Press the centre of the glass panel firmly with your thumb which will be sufficient to break the glass.
Evacuate the building using the nearest available exit and go to the assembly points.
Do not stop for or go back for personal belongings.
Close all doors behind you.
Do not use lifts.
Only close windows if you pass them. Do not return to close them.
Do not shout or run as this can cause panic.
Follow “fire exit” signs which mark protected routes to the assembly points. Most will be illuminated by emergency power sources at night.

3.1.2.1 Informing the Emergency Services

There are times where we are all either contracted to be the Person in Charge of a building, or are the sole occupant/responsible member of staff by default and therefore are the Person in Charge at that point in time. If you are unsure if you are the Person in Charge at the time of a fire occurring, don't waste time

determining if you are in Charge - it is better that two or three people notify the emergency services than no one does.

In the even of a fire, or unscheduled alarm activation, the Person in Charge must contact the Emergency Services by dialling (9)999 and asking for the Fire Service (and / or other appropriate service as needed). Do not make the call from the building that is on fire, but from a safe location, either another building or by mobile phone.

As much information as possible should be given to the Emergency Services but the minimum should be:

Wycliffe College
Incident type
Senior or Prep School
Name of the Building(s) affected
Gate Number to use for fire appliance access

If possible / safe to do so, after contacting the emergency services, inform the Risk Manager by telephone of the situation.

We have identified the nearest vehicular access point on a per building basis through which essentially a fire appliance may enter. Other emergency services may also choose to use this route. Vehicles parked out of designated spaces and areas will simply be pushed out the way either manually, or if in attendance, by using a fire engine with no recourse to school or emergency services funds for the repair of any damage sustained. Adversely, the owner of any such vehicle should expect to receive an invoice for any damages to an emergency service(s) vehicle.

Everyone must adhere to this procedure, ensure colleagues within their departments are aware, particularly those without access to email.

3.1.3 Fighting The Fire

It is usually smoke that kills and even a small fire can generate a lot of smoke which could quickly overcome you. For this reason, the priority is EVACUATION - if in doubt, get out!

Only consider use of a fire extinguisher as a last resort and if the fire prevents your only route of egress. Only consider using one if:

- You are familiar with the types of extinguisher (see below)
- You have been trained in their use.
- If it is safe to do so - DO NOT TAKE RISKS.
- If flammable substances are not involved.
- If the fire is small (extinguishers are only designed for small fires)
- Should the fire grow quicker than it is being extinguished or if a lot of smoke is generated, cease fighting it immediately and evacuate.

3.1.4 Fire Assembly Points

There are many assembly points, identified by "Assembly Point" signs, lettered from A → Q on the premises which are outside the main entrance to classrooms and houses. These have been chosen as safe areas and are known to members of staff and the house staff.

Go straight to the assembly point ensure you have been included in the roll call and await further instruction.

Remain at the assembly point until you are released from it by the person in charge who will be clearly identifiable by wearing a hi-visibility jacket or similar. DO NOT RETURN TO THE BUILDING unless you are told that it is safe by a Senior Fire or Police Officer and the person responsible for the building.

All members of staff have a responsibility to ensure safe and total evacuation of a building:

On the way out, check all work areas, rest areas, and toilets have been evacuated before reporting to the assembly point.

Ensure the Emergency Services have been contacted (from a safe place).

Be prepared to undertake a roll call at the Assembly Point, reporting to the Person in Charge of the incident the names of any people for whom it has not been possible to account.

3.1.5 Fire Prevention

Fire needs three elements to exist - oxygen (air), fuel (anything that will burn), and heat as an ignition source. The main principle of fire prevention is keeping the three elements apart. As oxygen is ever present, fire prevention measures are generally based on preventing fuel and heat coming together.

Fuel can be divided into two categories: combustibles and flammable substances. Combustibles (e.g. paper, card, wood, textiles, etc) are readily available in a school environment. Finely divided combustible materials such as shredded paper, are more easily ignited.

It is therefore extremely important to increase the use of indoor recycling containers ensuring they are regularly emptied.

Flammable and highly flammable materials are usually in the form of liquids or gases and could be available in the school in the form of aerosols (e.g. spray glues), bottles/plastic containers/tins (e.g. methylated spirits, 'Clean Art', paint, cleaning materials etc). As a principle, flammable substances should be retained in their original containers (see section 3.8 COSHH) which should display the '*flammable or highly flammable*' warning symbol, i.e. an orange or red square or diamond with a black flame silhouette.

Ignition sources extend beyond naked flames (e.g. smoking materials, gas cookers, boilers, heaters etc) and include electrics (e.g. faulty or overloaded circuits, damaged cables and electrical equipment etc), friction (e.g. poorly maintained machinery where two parts are rubbing together causing heat and/or sparks) or just extremely high temperatures (e.g. close to a boiler or radiator, sunlight through a window etc.). Electrical faults are the most common cause of fires.

In order to keep fuel and heat sources separate to prevent the possibility of fire, the following guidance must be followed by all staff at all times:-

Flammable substances in use must be kept to the minimum necessary for the job in hand. Alternatives should be sought where possible. On completion of the job, or at the end of the working day, all flammable substances must be returned to the purpose built flammables store or correctly disposed of if empty.

Flammable substances must not be used near any ignition sources.

There must be good ventilation at any point where flammable substances are used.

Flammables and combustibles must be stored away from any heat or ignition source (e.g. boilers, heaters, radiators, electrical switchgear, direct sunlight etc.)

It is particularly important not to put aerosols on windowsills in direct sunlight as they can quickly overheat and explode.

Similarly, drying clothes, towels and paintings/crafts on radiators must be avoided.

Do not overload sockets. There should be no more than one 13 amp socket outlet plugged into a 13 amp socket. If several electrical appliances are plugged into an extension board or cable which goes back to one 13 amp socket, it is important that total power needed for all the appliances that could be connected, does not exceed 13 amps. 3 pin plugs must be used at all times and the use of a 2 pin socket in a 3 pin plug is strictly prohibited.

Note: - Forms of heating (e.g. kettle, fire, fan heater, hair dryer etc) will each require a 13 amp supply.

Plugging a kettle into an adapter with another item will overload that socket.

Do not use electrical equipment if the cables or plugs are damaged in any way.

Do not block ventilation grilles on any equipment (e.g. computers, printers, photocopiers etc.) as this can lead to overheating.

Mechanical equipment in poor repair should not be used because it is possible that components could rub together causing friction, usually accompanied by a grating/ grinding noise.

"Hot smelling" or sparking equipment should be switched off immediately and reported to the Maintenance Department.

Contractors undertaking "hot works" must have a Hot Works Permit (HWP) for welding, brazing, soldering etc. They should ensure that the area is clear of flammables and items which are easily combustible and that a fire extinguisher is close at hand. When the work is completed, the area should be checked to ensure that there are no smouldering sparks remaining. Generally, "hot works" will finish mid afternoon thus increasing the effectiveness of this check.

3.1.6 Fire Drills And Practices

The Risk Manager/Head WPS/HsMs/HoDs are responsible for ensuring that fire drills are practiced as follows:

In Boarding Houses: every term with an unannounced practice in WEEK ONE or TWO. Times should be

varied to include night times.

In Key Buildings: one unannounced practice each term from buildings chosen at random. Key buildings are defined as:

Senior School

Prep School

It is necessary to undertake a termly practice evacuation of each building on an individual basis. That said, we may combine some such as School House and Science, for example.

Each building already has its individual assembly point and the expectation will be that all occupants egress and assemble at that point and await further instruction. Staff teaching a lesson at the time would be expected to account for all the students in their class. Communal buildings require further thought particularly those that offer the facility to accommodate students during periods of private study.

Wycliffe Preparatory School

FIRE EVACUATION PROCEDURE

On discovering a fire:

- Sound the alarm by breaking one of the red break glass boxes
- Alert a member of staff who will contact the fire brigade
- Leave the building by the nearest and safest route, stopping only to close doors and windows if time allows

On hearing the alarm:

- Stay calm
- Stand up, put chairs under the table and close windows
- Leave the building by the nearest and safest route in silence, closing the door behind you if you are the last one to leave
- Walk silently but quickly over the bridge to the astro and line up in your class ready to be registered
- Await further instructions from the member of staff in charge

A signing in and out system will be introduced in each Reception and the onus will be placed on staff to record their movements. Staff that have invited or are otherwise tasked to oversee Visitors, Contractors and any other persons will have the additional responsibility for their "Guest".

There are any number of reasons as to why staff may be in and out of buildings/school and a variety of routes from which to egress but such a system is required to assist the college in the fulfillment of its duty of care.

All drills should be timed from the point the alarm was raised to the point when all were accounted for at the Assembly Point. The Head of Department or nominated person is to record practice times.

Following the drill, feedback should be taken from all staff on any problems encountered (e.g. obstructions, delays, etc) and discussed in Staff or specific Health and Safety meetings. The Operations Director must be informed so that to ensure that they are remedied.

The aim is to reduce the time taken to less than four minutes, preferably three minutes, as longer periods drastically reduce the chance of survival in a real fire situation.

3.1.7 Testing Of Fire Alarms And Smoke/Heat Detectors

It is the responsibility of the Nominated Member of Staff for each building to ensure Fire Alarms are tested once a week. A different call point should be used each week to activate the alarm, on a rolling programme to ensure all call points are checked within a reasonable period of time.

Audibility of alarm in all areas during test should be checked.

3.1.8 Emergency Lighting

To ensure the safe and efficient egress of all occupants under any emergency condition the emergency lights must also be tested by the nominated person, (for boarding houses this is the house parent) as follows:

Monthly - functional test - check emergency lighting is working and inform the Operations Director about any defects.

Annually - a full service of the system is conducted by an external contractor that includes the durability (full discharge) test. To meet requirements and British Standards each building in the College has been divided in half and therefore though the systems are inspected annually the actual building is checked twice a year.

3.1.9 Fire Escape Protection

In order to ensure the highest chance of survival in a fire situation, the following precautions must be adhered to:-

All gangways, corridors and fire escape routes must be kept clear.

All fire doors must be kept closed. **DOORS SHOULD NEVER BE PROPPED OR WEDGED OPEN** as this could *destroy the integrity of an escape route*. Fire doors are usually fitted with a self-closing device and are located along fire escape routes. If the fire doors are kept closed, they will stop the spread of smoke and fire into escape routes, allowing time for a safe evacuation.

Ensure all fire exit doors are unlocked whilst the building is occupied. Doors used in emergency situations only, should be checked at least weekly to ensure that they open easily when needed.

Report for repair any large holes or cracks in "compartment walls". Buildings are designed as a series of compartments or boxes with roof to floor fire stop walls, (usually the walls of large rooms or fire escape corridors), in order to stop the spread of smoke and fire. Holes, usually left following alterations or maintenance, breach this protection and can result in areas which should have been protected becoming quickly smoke logged.

All staff have a responsibility for the above.

3.1.10 Maintenance Of Fire Escape Protection

In addition to the measures listed above, there should be an inspection each term by House staff and Heads of Department to examine:

if escape routes are obstructed/too narrow.

if fire doors held open/not closing properly

if fire exits obstructed

if fire alarm call points, extinguishers or hose reels are obstructed.

if escape routes, alarm call points, extinguishers or hose reels are not clearly signed.

fire escape doors not opening easily.

if flammables/combustibles are stored on escape routes (especially under open stair cases).

for holes in compartment walls/doors.

alarms not heard on tests.

accumulation of rubbish.

flammables not in proper store.

(Note: this is an illustrative list only, and any other structural fire protection and relevant housekeeping issues should also be checked)

3.1.11 Fire Extinguishers

Although unlikely, it is possible that a fire situation will develop when you need to use a fire extinguisher to facilitate your own escape, you should still know how to use extinguishers.

There are five main types of extinguishers, detailed below. Extinguishers work in two ways, either by cooling the fire or by smothering the fire (therefore preventing air from reaching it).

Different types of extinguishers should be used for different types of fire and it is important that only the correct type is used.

Do not use a fire extinguisher to put out a fire involving burning gas. If it is safe to do so, turn off the gas supply and then leave such fires to the Fire Service.

3.1.11.1 Using an Extinguisher

It is important that the right technique is used for different types of extinguisher as incorrect technique could be ineffectual or spread the fire.

Position yourself

Take up a position where access to the fire is unrestricted but where a quick and safe retreat is possible, for example on the side of a fire nearest to an exit, or when outside a building upwind of the fire.

Crouching will help you to keep clear of smoke, avoid heat and allow a closer approach to the base of the fire.

Always ensure that a fire is completely extinguished and not liable to re-ignite or continue smouldering.

Types of Extinguishers

Water

Direct the jet at the base of the flame and keep it moving across the area of the fire.

Seek out any hot spots after the main fire is extinguished.

Fires which are spread vertically should be attacked at their lowest point and followed upwards.

Do not use on fires involving flammable liquids or live electrical equipment.

Carbon Dioxide

On fires involving either liquids in containers or spilt liquids, direct the jet or discharge horn towards the near edge of the fire. With a rapid sweeping motion, drive the fire towards the far edge until all the flames have been extinguished.

On fires in falling liquids, direct the jet or horn at the base of the flame and sweep upwards.

On fires in electrical equipment, switch off the current and then direct the jet or horn straight at the fire.

Where the equipment is enclosed, direct the jet or horn into any opening to penetrate the interior.

When the fire appears to be extinguished, shut off the discharge and wait until the atmosphere clears. If any flames are still visible, discharge again.

Do not use in confined spaces.

Carbon dioxide extinguishers work by replacing the oxygen with carbon dioxide, and if used in a confined space could lead to asphyxiation.

Note: The discharge horn can become extremely cold with the possibility of freezing which could leave the hand stuck to the horn with the risk of an ice burn injury occurring. Having pointed the discharge horn in the direction of the fire, hold the body of the extinguisher and do not touch the horn whilst the gas is being discharged.

Dry Powder

Use as per carbon dioxide above but without the risk of ice burns or asphyxiation. Leaves a covering of powder behind which increases damage and clean up costs.

Foam and AFFF

For paper, card etc. fires, use the same techniques as with a water extinguisher.

For flammable liquid fires, where the liquid on fire is in a container, direct the jet at the inside edge of the container, or at an adjoining vertical surface above the level of the burning liquid so that the foam builds up and flows across the surface of the liquid smothering the fire.

If this is not possible, stand well back, direct the jet with a gentle sweeping movement allowing the foam to drop down and lie on the surface of the liquid.

Do not aim the jet directly into the liquid as this will drive the foam beneath the surface and render it ineffective. In addition, it may splash the burning liquid onto the surrounding area (and yourself), spreading the fire.

Do not use on fires involving live electrical equipment.

3.1.11.2 Testing of Extinguishers

Extinguishers are inspected and tested annually. The date of the last test is marked on the label on the extinguisher. The Operations Director is to keep a master register of extinguishers (numbered) and of test dates.

3.1.12 Fire Blankets

Fire blankets are provided in all kitchen areas and are used for smothering burning oil/fat fires (usually chip pan fires). If a chip pan is on fire and you do not have a fire blanket wet a towel or tea towel and wring it out thoroughly before draping it over the burning pan.

Do not use water to extinguish a chip pan fire as this will spread the fire, splashing burning fat over yourself.

Hold the fire blanket as a shield in front of you, approach the burning container and drape the blanket over. Turn off the heat (where appropriate).

Do not be tempted to remove the fire blanket until the container is completely cold - approximately 30 minutes (heat and fuel are still present and by removing the blanket you will be re-introducing oxygen and the fire can re-ignite).

Do not be tempted to pick up and move a burning container as this could splash the fat around spreading the fire.

3.1.13 Fire Detection Maintenance and Testing

It remains the responsibility of the Operations Director to ensure that appropriate fire / smoke detection is available, in good order and that an annual inspection including the condition, suitability and effectiveness of the fire detection system is undertaken on a per building basis.

To assist the Operations Director in this task responsibility for testing the system, conducting fire practices under realistic night time conditions for residential buildings is the responsibility of the HoD or other nominated person. In boarding houses the House Master or Mistress is required to undertake the above checks and tests and to ensure that faults lights or other suspected problems are made known to the Operations Director immediately.

In the absence of the Operations Director or out of hours and in addition to the 24 hour on call Maintenance Service, there is access to our Fire Alarm Contractor who can give advice over the phone based on their knowledge of our systems and premises or attend the building in question on a 24hrs call out basis. Contact numbers are known to House Masters and Mistress and are available on the staff drive. The ideal however, is to contact the Operations Director to arrange repair but by no means should this be left until the following working day.

3.1.13.1 Weekly Fire Alarm Test

Activate the alarm using a different call panel (red break glass box) in rotation during each term time week or when the building is in use. Various types of test keys are available from the Risk Manager. The nominated person may devolve this duty to an alternative member of staff but must ensure the test is conducted properly and countersign the record book to reflect this. This test should be implemented at a regular and publicised time each week.

3.1.13.2 Monthly Emergency Lighting Test (Function)

Test each lamp using either the individual key test switch or isolating the power to that zone. Zones are displayed by each distribution board and switches are highlighted with a yellow sticker. This test should be implemented during hours of darkness to ascertain maximum effectiveness.

3.1.13.3 Termly Fire Alarm Practice

This test must be conducted under realistic night time conditions for residential buildings.

Residential Procedure:

Activate alarm and observe the start time

Undertake a register to include flexi boarders and other guests by arrangement

Continue practice until such time everyone is accounted for

Observe the finish time

Record details on the fire practice record sheet issued from the Risk Manager at the start of each term

Return the fire practice record sheet to the Risk Manager detailing any required action

Although each boarding house has its own assembly point, for houses in close proximity liaise with other House Master or Mistress to ensure the practices are undertaken at different times. This will avoid distraction, confusion and increase the effectiveness of the practice

Record the names of those who did not respond to the evacuation and consider moving to a different room i.e. one nearer a point of egress. A buddy system with a minimum of two other pupils/pupils. Request for additional detection but note that the current detection system satisfies audibility regulations.

Non residential Procedure:

The termly activation of the whole school alarm systems requires the HoD or nominated person to sound their system thus satisfying the termly practice evacuation requirement for their building.

Emergency lighting and weekly testing should follow the same procedures for residential buildings

In the case of multi-occupied buildings a nominated person is appointed to test the systems. In School House for example, Reception undertakes the role. In Ryeford the Head WPS assumes responsibility.

3.1.14 Record Keeping

The Risk Manager is a “competent” person and updates the Fire Risk Policy and other Health and Safety related policies making amendments known to the Grand Health and Safety Committee and to the HR Department for issue to current and future staff.

Records are held by the Risk Manager for Fire Practices, Fire Risk Assessments, general Risk Assessments, training and Inset.

HoDs or other nominated persons hold records of fire alarm testing and emergency lighting testing on a per building basis. HoDs must ensure that the ‘Termly Fire Alarm Practice & Equipment Check Record’ Sheet (3.1.14.1, below) is completed each term.

The Operations Director is also a “competent” person and is responsible for the provision and maintenance of fire detection systems, and holds the records for the annual fire alarm systems checks.

Wycliffe

3.1.14.1 Termly Fire Alarm Practice & Equipment Check Record Sheet

cc: Senior School: C E H I M R L W Wh Sch Prep School: Wh Sch P W PP PPT
Autumn Term Year..... Location/House.....

Requirements	Time	Date
Pre-term before the return of pupils Test the fire alarm, inspect the fire fighting equipment and emergency lighting.		
Checks of fire exits, fire escapes & external security lighting.		
Within the first 7 days of term Brief pupils on emergency procedures.		
Full night evacuation exercise under realistic conditions		
Time taken (from alarm first sounding to completion of register)	Minutes	Seconds

Any action required, defects found or other comments?

A series of horizontal dotted lines for writing, consisting of 15 lines. The first line is a solid line, and the subsequent 14 lines are dotted.

Signatures

Person in Charge/HsM Date.....

Risk Manager Date

Operations Director Date.....

Maintenance (if action req'd)..... Date.....

3.1.15 Staff Training and Fire Safety Information

Periodically training is undertaken to ensure staff have the knowledge to assist them in meeting the expectations of the School. Regular training and Inset takes place and involve small groups of staff (approx. 12) undertaking fire extinguisher training. It is not realistic to train every member of staff and so key staff, on a per building basis, have been identified. It is important to remember that fire extinguishers must only be used if the fire prevents the only point of available egress.

With a variety of routes, stairways and emergency exits there should always be one available. If however, there is not one of the criteria for nominating the key staff is that between them they should cover the building throughout the year. With this in mind, together with regularly inspected and tested fire detection systems, this training can only further increase the safety of all the occupants of our premises.

Fire safety information is available in the following format:

Fire instructions on a per building basis

Periodic emails from the Risk Manager

The Fire Risk Policy

Staff Meetings

Periodic Inset

As and when required and requested from the Risk Manager

3.1.16 Staff Safety (and Others with Authorised Business at Wycliffe): Recording who is on the premises

For the purpose of this policy “Others” will be referred to as staff. With an array of differing exits, extensive grounds and a very busy working day not all staff report/sign in and out. There are a variety of different reasons why staff would leave the premises:

Inter site work

MoD or other duties requiring staff to patrol/supervise off site location

Educational visits and out of School activities

Taking advantage of a free period of time

Fulfilling other duties as part of or in addition to their role

Despite the above valid and genuine reasons to be away from school, the School has a duty of care to ensure all its workforce can be accounted for at any given time.

To that end HoDs must take a proactive role in achieving this process on a daily basis. Those working in more vulnerable areas such as the boathouse or lone working anywhere for whatever reason must do so by arrangement with their HOD or Line Manager.

In addition to the HOD all members of staff have a duty to inform someone of their intentions. Someone who will be on site for the entire period of time the member of staff is away.

If circumstances change and staff are away for a longer period of time than they envisage, another staff member should be contacted. On return to school, staff out of courtesy and to avoid any unnecessary confusion should report in.

In the main reception areas there is a book in which staff can record their time away from school.

Main Senior School Reception

Finance Department Reception

Prep School Reception

Pre Prep Reception

When departing prior to or returning outside of office hours the above system of advising another member of staff should apply.

For those contracted to work offsite on a regular basis, i.e. drivers details of their intentions, destinations and estimated time of return must be left with their line manager prior to departure. They have responsibility to report delays, amendments or other factors that may affect their original intentions.

Volunteers, self employed or other staff on whatever basis they are employed/attend must negotiate arrival and departure times with their HOD or Line Manager.

The submission of an Educational Visit or Out of School Activity pack does not constitute an alternative to this procedure. That said, information relating to trips and visits involving an overnight stay are held in one of the three emergency boxes but it can only be best practice to inform a colleague, again, present during your absence, of your intentions and timings. It will be unrealistic and will therefore not suffice to contact the MoD as a substitute for following the above guidelines and policy.

The effect of all these arrangements will be monitored by the Grand Health and Safety Committee with any patterns, trends or amendments minuted and available for all on the staff drive.

3.1.17 Staff Advice

Help, advice, assistance and support is always readily available from the Risk Manager in all fire related aspects in addition to other Health and Safety matters.

Staff Grievance Relating To Fire Procedures

Should a member of staff feel they have not received sufficient training they should in the first instance contact their HoD, although other channels are available via the Risk Manager, Operations Director, Deputy Heads or in extreme cases and all those that cannot be resolved by any of the aforementioned staff, the Head WPS and the Head of School. In any event, staff should always offer their HoD and the Risk Manager the opportunity to assist in any grievance or concern.

3.1.18 Fire Procedures and Arrangements for the Senior School

In the event of a fire, or if the Main School siren sounds, the House Master or Mistress, Residential Assistant, Assistant and associate house staff along with Matrons and cleaners, activate the house fire alarm and go immediately to their House Assembly points and carry out house checks by way of a full register.

As soon as house checks are complete House Staff send a senior pupil to the MoD, giving the names of any missing members of the House. Houses must remain assembled until such time the MoD has released the runner who duly returns with the message to disperse.

ALL OTHER STAFF should go immediately to their Assembly points:

Staff not associated with a house should report to assembly point J unless in an area specified below
Finance Department, Development, Marketing, Grounds and Gardens, Maintenance and central cleaning staff to Finance Department - checked by the Finance Director or Operations Director or other designated person at the time.

Catering staff to Wycliffe Hall - checked by Caterer or deputy.

During the working day (i.e. until 8.45 p.m. on weekdays) the MoD is co-ordinator of this procedure, BUT the first member of staff to arrive by the maple tree should take charge until he or she arrives.

3.1.18.1 Instructions for the Co-ordinator

A clipboard with these instructions is displayed in the Staff Room in School House. An alternative is available in Collingwood House should a situation prevent access to School House

- 1) Take up position with clipboard by assembly point J near the maple tree.
- 2) Check on whereabouts of fire and appoint a member of staff to call the Fire Service (In case of false alarms or practices the Deputy Head or Risk Manager will confirm decision not to call).
- 3) Notify the following points by runner:
 - Finance Department
 - Sports Hall
 - DT and Art
 - Ivy Grove
 - MFL
 - Wycliffe Hall
 - Medical Centre
 - Sibly Hall and Drama Studio
- 4) Send members of staff to appropriate positions to direct emergency services.
- 5) Receive House and Staff checks and investigate any absentees.
(House runners stay with Co-ordinator until checks are complete.)
 - Haywardsend
 - Haywardsfield

Ivy Grove
Lampeter
Robinson
Loosley Halls
Wards
Collingwood
Medical Centre
Staff
Finance Department
Catering

DO NOT ALLOW PUPILS OR STAFF TO DISPERSE FROM ASSEMBLY POINTS UNTIL INSTRUCTED TO DO SO.

Use House runners and members of staff to notify Houses, Finance Department and Wycliffe Hall that check is complete.

3.1.19 Electricity Procedure

Everybody appreciates the convenience of electricity, heat, light and power, at the flick of a switch. But its dangers are less widely appreciated!

3.1.19.1 Introduction

Every year approximately 25 people die at work from electric shock or electric burns and reported figures show that 15% of serious injuries are caused by electricity in schools and schools. The total is not large by comparison with road accidents; however, most of them are preventable and illustrate the need for continual vigilance whenever electricity is being used.

Because we are so dependent on electricity it is important to know how to handle it safely.

3.1.19.2 The Law

The Electricity At Work Regulations 1989 require that an assessment is made and that preventative measures are taken for all foreseeable dangers arising from work involving, or being carried out in the vicinity of electricity. The regulations apply to all electrical appliances and building wiring systems.

3.1.19.3 Fixed Installation of the Building and or Fixed Appliance

No one is allowed to work on the fixed installation of a building or a fixed appliance without the agreement of the Operations Director.

All work on electrical systems will be carried out in line with guidance from the Health and Safety Executive and the Institute of Electrical Engineers.

3.1.19.4 Inspection and Maintenance of Electrical Equipment

Should electrical equipment (including sockets, light switches, etc) be damaged it is the responsibility of the person in charge of that location to report the damage to the Maintenance Department and to remove/mark the item out of use as soon as possible. Contact with the Maintenance Department should be made in the normal manner on ext. 444 or via email.

Portable Appliance Test

Portable electrical appliances (including extension leads) must be suitable for the purpose intended and the environment where it is to be used. Only the Maintenance Department approved contractors can carry out repairs on portable electrical appliances/equipment.

Visual Inspection

Staff who use the portable electrical appliances and equipment are responsible for carrying out visual inspections. By carrying out a visual inspection, the majority of faults or damage can be identified. Attached is guidance on electrical good practice.

All appliances will be 'PAT' tested by approved electrical contractor annually.

If the electrical contractors see an electrical appliance which is unsafe or does not meet British Standards it will be removed to the maintenance office.

Once tested the appliance will be given a sticker indicating a pass or fail and the date for the next inspection. Where possible, the appliance will be removed and repaired. Under no circumstances should staff use any appliance which has been labelled as failed.

3.1.19.5 Electrical Equipment

New Appliances

All new appliances should be brought to the attention of the Maintenance Department and a PAT test arranged.

Second Hand Appliances

No second hand appliances should be purchased without prior consent of the Operations Director.

Personal (staff) Appliances

Staff should not bring equipment in from home. Residential staff will have all the equipment within their accommodation checked and inspected on an annual basis.

Home Made Appliance/Equipment/Leads etc.

All homemade electrical devices are prohibited.

Extension Leads and Adaptors

All extension leads and adaptors must meet with British Standards.

Should extension leads be needed they must be of the type acceptable for use within the school. These are the 'slab' type. **Cable reel and plug-in multi adaptors are not permitted.**

A number of extension leads should not be plugged into each other to make a longer one; longer extension leads should be purchased.

If extension leads are used they must not cause a trip hazard, see guidance on electrical good practice.

Use of Electrical Equipment Outside

No indoor appliances or leads should be used outdoors. Please contact the Maintenance Department for advice.

3.1.19.6 Third Parties

All electrical appliances brought onto the campus by third parties, i.e. electrical items for fun days, activity events, fairs, open days, firework displays, etc., must be notified and possibly spot checked by the Maintenance Department prior to use.

3.1.19.7 Advice

Advice can be sought from the Maintenance Department on ext. 444.

3.1.19.8 House Staff

After each holiday period, House Staff should check if pupils have returned with any new (or second hand) electrical items: these must be confiscated until PAT tested. All House staff should be familiar with 3.1.19.9 'Guidance on Personal Electrical Appliances for House Staff, Pupils and Parents, below, and should regularly undertake visual checks off electrical equipment in pupils rooms (at least once every half term).

3.1.19.9 Guidance on Personal Electrical Appliances for House Staff, Pupils and Parents

The main causes of accident involving portable electrical appliances are faulty flexible cables, extension leads, plugs, sockets, damage to appliances and appliances incorrectly repaired. Injuries often occur when a person touches a part of the appliance, which has become 'live' whilst in contact with an earthed conducting surface. The shock a person may receive can be potentially lethal.

What Type of Electrical Appliances can be brought into School?

The following electrical appliances can be brought into school:

- ✓ Computer
- ✓ Hair Dryer and other Electrical Hair Appliances
- ✓ Chargers

- ✓ Shaver
- ✓ Radio/Stereo
- ✓ Electric Toothbrush with Adaptor

The following electrical appliances **cannot** be brought into school:

- ✗ Kettle
- ✗ Rice Cooker
- ✗ Iron
- ✗ Fridge
- ✗ Heaters
- ✗ Fans
- ✗ Televisions
- ✗ Non British Standard Transformers, plus others.....

All such items will be removed

If you are unsure contact the Operations Director on (820)444

British Standards

Parents and pupils are recommended to purchase electrical appliances within the UK. This should ensure that appliances meet the British Standards, are fitted with the correct plug and are suitable for the UK's electrical system.

Plugs, Extension Leads and Adaptors

All plugs, extension leads and adaptors must meet British Standards. The only extension leads to be used within the school are the 'slab' type. Extension 'Cable Reel' type and 'plug-in multi adaptors' are not permitted.

When using an extension lead, it should be checked that the combination of items plugged into the lead do not exceed 13amps; if in doubt check with the Maintenance Department prior to use.

Any item with a heating element (e.g. a kettle) should not be plugged into an extension lead with other items, as the extension will be overloaded.

Visual Inspection

By carrying out a visual inspection of each appliance the majority of faults or damage can be found.

What to do?

Firstly, identify the equipment and where and how it is used. After disconnecting the appliance check:

Damage, e.g., cuts, abrasion (after from light scuffing) to the cable cover

Damage to the plug, e.g., the casing is cracked or the pins are bent

Non-standard joints including taped joints in the cable

The outer covering (sheath) of the cable not being gripped where it enters the plug or the equipment.

Look to see if the coloured insulation of the internal wires is showing

Equipment that has been used in conditions where it is not suitable, e.g., wet or dusty locations

Damage to the outer cover of the appliance or obvious loose parts or screws; and

Overheating (burn marks or straining).

Good Housekeeping and other points to consider

Chargers should only be plugged in when actually charging. They should be unplugged when not in use.

If an extension cable is requested, consider if one is really necessary. How many appliances actually have to be plugged in at once?

If an extension cable is used, where is it placed? Ensure that the cable does not cause a trip hazard and that it is unlikely to be damaged.

Consider the space around the appliance. If appropriate, is there adequate ventilation.

Age and condition of the appliance.

If concerned about any appliance, plug, cable or electrical situation, remove the item from use and contact the Operations Director on (820)444.

SECTION 3.2

First Aid

- 3.2.1 Arrangements for Medical Conditions
- 3.2.2 First Aiders/Emergency First Aiders
- 3.2.3 Duties of First Aiders/Emergency First Aiders
- 3.2.4 Dealing with the Spillage of Bodily Fluids
- 3.2.5 Duties of Heads of Departments

3.2.1 Arrangements for Medical Conditions

Most pupils will at some time have a medical condition that may affect their participation in school activities. For most this will be short term. Other pupils may have medical conditions that, if not properly managed, could limit their access to education. Such pupils are regarded as having 'health/medical needs'. Most pupils with medical needs are able to attend school regularly and, with support from the medical centre, can take part in most normal school activities.

Parents or legal guardians have prime responsibility for their child's health and should provide the medical centre with information about their child's medical condition. Using this information the medical centre will formulate an individual Health Care Plan, preferably before the child begins at Wycliffe, and will provide support for the pupil and relevant training for members of staff who care for them.

All medical conditions/needs will be 'flagged' on iSAMS [Management Information System] so staff will have access to this information as soon as possible. Health Care Plans will be attached to iSAMS so that all staff caring/teaching the child will have access to them. It is recommended that individual Health Care Plans are printed off and accompany a child on a trip outside school and shredded afterwards.

The medical conditions that most commonly occur at Wycliffe are:

- Asthma
- Allergies - including Anaphylaxis
- Diabetes
- Epilepsy

Asthma

Asthma is a condition that affects the airways. The most common symptoms of asthma are coughing, wheezing or whistling noise in the chest, tight feelings in the chest or getting short of breath.

There are two main types of medicines used to treat asthma, relievers and preventers. Relievers (Blue inhalers) are medicines taken immediately to relieve asthma symptoms and are taken during an asthma attack. Preventers are usually brown, white, orange, red or grey and white. The preventer is the inhaler that should be taken every day (usually first thing in the morning and last thing at night), even when asthma seems well controlled. Note that preventer inhalers are not effective for treating an asthma attack. All pupils with asthma at Wycliffe should have immediate access at all times to their reliever inhaler and they should also have an asthma action plan in their individual record on the College Management Information System. For further information regarding a pupil's asthma please refer to the Wycliffe Asthma policy.

Allergies

Some pupils have allergies to various allergens. It is the responsibility of the member of staff to familiarise themselves with those pupils in their care with an allergy. All information regarding a pupil's individual allergy, symptoms and if necessary treatment, is available on the pupil's individual record via the College Management Information System. All staff should take reasonable steps to ensure that a pupil does not come in to contact with their allergen.

The most severe form of allergic reaction is anaphylactic shock, when the blood pressure falls dramatically and the patient loses consciousness. Fortunately this is rare among young children below teenage years. More commonly among children there may be swelling in the throat, which can restrict the air supply, or severe asthma. Any symptoms affecting the breathing are serious. Less severe symptoms may include tingling or itching in the mouth, hives anywhere on the body, generalised flushing of the skin or abdominal cramps, nausea and vomiting even where mild symptoms are present, the pupil should be watched carefully as it may be the start of a more serious reaction.

Anaphylaxis is an acute, severe allergic reaction requiring immediate medical attention. It usually occurs within seconds or minutes of exposure to a certain food or substance, but on rare occasions may happen after a few hours. The treatment is an injection of adrenaline (Also known as Epinephrine) All members of staff will be offered training by the Medical Centre on how to administer adrenaline. Pupils known to be at risk of having an anaphylactic reaction will have an individual Health Care Plan which will give details of their treatment plan and the location of their emergency medication. An ambulance must always be called if a pupil experiences a severe allergic reaction and advice from the Medical Centre can be sought at anytime.

Diabetes

In this condition, the body fails to produce sufficient amounts of insulin, a chemical that regulates blood sugar (glucose) levels. As a result, sugar builds up the blood and can cause hyperglycaemia (raised blood sugar levels). People with diabetes have to control their blood sugar level with diet and insulin injections or tablets; too much insulin or too little sugar can cause hypoglycaemia (low blood sugar levels).

Hypoglycaemia (low blood sugar level) is the most common complication of diabetes. Signs and symptoms of hypoglycaemia are irritability, pallor and/or dark rings under eyes, sweating, trembling or shakiness, hunger, headache, lack of concentration, confusion and loss of consciousness.

Treatment of mild hypoglycaemia is to encourage the pupil to test their own blood sugar level (If trained to do so) and to eat a high sugar snack. Each pupil with diabetes will have an individual Health Care Plan via the Management Information System and all staff will be trained to recognise the signs, symptoms and treatment of hypoglycaemia.

Epilepsy

An epileptic seizure, sometimes called a fit, turn or blackout can happen to anyone at anytime and can happen for many reasons. Most pupils with diagnosed epilepsy will not have a seizure during the school day. Epilepsy is a very individual condition and any pupil with epilepsy will have a Health Care Plan found on the College Management Information System. Seizures can take many different forms and each child may have an individual trigger, all information will be on their individual Health Care Plan.

Most pupils with epilepsy will take anti-epileptic medicines to stop or reduce their seizures. In a convulsive seizure putting something soft under the pupil's head will help protect it. Nothing should be placed in their mouth after a convulsive seizure has stopped, the pupil should be placed in the recovery position and a member of staff should remain with them whilst advice from the Medical Centre is sought.

3.2.2 First Aiders/Emergency First Aiders

If you, a pupil or visitor becomes injured or unwell at work first aiders/emergency first aiders should be contacted immediately to assist. You should make yourself familiar with the person in your department trained in First Aid and all the buildings/areas in which you work. Additionally, pupils in house can be treated by their matron or house staff who may obtain advice and support from the Medical Centre on a 24 hour basis.

A central register of all people trained in first aid will be established and updated via the College Management Information System.

There is a statutory requirement under the Health & Safety (First Aid) Regulations 1981, for employers to provide trained persons, equipment etc. to deal with First Aid emergencies and ill health occurring due to work. There is also a responsibility for Wycliffe to provide First Aid for pupils involved in any aspect of the school life and anywhere their education is carried out e.g. on school trips.

There will be a qualified person on each school site. All first aiders will receive formal updated training every three years, and informal refresher training, as needed, each year.

First Aid should be provided where a person will need further medical treatment until such help arrives, and for the treatment of minor injuries. It should be noted that the treatment of minor injuries by the administration of tablets/medicines, falls outside the definition of First Aid.

Distribution of limited medicines to pupils may only be administered via specifically trained staff who should do so by following the guidance laid down in the Management & Administration of Medication & Supporting Pupils with Medical Needs at Wycliffe policy document.

First Aid can also be obtained at the Medical Centre

In the event of serious injury or any head injury, you should dial 999 or 112 from a mobile for immediate assistance. You should also telephone the Nursing Sister on duty to assist the first aider and /or to appraise the next action.

3.2.3 Duties of First Aiders/Emergency First Aider

A qualified First Aider is highly trained, examined and regularly re-examined, up-to-date in knowledge and skill and holds a certificate of competence. An emergency first-aiders has received training in the basic lifesaving skills but does not hold a certificate of competence. Our aim is to train every member of staff in First Aid:-

- (1) Full First Aid at Work Certificate or Emergency First Aid at Work Certificate, outsourced to an HSE approved provider. These are determined by way of workplace risk assessment for workplace legislative compliance.
- (2) EYFS First Aid training (Birth - 5 years old) A 12 hour course outsourced via an OFSTED approved provider for staff who have been selected based on OFSTED ratios.
- (3) Basic life skills First Aid course (Wycliffe First Aid certificate) for all other members of staff who wish to undertake it or are required to do so for the better performance of their duties. This course will be arranged through Occupational Health.

For the purposes of appropriateness and clarification in First Aid administration, pupils from Year 2 - puberty are counted as children.

Pupils at the onset of puberty are counted as adults.

Any in-house First Aid life skills training for any staff will be tailored to be age appropriate.

First Aiders/emergency first aiders have the following duties:

- When accompanying a group of pupils during and Educational Visit or Out of School Activity, including any activity where a First Aid box is not available i.e. Sports Fixtures; you must ensure there is immediate access to an appropriately stocked First Aid Kit, a mobile telephone with Medical Centre contact details and any relevant medical information regarding the Pupils in your care.
- You take charge in an injury or ill health situation and oversee the care of the affected person(s) and:
- Protect yourself, the affected person(s) and others from risks/continuing danger;
- As conditions and circumstances dictate, prioritise and contact the following:
- Emergency Services if required
- Inform Medical Centre/House Staff and/or Parents/Guardians
- The First Aider is trained to recognise when to seek assistance from emergency services and request for an ambulance to attend. There should be no hesitation in calling an ambulance if the casualty causes concern or their symptoms deteriorate whilst waiting for any assistance
- To assist in the provision of First Aid during Sports Fixtures, St John's Ambulance Service will attend when deemed necessary by the Director of Sport.
- For situations where it is questionable if an ambulance needs to attend or the casualty condition allows, additional assistance should be sought from the Medical Centre.

You must:-

- keep a record of any treatment given;
- Complete Occurrence Report Forms as required to ensure all incidents are recorded, particularly RIDDOR reportable occurrences

All First Aiders must:-

- Ensure your own recommended immunisations (If you choose to have them) are up to date.
- Report any illness/injuries which could preclude your abilities to administer First Aid, to your HoD who should arrange alternative cover.
- Attend appropriate refresher training

In addition, the First Aider should:-

Using your own experience please make your best judgement as to when to call an ambulance.

It is not possible to specify all the conditions that may require urgent attention in hospital.

Diagnose and treat the casualty in a safe prompt and effective manner;

Arrange early removal to the care of an appropriately qualified person or institution as necessary.

Remain with the casualty until handed over, reporting any observations and treatment given.

Accompany the casualty and assist the qualified person, if requested to do so.

Where a Wycliffe employee administers first aid in the course of their duties, they will be indemnified by the Colleges insurers provided they have acted within the limitations of their training.

3.2.4 Dealing with the Spillage of Bodily fluids

Biological spillages are defined as any spillage;

Involving human bodily fluids or materials such as blood, urine, vomit or faeces either accidentally or maliciously spilled. All bodily fluids must be regarded as being potentially infectious and should be treated as such. Body Fluid Response Kits are used to safely dispose of any bodily fluids and are located in all residential buildings. They contain Personal Protective Equipment (PPE) including:

- Apron
- Face masks
- Glove
- Scoop
- Paper Towels
- Clinical disposal bags
- Disinfecting powder

Any splashes of blood or bodily fluid that comes into contact with the skin should be washed off immediately with soap and water.

The person tasked with the clean up operation must wear PPE and follow the instructions found within the Body Fluid Response Kit.

Mops should not be used to clear up bodily fluids because of the risk of cross contamination, thereafter.

All clinical disposal bags containing waste products contaminated with bodily fluids should be disposed of in the clinical waste bin located outside Wycliffe Nursery or at the Medical Centre.

3.2.5 Duties of HoDs

The HOD must ensure they maintain appropriate levels of first aid cover throughout the dept(s) for which they have responsibility. Advice regarding the selection process of a full FAW certificate should be discussed with OH.

Information and location of First Aid Boxes

A First Aid Box is available in every building, practical Academic Department and school owned transport vehicles.

All First Aid boxes are identified by a number. The list of box numbers and their location is held with the Medical Centre. Periodic inspections of First Aid Boxes are undertaken but it remains the responsibility of the Head of Department, appointed persons, all staff and users of same to ensure the regular replenishment of stock, the items used are replaced immediately and everything is in date and has a reasonable period of time before it expires.

Staff must familiarise themselves with the location of First Aid Boxes within the department(s) they work.

Each First Aid Box contains basic material as advised by various external agencies including the Red Cross, DCFS "Guidance for First Aid at Schools". Contents can vary subject to consultation with the Medical Centre and the Head of Department for more potentially hazardous areas.

NB antiseptic liquid, cream or wipes, aspirin, paracetamol or other drugs must NEVER be stocked in first aid boxes or administered by first aiders/emergency first aiders.

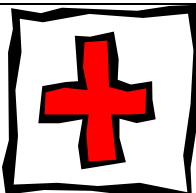
However, every basic First Aid box will contain the following:

- Assortment of adhesive dressings (Plasters)
- 3 medium sterile dressing
- 1 large sterile dressing
- 1 extra large sterile dressing
- 2 sterile eye pads

- 2 triangular bandages
- 1 crepe bandage
- Resusci face shield
- Gloves
- Clinical disposal bags for contaminated dressings to then be disposed of via the Medical Centre
- Mediwipes - To be used where tap water is not available/accessible however, running tap water is preferable for cleaning wounds.

Some Departments i.e. practical areas, Sport, DT, Grounds & Gardens, Swimming Pool etc. may require additional First Aid supplies to reflect the activities implemented and/or associated potential risks therein.

Location of First Aid Boxes

	 FIRST AID BOXES	
Box No	Location	Checked
1	Early Years	
2	Early Years (Stock)	
3	Pre-Prep (Classroom Block Disabled Loo)	
4	Pre-Prep (Staff Room)	
5	Windrush (Matrons Office)	
6	Pennwood (Kitchen)	
7	Pennwood (Changing Room)	
8	Ryeford Hall (Staff Common Room)	
9	Ryeford Hall (Main Office)	
10	Surgery (Plus 10 x Bum Bags)	
11	Surgery (Stock Cupboard)	
12	Swimming Pool	
13	PAC (Foyer)	
14	Science (Prep School)	
15	Sports (Girls Prep School)	
16	Sports (Boys Prep School)	
18	Lampeter House (Office)	
19	DT/Woodwork	
20	Art	
21	Squash (Wall)	
22	Squash (Cupboard)	
23	Loosley (House 3)	
24	Loosley (House Main Common Room)	
25	Loosley (House 1 Kitchen)	
26	Loosley (House 2 Kitchen)	
27	Robinson House (Matrons Office)	
28	Robinson House (HsM Office)	
29	Wards (Laundry Room)	
30	Haywardsfield (Matrons Office)	
31	Haywardsfield (HsM Office)	
32	Ivy Grove (Office)	
33	Cornerways (Hallway)	
34	Collingwood (Matrons Office)	
35	Haywardsend (Matrons Office)	
36	Main Office/Reception (Senior School)	
37	Staff Common Room (Senior School)	
38	Library (Senior School)	
39	Grounds & Gardens	
40	CCF (Plus 2 x Grab Bags)	
41	CCF (Plus 2 x Grab Bags)	
42	Grounds & Gardens	
43	Art (Prep School)	
44	Kitchen (Senior School)	
45	Kitchen (Senior School)	
46	Sports (Senior School)	
47	Sports (Senior School)	
48	Sports (Senior School)	

49	Sports (Senior School)	
50	Sports (Senior School)	
51	Sports (senior School)	
52	Finance Department (Office)	
53	Squash	
54	Chapel	
57	Sibly Hall	
58	Grounds & Gardens (Chainsaw)	
59	Grounds & Gardens	
61	Music Hall	
62	Modern Language Department	
63	Transport	
64	Spare - overseas	
65	Chemistry (Ground Floor Prep Room)	
66	Physics (1st Floor Prep Room)	
67	Physics (Staff Room)	
68	Biology (2 nd Floor Prep Room)	
69	Kitchen (Prep School)	
72	Maintenance Van (P497 VUY)	
73	Maintenance Van (W774 AOR)	
74	Saul Boathouse	
75	Saul Boathouse	
76	Saul Boathouse	
77	Saul Boathouse	
78	CCF Shooting Range	
80	Coffee Shop	
81	Maintenance Workshop (on Wall)	
82	Berryfield (Sports)	
83	Berryfield (Sports)_	
84	IT Department)	
86	Physcology	
88	Grounds & Gardens (prep school)	
89	PAC (prep school back hall)	
90	New Sports Hall (Senior back store cupboard)	
93	Trips (50 person box)	
94	Cleaners (Prep School)	
95	Cleaners (Prep School)	
96	Yr 3 Classroom block (prep school)	
97	Yr 4 Classroom block (prep school)	
98	Yr 5 Classroom block (prep school)	
99	Yr 6 Classroom block (prep school)	
100	Main entrance to swimming pool (prep school)	
102	Scout Hut Classroom (ESOL)	
103	Cricket Pavilion (new sports hall, Senior School)	
105	Gym Entrance	
106	Sportsbag Senior School	
107	Rugby (Senior School)	
108	Senior School Sport Girls' Games	
109	Astro (Senior School)	
110	Sports bag	
111	Chemistry 3	
112	Senior School Sport Girls' Games)	

	MINI BUSSES	
55	Mini Bus HG03 SZD	
56	Mini Bus VK53 UCX	
60	Mini Bus Y285 JPM	
70	Mini Bus VK53 UCW	

71	Mini Bus HV03 SXP	
101	Mini Bus PN02 MDO	
115	Landrover L189 YAD	
116	Minibus HY55 HDG	

It is the responsibility of the First Aider and HOD or other nominated or emergency first aiders to the box to ensure it is properly restocked and readily available at all times. Inspections of the box should be made at least monthly and at each use of the box. A small book for usage, restocking and check signature should be kept for this purpose.

All staff should also familiarise themselves with the policy on the Management & Administration of Medication & Supporting pupils with medical needs at Wycliffe as set out in the Academic/Operations Handbooks.

Sports staff in charge of pupils either on-site or off-site should ensure they have a first aid bag and that they carry a mobile telephone so they can obtain advice from the medical centre or, if on site, request the presence of a nurse in the event of an accident.

Wycliffe has a statutory duty to report accidents and dangerous occurrences to the HSE. Details of how to report such an incident can be found in Section 3.3, Occurrence Reporting Procedure, Accidents, Incidents and Near Misses.

For further information regarding Wycliffe medical policies, practices and procedures, please refer to the Management and Administration of Medication and Supporting Pupils Needs at Wycliffe document and the Wycliffe College Medical Centre Policy

3.2.4 Medical Centre Contact DetailsMEDICAL CENTRE CONTACT DETAILS:

Wycliffe Medical Centre

46 Regent Street
Stonehouse
Gloucestershire GL10 2AD

Regent Street Surgery

73 Regent Street
Stonehouse
Gloucestershire GL10 2AD (Tel 0844 815 1066)

Medical Centre: 01453 820440

Mobile: 07837 786223

Sunday/Exeat Mobile: 07837786299

medcen@wycliffe.co.ukMedical Centre StaffSchool Nurses

Jane Lewis RN(Child) Dip HE
Paddie Norman RGN RM
Margaret Story RGN
Medical Centre Matrons
Tracey Waite and Christine Vipond

School Doctors

Dr SRS Anslow MB ChB MRCP DRCOG
Dr LA Lake BM FPC DROG DPD
Dr ID Lake BM MRCP FPC
Dr JE Sivyier MB ChB DRCOG

.NAMES and CONTACT DETAILS FOR COMPETENT FIRST AIDERS (3 day First Aid at Work Certificate):

Jane Lewis	Medical Centre	440 / 07837 786 223
Paddie Norman	Medical Centre	440 / 07837 786 223
Amanda Bromley	Operations Director	444/ 07968 423 611
Sally-Anne Evans	Occupational Health	484
Karen Rogers	Finance Department	406
Paul Rothwell	CCF	394/ 07866 412 611
Alison Seymour	Ryeford First Aid Room	479 / 07968 423 646
Sue Philips	Ryeford First Aid Room	479/07968 423 646
Margaret Storey	Medical Centre	440 / 07837 786 223
Tracey Waite	Medical Centre	440 / 07837 786 223
Christine Vipond	Medical Centre	440 / 07837 786 223

NAMES OF COMPETENT PERSONS - HEALTH & SAFETY ISSUES:

Risk Manager	07968 423608
Domestic Bursar	07968 423 601
Occupational Health	Direct dial 820484
Operations Director	07968 423 611

SECTION 3.3

Occurrence Reporting Procedure Accidents, Incidents and Near Misses

3.3.1 Occurrences Reporting Introduction

3.3.2 Occurrence Reporting

3.3.2.1 Pupil Occurrences

3.3.3 Occurrence Investigation

3.3.4 Reporting of Injuries, Disease and Dangerous Occurrence 1995 (RIDDOR)

3.3.4.1 RIDDOR Specified Major Injuries

3.3.4.2 RIDDOR Reporting of Accidents to Pupils

3.3.1 Occurrences Reporting Introduction

An accident is an unplanned or unexpected event that could have a variety of outcomes e.g. death, injury, health disorder, damage to equipment/property or interruptions in business; alternatively there may be no outcome - a "near miss". To cover all the potential outcomes of an accident, we use an overall term of 'occurrences'.

Accidents can result in major losses to Wycliffe, but more importantly can result in pain, suffering and difficulties for you and your families.

The majority of accidents are preventable and everyone has a role to play in reporting hazards and unsafe work practices.

All accidents must be reported immediately to your line management even if you were lucky, and the outcome was a minor injury or a near miss, the next person may not be so lucky.

3.3.2 Occurrence Reporting

All injuries, no matter how minor, should be recorded by you, on the Wycliffe Occurrence Report Form. This is available at Senior, Preparatory and Pre Prep, all Houses, Wycliffe Hall, the Finance Department and the Medical Centre. The latest and current version of the Occurrence Reporting Form is also located on the Staff T Drive/Whole School/Accident Form. A copy is also located at Appendix 3.3.5.1

If your injury is so severe it prevents you making an entry, your line manager will make an entry on your behalf; however, you are entitled to check, and change, that entry if you feel it is incorrect at a later date.

If you do not record personal injuries that result in prolonged periods of absence, you may not be eligible for Social Security benefits.

3.3.2.1 Pupil Occurrences

All occurrences involving a pupil (regardless of their outcome) should be noted in the relevant House Daybooks.

Details of any injury accident to a pupil (no matter how minor the injury), or of any occurrences involving a pupil(s) which had the potential for injury, must also be entered by a staff member on the Wycliffe Occurrence Report Form. During school time, if the entry is not made by the pupil's class / form teacher, then the teacher must be informed as soon as possible. Similarly at all other times, House Masters / Mistresses / Matron must be informed of any pupil accidents.

Details of any injuries receiving treatment at the Medical Centre may also be logged by the Nurse on a Casualty Medical Report form.

3.3.3 Occurrence Investigation

All accidents / occurrences must be investigated, but the depth and time spent on the investigation depends on the severity, or potential severity, of the event. It is the responsibility of the line manager / teacher of the injured person or the teacher / manager of the area where the accident happened (as relevant) to investigate the occurrences and take appropriate measures to prevent recurrence.

However, for all accidents which come within the following criteria, in addition to the Wycliffe Occurrence Report Form, an investigation form (**Form 2**) will also need completion:

All RIDDOR accidents (see below).

All accidents/work related ill health which resulted in more than 2 hours' lost time / absence.

All injuries/work related ill health which required more than immediate first aid (i.e. required a visit to a hospital or a GP).

Any accident/occurrence resulting from a defect in the premises or equipment used at work.

All accidents/occurrences, regardless of their outcome, where there was the **potential** for a major injury or loss to the School.

All such accidents will be investigated by the Risk Manager (or other Competent Person), and the Form 2 completed with recommendations for remedial action.

If requested, the line manager or teacher concerned must assist in any investigation as soon as possible after the accident as evidence and memories become lost or contaminated. **In the case of a RIDDOR accident, nothing but the injured person should be touched until an additional investigation has been done by the Risk Manager/ other Competent Person.** If the HSE Inspector requests the area to be left untouched then it must be cordoned off until he too has undertaken an investigation.

Where relevant, witness statements should be taken as soon as possible, and these statements should be signed by the Witness and the person taking the statement, and dated. They should then be attached to the accident report and retained by the Risk Manager.

3.3.4 Reporting of Injuries, Disease and Dangerous Occurrence 1995 (RIDDOR)

The above Regulations require that certain accidents be reported to the enforcing authorities (i.e. the Health and Safety Executive (HSE)) in a set way within a set timescale: failing to comply with the regulations is a criminal offence.

The Regulations cover three categories of accidents - specified major injuries, prescribed diseases, listed dangerous occurrences.

The Risk Manager has a complete list of all RIDDOR reportable accidents but it is extremely unlikely for the prescribed diseases or listed dangerous occurrences to occur whilst working on behalf of Wycliffe, but in such cases any prescribed disease must be first diagnosed by a qualified medical officer before informing the HSE following any suspected case picked up by the Occupational Health Nurse or Competent Persons.

As there is a requirement to inform the Health and Safety Executive (HSE) Inspector immediately if a Major Injury (see 3.3.4.1, below), or listed dangerous occurrence, occurs. Therefore, the Risk Manager must be informed **immediately** if any such injury occurs so that he can inform the Health and Safety Executive. In his absence, the Domestic Bursar or Operations Director will undertake that duty and must be informed instead.

If a RIDDOR accident occurs outside of normal hours, the Risk Manager should be informed on telephone number 07968 423608 (M) or 01453 820460 (H) or 01453 820424 (W).

The Risk Manager must inform the HSE immediately, by telephone on **0845 300 99 23**, or by completing the downloadable form at <https://www.hse.gov.uk/forms/incident/index.htm> and then e-mailing it to riddor@connaught.plc.uk . Following an internal investigation, a form F2508 (F2508A for diseases) must be completed by the Risk Manager to reach the HSE within **10 days** of the accident. This can be done at (<https://rweb1.nbapp.com/hse/riddor.nsf/F2508?OpenFrameSet>) or by printing the form and posting it once completed to the HSE at the Incident Contact Centre, Caerphilly Business Park, Caerphilly, CF83 3 GG.

It is an offence to interfere with anything, other than as necessary to care for injured persons, or to prevent further danger arising (e.g. switching off a dangerous machine), at the scene of a RIDDOR reportable accident, without the permission of the HSE.

3.3.4.1 RIDDOR Specified Major Injuries

Any fracture, other than to fingers, thumbs or toes
 Any amputation
 Dislocation of shoulder, hip, knee or spine
 Loss of sight (temporary or permanent)
 Penetrating eye injury; chemical or hot metal burn to eye
 Injuries from electric shock or burns resulting in:
 unconsciousness
 resuscitation
 admittance to hospital for more than 24 hours
 Any other injury leading to:
 - hypothermia or heat induced illness
 - unconsciousness
 - resuscitation
 - admittance to hospital for more than 24 hours

Unconsciousness caused by asphyxia or exposure to harmful substances or biological agents

Acute illness requiring medical treatment, or loss of consciousness caused by inhalation, ingestion or

absorption through the skin

Acute illness requiring medical treatment believed to be as a result of exposure to a biological agent or its toxins or infected material

Any accident which results in a person not at work (e.g. visitor or customer) being taken to hospital from a place of work

Any accident which results in the injured person being absent, or unable to do their normal work, for more than 3 days.

Note:-

Non-working days are included in the total days absence or incapacitated for work.

Reporting of over 3-day injury is by sending the F2508 form only, i.e. no telephone call is necessary.

3.3.4.2 RIDDOR Reporting of Accidents to Pupils

Guidance issued by the HSE clarifies that pupil accidents that result in reportable injuries or conditions are only reportable if they 'arise out of, or in connection with, work' or are 'attributable to the manner of conducting an undertaking, the plant or substance used for the purpose of the undertaking and the condition of the premises used'.

In practice, this means pupil accidents resulting in major injuries or a hospital visit that arose out of:

Defects in, or hazards on, the premises or plant

Defects / hazards arising from equipment provided for pupil use

Poor supervision / instruction.

Some sporting activities have inherent risks due to the nature of the sport (e.g. collisions during rugby), and injuries arising in this way would not be reportable, however, if a reportable injury arose out of faulty equipment (e.g. the goal post fell over and hit someone) or lack of supervision then it would be reportable. Were a Pupil be taken to Hospital for treatment following an incident occurring during a curriculum based sport, this then is reportable

Accidents that occur during normal playtime 'rough and tumble' are not reportable, but would be if a reportable injury occurred due to defects in the playground surfacing or faults in play equipment provided.

If a pupil fell over bags / furniture during a supervised lesson or fell down a crowded staircase whilst changing lessons or inhaled fumes during a laboratory experiment, and those accidents resulted in major injuries or a hospital visit, then they would be reportable.

If in doubt, it is better to report verbally and then let the HSE confirm if they require the completion of an F2508 or not.

SECTION 3.4

Hazard Identification and Risk Assessment

3.4.1 Hazard and Risk

3.4.2 Hazard Identification

3.4.2.1 Risk Assessment Matrix

3.4.3 Risk Assessment

3.4.3.1. Risk Assessment Guidance

3.4.3.2. The Risk Assessment Process

3.4.4 Safety of Work Equipment

3.4.5 General Risk Assessment Form

3.4.1 Hazard and Risk

A hazard is something with a potential to harm, for example, a corrosive chemical, a trailing cable or an unguarded dangerous machine.

Risk is the *likelihood* of that harm arising, for example, somebody putting their unprotected hand into a tub of acid is a risk but there is negligible risk from the same acid in a sealed tub in a locked store. The trailing cable at the head of a staircase creates a greater risk of serious harm arising than from the same cable situated in a quiet corner of an office.

3.4.2 Hazard Identification

In order to reduce risks to staff, pupils and visitors, it is necessary first to identify hazards.

Using a Hazard Identification proforma, formal hazard identification inspection should be undertaken by all Heads of Departments and House staff at least once a term. The proforma is available at T Drive/Whole School/Health and Safety/ Hazard Identification Form. Heads of Departments must ensure the inspections are undertaken and monitor requests for remedial action until such time the problem has been rectified.

Staff should not wait for hazards to be discovered during these formal inspections but should report any hazards to the Line Management immediately (note this is a statutory requirement).

3.4.3 Risk Assessment

3.4.3.1 Risk Assessment Following Formal Inspection

The risks arising out of the hazards observed during the formal inspection, or reported at any other time, will be assessed by the Operations Director or Risk Manager and/or by the appropriate Health and Safety Staff Action and Advisory Team who will instigate “reasonably practicable” risk removal or risk reduction/control measures.

3.4.3.2 Risk Assessment of Activities, Tasks and Processes

All activities, tasks and processes must be assessed to identify any inherent risks, so that action can be taken to remove, or reduce and adequately control them ‘so far as is reasonably practicable’ (cost versus risk). Where a risk remains, one essential control measure will be the provision of a ‘safe system of work’.

Heads of Departments, working with their departmental staff must identify all activities, tasks and processes, within their area of control, that have inherent risks and require risk assessment. For each of the activities, tasks or processes identified Sections 1-6 of the General Risk Assessment Form (located on the Staff T Drive/Whole School/Health and Safety/Risk Assessment Forms/Blank Risk Assessment Form) should be completed, and the completed form passed to the Risk Manager.

In completing the Risk Assessments, the staff member with assistance from the Risk Manager or the Staff Action and Advisory Team will look at generic risks as well as individual or task specific risks and will develop Safe Systems of Work, where appropriate, for the ongoing protection of all staff, pupils and other people.

Staff and pupils will then be trained in the Safe Systems of Work, as necessary, and the Safe Systems will be documented within the *Health and Safety Guidebook* for future reference and training. All new staff must be trained in appropriate Safe Systems of Work.

Hazards arising from manual handling operations, the use of chemicals, the use of display screen equipment (DSE) or fire will be formally assessed, separate to the above inspections, by the Risk Manager or other ‘Competent Persons’, as necessary. The inclusion of a maintenance request submitted in the form or as part of a risk assessment is not deemed acceptable or sufficient unless that request has also been reported to the Operations Director via the usual channels.

Additional maintenance requests may have to be raised and it is the responsibility of the person reporting the issue, the problem or concern, to duly follow through the whole process until such time as a satisfactory outcome has been reached.

3.4.3.3 Risk Rating Matrix

Having identified a hazard in an Event/Activity/Building/Area or Excursion, and then considered the risk(s) arising from the hazard, you need to evaluate (or assess) the *level* of the risk in the actual circumstances, in order to prioritise the necessary action. Please refer to the following chart.

S E V E R I T Y	5	Low	Med	Med	High	High
	4	Low	Low	Med	High	High
	3	Low	Low	Med	Med	Med
	2	Low	Low	Low	Low	Low
	1	Low	Low	Low	Low	Low
		1	2	3	4	5
	L I K E L I H O O D					

Action Levels

HIGH (RED) = Stop! **Authorisation** must be given prior to commencement

MEDIUM (YELLOW) = Approval recommended prior to commencement

LOW (GREEN) = Go Ahead

3.4.4 Risk Assessment Guidance

A hazard is something with a *potential* to harm; risk is the *likelihood* of that harm arising. Risks are assessed in terms of the frequency of exposure to the hazard, the potential severity of harm arising from exposure to the hazard and the number of people exposed.

Risk assessment is a means to an end: once the nature of the risk is evaluated, a decision can be made on 'reasonably practicable' (a balance between cost and risk) action to remove, or reduce and control, the risk. It may not always be reasonably practicable to remove a risk, but it is always reasonably practicable to do something. Risk control measures can be physical (e.g. a barrier), procedural (e.g. safe systems of work) and/or training and/or supervision.

The action taken for one hazard in one situation may be totally different for the same hazard in a different situation where it presents a different risk. It may be perfectly acceptable to leave the trailing cable in the corner of the quiet office, but it would not be acceptable to leave the cable stretched across the staircase.

Risk assessment helps the manager to prioritise risks for action - the high risks should be dealt with first and/or utilise the greatest percentage of the resources available. The lower risk may be dealt with later, when resources allow and/or may be controlled rather than removed. The cable across the head of the staircase should be removed and/or re-routed, but the office corner cable may only need sticking down; same hazard but different risks and therefore different action needed.

3.4.4.1 Risk Assessment Process

Risk assessment is a logical, step-by-step process. An assessment can be done of an activity, a process, a task, an area or a person or group of people.

Stage 1 Prioritise the Risk Assessments

Where a lot of hazards exist in an area/process/task etc., then it is helpful to have an initial, broad-brush approach to 'risk assess' the risk assessments. In practice, this means listing all the hazards and then making a rough judgement on the risks in order that those that appear to be higher risk can be assessed in more detail first.

Stage 2 Undertaking the Risk Assessments

identify the hazard(s)

identify the risks arising from the hazard(s)

identify the people affected

- assess the likelihood of occurrence
- assess the likely degree of severity of possible harm
- evaluate the existing control measures
- evaluate the effectiveness of the control measures
- give a risk rating
- prioritise for reasonably practicable action
- record assessment

Stage 3 Implement Controls

- identify reasonably practicable measures to remove the risk.
- where not possible to remove, identify reasonably practicable short term, medium term and long term action to reduce and/or control the hazard.
- implement the risk removal or reduction and/control measures.
- set a review date for the risk assessment based on the remaining risk and the consistency of the controls.
- develop and record 'Safe Systems of Work' .
- inform and train employees in the safe system.

Stage 4 Monitor and Review

- monitor the control measures for their effectiveness once in place.
- reassess at the review date or before if there are significant changes.

3.4.5 Safety Of Work Equipment

All equipment provided for use at work must be suitable by design or adaptation to prevent risks to health and safety of staff and others. Wycliffe will assess the suitability and safety of existing work equipment as part of the general risk assessment programme.

All staff are responsible for considering any health and safety risks from new equipment prior to its purchase and for ensuring a formal Risk Assessment is undertaken prior to its first use.

The intended purchase of any equipment which may have health and safety implications must be referred to the Risk Manager prior to purchase. Staff must then be trained in safe use of the equipment, as identified by the Risk Assessment.

3.4.6 General Risk Assessment Form

The latest and current version of the General Risk Assessment Form is located on the Staff T Drive/Whole School/Health and Safety/Risk Assessment Forms/Blank Risk Assessment Form.

SECTION 3.5

Communications

3.5.1 Representatives of Employee Safety

3.5.2 Health and Safety Staff Communication and Consultation Forums

3.5.2.1 Grand Health and Safety Committee

3.5.2.2 Health and Safety Action and Advisory Teams

3.5.3 Information

3.5.4 Health and Safety Training

3.5.5 Appendices

3.5.5.1 Induction Checklist

3.5.1 Representatives of Employee Safety

Representatives of Employee Safety (ROES) attend either the Grand Health and Safety Committee or a Staff Action and Advisory Team and provide extremely important effective two-way communication on all Health and Safety issues. Volunteers have been appointed as Representatives of Employee Safety (ROES) to cover a specific area or department of the School: a current list of Representatives is displayed on staff notice boards, and is available on the staff drive. The Risk Manager can also advise as to who is your representative.

Representatives have the following duties:-

To facilitate two-way communication between management and staff on all Health and Safety issues.

To encourage safety awareness and ownership of health and safety amongst all staff.

To assist in identifying hazards and assessing risks, and determining reasonably practicable risk controls

Assist in the investigation of occurrences, in particular serious, or potentially serious, accidents. Note: any Union Appointed Safety Representatives have the right to investigate all RIDDOR reportable accidents.

3.5.2. Health and Safety Staff Communication and Consultation Forums

In order to manage health and safety effectively and to facilitate two-way communication and consultation on health and safety issues, Wycliffe has established various committees, the Grand Health and Safety Committee and the four Health and Safety Staff Action and Advisory Teams.

3.5.2.1. Grand Health and Safety Committee

The committee meets three times a year (once each term) and is made up of the following members:

Head

Risk Manager

Deputy Head

Head WPS

Director of Pastoral Care SS and WPS

Operations Director

Head of Grounds

Domestic Bursar

Director of Sport

Head of Design Technology

Head of Science

Sixth Form House Master

Head of Pre Prep

Prep School House Mistress

CCF Representative

SS and WPS teaching staff.

The remit of the Grand Committee is:

To set objectives and targets for the School to achieve for legal compliance and best practice.

Develop practical plans for the achievement of the objectives and targets set.

Identify and provide adequate resources to meet the objective and targets.

Monitor, assist and command progress against the objectives and targets set.

Review significant occurrences and follow up recommendation for prevention.

Review accident statistics.

Review policies and procedures and modify as necessary.

Supervise and support the Action teams using drivers from the Grand Committee.

Review reports from Staff Action and Advisory Teams and develop safe systems of work.

Supervise and support the formulation and delivery of suitable and sufficient health and safety training.

Communicate and consult with Representatives of Employee Safety.

Minutes will be taken and circulated to all members of the Committee.

3.5.2.2. Health and Safety Staff Action and Advisory Teams

There are four Staff Action and Advisory Teams, each concentrating on a specific topic:

Occurrence Reporting and Staff Health

Control of Chemicals (COSHH)

Manual Handling and Working at Height Risk Assessments

Educational Visits and Out of School Activities.

The roles of the individual Staff Action and Advisory Teams is to focus on that specific area of risk, and risk control, to rapidly progress occurrence investigations /risk assessments (as relevant), in order to help ensure that the School meets full legal compliance and strives for best practice.

They are part of the communication and consultation structure, and must always raise concerns raised by other staff members, even if they do not personally share the concern. It is essential that timely feedback is given to the staff member raising the issue on any action that will be taken.

Each team is made up of:

a member of the Senior Management Team

at least one Competent Person (Min 1)

the Risk Manager

a number of ROES who will be appointed to a specific team

Each Action Team will meet a minimum of once a term (as needed). Minutes will be taken and circulated to the team members, members of the Grand Committee, and displayed on Staff notice boards.

3.5.3 Information

The Representatives of Employer Safety and management will report to Grand Health and Safety with findings that are then duly minuted and added to the intranet for the information of all staff.

Staff will also be given information on any risks and protective and preventative measures as relevant/necessary.

The statutory poster "Health and Safety Law - What You Should Know" is displayed on notice boards. As required by legislation, an Employers Liability certificate is also displayed.

From time to time, other health and safety information will be displayed for your information and staff should check the notice board regularly or in the Health and Safety section on the staff drive.

3.5.4 Health and Safety Training

It is Wycliffe's policy to provide all staff with suitable and sufficient instruction and training, to enable you to work without putting yourself or others at risk.

All new staff will receive Health and Safety induction training and, from time to time, existing staff will receive Health and Safety awareness refresher training.

The Health and Safety Action Committee will regularly review health and safety training needs and, assisted by the Risk Manager, undertake training needs analysis as part of the risk assessment process. Training in Safe Systems of Work will be undertaken for all relevant staff as new systems are developed and / or prior to undertaking tasks requiring such systems.

All staff who are Display Screen Equipment (DSE) users will receive training in correct posture and working practices.

All staff who are required to lift items regularly at work will receive training in correct manual handling techniques.

Representatives of Employee Safety will be given training where requested to enable them to fulfil their duties.

Additional Health and Safety training will be given, as necessary, and staff must inform the Line Management if they feel they require Health and Safety training of any type.

The Risk Manager will keep records, signed by the trainee and dated, of all health and safety training.

Do not undertake tasks which put you at risk if you have not been trained and are not confident and competent to undertake.

3.5.5. Appendices

3.5.5.1 Induction Checklist

Appendix 3.5.5.1

Induction Checklist

SECTION 3.6

Working with Display Screen Equipment (DSE)

3.6.1 Management of DSE

- 3.6.1.1 Users**
- 3.6.1.2 Risk assessment**
- 3.6.1.3 Health Surveillance and Eye Sight Testing**

3.6.2 Guidance for DSE Users

- 3.6.2.1 Risks**
- 3.6.2.2 Other Concerns**
- 3.6.2.3 Risk Assessment**
- 3.6.2.4 Achieving a Comfortable Safe Working Posture**
- 3.6.2.5 Safe Working Practices**

3.6.3 Appendices

- 3.6.3.1 Hazard Warning**
- 3.6.3.2 DSE Risk Assessment Form 'Workstation'**
- 3.6.3.3 DSE Risk Assessment Form 'Users'**

3.6.1 Management of DSE

The Health and Safety (Display Screen Equipment) Regulations 1992 place statutory duties on the School in respect to Display Screen Equipment (DSE) equipment, 'Users' and casual operators.

3.6.1.1 'Users'

The Regulations define a 'User' as someone who has to use a computer for their work and uses it for a least an hour *continuously* most days.

Heads of Departments need to define who are 'Users' within their Department and, to comply with the Regulations, ensure they are given the following:

Information (a copy of the Guidance, below).

Training

Suitable workstations

Individual risk assessment

Training

Eye tests

Health surveillance

A copy of the Hazard Warning (see appendix 3.6.3.1.). The user must sign this and a photocopy should then be sent to the Occupational Health Nurse for filing on individual personnel files.

Additionally, line management needs to review workloads and work patterns to ensure that Users have regular breaks from continual screen based work. Ideally this is via inclusion of other work elements, but where this is not possible, short breaks in continual screen based work must be allowed/ encouraged in every hour.

Staff who are 'casual operators', rather than users should also be given a copy of the Guidance, below, and have suitable workstations.

3.6.1.2 Risk Assessment

All workstations and all 'Users' must be assessed to identify non-compliance with the minimum requirements of the Regulations and to identify and remove or reduce/control any risks to Users.

Risk Assessments of all workstations are undertaken by the Occupational Health Nurse using the form at Appendix 3.6.3.2:

when first installed

when moved or substantially altered / updated

Risk assessments of DSE 'Users' are undertaken by the Occupational Health Nurse using the form at Appendix 3.6.3.2:

for all existing users

for all new users, within 2 months of commencement

following any major changes to workstation equipment or software

following reports of any health problems or discomfort

Users will receive training at the time of Risk Assessment.

3.6.1.3 Health Surveillance & Eye Sight Testing

Health Surveillance is necessary to identify cases of work related upper limb disorders (WRULD) at an early stage in order that a speedy recovery can be made.

Heads of Departments are responsible for issuing the health surveillance questionnaire (appendix 3.6.3.3) to DSE Users in January and June each year. If staff tick any boxes on the form, it must be sent to the Occupational Health Nurse for a reassessment of the User and for the involvement, if necessary, of the Medical Centre Staff.

Requests from Users for eye tests should be referred to Occupational Health. If necessary, where they are vision problems being experienced during DSE or other specific work use (See drivers section) the Occupational Health Nurse will sanction an appointment with an Optician for a full eye, and eyesight, test. The cost of the test will be met by the College, and staff members will be reimbursed by the Risk Manager on presentation of the receipt.

Following the eye test, if spectacles are required solely for DSE use, then these will be paid for by the College. The full cost of lenses will be met, along with the cost of frames up to £25; if a staff member chooses a more expensive frame, they are responsible for paying the difference in cost.

Repeat tests would not normally be sanctioned within a two-year period; exceptions to this would be if a user is advised by their doctor or optician to have an earlier test or are experiencing headaches or visual disturbances.

DSE workstation assessments should be carried out under the supervision of Occupational Health.

3.6.2 Guidance for Display Screen Equipment Users

There are some real and some perceived risks from working with display screen equipment (DSE) and these are detailed in this Section.

In order to protect your health it is important that you read the information and follow the guidance notes carefully. It is particularly important to read the Hazard Warning at Appendix 3.6.3.1.

3.6.2.1 Risks

The majority of problems experienced by DSE users are thought to be related to the ergonomics (design/set up) of the workstation and the environment around it can usually be remedied by making simple changes.

All these areas should have been looked at by your line manager/Risk Manager mainly through risk assessment and health surveillance, but you must help yourself by following the risk reduction measures outlined at 3.6.4 and 3.6.5.

The main problems experienced by some DSE users and their possible causes are as follows:

a) Upper limb pain and discomfort

Pain/discomfort in the back, neck, arms, wrists and hands usually associated with:

Poor workstation design

Poor posture

Speed of information input

Prolonged work periods without changes of posture

Repeated reaching and twisting movements

The majority of these symptoms are temporary but very occasionally more serious conditions can arise which require medical attention.

b) Eye and eyesight concerns

Medical evidence shows that using DSE is not associated with disease or damage to eyes or eyesight, nor does it increase deterioration or make existing defects worse. However, some DSE users may experience temporary visual fatigue, leading to red or sore eyes, headaches, lower visual performance, or the adoption of an awkward posture (which could then cause upper limb discomfort).

These may be caused by:

uncorrected existing vision/eye defects (which you become more aware of whilst using the DSE);

staying in the same position and concentrating for a long time without a change of focal length;

poor positioning of the DES;

poor legibility of the screen or source document;

poor lighting of the screen or source document;

drifting, flickering and 'jittering' of screen image.

an over-dry atmosphere;

blinking less frequently whilst concentrating on the screen, particularly if you are a contact lens wearer.

c) Fatigue and stress

Many factors in and outside of the workplace can cause fatigue and stress, but the following DSE factors could contribute to/exacerbate fatigue and stress:

poor work organisation;

poor job design;

lack of control over own work;
under-utilisation of skills;
high speed repetitive work;
slow computer response time;
physical discomfort caused by poor workstation design.

A person who is suffering from stress, for whatever reasons, can be physically tense, which could then contribute to upper limb discomfort.

3.6.2.2 Other Concerns

a) Epilepsy

DSE use cannot cause epilepsy. A rare form of photo sensitive epilepsy, affecting about 1 in 10,000 of the population, can be triggered by flashing light/patterns. It is highly unlikely that screens working normally could trigger a flicker-induced seizure. However, any abnormally flickering screens should be reported immediately.

If you have epilepsy and are concerned about working with DSE you should speak to your own doctor. You can also seek further advice from the Employment Medical Advisory Service (the address is written on the *'Health and Safety Law - What You Should Know'* poster).

b) Facial dermatitis

There have been a few reports of DSE 'users' having occasional prolonged itching or reddening of the skin on the face and/or neck.

This is thought to be caused by environmental factors like an over-dry atmosphere and/or static electricity near the DSE rather than by the use of the DSE itself.

c) Electro-magnetic radiation - effect on pregnant women

The levels of ionising and non-ionising radiation generated by DSE are well below International Recommended Limits and do not pose a risk to health.

Extensive research has been carried out to determine whether DSE use creates special risks to pregnant women, but no links have been found between miscarriages or birth defects and working with DSE. The Health and Safety Executive advise that protective devices (e.g. screens, lead aprons etc.) are totally unnecessary.

d) Photocopying of Body Parts

With many differing types of technology available at school, there are safer ways to produce copies and images of people and to that end, please read the advice below and under no circumstances should such practices be implemented.

Please find the following extracts from a variety of sources all of which highlight the potential likelihood of harm that may be sustained from photocopying parts of the body.

Most modern equipment does not present a bright light hazard beyond short-term discomfort to the eyes, but it is prudent to keep the photocopier lid down.

Ultra-violet radiation may also be released through the glass plate, but at very low levels.

Electro-magnetic fields (EMF's) are produced by electronic equipment. Research into EMF's is not conclusive either way, but standing back at least 1 metre from the photocopier when doing long runs (e.g. 15 minutes) is an easy precaution to adopt.

Ozone has a pleasant clove-like odour. At harmful concentrations that might produce eye and respiratory tract irritation, its odour becomes strong and poignant.

Triggering epilepsy would be more of a concern, he adds, because there's anecdotal evidence that this had happened in the past.

"Light can cause eye infections because it interacts with various components like mitochondria in the cells, and that interaction can result in irritation like conjunctivitis but not cell death."

3.6.2.3. DSE Risk Assessment

Your DSE workstation should have had a risk assessment and, if you are a DSE 'user' (i.e. use the DSE more or less daily for continuous spells of an hour or more), your own posture and your use of the workstation should also have been assessed.

If you are unsure if you / your workstation has been assessed, contact the Occupational Health Nurse.

3.6.2.4. Achieving a comfortable safe working posture

To protect your own health try to use the 'ideal' posture described below, bearing in mind that no one single seated position is correct and that you should change your posture frequently.

a) Chair

Sit upright and well back in your chair with your back (in particular the lower curve) fully supported by the back rest. Adjust the angle and height of the back rest (where possible) to support your back comfortably in this posture. Pull well into the workstation and avoid slouching forwards.

Keeping your upper arms in line with your upper body, adjust your chair height until your elbows are very slightly higher than the height of the work surface.

The backs of your knees should be at an approximate 90 degree angle, with your thighs gently supported by the chair seat. Once your elbows are at the correct height, your feet should rest on the floor. If they do not reach it you may need a foot rest (your manager can arrange this for you if necessary). If your knees are sticking up in the air, then your chair is probably too low.

Do not lean to one side; position the other workstation components so that you can sit upright in your chair whilst reaching them easily.

b) Screen

After adjusting your chair, the height of the screen should be adjusted, if possible, so that you are looking down very slightly to the centre of the screen (the top of the screen should be roughly at eye level). Non-touch typists may need it a little lower so that they are not continually looking up and down from the keyboard to the screen.

Some screens are positioned on disk drives. If this is so and it makes your screen too high, ask your Manager to arrange for it to be moved to one side or under the desk (depending on space and length of cable) so that your screen is directly on the work surface. If you are very much taller than average, your Manager may be able to make alternative arrangements if necessary.

Adjust the tilt of your screen to a comfortable angle that does not strain your neck and that minimises glare or reflections. Let your Manager know if you are unable to remove/reduce glare and if it is causing you difficulties.

The screen should be positioned directly in front of you and immediately behind the keyboard and in line with the edge of the work surface so that you look directly at it without your body being twisted.

Position your screen at a comfortable reading distance. Depending on the size of the screen characters, this distance is usually between 350mm and 700mm from your eyes to the screen whilst in a seated position.

Vary the viewing distance over the day by moving the screen slightly.

Where possible, use a document holder for source documents. This should be positioned at the side of and level with the screen and preferably at the same height. If you look at the source document more than the screen position the document holder more in front of you with the screen slightly to one side.

The screen should preferably be positioned parallel to windows i.e. windows should not be directly behind or in front of the screen. This is to prevent your eyes having to continually re-focus between the bright window and dark screen and to minimise glare.

Where window blinds are fitted, adjust them during the day to cut out any glare.

Adjust the brightness and contrast of the screen so that it is easy to read. Tell your manager if there is any flicker or instability in the image.

Clean the screen regularly, using the approved cleaner. Ensure the monitor is 'switched off' first and, if using a cleaning spray, spray the cleaner onto a cloth and not directly onto the screen.

c) Keyboard and Mouse

After adjusting your chair, you should position the keyboard so that you can reach it comfortably, with your upper and lower arms at approximate right angles to each other, your lower arms being parallel to the work surface.

Your hands and wrists should be in a relaxed straight line (i.e. your wrists should not be unduly bent up or down).

Position the keyboard so that it does not overhang the desk; it should be set back a little from the edge. Do not rest your wrists on the desk whilst typing, but ensure there is enough space in front and around the keyboard to rest them when not typing.

If you use a mouse, ensure it is running freely at all times and that you always use a mouse mat. Position the mouse mat close to the keyboard so that your arm is not over extended or your wrist at an unnatural angle during use. If the mouse is used more than the keyboard, position the keyboard slightly to one side so that the mouse is more directly in front.

Your hand should be comfortably draped over the mouse with the fingers loose and relaxed. Avoid clutching the mouse tightly or operating the clicker with a tense extended finger.

Try to use your whole arm, starting the motion from your shoulder, rather than twisting your wrist whilst moving the mouse. When using the mouse for extended periods alternate hands or use the keyboard if possible.

d) Laptops

Laptop DSE equipment should only be used when conventional DSE equipment is not practical or available and should not be used for prolonged periods.

Take the time to set up your temporary workstation properly using the best elements available on site (e.g. use a table, if available, rather than your lap) and following, as far as possible, the advice on posture. If it is possible to separate the keyboard from the screen raise the screen (on a stable, adequately sized base) to a better eye level.

e) Housekeeping

Make sure there are no obstructions under the work surface and around the chair that stops you sitting properly or moving around freely.

Keep your workstation tidy, putting files and other items away after use so that they do not clutter the work surface and prevent you from maintaining a comfortable position. Where possible keep items you use regularly within easy reach. If this is not possible stand up to get them rather than over-reaching from a seated position.

Let your manager know immediately if you have any difficulties achieving the posture described in this section or have any other DSE related problems.

3.6.2.5. Safe Working Practices

Adjusting the workstation to maintain a good posture and to suit your own physique is essential. However, safe working practices are also important and you should try to apply the advice below.

a) Adjust your work pattern

Where possible, in consultation with your line manager, try to organise your work by varying your tasks so you are not working entirely at the DSE for long periods. (For example, do not save all your copying or telephone calls to do all at once, but use them to intersperse your DSE based work).

Where your work cannot be varied in this way your manager should incorporate planned work pauses into your daily routine. The need for planned pauses depends on the intensity and duration of DSE use; it is generally more beneficial for the body to have short, frequent changes in posture and focal length.

b) Adjust your work posture

Try not to sit in the same position for too long. In between changes of tasks or work breaks take 'micro-breaks' i.e. gently stretch your hands and limbs to relax the muscles and rest your eyes by focusing on objects other than your screen at a different viewing distance for a short period. Do not sit in one position for longer than an hour before taking a 'micro-break' or longer break.

Try to maintain a good posture, as previously described, at all times using the chair to support your back; do not sit on the edge of the chair or lean forward. Try to keep shoulders relaxed and down.

Avoid regular reaching, stretching or bending movements from a seated position. Place regularly used items within an easily reached comfortable range; get up and fetch more distant, seldom used items rather than over-reaching and risking a strain injury.

If you have an 'L'-shaped workstation, as far as possible turn your chair and whole body to reach items to the side of you; try to avoid twisting the upper body. Do not access drawers from a seated position - get up and stand in front of the drawer, bending at the knees to remove/place items in the drawer.

c) Use safe keyboard technique

Keep a soft touch on the keys applying a minimum of force. Do not stretch or bend fingers excessively.

Do not key with your hands or wrists in a bent position. Maintain a flat neutral position with your wrist in line with your arms whenever you key. Do not twist your wrists to the left or right when you key or use the mouse. Keep them in line with your forearms by moving your whole arm if you need to operate the keys towards either edge of the keyboard or use the mouse.

Between periods of keying, rest your hands on the work surface, but do not rest them so that the edge of the keyboard or the work surface presses into them.

d) Arrange an eye/eyesight test

If you are a DSE "User" (i.e. use the DSE more or less daily for continual periods of an hour or more) you are entitled to a free eye and eyesight test on request. It is up to you to request these tests via your line management.

Following the initial testing, it should not be necessary to have a further test for at least two years. Exceptions to this would be if you are advised by your doctor or optician to have an earlier test or following consultation with, and agreement from, your line manager.

Where special spectacles or other 'corrective appliances' are required, solely for DSE use, i.e. intermediate range vision, they will be paid for by the School.

Only frames within a certain price range (to be advised by the Occupational Health Nurse) will be paid for. Anyone wanting more expensive frames will be required to pay the difference themselves upon collection of the spectacles.

Where the optician finds vision defects not related to DSE use and spectacles are required, or if you use spectacles for other purposes which are adequate for DSE use, they will not be paid for by the School.

Contact lenses are not recommended for DSE use and would not normally be provided by the School.

You are responsible for the care of spectacles provided for DSE use, and spectacles carelessly lost or damaged may not be replaced free of charge by the School until two years have elapsed from your last test.

e) Look after your health

If your work involves a lot of DSE work where you are static for long periods, it is important that you do not spend the rest of your time in a similar static posture.

It is also important that you do not spend lunch times and a lot of your leisure time doing things that require similar rapid hand/arm movement, static posture or close eye concentration, e.g. reading, playing computer games, knitting, playing the piano.

If you find you are suffering from intermittent or continuous upper limb pain/discomfort or feel undue fatigue or stress or have any other health concerns that you think may be DSE related, inform your line manager immediately and see your doctor.

It is important that any upper limb disorders are diagnosed quickly so that a speedy recovery can be made.

An annual health surveillance questionnaire will be issued to you, but do not wait for its issue to report any problems.

3.6.3. Appendices

- 3.6.3.1 Hazard Warning**
- 3.6.3.2 DSE Risk Assessment Form 'Workstation'**
- 3.6.3.3 DSE Self Assessment for 'Users'**

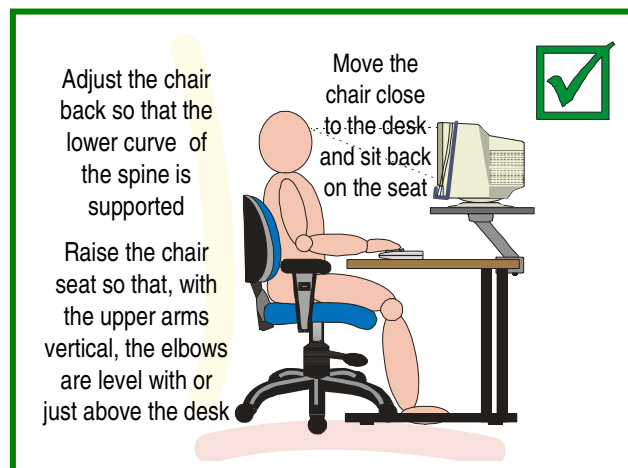
Safe Working with Display Screen Equipment

HAZARD WARNING

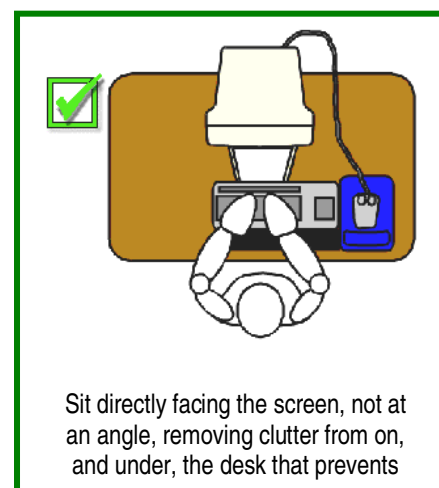
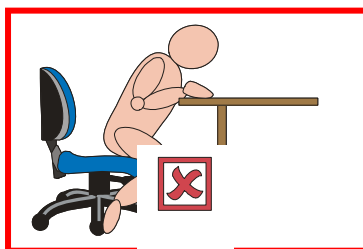
The majority of upper limb disorders are thought to be preventable and small changes to your workstation and working patterns could make a big difference.

Do:

- Adjust your workstation to suit your own physique every time you use it.
- Follow the guidance on correct posture.
- Have regular changes of posture and focal length.
- Take regular short breaks.
- Do stretching exercises regularly.

**Do Not:**

- Work with your back, neck, shoulders, arms or wrists in a slouched, twisted or uncomfortable position.
- Adopt a working posture that requires you to remain in a bent position or twisted to either side.
- Allow equipment to clutter your workstation so that you cannot achieve a comfortable working posture.

**Do Not Remain Silent. Inform Occupational Health if:**

- There is anything wrong with your workstation or equipment provided for your use.
- You experience any pain, discomfort or difficulties which you feel may be related to DSE work.

Hazard Warning

Work at display screen equipment undertaken through the adoption of poor working postures, inappropriate keying techniques or inadequate changes in activity, posture or focal length may put users at risk of developing an upper limb disorder.

In extreme cases the symptoms of upper limb disorders may be progressive and can result in permanent and disabling injury.

I have read and understood the DSE Hazard Warning.

Name: _____

Signature: _____

Date: _____



Wycliffe Medical “In Confidence”

Assessment of Display Screen Equipment (DSE) and Workstation

USER INFORMATION			
Name of user:	DOB:	School:	
Place of work:	Dept:		
DSE use % of time	Used an hour or more at a time?	YES	NO
Name of assessor			
Signature			
Review date if required:			
USERS HEALTH AND WELLBEING		Please Circle	
1. Where the user spends the majority of their time on DSE work, have they received adequate training?		YES	NO N/A
2. Has the user been advised of the risks associated with DSE, the requirements of the 1992 Regulations, and how to adjust their workstation?		YES	NO N/A
3. Has the user been advised to take regular breaks away from the workstation 5-10 minutes after every 50-60 minutes?		YES	NO N/A
4. Does the user experience any aches, pains or sensory loss (e.g pins and needles or tingling) in the wrist arms shoulder or neck? <i>If so have these been reported?</i>		YES YES	NO NO
5. Has the user noticed problems with vision (eg. Headaches, blurred vision, eye discomfort, difficulties seeing or reading the screen or source documents)? <i>If so have you reported this?</i>		YES YES	NO NO
6. Has the user been offered an eye test <ul style="list-style-type: none"> On request At regular intervals If experiencing difficulties? 		YES	NO N/A
WORK CHAIR		Please circle	
7. Is the chair stable?		YES	NO N/A
8. Does it have 5 castors and swivel freely?		YES	NO N/A
9. Is the seat height adjustable?		YES	NO N/A
10. Is the chair back adjustable for support?		YES	NO N/A
11. Can the user rest their feet flat on the floor when seated?		YES	NO N/A
12. Would a footstool be of benefit?		YES	NO N/A
13. If yes has one been supplied?		YES	NO N/A
14. Are the arms adjustable to allow the chair to be moved close to the desk, thus keeping the users back in contact with the chair?		YES	NO N/A

WORK SURFACE	Please circle		
15. Is the work surface of adequate depth to allow the screen to be moved away from the user to a comfortable viewing distance minimum 650mm (approx arms length)?	YES	NO	N/A
16. Is the work surface of sufficient width to allow a flexible arrangement of the monitor, keyboard, documents and related equipment (minimum 1200mm)?	YES	NO	N/A
17. Is the knee space of sufficient width (minimum 580 mm)?	YES	NO	N/A
18. Is the knee space of sufficient depth (minimum 450 mm)?	YES	NO	N/A
19. Is there enough room to pull the chair up, without the top of the legs touching the underside of the work surface?	YES	NO	N/A
20. Would a document holder be of benefit?	YES	NO	N/A
21. If yes has one been supplied, and is it stable and adjustable and positioned so as to minimise the need for uncomfortable neck and eye movements?	YES	NO	N/A
DISPLAY SCREEN MONITOR	Please circle		
22. Is the monitor separate from the keyboard?	YES	NO	N/A
23. Does the monitor swivel and tilt easily?	YES	NO	N/A
24. Is there a separate base or monitor stand, and is the screen at the correct height for the user?	YES	NO	N/A
25. Are the brightness and contrast easily adjustable?	YES	NO	N/A
26. Is the image on the screen legible, stable and free from flicker?	YES	NO	N/A
27. Is the screen free of reflective glare from windows or lights?	YES	NO	N/A
28. Is screen-cleaning kit provided, and used regularly?	YES	NO	N/A
KEYBOARD	Please circle		
29. If the keyboard is used is it tilt able and separate from the monitor?	YES	NO	N/A
30. Is the space in front of the keyboard sufficient to provide support for the users hands (minimum 75mm)?	YES	NO	N/A
31. Would a keyboard rest be useful, to clear the workspace when the keyboard is not in use?	YES	NO	N/A
32. If yes has one been supplied?	YES	NO	N/A
33. Would a wrist support be of benefit?	YES	NO	N/A
34. If yes has one been supplied?	YES	NO	N/A
35. Are the symbols on the keys clean and legible?	YES	NO	N/A
MOUSE	Please circle		
36. Is the mouse within easy reach at all times?	YES	NO	N/A
37. Is it free moving - no tight cable and the roller ball clean and free from fluff underneath?	YES	NO	N/A
38. Is the mouse sized and contoured correctly for size of hand and whichever hand uses it?	YES	NO	N/A
39. Has the mouse setting been adapted for left hand use if required?	YES	NO	N/A
40. Has a mouse mat been provided for use?	YES	NO	N/A
41. Would a mouse wrist pad be of benefit?	YES	NO	N/A
42. If yes, has one been supplied?	YES	NO	N/A
TELEPHONE	Please circle		
43. Is it easily reached without stretching or twisting?	YES	NO	N/A
44. When in use, is it often hooked between the ear and the shoulder?	YES	NO	N/A
45. If telephone use is high or needs simultaneous computer use, would headphones be of benefit?	YES	NO	N/A
46. If yes have they been supplied?	YES	NO	N/A
47. Is the volume for the earpiece satisfactory?	YES	NO	N/A

ENVIRONMENT	Please Circle		
48. Is the general lighting of the room adequate?	YES	NO	N/A
49. Would a desk lamp be of benefit?	YES	NO	N/A
50. If yes has one been supplied?	YES	NO	N/A
51. Does the user have a long distance view, in order to allow the eyes to focus on distant objects?	YES	NO	N/A
52. Are windows fitted with adjustable non-reflective blinds to prevent glare or reflection?	YES	NO	N/A
53. Is the printer positioned for ease of use without twisting or stretching?	YES	NO	N/A
54. Is the noise level low enough not to cause distraction?	YES	NO	N/A
55. Are temperature and humidity maintained at comfortable levels (temp 16+ °C, RH 60%)?	YES	NO	N/A
56. Is the ventilation adequate and draught free?	YES	NO	N/A
57. Are the wires and cables safely positioned?	YES	NO	N/A
58. Is the computer checked for electrical safety every year? (There should be a label on the computer / printer indicating the date of the last check)	YES	NO	N/A



WYCLIFFE COLLEGE

Health Surveillance Questionnaire for Display Screen Equipment**MEDICAL - IN - CONFIDENCE**

The information you provide is intended for use to improve the health aspects of working, particularly with Display Screen Equipment (DSE). Please send this questionnaire back to **Occupational Health**

Name		Job Title		
Department				
Senior School		Prep School	Prep-Prep	Non Teaching
Age	Under 21	21 - 30	31 - 40	Over 40

1. What percentage of your day is spent working on display screen equipment (DSE)%?

2. Is this usually for more than 1 hour at a time?

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

(If "NO" but there are certain times of year when you work on DSE for much longer, such as report times, please answer "YES" to the above)

3. How often do you have changes in posture and focal length whilst working on DSE?

Every few minutes At ☐ least once an hour ☐ Every 2-3 hours ☐

Can work in same position for several hours without a break ☐

4. Do you experience any of the following symptoms when / after using DSE, or at any other time?

Symptom	Yes	No
Lower back pain or discomfort		
Upper back / neck pain or discomfort		
Leg pain or discomfort		
Aches, pains or sensory loss in hands or wrists		
Aches, pains or sensory loss in arms or shoulders		
Headaches		
Nausea		
Eye discomfort or "tired" eyes		
Blurring of vision or difficulty reading the screen		
Itching or reddening of the face or neck		
Persistent dry throat or nasal passages		
Frequent nose or throat infections		

5. Have you had an eye test within the last two years?

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

If not would you like one?

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

6. Do you use corrective lenses for DSE work?

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

If so are these prescribed by an

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

optician?

7. Do you have any other health problems which you think may be work related?

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

Give details

8. Are you receiving treatment for this?

YES		NO		N/A	
-----	--	----	--	-----	--

Give details

9. Are there any elements of your work / work organisation / workplace which you feel could be reasonably re-organised to reduce unnecessary pressure?

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

Give details

10. Are you aware there are Health and Safety Regulations covering DSE use?

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

11. In time, all workstations and users will undergo formal DSE assessment. Would you prefer your assessment to be sooner or later?

SOONER		LATER		DON'T MIND	
--------	--	-------	--	------------	--

12. What are your spare time interests?

.....

Name Signature

Department Date

SECTION 3.7

Manual Handling

3.7.1 Introduction

3.7.2 Risk Assessment

3.7.3. Guidance for Staff

3.7.3.1 Manual Handling Risk Reduction

3.7.3.2 Safe Manual Handling Techniques

3.7.4. Appendices

3.7.4.1 Manual Handling Risk Assessment Form

3.7 Manual Handling Introduction

The Manual Handling Operations Regulations 1992 place a statutory duty on the School to avoid manually handling loads, as far as is reasonably practicable. Where they cannot be avoided, the handling operation must be assessed and risk reduction measures identified and implemented.

As manual handling injuries account for the largest amount of RIDDOR reportable injuries, the greatest amount of time lost and long term disability and suffering, it is especially important to identify and reduce the risks that arise during handling operations.

3.7.2 Risk Assessment and Risk Reduction

Heads of Departments are responsible for identifying manual handling tasks within their areas of responsibility and for ensuring that a risk assessment has been done and that risk reduction measures are implemented.

Risk Assessment of manual handling operations are undertaken by the Risk Manager or other 'Competent Persons' using the Manual Handling Risk Assessment Forms contained in Appendix 3.7.4.1; Heads of Departments must inform the Risk Manager of any tasks which need assessing within their own area.

The assessment will determine if manually handling of the loads can be avoided and /or if any mechanical handling equipment could reduce the risks. If this is not possible, a safe system of work will be determined and the necessary training identified in order to reduce the risk.

Heads of Departments are responsible for ensuring that staff who regularly move or handle items on behalf of the School receive training in safe manual handling techniques provided by the Occupational Health Nurse.

3.7.3 Guidance for Staff

Every time you move or handle an object there is the risk of injury if you lift incorrectly or outside of your capability. The majority of injuries that occur during manual handling operations are strains and sprains, particularly to the back.

These types of injuries can be extremely painful and disabling and can sometimes lead to a permanent problem. Other injuries during manual handling operations are to hands and feet, if items are dropped or if fingers or toes are trapped during putting down and cuts and bruises.

A risk assessment to determine the safest way to move a load should have been undertaken for all manual handling operations.

If you are involved in any manual handling operations and are unsure whether they have been assessed or if you can suggest ways to reduce the risk, please speak to the Risk Manager or Occupational Health Nurse.

3.7.3.1. Manual Handling Risk Reduction

The following advice will reduce risks during manual handling operations:

Never lift beyond your own capability. If you are unsure of the weight of an item test it by rocking it gently. If trolleys and other mechanical handling equipment are available, use them. If they are not contact the Operations Director or Risk Manager.

Where possible split heavy loads, even if it means making more journeys.

Think about regular manual handling operations - would Modified practices prevent repeated handling?

Lifting items at waist height is safer (lifting from below the knees or above the shoulder increases the strain on the spine) - it is better to store heavier items at waist height and have deliveries put on a waist height surface for sorting.

Twisting during any lifting operation increases the risk of a strain injury and should be avoided by ensuring your body is in line at all times (i.e. feet and face pointing in the same direction).

If you are struggling to carry an item, put it down and either split the load or get help.

Use the safe lifting techniques outlined below at all times.

If you are regularly lifting items in the workplace, regardless of their weight, it is important that you receive training in safe manual handling techniques. If you have not received training please speak to the Risk Manager or Occupational Health Nurse.

3.7.3.2. Safe Manual Handling Techniques

For each stage of manual handling it is important that you use the following technique:

Lifting

1. Plan first:

Do you need to lift it?

Is there any mechanical lifting equipment that a trained person can use to lift the object?

Wear PPE such as non-slip gloves if required

Can the load be split?

Are the contents of the load likely to be unstable?

Do you know how heavy it is or does it have an unusual centre of gravity?

Lift one corner carefully to get an idea of its weight.

Rock it gently to check weight and centre of gravity.

Clear the route first.

Open doors (get someone to hold them open or prop open temporarily).

Ensure a clear space to put load down.

2. Know your own capability:

If you feel you cannot lift the object safely - don't! Leave it or get help.

3. Stand close to take up the load with feet apart and your own balance even.

4. Bend your knees - don't bend knees fully as this gives little power to lift.

5. Keep the back straight.

6. Grasp the load firmly.

7. Raise your head as you start to lift but keep your chin tucked in.

8. Stand up slowly/smoothly using thigh muscles not back muscles.

9. If it is too heavy for you, stop lifting and place load back down in reverse of the sequence.

10. Do not twist the body during the lift. Do not lean or reach out.

11. Hold the load close in to your body.

Carrying

1. Ensure the load does not block your vision.

2. Face the way you are going, i.e. face and feet pointing in the same direction.

3. Keep your arms tucked in and the load close to your body.

4. Don't change your grip whilst carrying.

5. Do not twist your body or lean out during carrying.

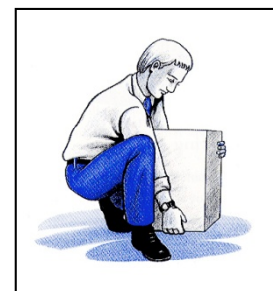
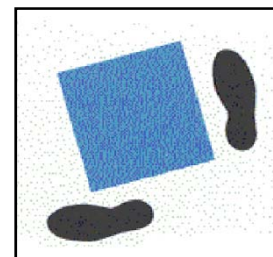
Putting Down

1. Put down in the reverse order of the lift procedure:

Slowly, smoothly.

Bending knees.

Keeping back straight.



Keeping load close to body.

2. Take care of fingers/toes - don't trap them during putting load down.
3. Slide the load into tight areas or across tables/benches.
4. Leave the load secure/safe.
Ensure it won't fall, tip over or roll.
Ensure it is not blocking someone's way, in particular, access/fire routes and other items needed regularly.
5. Don't carry/lift items if in any doubt about how to lift/carry them safely!

See your manager to arrange further advice/training.

For further information please read the Manual Handling Policy or contact the Risk Manager, Operations Director or Occupational Health Nurse.

3.7.4 Appendices

3.7.4.1 Manual Handling Risk Assessment Form

Appendix 3.7.4.1Manual Handling of Loads and Assessment Checklist

SUMMARY OF ASSESSMENT	REMEDIAL ACTION
Operations covered by this assessment	Remedial action to be taken
Locations	Overall priority for remedial action Nil / Low / Med / High
Personnel involved	Date by which action is to be taken
Date of assessment	Date for reassessment
Assessors name	Signature

Section 1 - Preliminary

Do the operations involve a significant risk of injury YES / NO

If "Yes" move on to section 2 overleaf, if "No" assessment need go no further

Can the operation be avoided / mechanised / automated at a reasonable cost? YES / NO

If "No" go on to next section. If "Yes" proceed and check that the result is satisfactory

Section 3 - Overall assessment of risk:

- What is your overall assessment of the risk of injury? Insignificant / Low / Med / High
If not "Insignificant" go to next section. If "Insignificant" the assessment need go no further

Section 4 Remedial Action:

- What remedial steps should be taken, in order of priority?

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

- Complete the summary above
- Compare it with your other manual handling assessments
- Decide your priorities for action
- Take action, and check that it has the desired effect
- If a more detailed assessment is needed, use section 2 overleaf.

3.7.4.1 (page 2)

Section 2 - More detailed assessment, where necessary: (when complete move to section 3 overleaf)

Questions to consider	Levels of risk (tick as appropriate)				Possible remedial action
If the answer to a question is "Yes" place a tick against it and then consider the level of risk					(Make enough notes in this column in preparation for completing section 4)
The loads - are they: Heavy? Bulky / unwieldy? Difficult to grasp? Unstable/unpredictable? Intrinsically harmful (e.g. sharp/hot) The individual - does the job: Require unusual capability? Hazard those with a health problem? Hazard those who are pregnant? Call for special information/training The tasks - do they involve: Holding loads away from the trunk? Twisting? Stooping? Reaching upwards? Large vertical movement? Long carrying distance? Strenuous pulling or pushing? Unpredictable movement of loads? Repetitive handling? Insufficient rest or recovery? A work rate imposed by process? The environment - are there: Constraints on posture? Poor floor / surfaces? Variations in levels? Hot / cold / humid conditions? Strong air movements? Poor lighting conditions? Other factors: Is movement or posture hindered by clothing or personal protective equipment (PPE)?	Yes	No	Med	High	

SECTION 3.8

Control of Substances Hazardous to Health (COSHH)

- 3.8.1 Management of Hazardous Chemicals**
 - 3.8.1.1. Risk Assessment**
 - 3.8.1.2. Contractors' Chemicals**
 - 3.8.1.3. Swimming Pool**
 - 3.8.1.4. Cleaners' Chemicals**
 - 3.8.1.5. Grounds Maintenance Chemicals**
 - 3.8.1.6. Chemicals in Chemistry Laboratories**
 - 3.8.1.7. Biohazards**
- 3.8.2. Purchasing Policy**
- 3.8.3. Hazardous Substances - Guidance for Staff**
 - 3.8.3.1. Storage**
- 3.8.4. Chemical Disposal**

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH) POLICY

3.8.1 Management of Hazardous Chemicals

It is Wycliffe's policy to keep the provision and use of any hazardous substances to a minimum. Wycliffe will not use Substance of Very High Concern (as defined by the REACH Regulations). These are mainly substances that are Carcinogenic, Mutagenic, Toxic to Reproduction (CMR), substances that are Persistent, Bioaccumulative and Toxic (PBT) or very Persistent and very Bioaccumulative (vPvB).

All substances which are classes as hazardous (i.e. substances which on their original packaging required a hazard warning symbol to be displayed) will be risk assessed prior to use, and where ever possible, a safer alternative substance will be substituted. Where no safer alternative is possible, following the risk assessment, and prior to use, all reasonably practicable controls to reduce and control the risk will be put into place, so that the substance can be used safely, without risk to people or the environment.

3.8.1.1 Risk Assessment

It is the responsibility of Heads of Departments, Domestic Bursar and all staff to ensure that Manufacturers' Hazard Data Sheets are obtained for all chemicals used on site and that a risk assessment of their intended use is undertaken by a 'competent person' prior to use on site. One copy of Hazard Data Sheets should be kept in the same store as the product and one copy held on file in the Line Manager's office. The assessment must also consider safe storage, spillage instructions, safe and environmentally friendly disposal and emergency first aid. These details, along with details of the safe method of work and any necessary personal protective equipment (PPE), should be recorded on the COSHH Substance Guidance Sheets (see Appendix 3.85.1)

If a person is taken to hospital as a result of an accident involving chemicals, a copy of the Hazard Data Sheet should be taken with the injured person.

All staff and pupils must receive training in the safe use and other aspects of chemical safety prior to use of any hazardous chemicals.

Heads of Departments are responsible for checking (during the formal Inspection and at any other time they come across hazardous chemicals) that all chemicals used by staff, pupils and contractors within their areas of responsibility have had a risk assessment, and that they are being use in accordance with the safe method of use detailed on the COSHH Substance Guidance Sheet.

All Staff are responsible for ensuring that only chemicals that have been assessed are used on site and that they are used in accordance with the COSHH Substance Guidance Sheets (see Appendix 3.8.4.2).

3.8.1.2 Contractors' Chemicals

The Operations Director has special responsibility for chemicals used by, and brought on site by, Contractors. It is the responsibility of the Contractor to undertake risk assessment of all hazardous chemicals that are intended to be used, but the Operations Director must be kept aware of all such chemicals and check that the assessments also consider the safety of pupils and other people on site.

3.8.1.3 Swimming Pool

All aspects of the chemicals used in the swimming pool are the special responsibility of the Operations Director. This responsibility extends to the development of safe systems of work and the provision and maintenance of appropriate PPE and spillage kits (if appropriate). The full safe operating instructions for the swimming pool chemicals can be obtained from the Operations Director.

Only trained and authorised persons can handle the chemicals used for the swimming pool. The authorised person is responsible for undertaking daily, recorded, checks on the chemical storage and correct dosing including checks for spills, leaks or overdose of chemicals into the pool. The Operations Director and the Risk Manager must periodically check that all records of pool treatment are correct and up to date, that the chemicals are being stored correctly, the correct PPE is available and in use (when needed), and that instructions are clearly displayed on what to do in the event of a spillage or over dose of chemicals into the pool.

3.8.1.4 Cleaners' Chemicals

The Domestic Bursar has special responsibility for ensuring that all chemicals used by cleaning staff are assessed and staff trained in their correct use.

All cleaners' cupboards must be kept locked when not in use even if for a short unsupervised period of time to prevent pupils and other untrained people using cleaning chemicals

3.8.1.5 Grounds Maintenance Chemicals

The Head of Grounds and Gardens has special responsibility for all pesticides, herbicides and other chemicals, including fuels used in grounds maintenance. He is especially responsible for ensuring all regulations are complied with, in particular in relation to storage, training and use. He must ensure that chemicals are correctly store and inaccessible to pupils at all times.

3.8.1.6. Chemicals in Chemistry Laboratories

The Head of Science/Department/Chemistry and all associated staff that work therein are responsible for the risk assessment, safe storage and safe use of all chemicals used in the teaching of Chemistry. The guidance for Chemistry Laboratories is contained in Sections 3.11.

3.8.1.7 Biohazards

The Medical Centre, all Matrons and Cleaning Supervisors should hold a body fluid response kit to be used by their staff when cleaning up blood, vomit or other body fluids. In addition, bio kits are located around the School for all staff to use when necessary.

Singleton kits for used needle collection are available for Grounds staff and Matrons. These should be taken to the Medical Centre once used. All needles and other sharps used by Medical Centre staff must be put immediately after using into a purpose designed 'sharps bin', which must be disposed off via a licensed facility by incineration.

All 'needle stick', or other contact with potentially contaminated 'sharps' must be reported immediately to the medical centre as an emergency. All such incidents must be recorded on a Wycliffe Occurrences Report Form.

3.8.2 Purchasing Policy

In order that substances can be assessed before their use, no staff member is permitted to purchase substances displaying a hazard-warning symbol or defined as hazardous without first completing a risk assessment. If a new substance is required, then a request should be passed to the HoD who will obtain a hazard data sheet from the manufacturer/ supplier in order that a pre-purchase assessment can be undertaken. Once this has happened, and any necessary precautions have been identified and put into place, that substance will be added to the approved purchase list and can be re-ordered in future.

3.8.3 Hazardous Substances - Guidance for Staff

Whilst hazardous substances are kept to a minimum, some such substance may be present on site and it is vital that you follow fully the guidance given on safe use.

Hazardous substances are easily identified by the hazard-warning label on the container. This is an orange, red or yellow square or diamond with a symbol inside. Information on the hazard and precautions on use will also be printed on the container. Do not pour or decant a hazardous substance into another container, without first obtaining permission from the Risk Manager, and without attaching a label to the new container which shows all the information (including the symbol) displayed on the original container.

All substances displaying a hazard warning label have had a risk assessment relevant to their use within the College and any necessary precautions have been identified. **Do not use any hazardous substance unless you are aware of the potential risks in use and the necessary precautions to be taken.** If you are unsure about the safe use of any substance, do not use until you have sought guidance from the Risk Manager, Domestic Bursar, Operations Director or HoD.

If, during the use of any hazardous substances, you experience any adverse health effects, cease using the substance immediately and inform the Risk Manager/Operations Director.

3.8.3.1 Storage

As well as the information on safe use, it is important that guidance on storage is followed carefully, particularly in relation to flammable substances, which should be returned to a designated storage area after use and not left on windowsills or near heating sources.

3.8.4. Chemical Disposal

In the event of a chemical becoming obsolete, discontinued or replaced, the remainders of it should be disposed of safely following the disposal advice and taking into consideration any impact on the environment; do not pour any substance displaying an environmental warning sign down the drain. For chemicals that cannot be diluted and disposed of down a drain, advice must be sought from the Risk Manager. It will first be necessary to provide a description, approximate amount remaining and a data sheet. A chemical company can then be contacted to arrange the safe and correct methods of collection and subsequent responsible disposal.

SECTION 3.9

Lone Working Policy

- 3.9.1 Introduction and General Responsibilities**
- 3.9.2 Employee Responsibilities**
- 3.9.3 Lone Working**
- 3.9.4 Risk Assessment**
- 3.9.5 Information, Instruction and Training**
- 3.9.6 Medical Fitness**
- 3.9.7 Advice and Guidance for Lone Workers**
- 3.9.8 Serious and Imminent Danger**
- 3.9.9 Monitoring**
- 3.9.10 Summary**
- 3.9.11 Review of Policy**
- 3.9.12 Employees who may be classed as “Lone Workers” at Wycliffe**
- 3.9.13 Guidance for Managers and Employees**
 - 3.9.13.1 Guidance for the Management of Lone Working (Risk Assessment)**

3.9.1 Lone Working - General Responsibilities

Wycliffe School acknowledges its general responsibilities under the Health and Safety at Work etc Act 1974, and this is stated in the Health and Safety Policy.

The Management of Health and Safety at Work Regulations 1999 places a duty on all managers to make a suitable and sufficient assessment of the risks involved with all work activities. This includes lone working.

3.9.2 Employee Responsibilities

Health and Safety is the direct concern of all employees at all levels, and they are charged under the Health and Safety at Work etc Act 1974 with a duty of care for their own safety, the safety of fellow workers, and of any person affected by the School's Activities.

Employees also have a duty to co-operate with the School to enable it to carry out its duty of care. Therefore Wycliffe looks to every employee to maintain continuous safety awareness, to be alert to existing and potential hazards and the need to minimise and report them.

3.9.3. Lone Working

Lone workers are those who work by themselves without close or direct supervision. They are found in a wide range of situations, for example:

People in fixed establishments where:

Only one person works on the premises e.g. in small workshops and home working

People who work separately from others e.g. leisure facilities, medical centre, Occupational Health

People who work outside normal hours e.g. cleaners, maintenance.

Mobile workers working away from their fixed base:

Grounds staff

Drivers

Sports staff

Maintenance

Risk Manager

Lone workers should not be more at risk than other employees.

3.9.4. Risk Assessment

There is no general legal prohibition on working alone, however, where a risk assessment shows that a person working alone is at an unacceptable level of risk, it would be a breach of our statutory duty to allow them to work alone. Any activities that are inherently high risk (e.g. working at heights or in confined spaces) should never be undertaken by a lone worker. There is much that can be done to reduce the risk to staff by prevention and the introduction of good control measures. These must become an integral part of management function.

Managers are to ensure that suitable and sufficient risk assessments are carried out prior to lone working activities commencing. This process should identify the hazards associated with specific lone working activities, and will determine if the work can be done by a lone worker, and if it can, what the appropriate control measures are, which must then be implemented.

Employees and Health and Safety Representatives should be involved in the risk assessment process as, in most cases, they will be aware of the hazards arising from work activities.

When carrying out the risk assessment particular consideration should be given to:

The remoteness or isolation of workplaces

Any problems of communication

The possibility of interference, such as violence

Criminal activity from other persons

The nature of potential injury or damage to health
Previous incidents / accidents in relation to lone workers and their work activities
The level of experience and knowledge of individuals
Existing risk assessments and safe systems of work
Anticipated “Worst Case” scenario
The nature of the activity
The availability of first aid facilities and first aiders
Medical fitness and suitability for lone working

This policy applies to all employees and persons connected with the business of the Wycliffe School affected by lone working.

3.9.5. Information, Instruction and Training

Employees and others are to be given all necessary information, instruction and training and supervision to enable them to recognise the hazards and appreciate the risks involved with working alone. Employees must follow any safe working practices, procedures or emergency measures put in place by management. When new or altered hazards are encountered, the employee should make their own personal assessment of the risk. Should they feel their health and safety is compromised they should report back to management before continuing. The line manager must update the risk assessment / procedure in light of new information.

All training and briefing records must be logged.

This policy must be read in conjunction with the policy on Dealing with Violence and Aggression and other associated policies listed at the end.

3.9.6 Medical Fitness

Consideration must be given to ensure that lone workers are medically fit to carry out the work, that emergency aid can be easily summoned and is close by.

Where a person is moving in to a lone working role, medical suitability should be reassessed by Occupational Health and advice given to the Management and Personnel Department.

3.9.7 Advice and Guidance for Lone Workers

Employees should carry out their own “Personal Assessment of Risk” before undertaking any activity which involves working alone (see 3.9.13). They should make themselves aware of any risk assessments / safe systems of work (procedures) carried out for that particular activity, and any other control measures introduced such as Personal Protective Equipment (PPE) required or information regarding the area / people they are visiting.

Before starting work, employees should be advised, if they have a feeling something is wrong, to rely on their senses / professional judgement and not to continue working alone if they feel something is not safe. The manager should be contacted before the task is undertaken to seek clarification or advice.

3.9.8 Serious and Imminent Danger

Employees who believe themselves to be in serious and imminent danger such as using machinery which is unsafe or inadequately guarded, or in danger of being physically assaulted, should where possible, remove themselves to a place of safety. They should inform their manager of this and the reasons for taking such steps.

There may be some circumstances where staff may be reluctant to remove themselves for fear of leaving another staff member or pupil in danger of injury or physical assault. It is impossible to give precise advice for every situation, however a decision taken at the time in the best interest of their own or another person’s safety, will be supported by the School.

Employees in these circumstances should ask themselves the following, “Should I be here, is it safe to remain, should I seek assistance?” - if in doubt, leave and inform management.

3.9.9 Monitoring

Managers are to monitor the effectiveness of the control measures of the risk assessment process to find out how successful they have been. There are two types of monitoring:

a) Active Monitoring

Managers should ensure systems and procedures are working without waiting to see if something goes wrong.

b) Reactive Monitoring

Managers should investigate all accidents, incidents, near misses or dangerous occurrences so that everyone involved can learn from the experience. The blue Occurrence Reporting System should be used for this and passed on to the Risk Manager.

3.9.10 Summary

Departments should develop and introduce their own safe systems / procedures for lone workers.

3.9.11 Review of Policy

This policy should be reviewed annually.

OTHER RELATED POLICIES

Dealing with Violence and Aggression

Health and Safety

Stress

Whistle blowing

Professional Code for the Protection of Staff

3.9.12 Employees who may be Classified as Lone Workers at Wycliffe

All Managers must complete an assessment of all work activities undertaken by their work groups to identify lone workers.

Caretakers

Cleaners

Grounds

House staff

Library staff

Maintenance

Master on duty

Matrons

Medical centre staff

Occupational health

Reception staff

Teachers

In addition, it should be remembered what the definition of a Lone Worker is:

“Those who work by themselves without close or direct supervision and are found in a wide range of situations”

It is appreciated that many employees may occasionally work alone, although this would not normally be their role. **The policy still applies in this case.**

3.9.13 Guidance for Managers and Employees

Personal Assessment Advice

Employees should carry out their own personal assessment of risk before undertaking any work activity. This should include as a basic minimum a consideration of the following:

Do you know where your work location is?

Is there a generic assessment for the task?

Do you have any protective equipment you need?

Do you require specialist equipment?

Are there any specific controls for the task?

Does someone know the location you are going to?
 Do you have the means of communicating with that person or others?
 Have you booked out and informed anyone of any time restrictions?
 Have you informed someone when you are expected back?
 Do you know what to do should an accident / incident occur?
 If you are meeting someone, what do you know about the person you are going to meet?
 Has the situation changed from previous occasions?

If you are travelling

Can you park safely, is signing-in required?
 Are you travelling in daylight hours?
 Do you need to use public transport?
 Are you going to an area which has a high incidence of crime?

3.9.13.1 Guidance for the Management of Lone Working (Risk Assessment)

Task Analysis

Are there any hazards which you could reasonably expect to result in significant harm? Is there a history of incidents / accidents involving lone workers? Have you considered the compound effect from a combination of hazards? Use the Aide Memoir below to assist you to undertake an assessment. Record each hazard and state how the particular risk associated with the hazard has been overcome. (NOTE: This list is not exhaustive, and should be used as a Memory Jogger, by employees and managers to determine the maximum information about the task and working environment, and as an aid to producing the risk assessment.

Lone Working Risk Assessment Aide Memoir

1. Ability (personal)	20. Ladders
2. Access and egress	21. Lighting
3. Accidents	22. Machinery
4. After hours	23. Manual handling
5. Cash handling / carrying	24. Nightwork
6. Chemicals	25. Noise
7. Communications	26. Parking
8. Competency	27. Protective clothing
9. Complaints (previous)	28. Remoteness
10. Electrics	29. Restrictions
11. Environment	30. Signing in / out
12. Equipment	31. Slip / trip hazards
13. Experience	32. Time constraints
14. Fire	33. Training
15. First aid	34. Traffic
16. Ground conditions	35. Vehicles
17. Heights	36. Violence aggression
18. Illness	37. Water
19. Instructions	38. Weather

Managers must ensure that the lone worker has full knowledge of all known and considered hazards and the risks associated with a specific task. They must know the lone worker's whereabouts and have a means of communicating with them where appropriate. They should have contingency plans for any breakdown in communications or any other emergency which could develop. Consideration should be given to:

The Lone Worker	Have they had sufficient professional training and / or experience for the task? Have they the ability and qualifications to carry out the task? Are they medically fit?
The Task	Are there any statutory requirements associated with it?
Working Environment	Is there any known area of high risk or trouble spot? Is there any risk of criminal activity?

Supervision	How is this achieved, and with what frequency? Can contact be initiated by the worker or can it be initiated by the supervisor?
Information, Instruction and Training	Has the employee been informed and given all the necessary and relevant information, instruction and training to enable them to recognise the hazards and appreciate the risks involved whilst lone working? Is this recorded?
Communication	Should be easily and readily utilised. May include a mobile phone, pager, personal alarm, two way radio. Check if coverage and signal strength is adequate and decide on the frequency of communication.
First Aid	What is the location of the nearest first aid kit and availability of a competent first aider, or at minimum an Emergency first aider with an emergency first aid certificate?
Suitability of Equipment	The selection and use must be in line with the requirement of Provision and Use of Work Equipment Regulations.
Accident and Procedures of Emergency	Are the physical and mental abilities of the person capable of responding to the incident correctly?
Personal	Is this required by the risk assessment? Is it in line with the Personal
Protective Equipment	Protective Equipment Regulations?
Double staffing	Should a particular risk be incapable of being eliminated or reduced so far as is reasonably practical, double staffing may have to be considered as part of a safe system of work.

SECTION 3.10

DEALING WITH VIOLENCE AND AGGRESSION AT WORK

3.10.1 Introduction

3.10.1.1 Definition of Violence and Aggression at Work

3.10.2 Harassment

3.10.3 Aims and Scope of the Policy

3.10.4 Duties of the Employer

3.10.5 Duties of the Employee

3.10.6 Action in the Event of Violence or Harassment

3.10.6.1 Violent physical contact

3.10.6.2 Harassment

3.10.6.3 Welfare support

3.10.6.4 Useful Telephone Numbers

3.10.7 Information, Instruction and Training

3.10.8 Reporting, Recording and Monitoring

3.10.9 Police Assistance

3.10.9.1 Criminal prosecutions

3.10.1 Dealing with Aggression and Violence at Work - Introduction

The problem of violent and aggressive behaviour towards staff has become widely recognised, particularly among organisations whose purpose is to provide a service to the public. Whilst it is not the role of Wycliffe to solve the underlying problems of violence and aggression by its customers, or society in general, there is much that can be done to reduce the risk to staff by prevention and the introduction of good control measures. These must become an integral part of management function.

3.10.1.1 Definition of Violence and Aggression at Work

For the purpose of this policy, violence and aggression is defined as any incident in which an employee is verbally, physically or non-physically abused, threatened or assaulted. This includes harassment on the grounds of age, sex, race, religion, disability, sexuality and medical illness and bullying arising out of the course of work. The act could be committed by a member of the public, a parent, a fellow employee of the school or a pupil.

Perceptions of what constitutes aggressive and violent behaviour are individual and vary from person to person as will their reaction to it. Violent and aggressive behaviour may have damaging and harmful physical or emotional effects on the subject of it.

3.10.2 Harassment

For the purposes of this policy harassment is defined as “threatening, abusive insulting or disorderly behaviour, which could be in the form of a letter, written remarks or an e-mail or text, which causes a victim alarm or distress”. Although closely related, violence and aggression are not necessarily the same as harassment.

If members of staff feel they are being harassed at work, they should consider dealing with it as a grievance in accordance with the procedure set out in the Staff Handbook, or contact their line manager or Occupational Health.

3.10.3 Aims and Scope Of The Policy

The policy applies to all employees of Wycliffe College. Its existence should be brought to the attention of all new staff and referred to in the event of a violent or aggressive incident.

Wycliffe College accepts its responsibility as an employer and will endeavour, as far as reasonably practicable, to eliminate or reduce the risk of violence and aggression towards its employees in the course of their duties by:

Developing strategies for the prevention of violent and aggressive acts.

Assessing and improving working environments and administrative systems.

Expanding employee’s interpersonal skills through training to increase confidence and in order to reduce frustration, which may lead to members of the public, fellow employees or pupils expressing anger in a violent or aggressive way.

Involving employees with the design and layout of their workplace, where reasonably practicable.

Supporting employees who have become a victim of violence and aggression during the course of their work.

Forms of support may include:

Ensuring any employee who has suffered a violent incident/assault receive support from their Manager and Occupational Health and have access to specialist counselling if required.

Assisting with the identification of the assailant(s) or aggressor(s).

Allowing paid time off, to both those subject to violence and to any witness to it.

To assist police or HSE investigations or to attend court.

Excluding assailant(s) or aggressor(s) from Wycliffe premises if appropriate.

3.10.4 Duties of Employer

There can be no set procedure for dealing with violent and aggressive people and although personal and professional skills maybe used to avoid violence, it will not always be possible to do this. It is the duty of the employer to identify all those at risk through risk assessment.

These risk assessments must:

Identify control measures required to eliminate or reduce the risk from violence and aggression eg use of modern technology in security arrangements.

Be recorded and those affected informed of the findings and proposed control measures to be implemented.
Be monitored to ensure the effectiveness of the control measures and identify the need for review if the level of risk changes.

It is the duty of the employer to provide adequate and suitable training to enable employees to assist in Maintaining a Safe Working Environment.

3.10.5 Duties of Employee

The College requires employees to give a high standard of service, for the most part, without giving expression to their own feelings.

There is also a legal requirement to:

Observe procedures to ensure the health and safety of members of the public, fellow employees, pupils and themselves at all times.

Avoid putting themselves, colleagues, and members of the public or pupils in danger. Employees who deliberately ignore this could be considered negligent should an incident occur and therefore may be subject to disciplinary action.

Report incidents, problems and shortcomings in control measures to line management.

Use anything provided for their health and safety by their employer, and report defects immediately.

Ensure that should they suffer or be subjected to violence at work, this information is recorded on an Occurrence Report Form and brought to their line manager's and the Health and Safety Co-ordinator's attention for the necessary action.

3.10.6 Action in the Event of Violence or Harassment

Violence and Harassment in the workplace, or arising out of work, is never acceptable and does not 'come with the job'.

3.10.6.1 Violent physical contact

In any violent physical contact, more than one person may be hurt and if an employee responds with active aggression he or she may risk a counter claim of assault. When confronted by the immediate prospect of violent attack, the employee should take evasive/avoidance action. Reasonable self-defence, (meaning the response should not be disproportionate to the provocation) is allowed in Common Law. Training in self-defence will not be provided, as the emphasis in training should be on techniques to get away from the situation.

Following an act of violence or aggression, the employee(s) concerned should decide whether:

To raise the alarm and seek assistance

Medical attention is required

The police should be contacted

In some instances of physical assault the employee may not wish the police to be involved, and in some cases this may not be necessary or appropriate. Notwithstanding this, if the employee has been subject to a criminal attack, it is their right to inform the police.

If it is decided to contact the police, witnesses should be asked to give their names and addresses and to remain at the location until the police arrive. Witnesses to the incident should be made aware by management that they may need to give evidence in court.

If the employee has suffered shock or injury as a result of an attack, first aid should be given and the medical centre or occupational health should be consulted as soon as practicable. Following this, appropriate referral can be made to additional medical management if deemed necessary.

Employees who have suffered from an act of violence or aggression must be offered help from the employer, through their line management, or member of the senior management team and/or occupational health. This support could include advice on counselling, time off and how to seek legal assistance.

Employees are better able to cope with a stressful situation once they know they have the support of the organisation.

3.10.6.2 Harassment

Harassment can leave the victim feeling frightened and upset, and may undermine confidence. Harassment is usually verbal or written abuse, but can also be non-violent unsolicited contact.

The line manager or occupational health should be contacted as soon as possible for details to be noted and advice and support given.

3.10.6.3 Welfare Support

It is recognised that following incidents of violence and aggression professional support and guidance can be an essential part of restoring the wellbeing of the person concerned. This is available via occupational health.

3.10.6.4 Useful Telephone Numbers

THE SUZY LAMPLUGH TRUST

(National Charity for Personal Safety)

14 East Sheen Avenue

London SW14 8AS

Tel: 020 7091 0014

info@suzylamplugh.org

VICTIM SUPPORT

Cranmer House

39 Brixton Road

London SW9 6DZ

Tel: 0845 3030 900

www.victimsupport.org.uk

3.10.7 Information, Instruction and Training

Wycliffe has a duty to provide information, instruction and training where the risk assessment has identified a need. Knowledge and awareness will improve an employee's competence in dealing with violence and aggression in general.

3.10.8 Reporting, Recording and Monitoring

Should a violent incident occur, management and employees have a duty to complete a Wycliffe Occurrence Report Form and forward it to the Risk Manager as soon as practicable.

All incidents of assault will be investigated by a competent member of the Health and Safety Team. This will enable Wycliffe to comply with the *Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995 (RIDDOR)*.

In the case of an incident between two employees both parties will complete an individual form of the incident.

At all times during discussions about the incident the employee should be offered the opportunity to be accompanied by a recognised trade union representative or colleague.

Every assistance should be given to the police, if they become involved.

All relevant details of the incident should be forwarded to the appropriate manager for the employee's personnel file and safety records.

All incidents will be analysed by the Health & Safety Committee.

Employees likely to be in contact with a person who has a history of threatening behaviour, should be informed of his/her identity. This is to ensure appropriate precautions are taken.

3.10.9 Police Assistance

If it is decided to contact the police, they will need an accurate account of the situation. Be clear about:

What happened
Where it happened
Whether it is still going on

An emergency call 999 (112 from a mobile phone) should be made if:

Life is threatened
People are injured
Offenders are nearby
Immediate action is needed to secure the evidence of a crime.

Contact the police by using the local non-emergency number **0845 - 0901234** if the danger has passed.

The police will investigate all complaints of physical assault and criminal damage if notified of them.
Police are prepared to assist in the event of a breach of the peace, or probability thereof.

3.10.9.1 Criminal Prosecution

Assault (which can be verbal abuse or attempted aggression alone), assault and battery, actual bodily harm causing grievous bodily injury, and wounding with intent (the most serious offence), are public order offences for which the assailant can be charged to appear before the Magistrates' Court.

Aggressive or abusive parents or visitors may be requested to leave the premises without delay by the Bursar or his representative to ensure staff are protected from further distress. The police should be called if the transgressor fails to leave directly after a reasonable request to do so.

Aggressive or abusive pupils may be excluded from the College at the Headmasters' discretion, following appropriate investigation and consultation with staff. Exclusion should only be decided as a last resort in the interests of discipline and good order within the school, and where this is both necessary and desirable.

SECTION 3.11

Contractors and Visitors on Site

- 3.11.1. Introduction, Duties and Responsibilities**
- 3.11.2. Types of Maintenance**
- 3.11.3. Records of Approved Contractors**
- 3.11.4. Rules and Procedures for Contractors**
 - 3.11.4.1 Health and Safety Policy**
 - 3.11.4.2 Insurance**
- 3.11.5. Risk Assessments**
 - 3.11.5.1 Safety Method Statements**
- 3.11.6. Personal Protective Equipment (PPE)**
- 3.11.7. Hot Works Permit**
- 3.11.8. Permit to Work**
- 3.11.9. Restricted Areas**
- 3.11.10. Maintenance Reports**
- 3.11.11. Normal Working Times**
- 3.11.12. Control of Substances Hazardous to Health**
- 3.11.13. Appendix**
 - 3.11.13.1 Contractors' Policy**

3.11.1 Contractors on Site Introduction, Duties and Responsibilities

The Health and Safety at Work Act 1974 places duties on Wycliffe and contractors regarding the health and safety of employees, pupils and others who may be affected by the work. Regulation 9 of “*The Management of Health and Safety at Work Regulations 1992*” deals with co-operation and co-ordination where two or more employers share a workplace, whether on a temporary or permanent basis. For many maintenance, construction and refurbishment projects *The Construction (Design and Management) Regulations 1994* (CDM) will apply. These Regulations place duties upon clients, planning supervisors, designers and contractors, including persons employed by them, to plan, co-ordinate and manage health and safety throughout all stages of a construction project to ensure that CDM is adhered to.

The College uses contractors for different areas of work including the following: electrical, building maintenance, domestic appliance repair, window cleaning, tarmac laying, mechanical and catering (this list is not exhaustive).

Contractors are currently appointed in a number of ways and contractors are assessed on a regular basis by the same criteria as that implemented for new contractors. They are bound by the same regulations as the Wycliffe, who has a further duty of care to ensure that any contractor on site is competent and adheres to the relevant Health and Safety Regulations. *Workplace (Health, Safety and Welfare) Regulations 1992* (Reg. 9) is relevant not only to contractors but also to all staff and pupils.

Legal responsibilities cannot be delegated by contract.

In keeping with all aspects of the work to be undertaken, managing health and safety requires the collective effort and commitment of all the parties involved. The Management of Contractors policy covers all aspects of work and relates to any contractor.

3.11.2 Types of Maintenance

Routine Maintenance

There are a number of maintenance contracts held for example kitchen appliance maintenance that is carried out annually, Boiler maintenance, which is carried out annually, and bi-annually in some cases.

Emergency response

Contractors called in to deal with mechanical and electrical faults, should be contacted out of office hours only by the Operations Director, House Staff or on-call Maintenance member of staff.

Planned Cyclical Maintenance

Planned redecoration forms part of the maintenance programme to ensure plant and equipment are maintained in correct working order and work is scheduled to minimize disruption to staff and pupils.

3.11.3 Records of Approved Contractors

Lists of approved contractors, records of work carried out and scores on their standard of work and health and safety provisions are held by the Operations Director.

3.11.4 Rules and Procedures for Contractors

All contractors working anywhere at Wycliffe must report to the Operations Director located in the Finance Department, Regent Street.

Contractors have to plan in advance and by arrangement with the Operations Director sign in and out. All contractors will be issued with a visitor's badge to be worn visibly at all times while on campus. If the Operations Director is unavailable contractors should contact the main Receptions or Finance Department. Under no circumstances should a contractor proceed to any site on campus until they have been signed in on arrival. For fire roll-call purposes, contractors must sign in when they arrive at site each day, and must sign out each day when they leave.

The follow applies to all contractors working on behalf of Wycliffe:

Contractors must carry out and submit risk assessments prior to commencing work.

Contractors must prepare a detailed safety method statement for approval when requested or when a risk

assessment reveals a high risk.

All contractors must supply and use relevant Personnel Protective Equipment (PPE).

Contractors wishing to carry out “Hot Works” must obtain a Hot Work Permit.

Any contractor working in a boiler house must obtain a Permit to Work.

Any contractor working in the pool treatment room must obtain a Permit to Work.

Any contractor working on an electrical installation must obtain a Permit to Work.

Contractors must carry a valid work order and Visitor’s Pass at all times.

Contractors working in restricted areas must have their job sheet signed by the House Matron, Operations Director or person in charge on arrival and departure from the area of work.

Contractors carrying out maintenance works must submit a report stating the work carried out and if further work is required.

All Contractors are to provide details of materials being used on site and supply Wycliffe with relevant COSHH sheets for their records.

Contractors’ times on site are 8.00am to 5.00pm unless by prior arrangement. Any contractor who cannot complete their task within this period must inform the Operations Director before 4.30pm.

Wycliffe is a **NO SMOKING** site. Any contractor seen smoking may be asked to leave the premises.

Any contractor wishing to work at Wycliffe must be able to satisfy the School of their competence.

Prior to any contract being entered into, the following will be required where relevant:

List of recent work undertaken.

References from previous clients (preferably other schools).

Membership of trade bodies.

Organisation of and arrangements for Health and Safety.

HSE Licence for Asbestos Contractors.

CORGI (The Council for Registered Gas Installers) registration for gas contractors.

NICEIC (National Inspection Council for Electrical Installation Contracting) registration for electrical contractors.

Adequate skills training of all Contractor’s employees/sub-contractors.

Police checks on all employees/sub-contractors for suitability for working on a school campus/arrangements established minimising the likelihood of substantial unsupervised pupil access.

3.11.4.1 Health and Safety Policy

Contractors must have a current and valid Health and Safety plan and Health and Safety Policy Statement, a copy of each to be submitted to the School for approval and records.

3.11.4.2 Insurance

All contractors must have a current and valid Employers Liability and Public Liability insurance, with a minimum of £5m cover on Public Liability. A copy of the policy must be given to the Operations Director before any work can commence.

3.11.5 Risk Assessments

The Management of Health and Safety at Work Regulations 1999 (Reg. 3) stipulates that “Every employer shall make a suitable and sufficient assessment of the risks to the health and safety of his employees to which they are exposed whilst they are at work.” Risks to non-employees and to young people before employment are assessed.

Contractors’ risk assessments are legally required under the *Management of Health and Safety at Work Regulations 1992*. All risk assessments must be site specific and relate to the job in hand. If a particular contractor carries out a recurring task routinely the risk assessment for that task should be upgraded regularly. For example, it is not acceptable to submit a general risk assessment for painting a room; it may be included, but the assessment must specify precisely which room and take into account the specific hazards present.

The College is obliged to carry out risk assessments for each task, detailing the risks presented by the contractor’s work to members of Wycliffe staff and pupils.

3.11.5.1 Safety Method Statements

When particularly hazardous tasks have been highlighted by a risk assessment or at the request of the College, the contractor is to provide a safety method statement, incorporating the risks present and stating risk/hazard control, so as to provide a safe system of work. These method statements must take into account not only risks to the contractors’ employees but also to staff and pupils.

The solutions must be reasonably practical and work must not commence until they have been approved by the Operations Director and/or the appropriate H&S staff action and advisory team.

3.11.6 Personal Protective Equipment

It is the duty of all contractors to provide his employees or others, where necessary, any protective equipment. This should be carefully assessed and a safe system of work devised, which does not require the use of PPE. *The Health and Safety at Work Act 1974* (Section 3) imposes on an employer a duty to other people not in his employ and to conduct undertakings so that those people are not exposed to risk. This may require the College to give information, training or PPE. Workers found not in possession of correct PPE or not making use of PPE provided, will be stopped from working and their supervisor advised. Repeated breach of this rule will result in the contractor being asked to leave the site.

3.11.7 Hot Works Permits

Any contractor wishing to carry out any hot works (see attached permit) such as soldering of pipes, welding or asphalt roofing will first need to obtain a Hot Works Permit, issued by the Operations Director on a daily basis and must be requested by the contractor at least 24 hours in advance.

Live Hot Works Permits will be displayed by the Maintenance Department and the area of work will be checked on completion or during the last hour of work whichever is the earliest.

Any contractor found in breach of this rule will be ordered to cease work until a permit has been issued and persistent failure to comply will result in the contractor being removed from the “Approved Contractors List”.

3.11.8 Permit to Work

These will be issued by the Operations Director given 24 hours’ notice for work in a number of areas:

Boiler Rooms

Electrical Installations

Work to machinery or Plant

Work in the Pool Treatment Room

Lone working

The request for Permit to Work will serve as notice of any shutdown to electrical or mechanical services. Permits to Work will be issued to each worker and only on the day the work is to be carried out. The Operations Director must sign each permit when issued and returned. A copy of Live Permits must be displayed in the Maintenance Department and any failure to return must be investigated.

3.11.8.1 Contractors Work Orders

Wycliffe Work Order to be supplied to each worker, showing the area of work and instructions. Any worker in an area other than that indicated by his work order will be asked to leave site. All workers must show their Work Orders to a member of Wycliffe staff on request.

3.11.9 Restricted Areas

‘Restricted areas’ refers to boarding houses: bedrooms, dormitories, changing rooms, shower rooms, common rooms and offices. Any worker to enter these areas must obtain the signature of the Matron/Housemaster in charge on the Work Order on arrival at and departure from the restricted area. Access to occupied restricted areas will be minimised and controlled. Any worker found in breach of this rule will be asked to leave the area. Persistent failure to comply will result in the worker being permanently removed from site, and if necessary, the police may also be informed.

3.11.10 Maintenance Reports

All contractors carrying out maintenance work must compile and submit a written report stating the work carried out and highlighting further work if required. These reports are to be in standard form i.e. Gas Safe Register and NICEIC. Where log books are provided within School buildings, these must be completed in addition to the submission of a report.

3.11.11 Normal Working Times

Contractors' times on site are from 8.00 am to 5.00 pm. Work outside these hours will only be permitted on exception. If a contractor requires to work later than 5.00 pm, the Operations Director should be contacted.

3.11.12 Control of Substances Hazardous to Health Regulations 1999 (COSHH)

All contractors must be familiar with and adhere to the above regulations in particular the following:

(Reg. 6) An employer shall not carry out any work which is liable to expose an employee to any substance hazardous to health unless he has made a suitable and sufficient assessment (a) of the risks created by that work to the health of those employees and (b) of the steps which need taking to meet the requirements of the regulations.

(Reg. 7) Employers must ensure exposure to substances hazardous to health is either prevented or where this is not reasonably practicable, adequately controlled. As far as is reasonably practicable prevention or control shall be by other measures than PPE.

(Reg. 8) Employers must take all reasonable steps to ensure that whatever is provided is properly used or applied.

Employees must make full and proper use of any control measures, PPE or other items provided for their protection.

(Reg. 12) All employees (and other people in connection with the employer's undertaking) must be given suitable and sufficient:
information, instruction and training covering:
the substances and the risk
the necessary precautions
monitoring and health surveillance results.

In addition all contractors must supply Wycliffe with a complete list of all materials to be used on site, together with the relevant COSHH data sheets.

The College reserves the right to ban any substance may pose an unacceptable risk to staff and pupils. All contractors will receive copies of Wycliffe's procedures and be advised of the College's adherence to them.

A timescale will be agreed between the contractors and the College.

A list of Approved Competent Contractors is maintained by the Operations Director.

Contractors will be penalized for non-conformance to procedures and agreements made. Repeated non-conformance will result in removal from Approved List. Costs incurred thereby will be repaid by increased efficiency on the part of the contractor.

3.11.13 Visitors to Wycliffe

All visitors to Wycliffe must go to Reception to sign in. For fire roll-call purposes, it is essential that visitors sign out again before leaving the School. Visitors will be given a visitors badge which they must wear at all times they are on the premises, and they will be accompanied by a staff member throughout their visit.

3.11.14 Fire Alarm

On hearing the fire alarm, all visitors and contractors must go immediately to the nearest assembly point for roll call, and must remain there until the incident is over; they must not leave site, or return to a work area until the all clear has been given.

3.11.15 Appendix

3.11.15.1 Contractors' Policy



Wycliffe Contractors' Policy

Name and Address of Contracting Company

.....
.....

Contact Person..... Tel Number.....

Contractors must adhere to the following rules at all times they are working for Wycliffe:

No working on live electrical equipment, working at heights, working on machinery, working in the pool treatment room, lone working, or 'hot working' without a Permit to Work.

No hazardous substance to be used without prior agreement; amounts to be kept to a minimum at all times. Manufacturer's Hazard Data sheets and COSHH Assessment relating to the substance to be provided to the Operations Director/Risk Manager prior to its use.

No flammable substance to be used without prior agreement; amounts to be kept to a minimum at all times and to be returned to a purpose-designed flammable store at night.

All equipment provided by the contractors must be in good condition, suitable for the purpose and properly maintained: all electrical equipment must have been PAT tested within the previous year.

Contractors must not use any equipment or power supplies belonging to the College without prior permission.

Contractors to ensure that access and egress routes are not obstructed and that all fire escape routes are clear and available at all times.

Contractors are responsible for good housekeeping, particularly in relation to trailing cables and trip and slip hazards.

Contractors must take great care when working in areas where pupils have access; access equipment, power tools, hand tools and chemicals must not be used in a way that puts pupils or staff at risk and must never be left unattended at any time.

Contractors must remove all waste from site, disposing of it in accordance with environmental legislation.

Contractors will familiarise themselves with the fire procedures, including escape routes and assembly points.

Contractors will report any on-site accident (no matter how trivial) to the Operations Director.

Signed on Behalf of Contractor

Name in Capitals..... Date

The College reserves the right to stop any contractor working at any time if they *appear* to be working in an unsafe manner, with no cost to Wycliffe.

SECTION 3.12

Educational Visits and Out of School Activities Policy

- 3.12.1 Introduction**
- 3.12.2 Documentation**
- 3.12.3 Procedures and Guidelines**
 - 3.12.3.1 Transportation of Pupils**
 - 3.12.3.2 Competent Persons and Table of Responsibilities**
- 3.12.4 Risk Assessment**
- 3.12.5 Parental Indemnity**
- 3.12.6 Reporting of Occurrences**
- 3.12.7 Emergency Procedures**
- 3.12.8 Debrief and Feedback**
- 3.12.9 Confirmation and Authorisation of Excursion**

3.12.1 Educational Visits and Out of School Activities Policy Introduction

Wycliffe is possibly unique in the varied and diverse opportunities available both in and out of the College. Excursions depart most days ranging from local shopping to a 10 day European/Overseas tour. The process for arranging a visit regardless of the destination is the same although the preliminary work and degree of detail varies accordingly to the type of activities or trip. There is a legal requirement, a duty in law, to risk assess any hazardous activity that the College undertakes. In addition some on site activities require thought process to be documented by way of a risk assessment.

Wycliffe's obligations to promote the welfare of pupils and staff extend to include participants involved with educational visits and out of school activities.

The Health and Safety Policy Statement, Health and Safety Guidebook together with the Health and Safety at Work etc. Act 1974, require Group Leaders, in conjunction with the Risk Manager and members of the Senior Management Team, to produce the following documentation as there is a degree of risk in taking pupils away from their familiar surroundings and regular environment. The school insists that this procedure is implemented on a per trip basis.

Out of School Visits Forms and other documentation must be submitted within the following timeframes for insurance and administration purposes:

Three days for low risk trips i.e. cinema, bowling, restaurants etc.

Five days for higher risk trips i.e. go karting, paintballing

Seven days for UK based residential trips

Fourteen days for International trips

3.12.2 Documentation

The College requires documentation for all educational visits and out of school activities/trips/excursions. For each Educational Visit and Out of School Activity it is a mandatory requirement to complete and compile:

An Out of School Visits Form

A risk assessment

Signed parental consent for higher risk trips` `

or letters to parents/guardians for lower risk trips, subject to age

Medical information list via our Management Information System

List of pupil and staff names together with any other significant information be submitted in advance of any such excursion.

Group leaders must ensure that they and any other colleagues have completed a "Staff Emergency Information" form. This form when completed contains important emergency contact information such as next of kin details. It need only be completed once but then re-submitted with any paperwork relating to future excursions and the onus to update addresses and telephone numbers rests with the individual member of staff.

3.12.3 Procedures and Guidelines

The procedure to follow when arranging an out of school event/trip/excursion is to:

1. Consider location, destination, activities (for insurance reasons) purpose, cost and pupil interest
2. Complete an Out of College School Visits form
3. Seek permission from the Deputy Head having first checked the timetable to avoid any unnecessary absences from lessons and or examinations
4. Arrange to visit the location or destination with a view to completing a risk assessment form whilst checking suitability. Submit overview of proposal to Risk Manager to seek confirmation of acceptance from insurers.

On confirmation from Risk Manager regarding insurance, proceed.

1. Write to parents enclosing a Parental Consent form for higher risk trips and for lower risk trips offer them the opportunity to make an informed decision prior to their agreement. This is generally outlined in your covering letter to parents that includes details, costs, locations, purpose and intended expectations and/or curricular benefit. Confirmation as to what is deemed to be a lower or higher risk trip is available from the Risk Manager.

2. When writing to parents you are advised to suggest that in the event of inappropriate or poor behaviour students will be returned or repatriated at their own and additional expense.
3. If the trip involves an overnight stay complete an accommodation form. Accommodation includes the use of tents or other camping/survival equipment or facilities.
4. If the trip involves an outside activity complete an Outdoor Activity form. For clarification an outdoor activity is one that may involve but is not restricted to rock climbing, fell walking, and water sports. Contact the Risk Manager for confirmation.
5. Via the College Management Information System, obtain information regarding students health recording any notes made in their file and having taken steps to ensure procedures and systems are in place to cover any eventuality in general but in particular with reference to an individual's condition, including staff/others accompanying trip. For further guidance in this area please contact the Medical Centre.
6. Advise Reception who (including staff) is out of school and who is your nominated College contact person.
7. Collate all the above and include accommodation forms, outside activities forms where appropriate then submit to the Risk Manager for approval and signatures. A copy of trips involving an overnight stay will be placed in the Emergency Boxes.
8. All the required forms are available from the Staff Drive on T Drive/Whole School/Off site trips.
9. The out of school visit form, when complete, identifies necessary actions that require consideration and implementation ahead of the authorisation stage and departure of the trip.

These include:

Child protection arrangements including staff: pupil ratios

Where an accompanying volunteer, Parent or any other non-CRB cleared Adult is involved with an overnight excursion either in its entirety or part thereof, they must be vetted by the college in advance of the planned departure. This will include the subsequent confirmation, result and suitability of the CRB check being received, again, prior to departure. It is therefore recommended, the clearance procedure will have to commence around 4-6 weeks prior to the departure date.

Assurance must be obtained that appropriate child Protection checks and procedures apply to any staff employed by another organisation and working with the school's pupils on another site (For example in a separate institution)

The requirement for risk assessment to identify hazards following which safety measures and training/competency can be identified and where necessary improved/reduced.

Potential hazards and risks are also identified and the assessment records the thought process to reduce or eliminate them.

Staff with experience of the age range and capabilities/vulnerabilities of the group

The need for a Pre visit to the location(s)

Mode of travel including registration marks for school vehicles/railway routes and timings/coach companies are known and documented

Departure and return dates, times and arrangements are identified with appropriate arrangements in place for late return access for Boarders to their respective Houses and collection arrangements for day pupils, considered.

The submission of paperwork will activate one or more of the school insurance policies for the duration of the trip with special arrangements or significant and unusual risks being submitted for approval by our Brokers and in turn, our insurers. This process will be undertaken by the Alumni Relations Manager.

Details, locations and access to the venues(s)/location(s) are made together with some form of contact where possible. This is generally covered during the pre-visit.

The name of a nominated school contact person, on call, available and based at Wycliffe for the entire duration of the trip. This may involve more than one member of staff. Simply stating Reception or Master on Duty will not suffice.

A copy of all documentation is left with or its location made known to the contact person(s).

Details of trips involving an overnight stay are placed in at least one of the three Emergency Boxes.

The contact person will assist in the reorganisation of arrangements should a trip return later or earlier than its intended and published time. This will probably also include assistance from House Masters/Mistresses to contact Day Pupils parents. Alternative arrangements will be made for food and in worst case scenario, the provision of accommodation will be considered.

The expectations and involvement of accompanying members of staff will be discussed on a per trip basis by the Group Leader. These arrangements always allow a degree of flexibility should circumstances, conditions or alterations become apparent.

The school Child Protection Policy is enforced throughout an educational visit or out of school activity, possibly more so due to the general public element and factor that applies to the majority, if not all such excursions.

Group Leader will have in place arrangements for First Aid measures including provision of a First Aid Box, First Aid appointed persons and or First Aid at Work qualified staff. Access to same at venue or location.

Arrangements for medical support during international trips will be considered with relevant and appropriate insurances. Other provisions include contact numbers and location of nearest available hospital.

For the majority of the trips, a letter outlining plans, purpose, intentions and costs with the inclusion of an itinerary is a sufficient and satisfactory way of informing parents or guardians and accompanying staff members.

For international visits or higher risk activities a meeting will be arranged to advise and explain to parents and guardians the finer details of the trip. For those unable to attend, a more informed letter and or other communication will suffice providing parents and guardians have every opportunity to make an informed decision and all questions have received a satisfactory and appropriate answer.

Where weather or other factors change the itinerary of any trip significantly, additional risk assessments should be undertaken and a nominated contact person informed. The Risk Manager when asked will assist in the repetition of the above arrangements and procedures and inform external agencies i.e. insurance where appropriate.

Where above procedures have been undertaken and authorisation sought, the arrangements will cover the agreed activities to be undertaken during the trips to a satisfactory and safe standard. However, in extreme circumstances, beyond the control of school staff or venue organisers, consideration to the postponement or cancellation of an activity should be agreed in consultation with the nominated school contact. Every effort will be made to arrange a substitute or alternative activity. Again with the completion of an additional risk assessment and assistance from school based officers.

Pupils with medical conditions/special educational requirements have appropriate arrangements in place thus allowing them to safely join in the activities. Their details are often included in the Risk Assessment or in the attached medical notes.

3.12.3.1 Transportation of Pupils

Regardless of the mode of transport (except trains not having seatbelts), the following procedure should apply.

The departure point(s) and times should be advertised and located in a safe and where possible suitably lit environment.

The vehicle/transport should be allowed the opportunity to arrive, reverse where absolutely necessary and agreement sought from the driver that it is acceptable and appropriate to board.

Pupils and staff should find seats appropriate to their age i.e. pupils in the rear of the minibus and staff seated throughout the length of long vehicles as the age of pupils deems necessary.

Staff seated together at the front of the vehicle is inappropriate with younger age pupils and/or transport with long or more than one level of seating.

Luggage should not compromise emergency egress and therefore must be safely stowed.

Seatbelts must be worn throughout the journey and remain fastened until the instruction to remove has been given by the member of staff in agreement with the driver.

The fact that a vehicle has parked and no longer has its engine running is not a signal to remove a seatbelt. In turn, this will avoid the possibility of boarding or alighting moving transport.

Boarding and alighting arrangements should be appropriate to the age range with additional staff support where necessary involving assistance with the access or egress to or from larger or higher vehicles.

Regardless of age, a rush and therefore subsequent congestion should be avoided thus reducing the likelihood of tripping hazards or other accidents from occurring.

Staff should be present to supervise both the first and the last pupil when boarding and alighting a vehicle. With the majority of supervision located at the agreed assembly point.

Where the vehicle from which the group has alighted is obstructing the safe and clear view of a hazard or road, that is necessary to cross, move the party away from the vehicle or make arrangements for the vehicle to be moved.

Staff to Pupil Ratios

The following is a guide as to the number of staff required to accompany an Educational Visit or Out of School Activity.

Pupil Group	Risk Rating	Example	Staff	Pupils
Sixth Form				
Years 12 & 13	Lower	Conference	1	20
	Higher	Go Karting	1	10
Senior School				
Years 9, 10 , 11 & DY	Lower	Bowling	1	15
	Higher	Paintballing	1	10
Prep School				
Years 3 & 4	Lower		1	10
	Higher		1	10
Years 5,6,7 &8	Lower	Cinema/Museum	1	12
	Higher	Theme Park	1	10
Pre Prep				
Years 1, 2	Lower	Forest of Dean	1	9
	Higher	Cattle Country	1	9
Lower Nursery				
	Any	Senior School	1	2
Upper Nursery				
	Any	Local Walk	1	3
Whole School				
	Any	Overnight Stay	1	
				10

Child Protection Arrangements

Where a visit involves a range of pupils of differing ages, the number of staff must equate to that of the youngest age group.

Pre Prep and Nursery ratios determined by OFSTED regulations that are subject to change.

Child Protection and clearance procedures

In addition to adhering to these ratios, it is necessary to ensure that child protection checks are made by the Group Leader or their nominee. These include confirmation that child protection procedures have been implemented and followed by the service or activity provider. Staff must obtain in writing from the respective external organisation(s) that appropriate checks have been made as far as is reasonably practicable i.e. Criminal Record Bureau (CRB) checks (Or equivalent for International Visits) and at what level.

Additional advice and support is obtainable from the Risk Manager.

Pupil Behaviour & Expectations

School rules extend to Educational Visits and Out of School Activities. Whilst the visit may be very much of a cultural/sporting nature, pupils practice and behaviour must reflect the expectations of the school. Smoking is not permitted during an Educational Visit or Out of School Activity and the relevant Alcohol laws and legislation, in addition to those established by the school must be enforced throughout.

All the above must be considered by the Group Leader in the early planning stages of the event.

Appropriate measures must then be included to reduce the likelihood of either a breach of rules or the potential of harm.

Controlled alcohol consumption involving those old enough to partake may be considered providing this is documented in the paperwork and monitored and controlled having first agreed limits and frequency with the school.

Group Leader

The out of school visits procedure requires the appointment of a Group Leader on a per trip basis and in addition, for visits involving more than one member of staff, a Deputy Leader must also be nominated.

Male & Female staff

Where the ratios dictate there must be more than one member of staff and a visit involves boys and girls, male and female staff should always be present.

Where an overnight stay involving boys and girls is planned, male and female staff must accompany the trip and be available throughout.

In the event that this is not possible, a request from the Group Leader must be made to all staff in an effort to source a volunteer of the respective missing gender. Should this prove still to be difficult then the school contact person, the member of staff that has agreed to be available for the duration of the visit must also be of the respective missing gender.

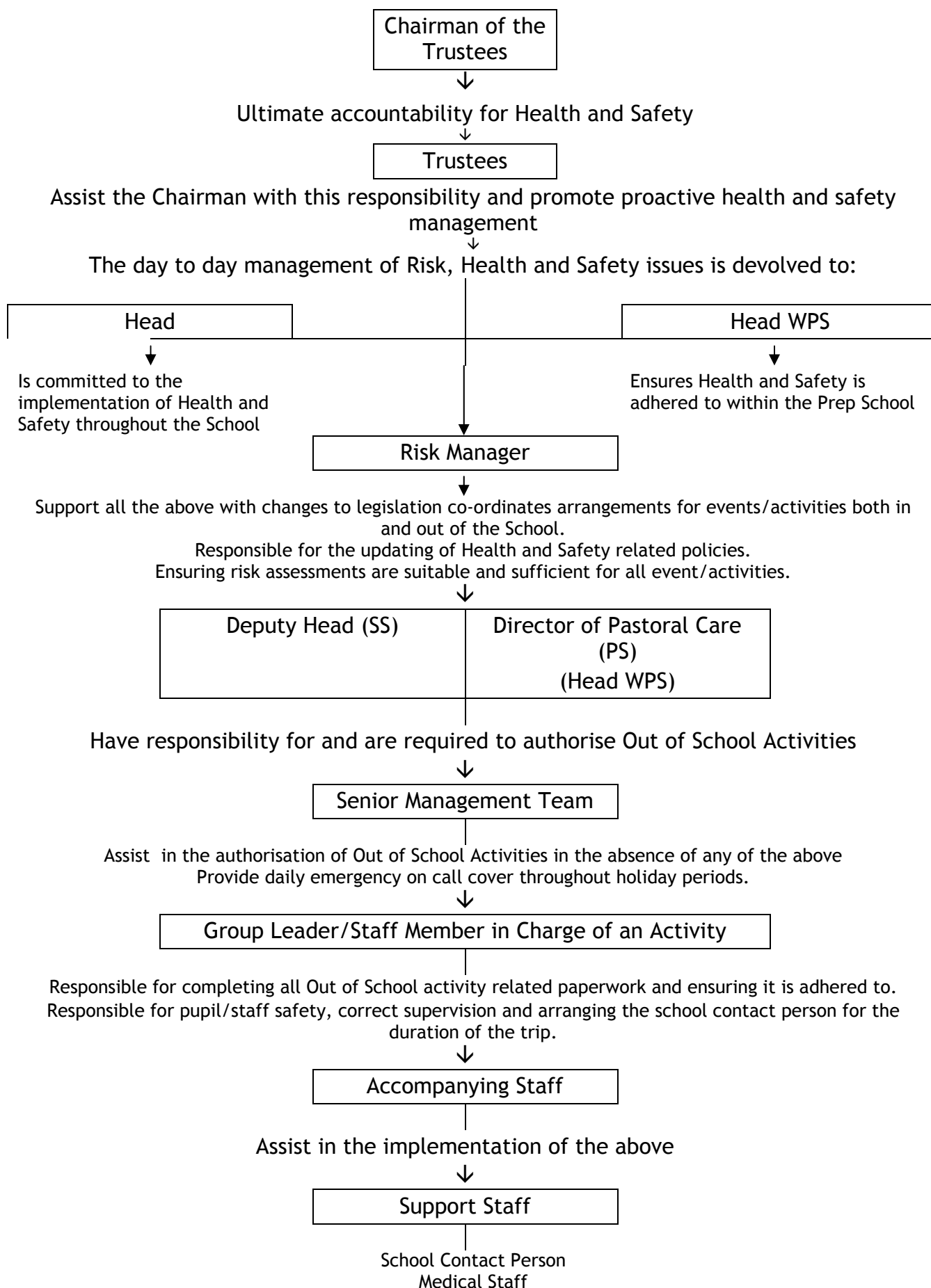
Gap Students

Advice from the BSA recommends that Gap Students are not placed in a position of responsibility equivalent to that of a member of staff.

They may, however, be a first point of contact i.e. based at an established and publicised meeting point, providing they have received instruction and guidance as to the location and contact details of a member of staff.

When calculating staff:pupil ratios, the ideal is to exclude Gaps from the equation. That said, their names must still be noted on the out of school visits form.

3.12.3.2 Competent Persons and Table of Responsibilities



Administration including insurance and cover arrangements

3.12.4 Risk Assessment

There are procedures in place at the College to risk assess and to authorise all activities and out of College trips whether or not they are considered to be hazardous. All staff/groups leaders/ responsible persons are required to comply with the risk assessment process and the subsequent completion of same.

A formal risk assessment is the first step in the risk management process and training for all staff who may be required to undertake risk assessments is available by way of help, support and advice from the Risk Manager.

Neither the College nor the staff can contract out of the risk of criminal prosecution under the Health and Safety legislation or for Common Law negligence resulting in death or injury. Staff are required to take reasonable and sufficient care of those in their charge.

Wycliffe holds a “comprehensive” suite of insurances (a register of which is available for scrutiny by any member of staff) including a policy for Personal Accident and Travel and aims to avoid paying for duplicate cover (i.e. as supplied by Tour Operators). Further, and equally as important to note, if there is more than one policy in force covering the subject matter then, in the event of a claim, Wycliffe is likely to be placed in a position where each insurer is reluctant to pay a claim with each stating the other insurer is responsible and ultimately leaving Wycliffe failing to receive a claims settlement from either insurer. There may, however, be rare occasions when additional insurance is required and appropriate advice and guidance from our insurance brokers should be sought before making any such additional arrangements. Under no circumstances should any insurance be arranged without prior written agreement from the Risk Manager. A risk assessment will be produced by a Group Leader based on the type of activities to be undertaken together with information collated from a pre visit and the inclusion of a risk assessment from the venue, organiser or activity provider. It will be authorised by the Risk Manager and the SMT in conjunction with previous experience, advice from insurers and reference to the DFEE Health and Safety of Pupils on Educational Visits essentially encompassing and making reference to section 8 “Types of Visits”.

A comprehensive international risk assessment model is available on the staff drive provoking thought to risks based on completion of the potential hazards column only. Staff may model their assessment on this information adding specific hazards relating to their individual activities and purpose.

3.12.5 Parental Indemnity

A Parental Consent form is attached to this policy statement. This is to be sent to parents, where applicable, by the member of staff responsible in advance of each off site trip and/or before an event involving hazardous activity.

Wycliffe College

Parent/guardian consent for a school visit

(To be distributed with an information sheet giving full details of the visit)

Class/group:

Visit to:

From: Date/time to: Date/time

.....

I agree to (*pupil's name*) taking part in this visit. I have read the information sheet and I agree to his/her participation in the activities described. I acknowledge the need for him/her to behave responsibly.

I understand that the staff in charge of this visit will refer to the medical information on my child/ward that I have supplied to the College Medical Centre.

Please write any changes to that information here:

.....

.....

.....

I will inform the group leader and the Medical Centre of any relevant changes in medical or other circumstances occurring between now and the group's departure.

I consent to appropriately trained staff administering, first aid, approved over-the-counter remedies and prescribed medication authorized by the Medical Centre, where appropriate.

I consent to emergency medical or dental treatment if necessary.

I understand the extent and limitations of the insurance cover provided.

Contact telephone number:Alternative emergency contact:

Work:

Name:

Home:

Tel. no:.....

Signed: Date:

Name (capital letters):

The group leader must take a copy of this form on the visit. A copy will be retained by the Coll

Courts will not enforce the indemnity unless it contains a considerable amount of detail with which parents can make an informed decision. Parents must be told in an accompanying letter when and where the activity is to occur, what is involved and who is supervising it. Details of safety qualifications should be included.

Pupils will not be allowed to participate in any higher risk out of school activity unless this indemnity has been signed and returned. Group leaders of lower risk trips must inform parents in writing with sufficient detail for them to make an informed decision.

This limits members of staff and the College's liability as far as possible but there are circumstances where liability cannot be avoided.

Courts will not enforce an indemnity signed by a pupil, particularly one under 18 years old. However, a pupil's signature is required before he/she undertakes a hazardous activity to signify his/her understanding of the event or course of events to be undertaken, to confirm that he/she has understood the safety briefing and safety requirements for the event and that he/she acknowledges the risks involved.

In certain cases parental consent may not be required i.e. a low risk sports fixture published in the school calendar. It is, however, best practice to seek written consent prior to the departure of an out of school activity.

An example/template of a letter to be distributed to Parents/Guardians for all low risk trips:

Dear Parent,

I write to advise you that it is my intention to arrange a visit to

departing/returning on

From to

The purpose is

The cost is likely to be around £

Transported will be provided by

As this trip has been given an overall risk rating of low, please contact me only should:

- *You object to your son/daughter participating*
- *You wish to impose any specific terms or arrangements relating to any aspect of the trip*
- *Your child has any new or changes to their existing medical details as per the details held in our Medical Centre including any recent course of new medication.*

Other information:

The Group Leader or nominee will arrange any emergency medical or dental treatment if required. A formal risk assessment has been undertaken of which you are welcome to have sight at any time.

Yours faithfully,

Group Leader

3.12.6 Reporting of Occurrences

All accidents which happen when an individual is participating in hazardous activities which result in injury or death must be reported to the Risk Manager immediately. Failure to do so will be dealt with under Wycliffe's Disciplinary Procedure.

Members of staff should be left in no doubt that any serious breach of these provisions will amount to an act of gross misconduct for which the appropriate penalty may be dismissal. (References: 1) *The Management of Health & Safety at Work Regulations 1999, Regulation 3.*)

3.12.7 Emergency Procedures

With all the above procedures in place together with authorisation, the likelihood of harm to pupils or staff should be as low as possible although a degree of risk will always remain. In the event of an emergency all arrangements and mechanisms for assistance and support should already be in place.

Using this information and established channels of communication the following should apply:

The situation should be assessed

Arrangements are put in place to support and promote the safety and welfare of hopefully the majority of the group.

The school contact person be informed and given as much information as possible.

The nominated contact person should then contact a member of Senior Management and the Risk Manager to allow the activation of established and in house arrangements.

3.12.7.1 Emergency Response Team Details

	Composition	Designated Location
Senior Team 01453 852801	Head, Head WPS, Financial Director, Operations Director Record Keeper - Head's PA	Director of Pastoral Care/ Deputy Head's Office. Senior School Staffroom for briefings
Support Team	Risk Manager, Network Manager, Foundation Manager	Staff Workroom
Reserve Location		Senior School Library/Griffin
Off-site Location		Head WPS office
Media Team 01453 852802	Director of Studies, (WPS Rep either Deputy Head or designated person) Head of Sixth Form, ICT Technician	Council Chambers, Wycliffe Hall. Press access via the Wycliffe Hall gate only (where they can park) Senior School Staffroom for briefings
Support Team	Director of Marketing, Director of ICT, Pre Prep Secretary	CC ante-room/OWS Office
Reserve Location		
Off-site Location		Prep School Library
Parent Team 01453 852816	Director of Pastoral Care, Director of Pastoral Care WPS, School Secretary (CG), Domestic Bursar	Development Office Senior School Staffroom for briefings
Support Team	Personnel Manager, Overseas Co- ordinator, Transport Co-ordinator, Registrars, Fees Officer	Deputy Head's office
Reserve Location		Sibly Hall
Off-site Location		PS Dining Room

Staff to be briefed periodically without the need for a permanently established staff team thus leaving additional personnel in each of the remaining teams to cover a longer period of the day(s).

3.12.7.2 Additional Information

Deputy Head SS and WPS to remain in charge of schools

Head of Pre Prep to remain in station

Staffroom Secretary to cover main reception

PA to WPS Head to cover Prep School reception

The degree of support and subsequent intervention from the Emergency Response Teams will depend on the severity of the situation and is based on worst case scenario. Generally incidents can be resolved with communication between the group leader and the nominated school contact person.

In any eventually the school would need to know the following information during the initial conversation:

Nature of emergency

The remainder of the group are safe and for how long

Names of the people involved in the incident

Severity of injury or problem on a per person basis

Details of additional contact numbers or other available channels of communication

Local emergency services have been informed

Exact location of the injured party or parties and location of remainder if different

At this stage the notification of an incident to a parent should be left to a school based officer, thus ensuring a clear phone line with less likelihood of interruption is available in a calmer environment

Group leaders phone should be left clear for contact with school and emergency services

The emergency response teams will take care of media and press releases and parental concerns

The assistance offered by our insurers will proved to be invaluable for both support of the group leader and other accompanying staff. The finances and other costs incurred or associated with, for example, emergency hospitalization and repatriation costs UK or abroad for all or part of the group. Other ongoing support, advice and assistance in addition to that offered by the school.

Group leaders and other accompanying staff should be relaxed in the knowledge that during term time school based support at SMT level and above is readily available and a duty rota for holiday periods covers trips that run out of term time or are undertaken during holiday periods

The nominated SMT duty member has access to other emergency response team members home contact details and their whereabouts during holidays, thus allowing the teams to form

Contingency Planning

- Planning for a change of circumstances is absolutely essential and one of the most common causations of the need to reschedule is weather.
- Your Pre visit and risk assessment should have highlighted and avoided a situation whereby members of the group are met with challenges, tasks or hazards not compatible with their abilities and where other risks have been reduced or eliminated.
- For excursions involving any activity, particularly one occurring outside, an alternative or substitute event must be readily available and in reserve. Any consent required for such an activity must have been sought prior to departure as the logistics involved for acquiring such permission on location, fail every time.
- As a member of staff accompanying a group of pupils during an activity away from school, you will receive full and complete support from Wycliffe in the event that it is deemed necessary to cancel, postpone same or substitute it for the agreed alternative.
- Disappointment is by far an easier situation with which to remedy than one of compromised safety.
- A decision to cancel an activity should be made in consultation with the Group Leader, Deputy, other accompanying staff, tour operators or other outside agencies involved as defined in the out of school visits form. The college contact person should, where possible and appropriate, be consulted.
- Never continue with an activity where there are adverse conditions regarding Health, safety, and welfare.

3.12.8 Debrief and Feedback

Please find time to report any sequence of unusual events or significant changes made to original plans and intentions to the Risk Manager.

3.12.9 Confirmation and Authorisation of the Excursion

On submission of the completed paperwork within the relevant deadline as per section 3.12.1, the Risk Manager will send confirmation and authorisation for the excursion to take place detailing any special conditions and/or requirements to include any other information.

Useful links and access to current documentation

The following links provide easy access to the current versions of documentation that is required to be completed prior to departure.

Those without access to the computer network may ask their Head of Department to print copies or alternatively refer to the hard copies of the Health and Safety Guidebook located in the Senior School and Prep School Libraries.

For every educational visit and/or out of school visit, the following form must be completed and submitted:

<T:\Whole School\EDUCATIONAL VISITS & OUT OF SCHOOL ACTIVITIES\Out of School Visits Form\Out of school visits form.doc>

Use the following link to assist with the completion of a risk assessment for a lower risk excursion:

<T:\Whole School\EDUCATIONAL VISITS & OUT OF SCHOOL ACTIVITIES\Risk Assessment Forms\Standard Trip Risk Assessment Form.doc>

For lower risk activities (Subject to age) the following letter may be used to send to parents providing as much detail as possible is included thus allowing them to make an informed decision:

<T:\Whole School\EDUCATIONAL VISITS & OUT OF SCHOOL ACTIVITIES\Parental Consent & Letters of Information\Standard Off Site Trip letter.doc>

Where risk rating and/or age range determines the need for written and signed consent to be sought, access this link:

<T:\Whole School\EDUCATIONAL VISITS & OUT OF SCHOOL ACTIVITIES\Parental Consent & Letters of Information\Parental consent form Jun 2009.doc>

When planning an overseas visit, the following draft risk assessment for international visits off forms a basis on which to expand and develop a suitable and sufficient assessment:

<T:\Whole School\EDUCATIONAL VISITS & OUT OF SCHOOL ACTIVITIES\Risk Assessment Forms\Overseas Trip Risk Assessment form.doc>

SECTION 3.13 - Transport

- 3.13.1 Introduction**
 - 3.13.2 Coaches**
 - 3.13.3 Fleet Vehicles**
 - 3.13.4 Who can drive School minibuses?**
 - 3.13.5 Drivers hours**
 - 3.13.6 Minibus speed limits**
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 - 3.13.10 Insurance**
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- Appendices**
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 - 3.13.19 Breakdown procedure**
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 - 3.13.21 Drivers Questionnaire**
 - 3.13.22 Drivers Health Declaration Form**

Wycliffe Transport & Driving Policy

Wycliffe is committed to reducing the risks when driving for and on behalf of the school. All staff must comply with this policy, irrespective of whether they use a Wycliffe owned vehicle, their own vehicle, a hired or any other vehicle.

3.13.1 Transport - Introduction

Wycliffe offers a sizeable fleet of vehicles to facilitate the carriage and transportation of pupils, staff and goods travelling in connection with the business of the School

3.13.2 Coaches (External Providers)

Coaches can be booked through the Reception using the 'Coach Hire' booking form available in the Staff Workrooms. It is helpful if requests for coaches for games fixtures and where possible, all other activities, can be made in advance for the whole term as this enables us to negotiate the best financial arrangement. In any case the maximum possible amount of notice should be given.

3.13.3 Fleet Vehicles

Minibuses may be used for outings, expeditions and fixtures where the seating capacity is suitable. Before a member of staff can be insured to drive a school vehicle he/she must be over 25 and must undertake an initial assessment organised by the Transport Department and every 3 years thereafter.

Bookings (by authorised drivers) should be made as early as possible on the weekly booking sheets which will be found in the staffrooms. Please enter the booking clearly and ensure that the vehicle booked is adequate for the anticipated number of passengers. It is hoped that clashes of use may be settled between drivers before booking but if necessary, Transport Department will discuss priorities and give final authorisation for each journey.

All minibuses are fitted throughout with seatbelts and all seats are forward facing.

Each vehicle carries:

- fire extinguisher
- first aid kit
- warning triangle
- mileage record book
- accident/breakdown procedures

Vehicles are not available overnight without prior arrangement with the Transport Department. In addition to the morning collections the School now offers a return journey to day pupils and selected vehicles are unavailable between 1800hrs and 2000hrs during term time evenings.

3.13.4 Who can drive School Minibuses?

Driving licences held before 1 January 1997

Drivers who passed their car test before 1 January 1997 and were automatically granted additional entitlement to drive minibuses (9-16 passengers) as a category D1 (not for hire or reward).

When applying for a new/amended licence i.e. change of home address please ensure that your D1 entitlement is reinstated by ticking the appropriate box on the application form.

These drivers will continue to be allowed to drive a bus (9-16 passengers) until their licence expires, usually at the age of 70. Once the D1 (not for hire or reward) licence expires, entitlement can be renewed provided that the driver makes a special application and passes a medical examination as per DVLA requirements.

Drivers who passed their test on or after 1 January 1997

New drivers who obtained a category B entitlement on or after 1 January 1997 are not granted D1 entitlement.

It will be necessary to take the full PCV D1 or D licence prior to being able to drive the School minibus fleet.

3.13.5 Drivers' hours

Daily driving limits not to exceed 10 hours of time spent at the wheel actually driving.

Daily working limit of 16 hours including rest breaks. A rest break is defined as any period that a driver is freely able to dispose of their time, when not working during employment or carrying out other work, for a period of at least 1 hour.

Maximum continuous driving time of two hours followed by a break of 15 minutes
















Minimum rest period of 10 hours between working days

Minimum period of 24 hours continuous rest is required between any two consecutive weeks.

3.13.6 Speed Limits

It is important to remember that speed limits for minibuses are not the same as those for cars. The limits for all vehicles are as follows:

National Speed Limits (outside built-up areas)

Type of vehicle	Speed Limit (miles per hour)		
	Single Carriageway	Dual Carriageway	Motorway
Cars, motorcycles, and car-derived vans up to 2 tonnes maximum laden weight			
Cars (inc. car-derived vans and motorcycles) towing caravans or trailers			
Buses, coaches and mini-buses (not exceeding 12 metres in length)			
Goods vehicles not exceeding 7.5 tonnes maximum laden weight			 *
Goods vehicles exceeding 7.5 tonnes maximum laden weight			

* The speed limit is 60mph if the vehicle is articulated or towing a trailer.

Vehicles restricted to 62 miles per hour are not permitted in the outside lane of any motorway with more than two lanes.

3.13.6.1 FINES AND PENALTIES

All drivers of school vehicles are responsible for motoring offences.

Wycliffe will not, under any circumstances, reimburse parking, speeding or other traffic offence fines including congestion charges committed whilst driving vehicles for and on behalf of the school. You will be liable to pay for any penalty charges issued against you, together with any additional administrative costs.

When a fine is received for a school vehicle, we will complete the driver details and return the form to the issuing authority. The fine will then be forwarded to the driver to pay. Checks will be made to establish the driver at the time of the alleged offence.

Hired Vehicles: If you are caught committing a road traffic offence in a hired vehicle, the hire company will provide Wycliffe details to the police when requested, we will receive the normal penalty for the offence and the above procedure then applies.

Wycliffe is a charitable organisation with charitable status we are unable to reimburse civil fines, penalties or other associated costs.

Drivers must immediately notify the Risk Manager if their driving licence has been suspended, cancelled, expired or has limitations placed on it. (Pending or otherwise)

3.13.7 Overloading

Vehicles have a maximum gross and train weight which must not be exceeded. The maximum gross weight (also known as maximum authorised mass, gross vehicle mass and gross vehicle weight) means the most the vehicle can legally weigh on the road when loaded with driver, passengers, luggage and fuel. The gross train weight means the most that a vehicle and its trailer can legally weigh together on the road when loaded with driver passengers' luggage and fuel. Exceeding the plated weight is a serious offence and can impair the performance of the brakes and steering. If the vehicle has been modified in any way e.g. lightweight seats have been replaced with seats containing integral seatbelts, the weight of the vehicle may increase as a result. If there is any likelihood that the vehicle may be overloaded, it should be taken to a weighbridge. This can be arranged through the transport department

Roof Racks:

Roof racks or roof boxes may be preferable if bulky equipment or a large amount of luggage is to be carried. If they are used, they must be loaded properly in accordance with the vehicles manufacturer's recommendations. If a tarpaulin cover is used it must be securely tied, and all items must be securely held so they cannot fall off and fall off the vehicle.

Drivers must be aware of the maximum weight capacity of a roof rack. This is commonly well above its capacity, and if overloaded the stability and safety of the vehicle is adversely affected. Do not exceed the manufacturer's recommended maximum weight for the roof rack in any circumstances.

Additionally, luggage carried on a roof rack must not exceed 30cm in height. To secure the load, ratchet tie-down straps must be applied. The use of luggage elastics are strictly prohibitive under any circumstances.

BE MINDFUL OF THE TOTAL VEHICLE HEIGHT WHICH MAY DIFFER FROM THE DIMENSIONS OF THE ORIGINAL VEHICLE. BE AWARE OF LOW BRIDGES.

3.13.8 Towing & Trailers

Cars, Vans, Minibuses and other Commercial Vehicles

Permission from the transport department must be sought prior to the towing of any trailer using a school/hired/other vehicle.

Before permission is granted, one must consider:-

Overall weight limits, as above must be considered

Size and weight of trailer against size and weight of vehicle

Load distribution - Manufacturer's recommended max weight limits must not be exceeded individually or combined

Suitability of the vehicle

Type of load being carried (Hazardous or non-hazardous, commercial or private)

Emergency exits and vision

Use of a tachograph

Competency of co-driver

Using your own vehicle to tow a college/hired/your own trailer (or equivalent) for school business.

For a trailer or equivalent to be transported, authorised and insured, it must be attached to a school vehicle.

Tractors & Trailers

The Health and Safety Executive (HSE) investigated 3 deaths and 31 serious injuries that were a direct result of carrying passengers on trailers. Whenever grounds/gardening staff are transported around the school, the vehicle must be suitable for the purpose. A safe system of work (safe working practices) must be followed. School trailers are unsuitable for the purpose of carrying passengers on or across public roads.

3.13.9 Mobile Phones and other hand held/portable devices

The mobile phone regulations make it illegal to use a hand held mobile phone or similar device whilst driving. The regulations make it illegal to use phones which need to be held at any time during a call including dialling or answering a call and at present is dealt with by a fixed penalty with penalty points. It is not an offence under the regulations to use an ordinary mobile phone if it is used in a mounted cradle with a speaker system or an earpiece/headset, but it is not advisable and if the police consider that a driver is not in proper control, or is driving carelessly or dangerously whilst using a phone, they may charge the driver with more serious offences including driving without due care and attention. The Policy of the School is that, except in an emergency, you **must not** use a phone, hands-free or otherwise when driving.

3.13.10 Insurance/ Driver Assessments

The School has a “comprehensive” policy in force and any Wycliffe pupil travelling as a passenger in a school vehicle is covered by our insurance policy as follows:

Unlimited third party indemnification (passenger liability) which has been specially arranged to cover all passengers and driver.

The Wycliffe Driver Assessment Scheme covers all employees who drive for or on behalf of the school. Health and Safety regulations are making their mark on road transport as a whole. Driver assessments can help prove that Wycliffe is serious about health and safety and is showing due diligence in implementation of safe systems of work. There are potential cost savings through improved effectiveness. Improved driver performance will reduce wear and tear on the vehicle and improve fuel consumption.

Who should be assessed?

- Any person who in the course of their work drives a minibus.
- Persons under 25 or over 69 years who are required to drive.

PLEASE NOTE:

- The college has to be satisfied and that there is a direct, regular and on-going requirement for you to drive.
- Our insurers have to be notified in advance and agree that you are fit and proper person to drive.
- It will be necessary to complete a medical assessment form and for it to be reviewed by Wycliffe's Occupational Health Nurse.
- Your driving licence has to be sent to our insurers for validation.

What is assessed?

The assessor is looking at overall driving performance throughout the one hour assessment drive. In particular the driver's observation, hazard perception and anticipation skills, plus judgement of speed and distance. All types of roads are covered in the assessment such as town, country, dual carriageway etc. This is NOT a driving test but an assessment that will provide an honest, objective and completely confidential report on your driving ability at the time of taking part. Every effort will be made to assist you with any nervousness or difficulty.

3.13.11 Parental Agreement

The parents of any pupil have given written consent, by signing the school contract, for their child to leave the school under supervision for educational and recreational purposes. In addition, consent forms must be distributed and returned prior to departure, where applicable. Please refer to the Educational Visits and Out of School Activities Policy for further information.

3.13.12 Maintenance

Servicing: Lights, condition of tyres, fuel and other fluid levels and general condition must be checked by the staff member prior to using the vehicle.

Regular checks are made on the above by the Transport Department and a full service is undertaken by an external provider at regular intervals of 6,000 miles or in accordance with the vehicle schedule.

3.13.13 Drivers and licensing

Drivers of school vehicles must:

- be over 25 years old.
- hold a full UK driving licence with at least two years driving experience.
- declared to the school any penalty points that they may have on their licence.
- drivers must have obtained the agreement of their Head of Department and the Transport Department.
- be in satisfactory physical condition to drive the vehicle, not receiving medication or drugs which could in any way impair their ability to drive.
- complete the health declaration form for review by occupational health at intervals not exceeding 3 years and report any recent changes to health/medication in between.
- Have received appropriate training in college vehicles. Such training includes a "refresher" course provided to staff who may not have driven for some time.
- Be accompanied by a second driver for outward drives likely to be in excess of two hours, or for expedition journeys shorter than this that do not give adequate relaxation time. Maximum continuous time for an individual to be in the driving seat should not exceed two hours without a 15 minute break.
- Have planned the journey (journey time, distances, and route) before starting, left a copy of the planned route at the school in case of unforeseen problems and, if bad weather, checked with the RAC or equivalent about the expected weather and road conditions on the proposed route.
- NOT drive the vehicle if they have any doubts about safety. It is the responsibility of the driver to ensure the vehicle is in a roadworthy condition before departing.

3.13.14 Alcohol and Drugs

All staff must ensure their performance and judgement whilst at work are never impaired by alcohol or drugs. Wycliffe operates a zero tolerance policy regarding working and driving under the influence of alcohol and drugs regardless of any alcohol limits deemed acceptable by the Government, Police and other enforcing authorities. This is extended to include a period of time after the consumption of alcohol and allowing the body to lose a minimum of one unit per hour.

There are facilities available at the school to test for the levels of alcohol and for drugs via an external agency. Any employee not abiding by this procedure or where there is a suspicion they fail to conform, will be subject to Wycliffe's disciplinary procedure. Any drink driving / driving under the influence of recreational drugs, whilst on school business will be seen as Gross Misconduct, which is liable for instant dismissal.

3.13.14.1 Medication

The Occupational Health Nurse and/or Risk manager must be informed of any courses of medication that may have an impact on your normal driving ability.

It would be advisable for staff driving school vehicles who are prescribed medication, to inform the doctor or practitioner of the intention to drive so that a suitable drug can be given. Any disclosure to the school will be treated on a limited confidential basis as it may be necessary to seek advice from either in house medical staff or external agencies to establish and confirm the effects the contents or ingredients may have. Staff are advised to read any literature supplied with any prescribed medication on receipt.

Regardless of the information on the medications literature, any staff member who finds that medication is making them drowsy or otherwise affecting their ability to drive safely, must not attempt to drive.

3.13.15 Vehicle Check List

Before Departure:

Collect the relevant vehicle keys from the staffroom/transport department.

Staff member to check vehicle roadworthiness, to include:

Tyres

Lights

Brakes

Windscreen wiper action

Fluid levels (oil, water, fuel, washer bottle)

Visibility (mirrors, windows)

Internal fittings (seat, seatbelts)

Emergency aids (fire extinguisher, medical kit, warning triangle)

Vehicle Damage.

On Departure; check

Complete start mileage and start time

Journey Plan

Passenger numbers do not exceed the designed capacity of the vehicle

Baggage/Equipment is stowed safely

All passengers are wearing seat belts

Breakdown organisation card is in the pocket of the windscreen

Ensure the nominated contact person(s) has/have a copy of your out of school form, pupil list and risk assessment etc.

DO NOT DRIVE A VEHICLE THAT YOU DEEM OR CONSIDER TO BE UNSAFE.

On Return

Check for damage externally and internally - especially seat and seat belt fixings

Complete vehicle mileage record sheet - to include damage report if necessary

Report damage to the Transport Department

Return keys to Staff Rooms

Ensure vehicle is clean

If returning between 17.00 and 22.00hrs on a Saturday i.e. after school house has closed, please post key through school house main reception letter box. At 22.00hrs the security guard will return all keys to the staff room.

DO NOT HAND OVER A VEHICLE THAT IS NOT SAFE

3.13.16 In the event of accident/breakdown

If circumstances dictate, escort passengers to a distance away from the vehicle unless injury/conditions precludes this..

If another vehicle is involved, obtain name and address of driver, insurance company, and vehicle registration number and name and details of any witnesses. Give equivalent information to other party, do NOT admit liability.

3.13.16.1 Accident NOT involving injury

If the vehicle is in a safe condition - proceed with the journey. On return, notify the Transport Department which will be responsible for ensuring that the Insurance Company is informed.

Contact the destination/location to warn of the delay. Please see section 3.13.19 and 3.13.20 for further advice regarding accidents and breakdowns

3.13.16.2 Accident involving injury

Administer emergency First Aid.

Contact Emergency Services, to include the Police.

Contact the school - information should go directly to the Reception and or the School contact person who in turn will notify the relevant people.

Do not make statement to any third party about the delay.
Contact the destination/location to warn of the delay.

In any eventuality on return to Wycliffe, at the earliest opportunity prepare a written report of the accident whilst events are easily recalled. This should also record the names and addresses and telephone numbers of any independent witnesses. The occurrence report should also be completed. The report should be sent to the Transport Department. (See Statement of Fact form at end.)

3.13.17 Driving your own vehicle for school business

The School Insurers cover Employees/Approved Drivers, driving their own vehicles for essential and occasional business use providing that:-

- There is no other school vehicle available and/or the member of staff is not a qualified minibus driver
- The driver is an employee of the school or has been given permission through the transport department.
- The driver is over 25 years old with a minimum of two years driving experience
- The driver is the registered keeper of the vehicle or spouse of same in which case, should be a named driver on own insurance policy
- The driver holds a full and valid driving licence with any penalty points/disqualifications/ other motoring related offences having first been disclosed to the Transport Department.
- Paperwork for excursions completed and signed by the Risk Manager and the Senior Management Team, save under emergency situations i.e. a trip to Accident and Emergency - following which an accident form would be completed.
- The vehicle is in a roadworthy condition with fluid/other levels maintained, displays a current road fund licence, has a valid MOT when applicable, free from outstanding advisory items recorded against it and has suitable and current Insurance.
- Where the vehicle does not meet standard UK requirements i.e. imported or left-hand drive please contact the Transport Department before driving.
- The Drivers questionnaire is to be completed at the commencement of employment and annually thereafter or when and if any information changes.

For a claim to be submitted, one has to prove all the above and we need therefore, in advance of any trip some form of written advice from you highlighting your intentions/destination. The Transport Department can then ensure that no other vehicle can be found, that we are aware you are away from school and that we keep a record of the number of trips made by staff each term. This figure has an impact on our premium at renewal time.

You are strongly advised that in addition to the above, a business element or the transporting of children as an employee of the school for social, domestic, educational and emergency purposes is declared to your current and any future motor vehicle Insurer.

Using another person's vehicle for school business is not permitted under any circumstances in conjunction with Wycliffe motor insurance.

Wycliffe expects all staff whilst driving on college business to comply with traffic legislation, be conscious of road safety and demonstrate safe driving and other good road safety habits when driving. The following actions will be viewed as serious breaches of conduct:

- Drinking or under the influence of drugs while driving
- Driving while disqualified, or not correctly licensed
- Reckless or dangerous driving causing death or injury
- Failing to stop after an accident
- Any actions that warrant suspension of licence.

Responsibility as an employee, who drive on Wycliffe business, will:

- Ensure they hold a current driving licence

- Immediately notify the Risk Manager if their driving licence has been suspended or cancelled or has limitations imposed.
- Be responsible and accountable for their actions when driving on business
- Assess driving hazards and anticipate “what if scenarios”
- Wear safety belts
- Drive within legal speed limits
- Comply with traffic legislation
- Do not use a mobile phone (including hands free kit) when driving - see Instructions for mobile phone use
- Check all vehicles prior to the journey to ensure that vehicles are within safe operating conditions. Checks should include proper inflation of tyres, clean windows, mirrors properly adjusted, brakes, lights in working order, windscreen wipers and wash in working order.

3.13.18 Wycliffe - Road Traffic Accident Statement of Fact

ROAD TRAFFIC ACCIDENT

FLEET VEHICLE					
Motor Vehicle Make and Model				Reg No	
Colour of vehicle Involved				Mileage	
Damage to School vehicle					
Present location of vehicle					
DRIVER DETAILS					
Name of driver				Mr/Mrs/Miss	
Date of Birth		Date test passed		Licence type	
Home Address			Business Address		
Home tel no			Business tel no		
ACCIDENT DETAILS					
Date of accident			Time		
Travelling from			Travelling to		
Location (road name etc) Attach diagram					
Speed Limit		Speed Travelling		Road conditions	
Reason for Claim (damage, theft etc)					
Passenger/s Names				No of Passengers	
Injuries to driver/passengers					
Police attend			Ambulance Attend		
Description of accident					
Who was responsible for the accident and why?					
THIRD PARTY VEHICLE					
Motor Vehicle Type				Reg No	

Colour of vehicle Involved				Mileage		
Damage to vehicle						
DRIVER DETAILS						
Name of driver					Mr/Mrs/Miss	
Date of Birth		Date test passed		Licence type		
Home Address			Business Address			
Home tel no			Business Tel No			
Passenger/s Names					No of Passengers	
Injuries to driver/passengers						
THIRD PARTY INSURANCE DETAILS						
Insurance Company						
Address						
Tel No						
Policy No						
WITNESSES						
Names	Addresses		Tel No	Age	Passenger/ Passer-by/Other	
Signed				Date		

Transport Department Breakdown Guidance**Broken Down?**

In the event of a breakdown in a Wycliffe/other hired vehicle

If possible, find the safest place to stop/park.

Get everyone out - if by the roadside/Motorway - find the safest place for all to stand even if it is cold and/or wet.

Where possible, try to display the warning triangle (located under the front seat) a short distance away from and behind the vehicle. If broken-down on the Motorway Network, hazard warning lights should be switched on in lieu of warning triangle. Obtain as much information as possible re your location i.e. name of road/number of nearest motorway marker etc.

Take the Breakdown organisation's card found at the bottom left side of each windscreen

Phone the helpline number and answer questions asked by operator

i.e. Policy Number, Location, Registration Mark, Vehicle make, colour, your mobile number together with details of the problem. Make sure you tell them how many people there are and how dangerous your location/position is. They will advise you of what to do next.

Inform school of Breakdown and location and if no transport has been arranged for your passengers by the breakdown organisation, then ask School to arrange collection:

For clarification regarding the type of College vehicle you are driving, refer to the minibus bookings book ahead of your journey or contact the Risk Manager or Transport Manager on the following numbers. The registration mark of a vehicle will be required during this telephone conversation.

Risk Manager:	07968 423608
Transport Manager:	07968 423619

Senior School Reception:	01453 822432
Prep School Reception:	01453 820470

Keep your mobile switched on and clear as you will receive a call if the Patrol gets lost or to tell you how many minutes they will be.

If in a vehicle on hire to the School, the breakdown company's number will be displayed in one of the following places: Key fob, Glove compartment, Windscreen or on rental agreement.

Retrieve warning triangle prior to departure and inform school when back on the road.

3.13.20**Involved in an Accident? Transport Department Guidance.**

Hopefully, you and your passengers will be unharmed.

If there are injuries, First Aid treatment should be given by those qualified to do so.

Obtain as much information re your location as possible (i.e. Name of road/Number of nearest Motorway marker etc.)

The respective emergency service(s) should also be contacted by telephoning 999 from any telephone. In addition, all passengers should be transferred to the safest available place with the exception of those that should not/cannot be moved due to serious injury.

The advice given by our Insurers is that you should never admit liability to the other driver or any witnesses even if the accident was your fault.

In the mileage folder will be some Road Traffic Accident (RTA) forms. It is however, important to obtain the forms prior to the start of your journey if you are driving a hired vehicle.

If necessary, it won't take long for someone to be with you and/or arrange alternative Transport.

If you are in a hired vehicle, please follow the above procedure. Hire Vehicles booked and provided through the Transport Department will be covered under the school Insurance.

On your return to school, forward a copy of the RTA form to the Risk Manager and retain a copy for your own records.

If anyone has been injured (even if a near miss), an Occurrence form must be completed. Further advice is available from the Transport Dept and/or the Risk Manager.

It is unacceptable to hand over a vehicle to another driver/return keys to the key cupboard/area if you suspect there is something wrong - please contact the Transport Dept immediately as an alternative vehicle may need to be supplied.

All damage and/or defects, however small and regardless of fault, must be reported to the Transport Department - messages can be left with either school Office.

In the event of an accident please phone one of these numbers:

Risk Manager: 07968 423608
Transport Manager: 07968 423619

3.13.21 Drivers Questionnaire

Name in full		
Age:	Date of Birth:	
Occupation (Full and Part Time)		
Type of current Driving Licence held	Full/Provisional/Triennial (Delete as appropriate)	
How long have you held a driving licence?		
State Country of issue if not UK		
Do you own or have the use of any other vehicle including any company car?	Yes	No
If YES, please provide details		
Have you had any motoring accidents during the last three years?	Yes	No
If YES, please provide full details including date of accident and circumstances		
Have you had any motoring convictions during the last five years?	Yes	No
If YES, please provide full details including: <ul style="list-style-type: none"> • Date of Offence • Date of Conviction • Conviction Code • Number of Points • Amount of Fine • Length of Ban 	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	
Signature of Driver		
Please Print Name		
Date form completed		
For Office Use Only	Date form received:	

3.13.22 - Drivers Health Declaration Form



WYCLIFFE COLLEGE BEST PRACTICE OCCUPATIONAL DRIVERS HEALTH DECLARATION FORM

NOTE

The basis of this form is a best practice "in-house" Occupational Health driving fitness certificate relevant for a holder of a driving licence dated pre 1997, stating D1 (with restriction code 101) driving an over 8 seated minibus not for hire or reward. It does not constitute medical fitness for PCV licence issued by DVLA.

All information you give is **CONFIDENTIAL** between the applicant and Occupational Health (Telephone internal 484, external 01453-820484). Statistical representations may be used for Health Education or review purposes. Please post this directly to Sally-Anne Evans at Occupational Health.

Part 1: Personal Details

Surname:	Mr / Mrs / Miss / Ms (delete)	
Forename(s):	D.O.B:	Age
What occupational driving do you anticipate undertaking?	Telephone Number:	
Current Position Held:	Re-applicant YES / NO	

PLEASE COMPLETE THE FORM ANSWERING ALL QUESTIONS.

Part 2: Health declaration

Do you, or have you ever had diagnosed - circling all that apply:	YES	NO
1. Alcohol or drug misuse or dependency over the last 3 years?		
2. Any difficulty using your arms or legs, or moving from sitting to standing and vice versa?		
Asthma or any other respiratory condition?		
3. If "other" please state here		
4. Chronic Renal Failure (CAPD / Haemodialysis)?		
5. Cancer diagnosed in any part of your body?		
6. Deafness or difficulty in hearing?		
Diabetes?		
7. If yes please state which type here		
8. Epilepsy or other seizures?		
9. Liability to sudden attacks of Fainting / giddiness / blackouts?		
10. Heart trouble / angina / high blood pressure?		
11. Nervous anxiety / stress / depression?		
12. Neurological conditions such as Multiple Sclerosis?		
13. Psychiatric illness or mental disorder?		
14. Sleep disorders causing excessive awake time sleepiness?		
15. Stroke, brain surgery or brain tumour		

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Include 2 photos



WYCLIFFE COLLEGE BEST PRACTICE OCCUPATIONAL DRIVERS HEALTH DECLARATION FORM

Do you, or have you ever had diagnosed - circling all that apply:		YES	NO
16.	Visual disorders such as tunnel or double vision, partial loss of sight, night blindness or loss of field of vision?		
17.	Can you read (with or without visual aids) in good daylight a standard sized vehicle number plate from a distance of 66 feet?		
18.	Do you currently take any medication prescribed by a medical doctor? If YES please give details here:		

Part 3: Declaration

My answers to these questions are accurate to the best of my knowledge. I understand the information I have provided will be retained confidentially, and used only for statistical representation, to determine Health Education programmes or for Occupational health review purposes. I also understand that it will not be used for any other purpose unless I have given my consent, save under exceptional circumstances where the health and safety of myself, or others may be compromised.

Signed _____ (Employee) Date _____

For Occupational Health Use **MEDICAL ASSESSMENT REQUIRED? YES / NO**

Add:

PRELIMS

Weight:	Height:	Pulse:	BP:
Urine pH:		Abnormal constituents:	

LIFESTYLE

Alcohol	(units per day)
---------	-----------------

MEDICAL EXAMINATION

Visual screen – see sheet				
Distance Vision	SATISFACTORY		REFER	
Night Vision	SATISFACTORY		REFER	
Field of Vision	PASS		FAIL	
Colour Vision	PASS	FAIL	R/G	B/V

SUITABILITY FOR OPERATIONAL DRIVING

Group 1	Suitable	Unsuitable	Refer GP/OHP
Night driving	Suitable	Unsuitable	Refer GP/OHP

NEXT REVIEW DATE _____ TYPE PAPER SCREEN / MEDICAL

SIGNED _____ NAME _____ DATE _____

Section 3.14

Working at Height and Use of Ladders

- 3.13.1 Introduction**
- 3.14.2 Ladder Policy**
- 3.14.3 Working at Height Risk Assessment**

3.14.1 Working at Height and Use of Ladders - Introduction

Wycliffe and the HSE identifies working at height being any distance above comfortable reaching distance based on ground or solid ground surface.

To that end the following Ladder Policy including size of step ladders together with Working at Height Risk Assessment must be used as a guide ahead of the pending task.

*

Departmental budget bids should include the cost to obtain suitable equipment to facilitate access to high places. In addition, 'communal' ladders etc. are available together with assistance submitted by way of a maintenance request for unusual tasks or locations.

It is not acceptable to submit requests to maintenance for every WAH task and regular/periodic access problems and limitations should be addressed with Line Manager/HoDs along with the Risk Manager and Operations Director where appropriate. Use the following information on which to base your individual WAH Risk Assessment.

3.14.2 Ladder Policy

Only trained and authorised persons should use a ladder. Ladder must be chained up, or otherwise secured, so that non-authorised persons can not use them.

Each ladder / pair of steps must be given a number, and be visually inspected before use; it must not be used if there are any defects. A formal recorded ladder inspection must be done at least one a term, recording the condition against the ladder number on a log.

Ladders are used as a means of getting to a workplace, and should not be worked from, unless risk assessment shows it is safe to do so, i.e. it is work of short duration, the ground is flat and level, heavy awkward items / tools are not required to be held / used whilst on the ladder.

If ladders are to be used, make sure:

The work only required one hand to be used;

The work can be reached without stretching;

The ladder can be fixed to prevent slipping; and

A good handhold facility is available

However, this kind of work can still be dangerous - many ladder accidents happen during work lasting less than 30 minutes. The longer the ladder, the more problems there are in using it safely. It gets harder to handle, is more difficult to foot effectively and it flexes more in use. Make certain there is no other and better means of access before using a ladder. Also remember that if staff or pupils have to use a ladder in several places, which requires them to constantly move the ladder, it is possible that carelessness and casualness may occur. It is important to repeat the whole process each time the ladder is relocated.

In order to use a ladder safely, the person should be able to reach the work from a position 1m below the top of the ladder.

Many accidents result from using ladders for a job when a tower scaffold or mobile access platform would have been safer and more efficient.

Make sure light tools are carried in a shoulder bag or holster attached to a belt so that both hands are free for climbing. Heavy or bulky loads should not be carried up or down ladders - alternative methods should be sought or assistance requested.

For safe use, the ladder needs to be strong enough for the job and in good condition:

Check the stiles are not damaged, buckled or warped, no rungs are cracked or missing and any safety feet are not missing;

Do not use makeshift or home-made ladders or carry out makeshift repairs to a damaged ladder;

Do not use painted ladders, as the paint may hide faults;

Ladders made for DIY use may not be strong enough for site work and the use of same is best avoided;

DO NOT attempt to repair ladders.

Arrangements for transporting ladders from one area to the next must be carefully considered and identified in the Risk Assessment.

Check the ladder is secure. More than half of the accidents involving ladders happen because the ladder was not prevented from falling or slipping. Ladders are only safe when they rest on a firm, level surface. Do not place them on loose bricks or packing. They should also be secured by rope or other suitable stabilisation devices.

Such devices must ensure that the ladder does not:

Run sideways; or

Slide away from the wall/surface

Also make sure:

The ladder is angled to minimise the risk of slipping outwards; as a rule of thumb the ladder needs to be 'one out for every four up';

The top of the ladder rests against a solid surface; ladders should not rest on fragile or other insecure materials such as cement sheet, or plastic guttering.

Both feet of the ladder are on a firm footing and cannot slip;

If the ladder is more than 3m long, or used as a way to and from a workplace, it is secured from falling.

This will usually be by fixing at the top, or sometimes the base;

If the ladder cannot be fixed, a second person foots the ladder while it is being used (this also applies while the ladder is being fixed);

The ladder extends a sufficient height (about 1m) above any landing place where people will get on and off it unless some other adequate handhold is available; and

Where ladders are used in a run measuring a vertical distance of more than 9m, suitable landing areas or platforms are provided. The only exception to this relates to some steeplejacks' ladders which may not have landing places this often. Nevertheless, provide as many landing places as possible.

3.14.2.2 Step-ladders

Step-ladders provide a free-standing means of access, but they require careful use. They are not designed for any degree of side loading and are relatively easily overturned. Avoid over-reaching. People have been killed getting down from workplaces such as loft spaces when they have stepped onto the top step of a step-ladder which has then overturned. The top step of a step-ladder should not be worked from unless it has been designed for this purpose.

Always ensure that the step ladder is fully open and that the top platform or side stays are clicked into place before use.

Never place a step ladder onto a table to gain extra height: a longer ladder or tower scaffolding may be needed.

3.14.2.2 Protection against falling materials

The risk of falling materials causing injury should be minimised by keeping platforms clear of loose materials. In addition, provide a way of preventing materials or other objects rolling, or being kicked, off the edges of platforms. This may be done with toe boards, solid barriers, brick guards, or similar at open edges. If the scaffold is erected in a public place, nets or covered walkways maybe needed to give extra protection for people who may be passing below. High-visibility barrier netting is not suitable for use as a fall prevention device.

3.14.3 Ladder Risk Assessment

Please refer to the staff drive for the basic Working at Height Risk Assessment which can be found on the T Drive/Whole School/Health and Safety/Risk Assessments.

3.14.3.1 Ladder Checklist**A Checklist - forming part of your Risk Assessment**

QUESTION	YES	NO	COMMENT
Are ladders the right equipment for the job, or should a scaffold or other access be provided?			
Are the ladders in good condition (check especially that the feet are non-slip and in good condition) and properly positioned for access?			
Are they on firm, level ground?			
Are ladders secured near the top (even if they will only be used for a short time?)			
If they cannot be secured at the top, are they secured near the bottom, weighted or footed to prevent slipping?			
Do the ladders rise at least 1.5m above their landing place or highest runs used?			
If not, are there adequate handholds?			

SCAFFOLDS

QUESTION	YES	NO	COMMENT
Is there proper access to the scaffold platform?			
Are all uprights properly founded and provided with base plates?			
Where necessary are there timber sole plates or is there some other way in which slipping and/or sinking can be prevented?			
Is the scaffold secured to the building in enough places to prevent collapse and are the ties strong enough?			
If any ties have been removed since the scaffold was erected, have additional ties been provided to replace them?			
Is the scaffold adequately braced to ensure stability?			
Are load bearing fittings used where required?			