

## TREVIGLAS COMMUNITY COLLEGE

### HEALTH AND SAFETY - Statement of Safety Policy

1. Treviglas Community College recognises its legal and moral responsibilities to persons who may be adversely affected by College activities.
2. The College is committed to ensuring, by all reasonably practical means, the health, safety and welfare of its students, visitors, employees and contractors involved with the activities of the College. The College will seek to ensure that its legal duties and policy objectives are complied with at all times.
3. All foreseeable risks associated with the College's activities will be identified and removed or controlled through a process of risk assessment and management.
4. All employees will be given such information, instruction and training as may be necessary to enable the safe performance of their duties.
5. The College will seek to inform students' parents or carers of any health and safety issues relevant to their child or children.
6. The arrangements for health, safety and welfare are detailed in the attached "Organisation and Arrangements" section

### Responsibilities

It is recognised that individuals and groups of individuals have responsibilities for health, safety and welfare in the College. The individuals and groups identified below are expected to have read and understood the College's policies and procedures for ensuring health, safety and welfare and to conduct their duties in accordance with them.

### IEB / Governors

The IEB/governors are responsible for ensuring that mechanisms and procedures are in place for health, safety and welfare. The IEB / Governors will receive regular reports to enable them, in collaboration with the Head Teacher, to prioritise resources for health, safety and welfare issues.

### Head Teacher

The Head Teacher has responsibility for:-

- Day-to-day management of all health and safety matters in the College in accordance with the health and safety policy;
- Ensuring regular inspections are carried out;
- Submitting inspection reports to governors and/or the LA
- Ensuring action is taken on health, safety and welfare issues;
- Passing on information received on health and safety matters to appropriate people;
- Carrying out accident investigations;
- Chairing the College health and safety committee;
- Identifying and facilitating staff training needs;
- Liaising with governors and/or the LA on policy issues and any problems in implementing the health and safety policy;
- Co-operating with and providing necessary facilities for trades union safety representatives.
- Where contracts are negotiated directly between the College and the contractor, the Head Teacher is also expected to monitor purchasing and contracting procedures, to ensure that their employer's health and safety policy is complied with.

\*Whilst responsibility for the above cannot be delegated, the function of carrying out these tasks can be delegated to other members of staff. In this College these functions have been delegated to:

Director of Business & Finance and the Site Supervisor

### Senior Leadership & Faculty Heads

Senior Leadership staff and Faculty Heads have responsibilities for:-

- Day-to-day management of health and safety in accordance with the health and safety policy;
- Drawing up and reviewing departmental procedures regularly;
- Carrying out regular inspections and making reports to the head teacher;
- Ensuring action is taken on health, safety and welfare issues;
- Arranging for staff training and information;
- Passing on health and safety information received to appropriate people;

- Acting on reports from staff, the Head Teacher, the LA or Governors.

## **All Employees**

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All employees have a general responsibility, as far as reasonably practical, to ensure the health, safety and welfare of themselves and others who may be affected by anything they do or fail to do. In particular, employees have a responsibility for:-

- Checking classrooms/work areas are safe;
- Checking equipment is safe before use;
- Ensuring safe procedures are followed;
- Ensuring protective equipment is used, when needed;
- Participating in inspections and the health and safety committee, if appropriate;
- Bringing problems to the relevant manager's attention

In addition, all employees have a responsibility to co-operate with the employer on matters of health and safety.

## **Volunteers**

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Volunteers (such as parent-helpers, etc.) have a responsibility to act in accordance with the College's policies and procedures for health and safety and to report any incident or defective equipment to a member of staff immediately.

Volunteers are also expected to act only under the supervision of a qualified teacher.

## **Specific Health, Safety and Welfare Policy and Procedure**

### **First Aid**

The College has assessed the need for first aid provision and two members of staff in the Reception office hold the Emergency Aid (appointed persons) Certificate, in addition one member of staff also holds the First Aid at Work Certificate. Except in exceptional circumstances only one of these would be required on duty at any one time. There are two more members of staff in college who hold the First Aid at Work Certificate and three members of staff who hold the Emergency Aid Certificate.

### **Coordinator:**

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**The First Aider** is responsible for overseeing the arrangements for first aid within the College. Their duties include ensuring:-

- That first aid equipment is available at strategic points in the College
  - **Main reception**
  - **Sixth form Reception**
  - **In DT in the C5, C6 and C7 rooms and B1 and B2 rooms**
  - **Science Preparation room**
  - **PE Office (Dome)**
  - **Resources/Library**
- that the correct level of first aid equipment is maintained in each first aid box
- that a sufficient number of personnel are trained in first aid procedures
- that first aid qualifications are, and remain, current (e.g. First Aid at Work Certificates are valid for three years)

This person will also regularly check first aid logs for indications of recurrent or frequently reported types of injury.

### **First Aiders**

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The first aiders listed in the attached Appendix will provide first aid treatment for anyone injured on site during the College day. They will also provide, as appropriate, first aid cover for:

- extra-curricular activities organised by the College (e.g. sports events, after College clubs, parents' evenings, College-organised fund raising events, etc.)

First aid cover is not provided for:

- Contractors working on site – except in an emergency
- Events not organised by the college

First aiders are responsible for ensuring that First Aid Logs are completed for all treatment given and that the necessary details are supplied for the reporting of accidents (see Reporting of Accidents section).

### **Treatment of Injuries**

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The College will rely on the knowledge and experience of its trained first aiders in order to administer appropriate treatment to injured persons.

In emergency situations, the first aider will call (or will instruct another member of staff to call) 999 and request that an ambulance and paramedics attend.

Where there is any doubt about the appropriate course of action, the first aider will be expected to consult with the Health Service helpline:-

NHS DIRECT                      111

and, in the case of student injuries, with the parents or legal carers.

### **Suspected Head, Neck & Spinal Injuries to Students**

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In the event of a suspected head, neck or spinal injury to a student it is the policy of this College, in addition to the normal first aid procedures, that the student's parent/carer is contacted and informed of the injury.

The attending first aider, in consultation with the parent/carer, will decide the appropriate course of action in each case. The first aider will ensure that treatment is not delayed by difficulties in contacting the parent/carer.

In any case where there is any doubt about the student's wellbeing, the first aider is expected to contact NHS Direct for advice or 'phone for an ambulance as appropriate.

### **Escorting Students to Hospital**

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When it is necessary for a student to be taken to hospital, they will be accompanied by a member of staff – unless the student's parent or carer is in attendance.

The member of staff will be a member of the Senior Leadership Team. The member of staff will travel in his/her own vehicle unless the student is so distressed that it is deemed necessary by the paramedics that the member of staff travels in the ambulance. As a priority, the administrative staff at the college will make every possible effort to contact the parents/carers and keep them in touch with the situation. The member of staff will stay with the student until a parent or carer arrives and responsibility is "handed over".

### **Medicines in College**

The College follows Council and DFE guidance on the dispensing of medicines in College.

The College does not keep any other medication, except for the emergency medication that has been sent in by parents for their child.

### **Dispensing of Medicine**

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**The First Aider** is responsible for checking written confirmation from parents/carers of the details in the light of the 'Care Plan' produced by the college Health Adviser.

**Other qualified First Aiders** will deputise where necessary.

All medication will be kept in a secure location:-

#### **Locked cupboard in reception**

### **Medical Log**

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The Medical Log and will be kept in the First Aid cupboard for the duration of the student's attendance at College.

The Medical Log will also contain a log of medications dispensed which will include:-

- name of student
- name of medication
- dose
- date and time
- signature of dispenser
- comments/reactions

### **Medical Procedures**

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The College has provided a suitable place for the dispensing/application of medicines. Where necessary, arrangements have been made for students with particular conditions and these are detailed in individual care-plans.

### **Off-Site Activities**

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The College has a policy and procedure for off-site activities which includes the assessment of medical needs of all involved in the trip.

### **Accidents Reporting Officer**

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**The First Aider** is responsible for the collection of information and the completion of the On-Line Accident Report. In their absence, this role will be fulfilled by another suitably qualified member of staff.

All accidents must be reported to the reporting officer. The Reporting Officer will record all accidents. The following incidents will be recorded and reported using the On-Line Accident Reporting System:-

- Specified Dangerous Occurrences (refer to Education Handbook for list)
- Specified diseases (refer to Education Handbook for list)
- All employee accidents
- All contractor accidents
- All accidents to members of the public/visitors
- Accidents to students which result in a major injury or death
- Accidents to students which result in the injured person being taken from the scene of the accident directly to hospital
- Accidents to students which may have resulted from a premises/equipment defect
- Accidents to students during structured activities
- Accidents to students where first aid treatment has been provided.

All other incidents will be recorded in the College's Day Book/Incident Log.

### **Accident Investigation**

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All accident reports will be seen by **The First Aider** who will decide if an investigation is necessary. Investigation reports will be entered onto the On-Line Accident Reporting System. Major incidents will be reported to the Head Teacher.

All on-line reports are sent electronically to the Health and Safety Services section at County Hall and are reviewed by a Health and Safety Officer.

### **Accidents Reportable to the Health and Safety Executive**

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Reports of fatalities, major accidents and over-three-day incidents are automatically forwarded to the Health and Safety Executive (HSE) by the on-line system as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). The Council's Health and Safety Services section will liaise with the HSE on these incidents.

### **Fire Officer**

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The person responsible for organising the College's fire precautions is **the site supervisor**.

In their absence, **The Director of Business & Finance** will fulfil this role.

The fire officer is responsible for:

- Arranging a fire evacuation drill at the beginning of the College year and at least once every term (once per half-term where practical)
- Recording the significant results of the fire evacuation drills
- Ensuring that the Fire Log is kept up-to-date (arranging for alarm tests every week, emergency lighting every month, fire extinguisher checks, etc.)

### **All Staff**

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All staff are responsible for ensuring that students and visitors evacuate in an orderly and timely fashion in the event of the alarm sounding.

### **Evacuation and Registration Procedures**

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Fire drills are held on a regular basis and all fire exits around the college are signed.

The procedure for Fire drills is published as a separate document.

It is the responsibility of a member of the Senior Leadership Team to contact the emergency services. Any member of staff may contact the emergency services if an obvious fire is detected.

### **Electricity**

The College will undertake to inspect and test all portable electrical appliances by a competent person according to legislation.

The College has arranged for these tests to be carried out by **suitably qualified contractors**

All test certificates will be kept in **Reception** for the duration of the life of the appliance.

### **Co-ordinator**

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**The site supervisor** is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing.

The co-ordinator is also responsible for liaising with appropriate contractor to arrange for a whole College fixed wiring inspection.

## **All Staff**

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All staff will visually inspect electrical equipment before use for obvious defects.

Defective equipment will not be used and will be reported to **the caretakers** for repair/replacement.

No electrical equipment can be brought into / used in college from home. Portable heaters can only be used if supplied and authorised by the site supervisor or in their absence a member of the site team.

### **Working Alone (see Addendum)**

It is recognised that, from time to time, it may be necessary for College employees to work in situations or locations which are remote from other members of staff. This will include employees working in the evenings, weekends or during the holiday in the College on their own. In such circumstances, the College will assess the risk to these individuals using the EEC Risk Assessment Software and will introduce suitable controls to ensure that all risks are minimised. A copy of the procedures introduced to control these risks will be kept in **Health and safety file**

Any staff wishing to work outside normal College hours must have prior agreement/permission from **a member of the senior Leadership team**.

## **Violence**

The College follows the Council's policy and guidance on Violence at Work.

**The Headteacher** is responsible for ensuring

- All staff are aware of the policy
- All staff are aware of the procedures for avoiding violence at work
- All staff are aware of the procedures for dealing with violent incidents
- All staff are aware of the procedures for reporting violent incidents
- All staff are aware of the support facilities available to victims of violence at work
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### **Arrangements for Supervision of Students**

The College will be open from 8.30 a.m. to 5.30 p.m. Monday – Thursdays and until 3.00 p.m. on Fridays, during term times. Between these times supervision will be provided.

## **Risk Assessment**

The College will carry out risk assessments for all activities using the European Education Consultants Risk Assessment Software.

**Director of Business & Finance** is responsible for managing the risk assessment process and producing relevant reports for the Head Teacher and the IEB / Governors.

## **Safe Working Procedures**

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The risk assessments will be used to develop safe working procedures which must be followed by all staff. Copies of safe working procedures are available from EEC Live or Director of Business & Finance.

### **The Control of Hazardous Substances**

All substances which may be considered hazardous to health have been assessed using the Council's COSHH Database (except in Science – these are covered by the CLEAPSS Hazard system). Assessments have been returned to the College and copies are available in the COSHH file from **Curriculum Leader of Science Faculty and Science Technician**.

## **COSHH Coordinator**

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**The site supervisor** is responsible for ensuring that, before any new substance/chemical is used, a COSHH assessment has been obtained from the Council. Chemicals and other substances used within the Science faculty will be monitored by Curriculum Leader of Science or Science Technician

The co-ordinator is responsible for ensuring that COSHH assessments are seen and understood by those staff who are exposed to the product/substance.

The co-ordinator is also responsible for ensuring that any updated COSHH assessments received are seen and understood by those who are exposed to the product/substance and that the COSHH file is kept up-to-date.

**All Staff**

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All staff must ensure that they do not use any potentially hazardous substance without first familiarising themselves with the requirements of the COSHH assessment.

## **APPENDIX A**

### **Level 2 Emergency First aid at work**

<b><u>Staff Name</u></b>
Annie Parker
Lucy Coleridge
Amber Townsend
Robert Maule
Charlie McOwen
Grace Reville
Denise Beasley
Roberto Ciarleglio
Paul Finnie
Anne-Marie Beale

### **Emergency First Aid in the Outdoors**

<b><u>Staff Name</u></b>
Mark Aston

### **Mountain Medicine**

<b><u>Staff Name</u></b>
Becky Horne

### **Level 3 Emergency First Aid at Work**

<b><u>Staff Name</u></b>
Alex Howells
Lucy Pearn
Andrew Nions
Mark Aston
Claire Whitehouse
Tim Holbrook
Sean Wells
James Fallow
Wilson Brierley