

The Chalfonts Community College



November 2018

Review Date : October 2019

**Member of Leadership responsible:
Business Manager**

Governors Group: Resources for Learning

HEALTH AND SAFETY POLICY

THE CHALFONTS COMMUNITY COLLEGE

HEALTH & SAFETY POLICY

This policy has been prepared in accordance with the Health & Safety at Work Act 1974. The aim of the policy is to ensure that all practicable steps are taken to secure the health, safety and welfare of all persons using the College or participating in College sponsored activities, including trips.

1 Policy Statement

1.1 To establish and maintain in so far as is reasonably practicable:

- a working and learning environment which is safe and has minimal risk to health;
- safe working procedures among staff, students and visitors;
- safe and healthy arrangements for the handling, storage and transport of articles and substances
- safe means of access to and egress from The College

1.2 To provide staff, students and visitors with relevant information, instruction training and supervision on the risks they face and the preventative and protective measures that control these risks, to enable all staff, students and visitors to avoid hazards and contribute positively to their own health and safety.

1.3 Identify and evaluate all risks and risk control measures relating to incidents and near-misses within the College environment

1.4 To teach safety where appropriate as part of the curriculum

1.5 To have effective procedures in place for planning, controlling, monitoring and reviewing all preventative and protective measures for use in the case of an incident.

1.6 To provide and maintain, so far as is reasonably practicable, appropriate welfare facilities for staff and students

1.7 To provide an effective system of reporting and recording incidents, dangerous occurrences and potential hazards to Health & Safety.

2 Organisation and Arrangements for Health & Safety

2.1 The Governing Body

The ultimate responsibility for ensuring a safe and healthy environment within the College rests with the Governing Body.

The Governing Body should report to the Department for Education (DFS) any major threat to the Health & Safety of employees and users of The College.

2.2 The Principal

The Principal has overall responsibility for the application of this policy.

The Principal will:

- ensure that safe working conditions, practices and procedures exist for the health, safety and welfare of staff, students and others using The College premises and facilities.
- take appropriate action immediately when any incident, hazard or near-miss is reported to them and stop the use of any plant, tools, equipment, machinery, etc. which they considered unsafe until they are satisfied as to their safety.
- Monitor all incidents that occur on the premises (or that involve staff and students in College activities off site) and report trends of incidents and near-misses to the Safety Committee as these may pose an increased health or safety risk
- make recommendations to the Governing Body for additions to or improvements to plant, tools, equipment, machinery, etc. which are dangerous or potentially so;
- report on safety and welfare matters to the Governing Body.

2.3 The Vice & Assistant Principals

The Vice & Assistant Principals report to the Principal and will assist in the application of this policy.

They will:

- ensure that safe working conditions, practices and procedures exist for the health, safety and welfare of staff, students and others using The College premises and facilities.
- take appropriate action immediately when any incident, hazard or near-miss is reported to them and stop the use of any plant, tools, equipment, machinery, etc. which they considered unsafe until they are satisfied as to their safety.
- monitor all incidents that occur on the premises (or that involve staff and students in College activities off site) and report trends of incidents and near-misses to the Safety Committee as these may pose an increased health or safety risk.
- assist in establishing clear lines of communications and identify the person to contact if there is imminent risk.
- make recommendations to the Governing Body for additions to or improvements to plant, tools, equipment, machinery, etc. which are dangerous or potentially so.
- report on safety and welfare matters to the Governing Body.

2.4 The Business Manager

The Business Manager has responsibilities delegated by The Principal to:

- be the focal point for day-to-day references on safety and give advice or indicate sources of advice;
- co-ordinate the implementation of safety procedures;

- maintain contact with outside agencies able to offer expert advice;
- carry out regular inspection on The College environment and check working practices in it, including Risk Assessments, in order to identify defects and deficiencies and take the necessary remedial action or risk control measures and to maintain records of inspection;
- ensure that incidents and near–misses are recorded, reported as appropriate to the Health and Safety Executive and that appropriate remedial action is taken;
- review annually:
 - provisions for first aid (May)
 - emergency regulations (September) -
 - safety procedures (September)

2.5 Teaching and Support Staff, holding positions of special responsibility (e.g. Subject and Year Leaders, Site Supervisor etc.)

Staff holding these positions:

- are expected to have responsibility for the application of The College safety policy to their own department or areas of work and should observe instructions given by the Governing Body and The Principal.
- should establish and maintain safe work procedures (e.g. use of chemicals, guillotines, boiling water, etc.); in line with College Policy
- should resolve any health and safety problems any member of staff or student may raise and refer to the Business Manager any problem for which there is not a satisfactory solution within the resources available.
- should carry out regular safety inspections and Risk Assessments in the department of activities for which they are responsible and submit reports to the Business Manager each College year or more frequently, if necessary, and maintain records of inspections.
- should ensure, as far as is reasonable practicable, the provision of sufficient information, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own safety and health at work;
- should propose to the Business Manager changes and additions to plant, equipment or machinery which are necessary for maintenance of safety;
- ensure that all donated equipment is safe and, where appropriate, seek specialist advice that this is so.

2.6 Particular responsibilities of class teachers

The safety of students in classrooms, laboratories and workshops is the responsibility of the class teacher. Teaching staff are to be briefed on the College's Health and Safety Policy and Procedures at staff meetings/CPD days and a note of the briefing to be kept on file.

A class teacher is expected to:

- know the emergency procedures in respect of fire and first-aid and the special safety measures to be adopted in their own teaching areas and to ensure that they are applied;
- exercise effective supervision of students and ensure that they know of the general emergency procedures in respect of fire and the first-aid and the special safety measures of the teaching area;
- give clear instructions and warnings as often as necessary (notices, posters and handouts are not enough);
- ensure that students' coats, bags, cases, etc. are safely stowed away;
- integrate all relevant aspects of safety into teaching process and, if necessary, give special lessons on safety;
- follow safe working procedures personally;
- call for protective clothing, guards, special working procedures etc. where necessary;
- make recommendations on safety measures to the Subject Leader.

NB These rules apply to student teachers who must be made aware of their responsibilities by both the Subject Leader and their Professional Tutor.

2.7 Employees

The Health & Safety at Work Act 1974 states:

“It shall be the duty of every member whilst at work:

- to take reasonable care for health and safety of him/herself and any other persons who may be affected by his/her acts or omissions at work, and
- as regards any duty or requirement imposed on his/her employer or any other person by or under any relevant statutory provisions, to co-operate with him/her so far as it is necessary to enable that duty or requirement to be performed or complied with.”

also that:

“No person shall intentionally recklessly interfere with or misuse anything provided in the interests of health or welfare in pursuance of any of the relevant statutory provisions.”

In order that the law is observed and responsibilities to students and other visitors to The College are carried out, all employees are expected:

- to know the special safety measures and arrangements to be adopted in their own working area and to ensure they are applied;
- to exercise good standards of housekeeping and cleanliness;

- to know and apply the emergency procedures in respect of fire and first-aid;
- to use and not willfully misuse, neglect or interfere with things provided for their own safety and the safety of others;
- to co-operate with other employees in promoting improved safety measures in their College;
- to co-operate with the appointed safety representatives and the enforcement officer of the Health & Safety Executive or the Public Health Authority.

2.8 The Student

Students are advised of The College's Health & Safety Policy and Procedures in Assemblies

Students are expected to:

- exercise personal responsibility for safety of themselves and others;
- observe standards of dress consistent with safety and hygiene (this precludes unsuitable footwear, knives and other items considered dangerous);
- observe the safety rules of The College and, in particular, the instructions of staff given in an emergency;
- use and not willfully misuse, neglect or interfere with things provided for safety.
- consider Health and Safety issues in their council meetings

2.9 Hirers, Contractors and Others

- when the premises are used for purposes not under the direction of The Principal the person in charge of the activities for which the premises are in use will have responsibility for safe practices as indicated in 2.4 of this document;
- the Principal or the Business Manager will seek to ensure that hirers, contractors and others who use the College premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times;
- an agreement stating items (i) and (ii) above is signed by Contractor/Hirer.
- all contractors who work on the College premises are required to ensure safe working practices by their own employees under the provisions of the Health and Safety at Work Act 1974 and must pay due regard to the safety of all persons using the premises in accordance with ss.3-4 of the Health and Safety at Work Act 1974. Checks should include obtaining evidence from contractors to ensure provision of adequate insurance coverage in respect of employers and third party liability cover for work undertaken on the site.

2.10 The Professional Associations Health & Safety Representative

Health & Safety representatives:

- are not liable in law and have no additional duties other than those of all employees, as laid down in Section 7 and 8 of the Health and Safety at Work Act 1974.

- do not carry legal liability for either their activities or omissions as a safety representative;

The functions of Health & Safety representatives are as follows:

- (a) to investigate potential hazards and dangerous occurrences at the workplace (whether or not they are drawn to his/her attention by the employees he/she represents) and to examine the cause of incidents at the workplace;
- (b) to investigate complaints by any employee he/she represents relating to that employees' health, safety or welfare at work;
- (c) to make representations to the employer on general matters arising out of (a) and (b) above;
- (d) to make representations to the employer on general matters affecting the health, safety or welfare of the employees at the workplace;
- (e) to accompany an official inspection;
- (f) to represent the employees they are appointed to represent in consultation at the workplace with inspectors of the HSE and any other enforcing authority;
- (g) to receive information from inspectors in accordance with Section 28(8) of the 1974 Act; and
- (h) to attend meetings of safety committees in the capacity of safety representative and in connection with any of the above functions.

In addition, Section 2 (4) of the HASAWA places upon the safety representative the function of representing the employees in consultation with employer.

2.11 Safety Committee

The safety committee is the Governors' Resources for Learning Committee consisting of Governors, Business Manager and Senior staff.

The Professional Associations Health and Safety Representative will participate in these meetings as and when appropriate.

2.12 Emergencies and Incidents

Details of the emergency procedures in the event of fire are attached.

Details of the fire safety policy and procedure is attached and also located in the fire log book which is kept in reception.

A list of staff with first aid qualifications and the location of first aid boxes will be found in the Staff Handbook.

If a student/member of staff or visitor is involved in an incident or is taken ill at College either send for the Medical Administrator (ext. 627) or have them taken to the medical room depending on the severity of the situation. Remember to report and record the incidents in the Incident/Accident Book kept in the Medical Room.

All staff should be encouraged to take part in first aid and training courses.

For minor ailments send the student to the Medical Administrator with an explanatory note.

2.13 General

- Suggestions by any member of staff to improve standards of health and safety are welcomed by The Principal.
- The College has a no-smoking policy which applies to staff, students, visitors and contractors on the site.
- The Governing Body will review this policy annually and update, modify or amend as it considers necessary to ensure the health, safety and welfare of staff and visitors.

3. Fire Safety Policy and Procedure

The Chalfonts Community College recognises the potential for injury, loss of life or damage to property that can be caused by fire and will do all that is reasonably practicable to control this risk by ensuring that the requirements and provisions of the Regulatory Reform (Fire Safety) Order 2005 (RRO) and all associated legislation are fully and adequately met.

This document has been formally approved and adopted. It outlines the organisation and arrangements in place within the College to ensure compliance with the above Order at all times by the delegation of duties to individuals throughout all Service Areas.

It is the responsibility of both managers and staff, at all levels within the College, to ensure that both the specific and general duties applying to them both by this order and any other applicable health and safety arrangements are complied with.

3.1 Legal Requirements

"The Regulatory Reform (Fire Safety) Order 2005" (RRO)
Imposes a general duty on "The Responsible Person" to:

- "take general fire precautions as will ensure, so far as is reasonably practicable, the safety of employees."
- "in relation to relevant persons who are not his employees, take such general fire precautions as may reasonably be required in the circumstances of the case to ensure that the premises are safe."

The RRO requires "The Responsible Person" to take reasonable steps to reduce the risks from fire and make sure that everyone on the premises, or nearby can escape safely if there is a fire. Particular attention must be given to people who have a disability or who may need special help.

3.2 Responsibilities

Within an Academy school the Governing Body is the employer and therefore ultimately responsible for fire safety. Delegated day-to-day responsibility however rests with the Principal.

Delegation of "The Responsible Person" will follow the existing management structure for delegation within the College.

3.3 The Responsible Person will:

- appoint competent persons to assist him /her (evacuation officers etc).
- train all staff with specific delegated responsibilities for management of the duties required by the order, or alternatively, ensure that competent individuals are employed to carry out these duties. (e.g. fire risk assessment)
- arrange for a fire risk assessment to be carried out
- take any necessary remedial action identified by the assessment
- inform employees as to the risks identified by the fire risk assessment, the measures taken to prevent fires and how these will protect them if a fire breaks out.
- consult employees about particular roles and proposals for improving fire precautions.
- before employing a child, advise a parent regarding any risks identified by the risk assessment and the preventative/protective measures put in place to protect them.
- Inform all non-employees of any relevant risks to them and provide them with information
- co-operate and co-ordinate with other responsible persons where appropriate
- provide the employer of any person from an outside organisation with clear and relevant information on the risks to those employees and the preventive and protective measures
- consider the presence of any dangerous substances and the fire risks which they present
- establish a means of contacting the emergency services and provide them with any relevant information about dangerous substances
- provide appropriate information, instruction and training to employees during their normal working hours about the fire precautions within the workplace, when they begin employment and from time to time throughout their employment.

The Principal, as appropriate, must also ensure that sufficient resources, both financial and human, are allocated to carry out these actions.

3.4 Buckinghamshire and Milton Keynes Fire Authority (BMKFA):

- Work in partnership with The Chalfonts Community College
- Provide consultative advice on fire safety, training
- Enforce Fire Legislation.

THE CHALFONTS COMMUNITY COLLEGE
APPENDIX ONE
FIRE AND EVACUATION PROCEDURE

1. If you discover a fire you should immediately follow the instructions on the Fire Action signs located next to the call points ensuring that everybody from the room has evacuate and if possible closing the door and windows behind you.
2. Break the nearest fire alarm and lead your students from the premises.
3. You should then inform The College Reception (Ext 221 or 224) of the situation in order that the emergency services can be called if necessary.
4. The fire/evacuation bell is a **continuous** ringing tone and **SHOULD ALWAYS BE TAKEN SERIOUSLY.** On hearing the bell, you should ask your students to pick up their bags if they are immediately available and Students should move quickly and quietly. It is the teacher's responsibility to ensure that nobody is left behind and that doors and windows are shut behind you but not locked. On leaving the building, you should keep your students as far away from other buildings as possible consistent with speedy evacuation. (Procedures applicable to Special Need students are reviewed by the SEN department on a periodic basis to ensure they are appropriate for the needs of the individual student).
5. The Business Manager and Site staff will check the location of the activated alarm on the main panel in Reception and investigate the area concerned. All of the Site team will collect a radio and await instructions from the Business Manager.
6. One person on each corridor should check any offices, toilets and unused rooms to ensure that nobody has been left behind.
7. Students should assemble by the far fence of the main College field in Registration Groups with Year 7 nearest the Gymnasium, Year 11 facing the Meridian Block and Years 12 and 13 facing the Chikara building.
8. Attendance registers (by form) will be brought to the College field by the Attendance Officer, along with a radio for each Year Leader. They will be distributed to Tutors who will call the register and report any absentees to their Year Leaders.
- 8A. Exam Procedure – In the event that exams are in progress, the invigilators will escort the students from the hall / gym/ rooms and will line them up, in their seating order, along the fence backing onto Pinewood Close. They should be kept away from all other students so that exam conditions can be maintained in line with JCQ regulations. The invigilators will have their own registers for students sitting exams. Any member of staff responsible for the exam students (eg. Year Leader / Tutor) should make themselves known to the Exams Officer and help the invigilators to maintain silence for the duration of the evacuation. In the event that staff/students are allowed back into the building, the exam students will return to the exam venues and continue their exams.
9. Administration will open the side gate for staff and a designated reception staff member will stop visitors from entering The College via the main gate and doors.
10. A designated reception staff member will bring a radio to the College field for the Vice Principal (Teaching and Learning). A reception staff member will also bring the 'Emergency Grab Bag', which will be given to a member of the SLT.
11. The Curriculum Support Administrator/Admin will inform the Leisure Centre to send students to the field and stop anyone entering the College premises via the rear staff car park access.
12. Administration will stop anyone entering the College premises via the Chikara rear gate access.
13. The Signing In and Out book, Visitors Signing-in book, Absence Cover sheet for teachers and absence sheet for support staff will be brought to the College field by the Principal's PA.
14. The Medical Administrator will bring daily diary/log book to the College field and any students which are in the medical room.
15. Year Leaders will compile a list of any absent tutors, attached trainee teachers and absent students from their Tutors and inform the Vice Principal (Teaching & Learning) of any persons missing (the Principal in his absence).
16. While registers are being called students should remain **quiet** and **attentive** for instructions which may need to be given in very difficult circumstances.
17. All staff and visitors should evacuate the building on hearing the continuous alarm and report to the car park at the rear of Cafe 2000, adjacent to the school field, i.e. Admin staff, members of staff not attached to a tutor group, Technicians, Site Team and visitors, LSAs and Catering staff. The person responsible, for each group, will inform the Vice Principal (Teaching & Learning) of any missing staff.
18. The Vice Principal (Teaching & Learning) will check the situation regarding the alarm and missing people with the Business Manager and he will either give further instructions or arrange for students and staff to return to their classes/offices.
19. Following a fire practice, any defects in the procedure must be notified to the Vice Principal (Teaching & Learning) in order that remedial action can be taken.

In the event of an incident which requires people to remain in the school buildings, a **pulsating** bell sound would be activated. Please follow procedure for lockdown.

Lockdown Procedure

- Signal for commencing lockdown procedures will be given (**pulsating alarm bell**)
- Principal will call Emergency Services **999**
- Staff will move students into classrooms or safe areas
- Doors and windows will be locked, and lights switched off
- Students will be seated away from doors and windows
- If some students are outside they will be told to disperse if this ensures their safety
- Signal for an 'all clear' will be given

SUSPICIOUS CIRCUMSTANCES

The following circumstances could give rise to evacuation or lockdown. Please listen carefully to bells to advise the safest procedure.

PERSONS

The presence of a suspicious person or persons should be reported immediately to Reception and/or the Site team.

PACKAGES

A suspicious package should not be handled, but reported to Reception and the Site team. The package should be isolated to avoid any possible contact while the emergency services are being contacted.

BOMB THREATS

The great majority (95%) of all bomb threats are hoaxes. However, in the event of a bomb threat/alert, the response with regard to evacuation will follow a similar procedure as that for fire, using the same assembly points. Please note that some fire routes may not be suitable, as they may be in the vicinity of the bomb and some staircases may channel and concentrate the effects of the blast.

On completion of a search by the emergency services, when the 'all clear' is given, then students may return to classes.

Please note that the above list may not be exhaustive. Please refer to the School Emergency Management Plan for further guidance.

OTHER EMERGENCY PROCEDURES

GAS LEAK

In the event of a gas leak, no naked flames or electrical appliances should be used.

Light switches should not be turned on/off and an orderly evacuation of the premises should take place.

Doors and windows should be open to allow natural ventilation to take place.

Reception and/or the Site team should be contacted immediately.

FLOOD

In the event of a flood, no electrical appliances should be used by any student, member of staff, visitor or contractor.

Reception and/or the Site team should be contacted immediately.

ACCIDENTS AND ILL-HEALTH

All accidents, including near misses (an incident which did not cause personal injury or property/equipment damage, but could easily have done so) and all work-related health problems must be reported to the Medical Administrator.

The Medical Administrator and/or a qualified First Aider will give emergency aid as required and, if required, will arrange transport to hospital via the emergency services depending upon the severity of the incident.

FIRE ACTION

Any Person discovering a fire

- 1. Raise the alarm.**
- 2. Call the fire service on **9-999****
- 3. Do not attempt to extinguish the fire if you have not been trained to use a fire appliance or if it is unsafe to do so**

On hearing the fire alarm

- 4. Leave the building by the nearest safe exit.**
- 5. Close all doors behind you.**
- 6. Report to the fire assembly point located at: -**

Playing Field at Rear of College



Do not take risks.

Do not stop to collect any belongings.

Do not return to the building for any reason until you are authorised to do so.

