HEALTH AND SAFETY

APPLICABILITY: All Staff, Governors, Parents and Pupils

AUTHOR: Bursar

REGULATORY REQUIREMENTS: 11, 12a, 12b, 16a

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PART 1 STATEMENT OF INTENT

1. The Council of Governors and the Headmaster of Tettenhall College (the School) regard Health & Safety as equal in importance to its academic and financial objectives and therefore invest it with highest priority. They recognise and accept that under the Health and Safety at Work Act 1974 (the Act), they have a legal responsibility to provide, as far as is reasonably practicable, for the health, safety and well-being of all employees of the school, and also have certain duties towards pupils, the public and people who from time to time use the premises of the School.

2. The policy underlines principles of the founding fathers, namely to respect, protect and enhance the working and studying environment of those committed to their charge.

3. It is the policy, therefore, of the School:

a. To provide safe and healthy working conditions for all employees and pupils, to carry out risk assessments and comply with all relevant statutory requirements and conduct its activities without risk to the general public;

b. To provide appropriate supervision, training and personal protection, so far as is reasonably practical in each case and to develop a sense of safety awareness amongst all pupils and employees; and

c. To provide a safe environment for all visitors to the School, bearing in mind that these visitors may not be aware of the risks arising from aspects of use of the School's facilities.

Responsibilities

4. The Headmaster is responsible for the implementation of the Health & Safety Policy. He has delegated the Bursar to act on his behalf.

5. All Subject Leaders, administrative and other units and other designated managers and supervisors are responsible to the Headmaster for health & safety within their areas.

6. The Council of Governors and the Headmaster will ensure that, within the overall resources of the School, appropriate provision is made to enable the School to fulfil its health & safety obligations.

Procedure and Organisation

7. Health & safety procedures, policies and other information will be issued as the need arises and will be held in each faculty or department.

8. The School Health & Safety Policy and Procedures are supplemented by department Codes of Practice, which are regarded as extensions of the Health and Safety Policy.

9. Subject Leaders and other designated managers are responsible for ensuring that health & safety information is circulated to all staff, pupils, contractors and other visitors, to their area or department.

10. All employees, pupils, contractors and other visitors are required to co-operate in achieving the aims and objectives of the Health & Safety Policy and to recognise their own individual responsibilities for safety.

11. The Headmaster encourages staff to make suggestions for the improvement of health & safety within the School to the Bursar. Pupils are also encouraged to report incidents or suggestions to any member of staff.

12. The School has established a Health and Safety Committee which meets once a term to consider all aspects of health & safety, recommend changes in procedures and update policies as appropriate. The Chairman reports to the Council of Governors on a termly basis.

13. The Headmaster will ensure that appropriate advice, guidance and training in health & safety are provided for all employees and pupils.

14. The Health and Safety Policy will be reviewed and if necessary revised at least every 2 years and when changes in circumstances or legislation so dictate.

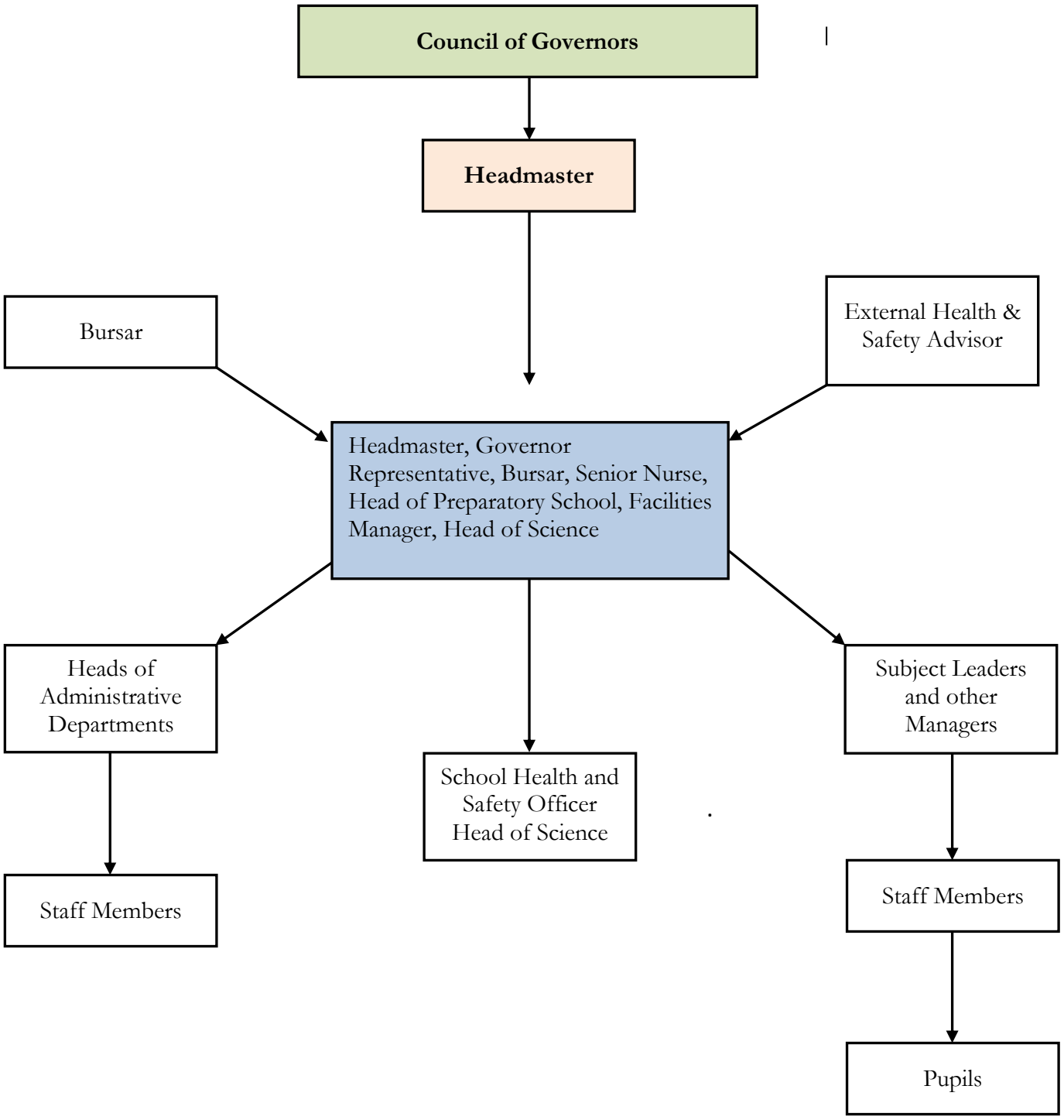


Mr J N Gomersall
Headmaster



Mrs J Parker
Chairman of Governors

Organisation Chart for Health & Safety



PART II ORGANISATION FOR HEALTH AND SAFETY

Premises

15. The premises covered by this policy include all premises owned by the School.

Organisation in the School

16. The Headmaster is responsible to the Council of Governors for the health and safety of the employees, pupils and where appropriate, members of the public, in relation to the running of the School, the School premises and the activities carried on there. He will be assisted in this by the Bursar and the School's professional advisors, all or any of whom may from time to time visit the School.

17. Taking this assistance into account, the Headmaster will monitor the effectiveness of this policy and its implementation at all levels. Where he thinks significant modifications are necessary, he will bring these to the attention of the Bursar. To achieve this, he must have the co-operation of his staff at all levels.

Bursar

18. There is to be a standing Health and Safety Committee of which the Bursar is Chairman. Certain staff are ex-officio members of the Committee; other staff may be appointed by the Headmaster. The Committee shall meet at least once a term and its brief is to consider all matters relating to health and safety in the School. The Headmaster may invite the School's professional advisors or their representatives to attend meetings of the School's Health and Safety Committee.

19. The Bursar is responsible to the Council of Governors for matters relating to the maintenance of grounds and buildings owned by the School, provision of means of escape and prevention of the spread of fire in existing buildings, access generally and all equipment, plant and machinery operated by the School.

20. The Bursar is responsible for ensuring that the planning and design of all new structural projects takes into account health and safety aspects of current Building Regulations, recommendations of the Department for Education and regulations and approved codes of practice made under the Health and Safety at Work Act including the Construction (Design and Management) Regulations 2015.

21. The Bursar is responsible to the Council of Governors for ensuring staff (cleaners, laundry, grounds, maintenance, catering and other non-teaching staff) are aware of the aspects of this policy that affect them. He is responsible for regularly monitoring the maintenance of means of escape, effectiveness of alarm systems and the positioning of appropriate fire extinguishers. He will liaise with the Facilities Manager when repair and maintenance work is required. It is his responsibility, in

consultation with the Housemaster/mistress, Facilities Manager and other staff responsible for escape procedures, to ensure that action is taken in respect of those decisions made by the Health and Safety Committee which relate to premises and fire.

22. The Bursar, through the Health and Safety Committee, is responsible for reminding staff of the need to complete and review risk assessments. It is accepted that risk assessments are not an end in themselves but should result in action if indicated. The purpose of a risk assessment is to produce safe systems of work and study. Risk assessments and safe systems of work will be audited as part of the annual audit programme by the Bursar.

Heads of Administrative Departments

23. The Head of each Administrative Department, i.e. the Facilities Manager, School Nurse, Catering Manager, Cleaning Supervisor, Laundry Supervisor, Librarian, Director of IT and Groundsman – is responsible to the Bursar for ensuring:

a. That the Department is run according to the standards of this policy and that staff working in the Department are aware of the contents of relevant circulars, guidance and other information;

b. That each member of staff working in the Department understands the practical application of this policy and the extent to which it applies within the Department and in relation to other duties arising out of their employment at the School; and

c. That each member of staff in the Department is aware of the importance of achieving high standards of safety and where appropriate is provided with the necessary encouragement and time for this to be achieved.

Subject Leaders and Heads of Section

24. Each Subject Leader and Head of Section is responsible to the Headmaster for ensuring:

a. That their area of responsibility is run according to the standards of this policy and that teachers and technicians working in their area are aware of the contents of relevant circulars, guidance and other information;

b. That each teacher and technician working in their area understands the practical application of this policy and the extent to which it applies within their area and in relation to other duties out of their employment at the School; and

c. That each teacher and technician in their area is aware of the importance of achieving high standards of safety and where appropriate is provided with the necessary encouragement and time for this to be achieved.

25. Subject Leaders and Heads of Section should make themselves aware of the health and safety aspects of the various sciences, and/or practical work related to their subjects, taking into account current practices and requirements of the enforcing authorities and professional associations. They should be aware of current recommendations on uses and control of equipment and chemicals, their storage and the extent to which certain chemicals are no longer required by various syllabi.

Laboratory Technician

26. The Laboratory Technician is responsible to the Subject Leader for the security of all materials used in the science department and for ensuring that all stores are kept securely locked except when the materials are actually being used.

Housemaster/mistress and Residential Staff

27. Housemaster/mistress and residential staff are responsible to the Headmaster for ensuring the health and safety of all pupils within their house. They have a particular responsibility for the security of means of escape in the case of fire at night and this responsibility must take precedence over all others.

The Facilities Manager

28. The Facilities Manager is responsible to the Bursar for ensuring that:

a. Any accident is investigated, a formal report lodged and recommendations made;

b. Appropriate advice is given to staff on matters of health and safety as required;

c. Visual checks are made on the general condition of the buildings and grounds;

d. Periodic checks are carried out on all electrical equipment, including portable electrical equipment brought into the school by pupils; and

e. Preliminary checks are made on noise levels as required, making arrangements for more in-depth checks if necessary.

Employees of the School

29. All employees of the School have a duty to:

a. Notify the Bursar if they consider the condition of buildings, ground, furniture, or equipment to be unsafe;

b. Notify the Bursar of any accident in which they are involved and which occurs on School premises;

c. Ensure that anyone injured on School property receives first aid or, if relevant, is immediately taken to hospital; and

d. Make themselves familiar on a continuing basis with means of escape, fire alarm systems, evacuation procedures and other associated matters. Most employees will have specific duties during first aid practices and actual fire evacuations, as laid down in Annex 3 – Fire Prevention and Evacuation Policy.

Arrangements for Monitoring and Reviewing the Health and Safety Policy Statement

30. The Bursar will review the Health & Safety Policy Statement, and the arrangements for health and safety on an bi-annual basis or more frequently should the need arise.

31. The form of this review will be by means of a health & safety inspection of records and procedures and regular safety tours covering all areas and activities on the whole site.

32. Particular attention with be given to:

The Policy Statement
Organisation
Training and competency
Safe systems of work
Safe place to work
Trips and activity holidays
Internal communications
Emergency procedures
Fire procedures
Medical facilities and welfare
Records
Monitoring at the workplace

33. Any other as deemed necessary in the light of changing conditions and legislation.

34. Following the review the policy statement will be signed and dated by the Chairman of Governors.

PART III SPECIFIC PROVISIONS

35. The following specific aspects of this policy are drawn to the attention of all employees:

Fire and Emergency Procedures

36. Fire is probably the most serious hazard in the School and all members of staff must be aware of the dangers and fully aware of escape routes and evacuation procedures.

37. There are automatic sensing and warning devices in each of the main buildings. In all buildings the sensing and alarm devices are linked to control boxes which require regular manual checks. These checks are conducted on a weekly basis in term time and once during school holidays. Any false alarms are recorded in a log and reported to the Bursary for the main register.

38. There are full ranges of fire extinguishers at numerous points around the School with powder or CO_2 extinguishers in areas where there may be a danger of electrical fires. These extinguishers are checked annually under contract and inspection certificates are held by the Facilities Manager. In order that small fires may be tackled if there is time and it is safe to do so, selected members of staff have been trained in the use and techniques of fire fighting with handheld appliances. Apart from halogen (green bodies), the School will hold only fire extinguishers, which comply with European Standard EN3 (BS7863 refers). Such extinguishers all have red bodies with a zone of appropriate colour to indicate contents, i.e. black (CO_2), blue (powder), cream (foam) or red (water).

39. Day time fire drills are held once a term and staff must join in with pupils in evacuating the buildings as quickly as possible. The assembly point for all staff and pupils is the Multi-use Games Areas and class teachers are responsible for checking pupils' names.

40. It is the responsibility of the Housemaster and Housemistress to ensure that housekeeping within boarding houses is such as to minimise the risk of fire and to minimise the hazard should a fire occur. They should pay particular attention to curtains and other forms of wall decoration. Attention should be given to ensuring that fire doors and doors with automatic closure devices are in good repair and not held open and that such doorways are not obstructed by furniture or decorations. Particular attention should also be given to electrical devices and extension cables (see later section on electrical installation and equipment).

41. It is the responsibility of the Housemaster/mistress to draw up detailed fire orders which take into account the particular geography and circumstance of the house concerned. These orders should be prominently displayed in all principal areas

of the house and all occupants of the house must be thoroughly conversant with them.

42. It is the responsibility of the Housemaster and Housemistress to carry out night-time fire evacuation drills in each School term and to notify the Bursar when these have taken place, together with any comments or observations on the procedure, serviceability of alarms, lights and other emergency equipment. The Bursar and Housemaster/mistress will maintain a record of all drills carried out and will take steps to rectify any defects notified.

43. It is the responsibility of the Reception staff to call the Fire Brigade during working hours and on hearing an alarm staff should check that the Fire Brigade has been called. A record of all incidents is held by each Housemaster/mistress.

Emergency Plan

44. An Emergency Plan has been prepared based on the outcome of a risk assessment of fire and other conceivable emergencies, which require the evacuation of buildings, including specific arrangements for visitors who may be attending a function or meeting in the School, particularly if after hours.

45. The aim of the plan is to ensure that buildings can be safely evacuated: that all relevant information is available to the emergency services; that those persons with specific duties are identified; that details of action to be taken in the event of an emergency are posted. The Emergency Plan includes site drawings detailing the location of flammable material stores and gas mains; the location of the main control systems for gas, oil electricity and water; the location of the fire hydrants; the location of assembly points; and the main structural features including dormitory areas.

46. A copy of the Emergency Plan is held by the Headmaster, Bursar, Senior Leadership Team, Chairman and Vice-Chairman of the Council of Governors.

47. An outline of the procedures for the evacuation of the premises will be made available to all contractors and visitors to the School. Visitors attending a function or meeting will be briefed on the relevant procedures prior to the commencement of the activity.

First Aid and Medical Provisions

48. The School maintains full medical services for twenty-four hours a day during term time with first aid services during the working hours in school holidays. The service thus provided ensures that we conform to the requirements of the Health and

Safety (First Aid) Regulations 1981 and the revised Code of Practice issued by the HSE in 2013. Full details of medical provision can be found at Annex 1.

Incident Recording, Reporting and Investigation

49. Certain incidents may be reportable to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). The Regulations are summarised in Annex 10. If in doubt about the reporting requirements, please contact the Bursar.

50. Regular analyses of incidents and "near misses" (which may not have resulted in injury) form an essential part of risk assessments and safety audits. Forms for recording incidents are held in all departments/areas and should be submitted to the Bursar for compiling and analysis on a termly basis with the Health and Safety Committee.

51. Any incident resulting in attendance at the surgery is automatically reported to the Bursar for investigation and reporting in the relevant database. Any other incidents, apart from the most trivial, will be reported to the Bursar and investigated by the Subject Leader/Department (or other appropriate member of staff) if necessary with the help of the Health and Safety Officer. The report will then be passed to the Bursar for review of the relevant risk assessment.

Workplace Stress

52. Workplace stress is recognised by the management of the School as a legitimate problem affecting staff and one which needs careful and sympathetic management. It is recognised and accepted that being under stress can lead to adverse effects on the emotional and physical wellbeing of staff and consequently to the efficiency of the organisation as a whole.

53. Whilst individual reactions to stress vary widely, the need to recognise and act upon potentially stressful situations is essential. Regular consultation with members of staff and discussion groups is to be encouraged in order that a proactive approach may be taken on a continuing basis, in order that such situations may be avoided or their effects upon staff reduced.

54. It is accepted that major changes in working practices or management structures within any organisation can be stressful and therefore, it is the policy of the School that, where appropriate, members of staff will be kept informed of any major changes in so far as they may affect their own activities in the workplace, and additional training made available as necessary.

55. Members of staff shall be encouraged to seek advice from either their line manager or a member of the Senior Leadership Team regarding any situation they

feel is causing them undue stress; we will respect the confidentiality of staff raising concerns and will provide procedures to maintain confidentiality so far as is consistent with progressing the issues effectively.

Violence to Staff

56. The management of the School will not tolerate violent, abusive or threatening behaviour, whether physical or otherwise towards any employee from whatever source. Violence, or the risk of violence to any employee is considered a very serious matter, and management will give all support necessary to any member of staff who reports any such incident, actual or perceived whatever the circumstances.

57. All reports of violent or abusive conduct will be fully investigated and the necessary disciplinary action taken.

58. Any employee who has been the subject of violent or abusive behaviour during the course of their employment will be offered legal advice and representation, and counselling as appropriate.

59. All necessary precautions will be taken to ensure that unauthorised access is kept to a minimum.

60. Any injury sustained as a result of a violent attack will be reported in accordance with the incident reporting procedures.

Risk Assessment

61. The Bursar, Head of Preparatory School and Assistant Heads are responsible for ensuring that risk assessments are undertaken in all areas throughout the School (including boarding houses and in the EYFS) and also for school visits and outings. Such risk assessments will be monitored on a regular basis (at least annually) by means of safety tours and as part of the safety audit procedure.

62. Housemaster/mistress and Subject Leaders/Heads of Departments are expected to complete workplace risk assessments for their houses or areas together with safe systems of work statements where applicable. The Facilities Manager will advise and assist in the exercise if required.

63. Health & safety tours will be carried out once a year and more frequently if there have been any significant changes to building, machinery, equipment, work practices or personnel. The latest risk assessment forms will act as reference points for the tour.

64. The assessment team will consist of the Facilities Manager and the Housemaster/mistress or the Head of the relevant area/department. The purpose of the assessment is to:

Identify hazards
Identify persons at risk
Assess the nature and seriousness of the hazard and subsequent risks
Avoid risks by elimination of hazards

The assessment will also aim to control any remaining risks by:

Selecting control measures
Maintenance and use of controls
Monitoring and surveillance
Supervision, information, instruction & training

New and Expectant Mothers

65. A risk assessment will be carried out on the work done by pregnant women directly the school is made aware of their condition. These risk assessments will be regularly updated as the pregnancy progresses and any remedial action taken to ensure that those involved are not placed at unnecessary risk. If necessary, staff will be found alternative work for the remaining period of the pregnancy or alternative working patterns will be agreed.

66. The areas of high risk to pregnant women are recognised as manual handling, violence, vibration, tripping and falling and exposure to chemicals, ionizing radiation and infectious diseases. Full details of the risk assessment procedures for pregnant members of staff can be found at Annex 7.

Electrical Installation and Equipment

67. Electrical equipment is a serious source of accidents because of the inherent danger with electricity and because of the danger of fire resulting from the misuse of the equipment and wiring.

68. All circuits and wiring in the School are tested every one to five years in compliance with the Electricity at Work Regulations and the log of those tests is held by the Facilities Manager in the Maintenance Department. The logs and ancillary circuit diagrams are updated after all maintenance or refurbishing work.

69. It is strictly forbidden for any work to be conducted on any electrical circuits by any pupil or members of staff other than approved electricians. Any work of an electrical nature on any conductors or circuits shall be carried out only by competent and qualified electricians.

70. As a result of the Electricity at Work Regulations 1989, which came into effect 1 April 1990, the Facilities manager is responsible for keeping a record of electrical equipment used on the College grounds. No electrical equipment will be allowed to

be used on the premises unless it has been inspected and passed all relevant safety tests.

71. Any irregularities or doubts must be reported immediately to the Maintenance Department which will arrange a full inspection by a qualified electrician. The Maintenance Department will also advise on the type of fuse to be used in any piece of equipment and will supply fuses if required.

72. Extension leads can only be used only with the prior approval of the Housemaster/mistress or Subject Leader who should consult the Maintenance Department. Extension leads on reels must not be used. Two-or-three-way extension plugs should not be used.

73. Electrical equipment, except for bedside clocks, must not be left switched on when unattended. Care should be taken to ensure that curtains, posters and other flammable material are not allowed to cover electrical points.

74. The Maintenance Department or Facilities Manager will arrange for portable and moveable electrical equipment to be tested on a regular basis. Testing will normally be undertaken annually but if risk assessments indicate a shorter (or longer) period the time scale may be amended.

75. The Facilities Manager will remove any items, which he considers to be dangerous.

Pressurised Gas Cylinders

76. Only trained and properly authorised staff will be allowed to move and work with pressurised gas cylinders.

77. All cylinders must be correctly labelled in conformity with UK legislation and British Standards. Any cylinder with inappropriate labelling must be returned to the supplier.

78. Cylinders should be transported on a suitable trolley to which they have been properly secured. Valves should be shut before moving and cylinders should never be rolled. Cylinders should be stored in an upright position on firm, level, well drained surfaces, and if stored outside they should be stored under cover. The cylinders should be secured to prevent falling and the room should be well ventilated and clearly marked **"NO SMOKING"**.

79. Cylinders containing oxygen or oxidising gases must be separated from cylinders containing flammable gases by at least 3 metres or by a fire-resistant partition. LPG (Propane or Butane) cylinders must be stored at least 3 metres away from ANY other type of gas cylinder.

80. Toxic or corrosive gas cylinders (such as chlorine) must be stored separately from ALL other gas cylinders.

81. Care must be taken to ensure that any system being connected to a pressurised cylinder is designed to take the gas pressure. A check should be made for leaks as soon as the system is brought into use and after the valves have been closed.

82. Eye protection and other appropriate protective clothing should be worn when working with pressurised gases.

Machinery

83. Machinery and specialised equipment should only be used by those trained in its use.

84. Subject Leaders will be responsible for ensuring that their staff are properly trained in the use of the equipment and a record of training must be kept on file.

85. Subject Leaders will be responsible for checking the equipment in their area on a regular basis. Any faults must be reported to the Maintenance Department immediately they are identified and it is the responsibility of the Subject Leader/Head of Department to take equipment out of commission if there is any doubt about its safety, particularly in respect of guarding, emergency stops or run-down times.

Noise

86. The Control of Noise at Work Regulations 2005 (the Noise Regulations) came into force for all industry sectors in Great Britain on 6 April 2006 (except for the music and entertainment sectors where they came into force on 6 April 2008).

87. Excessive noise accelerates hearing loss and increases pulse rate, blood pressure and breathing rate. Regulations require action to be taken if noise reaches above 85dB(A).

88. Ear defenders are held by the Maintenance Department and should be worn at all times when working with noisy equipment.

89. Any incidence of excessive noise should be reported to the Bursary. The Facilities Manager will conduct a preliminary investigation and a more in-depth study by specialists will be commissioned if findings indicate it as being necessary.

Personal Protective Equipment (PPE)

90. PPE will be issued and used whenever processes and systems of work present a hazard which cannot be satisfactorily controlled by other reasonably practicable means, or where it is required by certain specific legislation.

91. It is recognised that certain processes and the use of certain substances within the School's activities will necessitate the use of PPE. Where statutory provision or detailed assessment of the task or substance involved indicates that such PPE will be required then the Subject Leader/Head of Department will ensure that is it made available and is kept in good working order.

92. The stock and suitability of all PPE shall be reviewed at the beginning of each term and the general condition monitored following each issue and use.

93. All PPE used will be of a type approved for the purpose, conform to the relevant British or EC standards and be of a type suitable to afford adequate protection against the risks identified. All PPE will be regularly inspected and kept in good working order. It shall be the responsibility of each member of staff to issue and check the returns of such equipment as appropriate.

94. Specific requirements and guidance on the use of PPE will be found in the relevant section of the faculty/department safety manual, along with records of issue, inspections and specifications.

Eye Protection

95. It is a statutory requirement under the PPE Regulation 1992 to wear eye protection when an assessment shows that a risk of injury, which cannot be otherwise eliminated, exists.

96. Staff and pupils (as indicated) will wear eye protection when involved in any of the following operations:

a. Using or dispensing liquids which could cause injury;

b. When breaking, cutting, dressing or carving stone, metal or glass;

c. Any other process involving the production of fine particles; or

d. Any work which involves the use of sharp pointed materials.

Gloves

97. Suitable hand protection shall be worn whenever the relevant risk assessment indicates. These circumstances will be covered in the relevant faculty/departmental policies.

Protective Clothing

98. Appropriate protective clothing will be worn in all workshop/studio areas and wherever staff or students are involved in activities which could lead to entanglement, contamination, high temperatures or harmful spillages. Area/departmental policies must include procedures and details of PPE relevant to their business or study area.

Protective Footwear

99. Careful consideration will be given the appropriateness of pupils' footwear.

PPE Training

100. Staff and pupils will be trained in the correct selection, wearing and use of PPE.

Food Safety

School Catering

101. The detailed procedures for control and monitoring of all food production, the catering environment and training of staff are held and maintained by the on-site contract caterer, Sodexo. They will comply with the Food Safety Act 1990 and Safety (General Food Hygiene) Regulations 1995. These procedures and policies should be available for inspection by the Bursar at all times.

102. Delivery vehicles should be checked regularly by the caterer to ensure they comply with the requirements of the Food Safety Act 1990 and Safety (General Food Hygiene) Regulations 1995 and if necessary conditions at the suppliers' premises should also be checked.

Faculty/Departmental Coffee Areas and Fridges

103. Areas where beverages are prepared and packed meals or snacks are consumed should also adhere to the requirements of the Food Safety Act 1990 and Safety (General Food) Regulations 1995. Areas are to be overseen by the Subject Leader/Head of Department or caterer as appropriate and are to be maintained in a clean, hygienic manner. All cups, utensils and equipment, such as microwaves, are to be washed directly after use and the area cleaned.

Materials and Hazardous Substances

104. The use of any material within the School will be subject to prior assessment and its consequent use will be in accordance with any controls and training requirements identified and recorded as part of a CoSHH programme, the details of which will be kept for reference.

105. Hazards from dangerous substances may be biological, chemical or physical and may include the risk of illness, fire or explosion. Subject Leaders/Heads of Department must identify all dangerous substances in their care and must take all possible care to eliminate or reduce such risks. Special secure storage must be provided if necessary and the Bursary must be notified of all dangerous substances held on site.

106. Subject Leaders/Heads of Department must maintain records of dangerous substances in their care. Such records must identify the substance and the risk and must record all issues and receipts of the substance. The record must show clearly the date of issue/receipt, the person to whom the issue was made and the quantity issued. A running total held in stock must also be recorded.

107. Wherever possible, posters should be displayed identifying the substance, explaining the risks and identifying preventative or remedial action. If necessary,

staff and/or pupils should be given instruction by the Subject Leader/Head of Department or, in special cases by the Head of Science, in handling specific substances.

108. Subject Leaders/Heads of Department must notify the Bursar of special requirements for handling dangerous substances or for dealing with spillages etc. of such substances.

109. Gases and fluids under pressure must not be brought onto the School site without the prior approval of the Bursar. Such substances will be allowed only if there are adequate provisions for their safe storage.

110. For detailed information, the following publications are available for consultation from the Facilities Manager:

CoSHH Assessments
CoSHH Approved Codes of Practice
CoSHH Guidance for Schools
CoSHH Guidance Notes for School Science Departments

111. Full details of all dangerous substances, and their associated assessments, will be kept included in the relevant area/departmental health and safety policies as appendices to this document.

Asbestos

112. Asbestos fibres, if they enter the lungs, can cause potentially fatal illnesses in the long term. The School is aware of the Asbestos at Work Regulations requiring that the presence and position of any asbestos must be recorded and monitored and they are managed effectively to prevent exposure of staff, pupils and others to any dust or fibres.

113. A register of the whereabouts of asbestos is held by the Bursar and all locations are clearly labelled. All staff, especially in the Maintenance Department, have been made aware that, before any cutting, drilling or other disturbance of building structure or fixture (such as pipe lagging), the asbestos register must be consulted. If asbestos is present in the area then a decision on the procedure to be adopted will be taken by the Bursar or Facilities Manager. There will be no work in such areas without prior approval.

114. If there is any suspicion that asbestos has been disturbed the Bursar must be informed immediately. The area would then be sealed off and containment measures immediately put into practice.

Other Silicate Materials

115. The School is aware that dust from other silicate materials, if it enters the lungs, can also cause potentially fatal illnesses in the long term. Such dust will be most prevalent in the pottery area of the Art Department but will also be associated with the cutting of stone or unglazed tiles and similar activities. Subject area risk assessments must pay attention to this hazard.

Housekeeping and Waste Disposal

116. Many accidents occur because of poor housekeeping and the School is aware of its responsibility to maintain a safe and clean workplace.

117. The Bursar, through his chain of command, is responsible for the cleanliness of the site, including the disposal of waste. All rooms, including toilet areas are cleaned on a daily basis. Waste and refuse is removed to central collection points on a daily basis. Appropriate PPE will be worn during cleaning and collection. Collection from these points is made by contractors on a weekly basis or more frequently if required.

118. The Bursar is responsible for the general tidiness of the site, but Subject Leaders/Heads of Departments must accept responsibility for their own areas. Subject Leaders/Heads of Departments will be expected to maintain clean and tidy work areas and any difficulties encountered must be reported immediately to the Bursar.

119. The Bursar will ensure that all waste produced will be disposed of in accordance with the requirements of the Environmental Protection Act 1990 (Duty of Care), and the Hazardous Waste Regulations 2005, to a licensed waste disposal site via a registered carrier. Waste storage areas and the use of incinerators will be subject to a full risk assessment.

120. All sharp instruments, broken glassware and other sharp waste materials shall be disposed of in the approved manner and no chemicals, etc., shall be allowed to enter the drains.

121. Any waste which may contain biological hazards will be kept separate from other waste and incinerated.

Lifting and Manual Handling

122. The risk of injury due to the manual handling of loads is recognised by the School and all measures will be taken as necessary to reduce such risks through individual risk assessments.

123. Training in proper handling techniques will be given as appropriate and only those personnel so trained should be asked to move heavy weights. Consideration

will be given to pregnant workers in line with EC Directives. Their work will be reassessed for risk as soon as they inform the school of their condition and the assessment will be ongoing in line with the advancement of pregnancy.

124. Pupils will only be allowed to lift or move scenery and props provided that they have received appropriate training. Guidelines for implementation will follow the 'ergonomic' approach which encourages assessment and quantifying of risk factors with the task in hand within an occupational setting. The lifter or handler will be seen as being at the centre of a system.

125. Only staff, appropriately trained in manual handling, will be asked to move heavy weights. As a guide, for an adult, 20kg will be the maximum weight (held close to the body). If the load is held at arm's length then this limit will be reduced by 50%. If the lifting involves twisting then the limit will be reduced by 20%. Loads lifted above shoulder height or below knee level will be reduced by 50%.

126. Information posters are displayed in appropriate areas. For more comprehensive details reference can be made to the Manual Handling Regulations 1992.

Display Screen Equipment (DSE)

127. Staff that use DSE for the main part of their job are classified as 'users'. People in this category who experience eyesight difficulties and require eye tests may have them funded by the School.

128. The use of DSE is subject to risk assessment, a copy of the risk assessment form can be found at Annex 8. The assessment should be agreed by the Subject Leader/Head of Department who will arrange for any remedial action to be taken. To reduce the chance of fatigue both to the eyes and upper limbs, display screen users are advised to take a short 5–10 minute break and carry out another task once per hour.

Legionella Prevention

129. Legionella is a bacterium which exists naturally in water but in the right environment can multiply to create a danger to health known as legionnaire's disease. Those particularly at risk are the very young and very old, but anybody can be affected. The greatest risk is from systems creating droplets of water, especially if they become contaminated or if they are not kept free from scale, rust, sludge, algae etc. Hot/cold water systems are particularly vulnerable if not properly maintained.

130. Hot and cold-water circulating systems and showers within the School will be kept clean, tested termly and treated by a competent person to ensure that contamination is kept below levels that can threaten health.

131. WRAS approved materials should be used for hot and cold-water systems to minimize the risk of legionella. Legionella risk assessments should be updated every 2 years. Legionella data should be assessed and reviewed annually. A temperature control policy will also aid in the control of legionella bacteria.

Training

132. Good training ensures that employees are competent to carry out their duties thus reducing the risk to both health and safety. In hazardous situations special training may be necessary.

133. All new staff will undergo School induction training within the first week of employment. Basic area/departmental induction on procedures and safe working practices will be carried out before work commences.

134. Subject Leaders/Heads of Department must ensure that all new members of staff are trained in the use of equipment and procedures relevant to that faculty/department. Such training can be given by the Subject Leader/Head of Department or a senior/experienced member of the area/department and a record must be kept which should be signed by the member of staff acknowledging the training. A record of training received is to be completed for each member of staff and sent to the Bursary for retention. A template of a Record of Training is at Appendix 1 on the next page.

135. If specialist training is required, the Subject Leader/Head of Department must identify to the Bursar the staff requiring the training and details the reasons for such training.

PART III – APPENDIX 1

HEALTH AND SAFETY - RECORD OF TRAINING

Subject: ……..

Instructor: ……..

Date: ……

1.

2.

3.

4.

5.

6.

PART IV PROVISIONS INVOLVING TRANSPORT, THIRD PARTIES AND OUT OF SCHOOL ACTIVITIES

Visitors and Security

136. Visitors must report to the School's Main Reception Area immediately on arrival. They will be asked for identification and, if appropriate, will be asked to sign a visitors' book. If unaccompanied on the site, they will be given a visitor's pass. Any unaccompanied person, other than a member of School staff or student, on the School site without a visitor's pass, will be challenged and, if necessary, asked to leave. Every visitor will be provided with information appropriate to the circumstances.

Transport on School Property

137. Throughout the school day a number of vehicles will be entering or leaving the School, all of which will be subject to the following guidelines:

a. All visiting drivers (as appropriate) will report to the Main Reception to sign-in;

b. Where applicable, all vehicles will have the relevant statutory documentation available for inspection;

c. The speed limit within the School grounds is 5 mph;

d. Vehicles will be restricted to designated routes unless specific instructions have been negotiated with the School and the relevant 'permit to work' has been issued;

e. All vehicles will be driven in a safe manner taking into account the nature of the pedestrian population;

f. Parking will only be allowed in the designated areas unless specific instructions to the contrary have been issued;

g. It is recommended that delivery/collection vehicles be fitted with an audible warning reversing system; and

h. Students wishing to use their vehicles on the School grounds must apply, and be issued with, a current permit, the log of which is kept in the Headmaster's PA Office.

Bicycles

138. Before pupils are allowed to travel to School by bicycle they must have written consent from their parent/guardian and junior pupils must have passed "Bikeability

Level Two" - the National Cycle Proficiency Test. A record of those pupils authorised to travel to School by bicycle will be kept and updated regularly.

139. In addition, bicycles may be used to and from school provided that:

a. Permission is obtained in advance from the Headmaster;

b. They are securely locked in an area designated for bicycles;

c. They are not used during the period between the beginning and the end of the school day; and

d. Helmets are to be worn.

140. Boarders may have the use of bicycles provided that:

a. They have been authorised by their parents and Housemaster/mistress;

b. They are stored safely in an area designated for bicycles;

c. They are not used during the school day;

d. They are used sensibly and safely within the School grounds;

e. Permission is obtained from the teacher on duty to go off site; and

f. Helmets are worn.

Taxis

141. Any taxi service required by a pupil at Tettenhall College and arranged by the School will be arranged with one firm only – Central Executive Taxis.

142. In accordance with Wolverhampton City Council policy, confirmation has been provided by the owner that all Central Executive Taxi drivers have been DBS checked.

Use of the School Minibus

143. A full risk assessment will be carried out on the general use of all School minibuses and will take into account specific supervision requirements. There are 5 minibuses. Any member of staff using them must have appropriate insurance cover, a medical certificate and appropriate training must have been completed where deemed necessary. Information on this should be obtained from the Bursary. Booking as far in advance as possible is desirable and this should be done through the Bursary.

Minibus Driving

Vehicles

146. The minibuses will be serviced and have an MOT as per the schedule suggested by the vehicle manufacturer or the Department of Transport. The documentation and log relating to the inspections and servicing will be held in the Bursary.

147. Any faults must be reported to the Bursar who will either authorise immediate repair, repair at a scheduled service or, if necessary, will withdraw the vehicle from use.

Drivers

148. All drivers should possess a clean driving licence unless the Bursar is requested to obtain special clearance.

149. Drivers should possess a valid licence showing entitlement to drive a minibus.

150. No driver under the age of 21 years will be permitted to drive.

151. If deemed necessary, driver assessment will be provided for employees through a suitably recognised and qualified agency.

152. Drivers should drive in accordance with the requirements of the Highway Code at all times.

153. No person will be permitted to drive if under the influence of alcohol or drugs.

154. All drivers undertake to go through a pre-start checklist, on a daily basis, when driving the minibuses. The checklist is found at Annex 9.

155. Drivers should not exceed the recommended driving hours stated on the separate sheet.

156. Before a journey commences, the driver must ensure that all passengers are properly secured by using the seat belts supplied and where necessary ensure pupils have use of a child car seat. Any child under 135 cm should not sit in the front of the vehicle without the appropriate child seat.

157. It is the driver's responsibility to ensure all children under 14 years wear a seat belt in the mini-bus. However, if the vehicle is over 16 seats, the driver is exempt from this responsibility due to the difficulty in monitoring this and driving safely.

158. Seat belts will be worn at all times or, where applicable, child car seats used.

159. Car seats are required for all children under 135 cm (approx. 4 ft 5 ins) and under 12 years of age. For children who are between 9 months and 4 years of age the child seat should be forward facing. Booster seats are only applicable for children aged 4 to 6 years of age and beyond that booster cushions can be used for those 6 years and above.

160. The only exception to this rule may be in an unforeseen emergency.

Booking Procedure

161. Minibuses will be booked through Reception.

162. A log book/sheet (found in the vehicle) should be completed by the driver at the beginning and end of every journey.

163. A defect sheet should also be completed if any fault or defect is discovered at the beginning, during or end of a journey. Serious defects should be reported immediately to the Bursar.

164. In the event of a puncture, the breakdown service should be called.

Accidents

165. In the event of an accident the driver should make sure all passengers are safe.

166. Liability for an accident should not be admitted to any other person.

167. Collect the names and addresses of any witnesses.

168. Let the Headmaster/Bursar know as soon as possible.

169. Do not speak to the press; all enquiries should be directed to the Headmaster.

170. Do not allow pupils to communicate directly with home; parents will be informed by the school.

Loading the Vehicle

171. The driver is responsible for the safe loading of the vehicle.

172. Before a journey commences, the driver must ensure that all passengers are properly secured by using the seat belts supplied.

173. Any loads carried on the roof racks must be secured, or checked by the driver, at the start of, and at any convenient stop during the journey.

Driving

174. Daily driving should not exceed 8 hours maximum in a 24-hour period (midnight to midnight).

175. After 2 hours continuous driving a break of at least 20 minutes should be taken.

176. If driving in the evening, after working all day, a round trip of greater than 60 miles should not be attempted.

177. If a journey is greater than 200 miles, then two drivers should share the driving.

178. Staff driving a minibus on a Duke of Edinburgh expedition must not be involved in strenuous activity on the same day.

Recreational, Educational and Holiday Activities

179. School Trips and Visits are covered in Tettenhall College Policy Number 21.

Insurance

180. The school's General Insurance policy covers the following:

a. **Excess Employers' Liability Insurance** - This policy covers for the school's legal liability in respect of bodily injury, illness or disease to any employee arising out of and in the course of employment, and for legal costs incurred. Cover is provided on a world-wide basis for employees involved in approved School activities;

b. **Public Liability Insurance** - This policy provides cover for liability in respect of third-party accidental injury or property damage;

c. **Group Travel Insurance** - This policy provides automatic cover in respect of any journey undertaken by the insured persons on the insured's business. The cover is for 24 hours a day, at any time after setting out from the insured person's residence or place of business until return thereto. If any member of staff is injured whilst under the directive of the School, should the School be legally negligent, the staff will be insured by the terms and conditions of the Employers' Liability Insurance;

d. **Volunteers** - Volunteers are not covered by the Group Personal Accident policy or in respect of baggage and personal effects, money and credit cards. However, should any volunteers be injured whilst under the directive of the School and it is proved that the School is legally negligent, all

volunteers will be covered by the terms and conditions of the Public Liability Insurance;

e. **Group Personal Accident - Pupils** - This policy provides for the payment of fixed benefits for death or disablement by accidental injury of the insured person; and

f. **Motor - Occasional Business Use** - This policy covers for the loss of or damage to all academic staff and support staff who use their vehicle for school business.

Work Experience

181. The School will abide by the Education (Work Experience) Act 1996, The Employment Act 1990, the Health and Safety (Training for Employment) Regulations 1990, the H&SW Act 1974 and the Management of Health and Safety at Work Regulations 1999.

182. Whilst the placement provider must provide a level of health and safety care to work experience students which recognises their inexperience and is at least the same as provided for their employees, the School recognises its own responsibilities towards the safety of the student and will conduct, for each student, its own investigations into the health and safety management arrangements of the provider, including review of relevant risk assessments and method statements.

183. Whilst it is understood that primary responsibility for health and safety rests with the organisation offering work experience, the School also recognises that it has a duty to ensure the welfare of pupils at all times. In this connection the School will take all reasonable steps to satisfy themselves that each placement is safe and without risk.

Recreational Areas

Basic Requirements

184. All facilities will be properly maintained and kept in good condition. All apparatus and equipment will be inspected on a regular basis.

Procedures

185. A Risk Assessment on the use and supervision of each piece of apparatus/equipment will be drawn up. The control procedures for said equipment will be adhered to at all times.

186. Pupils will be reminded that while using the facility they should respect the needs of other. Pupils will be alerted to the need to recognise faulty equipment and report it immediately.

187. Skateboards, roller-blades and similar equipment may be used only with staff and/or housemaster/mistress approval and only if protective clothing is being worn.

Performances and Events

188. For certain events and activities involving members of the public, the Bursar or Bursary staff will ensure that they are briefed on relevant emergency procedures prior to the commencement of the event. The Bursar or Bursary staff will also establish whether any specific health and safety requirements exist appertaining to the said activity or event. In such circumstances the Bursar or Bursary staff will act upon any appropriate recommendations in the light of the above and carry out a suitable and sufficient risk assessment. When alcoholic drinks are served, the Bursar or Bursary staff are to ensure that the opening times and terms of the licence are notified to the event organisers. The appropriate enforcing agencies will then be notified.

Contractors and Trades People

189. All contractors, delivery persons, inspectors and other trades people will be expected to comply with the visitors' section of this policy and its arrangements. In addition, all contractors and trades people involved in repair, maintenance or installation work which involves the building, grounds or other facilities will be asked to provide written or other evidence of their competence to complete such work.

190. In some instances, it will be necessary for the contractor to deposit with the Bursar a copy of the company's health and safety policy and any risk assessments or method statements relevant to the work being performed, in so far as the work may affect the staff and/or pupils of the School.

191. When a contractor is likely to disrupt, hinder or work in conflict with any element of the School's emergency plan then prior notice will be required before the work is begun.

192. Certain activities carried out by contractors on site will require authorisation from the Bursar or Facilities Manager before the work can commence. This will include all work involving naked flame, electricity, gas, poisonous substances, structural repairs, working at height and construction plant and machinery.

Construction (Design and Management) (CDM) Regulations

193. The School recognises that the CDM regulations will apply to most building, civil engineering and engineering construction work on the School site.

194. The School will ensure that the HSE is notified in writing, on Form 10, of all instances involving construction work which is expected to last longer than 30 days or involve more than 500 person days of construction work. The School will also ensure that the HSE is notified in writing, on Form 10, of all instances involving demolition.

195. For all work to which the CDM regulations apply, the School, through its agent or the Bursar, will appoint a planning supervisor and satisfy itself the at all designers and contractors are competent and that sufficient resources, including time, have been or will be allocated to enable the project to be carried out in compliance with all relevant health and safety legislation.

196. The School recognises its duty as clients under CDM for notifiable work and construction work involving more than 4 persons at any one time are to:

a. Appoint the planning supervisor;

b. Arrange for a competent designer to prepare a design;

c. Provide the planning supervisor with any relevant information about the School

d. Appoint a principal contractor;

e. Comply with health and safety legislation where the School's activities overlap with construction work; and

f. Receive the health and safety file, making information contained therein in the future to any contractor involved in maintenance or demolition.

197. The School recognises its duty as clients under CDM for non-notifiable construction work involving less than 4 persons at any one time are to:

a. Ensure that when arranging for any designer to prepare a design, that they are competent and have made adequate provision for health and safety;

b. Provide the designer with any relevant information about the School;

c. Ensure that adequate regard has been made to avoid foreseeable risks to health and safety of persons carrying out construction or cleaning work;

d. Comply with health and safety legislation; and

e. Add all planning and design information in a health and safety file, making information contained therein in the future to any contractor involved in maintenance or demolition.

PART V SPECIFIC PROVISIONS FOR INDIVIDUAL DEPARTMENTS

1. **Maintenance**
2. **Art**
3. **Lettings Terms and Conditions**
4. **Science (held in Bursary)**
5. **Physical Education**
6. **Catering Support (held in Bursary)**
7. **Towers Theatre Technical Rules**

Section 1 - Maintenance Department General Policy

198. The Maintenance Department, whilst following the general guidelines and procedure contained in the overall School safety policy, due to the nature of the work carried out, will require additional procedures to ensure the health and safety of staff and pupils at all times.

199. It shall be the responsibility of the Facilities Manager to ensure that the general policies are adhered to within the department and to instigate any specific procedures developed in consultation with the Bursar.

200. It is to be made clear to all members of staff that they have to work in a responsible manner, and in accordance with all laid down procedures, at all times. The avoidance of accidents and injury is of primary concern within the department, and this shall be achieved by the following the procedures identified as necessary in the risk assessments that shall be carried out, and in any relevant statutory provisions applicable to the work of the department.

201. Particular consideration should be given to the following areas:

General Workshop Procedures

202. It is essential that good practice is followed and demonstrated by all members of staff. The following basic rules shall apply:

a. Smoking, eating and drinking will be allowed only in the designated rest room area;

b. Coats and personal belongings should not be allowed to clutter the benches, tables, works surfaces or adjacent floor areas;

c. No unauthorised procedures shall be allowed and no unauthorised person will be allowed to enter the work areas; and

d. No materials or hazards substances shall be introduced to or removed from the designated areas without express permission. Workshops and stores shall be kept clear and tidy at all times. Materials and artefacts, not in use, shall be correctly stored.

Environment

203. Appropriate and adequate levels of lighting, heating and ventilation will be provided at all times within the workshops.

204. All supplies of energy such as electricity, gas (mains and portable), water, etc. will be fitted with appropriate isolation controls and staff will be made aware of their position and know how to operate them in the event of an emergency.

205. All areas will be maintained and used in accordance with workplace (Health, Safety and Welfare) Regulations 1992. Designated food areas will be subject to regular health and hygiene audits in accordance with the 1990 Food Safety Act.

Risk Assessment

206. A thorough risk assessment shall be carried out for each procedure, in order to identify any hazards and the precaution necessary. CoSHH assessments will also be undertaken in such cases where hazardous materials or processes are involved. The significant findings of these assessments will be brought to the attention of all staff.

Dangerous Substances and Hazardous Processes

207. The Facilities Manager will ensure that all manufacturers and suppliers provide information on dangerous substances and hazardous processes. This information will be readily available and taken into account by all members of staff before a hazardous process, or use of a dangerous substance, is considered.

208. Departmental advice notes will be produced for certain hazardous processes. These will include full details concerning the process of risk assessment and risk analysis.

209. The use of any material or substance within the department will be subject to prior assessment and its consequent use will be in accordance with any controls and training requirements identified and recorded as part of a CoSHH programme, the details of which will be kept for reference.

210. The Department recognises the requirement, as a result of CoSHH (Control of Substances Hazardous to Health Regulations 2002), to:

a. Undertake assessment of all hazardous material with respect to usage and risk;

b. Assemble comprehensive hazard data information;

c. Instigate control measures thoroughly;

d. Maintain hazard training records;

e. Maintain hazardous materials storage records;

f. Adopt methods for the elimination/reduction of risk;

g. Maintain high standards of supervision; and

h. Issue Personal Protective Equipment (PPE) when directions or assessment dictates.

211. The Department will also make arrangements for ensuring that copies of all relevant information are readily available to users of hazardous materials.

212. Dust control, fume extraction and ventilation equipment will always be used when dust and fume producing operations are in progress. Any faulty equipment is to be reported immediately. This equipment will be checked regularly and fully serviced by a competent person.

Personal Protective Equipment (PPE)

213. Protective clothing and equipment will be issued and used whenever processes and systems of work present a hazard which cannot be satisfactorily controlled by other reasonably practicable means, or where it is required by certain specific legislation.

214. It is recognised that certain processes and the use of certain substances within the department's activities will necessitate the use of personal protective equipment.

215. Where statutory provision or detailed assessment of the task or substance involved indicates that such PPE will be required then the head of department will ensure that is it made available and is kept in good working order.

216. The stock and suitability of all PPE shall be review at the beginning of each term and the general condition monitored following each issue and use.

217. All PPE used will be of a type approved for the purpose, conform to the relevant British or EC standards and be of a type suitable to afford adequate protection against the risks identified.

218. All PPE will be regularly inspected and kept in good working order.

219. It shall be the responsibility of each member of staff to issue and check the returns of such equipment as appropriate.

220. It is the responsibility of all staff to wear such PPE as required, to use it in the approved manner and report any defects immediately.

221. Specific requirements and guidance on the use of PPE will be found in the relevant section of the department safety manual, along with records of inspections and specifications.

Hearing Protection

222. An assessment of exposure to noise will be required whenever the first action level (85dB(A)) is likely to be exceeded.

223. Hearing protection will be made available on request when the first action level is reached. Once the second action level is exceeded and noise levels cannot be reduced by other reasonably practicable means then hearing protection will be reached will be issued and its wearing enforced.

224. Any ear defenders (or plugs etc) issued will be of suitable manufacture so as to reduce the noise exposed of the wearer to below that of the second action level.

Eye Protection

225. It is a statutory requirement under the PPE Regulation 1992 to wear eye protection when an assessment shows that a risk of injury, which cannot be otherwise eliminated, exists.

Breathing Protection

226. This will conform to BS 7355-1990.

227. Masks will be properly fitting and cleaned after use.

228. Filters will be of an appropriate type.

Gloves

229. These will be suitable for the job.

Protective Clothing

230. Appropriate protective clothing will be worn in all workshop/studio areas.

231. All aprons and overalls will be cleaned regularly.

Protective Footwear

232. Careful consideration will be given the appropriateness of staff and pupils' footwear

PPE Training

233. The Facilities Manager will ensure that staff members are trained in the correct selection, wearing and use of PPE.

Workshop Equipment and Machinery

234. All workshop equipment will be operated and maintained in accordance with the Provisions of Use of Work Equipment Regulations 1998 (PUWER) and the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER). Workshop equipment and machinery should always be maintained in good working order, and any defective items shall be removed for repair or replacement as appropriate. Where it is not possible to remove such equipment, it shall be clearly labelled as 'out of order' and isolated from its power supply to prevent accidental usage.

235. It is the responsibility of staff when issuing equipment or using machinery to check for obvious signs of damage and report any defects found.

236. Full and suitable assessments shall be made of hazards and risks involved in the use of all machinery and these shall be recorded, along with arrangements for the scheduled servicing, lists of authorised users and training records in the department's safety manual.

237. All workshop machinery shall be guarded or provided with interlocking devices such that no contact with any dangerous moving parts is possible.

238. Each item of machinery and equipment will be permanently marked with a unique identification number identified by a manufacturer's serial number.

239. Electrical apparatus will be visually inspected on a regular basis and subjected to a Portable Appliance Testing (PAT) programme as indicated by risk assessment. A record of such tests and inspections shall be kept and regularly updated.

240. A list of authorised users will be posted near to wood machining equipment and use will be restricted to such authorised users.

241. All plant subject to high pressure will be regularly inspected and tested. Any certificate issued will be kept for reference.

Application of Heat

242. Due to the frequent use of heat and naked flame in many workshop procedures, special precautions are required as follows:

a. Before any procedures involving the use of heat, flames, or exothermic reaction takes place, all potentially flammable materials and chemicals etc, not directly involved, will be removed from the area;

b. All flame-producing equipment and gas supplies etc., will be maintained in good order and checked annually by a competent person;

c. Suitable fire-fighting equipment will be readily accessible and all staff trained to use it; and

d. Following each period of work involving the application of heat, and particularly where any such session immediately proceeds a period of non-occupancy (for example, lunch-time or end of day), then the member of staff supervising the session will ensure that all equipment is switched off, or extinguished, and that no hot or smouldering articles remain.

Working at Height

243. The School acknowledges that falls are the largest cause of accidental death in construction work. All ladders and access equipment are covered by Provision and Use of Work Equipment Regulations 1998 (PUWER) and the Facilities Manager can advise on specific requirements.

244. If it is possible to fall more than two metres from the edge of any working platform, access route or stairway, the Facilities Manager will ensure that guard rails or other suitable barriers are in place.

245. Ladders are best used as a means of getting to a workplace. They should be used as a workplace only for short-duration jobs.

246. The ladder itself should be carefully checked before use to ensure that it is in good condition. The ladder should be properly and firmly secured before use.

247. Under normal circumstances, work lasting more than 30 minutes should not be undertaken from a ladder. The ladder should be not be used as a workplace at heights above 5 metres. Ladder access to heights above 9 metres should be used only in exceptional circumstances.

248. Tower scaffolds provide a more suitable workplace for long-duration jobs or a height above 5 metres. The scaffold should be carefully checked before use. The

scaffold should be fitted with an internal ladder and edge protection in the work area. Wheels etc must be firmly locked before use and the tower must be vertical and secured if possible.

Use of Grinding Wheels

249. In accordance with the Abrasive Wheels Regulations 1970, only trained and authorised staff will be allowed to mount and balance an abrasive wheel – a list of those authorised will be posted close to machines. An authorised person will have responsibility for the servicing and maintenance of wheels and for ensuring that their operation complies with the requirements of the regulations.

Electrical Fittings

250. In accordance with the Electricity at Work Regulations, only the qualified electricians are allowed to work on mains circuits. Other crafts are strictly prohibited from undertaking any work involving mains electricity.

251. The Facilities Manager will ensure that the electrician has inspected and isolated any equipment or fitting before other crafts are allowed to work in the area.

Waste Disposal

252. The Department will ensure that all waste produced will be stored, and where necessary, processed in the approved manner. It will then be disposed of, in accordance with the requirements of the Environmental Protection Act 1990 (Duty of Care) or Hazardous Waste Regulations 2005 as appropriate.

First Aid Facilities

253. The Departmental First Aid policy will reflect and enhance that of the School First Aid policy.

254. The workshop shall be supplied with emergency first-aid equipment, including a sufficient number of suitably positioned eye wash bottles. All members of staff will be informed of the location of such facilities and the identity of those persons trained and authorised to dispense first-aid and emergency treatment.

255. It shall be the responsibility of each member of staff to inform the School Senior Nurse, of any allergies or specific medical conditions which may affect their ability to perform any workshop procedure, or handle any material or chemical necessary, in the course of their work.

256. All accidents shall be reported and recorded in line with the School procedures set out in the main section of the policy.

Emergency procedures

257. The departmental emergency procedures will reflect and enhance that of the School's emergency procedures policy. The Facilities Manager has overall responsibility for its implementation.

Inspection and audits

258. The Facilities Manager will ensure that all safe working practices and procedures are adhered to, and that all relevant statutory requirements are complied with, by making arrangements for regular inspections and audits of the workshops, equipment, machinery, materials and working practices.

259. Any necessary alterations or remedial action highlighted by such audits inspections, will be put into effect following due consultation with the Bursar.

Training

260. The Facilities Manager will ensure that no member of staff is asked to undertake a procedure unless they are fully trained for that job. The Facilities Manager will monitor staff performance with relation to the Departmental and School safety policy and make recommendations as to any additional or ongoing training needs within the Department. He will ensure that all staff receive relevant training with respect to any new equipment, machinery or procedures brought into the Department and ensure that they are aware of current best practice and any official guidance or codes of practice relevant to their work.

Section 2 - Art Department

General Rules

261. In the Department there are various conduct rules that are there in order for the Department and those that use the facility, to operate and work in a confident and safe way;

a. Always know what you are doing, if in doubt ask the teacher;

b. Not to run;

c. Not to move about with materials unless instructed to do so;

d. Never to walk with a knife, particularly if the blade is exposed;

e. Any spillages to be cleared up;

f. No food or drink to be consumed within the Department;

g. Not to interfere or make derisory comments about the work of others;

h. Not to throw materials to one another;

i. Aprons to be worn when the activity is particularly messy;

j. To wear safety goggles and dust mask when told to do so;

k. Always put bags under the table or where instructed by the teacher; and

l. Always tuck your stool in when leaving your seat.

Fire Procedures

262. The School policy on the fire procedure is posted up on the walls in each classroom, usually located near the doorways.

Electrical Equipment

263. The plugs on all appliances and trailing leads are PAT checked annually to look for damage.

Ceramics Room and Kiln

264. Introductory lessons are used to inform the students of the health and safety rules when in the ceramics room, i.e. washing of hands, clay dust, movement, etc.

265. There is an electrically controlled kiln, operated and fired at night by the Head of Department. The kiln has a cage fitted around it and is further secured by a padlock.

266. All glazes are lead free and student friendly. The glazing temperature of our glazes is 1060. Any dipping of work is done under supervision. Storage of glaze in powder form is kept in two lockable storage cupboards.

267. Clay cutting knives are kept in the office.

268. The room has first aid eye baths and a small selection of sterile wipes and plasters.

Paints and Solvents

269. All paints that we use are non-toxic, except the oil paints ones used by GCSE and A level students. White spirit is issued in small quantities to the senior pupils for use with oil paint, the possibility of skin sensitivity and a reaction to this spirit is explained.

270. Only non-toxic pencils are used.

271. PVA glue is user-friendly glue. Occasionally senior students will use solvent based glue; when issued these are checked back in.

272. The limited use of aerosols is usually performed out of doors with a mask being worn and away from other students. Hair spray is used as a pastel fixative.

Hand Tools

273. Various hand tools are kept in the main Art Room alongside the sculpture bench. These are for exam student use only. Under supervision younger students can use these when making models etc.

Craft Knives

274. These are kept in the Department Office. When in use they are counted at the beginning and end of each lesson. Instructions are given on their correct use; cutting mats and cutting rulers are provided.

First Aid

275. The Department has a first aid box in the main art room.

Use of Plaster

276. A dust mask must be worn.

Power Tools

277. The Department has various power tools that can be used by year 11 and sixth formers but only under supervision.

Section 3 - Lettings Terms and Conditions

Tettenhall College
Wood Road
Wolverhampton
WV6 8QX
Telephone: 01902 755635

PRIMARY TERMS AND CONDITIONS OF HIRE

IMPORTANT – PLEASE READ THIS BEFORE YOU SIGN YOUR BOOKING FORM

Our intention is for you to enjoy your event and to ensure that both you and subsequent visitors to the School receive a consistent level of facilities and service. Therefore our booking terms and conditions are designed to protect your interests and those of the School, failure to observe these rules may result in financial penalty.

1. **Hirers agree to take full responsibility for themselves and their guests noting that any damage, loss or breach of rules by any person (e.g. bringing alcohol on to the premises without permission) may incur early closure of the event and/or loss of refundable deposits.**

2. a) All remittances must be made payable to Tettenhall College.
   b) Applications will not be accepted from persons under the age of 21.

3. DEPOSIT:
   All deposits must be made at the time of booking and are non-refundable. The Hirer is responsible for the full cost of any damage or loss which is NOT limited to the value of the deposit paid. Additionally the booking form will show your event start and finish times which will be charged at the appropriate rate, excess time before or after the contracted times will be deducted from your deposit.

   In respect to Dance functions the use of chalk and similar substances is not permitted on floor surfaces. Whilst specialised dancing shoes are not excluded users should ensure that such shoes are properly maintained, any permanent damage to flooring surfaces will be charged for at cost of repair.
   CURRENT DEPOSIT CHARGES:

   All applications for Hire of the Towers Theatre of 4 hours or more require a deposit of £250.00. For all other facilities a deposit of 25% of the hire charge is required.

4. Bookings may be made on a provisional basis; however the School reserves the right at any time to cancel such bookings. A booking will be considered firm only when written

confirmation has been received from the School and all appropriate deposit charges have been paid.

5. **Payment in full** must be made not less than **14 days prior** to the event date. Failure to do so within this period will be taken as a cancellation of the booking.

6. Cancellations notified in writing to the Bursar may qualify for return of deposit monies already remitted in the following circumstances:
All cancellations will be subject to £10.00 Administration charge.
Notice received at least 35 days prior to the event - 50% Deposit Refund.
Notice received at least 28 days prior to the event - 25% Deposit Refund.
All other cancellations - Deposit fee non-returnable.

7. Alcohol: Hirers are NOT permitted to bring alcohol or soft drinks onto the premises under any circumstances other than those stated below:
a) If your event requires licensed bar facilities you will need to obtain the appropriate Magistrate's licence and conform to any by-law with regard to its use.
b) The normal bar closing time will be 11.30pm, although other arrangements may be possible. However, the bar closing time will always be at least one hour prior to event closure.

c) You will be permitted to bring soft drinks (non-alcoholic) on to the premises only when no licensed bar facility is provided.
NB: CONTRAVENTION OF THIS RULE COULD RESULT IN THE STOPPAGE OF THE FUNCTION. PERSONS UNDER THE AGE OF 18 ARE PROHIBITED FROM CONSUMING INTOXICATING LIQUIDS ON THE PREMISES UNDER ALL CIRCUMSTANCES.

8. **No Smoking:** Smoking is not allowed anywhere within the School grounds.

9. The School reserves the right to refuse any application without indicating its reason(s) for such refusal.

10. The School reserves the right for its Representative to enter and be present at any function held on the premises. The premises may only be used for the purpose specified in the application form. In the event of its being used by the Hirer or his agents for other purposes, or if these conditions of letting and any other reasonable requests made by the School's Representative are not complied with, the School's Representative may immediately terminate the hiring and close the premises. The deposit fee will not be returnable in such circumstances. The Hirer shall not sub-let the premises.

11. No person shall interfere with the premises or drive nails or screws into any part of the premises. The Hirer shall not erect decorations without the prior permission of the School's Representative. No unauthorised heavy curtains or scenery should be hung from the theatre scenery poles.

12. No alterations shall be made to the gas, electricity or water supplies at the premises. No additional lighting, engines, candles, confetti cannons or substances of an inflammable or

explosive character or likely to cause offence by reason of smoke, smell, fumes etc., shall be taken into the premises by the Hirer or his agents without the consent of the School's Representative.

13. The premises shall be kept properly illuminated to the satisfaction of the School's Representative at all times during the period of the hiring. Standards of proper illumination shall be judged by the School's Representative during the course of the Hiring.

14. Hire of the Towers Building excludes use of and connection to the in-house sound system except when prior permission has been given by the School's Representative and is supervised by him/her.

15. The operation of any amplification equipment or similar instrument, however amplified, shall be only carried out with the consent of the School's Representative and as agreed at the time of the booking. If such consent is given, by-laws relate to the prevention of nuisance by the use of such equipment and the School's Representative may require the sound from such equipment to be reduced to an acceptable level. In the event of non-compliance with this condition, the School's Representative shall forthwith prohibit the use of such equipment and may terminate the hiring and close the premises.

16. For the hire of Towers Theatre a safety audit will be carried out on the activity proposed, all hirers must sign to say they have received a safety awareness briefing.

17. Hirers must not exceed the maximum persons capacity for Towers Theatre which is currently 250 for seated performances, 150 for dinner dances and discos with a maximum of 50 people on the balcony or such other capacity as the School, Fire or other authorities may require.

18. Hirers wishing to use the Swimming Pool must ensure there are two qualified lifeguards present plus a ratio of one adult to two children. The School reserves the right to see a copy of the lifeguard's qualification and to refuse or cancel the booking where it is not satisfied as to the qualifications of the lifeguard.

19. Hirers undertaking any sporting activity within the School grounds must adhere to the codes of practice of their sport.
The Head Groundsman shall be entitled to restrict or prohibit use of the outdoor sports pitches if in his opinion the conditions are not suitable for play or for any other good reason.

20. In the case of Residential lettings, no children must be left unsupervised in the boarding houses or any other area of the School grounds.

21. The School, through its Representative, reserves the right to refuse admission to any persons to the premises. The School's Representative shall have the right to expel any drunken or disorderly person.

22. The Hirer or his agent must contact the Bursar's Office at least seven days in advance of the hiring to ensure that adequate arrangements are made regarding equipment, furniture, seating plans etc.

23. The Bursar's Office can, upon request, nominate caterers who will provide hot or cold food by arrangement. Hirers may, if desired, provide their own cold self-catering. Hirers wishing to

provide their own hot catering will need to inform the Schools Representative of proposed arrangements and obtain prior written approval. The Hirer will need to ensure that their chosen caterer carries appropriate insurance and are registered with their local Environmental Health Department. At all times caterers must utilise the standard kitchen facilities provided to Hirers.

24. The Hirer must at all times be aware of and accept responsibility for the Health & Safety of all their guests.

25. **The premises will be left clean and in good order and must be vacated no later than the time booked. The hirer will reimburse any costs incurred by the School in cleaning the premises after the hiring necessary to ensure that the premises are sufficiently clean for School use. Any damages caused by the hirer of the facilities will be charged.**

TETTENHALL COLLEGE – SUPPLEMENTARY TERMS AND CONDITIONS OF HIRE

1. In these terms and conditions 'the School' means Tettenhall College and 'the Hirer' means the person(s) or corporate body making application for hire of the premises.
2. Application for the use of the School's premises, or part thereof, must be made on the official application form obtainable from the Bursar's Office, to where the completed application form and deposit should be returned.
3. Hiring charges are shown on a separate list obtainable from the Bursar's Office and are subject to annual review from 1st September each year and at any other time at the discretion of the School and are not currently subject to VAT.
4. No advertising notice is to be displayed on any part of the School except with the prior permission of the School's Representative and then only on the approved notice boards.
5. (a) The number of persons admitted to the accommodation shall not exceed those approved under the Licensing Authority and it is the Hirer's responsibility to ensure that this information is obtained from the Bursar's Office.
(b) Regulations with regard to Fire Precautions and Safety of the buildings must be adhered to.
6. The Hirer shall indemnify the School by insurance for special risks arising out of the use of the premises by the Hirer.
7. The School may engage at the expense of the Hirer such a number of security professionals as they think fit to assist in keeping order in the building.
8. The Hirer shall employ sufficient attendants to maintain good order during the hiring and shall not allow any drunkenness, disturbance or disorder. Any person who appears to be under the influence of drink or drugs or who creates a disturbance or behaves in a disorderly or indecent manner shall forthwith be expelled from the premises by the hirer or by the School's Representative or other authorised officers of the School. Where the audience is composed of children, the hirer shall comply with the provisions of the Children's and Young Person's Act 1933, and particularly Section 12.
9. The School will under no circumstances accept responsibility or liability for any damage to or loss of any property, articles or things whatsoever placed or left upon the premises or any part thereof by the Hirer.
10. The School reserves the right to cancel at any time arrangements which they consider to be

objectionable or in any way detrimental to the letting of the building. Where the engagement is cancelled by the School under this sub-clause the School will repay all charges paid in advance by the Hirer, but the Hirer will be entitled to no other payment or compensation whatsoever.

11. The School further reserves the right, such right not to be exercised unreasonably, to cancel at any time any engagement if it is found that the centre is required at the same time for School purposes. In these instances a refund for hiring fees will be paid.

12. No work of any kind may be performed in the centre which will infringe any copyright.

13. Sub-letting is not permitted and the premises shall only be used and advertised for the purpose and in the name of the hirer.

14. Neither the School, nor any Authorised Officer or servant of the School, shall in anyway be liable in respect of any damage which may be suffered by the Hirer through any defect in the premises or any act or omission of the School, their servants or agents.

15. The Hirer shall indemnify the School against all claims or demands arising through the condition of the premises or act or omission of the School, their servants or agents, where such claims or demands relate to the period during which the premises were occupied by the Hirer.

16. The Hirer shall comply with all reasonable requests of the School's Representative or other authorised Officers of the School who shall be deemed to be the agents of the School in respect of the premises and the users thereof during the period hire.

17. At all times during which any premises is used for a performance or entertainment where the audience is seated the following notice shall appear on every programme: - All gangways, passages and accesses shall be left entirely free from chairs or other obstruction, and no person shall be allowed to sit or stand during any performance or entertainment in such gangways or passages. The public shall be permitted to leave by all exit and entrance doors after each performance or entertainment.

I agree to be bound by the Terms and Conditions of Hire which I have read and understand

Signed: …….. Date: ……..

Name (Block Capitals) ……

Organisation ……..

Section 4 – Science (Held by Science Technician)

Section 5 – Physical Education

The Physical Education Environment

The safe practice of Physical Education can be improved if the working environment is examined carefully to remove, or significantly reduce, the number of potential hazards.

Sports Hall

Floors. These should be kept clean by the removal of dust and debris on their surfaces and in corners and close to the walls. Mechanical wet cleaning should be carried out daily before lessons commence.

Artificial lighting. Artificial lights should be situated in protective cages or units, which should be unbreakable. These should be checked regularly for replacement.

Doors. Fire exits should be clear and checked regularly. Main access doors should be kept locked outside school hours.

Heating and Ventilation. Heating and ventilation should be at an adequate working temperature and should be adjustable to meet varied conditions. The system should be subject to a regular inspection and maintenance programme. Control panel situated in corridor outside Sports hall.

Large portable apparatus. Large portable apparatus inevitably wears with regular use and should therefore be subject to regular inspection.

Showers and Changing Areas

Showers and changing area should all be cleaned termly. Any repairs needed to benches and coat-pegs should be reported. Any problems with fire doors, exits and extinguishers should be reported immediately. Drawing pins should not be used in this area only blue-tack.

Community use of Physical Education Facilities

The community use/group hiring of the physical education facilities at Tettenhall College should first be cleared with the Bursary. No facilities should be used after school hours without the knowledge of the Bursary as facilities have to be pre-booked for health and safety and insurance purposes. Standards of safety should be consistent across the different groups and these should be made known to user groups. Matters regarding liability and insurance are the responsibility of the Bursary.

Sports Hall - Use of and Safety Measures

1. The Sports Hall is linked to the girls changing rooms, staff offices, toilet/shower facilities and equipment store by a corridor. Only those areas that have been negotiated for use shall be available to the user groups.

2. The Sports Hall shall not be used unsupervised during the school day. Groups should wait for the staff member in charge of the activity that they are attending.

3. Fire exits should be kept clear and accessible.

4. Equipment pertaining to the activity group using the Sports Hall will be available for use. No other equipment will be available.

5. Equipment should be assembled and dissembled by adults or by supervised youngsters. The safe handling of all equipment is the responsibility of the adult in charge of the activity.

6. Equipment shall not be used unsupervised.

7. Equipment should be used with care to avoid damage. All equipment removed from the Sports Hall should be replaced after the activity has finished. No equipment should be left outside.

8. Equipment whether fixed or otherwise should be used correctly for its purpose.

9. The equipment storeroom should be secure. The replacement of equipment should be supervised by the adults in charge of the activity and should be left tidy. The equipment storeroom shall be locked after the activity. Keys/door codes shall be accessible to staff that use this storeroom regularly.

10. Flat gym mats should be kept neat and tidy.

11. Basketball fittings on the walls of the Sports Hall shall not be misused in anyway e.g. hanging on them.

12. Football and netball posts should be secured for their use and replaced safely afterwards (they should be properly attached to the floor/wall).

13. A first aid box is fixed to the wall outside the Sports Hall and its contents are available for use. All waste should be disposed of sensibly.

14. Any damage should be reported as soon as possible to the Bursary.

Corridor/Toilet/Shower Facilities

15. No running in the corridors.

16. Fire doors to be kept closed and exits clear.

17. Fire extinguishers should not be tampered with and inspected regularly.

18. The correct use of toilet and shower facilities is expected. All adults in charge of activity groups should check that these facilities are left clean.

19. All litter should be taken away.

Boarder's use of Sports Hall

Boarders are to abide by the information pertaining to outside user groups for use of the Sports Hall for recreation in the evening and at weekends.

1. Pupils should not enter the Sports Hall without permission from a member of staff.

2. A member of the teaching/boarding staff should supervise all use of equipment by pupils within the building.

3. Boarders should be accompanied to the Sports Hall and be supervised by a competent person.

4. Clean trainers should be worn in the Sports Hall at all times. No outdoor shoes are allowed at any time.

5. Pupils will only be allowed into the Sports Hall at break, lunch times or after school if supervised by a member of staff.

Supervision of Pupils

Pupils should always be supervised when engaged in physical education activities. Teachers should ensure that the following requirements are met:

1. Pupils know what is expected of them.

2. Instruction in the safe handling of apparatus and equipment is given regularly.

3. Staff should be aware of nearest first aid point and telephone. Boarders are further required to know who is on duty and where he/she can be contacted.

4. The size of activity groups is to be modified according to age, maturity and experience of individuals in the group and staffing level.

5. Staff are to be aware of individual needs and strengths, including special educational needs and medical conditions.

6. Wherever possible young pupils are to be accompanied.

Safety Policy of Physical Education Department at Tettenhall College

General Aims

It is the duty of all staff associated with the Physical Education Department to adopt safe practice procedures when teaching, coaching, supervising or taking part in any physical activity. Staff health and safety and that of their pupils will be at risk unless reasonable care is taken both at work and play. It is vital that ALL staff, teachers and coaches are familiar with this safety policy and understand it. Suggestions for revisions should be notified to the Physical Education Staff. The guidelines followed by the Physical Education Department are as laid down in the publication 'Safe Practice in Physical Education' drawn up by The British Association of Advisors and Lecturers in P.E. Staff are encouraged to keep up to date with current guidelines in respect to the activities they supervise and qualifications that are required. Staff are expected to act in loco parentis and exercise the same degree of responsibility towards the pupils in their care as would any reasonably careful parent when looking after his or her own children. Any problems with the children must be identified and bought to the IMMEDIATE attention of the Heads of Houses and any equipment or services issues should be brought to the attention of the Bursar.

Staff Supervision of Pupils

All staff in-charge of a group undertaking physical activity should be aware of the following:

1. They have a list of the pupils in their group and note any absence.

2. That changing rooms are supervised at the start and end of the session.

3. They check all pupils are suitably dressed for the activity. (P.E. kit/Games requirements).

4. They know the children's needs and strengths, disabilities and medical conditions. If a pupil is injured then he/she should go to School Senior Nurse with a surgery slip. If the pupil cannot be moved then School Senior Nurse should be sent for and appropriate action taken.

5. They are aware of any medication being taken by the pupils and whether it may have an effect on their sensory acuity.

6. They take careful account of pupils when they go out of sight - as in Cross Country.

7. They observe the safe assembly and clearing away of equipment, making sure that all is tidy and locked away. No equipment is allowed to be used by pupils without permission from a member of staff.

8. All staff accompanying teams should have in their possession a first-aid bag available from the P.E. Department or School Senior Nurse when travelling to and from sporting venues. Some pupils may require written permission for trips, weekend fixtures and late events. Boarding staff may need to be notified if the pupils are boarders.

Supervision by Student Teachers

Although the aim of a teaching practice is for the student to achieve a sufficient level of competence and experience, it must always be remembered that students are not additional staff but are in training. They should receive constructive help with regard to preparation of lessons, teaching methods, organisational skills and professional conduct. All these factors will contribute to safe practice in their teaching. The regular teacher always retains the duty-of-care responsibility for the pupils' safety.

Safety in the Changing Rooms

Sensible behaviour in the changing rooms should be expected by the pupils at all times. No running, shouting or fooling about will be tolerated. Pupils must be dressed suitably for the activity. Football and rugby boots, along with spiked running shoes, should be put on outside the changing rooms. Hats are to be worn in the swimming pool by girls and boy pupils with long hair (see PE kit requirements). **All valuables**, including jewellery, should be removed and handed in to the member of staff in charge of the group. These should then be locked away. Long hair must be tied back off the face. Pupils will assemble outside the sporting area and wait for the teacher in charge. The teacher is to lock the changing rooms wherever and whenever possible.

Sick Notes and Off-Games

Pupils must supply a note from parents or guardian indicating the reason why he/she is excused from PE or Games. A Doctor’s note should be available for long-term illness or injury. School Senior Nurse may be consulted if necessary. Pupils who are ill and receive notes from School Senior Nurse during the day will be excused PE/Games if necessary. Pupils who are ill during a lesson can be sent to School Senior Nurse/sick-bay with a surgery slip. Preparatory pupils are to hand notes in to their form teacher or to the teacher at the start of the activity.

Accident Reports

School Senior Nurse should be contacted at all times when there is an accident. A report will then be completed by the member of staff whose lesson the injured pupil was in at the time. School Senior Nurse will telephone the necessary emergency services and contact the parents via the office. The accident report must be signed by the member of staff and School Senior Nurse. School Senior Nurse will then submit it to the Bursary.

Pupils with Serious Medical Conditions

Details from the School Senior Nurse are available regarding pupils in the school with medical conditions. This will be in the form of a medical list. Copies of these should be available in both Senior School and Preparatory School. Staff should be aware of pupils in their group who have a medical condition or allergy.

Asthmatic Pupils. Asthmatic pupils should have their inhalers at hand or in safekeeping with staff in charge and should be watched carefully, particularly in the pool. Excitement can quickly set off an attack. Pupils may have to take this medication before the onset of exercise. Cross-country running should be avoided if the child has been in distress.

Diabetic Pupils. Diabetic pupils initially must have clearance from their parents to take part in normal lessons. Doctors may advise against PE straight after lunch when the blood sugar level is low.

Pupils with a Physical Disability. Pupils with a physical disability or a child that has returned from treatment from hospital or physiotherapy must be introduced carefully to physical exercise. Authorisation from the pupil's doctor/physiotherapist must be given before his/her return to an adapted programme. Staff must be aware of any medication the pupil may be taking. This should be kept with School Senior Nurse if a dose has to be taken during the school day.

Pupils with Epilepsy. Pupils with epilepsy can take part in PE but permission must be given, in writing, by the family doctor and the parents which specifies the extent to which participation is to be permitted. Staff should be aware of how to cope with a fit in the first instance and School Senior Nurse should be contacted immediately.

Pupils with Visual Impairment. It is essential for children with visual impairment to become independent as soon as possible. Pupils may lack confidence when partaking in gymnastics, swimming or games involving apparatus large or small. Particular

attention must be paid to these pupils and skills adapted to allow them to maximise their potential. Goggles should be worn in the pool to help protect the pupil's eyes.

Hearing Impairment. Pupils with a hearing impairment and their teacher should establish clear methods of communication before physical activity commences. Short, slow instructions are necessary. In the pool, pupils should swim close to a 'buddy' to help with communication from the instructor.

Other Physical Conditions. For other physical conditions reference should be made to the 'PE with pupils with Special Needs' chapter in 'Safe Practice in Physical Education' by BAALPE.

Accident Prevention and First Aid. Accident prevention is always the teacher's first safety consideration. Staff should be encouraged to take a First Aid certificate course by the St. John's Ambulance Brigade, the St. Andrew's Ambulance Association or the British Red Cross Society.

Allergies. Pupils with allergies will be identified on acceptance to the School. Allergy precaution are detailed in Policy No 74.

Medical Equipment

First Aid Boxes or Bags. First Aid boxes or bags are situated in areas attached to the department as follows:

School House
Thorneycroft House
Sports bag x 3
Resource room – Preparatory School
Staff room – Preparatory School
Preparatory School trip first aid bag – kept at Prep Reception
Surgery First aid bag
Preparatory School Science Lab
Art Room – Prep & Senior School
Coffee Shop
Cleaning/Laundry Staff Room
Science Lab – Senior School
Main Kitchen
Senior School Reception
Maintenance Room
Swimming Pool
Towers Theatre
Towers Kitchen
School Minibuses

When stocks are running low the School Nurse should be informed so that restocking can take place. Telephones are to be found in the PE Staff offices in the Sports Hall complex, the Pavilion when on the playing fields, the Swimming Pool and in the Theatre.

Defibrillators.

Defibrillators are held in the main Reception and in the Pavilion.

EpiPens.

Spare EpiPens are held in the main Reception area, Preparatory School Reception and in the Pavilion. These are held in an alarmed box. Use of these devices is detailed in Policy No 74.

Accident Procedure and Hygiene

When dealing an open wound staff must ensure that they put on plastic gloves for protection. Disposable gloves are provided in all first aid bags and boxes. In the event of an incident, it is important to follow the correct procedure:

1. Take charge, keep calm and summon assistance.
2. Phone for School Senior Nurse or inform the office.
3. Send for a First Aid bag if in a lesson. (All team coaches have first aid to hand at matches).
4. Give reassurance.
5. Deal with any life threatening situation first (e.g. bleeding, breathing difficulties).
6. Attend to the more seriously injured first.
7. Keep pupil warm and watch for shock.
8. On School Senior Nurse's arrival, follow her instructions.
9. After the incident has been dealt with fill in an accident/incident form.

Care of Major Pieces of Equipment

Multi-gym and Weights Equipment

The multi-gym and weights equipment should be serviced by a specialised company.

Sports Hall Internal Fixtures and Fittings

These should be serviced and repaired as necessary.

1. Basketball boards, rings and nets.
2. Cricket netting and fittings.
3. Line markings on floor.
4. Lighting and heating

Clothing for Physical Education

As a part of the school rules pupils are expected to provide items of clothing suitable for PE, games and extra-curricular activities. Guidelines for these are included in the School Prospectus and in the School Calendar. It is considered to be unsafe for children to remain in school uniform whilst exercising and it is also unhygienic.

Safety in the Pool Area

Staff should be **extra vigilant** when teaching in the swimming pool area. All safety aids should be checked and be close at hand. Pupils, over 16, who hold a Life-saving qualification, may supervise the pool area with a member of staff. There should be a minimum of two swimmers in the pool at all times. All staff should be responsible and expect the pupils in their care to act accordingly making sure of the following:

All pupils should be made aware of the rules when using the pool and **use of the whistle to evacuate the pool.**

1. No running on poolside.
2. No diving in the shallow end.
3. Attention should to be paid to the temperature of the water and the surroundings.
4. Safety aids should be near at hand.
5. Children must be **SUPERVISED** at all times and should not be left unattended in the pool.
6. When the lesson is over, the pool should be checked and then **LOCKED**.

If staff suspect any problems with chlorine content, temperature or any other reason the Bursar or Facilities Manager should be contacted **immediately.**

Supervision. The changing-rooms should be supervised and a register taken when required. The pool is to be unlocked by the teacher. Pupils are **NOT** to be left in the pool unattended. All valuables are to be kept by the teacher in charge of the session. When 20 or more children are in the water, at least two members of staff should be present. (This may be one teacher and an assistant). The teacher should be able to see all the children **and** the bottom of the pool throughout the session. Children should assemble at poolside if the teacher needs to demonstrate a particular point. Children should be **counted** in and out of the session.

Pool Safety and Equipment. Pupils should not be allowed to sit on the lanes or remove any lifesaving aids from around the pool. Poles and belts are to be left on the sides. In case of an emergency use the phone to contact School Senior Nurse or Reception. Do not use the pool if visibility is poor or you suspect over chlorination. Outdoor shoes should not be worn on poolside.

Pupil Behaviour and Swimwear. Always make sure that children have had enough time after a meal if swimming at lunch-time. If it is training then it is better to swim before and have a meal afterwards and there is to be no eating on poolside or in the pool. No jewellery is to be worn and long hair must be secured in a cap. When goggles or masks are used, they should be made of unbreakable materials. Pupils should be taught how to remove them. Appropriate school costumes must be worn. Cut-off jeans and beachwear is unacceptable.

Staff and Boarders Use of the Pool. Boarders are to be supervised by at least one adult on poolside. If a pupil aged 16 or over holds a lifesaving qualification they may supervise the pool but an adult should be on duty close at hand.

Staff should not swim alone. At least one other person should be present.

Staff should ensure that if using the pool with families, there are at least two adults present. Children must be able to be observed at all times. Boarding staff must ensure that all pupils are **signed out of the house appropriately**. Children should be checked in and out of the pool and supervised at all times by the member on duty or the qualified lifeguard.

Section 6 – Catering Support (held in Catering)

Section 7 – Towers Theatre Technical Rules

Introduction

Tettenhall College (the School) has responsibilities under the Health & Safety at Work Act 1974 and other legislation for the well-being of its staff, the public, and visitors to the School. It also has to meet the requirements of the local Licensing Authority. For these reasons the School has issued the following technical rules in respect of the Towers Theatre. These rules form part of the contract between the School and the visiting company and in many cases reflects the statutory regulations. The visiting company should ensure that all relevant members are fully aware of these rules.

Note: When mention is made of 'Visiting Company' the rules equally apply to any school production, where applicable.

General Regulations

1. It is strongly recommended that the visiting company creates a production file that carries full details of the production. This will help the School and the Licensing Authority to satisfy themselves that all of the arrangements for the production are in order and safe. The files should contain as appropriate:

    a. All licenses required for the production.

    b. Detailed method statements for the production's construction and operation including flying plot and ground plan.

    c. Certificates of flame retardancy.

    d. PAT certificates.

    e. Risk assessments and details of any special effects.

    f. COSHH assessments of substances used in the Production

    g. Temporary Structure Inspection Certificates

    h. Insurance certificates for the visiting company's equipment, scenery, costumes etc.

    i. Details of any special power requirements.

Public Announcements

2. Before each performance a public announcement is to be given advising members of the audience the actions to be taken in the event of an emergency

evacuation of the premises and directs them to the fire exit locations. **See evacuation plan at Appendix 1.**

Health and Safety

3. The Towers Theatre is subject to Health & Safety and Licensing Regulations. The School requires the visiting company and all persons associated directly or indirectly with the visiting company for the production, whether or not they are members/employees of the visiting company, to comply with the School's safety rules and all legal and licensing requirements for the building as detailed in this document. It is the visiting company's responsibility to inform all relevant members of the organisation, including any subcontractors and helpers, of these rules. If you have any queries please contact the School Facilities Manager or the Bursary as soon as possible for clarification before the date of the performance.

Children

4. All performances, or rehearsals with children on stage, or in the auditorium must have an adequate provision of chaperones to keep order at all times, take charge of the children in an emergency and ensure their welfare at all times. Children under 16 must be supervised at all times. This is the law; failure to comply may result in the performance being cancelled. The licensing of Children as defined in The Children (Performances) Amendment Regulations 2000 is the sole responsibility of the visiting company.

Accidents

5. All accidents must be reported to the Bursary. Failure to do so is a breach of health and safety legislation.

First Aid

6. A First aid box is situated in the Towers Theatre along with resuscitation equipment behind the curtains in the auditorium.

Dressing Rooms

7. Use only designated dressing rooms for costume changes. This means that the backstage toilets, corridors and stairwells may not be used. This is to ensure that all passageways are kept clear in the event of an emergency.

Behaviour

8. Please ensure that all those involved in your production behave in an orderly manner so as not to harm the School's reputation and in particular that they observe

any reasonable direction from the Facilities Manager. Noise must not be allowed to emanate from the premises at a level which may cause a disturbance or noise nuisance at surrounding properties.

Damages

9. All areas of the Theatre should be kept clean, and no damage should be done to the fabric, fittings, accessories or structure. The visiting company may be charged for any work incurred because rooms were not left in a clean, tidy and satisfactory state, including making good any damage.

No Smoking

10. The School has a no smoking policy anywhere within the grounds.

Electrical Equipment

11. The Facilities Manager reserves the right to remove from the theatre any electrical appliance deemed to be unsafe.

Security

12. You will be issued with security fobs allowing access to the Towers Building. Under no circumstance should the fob be passed on to anyone unknown to you. Please ensure that the building's doors close behind you and are never tied or otherwise kept open. It is your responsibility to return to the Bursary any security fobs that you have been issued with.

Scenery

13. All scenery (decorations, borders, drapery, gauzes, cloths, curtains and similar decorative hangings) must be made of material which is not readily flammable, or of material which has been rendered and is maintained flame-retardant to the satisfaction of the Facilities Manager and the Licensing Authority.

14. On a stage with a safety curtain, scenery made of the following materials is acceptable; all materials on an open stage (see below); flame-retardant fabrics; any non-durably flame-retardant fabrics will be tested for flame-retardancy and may need to be re-treated if necessary; plywood, hardboard or similar boards; any boards under 6 mm thick must be treated by a process of impregnation which meets at least class 2 when tested in accordance with BS 476-7. Any scenery downstage of the safety curtain must meet open stage standards.

15. On an open stage without a safety curtain, scenery made of the following materials is acceptable, subject to any requirements of the Licensing Authority; non-combustible material; inherently flame-retardant fabric; durably-treated flame-retardant fabric; fabrics rendered and maintained flame-retardant to the Licensing Authority's satisfaction by a non-durable process; timber, hardboard or plywood treated by a process of impregnation which meets class 1 when tested in accordance with BS 476-7; timber framing of minimum 22 mm nominal thickness; medium-density fibreboard (MDF), plywood or chipboard not less than 18 mm in thickness; plastic material subject to special consideration by the Licensing Authority; any other materials approved by the Licensing Authority.

16. The use of plastics or expanded polystyrene must be avoided whenever possible. Decorative items such as statues made of expanded polystyrene must be enclosed by a non-combustible skin of, for example, plastered scrim, Artex or Rosco Foamcoat, and care taken that this skin is maintained undamaged.

17. Plywood and similar boards must be branded with a recognised stamp to certify the standard of flame retardancy achieved. Where the stamp is not visible, certificates must be retained in the production file. Certificates of the flame retardancy of other materials must be retained in the production file.

18. The School reserves the right to check and test where deemed necessary all scenery for compliance with the appropriate fire standard. The School will remove, or render flame-retardant at the visiting company's expense, any items not conforming to the appropriate standard, since failure to comply may result in the performance being cancelled.

19. Where very large quantities of scenery are proposed, the visiting company should consult the Facilities Manager in case there are concerns about overcrowding the stage or and excessive increase in fire load. Whilst detailed calculations are unlikely to be required, the acceptable volume of flammable scenery depends upon consideration of a number of factors including the structure of the premises; the fire spread control provisions, the fire-fighting arrangements and the specific risks presented by the performance; all of which will determine the Licensing Authority's requirements in any particular case.

20. Scenery, furniture and pianos must not obstruct the line of descent of any safety curtain without prior agreement from the Facilities Manager who will need to consult the Licensing Authority; such consent is unlikely to be granted.

21. All scenery must be stable and not likely to collapse once erected other than as an intended effect. The School may refuse to allow the erection of any scenery that it considers unsafe unless a certificate issued by an appropriately qualified person, for

example a member of the Institute of Structural Engineers, is provided. This is desirable where the use of scaffolding or raised staging is proposed.

22. While fastening fittings such as hinges or sheet materials to the stage floor by using screws or nails is permitted, no holes may be cut in the floor without the prior consent of the Facilities Manager. Any redecoration of the stage or auditorium must be approved by the Facilities Manager, who will normally require the previous decoration to be restored to its satisfaction at the end of the production.

23. The stage must not be overcrowded with scenery or other items. All escape routes must be maintained clear and unobstructed at all times.

24. Individual items of scenery or other equipment exceeding 15 kg must have its weight marked on it if it is to be manually handled by the School's staff. Where decoration of double-sided pieces makes this impractical, a note should be available in the production. Ideally, the weight of each separate item should be marked on it. The visiting company must provide the Facilities Manager with the exact assembled weight of any pieces to be suspended or flown together with the distribution of the load. Likewise, the visiting company must provide the Facilities Manager with the assembled weights, including point loads of any trucks, of any heavy items.

25. Scenery must not be suspended other than from approved anchor points.

26. Sheet materials such as hardboard or plywood laid in direct contact with a structural floor need not be treated flame-retardant. Any carpets and other textile floor coverings and under-lays when tested appropriately in accordance with BS 4790 must either not ignite or have the effects of ignition limited to a radius of 35 mm on both upper and under surfaces. Appropriate certificates must be retained in the production file.

27. Where temporary floor surfaces such as sand, soil, turf, wood chippings, straw are to be used, certificates of treatment against fire, biohazard, toxicity as relevant, together with any special operating procedures must be retained in the production file. Dusty materials such as vermiculite must not be used as floor coverings.

Props

28. Similar considerations of reducing the risk of fire apply to the use of properties and furnishings as to the use of scenery. Where the action does not involve the use of naked flame or smoking lesser standards may be appropriate. As a general rule, handheld properties and antique furnishings will be approved without flame

retardancy treatment. However, the School and the Licensing Authority will generally apply the same standards as apply to scenery to large properties, large quantities of furnishings and to items especially constructed for the presentation. Appropriate certificates must be retained in the production file.

29. Items such as tablecloths, curtains and bedclothes must be flame retardant. Appropriate certificates must be retained in the production file. Some flame retardancy treatments may cause dermatitis or irritation to sensitive skins; it may therefore be permissible for sheets in contact with naked skin not to be treated flame-retardant where hazards such as the use of real flame are not present.

30. The School may require sight of risk assessments for props and effects devices and, if deemed necessary, to see them in use under performance conditions before they are used in performance. The use of any substances (liquid or solid) or props with potential likely to permanently mark or damage in-house surfaces or to create substantial dust must be approved by the Facilities Manager and, if deemed necessary, be tested under performance conditions.

Costumes

31. Quick-change arrangements must not affect the means of escape or access to firefighting equipment.

Electrical Equipment

32. If additional lighting or sound equipment is required, the visiting company must arrange for it to be provided and fixed at its own cost.

33. Any additional electrical equipment, including luminaires and sound equipment, must carry an indication of a valid PAT certificate. The PAT certificate, if not on the equipment, should be retained in the production file. A charge will be made if testing of uncertified equipment is deemed necessary using either in-house equipment or staff. The School reserves the right to remove from the building any electrical appliance deemed to be unsafe.

34. All temporary electrical wiring must comply with recommendations of BS 7671 or, where applicable, BS 7909.

35. Luminaires may only be rigged to approved suspension points. All luminaires must be proved with secondary suspensions (safety bonds or safety chains).

36. If essential to the production, the low-level management lighting in the auditorium area may, with the consent of the School, be reduced or extinguished subject to the Licensing Authorities requirements but the escape route (exit) signs must remain illuminated at all times.

Special Effects

37. Special effects include any device or effect that was not included in the original licensing risk assessments for the premises which, if not properly controlled, may present a hazard. Examples include the use of dry ice machines, cryogenic fogs, smoke machines, fog generators, pyrotechnics and fireworks, real flame, firearms, motor vehicles, strobe lighting and lasers. The School has to obtain the consent of the Licensing Authority before special effects may be used. All stage effects for a production should be set up and thoroughly tested as far as is reasonably practicable before the fit up at the theatre. The testing should replicate performance levels and conditions as far as possible. The Licensing Authority may require the proposed effect(s) to be demonstrated in performance conditions before can be given and may refuse consent or make specific requirements. As much notice of any proposed effects should be given to the School as possible but in any case no less than fourteen days. Failure to provide sufficient information will result in late or non-acceptance of the effect even though such non-approval may have a serious artistic implication. After an effect has been demonstrated and approved it must not be altered.

38. Only a responsible person who has received appropriate training may operate special effects.

39. Where warning notices are required, they must be conspicuously displayed at all public entrances to the premises (or auditorium, where appropriate) so that the public may read them before entering. Where practicable similar notices should also be printed in any programme.

40. Any proposal to use excessively loud music or high-power audience lights must be discussed with the Facilities Manager, in advance who may require all programmes and pre-performance advertising literature to carry an appropriate warning. Failure to obtain approval from the School may result in modification of the desired effect.

Dry Ice Machines & Cryogenic Fogs

41. Cryogenic (low temperature) fogs are produced using dry ice (solid carbon dioxide) or liquefied gas (generally liquid nitrogen or liquid synthetic air). The gases released by conversion from the solid or liquid form can displace the normal atmosphere, including the oxygen in the air, to become an asphyxiant (except liquid synthetic air, which includes oxygen). Good ventilation is essential to ensure that the gas disperses in order to prevent hazardous concentrations. This applies particularly

to carbon dioxide from dry ice, which is heavier than air and can gather in low places. Particular care is necessary in respect of basements, under stage areas, orchestra pits and auditorium stalls. Stores in which dry ice is kept should be well ventilated. If there is any doubt about the safety of the carbon dioxide vapour present, oxygen levels must be measured during a test of the effect before its use in a performance. Fog may cause irritation to those with respiratory sensitivity, including asthmatics. The Licensing Authority may require approval of the type of fog generator proposed.

42. Documentary evidence of the non-toxicity and non-flammability of the fog must be retained in the production file.

43. The volume of fog must be limited so that it does not seriously affect means of escape or obscure escape route signs. The penetration of fog into public areas must be restricted as far as is possible.

44. Warning notices must be displayed stating that fog is used as part of the effects.

Smoke Machines and Fog Generators

45. Smoke is the product of combustion and is made up of small, solid particles. Fog is composed of liquid droplets. This difference is important. Apart from as a by-product of the use of pyrotechnics, smoke is rarely used as an effect, whilst fog or vapour effects are relatively frequent. Most 'smoke machines' should more properly be known as 'fog generators'. Fog or smoke may cause irritation to those with respiratory sensitivity, including asthmatics. The Licensing Authority may require approval of the type of fog generator or smoke machine proposed. Some Licensing Authorities operate an approved list of smoke machines or fog generators and will not consent to other machines unless adequate technical information is provided in sufficient time to enable them to determine whether the type of smoke machine or fog generator provided is acceptable.

a. Documentary evidence of the non-toxicity and non-flammability of the fog or smoke must be retained in the production file.

b. Smoke machines and fog generators must be sited and controlled so that they do not obstruct exit routes nor cause a hazard to surrounding curtains or fabrics.

c. The volume of smoke and/or fog must be limited so that it does not seriously affect means of escape or obscure escape route signs. The penetration of smoke and/or fog into public areas must be restricted as far as possible.

d. Warning notices must be displayed stating that fog or smoke is used as part of the effects.

Pyrotechnics Including Fireworks

46. Specialist manufacturer's supply pre-packed pyrotechnics, which enable strict control of the quantities of components and the easy safe repetition of pyrotechnic effects. Pyrotechnics supplied specifically for stage use must be used unless the entire effect including the operation is under the direct control of a specialist contractor.

47. All pyrotechnics must be used strictly in accordance with the manufacturer's instructions.

48. Additional firefighting equipment may be required.

49. Pyrotechnics must be confined to the stage area and not taken into public areas.

50. Pyrotechnics must be fired from an approved key-protected control/firing box (and never directly from the mains electricity supply). The key must be kept in the possession of the operator responsible for firing the pyrotechnic devices.

51. The operator must have a clear view of the pyrotechnic device and its immediate vicinity form the firing point. This may be achieved by the use of an appropriate closed circuit television system.

52. The device must not be operated if there is a risk to anyone. In the event of a misfire the circuit must be switched off until after the performance.

Real Flame

53. Real flame is not permitted under any circumstance.

Weapons

54. If the production involves the use of weapons including firearms of any type, toy or replica, the visiting company must nominate an armourer, who will be responsible for the safe storage and maintenance of all weapons. The Facilities Manager may require to see the weapons in use under performance conditions and reserves the right to refuse use if he deems them or the action unsafe.

Stroboscopic Lighting Effects

55. Photo-sensitive people are particularly sensitive to light. Tests have shown that gazing at stroboscopic lighting may induce epileptic attacks in photosensitive individuals. For this reason, stroboscopic lighting effects must operate at the lower frequencies which have been shown to be likely to affect only about 5% of the flicker sensitive population. Such lights shall not be installed without written approval of the Licensing Authority.

56. Strobes must not be sited on escape routes, corridors or stairs or other changes of level.

57. Where stroboscopic effects are used in public areas, the sources must be synchronised and locked off to operate at a fixed frequency outside the band of 4 to 50 flashes per second. This rule may be relaxed for purely momentary effects on stage.

58. Warning notices must be displayed stating that stroboscopic lighting operates as part of the effects.

59. The installation and use of strobe lights shall not be permitted without the written approval of the Licensing Authority.

Lasers

60. Lasers produce very intense light beams, which could blind, cause skin burns or even start a fire if used improperly. Even reflected beams can be dangerous. This clause does not apply to Class 1 or Class 2 lasers (such as are used in CD players, bar code readers etc).

61. Laser beams must be at least 3 metres above the highest affected floor level at all times and arranged so that they cannot scan onto any member of the public, performer or staff. Supporting structures must be rigid to avoid any accidental misalignment of the laser(s). Any mirrors must be securely fixed in position.

62. Laser equipment, including mirrors, must be placed out of reach of the public.

63. The alignment of the laser installation including any mirrors must be checked on a daily basis.

64. The installation and use of laser beams shall not be permitted without the consent of the Licensing Authority.

Appendix 1

Evacuation Plan in the Event of a Fire or other Emergency

Designated Safety Person

The Designated Safety Person is to ensure that:

- Everyone leaves the building by the nearest available safe exit.
- Everyone has left the building including those behind the stage and the audience.
- No attempt is made to fight the fire until everyone is safe and it is manageable with a portable fire extinguisher.
- Everyone assembles on the Multi-use Games Area beyond the Preparatory School (turn left on School drive away from School main entrance).
- The emergency services are called by dialling 999 from a mobile phone. The details of the building are:

  The Towers Building
  Tettenhall College
  Wood Road
  Tettenhall
  Wolverhampton
  WV6 8QX

- A responsible person is sent to meet the emergency services at the main gate to the School.
- When everyone is safe one of the following is called:
  - Headmaster: 07701 354974
  - Caretaker: 07701 354933
  - Bursar: 07925 775109
  - Facilities Manager: 07986 543635

LIST OF ANNEXES

1. Medical Provision.
2. Contacts and Emergency Telephone Numbers.
3. Fire Prevention and Evacuation Policy.
4. Fire Evacuation Report.
5. Risk Assessment Made Easy.
6. Risk Assessment: Hire of School Buildings.
7. Risk Assessment for Pregnant Members of Staff.
8. Risk Assessment for Work Station.
9. Minibus Pre-Start Checklist.
10. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995.
11. Useful References.

ANNEX 1 - MEDICAL PROVISION

See Tettenhall College Policy No 15

ANNEX 2 - CONTACTS AND EMERGENCY TELEPHONE NUMBERS

Emergency:	999
Headmaster: J N Gomersall	Mobile: 07566 781178
Bursar: Mr C S Way	Mobile: 07925 775109
Facilities Manager: Mr P Tristram	Mobile: 07576 888631
Nurse: Mrs H Rowley	Mobile: 07976 062490
Fire Station (Tettenhall)	756933
Police Station (Bilston Road)	0845 113 5000
Hospital (New Cross)	307999
Gas – Emergency	0800 111 9990
ARJ Heating	Mobile: 07976 854028
Electrician:	
R Dyke	01902 492459 Mobile: 07947 451521
Water:	0800 783 4444
Food and Environmental Safety Services (Wolverhampton)	551155

Note: Unless an emergency such as a fire or medical incident please contact the Bursar or the Facilities Manager in the first instance.

ANNEX 3 - FIRE PREVENTION AND EVACUATION POLICY.

TETTENHALL COLLEGE

FIRE PREVENTION POLICY

Contents: Page:

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Appendix 1: Fire Emergency Procedure - Day 1-1 to 1-2
Appendix 2: Fire Emergency Procedure - Night 2-1
Appendix 3: Pre-Prep Fire Emergency Procedures 3-1 to 3-2

Tettenhall College Incorporated Company No 141727 (England)

Registered Charity No 528617

1. Introduction

It is the Governor's policy that all employees, pupils, members of the public including parents, visitors and contractors are safeguarded fully in respect of health, safety and welfare whilst at work at school. This includes conditions and systems of work for all which prevent any danger to health and that means of egress are safe and without risk to health.

The Government published the Regulatory Reform (Fire Safety) Order in 2005. It applies to the vast majority of premises. The aim of the new regime is to create a simple fire safety regime applying to all workplaces and other non-domestic premises. The regime is based on risk assessment, a duty to maintain fire precautions which are for the use of fire fighters and new duties on fire authorities for fire safety, investigation and testing. Fire safety is by definition a subset of the current Health and Safety (H&S) systems and procedures which it mirrors closely.

2. Responsibilities

The Board of Governors are responsible for detailing the Health and Safety Policy and copies of this are available in the Bursary and on the school intranet. It is the responsibility of the Senior Leadership Team to implement this policy. All employees have a legal duty to take reasonable precautions in safeguarding the health and safety of themselves and others, observing all rules and procedures, alert management to any potential hazard that they have noticed and report all accidents, incidents or near misses that have led, or may lead to, illness or damage.

	Tasks	**Comments**
Chairman of Governors	Responsible in law for what happens on the premises	J Parker
Responsible Person (Bursar)	Plans, implements, monitors and reviews the policy	C S Way
H&S Representatives	Assist the Responsible Person in the Management of H&S including fire precautions	Members of staff appointed by the Headmaster and Bursar jointly
Employees and	Comply with H&S policy and take	

Pupils	reasonable steps to protect themselves and colleagues at work.
Visitors	Should be briefed on any H&S issues that will affect them, as required, when they are on site

3. Risk Assessment

The Responsible Person (Bursar) produces the risk assessment together with In House Hygiene, the school's H&S consultant, for the purpose of identifying the general fire precautions that he needs to take. The Risk Assessments for individual buildings are contained in separate reports held by the Facilities Manager. They are based on an understanding of the relevant legislation, guidance and good practice in the fire prevention field. The overall risks for the individual buildings are contained within the risk assessments.

4. Fire Precautions Maintenance

The following arrangements have been made for maintenance:

	Item	**By whom**
Ongoing	Check signage, safety clips on fire extinguishers, ensure that fire doors are not wedged open	H&S Representatives
Weekly	Test fire panels on Wednesdays	Facilities Manager
Bi-annually	Test fire panels and emergency lighting	Churchbridge Fire Systems
Termly	Test all fire extinguishers, check all fire blankets. Replace any missing fire evacuation signs.	Churchbridge Fire Systems

5. Smoking

Smoking can be a major source of fires and Tettenhall College has a No Smoking policy which exists in all areas of the school site. Those who wish to smoke must leave the School site to do so.

6. Training

The Responsible Person (The Bursar) will arrange appropriate training for all staff. Additional training has been provided to Fire Marshals, at least one of whom has been designated with responsibility for each school building. Fire Procedures, as set out in Annexes 1 & 2, are made known to all staff and familiarisation with the fire alarm system forms part of the staff induction process.

7. Practice Evacuations

There will be at least two practice evacuations each term, one day time evacuation for all pupils and staff, and one out of School hours evacuation for all resident staff and pupils in the Boys' Boarding House and Thorneycroft House. The aim of the practice is to familiarise pupils and staff with evacuation procedures and a full evacuation is considered successful when the whole school is evacuated within 4 minutes, day or night.

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8. Radioactive Sources

Radioactive sources are located in a steel cupboard in the middle prep room. In the event of a fire or fire drill, specific actions should be followed if the radioactive sources are out of their cupboard. These actions are detailed in the fire emergency procedures below.

9. Action in the Event of Fire

If you discover a fire, you should raise the alarm, operate one of the call points situated around the school, evacuate the building by the designated or best route and report to the senior staff member at the Assembly Point. On hearing the fire alarm, you are required to evacuate the building via the designated or best route and proceed to the Assembly Point. You are NOT to delay to pick up papers, equipment or other personal effects but you are to evacuate immediately. Some staff have specific duties of care for our pupils in the event of fire and these members of staff will be briefed separately. If you see others having trouble finding a suitable exit, then you should provide assistance.

Portable firefighting equipment is provided in numerous locations throughout the School. This is NOT to be used unless you believe that immediate first aid action on a small incident, such as tackling a small fire in a rubbish bin in a classroom, will prevent a much greater problem. Additionally, portable equipment may be used to assist in safe escape. However, personal safety is paramount and attempts to try to extinguish a fire should ONLY be made if circumstances permit. Always remember that smoke kills.

9. Assembly Point: The assembly point in the event of an evacuation is the Multi-use Games Areas adjacent to the Preparatory School.

10. Reporting: On arrival at the Assembly Area, you must report to the senior member of staff in charge. This is to ensure that all personnel are accounted for in the event of evacuation for fire. It is essential that we know this as the Fire Brigade needs to have this information the moment they arrive. Never forget that the Fire Service's prime task is the saving of life and not the saving of buildings.

DO NOT RE-ENTER ANY SCHOOL BUILDING UNTIL AUTHORISED TO DO SO

Appendix 1 FIRE EMERGENCY PROCEDURE - DAY

DISABLED PERSONS ARE TO BE EVACUATED IN ACCORDANCE WITH THEIR PERSONAL EMERGENCY EVACUATION PLAN

IF YOU DETECT A FIRE

Operate a Break Glass Call Point to activate the Alarm.

ACTION BY PUPILS & STAFF WHEN THE ALARM SOUNDS:

On hearing the alarm, the building should be evacuated a quickly and calmly as possible by the nearest safe exit.

All pupils and staff will proceed immediately to the nearest assembly point (Multi-use Games Areas adjacent to the Preparatory School).

The route taken will be the most direct safe route.

A check will be made, co-ordinated by the Headmaster, Assistant Heads, Head of Preparatory School or other senior member of staff to establish who is present.

RADIOACTIVE SOURCES

In the event of a fire/ fire drill the following should happen if the radioactive sources are out of their cupboard:

- If a source is in use, the class teacher should return the source to its immediate container if it safe to do so. Sources should not be taken outside of the lab/ prep room.
- The senior fire warden, and the fire and rescue service, should be informed of where the sources are. If the RPS is not the person using the sources, they must be notified as soon as reasonably possible.
- If the alarm is a drill, false alarm, or minor fire far away from the area where the sources are being used, the RPS should be allowed back into the building first to ensure that the sources are secured before the students return.
- If there has been a major fire in which the sources could have been damaged, the RPS will contact CLEAPSS and our RPA promptly for advice. No staff are to be allowed in the area where the sources are located, as this is a task for people specialised in radiation protection.

DURING LESSONS

The teacher in charge of a class should ensure that the classroom is clear before leaving. The teacher should accompany the class to the nearest assembly point.

All belongings must be left behind and there will be no running.

Staff will ensure that all doors and windows are closed provided it is safe to do so.

Extinguishers will only be used if it is safe to do so and if it is necessary in order to effect escape.

On arrival at the assembly point, the teacher should line up his/ her class and check that all pupils in the class are accounted for by reference to the nominal role held by the Headmaster's Office or Bursary. Sixth Form students in free study periods should report to the Head of Sixth Form.

Headmaster's Secretary or Bursary will have a copy of the nominal role, the daily absence list, and the timetable from which a check can be made. The names of any pupils unaccounted for should be reported immediately to the Headmaster, Assistant Heads or Head of Preparatory School.

Classes are not to be dismissed until the "All Clear" has been given by a designated person.

AT BREAKS/ LUNCHTIME

Evacuation should occur as above but pupils should report to their House Tutor (or, in his/ her absence, their Head of House).

AFTER SCHOOL

The responsibility for evacuation and attendance checks rests with the teacher in charge of prep or activity.

ACTION BY DESIGNATED PEOPLE:

The following staff will go immediately to the Alarm Panel if it is safe to do so:

Bursar

Facilities Manager

Maintenance Personnel

If it is clear that the situation is not a false alarm the Bursar or delegated person will ring the Fire and Rescue Service.

The Facilities Manager or other designated person will go to the area where the fire is indicated, if it is safe to do so, to establish the position so that he is able to direct the Fire and Rescue Service.

Having established the position as far as possible, all these members of staff will leave the building and go to Multi-use Games Areas Assembly Point and report their findings to the senior member of staff in attendance.

The Facilities Manager or Maintenance Personnel will meet the Fire and Rescue Service on arrival at the Main Gate to direct them as to the area involved and will provide as much information as possible concerning anybody who has not been accounted for.

ADDITIONAL ACTION BY OTHER STAFF:

Kitchen staff will ensure that gas and electricity is off by way of emergency cut off before leaving the kitchen.

Kitchen staff will ensure that the fire shutter is down before leaving the kitchen.

Science staff will ensure that gas is off by way of emergency cut off before leaving the laboratory.

Staff in the School Office will take the Register so that it is known who is in the School and any team lists so that it is known who is off site at a particular time.

Appendix 2 FIRE EMERGENCY PROCEDURES - NIGHT

DISABLED PERSONS ARE TO BE EVACUATED IN ACCORDANCE WITH THEIR PERSONAL EMERGENCY EVACUATION PLAN

IF YOU DETECT A FIRE

Operate a Break Glass Call Point to activate the Alarm.

ACTION BY PUPILS & STAFF WHEN THE ALARM SOUNDS:

All pupils and staff will proceed immediately to the Staff car park (old cage area).

A check will be made, co-ordinated by the Housemaster, Housemistress or duty staff member, to establish who is present.

The route taken will be the most direct safe route.

All belongings must be left behind and there will be no running.

All doors and windows should be closed provided it is safe to do so.

Extinguishers will only be used if it is safe to do so and if it is necessary in order to effect escape.

ACTION BY DESIGNATED PEOPLE:

The following staff will go immediately to the Alarm Panel if it is safe to do so:

Housemaster

Housemistress

Duty Staff Member

Resident Staff

Two personnel will go to the area where the fire is indicated, if it is safe to do so, to establish the position so that they are able to direct the Fire and Rescue Service.

If it is clear that the situation is not a false alarm, the Housemaster, Housemistress, or delegated person will ring the Fire and Rescue Service.

The Housemaster, Housemistress or Duty Staff Member will meet the Fire and Rescue Service on arrival at the Main Gate to direct them as to the area involved and will provide as much information as possible concerning anybody who has not been accounted for.

The Headmaster and Bursar must be contacted at the earliest opportunity after the Fire and Rescue Service has been called.

Appendix 3 PRE-PREP SCHOOL FIRE EMERGENCY PROCEDURES

DISABLED PERSONS ARE TO BE EVACUATED IN ACCORDANCE WITH THEIR PERSONAL EMERGENCY EVACUATION PLAN

The Pre-Prep School: Fire Evacuation Procedures

IF YOU DETECT A FIRE:

Operate a Break Glass Call Point to activate the Alarm.

ACTION BY STAFF WHEN THE ALARM SOUNDS:

As soon as the fire alarm sounds all children and practitioners must stop what they are doing and follow the procedures outlined below:

Nursery Evacuation Procedure

The practitioners in Nursery will take responsibility for:

- collecting the children together in a calm manner
- checking the bathroom for children
- collecting the register which is kept in the nursery
- waking any sleeping who are in the 'sleep room'
- seeking assistance from any Preparatory School staff to help if they cannot manage all of the sleeping children

The children and practitioners will:

- Exit through the nearest available exit.
- Walk to the assembly point (Multi-use Games Areas)
- Check that all children are present

During these procedures practitioners will:

- Supervise the children closely, especially during the walk to the assembly point.
- Offer reassurance to any distressed children who are unsure of the situation.
- Carry any child if required, especially if they are unsteady on their feet, as they have been woken from their sleep.

- Direct other staff to carry or escort any child who has been woken from sleep who Nursery practitioners have not been able to move

NOTE: THE FACILITIES MANAGER AND HIS TEAM WILL VISIT THE NURSERY ON ARRIVAL TO CHECK IF ASSISTANCE IS REQUIRED WITH THE SLEEPING CHILDREN

Reception, Year 1 and Year 2 Evacuation Procedure

As soon as the fire alarm sounds all children and practitioners must stop what they are doing.

The teachers will take responsibility for:

- Lining the children up in a calm manner at the fire exit door

The children and practitioners will:

- Exit through the nearest available exit
- Walk to the assembly point (Multi-use Games Areas)
- Check that all children are accounted for using the class register when it is given to them
- Nobody is to go back into school. If a child is missing it must be reported to the Head of The Preparatory School or nominated deputy in their absence.

During these procedures the teachers will:

- Ensure that they are the last person to exit the classroom
- Supervise the children closely, especially during the walk to the assembly point.

The Fire Warden

The Fire Warden Will:

- Firstly ensure that the children in her care are escorted from the building and responsibility for them has been handed over to another member of staff
- Checked the Girls, Boys and Shared toilet areas along the corridor to ensure that no child has been left in those areas
- Sweep the staffroom, office and sleep room area
- Collect the registers the front desk along with the Visitors' Book and Day Book.

- Exit the building
- Proceed to the assembly point and hand out the registers
- Find a safe location on the route the Emergency Services would take to the building
- On arrival of the Emergency Services, identify yourself to them and advise them of the location of the fire, if known, and if any person remains in the building

Playtime Procedure

- Staff on duty in the playground shall on hearing the fire alarm gather all children together away from the building and ensure no child re-enters the building.
- Proceed towards the assembly point, following the procedures outlined above.
- Staff members in classrooms or in the staff room should evacuate the building via the nearest fire exit and then proceed to the playground to assist the duty staff.
- The Fire Warden for The Preparatory School will ensure, as far as it is reasonably practicable, that the rest of the building is vacated.

Lunchtime Fire Procedure

- Staff on duty in the dining room shall evacuate all children from the building through the nearest available exit.
- Proceed towards the assembly point, following the procedures outlined above.
- The Fire Warden for Towers will ensure, as far as it is reasonably practicable, that the rest of the building is vacated.

ANNEX 4 – FIRE EVACUATION REPORT

Date:	Reason for evacuation: Drill
Time of alarm:	
Time taken to evacuate:	
Time taken to conduct roll call:	
Time taken for arrival of Fire and Rescue Service:	

Who met Fire and Rescue Service: .....

What was communicated to Fire and Rescue Service: .....

Anyone unaccounted for: .....

Were any escape routes blocked? .....

If yes, with what? .....

Were all windows and doors closed? .....

If not, why? .....

Were all machinery, processes etc. ceased or switched off? .....

If not, why?

Fire alarm reset: .....

Feedback from all employees required by: ..... *(insert date)*

Report circulated to employees: ..... *(insert date)*

Any further action needed? .....

.....

Comments: .....

.....

.....

Responsible Person

Signed: …….

Date: ……

ANNEX 5 - RISK ASSESSMENT MADE EASY

What is risk assessment process?

- Identify the hazards – "HAZARD" is taken to mean any substance, article, material or practice which has the potential to cause harm to the safety, health or welfare or employees at work;

- Evaluate the risks associated with hazards – " RISK" is taken to mean the potential to cause harm in the actual circumstances of the case and the likelihood of the potential being realised;

- Design and implement an action programme for removing or controlling the risk;

Monitor and review performance.

- In practice, this means:

- Identification of all hazards with a potential to cause harm to employees, pupil and other who may be affected;

- Assessment of the probability and severity of injury or damage (i.e. risk);

- Analysis of the options for eliminating, reducing or controlling the remaining risks and then appropriate action (so far as is reasonably practicable);

- Record keeping (in writing or electronic form) of the significant findings risk assessment with identification of employees who may be especially at risk;

- Regular review of assessments, particularly where these may no longer be valid or where there has been a significant change in work activities, processes, etc;

- Provision to employees (and employees of other employers working on the premises) of comprehensive and relevant information on risks preventative and protective measures, emergency procedures and competent person;

- Finally, where a workplace is shared, there is a need to co-operate, co-ordinate and share information relating to risks with other employers to enable each to comply with statutory duties for health and safety.

The School should establish procedures to monitor health and safety performance:

- to ensure the physical controls are in place and working;

- to ensure that staff are carrying out the functions allocated to them;

- the monitoring of risk assessments is normally achieved by:
    - selectively carrying out or seeing reports of health and safety inspection (which should be carried out by departmental heads) and obtaining reports of follow-up procedures;
    - checking examination and maintenance reports, e.g. for pressure vessels, fire equipment and systems work equipment safeguard;
    - monitoring accident/incident report forms;
    - monitoring complaints and hazard reports from staff, pupil and parents.

The School will need to establish review procedures to take cognisance of:

- reports of health and Safety Executive's visit and any enforcement action;
- details of any new health and safety legislation; and
- other advice, e.g. CLEAPSS

It is recommended that the School's safety documentation and written risk assessments be adequately reviewed at the beginning of each school year and that the School safety committee by regularly provided with reports accurately indicating the current state of health and safety within the science department.

The Health and safety Executive have produced "5 Steps to Risk Assessment" and a copy is attached.

Step 1 Look for the hazard;

Step 2 Decide who might be harmed and how;

Step 3 Evaluate the risks arising from hazards and decided whether existing precautions are adequate and if more should be done;

Step 4 Record the findings;

Step 5 Review the assessment from time to time and revise it is necessary.

Specific assessments

There is an additional requirement to carry out appropriate assessment in the school under a number of regulations, some examples are: COSHH. Display Screen Equipment, manual handling, fire safety.

Factors/problem area in risk assessment in teaching subject areas

Factors to be taken into account are:

Number of pupils/employees;

Risk activities being carried out;

Supervision required for various teaching situations;

Overcrowding, particularly of practical areas;

Any behaviour problem, special needs or disabilities;

For junior pupils lack of experience is an important consideration; and

Collection and receipt of children.

What to assess

1. **Teaching Staff** have to assess activities – Science, Art, Physical Education, Drama general classroom work;

PE – individual sports including protective clothing for contact sports, coaching/refereeing qualifications, field event athletics including Sports Day, swimming pool.

Art – pottery including glazes, kiln clays, paint, soldering, sharps, chemicals.

Drama – (i) before the event (electrics, handling, scenery design, work at heights, special effects etc), (ii) during the event (Licenses, fire safety, stewarding, audience numbers, hand rails for changes in level etc)

Science – activities needing risk assessment guidance given in CLEAPSS document " Managing Risk Assessment in Science ", COSHH requirements separate but usually reply on Hazards.

General Classroom Assessment – flooring, electrical sockets, no trailing wires, restriction on windows that open, free standing cupboards, portable electrical items tested and visually inspected.

2. **The Bursar** must assess the support activities – caretaker/maintenance, catering, cleaning, grounds.

Maintenance – machinery**,** chemical, lifting and handling, work at heights, contractors, electrical, swimming pool plant room, boiler rooms

Grounds – machinery, pesticides, chemical, chainsaws, petrol storage

Cleaning – chemical, lifting and handling

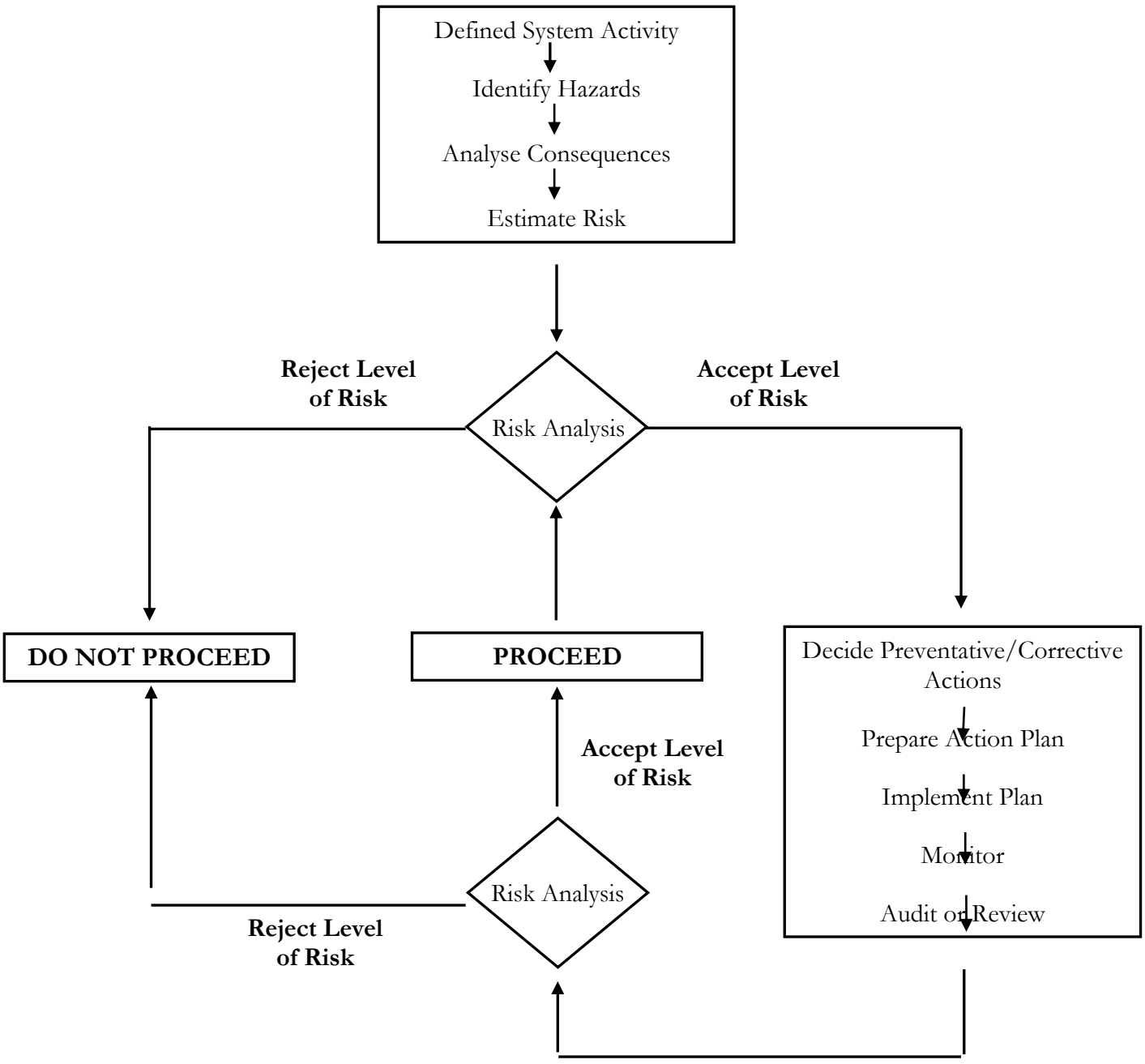
Catering – machinery, chemicals, hot surfaces, slips, lifting and handling

3. A general risk assessment should include:

- Initial analysis of the health and safety policy;
- The Premises, lifting, stairways, passageways, flooring, storage facilities, housekeeping;
- First aid facilities, personnel training, notices;
- Electricity, requirements for the fixed installations and portable electrical appliances, design of experiments using electricity, use of electrical tools and equipment, electrical work;
- Storing of flammable liquids, hazardous chemicals and medicines;
- Playgrounds and netting surrounding courts/pitches;
- Personal safety of pupils, employees and visitors;
- Traffic management;
- Use of chemicals and other hazardous substances;
- Use of lifting equipment, passenger and goods' lifts, boilers, air receivers, compressed gas cylinders;
- Training arrangements for fire and emergency evacuation and use of specialist equipment, e.g. grinding wheels and dangerous machinery;
- Trips including visits to farms;
- Minibuses;
- Stress.

RISK MANAGEMENT

Risk Assessment

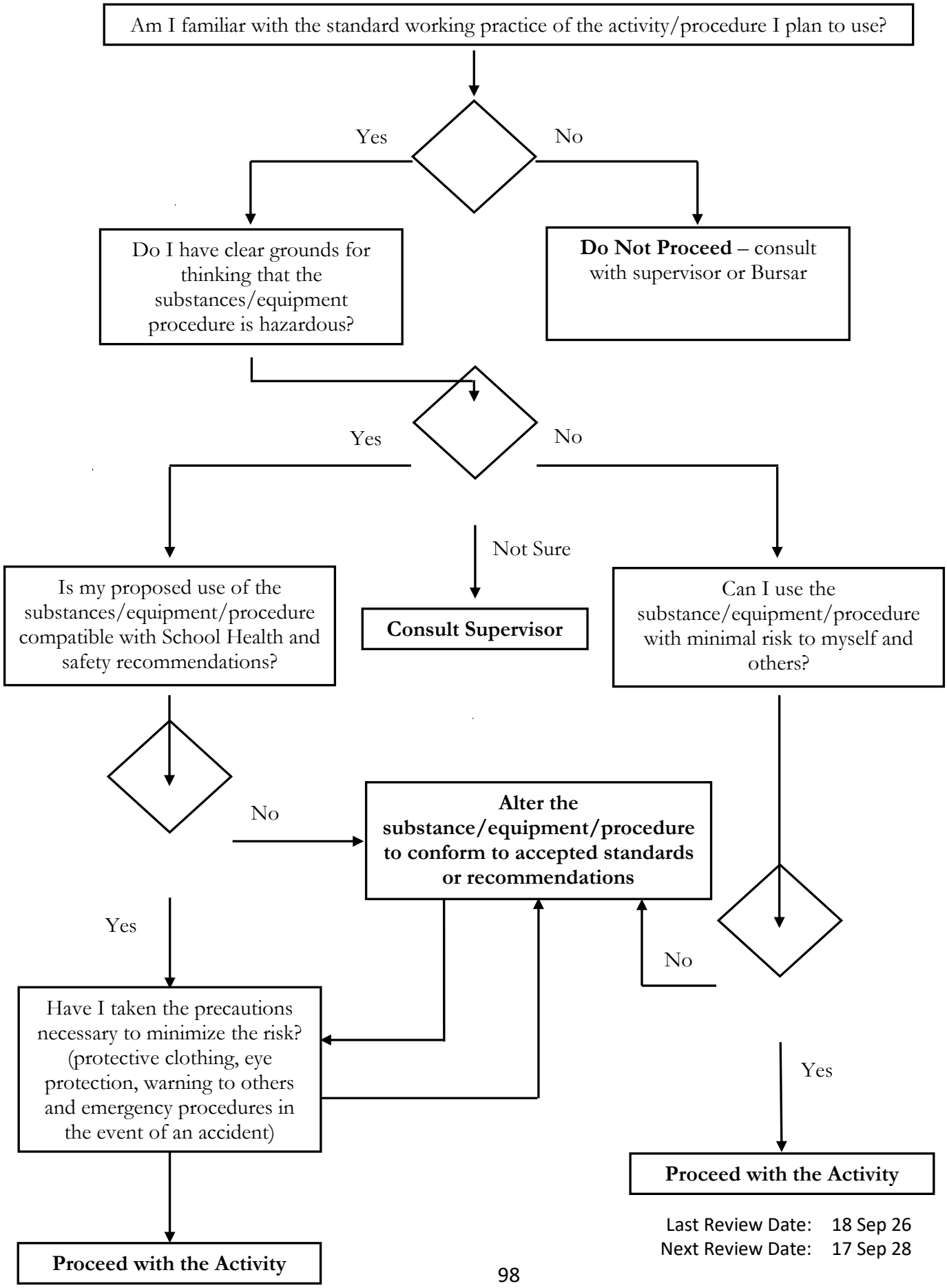


A *hazard* is a source of possible harm. Harm implies injury, be it to the individual (damage to health), the environment, or a company (economic loss).

Risk is a combination of the chance and consequences of exposure to harm.

Risk = Chance of harm x Consequences

RISK CHART



Last Review Date: 18 Sep 26
Next Review Date: 17 Sep 28

ANNEX 6 - RISK ASSESSMENT: HIRE OF SCHOOL BUILDINGS

Date Completed _____ Date for Review _____

Hazards	Who might be harmed	Risk	Existing Controls	Additional Risk Control Measures Required	Residual Risk
Unauthorised use of equipment School halls – specialised curricular equipment – trampoline, wall bars, access ladders (stored in hall etc)	Hirers/users of school premises (Including young / disabled & persons with special needs) On-site school staff Persons not invited to be within buildings (trespassers)	M	Written information provided to each hirer prior to first use and thereafter at regular intervals outlining specifically that only equipment related to the hire is permitted for use. Portable equipment locked off and stored securely where possible to prevent unauthorised use (this includes ladders)	On-site staff to conduct regular monitoring	L

Hazards	Who might be harmed	Risk	Existing Controls	Additional Risk Control Measures Required	Residual Risk
• School Classrooms – electrical equipment, specialist equipment (fume cupboards, kilns, gas taps) • School Kitchens – ovens, mixers, dishwashers, sterilising sinks • Areas of higher risk – swimming pools, climbing walls			Fixed equipment isolated in an 'off' position to prevent unauthorised use. Access doors to school kitchen areas and classrooms etc kept locked shut outside of normal school hours (Unless the route forms part of the emergency evacuation route) For areas of higher risk – Hirer required to demonstrate to the school their competence for required use of higher risk areas or provide details of arrangements to be implemented to provide the level of competence (i.e. currently qualified to national body standards, first aid provision etc)		

Hazards	Who might be harmed	Risk	Existing Controls	Additional Risk Control Measures Required	Residual Risk
Unauthorised access into other areas of school buildings	As above	M	Written information provided to each hirer prior to first use and thereafter at regular intervals outlining areas of the building that is permitted for use. Provision for the security of buildings as part of daily site / buildings locking up procedures	On-site staff to conduct regular monitoring	L

Hazards	Who might be harmed	Risk	Existing Controls	Additional Risk Control Measures Required	Residual Risk
Hirers unfamiliarity with school buildings	As above	M	Written information provided to each hirer prior to first use and thereafter at regular intervals outlining areas of permitted use, access and vehicle parking. School site - plan / map / visitor signage available. At least one person to be present on site from each group of hirers who is familiar with the school fire drill and means of escape from the building.	On-site staff to conduct regular monitoring Written information provided to each hirer prior to first use and thereafter at regular intervals	L

Hazards	Who might be harmed	Risk	Existing Controls	Additional Risk Control Measures Required	Residual Risk
Access Routes – Blocked, locked and unavailable, poor condition, slippery	As above	H	Prior to each occasion of usage, on-site staff ensure access routes to and from buildings are available / unlocked, clean and without significant risks of injury. Application of salt / grit on designated external access routes in cold / icy weather	On-site staff to ensure building areas are open where required and hazards highlighted by monitoring	L
Final points of fire /emergency exit locked / unavailable for use	As above	H	Prior to each occasion of usage, on-site staff ensure final points of fire / emergency exit are unlocked, available and suitably signed for parts of buildings used. On-site staff ensure that school fire / emergency action notices / procedures are clearly displayed in areas of use.		L

Hazards	Who might be harmed	Risk	Existing Controls	Additional Risk Control Measures Required	Residual Risk
Requirement for Emergency Evacuation during hire / usage	As above	H	Written information, including emergency procedures and site plans (fire action notice) provided to each hirer prior to first use and thereafter at regular intervals. Each hirer or person appointed in charge of group to record details of who is present on-site. This information to be used to conduct head count in the event of required evacuation.	School to ensure periodic evacuation drills (at least annually) are undertaken during times of hire.	

Hazards	Who might be harmed	Risk	Existing Controls	Additional Risk Control Measures Required	Residual Risk
Inadequate first aid cover / first aid materials	As above	H	School to ensure provision and availability of first aid cover to hirers (full first aid at work standard) OR Appropriate first aid cover to be provided by hirers themselves for the persons within their control. Appropriate number of adequately stocked First Aid kits to be supplied by hirers. The level of qualification and number of qualified persons is required to be demonstrated to the school prior to first use and on a regular basis.	School to ensure availability of a working phone for emergencies in or near to hire facility / room. Appropriate signage to be installed. Hirer required to have own communication aid during all periods of use (i.e. mobile phone) for emergency situations	L

Hazards	Who might be harmed	Risk	Existing Controls	Additional Risk Control Measures Required	Residual Risk
Inadequate provision for Lighting / Emergency Lighting	As above	M	Adequate lighting provided for the designated access route into the building and the venue for the hire activity. Arrangements in place for replacement of spent tubes / bulbs	School to implement a periodic monitoring system to ensure that external lighting is available and in working condition.	L
Ineffective communication	As above	M	On-site staff available via communication aid, if not present throughout period of hire. Contact number known by all hirers. Problems / difficulties in relation to the buildings or site, or their condition, be notified by the hirer to relevant site staff as soon as possible		L

Hazards	Who might be harmed	Risk	Existing Controls	Additional Risk Control Measures Required	Residual Risk
Inadequate welfare facilities	As above	M	Appropriate toilet / welfare facilities available / opened for duration of period of hire.		L
On-site storage of hirers equipment	As above	M	Hirers equipment should not to be stored on school site If storage of hirers' equipment is required it should be subject to specific written agreement. Items to be stored securely and appropriately so as not to present a hazard to school users and other hirers.		L

Hazards	Who might be harmed	Risk	Existing Controls	Additional Risk Control Measures Required	Residual Risk
Contact with glazing / light fittings (including ball sports)	As above	M	School conducts termly safety tours in order to identify hazards. School staff aware to highlight any hazard to school management as and when observed. Light fittings in main hall / barn and other areas where ball sports are permitted are enclosed with wire mesh surrounds. Glazing in area of hire which is not of a safety standard has been identified and covered with a film to prevent shattering upon contact.		L

Hazards	Who might be harmed	Risk	Existing Controls	Additional Risk Control Measures Required	Residual Risk
Contact with moveable school equipment stored at height	As above	M	Moveable equipment stored at height within halls / barns is tied off and secured when not in use (i.e. basketball backboard / hoop)		L
Hirers attempting to retrieve equipment (shuttle cocks / balls) from high level ledges and fixings	As above	H	Written information, including a procedure for items stuck on ledges and in fixings is provided to each hirer prior to first use and thereafter at regular intervals. Hirers are not permitted to climb up to high ledges / fixings to retrieve shuttle cocks / balls etc.		L

Hazards	Who might be harmed	Risk	Existing Controls	Additional Risk Control Measures Required	Residual Risk
Management of Vehicle Traffic / Pedestrians	As above	M / H	Suitable vehicle parking area identified which is in close proximity to building / room of hire (external lighting provided in hours of darkness). School site has a speed limit highlighted with signage at various locations Written information, including permitted location for vehicle parking, the need for extra care and site speed restrictions, is provided to each hirer prior to first use and thereafter at regular intervals.		L

Hazards	Who might be harmed	Risk	Existing Controls	Additional Risk Control Measures Required	Residual Risk
Hirers' bringing in their own electrical equipment	As above	M	Written information, outlining that electrical equipment is not permitted to be brought onto site and used without first being subject to portable electrical appliance testing (by a competent person), is provided to each hirer prior to first use and thereafter at regular intervals. Evidence of portable electrical appliance testing provided to the school as appropriate. Periodic checks undertaken by caretaker		L

Hazards	Who might be harmed	Risk	Existing Controls	Additional Risk Control Measures Required	Residual Risk
Animals & Biological Hazards	As above	M	Where any hire event takes place involving animals (i.e. dog / cat shows/ horse rides) arrangements are made for maintaining cleanliness of the building / site (i.e. safe and speedy disposal of faeces / urine and area suitably cleaned)	Written information provided to each hirer prior to first use and thereafter at regular intervals outlining that the 'cleaning up' is the responsibility of the hirer. If necessary, any chemical substances used must have been subject to COSHH risk assessment and be suitable for purpose and not left on site at any time. There should be no resultant risk of injury to school users as a result of the use of any chemical substances.	L

Hazards	Who might be harmed	Risk	Existing Controls	Additional Risk Control Measures Required	Residual Risk
Noise	As above	M / H	Where any hire event takes place that is likely to involve higher noise levels (i.e. disco's) restrictions are imposed so that the noise is not at such a level that is likely to lead to complaints from neighbours as a result of private nuisance. Additionally the school fire / emergency alarm must also be able to be clearly heard / identified.		L

Hazards	Who might be harmed	Risk	Existing Controls	Additional Risk Control Measures Required	Residual Risk
Exposure to Asbestos fibres	As above	Depends on presence of Asbestos and its location	All hirers to receive written information prior to first use and thereafter at regular intervals of the presence of any Asbestos in the facility / room hired and procedure to follow should it become damaged as a result of an activity e.g. breakage of panel by football		L
Building Security	As above	M	School on-site staff to open and lock buildings for all periods of hire. Hirers are not provided with access keys at any time.		L
Violence at Work / Lone Working of On-site staff	As above	M	Refer to school risk assessment for Violence at Work / Lone Working		L

Fire Safety	As above	M	The school fire safety risk assessment takes account of the use of parts of the building during evenings / weekends and out of school hours. Appropriate control measures to reduce risks of fire are implemented.		L

ANNEX 7 - RISK ASSESSMENT FOR PREGNANT MEMBERS OF STAFF

Research carried out by the Equal Opportunities Commission (EOC) has revealed that many employers are not aware of their legal responsibility to carry out risk assessments for pregnant staff (and new mothers). The research, part of the Pregnant and Productive initiative, can be seen on **www.eoc.org.uk/pregnantandproductive**

According to the Health and Safety Executive guidance **'New and Expectant Mothers at Work' (HS(G) 122)** pregnancy is not an ill health condition, and, therefore, the health and safety of pregnant employees can be dealt with through the School's normal procedures.

The European Commission's Pregnant Workers' Directive is implemented in the UK through the **Management of Health and Safety at Work Regulations 1999 (MHSWR)**, which requires schools like any other workplace to carry out a risk assessment of the hazards facing a pregnant woman. This also covers women who have recently given birth (i.e. in the last six months) and those who are breast-feeding.

Because of this, it is important to ensure that general risk assessments for women staff of reproductive capacity in the school must be in place, since pregnant staff may not know that they are pregnant for some time into the pregnancy. The working conditions in the school must be normally adequate to protect potential pregnant women staff. Further additional, specific risk assessments then have to be made for particular staff, when it is known that they are pregnant/have recently given birth/are breast-feeding.

Notification

Employers are not expected to make risk assessments and provide control measures if the employee has not informed the employer in writing that she is pregnant or has not provided medical certification by a registered medical practitioner or midwife within a reasonable time of being asked to by the employer. The employer is also exempted it he/she believes the employee is no longer pregnant but cannot establish whether she is, or not.

The DTI includes in its publication **'Maternity Rights' (URN 03/885)** a model letter **(Annex A)** from an employer to an employee acknowledging the employee's notification that she is pregnant. The model letter includes the following paragraph:

'As your employer I want to make sure that your health and safety as a pregnant mother are protected while you are working, and that you are not exposed to risk. I have already carried out an assessment to identify hazards in our workplace that could be a risk to any new, expectant, or breastfeeding mothers. Now you have told me you are pregnant I will arrange for a specific risk assessment of your job and we

will discuss what actions to take if any problems are identified. If you have any further concerns following this assessment, and specifically in relation to your pregnancy, please let me know immediately.'

Schools, therefore, must carry out a generic assessment of potential risks to pregnant and new mothers, and then a specific risk assessment for the particular employee, who is pregnant, recently given birth, or breast-feeding, and finally carry out continuing risk assessments during the pregnancy/breast-feeding stages to take into account any changes to the risks or control measures.

The HSE guidance points to certain hazards which may give rise to different risks, depending on whether the woman is pregnant/recently given birth/breast-feeding. These can be incorporated into a school's generic risk assessment, with appropriate ones being identified for assessment in specific cases.

Potential hazards:

Biological: bacteria, viruses, micro-organisms which can cause abortion or physical/neurological damage.

Chemical: agents such as mercury, lead, substances absorbed through the skin, carbon monoxide and some drugs e.g. cytotoxic drugs

Labelled chemicals:

R40: possible risk of irreversible effects;
R45: may cause cancer;
R46: may cause heritable genetic damage;
R61: may cause harm to the unborn child; and
R64: may cause harm to breast fed babies.

Physical:

(1) shock, vibration and any movement which could disrupt placental attachment;

(2) prolonged noise which could increase blood pressure;

(3) ionising and non-ionising radiation effects on the foetus;

(4) extremes of temperature; and

(5) heat stress and fainting.

Working Conditions:

(1) possible sources of fatigue;

(2) awkward postures;

(3) prolonged sitting or standing;

(4) lifting, moving and carrying loads;

(5) activities at heights where balance is a prerequisite;

(6) working with display screens which may cause stress; and

(7) working alone for long periods;

(8) vulnerability to threats and violence;

(9) vulnerability where rapid action might be necessary in an emergency; and

(11) shift or night work or work with irregular hours or in different locations.

The risk assessment will depend on the nature of the work undertaken by the member of staff. The normal workplace risk assessment must be done, and then an additional risk analysis and evaluation. Where the risk to the pregnant woman/mother is seen to be greater than the normal level of risk outside the workplace, it signifies that there is a significant risk, and appropriate control measures have to be taken to ensure that the woman is removed from the identified risks. There will be different hazards and risks as the foetus develops and the effects on the mother grow, and so the risk assessment must be on-going ('continuous risk assessment').

The Recommended Risk Assessment Process

The risk assessments should follow the HSE guidance on carrying out risk assessments (see Quick Guides CD RAS1).

Two factors have to be assessed:

a) how serious an injury could be

b) the likelihood of it occurring

High Risk: could be a very serious injury with a high probability of it occurring

Medium Risk: could cause a serious injury, but unlikely to occur

OR

less serious injury but likely to occur

Low Risk: A slight injury but unlikely to occur

Scale: (a) 1 TO 5 (1 = Low; 3 = Medium; 5 = High)

(b) 1 TO 5 (1 = Low; 3 = Medium; 5 = High)

Multiply the two to give a scale as follows:

1-8 = Low 9-17 = Medium 18 - 25 = High Risk

Seriousness of injury

5 Very high potential for death

4 High potential for a reportable injury

3 Moderate, causing injury or disease capable of keeping a person off work for three days or more, may require reporting

2 Slight, causing minor injuries e.g. able to work after first aid

1 No risk

Frequency

5 Very likely, almost certain

4 Likely to occur, i.e. easily precipitated by slight carelessness

3 Quite possible, only likely to occur if caused by outside event

e.g. a slip, or light not being on

2 Low or minimal likelihood

1 Not likely at all

Having identified the particular risks pertaining to the school, each risk should be assessed as advised in the guidance above to determine whether it is a **Low. Medium, or High risk.**

Outcome

Following the assessment the appropriate safety measures should be taken in discussion with the member of staff to avoid, or minimise any identified risks. The safety management plan to control the risks should be in terms of:

Supervision

Protection

Training

Records:

A record of all meetings and actions taken will be made, and a log kept of the progress of the pregnancy.

The School Nurse (or Head's representative) is charged with keeping records/log of the pregnancy on file. Details of risk assessments, control measures and assignments of responsibilities can be scrutinised by those authorised to do so by the Head.

Any aspect of the record that refers to the employee's job, and/or relates to her performance or well-being must be kept as part of the confidential records of the member of staff under the data protection regulations.

The member of staff has access to the file under the data protection regulations.

Risk Assessment for a Pregnant Teacher

The risk assessment for a pregnant employee (or a woman who has recently given birth, or is breast-feeding) could include the following assessments of likely hazards which might cause risks to health and safety in particular circumstances:

Name of Teacher: _____

Department: _____

Name of Person making the Risk Assessment: _____

Position: _____

Date of making the Risk Assessment: _____

Potential Hazards (identified in consultation with the teacher)

Biological: - exposure to an infectious or contagious disease following a recent 'flu epidemic at the school

Chemical: - poor quality of classroom air in one of the Sixth Form windowless rooms
- exposure to passive smoking in staffroom area

Physical **-** long periods of standing
- carrying piles of books between teaching blocks
- walking up and down two flights of stairs regularly
- noise in classrooms
- exhausting PE timetable schedule: she has a number of - games coaching commitments during and after school
- she rarely sits down when teaching; and
- carrying heavy case between lessons, up two flights of stairs.

Psychological: - fear of falling down stairs; and she has one difficult class which she fears might cause her blood pressure to rise at times.

Violence: - disruptive or violent pupils.

Environment: (i.e. the working conditions, premises and facilities)
- some classrooms are upstairs; and
- long distances between blocks.

Risks and Risk Rating:

Risk	Risk Rating
1) Possibility of catching infectious disease from colleagues or pupils	Low
2) Becoming excessively tired through teaching substantial number of lessons in a room with poor quality air	Low
3) Foetus affected through exposure to passive smoking	Medium
4) Affecting the foetus by falling down stairs	Medium
5) Rising blood pressure with one teaching group	High
6) Becoming quickly exhausted (and possibly falling ill) through long distances between classrooms; climbing stairs; carrying heavy loads	High

Control Measures:

Already in place:

Supervision: - Staff workloads are already monitored;

- Heads of Faculty/Department have all been briefed on their responsibilities for health and safety of pregnant colleagues;
- school nurse knows her duty of care;
- Head/Deputy has regular meetings with Heads of Faculty/Department and Nurse;
- health and safety is a fixed agenda item at the weekly meetings of the Leadership Group; and
- medical reports on staff are regularly reviewed.

Protection: - there is a 'clean air' separate non-smoking area for staff; and

- staff have access to weekly fitness sessions

- system in place for re-allocating support staff.

Training: - all women members of staff have a copy of the HSE guidance;

- all staff have a copy of the School's health and safety policy and guidance;

- all Heads of Faculty/Department know their responsibilities for health and safety; and

- a rest area for pregnant/new mothers has been established next to the Medical Room/School Office.

Additional Measures that need to be taken:

Supervision: - Head of Faculty/Department has regular contact; and

- School nurse will monitor the situation weekly, or more regularly if teacher or Head of Department are concerned, and will report on progress weekly to the Head (or representative).

Protection: - Classes moved to ground floor open classrooms in same teaching block;

- PE time-table reduced in consultation with teacher and Head of PE;

- allocated extra support staff time to help with difficult class; and

- Head of Faculty/Department has instituted a departmental procedure for monitoring pregnant teacher's progress with co-operation of colleagues.

Training: - the Head (or Head's representative) and the head of Faculty/Department have discussed the matter with the Teacher; and

- the teacher as agreed to notify the HoD and nurse if there are any concerns, and to abide by any instructions given to her by the Head (or representative).

Signed: _____

Date: _____

ANNEX 8 – RISK ASSESSMENT FOR WORK STATION

Name: …… Date: ……..

Department: …… Location/Room…….……..

Please circle your answers.

(A) Display Screen

A.1	Does the screen have adjustable control for brightness and contrast?	Yes	No
A.2	Is the screen free of reflection or glare?	Yes	No
A.3	Is the image on the screen stable and free from flicker?	Yes	No
A.4	Are the characters:	Yes	No
	a. well defined?	Yes	No
	b. adequate size?	Yes	No
	c. adequate space between individual characters and lines of text?	Yes	No
A.5	Is it possible to tilt and swivel the screen (not essential on process control screen)?	Yes	No
A.6	Has the equipment been PAT tested?	Yes	No

(B) Keyboard

B.1	Are the key symbols adequately contrasted?	Yes	No
B.2	Does the keyboard have a matt surface?	Yes	No
B.3	Is there adequate space in front of the keyboard to provide support for the hands and arms of the operator?	Yes	No
B.4	Is the keyboard style and the arrangement of keys designed to	Yes	No

enable eased of use?

B.5	Is the keyboard separate from the screen (not essential for process control screens)?	Yes	No
B.6	Is it possible to adjust the angle of tilt of the keyboard ((not essential for process control screens)?	Yes	No

(C) Chair

C.1	Is the chair stable and does it allow easy freedom of movement?	Yes	No
C.2	Is it possible to adjust the height of the seat, the height of the back rest and the angle of the back rest?	Yes	No
C.3	If a footrest was requested has it been provided?	Yes	No

(D) Work Surface

D.1	Is the desk or work surface sufficiently large to allow a flexible and comfortable arrangement of all work equipment?	Yes	No
D.2	Does the surface have a matt finish to prevent reflections?	Yes	No
D.3	Is the height of the desk or work surface suitable for display screen equipment?	Yes	No
D.4	Is there sufficient space below the work surface to enable the operator to achieve a comfortable position?	Yes	No
D.5	Has a document holder been provided where requested, and is it adjustable to suit the operator? (If not requested answer Yes.)	Yes	No

(E) Environment

E.1	Is the temperature at the workstation at least 16ºC (following the first hour or work commencing)?	Yes	No
E.2	Is the temperature maintained at a level that ensures operator comfort?	Yes	No
E.3	Have all sources of excess heat (i.e. those likely to cause injury or discomfort to operator) been eliminated or suitably controlled?	Yes	No

E.4	Is the work equipment in a good state of repair?	Yes	No
E.5	Is there adequate lighting for all tasks?	Yes	No
E.6	Is the lighting co-ordinated to avoid reflection and glare from falling upon the screen and other equipment?	Yes	No
E.7	Have desk lamps or other local task lighting been supplied where necessary?	Yes	No
E.8	Is the user able to hold a telephone conversation or work related conversation without being affected significantly by the background noise?	Yes	No

Action Required

……..

……..

……..

Signature of Assessor: …….

Name: …….

When complete, please retain one copy for yourself and forward one copy to the Bursar

ANNEX 9 – MINIBUS PRE-START CHECKLIST

Date:
Name:
Reg No:

Exterior Check

	OK	Not OK
Oil level (once only at start of day)	☐	☐
Coolant level (once only at start of day)	☐	☐
Windscreen washer fluid level (once only at start of day)	☐	☐
Windscreen and windows are clean and undamaged	☐	☐
Wiper blades are clean and undamaged	☐	☐
Lights, including brake lights and indicators, are clean and working	☐	☐

Interior Check

	OK	Not OK
Mirrors are correctly adjusted, clean and unobstructed	☐	☐
Position and function/purpose of all the dashboard controls	☐	☐
Position of driving seat so that all controls can be operated comfortably	☐	☐
Check for pressure on brake pedal	☐	☐
Wipers and washers are working properly	☐	☐
Fuel level (and type of fuel: diesel or petrol)	☐	☐

Last Review Date: 18 Sep 26
Next Review Date: 17 Sep 28

Tyre pressures, including the spare (and inner tyres and tyres on a trailer, if applicable)	☐	☐	Seat belts, where fitted, are undamaged and working properly	☐	☐
Tyre tread, including the spare and inner tyres and tyres on a trailer, if applicable. At least 3.00 mm across centre ¾ is recommended	☐	☐	Location of wheel brace and jack	☐	☐
Any cuts or bulges?	☐	☐	Location an contents of first aid kit and fire extinguisher(s)	☐	☐
Doors open and close properly	☐	☐	Location of relevant paperwork (permit disc, insurance, road tax disc, MOT, emergency numbers and driving licence	☐	☐
Trailer brake lights and indicators work, if applicable	☐	☐	Change for parking or the telephone (or mobile phone or phonecard)	☐	☐
Lift (if fitted) works safely	☐	☐	Luggage is securely stowed and aisles and exits are clear	☐	☐
Ramp (if fitted) fits and works safely	☐	☐	Damage or sharp edges	☐	☐
Roof rack or trailer is properly fitted and all luggage is securely held	☐	☐			
Damage or sharp edges	☐	☐			

	Legal Lettering	Owners Name	
	All Minibuses	Seating Capacity	
		Emergency Exit (Location)	
		Fire Extinguisher	
		Unladen Weight	
		First Aid Kit	
		School Bus Sign	
	In addition for those with 17 or more passenger seats:		
		Fuel Cut Off Switch	
		Engine Stop	
	Trailers Only	Max Gross Wt	

ANNEX 10 - THE REPORTING OF INJURIES DISEASES AND DANGEROUS OCCURRENCES REGULATIONS (RIDDOR) 1995

Statutory Reporting Requirements

Deaths and injuries

If someone has died or has been injured because of a work-related accident this may have to be reported.

Work-related Accidents

The accident that caused the death or injury must be connected to the work activity.

Types of Reportable Injury

- Deaths
- Major injuries
- Over-seven-day injuries

People Not at Work

- Where a member of the public or person who is not at work has died, or
- Injuries to members of the public or people not at work where they are taken from the scene of an accident to hospital for treatment.

Reportable Major Injuries:

- fracture, other than to fingers, thumbs and toes;
- amputation;
- dislocation of the shoulder, hip, knee or spine;
- loss of sight (temporary or permanent);
- chemical or hot metal burn to the eye or any penetrating injury to the eye;
- injury resulting from an electric shock or electrical burn leading to unconsciousness, or requiring resuscitation or admittance to hospital for more than 24 hours;
- any other injury leading to hypothermia, heat-induced illness or unconsciousness, or requiring resuscitation, or requiring admittance to hospital for more than 24 hours;

- unconsciousness caused by asphyxia or exposure to a harmful substance or biological agent;

- acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin;

- acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

Over-seven-day Injuries

As of 6 April 2012, the over-three-day reporting requirement for people injured at work changed to more than seven days.

Now you only have to report injuries that lead to an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of an occupational accident or injury (not counting the day of the accident but including weekends and rest days). The report must be made within 15 days of the accident.

Over-three-day Injuries

You must still keep a record of the accident if the worker has been incapacitated **for more than three consecutive days**. If you are an employer, who must keep an accident book under the Social Security (Claims and Payments) Regulations 1979, that record will be enough.

Occupational Diseases

Employers and the self-employed must report listed occupational diseases when they receive a written diagnosis from a doctor that they or their employee is suffering from these conditions **and** the sufferer has been doing the work activities listed.

Dangerous Occurrences

Dangerous occurrences are certain listed near-miss events. Not every near-miss event must be reported. Here is a list of those that are reportable:

- collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;

- explosion, collapse or bursting of any closed vessel or associated pipe work;

- failure of any freight container in any of its load-bearing parts;

- plant or equipment coming into contact with overhead power lines;

- electrical short circuit or overload causing fire or explosion;
- any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion;
- accidental release of a biological agent likely to cause severe human illness;
- failure of industrial radiography or irradiation equipment to de-energise or return to its safe position after the intended exposure period;
- malfunction of breathing apparatus while in use or during testing immediately before use;
- failure or endangering of diving equipment, the trapping of a diver, an explosion near a diver, or an uncontrolled ascent;
- collapse or partial collapse of a scaffold over five metres high, or erected near water where there could be a risk of drowning after a fall;
- unintended collision of a train with any vehicle;
- dangerous occurrence at a well (other than a water well);
- dangerous occurrence at a pipeline;
- failure of any load-bearing fairground equipment, or derailment or unintended collision of cars or trains;
- a road tanker carrying a dangerous substance overturns, suffers serious damage, catches fire or the substance is released;
- a dangerous substance being conveyed by road is involved in a fire or released.

The following dangerous occurrences are reportable except in relation to offshore workplaces:

- unintended collapse of:
    - any building or structure under construction, alteration or demolition where over five tonnes of material falls;
    - a wall or floor in a place of work;
    - any false work;
- explosion or fire causing suspension of normal work for over 24 hours;

- sudden, uncontrolled release in a building of:
    - 100 kg or more of flammable liquid;
    - 10 kg of flammable liquid above its boiling point;
    - 10 kg or more of flammable gas; or
    - of 500 kg of these substances if the release is in the open air;
- accidental release of any substance which may damage health..

When to Report

In cases of death or major injuries, you must notify the enforcing authority without delay, most easily by reporting online. Alternatively, you can telephone 0845 300 9923.

Cases of over-seven day injuries must be notified within fifteen days of the incident, using the appropriate online form.

Cases of disease should be reported as soon as a doctor notifies you that your employee suffers from a reportable work-related disease using the online form Report of a case of disease.

April 2012 Change

As of **6 April 2012,** RIDDOR's over-three-day injury reporting requirement has changed. The trigger point has increased from over three days' to over seven days' incapacitation (not counting the day on which the accident happened).

Incapacitation means that the worker is absent or is unable to do work that they would reasonably be expected to do as part of their normal work.

However, under EU law, employers and others with responsibilities under RIDDOR must still keep a record of all over three day injuries – if the employer keeps an accident book, then this record will be enough.

The deadline by which the over-seven-day injury must be reported has also increased to fifteen days from the day of the accident.

Ways to Report an Incident at Work

Online

Complete the appropriate online report form at www.hse.gov.uk/riddor/. The form will then be submitted directly to the RIDDOR database. You will receive a copy for your records. If you have problems accessing a form, this may be due to the (Internet) security settings on the PC that you are using. A series of frequently asked questions is available to help you complete your online form.

Telephone

All incidents can be reported online but a telephone service remains for reporting fatal and major injuries **only** - call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

Reporting out of Hours

The HSE and local authority enforcement officers **are not an emergency service**.

More information on when, and how, to report very serious or dangerous incidents, can be found by visiting the HSE out of hours webpage. If you want to report less serious incidents out of normal working hours, you can always complete an online form.

FULL INFORMATION IS AVAILABLE AT WWW.HSE.GOV.UK/RIDDOR/

ANNEX 11 - USEFUL REFERENCES

Legislation

- The Health & Safety at Work Etc Act 1974.
- Food Safety Act 1990 (c. 16).
- The Food Safety and Hygiene Regulations 2014.
- Control of Substances Hazardous to Health Regulations 2002.
- The Electricity at Work Regulations 1989 (EAW Regulations).
- Control of Noise at Work Regulations 2005.
- Management of Health & Safety at Work Regulations 2006.
- The Provision and Use of Work Equipment Regulations (PUWER) 1998.
- Workplace (Health, Safety and Welfare) Regulations 1992.
- The Personal Protective Equipment at Work Regulations 2002.
- The Manual Handling Operations Regulations 1992 (as amended 2002).
- The Health and Safety (Display Screen Equipment) Regulations 1992.
- The Health and Safety (First-Aid) Regulations 1981.
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.
- The Lifting Operations and Lifting Equipment Regulations 1998.
- Control of Asbestos Regulations 2012.
- The Health and Safety (Training for Employment) Regulations 1990.
- The Construction (Design and Management) Regulations 2015.

Further References

- Safe Practice in PE by the British Association of Advisers and Lecturers in Physical Education.
- BS 4163:2000 Health and Safety for Design and Technology in Schools and similar establishments Code of Practice.

- The Maintenance, Examination and Testing of Local Exhaust Ventilation HSG54 HSE Books 1990 ISBN 0 11 885438 0;
- Manual Handling Operations Regulations 1992 (as amended). Guidance on Regulations L23 (Third edition) HSE Books 2004 ISBN 0 7176 2823 X.
- Getting to grips with manual handling: A short guide INDG143(Rev2)
- Manual Handling assessment charts INDG383
- Manual Handling: Solutions you can handle HSG115 HSE Books 1994 ISBN 0 7176 0693 7.
- Safe Use of Work Equipment. PUWER 1998. Approved Code of Practice and guidance L22 (Second edition) HSE Books 1998 ISBN 0 7176 1626 6.
- Five Steps to Risk Assessment Leaflet INDG 163(Rev2) HSE books 2006.
- A guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 L73 (Second edition) HSE Books 1999 ISBN 0 7176 2431 5.
- Risk Assessments for technology (CLEAPSS)
- www.cleapss.org.uk

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