

# ETC International College Health and Safety Policy

## **Introduction**

The "Health & Safety at Work Act 1974" (HSWA) and following regulations place duties upon employers, employees and the self employed, to protect everyone involved in, or affected by, work activities.

These duties have been improved in the years since the original HSWA through continuing release of new regulations and approved codes of practice.

The process of development is expected to continue and has been given added impetus through the embodiment into UK law of EC Directives. The "Management of Health & Safety at Work Regulations 1992" is a significant example.

This Health & Safety Policy brings together into one document the procedures and guidelines developed within the College, and a framework for future developments and updating that may apply as necessary.

Responsibility for the production, updating, and development of this Policy lies with the Director, but the actual updating and amendment may be delegated.

All employees and contractors are required to be familiar, understand and act out its requirements.

All employees and contractors have a legal requirement to keep themselves and others around them safe while at work. To comply with statutory duties, and not to recklessly misuse anything provided by the College in the interests of health, safety and welfare.

This Policy is issued with the authority of the Director and its requirements are binding upon all employees.

## **Health & Safety Policy**

The College recognizes its responsibility, for managing, and therefore monitoring our whole Health & Safety performance.

This Policy explains the arrangements for implementing Health & Safety within the College, ie who does what, and the procedures to be followed which will ensure the Health & Safety of the staff and students.

The Health & Safety Policy contains a "Policy Statement" which contains the following:

- the intention of the College to constantly improve Health & Safety
- acceptance by the Director of his duty in respect of Health & Safety
- a commitment to review the Policy as required
- how the Health & Safety Policy will be brought to the attention of all staff
- the signature of the Director
- the date

## **Health & Safety Policy Statement**

- 1.1 *The Director of ETC International College fully accepts his responsibilities - under the "Health & Safety at Work Act 1974" - to provide the resources that ensure the health, safety and welfare of both staff and students.*
- 1.2 *The Director of ETC International College will oversee its commitment to providing safe and healthy working conditions for staff and students.*
- 1.3 *The Director and Senior Management team members recognize their functions are intimately linked as regards Health & Safety related issues, and that the scheme of delegation shown below establishes the basis of devolved management.*
- 1.4 *The College is committed to identifying, then eliminating or controlling, any hazards encountered in the College or on the site.*
- 1.5 *The College is also committed to the Health & Safety of others ie students, parents of students, visitors and contractors, who may be affected by the activities of the College.*
- 1.6 *Health & Safety related communication will be received in the first instance by the Director, who will then recommend any necessary action by the Operations and Facilities Manager or other staff members.*
- 1.7 *The College's existing management structure provides the basis for communication about Health & Safety issues to all staff, who have both an individual and collective responsibility for maintaining Health & Safety standards.*
- 1.8 *This Statement, together with the Health & Safety Policy, will be communicated to all members of staff via the College's regular training sessions and through induction training for new staff. A copy of the Policy is included in the ETC Handbook, which is issued to every member of staff.*

Signed

Director

Date

## **Management Chain**

Health & Safety

Directors

Operations and Facilities Manager

Senior Management Team – Principal, Director of Studies, Senior Teachers, Registrar, Lead Safeguarding Officer, Accommodation and Welfare Manager, Marketing and Activities Manager

Administrative Staff

Teaching Staff

Support Staff

## **Roles and Responsibilities**

### **Director**

The Director retains overall responsibility for insuring the health, safety and welfare of all the employees and the health and safety of students, visitors and contractors.

The Director has duties, which include activities organised on behalf of the College but being undertaken away from the College site.

The Director will:

- take day to day responsibility for all health and safety matters affecting the College
- ensure effective communication on health and safety matters between the College and any regulatory bodies
- ensure compliance with Health & Safety law
- provide other directors with Reports on matters affecting health and safety within the College
- together with College staff, assess and control the risks, from hazards within the College, and any of its activities, wherever they are undertaken
- provide equipment and articles for the College that are adequate for their intended use, are correctly serviced and properly maintained
- ensure hazardous substances, ie cleaning substances, are properly used, stored and disposed of
- maintain first aid and accident reporting systems that are suitable for the College
- evaluate the need for health and safety training for College staff and arrange for its delivery
- communicate with contractors - or their representative – any person/company undertaking work on the College site, to ensure the safety of any persons exposed
- ensure arrangements for fire prevention within the College are adequate and that suitable arrangements are in place for testing the fire alarm systems, fire fighting equipment, emergency lighting etc and that records are maintained
- ensure adequate fire drills are carried out and their results recorded
- keep the College's Health & Safety Policy under review and bring any amendments to the notice of all staff
- ensure that adequate emergency procedures exist in relation to fire, gas leak, intruder etc
- ensure that the College has access to competent health and safety advice

### **All employees**

All employees are to be familiar with the College Health & Safety Policy and:

- ensure that they work in ways that are safe and without risk to themselves, the students, other staff, or visitors
- co-operate with those who have a duty to ensure health and safety by adhering to advice, instructions and procedures for health and safety
- report any unsafe practices which come to their notice
- report any unsafe fixtures, fittings or pieces of equipment which come to their notice
- participate actively with the College to improve the standard of health and safety for all.

### **Operations and Facilities Manager**

The Operations and Facilities Manager has very specific and important roles to play in the implementation of the Health & Safety Policy for the College.

The Operations and Facilities Manager will ensure:

- the COSHH assessments have been carried out, are up-to-date and the assessment sheets are available to staff who need them

- all staff using chemicals have been informed of the dangers from the chemicals they use and the control measures that are in place to prevent them from being harmed
- all staff using chemicals are informed of the first aid treatment required in the event of them coming into contact with the chemicals
- risk assessments have been carried out on all hazardous activities undertaken by the department ie using ladders, entering boiler rooms etc.

## **Arrangements or Procedures for Ensuring the Policy is Met**

### **Procedures**

1. *Administration Of Medication*
2. *Animals In College*
3. *Asthma, Anaphylaxis, Diabetes, Epilepsy*
4. *Accident Reporting*
5. *Auditing The Safety System*
6. *Blood, Avoiding Contamination*
7. *Chemical Safety*
8. *Classroom Equipment*
9. *Conduct And Behaviour Around College*
10. *Contractors*
11. *Electrical Safety*
12. *Fire Safety*
13. *First Aid*
14. *Food Safety*
15. *Flammables*
16. *Head Lice*
17. *Health & Safety Assistance*
18. *Helpers In Classrooms*
19. *Inspections Of The College*
20. *Ladders And Step Ladders*
21. *Manual Handling*
22. *Office Safety*
23. *Off Site Visits*
24. *PE Safety*
25. *Breaks: Morning And Lunchtime*
26. *Pregnant Workers*
27. *Property Maintenance*
28. *Risk Assessments*
29. *Road Safety*
30. *Safety Training*
31. *Schoolwatch*
32. *Security*
33. *Staff Leaving Premises*
34. *Stress*
35. *Student Safety*
36. *Supervision Of Students*
37. *Technology Safety*
38. *Vehicular Access*
39. *Waste Disposal*

## **1 Administration of Medication**

It is recognised that teachers do not have any obligation under their contract to administer medication to students. There is a requirement however under our Duty of Care to assist students with medical needs.

Where a student needs prescribed medication the following is assumed:

Most medication prescribed today is three times a day. Parents or guardians can therefore administer medication before College, after College and before bed. Medication should not normally be required during the College day

However, if prescribed medication (such as antibiotics) is required at lunchtime it will be administered on completion of a 'Request for College to Administer Medication' form (appendix 1), available from the Reception

Parents of students with asthma or eczema requiring medication in College are asked to complete a 'Request for College to Administer Medication' form available from the Reception. Students requiring inhalers or cream for eczema will then be supervised whilst administering their own medication

Parents of students who are at risk of life-threatening anaphylactic reactions are required to complete a Consent Form, (appendix 2) available from the Reception, allowing named-trained staff to administer epi-pen treatment in the event of an emergency

All such medication is kept in the Reception

This Policy will be brought to the attention of all parents by inclusion in the College Prospectus.

### **Medical Database**

A Database is kept of all students in College with specific medical conditions.

## **2 Animals in College**

Animals are not kept in College on a regular basis. There are opportunities for students to see and to handle animals brought into College by various reputable organisations. Students are asked to wash their hands before and after handling any animals.

Students are not allowed to bring dead or injured animals into College.

If stray animals wander into College, floors and tables should be washed afterwards.

Any animal bites and scratches should be washed very carefully. Medical advice will be sought if there is any risk of infection.

## **3 Asthma, Anaphylaxis, Diabetes and Epilepsy**

### **3.1 Asthma**

Some students in College have an asthmatic condition, but the College recognises that these students are entitled to participate fully in all aspects of College life, and it is our policy to help and encourage students with asthma to achieve this. The College aims to ensure that the environment is favourable to asthmatics, and to ensure that other students and all staff understand and support asthmatic students.

Details of all of the students in the College who have an asthmatic condition are contained in the ETC Database. All staff should be made aware of the location of each student's inhaler and where spare ones are stored, ie the Reception or Reprographics.

### 3.2 Anaphylaxis

Anaphylaxis is a severe allergic reaction with the rapid onset of circulatory collapse and hypotension (low blood pressure) this is life threatening. Almost any food can cause anaphylaxis but the foods most commonly responsible are nuts, fish, shellfish, cow's milk and eggs. Symptoms are often first noted in the mouth, with a sensation of burning, itching or irritation in the lips, mouth or throat. In severe cases these symptoms are followed by a loss of consciousness and suffocation.

### 3.3 Diabetes

This is a disorder in which the body is unable to control the amount of sugar in the blood. Insulin injections are the most common way of regulating blood sugar levels.

### 3.4 Epilepsy

This is a tendency to have recurrent seizures or fits, and it affects one in every 200 people. Some seizures involve 'petit mal' which is a brief interlude of unconsciousness. Witnessing a seizure can be frightening if they are convulsive; other students should understand what is happening so as to avoid undue panic.

FOR EACH OF THE NAMED CONDITIONS IN THIS SECTION IT IS COLLEGE POLICY THAT A CLEAR AGREEMENT IS DRAWN UP BETWEEN THE COLLEGE AND THE PARENT OF EACH STUDENT, DETAILING THE ARRANGEMENTS FOR THE ADMINISTRATION OF MEDICATION AND AUTHORIZING ONE OR MORE INDIVIDUALS WHO HAVE VOLUNTEERED TO GIVE TREATMENT.

## 4. Accident Reporting

**All accidents** should be reported to the Director. All accidents should be recorded in the Accident Book in accordance with ETC International College Policy.

The Accident Book should contain the following information:

- name of injured person
- date
- the injury sustained
- treatment given

In the event of a student suffering a bump to the head, a letter is sent home **on the day** to inform the parent or guardian.

More serious accidents will be investigated to try to prevent them from recurring. This investigation must be documented.

More serious accidents to students and any accidents to staff, visitors, or contractors should be notified without delay to the Director.

Notifiable injuries should be declared to the Health & Safety Executive local office and the Director.

Where a student is taken directly to hospital from College, parents / guardians and agents must be informed at the first opportunity and the Health & Safety Executive must be notified.

## 5 Auditing of the Safety System

It is a legal requirement that the College's safety system is regularly checked to ensure that it remains up-to-date and effective. The College's preferred approach to this is to carry out a safety audit by the Director.

Our system is audited regularly. The purpose is to ensure the system remains effective. During the audit, the management procedures and risk assessment systems shown in the Health & Safety Policy are checked to ensure that they are still put into practice and that the staff are actually aware of them. This check will see if the system is an active one, or if it is just words in a Policy.

As part of the audit, the Auditor also walks through all parts of the College to look for failings in the system.

The safety system will be audited by Kambiz Parandian, Director of ETC International College or another nominated person.

The safety system will be audited every two years, normally during the Spring term. A Report will be given to the Director for action.

## **6 Blood and other bodily fluids, Avoiding Contamination**

All staff should be familiar with this procedure before having to deal with the spillage of blood or other bodily fluids.

1. Wash hands **first**.
2. Put on disposable gloves.
3. Clean any wound as necessary or ask a first aider to treat it.
4. Dress any wound if necessary.
5. Dispose of the gloves and wipe, and put all contaminated material in a sealed or knotted plastic bag, and dispose of in the **Clinical Waste Bin**.
6. Wash hands thoroughly **again**.
7. Record incident in the Accident Book.

## **7 Chemical Safety**

The most hazardous chemicals used in the College are the cleaning chemicals used by the Cleaners or Operations and Facilities Manager. These chemicals are kept locked in Store Cupboards at all times when not in use.

Chemicals and cleaning chemicals are always stored in their own container with the original label and warnings showing clearly on the container.

Food or drink containers are never used to store chemicals.

Only small quantities of the chemicals are kept in College at any given time.

All spillages are cleaned up immediately, and accidents are always recorded in the Accident Book.

As part of Health Education, students are taught to recognise the orange warning symbols, which they may come across on household containers, such as bleach, disinfectants, lavatory cleaners, oven cleaners, paint strippers etc, and are warned of the associated dangers.

Protective clothing is available to all staff when using chemicals.

COSHH Assessments are always carried out before chemicals are used, and the user is informed of the dangers and control measures to be in place for that chemical. There are also suitable first aid arrangements for treating chemical splashes.

*Reference: The Control of Substances Hazardous to Health Regulations.*

## **8 Classroom Equipment**

All staff in classrooms have a responsibility to ensure that equipment used by themselves and by the students is reasonably clean, well maintained and safe. If any item of equipment is identified as being unsafe in any way, its use should be discontinued and the Safety Co-ETC International College, Health and Safety Policy, updated February 2012 (DJ)



ordinator consulted. We ask classroom helpers to report any broken or otherwise unsafe items to the Class Teacher in the first instance.

## **9 Conduct and Behaviour in and Around College**

Students are made explicitly aware of how they should behave in and around the College through the use of College and class rules. Non-compliance is dealt with in accordance with the College's Behaviour Policy recommendations as appropriate.

### *Movement Around College:*

- All persons on the premises should walk at all times
- Doors must be opened with care and caution
- Restricted corridor and storage space demands vigilance by staff and students alike to ensure that belongings and equipment are stored properly at all times
- Class groups should move in an orderly fashion, and in single file, under staff supervision. Staff members should position themselves so that they have a clear view of the whole line of students

### *Use of External area Facilities:*

- Students must be aware of each other and use the play space considerately
- They should never climb or stand on any walls or fences
- At no time must they push, pull or strike any person, or behave in an uncontrolled manner against any person
- Students should never play in restricted areas eg toilets, corridors, behind classrooms or near parked vehicles
- Students may not lift each other off the ground

## **10 Contractors on Site**

Contractors on site are always supervised, either by the Director or Operations and Facilities Manager, both of whom are aware of the College's responsibilities regarding contractors. Checks are made for competence and insurance of all contractors.

Contractors are asked to provide Risk Assessments for all work undertaken on site.

The following guidelines will be followed:-

1. Before any work commences, a Meeting is held on site with the contractor to agree how potential problems will be avoided
2. When using local contractors, the College's own "approved list" is used as the source. This ensures that only suitable contractors are brought into the College to perform tasks. There are many advantages in drawing from the Approved List:-
  - The College knows who to call quickly in the event of an emergency
  - Staff know who to call in the absence of the Director
  - The contractor will have been checked beforehand so the College knows it is getting good service
  - References will have been taken up and checked

For a contractor to get onto the Approved List they should satisfy ETC of the following:-

- be capable of carrying out the work in a competent manner, either by qualification or experience
- can supply the resources to satisfactorily complete the job, without up front payment
- able to supply several satisfactory references, which can be checked
- is a member of the relevant Trade Association
- has sufficient, and up-to-date Public Liability Insurance
- has an up-to-date and meaningful Safety Policy
- has documented risk Assessments
- agrees to abide by the College Health & Safety Policy and rules
- clearly states what work will be done, at what cost, and by when, in writing, before the work commences so that understanding and agreement can be reached.

## **11 Electrical Safety**

Most people will be well aware of the dangers associated with electricity and electrical equipment. Electricity is potentially the most dangerous thing in College and must be treated with respect. The Electricity at Work Regulations impose certain duties on organisations to ensure the safety of those who may be affected by it. The following procedure is adhered to in the use of electricity:

- All portable electrical appliances will be tested as necessary by the Operations and Facilities Manager. The frequency of the tests vary according to the equipment and where / how it is used
- Staff are instructed to visually check each item of electrical equipment before it is used. Look for signs of burning, damaged cables, loose covers etc
- Any faults must be reported to the Director and recorded in the Operations and Facilities Manager's Work Book immediately and the equipment taken out of use until it is suitably repaired
- No one in College is allowed to work on any electrical circuitry or equipment
- All staff must be aware of the dangers of trailing cables. Trailing cables must **NEVER** be allowed to cross walkways
- Four-way extension blocks should be secured to the wall or computer trolley to prevent them being tangled in feet. This prevents tripping hazards and damage to equipment
- The fixed electrical installation should be tested at about five yearly intervals

## **12 Fire Safety Plan**

### **12.1 First Action**

**IF YOU DISCOVER A FIRE, SOUND THE FIRE ALARM AT ONCE.**

**If you are free of other duties, try to extinguish the fire using the appropriate fire extinguisher. However, use your judgement. Never take personal risks.**

### **12.2 Exit Procedure**

The fire alarm consists of a continuously sounding of the electric bells.

On hearing this, students should follow the Teachers' instructions to leave the building in a quiet and orderly manner, using the exit indicated by the teacher. Teaching Assistants should help to ensure that all students leave the classroom safely, before carrying out any assigned duties. Any visiting adults should be instructed to follow at the back of the line.

The Reception will telephone the Fire Brigade.

All teachers should remain with their classes unless instructed otherwise. They should accompany their classes, and any class visitors, to the agreed fire assembly point, known to all staff and students: ETC Residence car park (26 West Hill Road). It is the Class Teacher's responsibility to ensure that all students walk quietly and purposefully to the assembly point.

Once there, a head count of each class must be taken by the teacher responsible for that class at that time. The Class Teacher then informs the Director of Studies or a Senior Teacher of the number of students present and, in the event of any missing students, their names.

Nominated support staff will be responsible for checking toilets, offices, classrooms, etc and given clear instructions as to their allocated 'check zone'. These responsibilities are updated annually. It is the Class Teacher's responsibility to ensure that all Trainee Teachers / Teaching Assistants and other adults attached to their class are accounted for once checks have been completed. The Director of Studies should be notified of any personnel not accounted for.

Any students or staff working or playing outside when the fire bell rings should take the safest, most direct route to the fire assembly point. Once there the same procedure will be followed.

All persons on the premises should walk at all times. Doors should be opened with caution. Corridors should be kept clear at all times to enable uninterrupted movement of personnel.

When the Director of Studies is satisfied that the situation is safe he will instruct the teachers and students accordingly. In the event of a fire the College is evacuated to the ETC Residence car park (26 West Hill Road).

### 12.3 Fire Drills

Fire drills are carried out at least once per term. All staff and students must treat the drill with the utmost seriousness, and all rules in 10.1 must be adhered to. At the fire assembly point, all procedures for roll call must be followed as if in the event of a real fire.

The time taken to evacuate the College must be recorded each time there is a fire drill. If it takes longer than the recognised time, the cause/s will be investigated and the Director will consider carrying out the drill again if deemed necessary. **At ETC International College, the time should never exceed four minutes.**

At the end of the fire drill, classes will be instructed by the Director of Studies - or in their absence by a deputy - to return quietly to their classrooms. They will be given feedback about how well they did, and told about any changes necessary if things did not go well. They should be reassured about the need for safety, and for regular fire drills. They will be reminded about the need for silence and that they should be walking smartly and listening at all times.

Any problems or difficulties with procedure after a fire drill **MUST** be reported to the Director immediately afterwards.

### 12.4 Evacuation of the Cafe

In lesson time, any class using the cafe will exit through the door indicated by the teacher, proceeding as above to the fire assembly point.

During concerts and meetings, students, staff and visitors will exit via the main doors, before moving to the fire assembly point at the ETC residence next door.

## **ALL PERSONS SHOULD WALK AT ALL TIMES**

Should it be necessary to contain the students, staff and visitors for any length of time, they will be escorted to safety.

### 12.5 Fire Notices and Fire Exits

For classrooms it is the relevant Class Teacher's responsibility to ensure that

- a) The fire exit is clear at all times
- b) The following notices are prominently displayed directly adjacent to the fire exit:
  - ◆ fire exit sign
  - ◆ blue fire assembly point notice
- c) Any missing or damaged notices are reported to the Operations and Facilities Manager
- d) Any other adults working in the room are directed to the fire regulations displayed on the wall
- e) All students are instructed in fire precautions and related safety issues
- f) All students know where the fire exit is and where the signs are
- g) All students understand the importance of keeping fire exits clear

The Operations and Facilities Manager will carry out visual monthly fire safety inspections of the whole College building, and take action as appropriate. This will be recorded in the Fire ETC International College, Health and Safety Policy, updated February 2012 (DJ)

Inspection Log. Annual fire safety inspections will be carried out by qualified contractors and also recorded in the Fire Inspection Log.

### 12.6 Fire Alarm System

The electric fire alarm system is tested by an approved contractor quarterly and the Operations and Facilities Manager checks the system weekly. Any faults on the systems are reported immediately so that it can be rectified without delay.

Emergency lighting is also tested twice a year by a contractor and monthly by the Operations and Facilities Manager. Any faults are reported immediately.

All records of the alarm system tests and fire drills are kept in a Logbook held in the Reception.

Fire extinguishers and signs are also serviced annually. This is also recorded in the Logbook.

Fire exit doors are checked regularly by the Operations and Facilities Manager to ensure that they are in good condition and can be opened easily. All staff have a responsibility to report any faults to the Operations and Facilities Manager.

Fire signs are checked regularly by the Operations and Facilities Manager to ensure that they are visible, complete and compliant with latest regulations. Staff have a responsibility to report missing or damaged signs to the Operations and Facilities Manager.

All staff, and particularly supply teachers, are made aware of the fire arrangements.

### 13 First Aid

The College will endeavour to have at least two Qualified First Aiders ('First Aid at Work' Certificate) to allow for cover in both buildings. Where possible the remaining staff will have received the basic first aid training ('Emergency Aid in Colleges' Certificate). First aid should be given whenever possible by a trained person, but this should not prevent any person giving first aid when necessary.

A list of the Qualified First Aiders is available in strategic places throughout the College. All staff, including supply teachers are made aware of the First Aiders and their location.

First aid kits are available in the College and their contents checked and replenished as necessary by the nominated First Aider. Only first aid items may be held in a First Aid Kit. There must be no creams, lotions, tablets etc in the Kit.

Portable First Aid Kits are available, suitably stocked and are taken on all visits away from the College.

In the event of a more serious injury, such as:

- unconsciousness
- severe bleeding
- object stuck in throat
- deep cut that may require stitching
- suspected fracture
- severe asthma attack;
- severe reaction to bites or stings
- swallowing or suspected swallowing of toxic substance

**Dial 999 and ask for an ambulance.**

**CALL PARENTS / GUARDIANS / AGENT CONTACTS IMMEDIATELY.**

### 14 Food Safety

Nuts or nut products are never used in College

We recognise that it is important for students to learn safe and hygienic food handling procedures. These are detailed below:

- I. Before commencing, long hair should be tied back, jewellery and watches removed, and hands must be washed with soap and warm water. A scrubbing brush should be available to clean nails
- II. Students must be reminded that they should not touch their faces whilst working with food. If they do they must wash their hands again
- III. Students should wear clean, protective clothing, eg PVC aprons
- IV. If working in the classroom, tables must be thoroughly disinfected using antibacterial cleaner and a new J cloth
- V. Students should wash their hands again after they have finished working with food.
- VI. Students should always work in small, closely supervised groups

Food storage can present difficulties. The guidelines below should be followed as a minimum:-

- I. Food should not normally be stored in College unless appropriate conditions are made available
- II. If small quantities are kept, it should be in a cool, dry place such as a ventilated cupboard
- III. The shelves on which food is stored should be used exclusively for food and should be of an appropriate material, ie capable of being cleaned with disinfectant and kept dry
- IV. Perishable foods should be stored in a refrigerator, the temperature of which should be 5° or below. This should be checked with a fridge thermometer
- V. It is good practice to keep perishables in the fridge for the shortest time possible. Leftovers should be disposed of straight away if not needed. Opened packets must be tightly sealed with clingfilm if the contents are needed later that day
- VI. The fridge must be regularly cleaned and emptied
- VII. Cooked foods should never be left uncovered. They must be kept as cool as possible and covered with greaseproof paper or kitchen paper, not clingfilm as this causes condensation
- VIII. When deemed appropriate, all-purpose clingfilm should be used as other types of less versatile clingfilm can cause health hazards
- IX. Food taken home by the students must be hygienically protected

#### Working with Hot Surfaces and Hot Substances

- Students must NEVER put food in or out of the oven, or have contact with any hot surfaces at all
- Students must NEVER handle hot foods or implements
- When working with hot food or implements, the teacher or TA should demonstrate, keeping students at a safe distance
- Heating liquids in a microwave can be dangerous. Standing times must be observed. Use manufacturer's instructions whenever possible

#### Food Safety and Hygiene in the Staff Room & Kitchen

All staff have a responsibility to keep the Staff Room & Kitchen as germ-free as possible. The following points should be observed:-

- The dishwasher must be used to wash all cups, mugs, cutlery and plates used by the staff
- Each year group takes responsibility in turn for loading and unloading the dishwasher
- Staff should ensure that no personal food is kept in the staff kitchen for longer than necessary, and certainly not beyond its shelf life
- The fridge, microwave, cupboards and surfaces should be kept hygienically clean, with no food left to 'go off'

### **15 Flammables**

It is unlikely that our College should have any quantities of flammables, particularly flammable liquids. Some cleaning items however are flammable and some highly

flammable. Where these items are used, no large quantities will be stored. Deliveries and orders will be kept to a minimum. Where such items are required in the College, they will be stored in the Cleaner's or Operations and Facilities Manager's Store.

## **16 Head Lice**

In the event of a staff member observing head lice in a student's hair, the following procedure is followed:-

- The student is sent to the office with a discreet note to the member of staff there to make an inspection
- If further head lice or eggs are identified, the College contacts the parent / guardian / agent, giving them the opportunity to collect their student for treatment at home
- If the parent does not wish to do this, or if they cannot be contacted, a letter is sent to the parent or guardian of the student in question to explain
- The student is returned to class
- If a significant number of students are identified as having head lice, letters will be sent home to the relevant classes.

## **17 Health & Safety Assistance**

To satisfy its legislative requirements of having access to a competent person, where necessary the College seeks the assistance of the Health & Safety Dept. of the Local Education Authority or an accredited H&S training firm. This Department will provide advice and guidance on Health & Safety law and what the College needs to do to comply with that law.

## **18 Trainee teachers in Classrooms**

Trainee teachers are welcome in College to assist with all aspects of the curriculum. All such people must be willing to give their personal details for police check purposes, and should fill in the necessary form at the Reception. Each time they come to help, they MUST sign in at the Reception and wear a visitor's badge, clearly visible to all.

Helpers in class should remember that they have a duty to report to the Class Teacher any equipment or incident which they perceive to be unsafe.

They should keep personal belongings with them at all times.

## **19 Inspections Of The College**

The College is inspected regularly by the Operations and Facilities Manager for any defects that could lead to an accident or ill health of any occupant and the results reported to the Director.

## **20 Ladders And Stepladders**

### **20.1 Extending ladders**

Only the Operations and Facilities Manager and authorised contractors who have received the proper instruction and training, use extending ladders. Roof work is not to be undertaken during windy or severe weather.

### **20.2 Stepladders, kick stools**

There are sufficient stepladders provided in College to prevent staff from using chairs or tables for access to high shelving or putting up displays. Staff receive basic instruction in the use of step ladders to ensure that they are aware of how to use them safely. Instruction will include, not having any degree of side loading and that the top step should not be stood on, unless it is designed for this, and has a suitable rail to support the user. High stepladders must always be held by a competent person whilst the user is standing on them.

## **21. Manual Handling**

Manual handling includes lifting, pulling, pushing, moving and carrying. All staff are made aware of the risks associated with manual handling. Staff are advised to avoid manual

handling as much as possible. Seeking assistance with the task can often reduce the risks for simple handling tasks.

Where there are manual handling tasks to be carried out then a suitable Risk Assessment will be carried out to determine if the risk can be reduced. This is particularly important where the College has disabled students who may need assistance for certain tasks. Where a Manual Handling Assessment for a student is needed, it is likely that specialist assistance will be required, and the relevant local council department will be consulted.

Where staff have to carry out manual handling operations then the appropriate level of training will be provided.

## **22 Office Safety**

The office is checked to ensure that trailing cables from computers do not cause tripping hazards.

A Display Screen Assessment is carried out to ensure that the Office Staff are not exposed to risks from repetitive strain injury or work related upper limb disorder.

There is adequate storage provided for files etc. Space under the desks and open floor areas are not used for storage.

## **23 Off Site Visits**

**An off site visit is any visit where the students are taken away from the College site**  
**ETC International College Risk Assessment Record forms must be completed and documented for all off site visits before the visit takes place:**

No matter whether the visit is for a whole day, half a day, or even if students are only to be off site for an hour, a Risk Assessment **must** be carried out. Risk ratings above 2 must result in immediate further action to reduce risk. Risk ratings of 9 or above must be reported to the Director immediately, and the most likely result will be that the proposed activity is stopped unless the risk can be reduced substantially in a very short space of time.

This process requires that **all staff involved in the visit must make a preliminary visit to observe the venue and its facilities for themselves at first hand**. Copies of RARs are to be forwarded to the Director for each visit that takes place. The Risk Assessment process also determines the level of first aid cover on the visit.

Where the visits are regular visits, such as to the football field or YMCA for basketball / volleyball / indoor football, the Risk assessment will be completed then reviewed **each year as necessary**.

All ETC guidelines must be followed before any off site visits take place. All necessary documentation is to be completed and approved (see below) before the visit takes place. **It is the responsibility of each activity organiser / teacher to ensure that every necessary check is made.**

### **Minimum ratios permissible are:**

For Adults (aged 18+): 1 adult for every 15 students

For Juniors (aged 14 – 17 yrs): 1 adult for every 10 students

For Young Juniors (aged 10 – 13 yrs): 1 adult for every 8 students

Where outside activity providers are used, for example Museum Education providers, teachers have a responsibility to ensure that all facilities and procedures are in line with ETC guidelines. Of course, most will be, but we must all be on our guard to expect the unexpected, and to ask the question 'What if...?'

First aid kits are always taken on all off-site visits.

## **Travel Arrangements for Off Site Visits**

### **Coach Bookings**

The Reception normally deals with all coach bookings. When making a booking the Office will need to know:-

- The number of students, and accompanying adults, including teachers, Teaching Assistants and parent helpers
- The times of departure from College, arrival at the venue, departure from the venue and arrival back at College
- The parking arrangements at the venue including costs of coach parking if applicable

On the day, the Reception must know:-

- which students and which adults are on each coach (if more than one coach is used)

It is essential for at least one teacher in each coach to carry a mobile phone (fully charged), and for the office to be informed of their mobile telephone numbers. Emergency contact between College and the off-site party must be guaranteed.

### **Coach Travel**

1. All passengers must wear a seat belt. Supervising adults must ensure that the belts are correctly adjusted to fit each student
2. Students may not sit on an adult's lap, even if it is their own parent
3. All passengers must remain properly seated whilst the coach is moving or stopped in traffic
4. An adult must be seated by each emergency exit
5. All adults should be sure as to the whereabouts of emergency exits and fire extinguishers
6. Students should not sit in the front seats of the coach or in the centre rear seat (facing the aisle)
7. Supervisory adults must ensure that students behave in an orderly and mannered way at all times
8. The group organiser should ensure that no property is left on the coach
9. The coach should be left in a clean and tidy condition

**The ETC Activities Manager must check all arrangements for off-site visits before the visit commences. A risk assessment must be completed for any and every off-site visit and approved by the Director, the Principal, the Director of Studies or the Activities Manager.**

## **24 PE Safety**

### **24.1 Rules and Organisation**

- Orderly conduct to and from the lesson is essential
- No apparatus is to be used until directed
- Each lesson must begin with a warm up and end with a cool down session
- Apparatus is to be located under the close supervision of the teacher who is responsible for the safe placement, assembly and use of the apparatus
- Mats must be carried between 4 students
- Other apparatus must be carried between 2 or 4 students as appropriate
- Students must be instructed in the safe procedures for handling apparatus
- It is the teacher's responsibility to ensure that no handling task is ever too difficult for the number of students assigned to it
- Walking across, sitting or resting on safety mats is not permitted
- No running at any time, unless instructed as part of the lesson
- A low level of working noise must be maintained at all times
- Students must not touch each other unless directed to do so by the teacher
- A clear stopping procedure must be adopted and adhered to:-



- Teacher clearly says STOP
- In the event of an emergency, another adult must be sent for immediately
- Whistles must only be used out of doors, not in confined spaces such as halls

Staff are to wear appropriate footwear, and wherever practicable, clothing, for sports and social activities.

## **25 Breaks: Morning / afternoon and Lunchtime**

### **25.1 Morning / afternoon Breaks**

There will always be at least two teachers in the external areas. Supervisory staff will be sufficiently well spaced to allow them to have the widest possible view of these areas. Provision is made for duty staff to have their refreshments after Breaks. All accidents will be sent to the Reception for attention by the First Aider.

### **25.2 Lunchtime Organisation**

The Senior Supervisory Assistants are responsible for the welfare of the students and supervisory staff during the lunchtime period. There is one designated lunchtime supervisor per class.

### **25.3 The Duties of the Senior Supervisor**

- To ensure all classes are supervised, reorganising and filling in personally when needed
- To monitor all Lunchtime Assistants to ensure that duties are being carried out satisfactorily, reporting any concerns to the Director or Deputy
- To support Lunchtime Assistants in management of the students, giving advice where necessary
- To discuss issues or difficulties with the Deputy
- To keep a record of any difficulties passed on by Lunchtime Assistants and to discuss these with teaching staff as appropriate
- To take overall responsibility for the welfare of all students in College at lunchtime, reporting back to the Director, the Principal or the Lead Safeguarding Officer whenever necessary.

It is expected that standards of conduct in the External area and around College are consistent at all times of the day. Junior Monitors / Lunchtime Assistants have the same high expectations of behaviour and conduct that teachers and Teaching Assistants have before College and at Breaks.

## **26 Pregnant Workers**

When a member of staff has become pregnant the College will, of course, be notified and an appropriate Assessment carried out to ensure that the duties performed do not cause her, or her unborn child, any harm.

## **27 Property Maintenance**

Although the Director at ETC International College is committed to regular buildings and maintenance checks, all staff are required to be vigilant about the issue of property maintenance. Any defects in the conditions of buildings or grounds should be reported to the Director or Operations and Facilities Manager who will take action.

## **28 Risk Assessments**

- Risk Assessments will be carried out by the College to comply with legislative requirements.

The Risk Assessment will look at the **hazards** encountered, **who** may be harmed by them, **how** they may be harmed and the **control** measures that are in place or need to be put in place.

The findings of the Risk Assessment will be brought to the attention of the Director and the Assessment reviewed and revised as necessary. The review will take place **at least annually** but will also take place if there are changes that require it, such as building work being carried out at the College.

### **29 Road Safety**

The College aims to develop and encourage road safety awareness, including safe cycling and the pedestrian crossings, with the support of the Road Safety Officer.

In respect of car passengers, the College will promote the wearing of seat belts and will keep parents informed of current seat belt legislation. It requires parents and guardians to exercise extreme vigilance when collecting / delivering their children.

All Young Junior students **MUST** be collected from Class Teachers at the end of the day by a responsible adult. No student should **EVER** leave class by themselves.

#### **When transporting students, staff must observe the following:-**

- No student may be transported by staff unless their vehicle is insured to cover official business and passenger use. The College must hold a copy of the relevant insurance documentation.
- The vehicle must be roadworthy and staff should observe the Highway Code at all times.
- Permission must be sought from the parent, in writing, before transporting any student.
- The Director or Deputy must be fully informed of any transportation arrangements involving students in staff cars.

### **30 Safety Training**

The safety training needs of the College will be considered by the senior management team and the appropriate training arranged for staff.

Safety training will be given to new teachers and other staff as soon as they join the College. This basic training will include the procedures for fire and first aid. They should also be made aware of this Health & Safety Policy and the procedures for implementing it.

The Director will arrange refresher training as necessary.

### **31 School Watch**

School Watch is a system initiated by the police in order to pass on information from School to School / College to College, where that information needs to be circulated as a matter of urgency.

It is used in response to information from

- Students
- Parents
- Schools and Colleges
- Education Department members
- Members of the public
- Beat Constables
- Patrol vehicles
- Other Police Officers

How It Works:-

1. In the event of an alert at this College, the College will contact the Control Room at Winfrith on 01929 462727 quoting 'School Watch'.
2. The Duty Supervisor there will decide whether or not to trigger School Watch.
3. If so, the LEA's Duty Area Officer will be contacted (by the Police) to agree which areas should be alerted.

**ONLY THE POLICE CAN INITIATE SCHOOLWATCH:** not the Schools and Colleges themselves.

## **32 Security**

It is vital to make the College secure during the day. **Doors should not be left open where this would allow access to any outside visitors.**

### **32.1 Visitors**

- Visitors to the College are directed to the main Reception by signs outside
- Visitors, even regular visitors and contractors, must sign the Visitor's Book at Reception. The College will issue a visitor's badge. These must be visible and outside clothing such as jumpers, etc
- If unknown visitors are encountered in the College, or not wearing a valid badge, **refer to the intruder section below**
- Contractors will be given a copy of the Fire Instructions
- Any contractors carrying out 'hot work' must complete the questionnaire in the Fire Safety Log Book
- Visitors should sign out at the end of the visit.

### **32.2 Valuable Equipment**

- All valuable equipment (over £50) should be security marked and an Inventory is compiled and maintained by the Operations and Facilities Manager.

### **32.3 Personal Property**

- Staff are responsible for the security of their own personal items. These can be deposited in the Office or Staff Room lockers during the day
- Students are strongly discouraged from bringing valuables and money into College
- Parents are constantly reminded to identify students' clothing by securing nametags to all garments

### **32.4 Cash Handling**

- The largest amounts of cash are likely to be the regular collections of money donated for trips and other College events. These are stored in the College safe. Cash is never stored on the premises for longer than necessary.

### **32.5 Intruders**

The College has a clear system for dealing with intruders.

- All staff are responsible for upholding the security of the building. **ALWAYS** direct them to the front door and ask them to sign in and collect a visitor's badge. This will help all staff and students to identify genuine visitors from intruders.
- Staff encountering any visitor who does not display a visitor's badge should act in a careful manner with due regard for their own personal safety and that of the students in their care. The following points should be observed:-
  - Keep calm. Avoid aggressive or challenging body language
  - Approach slowly
  - Speak clearly but calmly ~ Smile
  - Ask open questions eg 'How can I help you?'
  - Keep your distance: stay 4-6 feet away from the potential intruder
  - Listen to the potential intruder; try to direct them to the Reception so that signing in procedures can be followed

#### **If the intruder is in a classroom:-**

- Follow the points above, but also try and direct them towards the door, away from the students
- If you are concerned for the students' safety, ask the Teaching Assistant to gather the students at the opposite end of the room, or to escort them into an adjoining classroom. If no Teaching Assistant is present, alert the nearest staff member
- The police will be called by office staff if there is a situation developing which threatens to cause a breach of the peace

It must be stressed that if all the necessary steps are taken to secure entrances and exits during the day, then we will never have to deal with an intruder alert, especially in classrooms.  
**ALL STAFF MUST BE AWARE OF THEIR INDIVIDUAL AND COLLECTIVE RESPONSIBILITIES IN THIS MATTER.**

### **33 Staff Leaving the Premises During the Day**

#### a) Home Visits

Staff members making home visits for whatever reason must leave clear written details at the Reception, outlining:-

- Name of staff member
- Name and address of person to be visited
- Telephone number of above
- Timings and expected duration of visit
- Mobile telephone number of visiting staff member

#### b) Staff Feeling Unwell During the College Day

Any staff member feeling unwell must speak to the Director of Studies or a Senior Teacher before leaving, and should notify the Office of their departure. This also applies to staff receiving emergency calls during the College day.

#### c) Staff Leaving on College or Personal Business During the Day

Any staff member leaving the premises should notify the office of:-

- their time of departure
- their destination (if on College business)
- their expected return time (if appropriate)

Staff leaving the premises on personal business should agree this with the Director or Deputy beforehand, unless they are simply leaving the premises during the lunch break.

### **34 Stress**

We recognise that in all professions there is an element of stress, and that in itself is not necessarily harmful or negative: it provides structure so that tasks do get completed and so that all staff can be effective. The College can then be an effective organisation.

However, we also recognise that too much stress can reduce individual and collective effectiveness and can have repercussions for not only the individual who is experiencing stress, but also for the students and staff with whom they work.

We do not regard excessive stress as a sign of weakness and we believe it should be discussed openly as an issue in College. The senior management team have due regard to workload when planning the College year, and when implementing new initiatives.

In coping with stress, all staff are encouraged to support one another. Team members who work closely together are often the first to recognise the signs of stress in others, and when this happens, it is essential that the stressed individual has someone who can act as a supportive listener.

Any member of staff who is experiencing signs of stress should be encouraged to discuss the matter with their line manager:

- In the case of Class Teachers, with their Line Manager (Director of Studies)
- In the case of senior management team members, with the Director or Principal
- In the case of Café staff, with the Operations and Facilities Manager
- In the case of Office Staff, with the Receptionist or Principal
- In the case of the Operations and Facilities Manager, with the Director or Principal.

In the first instance there may be a relatively simple solution to relieve the immediate cause of stress. If this cannot happen then the matter should be referred to the Director.

### **35 Student Safety**

Representatives from establishments organising placements at ETC International College will be invited to appraise the general suitability of the placement from a health and safety point of view.

Students will be briefed by a Senior Teacher as to what is expected of them, and will be given clear guidelines regarding the basic Health & Safety regulations and procedures within the College. Emphasis will be placed on personal responsibility for their own safety and for that of others during their placement.

Students will be required to sign in at the Reception before each visit, and to wear a visitor's badge.

Students will be required to fill in a simple contact form giving details of:

- Tutor contact name and address
- Parent / guardian name and address
- Any medical conditions by completing a Statement of Health Declaration.

The Contact Form will be kept by the Senior Teacher in charge of Work Placements and returned to the student on completion of placement.

College students on placement must remain on the premises at all times, including lunchtimes, unless written consent has been given by an authorised tutor or parent to do otherwise, e.g. medical appointment, returning to College / home for lunch etc.

### **36 Supervision of Students**

#### **36.1 Before College**

The Directors cannot accept responsibility for students on College premises before 08.30 a.m. The main gates and patio will be supervised each day from 8.30 a.m. onwards.

#### **36.2 Collection of Students After College**

1. We are responsible for all the students in our care. When students go home from College it is our responsibility to ensure that Young Juniors (ie. under the age of 14) are handed into the care of an authorised adult.
2. Parents are asked to complete a contact form for every student, stating the contact name, address and telephone number for use in an emergency.
3. Students should only be handed over to an adult approved by the student's parents. This will be:
  - Either parent, unless we have a copy of a court order restricting access to a parent
  - Step parents
  - Foster parents
  - A cohabiter with the consent of the legal guardian (normally mother)
  - An older sibling if the parent has notified the College in writing of this arrangement
  - A named person on the Contact Form
  - A named person not on the Contact Form but authorised by the parent in writing
  - *NB where a **specific Care Order** exists, staff must be extra vigilant in ensuring that only the nominated adult collects the student*
4. Young Juniors - Staff will escort any student who has not been collected to the Reception.
5. Any queries should be directed to the Director.

#### **36.3 Procedure For When A Student Remains Uncollected**

- The Class Teacher must try to ascertain the name of the person who is supposed to collect them. (This may not be possible with very young students).
- The office staff should telephone the student's parents, guardians or agents and inform them that the student has not been collected.
- The parent should tell the Office Staff who will be collecting them, so the College knows who to expect.
- If there is no reply, but there is an answerphone, explain who you are, that the student has not been collected and ask the parent to phone College as soon as possible. Leave the time of the message.
- If there is no reply and no answerphone, follow the procedure for emergency contacts. Explain to the contact person who you are and the nature of the problem. Ask the contact person what arrangements they can make to collect the student (as in iii above).
- If the contact person cannot be contacted, inform the Lead Safeguarding Officer or the Director.
- The Lead Safeguarding Officer will continue to try to contact the named person/s until 5 pm. If no contact has been made by that time, the College will contact Social Services, as the student will be deemed to have been abandoned.

PLEASE NOTE: The longer a student is left, the more anxious they may become. We must do everything possible to reassure the student.

### **37 Technology Safety**

A safe and controlled working environment must be established. Tools and equipment must be stored and handled safely and appropriately at all times.

Staff should ensure that:-

- They themselves have the relevant knowledge of how tools and materials should be used and stored. If in doubt...ASK! Be pro-active
- Students should be taught to use appropriate tools and equipment carefully, if this is appropriate. However, a full risk assessment would need to be completed for each activity that necessitated use of any tools
- Students do not have unrestricted access to tools and equipment
- The level of access reflects the students's ability to handle tools and equipment safely
- Students know which items are 'off limits', for example craft knives
- Where possible tools should be stored near point of use, minimising movement
- There are no hazards from clothing, hair or jewellery whilst students are working
- Students **NEVER** treat equipment inappropriately, such as putting small items near their mouths, or pretending to use equipment in a dangerous or reckless manner
- There are no peripheral hazards in the workspace
- The classroom is organised to facilitate safe working with tools and materials
- Adult supervisors / teachers are appropriately deployed.

### **38 Vehicular Access**

#### **38.1 Pedestrians**

Visitors to the site should use the main gates or Reception entrance and should never drive onto the premises. Parking is ordinarily restricted to ETC staff.

#### **38.2 Visitor Vehicular Access**

Must be arranged through the Reception and Operations and Facilities Manager in advance, and then only in exceptional circumstances.

### 38.3 Contractors' Vehicles

Must be escorted onto the grounds and External area areas by the Operations and Facilities Manager. Under no circumstances are vehicles to travel across the External area or other areas whilst in use by the students.

### 38.4 The Speed Limit

For all vehicles on College premises is 5 mph.

### 38.5 Parking

Is restricted and should be used by staff and scheduled visitors only. All parking is at the owners' risk.

### 39. Waste

The arrangements for removing waste from the College are reviewed annually by the Operations and Facilities Manager to ensure they remain satisfactory.

**Kambiz Parandian, May 2012**

**Review Date: December, 2012.**