



Itchen Sixth Form College

Safeguarding

Health and Safety Policy, Procedure and Guidance

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ITCHEN COLLEGE HEALTH AND SAFETY POLICY

1. Introduction

The [Health and Safety at Work Act 1974](#) and subsequent additional legislation, places duties and responsibilities on the management and work force – in the case of colleges, on the teaching and support staff, and the students – to secure the creation and maintenance of a safe working environment.

This is an essential requirement of all Safety policies.

It is vital that all members of the College community – the Governing body, Staff and Students understand the policy and play their part in its development and implementation.

2. Health and safety policy statement

It is the safety policy of Itchen College to establish and maintain:

- a. a safe working environment throughout the College;
- b. safe working procedures among Staff, Students and other users of the College;
- c. effective training of designated staff in first aid and other safety procedures;
- d. effective procedures for use in the case of fire, emergency and evacuation;

- e. methods for effective procedures to be followed in the event of accidental injury;
- f. techniques for promoting health and safety as a general principle whenever possible;
- g. methods of evaluating regularly the effectiveness of the College safety policy;
- h. procedures for investigating and reporting accidents and monitoring records to reduce the number of accidents;
- i. sufficient information, instruction, training and supervision to enable all staff and students to carry out their work in a safe manner;
- j. procedures to identify hazards, assess risks and the means of controlling such risks.

Principal: _____ Chair of Governors: _____

Date: _____ Date to be reviewed: November 2023

ORGANISATION

3. Roles and responsibilities

- 3.1 **The Board of Governors** is responsible as the Employer of staff under Sections 2 and 3 of the [Health and Safety at Work Act 1974](#).
This responsibility extends to students, contractors and members of the public visiting the College.
- 3.2 The College will operate within the jurisdiction of the Health & Safety Policy. The Board of Governors will have direct responsibility for ensuring the College operates in accordance with the policy.
- 3.3 **The Principal**
The Principal is responsible to the Board of Governors for the executive management at College. As such, the Principal is required to satisfy the Board of Governors that the Safety Policy is being discharged effectively.
- 3.4 **The Estates Manager**
The Estates Manager will be responsible for:

- supporting the Health & Safety Co-ordinator in developing practices and procedures.
- maintaining a programme for testing all break-glass fire alarm points throughout the year so that every call point is tested every year. The Nursery call points will also be tested regularly.
- maintaining a programme for draining down the emergency lighting system twice every year, with monthly testing in high occupancy areas.
- maintaining a programme for the inspection and maintenance of all access equipment.
- providing and/or obtaining specialist advice, including safety audits.

3.5 **The Health & Safety Co-ordinator**

The Health & Safety Co-ordinator will, in consultation with senior members of staff and the Health & Safety Committee, ensure that the provisions of the College Health & Safety Policy are carried out.

He/she will report regularly on health & safety matters to the Principal, and if necessary, to the Board of Governors.

Additionally, the Health & Safety Co-ordinator will be responsible for:

- monitoring the implementation of the policy.
- reviewing and updating the policy and its supporting arrangements and communicating any changes to all staff.
- communicating the requirements of the College Health and Safety Policy to all staff.
- providing appropriate consultation arrangements with Staff/Trades Union representatives.
- developing appropriate training responses in consultation with the Staff Development Officer to ensure staff are trained to work in a safe manner.
- devising and developing appropriate responses to ensure safe working methods are implemented.
- conducting safety briefings to all new staff as part of their induction training.
- developing and maintaining a programme for carrying out Fire Drills, one per term for daytime staff and students and one per term for Adult Education and to keep records of such drills.
- developing, with the Health and Safety Manager, the provision of regular training in First Aid and keeping a register of trained First Aiders (see register at *Appendix I*)
- monitoring the reporting and recording of accidents and informing the Health & Safety Executive, under RIDDOR, where appropriate.
- undertaking regular reviews of the effectiveness of existing risk control mechanisms.
- developing and applying appropriate reporting and recording procedures to comply with legislation.

- developing and maintaining a programme for the identification of hazards and control of risks and the keeping of records.

3.6 Deputy Principal, Assistant Principals, Heads of Faculty, and Support Staff Managers.

The Deputy Principal, Assistant Principals, Heads of Faculty and Support Staff Managers are responsible for discharging the College Health & Safety Policy and for the organisation and arrangements in their departments.

They will contribute to the development and implementation of the specific areas of policy and legislation that applies to their area of responsibility, ensuring they are translated into practical terms to enable the work to be carried out.

They will ensure that all staff for which they are responsible understand and receive appropriate support, training and supervision to undertake their work safely. Additionally, they will:

- report all accidents, hazards and incidents.
- carry out risk assessments on all new procedures and operations.
- carry out the risk assessments required under the EU 1992 legislation for their areas of responsibility at least once a year and inform the Health & Safety Co-ordinator of the results and notify them of any proposed or impending change of room usage.
- ensure all possible hazards are identified to students at induction and that, where appropriate, COSHH written assessments are brought to their attention as soon as is practically possible thereafter.

3.7 Tutors, Teachers and Adult Education Teachers

Tutors, teachers and Adult Education teachers shall instruct students on safety and safe evacuation procedures at the first session at the start of every course, in accordance with the brief provided by the Health & Safety co-ordinator.

3.8 Employees

Each member of staff is responsible for their own personal safety and **that of other persons** in the College by the proper observation of college rules and procedures.

Staff are reminded of the general duty imposed by the Health & Safety at Work Act 1974, sections 7 and 8, which state:

“it shall be the duty of every employee at work-

- (a) To take reasonable care for the health and safety of himself and other persons who may be affected by his acts or omissions at work, and*
- (b) to co-operate with their employer as far as is necessary to enable him to comply with current legislation.*

No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare”

Each new member of staff will receive a safety briefing within two weeks of joining the College as part of their induction programme.

All members of staff employed by Itchen College are required to:

- observe the Health and Safety Policy at all times.
- raise health, safety and welfare issues with the Health and Safety co-ordinator.
- co-operate with management and other employees as far as is necessary to fulfil their duties in health and safety requirements.
- comply with health and safety instructions and directions issued by managers, Heads of Faculty and support staff managers.
- report all accidents and damage at work to their manager/Head of Faculty/line manager.
- use properly the means and facilities provided for health and safety at work including safety equipment provided for their use.
- refrain from any activity that may endanger themselves or others which contravenes the proscribed practices and procedures developed in support of the policy.
- participate in any required training or training provided that enables them to undertake their work in a safer manner.
- report to the management any potential hazards or risks, or shortcomings in the college's protection arrangements for health and safety.

Note: New and Expectant Mothers at Work

Female staff, full or part-time, are strongly advised to inform their Head of Faculty or Line Manager when pregnancy has been confirmed as there could be a risk to the unborn baby from certain work activities, i.e. lifting and carrying etc.

Mothers returning to work after maternity leave are advised to discuss any special requirements or facilities with their Head of Faculty or Line Manager. (*see Appendix II*)

3.9 Students

Origins of the Duties

By virtue of a number of Acts of Parliament, the College has duties to students to make reasonably practicable provisions for securing their safety, health and welfare whilst on college premises.

Further duties are owed in common law.

However, such duties do not rest with the college alone. It is clear at every stage that safety is a matter of close co-operation with students playing an active part.

Scope of Duties

The Board of Governors has a duty in respect of the premises themselves, the plant and machinery, the tools and the materials used, the working methods and rules applying to them, and the general supervision of students.

Students' duties relate principally to the acceptance of a personal responsibility for safety, adoption of standards of behaviour and dress appropriate to the work situation, observation of safety rules and the proper treatment of anything provided for safety generally.

Responsibility

Duties are owed to students by the Governing Body, but ultimate responsibility for all safety organisations and activity within the College rests with the Principal.

The responsibility is delegated not only to the staff referred to already, but to all staff, both teaching and non-teaching.

Any member of staff would be correct in advising a student of any hazard or any danger at any time.

Equally, students have a responsibility for their own health and safety and for those around them.

3.10 Corporation Members and Visitors

Must undertake, whilst on College premises to:

- Observe and comply with the Corporation's Health and Safety rules and procedures
- Respond to specific instructions given by staff who are responsible for the operation of procedures/systems, including emergency evacuation procedures.

3.11 Contractors

Any contractor working on, for, or on behalf of the Corporation must:

- Observe the Health & Safety Policy, and any safety instructions given by persons enforcing the policy
- Fully understand and comply with the requirements of [The Construction \(Design and Management\) Regulations 2015](#)
- not work on behalf of the Corporation or on college premises until the relevant aspects of the safety policy and its practices are understood and the form 'Health & Safety Procedures for Contractors' has been completed, signed and returned to the Site Manager. (as seen at *Appendix VIII*)
- not work on behalf of, or on college premises until covered by insurance against risk.

3.12 Health and Safety Committee

The Health & Safety Committee meets at least annually to cover policy and health and safety matters but may meet at any time if a specific need has been identified by the Safety coordinator or any Committee Member. The committee will contribute to the development, implementation and monitoring of the health and safety policy.

Notes will be taken of all Health & Safety Committee proceedings and kept on file for reference in the Health & Safety co-ordinator's office. A copy of the notes will also be displayed on the health & safety notice board in the staff room.

The composition of the Health & Safety Committee will be:

- The Health & Safety Manager
- The Health & Safety Co-ordinator
- The Estates Manager
- The COSHH Co-ordinator
- Staff representative
- Student representative
- Governor representative
- Staff from Science, Art and Physical Education Departments. • A support staff Union representative

A Health & Safety Law Poster is prominently displayed in the main College Reception area.

4. ARRANGEMENTS - SAFETY REPORTING PROCEDURES

Introduction

- 4.1.1** The procedure scheduled below is based on the principle that it is Management's responsibility to consider reports for remedial action submitted by Heads of Faculty, Support Staff Managers or recognised Safety Representatives and to ensure that remedial action is taken without undue delay.
- 4.2** Heads of Faculty, Managers, Support Staff Managers and Safety Representatives for their part should follow the procedure below when they consider that remedial action is required relating to Health & Safety matters. In the case of matters of urgency (e.g. bare wires,) immediate action should be expected from management.
- 4.3** The College Safety co-ordinator may be consulted, either by Management or a Safety Representative at any time on matters relating to health and safety.

Procedures

- 4.4** In the event of a member of staff considering that certain remedial action is required an ITEX should be submitted to the Estates Team. These ITEX's will be prioritised by the Team and appropriate action taken. ITEX's will only be removed from the system by the Estates Manager.

- 4.5** In the event of the author/employee not being satisfied with the action taken, or by an apparent lack of action, he/she may take the following action. It is expected however that

both Management and Health & Safety Representatives will attempt to resolve difficulties within the College.

1. Refer the matter to the Health & Safety Committee.
2. Consult their Trade Union with a request for their assistance.

5. The Health & Safety (First Aid) Regulations 1981

- 5.1** The Health & Safety (First Aid) Regulations 1981 have been made under the Health & Safety at Work Act 1974. They came into operation on 1st July 1982. The Regulations are supplemented by an official Code of Practice and Official Guidance Notes. As of 1 October 2013, the Health and Safety (First Aid) Regulations 1981 have been amended, removing the requirement for HSE to approve first aid training and qualifications. This means that businesses now have more flexibility in how they manage their provision of first aid in the workplace.
- 5.2** In undertaking the above duties, a first aider is indemnified by the College in respect of any action for alleged negligence that may be brought against them.
- 5.3** **Students under 18 years of age.**
“The standards or protection of pupils and students should not be less than those prescribed for the staff and indeed the immaturity of young people may require additional safeguards in some circumstances” – DES booklet ‘Safety at School: General Advice’.
- 5.4** **First Aid Accident Procedure.**

Aims.

- To define routines to be followed in the case of all accidents on the College premises.
- To outline accident reporting methods.
- To outline methods for establishing and maintaining an adequate level of first aid knowledge and experience among college staff.
- To ensure that recognised first aiders are available generally in college and in particular departments where their presence is considered essential. To ensure an adequate level of first aid cover during evenings and week-ends.
- To recommend the contents of all first aid boxes in the College.
- To state a process for adequately equipping all first aid boxes.
- To indicate authority and responsibility in relation to the tasks contained within the overall First Aid Procedure.

5.5 Accident Procedure

- (a)** Assessing the situation:
 The member of staff will need to decide whether he/she needs further assistance;
 IF IN DOUBT, FURTHER ASSISTANCE SHOULD ALWAYS BE SOUGHT, AND
 PROFESSIONAL ADVICE IS ALWAYS NECESSARY FOR ANY ACCIDENT RESULTING IN A
 LOSS OF CONSCIOUSNESS OR AN INJURY TO THE EYE.

(b) Summoning assistance:

During normal College hours anyone can summon a qualified first aider by **dialling 246** from any college telephone or **02380 439210** from a mobile. This is a telephone in Reception dedicated to emergency calls only and will be answered immediately. It will be the responsibility of the Receptionist to summon a qualified first aider or ambulance.

It will be the responsibility of **a senior member of staff** to contact parents/guardians.

(c) Recording the incident:

It will be the responsibility of the injured person, or a member of staff acting on their behalf, to record details of the accident in the Accident Book in Reception. Where it is felt that the accident or incident may be attributed to a shortcoming in the college's health and safety provision details must be recorded on an ITEX and sent to the Estates Team.

(d) For accidents reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) it will be the responsibility of the Health & Safety co-ordinator to notify the Health & Safety Executive, immediately by phone if appropriate on 0845 300 9923, and in every case, by sending a completed form F2508 within ten working days to the HSE at Priestley House, Priestley Road, Basingstoke. RG24 9NW.

Alternatively, this can be done on-line through the Incident Centre website.

<http://www.hse.gov.uk/riddor/report.htm>

It is the responsibility of the Health & Safety co-ordinator to know what diseases/occurrences/accidents are reportable to the HSE under these Regulations.

In the event of the Health & Safety co-ordinator not being available this responsibility will be assumed by the Health & Safety Manager.

5.6 First Aid Boxes

The contents and siting of first aid boxes will be determined by the College Health & Safety co-ordinator.

No salves, lotions or drugs of any kind will be kept in first aid boxes, which may contain only sterile wound dressings in assorted sizes and types, disposable gloves, vent-aid mouthpieces and sterile water for eye irrigation. It will be the responsibility of the First Aid Appointed Person to check and replenish as necessary the contents of the boxes.

5.7 First Aid Training

It is the intention of the College to train as many full-time staff as possible in basic first aid and to maintain an adequate supply of qualified first aiders.

It will be the responsibility of the First Aid Appointed Person to organise training sessions and to keep an up-to-date list of qualified first aiders.

5.8 Assessing a student for further treatment

If a student is assessed as needing emergency treatment, an ambulance will be called immediately. Parents will be informed.

If a student does not need emergency treatment, but may need taking to hospital for a check-up, parents will be called. It is the parents' responsibility and decision whether the student is sent to hospital or not and whether they will come and pick the student up to take them to hospital. If the parents cannot be contacted, the college will make that decision.

No student will be sent to hospital unaccompanied.

6. Accident Investigation Procedures

6.1 Procedure for taking a statement from a Witness

The purpose of the statement is an attempt to obtain an **accurate** report of an **observed** event, or series of events.

The statement should be taken by the Health & Safety co-ordinator and should be obtained as soon after the event as possible.

The statement should be taken to minimise the possibility of **observer error, individual bias** and **omissions**, and at the same time to **maximise** the collection of relevant information.

The information collected must satisfy the demands of statutory requirements. It must also contain enough detail to help in the prevention of any similar incident recurring. Safeguard the integrity of these forms; there must be no hearsay or secondary opinions – only facts.

The statement should be taken using the 'Itchen College Accident Investigation Form' (see *Appendix III*) and which is available from the Health & Safety co-ordinator.

6.2 Future Prevention of 'Like' Accidents

Once the incident has occurred, accuracy is essential to protect all those involved, and the best method of achieving this protection is to ensure that there can be no repetition of similar events.

7. Provision and Use of Work Equipment Regulations 1998 and Wolfe Protocols.

7.1 The Provision and use of Work Equipment Regulations 1998 (PUWER 98) expand the requirements of PUWER 92.

They extend the definition of work equipment, require an inspection of work equipment to be carried out where a significant health and safety risk is involved and include the need to record the results of these inspections.

These regulations do not change or reduce the need for machinery/equipment in college to be maintained regularly and in accordance with manufacturers' guidelines.

7.2 Procedure

- (a) All equipment and machinery used in college which involves significant health and safety risk is to be visually checked **before use**. These inspections must be documented using the PUWER form. (*Appendix IV*) 'Before use' means at the start of the working day for equipment used daily; otherwise before use.
Examples of items of work equipment (this list is not exhaustive)
Covered by these regulations are: air compressors, lifting equipment, ladders, mobile access platforms, microbiological safety cabinets, photoelectric devices, power tools (fixed and hand), folding machines, grinding wheels, guillotines etc.
- (b) Equipment which is not safe to use shall be declared unsafe on the PUWER form and appropriate steps taken for repair or disposal.
- (c) Unsafe machinery (e.g. if a guard is missing) shall be clearly marked with a sign indicating that the equipment is not to be used.
- (d) Managers shall retain records of these visual checks, together with reports of all routine maintenance and servicing.
- (e) Managers must ensure that staff have received specific training to operate the equipment, as required by their role/responsibilities.
- (f) Staff must ensure that students have received specific instruction in the safe operation of any equipment to be used as part of their education/training programme, in addition to the general Health & Safety guidance included in induction and tutorial sessions.

7.3 Wolfe Protocols

Wolfe Protocols were implemented to speed the process of litigation through the courts. Employers have responsibilities to supply the current information quickly. This is understood to be within days of the request being made.

Information likely to be required is photocopies of accident book entries, RIDDOR reports, machine maintenance and servicing records, PUWER visual inspections together with

information relating to our insurance policy, (Insurers, brokers, type, number, renewal date etc.)

This information is likely to be held in the Estate Manager's office, the departments concerned, and the office of the Health & Safety co-ordinator.

8. Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended)

Management

In order to effectively implement risk management measures and monitor their effectiveness COSHH will be managed at a faculty/support team level. Procedures for complying with COSHH regulations are as outlined in the Roles and Responsibilities statement (item 3.6) and it is expected that the COSHH approved code of practice (ACOP) and guidance will be followed. Directors of Curriculum and Support Team Managers have responsibility for organisation and arrangements within their team but it is expected that each faculty/support team using or producing hazardous substances will appoint a COSHH leader.

As a minimum COSHH leaders will be responsible for ensuring that hazardous substances are ordered from reputable suppliers, arranging correct storage of hazardous substances after delivery, collating up-to-date hazard information (for example suppliers safety data sheets or CLEAPSS Hazcards) and keeping an inventory of hazardous substances kept within their departments including their CLP labelling classification. In some teams it may be appropriate for the COSHH leader to also be given the task of conducting the COSHH assessment with help from competent staff from within the team or from other teams. In teams where both teachers and technicians work with hazardous substances this will not be appropriate and more than one member of staff will be authorised to conduct COSHH assessments. Any member of staff conducting a COSHH assessment must be competent to do so as defined in the COSHH ACOP. Within the science department in order to comply with COSHH regulations CLEAPSS guidance will be followed and adapted to suit local circumstances.

The health and safety coordinator will be responsible for collating information from the COSHH leader's inventories for the fire risk assessment and for the information to be given to the fire brigade in the event of a fire.

Deliveries

The reception team will ensure that when deliveries marked "chemicals" and/or with a dangerous goods manifest are received that the delivery is not left unsupervised until it has been collected by the appropriate COSHH leader or taken to the COSHH leader's designated safe place by the buildings team.

Principles of COSHH assessment

Detailed guidance is given in section 6 of the COSHH ACOP. A summary of what should be considered in order to produce a suitable and sufficient risk assessment is as follows:

- the work activity;
- the hazards associated with the substances used or produced;
- the potential from the substance to cause harm from exposure and the route of exposure;

- the physical attributes of the substance eg liquid, gas, dust and the means by which exposure could occur eg ability to become airborne;
- the details of how and when exposure can occur and who may be affected;
- the effectiveness of existing control measures and the options for improving control where prevention is not an option;
- the types and extent of exposure;
- the potential health effects;
- control measures;
- other requirements where required eg testing of control measures, training and provision of information, dealing with accidents, exposure monitoring, health surveillance.

A form which may be used to record the major findings of the risk assessment is given in Appendix VI. However, managers should ensure that the method of recording the risk assessment is appropriate for their team.

THE MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1992

Guidance notes for the completion of Risk Assessment Form

Department:	Name of Department or Section.
Assessor:	The name of the Competent Person making the assessment.
Location:	Exact description of where the activity is to take place.
Date:	The date assessment was made.
Activity:	Closely defined description of activity, task, process or operation to be assessed.
Identified hazards:	Accurate defined description of the hazard to be assessed.
Who is at risk?	Staff, Students, Visitors, Contractors etc. How many?
Severity of Risk:	The level of severity of harm or consequence of the hazard.
Factors which increase risk. List any other factors which may increase the risk.	
Existing Controls:	List safe systems of work, control measures etc. that are already known to exist.
Likelihood:	Indicate the level of likelihood of the incident occurring if it is not adequately controlled.

Priority:	Prioritise the action needed using the scale overleaf.
Further Controls:	List control measures you intend to introduce to eliminate or reduce the risk. Use the following hierarchy of control measures: Eliminate, Substitute, Segregate, Dilute, Personal Protection Equipment.

RISK ASSESSMENT RATINGS

Risk assessments record a balanced judgement of the risk with regard to the conditions, number of people affected and the consequences.

To generate a RISK RATING use the following method:

The letters **A, B, C** denote the level of severity of harm or consequence of the hazard, and the figures **1, 2, 3** indicate the level of likelihood of the incident occurring if it is not adequately controlled.

- A:** Death, major injury, damage or loss to property or equipment.
- B:** Over 3 day injury, moderate damage or loss to property or equipment.
- C:** Minor injury, damage or loss to property or equipment.

- 1:** Extremely likely to occur.
- 2:** Frequent, often or likely to occur.
- 3:** Slight chance of occurring.

Therefore...

- A1** Unacceptable – must receive immediate attention to remove hazard or reduce risk or stop work activity.
- B1/A2** Urgent – must receive attention as soon as possible to remove hazard or reduce risk.
- A3/C1** Important – must receive attention to remove hazard or reduce risk.
- B2** Important – should receive attention to remove hazard or reduce risk.
- B3/C2/C3** Low priority – attention after other priorities.

10. Emergency Evacuation Procedures

This document contains guidance notes designed to cover the evacuation of college buildings in the case of fire. This same procedure is to be followed should the need arise to evacuate college buildings in **any emergency**.

The college's dedicated emergency phone number is 246 from any internal phone or 02380 439210 from a mobile.

Emergency services 999

10.1 FIRE

Any person who discovers a fire should tackle only minor fires with the equipment provided, and then only if the fire has not spread.

If the fire cannot be extinguished or is already too dangerous to tackle:

- Sound the nearest alarm. This is a loud pulsating sound and can be heard in all areas of the college.
- Close all windows and doors.
- Make sure everyone in your charge leaves the building in an orderly manner by the evacuation route already posted in each room and makes their way to the assembly area on the field at the front of the college.

On hearing the fire alarm immediately leave the building by the nearest emergency fire exit.

Do not attempt to fight a major fire.

Do not take risks.

Do not use the lifts.

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

The College operates a 'sweeping system' for clearing the building.

Red fire notices have been placed at strategic locations around the college, please familiarise yourself with the ones nearest to the areas in which you normally work. They are sited by fire extinguishers where possible. They list the rooms which need to be searched and cleared in each area.

- On hearing the fire alarm, teachers will close windows, instruct students to leave the building in a calm and orderly manner by the shortest and safest evacuation route and close the door behind them.
- The first responsible person to reach the fire notice will tear off the top layer; (it is attached with 'velcro'). They will sweep the indicated areas and then leave the building themselves. Other members of staff will see that the top layer of the notice has gone, so will know that they need not waste time searching those rooms and evacuate the building immediately.

- The fire notice will be handed to the Fire Marshal who will be on the field in front of the college wearing a Hi-viz jacket.
He/she will tick off the areas which have been cleared on his check-list so that problem areas can be investigated by the fire services.
- **Teaching staff will assemble with their teaching group, if teaching at the time of the incident on the field well away from the building. Support staff will assemble on the footpath leading to the college main entrance** where they will remain until given the all clear by the emergency services or designated emergency control staff.

10.2 Assembly Points

The assembly point for all staff and students is the area in front of the college main entrance well away from the building.

- Students should assemble on the playing field.
- Support staff should assemble on the footpath leading to the college main entrance well away from the building.
- The assembly point for both Adult Education staff and students and Sports Centre staff and customers in the evening is the footpath leading to the college Nursery entrance.
- Nursery staff should assemble, with the infants, on the playing field adjacent to the Nursery but well away from parked cars.

10.3 Fire Drills

There will be a fire drill each term in the daytime to test the effectiveness of the college's Emergency Evacuation Procedures.

Similarly, there will be a fire drill each term in the evenings to practice procedures and test responses from both Adult Education staff and students and Sports Centre staff and customers.

The Nursery will carry out fire drills to coincide with the College drills.

These events are to be evaluated, with the results recorded in the College Fire Log Book. Any discovered shortcomings in procedures to be investigated by the Health & Safety Committee.

10.4 Emergency Procedures for Designated Emergency Control Staff

Overall control of an emergency, until the arrival of the emergency services, will be assumed by the most senior of the Designated Emergency Control Staff on site at the time. He or she will be responsible for ensuring that the emergency services are alerted where appropriate, or, in the case of a false alarm, for giving the 'all clear' for staff and students to return to their places of work.

Designated Emergency Control Staff are:

Alex Scott	Principal	Tel: 222/298
Rebecca Stratton	Deputy Principal	Tel: 229
Susan Carter	Assistant Principal	Tel: 260
Emma Barrett	Assistant Principal	Tel: 350
Mike Jones	Assistant Principal	Tel: 349
David Le Marquand	Estates Manager	Tel: 218 or via radio
Emma Barrett	Access/Adult Ed	Tel: 350
Darren Parsons	Site Assistant (supervisor)	Tel: 256 or via radio
Colin Lemon	Site Assistant	Tel: 256 or via radio
Victoria Whitlock	Site Assistant (students)	Tel: 256 or via radio
Lynn Kenward	Health & Safety Coordinator	Tel: 252 or via radio

Procedures for Designated Emergency Staff are as follows:

Fire

On hearing the alarm, designated staff will go immediately to the fire control panel in the main foyer to read the fire warning indications.

The following actions are to be taken:

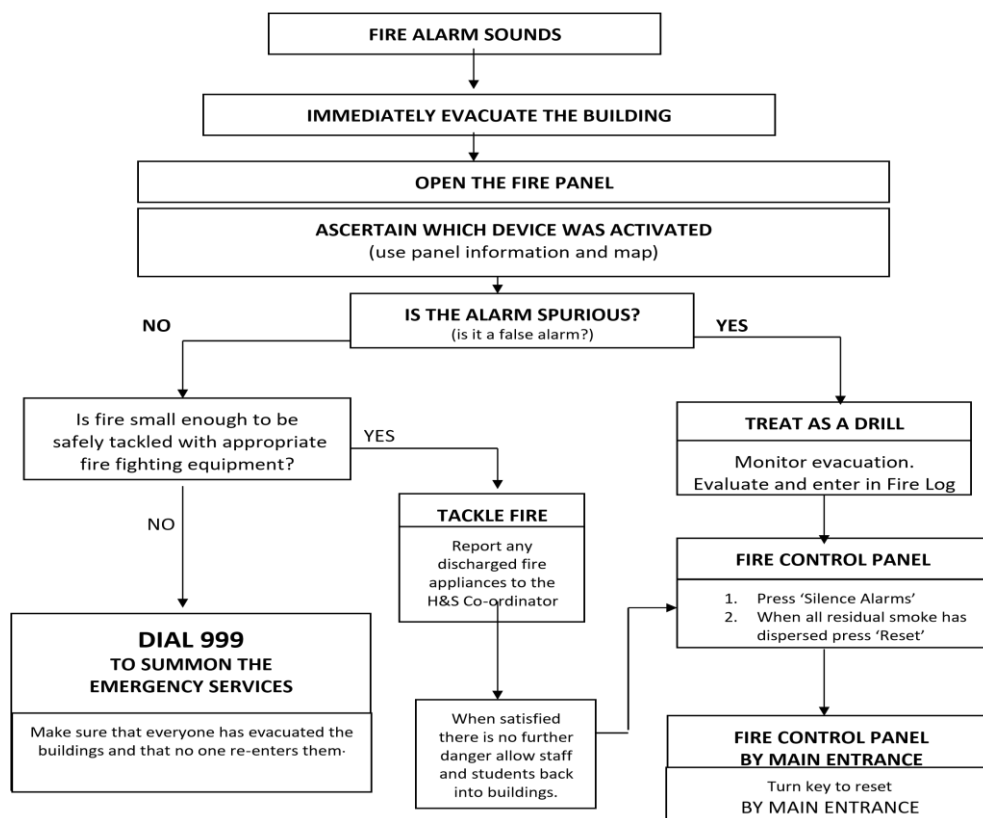
- a. Delegate one of the team, equipped with a two-way radio, to go to the activated sensor or call-point.
- b. Open the Fire Control Panel.
(key in the box on top of the panel)
- c. Follow the action flowchart, a copy of which can be found beside the Fire Control Panel.
- d. If it is necessary to call the Emergency Services ensure that your report includes the following information:
 1. Address: Itchen College, Middle Road, Bitterne. SO19 7TB
 2. Location of fire within the College if possible. Advise Middle Road (SO19 7TB) or Whites Road (SO19 7NS) entrance if applicable.
 3. Any other details which may be of assistance – type of fire: electrical, chemical, gas, fuel etc.
 4. Ensure your message has been understood. The Fire Control Centre should repeat the details you have given.

- e. Assume overall control of the evacuation procedure until control is taken over by the Emergency Services.
- f. Ensure the Fire Marshal is equipped with the Fire File and the loud hailer from reception.

10.5 Fire Alarm Testing

All fire alarm break-glass call points are tested regularly, usually on Tuesday mornings at 8 a.m. The alarms will sound for no longer than twenty seconds. If they sound for longer assume that there is a fire and respond accordingly.

WHAT TO DO IF THE FIRE ALARM SOUNDS



10.6 Bomb Alert

a) Introduction

Bomb threats usually take one of three forms, namely:

- A telephone call (usually received by switchboard personnel) informing staff of the threat.
- A written or typed communication (e-mail/letter/note) received by college staff.
- A suspect package (letter/parcel/package) delivered via the postal service or the perpetrator.

The method of raising the alarm in the event of an evacuation being necessary will depend upon the circumstances surrounding the threat. Unless advised otherwise, the assembly point will be the sports field, as usual. Normal evacuation procedures will be followed.

This document will be placed at Reception, where it can be easily retrieved in the event of a threat.

b) Telephone threat

- **Do not hang up** or transfer the call for any reason.
- **Remain calm** and be courteous.
- **Do not interrupt the caller** once he/she has begun to relay the message.
- Take note of any code word that is used
- Confirm the location of any device
- Identify the organisation (if possible)
- **Record the exact details** of any message (use the checklist overleaf).
- Once the message is relayed, question the caller in order to complete the checklist.
- **Report the incident** to at least one of the following people...

Name	Position	Tel. No.
Alex Scott	Principal	Tel: 222/298
Rebecca Stratton	Deputy Principal	Tel: 229
Susan Carter	Assistant Principal	Tel: 260
Emma Barrett	Assistant Principal	Tel: 350
Mike Jones	Assistant Principal	Tel: 349
David Le Marquand	Estates Manager	Tel: 218 or via radio
Lynn Kenward	Health and Safety Co-ordinator	Tel: 252 or via radio

The designated person in charge will contact the police immediately, with details of the call, to determine whether to take the threat seriously.

Coded warnings

Where a coded warning is received with the location of a device, the Principal (in consultation with the police) will decide on whether or not to evacuate the building. The evacuation will start with the area where the device is said to be located followed by those sites in close proximity.

Warnings without a code

Where a warning is received without a code, the Principal will, in discussion with SLT (where appropriate) and on the advice of the Police, make a considered decision on the need to evacuate. The decision will be based on the following criteria:

- Was a location given for the device?
- Was there an identified organisation?
- Current political climate
- How seriously do the police take the incident?
- What are the risks to the college population on being evacuated when the possible location of a device is not known?
- The member of staff who receives the call/email/package should ensure the checklist is quickly delivered to the person to whom the threat was reported and **be freely available** to answer any questions.

E-mail/letter threat

- Report the incident to one of the people listed at 2.
- Hand over all evidence (including packaging) to the person to whom the incident was reported to.
- The Nursery will be contacted by phone direct from the Estates office, to be advised that the building must be evacuated. The children will however probably be safest staying in the Nursery, if the incident is in college.
- Where appropriate, co-ordinator to liaise with Heads of Faculty (HoFs)/Support Managers with a view to organising a thorough check of their areas. Estates team to carry out a search of communal areas, including corridors, toilets, staircases, landings and lobby areas. If all clear, HoFs/Support Managers to report to co-ordinator who will advise the Police and the building(s) could then be re-occupied.
- Where the police require assistance from college staff to carry out a search, the co-ordinator will ask for volunteers from staff and managers. No one who is not a volunteer will be asked to enter the building which has been evacuated.
- If a suspect device is found, the police will advise but normally the building must be evacuated immediately. The object must not be touched or removed.
- Re-entry to the building following an evacuation will only be allowed when the Principal, or an appointed deputy in their absence, announces that it is safe.
- Where a coded message has been received without the location of the device and the decision is taken to evacuate, the college will be evacuated at least 500m from the building.
- Where the location of the device is known a decision may be taken to close the college for the remainder of the day. In such circumstances, SLT will liaise with the police to try and get assistance with traffic management to ensure a smooth evacuation from the site.

10.7 Suspect packages

The wide variety of deliveries we receive offers an attractive route into premises for terrorists. The obvious place for a screening process is at the mail handling site (Reception).

Delivered items, which include letters, parcels, packages and anything delivered by post or courier, has been a commonly used terrorist device.

Delivered items may be explosive or incendiary (the two most likely kinds), or chemical, biological or radiological. Anyone receiving a suspicious delivery is unlikely to know which type it is, so procedures should cater for every eventuality.

Delivered items come in a variety of shapes and sizes; a well-made one will look innocuous but there may be tell-tale signs.

Indicators to Suspicious Deliveries/Mail

- Unexpected granular, crystalline or finely powdered material (of any colour and usually with the consistency of coffee, sugar or baking powder), loose or in a container.
- Unexpected sticky substances, sprays or vapours.
- Unexpected pieces of metal or plastic, such as discs, rods, small sheets or spheres.
- Strange smells, e.g. garlic, fish, fruit, mothballs, pepper. If you detect a smell, do not go on sniffing it.
- Stains or dampness on the packaging.
- Sudden onset of illness or irritation of skin, eyes or nose.
- It is addressed to someone who may be at a higher risk than others: a high-profile member of the staff or the senior management team for instance.
- It is poorly or inaccurately addressed e.g. incorrect title, spelt wrongly, title but no name, or addressed to an individual no longer with the company.
- It seems unusually heavy for its size. Most letters weigh up to about 28g or 1 ounce, whereas most effective letter bombs weigh 50-100g and are 5mm or thicker.
- It is oddly shaped or lopsided.
- There is a smell, particularly of almonds or marzipan.

If a suspicious item is identified, follow these key steps:

- Do not shake or empty the contents of any suspect envelope or package.
- Do not use mobile phones or handheld radios near the suspect item.
- Leave the room and close the door, or section off the area to prevent others from entering.

As Reception cannot be sealed, take package to Adult Ed inner office or A3 meeting room and evacuate and seal those rooms.

- Report the incident to at least one of the people listed at 2.
- Move those directly affected by an incident to a safe location as close as possible to the scene of the incident, so as to minimise spread of contamination. (e.g. Adult Ed office or meeting room)

10.8 Suspect vehicles

Recent terrorist attacks have involved vans or lorries being used as weapons and being driven at high speeds.

All vehicular entrances to the college have been designed with right-angled turns to keep speeds low. There are no particularly vulnerable areas, and steps and a metal railing protect the College Centre from a 'ram' attack.

If you are suspicious, inform senior staff and keep others away.

10.9 Intruder with a weapon

Current National Counter Terrorism advice is to **Run, Hide & Tell**.

As soon as you spot an intruder who may pose a risk, and if it safe to do so, phone the emergency number to Reception – 246 from any College phone or 023 8043 9210 from a mobile.

Alternatively, any member of staff can activate a coordinated SMS/on-screen critical message alert from the 'Send Run, Hide, Tell alert' option at the bottom of the home menu on staff IRIS. This can be sent remotely from a mobile phone by using the college app. Password is 999

In the event of a member of staff activating the alert, an SMS message will be sent to all students and all staff, and in addition, the following message will flash up on all computer screens. There will be no evacuation signal. An 'All-clear' message will be communicated when it is safe to do so.

Intruder Alert - RUN, HIDE, TELL. Not a drill.

Either 'RUN' (leave the campus quickly by the safest route possible) or HIDE (by locking yourself in a room and hiding under tables, well away from windows). TELL others of this alert, if possible, without compromising your own safety. An all-clear message will be posted here, as soon as it is safe. Please ignore any fire alarms.



Students not in lessons will be informed by text message, which can be sent remotely by mobile phone. The message will read: "Itchen College - Run Hide Tell – This is not a drill. Either Run away or Hide, locking yourself in. Ignore fire alarms."

- **RUN** to a place of safety if your instinct tells you this is the safest action to take.
- If you are supervising students advise them to follow your lead, but if they choose not to you must make a judgement call. You must take the course of action that you believe to be right at the time; i.e. the safest course open to you, your colleagues and your students.
- If you cannot escape – **HIDE**. Consider locking yourself and others in a room. If not possible, barricade the door then stay away from it. If possible, choose a room where escape or further movement is possible. Silence any sources of noise, such as mobile phones, that may give away your presence.
- Move away from the door and remain quiet until told otherwise by appropriate authorities or if you need to move for safety reasons, such as a building fire. Remain quiet.

REMEMBER - out of sight does not necessarily mean out of danger, especially if you are not in 'cover from gun fire.'

- Keep people out of public areas, such as corridors and foyers. Students in the College Centre to evacuate the site as quickly as possible by the safest route, or to find a safe place to hide.
- When it is safe to do so – **TELL** the Police by dialling 999.
- When the situation allows various options will be used to communicate what is happening. These will include all or some of the following methods:
 - Word of mouth
 - Existing internal messaging systems – text, email, landline, mobile telephones
 - Radio (limited distribution)

In the event of an attack involving firearms or weapons, a Police Officer's priority is to protect and save lives. Please remember:

Initially they may not be able to distinguish you from the armed intruder. Officers may be armed and may point guns at you. They may have to treat the public firmly. Follow their instructions; keep hands in the air / in view. Avoid quick movement towards the officers and pointing, screaming or shouting.

Lock-down

Recent years have seen a definite move towards a 'Run, Hide, Tell' response to a terrorist attack, and a lock-down used in isolation as a standard response has been discredited following recent events. Locking doors from the inside may keep out intruders, but it may also prevent innocent students from gaining access to hiding places and leave them exposed in corridors and open spaces.

However, a lock-down may be considered to be part of a wider 'Run, Hide, Tell' policy, in that some students may decide that locking themselves in a room may be their best option if they cannot find a safe escape route.

Training in Run, Hide, Tell procedures

All staff and students will be trained annually so that they are aware of the current procedures in place.

Staff will be trained at the start of the academic year during an INSET session. The training will include a 'passive' drill, during which they will be asked to check receipt of the text and on-screen messages and consider their 'dynamic risk-assessment' response in various scenarios.

Students will be trained during the 'Run, Hide, Tell' and 'British Values' tutorial sessions, again early in the academic year. They too will be asked to consider their response in a range of different scenarios.

11. Transport

11.1 The College currently has three minibuses which have seatbelts fitted throughout.

11.2 Drivers

Any employee of the College may drive the minibus providing:

- a) They are over 21 years of age
- b) Have held a full driving licence for 2 years
- c) They hold a current MiDAS certificate
- d) In the case of staff who have endorsements on their driving licence, permission is subject to approval by our insurers.
- e) Staff who drive the minibus MUST however have category D1 on their driving licence. This was automatic for all adults who passed their driving licence before 1997. All those who passed after 1997 are now required to pass an extra minibus driving test, to get category D1 on their licence. This will be paid for by the college - the training lasts up to 3 days.

The College has two MPVs, with seat belts fitted throughout, which can carry 8 passengers or less plus the driver and can be driven on a standard B driving licence and without a MiDAS certificate.

- Our insurance only covers drivers for college use of the vehicle.

11.2 Hiring Transport

When transport is hired for field trips, outings etc., staff should be aware that they are required to hire only from reputable companies. Hired minibuses and coaches should not be more than eight years old and all vehicles must be fitted with seat belts.

12. Stress

Itchen College undertakes to establish and monitor a safe working environment and safe working procedures throughout the college. Ill health resulting from stress at work is treated in the same way as ill health caused by other, physical causes in the workplace.

The College places a high value on physical and mental health, and expects all staff, especially those in supervisory or management positions, to be alert to the dangers of excessive work-related pressures imposed on staff under their control which can lead to physical or mental health problems.

It is recognised that in addition to stress in the workplace, stress arising from domestic factors such as bereavement, relationship difficulties, sickness in the family and housing or financial difficulties can reduce the ability to cope with pressures within the work environment and thus induce or exacerbate stress to unhealthy levels.

The college therefore:

- understands and accepts its responsibilities with regard to the alleviation of unhealthy stress within its workforce;
- will oversee the structures, systems and practices within the college to ensure they are designed and operated to prevent excessive stress;
- will through guidance, counselling, training and support, assist individuals as far as reasonably possible in coping with stress.

In recognising these responsibilities, the college places responsibility in turn on all managers and support staff managers who control or affect the work environment, the work-load and the work pattern of others, to play their part in minimising unhealthy work-related stress. Good staff management skills, good communication, the provision of adequate support and training and a sensitivity and understanding to work pressures by their staff are pre-requisites of good managers.

13. Work Placements

Itchen College is aware that the duty of care for young people extends to those students attending suitable work placements at off-site locations.

Great importance is placed on ensuring the health and safety of students, and businesses from proscribed sectors under current regulations are not used.

All providers are required to apply the Management of Health & Safety at Work (Young Persons) Regulations 1999 and Health and Safety (Training for Employment) Regulations 1990 and to complete risk assessments covering both the work and the environment before young persons are offered work placement. Further guidance: [Young People at work and the law](#) and [Training for Employment guidance](#)

The College must be satisfied that the employer has appropriate insurance and health and safety arrangements in place.

Members of staff arranging work placements for students must comply with the requirements contained in the HSE document Managing Health and Safety on Work Experience – Guide for Organisers and Policy and Guidance for ‘Safe Learners’.

Further guidance: [Young People in work experience](#) and [Young people and Work Experience - a brief guide](#)

14. Lone Working

Personal safety is a priority at Itchen College and recognition is given to the dangers associated with lone working. Lone working is treated as a hazard in itself, irrespective of the activity being conducted by the lone worker, and in consequence, a risk assessment must be made, adequate precautions taken and the risk assessment recorded. The hierarchy of controls are:

1. Avoid lone working whenever possible.
2. Formalise a safe system of work where lone working is unavoidable.
3. Recognise that a lone worker may contribute to the risk by nature of the work in hand.
4. Inform those at risk what the risks are.
5. Establish patterns and routines so that others are alerted if an expected contact is not made.
6. Reduce the activity where possible while employees are working alone (i.e. don't allow a lone worker to work on a roof).
7. Give training in personal safety for lone workers.

15. Covid-19 pandemic

Advice and guidance from September 2022, subject to review if current legislation changes.

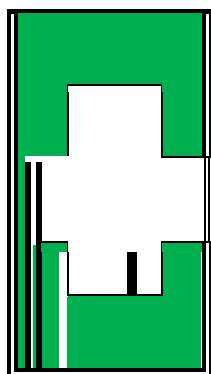
There are currently no Covid-19 restrictions in force within the college although every effort will be made to ensure that Itchen College remains a clean, safe and well-ventilated place to work and study.

In the event of high local case numbers there are two actions recommended alongside the general measures. The first step would be to re-establish face coverings. If this action does not restrict transmission we would switch to online delivery and arrange closure of the site.

16. Equality impact and monitoring the policy and procedure

In monitoring the impact of this policy and procedure, the college will have due regard to its Equality and Diversity Policy and its single Equality Duty. It will consider any concerns raised or complaints received, based on student and staff data, feedback, surveys and/or professional judgement. If you have a question or a suggestion to improve the policy, please contact the Assistant Principal (Growth and Engagement).

Appendix I



STAFF FIRST AIDERS

To summon assistance phone – **246** from any college landline or **02380 439210** from a mobile. In an emergency, dial **999**.

The Defibrillator is kept beneath the Sports Centre Reception Desk

Lynn Kenward	Health & Safety Co-ordinator	Room G9	Tel 252/radio
Sam Doyle	Student Services	Room W29	Tel 294
Mark Hughes	Public Services HoF	Room W29	Tel 325

Public Services Huts – Tel 219

Mandy Knight	Mark Hughes	Mark Wheeler	Mike Dunn	Adam Woodford	
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Main College Campus – Tel 246 or radio

Darren Parson	Victoria Whitlock	
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PE and Sport – Room G51 - Tel 208

Derek Manning	Glenn Colmer	Hollie Lowe	James Bedwell	Jay Gorton	Matt Guymon
Shirley Eastwood	Steve Perkins	Daniel Cruse	Vicky Milner	Yasmin Parsons	David Rowlands

Emma Whitlock	Andy Fisher				
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Learning Support - Room W24 – Tel 324 – N5 or N54

Christine Barnes Hannah Holes

Geography/Travel & Tourism – Room E6 - Tel 265 or E25- Tel 238

Caroline Counsell	Mel Lockheart	Sheila Lippold	Kim Wyeth
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Biology – Room W33 – Tel 243

Steve Groom					
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Law & Criminology – Room S28 – Tel 239

Hannah Martin Hannah Porteous

International – Room A9 – Tel 305

Helen Sullivan Pauline Lau Neil Buchanan

Sport Centre Evenings/Events – Sports Reception – Tel - 247 or Radio

Louise Elliott	Lucy Dietrich	Katie Carey	Macy Riden
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Appendix II

New and Expectant Mothers at Work

Advice to Heads of Faculty, Support Staff Managers and Line Managers

It is Itchen College Health and Safety Policy that a female employee (full or part-time) is strongly advised to inform her Head of Faculty, Support Staff Manager or Line Manager when pregnancy is confirmed.

Once confirmation of pregnancy has been received the Head of Faculty, Support Staff Manager or Line Manager must carry out a Risk Assessment of the employee's work activity to ensure there is no risk to health of the employee or the unborn child.

Occupational factors that may affect pregnancy

Problems of Pregnancy	Factors at Work	Typical Jobs
Morning sickness	Early working Exposure to nauseating smells	Office cleaning Chemistry work

Backache	Standing/lifting/posture	Cleaning Kitchen work Secretarial/clerical work
Varicose veins Haemorrhoids	Standing/sitting	Secretarial/clerical work Cleaning Kitchen work
Frequent visits to toilet	Difficulty in leaving site of work	Telephonist
Increasing size	Use of protective clothing	Cleaning/kitchen work
Possible miscarriage	Exposure to infection	Laboratory assistants
Tiredness	Teaching/standing/sitting	Teaching/clerical/cleaning

Risk Assessments

Heads of Faculty, Support Staff Manager and Line Managers must assess the risk from the employee's work activity, in particular to ensure the employee is not subjected to:

- Heavy lifting
- Standing for prolonged periods
- Working with harmful substances/chemical and biological agents*
- Excessive noise
- Shocks and vibration situations
- Extremes of temperature
- Working with VDU's for prolonged periods**

* The Health & Safety Executive guide 'New and Expectant Mothers at Work' (a guide for employer's states "*Exposure limits for hazardous substances and other agents are set at levels which should not put a pregnant or breastfeeding worker or her child at risk. In some cases, there are lower exposure levels for pregnant workers, or for woman of childbearing capacity, than for other workers.*")

** The Health & Safety Executive in their guidance note MA6 state "*there is no scientific evidence of an excessive risk of pregnancy problems in VDU users.*"

The COSHH Co-ordinator will give advice and information on maximum exposure levels for all workers, including new and expectant mothers.

Appendix III

**ITCHEN COLLEGE
ACCIDENT INVESTIGATION**

Name of Casualty: _____ Address: _____

Telephone: _____

Name of Witness: _____ Address: _____

Telephone: _____

Date of Incident: _____ Time of Incident: _____

Location: _____

Brief description of what happened: (if more space needed write on plain paper and attach to this form).

Was the incident witnessed? Y/ N

If Yes, witness's account of the incident: _____

Distance of witness from incident: _____

If outside, weather conditions at the time of the incident: _____

What grade, level of experience and training did the witness have in his/her own task, and in that of the casualty?

Names of other members of staff who were present at the time of the incident: _____

Signature of person carrying out this investigation: _____ Date: _____

Signature of witness: _____ Date: _____

A separate form must be completed for each casualty and for each witness making a statement.

About the Casualty

Is the casualty:

A student Y/N

A member of staff Y/N

A student from another college Y/N

A member of the public Y/N

A contractor Y/N

Other. Please state: _____

Describe the nature of the injuries received:

Has an entry been made in the Accident Book: Y/N By whom: _____

Is this incident reportable to the Health & safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)? Y/N

If Yes, what is the name of the person making the report: _____

Date report made to HSE: _____ How was report made: Telephone/email

Has Form F2508 been sent to the HSE: Y/N On what date: _____

What is the name of the person who sent Form F2508 to the HSE? _____

What is the job title of the person making the report? _____

Has there been a response from the HSE concerning this report? Y/N

Has the HSE made any recommendations concerning this incident:

Suggestions as to what could be done to prevent this incident recurring: _____

Signed: _____ Date: _____

Appendix IV
ITCHEN COLLEGE

PROVISION AND USE OF WORK EQUIPMENT REGULATIONS 1998

Check List

Initial to confirm that visual checks have been undertaken –at the start of the day for machines used daily: otherwise before use.

Report any faults immediately to the head of the department.

Isolate and attach a notice to any machinery not in full working order.

NB. These visual checks do not remove the need for the routine/regular maintenance/servicing of equipment.

Visual checks are complete on the following: Tick and initial to indicate machine in order.	D A T E																	Faults Noted	Date fault Reported

Department_____

Room Numbers_____

PUWER98 Department:

Location:

Month_____

Date: _____

Risk assessment for: Activity, Process, Task or Operation.

Assessment contributors:

- 1.
- 2.

Health Surveillance required? Yes/No

Action agreed:

Hazard-How could someone be harmed?	Who is at risk?	Severity ABC	Risk Factors	Current Control Measures	Likelihood 123	Controls in place? Y/N	Further Control Measures to Consider

Signed:	Copies passed to:
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Appendix VI

ITCHEN COLLEGE CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

Item	C.O.S.H.H. category	Data Sheet available	Current use	People Potentially exposed	O.E.L.	P.P.E. available	Training required	Action required as a direct result of assessment

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RISK ASSESSMENT FORM

Name of competent person making assessment: _____

Date of assessment: _____

Department: _____

Signed: _____

Name: _____

Date: _____

Any Contractor, or Company, Agency or Individual working on behalf of, or on College premises, must comply with the requirements of the Health & Safety at Work Act 1974 and subsequent regulations, which require all persons 'To take reasonable care for the health and safety of himself and other persons who may be affected by his acts or omissions at work...'

In addition, Contractors must:

- Produce for the Estates Manager a current Public Liability Insurance Certificate and, if appropriate, a Tax Exemption Certificate before any work is undertaken on behalf of the College or College premises
- Comply with any safety instructions given by persons enforcing the College's Safety Policy
- Comply with the relevant sections of the College Safety Policy. They or their employees must not work on behalf of the College or on College premises until the policy and its practices are understood and accepted, all written instructions are complied with and they have signed this form
- Never work on 'live' electrical apparatus
- Use access equipment where required, ensuring it is in good repair and appropriate to the task for which it is being put; and if using scaffolding ensure it is erected, inspected and maintained by a competent person
- Physically restrict access to areas beneath overhead working
- Obtain specific permission from the Estates Manager for each and every instance where naked flame is used, and not use naked flame on any day after 4.00 pm
- Comply with the requirements of C.O.S.H.H. Regulations and do not bring a very toxic or toxic substance onto the premises without the express permission of the Estates Manager
- Report all accidents to the Safety Officer
- Report to the Safety Officer any potential hazard or risk, or shortcomings in the College's protection arrangements that may affect their work
- Respond to specific instructions given by staff who are responsible for the operation of procedures/systems, including emergency evacuation procedures.
- Check and sign the Asbestos register.

I agree to abide by the above: Signed: _____ Date: _____
Print name: _____ Name of Company: _____

Itchen College Estates Manager: _____ Date: _____

[Type here]

