

HEALTH AND SAFETY POLICY

Last Reviewed/Updated: 01.05.2017

Next Review/Update: 01.05.2018

INTRODUCTION

1.1 Policy Statement

Regent Independent College (hereafter known as Regent) is committed to ensuring the highest possible level of health and safety for its students, members of staff and visitors. Regent has commissioned Lloyds Employment Law Consultancy (LELC) to provide specialist H&S advice, documentation and to review all matters relating to fulfilling all statutory requirements regarding H&S.

In accordance with the Health and Safety at Work etc Act 1974 and the regulations made under that Act, the proprietorial body recognises that it has a legal duty to ensure, so far as is reasonably practicable, the health, safety, security, and welfare of all its students and members of staff as well as parents/carers and visitors on the college premises. As such, it accepts these duties and seeks to continually promote standards of health and safety in compliance with the terms and requirements of the Act and its regulations.

Regent will accordingly, take all steps that are reasonably practicable to meet its health and safety objectives, as specified below.

1.2 General Objectives

The health and safety objectives are as follows:

- (1) To create an effective organisational structure and develop a positive health and safety culture to support risk management at all levels within the college;
- (2) To systematically assess and manage risk as an effective approach to the prevention of injury and ill-health;
- (3) To ensure the provision of sufficient information, instruction, and supervision to enable all students and members of staff to avoid hazards and contribute positively to their own health and safety and that of others;
- (4) To maintain Regent premises in a condition that is safe, secure and without risk to health;
- (5) To formulate effective procedures for use in case of fire and for evacuating the college premises;
- (6) To set procedures to be followed in the case of an accident;
- (7) To provide and maintain adequate facilities for first aid;
- (8) To review the Policy on a regular basis and to ensure that Regent keeps abreast of any changes to legislation and compliance issues.

Furthermore, Regent is aware of, and will meet, the requirements of:

- (1) The Management of Health and Safety at Work Regulations 1999, by providing and maintaining a written Risk Assessment Record of the risks to the health and safety of its employees whilst at work and others who may be affected. Please refer to our various risk assessments and checklists.
- (2) The Department for Education's 'Preventing and Tackling Bullying' advice (DFE-00292 (2013)), by ensuring that bullying is prevented and, where it does occur, identified quickly and dealt with swiftly. Please see our 'Safe to Learn Policy'.
- (3) The Department for Education's 'Supporting children and young people who are bullied: advice for schools' (DFE-00094 (2014)).
- (4) The Department for Education's 'Cyber bullying: advice for Headteachers and school staff' (DFE-00652 (2014)).
- (5) The Department for Education's 'Advice for parents and carers on cyber bullying' (DFE-00655 (2014)).
- (6) The Children Act 1989 and The Protection of Children Act 1999, by ensuring the guidance given under these Acts is successfully implemented in the daily operations of the college, thereby affording students the protection required. Please also see our 'Child Protection Policy and Safeguarding'.

MANAGEMENT

2.1 Health and Safety Roles and Responsibilities

In order to meet these objectives, the Proprietor has delegated responsibility for the implementation of this Policy within the College to the Principal.

The Principal/Vice Principal will work in conjunction with other relevant members of staff to ensure this Policy is implemented effectively and updated as necessary.

The Co-Principal Mr Guy Nelson will report to the Proprietor on a termly basis, or as required, on the implementation of this Policy and make recommendations regarding any additions or revisions to the Policy deemed necessary.

The main responsibilities of the Principal in respect of health & safety matters are:

- (1) To make sure that all aspects of the Policy are carried out efficiently and effectively;
- (2) To monitor the effectiveness of all aspects of the Policy and to report back to the proprietor on a termly basis, or as necessary, should the Policy require more immediate amendment;
- (3) To ensure that all members of staff receive a copy of the Policy, and understand fully both its content and the responsibility that it may place upon them regarding the health and safety of the students and to post on the college website;
- (4) To ensure that fire regulations are fully satisfied throughout the premises and ensure that fire drills are carried out termly, and the results reported in accordance with the emergency evacuation procedure, as well as weekly checks of the fire bell at a specified time;
- (5) To ensure that suitable training and awareness is provided for members of staff regarding fire safety, first aid, and manual handling;

- (6) To ensure appropriate security measures are put in place to uphold the safety of both students and members of staff for the duration of college activities, including arranging adequate lunchtime supervision;
- (7) To undertake regular checks of the college premises, reporting in writing any areas of concern and then to arrange any necessary action following this report;
- (8) To test the safety of all electrical equipment regularly, including having all plugs tested by a contractor once a year;
- (9) To make arrangements for the implementation of the accident reporting procedure, in accordance with the requirements set out in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 [RIDDOR], and to draw this to the attention of all members of staff as necessary;
- (10) To monitor, within the limits of their expertise, the activities of contractors and any other organisations present on the premises, as far as is reasonably practicable.

RISK MANAGEMENT

3.1 Risk Assessment

Risk Assessment is the key to the effective management of health, safety and welfare issues whilst on the college premises. It is important that all members of staff recognise that risk assessment is a continuous process and not a 'one-off' form-filling exercise. The process will help to minimise and manage risk.

Risk Assessment is a careful examination of the factors at work during college activities, which could cause harm to people, so that you can decide whether you have done what is reasonably practicable to prevent harm.

A hazard is anything with the potential to cause harm or injury. A risk is the likelihood and extent of harm being caused.

The key tasks are to identify significant hazards and ensure risks are minimised so that they are small. It may be necessary to draw up a list of tasks or actions to ensure minimal risk through the use of adequate control measures.

Risk Assessments can be usefully considered as having three levels:

- Generic activity assessments which are likely to apply to that activity wherever and whenever it takes place
- Site-specific assessments relating to each area of the college premises, as well as off-site assessments for college visits (Please refer to our College Visits Policy.)
- Ongoing or dynamic assessments that take account of, for example, illness, changes in weather or change of planned activity (plan B required).

The risks involved in the range of activities undertaken and environments used on a regular basis are reviewed annually.

3.2 Checks

Regular health and safety checks form an important part of risk assessment and management and help promote a positive culture of health and safety awareness within Regent.

At Regent, the following regular checks will be carried out at the intervals specified:

- Daily checks: Designated members of staff will carry out brief health and safety inspections daily before the start of the college day. This will ensure that any hazards that have appeared overnight or during the weekend can be dealt with before students arrive.
- Half-termly: A more thorough inspection of the premises and large equipment will be carried out on a monthly basis by the Principal/Vice Principal and other designated members of staff. This will ensure that any deterioration to the premises or equipment can be dealt with before it becomes a hazard.

HEALTH

4.1 First Aid Arrangements

Please refer to our First Aid Policy and Procedures.

4.2 Managing Accidents and Illness

Please refer to our First Aid Policy and Procedures.

4.3 Reporting Accidents and Illness

Please refer to our First Aid Policy and Procedures.

4.4 Administering Medicine

Please refer to our First Aid Policy and Procedures.

4.5 General Health Precautions

It is the responsibility of all members of staff, and parents/carers where appropriate, to ensure the following general health precautions are taken:

- All work areas, stairs and corridors must be kept clear and tidy, and drawers and cupboard drawers must always be closed after use.
- Members of staff should not attempt to lift anything that is too heavy, and will be shown how to lift and carry items correctly as part of their Health and Safety induction training.
- Any spillages or wet patches on the floor must be cleaned up immediately.
- Members of staff should assess any particular hazards in the subjects they teach or the equipment they use, and request appropriate training if necessary.
- Regarding hygiene, hands should be washed thoroughly with soap and water after using the toilet, and dried with the towels provided. Instructions showing these steps will be displayed in each washroom.

SAFETY

5.1 Fire Safety

5.1.1 Roles and Responsibilities

The Principal will work alongside designated members of staff to ensure that fire regulations are fully met throughout the premises, in accordance with the latest legislation and responsible for carrying out the relevant fire safety procedures, as detailed below.

5.1.2 Fire Risk Assessments

The Principal/Vice Principal will undertake six monthly Fire Risk Assessments for the college premises, which will pay particular attention to those at special risk, i.e. those with disabilities and special needs, and must include consideration of any dangerous substance liable to be on the premises over that time.

This risk assessment will help to identify risks that can be removed or reduced, and will decide the nature and extent of the general fire precautions that need to be taken to protect people against the fire risks which remain.

5.1.3 Fire Drills

The Principal/Vice Principal will oversee termly fire drills and weekly checks of the fire bell at a specified time. Any defects will receive immediate attention and a record of tests will be kept in the Fire Log Book.

5.1.4 Maintenance of Fire Fighting Equipment

The Principal/Vice Principal will ensure that smoke detectors are tested in the manner and at the intervals recommended by the manufacturers, and all portable fire extinguishing equipment are tested by an accredited agent annually.

5.1.5 Staff Training

All members of staff will be made fully aware of the fire safety procedures and will also receive training, where possible, in the use of the fire-fighting equipment on-site, including the different fire extinguishers and fire blankets. The Principal/Vice Principal will keep a log of any training in the Fire Log book.

5.1.6 Fire Evacuation Procedures

All students will be reminded at the beginning of each term of the various Fire Routes, Fire Exits and the Fire Assembly Point. This will normally be done at the whole college assembly.

A copy of the Fire Evacuation Procedures is displayed in each classroom, as well as in the college hall.

In the event of a fire, all buildings will be evacuated promptly using the designated fire exits.

There are 3 clearly identifiable Fire Exits on the college premises:

- Fire exit through main entrance doors
- Fire exit on first floor to fire escape stairs (fire assembly point at rear lane at the back of Ladbroke's)
- Fire exit on second floor to fire escape stairs (fire assembly point at rear lane at the back of Ladbroke's)

If a member of staff or student discovers a fire, they must raise the fire alarm immediately by activating the fire alarm. Fire alarm points are located around the building (locations are logged on a site plan and kept in the H&S files). The fire alarm is signified by the continual ringing of the bell.

Fire extinguishers are located around the college building (locations are logged on a site plan and kept in the H&S files). Further fire extinguishers and a fire blanket are located inside the kitchen on the first floor. Each of these areas include foam and Carbon Dioxide. Fire extinguishers should only be used by members of staff who have received training. The priority should always be to safely evacuate all people from the building.

The Principal/Vice Principal or a designated member of staff, must call the fire brigade at once. This person must also be on hand to assist the fire brigade when they arrive and ensure they can gain access to the building.

All members of staff and students must make their way outside to the Fire Assembly Points in a calm and efficient manner, using the nearest available fire exit. Staff should ensure that all the students have left the classroom. They should then close all windows and doors on the way out of the classroom. All possessions should be left behind.

A designated fire warden on each floor will inspect all rooms and classrooms are vacated and indicate this on the evacuation record form. All fire wardens will give their reports to the Principal/Vice Principal who will confirm, if required, to the emergency services that the college premises are empty. Once at the fire assembly point teachers will take registers of their classes and report attendance to the designated administrator.

Should the fire alarm sound at break or lunch time, the supervising member of staff will instruct students to stop and proceed to the Fire Assembly Point. All staff inside the building will leave by the closest exit and also proceed to the Assembly Point. The normal procedures will then be followed.

No student or member of staff will be allowed back inside the building until instructed by the Principal.

5.1.7 Fire Log Book

The Principal will keep and maintain a records in the H&S file, which should be made available for inspection by the Fire Authority at any time.

The records should include the following:

- The fire emergency plan for College
- A list of responsible persons
- Details of routine staff training
- A record of fire drills
- A record of fire alarm tests
- A record of emergency lighting tests
- A record of inspections of means of escape and fire routes

5.2 *Car Park Safety*

In order to minimise risks associated with the car park, the following precautions have been taken:

- A 'for use of vehicles and pedestrians' sign is to be placed on the entrance to the college entrance on Imperial way.
- A red triangular warning sign showing 'Parent and child', is placed on the wall as cars and pedestrians enter the college.
- A one-way approach system will be in place for all people using the car park during term time.
- Parents/carers will also be encouraged to park safely and carefully.

5.3 *General Safety*

- Members of staff should ensure that students do not interfere with or misuse any of the fire safety equipment, and report any such behaviour to the Principal.
- Members of staff should promptly report anything that seems dangerous, damaged, or faulty to the Principal/Vice Principal, including electrical equipment.
- Members of staff must ensure that students do not use or touch electrical equipment or appliances without permission or if unsupervised.
- Members of staff must ensure that entrance areas are kept clear of all impediments at all times.
- Members of staff must ensure that all the relevant safety equipment, such as goggles or protective clothing, is used where appropriate, for example in science lessons.
- Any chemicals for use in science lessons must be stored in a locked cupboard.
- Both the College Office and the Staff Kitchen are out of bounds to students unless accompanied by a member of staff.

SECURITY

The welfare of the students at Regent is its paramount responsibility, all members of staff will be trained to appreciate their responsibility for helping to keep all of the students safe at all times.

6.1 *Supervision*

- Compulsory school aged students will not be left unsupervised in the classroom or around the college either during lessons or at any other time during the college day.
- A member of staff will always be on break duty during break times.

- Students can travel home on their own once an agreement has been received from parents/carers.

6.2 *Visitors*

- All visitors must report to reception on arrival at the College.
- At reception, visitors will be required to enter their details in the Visitors' Book, including the date, their full name, the purpose of their visit, who they are visiting, their car registration number, and their arrival and departure time. This is important to keep an accurate record of who is on site at all times.
- They will then be issued with a visitor badge, which will need to be clearly displayed on their person throughout their visit.
- It is the responsibility of the member of staff receiving a visitor to accompany him/her throughout the visit.
- Members of staff will be briefed about the importance of politely challenging any unrecognised visitors not wearing a visitor badge, directing them to reception where necessary, and notifying the Principal/Vice Principal where necessary. This is particularly important at the beginning and end of the day.
- Students will be briefed at the beginning of each term about the importance of notifying a member of staff if they notice someone in the college who does not have a visitor badge displayed.

CRITICAL INCIDENTS

A critical incident is a major occurrence that will affect the College, its people and reputation, such as a major accident or trauma, death on-site, death on a field trip, student or staff suicide, contagious illness, paedophilia or embezzlement charges.

Two aspects of such disasters are important to note for planning purposes: first, the emotional and psychological harm caused to students and members of staff; and, second, the inevitable media interest.

7.1 *Immediate action in the case of disaster*

- The Chair of the proprietorial body will be contacted immediately and will be asked to join the team at the college.
- The police will be contacted immediately to ask for help in controlling access to the college and, if appropriate, the Local Authorities will be contacted and asked what resources they can make available.
- Roles will be allotted to members of staff and members of Regent's Management team, as appropriate. It may be necessary to elect a Critical Incident Team.
- Depending on the situation, Headquarters will be located at the College or in another suitable building near the college, depending on the circumstances.

- If the disaster is abroad, a contact will be opened up to authorities in the foreign country through the appropriate embassy or the Foreign Office. Arrangements will be made to get a senior member of staff and someone familiar with the language, if possible, out to the scene of the critical incident as a matter of urgency to take charge from the members of staff involved.
- Parents/carers will be contacted by mobile phone. It may be sensible to send someone off-site to make this contact, as detailed below. If students are off-site, parents/carers should be re-united with their children as quickly as possible.

7.2 *Communication*

7.2.1 *Communication to parents/carers*

- Only nominated members of staff and College leadership team have the authority to contact parents/carers.
- In communicating about a critical incident, such persons will have a written list of known facts issued by the Principal or the Proprietor. They will only say what is known for a fact, how parents/carers will be updated as information becomes more complete, how parents/carers should contact hospitals etc., and check whether any help is needed with transport etc.
- While the college's primary initial responsibility is to parents/carers whose children have been involved in the critical incident, there will be other parents/carers who will want to know what has happened. Depending on the circumstances, it may be necessary and appropriate to send a written account, post information on the college website, or use the media to communicate with parents/carers. The Principal/Vice Principal will make the decision as to what action is appropriate.

7.2.2 *Communication to Students*

- If a disaster occurs during the term, the first priority will be to ensure that students know what is true, and the second priority will be for the Regent community to share, as appropriate, its shock or grief.
- The students will be told the plain facts by selected staff either in classes or in a college assembly; selected staff will then go round to the various classes to answer their questions.
- If a disaster occurs during the college vacation, special arrangements may need to be made in order to allow families, friends, and others to come into college, and for an appropriate member of staff to be available to inform and support. This will be determined by the Principal.

7.2.3 *Communication to the Media*

- Statements to the media will only be made by the Principal/Vice Principal or a designated member of the senior leadership team.
- The Principal or a designated member of the senior leadership team will make a statement at the earliest and most appropriate moment.
- It is the responsibility of the Principal or Vice Principal (depending on who is in school), in consultation with the senior leadership team, to determine whether a press conference should be arranged in a place away from the children.

- Students will be kept away from the media.
- No addresses will be given to the media.

7.3 *Reporting Critical Incidents*

Reporting critical incidents, accidents and ill health at work is a legal requirement (RIDDOR: Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995). The information enables the Health and Safety Executive (HSE) and local authorities to identify where and how risks arise and to investigate serious accidents.

Regent College will need to make a report in the following cases:

- **Death or major injury:** If there is an accident connected with college activity and a member of staff, a student, or a self-employed person working on the premises is killed or suffered a major injury, the Principal/Vice Principal must notify the enforcing authority without delay and will have to follow this up with a completed accident report form (F 2508) within ten days.
- **Over-three-day injury:** If there is an accident connected with College and a person on the college premises suffers an over-three-day injury, the Principal must send a completed accident report form (F 2508) to the enforcing authority within ten days. An over-three-day injury is one which is not major but results in the injured person being away from work or unable to do the full range of their normal duties for more than three days (including any days that would not normally be expected to work, such as weekends, rest days or holidays), not counting the day of the injury itself.
- **Disease:** If a doctor notifies us that a member of staff suffers from a reportable work-related disease, the Principal/Vice Principal must send a completed disease report form (F 2508A) to the enforcing authority. Reportable diseases include certain poisonings, some skin diseases, lung diseases and infections.
- **Dangerous occurrence:** If something happens which does not result in a reportable injury, but which clearly could have done so, it may be a dangerous occurrence which must be reported immediately (e.g. by telephone) to the enforcing authority. Dangerous occurrences include: the collapse or overturning of load-bearing parts of lifts and lifting equipment; explosion, collapse or bursting of any closed vessel or associated pipework; electrical short circuit or overload causing fire and/or explosion; accidental release of a biological agent likely to cause severe human illness; etc.

Such incidents should be reported to the Incident Contact Centre:

- By phone: 0845 300 9923 (8.30 – 17.00)
- By fax: 0845 3009924
- By internet: www.riddor.gov.uk
- By email: riddor@natbrit.com
- By post: Incident Contact Centre, Caerphilly Business Park, Caerphilly, CF83 3GG.