

SITES AND BUILDINGS

HEALTH AND SAFETY POLICY

Reviewed and updated by the Full Governing Body: May 2008
Next Review due: May 2009

STATEMENT OF INTENT

This is a statement of the organisation and arrangements for health and safety in Paignton Community & Sports College.

This statement does not replace Torbay Council's General Statement of Policy (see Torbay Council's Health and Safety Manual) or the Chief Education Officer's Health and Safety Community Education Service Statement. Copies of the above documents, along with other information of Health, Safety and Welfare can be found in the College's reception offices and main staff rooms.

This statement deals with those aspects over which the Governing Body has local control.

It describes how these responsibilities are discharged in respect of ,governors, employees, contractors, visitors and all other users of the premises;

It also covers safety associated with the building structure, plant, fixed equipment and services for which other Officers of Local Authority (LA) also may have responsibility.

The Governing Body is committed to providing a safe working environment and will achieve this through the monitoring of health & safety performance with a view to continuous improvement.

The Governing Body is committed to respond to any change in working practices, equipment or legislation with regard to health and safety.

The aim of the statement is to ensure that all reasonable practical steps are taken to ensure the Health, Safety and Welfare of all persons using the premises and in particular to ensure that:

- A suitable management structure is created.
- All staff make themselves fully aware of relevant Health and Safety statements, regulations, practices and College procedures for all areas of activity, both inside and outside the College;
- Arrangements for Health and Safety are monitored and a regular report submitted to the Governing Body so that an effective response can be made to the issues and incidents.
- High standards of health and safety can be achieved, maintained and improved.
- All staff with management responsibilities will be given Health & Safety targets, which will be monitored and reviewed on an annual basis.
- Training needs will be identified and the appropriate training will be offered to staff, Governors and pupils;
- All College users must work collectively to provide a safe working environment

Failure to comply with the College Health and Safety Policy may result in disciplinary or legal action being taken.

ORGANISATION

RESPONSIBILITY AND DUTIES IN MATTERS CONCERNED WITH HEALTH, SAFETY AND WELFARE

The day-to-day responsibility for all Health, Safety and Welfare issues rests with all individual members of staff:

Under the Health and Safety at Work Act, 1974, it is the duty of every employee, while at work to take reasonable care for the Health and Safety and welfare of themselves and of any other persons who may be affected either directly or indirectly by their acts or omissions.

Local management of schools states that governors, managers, staff and the LEA must work together to ensure their Health, Safety and Welfare objectives are achieved. Those with specific responsibilities and duties in the College are listed below.

THE GOVERNING BODY ("GOVERNORS")

The Governors will:

- Approve a written health and safety policy which will be reviewed annually, or when there is a change in circumstances.
- Ensure that measures are in place to monitor the effectiveness of the policy.
- Ensure that where required, objective support and advice is obtained on health and safety issues, from the Education Directorate, Torbay legal services, the Health and Safety Executive and other professional bodies' officers and advisers.
- Ensure that resources are available for the provision of staff training.
- Ensure that resources are available for the provision of health and safety equipment
- Ensure that resources are available to undertake alterations to working areas to comply with current legislation.
- Ensure that action is taken to improve health and safety as a result of recommendations from checks, surveys and risk assessments.

PRINCIPAL

The Principal will:

- Have responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, support staff, pupils, visitors and any other persons using the premises or engaged in activities sponsored by the College.
- Take all reasonable steps to maintain and improve a safe working environment in conjunction with the Head of Sites & Buildings, Heads of Centre, Head's of Faculty, Senior Management team, teachers and others as appropriate.
- Ensure that all job descriptions indicate the level of health and safety responsibility of each individual post holder employed within the College.
- Ensure that all staff are aware of their health and safety responsibilities and set appropriate targets measuring health and safety performance
- Ensure that all College users have access to an up to date College health and safety policy

HEAD OF SITES & BUILDINGS (HEALTH & SAFETY CO-ORDINATOR)

The Head of Sites and Buildings will:

- Take reasonable care for the health and safety and welfare of himself and of any other persons who may be affected either directly or indirectly by his acts or omissions.
- Be the focal point for reference on health, safety and welfare matters and give advice, or indicate sources of advice.
- Co-ordinate the implementation of the Governor's health, safety and welfare procedures within the College.
- Make clear any duties in respect of health and safety which are delegated to members of staff.
- Ensure that there is an effective communication network both within the College and with outside organisations, to enable effective dissemination of health and safety information and to take appropriate action where it may be deemed necessary;
- Produce and review the College health and safety policy and all associated documentation
- in consultation with the Torbay legal services, the Principal and College users.
- Ensure that a full premises inspection is undertaken on an annual basis and the findings are recorded and reported to the Governing Body.
- Liaise with the Health and Safety Executive (HSE) Inspectors and other enforcement agencies;
- In consultation with the Torbay council's risk management team, arrange for the reporting and subsequent investigation of all serious incidents and accidents according to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. (RIDDOR), ensuring that appropriate remedial measures are taken to prevent re-occurrence;
- Ensure that regular contact with agencies able to offer expert advice, such as officers of the LEA, Torbay Council, HSE and emergency services is maintained;
- Arrange for annual risk assessments of the premises and working practices to be undertaken, recorded, added to, and reviewed as necessary (e.g. when a situation changes or new equipment is acquired)
- Ensure that the appropriate emergency procedures and first aid provision are in place in the
- College Centres.
- Provide health & safety induction training for all new College staff.

HEAD OF CENTRE

The Head of Centre will:

- Take reasonable care for the Health and Safety and welfare of themselves and of any other persons who may be affected either directly or indirectly by his/her acts or omissions.
- Ensure that health and safety issues are discussed and addressed whenever necessary at staff meetings and assemblies.

- Ensure that first aid treatment is available to College users.
- Ensure that emergency contact numbers for staff and pupils are kept up to date
- Ensure that accident/occurrence forms are completed.
- Ensure that all visitors sign in and out when visiting the College.
- Appoint fire marshals and ensure that all staff are made aware of their duties in the event of an emergency
- Liaise with the Principal and the Head of Sites & Buildings with regard to any issue that may affect the health and safety or welfare of College users.
- Ensure that any temporary rules such as exclusion from the premises are made known to all College users.

STAFF WITH MANAGEMENT RESPONSIBILITY

Leadership Team, Heads of Faculty, Heads of Subject, Heads of Year will:

- Take reasonable care for the Health and Safety and welfare of themselves and of any other persons who may be affected either directly or indirectly by his/her acts or omissions.
- Ensure that health and safety issues are discussed and addressed at all staff meetings
- Identify and organise any training that may be deemed necessary to comply with current working practices or legal observations.
- Ensure the provision of all equipment deemed necessary to comply with current working practices or legal observations.
- Raise any health and safety concerns related to their work but outside their control with the Head of Sites and Buildings or Head of Centre;
- Exercise effective supervision of their staff and users and know the emergency procedures in respect of fire, first aid and other emergencies, and to carry them out;
- Give clear instructions, information and warnings to their staff and users as often as necessary;
- Set a good example in following safe working procedures personally;
- Ensure the use of protective clothing and guards where necessary and ensure the correct implementation of training;
- Avoid introducing any personal items of equipment or substances that may introduce unacceptable risks in their use;
- Ensure their staff observe all College policies
- Co-ordination of the College Health and Safety policy in their own Faculty, Year team, department or area of work.
- Establishing and maintaining safe work practices including arrangements for ensuring, as far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances, e.g. chemicals, hot water, sharp tools, etc.

- Ensure that all relevant COSHH information is kept up to date and adhered to.
- Resolve Health, Safety and welfare problems referred to them by members of staff or referring to the Principal or line manager any problems that they are unable to resolve within the resources available to them;
- Ensure that risk assessments are undertaken within the overall programme for the College for the staff, activities and equipment for which they are responsible.
- Ensure, as far as is reasonably practicable, that sufficient information, instruction, and supervision is provided to enable employees and pupils to avoid hazards and to contribute positively to their own health and safety.

RESPONSIBILITIES OF THE FORM TEACHER

Form teachers will:

- To take reasonable care for the Health and Safety and welfare of themselves and of any other persons who may be affected either directly or indirectly by his/her acts or omissions.
- Undertake a visual inspection of their working area prior to commencement of any lesson or activity paying particular regard to any issues which may be perceived to be a health and safety issue
- Raise any health and safety concerns outside their control related to their class/area with their immediate line manager;
- Exercise effective supervision of pupils and know the emergency procedures in respect of fire, first aid and other emergencies, and carry them out;
- Know the particular health and safety measures to be adopted in their own teaching areas and to ensure they are applied;
- Give clear instructions and warnings to pupils as often as necessary;
- Follow safe working procedures personally;
- Require the use of protective clothing and guards where necessary;
- Avoid introducing any personal items of equipment or substances that may cause physical risk in their use;
- Include safety information in lesson planning.

SUPPORT STAFF

Support staff will:

- Take reasonable care for the health and safety and welfare of themselves and of any other persons who may be affected either directly or indirectly by his/her acts or omissions.
- Co-operate with the employer so far as is necessary, to enable the employer to carry out his health and safety responsibilities.
- Know the health and safety organisation and arrangements to be adopted in their own working areas, and ensure they are adhered to.

- Observe standards of dress consistent with safety and/or hygiene;
- Exercise good standards of housekeeping and cleanliness;
- Report all accidents, defects and dangerous occurrences;

THE PUPILS

Pupils will be reminded that they are expected to:

- To take reasonable care for the Health and Safety and welfare of themselves and of any other persons who may be affected either directly or indirectly by his/her acts or omissions.
- Observe standards of dress consistent with safety and/or hygiene, as detailed within the appropriate curriculum safety guidelines;
- Observe the Health and Safety rules of the school and, in particular, the instructions given by staff in an emergency;
- Use and not wilfully misuse, neglect or interfere with any equipment, signs or areas provided for their Health and Safety;

VISITORS AND OTHER COLLEGE USERS

Visitors and other users of the centre are expected to:

- Take reasonable care for the health and safety and welfare of themselves and of any other persons who may be affected either directly or indirectly by his/her acts or omissions.
- Observe all the health and safety rules in the College and, in particular, the instructions of staff given in an emergency;
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety or the health and safety of others on the premises;
- Visitors and users of the premises are required to observe the health, safety and welfare rules of the College. In particular, parents and other volunteers helping out in the school should be made aware of the health and safety policy applicable to them by the member of staff to whom they are assigned.
- Ensure that they have read and understand the College health and safety policy.

CONTRACTORS

Any member of staff who employs a contractor on behalf of the College must ensure that the contractors:

- Are a reputable contractor.
- Do not enter areas outside their agreed working location.
- Do not leave tools or equipment unattended at any time.
- Do not sub contract any work without the express permission of the College representative.
- Do not encourage third parties, not involved with the intended work, to access the College site

- Are aware of any conditions, which may affect their health, safety and welfare, or the safety and welfare of others.
- Have appropriate liability insurance.
- Undertake risk assessments.
- Have an approved method statement.
- Only use well maintained and safe equipment.
- Are informed of any conditions, which may affect their safety, or the safety of others.
- Take reasonable care for the Health and Safety and welfare of themselves and of any other persons who may be affected either directly or indirectly by their acts or omissions.
- Abide by the College's Health and Safety policy, and not endanger College users, staff or other visitors to the site;
- Report to the main reception before and after any work takes place.
- Are notified of the Asbestos Register

MAINTENANCE

The Head of Sites and Buildings will be responsible for the maintenance of the following:

Asbestos register
 Building structure
 Boiler systems
 Burglar Alarms
 Car parks
 CCTV
 Door closure devices
 Emergency lighting
 Extractor units
 Fencing
 Fields and landscaped areas
 Fire Alarms
 Fire fighting equipment
 Fixed furniture and fittings (internal and external)
 Fume Cupboards
 Footpaths and hard standings
 Kilns
 Kitchen fans
 Lifts
 Mains electrical systems
 Mains gas system
 Mains water system
 Minibus's
 Play areas
 Play and sports equipment – permanent fixtures only
 Portable furniture
 Sites and buildings departmental equipment
 Soft furnishings
 Swimming pool
 Water storage tanks

HEALTH & SAFETY INFORMATION

1. ACCIDENTS

In the event of an accident occurring on the College premises, an Accident/Occurrence Form B1 510 should be completed as soon as possible after the occurrence, and passed to the Office Manager. Copies of completed forms will be sent to the Head of Sites & Buildings and Torbay's Legal Services Department. These forms are located in the College Offices. Any 'near misses' should be reported in the same way.

Certain categories of accident must be reported to the Health and Safety Executive via Torbay Councils Legal Services Department.

2. ACTIVITIES

All activities need to be carefully planned with safety in mind. All appropriate tools, instructions and equipment should be used. Environmental factors also need to be taken in to consideration. Staff/leaders need to ensure competence at the relevant levels to meet any of the set requirements. A written risk assessment must be completed before the commencement of any activity.

3. ALCOHOL/ILLEGAL SUBSTANCES:

Intoxicated persons can present a risk to self and others and due care and consideration must be given to users 'under the influence' of alcohol or illegal substances. Alcohol and drugs are not to be consumed on the premises. Only drugs prescribed by a doctor or a recognised medical remedy available at pharmacists without prescription are permitted. Staff and pupils found to be under the influence of alcohol or illegal substances will be sent home.

4. ASBESTOS

The College asbestos register is compiled and updated by the Head of Sites & Buildings. This register contains information on the type and location of asbestos around the College sites. The locations of asbestos and its condition are checked bi-annually by the Head of Sites & Buildings.

5. BODY SPILLAGES

Body fluid spillage's, i.e. vomit, blood, urine, should be treated with care. Specific cleaning materials must be used and protective clothing worn i.e. aprons, gloves, face masks etc. All spillages should be reported to front reception who will contact sites & buildings staff.

6. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (C.O.S.H.H)

All chemicals or substances which may pose a risk to health should be kept in their original container and any information sheets should be retained for future reference.

A written risk assessment must be undertaken before any chemicals/substances are used within the College. A COSHH sheet should be provided to the user and a copy included in the risk assessment.

7. DAMAGE TO PREMISES

College staff should undertake a visual check of their working area before the start of any activity. Any damage to the fabric, fixtures or fittings, should be reported to caretaking staff. Any defects which may constitute a health and safety hazard must be reported to the Head of Sites & Buildings or Head of Centre immediately. Contingency plans may need to be put in place until the damage has been dealt with.

8. DUST - EXTRACTION

Dust extraction systems have been installed in the D&T department on both sites. These systems are subject to an annual maintenance contract. This extraction equipment must be used whenever there is a risk of exposure to dust. Any faults or defects should be reported to the Head of Sites and Buildings as soon as possible.

9. DUST – EXPOSURE TO

The Head of Faculty should ensure that care is taken at all times to reduce unnecessary exposure to dust. A survey of dust exposure should be undertaken on an annual basis using personal dust monitoring equipment. Appropriate action must be undertaken to rectify any issues resulting from this monitoring.

10. ELECTRICAL EQUIPMENT - FIXED

The Head of Sites & Buildings will ensure that all fixed electrical equipment is inspected by a competent contractor on an annual basis.

11. ELECTRICAL EQUIPMENT – HIRED

All staff responsible for the hiring of electrical equipment must ensure that this equipment is inspected by the Hirer prior to use and at regular intervals within any maintenance contract.

12. ELECTRICAL EQUIPMENT - PORTABLE

Heads of Department are responsible for ensuring that all electrical equipment receives a portable appliance test at least once a year. All new electrical equipment should also be tested. Any equipment found to be faulty or non-functioning should be reported to the Head of Department or person responsible for the maintenance of the equipment. No attempt should be made to repair or modify any equipment without the approval of the Head of Dept.

13. EMERGENCY EXITS

All emergency exits will be clearly identified with emergency exit signs. Emergency exits must be kept clear of obstruction at all times. These exits and their locking devices will be checked on a monthly basis by the Sites & Buildings staff. Fire exit doors will be inspected by an approved contractor on an annual basis.

14. EMERGENCY PROCEDURES FOR THREAT OF EXPLOSION (gas leaks, bomb threat, chemical spillage etc.)

Head of Sites and Buildings and members of the senior management team should be notified immediately in the event of any emergency which may affect the safety of College users, buildings or property and evacuation procedures implemented when necessary.

See College Bomb Policy. See Emergency/Disaster Recovery Plan.

15. EMERGENCY EVENTS/ DISASTER MASTER PLAN

See College Emergency/Disaster Recovery Policy

16. EQUIPMENT

All equipment must be checked before use, and if found to be faulty, reported to the Head of Department. The Head of Department must ensure that all equipment is subject to a programme of routine maintenance and regular visual inspection.

17. EQUIPMENT - MECHANICAL

All mechanical equipment should receive an annual service once a year by an approved contractor. Any equipment found to be faulty or non-functioning should be reported to the Head of Department or person responsible for the maintenance of the equipment. No attempt should be made at repair or modification without approval. Mechanical equipment should only be used by competent trained or competent personnel. Staff must ensure that appropriate guarding is in place at all times.

18. EVACUATION ROUTES

Each room/area of the College is provided with a notice stating the primary evacuation route and the secondary evacuation route. All staff and College users must familiarise themselves with these routes.

19. EXPECTANT MOTHERS

The College must be notified immediately if an employee is expecting a child. The College will then ensure that a risk assessment is undertaken to identify any possible hazards or conditions, which may affect an expectant mother or her unborn child. The College has an obligation to take in to account any conditions that may affect a person's ability to undertake any task i.e. cramp, fatigue etc.

20. FIRE FIGHTING EQUIPMENT

The Head of Sites & Buildings will ensure that all fire fighting equipment, fire alarm systems, fire detection systems and emergency lighting are regularly checked and maintained by authorised contractors. See College Fire Policy which includes details of contractors.

21. FIRE PRECAUTIONS

In the event of fire, follow the instructions displayed in every room/area. All College users should be aware of the evacuation and fire procedures.

The Head of Centre will organise Fire Drills each term with no prior warning. Fire Drills should be recorded in the Fire Log by the Head of Sites and Buildings. Fire Marshall's will be appointed to each major area of the College. The designated fire officer for the College is the Head of Sites & Buildings.

The fire alarm is not connected to the Fire Station so a 999 call must be made.

22. FIRST AID SUPPLIES

A first aid box is located in each of the College main Offices and other main areas throughout the College buildings;

Any shortages of first aid materials must be notified to the Head of Sites and Buildings. No medication other than provided in the first aid kit should be used (see Policy on Administration of Medicine)

Any use of first-aid equipment must be recorded on form B1510.

23. FIRST AIDERS

Qualified first aiders are listed in the main offices and other designated areas.

If a qualified first aider is present, he or she should be referred to in the first instance following the injury.

A record of any treatment should be completed on Accident Form B1510.

Serious Injury

Where incidents occur beyond responsibility of a first aider, medical aid must be sought. Follow procedure on the notice board located in each room.

These instructions must be known, in advance, by all group leaders. In the event of an injury which results in an individual being admitted into hospital for more than 24 hours or being absent from work for more than 3 days.

Torbay Legal Services Department will be informed immediately by the Head of Sites and Buildings.

24. FOOD AND SAFETY HYGEINE

Where preparation of food is involved, all procedures concerning hygiene must be observed;

Personal hygiene: e.g. protective clothing

Kitchen hygiene: e.g. awareness of cleanliness within the working area

Staff who are required to handle food on a regular basis should obtain an approved Food Handling Qualification.

25. INSURANCE

Torbay Council's Public Liability Cover covers all College users however the loss or damage of personal belongings may not be covered by this policy.

26. LETTINGS

The lettings administrator will ensure that the hirer of the premises, for any event, is aware of his/her obligations under Health and Safety legislation and the College and the Councils Health and Safety policies where appropriate. Reference should be made to the terms and conditions set out on form BR 11.

The lettings administrator should inform all out of hours College users with regard to emergency and evacuation procedures. The group leader should have a clear understanding of these procedures and pass on this information to the rest of their group. Group leaders should acquaint themselves with the position of the fire-fighting equipment throughout the building, and be aware of all the fire exits.

27. LIFTS

Lifts are installed in various areas of the College. The lifts do not have a telephone communication system. Lone workers must avoid using the lifts at all times. All lifts are key operated. Keys can be obtained from the Head of Sites & Buildings. All lifts are subject to an annual maintenance contract.

28. LIFTING AND HANDLING

All employees have a duty to risk assess any problems or hazards, which may result from the movement of any item or load.

This written assessment should take in to consideration the following:

Does the item need to be moved?

Should specialist equipment be used?

Should more than one person be undertaking the task i.e. weight/size.

Identify any obstructions or hazards that may effect its correct movement.

29. LONE WORKING

The College has a responsibility to ensure the same standard of Health, Safety and Welfare for its entire staff including lone workers. Lone working should be avoided whenever possible.

If an individual has to undertake any task on their own there may be a need for specific training.

A written risk assessment should be completed before any work is undertaken, to identify any hazards associated with the task.

The individual should be informed as to the location of fire fighting equipment, first aid boxes, telephones and exits and any possible hazards or problems, which may arise.

They should be informed of any methods of communication that may be available i.e. radios.

Individuals should inform a second party of their working intentions, times and areas so that appropriate checks can be made if necessary.

It may also be appropriate to take in to consideration an individual's medical history.

30. MEDICINES

Parents must complete a form, ED1 S94, to allow staff to administer medicines (prescribed only). Medicines must be safely stored when not in use.

31. MINIBUSES

The College operates two 17 seater minibuses and also hires in additional minibuses on a weekly basis. The Head of Sites & Buildings is responsible for the annual servicing maintenance and repairs of the College buses. Staff are only insured to drive these minibuses for College related journeys. Staff need to pass the Devon County Council minibus drivers test and be over 21 before they are permitted to drive a minibus on College business.

32. NOISE

Care should be taken to restrict noise levels below 85 decibels. This can be readily gauged by tolerance level of the adult present. In certain circumstances the provision of ear protection equipment may be necessary.

33. OUT OF HOURS EMERGENCIES

In the event of an out of hours emergency i.e. minibus accident, missing pupil, access needed to premises etc. the out of hours contacts are Mr K Byrne, Head of Sites & Buildings and

Mr A Wotton, Assistant Head of Sites & Buildings. These numbers can be contacted 365 days a year, 24 hours a day. Their numbers are available from senior management or heads of faculty. **This is for genuine emergencies only.**

34. OUT OF HOURS USAGE

Any member of staff who organises activities outside normal College hours should take in to consideration any possible hazards which may affect the health and safety of any individuals involved in the activity i.e. maintenance work and cleaning operations.

35. PORTABLE APPLIANCE TESTING (PAT)

All electrical equipment must be subject to a testing regime. Equipment should be tested annually and detailed records kept of each test. New equipment should be tested before it is put in to use. IT, D&T and Science departments are responsible for the testing of their departmental equipment. The sites & buildings department are responsible for the testing of all other equipment throughout the College. Records of all testing must be forwarded to the Head of Sites & Buildings.

36. PERSONAL PROTECTIVE EQUIPMENT (PPE)

It is the responsibility of the Head of Department to ensure that personal protective equipment must be made available to any pupil or member of staff undertaking a specific task i.e. goggles, gloves, dust mask, protective footwear, overalls, aprons etc. Any concerns regarding the use or issue of such equipment should be referred to the Head of Faculty, Head of Centre or Head of Sites & Buildings. At no time should any individual undertake a task unless they have the appropriate PPE.

37. RADIATION

The radiation protection officer is the Head of Sites & Buildings.

38. REPORTING OF INJURIES DISEASES & DANGEROUS OCCURRENCES (RIDDOR)

All deaths, major injuries, accidents where a College user is taken to hospital and dangerous occurrences must be reported to Torbay Council's Risk Management team without delay.

39. RISK ASSESSMENT

The College has a system for written risk assessments. There are three basic assessments;

Room/Area, Task/Activity and Trips/Visits.

Risk assessment for room/area and task/activity should be reviewed annually or when circumstances change i.e when there is a change in procedure, there has been an accident or when an area has been altered etc.

Risk assessments for trips/visits should be completed before each trip/visit.

Risk assessment forms are available from the Head of Sites & Buildings.

If staff require any information or advice they should contact the Head of Sites & Buildings.

40. SECURITY

If any individual who is not clearly identified as a pupil, member of staff, contractor or visitor is seen on College premises, then this must be reported to main reception or a member of the senior staff. If no acceptable reason for being in the College is given, they should be asked to leave. If an individual fails to comply with this request, the police should be informed and asked to remove them from the premises.

Personal security is an issue for all College users. Staff employed at the College are expected to wear security badges when on the College premises.

41. SIGNAGE

Heads of Faculty will ensure that all appropriate signage is in place regarding departmental equipment or activities in line with current legislation. The Head of Sites & Buildings is responsible for all building related signage.

42. SMOKING

The College has a No-Smoking Policy. This policy prohibits smoking throughout the College grounds and vehicles parked within the College boundaries.

43. SPORT

Detailed reference to sporting activities is contained in Safe Practice in Physical Education.

44. SWIMMING POOL

The swimming pool is maintained by the Sites & Buildings staff. Water quality must be checked on a daily basis and maintained to the regulated standard. A record of these tests must be kept. Cleaning and maintenance should only be undertaken by an individual after another member of staff has been informed of their intentions to undertake this work. An adequate life preserver must be worn. Detailed information of the type and quantity of chemicals used must be kept in the plant room.

Curricular based and extra curricular activities must ensure the appropriate Life Saving Cover is provided at all times. All users of the pool should ensure that all correct Health and Safety procedures are adhered to.

45. TEMPERATURES

If staff have any concerns regarding the temperature of any part of the College premises they should contact the Caretaker via reception.

46. TRAINING

Heads of faculty should identify any training needs that may be required to improve health and safety in their faculty and within the College. All requests for training should be forwarded to Exec.

47. TRANSPORT

It is not advisable for staff to transport students in their own vehicles. Cars/drivers need to be sure they are insured to transport College pupils. Seatbelts must be used and car capacities should not be exceeded.

48. TRIPS/VISITS

All staff involved in the organisation of trips or visits must complete a written risk assessment before the activity, taking in to consideration any health and safety issues which may arise. These assessments can be obtained from the Health & Safety coordinator.

All trips and visits must be approved by the Educational Visits Coordinator (EVC) and the College Executive or in the case of foreign travel, the Governing Body.

See the College Trips/Visits Policy.

49. USE OF VDUs

Prolonged exposure to VDU's can be hazardous to users. Heads of Faculty should ensure relevant staff have access to eye-tests and that each workstation has been risk assessed. See College E Policy and Use of VDU's guidance notes.

50. VEHICLE MOVEMENT

Vehicle speeds are to be restricted to 5mph on College premises.

If possible deliveries should be organised so that they do not coincide with the start and end of the College day and break and lunch times.

Every effort is to be made to avoid the use of vehicles in pedestrian areas. If vehicles are to be used in these areas the hazard warning lights must be switched on and particular care and attention is to be taken when passing entrances and exits.

If a vehicle is to reverse on the College site then a second person must be used as banksman.

Extra care and attention must be taken in inclement weather as vision and braking may be impaired.

Staff and visitors should only park in the marked parking bays.

Turning areas and through traffic areas should be kept free of obstruction at all times.

If the driver of a vehicle has any concerns regarding any possible dangers they should undertake a risk assessment.

51. VIOLENT, AGGRESSIVE OR THREATENING BEHAVIOUR

The form B1 510 should be completed and a copy sent to the office manager. These forms are located in the College Offices.

52. VISITORS

All visitors to the College must report to the main reception. Visitors who will remain on site for any period or move around the College site, whether accompanied or not, should sign in and wear a visitor's badge.

53. WASTE

There are restrictions on the disposal of hazardous waste. Further advice is available from Torbay Council.

Rubbish should be regularly removed and quantities should not be allowed to accumulate as this may pose a health and fire risk.

Sanitary towels should be deposited in bins supplied in the female/girl's toilets;

There are bins on site for general waste, syringes or sharps should be placed in the specialist bins provided.

54. WATER HYGIENE

Hot and cold water systems throughout the College are checked on a regular basis by an authorised contractor. See College risk assessment for water hygiene.

55. WORK EXPERIENCE

The College is committed to ensuring the Health and Safety of pupils on work experience placements. The College employs Devon & Exeter Business Partnership to inspect health, safety and welfare arrangements at any premises/company which provides work experience placements.

56. WORKING AT HEIGHT

This includes portable ladders and stepladders. In the event of equipment being required for use within the College, permission must be obtained in advance from The Head of Sites and Buildings. Stepladders must only be used when a second person is available to foot the ladder. There may also be a risk of a fall from height which involves balconies or differing floor levels. All College users should make themselves aware of any dangers of a fall within the areas that they occupy.