



HEALTH AND SAFETY POLICY

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BIRKENHEAD SIXTH FORM COLLEGE

HEALTH AND SAFETY POLICY

1 INTRODUCTION

1.1 HEALTH AND SAFETY AT WORK ACT 1974

This Act places a duty on all employers to safeguard, so far as is reasonably practicable, the health, safety and welfare of all their employees. In addition to this, duties extend to cover the health and safety of persons (such as students, visitors and contractors) who are not employed, but who may be affected by the work activities undertaken.

1.2 GENERAL STATEMENT

The Principal and Governors of Birkenhead Sixth Form College Corporation accept responsibility under the Health and Safety at Work Act 1974, for providing a safe and healthy work place and working environment for all employees, students, visitors and other persons who may be affected by the college's activities.

All staff are considered to have a statutory responsibility under Section 7 of the Act to:

- i) take reasonable care for health and safety at work of themselves and any others who may be affected by their acts or omissions,
- ii) co-operate with their employer on Health and Safety issues,
- ii) ensure they do not intentionally or recklessly misuse anything provided by the employer in the interests of Health and Safety at work.

SIGNED: (Chair of Governors)

DATE:

SIGNED: (Principal)

DATE:

2 **ORGANISATION**

To achieve successful implementation of the Health and Safety Policy, there should be clear lines of communication throughout the organisation. Whilst the ultimate responsibility for Health and Safety remains with the employer, a wide range of duties may successfully be delegated, but duty to comply with statutory requirements cannot be delegated away from the employer.

The College is committed to the identification and sharing of best practice and continuous improvement in all its health and safety procedures.

2.1 **Management Chain**

See Appendices 1 and 2.

2.2 **Responsible Persons**

Mr T Behan Assistant Principal is the member of staff responsible for overseeing Health and Safety matters. Mrs. T. Adam is the College's Health and Safety Co-ordinator.

Any Health and Safety concerns should be reported immediately to either person so that prompt action may be taken where necessary. Mr Behan's office is situated on the C corridor in the main building: Mrs. Adam's base is in the 'A' room Science preparation area.

Mr. A. Smith (Premises Manager), Mrs T Adam (Health & Safety) and Mr. G. Thompson (Caretaker) are the College's First Aiders. Persons requiring First Aid treatment should be taken or sent immediately to them in their office next to the staff room. If they are unavailable, one of the Health and Safety team members should be contacted at once.

Mr. J. Noonan is the First Aider on duty when Adult and Community Education (ACE) classes are in progress.

2.3 **INFORMATION SOURCES**

Members of staff wishing access to Health and Safety information will find all documents available in the Health and Safety folders available from the Health and Safety Co-ordinator. These are for **REFERENCE ONLY** - the Health and Safety Co-ordinator will arrange for photocopies on request if needed.

All reports received from staff or students relating to (1) Health and Safety concerns and (2) the College environment will be logged and a record kept of steps taken to respond to them. Colleagues will be able, if they wish, to consult these logs, which will be kept in a file in the First Aid Room (for Health & Safety concerns) or the Premises Manager's office (for college environment reports).

The Health and Safety section of the staffroom notice board will be used to display current and updated Health and Safety information, additions to which will be brought to the staff's attention during weekly briefings, or by special supplementary bulletin if necessary.

2.4 **STAFF REPRESENTATION**

Staff should at all times feel free to raise any safety concerns with the Health and Safety Co-ordinator, either as individuals or through their professional association's Health and Safety representative. The Health and Safety Co-ordinator would be pleased to attend any meetings in an advisory capacity if required.

The college has established a Health and Safety Committee to oversee the development and implementation of the policy. The Committee has the following terms of reference: -

1. To emphasise the importance of individual safety and the role-played by individuals in creating a safe and healthy workplace.
2. To recognise and communicate the relationship which exists between the control of risks and the healthy and safety of staff, students, visitors and others.
3. To ensure that all areas of the college buildings, outreach centres and grounds comply with current Health and Safety legislation and all reasonable steps are taken to ensure they are well maintained.
4. To review and where appropriate amend on a regular basis the college's health and safety policy.
5. To meet each term.

2.5 **COLLEGE ENVIRONMENT**

The College recognises the need to maintain a comfortable and appropriate environment in which both teaching and learning may efficiently and enjoyably take place. Any concerns or suggestions in this respect should be directed to the Health and Safety Co-ordinator, who will record them and bring them to the attention of the Senior Management Team. As funds and priorities permit, the College will endeavour to respond to them as part of its resources development programme.

2.6 **MONITORING AND INSPECTION**

Staff should be aware that the College is subject to inspection by the Health and Safety Executive, and as a matter of principle and routine, Health and Safety procedures and arrangements will be regularly monitored internally in order to verify that they are being observed. Each subject area has specific responsibility for Health and Safety issues that are addressed in separate policies within each Department. These are reviewed and updated annually in consultation with the Health and Safety team.

The Premises team also complete regular inspections of all areas of the College environment, which are recorded and retained in the Premises Manager's office.

2.7 **NEW STAFF**

As part of the induction process for every new member of staff, one of the Health and Safety team will personally talk through the College's Health and Safety Policy with them, ensuring from the start that colleagues are in no doubt as to policy and procedure.

3 **ARRANGEMENTS**

3.1 **FIRST AID**

Regulations

The Health and Safety (First Aid) Regulations 1981 apply to all teaching and non-teaching employees in Education establishments.

Although students are not covered by the Regulations, in line with Department for Education and Employment guidance, first aid facilities and appointed first aid persons will be available in College. The college has assessed the level of first aid required as dictated by College size, layout and personnel available.

Appointed Personnel

- i) A trained First Aider should hold a Health and Safety Executive (HSE) approved certificate.
- ii) An appointed First Aider does not hold an approved certificate but has received the appropriate training.

Trained First Aiders

- | | | |
|------|-------------------------------|---------------------------|
| i) | Name | Mr. A. Smith |
| | Location | Premises Manager's Office |
| | Date of expiry of certificate | January 2009 |
| ii) | Name | Mr. G. Thompson |
| | Location | Premises Manager's Office |
| | Date of expiry of certificate | April 2009 |
| iii) | Name | Mrs T Adam |
| | Location | A room's Preparation area |
| | Date of expiry of certificate | July 2009 |
| iv) | Name | John Noonan |
| | Location | Premises Manager's Office |
| | Date of Expiry Certificate | January 2009 |

Appointed First Aiders

- | | | |
|----|------------------|--|
| a) | Name
Location | Vanda McEvoy / Ursula Weston
Learning Curve |
| b) | Name
Location | Rosemary Smith
Learning Curve |
| c) | Name
Location | Cheryl Price
Learning Centre Building |
| d) | Name
Location | Judith Roach
Opposite L6 teaching room |
| e) | Name
Location | Cath Audley
Teaching room C4 |
| f) | Name
Location | Linda Atkinson
Reception |
| g) | Name
Location | Patrick Riley / Frank Melia
Teaching rooms A5/A6 |
| h) | Name
Location | Adi Chapman
Student Services Base – F Corridor |
| i) | Name
Location | Zoe Griffiths / Tom Walker
Student Services Base – E Corridor |
| j) | Name
Location | Pauline Ashton / Jackie Naylor
Science Dept |
| k) | Name
Location | Steve Hafford
JPB |
| l) | Name
Location | Charles Rendle / John Noonan
Premises Manager's Office |
| m) | Name
Location | Tutors/staff
Outreach |

Location of First Aid Boxes

See Appendix 3.

Location of First Aid/Rest Room

The First Aid/Rest Room is located on the 'A' corridor.

First Aid Box Contents

See Appendix 4.

3.2 **CLINICAL WASTE**

In accordance with the "Duty of Care" Code of Practice, all swabs, tissues, etc used for First Aid treatment will be placed in the medical bins located in A. Smith's room and the First Aid/Rest Room.

Any contaminated sharps/needles will be placed in the sharps container located in the 'A' room Science preparation area.

3.3 **FIRST AID AWAY FROM COLLEGE PREMISES**

A travel first aid kit available from Alan Smith is to be taken by a member of staff when taking a group of students out of College. Both College mini buses have first aid kits, which are always kept in the bus.

3.4 **ANALGESICS**

College Policy is **not to issue analgesics or medicaments of any kind** to students. Students who require medication during College time should care for and administer their own medicines.

3.5 **ACCIDENTS AND EMERGENCIES**

No list of instructions can cover all eventualities and this section aims to make clear the general principles to be observed in dealing with accident and emergencies.

The main College office is to be regarded as the prime accident-reporting centre. In the unlikely event of there being nobody on duty, the Principal's, Deputy Principal's and Premises Manager's offices and the Staff Room, are all close by.

In the case of emergencies such as fire, gas or other leakages and bomb scares, the alarm bell will be sounded, and the college should be evacuated immediately, according to established routines.

At the level of accidents or emergencies occurring in a classroom or corridor, response should be swift and appropriate and help should be summoned if needed - the College has qualified First Aiders and a number of staff with recognised competence in First Aid.

Parents/Guardians should be informed where appropriate by the duty first aider.

3.6 **ACCIDENT REPORTING PROCEDURES**

All accidents and emergencies shall be reported at once, **WHETHER INJURY IS INVOLVED OR NOT**, to a responsible officer, a member of the premises team, the Health and Safety Co-ordinator or member of the Senior Management Team).

The standard accident report form should be obtained from, then completed and returned to the College's First Aider.

Notes should be made and the names of witnesses taken in case an investigation subsequently becomes necessary.

Accident details will be entered in the accident book (B1510), which is kept for a period of 3 years and is located in Alan Smith's office.

Any accident or incident that occurs on College premises and necessitate in the injured person being taken to hospital will be reported to the Learning Skills Council.

3.7 **FATALITIES, MAJOR INJURIES, DISEASES AND DANGEROUS OCCURRENCES**

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR 95) any happening classified in these regulations must be reported through the Health and Safety Co-ordinator to the Health and Safety Executive. Copies of the Regulations are available in from the Health and Safety Team. Reportable diseases, major injuries and dangerous occurrences most likely to occur on College premises are:

Reportable Diseases

- i) Chicken Pox,
- ii) CMV (Cytomegalovirus),
- iii) Food Poisoning,
- iv) Salmonellosis,
- v) Campylobacter,
- vi) Bacillary Dysentery,
- vii) Viral Gastro-Enteritis,
- viii) German Measles (Rubella),
- ix) Hepatitis A or B,
- x) HIV and AIDS ***,
- xi) Meningitis,
- xii) Tuberculosis,
- xiii) Leptospirosis,
- xiv) Legionellosis,
- xv) Tetanus.

Major Injuries

- i) fractures other than fingers, toes, thumbs,
- ii) amputation,
- iii) dislocation,
- iv) loss of sight (temporary or permanent),
- v) electric shock,
- vi) asphyxia, unconsciousness, or exposure to harmful substances, biological agents, toxins or infected materials.

Dangerous occurrences

- i) collapse or overturning of a lifting appliance,
- ii) major electrical fault causing fire or explosion,
- iii) unintentional release of anything likely to cause injury or damage to health,
- iv) medical treatment due to exposure to any substance or lack of oxygen,
- v) medical treatment due to pathogens or infected material.

In the event of a report of any of the above, immediate advice will be sought from the Health Authority, and appropriate steps will be taken to inform the College population of any precautions found to be necessary in the light of information received.

***** CONFIDENTIALITY IS A PARTICULARLY SENSITIVE ISSUE HERE AND ANY CASES ARISING WILL BE HANDLED CAREFULLY.**

4 **FIRE PRECAUTIONS**

4.1 **Regulatory Reform (Fire Safety) Order 2005**

The Regulatory Reform (Fire Safety) Order 2005 streamlines the current legislation (most notably Fire Precautions Act 1971 and Fire Precautions (Workplace) Regulations 1997) into a simplified single regime. Under the legislation Fire Authorities will no longer issue fire certificates, and those previously in force will have no legal status.

Responsibility for complying with the new rules will rest with a "responsible person" who will be the employer or any other person who may have control of any part of the premises. For many institutions this responsibility will be delegated to a named member of the Senior Management Team or Health and Safety Officer. The "responsible person" duties have been delegated to the Assistant Principal (Estates and Services) with support from the Health and Safety Co-ordinator.

The College already have in place comprehensive risk assessment arrangements to ensure compliance with fire safety legislation. These have now been reviewed and amended to address the new duties set out in the Regulatory Reform (Fire Safety) Order 2005. Wirral LEA Fire Safety Officer has also provided guidance, support and advice on the implementation of the new legislation.

4.2 **Fire Drills**

There will be at least one announced and one unannounced fire drill per academic year.

Evacuation times will be recorded in the Fire Log Book, which is kept in the main office.

4.3 **Fire Evacuation Procedures**

- In the event of an emergency, a loud alarm will sound continuously. When the alarm rings, the main priority is to leave the building **IMMEDIATELY**.
- If you are in a room with a fire door, then use that exit.

- If there is no fire exit door, then leave the room quickly and follow the fire evacuation signs to the nearest external door via the nearest staircase if appropriate. The door of the room should be shut behind you, but **NOT** locked.
- Walk to the assembly area car park, which is nearest to your exit.
- Staff and students who rely on lifts for access to the first floor, and who have their own lift keys, should proceed, as instructed during induction to the nearest safe haven and should wait there for assistance in evacuating the building.

DO NOT IN ANY CIRCUMSTANCES:

- Go to any other part of the college to collect personal belongings.
- Use the lifts.
- Re-enter the building unless given the all clear to do so.

4.4 **Means of Escape**

Regular inspections are made of means of escape to ensure that they are kept free from obstruction. If it is found that they are even partially blocked, for example, by furniture or rubbish, immediate action should be taken to clear the obstruction.

4.5 **Fire Fighting Equipment**

Fire fighting equipment is serviced on an annual basis. Location of fire extinguishers with inspection dates is kept centrally by A Smith. Fire fighting equipment, including extinguishers, blankets, hose reels and sand buckets will be checked for:

- i) its correct location,
- ii) freedom from vandalism,
- iii) freedom from obstruction.

In addition it will be checked that sand and water buckets are full and do not contain any rubbish.

Any defects or shortcomings should be reported immediately to a member of the Health and Safety Team.

4.6 **Fire Alarm Systems**

The fire alarm system will be tested at a pre-determined time on a weekly basis via a different alarm point on each occasion. This will be carried out by A. Smith.

This will ensure that in addition to checking the system as a whole, all call alarm points are checked on a regular basis. Any sounding of the alarm outside of the agreed time should be treated as an evacuation. Any visitors or contractors, on signing in at reception will be given details of evacuation procedures and will be informed of tests.

4.7 **Fire Drills**

Fire doors play an essential role in prohibiting the spread of smoke and fire, but only if they are closed and stay closed during a fire.

Fire doors must not be wedged open.

Colleagues should inspect all fire doors as well as door furnishings such as hinges, glazing, push bar mechanisms and self closing devices immediately within their area. Faults found in any mechanism should be reported for immediate attention to a member of the Health and Safety Team.

4.8 **Storage**

The guidance on storage is as follows:

Care must be exercised when storing combustible materials, e.g. paper, cardboard, wood materials. These materials should not be stored under stairs, in electrical intake cupboards, in boiler rooms or where they may be restricting access. Flammable products must be stored in a metal flameproof cabinet.

All staff have a responsibility for the safe storage of materials used in college. Flammable products should be stored in a metal flameproof cabinet located in the specialist areas using such products. All combustible materials should be carefully controlled and excess disposed of safely.

4.9 **Fire Action Notices**

These are placed in every teaching room, all offices, laboratories and each communal area. Details given include:

- i) what to do on hearing the alarm,
- ii) directions to assembly points.

If the notice is missing from any room it should be reported to a member of the Health and Safety Team who will arrange for a replacement.

4.10 **Display of work policy**

The College's guidance on displaying student's work is as follows:

Heads of Subject should carefully monitor displays, particularly on stairways, corridors and emergency routes.

The Fire Authority recommends a limited amount of display. There should be a display up to a maximum of 20% of the total surface area. Displays should be limited to 3m in length with a 1m firebreak between adjacent displays.

No display is allowed on protected fire routes, i.e. from teaching rooms on the first floor with only one escape route. Signs indicating "**Do not display work here**" and "**No storage here**" are clearly displayed. No display should be hung from light or other electrical fittings and must not obscure fire fighting equipment, safety signs, fire alarms or be placed near to heaters. Fire regulation notices must not be obstructed with display work.

4.11 **Fire Precautions**

The best way to fight fire is to prevent fires starting in the first place. Like all hazards, fire prevention depends upon identifying the risk, understanding it and devising and operating systems and procedures to reduce and eliminate the risk.

5 **ELECTRICAL SAFETY**

Regulations

The Electricity at Work Regulations 1989 apply to educational premises and place a duty on the employer to ensure so far as is reasonably practicable that, electrical installations and all electrical appliances are constructed, maintained and used so as to prevent danger.

5.1 **General Guidance**

No appliance will be used within the College if it has been deemed unsafe by the College's portable appliance tester. These appliances will be identified by a red label and the plug removed.

All staff will be made aware of the College system for removing defective equipment. All appliances passing the electrical inspection will be identified by a test label. All staff will carry out a visual check of any electrical appliance prior to use.

No repairs will be carried out (including changing a plug) unless that person is deemed competent to do so.

Staff must not bring personal electrical equipment into College. Basic electrical safety instructions will be made known to staff and students via subject area/departmental policies.

5.2 **Visual Inspection Checklist**

- Check equipment casing/body for signs of damage, such as cracks or holes.
- Check mains supply cable for signs of damage or wear.
- Check mains supply plug for damage to the pins, cover or cable clamp.
- Check the point of cable entry to the equipment is not loose.
- Check on/off switch for signs of damage or malfunction.
- Any defect should be reported to a member of the Health and Safety team.

6 **CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS (COSHH) 1994**

Regulations

The COSHH Regulations place a duty on the employer to assess the risks, to the health of employees and other persons, posed by the use of toxic, harmful, irritant and corrosive substances and to put in place systems or procedures to eliminate or control that exposure.

6.1 **Assessments**

For products purchased through recommended Purchasing Organisation, Risk Assessments have been carried out and are contained in the college COSHH handbook. Technical data sheets are available for all these products. Copies of relevant assessments are also kept within each department/subject area.

It is the responsibility of Heads of Subject to ensure that, for products purchased outside the consortium, Health and Safety Data Sheets are requested from either the supplier or manufacturer and Risk Assessments should be carried out when the products are used.

6.2 **Information**

Sufficient information will be given to all employees using harmful, toxic, irritant and corrosive products as regards to the safe use, handling, and storage and protective equipment/clothing to be used. Copies of assessments will be available to all employees and any additional information can be requested from the Health and Safety Team.

6.3 **Risk Assessment**

The Management of Health and Safety at Work Regulations 1992 place a duty on the employer to make a suitable and sufficient assessment of the risks to the Health and Safety of employees and also persons not in its employment, but who may be affected by the work activities at the College.

A risk assessment should involve identifying the hazards present in any undertaking and evaluating the extent of the risks involved.

Risk Assessments for hazardous activities should be carried out using the College Risk Assessment forms available from the Health and Safety Co-ordinator. Copies should be kept on file in each department and centrally by the Health and Safety Team.

Risk Assessments for building work, repairs and renovations must be carried out as required by the Construction (Design and Management) Regulations 1994 and the Management of Health and Safety at Work regulations 1992 (See Appendix 6), and also take account of the asbestos survey undertaken cross reference at paragraph 6.7.

6.4 **Fume Cupboard Ventilation**

Details of tests for fume cupboards and other local exhaust ventilation systems are kept by the Health and Safety Team. Copies of test results will be passed onto the Heads of Subject using these systems.

6.5 **Purchasing**

Health and Safety data sheets should be requested on order forms and non-hazardous products should be purchased if possible.

6.6 **Cleaning Products**

The Health and Safety Team will provide the necessary risk assessment on all cleaning products.

6.7 **Asbestos Management**

The Control of Asbestos at Work Regulations 2002 places a responsible on the College to reduce the risk of exposure to asbestos containing materials (ACM's) in the workplace. In compliance with these regulations a survey has been completed to identify the location and condition of any asbestos content within the College. The survey has identified areas where asbestos is present, which is completely safe and requiring no more than regular follow checks every six months by the premises team. Copies of the survey are kept by the Assistant Principal (Estates and Services) and Property Manager.

7 **VISITS**

Colleagues planning to organise or take part in field trips, visits abroad, or other off-premises visits under the auspices of the college should consult the publication: **“Educational visits, overnight stays and hazardous activities guidance notes”**. document for guidance and information on aspects such as:

- i) parental consent,
- ii) consent of the governors,
- iii) insurance,
- iv) accident and emergency procedures,
- v) leader qualifications,
- vi) planning and preparation
- vii) supervision,
- viii) advice on students with special needs
- ix) safety clothing and equipment
- x) notification / approval arrangements

Copies are available on Moodle and Assistant Principal (Estates and Services). The Health and Safety Team should be consulted if colleagues need advice or are uncertain about procedures. All documentation should also be referred to the Educational Visits Co-ordinator in the first instance (see Educational Visits Policy for further details).

8 **SECURITY**

See Appendix 5.

9 **WORK EXPERIENCE**

9.1 **Safety and Welfare of Students**

The College has responsibility for the safety and welfare of students engaged in educational activities including work experience. Any accident or incident, which are RIDDOR reportable, that occur during a students work experience placement will be investigated and a report forwarded to the LSC within 10 working days.

9.2 **Work Experience Risk Assessments**

The College have a contract with Liverpool Compact Education Business Partnership to:

- i) arrange for all new employers to complete a Health and Safety questionnaire which includes hazard identification,
- ii) arrange for companies defined as high risk occupational areas to be visited by a member of staff with appropriate training for the completion of the Health and Safety questionnaire,
- iii) check with employers whether any part of the work is prohibited or regulated for students under a particular age.

9.3 **Work Experience – College Responsibilities**

The College will:

- i) ensure, with the help of the Liverpool Compact Education Business Partnership, the suitability of all placements in respect of the age and declared medical history of the individual students concerned,
- ii) provide the employer with written information on any declared medical conditions, special needs or disabilities which would be relevant to their work prior to final placement confirmation and ensure that police clearance forms are completed as required,
- iii) prepare students in respect to Health and Safety procedures within the placement,
- iv) monitor placements and ensure that any concerns about the health, safety and welfare of students are reported to the College.
- v) should the above arrangements change in any way the College will take full responsibility for students on work experience.
- vi) arrange for the completion of student CRB checks.

10 **MINIBUS**

10.1 **General Information**

The College will ensure that:

- i) the vehicle has a current M.O.T. certificate,
- ii) the minibus is taxed and insured,
- iii) the minibus is serviced and maintained and records are kept,
- iv) a vehicle safety check is carried out at regular intervals,
- v) a booking system is in operation, and that the person who wishes to drive the vehicle is suitably instructed and familiar with all safe practices associated with the driving of the bus and the transporting of students.
- vi) there is a member of staff with responsibility for the minibus.

10.2 Minibus Drivers

The minimum age for staff driving the vehicle is 25 years. Staff must have at least two years driving experience before they can apply to drive the minibus. Changes in the licensing to drive minibuses from 1 January 1997 mean that:

- i) existing drivers who hold full entitlement to drive a car before 1 January 1997, will continue to be able to drive a 16 passenger seat minibus in Great Britain and throughout the European Community at least until their licenses expire,
- ii) drivers who pass their car test to obtain Category B entitlement on or after 1 January 1997 will only be able to drive vehicles with no more than 8 passenger seats. To drive vehicles between 9 and 16 passenger seats (Category D1) drivers will need to meet higher medical standards and take an appropriate test to obtain entitlement.

A fuller explanation of licensing related to minibuses is provided in a DVLA fact sheet "Driving in Great Britain INF.28".

10.3 Daily running checks

Drivers are responsible for carrying out daily running checks prior to use and:

- i) for checking that they are on the list of authorised drivers and the insurance covers them to drive,
- ii) ensuring they are familiar with the controls and driving characteristics of the vehicle,
- iii) ensuring rear doors are unlocked when carrying passengers,
- iv) ensuring no luggage obstructs the exits or gangways of the vehicle,
- v) ensuring windows are clean and free from cracks,
- vi) ensuring passengers are wearing their seatbelts,
- vii) speed limits,

	Without trailer	With trailer
Motorway	70	60
Dual carriageway	70	60
Single carriageway	60	50

Unless roads have speed restrictions then they will apply.

- viii) ensuring they are fit to drive. They should not drive if they are over-tired or feeling ill.

They must not consume any alcohol while driving the minibus or prior to driving.

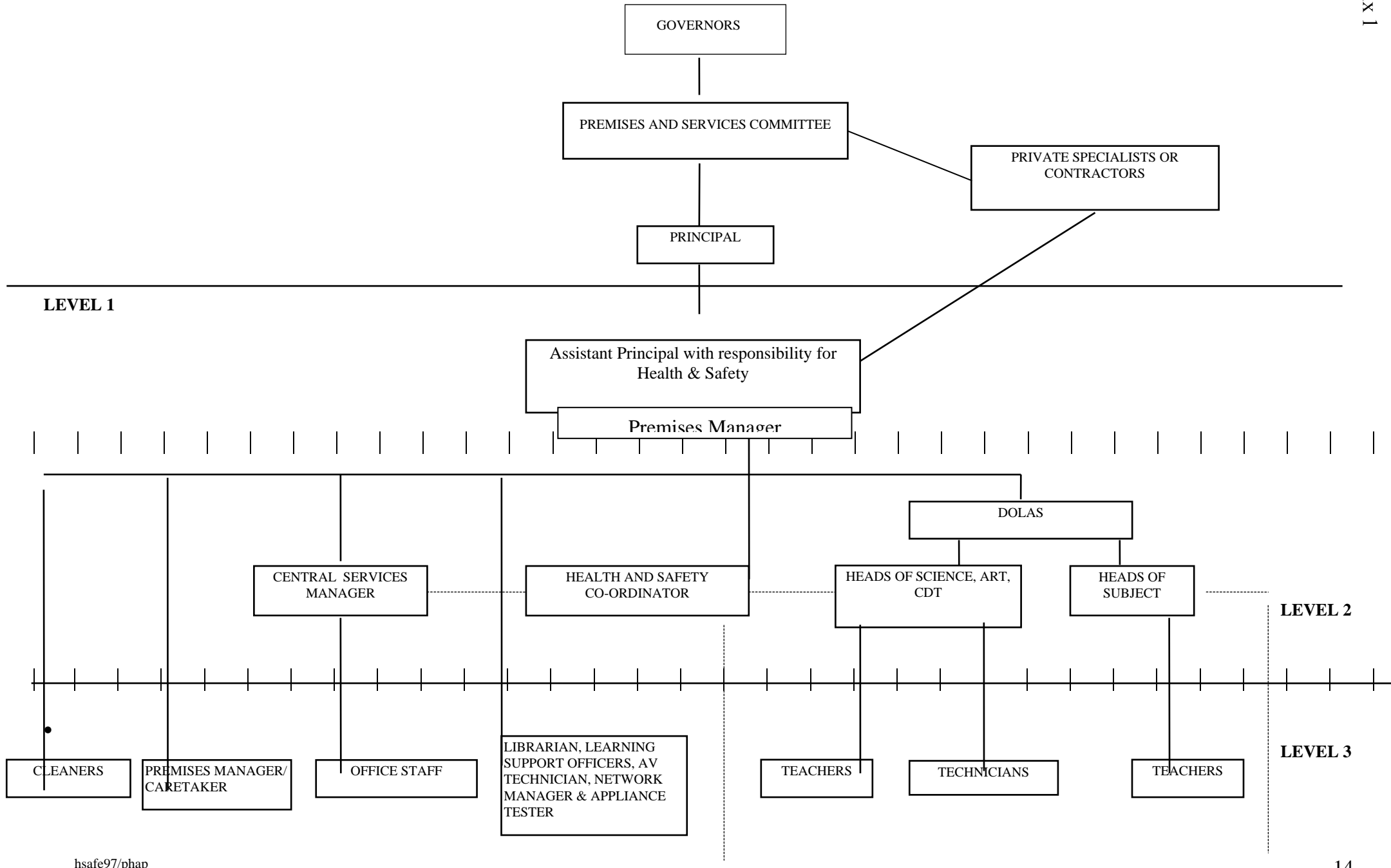
If the vehicle is found to be unsafe, it must not be used and any fault must be reported to a member of the Health and Safety Team.

10.4 Breakdowns

In the event of a breakdown, staff should contact:

- i) College (if the breakdown occurs in term time during College hours),
- ii) the breakdown organisation - Automobile Association (AA),
- iii) the person with responsibility for the minibus.

MANAGEMENT CHAIN FOR HEALTH AND SAFETY ARRANGEMENTS AT B.S.F.C.



Appendix 2

MANAGEMENT CHAIN **FOR HEALTH AND SAFETY ARRANGEMENTS AT BSFC**

LEVEL 1

- Take a day to day responsibility for all health and safety matters in college
- Liaise with Governors on policy issues

LEVEL 2

- Draw up departmental procedures and review manually
- Arrange for staff to be informed/trained
- Check procedures are followed in department
- Act on reports from Level 3 within agreed timescales and report problems to Level 1

LEVEL 3

- Check classroom/work area/laboratory is safe
- Check equipment used is safe before use
- Ensure safe procedures are followed
- Ensure protective clothing is used
- Report defects to Level 2
- Carry out special tasks, e.g. inspections, first aid
- Check on general classroom safety and report on any problems



FIRST AID BOXES are located:



In the Art Department C8 Storeroom



In the Main College Office



In the Science area Preparation Room



In the storeroom between rooms C4 and C5



In the Design Technology area.



In the Multigym area



In the First Aid / rest room between the A and C corridors

Appendix 4

FIRST AID KIT CONTENTS

College First Aid kits should contain the following items:

<u>Item</u>	<u>Quantity</u>
Guidance Card	1
Individually wrapped sterile adhesive dressing (plasters)	20
Sterile eye pads, with attachment	2
Individually wrapped triangular bandages	6
Safety pins	6
Medium sized individually wrapped sterile unmedicated wound dressings	6
Extra large sized individually wrapped sterile unmedicated wound dressing	3
Individually wrapped moist cleaning wipes	10

First Aid items not on the above list should not be used in college. Antiseptic lotions, creams and sprays should not be used.

Plasters are permitted; however always ask the patient if they normally have plasters applied, so that any allergic reaction can be avoided. Cotton wool is **NOT** recommended for cleaning wounds as it leaves fibres in the wound, which may in turn infect the wound further.

EMAS (Employment Medical Advisory Service) recommend tissues be used moistened with water and soap (if required) in preference to cotton wool.

SECURITY AT THE COLLEGE

Members of Staff are requested to read and observe the following basic security guidelines:

- 1 Visitors to college are required to sign in at the main office/reception and to collect a visitor's label/badge.
- 2 Strangers on site should not be ignored by staff/students. Visitors found not wearing ID badges and all unusual behaviour or suspicious circumstances should be reported to the main office that will contact a member of the SMT.
- 3 Members of staff are advised not to tackle intruders.
- 4 Valuable property must never be left unattended. Items such as video recorders, laptop computers and chemical balances should be locked in storerooms or safes when not in use.
- 5 Cars and bicycles should not be left unlocked in the college grounds.
Locking bars for bicycles are available from Alan Smith for a small returnable deposit.
- 6 Members of staff are strongly recommended not to bring valuable items into College and are advised to take proper care of them if they need to be brought in. *
7. At the end of the day all teaching rooms should be locked when vacated.
8. At the end of the day on Monday and Friday the caretaker will use the Yale locks to keep most external doors closed and staff will only be able to open these doors from the inside.
9. On INSET days the caretaker will close the gates to the main car parks at 9.15 a.m. and staff should take care to keep them closed until 4.00p.m.
10. There are CCTV cameras in operation on the site. In addition on Open Evenings and Parents' Evenings, for ACE classes, for Governors' meetings and for college evening performances, the car parks and college site will be patrolled.
11. For staff working in isolated areas there are personal safety alarms available on loan from Alan Smith.
12. During the holidays all doors to the college are kept locked and entry to the main building is via the main entrance. Members of staff are asked to make sure that the caretaker on duty knows where they will be working.
13. The Bromcom Alert button must only be used in extreme emergency and should never be used as a fire alarm warning.
14. All security incidents, suspicious circumstances or thefts must be reported to Alan Smith or George Thompson so that the incidents can be recorded in the security logbook.
15. At the end of each day some areas of college are locked and the security alarms are activated in these zones. Please check with Alan Smith which areas have been isolated if you intend to use the college beyond the end of the normal working day.

* Please note:

The college is not liable for, and is not insured for, the loss, theft or damage to any personal property brought into College.

If you have any concerns about security arrangements at any time, Ted Behan, Trish Adam, or Alan Smith would be pleased to talk to you about your concerns or any suggestions you may have to improve security.