



Health & Safety Policy & Procedures

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HEALTH AND SAFETY POLICY STATEMENT

Legal Undertaking

In accordance with its duty under Section 2(3) of the Health and Safety at Work, Act, 1974, and in fulfilling its obligations to staff, students, visitors, neighbours, contractors and the general public who may be affected by its activities, the Governing Body of Thornton College have approved the following statement of policy in respect of Health and Safety welfare and environmental concerns. The college takes due regard of the DfE non-statutory guidance "Health and Safety Advice on Legal Duties and Powers (2014)" Thornton College has a sensible and proportionate approach to health and safety management that promotes risk awareness rather than risk avoidance. The college uses the HSE 'Sensible Health & Safety Management in Schools'; as the primary regulator for H&S is the HSE. Due regard is also taken to the "Health & Safety: responsibilities and duties for schools" [updated April 2022] as available on the DfE website.

It is the aim of Thornton College Trustees & Governing Body, so far as is reasonably practicable, to ensure that:-

1. The working environment of all staff is safe and without risks to health and that adequate provisions are made with regard to the facilities and arrangements for their welfare at work.
2. The provision and maintenance of plant and systems of work are safe and without risks to health.
3. Persons who are not in our employ, who may be affected by our activities, are not exposed to risks to their Health and Safety.
4. Information, instruction, training and supervision is provided, as necessary, to secure the Health and Safety at work of all staff.
5. Arrangements for the use, handling, storage and transportation of articles and substances for use at work are safe and without risk to health.
6. Adequate information is available with respect to articles and substances used at work, detailing the conditions and precautions necessary, to ensure that when properly used they present no risks to Health or Safety.
7. There is suitable provision for the safe access and egress to and from all working areas.

The Trustees & Governing Body have direct concern for this policy and affords Health and Safety matters equal priority to other Management functions within the College.

Staff are reminded of the legal requirement to ensure that the College's Health and Safety Policy is observed. In particular, they are required:-

1. To take reasonable care for their own Health and Safety at work and of those who may be affected by their actions, or by their neglect.
2. To co-operate with their employer to ensure that any duty or requirement for Health and Safety, imposed upon their employer by law, is performed or complied with.
3. Not to intentionally or recklessly interfere with or misuse anything provided in the interests of Health Safety or Welfare.

Health and Safety Philosophy

Integral within the Thornton College pursuit of overall excellence as a place of total education, the Trustees & Governing Body are committed to high performance standards of Health & Safety. To this end a systematic approach to maintaining Safe and Healthy conditions for all persons who come into contact with the College, students, staff, contractors, visitors, or general public has been adopted.

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Achieving this goal has necessitated having in place systems for the assessment, risk prevention, control, monitoring and review of all aspects of Health & Safety.

The Trustees will use every endeavour to ensure that Thornton College continues to meet its legal and moral obligations through constant communication, consultation, and involvement of all staff and those who may be affected by our activities.

The Health and Safety standards achieved will be regularly reviewed taking into account the utilisation of external professional advice where deemed necessary thereby meeting any changing requirements at Thornton College.

Further detailed information regarding practical aspects of these aims is contained within our Health & Safety policy and procedures manuals.

COSHH Policy Statement

Thornton College understands its responsibilities under the Control of Substances Hazardous to Health Regulations (1988) and is taking all necessary steps to ensure that it complies fully, including ensuring that risks associated with hazardous substances are assessed, prevented where possible, recorded and documented.

Fire Prevention Policy Statement

Thornton College will maintain a proactive approach to fire prevention by the implementation of the separate Fire Policy.

The intention of this is to ensure that both the risk of fire and the risks arising from fire are minimised as far as practicable in order to comply with the relevant legislation.

Environmental Considerations Policy Statement

Thornton College will maintain a proactive approach to ensure that any release of smoke, fumes, odours, waste, etc., to air, land and water are both monitored and controlled thus meeting our obligations under the Environmental Protection Act (1990).

The intention of this is to ensure that by use or other controls, or where viable, alternative products and processes, both the risk of damaging releases and the damage arising from such releases are minimised as far as practicable. In this endeavour the College considers it has an equal obligation to internal, local and global environmental concerns.

Monitoring

The college has a positive culture and proactive approach to Health and Safety. Any inspections by outside professionals are encouraged and recommendations are taken seriously. The Trustees & Governors receive regular feedback on H&S actions each term by the Bursar through her reports. We have an H&S staff committee in school that meet termly to consult with management on H&S, monitor the effectiveness of H&S and highlight any concerns. Accidents are not only reported appropriately but they are followed up to understand any cause, identify any preventable risks and for safeguards to be put into place.

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*These rules are to be read in conjunction with, and to be considered part of, the Health and Safety Policy of **Thornton College Convent of Jesus & Mary**.*

Health and Safety Responsibilities

The Trustees

The Trustees hold overall responsibility for Health & Safety at the College.

The Governing Body

The Governing Body holds responsibility for resources and the successful implementation of the Thornton College Health and Safety philosophy. This includes ensuring that this policy remains dynamic and current.

Health and Safety Co-ordinator (Bursar)

Holds responsibility for the effective policy implementation and the functions relating to Health and Safety on an operational basis.

Health and Safety Administrator (Bursar)

Will ensure that the Health and Safety systems are successfully communicated and administered and that they form a fully integral part of the overall employee terms and conditions of employment. Particular attention should be given to relevant job descriptions, safety rules and provision of technical information and sources. There will be functional links and liaison on an operational basis, in order to perform this role, to the Health & Safety Co-ordinator (Bursar), the Headteacher of Thornton College, the Senior Leadership Team and various other Heads of Department, Medical Team, who hold specific Health & Safety responsibilities.

Training Co-ordinator (Head of Operations)

Will ensure that all employees are given suitable information instruction and training to allow them to carry out their respective tasks and job functions with due regard to their own and others safety and minimising risks. In particular the training co-ordinator will ensure that induction training is formalised. This applies not just to new staff but also to current staff in new tasks and appointments. Due regard will be given to ongoing refresher training. There is a functional link to the Health & Safety Co-ordinator (Bursar).

Food Hygiene Co-ordinator (Executive Chef Manager)

Will co-ordinate functions and activities to ensure that the College is meeting legal requirements as set out in Food Safety and Food Hygiene Regulations to minimise any risk; there is a functional link to the Health & Safety Co-ordinator (Bursar) for reporting purposes. Operational links will be required to the College Chefs and the outside catering company Harrisons, who hold monitoring and administrative responsibilities for food hygiene legal duties.

Fire Co-ordinator (Head of Maintenance)

Has overall responsibility for ensuring that effective fire procedures are formulated, recorded, effected and monitored. This relates to Evacuation procedures and in Fire Prevention. There are functional and operational links to the Health & Safety Co-ordinator (Bursar), external advisors and the Senior Leadership Team. There is also a functional link to the Health & Safety Administrator (Bursar) for ensuring appropriate records are maintained.

Emergency Procedures Co-ordinator (Headteacher of Thornton College)

Has overall responsibility for ensuring that effective emergency procedures are formulated, recorded, effected and monitored. There is a functional link into both the Health & Safety Administrator and Co-ordinator (Bursar) for ensuring appropriate records are maintained. This role may be delegated by the Headteacher of Thornton College to the Deputy Head.

Control of Substances Hazardous to Health (COSHH) Co-ordinator (Head of Operations)

Has overall responsibility for ensuring that risks associated with hazardous substances are assessed. Recorded, minimised and documented; there is a functional link to the Health & Safety Co-ordinator (Bursar) for reporting purposes. All Departmental Heads who are operationally responsible in terms of control for identified hazardous substances have a functional link into the COSHH Co-ordinator.

Executive Team

The Headteacher, Deputy Head and Bursar form the Executive Team of the school. The team meets at least weekly and H&S concerns will be discussed and appropriately scheduled on the SLT agenda. This includes monitoring the fire risk assessment and legionella controls.

Senior Leadership Team

SLT will hold overall responsibility for safe working practices and procedures within their areas of control. This would include identifying specific Health & Safety training needs and referring to the Training Co-ordinator.

Specific allocation of duties will be identified within the Health & Safety procedure manual. Functional links will be required to the Health & Safety Co-ordinator, Administrator, Fire Co-ordinator, and Training Co-ordinator.

SLT will review major Health and Safety concerns raised by staff, by the Executive Team and arising from the Health & Safety Committee and/or Operational Management Meetings. SLT's prime responsibility is to enable consultation and co-operation between Management and Staff and where applicable students, visitors etc. This will include the review of Health and Safety Policies and identified risk areas. Recommendations and serious referrals will be considered by SLT for final decisions to be agreed upon and recommended back to Governors Finance & Premises Committee.

Health & Safety Committee

The H&S Committee meet termly and includes those persons with particular high-risk areas or those with major H&S responsibilities, which is as follows:

- Bursar (Chair)
- Headteacher
- Head of Operations
- Head of Maintenance
- Head of Grounds
- Executive Chef Manager
- Boarding Representative
- Medical Team Representative
- Head of Science
- Head of Dance,
- Director of Sport

- Head of Art
- Head of DT

The committee covers the following areas on the agenda:

- Policies and procedures: H&S, Fire
- Review implementation of policies and procedures
- Set Key Performance Indicators and areas for improvement in relation to Health & Safety
- Monitor KPI progress
- Monitor Risk Assessment progress
- Report on any Health & Safety matters
- Security
- Training
- Report on annual checks in place

Operational Management Team

Health & Safety matters or concerns are highlighted at the Operational Management Team meeting, who meet bi-weekly. This is to promote Health & Safety matters within the College. Full minutes from this meeting are distributed weekly to SLT, where any major concerns will be discussed further. The Bursar always welcomes information and points for discussion.

Department Heads/ Subject Co-ordinators

- Ensure that risk assessments are in place for their departments.
- Ensure that all plant and equipment is used correctly and that protective clothing and equipment is provided and used when required.
- Understand the fire evacuation procedures and regularly checking that fire appliances are properly positioned and that gangways and fire exits are kept clear of obstruction to ensure safe evacuation.
- Ensure that all employees work safely, and do not endanger themselves or others including the general public.
- Report accidents and hazardous incidents to the Bursar.
- Ensure that adequate first aid facilities are available.

All Employees

It is the responsibility and a legal requirement of every member of staff (including sub-contractors), to co-operate with the Senior Leadership of the College to ensure the successful implementation of the Health and Safety objectives.

Teaching staff have specific responsibilities for ensuring students in their control are aware of safety rules, notices and procedures which directly safeguard their Health, Safety and Welfare. Specific rules and further detailed responsibilities are identified within the Health & Safety procedures which are detailed at the end of this policy.

Employees are duty bound to act responsibly and to do everything possible to prevent personal injury to themselves and to others. They must also safeguard all persons to whom the college owes a duty of care, namely people who may come into contact with their work; students, parents, visitors etc.

All employees are required to carry out their duties by following safe working practices. They must report to the Bursar any work situation which they consider represents a serious, immediate or long

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term danger to health and safety. This includes any shortcomings they have identified in the college's protection arrangements for health and safety.

All employees have a responsibility under the act to:

- Contribute and co-operate with risk assessments being carried out by the college.
- Take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work;
- Co-operate with the Health and Safety Officer and others in meeting statutory requirements. not interfere with or misuse anything provided in the interests of health, safety and welfare;
- Be aware of the effects on their students, contractors and the general public and ensure that they do not create hazards or endanger others by their actions and to always aim to minimise risk.
- Make themselves aware of all safety rules, procedures and safe working practices applicable to their posts and within the College's Health and Safety policy; where in doubt they must seek immediate clarification from the Bursar.
- Ensure that tools and equipment are in good condition and report any defects to the Bursar.
- Use protective clothing and safety equipment provided and ensure that these are kept in good condition.
- Ensure that offices, general accommodation and vehicles are kept tidy.
- Ensure that any accidents are reported whether or not an injury occurs, and potential hazards relating to it are reported to the Headteacher & Bursar.
- Use safe systems of work devised by the college involving:
 - Working with electricity
 - Manually handling loads
 - Using Display Screen Equipment
 - Handling chemicals etc.
 - Using dangerous equipment
 - Dealing with excessive workplace noise
 - Other hazards that show a significant risk to health and safety.
- Be familiar with and follow emergency procedures.
- Check areas and equipment are safe before commencing activities.
- Ensure exterior doors are locked to allow access only via the coded keypad entry system.
- Report hazards to to the Bursar.
- Encourage students and visitors to comply with the Health & Safety Policy.
- Exercise their awareness, alertness, self-control and common sense at work.

WHENEVER AN EMPLOYEE IS AWARE OF ANY POSSIBLE DEFICIENCIES IN HEALTH AND SAFETY ARRANGEMENTS SHE/HE MUST DRAW THESE TO THE ATTENTION OF THE HEADTEACHER & BURSAR.

Please note the following:-

1. It must be realised that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at an early stage.
2. Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards.

3. All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of employees.

Co-operation of Employees

All aspects of health and safety remain a management responsibility. However **a safe and healthy workplace can only be achieved with the full co-operation of every employee.**

Employees should not be in any doubt that the college will apply disciplinary procedures to any employee who is in breach of the college's health and safety policy. This includes any specific safe systems of work, instructions, training and procedures laid down for the protection of those involved in the college's operations, and for those who may become involved in them.

Planning - The elimination of risks in the workplace by careful selection and design of facilities, equipment and processes, together with effective control measures and training for employees.

If appropriate, the college will consider the risk to safety involved in:

- Dealing with physical, chemical and biological hazards, such as machinery safety, chemical safety, asbestos in the college building, water quality, and the use of radioactive material;
- Contractors working on site;
- Vehicle movements within the college grounds;
- Workplace arrangements, including housekeeping & classrooms;
- College trips;
- Centres licensed by the Adventure Activity Licensing Authority;
- Work experience arrangements;
- Violence to staff;
- College security;
- Stress management;
- Letting of college premises to outside bodies;
- Students with special needs, i.e. manual handling;
- Any other site specific issue.

Organisation - A review of the college's organisation including changes to ensure that responsibilities for health and safety are clearly defined at all times to all employees at every level.

Control - Ensuring that the safety requirements are implemented throughout the college by all employees and that training is regularly conducted in support of those standards.

Monitoring and Review - All job specifications will now contain reference to employees' safe practice. Regular reviews of Risk Assessments will be carried out by the Heads of Department/Subject Co-ordinators or the person responsible for them. The Bursar should be advised by e-mail if there is any action to take in respect of reducing risk by Management. These documents will form the basis for monitoring and review, to ensure that a credible standard of health and safety is achieved.

Random safety checks can be made by SLT at any time, but not less than once a term. This termly check will involve the Head of Operations and the Deputy Head. The checks will involve:

- Reviewing appropriate signage is in place
- Fire exits are clear from obstructions and in good working order
- Identify general safety concerns – such as trailing cables etc.
- Confirm staff in the areas audited have no safety concerns

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These will be reported back to the H&S committee and progress will be monitored on improvements to be made. Risk assessment to be updated with recommendations post audit and staff updated accordingly.

First Aid

The Medical Team co-ordinate first aid arrangements and baseline infection prevention. Control measures are in place to help manage the spread of infection. This includes providing hand sanitising gel and encouraging students to wash their hands.

There are functional links from the Medical Team to the Health & Safety Administrator and the Health & Safety Co-ordinator and the CPD Co-ordinator. For more details of First Aid arrangements see the appropriate section of the Health & Safety Procedures manual.

The names and locations of the current First Aiders will be displayed on the Health & Safety notice boards throughout the College.

First Aid is covered by a separate policy.

External Fire Policy Advisor(s)

The local Fire Prevention Officer is regularly consulted and inspects the premises. Further detailed information can be found in the Fire File which is situated in the Head of Maintenance's office.

External Contractor Co-ordinator – (Head of Operations)

The Head of Operations has overall responsibility for ensuring external contracts and sub-contractors are aware of their Health & Safety duties and responsibilities both to their own colleagues and to staff and students etc of Thornton College. All staff are to ensure that the Head of Operations is informed of any pending visit by external contractors. Contractors will not be allowed on College property without authorisation of the Head of Operations or Bursar. External Contractors are reminded that vehicles should not exceed a speed limit of 5 mph. Signs are displayed on entry to the college. External Contractors working regularly in school with opportunity of contact with pupils should be advised who the DSL is; pointing to them the information is available on our website. A code of conduct (covering behavioural boundaries) is given to all school bus drivers and is updated annually in line with any recommendations coming out of the KCSIE. Other contractors are given basic training through a safeguarding crib sheet outlining basic information on safeguarding practices.

Further information can be found in the Health & Safety Procedures Manual.

Health & Safety Management

The Governing Body has overall responsibility for the implementation of the policy and will ensure that sufficient financial provision is made available to support the policy. The college governors acknowledge their legal duty to notify the LEA and Health and Safety Executive of major incidents and dangerous occurrences. These responsibilities are delegated to the Bursar.

In order to achieve the aims and objectives of the health and safety policy these issues will be brought regularly to the attention of the Governing Body during Council meetings.

A copy of the policy is on the sharepoint drive. Updated policies are notified to staff at briefing.

Raising Grievances

An employee who is faced with a conflict between safety and the demands of his or her job should raise the matter immediately with the Headteacher & Bursar.

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Responsibilities of Staff towards Students and Others in their Care

All staff are responsible for the health and safety arrangements in relation to staff, students and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

- ensure the safeguarding of each and every pupil, paying due regard to the College's Safeguarding Policy
- exercise effective supervision over all those for whom they are responsible, including students;
- be aware of and implement safe working practices and to set a good example personally, identify actual and potential hazards and introduce procedures to minimise the possibility of mishap;
- ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards;
- provide warning notices and signs as appropriate;
- provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required;
- minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process;
- evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements;
- provide the opportunity for discussion of health and safety arrangements;
- investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action;
- provide for adequate instruction, information and training in safe working methods and recommend suitable "off the job" training;
- where private vehicles are used to transport children to and from college functions, staff should ensure that child restraints and seats appropriate to the age of the children concerned are used. This will include completing the appropriate form available from the Head of Operations and providing copies of your driving licence, current MOT and insurance certificate.

N.B. When any member of staff considers that corrective action is necessary but that action lies outside the scope of their authority, they should refer the problem to the Bursar.

Should a member of staff be on medication that may affect their ability to supervise children, then they should raise the matter immediately with the Deputy Head. If any member of staff has a medical condition that could result in an incident occurring in front of children or whilst on duty, they must advise the Headteacher of this. It is also suggested that you advise the School Nurse of any medical condition that could affect you at work. She will be the first person called in an emergency to attend to a medical emergency. Any appropriate action considered necessary will be the decision of the Headteacher.

Responsibilities of Students

All students are expected, within their expertise and ability, to:

- exercise personal responsibility for the safety of themselves and their fellow students;
- observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear and other items considered dangerous);
- observe all the safety rules of the college and in particular the instructions of the teaching staff in the event of an emergency;
- use and not wilfully misuse, neglect or interfere with things provided for safety purposes.
- take care when moving around the college and the grounds, using handrails on the staircases and ensuring that they do not run on slippery surfaces or up and down stairs or steps.

RULES

These rules are to be read in conjunction with, and to be considered part of, the Health and Safety Policy of Thornton College, Convent of Jesus & Mary

Health and Safety Rules

The Health & Safety Procedures detail the rules and standards which relate to all staff, students (where applicable) at work. It is the responsibility of all to obey these rules and to behave in a safe manner whilst at work.

Deliberate contravention of these rules shall be considered a breach of contract which could ultimately lead to dismissal.

The primary regulator for health & Safety is the HSE. It should also be borne in mind that contravention of the Health & Safety Legislation is a criminal offence and that a prosecution can be taken against any person by the enforcing authority.

Particular attention should be given to those rules, a breach of which constitutes gross misconduct. These are reproduced below.

Smoking is banned from all College buildings and grounds, but particularly within EYFS. Signage is displayed on entry to the college site and on entry to the buildings.

Any staff member, found to have acted in any one of the following ways, could be liable to summary dismissal:-

1. wilfully breaching the Safety rules or Safety Policy;
2. removing any guard or protective device without permission;
3. opening any machine, plant or equipment without authority;
4. misusing items provided for first aid and firefighting;
5. recklessly interfering with or misusing anything provided in the interest of Health, Safety or welfare at work;
6. defacing or removing notices, signs, labels or any other warning device;
7. misusing any chemical, flammable substance, toxic material, etc.;
8. smoking in buildings and grounds;
9. taking part in horseplay or practical jokes that could affect the health and safety of others;
10. making false declaration or interfering with evidence following an accident or dangerous occurrence;
11. misusing compressed air, electric or pneumatic equipment'
12. overloading lifting equipment.

This list is not exhaustive.

ARRANGEMENTS

*These arrangements are to be read in conjunction with, and to be considered part of, the Health and Safety Policy of **Thornton College Convent of Jesus & Mary**.*

RISK ASSESSMENTS' POLICY

Risk assessment is the process by which the majority of accidents and incidents can be foreseen and prevented. The aim of this policy is to ensure that the school takes an active approach to managing risk, thereby reducing the likelihood that students will be harmed through negligence and lack of foresight or proper planning. This process will reduce all reasonably foreseeable welfare issues that are relevant to the college.

There are two main types of risk assessment, generic and specific. Generic risk assessments should be completed for hazards and activities that are common throughout the college. Specific assessments should be completed for particular tasks, procedures, equipment, locations and educational visits, which have specific or significant risks. The college uses the HSE 'Sensible Health & Safety Management in Schools'.

The essential steps that are taken in order to comply with this policy are:-

1. Identify the hazards to health or safety arising from the activity, learning environment or setting.
2. Decide who might be harmed and how.
3. Evaluate the risks and decide whether existing precautions are adequate or more needs to be done.
4. Record your findings.
5. Review your assessment and revise it if necessary.

High risk departments have their own Health and Safety Policies and these departments may choose to include their risk assessments within the overall departmental Health & Safety Policy Document.

Hazard and Risk

Hazard: A hazard is something with the potential to do harm.

Risk: The risk is the likelihood that actual harm will occur.

Hazard Identification

Identify all the hazards relevant to the activity, task, room or area. This should include a VDU assessment, manual handling and any COSHH risks identified.

Specific hazards should be assessed on a separate risk assessment form and cross-referenced with this document. Risk assessment templates are available on the Parago Civica software programme.

Hazards to consider includes for hazardous substances, biological agents, display screen equipment, manual handling operations, lifting and handling of students and some locations beyond the college boundaries, slipping or tripping hazards, electricity, noise, dust, temperature extremes, fire/explosion, portable tools, machinery, pressure systems, compressed gases, working at heights, confined areas, vehicles, lone-working, out-of-hours working, irregular or unusual activities such as maintenance or repair work.

Those Affected

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Consider students, teachers, trainees, expectant mothers and also those who may not be directly involved with the activity but who may still be affected by the process. This may include cleaning or office staff, contractors or parents. If beyond the college boundaries this may include members of the public. Consideration needs to be given as to what information should be made available and how will this be communicated to those at risk. Training and supervision may be a requirement.

Risk Evaluation

Evaluate the risks (low/medium/high) in terms of 'likelihood' against 'degree of harm' to which individuals might be exposed. This will be a subjective evaluation but should be used to give an indication of the priority with which the risks need to be addressed. Where risks are already controlled, monitor the effectiveness of the control to decide whether they are sufficient. Where the risks to individuals are thought to be medium or high, additional control measures must be considered.

Risk Control

Decide what controls are necessary to reduce the risk to individuals.

The steps to controlling the risks are as follows:

- **Avoid the hazard** – can the hazard be avoided or altered to reduce the likelihood or risk.
- **Substitute or replace the hazard**
- **Procedural controls** – can the procedure be altered to avoid or reduce the risk? Can the individual be removed / distanced from the risk? Can the activity be carried out at a time that would have a lesser impact on others?
- **Child management** – make sure you and your staff are aware of each child's needs
- **Setting management** – such as the monitoring of exits and entrances.
- **Additional equipment/staff** – can a lifting device or an additional person be utilised to avoid or reduce the risk?
- **Personal Protective Equipment** – consider the value of using such things as gloves, over garments, hat, goggles, ear defenders, footwear etc.
- **Emergency procedures** – have contingencies in the event of things going wrong such as an accident, incident or fire.
- **Health surveillance** – consider whether staff or students are physically able or sufficiently fit to engage in the planned activity.

Monitor the control measures you have instigated to control the risk, to ensure that they are effective and implemented correctly.

Risk assessment forms and examples are available on the Parago Civica website.

Summarised Methodology in Preparing a Risk Assessment

A risk assessment form is a record of your findings. It is your responsibility to ensure that you reduce the risks to prevent where possible. These risk assessments should be saved in staff own area and edited as appropriate in relation to their room or task.

1. **Identify risk** – The risks in the room, area, task or activity should be identified, systematically checking for possible physical, mental, chemical and biological hazards.
2. **Decide who may be harmed** - assess risks faced by staff, visitors, students, parents and other members of the public.
3. **Evaluate & Risk Control** - Assess the risks and take action - consider how likely it is that each hazard could cause harm. This will determine whether the risk can be reduced. Even

after all precautions have been taken, some risk usually remains; however, in determining whether each remaining hazard poses a high, medium or low risk should determine whether further action is necessary.

4. **Record the findings** – in the form of a risk assessment. The aim is to reduce the likelihood of harm occurring to as low as reasonably practicable. The risk assessment should state what is now in place not what should be in place.
5. **Review the risk assessment** – This is necessary to ensure that agreed safe working practices continue to be applied and take account of any new working practices or equipment.

A copy of the risk assessment for the room or activity should be completed using the Parago Civica system or by uploading to the files section of the Health and Safety Team. Jane Holliday in the front office, monitors and keeps a log of all risk assessments given. Please forward any copies to any staff who may be affected by the risk assessment. Please e-mail the Head of Maintenance (cc-ing in the Bursar) regarding any H&S issues or concerns that are raised in your risk assessment. (For example: a broken socket or potential trip risk.) All risk assessments are stored centrally with Teams and on the Parago Civica programme.

Assessment Review

The assessment must be reviewed periodically to ensure it remains relevant and effective. In addition, the assessment must be reviewed if there are any significant changes to the activity such as different children or staff, new procedures, medical reasons, substances or equipment. All staff to whom the risk assessment affects should ideally sign the risk assessment or alternatively the RA should be emailed to all relevant staff and a copy of the email attached the RA. Currently all risk assessments are reviewed by staff annually in September each year; however, we are reviewing this and looking to spread this over the year so not to impact staff workload as much.

MEDICAL/ FIRST AID ARRANGEMENTS

It is the policy of the College to provide adequate first aid facilities for all its staff, students, visitors etc.

The First Aid Co-ordinators (Medical Team) are responsible for ensuring that the appropriate first aid equipment is maintained and suitable. Furthermore they are responsible for ensuring that all relevant notices, records etc. are maintained. The College Medical Team are responsible for supplying relevant medical information to staff.

Students with specific medical or care needs will be covered by their IEP.

Further details of these arrangements are to be found within the Health & Safety Procedures, Medical Policy and Medical Handbook.

There are a number of other staff trained in first aid. The details of the training is listed at Appendix 1. It is the responsibility of the CPD Co-ordinator to ensure that training is kept up to date.

FIRE AND EMERGENCY ARRANGEMENTS

It is the policy of the College to ensure that adequate arrangements are in place to deal with fire and other emergency situations. Please refer to the separate policy relating to Fire and Emergency Evacuation Procedures.

A list of emergency contact numbers for a Health & Safety emergency are held by the security team, Head of Operations and Bursar. The Critical Incident Policy will be used of appropriate – where emergency contacts are also listed.

EMERGENCY ALERTS

Emergency Alerts is a new service from the UK government. It's expected to launch in 2023.

Emergency alerts will warn you if there's a danger to life nearby.

In an emergency, your mobile phone or tablet will receive an alert with advice about how to stay safe.

When you get an emergency alert

Your phone or tablet may:

- make a loud siren-like sound, even if it's set on silent
- vibrate
- read out the alert

The sound and vibration will last for about 10 seconds.

Stop what you're doing and follow the instructions in the alert.

Sometimes an alert will include a phone number or a link to the GOV.UK website for more information.

If you're driving or riding when you get an alert:

- Find somewhere safe to stop before using your phone or tablet.
- It is illegal to use a hand-held device while driving or riding.

If you want to see an alert again

You can find [current alerts](#) and [past alerts](#) at gov.uk/alerts.

You can also search for them on your phone or tablet.

If you get reminders about an alert

Android phones and tablets may get more than one reminder about the same emergency alert. To turn these reminders off, search your settings for 'emergency alerts'.

Reasons you might get an emergency alert

The government and mobile phone networks are testing emergency alerts.

If there's a test in your local area, you might get an alert.

You may also get an alert if you travel through a test area during a test.

When the service is live

You may get alerts about:

- severe flooding
- fires
- extreme weather
- public health emergencies

Emergency alerts will only be sent by:

- the emergency services
- government departments, agencies and public bodies that deal with emergencies

For most people, the chance of receiving an alert will be low.

How emergency alerts work

Emergency alerts work like a radio broadcast.

In an emergency, mobile phone masts in the surrounding area will broadcast an alert. Every compatible mobile phone or tablet in range of a mast will receive the alert.

What you need to know

The emergency services and the UK government do not need your phone number to send you an alert.

You will get alerts based on your current location – not where you live or work.

No one will collect or share data about you, your device or your location when you receive an alert.

You will not get alerts if your device is turned off or in aeroplane mode.

Emergency alerts are free. You do not need to sign up for them or download an app.

You can [opt out of some emergency alerts](#), but you should keep them switched on for your own safety.

Phone handsets and devices

Make sure your device has all the latest software updates.

Emergency alerts work on:

- iPhones running iOS 14.5 or later
- Android phones and tablets running Android 11 or later

If you have an earlier version of Android, you may still be able to receive alerts. To check, search your settings for 'emergency alerts'. It may be worth considering upgrading your device.

Mobile phone networks

- Emergency alerts work on all 4G and 5G phone networks in the UK.
- Phones and tablets connected to a 2G or 3G network will not receive emergency alerts.
- Emergency alerts do not cause, and are not affected by, busy phone networks.

If you cannot receive emergency alerts

- The emergency services have other ways to warn you when lives are in danger.
- Emergency alerts will not replace local news, radio, television or social media.

Thornton College do not take any responsibility for you receiving Government alerts on personal devices. The College will take decisions on how we manage any such alerts as appropriate and this may be considered a Critical Incident; in this case reference will be made to the Critical Incident Policy.

OFF SITE

All staff who visit other premises, sites, etc. shall ensure that they, and any students under their control, comply fully with any further rules and regulations which are notified to them for the furtherance of Health & Safety. Managers of these such visits are responsible for both obtaining, distributing and ensuring compliance with the rules within their area of control.

Teaching staff have specific responsibilities when on external visits with students. Weekend visit arrangements are the specific responsibility of the Boarding Housemistress. Further Details are in the relevant sections of the College Health & Safety Procedures.

ACCIDENTS AND INCIDENTS ARRANGEMENTS

It is the responsibility of all staff, students, visitors, and contractors etc. to ensure that all accidents, however minor, are reported in accordance with College procedures. All members of staff should be particularly aware of their responsibilities. The accident book is located in the Medical Centre. The Medical Team have specific responsibilities for ensuring the appropriate documentation is completed. Further details of these are in the College Health & Safety Procedures– please see page 27.

In the event of an unforeseen occurrence reference must be made to the Headteacher, Deputy Headteacher or Bursar. The Bursar must be advised by email if not spoken to.

When on a school trip a mobile phone will be provided, to ensure that emergencies can be dealt with appropriately. For staff, particularly with the Sports Department, working in the grounds a radio is available for use to contact either security, the medical team, maintenance or the front office.

PERSONAL PROTECTION EQUIPMENT

The College has a policy of, and accepts responsibilities for, issuing all personal protection equipment deemed necessary. It is the duty of all Staff and Students not to misuse and to correctly utilise any equipment issued to them in accordance with instruction and training which has been given. Further details are contained within the College Health & Safety Procedures Manual. Staff have a duty to request suitable PPE if they deem it necessary.

MOVING VEHICLES AROUND SITE

The maintenance team use a tractor and two ride-on mowers. This equipment is not used during break and lunch times within areas that the children play. A risk assessment has been prepared and staff are fully aware of their responsibility to watch for children who may be out of bounds under our supervision of children policy. All vehicles on site are required to move at slow speeds. Signs are displayed on entry to the college. Minibuses and cars do move about the site during the college day, however these are driven by staff and within designated areas. At the beginning and end of the college day parents drop off and collect students from the front of the college using separate locations for entrance and exits. Parking for all vehicles is provided at the front of the building, in a car park facility located to the right of the entrance and also on the upper car park area. All these locations are away from the children's play areas.

Children in EYFS and KS1 are collected from the Claudine Thevenet Building and KS2 from the fountain lawn. All preparatory children are supervised by their teachers until parents arrive. Senior students should wait in front of the college and are advised to take care at all times. Staff are on duty monitoring this area at the end of the college day. The college buses are located to the side of the college in their own designated area. Children are sent out to the college buses in groups to their designated bus and are supervised by a member of staff in the bus park. Young children are escorted to the bus and strapped into their seats. Other students are given regular safety advice in relation to taking care in the bus areas. Further detail is within the College Travel Plan shown at appendix 2.

SAFE WORKING

The College has a policy of assessing and monitoring the workplace in order to be able to ensure that all persons affected by its activities are fully aware of any risks to their Health & Safety. Achieving this will be by a combination of formal Safety audits, risk assessments and vigilance by Staff at all levels together with an established reporting system. The Senior Management Team will ensure any deviations, anomalies, etc. are carefully discussed and procedures instigated. In this way the ongoing commitment to prevention by devising, implementing and monitoring procedures designed to achieve its goal of a safe working environment will be maintained.

Thornton College Health & Safety Policy

Written details of these procedures or their location are to be found in the College's Health & Safety Procedures Manual. They include:-

- Detailed structures and responsibilities
- Rules
- Risk Assessment and Prevention
- Arrangements for emergencies, visitors, sub-contractors
- Training
- COSHH
- Personal Protection Equipment
- Safe working procedures including external college trips, safe driving of college transport
- Welfare Arrangements
- Environmental considerations

SWIMMING POOL

The College believes that all children should learn to swim as soon as possible. We are fortunate in having our own outdoor heated swimming pool and are therefore able to arrange weekly class swimming lessons for all of its students from Year 1- Year 11 during the summer term.

Health and safety is of paramount importance. The swimming pool is always kept locked and alarmed. Students are not allowed to swim without staff supervision. Two staff are always present during lessons, one of which is a trained teacher in STA Swimming Teachers' Pool Safety Award or a Swimming Teaching Qualification.

Responsibilities:

The Swimming Coordinator

The Head of PE is the Swimming Coordinator at The College. They are responsible for applying the swimming pool safety policy and procedures and reporting Health and Safety matters to the Bursar. These duties comprise:

- The physical security of the pool site is maintained to prevent unauthorised access by students or others
- The proper operation of the facility
- Providing, implementing, monitoring, recording and reviewing risk assessments
- Recording and reviewing pool safety operations - both the Normal Operating Procedures (NOP) and Emergency Action Plan (EAP)
- Monitoring and recording staff training
- Swimming pool related communications with staff
- Conditions of pool use by college staff and students. Ensuring that students follow instructions and behave responsibly

The NOP and EAP documents can be found in the health and safety procedures section and are saved on the staff intranet.

The Bursar

As College Safety Coordinator, the Bursar works closely with the Head of Operations/Head of PE in maintaining pool safety. They are responsible for ensuring that:

Thornton College Health & Safety Policy

- Ensuring that recommended life-saving equipment is maintained
- Ensuring that there is an emergency radio available within the PE department
- The water quality is maintained in a safe and hygienic condition. Water is sampled weekly by the maintenance team for Total Dissolved Solids, Total Alkalinity and Total Calcium. The micro-biological testing is maintained monthly by an outside agency during pool use times and records maintained.
- Pool chlorine & pH levels are checked every 2 hours when the pool is in use and remedial action taken where necessary.
- Temperatures are tested daily.
- The pool plant operates safely and effectively and is regularly maintained and serviced
- The facility is regularly cleaned and appropriately maintained
- The pool is always closed if the water quality or chlorine sample causes concern and not re-opened until remedied.
- Depth markings are clearly visible.

A member of the Estates Team has attended an accredited course in swimming pool maintenance. Untrained members of staff are not allowed to carry out maintenance of either the pool, or of its plant.

Risk Assessment and Normal Operating Procedures

Risk assessments should be prepared by the Swimming Co-ordinator/Head of PE covering the normal uses of the pool. See the Risk Assessment Policy for more information. These assessments should be included on the college Risk Assessment Register and should be reviewed on an annual basis or more frequently if there is an incident or if changes are made to the buildings or operating procedures.

The assessment will include issues such as security, supervision, water quality, emergency arrangements and risks presented by specific activities etc.

These assessments should be used as the basis for the Normal Operating Procedures which will detail how the pool will be operated to achieve safe conditions.

Further information on this subject can be found in the ASA Guidance for College Swimming

Leisure Use of the Pool

Members of staff and parents may use the college's pool outside of normal college hours on condition that they undertake to follow the NOP and in particular, undertake not to swim on their own. All persons using the pool for personal use do so at their own risk. Before using the pool you must check with the Head of Operations that the water is safe to do so. At times the pool will be out of action, when chemicals levels are being added and monitored.

First Aid and Emergency

A specific emergency action plan (EOP) should be followed in the case of an emergency.

A member of staff who is qualified in First Aid is always present when students use the pool. First Aid boxes are located at the poolside. The contents are replenished as items are used and receive a full check annually by the College Medical Team.

Signed

Sr Helen Mary Haigh
Chair of Governors

Date

STRUCTURE & RESPONSIBILITIES

These structures and responsibilities are to be read in conjunction with, and to be considered part of, the Health and Safety Policy of Thornton College of Jesus & Mary

CHAIRPERSON – TRUSTEES & COLLEGE GOVERNING BODY

The College Governing Body's Health and Safety responsibilities are to ensure that:-

- a) the College policy for the prevention of injury, ill Health and damage is initiated;
- b) the policy is effectively administered, monitored and that necessary alterations are made to the policy to reflect changes in legislation or College development;
- c) all levels of employees receive adequate and appropriate training in their tasks;
- d) the relevant legislation is complied with in all the College's areas of operation;
- e) sound working practices are observed;
- f) arrangements are made to safeguard and promote the welfare of students at the college, following guidance issued by the Secretary of State. Please see Safeguarding Child Protection Policy.
- g) the college has regard to Keeping Children Safe in Education (2021) (KCSIE) and Working Together to Safeguard Children (2018) (WT). Please see Safeguarding Policy.
- h) allowances are made in tendering, planning and production processes for the provision of adequate welfare facilities and the necessary equipment to avoid injury, ill Health and damage;
- i) Health and Safety activities are co-ordinated between all contractors working on the same site;
- j) all accidents and incidents are correctly reported and recorded and that action is taken to prevent a re-occurrence of the accident or incident;
- k) disciplinary action is taken against all employees who do not comply with the requirements as detailed in the policy documents;
- l) liaison with external Safety and Health organisations is instigated;
- m) pertinent information is distributed throughout the College;
- n) adequate funds are made available to meet the requirements of the policy;
- o) the appropriate insurance cover is provided and maintained;
- p) provision is made at meetings for discussing Health and Safety;
- q) a statement on Health and Safety is included in the College's annual report.

HEALTH & SAFETY CO-ORDINATOR - BURSAR

The Health & Safety Co-ordinator ensures the effective day to day organisation of those Health & Safety responsibilities held by the College Governing Body listed above are adequately and efficiently carried out. Further this will require that:-

- a) The Bursar understands the College's Health and Safety Policy and appreciates the allocated responsibilities;
- b) The Bursar will ensure sufficient risk assessments are completed to ensure that the College's responsibilities for the Health, Safety and Welfare of all persons affected by it are discharged;
- c) The Bursar will undertake training as required to adequately discharge the duties involved.

- d) The Bursar sets up suitable responsibility structures and reporting systems to ensure efficient operation of the policy.

HEALTH & SAFETY ADMINISTRATOR - BURSAR

The Health & Safety Administrator's Health and Safety Responsibilities, to the College Governing Body are to ensure that:-

- a) The Bursar understands the College's Health and Safety Policy and appreciates the allocated responsibilities;
- b) the Policy is effectively implemented in all functions under their control;
- c) responsibilities are correctly assigned and accepted;
- d) first aid facilities are available at all times;
- e) the arrangements for Fire Precautions are in conformance with the Fire Certificate;
- f) all equipment on the premises is safe, guarded in accordance with the relevant legislation and has the required certificates of inspection or examination. This includes any Personal Protection Equipment which has been issued;
- g) that risk assessments have been recorded;
- h) that relevant Health & Safety information is collated and distributed to those most concerned by the contents.

CORPORATE

Full and final responsibility for Health & Safety rests with the Trustees of the College notwithstanding duties delegated to other individual or groups. It will act with due diligence to ensure that all effective planning, organisation, control, monitoring and reviews of preventative and protective measures take place.

ADVISERS

The term "adviser" shall be treated as meaning any person or group, not employed by the College, having an active input to the Health & Safety policies and actions of the College. All persons appointed by the College to act in this capacity shall be supplied with all necessary co-operation, information and allowed access to enable them to carry out their duties competently.

Persons so appointed shall have sufficient training, experience and qualifications required by law to act in this capacity.

Advisers should be reminded of their responsibilities as sub-contractors and visitors as defined below.

INDIVIDUALS

All persons having an effect upon the general Health & Safety of Thornton College Convent of Jesus & Mary have a duty both to themselves and others to ensure that they act at all times in a manner which does not cause or ignore unacceptable and avoidable levels of risk.

There is a structure within the College reproduced opposite for assessment, monitoring, reduction and recording of all risks. It should be remembered by all that only by effective and prompt use of the structures in place can risks be kept to a minimum. Those whose responsibilities are in monitoring and recording will ensure that structures remain effective and dynamic.

HEALTH AND SAFETY RULES

*These rules are to be read in conjunction with, and to be considered part of, the Health and Safety Policy of **Thornton College Convent of Jesus & Mary**.*

EMPLOYEES

Introduction

This section details the rules and standards which relate to all employees at work. It is the responsibility of all to obey these rules and to behave in a safe manner whilst at work.

Deliberate contravention of these rules shall be considered a breach of contract which could lead to dismissal.

It should also be borne in mind that contravention of the Health and Safety Legislation is a criminal offence and that a prosecution can be taken against the employee by the enforcing authority.

Working Practices

1. No machine, item of plant or equipment is to be operated by any person, unless they have been trained and are authorised to do so.
2. All machine guarding is to be in place and correctly adjusted, prior to machinery being used.
3. Any fault, defect, including damage, or malfunction in any item of machinery, plant, equipment, tool or guard must be reported immediately.
4. No machine, plant or equipment is to be left unattended whilst in motion, unless you are authorised to do so.
5. No machine, plant or equipment is to be cleaned whilst in motion, unless you are authorised to do so.
6. No repairs, maintenance or adjustments to machines, plant or equipment are to be carried out, unless you are authorised to do so.
7. All substances are only to be used in accordance with the written instructions.
8. All substances are to be stored in accordance with the written instructions and are to be returned to the storage after use.
9. All hazard notices or warning signs displayed on the premises are to be obeyed.
10. All notices displayed in the workplace are to be read and you are to ensure that you understand the instructions.
11. All Safety equipment, signs, notices and facilities provided in the interests of Health, Safety and Welfare are to be used or followed and must not be misused or wilfully damaged.
12. Protective clothing and Safety equipment is to be stored in accordance with the instructions.
13. The work area is to be kept clean and tidy at all times.
14. All waste is to be disposed of in the correct container.
15. All liquid spillages are to be cleaned up immediately.
16. All emergency procedures relevant to your work area are to be obeyed.
17. Emergency exits and equipment are not to be obstructed.
18. All external doors are to be kept closed at all times and entry is via the coded keypad entry system.
19. Any use or damage to fire-fighting equipment is to be reported immediately.
20. Prompt medical assistance must be sought for any injury received at work and the injury must be reported as soon as possible.

Gross Misconduct

Any employee, found to have acted in any one of the following ways, will be liable to summary dismissal:-

1. wilfully breaching the Safety rules or Safety Policy;
2. removing any guard or protective device without permission;
3. operating any machine, plant or equipment without authority;
4. misusing items provided for first aid;
5. recklessly interfering with or misusing anything provided in the interest of Health, Safety or Welfare at work;
6. defacing or removing notices, signs, labels or any other warning device;
7. misusing any chemical, flammable substance, toxic material, etc.;
8. smoking in designated "No Smoking" areas or whilst using flammable substances;
9. taking part in horseplay or practical jokes that affects the Health and Safety of yourself or others;
10. making false declarations or interfering with evidence following an accident or dangerous occurrence;
11. misusing compressed air, electric or pneumatic equipment;
12. over-loading lifting equipment.

This list is not exhaustive.

ACCIDENT REPORTING/RIDDOR ARRANGEMENTS

Any accident on site, however minor or major, must be written in the accident book, held in the Medical Centre. For students a copy is held on their individual files within the health centre and logged on the system database. For staff a copy is held by the Head of Operations in date order and a note is recorded on their personnel record on the isams database under absence information.

REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES (RIDDOR)

Applicable legislation:-

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (2013).

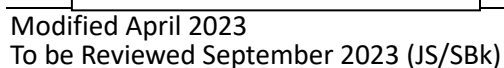
1. All accidents that result in injury shall be recorded in the accident book by the injured person or by some other person acting on their behalf. Near misses must also be recorded. However, whenever any event in Section 2 below occurs, strict rules on reporting apply. If any event listed occurs it must be reported under the RIDDOR procedures. This is done online using the appropriate website.
2.
 - i. The death of any person (whether an employee, general public, etc.) as a result of an accident arising out of or in connection with work.
 - ii. Any person (whether an employee, general public, student, etc) required hospital treatment as a result of an accident arising out of or in connection with work.
 - iii. Any employee who due to an accident at work is unable to carry out the type of work for that he/she might reasonably be expected to do under their contract of employment for more than 3 consecutive days (excluding the day of the accident but including any non-working days)
 - iv. Any of the dangerous occurrences listed below:-
 - a) the collapse, overturning or failure of any load bearing part of:-
 - 1) any lift, hoist, crane, derrick, or mobile powered access platform, but not any winch, teagle pulley block, gin wheel, transporter or runway;
 - 2) any excavator;
 - 3) any pile driver frame or rig having an overall height, when operating, of more than 7 metres;
 - b) electrical short circuit or overload attended by fire or explosion which resulted in the stoppage of the plant involved for more than 24 hours.
 - c) any explosion or fire occurring in any plant, or place, which resulted in the stoppage of that plant, or suspension of normal work in that place for more than 24 hours.
 - d) a collapse or partial collapse of any scaffold.
 - e) an explosion, collapse, bursting of a closed vessel (including a boiler or boiler tube).
 - f) sudden uncontrolled release of large quantities of highly flammable liquid.
 - g) unintended/partial collapse of more than 5 tonnes of material, building, floor, or wall, of workplace (not under construction, alteration or demolition).
 - h) failure of container or load bearing part whilst being raised or lowered. (*Defined freight containers (Safety Convention) Regulations 2017, Reg. 2*).
 - i) where cable exceeds 200 volts and plant or equipment makes unintentional contact or an arc is caused due to close proximity.
 - v. On receiving a medical certificate/report from the employee's doctor, stating that the employee is suffering from any industrial disease.

A copy of the Riddor report is kept on file by the Head of Operations in chronological order; staff copies are scanned and held on the personnel record within isams, students copies are filed on the student files in the health centre.

The Medical Team and the Head of Operations have been trained in RIDDOR reporting.

ACCIDENT/ INCIDENT INVESTIGATION

All accidents and potentially dangerous incidents will be investigated as soon as is reasonably practicable. All details must be recorded, witnesses interviewed and, if necessary, photographs taken by the local manager. Sufficient action should be taken to make the area safe but nothing is to be moved unnecessarily before the Headteacher/Bursar has been informed. The Chair of Finance and Premises and the Chair of Governors should be notified of any serious accidents on site.



FIRE PRECAUTIONS

The College's fire precautions and emergency evacuation arrangements are detailed in the Fire Risk Safety/Prevention & Lock-Down Policy & Procedures. A copy of this is located in the policies section within MS Teams.

It is the policy of the College to ensure that suitable arrangements are made in respect of fire prevention and means of escape, should a fire start. All employees are, therefore required to read and comply with all notices etc.

It is of vital importance that all staff, students, visitors, contractors etc are aware of these arrangements and that their efficiency is regularly and fully tested. This is the specific responsibility of the Bursar in the case of fire precautions/prevention and the Educational Visits Co-ordinator for all other emergency arrangements e.g. college trips, bomb scare.

Further details of these arrangements are to be found on the College notice boards and within the Health & Safety Procedures Manual:-

All visitors must ensure that they:

1. Complete the visitor's book on arrival and departure. A badge attached to a lanyard, which should be worn at all times, and an instruction sheet on actions to be taken in the event of an emergency will be brought to their attention.
2. Behave in such a manner that ensure that no avoidable and unacceptable risk is created.
3. Report any hazards spotted to their hosts immediately.
4. Strictly obey all signs and instructions regarding Health & Safety.
5. Must not intentionally or recklessly interfere with or misuse anything provided in the interests of Health & Safety.
6. Must be accompanied at all times unless otherwise agreed.
7. Must not operate any machinery or vehicle unless authorised to do so.
8. Must be respectful of everyone that they meet at all times.

We have a fire suppression system installed over the ovens and fryers. This is inspected biannually and the records are held by the Head of Maintenance.

It should be noted that fire extinguishers are inspected annually. Emergency lighting is regularly tested. All records are maintained by the Head of Maintenance.

FIRE ALARMS

These are covered by the Fire Policy, however it should be noted they are inspected biannually by Oak Park Alarms and the records are kept with the Head of Maintenance. A weekly point testing is carried out on a Friday at around 4.30pm.

LIGHTENING CONDUCTOR

A lightning conductor is in place on the main building and the St Claire Building. This is inspected annually and the records are held by the Head of Maintenance.

FIRST AID

It is the policy of the College to provide adequate first aid facilities for all its employees. Please refer to the separate Medical & First Aid Policy and Medical Handbook.

The Deputy Head is responsible for line managing the Medical Team. The Medical Team are responsible for ensuring that the appropriate first aid equipment are maintained and suitable. It is the CPD Co-ordinator's responsibility to ensure that appropriate personnel are trained. The Medical Team is responsible for the Medical & First Aid Policy and Procedures which is a separate policy that works in conjunction with the Health and Safety Policy. Furthermore they are responsible for ensuring that all relevant notices, records etc are maintained.

First aid equipment

There are three Defibrillators in the college located

- Health Care
- Front Office
- Sports Hall exit to the Pool

There is a wheelchair located in the Health centre and an Evac chair located at the top of the stairs between the Science Block and the Main College Building.

First aid kits are clearly labelled with a white cross on a green background in accordance with health and safety regulations Safety Signs Regulations 1980 (SI 1980 No 1471). The contents of first aid kits may vary depending on the particular needs in each location (e.g. blue detectable plasters must be used in food areas). The College Medical Team are responsible for supplying and replenishing first aid kits as appropriate.

First aid boxes are currently situated in easily identifiable and accessible locations, as follows:

- **Science Department**
Science (First Aid box in the 'office' prep room which serves all 4 labs. Each lab has its own eye wash bottle supplied by yourself and also a piece of clean rubber tubing suitable to be attached to a laboratory tap for emergency flushing of the eye, (standard practice). In the 'chemical storage' prep room there is a dedicated 'eye shower' by the sink.
- **Art Department**
 - Art Room – On Cupboard by teachers' desk
 - 1 x Workshop (DT) – by the sink in the main area of workshop
 - 3 x PE department office (1 x on wall, 2 x for fixtures use only on pegs)
- **House Keeping Catering and Maintenance**
 - 1 x housekeeping manager's office
 - 1 x Kitchen by the telephone
 - 1 x maintenance mess room
- **Other areas in college**
 - 1 x Pre-reception Classroom
 - 1 x college office
 - 1 x Sixth form common room
 - 3 Surgery (2 x Excursion bags 1 x Summer College bag)
 - 1 x First Aid Room/Surgery
 - 1 x Reception Class
 - 1 x Front office
 - 1 x Year 2 Class
 - 1 x RE Class
 - 1 x Year 6 Class
 - 1 x Preparatory Science
 - 1 x Staff Room
 - 1 x Boarding New Wing

- 1 x Boarding Bachelor and Facade
- 2 x College Mini Buses

The contents of first aid boxes will be quantity of items are adjusted according to the size of the box Small medium or large:

- 1 x guidance card
- 1 x Record Book
- 1 x Content List
- 2 x HSE dressing medium 12 x 12cm
- 1 x HSE dressing large 18 x 18cm
- 2 x eye pad with bandage
- 2 x triangular bandage non woven
- 1 x waterproof assorted plasters pack 20
- 3 x vinyl gloves non sterile powered free x pair pre-packed
- 4 x eyewash sterile sodium chloride 20ml (where not provided separately)
- 1 x non alcohol wipes x10
- 1 x safety pins x6
- 1 x rebreath personal resuscitator
- 1 x micropore tape 2.5cm x 5m
- 1 x Finger Dressing
- 1 x Foil Blanket
- 1 x Hydrogel Burn 100m
- 1 x Tufkut Shears
- 1 x Conforming Bandage
- 1 x Instant Cold Pack
- 1 x Thermometer
- 1 x Biohazard Kit
- 1 x Sick Bags

The contents of Motor Vehicle First Aid Kits are:

- 1 x guidance card
- 1 x Content List
- 1 x Record Book
- 1 x Traumafix® dressing - 15 x 18cm
- 2 x Traumafix® dressing - 10 x 18cm
- 2 x St John Ambulance medium first aid dressing, 12 x 12cm - sterile
- 2 x St John Ambulance disposable triangular bandage, 90 x 90 x 130cm – non sterile
- 2 x Sterile Cleansing Wipes - Pk 10
- 2 x Washproof plasters assorted-pk10
- 5 x Nitrile powder free gloves large
- 2 x St John Ambulance Revive-Aid
- 3 x Disposable heat retaining adult foil blanket
- 2 x RELIPORE XTREME ADHESIVE DRESSINGS 8CM X 10CM
- 4 x Burnshield® Dressing- 10 x 10cm
- 1 x Tuff-kut scissors, green

A games first aid kit is to be taken to all games lessons, practices and matches. The PE department is responsible for checking and restocking these kits in liaison with the College Medical Team.

Off-site activities and visits

First aid kits are to be taken on all off-site activities and visits. Kits suitable for use on day trips and those involving overnight stays are available from the College Medical Team. Accompanying staff also carry details for each student as follows:

- Contact details for parents/guardians
- Details of any medical conditions
- Details of medication being currently taken
- Details of conditions such as asthma, potential anaphylaxis which require specific equipment to be carried
- Details of allergies
- Details of dietary requirements
- Date of last tetanus injection
- Any other relevant information of help to a health professional in case of emergency

For short trips it is the responsibility of the visit organiser to check the medical conditions of students involved and to collect the appropriate medical and first aid kits.

For overnight visits and overseas exchanges, the College Medical Team are responsible for providing the organiser with the appropriate medical information and appropriate medical and first aid kits. Parents are also presented with the information as listed above and asked to certify or amend as appropriate.

First Aid Kits are replenished when used by the College Medical Team. Staff should advise the Medical Centre when they use products from the kits. All first aid kits are checked annually by the College Medical Team and replenished with fresh stock.

In general, all first aid boxes should be made of a suitable material and be so designed to protect the contents. All such boxes should be clearly marked, the recommended markings being a white cross on a green background. The first aid box should always be stocked in accordance with the requirements prescribed in the Regulations.

Medical Aid Risk Assessments are completed by the Medical Team in relation to individual care plans for students who may be more at risk due to a medical condition. These are reviewed as necessary by the medical who monitor the children. These risk assessments are held by the Bursar and shared with relevant staff.

Other general first aid and medical risk assessments are completed by the Medical Team and held by the Bursar.

The Health and Safety (First Aid) Regulations 1981 lay down broad principles of the employers to provide first aid and to inform their employees of the arrangements made in connection with first aid including the location of equipment, facilities and personnel. Information on first aid should always be included in induction programmes for any new employees, existing employees should always be informed of any changes which are made in this respect.

First Aid Personnel

All employers are under a duty to provide such a number of suitable persons which is adequate and appropriate in the circumstances for rendering first aid to employees if they become injured or ill at work.

In determining the total number of First Aiders or Appointed Persons needed in an establishment, account should be taken of all the relevant factors. These should include not only the number of *employees* at work but also the nature of work undertaken in the establishment.

There are three categories of first aid persons:-

- Appointed Persons.
- First Aiders
- Paediatric First Aiders

a) Appointed Persons

These are responsible persons whose duty is to take charge of a situation if a serious injury or illness occurs whilst at work, in addition to ensuring that the first aid box contents are maintained to the required standard. The first aid course of an advanced 3 day course and is renewable every two years.

b) First Aiders

These persons are trained First Aiders in accordance with the standards laid and hold a current First Aid Certificate, which is issued for a three year period. At the end of this three year period, assuming this person is required to fulfil his/her first aid duties, further requalification and certification is necessary. It is the responsibility of the CPD Co-ordinator to monitor and organise training needs in relation to First Aid.

c) Paediatric First Aiders

These persons are trained specifically in paediatric first aid. The course is for 12 hrs and is renewable every 3 years. Within the EYFS setting a paediatric first aider is always available and for any college trip it is a requirement that a paediatric first aider attends.

Appropriate first Aid training for all staff is undertaken as part of our INSET.

It is the responsibility of the CPD Co-ordinator to monitor and organise training needs in relation to First Aid.

MEDICAL EMERGENCY PROCEDURES ON SITE

In the event of an injury or sudden illness onsite the following action is to be taken:-

- a) qualified First Aid assistance is to be obtained, if appropriate.
- b) the injured or ill person is to be conveyed to hospital, by the quickest possible means.
or
- c) an ambulance is to be summoned, ensuring that the address is given accurately.
- d) where a hazardous substance or process was involved that the appropriate COSHH data sheet accompanies the injured party.
- e) the full details of the person injured or ill and the details of the injuries or illness are to be passed to the Health & Safety Co-ordinator as soon as possible.

The EPC is the person appointed to co-ordinate this procedure.

ADMINISTRATION OF MEDICATION

Please refer to Medical Handbook in relation to administering medication.

Management of Medication for Staff

Staff may also need to take medication or be given medication whilst on the college premises. For most, this will be for a short period to allow them to finish a course of antibiotics or apply medicated lotion / creams. In some cases there may be a long term need for staff to take medication.

Staff should note that it is vital that any medication is stored securely. Medication should not be left in bags or anywhere that students may have access to it. It is therefore recommended that medication is taken to the surgery unless it can be locked away in a locked cabinet or drawer.

If a member of staff becomes unwell whilst at college, they should inform a colleague or the Medical Team directly, who will assist in making necessary arrangements for the staff member to either receive further professional advice or treatment as necessary.

Any staff taking medication that could cause drowsiness should be mindful of this if operating machinery. Advice should be taken if in any doubt from a qualified member of staff.

FIRE OR EXPLOSION

The following action is to be taken in the event of a fire or explosion occurring on site:-

- a) The area is to be evacuated;
- b) the fire brigade is to be summoned immediately;
- c) portable fire extinguishers can be used in an attempt to put the fire out or to contain it only if there is no risk to personnel. Only employees trained and qualified in the use of fire extinguishers should carry out this task;
- d) full details of the incident are to be passed to the Fire Coordinator as soon as possible;

SWIMMING POOL NORMAL OPERATING PROCEDURES

The Pool Dimensions are:

Length	15 metres
Width	9.2 metres
Deep End	1.8 metres
Shallow end	1.2 metres

The Deep End is beside the large paved area. Signs are displayed. Two entry points are in the shallow and deep ends via steps.

Potential Risk Factors

These may appear to be slight due to the small size of the pool, but the following must be noted. The Pool is accessed through

[a] Alarmed doors from the Sports Hall,

[b] Locked gates beside the Terrapin Classrooms, Fete shed and the Green fencing

- These access points must be kept alarmed or locked when the pool is vacated, to ensure that the pool is kept secure from trespassers.
- Swimmers naturally congregate at the Deep End, through the access points. When arriving at the Poolside, all swimmers must be made aware of the location of the Deep and Shallow Ends. Signs are posted to remind users.

Control of Access to the Pool.

Classes must not proceed to the Pool Area ahead of the Teacher in Charge and the last person to leave the area must be the Supervisor on duty, who must check that no-one is left in the Swimming Pool or surrounding area.

Maximum Numbers

Instructional Swimming	20 swimmers
Recreational Swimming	30 swimmers
Non-Swimmers	12 swimmers / Instructor
Language / Learning Difficulties	12 swimmers / Instructor

The supervisors may allow for swimmers changed but not in the water, but if safety limits are breached the Pool must be evacuated and numbers corrected immediately.

Staff Training

All Lifeguards and Staff involved in the management of the Pool should receive regular and updated training and have been trained in either STA Swimming Teachers' Pool Safety Award or Swimming Teachers' Qualification, which includes resuscitation training.

Emergency evacuation practices should be carried out during the College's normal period of swimming use for each class at least once in every Academic Year. These practices are the responsibility for the Head of PE and she will keep a record of these in the H&S MS Teams folder and a current copy in her office.

TWO BLASTS ON THE WHISTLE SIGNIFIES EMERGENCY EVACUATION

Supervisor in Charge

On every occasion that the Pool is in use for lessons one member of the trained PE staff must be appointed as Supervisor in Charge.

Safety Recommendations

- Read the Normal Operating Procedures
- Be confident of resuscitation and rescue procedures.
- Check you have access to a radio before opening the pool.
- Contact a member of the Estates team to advise a lesson is in progress.
- All students must be aware of Safety Procedures before attending lessons.
- Students must know the Emergency Procedures. TWO BLASTS ON THE WHISTLE.
- Make students aware of hazards: Deep End / Shallow End
- Insist NO DIVING
- NO JUMPING IN into the shallow end
- Instructional classes should be supervised by a member of the trained PE staff in the following ratios, however in any circumstance two members of staff should be present:
 - Improvers/swimmers 1:20
 - Beginners 1:12
- Recreational classes should not exceed 30 swimmers / two qualified supervisors

In an emergency

- Do not enter the water yourself, unless absolutely necessary. At all times watch the water surface. A second member of staff should be present.
- Students must be registered or counted before and after each session.
- Non-swimmers should be able to stand in the shallow end.
- A rope should shield off the shallow end if non-swimmers are present.
- Children with learning difficulties, hearing problems or language problems must be assessed separately for their needs to establish that they can understand instructions. This must be covered by a risk assessment.
- Students with health problems [epilepsy, diabetes, asthma, etc] must be carefully identified and observed and work alongside a responsible person in a pairing situation. This must be covered by an individual risk assessment.
- There should be no eating or chewing gum in the pool.
- Students should never run on the pool surround.
- Students may only wear goggles if they have written permission from parents, and they should be made aware of the danger of incorrect use.

Pool Maintenance

All Pool maintenance including checking of Safety Equipment is the responsibility of the Bursar, but in practise this is delegated to the Head of Operations. The Head of PE is responsible for ensuring safety equipment is in place and is in proper working order before declaring the Swimming Pool open. The PE staff who are teaching should not commence a lesson unless the safety equipment is present below. The PE staff notify the Head of Maintenance that a lesson is about to start using the radio. The Supervisor in charge may declare the Pool unsafe to use.

Regular bacterial testing of the pool is carried out once per month, during the seasons in use, by TWC Services Ltd. Daily chlorine testing is monitored by the Head of Operations trained in this. The Pumps and heaters are service annually by Pool Care Leisure Ltd. The Head of Operations holds all records in relation to maintenance of the Swimming Pool. The boiler testing is held by the Head of Maintenance

Thornton College Health & Safety Policy

The boiler to heat the pool is maintained by a specialist and this is organised through the Head of Operations. Chemicals are stored in plastic trays to prevent spillage affecting the environment. The boiler shed is locked at all times unless the estates team are present. There is a smoke detector within this shed that is attached to a loud sounder in the event of fire.

Safety Equipment: **Two Reaching Poles**

A Torpedo
Throw bags x 4
A Blanket
First Aid Kit
Radio

The Supervisor in charge must establish access to Radio before opening the Pool. In an Emergency see Emergency Action Plan.

Duties of Staff at Poolside

Staff should be aware of their responsibilities and that prevention is better than cure. Every member of the staff must carry a whistle

Swimming Aids

Floats and equipment should only be allowed in the Pool if the introduction of such equipment does not cause safety problems. Dangerous or incorrect use of equipment should be stopped at once and if necessary the equipment should be withdrawn from use.

Pool Rules

All Supervisors must be familiar with the rules for the use of the Pool, Normal Operating Instructions and the Emergency Action Plan.

Instructional Swims

One member of staff must have received current training in the STA Swimming Teachers' Pool Safety Award or Swimming Teachers' Qualification and be able to effect a rescue from the deepest part of the Pool. A responsible assistant must also be present and know what action to take in an emergency, as well as regularly count heads.

Recreational Swims

For all Recreational Swims two members of staff must be on duty. Students may not act as Lifeguards.

Any Queries

All queries regarding Normal Operating Procedures should be directed to the Bursar.

SWIM – CODE FOR STUDENTS

- Do not enter the poolside before your teacher
- Take your towel to the poolside
- Assemble by the paved area
- Do not enter the water without permission
- Cover any verrucae before swimming
- Remove watches and any other item of jewellery
- Do not suck or chew sweets while swimming
- Do not dive into the pool, ever
- Do not run around the pool area
- Do not jump into shallow water
- Know -THE EMERGENCY ACTION PLAN

On **two blasts** of the whistle leave the water **immediately** and sit on the grass area beside the pool.

SWIMMING POOL – EMERGENCY ACTION PLAN

- In an emergency the trained PE Staff must clear the Pool. Two blasts on the whistle should be given. Swimmers should swim to the nearest side, climb out and sit down on the grass.
- The trained PE Staff should summon help by contacting the Estates Team by radio and a member of staff will arrive at poolside.

Radio Procedure

- Turn radio on by turning volume knob on the top.
- Go to Channel 1-4 for the Estates Team.
- The talk button is located on the side of the radio and must be pressed and held in to talk and released to receive.
- Make contact with the member of staff in the front office Channel 5 letting them know you are about to use the pool.
- In an emergency contact the front office Channel 5 by pushing the talk button and giving a clear message that you need assistance.
- When you have finished using the pool contact the front office to inform them that the pool is clear.

Remember to switch off your radio at night. Stand the radio in its charger making sure that it is charging.

If it is felt necessary send one pupil to the college office to call for an ambulance and one pupil to fetch the College Medical Team. Emergency Tel. No. 999

- If the College Fire Alarm sounds then the Pool should be evacuated and swimmers assemble at the Fire Assembly Point in the Quadrangle (Playground area).
- If the number of swimmers exceeds the defined maximum [instructional (20), recreational (30)] then the number of swimmers must be reduced.
- Disorderly behaviour must be stopped immediately.
- If water clarity, complaints of temperature or water quality are raised then the Supervisor in Charge should close the Pool. The fault should be reported to the Bursar.
- If the pool contains faeces, vomit or blood, the pool should be evacuated immediately and closed until water has been cleaned and retested.
- Any emergency situation requiring action, including a life-saving incident or serious breach of discipline should be recorded and reported to the Headteacher and Bursar.

SECURITY

The College site is in a rural location in the countryside. The College takes the security of staff and students seriously and steps have been taken to ensure the site, so far as is reasonably practical is secure.

The College has a Security Team of 4 officers working on a rota system over a 24 hour, seven day a week period. These officers are stationed in the Security Cabin at the entrance to the college. They check all visitors, vehicles to the college site, monitor the CCTV in place and monitor deliveries. All staff and parents have permits displayed in the front of their cars to facilitate the Security Team in identifying legitimate entry. Regular patrols are carried out around the college site at night, ensuring doors to buildings are secure.

Outside doors into college buildings have a keypad entry system to gain access to the buildings. At 8pm the security lock the college down, ensuring outside windows are secure, so far as is practicable as there are still day students and boarders using the facilities and grounds. College reception is open from 7.45am until 6.30pm, Monday to Friday. During this time any visitor to the college site, comes to the Main Reception and signs in. Lanyards are distributed as detailed below. Outside of these times security can be contacted on 07736-470874 if they are not in their office. No visitors, including parents can walk unaccompanied through the college, unless they have a current enhanced DBS check in place and are listed on our Central Register.

The boarding houses have keypad entry into each area to keep boarders secure at night. At 10pm the intruder alarm to exterior doors is activated by the Security Team. This is taken off at 6.30am. The exterior gates are closed to prevent vehicles accessing the site. The intruder alarm is serviced annually by Oak Park Alarms and the records are held by the Head of Maintenance.

The Critical Incident Policy details what to do in an emergency situation, such as an intruder on site or terrorist attack. A button is located in the security cabin and the front office to alert anyone on site to engage lock down procedures. The students and staff have all been trained in lock down procedures and these are practiced and recorded each term.

The security team also have a button to activate the fire alarm from their cabin.

The college is always reviewing and evaluating additional ways to maximise security including staffing, CCTV and a dongle/swipe system; all of which are under consideration.

CCTV is governed by the College's CCTV Policy.

VISITORS & CONTRACTORS ARRANGEMENTS

These arrangements are to be read in conjunction with, and to be considered part of, the Health and Safety Policy of Thornton College Convent of Jesus & Mary.

Visitors To The College Premises Or Site

Section 3 of the Health and Safety at Work Act, 1974 imposed a duty on every employer to conduct his business in such a way as to ensure, so far as is reasonably practicable, that persons not in his employ are not exposed to risks to their Health and Safety. This general duty is extended by Section 4 of the Act and refers to persons having control of the premises, as well as to employers (and indeed the self-employed).

The term “persons not in his employ” can, therefore, mean:-

- a) officials - Health and Safety Executive Inspectors, Police, Local Authority personnel or clients' representatives;
- b) contracts - engaged to carry out work on the Colleges' premises/sites;
- c) others - sales representatives, buyers, milkmen, postmen, delivery drivers, clients' employees, general public etc.

Employees accompanying visitors must take reasonable care to ensure the visitors' Health and Safety, in addition to their own.

Visitors are to be shown the Colleges' Rules for Visitors, as detailed below. No visitor to the college premises will be unaccompanied if they have not been cleared through the Disclosure and Barring Service. Visitors are identified by a red lanyard if they do not have an Enhanced DBS in place and a grey/blue lanyard if they do. This enables all staff to identify whether access around site is appropriate. Any visitor to the boarding area, including parents would be accompanied at all times by a member of staff.

Visitor Rules

All visitors to Thornton College Convent of Jesus & Mary will be expected to abide by the College rules regarding Health & Safety. Visitors will be expected to comply with sections 7 & 8 of the Health and Safety at Work Act (1974). In general terms this states that the visitor will take reasonable care for the Health, Safety & Welfare of himself and any other person who may be affected by his/her acts or omissions at work and cooperate with their hosts. This would specifically include that:-

1. All visitors must ensure that they complete the visitors' book on arrival and departure. A badge, which should be worn at all times, and an instruction sheet on actions to be taken in the event of an emergency will then be handed out.
2. They will behave in such a manner that ensures that no avoidable and unacceptable risk is created.
3. Report any hazards spotted to their hosts immediately.
4. All signs and instructions regarding Health & Safety must be strictly obeyed.
5. They must not intentionally or recklessly interfere with or misuse anything provided in the interests of Health & Safety at Work.
6. They must be accompanied at all times unless otherwise agreed.
7. They must not operate any machinery or vehicle unless authorised to do so.
8. All accidents or incidents, however minor occurring on the premises must be reported.
9. Personal Protection Equipment which has been issued must be worn following the instructions and information supplied by the host. Where the use of Personal Protection Equipment which has not been provided is indicated they will immediately vacate the relevant area.
10. Treat those that they come into contact with respectfully.

NOTES: The following Guidelines notice should be on display in reception.

THORNTON COLLEGE CONVENT OF JESUS & MARY

VISITORS & CONTRACTORS NOTICE

HEALTH & SAFETY GUIDELINES

All persons have a responsibility to ensure the Health, Safety & Welfare not only of themselves, but also of anyone affected by their business.

The College recognises and accepts its responsibilities under the Health & Safety Act and this short guide outlines the information that Visitors and Contractors must be aware of.

Additional information can be obtained from either your host or the College Notice Boards.

SAFETY

Unless by prior agreement Visitors must be accompanied by a member of staff at all times.

All must observe the College's Health & Safety Policy and comply with the Health & Safety Act (1974) and more specifically Sections 7 & 8 where you are reminded to:-

Take reasonable care for the Health & Safety of yourself and any other person who may be affected by your acts of omissions at work, and cooperate with Management to ensure that statutory requirements are complied with.

Not intentionally or recklessly interfere with or misuse anything provided in the interests of Health & Safety at work.

Observe all Safety rules and instructions issued by Management and posted on Notice Boards.

Make use of any protective clothing or Safety equipment provided for that purpose.

Report any hazard, accident or near miss to their host immediately.

Behave in such a manner which ensures that no avoidable and unacceptable risk is created.

FIRE

In the event of fire or other emergency arising, please follow the instructions of your host. Smoking is prohibited on the college site. The Fire Assembly point is shown on the fire procedures notice.

CONFIDENTIALITY

Visitors must treat any information concerning our employees, equipment, processes and contracts acquired during their visit as confidential. Photographs will not be permitted without prior written permission from the Management.

SECURITY

The College reserves the right to search visitors and vehicles.

YOUR CO-OPERATION IN THESE MATTERS IS APPRECIATED.

Contractors

All contractors retained shall be provided with a copy of their responsibilities as defined below. Furthermore they shall be appraised of any specific hazards which they need to be aware in order to ensure their Safety. The Head of Maintenance will make available a copy of the Asbestos Register. Asbestos register is checked before any contractors work in specific areas. Asbestos Register is shared with relevant contractors where necessary or any risk considered.

All personnel responsible for placing outside contracts shall ensure that any contractor chosen is competent and will abide by Thornton College Convent of Jesus & Mary rules. Employees will be advised in advance where practicable when contractors will be working in their areas.

Regular contractors who are likely to attend site during term-time have a DBS enhanced check carried out by the college. Copies of these DBS Certificates are retained by the Head of Operations along with a copy of their public liability insurance where relevant and any contract. Other contractors are normally engaged when students are not present during college holidays. Any contractors who are not able to provide an enhanced DBS, when students are in school, are accompanied at all times by a member of the maintenance team.

A code of conduct (covering behavioural boundaries) is given to all school bus drivers and is updated annually in line with any recommendations coming out of the KCSIE. Other contractors are given basic training through a safeguarding crib sheet outlining basic information on safeguarding practices.

Contractors Responsibilities

All contractors to the College will ensure that the following rules are observed:

1. Thornton College Convent of Jesus & Mary will be provided with a copy of the contractors risk assessment and public liability insurance.
2. The contractor will ensure that all persons under their control or instruction act responsibly and in a manner which ensures that no avoidable and unacceptable risk is created.
3. Where processes are to be carried out which have an unacceptable risk attached to them the following shall apply:
 - a. The Contractor will inform Thornton College Convent of Jesus & Mary sufficiently in advance to allow them to plan and execute steps to reduce the risk.
 - b. The contractor shall ensure that any risk is minimised.
 - c. A permit to work will be required in any high risk area/process.

Where Thornton College Convent of Jesus & Mary becomes aware of any infringement of the above they shall have the right, at no financial risk, to immediately suspend activity and, where appropriate order off the premises, any person there at the instruction of the contractor.

Outside Providers

Providers of extra-curricular facilities at the college are asked to provide a copy of their enhanced DBS and photographic identification for identification verification. These providers are required to provide a copy of their activity licence if appropriate and public liability insurance in place prior to the extra-curricular provision starting.

Trips to activity centres (such as PGL) are asked to provide a copy of their own risk assessment and their licence.

College Home Transport Services/Taxi Providers

All college home transport and taxi providers who will be carrying girls in their cars/minibuses are asked to provide a copy of an enhanced DBS, photographic driving licence and relevant carriage licencing papers. All drivers provide copies of current insurance paperwork.

These are held on file and reviewed by the Head of Operations.

TRAINING ARRANGEMENTS

*These arrangements are to be read in conjunction with, and to be considered part of, the Health and Safety Policy of **Thornton College Convent of Jesus & Mary**.*

The College Governing Body shall ensure that all staff receive training on Safeguarding and Health and Safety as appropriate, to assist them in undertaking their tasks safely and efficiently. External courses on specific subjects may be utilised along with internal training, as and when appropriate.

Although the College Governing Body has a major role to play within the College's Health and Safety Policy, each member of staff in a supervisory role is responsible for ensuring that his/her subordinates receive appropriate training and instruction and shall, therefore, liaise with the Head of Operations regarding training needs. Safeguarding training is the responsibility of the Designated Safeguarding Lead.

Management must ensure that all new employees are given information about the following and that the recipients of the information understand what is expected of them:-

- a) the Health and Safety at Work Act;
- b) the College's policy for Health, Safety and Welfare;
- c) fire procedures (including the location and use of extinguishers);
- d) first aid – names and locations of first aiders and introduction to them.
Position of first aid boxes and rules for their use;
- e) use and availability of protective clothing and equipment;
- f) general hazards in and around their work area;
- g) specific hazards allied to their work area;
- h) procedures for reporting accidents, injuries and property damage;
- i) safe systems of work, where applicable;
- j) welfare – location of canteens, toilets, etc., and other welfare matters.

Individual records of training will be held by the PA to the Headteacher, together with any certificates from off-site courses attended by employees. The Training Co-ordinator will highlight any training needs identified to the Bursar. H&S Certificates are also held by the Head of Operations.

Training objectives will be reviewed annually and a training programme prepared. Thornton College takes H&S training very seriously. The ISBA website is a good source of reference in relation to H&S advice. This is accessed by the Head of Operations and SLT.

The following training is in place but not limited to:

Safeguarding to Level 3: Headteacher, Deputy Head, Bursar, Assistant Head, EYFS Manager, Deputy Safeguarding Lead, Safeguarding Governor.

Safer Recruitment: Headteacher, Deputy Head, Bursar, Safeguarding Governor, Marketing & Development Director.

Prevent & FGM: All staff

Safeguarding: All staff

Cyber Security in Schools: All staff

IOSH: Bursar, Estate Manager

Risk Assessments: Bursar, Head of Operations

Legionella Awareness: Head of Maintenance

Accredited trainer of MIDAS, Working at Heights and Manual Handling: Head of Operations

MIDAS: All minibus approved staff users

Manual handling: Estates team & key staff

Fire Marshals: Maintenance, Boarding representatives and security team.

Fire safety: Most staff

First Aid: Various key staff

Epipen training: Most staff

Asbestos awareness: Maintenance Team and Network Manager

Working at heights: All maintenance team and some key staff for display purposes

Manual Handling: Maintenance Team and some key staff

Food Hygiene: EYFS staff and catering staff

COSHH – Head of Operations & Bursar

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

*These arrangements are to be read in conjunction with, and to be considered part of, the Health and Safety Policy of **Thornton College Convent of Jesus & Mary**.*

The COSHH Co-ordinator is responsible for ensuring that the requirements as detailed are fully complied with.

The College and contractors employed by them, utilise a small quantity of substances that could be considered to be hazardous to health.

Current Legislation and HSE Guidance Notes provide general guidelines for the control of substances and manufacturers are required to provide Health and Safety information about their products for all users under the specific requirements of the Health & Safety at Work Act 1974 Section 6.

The provision and requirements of COSHH are set out fully in this document. The College will co-ordinate compliance with these standards in accordance with the procedure. Once the list of substances is compiled and the risks are assessed, all substances in use, and any proposed new substances, shall be reviewed and the relevant technical information sheets obtained from the suppliers.

Toxic and dangerous substances can have immediate damaging effects to Health when misused, spilled onto or absorbed into the body. However, the College must also be aware of the long term damage that can occur and that there is a latent period before the damage may be apparent. Therefore, any records kept under COSHH must be retained for a period of 30 years. The Development of many occupational diseases can be tracked to past exposure to or absorption of toxic substances.

Some of the resultant illnesses are reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

The College must always ensure that the required precautions are taken and that the relevant protective equipment and clothing is utilised, whilst toxic substances are used.

The Control Of Substances Hazardous To Health (COSHH) Regulations (2002)

1. INTRODUCTION

The purpose of the COSHH Regulations is to set out, in a legislative framework, the essential measures necessary to control exposure, both of employees and members of the public, to substances hazardous to Health.

The Regulations require an assessment of the risks to Health that may arise from the use of substances in the workplace, establishment and maintenance of the necessary control measures and Health surveillance of those who may be exposed.

2. SUBSTANCES

The Regulations apply to:-

- a) all substances classified as being very toxic, toxic, harmful, corrosive or irritant under the European Regulation (EC) No 1272/2008 on classification, labelling and packaging of substances and mixtures, which came into force in January 2009;
- b) any substance with a maximum exposure limit or occupational exposure standard, (MEL or OES), and those listed in Schedule 1 of the COSHH Regulations;
- c) dust of any kind, when present at a substantial concentration in the air;

- d) micro-organisms which create a Health hazard;
- e) all other substances hazardous to Health arising from work activities.

3. PROHIBITIONS

Schedule 2 of the COSHH Regulations lists a range of substances for which there are various prohibitions, e.g. recognised carcinogens, sand with free silica, etc. etc.

NOTES:

"Maximum Exposure Limit" for a substance hazardous to Health means the maximum exposure limit for that substance set out in Schedule 1 in relation to the reference period for specified therein when calculated by a method approved by the Health and Safety Commission.

"Occupational Exposure Standard" for a substance hazardous to Health means the standard approved by the Health and Safety Commission for that substance in relation to the specified reference when calculated by a method approved by the Health and Safety Commission.

4. DUTIES OF EMPLOYER

- a) Assessment of Health Risk
 - i. To make a suitable and sufficient assessment of risks created by working with substances hazardous to Health and of the precautionary steps that need to be taken to meet the requirements of the Regulations. In the case of science practicals these will involve the use of HAZcards for all experiments in replacement of a risk assessments; these HAZcards identify the areas of risk, how to reduce the risks and detail the complete chemical breakdown.
 - ii. To review the assessment, as necessary, e.g. if suspected that the assessment is no longer valid; significant change in the work, etc.

- b) Control of Exposure

Thornton College Convent of Jesus & Mary shall ensure that the exposure of employees to substances hazardous to Health is either prevented or, where this is not reasonably practicable, adequately controlled.

So far as is reasonably practicable, the prevention or adequate control of exposure shall be secured by measures other than personal protective equipment.

Where the measures taken do not prevent, or provide, adequate control of exposure then, in addition to taking those measures, the employer shall provide employees with such suitable personal protective equipment as will adequately control their exposure.

Where there is exposure to a substance for which there is a Maximum Exposure Limited (MEL) as specified in Schedule 2, exposure shall not exceed those limits and shall be reduced so far as is reasonably practicable.

Inhalation of a substance which has been assigned an Occupational Exposure Standard (OES) shall be reduced to that standard. However, if exposure exceeds the OES, provided that the employer has identified why the OES has been exceeded and takes appropriate action to remedy the situation as soon as is reasonably practicable, control will still be deemed adequate.

All respiratory protective equipment provided shall be suitable for the purpose, and shall be of a type approved by the Health and Safety Executive or conform to a standard approved by the Health and Safety Executive.

c) Use of Control Measures

To ensure control measures are properly used and that every employee makes full and proper use of them.

d) Maintenance of Control Measures

To ensure that:-

- i. control measures are maintained in an efficient working order and in good repair;
- ii. engineering controls are thoroughly examined and tested - in the case of local exhaust ventilation plant, this is done at least once in every 14 months, except in the cases listed in Schedule 3, of the COSHH Regulations, where examinations should be more frequent, e.g. in Engineering Workshops the requirement for this action is every six months;
- iv. records of examinations and tests of (i) to (iii) above, are to be kept for at least 5 years.

e) Monitoring of Employees' Exposure

Monitoring of exposure should be carried out when necessary, to ensure that exposure is adequately controlled., e.g-

- i. when failure or deterioration of the control measure could result in a serious risk to Health;
- or
- ii. where it is necessary to demonstrate that an MEL or OES is not exceeded (see 2(b) above). Records must be kept for a least 30 years in the case of the personal exposures of identifiable employees. For 5 years in any other case.

f) Health Surveillance

In order to ensure the health and well-being of staff the Management Team do all they can to ascertain whether employees are under undue stress or placed in a vulnerable situation. This is reviewed at Strategic Management meetings regularly. .

g) Information, Instruction and Training

An employee working with a substance hazardous to Health shall be provided with such information, instruction and training as is adequate for them to know:-

- i. the nature of any risks created by the exposure;
- ii. the precautions needed;
- iii. the results of air monitoring, and
- iv. information on the collective results of any Health surveillance.

5. CONCLUSIONS

The assessments under COSHH are the cornerstone of the Regulations and the key to fulfilling the other requirements. The purpose of doing an assessment is to ensure that correct and sensible decisions will be reached about how to control and respond to hazardous substances arising in the course of work.

The principle throughout the Regulations is that the precautions which should be taken are determined by the nature and the degree of risk in each case. It is, therefore, essential that, at the outset, a valid and informed judgement is made about the risks to Health. This means considering a series of questions about the work to ensure that all aspects have been taken into account.

It is the College's policy that substances that are hazardous to health have had a risk assessment undertaken, to evaluate the risk in the way these substances are used, stored and handled. The management of this risk will include control measures that might include substitution, extraction or ventilation, handling rules, training and information. These risk assessments will be undertaken by the Heads of Department, or those persons responsible for them (such as the Head of Maintenance or Housekeeping Supervisors) and filed in the Risk Assessments Folder within the H&S MS Teams.

Chemical Fume Cupboards

Within the Science Department there are two fume cupboards. These are tested annually and records are kept by the Head of Maintenance.

Dust Extraction

This area of risk is covered by the COSHH regulation 2002. In college DT departments local exhaust ventilation is likely to be necessary to control wood dust which has a maximum exposure limit of 5 mg m⁻³ and fumes from hot processes which generally have Occupational Exposure Standards. The College aims to make every effort to reduce the concentration of a substance to the lowest level which is reasonably practical and below the value of the legal limit which is legally enforced.

It is the College's aim to keep the level of exposure to a minimum and to protect the health & safety of staff, students and cleaning staff. Our DT department and Maintenance Workshop has had a dust extraction unit installed for use over some machinery. This equipment is tested annually by P&J Dust Extraction and records are kept. The dust extraction unit has to be regularly emptied by the maintenance team and maintenance checks are currently maintained by one of our Maintenance Team. Dust masks are provided and the contents from within are deposited into a heavy duty bag. This is done by placing the drawer within a large bag before inversion to empty it and it is then sealed to prevent the release of dust. These bags are deposited for normal waste collection. The filters on this machine are to be cleaned in accordance with the maintenance instructions applicable to it.

CLEANING – The cleaning of the DT workshop and drawing room is the responsibility of the Housekeeping Team. Suitable training has been given to the Housekeeping Supervisors. A specific vacuum cleaner for DT and protective masks have been provided by the college for the collection of dusts, where the dust is collected in bags for disposal. Brushes and mops are unsuitable for use in the DT area and should not be used.

As employers we have the responsibilities to:

- Keep records of maintenance on the dust control system.
- Keep records of annual maintenance tests on the effectiveness of the appropriate system by P&J Dust Extraction.
- Make any repairs or upgrades to the existing system as recommended by P&J.
- Replace filters as required.
- Ensure that workshop cleaning staff are provided with an appropriate type of vacuum cleaner to be used exclusively in this area.
- Ensure respective cleaning staff are adequately trained to use vacuum cleaner correctly.
- Ensure that arrangements are made for disposal of dust, within sealed bags.
- Ensure that all records of tests and action taken are readily available from the Head of Maintenance.
- Advise the Head of DT of her expected safety course of action.

The Head of DT should take the following action:

- Determine that the records of dust extraction are available for review
- Check that maintenance due has been booked for inspection.
- Consider the processes involved: which produces the most fine dust (probably sanding MDF) and which produces the greatest amount of fume. Keep exposure to a reasonable minimum.
- Check that the measurements taken by P&J Dust Extraction comply with existing regulations.
- Ensure that all staff using the workshop know how to use the dust control equipment correctly, providing instruction where necessary, and documenting this for the benefit of future staff.
- Confirm that weekly visual checks of the machines with LEV to ensure that off-cuts have not choked the inlet and prevented extraction working normally. This may require the removal of inspection panels and an appropriate dust mask must be worn.
- Report to the Bursar any defects which become evident between tests or any changes in machinery procedures which may require different collection hoods or even filtration equipment to be installed.
- Report any symptoms shown by staff, students or others which might indicate inadequate control of dusts or fumes (eg respiratory or skin irritation problems)
- Liaise with cleaning staff to ensure that vacuum cleaners can be used effectively (eg by reducing clutter) and report any defects in cleaning to the Bursar.
- Every morning a simple check should be used to confirm that the dust extraction unit is working eg by holding a strip of paper where the air flow should produce a deflection.

Other staff responsibilities are:

- All staff must co-operate with the employer by ensuring that the dust extraction system is on during use of machines within the department.
- To wear a mask when emptying dust containers
- To report defects in safety systems, hopefully before such defects give rise to significant hazards.
- Report any health problems which might be related to conditions at work.

- To ask for instruction or training if it becomes necessary. Particularly when:
 - New processes or materials are introduced
 - New staff are appointed

COSHH Procedures

1. Purchasing

All authorised buyers have a responsibility to ensure that relevant information on Health and Safety factors are obtained from prospective, and present, suppliers and that this information is passed on to the appropriate persons.

2. New Products

No new products, or alternative substances, will be ordered, or accepted, without first ensuring that the manufacturer supplies the comprehensive Health and Safety factors required by Section 6 of the Health and Safety at Work Act, is now amended.

3. Goods Inwards

Employees handling goods inwards have a responsibility to ensure that:-

- a) goods delivered to them are exactly as orders, not substitutes;
- b) all containers of substances are intact and there are no leakages;
- c) all Health and Safety factors supplied with goods, including those printed on tins, packets etc., are in a readable condition and that this information is passed on to the appropriate users;
- d) any container found, after delivery, to be leaking, is removed to a safe area and that the manufacturer's/supplier's advice is sought and followed regarding disposal;
- e) care is taken to obviate the risks of damaging containers, by careful handling, correct stacking, etc.

4. Employees

Employees are reminded that they have a responsibility for their own, and others, safety. It is a requirement that if they are using hazardous substances, or, by their work, creating a hazardous substance, or environment, they must use all the equipment supplied to them in the cause of Safety. They must also report to their Manager, immediately, any breakdown in the protection supplied, e.g. failure of extraction equipment, or excessive fumes or dust, noticed in their work area.

5. Asbestos/Lead

Asbestos and lead are hazardous substances but they are not part of the COSHH Regulations. They are covered under separate, but very similar, controls, i.e.:-

The Control of Lead at Work Regulations 1998

The Control of Asbestos at Work Regulations 2012.

6. Radio-Active, Explosive And Flammable Substances

Where substances are hazardous to Health solely by virtue of having radioactive, explosive or flammable properties, or solely because of high or low temperatures, or high pressure, they are exempt from the COSHH Regulations.

7. General

Toxicity should be considered in both plant layout in particular storage arrangements. Interaction of chemicals should be taken into consideration. Traffic routes are also relevant in this respect.

COSHH requirements should be taken into consideration when planning training and in particular induction training.

Where indicated suitable personal protection equipment should be made freely available and training in the correct use given.

Emergency procedures should be devised as appropriate and communicated effectively to all staff.

COSHH Register

In line with COSHH regulations, the COSHH substances are listed on a COSHH register prepared by each Manager who uses substances within their departments; this list is held by the Head of Operations.

Each manager who uses substances in their departments is responsible for ensuring the register is completed and that these have been handed to the Head of Operations. The Head of Operations is responsible for chasing the Departmental Managers for the completed register. Any new substances introduced should be updated in the register throughout the year.

PERSONAL PROTECTIVE EQUIPMENT

ARRANGEMENTS

*These arrangements are to be read in conjunction with, and to be considered part of, the Health and Safety Policy of **Thornton College Convent of Jesus & Mary**.*

Protection Clothing and Equipment

It is the policy of the College to protect, as far as is reasonably practicable, all its employees from unnecessary risk to Health and Safety at work and to comply with the requirements of the Personal Protective Equipment at Work Regulations (2002). It will, therefore, provide protective clothing and equipment, as necessary, for all its employees whilst at work together with effective training in its use.

The Personal Protective Equipment at Work Regulations replaces all general personal protection legislation such as The Personal Protective equipment at Work Regulations (1992) and the Protection of Eyes Regulations (1974). They do not, however, replace substance, process or Hazard specific legislation such as The Control of Lead Regulations (2002), The Control of Substances Hazardous to Health Regulations (2002) and The Noise at Work Regulations (2005).

Signage must comply with the appropriate legislation (currently Blue Circle with a white background).

Only items offering specific protection (such as Safety Spectacles or ear protection) are covered under the act. Items such as correct lenses for VDU operators or overalls used purely in the interests of food hygiene are not covered.

The College carries out its own regular checks on Personal Protection Equipment, particularly where all or part has a limited life. These checks are carried out by the senior member of staff in the department using them.

In addition to this once an item of clothing or equipment has been issued to an employee, it becomes the personal responsibility of the individual to take reasonable care of the item, to use it in accordance with the College's Health and Safety Policy and Safe Working Procedures, and to report to his supervisor any defect or damage which might occur.

NOISE CONTROLS

These controls are to be read in conjunction with, and to be considered part of, the Health and Safety Policy of Thornton College Convent of Jesus & Mary

Noise at Work Regulations – 2005

It is the policy of this College to comply with the Noise Regulations in so far as they affect our own employees and those persons not in the employ of the College.

Where any doubt exists as to whether any machinery or plant owned or used by College employees has a noise output in excess of 80dB(A), or a peak output in excess of 200 pascals, then a noise survey will be carried out by a competent person to ascertain the actual levels. Noise levels of machines are tested annually by PJ Dust Extraction and during the maintenance check by Technology Supplies Ltd excessively noisy machines are highlighted if there are any concerns.

Where the level is less than 80dB(A) PPE for hearing will be made available as well as information and training for those working in close proximity to the noise source. It is policy of the College to keep all noise to a minimum level consistent with good commercial and Health and Safety practice. Where the level exceeds 80dB(A), but is less than 87dB(A), then all persons affected shall be advised of the survey results, instructed about industrial hearing loss and the wearing of hearing protection will be mandatory. The College shall supply, maintain, and replace such protection free of charge. Consideration will also be made of any measures that can be taken to control noise as far as is reasonably practicable. Employee who are regularly exposed to noise levels above 85dB(A) will be provided with regular hearing tests.

Should the survey reveal levels of over 87dB(A), and/or peak levels of over 200 pascals then the College shall do all that is possible to reduce these levels as they reach the action level for prohibition of such an operation on grounds of potential damage to an operative's hearing.

Identified areas shall be marked as Ear Protection Zones in accordance with BS 5378, and the wearing of hearing protection shall be made mandatory when noise levels are above 80dB(A).

Where it is foreseeable that employees operating a machine are likely to be exposed to noise levels in excess of 87dB(A) then that machine is to be marked as in the previous paragraph.

Employees have a duty under these regulations to wear protection provided.

Records will be kept of all surveys and subsequent action taken.

Where subsequent changes in work practices make a survey no longer valid then the above will be repeated for the new conditions which prevail.

Suppliers of new machines are to be requested to supply details of the expected noise levels of any new machines purchased.

The Health & Safety Co-ordinator is responsible for control measures and to identify priorities in noise reduction. They will also arrange suitable training for employees where appropriate.

The acoustic conditions of the college are such that enable people to hear clearly, understand and concentrate on whatever activity they are involved in; with minimal disturbance from unwanted noise.

WELFARE CONTROLS

These controls are to be read in conjunction with, and to be considered part of, the Health and Safety Policy of Thornton College Convent of Jesus & Mary

Welfare Facilities

Adequate welfare facilities will be provided, wherever reasonably practicable.

The scope of these facilities will depend on the type of work being undertaken, the duration of that work, the number of employees on the site, the weather conditions expected during the work and the location of the site, in relation to the facilities already present in the area.

Consideration is to be given, in all cases, to the provision of the following:

- a) toilets;
- b) washing facilities;
- c) drying areas for wet clothing (both work and personal);
- d) changing facilities;
- e) food preparation / eating facilities;
- f) canteens;
- g) first aid room;
- h) lockers;
- i) rest room.
- j) residential staff common room
- k) Available room for breast-feeding mothers to extract breast milk.

Guidelines aim to be followed at a ratio of 1 toilet and washbasin for every 10 students under 5 years old, for every 20 students aged 5-11, and 1 toilet for every 20 students aged 11.

Pupil Supervision

Duty Supervision – Supervision is organized by the Deputy Head. A roster for staff is set up at the beginning of the academic year. The arrangements concerning the supervision of students throughout the college day, is covered by the Supervision of Students' Policy available in the College Policy Folder in the Policy Folder within MS Teams.

Occupational Stress

It is our duty in law to make sure that our employees are not made ill by their work, and the college recognizes that stress can make staff unwell. The college recognizes that it must also take reasonable care for the mental health of employees. Please refer to the college's Occupational Stress Policy held in the College Policy Folder in the Policy Folder within MS Teams. The welfare of staff is important to Thornton College.

The College on occasions refers staff to Occupational Health using PAM Assist, based in Milton Keynes.

Areas of Increased Risk

The college will follow any guidance issued by the authorities in relation to the use of equipment or substances or the performance of activities being of special risk. The need for training in the use of equipment perceived to constitute a risk and the need for regular servicing and maintenance is acknowledged. The following are recognised as potentially requiring additional attention in relation to the departments' management of health and safety and should therefore have their own departmental procedures and detailed risk assessments:

- Science Department
- PE Department

- *Design Technology*
- *Information Technology*
- *Art*
- *College Trips and off site activities (see separate policy)*

Access to the Science Labs and DT workshop by students without a teacher present is prohibited. Teachers lock these areas when not present.

Manual Handling

The Head of Operations is competent trainer of Manual Handling and we can now offer training in house if deemed appropriate to any member of staff.

Staff should not be lifting any heavy or awkward items unless they have been trained in manual handling. Staff should contact the maintenance team if they need assistance in this area.

The Maintenance and Housekeeping teams are trained in Manual Handling Operations. The CPD Co-ordinator is responsible for ensuring that appropriate staff are trained.

Manual handling risks are highlighted in our risk assessments. The Head of Maintenance is responsible for risk assessing any tasks the team are required to do requiring manual handling.

Manual Handling of persons and safe use of the Evac Chair training is undertaken by an outside provider.

Working at Heights

All operations that require working at height will be carried out in accordance with The Working at Height Regulations (2005). No staff unless trained should be working at heights or using ladders. This includes putting up displays etc. Staff who are not trained should liaise with the Head of Maintenance to establish who might be able to assist.

The Working at Height Regulations (2005) apply to all who work at height, where there is risk of a fall liable to cause personal injury. It is the duty of those who control any work at height activity (such as the Head of Maintenance or Head of Operations who may contract others to work at height).

The following must be followed:

- all work at height is properly planned and organised
- those involved in work at height are competent
- the risks from work at height are assessed, and appropriate work equipment is selected and used – a risk assessment should be completed.
- the risks of working on or near fragile surfaces are properly managed
- the equipment used for work at height is properly inspected and maintained – this is the responsibility of the Head of Operations.

The Head of Operations is an accredited training of this area of H&S and any training needs should be raised with him. Some teaching/learning support staff are trained in the safe use of ladders. A list of these staff is held by the Head of Operations. The college has a selection of BS ladders and steps available for use. These are checked by the Head of Operations termly;

Thornton College Health & Safety Policy

the ladders are marked to show they are approved and a signed record is reported and held by the Head of Operations. The ladders are locked away and stored in the Maintenance workshop.

When we need to use a scaffolding tower we hire one in or alternatively a cherry picker. When the scaffolding tower is in use the area is barricaded off to prevent access to the tower by students.

There is a high-wire available for use when undertaking work on the roof of the St Claire Building. All maintenance staff should wear the appropriate harness and attach themselves in line with their training. Two persons should be present when using this. The high wire is inspected annually. Records are kept by the Head of Maintenance.

Gas safety

All gas appliances, including boilers, and outlets at the college are inspected regularly and a safety certificate is issued. These certificates are held by the Head of Maintenance.

For boilers and the tumble dryers these are inspected a minimum of annually by Curtis & Carder Ltd. The kitchen equipment is tested and inspected annually by an external company. AES Electric Controls to the boilers are inspected biannually.

In the Science Labs there are green emergency gas stop levers in each lab to be used in the case of an emergency which shut off all gas supplies in the room. This is also the case within the main kitchen. The prep rooms contain a green emergency gas shut off to both labs each side. In all Science labs alarm detectors are installed to monitor LPG levels and warn of any risks.

Lighting

Adequate light levels at the college allow good visual communication and daylight is present in all classrooms. Blinds are installed where required and external lighting is in place to ensure safe pedestrian movement after dark.

Lifting Equipment

There is a lift in place in the St Clare Building. The religious community have a chair lift. Both are inspected 4 times a year by Stannah Lifts Ltd. The records are kept in the Head of Maintenance's Office.

Food Safety

Currently our catering services have been contracted out to Harrisons Catering. The Health and Safety of the kitchen area, food safety and training is wholly their responsibility. Their H&S Statement is shown at Appendix 3 – a full H&S policy and manual is available in the Catering Office.

The kitchen and washup area is subject to an annual deep clean. All equipment is serviced annually and these records are held by the Executive Chef Manager.

VDU/ Display Screen Equipment Use

The College recognizes the need to train individuals in the safe usage of Visual display screens (computer monitors). A leaflet published by the H&S Executive will be issued to all members of staff at the commencement of the academic year. (Please see appendix 4)

The College will take all reasonable steps to ensure that suitable seating is provided and that possible glare from windows or inappropriate lighting is dealt with. Positioning of computers will be considered with care. Staff should assess their own areas of work and add this to their risk assessment. This assessment should include consideration of positioning in relation to

windows and height of seating provided. Reference should be made to the leaflet from the HSE.

Control of Lead

The Control of Lead at Work Regulations 1998 recommend avoiding the use of casting lead for soldiering purposes and that 'lead-free pewter' is used instead.

Control of Asbestos

The Control of Asbestos at Work Regulations (CAWR) 2012 introduces a duty to manage asbestos in non-domestic premises, which came into force on 6th April 2012.

The College has:

- A legal duty to manage the risk from this material; or
- A duty to co-operate with whoever manages that risk

The Trustees undertake to manage this risk by referring to the Asbestos Register stored by the Head of Maintenance & Head of Operations. DfE guidance on 'Managing Asbestos in your school' is considered.

It is the responsibility of the Head of Maintenance to ensure that any Contractor who visits the site will be given access to a copy of this register to enable him to identify any possible risk to himself. The contractor is required to sign to acknowledge they have seen the register.

If any asbestos is removed from the College, it will be done so by using an approved contractor. Asbestos should not be disturbed without seeking expert advice first.

Electricity at Work

All portable electrical equipment used at the College should have been PAT tested. This inspection is carried out annually by an approved contractor for all electrical items, marked on the specific items accordingly and records are kept by the Head of Maintenance. This approved contractor visits the premises on two separate occasions to ensure access to all.

The College has a current full fixed wiring inspection and work is scheduled to ensure we meet the recommended changes.

The hand tools used by maintenance and the design technology department are maintained and checked annually by Technology Supplies Ltd. This information is held by the Head of Maintenance.

All electrical work carried out on site is to be done so by a qualified electrician. No staff should attempt to change, repair or modify any electrical item. Any plug sockets or other broken items are to be brought to the attention of the Bursar.

Any cause for concern regarding electricity should be brought immediately to the Bursar's attention.

Design & Technology Workshop

In the Design Technology Workshop there is a red electrical safety switch to stop machinery, at each machine, at the relevant level (ie some knee or foot operated), in the case of an emergency. These switches have to be turned on with a key to operate in the first instance by the teacher. Safe use of the machines within Design & Technology is guided by the "Advice on safety in Design & Technology" BS4163:2014.

Science Laboratories

These red/yellow electrical power cut-off switches are also in place within each science lab to cut all electricity to the room in an emergency. (Please see Gas section above)

Legionella

Legionnaires Disease (*legionellosis*) is potentially fatal pneumonia caused by legionella bacteria. Infection is caused by breathing in small droplets of water contaminated by the bacteria. The disease cannot be passed on from one person to another. Everyone is susceptible to infection but some people are at higher risk: For example those over 45 years of age, smokers and heavy drinkers, those suffering from chronic respiratory or kidney disease and people whose immune system is impaired.

The College recognizes that legionella may contaminate and grow in any hot and cold stored water systems at the college. The bacteria survive low temperatures and thrive at temperatures between 20-45°C if the conditions are right – ie. If a supply of nutrients is present such as rust, sludge, scale, algae and other bacteria. We recognize that all cold water should be flowed regularly.

A risk assessment is carried out by an outside contractor and recommendations for improvement are the responsibility of the Head of Maintenance. The tanks are cleaned and disinfected by an outside contractor.

The College undertakes to:

- identify and assess sources of risk;
- prepared a course of action for preventing or controlling the risk, in the form of risk assessments;
- implement and manage the scheme;
- keep records for a minimum of five years and check that what has been done is effective.

The sources of risk as identified are as follows:

- Unused or rarely used taps and toilets should be disconnected and drained.
- All other taps and toilets should be flushed throughout the holiday periods by the Housekeeping Team in their cleaning regime for a long enough period to remove all the standing water in the pipes to that outlet.
- Hot water tanks should be flushed after a summer break by running the taps for an appropriate length of time.
- Periodic testing of the water systems should be done by testing the temperature of the water leaving all taps as follows:
 - Test tank temperature for cold water storage which should be below 20°C
 - Test all cold water taps which must run as colder than 20°C after 2 minutes and hot water must reach 60°C in the clarifying tanks. Most hot water taps are fitted with temperature regulators, set at 41-43°C. These valves are sited in sinks within EYFS and within toilets used by prep children. The showers are thermostatically controlled. There is a refurbishment programme in place to replace these throughout the college.
 - Annual water sampling testing will be done to check bacteria levels of Legionella.

It is the responsibility of the Head of Maintenance to carry out and organise these tests through an appointed company. If there is a failure to meet these requirements, then an outside company should be consulted.

- Storage tanks at the College should be kept covered and in a good clean condition.

Extreme Temperatures

In accordance with the College Premises Regulations 1996, the College aims to ensure that when the outside temperature is minus 1°C:

- classroom temperatures should be 18°C
- areas where occupants are lightly clad and inactive (ie. Medical rooms) temperatures are 21°C
- areas where the occupants are lightly clad, but where activity is vigorous (eg gymnasium, dining room and circulation areas) temperatures should be 15°C

Should the heating system not achieve these levels of temperature then additional temporary electric heaters will be assigned to the necessary areas. In absolute extreme conditions then College Closure will be considered by the Senior Leadership Team, with the final decision decided by the Headteacher.

There is no maximum temperature specified in law, however reasonable steps will be taken if it is felt necessary in areas/classrooms that exceed 24°C; for example a fan may be provided in these cases. Blinds will be considered to improve these areas for the future.

Air Conditioning

The school has air conditioning installed into key areas that is tested biannually by Pure Air; IT suites, IT server room, one classroom and an air exchange filtration system in the St Claire Building to filter air quality particularly for the science laboratories. This is serviced annually and the records are held by the Head of Maintenance. There are other small portable air conditioning units around school

Recruiting and DBS vetting

The college has a separate Safer Recruitment Policy. It is a condition of the college that all newly appointed staff and Governors are subject to an Enhanced Disclosure through the Disclosures and Barring Service (DBS). Consideration is given to the KCSIE documentation. New staff complete an application form. References are checked and the DBS is applied for through the umbrella organization called @tlantic Data Ltd. Identification documents and qualification certificates are checked, photo-copied and placed on their personnel file held in the Bursar's office. All Teachers are checked against the teaching disqualification list held by the DfE. All management positions are checked against the prohibition of management. Please refer to Child Protection/Safeguarding Policy held in the college Policy Folder on the s:drive. A medical fitness declaration is included on the application form. The Central Register is completed, reviewed and updated regularly. The Safeguarding Governor will review this as part of her termly visit. As best practice, all SMT and some Governors are trained in Safer Recruitment.

College Minibus

The minibus is used by the college to transport girls to venues to enhance their teaching and learning. Before any staff member is permitted to drive the minibus they must be competent to drive. The Head of Operations will check their current driving licence, for driving classifications and there no reason that they can be an approved driver. The driver will then need to receive training from the Head of Operations, who is a fully accredited MIDAS trainer; this will include class-based instruction and a practical assessment. Once this training has been satisfactorily completed, the member of staff will be placed on College's Approved Drivers list.

It is College policy that any staff using the College minibus to transport students will ensure the following:

- One of the College's Approved Drivers drives the bus.
- An initial visual MIDAS check is made of the condition of the tyres, the content of fuel, lights are in full working order, working brakes, and that the windscreen has clear

visibility. If the minibus is not deemed roadworthy for any reason, the driver **must not** use the minibus and notify the Bursar of the problem. This includes making sure that the minibus has an up to date first aid kit. It is a **legal** requirement that this is in place.

- Ensures all seatbelts are worn by the students.
- Luggage on roof does not exceed 100kg
- Luggage in vehicle securely fastened and clear of aisles
- If abroad, minibus and drivers' hours follow EC requirements
- Safe dis-embarkment is carried out and close supervision and head-counts during any breaks in journey and getting in and out of bus
- A risk assessment is in place, has been read and understood before using the minibus

The minibus driver must:

- observe governing body guidance, where appropriate;
- not drive when taking medication or undergoing treatment that might affect their ability or judgement;
- know what to do in an emergency;
- know how to use fire-fighting and first-aid equipment;
- avoid driving for long periods and ensure that rests are taken when needed;
- clarify and comply with transport regulations and the requirements of the vehicle's insurance cover;
- take into consideration the effects of teaching and the working day;
- have regular medical checks eg eyesight.

The minibus will be regularly cleaned by the Maintenance Team. An annual service will be carried out organised through Fleet Complete Ltd and records will be kept by the Head of Maintenance. The minibus will be covered by 'Greenflag' membership and is insured through Marsh Commercial Insurance Brokers.

The colleges' minibus licences, permits, insurance and roadworthiness are managed by the Head of Operations. The Royal Society for the Prevention of Accidents (RoSPA) have issued 'Minibus Safety: A Code of Practice 1996', which is given as part of the MIDAS training and reissued to all approved drivers each year by the Head of Operations. Reference is also made to the 'Guidance on Requirements for Driving Minibuses' issued by the DfE.

Windows

The college recognizes the risk associated with glass safety, particularly with the listed building windows.

The college has undertaken a glass survey by an outside contractor and following their recommendations the installation of safety film throughout the college has been installed. Staff must discourage children from opening and closing windows. Cracked windows should be reported immediately to the Bursar. Students are not allowed to open or close shutters.

No person should sit on window sills, particularly on the upper floors. On the upper floor windows, restrainers are in place to prevent access onto flat roofs. Children must be encouraged to act responsibly for their own safety.

Bags

Bags must not be left in the corridor areas as they present an obstruction in the case of evacuation. All staff must insist that bags are placed in the classroom or cloakroom areas. PE

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Kits are stored in the sports hall. Bags must be confiscated and placed in the staffroom should they be proving to be an obstruction.

Pathways and floor coverings

A regular rolling maintenance plan is in place to review all carpets and floor coverings throughout the college as part of the decoration and maintenance programme for each area/room. Any issues concerning trip hazards are to be raised immediately with the Head of Maintenance who will ensure this is dealt with efficiently.

Pathways throughout the college are monitored by the Grounds Manager. Any trip level hazards are dealt with as a priority. During icy weather the Operations Manager attends site at 7am to review action needed. Salt & grit is applied to all pathways if required by all of the Maintenance Team. The college has also purchased a snow plough and salt spreader which is attached to the tractor. The maintenance team ensure the front of the college forecourt and driveways are safe for parents and staff driving into the grounds.

It is the responsibility of all staff to highlight any areas of concern to prevent trip/slip accidents. When cleaning floors signs will be displayed by the housekeeping team warning that floors are wet. In icy weather salt/grit is scattered outside on all paths/steps.

Water Facilities

There are a number of drinking water coolers provided throughout the college which are serviced biannually by Cascade Water Ltd. Records of maintenance are held by the Head of Maintenance. These water coolers are leased by the school.

There is a single drinking fountain in the St Clare Building that has a drinking water sign displayed. All sinks are mains fed and can be drunk. Students are encouraged to use the fountains and coolers.

Fountain Area

The school has a fountain at the front of the school. This is not accessed by children during the school day. This fountain has a safety metal grid installed that can be stood on if required by the maintenance team and is in place to ensure that should a child access this area at any time, then they will not be able to fall into the water.

There is a shallow pond dipping area in the grounds of the school, used by the science and prep department, for which access is prevented by a gated area. Students are not permitted in this area unless supervised at all times by a member of staff.

The school is situated adjacent to a river, however access to the river is prevented by fencing.

Outdoor Space/Sports Facilities

The college is sited in 25 acres of land giving students a large area in which to play and experience sporting activities. Children are encourage to use the whole college site. During break times they play within the quad playground and adjacent field. EYFS have their own independent outside space.

The grounds are maintained by the Head of Grounds. Regular maintenance of all sporting areas is carried out by outside providers. Records are kept by the Head of Grounds.

A tree surgeon, Horizon Tree Care Services, attends site on a regular basis to review the condition and works required to trees. There is a rolling programme in place and he visits every 6 months to inspect tree conditions. These records are held by the Head of Grounds.

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The trim trail apparatus is reviewed by the Grounds Manager and any necessary maintenance is carried out. An annual inspection is carried out by Playdale Playgrounds Ltd and the records are held by the Head of Grounds.

Boarding Facilities

Boarders live at the college during term times which is no more than 295 days a year. The regulations for school premises no longer set out specific numerical standards within boarding dormitories; however the college aims to give students space in which they can live comfortable. We aim to provide facilities in line with previous regulations as indicated in B29 of the ISI 2022 regulations; each student will have a floor area not less than 4.2m².

EYFS facilities

The college meets the indoor space requirement for our EYFS students which is 2.3m² per child aged three to five. Staff within EYFS have access to a staff room to take breaks away from the children. There are adequate toilet and wash basins within the EYFS setting.

Violence to Staff

No staff should have to experience violent or abusive behaviour. Thornton College will not tolerate this in any form. If a member of staff considers that any situation may pose a risk of this, they should either defer this or be accompanied by another member of staff. All such matters should be brought to the attention of SMT. Security will remove anyone as required from the premises.

Lone Working

All staff, whether academic, support or maintenance could find themselves working alone. This could be during the day or out of college hours. It should be noted that the risk to the individual lone worker may be increased, either by the work itself, or by the lack of on-hand support should something go wrong. Normal, low risk, day-to-day activities carried out during normal working hours in low risk environments, where employees are left alone as part of their daily routine should not present a problem. However lone working in remote or isolated areas during normal working hours where associated risks are evident should follow appropriate steps outlined below and have a risk assessment in place for high risks identified.

Normal Working Hours

Thornton College is a boarding college. We therefore provide twenty-four hour care, seven days a week during term-time. We have a 24hr Security Team located in the Security Cabin at the entrance to the college. A community of the Religious of Jesus and Mary also live within the main house; therefore we have an adult presence on the site at all times. Staff normal working hours vary in practice and many employees are on site at weekends and during college holiday periods.

Procedures

Lone workers are specifically responsible for setting up and maintaining adequate contact arrangements while they are on site. All out of hours lone workers are responsible for alerting, as appropriate, the Security Team, of their presence and movement in the building or grounds. This can be done by emailing security@thorntoncollege.com or phoning extension 555. The Security Team, should be informed how long the lone worker is likely to be working and again when they leave. The Security Team should note when the lone worker leaves the premises.

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Lone workers must ensure they can have immediate communications available with other college staff when working outside college hours or in remote parts of the building or grounds. Staff may choose to use the internal telephones, radios or mobiles. When working alone in the college buildings staff must ensure that external doors are locked.

When leaving the premises lone workers must confirm with security that they are departing and ensure that doors and windows have been secured and that alarms have been set.

For swimming pool use please refer to the College's Health & Safety Policy.

Security Staff at Night, Weekends and Bank Holidays

The Security Team make hourly check calls to a designated outside security company, 'Securitas'. Calls are made nightly each hour from 19:10 until 06:10; on weekend and bank holiday days this will continue all day. This is necessary to ensure the safety of the officer on site, in a lone working situation, during these times. If for any reason there is no security call made, the security company will send a member of their remote security team to site to ensure the safety of the guard. If during the night there is an incident in relation to security the Security Team will call the police in the first incidence. If required the security firm will send an additional guard for the remaining duration of the shift.

Smoking (Staff)

Students rules concerning smoking is covered by the 'Behaviour Policy', but it should be noted that Thornton College has a non-smoking policy on site.

Smoking is a uniquely harmful activity. Despite continued declines in smoking rates, it remains the leading cause of preventable illness and premature death in England, with the damage spreading far beyond smokers, to their families and others around them, to their communities and to wider society. The estimated total annual cost of smoking to society in England, including lost productivity and health and social care costs, is £13.9bn Legislation under the Health Act 2006, which prohibits smoking in enclosed public places and workplaces, on public transport and in vehicles used for work, is based on conclusive scientific evidence of the direct health harm caused to bystanders through the inhalation of second-hand smoke. Passive smoking, has been medically proven to cause lung cancer and heart disease in non-smokers, also been proven to cause asthma and migraine attacks, as well as other serious illnesses and minor conditions.

Therefore, it is the policy of Thornton College that all our workplaces are smoke free, and all employees have a right to work in a smoke free environment. Smoking is not permitted in any part of the premises including lifts, corridors, stairways, dining room, rest rooms, meeting rooms, toilets, reception areas, entrances/exits, grounds and company vehicles at any time, by any person regardless of their status or business with Thornton College. Smoking is banned from all School buildings and grounds. Signage is displayed on entry to the school site and on entry to the buildings.

This non-smoking policy seeks to guarantee the right of all employees and visitors to breathe air free of tobacco smoke and to comply with smoke-free legislation: The Health Act 2006 and The Smoke-free Premises Regulations 2007.

Adequate Signage

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Managers/supervisors are responsible for ensuring the implementation and maintenance of this policy. Appropriate 'no-smoking' signs are clearly displayed at the entrances to and within the premises, and in all smoke-free vehicles.

All staff have a personal responsibility in ensuring their personal compliance and in ensuring that all those who enter the premises are made aware of the policy. Those who do not comply with the smoke-free policy will be asked to leave the premises. Disciplinary procedures will be followed if employees do not comply with this policy.

E-cigarettes

E-cigarette use, known as vaping, is not covered by smoke-free legislation. E-cigarettes do not burn tobacco and do not create smoke. The 2015 prohibition on selling e-cigarettes to under-18s, and on adults buying them on behalf of under-18s, has provided additional protection for children and young people to prevent them from the experimentation of Vaping and the possibly links to smoking after this. As No under-18 should use e-cigarettes and to reduce the risk of e-cigarette or cigarette uptake of any student at Thornton College it is the policy of Thornton College to treat e-cigarettes in the same way as other age-restricted products and prohibit them onsite. No visitor or staff member should use e-cigarettes on the Thornton College site.

Alcohol & Drugs Use by Staff

Students rules concerning alcohol and drug use is covered by the 'Behaviour Policy', but it should be noted that Thornton College has a zero tolerance to this.

Medication use by staff should follow the guidance on page 13.

Thornton College expects all staff at work not be under the influence of excess alcohol or drugs. The College recognises that there may be times at work that alcohol is served at events. Staff are reminded that their role is such that they should conduct themselves in a professional manner at all times. Therefore if alcohol is consumed, at their choice during one of these such events, it should be at an appropriate level for the company that they are in, ensuring they are able to continue to conduct their duties in a safe professional manner; this includes observing national limits in relation to driving. Staff are expected to adhere to the code of conduct and not put themselves or the college into disrepute at any time. Boarding staff should not drink whilst on duty during the night as there may be the need to drive during the night in an emergency scenario.

Alcohol on school trips is covered by the Trips Policy.

PEST CONTROL

Due to our rural location we run a greater risk of attracting vermin or wildlife. Pest control of the buildings and grounds is carried out by Rentakeeper Ltd.

Control of pests is taken seriously by the school as there are H&S implications concerning the germs they carry. This includes the control of insects.

These records are held by the Head of Maintenance.

SEWAGE

Sewage and waste water goes into a sewage plant located underneath the staff car park. The water waste from this after filtering and treatment goes into the river. This river waste is tested regularly by Environmental Agency.

The treatment plant is serviced biannually through Key Services Ltd. Waste from this plant is sucked out regularly by Thames Waste.

PERSONAL HYGIENE

Sanitary services and medical waste is covered by Pink Hygiene who empty bins every four weeks.

WASTE/HAZARDOUS CLEANUPS

Our waste is collected weekly by Grundon Waste Service and AVDC for recycling bins. Any hazardous clean-ups required would be carried out by Grundon Waste specialist department. This will cover chemical spills.

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FIRST AID TRAINING INFORMATION

Appendix 1

College Nurses (L3 First Aid at Work Certificate)	Renewal Date
Juliet Dixon	03/05/2025
Appointed persons: (Level 3 FAW Certificate)	Renewal Date
Steph Bates	29/06/2024
Lesley Try	05/09/2025
Ahmed Badiko	15/10/2022
Jo Callaghan	05/09/2025
Bronte Daley	28/06/2025
Jane Holiday	05/09/2025
Olivia Roache	02/11/2023
Fern Smith	07/11/2022
Shiva Staten	05/09/2025
Helen Willis	01/07/2025
Alice Butler	05/09/2025
Rachel Connall	05/09/2025
Karren Reid	05/09/2025
First Aiders: (Emergency First Aid at Work)	Renewal Date
Shaun Bluck	06/09/2024
Ruth Corboy	06/09/2024
Gemma Dean	06/09/2024
Sophie Holmes	06/09/2024
Su Kurze Kinton Heap	06/09/2024
Kirsty Law	06/09/2024
Carol Lawrence	06/09/2024
Jo Reid	06/09/2024
Christopher Taplin	06/09/2024
Paediatric First Aid Certificate:	Renewal Date
Juliet Dixon	12/10/2023
Felicity Jacobson	15/07/2025
Sandra Bird	08/10/2023
Hisana McPartlan	04/10/2021
Outdoor School First Aid Certificate (level 3)	
Bronte Daley	28/06/2025
Life Guarding with First Aid	
Alice Butler	06/09/2023
Josie Pamment	
Fern Smith	02/08/2023
Administering Medicines	Renewal Date
Juliet Dixon	Ongoing NMC registration
Amanda Antwi Saki	11/09/2023
Alice Butler	10/09/2023
Josie Pamment	11/09/2023
Fern Smith	29/09/2021
Alice Winter	12/09/2023

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Olivia Roche	11/09/2021
EpiPen Training	Renewal Date
Ongoing all Staff via National College	
First Aid Awareness	
Ongoing all Staff via National College	

Name	Last Epi Pen Training Dates
ALLEN, Dawn	06/12/2016
COATES, Ruth	24/11/2016
BACIGALUPO Vivien	24/11/2016
BARRACLOUGH Anthony	13/04/2018
BATES, Stephanie A	24/11/2016
BIRD, Sandra	05/12/2016
BLUCK, Shaun	13/04/2018
CALLAGHAN, Joanna	06/12/2016
CORBOY, Ruth	05/12/2016
CRAWFORD, Suzanne	24/11/2016
DAVIES, Anne E	Sep-15
DEAN, Gemma	06/12/2016
FERREIRA THORNTON, Sam	24/11/2016
FLETCHER Lisa	13/04/2018
HALL Joanna	07/12/2016
HOLMES David	13/04/2018
KILBRIDE SR Brenda	24/11/2016
LEGGETT, Mark	13/04/2018
LEWIS, Marie Louise	24/11/2016
MALLENDANE Hayley	13/04/2018
MATTHEWS, Anita G	05/12/2016
MCPARTLAN, Hisana	06/12/2016
MEREDITH, Alex	24/11/2016
OLEJNIK, Susan	13/04/2018
REID, Karen	05/12/2016
SANDERS, Jane	24/11/2016
SPINK, Katie	13/04/2018
SULAJ, Alice	05/12/2016
TAPLIN, Christopher	24/11/2016

**Appendix 2
College Travel Plan**

Aim

This Travel Plan is to help ensure that students travel safely to and from college and also oversees the travel of students to sports and other inter-college events and college outings. This includes the safe receiving of students from their parents or guardians and handing back of the students to their parents or guardians each day.

We aim to ensure that children receive positive messages about keeping themselves fit, healthy and safe.

County Transport

Being an independent college our students do not qualify for county provided transport. Nevertheless we look to advise parents of responsible, healthy and safe travel to and from college.

Daily College Transport

The college operates a home to college bus service that is organised through a tendering process. All the companies we use to provide daily transport for our students are licensed by the appropriate authorities. A copy of the relevant licences, driving licences of the drivers and DBS checks are obtained for all drivers.

Drivers and parents are in contact regularly to advise if there are traffic delays or their children are off with sickness. In the mornings drivers will wait up to 5 minutes and if the child does not come out then the driver will continue on the route; drivers do not leave the bus and knock as this would mean leaving children unattended in the vehicle. If a child misses the bus, then Parents will then be responsible for bringing their children into college.

Receiving and Dismissing Students

At the end of the college day students travelling on the college buses gather in the Assembly Hall or the quad, where they are registered by their bus prefect. The member of staff on duty dismisses one bus route at a time and they leave via the side door where another member of staff, normally the Head of Operations, ensures that they board the bus safely. The bus prefect and drivers inform the Head of Operations or Deputy Headteacher if there is any misbehaviour on the bus.

Students from the Reception class are taken by a classroom assistant directly to the bus, where they are assisted with booster seats and seat belts. The classroom assistant waits until the older girls arrive.

In the unlikely event that there is no-one at home to receive the preparatory students, the bus driver contacts parents/the college by phone and as a last resort will return the pupil to college at the end of the route if unable to make contact. Senior girls are watched until they have entered their house.

Children in the Preparatory college who are collected by parents are escorted by their teachers to the front of the college where they are handed over to their parent/guardian, who collect the students by car. Traffic at the end of the college day, is challenging due to the limited parking available. Cars are directed appropriately by the Security Team. For peak events the Estates team assist the Security team.

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Girls in the Senior College make their own way through the side door to the front of the college. A member of staff is on duty at the front of the college at the end of the day.

Walking to college

Our location mitigates against any child other than those living in Thornton walking to college. Children walking to college from Thornton should use the rear access gate.

End of the School day pick up by car

Security manage the car park at the end of School day by positioning themselves at the junction of the entrance road and the top carpark. In the wet winter months, an extra 3 staff are required because of the lack of parking space. One member of staff is positioned at the entrance and directs cars to double park on the entrance road, another directs traffic at the end on the front of school near the fountain and one more at the exit keeping the traffic moving out onto the main road.

Seatbelts and Car Seats

We encourage the use of seatbelts and the use of car seats and booster seats in parents' cars. Seatbelts are used whenever students are transported on hired coaches – checked by staff members present. Parents provide booster and car seats for regular use on the college home transport service.

College Outings

Transport for college outings uses hired coaches, where the wearing of seatbelts is compulsory. Only reputable and checked coach companies are used. The receptionist is responsible for arranging coach hire. Should a staff member or parent be called upon to use their car to transport students they would be covered by the college's insurance.

In September any member of staff who may on occasion transport children by car will be required by the Bursar to declare that s/he has a clear driving licence and an up-to-date MOT certificate, if appropriate. The staff member would have an enhanced DBS check in place. The same conditions would apply to a parent providing transport on behalf of the college. The Head of Operations will need to see a copy of current driving licence, MOT confirmation and current personal insurance policy certificate. These are kept on file, along with the 'Driver Registration Form'. These are checked annually by the Head of Operations to ensure there is no change to their licence position.

Minibus

Members of staff who drive the college minibus will have received MIDAS training before transporting students. MIDAS training is offered internally by the Head of Operations, who is a registered MIDAS trainer. This will involve a classroom session and practical driving assessment. Driving licences are checked as part of this process and kept on file, along with the 'Driver Registration Form'. These are checked annually by the Head of Operations to ensure there is no change to their licence position.

If a minibus breaks down during an outing, college is contacted by the mobile phone provided. Arrangements are made for both alternative transport and for the repair of the bus. Breakdown cover with Green Flag is in place.

Responsibility

Having outlined the above, it remains the parents' responsibility to transport their children safely to and from college each day. The Health and Safety Co-ordinator, (the Bursar) is responsible for overseeing the correct implementation of this Travel Plan. Any information

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concerning estranged families and the handing over of students to families at the end of a college day should be made known to the Headteacher of Thornton College who will inform the staff members responsible for carrying out the necessary duties.