



Health & Safety Policy & Procedures

Contents

Contents	2
HEALTH AND SAFETY POLICY STATEMENT	6
Legal Undertaking	6
Health and Safety Philosophy	8
COSHH Policy Statement	8
Fire Prevention Policy Statement	8
Environmental Considerations Policy Statement	8
Monitoring	9
Health and Safety Responsibilities	10
The Trustees	10
The Governing Body ["The Board"]	10
Headteacher	11
Bursar	11
Heads of Department (Teaching)/ Subject Co-ordinators	12
Head of Estates & Operations	12
Head of Maintenance	13
Head of Grounds	13
External Health and Safety Advisors	14
School Health and Safety Committee	15
Diagram Showing the Organisation for Health and Safety	16
Embedded H&S Culture	17
Senior Leadership Team	17
Operational Management Team	17
The School Nurse	17
Food Hygiene Co-ordinator (Executive Chef Manager)	18
All Staff/Employees	18
Co-operation	19
Responsibilities of Staff towards Students and Others in their Care	21
Raising Grievances	21
RULES	22
Responsibilities of Students	22
RISK ASSESSMENTS' POLICY (a separate policy is in place)	23
MEDICAL/ FIRST AID ARRANGEMENTS	23
HEALTH & SAFETY PROCEDURES	24
HEALTH AND SAFETY RULES	24
EMPLOYEES	24
Introduction	24

Thornton College Health & Safety Policy

Working Practices	24
Gross Misconduct.....	25
FIRE AND EMERGENCY ARRANGEMENTS.....	26
EMERGENCY ALERTS	26
When you get an emergency alert.....	26
Reasons you might get an emergency alert	26
OFF SITE	27
ACCIDENTS AND INCIDENTS ARRANGEMENTS	27
PERSONAL PROTECTION EQUIPMENT.....	28
WORKPLACE TRANSPORT SAFETY	28
Storage of Fuel for vehicle refuelling	29
ACCIDENT REPORTING /RIDDOR ARRANGEMENTS.....	30
ACCIDENT/ INCIDENT INVESTIGATION	32
FIRE PRECAUTIONS.....	32
FIRE OR EXPLOSION.....	33
FIRE ALARMS	33
LIGHTENING CONDUCTOR	33
FIRST AID	34
First aid equipment	34
Off-site activities and visits	36
Medical Aid Risk Assessments.....	36
First Aid Personnel	36
MEDICAL EMERGENCY PROCEDURES ON SITE	37
SWIMMING POOL.....	39
First Aid and Emergency.....	39
Responsibilities for safe use and maintenance of the pool:	39
Risk Assessment and Normal Operating Procedures	40
Leisure Use of the Pool	41
SWIMMING POOL NORMAL OPERATING PROCEDURES	42
Maximum Numbers	42
Staff Training	42
Swimming Pool Hire & Use	43
Reporting of Accidents and Incidents	43
Pool Maintenance	45
Pool Water Treatment involves	45
Duties of Staff at Poolside	46
Swimming Aids	46
Pool Rules.....	46
Instructional Swims	46
Recreational Swims	46

Thornton College Health & Safety Policy

SWIM – CODE & POOL RULES FOR STUDENTS	46
SWIMMING POOL – EMERGENCY ACTION PLAN	48
SECURITY	50
VISITORS & CONTRACTORS ARRANGEMENTS.....	51
VISITORS & CONTRACTORS NOTICE	52
HEALTH & SAFETY GUIDELINES	52
Outside Providers.....	55
College Home Transport Services/Taxi Providers	55
Duke of Edinburgh	55
TRAINING ARRANGEMENTS	56
CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH	58
Chemical Fume Cupboards	63
Dust Extraction.....	63
COSHH Procedures.....	65
COSHH Register.....	66
RADON GAS.....	66
PERSONAL PROTECTIVE EQUIPMENT.....	67
Protection Clothing and Equipment.....	67
NOISE CONTROLS	68
Noise at Work Regulations – 2005	68
WELFARE CONTROLS.....	70
Welfare Facilities.....	70
Workplace Safety	70
Student Supervision	71
Duty Supervision –	71
Manual Handling	71
Working at Heights.....	73
Gas safety	75
Lighting	76
Lifting Equipment	76
Food Safety.....	76
VDU/ Display Screen Equipment Use	77
Control of Lead.....	78
Control of Asbestos	78
Electricity at Work	80
Design & Technology Workshop	81
Science Laboratories	81
Provision and Use of Work Equipment Regulations 1998 (PUWER)	81
Water Quality – including Legionella	84

Thornton College Health & Safety Policy

Drinking Water Facilities	86
Fountain Area.....	86
Air Conditioning	87
Extreme Temperatures.....	87
Recruiting and DBS vetting.....	87
College Minibus	87
Windows.....	88
Bags	89
Pathways and floor coverings	89
Outdoor Space/Sports Facilities.....	89
Boarding Facilities	90
EYFS facilities	90
Ionising Radiation.....	90
Violence to Staff.....	90
Lone Working	90
Normal Working Hours	91
Procedures	91
Security Staff at Night, Weekends and Bank Holidays	91
Smoking (Staff)	91
E-cigarettes	92
Alcohol & Drugs Use by Staff.....	92
PEST CONTROL	93
SEWAGE.....	93
WASTE/HAZARDOUS CLEANUPS	93
PERSONAL HYGIENE	93
Hiring & Letting the facilities to third parties.....	93
New & Expectant Mothers	94
Exposure to the Sun	95
Vibration.....	95
Legal Requirements & Education Standards.....	98
Appendix 1 – First Aid Training Information	Error! Bookmark not defined.
Appendix 2: Areas requiring risk assessment (non-exhaustive)	100
Appendix 3 – DSE Workstation Checklist RA.....	Error! Bookmark not defined.
Appendix 4 - Legionella Written Scheme of Control	104
Appendix 5 – Electrical Inspection Checklist	114
Appendix 6: College Travel Plan	129
Appendix 7: Ionising Radiation Sources: Procedures.....	130

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 (2013)" 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.
8. To ensure, so far as reasonably practicable, the continued well-being of employees and students.

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.

As Trustees & Governors of Thornton College we fully recognise our collective responsibility for providing, so far as is reasonably practicable, a safe and healthy school for all of our employees, pupils, contractors, visitors (including parents) and others who could be affected by our activities. In our role as employer we attach high priority to ensuring that all the operations within the school environment,

Thornton College

Health & Safety Policy

both educational and support, are delivered in an appropriate manner. The Trustees and Governors are committed to promoting the welfare of all in our community so that effective learning can take place.

We fulfil our responsibility as governors of Thornton College by appointing, a governor with responsibility for overseeing Health and Safety.

Day-to-day responsibility for the operation of Health and Safety at the school is vested with the Bursar, who is overseen by the Head Teacher. However, as governors, we have specified that the school should adopt the following framework for managing Health and Safety:

The H&S Governor overseeing Health and Safety meets with the Executive and Estates Team termly and receives copies of all relevant paperwork; including the minutes of the termly meetings of the College's Health and Safety committee.

A report on Health and Safety covering: statistics on accidents to pupils, staff and visitors, staff training, fire drills, and all new or revised policies and procedures is tabled at each term's Finance and Premises Committee meeting

The minutes of the Committee's discussion on Health and Safety are tabled at each meeting of the full Governing Board together with any other issues on Health and Safety that the committee chairman wishes to bring to the Board's attention.

The external fabric of the school, its plant, equipment and systems of work are surveyed and inspected regularly by competent professionals.

These reports (as per point above) are considered by the Finance & Premises Committee and its recommendations (together with other defects) form the basis of the school's routine maintenance programmes.

The school's adherence to Health and Safety in catering and cleaning of the food preparation and eating areas is subject to external inspection by the Environmental Health Officer (EHO). In addition, the Executive Chef Manager, employed through Harrison Catering, arranges for a hygiene and safety audit of food storage, meal preparation and food serving areas annually, together with regular external deep cleaning and monitor pest control effectiveness, and that the Bursar reports on all these aspects to the Governors' Finance and Premises Committee.

The school has fire risk assessments, carried out by a competent person which are reviewed every year for progress on completion of items in the action plan, and updated every three years, more frequently if significant changes are made to the interior of buildings or new buildings are bought or added. The Health and Safety Committee should review this risk assessment every time it is amended and submit a report to the Finance & Premises Committee.

An external Health and Safety consultant reviews the overall arrangements for Health and Safety, including fire safety, the general state of the school, and reports on actions required with recommended timescales. The progress of implementation should be monitored by the Governors' Finance and Premises Committee.

The school has a competent person undertake a risk assessment for legionella, every two years and a termly water sampling and testing regime in place.

Thornton College

Health & Safety Policy

The school has a comprehensive policy in place for the training and induction of new staff in Health and Safety related issues which should include basic 'manual handling' and 'working at height training', where appropriate. Health and Safety training that is related to an individual member of staff's functions, such as science technician, will be provided in addition to the 'standard' induction training. First aid training and minibus driver training are provided to any member staff who requests it.

All members of staff are responsible for taking reasonable care of their own safety, that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for co-operating with the Headteacher, the Bursar and other members of the Senior Leadership Team ("SLT") in order to enable the Trustees & Governors to comply with Health and Safety duties. Finally, all members of staff are responsible for reporting any significant risks or issues to the Bursar.

All employees are briefed on where copies of this policy can be obtained on the school's staff SharePoint. They will be advised as and when it is reviewed, added to or modified through staff briefing. Details of the organisation and arrangements for carrying out the policy are found below.

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.

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 Risk Safety/Prevention, Emergency Evacuation & Lock-Down Policy & Procedures. 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).

Thornton College

Health & Safety Policy

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.

Health and Safety Responsibilities

This part of the Policy deals with the organisation, planning, implementation, operational monitoring and management review of the Policy. It also covers the development of general policy and how we train our employees (and others) to carry out our activities. An organogram has been prepared to assist in the understanding of the Health and Safety structure within the School, which is shown at the end of this section. A culture of H&S is embedded throughout the school.

The Trustees

The Trustees hold overall collective responsibility for Health & Safety at the College and hold responsibility for ensuring that adequate resources are available in so far as is reasonably practicable to enable legal obligations in respect of Health and Safety to be met. Full and final corporate 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.

The Governing Body [“The Board”]

The Governing Body holds responsibility to ensure that Health and Safety issues are considered and addressed and that the Policy is implemented throughout the School. This includes ensuring that this policy remains dynamic and current. They will also advise the Trustees in their obligation to make adequate resources and sufficient financial provision available so far as is reasonably practicable. This will include ensuring the provision of sufficient training opportunities to staff to ensure they are able to work in a safe manner. Where appropriate, advice from a Competent Person will be sought to advise the College and tasks will be delegated to suitable employees in order to assist the Board in carrying out its duties.

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 Finance & Premises Committee meetings.

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 KCSIE guidance issued by the Secretary of State. Please see Safeguarding Child Protection Policy.
- g) 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;

Thornton College Health & Safety Policy

- h) Health and Safety activities are co-ordinated between all contractors working on the same site;
- i) all accidents and incidents are correctly reported and recorded and that action is taken to prevent a re-occurrence of the accident or incident;
- j) disciplinary action is taken against all employees who do not comply with the requirements as detailed in the policy documents;
- k) liaison with external Safety and Health organisations is instigated;
- l) pertinent information is distributed throughout the College;
- m) adequate funds are made available to meet the requirements of the policy;
- n) the appropriate insurance cover is provided and maintained;
- o) provision is made at meetings for discussing Health and Safety;
- p) a statement on Health and Safety is included in the College's annual report.

Headteacher

The Headteacher will have day to day responsibility for overseeing Health and Safety and ensuring the Bursar and their team fulfil their duties regarding Health and Safety within the school. This will include ensuring the Trustees and Governors are aware of the need for sufficient resource to meet Health and Safety requirements. The Headteacher will have overall responsibility for ensuring that the Bursar confirms that Health and Safety training is deployed as required. They will ensure that accidents are suitably and appropriately investigated and recorded by those charged with this duty. They will assist the Trustees and Governors in directing the overall management and development of the Policy, defining the aims of the Policy and communicating the responsibilities associated with the management of Health and Safety within the School. The Headteacher will assist the Trustees and Governors in implementing changes in the Policy which the Trustees and Governors have approved and make recommendations to the Trustees and Governors to improve H&S at the college. The Headteacher will be responsible for the implementation of an Emergency Action Plan and assume the role of the Emergency Procedures Co-ordinator. She has overall responsibility for ensuring that effective emergency procedures are formulated, recorded, effected and monitored by the Bursar and those with designated relevant responsibilities.

Bursar

The Bursar will have delegated by the Headteacher the day to day management responsibility for ensuring that, so far as is reasonably practicable, arrangements are in place for:

- Safety and security
- Fire safety
- Electrical safety
- Gas safety
- Water quality
- Asbestos
- Emergencies
- Staff induction and training
- The appointment of competent contractors
- Radon gas

They will also act as the School Safety Co-ordinator, whose duties will include:

- advising the Headteacher on maintenance requirements;
- co-ordinating advice from specialist safety advisors and producing associated action plans;
- co-ordinating and implementing training
- monitoring Health and Safety within the School and raising concerns with the Headteacher;
- compliance with the Construction (Design and Management) Regulations;
- chairing the School Health and Safety Committee.
- Investigating accidents and incidents and recording the same.
- Reviewing all risk assessments prepared by staff (except trips) and making recommendations to improve. These are recorded on a central log spreadsheet.

Heads of Department (Teaching)/ Subject Co-ordinators

The Heads of Department will ensure, so far as is reasonably practicable, the Health and Safety of those affected by activities under their control. They are responsible for ensuring that all plant and equipment is used correctly and that protective clothing and equipment is provided and used when required. They must understand the fire evacuation procedures and regularly check that fire appliances are properly positioned and that gangways and fire exits are kept clear of obstruction to ensure safe evacuation.

The HODs must 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 and ensure that adequate first aid facilities are available.

They are responsible for maintaining up to date risk assessments for areas under their control.

Specific risk assessment requirements are:

- Science (including harmful substances and flammable materials) – Head of Science
- Sports activities – Head of PE
- Drama – Head of Drama
- Art (including harmful substances and flammable materials) – Head of Art
- Music – Head of Music
- Design & Technology – Head of Design & Technology
- Outdoor lessons – Assistant Head [Director of Studies]
- Trips and visits – Educational Visits Officer
- Catering and cleaning functions – Bursar

They will also be responsible for identifying, organising (and maintaining records) of training that is relevant to their area of control.

Head of Estates & Operations

The Head of Estates & Operations will assist the Bursar with the implementation of the following:

- Building security.
- Prevention of unsupervised access by pupils to potentially dangerous areas (in co-operation with others as appropriate).
- Registration and control of visitors and management of contractors..
- Site traffic movements.
- Maintenance of School vehicles.
- Maintaining the COSHH & DSEAR register.
- Chasing staff in relation to the updates recommended by the Bursar and updating the central risk assessment spreadsheet.

Thornton College Health & Safety Policy

- Responsible for making sure that contractors are fully briefed on areas of asbestos before starting work.
- **Training Co-ordinator (Head of Estates & 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).
- **Control of Substances Hazardous to Health (COSHH) Co-ordinator (Head of Estates & 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 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 / Head of Estates & Operations.
- **External Contractor Co-ordinator – (Head of Estates & Operations)** - The Head of Estates & Operations has overall responsibility for ensuring external contractors 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 Estates & Operations is informed of any pending visit by external contractors. Contractors will not be allowed on College property without authorisation of the Head of Estates & 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 students 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.

Head of Maintenance

The Head of Maintenance will assist the Bursar with the implementation of the following:

- Testing arrangements, maintenance and records, including fire equipment, electrical, gas, equipment, water quality, asbestos, lightening conductors, hire wire equipment, PAT, dust extraction, PE equipment, tool maintenance.
- PAT testing
- Boilers and gas safety
- Good standards of housekeeping, including drains, gutters etc.
- Control of hazardous substances for maintenance activities.
- Organise and monitor Pest Control
- **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 Fire Prevention. There are functional and operational links to the Bursar, external advisors and the Senior Leadership Team. There are requirements for ensuring appropriate records are maintained.

Head of Grounds

The Head of Grounds will assist the Bursar with the implementation of the following:

Thornton College Health & Safety Policy

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- Testing arrangements, maintenance and records, including swimming pool, grounds equipment & tools
 - Maintenance of Sports facilities
 - Good standards of housekeeping, including moss treatment and rainwater drains, filling potholes etc
 - Control of hazardous substances for grounds activities.

External Health and Safety Advisors

The Bursar will arrange as appropriate for external consultants to **advise** on matters of Health and Safety within the School. 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.

Such provision may include:

- Structural surveyors are retained to give advice on the external fabric of the school.
- Engineers monitor and service the school's plant equipment, including boilers, lifts and hoists annually.
- Gym and fitness equipment and design and machinery used in both design and technology and in the maintenance department are serviced annually.
- The school's adherence to Health and Safety in catering and cleaning is subject to external inspection by the Environmental Health Department. In addition, the Catering Contractor arranges for:
 - o a hygiene and safety audit of food storage, meal preparation and food serving areas bi-annually.
 - o professional advice from a dietician on healthier food, menu planning and special diets as needed.
 - o the professional deep cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces, areas etc annually.
 - o appropriate monitoring of pest control effectivity.
- The school has a suitable and sufficient fire risk assessment which is reviewed annually for items in the action plan and updated every three years, or when significant changes are made to the interior of buildings, or new buildings are bought or added.
- In addition to the weekly fire alarm tests, the alarm system, together with all smoke detectors, emergency lighting, extinguishers and panic buttons are tested annually by a qualified contractor; Oak Park Alarms.
- The school has a suitable and sufficient risk assessment for legionella, every two years and a termly water sampling and testing regime in place. Half termly water sampling is completed.
- The school maintains an asbestos register and the bursar is responsible for ensuring that it is kept up-to-date and for any sampling or removal before major works takes place. They are also responsible for the maintenance of an asbestos management plan
- The school's radiation protection supervisor (RPS), Head of Science is responsible for liaison with the radiation protection advisor for ensuring compliance with the Ionising Radiations Regulations 2017 and local rules made to comply with these regulations. The RPS is also responsible for ensuring compliance with the Radioactive Substances Act 1993 and exemption certificates granted under them.
- The school has current electrical test certificates for all its buildings. It uses NICEIC qualified electrical engineers to inspect and maintain its electrical installations, all of which are RCD protected and meet the requirements of BS7671 IET wiring regulations.
- All work on gas boilers and appliances is carried out by registered Gas Safe engineers.

Thornton College

Health & Safety Policy

- All domestic boilers are serviced annually and all domestic properties have current landlord's gas safety certificates.
- All lightning protection and earthing is tested annually by a specialist contractor.
- A competent Principal Designer, Principal Contractor / Contractor is appointed in order to ensure compliance with the Construction (Design and Management) (CDM) Regulations 2015 whenever construction work is undertaken.

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.

School Health and Safety Committee

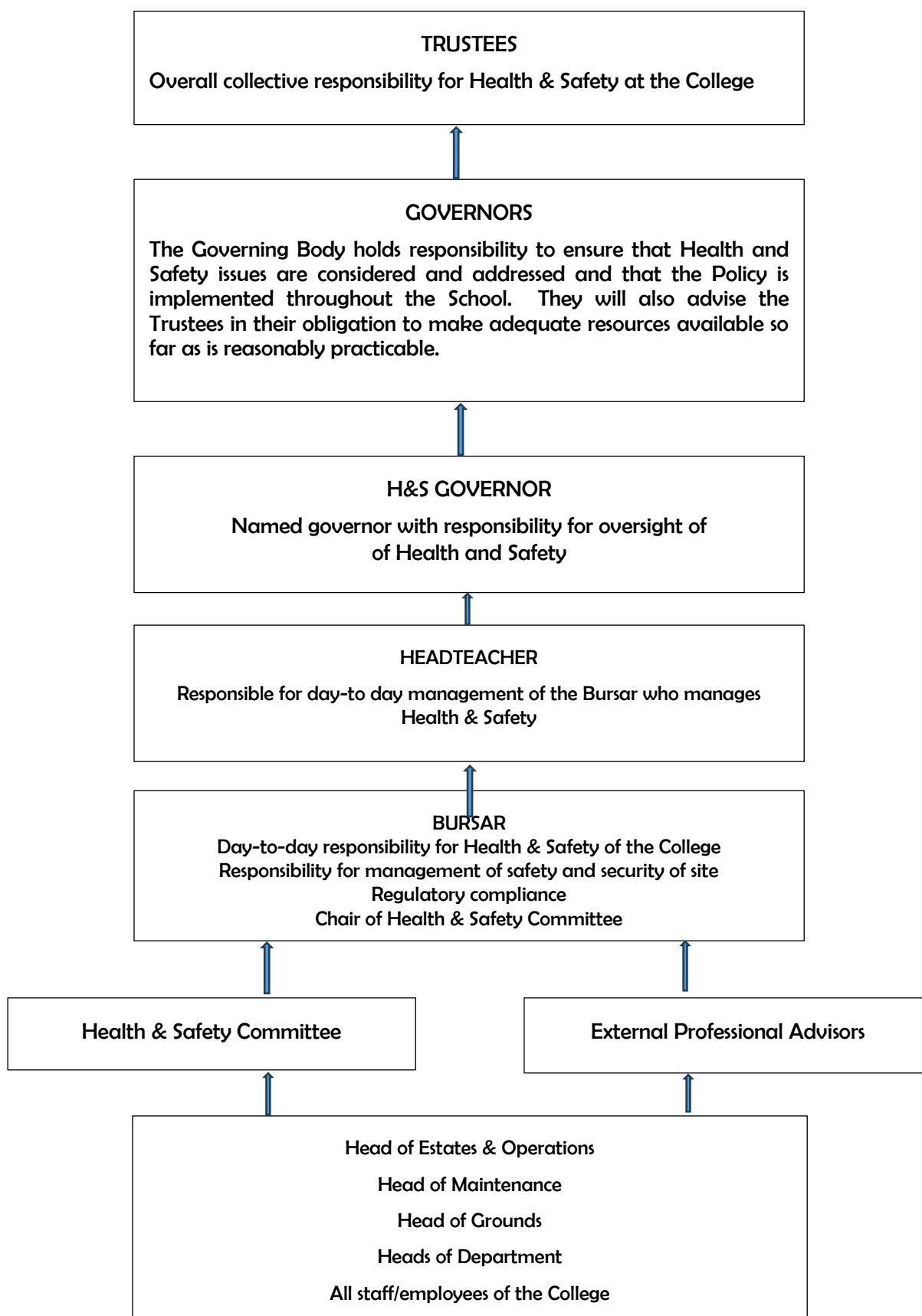
The Committee will meet once a term and will be chaired by the Bursar. The Governor who is responsible for overseeing Health and Safety will be sent minutes of these meetings; a separate Executive and Estates meeting regarding H&S is held over Zoom with the H&S Governor. The other members of the H&S Committee will be:

- Headteacher
- Deputy Headteacher
- Head of Estates & Operations
- Head of Grounds
- Head of Maintenance
- Head of D&T
- Head of Science
- Head of Art
- Head of PE
- Education Visits/Co-curricular Co-ordinator
- School Nurse
- Head of Drama

The role of the Committee is to:

- Discuss matters concerning Health and Safety, including any changes to regulations;
- Monitor the effectiveness of Health and Safety within the school;
- Review accidents and near misses, and discuss preventative measures; to include RIDDOR;
- Review and update risk assessments & monitor progress;
- Discuss training requirements;
- Monitor the implementation of professional advice;
- Assist in the development of safety rules and safe systems of work;
- Monitor communication and publicity relating to Health and Safety in the work place;
- Report on any Health & Safety matters & encourage suggestions and reporting of defects by all members of staff.
- Review policies and procedures and their implementation: H&S, Fire Risk Safety/Prevention, Emergency Evacuation & Lock-Down Policy & Procedures.;
- Set Key Performance Indicators and areas for improvement in relation to Health & Safety
- Security

Diagram Showing the Organisation for Health and Safety



Embedded H&S Culture

H&S is discussed at various committees across the school and is embedded into College life.

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.
- 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.

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 H&S minutes are also stored on a central teams H&S area accessible by all staff. The Bursar always welcomes information and points for discussion.

The School Nurse

The School Nurse co-ordinates 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 School Nurse to the the Bursar. 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.

The School Nurse will be responsible for:

- Maintaining an accident book and reporting notifiable accidents to the Bursar and Executive Team Executive.
- Keeping statistics and preparing summary reports for the School Health and Safety Committee.
- Escorting pupils to hospital (and informing their parents), or arranging escort to hospital where appropriate.
- Checking that all first aid boxes and eye wash stations are replenished.

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 Bursar for reporting purposes. Operational links will be required to the College Chefs and the outside catering company Harrison's, who hold monitoring and administrative responsibilities for food hygiene legal duties.

All Staff/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 below.

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 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 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.

All staff should 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. Risk assessments must be shared with them.
3. All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of employees.

Co-operation

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 Coordinators 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. Risk Assessments are stored within Civica Parago system and on the Health and Safety Teams Platform

A copy of this policy is on the SharePoint drive available to all staff. Updated policies are notified to staff at briefing.

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 student, 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 Estates & 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 matter 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.

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.

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 Leadership 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.

Written details of these procedures or their location are to be found within these Policy & Procedures. 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

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.. Signage is displayed on entry to the college site and on entry to the buildings.

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;

Thornton College Health & Safety Policy

- 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.

RISK ASSESSMENTS' POLICY (a separate policy is in place)

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, staff, visitors or contractors 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. Please refer to separate policy.

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 School Nurse is responsible for all matters relating to Medical Provision/First Aid and is responsible for ensuring that the appropriate first aid equipment is maintained and suitable. Furthermore she is responsible for ensuring that all relevant notices, records etc. are maintained and for supplying relevant medical information to staff.

Students with specific medical or care needs will be covered by their IEP and PEP (Personal Evacuation Plan).

Further details of these arrangements are to be found within the Health & Safety Procedures, First Aid Policy.

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 Head of Estates & Operations to ensure that training is kept up to date.

Signed

Sr Helen Mary Haigh
Chair of Governors

Date

HEALTH & SAFETY PROCEDURES

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 to the Bursar.
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, Personal Protective Equipment (PPE) 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 & report to the Environment Agency if appropriate.
16. All emergency procedures relevant to your work area are to be obeyed.
17. Emergency exits and equipment are not to be obstructed.

Thornton College

Health & Safety Policy

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. in buildings and grounds;
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. overloading lifting equipment.

This list is not exhaustive.

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 Risk Safety/Prevention, Emergency Evacuation & Lock-Down Policy & Procedures. A list of emergency contact numbers for a Health & Safety emergency are held by the security team, Head of Estates & Operations and Bursar. The Critical Incident Policy will be used as appropriate – where emergency contacts are also listed.

EMERGENCY ALERTS

‘Emergency Alerts’ is a new service from the UK government, launched 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](https://www.gov.uk/alerts) and [past alerts](https://www.gov.uk/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 School Nurse has specific responsibilities for ensuring the appropriate documentation is completed

Thornton College

Health & Safety Policy

and whether there is a requirement to report under RIDDOR. 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.

For most school trips a mobile phone will be provided, to ensure that emergencies can be dealt with appropriately; where this is not possible, pupils are provided with an emergency telephone number belonging to the staff members registered as being the emergency contact at school. For staff, particularly within the Sports Department, working in the grounds a radio is available for use to contact either the School Nurse, Estates Team 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 H&S Policy & Procedures herein. Staff have a duty to request suitable PPE if they deem it necessary. PPE must be worn by staff if provided for use.

WORKPLACE TRANSPORT SAFETY

Thornton College aims to ensure that the site is organised so that pedestrians and vehicles can circulate in a safe manner. Vehicles and traffic routes are separated from pedestrians wherever possible and traffic routes are suitably signed and controlled as far as is reasonably practicable.

The Bursar will have responsibility for the implementation of this guidance with support from the Head of Estates & Operations as appropriate.

The following areas will be addressed:

- School Minibuses
- Vehicles on site
- Parking and deliveries
- Access control and security
- School buses
- School travel plan

The Bursar will be responsible for liaison with the police, highways authority, insurers / security advisers etc with regard to the School Travel Plan.

Parking arrangements will be specified for:

- staff
- senior pupils
- visitors
- parents
- major events
- contractors

Deliveries will be permitted during the hours specified where possible and vehicles are only allowed to park in designated areas. Deliveries should be arranged in advance wherever possible by the person who has organised the delivery.

Thornton College

Health & Safety Policy

All use of the school minibus must be arranged via the Head of Estates & Operations. This will include the departure and return times of the vehicle so that suitable arrangements can be made with regard to the overlapping with any other vehicle movements.

Pedestrian routes have been identified and separated wherever possible from vehicles by physical measures such as bollards and identified walkways. Lighting is provided as appropriate.

Cyclists should dismount once they arrive on site and use pedestrian walkways.

The Grounds team use a tractor with a trimax snake and a ride-on mower; passengers are prohibited on any single seat vehicle and risk assessments are in place. Rollover Protection Structure [ROPS] has been considered and is referred to in the transport safety risk assessment in place. 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; 5mph signs are displayed on entry to the college, And vehicles are not on the grass areas unless by express permission of the Bursar or in the necessary course of their duties.

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 as Transport Marshalls, who have been appropriately trained, 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 7.

Storage of Fuel for vehicle refueling

Where possible we aim to eliminate the risk of using fuel and use electrical equipment if possible. LPG fuel is available on site and risk assessments related to safe storage under COSHH have been prepared; to include risk assessments. This fuel is not available other than to staff as it is locked away in the tractor shed area.

There are no specific legal requirements on how to store diesel or the quantity allowed either in workplaces or domestic premises. It is not, from a health and safety point of view, a particularly hazardous substance within the meaning of the Dangerous Substances and Explosive Atmospheres Regulations 2002 – its vapour flash point is too high. This means that its vapour will not ignite at normal room temperatures.

However Thornton College takes into account the following:

- no 'hotwork' should be performed on the vessel unless it is emptied and purged of any remaining vapour.
- the drum should be positioned away from any source of direct heat.

- the drum should be located in an area where there is no risk of collision with vehicles, fork-lift trucks etc. (diesel splashing onto a hot engine will probably ignite).
- leaks and spills should be contained to the vicinity of the drum and mopped up quickly, to lessen the risk of slipping.
- refilling and dispensing activities need to take account of manual handling issues etc.

While diesel is not a particularly dangerous substance from a health and safety point of view, it is an environmental hazard, with considerable clean-up costs if it should leak into a drain, watercourse or the soil; in these cases the Environment Agency will be contacted for further information.

CDG Regulations surround the transportation of diesel in large quantities. LPG, diesel and gas is brought to site using an accredited professional company. A risk assessment is in place for when they are on site.

Safe storage of petrol

Cans and drums can provide an adequate means of storing petrol. Consideration must be given to the method of storage taking into account the method by which the petrol will be used or disposed of and whether the use of small containers increases the overall risks and handling problems during their filling and emptying (think about manual handling). At the college there will be no more than 2 x 20L cans of petrol for use with grounds machinery. This is stored locked away in the tractor shed compound. A drip tray is in place to prevent spillage retention to protect the environment.

Containers should, where reasonably practicable, be stored in the open air at ground level (singularly or in stacks). This enables leaks to be quickly seen and any vapours to be easily dispersed. They should not be stored on the roof of a building. Where the best option of storing containers outside is not reasonably practicable they should be kept in suitable storerooms, preferably separate buildings, specifically designed for the purpose. The tractor shed compound is away from the school buildings. Filling and emptying containers, must not be carried out in close proximity to the other fuels or cans. This is to prevent other activities that are a higher risk causing a fire, which then spreads to involve the larger quantities in storage.

ACCIDENT REPORTING /RIDDOR ARRANGEMENTS

The school complies with the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 ("RIDDOR") and that appropriate records are kept of accidents involving School activities.

Most incidents that happen in schools or on school trips do not need to be reported to the HSE. If a pupil is injured in an incident and remains at school, is taken home or is simply absent from school for a number of days, the incident is not reportable. 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 onto the school's Management Information System, iSAMS in the student database. For staff a copy is held by the Head of Estates & Operations in date order and a note is recorded on their personnel record on the iSAMS database under absence information.

Thornton College aims to ensure that accidents are recorded and reported in line with statutory requirements and insurance conditions.

Applicable legislation:-

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

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.

1. Injuries to pupils and visitors who are involved in an accident at school or an activity organised by the school are only reportable under RIDDOR when 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 (examinations and diagnostic tests are not treatment) as a result of an accident arising out of or in connection with work. Also a reportable occupational disease when confirmed by a doctor in writing. The HSE Information Sheet EDIS 1 (rev3) gives details of specified injuries and reportable diseases

NB . The HSE Information Sheet EDIS 1 (rev3) gives guidance and examples of whether an injury arises out of or in connection with work. If in doubt guidance should be sought from the HSE, for example when a pupil from another school is injured (specified injury) during a sports match (not reportable) as opposed to a pupil of the school who is injured similarly during a timetabled games lesson (reportable).
 - 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).

Thornton College Health & Safety Policy

- i) where cable exceeds 200 volts and plant or equipment makes unintentional contact or an arc is caused due to close proximity.

The HSE Information Sheet EDIS 1 (rev3) should be referred to.

- v. On receiving a medical certificate/report from the employee's doctor, stating that the employee is suffering from any industrial disease.
- vi. Accidents which result in death or a specified injury (which must be reported without delay). accidents prevent the injured person from continuing their normal work for more than seven days (not counting the day of the accident, but including weekends and other rest days). These must be reported within 15 days of the accident.

A copy of the Riddor report is kept on file by the Head of Estates & 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 School Nurse and the Head of Estates & Operations have been trained in RIDDOR reporting. If there are any doubts about the need to report under RIDDOR it must be raised with the Bursar. Incidences that involve RIDDOR reporting are fed back to the Executive Team meetings and at the H&S meetings.

ACCIDENT/ INCIDENT INVESTIGATION

Accidents are appropriately investigated to identify the root causes of accidents and implement the lessons learnt to prevent recurrence.

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. All such reports will be reviewed by the School Senior Leadership team and the Health and Safety Committee. The Chair of Finance and Premises and the Chair of Governors should be notified of any serious accidents on site.

Reference should be made to the HSE Information Sheet EDIS 1 (rev3) (www.hse.gov.uk/pubns/edis1.pdf)

Accident reports will be considered at every meeting of the College's Health and Safety Committee. All accidents reportable by the school under RIDDOR will be investigated.

For serious incidents the Bursar should consider obtaining legal advice at the outset of any investigation. Such support can be obtained by contacting ISBA. The Bursar will contact the school insurer where any incident is felt likely to result in a claim.

The School Nurse is responsible for escorting pupils to hospital and for ensuring that Pastoral Staff are informed. They will ensure that the parents of the pupil are informed as soon as possible for anything other than a trivial injury.

FIRE PRECAUTIONS

The College's fire precautions and emergency evacuation arrangements are detailed in the Fire Risk Safety/Prevention, Emergency Evacuation & Lock-Down Policy & Procedures. A copy of this is located in the policies section, within All Staff Documents, within SharePoint.

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 and signs displayed throughout the College.

Thornton College

Health & Safety Policy

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:-

All visitors must ensure that they:

1. Complete the visitor's book on arrival and departure. A badge attached to a red or grey 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 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;

FIRE ALARMS

These are covered by the Fire Risk Safety/Prevention, Emergency Evacuation & Lock-Down Policy & Procedures, 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 lightening 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 First Aid Policy.

The Deputy Head is responsible for line managing the School Nurse. The School Nurse is 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 School Nurse is responsible for the First Aid 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 Centre
- 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 School Nurse is 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 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
 - Eye wash stations by the sink in Art 1 in the dark room by Art 2
- **DT Workshop**
 - 1 x Workshop (DT) – by the sink in the main area of workshop
 - Eye wash stations by the first aid kit in Art 1
 - 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 Cafe
 - 1 x maintenance mess room
 - Eye wash station by the first aid kit in workshop
- **Other areas in college**
 - 1 x Pre-reception Classroom
 - 1 x college office
 - 1 x Sixth form common room
 - 3 Surgery (2 x Excursion large bags)
 - 4 x First Aid Room/Surgery trip bum bags
 - 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
- 1 x Boarding The Villa
- 2 x College Mini Buses
- 1 x Security cabin

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 powdered free x pair pre-packed
- 2 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 Tufkut Shears
- 1 x Conforming Bandage
- 1 x Instant Cold Pack
- 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 School Nurse. Accompanying staff also have access to the 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 School Nurse is responsible for providing the organiser with the appropriate medical information and appropriate medical and first aid kits.

First Aid Kits are replenished when used by the School Nurse. Staff should advise the Medical Centre when they use products from the kits. All first aid kits are checked annually by the School Nurse 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

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

Other general first aid and medical risk assessments are completed by the School Nurse and held on Parago.

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 is 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 with EYFS children attending, 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.

SWIMMING POOL

Thornton College aims to ensure that the swimming pool is maintained appropriately and that the pool is used appropriately and that activities are supervised / managed in accordance with good practice. Emergencies have been considered and that suitable arrangements are in place to cater for them.

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 3- Year 8 during the Michaelmas 1 term and the Trinity 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. A qualified lifesaver/lifeguard must always be present when the pool is in use including under hire and have appropriate skills (lifeguarding, rescue and first aid).

The exact requirements will vary but includes:

- RLSS National Rescue Award for Teachers and Coaches Course
- National Pool Lifeguard Qualification
- Royal Lifesaving Society UK Level 2 Award in pool lifeguarding, intervention, supervision and rescue.
- STA Swimming Teacher's Pool Safety Award [which includes resuscitation training
- SEQ Level 2 Teaching swimming course with an additional National Rescue Award for swimming teachers and coaches.

Further details in the HSE document HSG 179 *The Management of Health & Safety in Swimming Pools* (www.hse.gov.uk)

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 School Nurse.

First aid provision should consist of an individual who holds a current first aid at work certificate, an emergency first aid certificate so that they can administer Expired Air Resuscitation ("EAR") and External Cardiac Compressing ("ECC")

We do not hire our pool except for the Holiday Camp Providers and Cavendish School of English. This information on Swimming Pool safety is given to both these providers to follow.

Responsibilities for safe use and maintenance of the pool:

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 in relation to lessons and leisure use by boarders
- Establish rules of use.
- 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.
- Ensuring that recommended life-saving equipment is maintained
- Ensuring that there is an emergency radio available within the PE department
- Identify and record training requirements (including first aid and lifeguard)

Head of Grounds

The Head of Grounds is responsible for maintaining the pool and ensuring that:

- The water quality is maintained in a safe and hygienic condition. Water is sampled weekly by the Grounds 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. A copy is held by the Head of Grounds.
- 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
- A backwash is completed twice weekly.
- Filtration sand is replaced annually.
- 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.
- Organise regular boiler maintenance as required
- Safe storage of pool chemicals
- COSHH risk assessment.
- Maintenance of all necessary records

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

The Head of Estates & Operations works closely with the Head of Grounds/Head of PE in maintaining pool safety.

The Head of Estates & Operations, Head of Grounds and Grounds Assistant have all 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.

Thornton College Health & Safety Policy

The assessment will include issues such as security, supervision, water quality, emergency arrangements and risks presented by specific activities etc. More detailed maintenance risk assessments will be completed by the Head of Grounds, covering maintenance and lone working.

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

The Bursar will, with support from the Head of Estates & Operations & Head of Grounds:

- prevent unauthorised access and usage of the pool
- ensure the provision of life saving equipment and communication
- ensure the provision of appropriate signage and pool markings
- put in place arrangements for the cleaning and maintenance of the pool including:
- upkeep of plant & equipment
- a water treatment and testing regime

Teachers in charge of swimming activities:

- Check the swimming pool risk assessments, EAP and NOP
- Enforce normal and emergency procedures
- Ensure appropriate supervision of children
- Head counts prior to and after each session
- Carry a radio for emergencies.
- Control of pupils

Adults other than teachers:

- Support and work beside the teacher watching the pool at all times
- Supervise changing

Leisure Use of the Pool

Members of staff and parents may not use the college's pool outside of normal college hours unless a qualified lifeguard is present. If a lifeguard is available then staff may use the pool but 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 Grounds that the water is safe to do so. This will need to be checked in advance as at times the pool will be out of action, when chemicals levels are being added and monitored. A radio must always be used by any lifeguard in the case of emergency assistance.

SWIMMING POOL NORMAL OPERATING PROCEDURES

The NOP must be displayed in close proximity to the pool

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.
- Swimmers should not congregate until a qualified member of staff is on poolside

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 and has ensured the area is locked.

Maximum Numbers

Instructional classes in the pool 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:

- | | |
|---|------------|
| ○ Competent swimmers | 1:20 |
| ○ Improvers/swimmers & mixed ability groups | 1:20 |
| ○ Non-swimmers & Beginners | 1:12 |
| ○ Language Difficulties | 1:12 |
| ○ Swimmers with disabilities need individual assessment and if a required ratio adjustment is necessary this will be addressed in the RA. | |
| ○ Recreational Swimming | 30 maximum |

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. A list of trained lifeguards will be displayed in close proximity to the pool.

Swimming Pool Hire & Use

We do not hire our pool except for the Holiday Camp Providers and Cavendish School of English. This information on Swimming Pool safety is given to both these providers to follow and adhere to. Ratios are to be followed and qualified lifeguard provision must be in place. All staff must have an enhanced DBS check.

Plans of the Building and Layout

- Showing the emergency exits and evacuation routes, alarms etc

Potential Areas of Risk

- pool environment
- pool supervision
- pool plant
- session users

This risk assessment must be prepared by the Head of PE and is available on the Parago system for all staff.

Known hazards will be detailed in the risk assessment that will include but not be limited to:

- children gaining access to the pool unsupervised when not in use
- children who can't swim getting out of their depth
- existing health problems
- recreational swimming
- lack of emergency response
- diving into insufficient depth of water

Reporting of Accidents and Incidents

- Any accident or incident in the pool require a form to be completed with the School Nurse
- Any accident or incident must be advised to the Head /Bursar
- Any significant instance will be investigated and reported by the Head of Estates & Operations and reported to the Head/Bursar

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
- No access when pool not in use
- All emergency equipment in place before commencing lesson
- Register to be kept for those participating in the lesson
- Swimming not to take place until one hour after a meal
- Recorded headcount for those entering the pool
- Supervising teacher aware of any individual health problems / restrictions
- Swimmers not allowed back into the pool unattended
- Practice drill at beginning of new lesson, no less than one per term or when a new student joins the school.
- No swimming whilst injured persons are being treated
- Head count at the end of the session cross checked with recorded headcount.
- Be confident of resuscitation and rescue procedures.
- Check you have access to a radio & whistle before opening the pool.
- Contact the Front Office/Reception Desk to advise a lesson is in progress.
- All students must be aware of Safety Procedures before attending lessons.
- All students must know the Emergency Procedures. TWO BLASTS ON THE WHISTLE.
- Make students aware of hazards: Deep End / Shallow End
- Make students aware of pool rules.
- 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:
 - Competent swimmers 1:20
 - Improvers/swimmers & mixed ability groups 1:20
 - Non-swimmers & Beginners 1:12
 - Children under the age of 7 1:12
 - Language Difficulties 1:12
 - Swimmers with disabilities need individual assessment and if a required ratio adjustment is necessary this will be addressed in the RA.
- Recreational classes should not exceed 30 swimmers / two qualified supervisors

For detailed information refer to:

Amateur Swimming Association ("ASA"), www.britishswimming.org

Association of Physical Education ("AfPE"), www.AfPE.org.uk

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 significant health problems, as identified by the school nurse, [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 in consultation with the school nurse.
- There should be no eating or chewing gum in the pool.
- Students should never run on the pool surround.

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 Grounds. 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 Front Office/Reception Desk that a lesson is about to start using the radio. The Supervisor in charge may declare the Pool unsafe to use. Any concerns with safety equipment must be notified to the Head of Grounds, copied into the Bursar as soon as it is practicable to do so.

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 Grounds Team who are trained in this. The Plant Room (pumps, sand filters and dosing system) are serviced annually by Pool Care Leisure Ltd. Head of Estates & Operations

The boiler to heat the pool is maintained and tested by a specialist and this is organised through the Head of Estates & Operations Maintenance in consultation with the Head of Grounds. The Head of Grounds holds all records in relation to maintenance of the Swimming Pool; including a copy of the boiler checks. 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 and CCTV is 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
Back board

The pool is hoovered as required, but no less than twice per week and is backwashed at the same time. This is carried out on a Tuesday and Friday afternoon by the Grounds Team.

Individual PPE is in place to include: gloves, apron, face shield, respirator mask, footwear.

Pool Water Treatment involves

- chemical treatment (disinfection, pH correction, flocculation) – is carried out automatically via the dosing system. This is monitored automatically using a cloud based app “Cloud Connect” with auto-alert system. In addition grounds staff check chlorine levels every 3 hrs whilst the pool is in use.
- water testing, dosing, ordering, delivery and storage of chemicals - Chemicals used within the pool are hydrochloric acid, jolly gel (floculant), sodium hyperchlorite and sodium bicarbonate, all of which are stored and locked within the pool compound. COSHH risk assessments are in place. Only trained personnel are to touch the chemicals used. Chemicals are orders by Head

of Grounds from Woburn Chemicals and are delivered approximately every 4 weeks. Upon delivery the drive is met by the grounds team, where empty containers are returned and new chemicals are transported using the grounds equipment safely away from students to the designated storage area.

- backwashing requirements – these are actioned on Tuesday and Friday afternoons or any times the water levels go out of the correct parameter levels
- strainer cleaning – The pot strainers are cleaned twice per week after the backwash routine when flocculant is added.
- any other equipment and processes the filtration sand should be replaced every 3 years by a professional company [Pool Care Ltd]
- roles and responsibilities for the treatment regime – this is the responsibility of the Head of Grounds.

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. These are displayed in close proximity to the pool area.

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 one of which must be a lifeguard present. Students may not act as Lifeguards.

Any Queries

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

SWIM – CODE & POOL RULES FOR STUDENTS

These rules must be explained to students at the first lesson and if any new student joins but not less than once per term. Lesson plans should include this.

- Do not enter the poolside before your teacher instructs you to do so
- 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
- No shouting – or you will not hear instructions
- No acrobatics
- No pushing / ducking other swimmers
- 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

This plan should be displayed in close proximity to the pool.

- 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 student to the college office to call for an ambulance and one student to fetch the School Nurse 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).
- In the event of a bomb threat the fire alarm will be sounded and the point above will be followed.
- If the number of swimmers exceeds the defined maximum [instructional (20), recreational (30)] then the number of swimmers must be reduced immediately.
- Disorderly behaviour must be stopped immediately and any physical confrontation, call for assistance if required on the radio.
- If water clarity, complaints of temperature or water quality are raised then the Supervisor in Charge should close the Pool. The fault should be raised in the first instance with the Head of Grounds and 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. Contact should be made with the Head of Grounds.
- In the event of a structural failure two blasts on the whistle and all students are to evacuate at the guidance of the teacher in charge.
- In the event of any emergency situation requiring action, including a life-saving incident, emission of toxic gases, discovery of a casualty in the pool or serious breach of discipline two blasts on the whistle and students should be evacuated from the area swiftly. Call for help on the radio.
- Any emergency situation requiring action, including a life-saving incident, discovery of a

casualty in the pool or serious breach of discipline should be recorded and reported to the Headteacher and Bursar.

- This plan should be rehearsed no less than once each term with all students.

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 3 officers working on a rota system over nights and weekends between the hours of 5pm and 6am and 24hrs over Saturday and Sunday. 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. During school hours we have a number of Estates Team working within the grounds and around the site who monitor any unknown persons on site. All staff and parents have permits displayed in the front of their cars to facilitate the Security/Estates 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. Around 10pm 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. Visitors to the site come through reception via a video intercom system. The inner door within reception has a key pad entry and is secure. The reception has a panic button under her desk to activate if required and the Estates team will quickly move to reception to assess the situation.

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 5.30am. 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) contractors - 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 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 lanyard containing a visitor's 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 to them. They will behave in such a manner that ensures that no avoidable and unacceptable risk is created.
2. Report any hazards spotted to their hosts immediately.
3. All signs and instructions regarding Health & Safety must be strictly obeyed.
4. They must not intentionally or recklessly interfere with or misuse anything provided in the interests of Health & Safety at Work.
5. They must be accompanied at all times unless otherwise agreed.
6. They must not operate any machinery or vehicle unless authorised to do so.
7. All accidents or incidents, however minor occurring on the premises must be reported.
8. 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.
9. 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 for fire information and exit routes.

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

Thornton College aims to ensure that, so far as reasonably practicable, safety standards are complied with by contractors. This is to ensure the Health and Safety of:

- a) school employees
- b) school students
- c) contractor's employees
- d) sub-contractors
- e) any other persons who may be affected by the work being undertaken

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.

Prior to appointment contractors are sent a form to complete regarding all contractor's staff due to attend site. This includes information such as their public liability, confirmation on the suitability of their staff to work unsupervised around children and whether relevant appropriate training is in place such as Asbestos Safety. Details of their DBS number, appropriate vetting checks and continuous service will also be obtained. The names of those due to attend site will be entered onto the central register spreadsheet, within SharePoint, of approved grey lanyard contractors. [This list is available to designated staff members]. It is the responsibility of the Head of Estates & Operations in consultation with the Head's PA to check the health & safety competence of any contractor or their employees before appointment/arrival on site. This will involve the co-operation of the member of staff booking the contractor. All risk assessment and method statements [RAMS] by the contractors will be in place prior to arrival and a copy of the RA will be uploaded to the designated contractor folder within H&S in MS Teams.

In appointing a new contractor consideration must be given to the following:

- a) How the contractor manages health & safety, e.g. policy, conducting risk assessments, access to competent advice
- b) who has overall responsibility for health & safety
- c) what training staff have had
- d) has the contractor ever been prosecuted, served notices or investigated by an enforcing authority
- e) provision of example risk assessments for the type of work to be undertaken
- f) details of any serious accidents in the last 3 years and record of any prosecutions
- g) references for the type of work from previous clients

The Contractors representative ("contractor rep") will report to the person instructing the work ("school rep") and provide details of:

- a) general description and scope of work.
- b) timescale for the work
- c) areas affected
- d) work methods, safe systems of work / risk assessment as applicable
- e) any foreseeable hazardous operations
- f) any hazardous materials or dangerous work practices

Thornton College Health & Safety Policy

- g) 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.
- h) 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.

Regular contractors who are likely to attend site during term-time have a DBS enhanced check issued within 3 years by their company. Copies of these DBS Certificates are retained by the Head of Estates & Operations Head's PA, along with a copy of their public liability insurance where relevant and any contract (documents including public liability are collated and checked by the Head of Estates and Operations). 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 Estates team and should be issued with a red lanyard to wear.

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.

On arrival, the Head of Estates and Operations will conduct an induction, which will include:

- a) premises emergency procedures including evacuation / assembly points
- b) facilities available to the contractor adjacent to the Estates tea room.
- c) relevant operational rules and procedures, eg no-go areas, times of working
- d) access arrangements including parking
- e) school activities which may affect the contractors work
- f) documentation required by the school
- g) Location of asbestos if relevant and provide access to the asbestos register

Outside normal school hours work may be allowed by prior agreement with the Bursar.

The Contractor Rep will provide a list of all persons to be present on site (including sub-contractors) and if appropriate the arrangements for signing in and out of the site/permit to work arrangement

The contractor will be required to:

- a) ensure that work areas are safe
- b) ensure that work areas are tidy
- c) remove rubbish and redundant materials

Any hazardous works and use of machinery must comply with legislative requirements and be highlighted to the School Rep, this includes:

- a) hot works
- b) Excavations

- c) Scaffolding
- d) overhead work
- e) use of flammable liquids
- f) work involving electricity
- g) work at height and involving lifting equipment
- h) any construction work

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. Any possible interference with alarm systems and emergency escape routes must be informed to the School Rep and suitable remedial arrangements agreed. The Contractor Rep will report any accidents to the School Rep. The Contractor is responsible for the provision of their own first aid arrangements. Any discovery of suspected asbestos material must be reported to the Bursar immediately and work stopped.

Head of Estates & Operations Contractors Responsibilities

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 are recorded on the SCR by the Head's PA. 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.

Our holiday camp day provision is contracted to Ultimate Activity Camps. A contract is in place. Confirmation of all the relevant checks are in place. Our Deputy Head/DSL meets with the provider and reviews their Safeguarding Policy and Procedures. Appropriate College policies are shared with them. UAC are responsible for their own risk assessments. We hold a copy of their Public Liability Insurance.

We have an annual Language Summer School run by Cavendish School of English. This involves boarding for 6 weeks over the summer. A contract is in place. Confirmation of all the relevant checks are in place. Our Deputy Head/DSL meets with the provider and reviews their Safeguarding Policy and Procedures. Appropriate College policies are shared with them. UAC are responsible for their own risk assessments. We hold a copy of their Public Liability Insurance.

College Home Transport Services/Taxi Providers

All college home transport and taxi providers are contracted by 2 companies. A list of who will be carrying girls in their cars/minibuses are provided and confirmation by the 2 taxi companies that all their staff have a current enhanced DBS and appropriate vetting is in place. A copy of photographic driving licence and relevant carriage licencing papers is taken on appointment. All drivers provide copies of current insurance paperwork.

These are held on file by the Head's PA and reviewed by the Head of Estates and Operations. Drivers are issued with grey lanyards to be able to access the Estates toilet facilities on site.

Duke of Edinburgh

The Duke of Edinburgh is run through an outside contract with BXM Outdoors, with whom we have a contract. We have a Duke of Edinburgh lead who co-ordinates this and is responsible for Risk Assessments and is the staff contact during expeditions.

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 Estates & Operations regarding training needs. Safeguarding training is the responsibility of the Designated Safeguarding Lead.

Thornton College aims to ensure that all employees (including temporary workers) are adequately trained to carry out their role in a safe and healthy manner and that health & safety training requirements at all levels within the school are identified and reviewed. The College aims to meet any statutory training requirements for specific activities.

Management must ensure that all new employees are given information about the following during their induction programme 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 and general information on Health and Safety;
- c) fire precautions and safety 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 PPE;
- f) general hazards in and around their work area and the control measures in place;
- 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.
- k) specific topics relating to that person's role and their place of work, including departmental policies and risk assessments
- l) School trip arrangements
- m) Risk assessments

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 Head of Estates & Operations will highlight any H&S training needs identified to the Bursar. H&S Certificates are also held by the Head of Estates and Operations and logged appropriately.

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 Estates and Operations and SLT.

The following training is in place but not limited to:

Thornton College Health & Safety Policy

Safeguarding to Level 3: Headteacher, Deputy Head, Bursar, Assistant Head – Director of Studies, Assistant Head – Head of Prep, EYFS Manager, School Nurse in her role as Deputy Safeguarding Lead, SENDco, in her role as Deputy Safeguarding Lead, Director of Development, Head of Sixth Form, Head of Chaplaincy /RE and the Safeguarding Governor.

Safer Recruitment: Headteacher, Deputy Head, Bursar, Safeguarding Governor, Development Director, Head Teacher PA

Prevent & FGM: All staff

Safeguarding: All staff

Cyber Security in Schools: All staff

IOSH: Bursar

Risk Assessments: Bursar, Head of Estates and Operations

Legionella Awareness: Head of Maintenance, Head, Chair of Governors, Bursar, William Stout & Head of Estates and Operation

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

MIDAS: All minibuss approved staff users

Manual handling: Estates team & key staff

Fire Marshals: Estates team, Boarding representatives, security team and key staff .

Fire safety: Most staff

First Aid: Various key staff

Epipen training: Most staff

Asbestos awareness: Maintenance Team and IT 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 Estates and Operations, Bursar, Head of Grounds & Head of Maintenance

Full training records for Health and Safety are held by the Head of Estates and Operations. Full records for all other training are held by the Head's PA.

Specialist job related training will be conducted / organised as follows:

- Minibus - Educational Visits Officer / Head of PE / Duke of Edinburgh Co-ordinator
- Physical Education and Swimming – Head of PE
- Science related - Head of Science
- Design and Technology related - Head of D&T
- Catering and Cleaning – Executive Chef Manager / Bursar
- First Aid - School Nurse
- Any individual requirements for subject / activity specifics - Head of Department / Assistant Head - Director of Studies

Refresher training will be given as appropriate to changes within the workplace and the role of the individual.

Records of training will be kept by the Head's PA as appropriate.

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 Head of Estates & Operations 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.

This guidance is applicable to all employees of, workers for, and pupils of the school when using substances hazardous to health. (NB there is separate guidance on Radon Gas)

Thornton College aims to ensure that foreseeable work activities using / generating hazardous substances are identified and that suitable and sufficient risk assessments are in place where significant risks have been identified. Furthermore to ensure that suitable control measures are put in place to protect the health, safety and welfare of those who may be affected by activities at the college.

Heads of Department (including support departments) will be responsible for the management of hazardous substances within their areas of responsibility.

Hazardous substances include:

- Those classified as very toxic, toxic, harmful, irritant and corrosive
- Biological agents connected with work with micro-organisms
- Substantial quantities of any dust
- Substances with a maximum workplace exposure limit assigned by the Health & Safety Executive
- Radioactive substances
- Any other comparable substance, eg pesticides

Typical areas which will need to be considered are:

- Chemical usage in science laboratories and in cleaning, maintenance and grounds maintenance
- Biological agents, such as bacteria and micro-organisms
- Adhesives, paints, cleaning agents etc used in Art, D&T, drama, maintenance, cleaning and catering activities
- Fumes from soldering and welding in D&T, workshops & maintenance
- Wood dust from D&T, workshop and maintenance
- Pesticides in grounds maintenance, pest control
- Exposure to radioactive substances

Heads of Department will ensure that:

- Where hazardous substances are used or stored on the school premises, a risk assessment will be undertaken and any required control measures will be implemented.
- Quantities of substances stored will be kept to a minimum and an inventory of substances is maintained
- Material safety data sheets (MSDS) for each hazardous substance in use will be available at the point of use and the instructions for transportation, storage, handling and disposal will be followed.

- Those using hazardous substances are competent to do so and in particular where there are designated standards, eg use of pesticides
- Appropriate personal protective equipment will be available
- Hazard signs will be displayed at locations where substances are stored
- That pupils using hazardous substances are supervised at all times
- Any health surveillance requirements are identified and appropriate surveillance implemented
- Appropriate information, instruction and training, together with the keeping of records takes place
- Where any contractors are used, that suitable and sufficient risk assessments incorporate the use / generation of hazardous substances has been undertaken

Maintenance, examination and testing of control measures will be the responsibility of the person mentioned below. Such arrangements will cover:

- Fume cupboards – Head of Maintenance
- Other local exhaust ventilation – Head of Maintenance
- Respiratory protective equipment - the Head of Department in which it should be used and will be replaced every 5 years.
- Other personal protective equipment, eg gloves, aprons, eye protection - the Head of Department in which it should be used.

Records will be kept by the person mentioned below and will include:

- Records of the thorough examination and testing of local exhaust ventilation equipment (undertaken at least every 14 months) for a period of 5 years – Head of Maintenance
- Records of health surveillance and monitoring for 40 years in relation to individuals - Bursar

The Head of Science / Physics is the School Radiation Protection Supervisor (RPS). They will:

- Have attended an appropriate course in radiological protection
- Prepare risk assessments on each activity that involves the use of ionising radiation
- Prepare rules for working with radioactive substances
- Notify the Health & Safety Executive that the School is a "user"
- Ensure that practical work is limited to Sealed sources
- Ensure that experiments on radiological sources are only undertaken by year 12 and 13 students under supervision;
- Ensure that younger students are limited to watching teacher demonstrations year 10-11 are demonstrated only by staff member and appropriately risk assessed.
- Ensure that a strict regime is implemented for the storage and accounting of radioactive substances (including a locked steel box, with warning sign)
- Ensure that a user log is kept for removal and return of substances
- Ensure that any staff have received appropriate training
- Ensure that emergency procedures include arrangements for dealing with radioactive materials

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; [Please refer to [The GB CLP Regulation which adopts these practices in GB law.](#)]
- 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.

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.

Thornton College Health & Safety Policy

"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 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 Completed within the Parago system.

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.

Thornton College Health & Safety Policy

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 the designated 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 ordered, 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.

All harmful chemicals must be locked away safely in the appropriate chemical storage units.

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 Estates and Operations.

Each manager who uses substances in their departments is responsible for ensuring the register is completed and updated; ensuring that these have been handed to the Head of Estates & Operations. The Head of Estates & 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.

RADON GAS

Radon is a naturally occurring clear, odourless gas that escapes from rock beneath the earth's surface and can seep out of the ground and build up in houses and indoor workplaces.

Thornton College aims to ensure that exposure to radon is considered where appropriate and that where radon is identified as a risk that appropriate control measures are put in place.

Where premises are located in an affected area, the Bursar / Maintenance Engineer will arrange for a radon survey to be undertaken by a competent person. This may be by the supply of passive detectors from a validated laboratory. The UK Health Security Agency website contains up to date details of validated laboratories.

The British Geological Survey, has confirmed the following:

“The property is in an area where less than 1% of homes are estimated to be at or above the action level. The property is not in a radon affected area.”

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.

PPE is used as a last resort to minimise risk if it cannot be replaced by eliminating the risk altogether.

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. This guidance is applicable to all employees and students of the school who may come into contact with activities which may expose them to noise levels above the lower exposure action level as defined in the Control of Noise at Work Regulations 2005. When hiring or purchasing equipment the options will be considered and the equipment with the lowest possible noise emissions will be the preferred choice.

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. For grounds machinery, including tractors, chain saw, strimmer, blowers, mowers, trimmers etc, these are all listed individually with their dB outputs specified and appropriate actions are taken to minimise the risk of noise to the person using them. This is the responsibility of the Head of Grounds. The use of grounds machinery is risk assessed.

The College aims to ensure that foreseeable working activities where individuals have the potential to come into contact with significant noise levels are identified and that suitable and sufficient risk assessments are in place where significant risks have been identified.

This will enable the college to ensure that suitable control measures are put in place to protect the health, safety and welfare of those who may be affected by School activities.

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.

Exposure Limit Values

Daily/Weekly 87dB(A)

Peak 140 dBA

Exposure Action Values

RAs 80dBA – 135 dBC

Upper 85dBA – 137 dBC

Must provide above 2 years – UAVs Health surveillance

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.

Where reasonably practicable, engineering controls to eliminate, or reduce the effect of noise will be implemented by the Head of Department in conjunction with the Head of Estates and Operations. Noise RA for vacuum cleaners & Grounds equipment are in place

Where noise levels cannot be reduced below the lower exposure action level, EPZ's will be defined and marked by the Head of Estates & Operations in conjunction with Head of Department.

All personnel entering an EPZ will be required to wear suitable ear protection.

As part of our procurement process, the school will request information on noise emissions from suppliers of plant and machinery.

If staff are suspected of suffering from hearing impairment due to work activities then the Bursar will arrange for an occupational health evaluation.

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) drinking water
- k) residential staff common room
- l) 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.

Workplace Safety

Each area of the School premises classified as a workplace will:

- have adequate ventilation
- provide a suitable working temperature
- be adequately illuminated
- be kept in a clean condition
- have adequate access and workspace for the activity
- have suitable furniture and work stations
- be regularly inspected and assessed

Safe access and egress will be maintained in each workplace, including for the disabled where possible given the constraints of our listed building and site.

- Provisions will be made to prevent slips, trips and falls and falling objects
- Working at height will be eliminated where possible but where not possible suitable equipment such as towers and safety harnesses will be provided to eliminate risk. Appropriate training will be provided on the safe use of the safety equipment.
- Where necessary windows will be made of safety material or will be protected from breakage with film or will have appropriate markings.
- Doors will be suitably constructed
- Signs will be displayed where appropriate to warn of risk, these being:

- prohibition signs, eg no access
- warning signs, eg danger electricity
- mandatory signs, eg eye protection must be worn
- emergency or first aid

The college will also display:

- Health & Safety policy statement
- HSE Health & Safety Law poster
- Fire emergency procedures & nearest available exits
- details of first aiders and fire marshals

Public Safety

It is the aim of the school to ensure so far as is reasonably practicable, the Health and Safety of members of the public who may be affected by our work activities. Where any risk assessments identify risks to the public, appropriate control measures will be implemented.

Student 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 on the staff shared area. 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

Thornton College aims to eliminate manual handling where possible and to minimise so far as is reasonably practicable, the need for manual handling and to ensure that only individuals who have received training in manual handling undertake such activities. Where manual handling is undertaken that it is conducted so that the risk of injury is reduced as far as is reasonably practicable and where manual handling cannot be eliminated, where appropriate and reasonably practicable to provide mechanical assistance. This must be highlighted to the Bursar.

Thornton College Health & Safety Policy

The Head of Estates and Operations is a 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 Estates team if they need assistance in this area.

The Estates and Housekeeping teams are trained in Manual Handling Operations. The Head of Estates and Operations is responsible for ensuring that appropriate staff are trained. Manual Handling of persons and safe use of the Evac Chair training is undertaken by an outside provider.

Manual handling risks are highlighted in our risk assessments. Heads of Department (including support departments) will be responsible for the management of manual handling activities within their areas of control.

Manual handling is defined as "any transporting or supporting of a load, including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force". In a school environment this may include:

- Moving furniture around classrooms
- Moving equipment stored at height
- Moving items when taking delivery of goods
- Pushing and pulling trolleys and PE equipment
- Setting up temporary stages
- Moving gas cylinders, chemicals etc
- General movement of workplace equipment

Heads of Department will:

- Consider whether the object needs to be moved at all
- Where it does need to be moved can this be by automation, eg using a lift truck or trolley.
- Where manual handling is necessary ensure that a risk assessment is undertaken and any required control measures are implemented.
- Ensure that those undertaking such tasks have received appropriate training

When assessing the risk, the following should be taken into consideration:

- The task
- The load
- The individual
- The environment

All those who undertake manual handling activities must have received appropriate training, covering good lifting techniques, which include:

- Planning the lift
- Keeping the load close to the waist
- Adopting a stable position
- Getting a good hold
- Not flexing the back any further when lifting
- Avoiding twisting the back or leaning sideways
- Keeping their head up
- Moving smoothly
- Putting the load down then adjusting as necessary

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 Estates and Operations who may contract others to work at height).

The school requires that work at height, including organisation, planning, supervision and supply and maintenance of equipment is only to be undertaken by competent people.

When equipment is selected for work at height it will be:

- The most suitable equipment for the task
- Give collective protection measures priority over personal protection measures
- Take account of working conditions and the risks to the safety of all those at the place where the work equipment is to be used.
- The following must be followed: working at height will be eliminated where possible but where not possible suitable equipment such as scaffolding towers and safety harnesses will be provided to eliminate risk.
- all work at height is properly planned and organised.
- all those involved in work at height are competent and appropriately trained in the use of ladders and towers. [In tasks where school employees work at height they must abide by the guidance and have undertaken suitable and “in date” training.]
- 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 and controlled.
- the equipment used for work at height is properly inspected and maintained – this is the responsibility of the Head of Estates and Operations.

The Head of Maintenance/Head of Grounds and Head of Estates and Operations will apply the following hierarchy for managing and selecting equipment for work at height in their areas of work, namely:

- Avoid work at height where possible.
- Use work equipment or other measures to prevent falls where it cannot avoid work at height.
- Where it cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur
- Ladders will be used in accordance with HSE document INDG 402 Safe Use of ladders and stepladders
- All non-routine tasks must be individually risk assessed and a safe system of work pre-planned.

The Head of Estates and 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 Estates and Operations. The college has a selection of BS ladders and steps available for use. These are checked by the Head of Estates and Operations termly who is competent in this; the ladders are marked to show they are approved and a signed record is reported and held by the Head of Estates & Operations. The ladders are locked away and stored in the Maintenance workshop. The scaffolding tower should be inspected upon assembly and then if left assembled every 7 days; records are held by the Head of Estates & Operations.

When we need to use a cherry picker we hire one in – in this maintenance records must be checked. When the scaffolding tower is in use the area is barricaded off to prevent access to the tower by students. To prevent falling debris during roof work the ground is fenced off appropriately.

Thornton College recognises that working on roofs is a high risk activity and as such takes this very seriously. There is a high-wire Mansafe system available for use when undertaking work on the roof of the St Claire Building & Claudine Thevenet 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. Guards are installed where appropriate otherwise work on the roofs is forbidden unless this is in place. The roofs must be inspected to check they are safe to work on. We are currently looking to install further Mansafe anchor points to roof areas.

Emergency & Rescue procedures must be considered when completing a Risk Assessment when working at heights.

A PASMA course is the training for use of our scaffolding tower. All Estates team members should be trained in this.

Any contractors used by the school will be expected to follow the principles of this guidance and the contents will be shared with them prior to work commencing.

High Rise Buildings

In June 2022, the government introduced the Building Safety Act 2022 which paved the way for the Health and Safety Executive (HSE) to establish a new Building Safety Regulator. The Building Safety Regulator will provide oversight of the entire built environment, raise standards for building safety across industry and deliver the new regulatory regime for higher—risk buildings (HRBs). HRBs are defined under the Act as buildings with at least one storey 18 metres or more above ground level, or seven storeys in height and which contains at least 2 residential units. Note: Ground level is defined as the level of the surface of the ground immediately adjacent to the building, or, where the level of the surface is not uniform the level of the lowest part of the surface of the ground immediately adjacent to it.

The Building Safety Regulator (BSR) will become the Building Control Authority for all Higher Risk Buildings from 1st October 2023 (work can continue under an existing Building Control Body where a building/initial notice has been submitted or plans deposited by 15th October 2023 and work has commenced before the 15th April 2024). HSE notes that the new regime places residents safety at its heart and will drive a real shift in industry standards and that those who manage building safety need to start thinking about their buildings holistically and how they can ensure they remain safe for the people who live in them It is important to remember that for mixed use buildings the criteria covers all work in an in-scope building, not just that in the residential parts of the building Current proposals for fit—out works to units within HRB's indicate an exemption from the Gateway process, including the 12-week determination period for works wholly independent of residential areas. However, views on

the definition of 'wholly independent' were sought during consultation, with the required secondary legislation currently awaiting release.

The Higher—Risk Building (Descriptions and Supplementary Provisions) Regulations 2023 does not include Schools within the definition of a Higher Risk Building when the property is occupied. However, this will apply to any existing halls of residence or student accommodation considered to be a Higher Risk Building (HRB — a building with a storey at least 18 metres above ground level or seven storeys in height and containing at least 2 residential units). All occupied buildings (within scope) must be registered by 30th September 2023, it is an offence if a building is occupied but not registered after this date.

The new regulations came into force on 1st October 2023. All the boarding buildings at Thornton College fall below the 18 metres and therefore are not affected by this legislation.

Gas safety

All gas appliances, including boilers, and outlets at the college are inspected annually to ensure installation pipe work, appliances and flues are maintained in a safe condition and a safety certificate is issued. These certificates are held by the Head of Maintenance but a copy is uploaded onto the portal.

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 shut off push buttons 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 room between SC2&3 contains a green emergency gas shut off valve to both labs each side. In all Science labs alarm detectors are installed to monitor LPG levels and warn of any risks. We have a gas proving system installed in all labs which monitors any leaks on start up (this works by checking the pressure of the system). The shut off valve to the kitchen is outside the washup back exit door; this shuts off gas to the kitchen and laundry areas.

All employees of and workers / contractors for the School who undertake activities associated with gas systems and equipment ensure that:

- Action is taken on the discovering of defects;
- Systems are in place for the inspection and repair of gas installations and equipment;
- Inspection and test certificates are held as required.

The minimum number of mains and bottled gas appliances are used and stored on the School premises. All gases are stored in locked, ventilated, external compounds and that only competent, authorised Estates personnel & gas contractors are allowed to enter. Flammable gases and oxygen are not stored together. Only 'Gas Safe' registered individuals are to work on installations on the Schools premises. All gas installers or gas maintenance engineers will be registered on the Gas Safe Register.

In the event of a leak or suspected leak the following action is taken:-

- turn off the gas supply;
- if the supply cannot be turned off, or a leak is suspected then evacuate the area;
- open windows where possible;

- notify the gas supplier;
- do not operate electrical equipment in the area;
- cease all activities that may expose a spark or naked flame;
- do not re-enter the area until the gas supply engineer has confirmed it is safe to do so.

Where Liquefied Petroleum Gas (LPG) Cylinders are in use, the following precautions should be observed:

- spare or empty cylinders should be stored outside, preferably in a lockable area
- cylinders should never be kept below ground level or near drains, cellars or basements (to prevent the likelihood of potentially explosive atmospheres)
- warning notices should be displayed (eg Highly flammable - LPG)
- smoking or naked flames must not be permitted in or near storage areas
- cylinders must be kept clear of direct heat and at least 3 metres away from highly flammable liquids / materials
- regular checks should be made to ensure that all hosing and connections are in good order and there are no leaks
- no valves on any cylinder should be left open and they should not be dropped or roughly handled
- accommodation in which gas is used must be adequately ventilated
- portable gas heaters are not used.

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 Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) place duties on people and companies who own, operate or have control over lifting equipment. This includes all businesses and organisations whose employees use lifting equipment, whether owned by them or not. In most cases, lifting equipment is also work equipment so the Provision and Use of Work Equipment Regulations (PUWER) will also apply (including inspection and maintenance). All lifting operations involving lifting equipment must be properly planned by a competent person, appropriately supervised and carried out in a safe manner.

LOLER also requires that all equipment used for lifting is fit for purpose, appropriate for the task, suitably marked and, in many cases, subject to statutory periodic 'thorough examination'. Records must be kept of all thorough examinations and any defects found must be reported to both the person responsible for the equipment and the relevant enforcing authority.

This is inspected 4 times a year by Stannah Lifts Ltd. The records are kept in the Head of Maintenance's Office and uploaded onto the Estates Portal. "

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

Thornton College Health & Safety Policy

H&S policy and manual is available in the Catering Office and is on the Sharepoint Risk Assessments folder.

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 or laptops). 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. Our IT Manager is trained as a DSE assessor and can assist any member of staff in this.

The school takes the following steps:

- To ensure that those who regularly use display screen equipment are identified so that a suitable assessment may be undertaken. This is normally those staff members who work within an office environment.
- To ensure, so far as is reasonably practicable, that the Health and Safety of users is not adversely affected by the use of Display Screen Equipment ("DSE").
- To ensure that where required, ancillary equipment is provided.

Guidance for Staff

Members of staff who regularly use DSE should assess their work station. [Form attached at Appendix 3]

The Bursar will ensure that reminders are sent out annually for staff to complete. Any remedial action identified should be raised with the IT Manager to be implemented. Completed assessments will be kept by the IT Manager. The self-assessments should be reviewed on an annual basis or when there has been a significant change in their work environment.

Staff who work at home are responsible for assessing and correcting their own work environments

Where the assessment indicates a need for ancillary equipment this will be provided by the School. Equipment includes, but is not limited to :

- specialist seating
- footrests
- anti-glare screens
- wrist support
- window blinds
- specialist desk

Employees who may be suffering from ill health effects, which may be caused by or made worse by the use of DSE, should report these effects to the Bursar. Occupational health assessments may be required to be undertaken by users.

Where eye tests are requested by regular DSE users, these will be provided free of charge via an NHS Optometrist. Where a user provides evidence from an optician showing that they

Thornton College Health & Safety Policy

require spectacles for DSE work, then the cost of spectacles or lenses suitable for that purpose will be reimbursed by the School (up to a reasonable figure). Individuals may put this sum towards a pair of spectacles which may also be suitable for other purposes as long as these spectacles are made available for use at work.

Eye tests should be undertaken every 2 years.

Guidance will be provided at induction on posture, simple exercises to help circulation and to combat fatigue and on the need to take regular, short breaks from the screen. It is recommended that HSE guidance INDG36 is issued to all users as part of their information, instruction and training;

The IT Manager will be responsible for ensuring appropriate cable management where DSE is in use

Guidance for Pupils

Although schools are not required to undertake DSE assessments for pupils, it is recognised that they will use such equipment during the school day, leisure time and private study.

Pupils will be given guidance on the need for breaks, posture etc in line with that given to staff.

Designated workstations for pupils will be of a similar standard to those provided for staff.

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 Estates and Operations. DfE guidance on 'Managing Asbestos in your school' is considered.

This guidance is applicable to all of those on school premises who may come into contact with asbestos:

- To ensure that foreseeable working activities where individuals have the potential to come into contact with asbestos are identified.
- To ensure that suitable and sufficient risk assessments are in place where significant risks have been identified.
- To ensure that suitable control measures are put in place to protect the health, safety and welfare of those who may be affected by the School's undertaking.
- To ensure that an appropriate programme of recording the location of asbestos and monitoring it is in place and that the Control of Asbestos Regulations 2012 are complied with.

Guidance

- The Trustees will be the duty holder as specified in the Control of Asbestos at Work Regulations 2012 ("CAW"). The Bursar, overseen by the Headteacher, will have day to day responsibility for asbestos, the management of which will be delegated to the Head of Estates and Operations.
- It is the School policy that no employee or other person for whom the School is responsible should, so far as is reasonably practicable, be exposed to asbestos (except in the case of an approved asbestos surveyor or licensed removal contractor).
- Where asbestos exists or is suspected in any of the School campus, an asbestos risk assessment will be conducted by specialist surveyors to identify asbestos containing materials. The Head of Estates and Operations will arrange for this to take place with assistance with the Head of Maintenance.
- An asbestos register will be maintained for each property where the School is the Duty holder showing the location, type and condition of the asbestos. The Bursar and / Head of Estates and Operations will be responsible for the upkeep of the register.
- Where asbestos exists, and risk assessments indicate a high asbestos hazard, warning signs will be displayed.
- Our asbestos management plan is to either:-
 - a. encapsulate any asbestos present and monitor its condition: or
 - b. have the asbestos removed by a licensed contractor.
 - c. keep a schedule for monitoring the condition of the materials will be the responsibility of the Head of Estates and Operations.
 - d. Where any work is likely to involve contact with asbestos containing materials, the Bursar / Head of Estates and Operations / Head of Maintenance will appoint an HSE licensed contractor to undertake the works.
 - e. Where any refurbishment work is required in a building that contains asbestos, the School may need to commission a refurbishment and demolition survey which will give a more detailed understanding of the asbestos present in the building.
 - f. Where any School employees may undertake activities where asbestos could be disturbed, they will be provided with awareness training so that they understand the dangers and steps to take if they accidentally exposed. Asbestos should not be disturbed without seeking expert advice first.
 - g. Where an employee / contractor / pupil believe they have discovered asbestos they should contact the Bursar immediately so that appropriate action can be taken.

Detailed guidance is contained in the Department for Education document "Managing asbestos in your school or college" (October 2020)

It is the responsibility of the Head of Estates and Operations 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 as part of 'contractor induction'. Regular contractors are requested to ensure the training of their staff in asbestos is current and appropriate for the tasks assigned to them.

Electricity at Work

The school complies with the requirements of the Electricity at Work Regulations 1989 and in particular to ensure that:-

- Action is taken on the discovering of defects;
- Systems are in place for the inspection and repair of electrical installations and equipment;
- Inspection and test certificates are held as required.

The Head of Maintenance acts as the responsible person for ensuring systems comply with the scope of the 'Electricity at Work Regulations' 1989 and will keep records of all electrical installations and equipment, electrical checks and the electrical testing equipment operated by the College.

The College requires that:

- Electrical repairs are only to be undertaken by competent people appointed on the authority of the responsible person. Competent persons will be qualified electricians or in the case of visual inspections, have received basic electrical safety training. ICT, Science, D&T, Art and Drama Technicians, Executive Chef Manager, Head of Grounds, Head of Maintenance, Maintenance Assistant and Head of Estates and Operations have been trained to undertake visual inspections of portable equipment. *An electrical inspection checklist is at Appendix 5 to this guidance*
- All electrical control panels and switch rooms will be kept secure and display electrical hazard signs.
- Where simple maintenance tasks, such as bulb changing, are to be carried out by school maintenance staff, that those employees have received adequate training in that task.
- The fixed wiring at the School will be examined on a 5 yearly basis in line with the IEE Regulations by a competent person (note that the works can be completed over a 5 year period on a 20% basis).
- All portable electrical appliances issued for use by the School will be regularly annually inspected and where required, PAT tested, as advised in IND (G) 236. PAT testing will be undertaken by an external provider who has obtained the relevant City and Guilds or equivalent qualification.
- The current test date will be displayed on each portable appliance with a sticker.
- Records of any fixed system and portable appliance work will be kept by the Head of Maintenance who will upload to the shared area. This will include repairs, servicing, maintenance or withdrawal from use.
- Users of electrical equipment should visually check for defects before use.
- Privately owned electrical appliances will not be permitted to be used on school premises unless confirmed as electrically safe with a relevant PAT tested sticker shown. Parents should be requested to co-operate with the school in the inspection and testing of electrical equipment which pupils bring to the school

Thornton College Health & Safety Policy

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 as a priority to ensure we meet the recommended changes.

The hand tools used by maintenance and the design technology department are maintained and checked annually by WF Education. 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)

Electromagnetic Fields

This guidance is applicable to all employees of and workers / contractors for the School who undertake work involving exposure to EMF's and to ensure that the College complies with the requirements of the Control of Electromagnetic Fields at Work Regulations 2016 and in particular to ensure that individuals are not subject to harmful levels of exposure:-

The HSE document "Electromagnetic fields at work", HSG 281 gives guidance on employers' duties. (www.hse.gov.uk/pubns/hsg281.htm)

Heads of Department (including support departments) will be responsible for the management of sources of EMF's within their areas of responsibility.

Heads of Department will ensure that:

- (a) sources of EMF's are identified
- (b) exposure to EMF's is assessed
- (c) decide what, if anything, is needed to ensure that the risk from EMF's is below Exposure limit values
- (d) provide information and training to those likely to be affected by exposure to EMF's
- (e) provide health surveillance and/or medical examinations as appropriate

Provision and Use of Work Equipment Regulations 1998 (PUWER)

These Regulations, often abbreviated to PUWER, place duties on people and companies who own, operate or have control over work equipment. PUWER also places responsibilities on businesses and organisations whose employees use work equipment, whether owned by them or not.

PUWER requires that equipment provided for use at work is:

- suitable for the intended use
- safe for use, maintained in a safe condition and inspected to ensure it is correctly installed and does not subsequently deteriorate
- used only by people who have received adequate information, instruction and training
- accompanied by suitable Health and Safety measures, such as protective devices and controls. These will normally include guarding, emergency stop devices, adequate means of isolation from sources of energy, clearly visible markings and warning devices
- used in accordance with specific requirements, for mobile work equipment and power presses

Some work equipment is subject to other Health and Safety legislation in addition to PUWER. For example, lifting equipment must also meet the requirements of LOLER, pressure equipment must meet the Pressure Systems Safety Regulations and personal protective equipment must meet the PPE Regulations.

Work equipment is any machinery, appliance, apparatus, tool or installation for use at work (whether exclusively or not). This includes equipment which employees provide for their own use at work. The scope of work equipment is therefore extremely wide. The **use of work equipment** is also very widely interpreted and ‘...means any activity involving work equipment and includes starting, stopping, programming, setting, transporting, repairing, modifying, maintaining, servicing and cleaning’.

For work equipment the College manages the risks by:

- ensuring the equipment is constructed or adapted to be suitable for the purpose it is used or provided for
- taking account of the working conditions and Health and Safety risks in the workplace when selecting work equipment
- ensuring work equipment is only used for suitable purposes
- ensuring work equipment is maintained in an efficient state, in efficient working order and in good repair
- where a machine has a maintenance log, keep this up to date
- ensuring equipment provided is maintained and serviced annually
- where the safety of work equipment depends on the manner of installation, it must be inspected after installation and before being put into use
- where work equipment is exposed to deteriorating conditions liable to result in dangerous situations, it must be inspected to ensure faults are detected in good time so the risk to Health and Safety is managed
- ensuring that all people using, supervising or managing the use of work equipment are provided with adequate, clear Health and Safety information. This will include, where necessary, written instructions on its use and suitable equipment markings and warnings
- ensuring that all people who use, supervise or manage the use of work equipment have received adequate training, which should include the correct use of the equipment, the risks that may arise from its use and the precautions to take

- where the use of work equipment is likely to involve a specific risk to Health and Safety (eg woodworking machinery), ensure that the use of the equipment is restricted to those people trained and appointed to use it
- take effective measures to prevent access to dangerous parts of machinery. This will normally be by fixed guarding but where routine access is needed, interlocked guards (sometimes with guard locking) may be needed to stop the movement of dangerous parts before a person can reach the danger zone. Where this is not possible, such as with the blade of a circular saw, it must be protected as far as possible and a safe system of work used. These protective measures should follow the hierarchy laid down in PUWER regulation 11(2) and the PUWER Approved Code of Practice and guidance or, for woodworking machinery, the Safe use of woodworking machinery: Approved Code of Practice and guidance
- taking measures to prevent or control the risks to people from parts and substances falling or being ejected from work equipment, or the rupture or disintegration of work equipment
- ensuring that the risks from very hot or cold temperatures from the work equipment or the material being processed or used are managed to prevent injury
- ensuring that work equipment is provided with appropriately identified controls for starting, stopping and controlling it, and that these control systems are safe
- where appropriate, providing suitable means of isolating work equipment from all power sources (including electric, hydraulic, pneumatic and gravitational energy)
- ensuring work equipment is stabilised by clamping or otherwise to avoid injury
- taking appropriate measures to ensure maintenance operations on work equipment can be carried out safely while the equipment is shut down, without exposing people undertaking maintenance operations to risks to their Health and Safety

When providing new work equipment for use at work, the person ordering the equipment must ensure it conforms with the essential requirements of any relevant product supply law (for new machinery this means the Supply of Machinery (Safety) Regulations). You must check it:

- has appropriate conformity marking and is labelled with the manufacturer's details
- comes with a Declaration of Conformity
- is provided with instructions in English
- is free from obvious defects – and that it remains so during its working life

When providing mobile work equipment, you must ensure that:

- where employees are carried, the equipment is suitable for that purpose
- the risks from rolling over are minimised, and any person being carried is protected in the event of fall or rollover. This should include protection against crushing, through the provision of a suitable restraint and a rollover protection system
- self-propelled equipment can be controlled safely with braking devices, adequate driver vision and, where necessary, lighting
- measures are taken to prevent any risks from drive shafts that power accessories attached to mobile work equipment, by using adequate guards

When providing power presses for working on cold metal, you must thoroughly examine them and their safeguards before first putting them into use, and periodically afterwards. This means you must ensure that the inspection and testing of guards and protection devices is carried out by a competent person at frequent intervals, and that records of these examinations, inspections and tests are kept.

Water Quality – including Legionella

Thornton College has a Written Scheme of Control that should be read in conjunction with this document. This is shown at Appendix 4.

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, TWC Ltd. 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.

This guidance is applicable to all employees of and contractors for the school who undertake activities associated with water services and systems. Water systems are considered to include all water plant, pumps, pipes, tanks, valves, showers, chillers and towers.

The objectives of the College are:

- To clearly identify the responsibilities of individuals as appropriate.
- To ensure that suitable and sufficient risk assessments are in place where significant risks have been identified, in particular legionella, as follows:-
 - (a) water systems incorporating a cooling tower;
 - (b) water systems incorporating an evaporative condenser;
 - (c) hot and cold water systems;
 - (d) other plant and systems containing water which is likely to exceed 20C and which may release a spray or aerosol during operation or when being maintained.

To ensure that systems are managed and controlled in accordance with the COSHH Regulations and the L8-2013 Approved Code of Practice and HS(G) 274 guidance

Day to day responsibility for monitoring and ensuring that the systems are being correctly operated, lies with the Head of Maintenance Engineer, who has attended a certificated course in Legionella (water safety awareness). He maintains appropriate records of testing and certification.

The school has appointed a competent consultant / contractor, TWC Ltd, to conduct a risk assessment and draft a manual which specifies control regimes. This contractor also undertakes the testing and temperature processes as specified above.

The College will:-

- undertake a water quality risk assessment on all relevant water systems;
- the assessment will be updated as appropriate, for example if new equipment is added and as a matter of course reviewed every two years;
- the details of any risks will be made available to those persons who may be affected;
- copies of the risk assessment will be available for inspection by persons entitled to do so and stored on the Estates shared folders within MS Teams;
- if the risk assessment shows that there is a reasonably foreseeable risk, the Bursar / Head of Maintenance will ensure the implementation of safety precautions and control measures. In most cases, this will require a written Water Quality Scheme by a competent person and will involve contractors carrying out maintenance regimes on water systems;

Thornton College Health & Safety Policy

All water quality logs are centrally stored on the Estates area within MS Teams. The legionella folder will contain:

- (a) the risk assessment findings;
- (b) the written scheme detailing control measures;
- (c) the results of monitoring, inspections, tests or checks completed and the dates;
- (d) details of the water system not in use and control measures taken
- (e) schematic drawings of the water systems.

The records will be kept for the period for which they remain current and at least 5 years following that period.

In the event of a positive water sample, the Water Contractor /Consultant will notify the Bursar immediately. The notification will cover:

- Details of the sample
- The organism
- Location
- Advice on appropriate remedial measures, such as isolating the building and disinfecting the system.

The Headteacher will be informed at once, even if no one is ill, and remedial action will be taken at once. The actions taken will be documented and recorded.

The Chair of Governors must be notified at once if anyone becomes ill with legionella, as any outbreak of the disease must be reported to the HSE and the HPA.

Drinking Water Facilities

There are a number of mains drinking water coolers provided throughout the college which are serviced biannually by Culligan UK Ltd and leased from them. Records of maintenance are held by the Head of Maintenance. There are bottled water coolers leased by the school through Harrisons Catering Services Ltd. All mains water coolers are tested in the Legionella random sampling.

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, however most taps are marked as non-drinking water to avoid cross-contamination within toilets, dorms and labs. 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. Risk assessments are in place for all of these areas.

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 Clare 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. Further information regarding legionella controls in relation to the risks associated with Legionella are detailed within the Legionella Written Scheme of Control - Appendix 4

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 (i.e. Medical rooms) temperatures are 21°C
- areas where the occupants are lightly clad, but where activity is vigorous (e.g. 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.

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 Deputy Head'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 shared area.. A medical fitness declaration completed and submitted to the School Nurse. 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 SLT 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 Estates and 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 Estates and Operations, who is a fully

Thornton College Health & Safety Policy

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 e.g. 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 Estates & Operations. 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 Estates and 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 Estates & 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.

Thornton College Health & Safety Policy

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 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 Head of Grounds. Any trip level hazards are dealt with as a priority. During icy weather the Head of Estates & Operations and Head of Grounds attend site at 7am to review action needed. Salt & grit is applied to all pathways if required by all of the Estates Team. The college has also purchased a snow plough and salt spreader which is attached to the tractor and deployed as appropriate. The Estates team ensure the front of the college forecourt and driveways are safe for parents and staff driving into the grounds in the first instance. In icy weather salt/grit is scattered outside on all paths/steps.

It is the responsibility of all staff to highlight any areas of concern to prevent trip/slip accidents.

During cleaning floors signs will be displayed by the housekeeping team warning that floors are wet.

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 encouraged to use the whole college site. During break times they play within the quad playground and adjacent field utilising the trimtrail and climbing apparatus. 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 the Grounds team, but also using outside providers as appropriate. 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.

The trim trail & climbing apparatus is reviewed by the Head of Grounds and any necessary maintenance is carried out. An annual inspection is carried out by Universal Service. This is organised by Mark Leggett and records are held by, the Head of Maintenance and uploaded in to the Estates area under 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.

Ionising Radiation

Thornton College aims to minimise the risks from ionising radiation from chemicals used as part of undertaking in delivery of the Science curriculum and takes this responsibility seriously.

Ionising Radiation

The Radiation Protection Supervisor for Thornton College is the Head of Science, Mr John Shippen. He holds day to day responsibility for working with radioactive sources at the school. A document detailing the use of radioactive substances and the control measures is detailed in a separate document attached to this policy at Appendix 8. This includes the radioactive sources held on site and the source accountancy record(s). It also includes the procedures in relation to visitors who may be exposed.

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 SLT. Security/the Estates Team 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. It is each individual person's responsibility to ensure a RA is completed if they have a risky underlying medical condition. This should be discussed with your line manager once complete. Thornton College recognises that it may not always be aware of the full extent of individual's medical conditions and the risks imposed by them.

Normal Working Hours

Thornton College is a boarding college. We therefore provide 24 hour care, seven days a week during term-time. We have a Security Team located in the Security Cabin at the entrance to the college who work outside of the normal working day and 24 hrs over weekends. A community of the Religious of Jesus and Mary also live within the main house; therefore we usually have an adult presence on the site at all times including school holidays. 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. 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 05:10; 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

Thornton College Health & Safety Policy

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

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

Thornton College Health & Safety Policy

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.

WASTE/HAZARDOUS CLEANUPS

Our waste is collected weekly by Grundon Waste Service and AVDC for recycling bins.

We have a designated general waste skip, 7 food waste bins, a cardboard waste skip and General recycling bins [plastic/cardboard/glass]

Frequency of collection is varied dependent on need but normally twice per week. This is managed by the Head of Maintenance. Additional skips are booked as required.

Any hazardous clean-ups required would be carried out by Grundon Waste specialist department. This will cover chemical spills.

PERSONAL HYGIENE

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

Hiring & Letting the facilities to third parties

Thornton College currently hires out premises for an overseas residential summer school; to Cavendish School of English. A holiday camp run by Ultimate Activity Camps also hire the premises in holiday periods by arrangement. Both these companies have separate individual contracts with the college. Due regard is taken to H&S and Safeguarding. This is documented in the contracts but covers the requirements of the KCSIE.

When hiring or letting school premises the following policy is applicable to the letting / hiring of school buildings and premises to third parties.

This is to ensure that appropriate liaison is in place between the college and the hirer, any licensing / regulatory requirements have been identified and associated responsibilities agreed and emergency and security issues have been adequately considered.

All letting / hiring should be arranged through the Bursar

The Bursar will establish what the needs of the hirer are and any specific licensing / regulatory requirements, which may include:

- Public Entertainment Licence
- this is required for the staging of a dance, disco, concert or similar type of entertainment if the event is open to the public.
- a licence is not required if the event is only by members of the organisation arranging it, (eg 'Friends of Thornton' (our PTA) or school) and their guests
- the Bursar should contact the local authority to establish whether a licence is required. For FOTs events this is the responsibility of the FOTs organisation.
- Theatre licence - this is required for the production of dramatic performances (play, ballet or similar) where the public can attend (for the purposes of a Theatre Licence parents are deemed to be members of the public)
- Alcohol Licence
- It may be that a Temporary Event Notice may suffice depending on the nature of the event.

The hirer should be briefed on the security policy of the school, specific areas to clarify are:

- the prevention of unauthorised access, including out of normal hours use
- the maintenance of escape routes / emergency access
- specific restrictions on use / rules of the school

The hirer must be briefed on the emergency procedures, including

- knowledge of the evacuation route
- location of escape routes
- access to telephones
- access to first aid provision

The Bursar should ensure, in conjunction with the Head of Maintenance that:

- relevant escape routes are unlocked and available for use
- the hirer is familiar with the layout, fire arrangements and location of designated assembly points
- the hirer is familiar with fire alarm call points, telephone locations and emergency contact numbers

For any activities that involve overnight stays the Bursar should liaise with the local Fire Authority as appropriate

The Bursar should request details of insurance arrangements from the hirer and whether the school policy is appropriate

New & Expectant Mothers

The College takes the welfare of pregnant women, those who have given birth within the last six months or are breastfeeding seriously. Individual risk assessments are completed with the employee's line manager and a generic risk assessment is also in place and shared with the employee. The college aims to ensure that suitable arrangements are in place to protect the health, safety and welfare of such individuals.

Thornton College Health & Safety Policy

It is the responsibility of the expectant mother to ensure that the senior leadership are informed of their pregnancy. The college will advise that an individual risk assessment must be completed with their line manager to ensure that mitigation for any risks can be implemented; taking into account of any medical advice that has been provided by her doctor. The risk assessment templates are available on the Parago Portal and are held once completed within the system. The individual assessed will be informed of any significant risks to them / their child. Any required actions or recommendations will be discussed with the Headteacher and /or Head of Department as appropriate.

The Risk Assessment should be reviewed on a regular basis as the employee's condition changes. Any changes to the Risk Assessment must be fully documented and communicated both to the employee and Head of Department.

The individual assessed should ensure that they:

- inform their doctor of the nature of their work
- follow any arrangements implemented for their protection at work
- not act in a manner that could adversely affect their own Health and Safety, or that of their child
- keep the Bursar / Headteacher / Head of Department informed of any concerns or difficulties they may have

Exposure to the Sun

This guidance is applicable to all employees and pupils of the school to ensure that:-

- Employees and pupils are protected from the harmful effects of the sun;
- Schools encourage good health in line with the national healthy schools programme

Thornton College adopts the following approach:

- stay in the shade as much as possible between 11-3
- make sure you never burn
- always cover up – eg wear a t-shirt, hat, wrap around glasses
- remember children burn more easily
- use factor 15+ and 4 star sunscreen

Sunscreen is the last line of defence, but it is useful for covering areas of exposed skin when shade and protective clothing are not practical, eg outdoor swimming, PE lessons, and school excursions. As part of our policy the school sends letters home to ask for parental permission for teachers to supervise application of sunscreen

Risk assessments will include consideration of staying hydrated and ensuring shade is provided for outdoor events such as sports day.

Vibration

This guidance is applicable to all employees and pupils of the school who may come into contact with activities which may expose them to vibration levels at or above the exposure values as defined in the Control of Vibration at Work Regulations 2005.

This is to ensure that:

- Foreseeable working activities where individuals have the potential to come into contact with significant vibration levels are identified.
- Suitable and sufficient risk assessments are in place where significant risks have been identified.
- Suitable control measures are put in place to protect the health, safety and welfare of those who may be affected by School activities.
- Training is in place for those who may be affected.

It is the School Policy to undertake an assessment of vibration levels within its premises where staff are considered to be at risk of ill health from exposure to vibration. Vibration surveys will be arranged by the Bursar.

1. Any vibration survey that is undertaken will:-

1. identify which areas are affected;
2. who is affected;
3. the frequency of the vibration;
4. the controls that could be implemented to reduce the vibration levels.

2. Areas which will be considered for vibration surveys will include:

1. Grounds Maintenance
2. Design & Technology workshops
3. Construction activities
4. General maintenance work
5. Refurbishment activities

3. Where reasonably practicable, engineering controls to eliminate, or reduce the effect of vibration will be implemented by the Head of Maintenance / Head of Grounds / Heads of Department in conjunction with the Bursar.

4. Details of assessments will be held on the Parago System by the Bursar / Head of Maintenance. Details will also be supplied to employees and their representatives as appropriate.

5. As part of our procurement process, the school will request information on vibration levels from suppliers of plant and machinery.

6. If staff are suspected of suffering from the effects of vibration due to work activities then the Bursar will arrange for an occupational health evaluation.

There are hundreds of different types of hand-held power tools and equipment which can cause ill health from vibration. Some of the more common ones that may be used on site are:

- chainsaws
- concrete breakers/road breakers
- cut-off saws (for stone etc)
- hammer drills
- hand-held grinders
- impact wrenches
- jigsaws
- pedestal grinders
- polishers
- power hammers and chisels
- powered lawn mowers
- powered sanders
- scabblers
- strimmers/brush cutters

Thornton College Health & Safety Policy

Should any of these be used in school, the worker should ensure a risk assessment is in place and followed. Time using the equipment will be reduced where possible to minimise risk. Manufacturers guards must always be in place. Limits must be checked with the HSE at the time of use.

Legal Requirements & Education Standards

References:

- A. Handbook for the Inspection of Schools – The Regulatory Requirements, Section B Part 3 (<http://www.isi.net/>)
- B. Health & Safety Executive, Five steps to risk assessment (<http://www.hse.gov.uk/risk/fivesteps.htm>)
- C. Health and Safety Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies (2014), DfE website.
- D. Health and Safety at Staff Handbook or H&S Section of Staff Handbook
- E. Health and Safety and Welfare at Work Chapter N of the ISBA Bursar's Guide
- F. Insurance Chapter K of the ISBA Bursar's Guide
- G. Early Years Foundation Stage: Statutory Framework
- H. Charities and Risk Management, The Charities Commission CC26 (www.charity-commission.gov.uk)
- I. Helping your board to meet their responsibilities: How to Manage risk – NCVO(www.ncvo-vol.org.uk)
- J. Prevent duty guidance (www.gov.uk/government/publications/prevent-duty-guidance)
- K. National Minimum Standards for Boarding Schools September 2022
- L. Health and Safety Executive, homepage workplace transport (www.hse.gov.uk)
- M. [Guidelines for Environmental Design in Schools](#)" DCSF Guidance
- N. Health and Safety Executive HSG 179 The Management of Health & Safety in Swimming Pools (<http://www.hse.gov.uk/>)
- O. Amateur Swimming Association (www.britishswimming.org)
- P. Association of Physical Education (www.AfPE.org.uk)
- Q. Lifeguard Qualifications (www.lifesavers.org.uk) :
- R. National Water Safety Forum (www.nationalwatersafety.org.uk)
- S. Commentary on the Regulatory Requirements, Part 3 (www.isi.net)
- T. Health & Safety Executive, Using Contractors a brief guide (www.hse.gov.uk/pubns/indg368.pdf)
- U. Education Funding Agency "Fire risk during school maintenance or building works" (Nov 2016)
- V. Health and Safety Executive (www.hse.gov.uk)
- W. [Guidelines for Environmental Design in Schools](#)" DfE guidance
- X. Health & Safety Executive (www.hse.gov.uk/radiation/ionising/radon.htm)
- Y. Buildings Research Establishment (www.bre.co.uk/radon)
- Z. UK Health Security Agency (<https://www.gov.uk/government/organisations/uk-health-security-agency>)
- AA. Ionising Radiation Regulations 2017
- BB. Handbook for the Inspection of Schools – The Regulatory Requirements, Section 3, Part 3 (www.isi.net)
- CC. COSHH and Radiation home pages (www.hse.gov.uk)

- DD. CLEAPSS (www.cleapss.org.uk), including hazards, training and “ L93 Ionising Radiations and Radioactive Substances
- EE. Pesticides home page (www.hse.gov.uk)
- FF. Health and Safety Executive Noise homepage (www.hse.gov.uk)
- GG. Manual handling home page (www.hse.gov.uk)
- HH. Health and Safety Executive, work at height homepage (www.hse.gov.uk)
- II. Health and Safety Executive Gas Homepage (www.hse.gov.uk/gas/index.htm)
- JJ. Health and Safety (Display Screen Equipment) Regulations 1992 (www.hse.gov.uk)
- KK. Department for Education – Managing asbestos in your school or college, Oct 2020
- LL. Managing asbestos in schools outside local authority control 2013/14 (www.hse.gov.uk)
- MM. Asbestos management – checklist for schools (www.hse.gov.uk)
- NN. Control of Asbestos at Work Regulations 2012, Approved Code of Practice (www.hse.gov.uk)
- OO. Advice on safety in Design & Technology” BS4163:2014.
- PP. HSG 281 Electromagnetic Fields at work (www.hse.gov.uk)
- QQ. Legionella and landlords responsibilities” (www.hse.gov.uk)
- RR. Approved Code of Practice – The Control of Legionella Bacteria in Water Systems (ACOP L8)” HSE, 2013) and HSG 274 guidance (www.hse.gov.uk)
- SS. Drinking Water Inspectorate” (www.dwi.gov.uk)
- TT. Health and Safety Executive Electricity Homepage (www.hse.gov.uk)
- UU. <https://www.hse.gov.uk/pubns/priced/l121.pdf> – approved code of practice for work with ionising radiation.
- VV. www.cancerresearchuk.org/about-cancer/causes-of-cancer/sun-uv-and-cancer
- WW. Sun protection, advice for employers of outdoor workers (www.hse.gov.uk/pubns/indg337.pdf)
- XX. New and expectant mothers at work, a guide for employers, HSG 122 (www.hse.gov.uk)

Thornton College
Health & Safety Policy

Appendix 1 – First Aid Training Information

College Nurses (L3 First Aid at Work Certificate)	Renewal Date
Juliet Dixon	03/05/2025
Appointed persons: (Level 3 FAAW Certificate)	Renewal Date
Amanda Antwi Saki	06/01/2026
Steph Bates	29/06/2024
Ahmed Badiko	06/01/2026
Jo Callaghan	05/09/2025
Bronte Daley	28/06/2025
Lauren Ellis	04/09/2025
Josh Haseldine	06/01/2026
Kirsty Law	06/01/2026
Shauna Murphy	06/01/2026
Josie Pamment	06/01/2026
Karen Reid	05/09/2025
Olivia Roache	11/12/2026
Shiva Staten	05/09/2025
Tea Stinson	06/01/2026
Lesley Try	05/09/2025
Helen Willis	01/07/2025
Alice Winter	06/01/2026
First Aiders: (Emergency First Aid at Work)	Renewal Date
Gemma Blane	06/09/2024
Shaun Bluck	06/09/2024
Anna Broad	06/09/2026
Alice Clarke	06/09/2026
Ruth Coates	06/09/2026
Ruth Corboy	06/09/2024
Su Kurz Kinton Heap	06/09/2024
Kirsty Law	06/09/2024
Carol Lawrence	06/09/2024
Claire Leeder	06/09/2026
Marie Louise Lewis	06/09/2026
Andrew Maddick	06/09/2026
Jo Reid	06/09/2024
Ian Richardson	06/09/2026
Sarah Rogers	06/09/2026
Shiva Staten	06/09/2026
Paediatric First Aid Certificate:	Renewal Date
Juliet Dixon	02/10/2026

**Thornton College
Health & Safety Policy**

Steph Bates	16/03/2026
Bronte Daley	16/03/2026
Sandra Bird	02/10/2026
Sarah Laverick	16/03/2026
Hisana McPartlan	13/12/2024
Suzie Morris	16/03/2026
Olivia Roache	16/03/2026
Leiba Sablon	16/03/2026
Katie Spink	16/03/2026
Alice Winter	16/03/2026
Laura Wylie	16/03/2026
Outdoor School First Aid Certificate (level 3)	
Bronte Daley	28/06/2025
Life Guarding with First Aid	
Josie Pamment	
Administering Medicines	Completion Date
Juliet Dixon	Ongoing NMC registration
Amanda Antwi Saki	11/09/2022
Josie Pamment	11/09/2022
Alice Winter	12/09/2022
Olivia Roche	11/09/2022
Rebecca Galbraith	September 2023
EpiPen Training	Renewal Date
Ongoing all Staff via National College	
First Aid Awareness, Epilepsy, Diabetes, Anaphylactic allergy Ongoing all Staff via National College	Ongoing.

Appendix 2: Areas requiring risk assessment (non-exhaustive)

- Educational
 - Science Experiments
 - Design & Technology – to include use of equipment
 - Food Technology
 - Sport And PE Activity
 - Duke Of Edinburgh Award
 - Art
 - Music
 - Drama & Dance
 - General Classroom
 - School Trips
- Support
 - Catering And Cleaning
 - Caretaking And Security
 - Legionella
 - Asbestos
 - Radon Gas
 - Maintenance
 - Grounds / Traffic Management
 - Office
 - Volunteers and Contractors on site
 - Security
 - COSHH
 - Fire & Emergencies
 - Risks arising from communicable diseases
- Pupil Safeguarding And Welfare
- Pupil Supervision
- Safer Recruitment
- Pupil Safeguarding and Welfare – Designated Safeguarding Lead with external advice where appropriate
 - Dangers posed by pupils to themselves and each other
 - risks to pupils with disabilities, mental health issues or medical conditions

(From [The Independent School Standards, Guidance for independent schools](#) April 2019)

- Site security issues, such as public access to the school and its pupils
- Safeguarding risks on educational visits either from staff or members of the public
- Safeguarding risks from the presence of non-staff
- Risks from access to roofs and poorly secured windows
- Inadequate staffing at weekends in boarding schools
- Dangers from traffic
- Dangers posed by pupils to other pupils

(From KCSIE)

- The Prevent Duty risk assessment
- Online safety- annual review and risk assessment
- Recruitment issues such as vetting and recruitment of individuals who have lived or worked overseas, approach to vetting of volunteers, recruitment of offenders, staff starting work before their DBS certificate is available

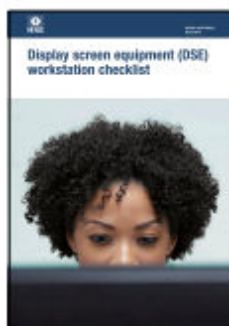
- In the context of allegations against staff – decisions about suspension etc
- use of reasonable force
- Sexual violence between pupils

Appendix 3 - DSE Workstation Checklist RA



Health and Safety
Executive

Display screen equipment (DSE) workstation checklist



This is a web-friendly
version of *Display
screen equipment (DSE)
workstation checklist*
published 05/13

Workstation location and number (if applicable):
User:
Checklist completed by:
Assessment checked by:
Any further action needed:	Yes/No
Follow-up action completed on:

The following checklist can be used to help you complete a risk assessment and comply with the Schedule to the Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002.

The questions and 'Things to consider' in the checklist cover the requirements of the Schedule. If you can answer 'Yes' in the second column against all the questions, having taken account of the 'Things to consider', you are complying. You will not be able to address some of the questions and 'Things to consider', eg on reflections on the screen, or the user's comfort, until the workstation has been installed. These will be covered in the risk assessment you do once the workstation is installed.





Work through the checklist, ticking either the 'Yes' or 'No' column against each risk factor:

- 'Yes' answers require no further action.
- 'No' answers will require investigation and/or remedial action by the workstation assessor. They should record their decisions in the 'Action to take' column. Assessors should check later that actions have been taken and have resolved the problem.


Remember, the checklist only covers the workstation and work environment. You also need to make sure that risks from other aspects of the work are avoided, eg by giving users health and safety training, and providing for breaks or changes of activity. For more advice on these see *Working with display screen equipment (DSE): A brief guide*.

1

Display screen equipment (DSE) workstation checklist

Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
1 Keyboards				
Is the keyboard separate from the screen?			This is a requirement, unless the task makes it impracticable (eg where there is a need to use a portable).	
Does the keyboard tilt?			Tilt need not be built in	
Is it possible to find a comfortable keying position?    			Try pushing the display screen further back to create more room for the keyboard, hands and wrists. Users of thick, raised keyboards may need a wrist rest.	
Does the user have good keyboard technique?			Training can be used to prevent: <ul style="list-style-type: none">■ hands bent up at the wrist;■ hitting the keys too hard;■ overstretching the fingers.	
Are the characters clear and readable?			Keyboards should be kept clean. If characters still can't be read, the keyboard may need modifying or replacing. Use a keyboard with a matt finish to reduce glare and/or reflection.	


2

Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
2 Mouse, trackball etc				
Is the device suitable for the tasks it is used for?			If the user is having problems, try a different device. The mouse and trackball are general-purpose devices suitable for many tasks, and available in a variety of shapes and sizes. Alternative devices such as touch screens may be better for some tasks (but can be worse for others).	
Is the device positioned close to the user? 			<p>Most devices are best placed as close as possible, eg right beside the keyboard.</p> <p>Training may be needed to:</p> <ul style="list-style-type: none">■ prevent arm overreaching;■ encourage users not to leave their hand on the device when it is not being used;■ encourage a relaxed arm and straight wrist.	
Is there support for the device user's wrist and forearm?			<p>Support can be gained from, for example, the desk surface or arm of a chair. If not, a separate supporting device may help.</p> <p>The user should be able to find a comfortable working position with the device.</p>	
Does the device work smoothly at a speed that suits the user?			<p>See if cleaning is required (eg of mouse ball and rollers).</p> <p>Check the work surface is suitable. A mouse mat may be needed.</p>	
Can the user easily adjust software settings for speed and accuracy of pointer?			Users may need training in how to adjust device settings.	



Display screen equipment (DSE) workstation checklist

Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
3 Display screens				
Are the characters clear and readable?			Make sure the screen is clean and cleaning materials are available. Check that the text and background colours work well together.	
<div>Health and safety</div> <div>Health and safety</div>				
Is the text size comfortable to read?			Software settings may need adjusting to change text size.	
Is the image stable, ie free of flicker and jitter?			Try using different screen colours to reduce flicker, eg darker background and lighter text. If there are still problems, get the set-up checked, eg by the equipment supplier.	
Is the screen's specification suitable for its intended use?			For example, intensive graphic work or work requiring fine attention to small details may require large display screens.	
Are the brightness and/or contrast adjustable?			Separate adjustment controls are not essential, provided the user can read the screen easily at all times.	
Does the screen swivel and tilt?			Swivel and tilt need not be built in; you can add a swivel and tilt mechanism. However, you may need to replace the screen if: <ul style="list-style-type: none">■ swivel/tilt is absent or unsatisfactory;■ work is intensive; and/or■ the user has problems getting the screen to a comfortable position.	

4


Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
<p>Is the screen free from glare and reflections?</p> 			<p>Use a mirror placed in front of the screen to check where reflections are coming from.</p> <p>You might need to move the screen or even the desk and/or shield the screen from the source of the reflections.</p> <p>Screens that use dark characters on a light background are less prone to glare and reflections.</p>	
<p>Are adjustable window coverings provided and in adequate condition?</p>			<p>Check that blinds work. Blinds with vertical slats can be more suitable than horizontal ones.</p> <p>If these measures do not work, consider anti-glare screen filters as a last resort and seek specialist help.</p>	
4 Software				
<p>Is the software suitable for the task?</p>			<p>Software should help the user carry out the task, minimise stress and be user-friendly.</p> <p>Check users have had appropriate training in using the software.</p> <p>Software should respond quickly and clearly to user input, with adequate feedback, such as clear help messages.</p>	

Display screen equipment (DSE) workstation checklist

Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
5 Furniture				
<p>Is the work surface large enough for all the necessary equipment, papers etc?</p> <div></div>			<p>Create more room by moving printers, reference materials etc elsewhere.</p> <p>If necessary, consider providing new power and telecoms sockets, so equipment can be moved.</p> <p>There should be some scope for flexible rearrangement.</p>	
<p>Can the user comfortably reach all the equipment and papers they need to use?</p>			<p>Rearrange equipment, papers etc to bring frequently used things within easy reach.</p> <p>A document holder may be needed, positioned to minimise uncomfortable head and eye movements.</p>	
<p>Are surfaces free from glare and reflection?</p>			<p>Consider mats or blotters to reduce reflections and glare.</p>	
<p>Is the chair suitable?</p> <p>Is the chair stable?</p> <p>Does the chair have a working:</p> <ul style="list-style-type: none">■ seat back height and tilt adjustment?■ seat height adjustment?■ castors or glides?			<p>The chair may need repairing or replacing if the user is uncomfortable, or cannot use the adjustment mechanisms.</p>	

Thornton College Health & Safety Policy

Display screen equipment (DSE) workstation checklist

Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
<p>Is the chair adjusted correctly?</p> 			<p>The user should be able to carry out their work sitting comfortably.</p> <p>Consider training the user in how to adopt suitable postures while working.</p> <p>The arms of chairs can stop the user getting close enough to use the equipment comfortably.</p> <p>Move any obstructions from under the desk.</p>	
Is the small of the back supported by the chair's backrest?			The user should have a straight back, supported by the chair, with relaxed shoulders.	
Are forearms horizontal and eyes at roughly the same height as the top of the DSE?			Adjust the chair height to get the user's arms in the right position, and then adjust the DSE height, if necessary.	
Are feet flat on the floor, without too much pressure from the seat on the backs of the legs?			If not, a footrest may be needed.	

Display screen equipment (DSE) workstation checklist

Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
6 Environment				
Is there enough room to change position and vary movement?			<p>Space is needed to move, stretch and fidget.</p> <p>Consider reorganising the office layout and check for obstructions.</p> <p>Cables should be tidy and not a trip or snag hazard.</p>	
Is the lighting suitable, eg not too bright or too dim to work comfortably?			<p>Users should be able to control light levels, eg by adjusting window blinds or light switches.</p> <p>Consider shading or repositioning light sources or providing local lighting, eg desk lamps (but make sure lights don't cause glare by reflecting off walls or other surfaces).</p>	
Does the air feel comfortable?			<p>DSE and other equipment may dry the air.</p> <p>Circulate fresh air if possible. Plants may help.</p> <p>Consider a humidifier if discomfort is severe.</p>	
Are levels of heat comfortable?			<p>Can heating be better controlled? More ventilation or air conditioning may be required if there is a lot of electronic equipment in the room. Or, can users be moved away from the heat source?</p>	
Are levels of noise comfortable?			<p>Consider moving sources of noise, eg printers, away from the user. If not, consider soundproofing.</p>	

7 Final questions to users...

- Has the checklist covered all the problems they may have working with their DSE?
- Have they experienced any discomfort or other symptoms which they attribute to working with their DSE?
- Has the user been advised of their entitlement to eye and eyesight testing?
- Does the user take regular breaks working away from DSE?

Write down the details of any problems here:

Further information

Working with display screen equipment (DSE): A brief guide Leaflet INDG36(rev4)
HSE books 2013 www.hse.gov.uk/pubns/indg36.htm

For information about health and safety visit <https://books.hse.gov.uk> or <http://www.hse.gov.uk>. You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

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First published 2013

ISBN 978 0 7176 6521 1

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[Appendix 4 – Legionella Written Scheme of Control](#)

Aim

The Control of Substances Hazardous to Health 2002 (COSHH 2002) and Management of Health & Safety at Work Regulations 1999 (MHSWR 1999) require employers to ensure that any control measures are properly applied and employees are provided with suitable and sufficient information, instruction and training. A written scheme of control should be devised and implemented (as stated in the ACOP L8) to design, maintain and operate the water services under conditions that prevent or control the growth and multiplication of legionella bacteria.

Policy Statement

Thornton College acknowledges and accepts its responsibilities under the Health & Safety at Work etc. Act 1974, COSHH 2002, MHSWR 1999 and the HSE Approved Code of Practice L8 'The control of legionella bacteria in water systems' 2013. The College will comply with relevant guidance (HSG 274) issued by the Health and Safety Executive in this respect. The College will take all reasonable precautions to prevent risk to health from exposure to legionellosis by implementing the appropriate control measures in all of its relevant buildings.

Written Scheme Review

This written scheme will be subject to review every 2 years or as necessary in line with any risk assessment findings.

What is Legionnaires Disease?

Legionnaires' disease is an uncommon form of pneumonia caused by the legionella bacterium.

The majority of cases reported are as single (isolated) cases but outbreaks can occur. All ages may be affected but the disease mainly affects people over 45 years of age, and generally men more than women. Smokers, those suffering from chronic respiratory or kidney disease and the immunocompromised are at a higher risk. The disease cannot be passed on from one person to another.



The early symptoms of Legionnaires' disease include a 'flu-like' illness with muscle aches, tiredness, headaches, dry cough and fever. Sometimes diarrhoea occurs and confusion may develop. Deaths occur in 10- 15% of the general population and may be higher in some groups of patients. The incubation period can range from 2 to 19 days with a median of 6 to 7 days after exposure.

Infection occurs when legionella bacteria that have been released into the air in aerosolised form [small droplets of water] from a contaminated source are inhaled. Once in the lungs the bacteria multiply and cause either pneumonia or a less serious flu like illness (Pontiac fever).

The bacteria are widely distributed in the environment. They can live in all types of water including both natural sources such as rivers and streams, and artificial water sources such as water towers associated with cooling systems, hot and cold water systems and spa pools. They

only become a risk to health when the temperature allows the legionellae to grow rapidly, such as in water systems of poor design or installation or when poorly maintained.

Control and prevention of the disease is through treatment of the source of the infection, i.e. by treating the contaminated water systems, and good design and maintenance to prevent growth in the first place.

Contents

1. Management structure for the control of legionella
2. Management responsibilities and staff functions
3. Design and use of hot & cold water systems
4. Conditions that promote the growth of legionella
5. Design and installation of new or refurbished building services
6. Cold water systems & storage tanks
7. Domestic hot water services
8. Cooling Towers
9. Air Conditioning systems
10. Ornamental Water Features
11. Operation of grounds sprinkler systems
12. Handling & Exposure to Compost
13. Use of rainwater supply
14. Operation and Maintenance of Buildings
15. Water temperatures at outlets
16. Water System Maintenance
17. Infrequently used outlets and showers
18. Planned preventative maintenance schedules
19. PPM example College Premises
20. Record Keeping
21. Action in the event of an incident
22. Microbial Monitoring for Legionella
23. Interpreting legionella sample results
24. Procedures for Legionella Control

Thornton College Health & Safety Policy

1. Management structure for the control of Legionella

Lines of responsibility for the control of Legionella within Thornton College.

Duty Holder		Responsible Person	
Name:	The English Province of the Community of Religious of Jesus and Mary, Charity Registration Number 247358	Name:	Mrs Jane Sanders
Position:	Charitable Trust	Position:	Bursar
Email:	chairofgovernors@thorntoncollege.com	Email:	jsanders@thorntoncollege.com
Contact Number:	01280 812610 - Sr Helen Haigh	Contact Number:	01280 820402
Deputy Responsible Person		Other Key Personnel	
Name:	Mr Mark Leggett	Name:	Dr Louise Shaw
Position:	Head of Maintenance	Position:	Head Teacher
Email:	mleggett@thorntoncollege.com	Email:	lshaw@thorntoncollege.com
Contact Number:	01280 812610	Contact Number:	01280 820401

Legionella Control Contractor			
Company:	TWC (services) Ltd		
Contact:	Joe Hickman		
Position:	Contract Manager		
Contact Number:	01869 323466		
Email:	joe.hickman@twc-services.co.uk		
	Unit 15, Telford Road, Bicester Oxon OX26 4LD		
Tasks Assigned	Risk Assessment	Consultancy	Water temperature monitoring and testing

Staff will be properly trained and competent to carry out the appropriate measures, and the College will facilitate such training as is necessary. No amendment shall be made to this written scheme or its procedures without the agreement of the responsible person.

2. Management responsibilities and staff functions

The school has appointed a competent consultant / contractor to conduct a risk assessment and draft a manual which specifies control regimes and recommendations for improvement. The assessment will be updated as appropriate for example if new equipment is added and as a matter of course reviewed every two years.

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;
- ensure where significant risks have been identified, in particular legionella are handled appropriately and actions are taken to mitigate the risks.
- implement and manage the scheme;
- keep records for a minimum of five years and check that what has been done is effective.
- Make available the details of any risks to those persons who may be affected.
- Ensure copies of the risk assessment will be available for inspection by persons entitled to do so.
- If the risk assessment shows that there is a reasonably foreseeable risk, the Bursar / Head of Maintenance will ensure the implementation of safety precautions and control measures. In most cases, this will require a written Water Quality Scheme by a competent person and will involve contractors carrying out maintenance regimes on water systems.

2.1 The Duty Holder

The duty holder is the owner, occupier, employer or other person ultimately accountable and on whom the duty falls for the safe operation of the College. In the case of Thornton College, this is The English Province of the Community of Religious of Jesus and Mary, Charity Registration Number 247358. It is their responsibility to ensure that the necessary resources are available to the responsible person to ensure compliance with this document.

2.2 The Responsible Person

The responsible person is formally appointed by the duty holder to be managerially responsible for the College's overall legionella management system. The nominated person must be a manager and have sufficient authority to ensure that all operational procedures are carried out in an effective and timely manner. The responsible person must also possess a sound understanding of the control of legionella through appropriate training.

It is recognised that the responsible person cannot be an expert on all matters and must be supported by specialists in the necessary area of expertise.

Specifically, the role will involve:

- Ensuring overall compliance with the written scheme
- Ensuring building water system schematics are updated after any significant changes.
- Ensuring risk assessments are carried at least every two years or as necessary.
- Ensuring all relevant staff members are competent to carry out the aspects of legionella control to which they have been assigned.
- Taking reasonable steps to ensure contractors are competent

2.3 The Deputy Responsible Person – Head of Maintenance

The responsible person will appoint a deputy to whom delegated responsibilities may be given to all occasions when the responsible person is unavailable. This Deputy must meet the criteria set out above under The Responsible Person. At Thornton, this person is the Head of Maintenance.

2.4 The Head of Maintenance

The Head of Maintenance has the day-to-day responsibility for legionella safety and is responsible for the following:

- Organising the regular testing and monitoring of bacteria.
- Organising the Temperature testing.
- Organising modifications & maintenance to the system with our plumbers.

- Monitoring and ensuring that the systems are being correctly operated.
- Maintain a water quality file for each relevant system, available for inspection and will contain:-
 - the risk assessment findings;
 - the written scheme detailing control measures;
 - the results of monitoring, inspections, tests or checks completed and the dates;
 - details of the water system not in use and control measures taken;
- Maintaining appropriate records of testing and certification.
- Maintaining appropriate records of flushing routine and detailing specific outlets flushed.
- Ensuring training is up to date for himself and those within his team.

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 when required.

2.5 The Appointed Contractor

The appointed contractor for designated aspects of legionella control will be a member of a relevant trade professional body and the responsible person shall request, inspect and hold contractor staff-competency records.

3. Design and use of hot & cold water systems

3.1 Conditions that promote the growth of legionella bacteria

Legionella bacteria may contaminate water systems where the temperature is between 20 and 45° C. It is uncommon to find any significant growth below 20° C, the bacteria do not survive for any lengthy period above 60° C. The optimum temperature growth is 37° C.

The presence of sediment, sludge, scale and organic material can act as a source of nutrients for Legionella bacteria. Commonly encountered organisms in water systems such as algae, amoebae and other bacteria may serve as a nutrient source for Legionella. The formation of a biofilm (slime) within a water system will also play an important role in harbouring and providing favourable conditions in which Legionella can proliferate.

The presence of water stagnation can also play a significant part in legionella growth. An example of this would be a building that has little to no use of its water systems during building refurbishment, mothballing or disused pipework that is still live. We recognize that all cold water should be flowed regularly.

If the conditions mentioned above are eliminated or controlled, the likelihood of legionella growth will be significantly reduced.

3.2 Design and installation of new or refurbished building services

All new or refurbished installations to domestic water systems shall comply with current water regulations and ACOP L8/HSG 274 guidance. It is important to ensure that potential hazards are designed out where possible before installation.

3.3 Cold Water Systems & Storage Tanks

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

Cold water tanks have been systemically removed over time and only

- Room 126
- Shower area near 126 (feeding hot water for taps at sinks.)
- 3 in roof space feeding C1 & C2 calorifiers.

3.4 Domestic Hot Water Services

Multi-point type water heaters (greater than 15L) should be maintained at a minimum temperature of 55°C. (checked by TWC Services Ltd on a monthly basis).

Low Volume Point of Use Water heaters (less than 15L) should be maintained at a minimum temperature of 50°C (checked on a six monthly basis)

Combi boilers (instantaneous) should be maintained at a minimum temperature of 50°C (checked on a six monthly basis)

Pipe work should be as short and direct as possible especially where it serves intermittently used taps and appliances.

Where people at risk of scalding are served by the hot water system, "fail-safe" thermostatically controlled mixing valves shall be used to reduce the hot water temperature at the outlet to 43° C. These are valves that are unaffected by changes in water pressure and automatically close the hot water supply if the cold water fails. They will be positioned as close as possible to the hot water outlets. People at risk of scalding include young children, the very old, and those with sensory loss.

Mixed water pipework from the thermostatically controlled mixing valve should be kept as short as possible.

3.5 Cooling Towers

Thornton College has no wet cooling towers, and such equipment will not be installed or operated by the College.

3.6 Air Conditioning Systems

Ventilation and air conditioning systems shall be designed so that water, whether from the supply or from other sources such as condensation, cannot accumulate in ductwork or plant, which is subject to an air stream. All condensate drains shall incorporate an air break as near to the ventilation or air conditioning system as possible, to prevent potentially contaminated water from being drawn back into the system.

No domestic type air humidifiers, or any similar equipment which may compromise air quality, shall be put into use on the College premises without the prior approval of the Responsible Person.

3.7 Ornamental water features

The College operates a single low risk ornamental water feature to the front of the property. This is a fountain and pond. Routine maintenance is carried out to ensure that the water feature and associated components are kept reasonably clean. This is flushed regularly and recorded.

3.8 Handling and exposure to compost

Legionella is often found in compost and legionnaires disease has resulted in a small number of cases from inhalation of dust or moisture droplets.

All staff who come into physical contact with compost must ensure the following:

- Staff must ensure that themselves and any children wash their hands as soon as is possible after contact
- Compost bags should not be stored in direct sunlight
- Compost bags should be opened carefully as not to disturb contents
- Compost bags ideally should not be opened in enclosed spaces such as sheds or green houses

3.9 Use of rainwater supply (Water butts)

Water butts collect and contain rainwater. Non-potable water may contain potentially harmful bacteria. The water is often stagnant and may warm up during the summer months leading to significant bacteria growth.

They may be used for gardening purposes such as watering of plants through a water can or similar.

They must NOT be used in conjunction with a power washer.

4. Operation and Maintenance of Building Services

4.1 Water temperatures at outlets

Periodic testing of the water systems is carried out by TWC (Services) Ltd; it is the responsibility of the Head of Maintenance to carry out and organise these tests with them. Tank temperature for cold water storage should be tested to be below 20°C.

Cold water outlet temperatures shall be measured after allowing the water to run at full flow for 2 minutes. The temperature should be less than 20° C, or if above 20° C should be less than 2° C above the incoming supply from the water supply company.

Hot water outlet temperatures shall be measured after allowing the water to run at full flow for up to 2 minutes. The temperature should be at least 50° C. Hot water must reach 60°C in the calorifying tanks. However, where mixing or blending devices are used which prevent the outlet reaching this temperature, the pipe surface immediately before the device should reach 41-43° C within 1 minute. These valves are sited in sinks within EYFS and within toilets used by prep children.

Representative outlets (outlets in between sentinels) will be measured on a rotational basis over a period of a year.

4.2 Water System Maintenance

Maintenance staff who have undertaken "dirty" jobs (i.e. unblocking drains) must change into clean protective clothing and wash their hands thoroughly before working on domestic hot or cold water systems where there is a risk of contaminating that system.

Every year hot water calorifiers shall have their drain valve (where fitted) water visually inspected for signs or sludge, rust or scale. If visual contamination is identified cleaning should be carried out as necessary.

4.3 Little used outlets and showers

The Responsible Person shall review the need for intermittently or infrequently used taps and appliances (particularly showers) from time to time. If such taps and appliances are not necessary, the supplies shall be cut off close to the in-use supply pipe to ensure that no dead leg is formed. If it is not reasonably practicable to remove these outlets a weekly flushing regime should be implemented.

During periods of little use of the water systems such as during refurbishment, both hot & cold outlets should be flushed weekly for a determined period.

On a quarterly basis, or less frequently if it is shown to be necessary, shower heads and hoses will be dismantled, cleaned and descaled and the work logged on the shower maintenance log sheet. The completed log will be located within the legionella control logbook.

The showers are electric, thermostatically controlled and are fed from cold water mains.

4.4 Planned Preventative Maintenance Schedules

The following list shows the frequency of the necessary control measures to be scheduled as planned preventative maintenance.

All records to ensure these controls are in place will be stored centrally within SharePoint to enable monitoring and review for those responsible. Records should include outcomes/action taken.

Frequency	Control	Responsible
Weekly	Flushing of little used outlets – recorded with dates and times	Head of Maintenance
Monthly	Temperature checks of sentinel hot (not below 50° C) and cold water outlets (not above 20°C randomly selected throughout the school.	TWC (Services) Ltd organised by Head of Maintenance

Thornton College
Health & Safety Policy

	Check all calorifier temperatures are above 60° C	
	Sample swimming pool	
Six Monthly	Water Heater <15L flow temperature record – must be between 50-60° C	Head of Maintenance
	Service Boilers	Head of Maintenance
	Expansion vessels flush through and purge to drain.	Head of Maintenance
Half term holidays	Sample water from outlets listed in point 7.	Head of Maintenance
	Sterilise all shower heads	Housekeeping Supervisor
Christmas, Easter & Summer Holiday periods	Sample water from various outlets	Head of Maintenance
	Sterilise all shower heads	Housekeeping Supervisor
Annually	Inspect calorifier internally by removing inspection hatch or using a boroscope and clean by draining the vessel. Frequency should be reviewed depending on conditions or findings. Where there is no inspection hatch purge any debris in the base of the calorifier to a suitable drain. Collect the initial flush from the base of hot water heaters to inspect clarity, quantity of debris and temperature. Record action and findings	Head of Maintenance
Annually	Inspect the integral cold water header tanks as part of the cold water storage tank inspection regime, clean and	Head of Maintenance

Thornton College Health & Safety Policy

	disinfect as necessary. If evidence show that the unit regularly overflows hot water into the integral CW tank, instigate temperature monitoring regime, taking precautionary measure where necessary. Inspect ball valve & incoming mains temperature.	
Annually	Check thermal insulation is intact in outdoor areas – record findings	Head of Maintenance
Annually	Risk assess whether the TMV fitting is required and if not remove. Where needed, inspect, clean, descale and disinfect.	TWC (Services) Ltd organised by Head of Maintenance
Every 2 years	Complete new risk assessment	TWC (Services) Ltd organised by Head of Maintenance
As and when required (as our tanks do not feed drinking water.)	Sterilise cold water tanks	Head of Maintenance [NB. If tanks feed drinking water then they should be cleaned annually and sampled every 6 months]
As per manufacturers guidelines	Change any POU or multiple use filters.	Head of Maintenance

5. Record Keeping

The following records shall be kept on file for a period of 5 years in a log book held with the Head of Maintenance. Additionally, electronic records can also be kept and we are planning to use the new Parago System further to integrate this.

Test Records (with dates) or work carried out to prevent or control legionellosis.

Completed report sheets for:

- Weekly flushing of infrequently used outlets
- Monthly / Six Monthly hot & cold water temperature checks including flow temperature
- Quarterly shower head cleaning

6. Action in the event of an incident

In the event of a single case of legionellosis, possibly acquired within College buildings then an emergency meeting shall be set up of a group comprising of:

- Responsible Person
- Deputy Responsible Person
- Head of Maintenance
- Other Relevant Person(s)

The group should meet daily as necessary, with others as appropriate, to co-ordinate investigation of the problem, and progress any necessary action. Minutes are to be kept and a log of actions taken and results of tests or inspections are to be recorded by the Responsible Person.

Immediate action may include:

- Stopping admissions to affected site/area
- Sampling water from taps and showers prior to any disinfection or pasteurisation.
- Sampling of water from water heaters serving the affected site prior to any disinfection or pasteurisation
- Increasing hot water temperatures at outlets to a minimum of 60° C
- Inspection of maintenance records for legionellosis preventative work
- Disinfection of water services in accordance with BS EN 806

Legionnaire's disease is not a notifiable disease in England and Wales but if staff acquire the disease, cases may be notifiable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

The Health & Safety Executive may be involved in the investigation of outbreaks under the Health & Safety at Work Act 1974.

7. Microbial Monitoring for Legionella

Termly water sampling testing will be done at the Easter, Summer and Christmas holiday breaks, to check bacteria levels of Legionella. The sampling is carried out by TWC (Services) Ltd. Additional interim checks will be organised in areas where those staff who are higher at risk work regularly. This includes:

- EYFS & Reception classrooms – to include staff toilet areas within the Claudine Thevenet Building
- Staff toilets in Arts Block
- Housemistress flat on Whittlebury Wing
- Boarding flat on Parlour Wing.
- Staff toilets.
- Sister's quarters

Legionella water samples shall be taken under the following circumstances:

- Where control levels of the treatment regime (temperature control) are not being consistently achieved
- When an outbreak or incident is suspected, or has been identified:
 - Samples will be taken in accordance with BS EN 7592 by suitably trained persons.
 - Analysis of water samples for legionella will be carried out by a UKAS accredited laboratory.

7.1 Interpreting Legionella Sample Results

ACOP L8 Table 4 details the action required following legionella sampling in hot and cold water systems. Table 4 is included below.

Legionella bacteria (cfu/l)	Recommended actions
>100 cfu/l and up to 1000	Either: <ul style="list-style-type: none">• if the minority of samples are positive, the system should be resampled. If similar results are found again, a review of the control measures and risk assessment should be carried out to identify any remedial actions necessary or,• if the majority of samples are positive, the system may be colonised, albeit at a low level. An immediate review of the control measures and risk assessment should be carried out to identify any other remedial action required. Disinfection of the system should be considered.
>1000 cfu/l	The system should be resampled and an immediate review of the control measures and risk assessment carried out to identify any remedial actions, including possible

Thornton College Health & Safety Policy

	disinfection of the system. Retesting should take place a few days after disinfection and at frequent intervals afterwards until a satisfactory level of control is achieved.
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If there is a failure to meet these requirements, then an outside company should be consulted. In the event of a positive water sample, the Water Contractor /Consultant will notify the Head of Maintenance immediately. The notification will cover:

- Details of the sample
- The organism
- Location
- Advice on appropriate remedial measures, such as isolating the building and disinfecting the system.

The Headteacher & Bursar will be informed at once, even if no one is ill, and remedial action will be taken immediately.

The Chair of Trustees must be notified at once if anyone becomes ill with legionella, as any outbreak of the disease must be reported to the HSE and the HPA.

If disinfection of the water systems is necessary this work will be carried out by trained persons who have been deemed competent to carry out this task. Sections 2.5 and 4.3 should be observed.

8. Procedures for Legionella Control Measures

Procedures for cleaning and disinfection of water tanks and any other control measure will be obtained from the contractor by the College prior to the works taking place.

All procedures used by College staff will be held with the responsible person and distributed to other relevant staff.

8.1 Flushing of little used water outlets procedure (Weekly)

- Unused or rarely used taps and toilets should be disconnected and drained where possible.
- Identify little used outlet(s)
- Open outlet whilst minimising the release of water aerosol (reduce spray)
- Flush the outlet until the temperature at the outlet stabilises and is comparable with the supply water e.g. until cold water is cold or hot water is hot
- Keep written records of action and report any defects to the Head of Maintenance.

Things to consider:

- Toilets should also be flushed by flushing through one cycle
- Drinking water vending machines and outside taps should also be included

8.2 Monthly / Six Monthly water temperature checks at outlets

Outlets without TMV's

- Identify outlet to be checked by following customised temperature form for the correct month
- Run hot tap on full flow for 1 minute and cold tap for 2 minutes
- Place temperature probe under outlet and record reading
- Report any defects to the facilities manager Outlets with TMV's fitted
- Follow steps 1-2 then place surface probe attachment against hot inlet pipe to TMV ensuring a good contact and record reading. Due to heat loss through pipework material, add 3 degrees to final temperature reading.
- Cold water temperatures cannot be taken with surface probe attachment and must be taken as step 3.

8.3 Monthly temperature checks of Calorifiers

Ensure that you are confident in identifying the secondary hot water flow and return (where fitted) pipework and that it is safely accessible.

- Place surface probe attachment against flow pipe ensuring a good contact and record reading. Due to heat loss through pipework material, add 2 degrees to final reading
- If secondary return loop is fitted, follow step 1
- Record results and report any defects to the relevant member of staff

8.4 Cleaning of shower heads and hoses (quarterly or as necessary)

- Flush shower through to purge any potential water stagnation
- Remove shower head and hose (if fitted)
- Place in a disinfection solution and clean thoroughly
- Refit and flush through to remove any residual disinfectant
- Record cleaning and report any defects to Head of Maintenance.
- Head of Maintenance to replace as necessary.

8.5 Flushing regime in College holiday periods:

- 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.

Appendix 5: Electrical Inspection Checklist

- Plug sockets are not over-loaded by multi-way adaptors which are forbidden in the College.
- Cables do not cause a trip hazard
- Unprotected cables do not run under carpets
- Cups, plants and other items are not kept routinely where they can spill onto electrical equipment
- Equipment is not positioned in such a way as to cause strain on the cable
- Equipment is not operated with its cover removed
- There is no visible damage to the equipment, cable or the plug
- There are no non-standard joints (such as taped joints)
- Plug covers are in place
- Correct fuses are fitted
- There is no sign of over-heating
- There is no sign of damage to the wall socket.
- Ventilation is adequate to prevent over-heating
- All appliances can be easily switched off

If you have any concerns these should be reported to the Head of Maintenance and/or Bursar. All H&S matters should be emailed and flagged as important.

Appendix 6: 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 and held by the Head of Estates and Operations.

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 outside their homes 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 is on duty, who ensures that they board the bus safely. The bus prefect and drivers inform the Head of Estates and Operations or Deputy Headteacher if there is any misbehaviour on the bus.

Students from year 1 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 students without door keys, the bus driver contacts parents/the college by phone and as a last resort will return the student to college at the end of the route if unable to make contact. 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 Estates Team & a member of staff on duty. For peak events as many of the Estates team assist where possible.

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

The Estates team manage the car park at the end of School day by positioning themselves at the junction of the entrance road and the top carpark. Bollards are placed to encourage 2 lanes of cars off the main road at the entrance to the school. One member of staff directs traffic down both exit routes to keep 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 Estates and 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 Estates and 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 Estates & 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 Estates & 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 Headteacher regularly reminds parents in her weekly letter about safe driving at the end of the school day. Any information concerning estranged families and the handing over of students to families at the end of a college day should be

Thornton College Health & Safety Policy

made known to the Deputy Headteacher and/or Head of Prep of Thornton College who will inform the staff members responsible for carrying out the necessary duties.

Appendix 7: Ionising Radiation Sources: Procedures

The school keeps a small number of sources of ionising radiation. These are used for educational purposes and form an important part of the department curriculum.

The person responsible for the oversight of the sources is John Shippen (JSN), Head of Science and the Radiation Protection Supervisor (RPS). The RPS training was last undertaken on 25.11.2021 with CLEAPPS. Subsequent to this training, JSN delivered a training session to the science department on 16.2.2022.

The school is required to appoint an external Radiation Protection Advisor (RPA). The RPA for the school is Keith Bowker of Oxford Radiation Protection Consultants (ORPC). Mr Bowker visited the school shortly after we purchased the sources in 2021 to offer advice on the storage and use of the sources. Mr Bowker is available for consultation on this matter as part of his annually-renewed association with the school.

The sources are kept in a locked cupboard in lab 1. To maintain security of the sources, this lab is always locked when not in use. The keys for the radioactive sources cupboard are kept in a locked lockbox in the wet prep room. The sources are not permitted to be left out in the lab when not in use. The cupboard containing the sources is clearly marked with a laminated sign saying 'radioactive material'.

It is required that the sources are checked out and checked in when they are used in lessons. A file is stored in the radioactivity cupboard for this purpose. This details the date on which the sources were used, the teacher or students who used the sources, the exact sources used, and the times when they were checked in and out. The three sources are Isotrak Educational Sources. These were purchased after consulting CLEAPPS document L93 (*Managing Ionising Radiations and Radioactive Substances in Schools and Colleges*), which is a well-regarded guide to this issue.

The three sources that we have are:

Americium-241 (alpha and gamma)

Strontium-90 (beta)

Caesium-137 (gamma and beta)

Students in Year 11 and under are not permitted to use the sources in experiments. They can observe the effects of the sources in demonstration. Pupils in the sixth form (Years 12 and 13) are permitted to use the sources, and this is an expectation of the required practical component of the A-level physics course. Before used the sources, students in the sixth form are briefed on the standard operating procedures that need to be followed. These are then signed and dated. Occasionally, children not registered as pupils at Thornton come for day visits. If they participate in lessons where ionising radiation is demonstrated, then they will follow the guidance in the specific activity risk assessments for that lesson along with students of the school.

The risk associated with the sources is very low, but measures are taken to make doses of ionising radiation as low as possible, such as decreasing time of exposure and increasing distance.

Each month, a visual inspection of the sources take place and JSN records this in an electronic log. The sources are also leak-tested annually and JSN keeps an electronic log of the results.

In the case of a fire alarm, staff follow the school policy. The safety of pupils and staff comes first. If a source is in use when the alarm starts, return it to its immediate container if this can be done quickly. Do not take the sources outside of the lab or prep room – it is too easy to misplace them in the emergency. Also tell the RPS as soon as possible. There must be no return to the building until the senior fire warden says it is safe to do so. If the fire affects the area where the sources are stored, contact CLEAPPS and the RPA.

The school is required to have two sets of risk assessments in place for using these sources.

The first is a set of general safety protocols and these are called the Standard Operating Procedures. These can be found in appendix A.

A risk assessments is also required for the specific sources stored. This can be found in appendix B.

6.6 Model Standard Operating Procedures

Standard Operating Procedures: Contact information		
School or college		Thornton College.
Employer (Circle one only. For 'local authority' or 'other', insert name.)	Local authority Governing body Other	1. Registered Charity 247358, Independent Day & 2. n/a Boarding for Girls.. 3.
Radiation Protection Supervisor (Schools) (RPS (Schools))	Name	John Shippen
	Internal telephone	01280 812610
	E-mail	jshippen@thorntoncollege.com
Radiation Protection Adviser (RPA)	Name	Keith Bowker
Fill in the contact details for the RPA, unless the local authority subscribes to the CLEAPSS scheme. In that case, tick the box below, and give the names of both the RPA and the Radiation Protection Officer (RPO), but give the contact details only of the RPO. RPA via CLEAPSS scheme <input type="checkbox"/>	RPA: Telephone E-mail RPO: Name Telephone E-mail	01235 538238 kwb@orpc.co.uk
Contact for advice: CLEAPSS	+44 (0)1895 251496	

Standard Operating Procedures: Document locations	
Document	Location
Radioactive source history	In dry prep room folder
Use log for radioactive sources	In radioactivity cupboard
Monthly simple check log book	Electronic – JSN files
Annual detailed check of radioactive sources	Electronic – JSN files
List of authorised users of radioactive sources	Electronic – JSN files
List of radioactive sources held	Electronic – this document

Standard Operating Procedures to be used with the specific risk assessments


1. The practical work with radioactive substances must have an educational benefit. Consider the maturity and behaviour of the students when planning to use radioactive sources in teaching.
 2. In addition to these Standard Operating Procedures, you must follow the specific risk assessments for particular sources in section 6.7 of the CLEAPSS guide, *L93 Managing Ionising Radiations and Radioactive Substances in Schools and Colleges*, as modified by the school in liaison with CLEAPSS or your RPA.
 3. Practical work with students should be carried out in a laboratory and supervised by a qualified science teacher who has an adequate training and understanding of radioactivity hazards and basic radiological protection techniques.
 4. There must be suitable working detection equipment, eg GM tube and counter.
 5. The RPS (Schools) must be satisfied that any person authorised to work with the sources is competent to do so safely. See L93 section 7 on training.
-
6. Anyone working with ionising radiation has a responsibility to restrict their personal exposure as far as reasonably practicable.
 7. While alpha radiation causes little exposure outside the body, be mindful it is far more dangerous should the alpha-emitting material enter the body, eg by swallowing or inhaling alpha-emitting radioactive material.
 8. If you are pregnant or breastfeeding, tell your RPS (Schools) before starting any work with ionising radiation.
 9. General safety regulations mean you must not eat, drink or apply cosmetics when working in the laboratory, including working with the ionising radiation.
 10. Wear any protective equipment indicated by the specific risk assessment. Before working with the radioactive substances, cover any wounds or skin damage with a suitable waterproof dressing. It is essential that protective equipment is the right size for you, and you know how to fit it and wear it correctly. Make sure you have been shown how to do this, including how to face-fit masks, if specified.
 11. Keep a sensible distance from the source. Use a tool to handle sealed sources that don't have an integral handle. Keep your fingers away from the source – typically 100 mm away – eg by using long forceps. Some sources emit more radiation in a particular direction (collimated or non-isotropic sources) – keep these positioned so that the main radiation field is directed away from anyone. Keep any source at least 300 mm away from the rest of the body.
 12. Spend as little time as practicable near to the radioactive source.
 13. Only use one source at a time in any one investigation. If the experiment involves comparing two or more sources, only one should be out of its container at a time.

Thornton College
Health & Safety Policy

14.	Students under the age of 16 (at the start of their current school year) should not use radioactive sources other than those in small cloud chambers (the source must remain inside the chamber during the lesson), thoriated gas mantles in a sealed bag, and radioactive geological specimens (kept in suitable containers which are not easy to open). Record on the use log that adequate information has been given to the students. All other work with radioactive sources must only be demonstrated by the teacher.
15.	For demonstration practical work, arrange the students so they are at least 2 m away from the sources.
16.	Responsible students aged 16 years and older (at the start of their current school year) may use sources within the Standard School Holding. Each student must understand these Standard Operating Procedures and the relevant specific risk assessment.
17.	Whenever students work with radioactive sources, you must give full training and, where appropriate, provide written instructions. Students must be closely supervised by a member of staff at all times. Record on the use log that adequate information has been given to the students.
18.	A member of staff must check sources immediately after use by students. Report any suspected damage to your RPS (Schools), who will decide if further action or monitoring is required. Keep a record of any unusual incident involving a source with the appropriate source history and make a note in the use log.
19.	The security of all radioactive substances is vital. The use log must be completed whenever a radioactive source is removed from, or returned to, the secure store. When signing the use log, you must check that the sources are actually present in their containers.

Thornton College
Health & Safety Policy

20.	Once sources have been removed from their secure store, they must never be left unattended by a member of staff, unless they are in a secure temporary store. Always return sources to the normal secure store as soon as possible after use.
21.	When carrying sources (even in their containers), the handling time should be minimised. Make sure you have a clear, uncluttered route to the destination, without students milling around. If the journey is likely to take more than a couple of minutes, put the source in an additional container (eg a plastic bucket) to keep it away from the body (ie the trunk).
22.	<p>If the fire alarm sounds, follow the school's fire safety procedure. Safety of people takes priority. Focus on evacuating the students without delay. If a source is in use when the alarm starts, return it to its immediate container if this can be done quickly. Do not take the sources outside of the lab or prep room. Tell the senior fire warden, and the Fire and Rescue Service if they attend the alarm, where the sources are. Also tell the RPS (Schools) as soon as possible. You must not return to the building until the senior fire warden says it is safe to do so.</p> <p>For alarms that turn out to be a drill, a false alarm, or a minor fire far from the laboratory, when it is safe to return to the building, make sure that the RPS (Schools) or another authorised member of staff is allowed back into the building first so they can secure the sources before the students return.</p>
23.	If the source is dropped or spilt, follow the 'Spill or drop' guidance on the specific risk assessment for the source and section 9, Managing incidents involving radioactivity. For any drop or spill, inform the RPS(Schools) promptly.
24.	Wash your hands after you have finished using radioactive materials, even if only using sealed sources.

Type number 8c		Isotrak educational sources				© CLEAPSS 2019
Description		 <p>The source assembly is made up of a source (a sealed stainless steel capsule or a metal foil or disc), housed in a recess in an aluminium rod. The rods are supplied in a metal cylinder, which can hold one (as shown in the illustration) or more rods in a 'well'.</p> <p>The radioactive end of the rod is stored downwards into the metal cylinder well.</p>				
Typical dimensions		Length 85 mm, diameter 12 mm. The source is recessed 8 into the end of the rod.				
Use		To investigate the basic properties of ionising radiations.				
Original activity		74 kBq (2 µCi), 370 kBq (10 µCi) for the larger Cs-137 source, and 342 kBq (9.2 µCi) for a mixed nuclide source.				
Radionuclide and half-life (years)		cobalt-60 5.27	strontium-90 28.8	americium-241 432.6	sodium-22 2.6	caesium-137 30.1
Main radiations		γ (β)	β	α, γ	β ⁺	γ, β
Hazard		External irradiation of the body, including possibly more sensitive organs such as the eyes. Internal irradiation of the body due to substances being inhaled, absorbed through the skin or through wounds, or swallowed.				
Risk assessment		The residual risk is low with the control measures in place.				
Control measures		Always follow the Standard Operating Procedures for the use of radioactive sources.				
During use		This type of source should be held by the non-source end of the aluminium rod, with the source end directed away from the body. <i>Make sure you know which is the source end.</i> Only one source should be used at a time. Between investigations, the source should be returned to its container, the source end of the rod goes into the metal cylinder well.				
Inspection		Annually and after use by students. Check the whole source for signs of damage. View the recessed surface using a plane mirror on the bench or remotely with a digital camera. Never point the foil surface towards your eyes. Keep a record of any blemishes, particularly to the source surface.				
Leak test of source		Annually or if damage is suspected. The outer surface should be tested, but avoid contact with the actual active surface of the source.				
Contamination check of container		Not required unless leakage is suspected.				
Storage and labelling		The source should be stored in its metal cylinder, in its original can packaging labelled with a radioactive warning sign and kept in the steel store cabinet.				
Spill or drop		Wear a lab coat and disposable gloves. If a source is dropped, check the area where it fell for contamination, and decontaminate it if necessary. See section 9.2.				
Availability		Currently supplied by SciChem.				
Standard School Holding		The total activity of all sealed sources should not exceed 1.2 MBq. No single sealed source should be above 400 kBq.				

KS4 Demonstration of Ionising Radiation

The table below indicates the risks associated with the use of Isotrak Ionising source for demonstration purposes in education.

Hazard to Pupils	Control Measure
External Irradiation	Decrease time of exposure as far as possible, so illustrate and explain the nature of the sources as quickly as possible. Use only one source at a time, and keep sources in containers where possible.
	Increase distance from sources to pupils, so where possible have pupils move towards the back of the room.
Internal Contamination	Visually check for any signs of leakage before and after use. Use a mirror or digital camera for this. Annual leak check also.

KS5 Handling Radioactive Sources

The table below indicates the risks associated with the use of Isotrak Ionising source for investigative purposes by students in Years 12 and 13 in education.

Hazard to Pupils	Control Measure
External Irradiation	Decrease time of exposure as far as possible, so ensure that students use the sources and obtain data as quickly as possible. They should use only one source at a time, and keep sources in containers where possible. The aluminium end of the source should be used to handle the sources and students should be reminded that sources should never be pointed towards the body. Ensure that pupils have read the Standard Operating Procedures (SOPs – found in the ionising sources policy) and signed them to indicate that they understand and agree.
Internal Contamination	Visually check for any signs of leakage before and after use, particularly by pupils. Use a mirror or digital camera for this. Annual leak check also.
Control Measures	Use of lab coats and protective gloves is recommended for students undertaking this activity.