

CLIFTON COLLEGE
HEALTH AND SAFETY POLICY

Updated Nov 2010

Index

CLIFTON COLLEGE	1
HEALTH AND SAFETY POLICY	1
Updated March 2011	1
Index	0
Outline of the safety policy document.....	0
1. Health and Safety Policy Statement	1
2. Organisation for Health and Safety	3
<u>Key organisational arrangements</u>	3
Safety forum	3
Risk assessment.....	3
Monitoring.....	3
Internal Safety Co-ordinator	4
Management structure	4
Health and safety responsibilities	5
The Governors and Chairman of College Council	5
The Head of the College	5
Heads of Schools, Deputy Head of Pastoral, Deputy Heads, Heads of Departments, Managers and Supervisors	6
Estate Bursar (Safety Co-ordination).....	6
Estates Bursar	7
Having particular responsibility for ensuring that:	7
All other staff.....	8
Specific responsibilities	9
3. Arrangements for implementing the College Health and Safety policy.....	11
Supporting compliance with the Health and Safety Policy and arrangements	11
Communication and Consultation	11
Information, Instruction and Training.....	11
Induction	12
College Safety monitoring	12
Hazard reporting	12
Imminent danger	12
Structured review or audit	12
Risk Assessment	12
Control of Substances Hazardous to Health.....	13
Manual Handling	14
Display Screen Equipment.....	14
General environment	14
Noise	14

Work Equipment	14
Fire Systems and Equipment	15
Fire safety	15
Prevention of arson	15
Medical Centre	16
First Aid	16
Accident and incident recording and reporting	16
Accident and incident recording and reporting (contractors).....	16
Reporting to enforcing authorities	16
Reportable major injuries	17
Over-three-day injuries.....	17
Disease.....	17
Dangerous occurrences	17
Reporting injuries to insurers.....	18
Visitors and Contractors.....	18
Security.....	18
Unauthorised visitors or intruders.....	18
Specific safe systems/procedures.....	18
Road Traffic	19
Vehicles and Transport	19
Pests and disease.....	19
Stress	20
Child Protection.....	20
Emergency planning	20
Science.....	20
Sport.....	20
Visits.....	21
Non standard or adventure activities.....	21
Overseas trips.....	21
CCF	21
Summer Schools.....	22
Clifton College Services Ltd (CCSL)	22
Public displays or events.....	22
Catering at public events.....	22
Theatre	22
Sports facilities.....	22
Gym facilities and swimming pool	22
Issues largely related to property/facility maintenance	23
Risk Assessment – Property/facility maintenance	23

Asbestos.....	23
Working at Height	23
Scaffolding.....	23
Trestles.....	23
Step Ladders	24
Ladders.....	24
Mobile Access Platforms.....	24
Personal protective equipment.....	24
Manual Handling	24
Noise	24
Permits to work	24
Hot work and permits to work.....	25
Control of Access to Work Areas	25
Introduction of new Substances, Work Equipment and Methods of Work.....	25
Plant and equipment maintenance.....	25
Portable appliance testing.....	25
Maintenance of Work Equipment	25
Electrical systems	26
Electrical equipment.....	26
Project Planning and Organisation.....	26
Appointing Sub-Contractors	26
4. College Health and Safety Rules.....	28
General Safety – Pupils.....	28
Bounds	28
Dangerous Pastimes.....	28
Cars, motorcycles and mopeds.....	29
Bicycles	29
General Safety – College Staff and others.....	29
Housekeeping and trip hazards.....	29
Fire safety and escape routes.....	29
Plant, Machinery and Equipment	29
Hazardous substances.....	30
Manual handling.....	30
Personal Protective Equipment.....	31
Accident reporting	31
Personal conduct	32
Rules covering Gross Misconduct – subject to College employment policies	32
Other policies relevant to Health and Safety	33

Outline of the safety policy document

This document sets out the safety policy for Clifton College, including the Upper School, Preparatory School, Butcombe and all commercial and support activities.

The policy falls into three main sections: Part 1 is the overriding policy statement, which defines the general approach that the College will take in respect of health and safety. Part 2 sets out the organisational arrangements for implementing the policy statement, whilst Part 3 sets out the specific measures that will be undertaken in order to implement the policy. In addition to the three main sections, there is a fourth part which sets out specific rules for pupils and staff which have a bearing on their health and safety.

1. Health and Safety Policy Statement

Clifton College will, so far as is reasonably practicable, take all measures necessary to ensure the health, safety and welfare of its employees, pupils and of anyone else who may be affected by the College's activities.

In achieving this aim, the College will comply with all relevant health and safety legislation including supporting codes and guidance, and where practicable, will aim to achieve compliance with recognised best practice.

The College will ensure that responsibilities for health and safety matters are effectively assigned, accepted and fulfilled at all levels within its management structure.

1. In achieving the above aims, the College will ensure that:

- appropriate resources are made available to ensure that proper provision can be made for health and safety
- suitable organisational arrangements are made to support health and safety
- regular cross-College meetings are held in order to facilitate a co-ordinated approach
- all members of staff are provided with suitable information, instruction, training and supervision, so as to enable them to secure their own health and safety at work and that of others who may be affected by their actions or inactions
- risk assessments of activities and of educational and non-educational areas are carried out and periodically reviewed.
- suitable action is taken to minimise risks identified in the risk assessment process
- systems of work are provided and maintained which are safe and without risk to health and safety
- the working environment of all staff and pupils is kept safe and without risk to health and that adequate provision is made for welfare arrangements and facilities
- the provision and maintenance of equipment, vehicles and plant is safe and without risk to health
- measures are taken to control health and safety risks arising from activities outside of College premises
- monitoring activities are taken to maintain agreed safety standards
- the policy will be drawn to the attention of all members of staff.

2. The College expects that all members of staff will:

- take all reasonable care for the health and safety of themselves, pupils and others who may be affected by their actions or inactions
- co-operate with the College in fulfilling its statutory obligations and policy aims
- not interfere with or misuse anything provided in the interests of health and safety

3. General:

- The College health and safety policy will be reviewed on at least an bi-annual basis, and will be amended and updated when changes in practice make it appropriate to do so and will be promulgated to all employees on a regular basis.
- Details of both the organisation and the arrangements necessary to implement the aims of this policy are described in parts 2 and 3 of the College health and safety policy

Signed:

Dated:

Position:

2. Organisation for Health and Safety

Key organisational arrangements

This section of the policy outlines the responsibilities and key organisational factors, which support and enable management of health and safety within the College.

College Council

The College Council is the governing body for the College. It makes strategic decisions on the direction of the College and is the ultimate forum for internal examination of safety issues. Amongst its responsibilities, is ensuring that adequate provision of resources is made to enable effective management of health and safety in the College.

Head Master

The Head Master has executive responsibility for health, safety and welfare within the College. He is responsible for providing direction to the College in health and safety matters and for ensuring that the Safety Policy is consistently implemented. In conjunction with the College Council, he is responsible for ensuring that adequate resources are made available in order to achieve the aims of the policy.

Safety forum

The College holds a formal safety forum five times per year. This forum is used to:

- examine College performance in health and safety,
- to consult between College management and employees regarding safety and health issues
- to review assessments of significant risks
- to plan initiatives and measures to address health and safety issues
- to review the health and safety policy on a periodic basis

The forum is chaired by the Head Master so as to ensure that health and safety is actively considered at the highest level within the College.

Any member of staff may attend the Forum if they wish to raise an issue. Regular membership is by invitation.

Minutes of the safety meetings are made available to all College staff.

Risk assessment

The College undertakes a programme of structured risk assessment of all activities undertaken by the College and of all facilities that it owns. The significant findings of risk assessments are drawn to the attention of staff, pupils and others who may be affected by the risks.

Assessments that identify and describe significant risks are drawn to the attention of appropriate senior members of the College and will be reviewed at the College safety meeting.

For details of the [risk assessment process](#) and the [risk assessment form](#), please follow the links;

Monitoring

The College operates a programme of health and safety checks using a series of monitoring checklists. Staff undertake regular monitoring inspections of the areas for which they are responsible and findings are recorded on the checklists. Copies of the completed checklists are collated by the Estate Bursar and are reviewed in the College Safety Forum.

Checklists have been customised for each significant area and are divided into monthly and termly checklists. The termly checklists predominantly address organisational issues whereas the monthly lists have greater emphasis on physical issues.

The checklists will be developed on an ongoing basis so as to ensure that they remain relevant to the needs of the College.

Internal Safety Co-ordinator

Safety and health issues within the College are co-ordinated by the Estate Bursar. He acts as a focal point for health and safety issues and facilitates operation of the College safety management approach. Nevertheless, responsibility for health and safety risks and the management of those risks remains with post holders within the main management structure.

External Safety Advice

Bluefin act as external health and safety advisers to the College. They act as the “competent person” resource for advice, guidance and information in accordance with the terms of their contract. In respect of any health and safety matter however, advice should first be sought from the Estate Bursar.

Management structure

Responsibility for management of health and safety lies with post holders within the main College management structure. In general, the health and safety management structures mirror those of the main management structure. Details of the management structure for health and safety are set out in the diagrams on the following pages. Staff responsibilities

All College staff must be aware of the legal responsibilities of themselves and of the College and that both work together to achieve a high standard of safety.

All personnel must be familiar with the existing lines of communication and levels of responsibility so as to ensure that safety matters are addressed effectively.

Whilst ultimate responsibility for safety rests with the College Council and with the Headmaster, responsibilities are delegated to all levels of management. The following post holders have been allocated specific health and safety responsibilities:

Health and safety responsibilities

This Section allocates responsibilities to various individuals. It commences with the responsibilities of those who have a broad ranging influence on the safety practice of the College, sets out the general responsibilities of all other staff then summarises specific responsibilities relevant to the procedures in Section 3 of the policy.

The Governors and Chairman of College Council

The Governors have ultimate responsibility for health and safety within the College. They will ensure that:

- The objectives outlined within the College Health and Safety Policy are fully understood and observed at all levels within Clifton College. Responsibilities for College health and safety are clearly defined and allocated/delegated to the appropriate persons in the College.
- The policy is applied to all parts of the College.
- Adequate communication channels are maintained so that information concerning safety matters, including the results of risk assessments, which may affect any member of staff, are communicated effectively.
- An effective College safety meeting is held on a regular basis, with senior management attendance.
- Adequate funds, materials, equipment and human resources are provided to meet safety requirements.
- Safety is given prime consideration in all College forward planning and in allocation of resources.
- The School Health and Safety monitoring activities are carried out at the recommended frequencies.
- That a periodic, comprehensive review of College safety performance is undertaken so as to establish that suitable standards are being maintained.

The Head of the College

The Head of the College is responsible for the effective implementation of the policy. In particular, he is responsible for ensuring that:

- The objectives of the College Health and Safety Policy are fully understood and observed by persons under his control.
- The College Health and Safety Policy is regularly annually and amended as necessary and that any changes are brought to the attention of all persons under his control.
- The policy is applied to all parts of the College.
- Adequate communication channels are maintained so that information concerning safety matters, including the result of risk assessments which may affect any or all member of staff is communicated effectively.
- Adequate funds, materials, equipment and human resources are provided to meet all safety requirements.
- Safety is given prime consideration in all College forward planning and in allocation of resources.
- A training programme exists to induct members of staff his control in the requirements of the Health and Safety Policy and in the safe systems of work relevant to their work activities.
- All persons under his control are adequately trained to carry out their Health and Safety responsibilities as identified within the policy

- Effective contingency planning arrangements are in place to control potentially serious hazards or situations of imminent danger.
- A competent person is given overall responsibility for planning and controlling matters involving serious hazards or situations of imminent danger.
- The School Health and Safety monitoring activities are carried out at the recommended frequencies.
- That a periodic, comprehensive review of College safety performance is undertaken so as to establish that suitable standards are being maintained

Heads of Schools, Deputy Head of Pastoral, Deputy Heads, Heads of Departments, Managers and Supervisors

This section addresses all staff with management responsibilities including those on the teaching side and managers or supervisors of other areas or activities. It includes Heads of Schools, Deputy Head of Pastoral, Deputy Heads, Heads of teaching departments, Heads of non-teaching departments, Housemasters, the Bursar, Building Manager, Head Porter and Head Groundsman. Heads of Department, Managers and Supervisors have key responsibilities for ensuring that the College health and safety policy is effectively implemented. They will ensure that due attention is paid to health and safety matters in the areas for which they have responsibility, in particular:

- The safety of pupils.
- The safe use of equipment and chemicals.
- The provision of information, instruction and training for persons at risk. This will include the provision of information
- The proper supervision of work (including the work of contractors).
- Have an awareness of the standards required by relevant health and safety legislation as described in the safety policy and supporting procedures, and which apply to their areas of responsibility.
- Promote the general safe conduct of work.
- Make appropriate use of the College's disciplinary procedures in the event of any member of staff failing to discharge satisfactorily the responsibilities allocated to him/her.
- Set an effective example, by personally complying with the requirements of the policy and supporting procedures at all times.

Estate Bursar (Safety Co-ordination)

The Estate Bursar acts to support the effective implementation of the safety policy by the principal duty holders. He acts as a focal point for health and safety issues and facilitates operation of the College safety management approach. Nevertheless, responsibility for health and safety risks and the management of those risks remains with post holders within the main management structure. He is responsible for:

- Developing and maintaining an understanding of the practical application of health and safety legislation, in particular, the Health and Safety at Work etc. Act 1974 and the various Codes of Regulations made under it, with assistance, where appropriate, from the College's external health and safety advisers.
- Assisting other staff to effectively implement the College Safety Policy by provision of advice and other support as appropriate.
- Ensuring that the Policy and procedures are kept under review and that appropriate draft modifications are put forward when and where appropriate.
- Monitoring compliance with the policy and progress in College health and safety performance by reference to such factors as completion rates for risk assessments and area safety audits

- Collating accident and dangerous occurrence data and making reports to the Health and Safety Executive as required by the RIDDOR regulations
- Acting as the point of contact with Enforcing Authorities such as the Health and Safety Executive
- Liaison with the Bursar and with the College's external health and safety advisers, concerning new legislation and relevant guidance.
- Reporting to the Governors and Headmaster on major safety matters as they arise, and biannually on the School's performance and changes made in that time.
- Supporting the Headmaster/other responsible persons in carrying out planned safety inspections
- arranging training for College members as appropriate

Management of CCSL

The Management of CCSL, the commercial arm of the College, has responsibility within CCSL for ensuring that:

- The College Health and Safety Policy is brought to the attention of all relevant members of staff and that the objectives of the Policy are understood and observed by staff under your control.
- Changes in the College Health and Safety Policy and supporting procedures are brought to the attention of all staff under his control.
- Suitable risk assessments are carried out covering all processes and activities carried out within CCSL, with adequate records maintained.
- Information concerning safety matters, including the results of risk assessments, which may affect any or all members of staff is communicated to them.
- Matters concerning safety raised by any member of staff, pupil or member of the public, are thoroughly investigated, and where necessary, effective action taken. Matters which cannot be effectively remedied are referred to the Bursar for advice and guidance.
- Regular meetings are held where any matters relating to CCSL Health, Safety or Welfare may be discussed.
- Adequate materials, equipment and human resources are provided to meet all safety requirements.
- All staff under his control have received sufficient instruction and training to carry out their Health and Safety responsibilities and to carry out any task required of them in a safe manner.
- All accidents, ill health or near miss incidents arising from the School work activity are adequately investigated, recorded and reported as detailed in the School Accident and Incident Reporting procedure.

Estates Bursar

Having particular responsibility for ensuring that:

- An effective system for the engagement of contractors and the control of their activities is implemented so as to ensure suitable standards of safety
- All construction, demolition and maintenance activities in the College are carried out in accordance with recognised safe practice so as to ensure the safety of staff, contractors, pupils and others.
- All structures, plant and installations are installed and maintained in such a fashion as to be intrinsically safe and without risks to health (so far as is reasonably practicable).

- All statutory and relevant registers, notices, certificates and documents are maintained and kept available for inspection.

All other staff

This addresses both teaching and support staff.

All employees have important health and safety duties. In outline these are:

- Comply with the terms of the College's safety policy and related procedures and rules and any other information, instruction and training given to them.
- Take suitable care of their own personal safety and that of others including pupils, other employees, contractors and visitors.
- Report all accidents so that they can be investigated, recorded and reported.
- Draw the relevant head of department's attention to any safety problems or defects of which they become aware.
- Make full and proper use of all precautions or safety devices provided such as guards on machines and personal protective equipment.

Specific responsibilities

The management procedures listed in Section 3 require certain individuals to implement them. The details and named individuals are shown in the following table. This list will be updated as appropriate to reflect changes in roles and responsibilities.

NO.	DETAILS	RESPONSIBLE PERSON(S)
XX	<p>Safety Management:</p> <ul style="list-style-type: none"> Maintain and update the health and safety action plan. Maintain the "Essential Documents" file. Monitor progress with the inspection programme. 	<p>Estate Bursar</p> <p>Estate Bursar</p> <p>Estate Bursar</p>
XX	<p>Risk assessments:</p> <ul style="list-style-type: none"> Oversee the maintenance of assessments. Amend and update general assessments. Carry out and maintain display screen assessments. Carry out and maintain manual handling assessments. Carry out and maintain COSHH assessments. 	<p>Estate Bursar</p> <p>Heads of Department</p> <p>Heads of Department</p> <p>Heads of Department</p> <p>Heads of Department</p>
XX	<p>Fire and emergencies:</p> <ul style="list-style-type: none"> Oversee fire precautions. Carry out alarm tests. Maintain the fire log. 	<p>College Fire Officer</p> <p>College Fire Officer</p> <p>Person responsible for building</p>
XX	<p>Accidents, diseases and dangerous occurrences:</p> <ul style="list-style-type: none"> Make statutory accident and dangerous occurrence reports. Maintain records of accidents, dangerous occurrences and diseases. Scrutinise sick notes and make statutory disease reports. 	<p>Estate Bursar</p> <p>Senior Nurse Manager and Estate Bursar</p> <p>Senior Nurse Manager and Estate Bursar</p>
XX	<p>Occupational Health and First aid:</p> <ul style="list-style-type: none"> Oversee the first aid provision. Keep first aid boxes stocked. 	<p>Senior Nurse Manager</p> <p>Senior Nurse Manager</p>
XX	<p>Information, Instruction and Training:</p> <ul style="list-style-type: none"> Maintain training records. Ensure that induction training is carried out. 	<p>Estate Bursar</p> <p>Heads of Department</p>

	<ul style="list-style-type: none"> Ensure that further training is provided where appropriate. 	Heads of Department
	<p>Plant and Equipment:</p> <ul style="list-style-type: none"> Prepare maintenance schedules and oversee maintenance. Oversee statutory inspections. Organise the selection and training of maintenance staff and contractors. Retain Certificates of Conformity, Operation and Maintenance Manuals. 	<p>Estates Bursar</p> <p>Estates Bursar</p> <p>Estates Bursar</p> <p>Estates Bursar</p>
	<p>Workplace, buildings and contractors:</p> <ul style="list-style-type: none"> Arrange necessary maintenance for the workplaces, including the control of contractors. Prepare and keeping up-to-date a cleaning schedule. Retain safety files made under the CDM Regulations. 	<p>Estates Bursar</p> <p>Estates Bursar</p> <p>Estates Bursar</p>
	<p>Employee consultation:</p> <ul style="list-style-type: none"> Ensure proper consultation. 	Estate Bursar
	<p>Personal protective equipment:</p> <ul style="list-style-type: none"> Select PPE. Issue PPE and provide training in its use. 	<p>Heads of Department</p> <p>Heads of Department</p>
	<p>Pupil and Staff Safety and Security:</p> <ul style="list-style-type: none"> Draft and maintain departmental safety rules. Maintenance of departmental equipment. Planning of events. Events Document Sports rules and equipment maintenance Upkeep of rules for off-site activities. Compliance with off-site activity rules. Overview of minibus and transport rules. Upkeep of security policy. Routine implementation of site security 	<p>Heads of Department</p> <p>Heads of Department</p> <p>Staff supervising the event</p> <p>Head of Sport</p> <p>Deputy Head</p> <p>Leader of the activity</p> <p>Transport Manager</p> <p>Estate Bursar</p> <p>Estate Bursar</p>
	<p>Swimming Pool:</p> <ul style="list-style-type: none"> Operating rules. Emergency procedures and life guards. Pool water quality. Lettings. 	<p>Director of Sport and CCSL</p> <p>Director of Sport and CCSL</p> <p>Estates Bursar</p>

	<ul style="list-style-type: none"> • Staff allocation. • Life Saver qualification checks. • Special event planning. • Maintenance of pool equipment. 	Management of CCSL Director of Sport Director of Sport.and CCSL Director of Sport/Management CCSL Estates Bursar
--	--	---

3. Arrangements for implementing the College Health and Safety policy

This section describes the arrangements the College has made to implement the terms of the health and safety policy. It sets out the particular measures that the College has adopted to ensure appropriate standards of health and safety.

Supporting compliance with the Health and Safety Policy and arrangements

The College expects and requires the support of all members of the College in implementing the terms of the health and safety policy and any rules, procedures or other arrangements which are made for the purpose of ensuring the health and safety of pupils, staff or others.

Communication and Consultation

The College will maintain effective lines of communication to enable relevant health and safety information to be passed to members of staff. All members of staff will be kept informed of all health and safety issues that are relevant to their work activities. This will include the findings of risk assessments.

In order to achieve effective communication, the College will use whatever arrangements are most appropriate, including use of the College Intranet, internal publications, meetings etc.

The College will undertake regular consultation with members of staff on health and safety matters. This will be achieved by means of a structured Health and Safety Forum, held on a regular basis. The objective of these meetings will be to review matters relating to College safety performance and to agree on how further improvement may be achieved.

Any written advice from health and safety enforcing authorities will be drawn to the attention of staff members.

Information, Instruction and Training

The College will provide information, instruction and training in health and safety matters, appropriate to the needs of the individual or group of staff members. In doing so, consideration will be given to the nature of the duties held by staff members and the potential risks that either they or others within their charge may be exposed to.

The findings of risk assessments will be drawn to the attention of staff and additional information and instructions will be provided so as to enable staff to avoid or control risks so far as is reasonably practicable.

Structured training courses in the principles and practice of health and safety will be provided where this is appropriate to the role and responsibilities of the staff involved.

Induction

All new staff participate in an appropriate induction programme on joining the College. This programme includes review of the College health and safety policy and the principal measures adopted by the College to implement the policy.

At induction, the needs of new staff for health and safety training will be assessed and additional training provided as appropriate.

College Safety monitoring

The College will undertake regular monitoring of its premises and activities so as to update its knowledge of risk exposures and to enable effective action to be taken to address developing and/or unacceptable risks.

A set of detailed checklists has been provided to assist in this process and individual staff have been assigned responsibility for undertaking monitoring audits in specified areas. These area audits will be undertaken on a regular basis and the findings will be reported back to the Health and Safety Forum for further analysis.

Whilst responsibility for completion of the checklists lies with departmental staff, the monitoring process is co-ordinated by the College Health and Safety Co-ordinator.

Where the monitoring process reveals significant risks, then either further assessment will be undertaken or immediate action will be taken to address the risks in question.

The checklists will be developed and adjusted over time so as to ensure that their content is suitable for the needs of the respective departments.

Hazard reporting

Where any significant hazard is identified by (or to) any member of staff, then that hazard must be drawn to the attention of their departmental head or manager as soon as possible. The hazard should also be drawn to the attention of the College Health and Safety Co-ordinator

Imminent danger

In cases of imminent danger, staff must take such action as is available to them to protect themselves, pupils, colleagues and others.

Structured review or audit

On a periodic basis, the College will arrange for a structured audit or review of health and safety performance to be undertaken. This audit will provide a comprehensive overview of organisational structures and arrangements and will also examine physical conditions and operational practices. This will enable the College to obtain a picture of how effectively it is performing in health and safety, and what measures may be taken to further improve performance.

Risk Assessment

The College will carry out an ongoing programme of risk assessment in compliance with the Management of Health and Safety at Work Regulations 1992. In order to achieve this, the College will:

- identify all hazards with a potential to cause harm to pupils, staff or others who may be affected

- evaluate the probability and severity of injury or damage to health
- where the College identify a risk of serious and imminent danger, take immediate action to control the risk, including cessation of an activity or evacuation and sealing off of an area as appropriate
- establish the options for eliminating, reducing or controlling the risk - and then take the appropriate action
- review the assessments on a regular basis, and in all cases where assessments may no longer be valid or where there has been a significant change in activities, facilities or work processes
- keep records in either written or electronic form of the significant findings of the assessments
- identify any staff members, pupils or others who may be especially at risk

In order to facilitate the assessment process, we have provided a standard risk assessment form, which should be used for all risk assessments, unless there is a pertinent reason for utilising another approach.

All risk assessments will be systematically reviewed on an annual basis, so as to determine whether they are still valid. If any are found not to be valid, then they will be reviewed and updated as appropriate.

All findings of significant risk exposures, will be reviewed in the next College safety meeting, or, if of immediate concern should be drawn to the attention of the Head Master or other senior staff member, so as to enable effective corrective action to be implemented.

A risk assessment form and a risk assessment protocol are provided to enable assessments to be undertaken using a common format.

Control of Substances Hazardous to Health

The College will take appropriate measures to protect staff, pupils or others from the adverse health effects arising from exposure to substances hazardous to health.

All substances used by the College will be reviewed so as to identify any hazards potentially arising from their use. In order to achieve this, product data sheets will be obtained from suppliers for all substances that are supplied in liquid, powder, dust, vapour or gas form. All these data sheets will be kept on file and maintained for future reference.

The College will review all the data sheets obtained and compare any hazards listed on the data sheets, against the actual or proposed method of use of the substances involved.

A risk assessment will be made for any task, which might cause a staff member, pupil or anyone else to be exposed to a hazardous substance in such a way that it might cause damage to health.

COSHH risk assessments will be recorded in a common written or electronic format. They will be updated on a regular basis and in all cases where changes in process, activity or substances used, cause an existing assessment to become invalid. A COSHH assessment form has been created by the Science Department. It is expected that this form will be used throughout the College so as to enable a standard approach to assessment.

In all cases where hazardous substances will be used, appropriate control measures will be put in place. This may include the use of extraction equipment, wearing of personal protective equipment or other measures as appropriate.

So far as is practicable, use of hazardous substances will be minimised. Substances which are less hazardous, will be introduced wherever practicable.

Manual Handling

The College will take appropriate measures to protect staff, pupils and others from risks of injury created by manual handling activities.

All regularly undertaken manual handling activities (including lifting, carrying, pushing or pulling) will be assessed as part of the general risk assessment process.

The College will not require anyone to lift, carry, push or pull any object or substance in such a way that it is likely to injure them. If objects are too heavy or awkward for one person, then either mechanical assistance or additional manual assistance should be used to move the load.

Where practicable, use of heavy items of equipment, or heavy packages of material, will be replaced by lighter versions or smaller sized packages.

Display Screen Equipment

The College will take appropriate measures to protect staff and pupils from risks arising from use of display screen equipment (any alphanumeric or graphic display screen) and associated workstations.

All computer workstations will be assessed in accordance with a standard protocol, to identify risk factors arising from the interface between the user, the equipment (keyboard, display screen, desk, chair etc) and the work environment (space, lighting, glare, heat, radiation, etc). The assessment will also consider the pattern of workstation usage.

Records of assessments will be retained. Assessments will be revised on all occasions when significant changes to the workstation e.g. new user, chair, screen, or new location, arise.

Where any workstation fails to comply with required standards as set out in HSE or other authoritative guidance, then corrective measures will be taken.

Heads of Departments will ensure that assessments are undertaken. Copies of Display Screen assessments will be retained centrally by the Estate Bursar.

General environment

The College will ensure that suitable provision for heating, lighting, sanitary facilities and other basic needs, is made within College buildings. These issues will be kept under review and modifications or improvements will be made where appropriate.

Noise

The College will take all appropriate measures necessary to protect employees, pupils and others from damage to hearing due to noise caused by College or contractor operations. This will be achieved by avoiding the use of noisy equipment or processes insofar as this is practicable. Where this cannot be achieved then suitable hearing protection will be provided to those who may be exposed.

Note: Under normal circumstances, it is not believed that College operations will expose employees, pupils or others to either of the action levels described in the Noise at Work Regulations 1989.

Work Equipment

The College will take measures to ensure that all work equipment purchased, leased or borrowed for use in the College, is suitable for its intended purpose and is maintained in safe working order. In doing so, we will take account of the conditions and hazards arising within the College as well as any additional hazards that may be created by use of the equipment.

The College will maintain a structured maintenance programme for all significant items of work equipment to ensure that it remains in a safe condition.

Note: Work equipment includes plant, powered equipment and machinery as well as hand tools, ladders and any item intended to assist in the work process.

Fire Systems and Equipment

The College will ensure that appropriate fire protection and warning measures are installed and maintained in its buildings.

The fire alarm system will be serviced and tested in accordance with the requirements of the fire authority. It will be tested on a weekly basis by triggering the alarm from differing call points so as to test for full system function. The house master/mistress in each case is responsible for carrying out a weekly test on the alarm system by activating a call point in their respective houses.

Emergency lighting systems will be provided and maintained so as to secure evacuation routes as appropriate.

Records of all equipment and system tests and of all evacuations, will be recorded by the College Fire Officer.

All significant changes in the physical layout of the buildings, which may impact on fire safety, will be notified to the Fire Authority.

Maintenance of physical fire systems and equipment is overseen by the Estates Bursar.

Fire safety

A simulated fire evacuation drill of all College buildings will be undertaken at least once per academic term. The first drill will be held at the start of the academic year so as to teach new pupils the evacuation procedure.

Fire evacuation notices will be clearly displayed at suitable locations around the premises. These will be of standard format and will set out what action is to be taken when the alarm sounds and where the nearest assembly point is in the event of evacuation.

Assessment of additional risks to any disabled or sensory impaired pupils or staff will be made where appropriate. In these cases, suitable measures will be taken to address the findings of the assessments. Records will be kept of any such additional measures.

All Housemasters and Heads of Departments will receive fire safety training at suitable intervals and will pass on relevant instructions to staff under their control. Training will address issues such as safe evacuation of areas of responsibility, use of fire fighting equipment and other issues as appropriate to their needs.

The College will ensure that contractors and others familiarise themselves with the procedures for evacuation, the fire alarm systems, fire fighting equipment and the escape routes in the premises.

All relevant details of the fire management regime including evacuation arrangements and layout of escape routes will be included in the fire risk assessment prepared for each building. All significant changes in the fire management regime will be notified to the Fire Authority.

Please see the ['procedure in the event of fire'](#) (which is separate from the policy) for further details.

Prevention of arson

The College will undertake periodic operational reviews to reduce the likelihood of damage to buildings or equipment from arson. The reviews will consider issues such as liaison with police and fire authority, storage of flammable and combustible materials; provision of security lighting and surveillance systems, ease of access to low roofs and other relevant factors.

All suspect fires, however small will be investigated by the College and reported to the College Estate Bursar and Estates Bursar so that an appropriate response can be made. Details of any incident will be recorded in the fire precautions log book.

Medical Centre

The College Senior Nurse Manager and Medical Centre provide services to manage sickness amongst pupils (plus support for staff as appropriate). This includes treatment and care of minor injuries and common infections. Further and more extensive care can be provided as circumstance demands.

Medical Centre staff also provide information and advice when health issues need to be considered in respect of issues such as the planning of overseas visits (tropical disease etc).

First Aid

The College's principal provision of first aid treatment is via Senior Nurse Manager and trained nursing staff in the Medical Centre. In addition, the College will maintain adequate numbers of trained and current first aiders so as to provide effective coverage in all areas. Coverage will be sufficient to address working away from the main College precinct and to address any large scale or long term off site visit. Coverage will be reviewed annually by the Estate Bursar

The current first aiders are recorded in a list collated by the Estate Bursar. The list may be found in the MIMEC (emergency plan), on relevant notice boards and via this link: [List of first aiders](#).

If a trained first aider is not available at any location where the College is operating (during off site visits for example), then another suitable person will be appointed as the nominated person in charge of first aid.

No College activities will be undertaken at any location unless a first aid box (with approved range of contents) is available at or near that location. College minibuses will all carry suitable first aid boxes.

Please refer to Clifton College's First Aid Policy which is available on Sharepoint.

Accident and incident recording and reporting

All accidents involving personal injury should be reported to the immediate supervisor (as appropriate) and to Senior Nurse Manager in the Medical Centre (or the nearest available first aider). If an injury is potentially serious, then the injured person should be either sent to the nearest hospital accident and emergency department, or if very serious, the emergency services should be called via the 999 number.

A record must be made on a College accident form in respect of all accidents. The entry should identify the injured person, the time, date and place of the accident, and the circumstances which led to the accident. Blank forms are available in the sanatorium and from the Estate Bursar. Completed accident report forms must be sent to the Estate Bursar and will be filed and retained for future examination (potentially by insurers or enforcement officers).

More detailed investigations will be necessary in the case of more serious incidents or in cases where there was potential for a more serious incident. In such cases, all relevant issues should be considered and conclusions reached regarding action to prevent future occurrences. Findings must be recorded in a standard format. Where possible, names and contact details of witnesses should be recorded.

Accident and incident recording and reporting (contractors)

All accidents and injuries to contractors on site should be recorded on a accident form at the time of the incident. This information should be transferred as soon as possible to the College accident forms and passed to the Estate Bursar. Responsibility for reporting RIDDOR events to contractors staff should in most cases lie with the contractor. However, circumstances may dictate that the College has to take responsibility for reporting in their stead.

Reporting to enforcing authorities

Any fatality or major specified injury that occurs to any pupil, staff member or any person working on your premises must be reported to the Health and Safety Executive. Similarly, if any member of the public is killed or taken to hospital as a result of an accident on College premises or

through College operations, then this must be reported. These are explicit requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. The report must be made by any of the following routes:

- Telephone – 0845 3009923
- Internet – www.hse.gov.uk (there is an accident reporting section on the site)
- Form – by completing F2508 form and sending
 - By Fax – 0845 3009924
 - By post – Incident Contact Centre, Caerphilly Business Park, Caerphilly CF83 3GG

In cases of death or major injury, or a specified dangerous occurrence, the report must be made without delay. If the injury is an 'over three day' injury, then the report must be made within ten days.

Reportable major injuries

Reportable injuries are:

- Fracture other than to fingers, thumbs or toes;
- Amputation
- Dislocation of the shoulder, hip, knee or spine;
- Chemical or hot metal burn to the eye or any penetrating injury to the eye
- Injury resulting from electric shock or electrical burn leading to unconsciousness; or requiring resuscitation ; or requiring admittance to hospital for more than 24 hours
- Any other injury: leading to hypothermia, heat induced illness or unconsciousness; or requiring admittance to hospital for more than 24 hours
- Unconsciousness caused by asphyxia or exposure to harmful substance or biological agent;
- Acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin;
- Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material

Over-three-day injuries

All accidents which result in an employee or self employed person working on College premises, must also be reported. An over-three-day injury is one which the injured person is away from their normal work for more than three days. This does not include the day of the injury itself, but does include days that they would not normally work (weekends etc).

Disease

If a doctor notifies the College that an employee suffers a reportable work related disease, then this must be reported to the HSE. Reportable work related diseases include:

- Occupational dermatitis
- Skin cancer
- ◆ Occupational Asthma
- Mesothelioma
- Leptospirosis
- Legionellosis

Further diseases or conditions are reportable. See HSE website for more details (www.hse.gov.uk).

Dangerous occurrences

Specified dangerous occurrences are also required to be reported. Many of these are not relevant to the College. Some examples that might be, include the following:

- Collapse, overturning or failure of lifts and lifting equipment
- Explosion collapse or bursting of any closed vessel or associated pipework
- Electrical short circuit or overload causing fire and explosion
- Collapse or partial collapse of a scaffold over five metres high

If there is any doubt whether an occurrence should be reported, then further information should be sought via the HSE website (www.hse.gov.uk).

Use current accident report form

Reporting injuries to insurers

All injuries which might foreseeably lead to a civil claim for damages, should be referred to the Estate Bursar, who will ensure that the relevant insurer is informed. Where the College receives a claim for damages, then that claim must, without delay, be referred to Bluefin, the College's insurance brokers.

Visitors and Contractors

All visitors and contractors to the College are required to enter College premises via either the main Porters Lodge, reception at Butcombe, reception at the Preparatory School or at the Building Services section. They will be required to sign the visitor book and fire register and to be issued with a visitors/contractors pass (which incorporates basic safety/fire/contractors instructions). The pass must be worn and clearly displayed at all times whilst they are on the premises. The pass should be returned to the point of issue on departure from the College.

Contractors may not commence work until they have reported to their host and ensured that any permit to work documentation is completed.

So far as is practicable, visitors will be accompanied by members of staff.

In the event of emergency evacuation, the visitors book and fire register will be taken to the appropriate emergency assembly point. Accompanied visitors will also be led to the emergency assembly point.

Please refer to the Visitors and Unidentified Persons policy.

Security

The College addresses general security issues in a separate Security policy.

Unauthorised visitors or intruders

The College discourages unauthorised visitors by challenging unrecognised persons who are not displaying a visitor's pass. Staff are required to be vigilant in observing unidentified persons and in politely challenging them where appropriate (and safe) to do so.

In cases where trespassers are thought to create a potential risk of violence, then staff should not approach the trespassers but instead should call for assistance. This may require calling for police assistance depending on circumstances. The phone number for Redland police station is (0117) 948 4532.

Specific safe systems/procedures

Where specific risks are identified (by formal or informal risk assessment), which would be effectively addressed by means of procedural measures, the College will develop and implement appropriate written safety procedures or safe systems of work.

Where risk assessments demonstrate that improved risk control is required, the assessor or assessment team will proceed to draft a procedure in a standard format. Where appropriate, the procedure will be put out for consultation with interested persons or groups within the College. On agreement being established, the procedure will be submitted to the College Health and Safety Committee for ratification.

Approved safety procedures/safe systems will be appended to the safety policy manual and will each be drawn to the attention of all persons who may be affected by the procedure.

Written safety procedures/safe systems of work will include the following (for example):

- ◆ College trips/offsite visits
- ◆ Fire and emergency evacuation
- ◆ Operation of swimming pool
- ◆ Specific property maintenance operations

The College expects that the use of written safety procedures will progressively expand so as to establish agreed measures for addressing a range of health and safety risks.

Road Traffic

The College recognises that road traffic represents one of the highest risks to pupils and staff. The layout of the College is such that pupils are required to cross public roads on a regular basis as they cross between buildings.

In order to address road traffic risks, the College will ensure that an appropriate programme of supervision of young children is maintained and that road safety training is made a priority for this age group. Rules apply to all pupils to require them to behave safely whilst interacting with traffic or public highways.

The College will manage its facilities and operations so as to minimise road traffic risks. This will include consideration of entrances and exits and provision of instructions to visitors and delivery vehicles.

The College will engage with other bodies including Bristol City Council and the Police etc, so as to seek ongoing improvements in traffic management and traffic calming in the area.

Vehicles and Transport

All College vehicles will be maintained in safe and efficient working order. In order to achieve this, they will be subject to MOT testing in compliance with legal requirements but will also undergo regular monitoring by College staff including examination of tyres etc. Records of monitoring are kept in the Porters office with the Transport Manager.

No staff member may drive a College vehicle unless they have been authorised to do so by the Head Porter. Authorisation is dependent upon them presenting their drivers licence and on passing an informal driving ability test monitored by the Head Porter. Where appropriate, medical examinations will be undertaken so as to ensure that approved drivers have no medical condition that might impair their ability to handle a passenger vehicle safely. Examinations may consider factors such as vision or heart condition.

Staff will be expected to organise travel so as to break up long journeys by regular breaks or by changing drivers as appropriate. Road and weather conditions should be taken into account when planning or continuing journeys. If conditions become clearly hazardous, then staff will be expected to put off their journey until conditions become acceptable.

Further details on controls on transport are covered in the separate Minibus Handbook available on the College Intranet.

Pests and disease

The College acts to ensure that effective control regimes are in place to prevent risks arising from animal borne disease, in respect of pigeons, rats or other pests.

All dogs are banned from the fields and open areas of the College, with the exception of guide dogs or such other animals as may be specifically authorised by the Bursar.

Stress

The College will take appropriate measures to protect staff and others from damage to health arising from work induced stress. The Chaplain is available at all times for staff who are under stress.

Where appropriate, the College will make available a confidential external counselling service to staff who are affected by work related pressure.

Pupils are actively encouraged to speak to the College counsellor whenever they feel the need.

Child Protection

The College has a Safeguarding and Protection of Children policy which is reviewed annually and is available on Sharepoint.

Where appropriate, the College will institute specific controls so as to minimise risks to pupils.

Emergency planning

A major incident/emergency management plan (MIMEC) for the College, has been created and will be maintained and updated as necessary to reflect developments in the College. The MIMEC addresses all the issues required in an emergency response plan, including appropriate consideration of health and safety.

The MIMEC may be viewed on the College Intranet.

Science

The Physics, Chemistry and Biology Departments undertake projects and experiments which may give rise to particular risks. As a consequence, each department is expected to have undertaken a comprehensive set of risk assessments in respect of its activities and of the physical, chemical and biological agents that they may use.

Where appreciable risks are identified, specific written procedures will be developed and implemented so as to minimise the risks to pupils and staff.

The Departments will ensure that effective supervision of all pupil practical work and experiments is undertaken so as to ensure that risks are minimised.

Physical control measures such fume cupboards will be maintained in efficient working order and will be used on all occasions where required.

Hazardous substances and items will be kept in a secure place when not in use. Storage will be designed so as to minimise the likelihood of incompatible substances coming into contact.

Sport

All College sports facilities, including pitches, swimming pool and equipment will be maintained in good and safe condition. A programme of regular condition surveys will be undertaken and where defects are detected or anticipated, measures will be taken to make repairs or replace items.

All staff or external professionals engaged in supervising, umpiring, refereeing or providing tuition in sporting activities will be required to have appropriate qualifications and expertise and be current members of the appropriate sporting association. It is expected that their expertise will extend to matters of safety and injury prevention.

Umpires or referees provided for matches including College pupils will be required to officiate at the matches in such a manner as to minimise risks of injury (so far as this is within the power of the College).

No sport or activity shall take place outside the rules or codes of practice of the governing sporting body.

Where appropriate, first aid cover will be provided at matches where there is a foreseeable risk of injury. This may include for example, competitive Rugby matches involving older pupils. However, assignment of first aid cover will principally be undertaken on a risk assessment and need basis.

Please refer to the Serious Injuries in Sport Policy.

Visits

The College has appointed School Visits Co-ordinators in the Upper School, Preparatory School and Butcombe to maintain an overview of all matters relating to school visits.

All visits by pupils, which follow a standard, repeat pattern and which do not contain a significant level of risk, e.g. visits to the Downs, are not required to have a formal risk assessment. However a procedure for the management of such visits has been created. For further detail, please see the 'Educational visits/Out of school activities procedure' (to be found on the Intranet). If staff plan to deviate from this procedure in any significant respect, then a risk assessment must be undertaken and submitted to the relevant School Visits Co-ordinator for ratification, prior to the visit.

Please see the College's Educational Visits Policy.

Non standard or adventure activities

All non-standard or adventure activities which involve pupils, must be supervised by a member or members of staff with appropriate recognised qualifications and relevant experience. In certain cases, additional supervision may be provided by personnel from outside the College, who have relevant expertise and appropriate recognised qualifications.

In all cases, where a sport or activity is governed by a recognised national or international association, then the rules or guidance emanating from that body must be complied with.

Non standard or Adventure activities must be subject to a structured risk assessment before being undertaken. If the activity is a direct repeat of an earlier event, then the previous assessment may be reused, but the findings of that assessment must be reviewed to ensure that they remain valid. Copies of such an assessment including details of locations and routes selected, must be lodged with and approved by the School Visits Co-ordinator prior to the activity taking place.

All assessments must be supported by a backup plan which details measures to be taken in the event of the activity going wrong and participants put at the risk of harm.

The College does not rule out the possibility of undertaking activities which contain an element of risk, though it does commit itself to ensuring that those activities are as well controlled as is practicable.

Overseas trips

In planning overseas trips, the College will investigate suitable sources of information (including the current advice of the Foreign Office) regarding the safety of countries which might be visited. No visit will be made against Foreign Office advice and in general, the College will avoid any country or area where there is a foreseeable possibility of unrest or significant criminal activity.

The College will only engage reputable travel organisers and contractors who are able to demonstrate their own commitment to ensuring the safety of their clients with particular reference to the requirements of the College.

CCF

The Ministry of Defence strictly regulates the activities of the Combined Cadet Force and stringent procedures are in place to ensure the health and safety of all cadets. The College maintains its own controls over the activities of the College CCF, but accepts and follows the MOD CCF procedures and practice.

Summer Schools

College premises and facilities are utilised by summer schools for children and young people operated by a commercial company. Care for the attendees of these courses principally lies with that commercial company. The College undertakes to maintain facilities in safe condition and to provide appropriate measures in respect of site security. Effective liaison will be maintained between the College, (including CCSL) and commercial partners to enable co-ordinated measures to be put in place.

Clifton College Services Ltd (CCSL)

CCSL is the commercial arm of the College. Some of the following issues may be shared with the College proper.

Public displays or events

Where CCSL or the College presents a public event such as a firework display, then a risk assessment process will be undertaken at the planning stage of the event. Appropriate guidance will be sought from reputable sources as to the safest and best means of undertaking the event. The College will not progress with any event at which the safety of those attending or those preparing the event cannot be adequately ensured. The events document should be completed before any such event takes place. Document found on Sharepoint.

Catering at public events

Where CCSL provide catering as part of an event, then measures will be taken to ensure that appropriate standards of food hygiene are maintained.

Where provision of catering is undertaken by catering contractors, then the College will take appropriate measures to ensure that the contractors maintain suitable measures to ensure good standards of food hygiene.

Theatre

Suitable evacuation procedures are maintained in respect of the theatre. These procedures will be reviewed at suitable intervals.

All productions are required to produce a risk assessment to identify where additional risks may be created to audience or performers. Suitable risk reduction measures are implemented as necessary. No performance should put audience at risk. No performance or rehearsal should put any performer or production staff at unnecessary risk.

Sports facilities

The College aims to maintain all of its sports facilities in good and safe condition, whether these are for exclusive use of the College, or are also used by the Sports Club, or by third parties. The College liaises with these bodies so as to ensure that the facilities are fit for purpose and that activities undertaken are suitable for the facilities provided.

Gym facilities and swimming pool

Gym facilities and the swimming pool are supervised by members of staff (with ratio numbers reflecting at all times when used by College pupils or by the Kids Club).

When members of the sports club use the facilities (including the swimming pool), then direct supervision is not necessarily provided in cases where staff are satisfied regarding the competence of club members to use equipment safely and without risks to health. However, trained lifeguards are provided for the majority of sessions.

All gym facilities and equipment is maintained in safe condition and undergoes regular inspection so as to ensure that this condition does not deteriorate.

Issues largely related to property/facility maintenance

The following policy headings refer to matters which are largely (but not exclusively) related to management of the physical estate of the College.

Risk Assessment – Property/facility maintenance

In addition to the main risk assessment approach set out previously, the following measures will apply to property and facilities maintenance work>

Before the College undertakes any significant task involving refurbishment, construction or demolition, the location will be visited by the Estates Bursar, in order to identify hazards which might arise during the work. The Estates Bursar will make a decision as to which projects are considered to be 'significant tasks'. An initial safety assessment form is available to record details. If significant hazards are detected, then an assessment of the risks involved during the proposed work will be carried out using the standard [risk assessment form](#). If the risks involved are unacceptable, then the proposed work will be referred back to the contractor and alternative, less risky means of carrying out the work, will be considered. If the overall level of risk involved cannot be reduced to acceptable levels, then the proposed work will be suspended until more suitable means can be identified.

Asbestos

If the presence of asbestos is detected (or suspected) in College premises, then no disturbance of the material should take place until expert advice has been sought. Contractors and maintenance staff will be required to suspend work in the immediate vicinity, as soon as the presence of asbestos is suspected. Appropriate action will be taken, to ensure that employees, pupils or others do not become exposed.

Known deposits of asbestos will be mapped and recorded in an asbestos register, which will be made available to staff and contractors who might otherwise be at risk of disturbing the deposits. The asbestos register will be taken into account when planning construction, demolition or maintenance projects.

The College will not itself carry out any work involving asbestos. This is a specialist area and the College recognises that it is not competent to safely deal with asbestos.

Working at Height

Safe methods of work will be adopted for all working at height (more than two metres above the ground or floor surface).

No work will be carried out on or near fragile roofs (e.g. asbestos cement, PVC panels, etc). If any work on fragile roofs is required, then this will be sub-contracted out to a specialist roofing contractor who has been vetted for competence and who has supplied a satisfactory method statement.

No work will be carried out near any openings or holes in a roof (or floor surface) or near its edge, unless suitable control measures have been put in place. Suitable measures will include provision of secure coverings over holes or openings, and provision of suitable roof edge protection.

Scaffolding

If scaffolding is required to ensure safe access, then competent scaffolding contractors will be used to erect, maintain and take down the scaffolding. All scaffolds used must comply with BS5973.

Trestles

No trestles will be used above a height of two metres (and will generally be lower). Trestles will be of sound construction and the working surface will consist of Youngman boards in good condition. Trestles will not be used for heavy work.

Step Ladders

Step ladders will only be used for appropriate purposes and will be maintained in good condition.

Ladders

Ladders will only be used for appropriate purposes and in a manner which does not put the user, or others, at risk. Ladders will be maintained in good condition and will be examined at regular intervals so as to identify any defects. Ladders will only be used if they are sat on a firm, solid base and are either tied securely at the top or bottom, or are 'footed' by a second person.

Mobile Access Platforms

Where appropriate, use of mobile access platforms will be used to gain safe access during work operations. All equipment used will be well maintained and will conform to the appropriate British Standard.

Personal protective equipment

Personal protective equipment, e.g. hard hats, gloves, respiratory masks, etc, will be supplied to all employees in circumstances where risk assessment (or other information) shows that it will be necessary. The personal protective equipment will be supplied at the College's expense. Sub-contractors will be notified of any likely need for personal protective equipment before they are engaged.

Wearing personal protective equipment will be compulsory for employees for operations where risk assessment (or other information) shows that this will be necessary.

Suitable head protection (hard hats) will be worn in all circumstances required by the Construction (Head Protection) Regulations 1989.

Manual Handling

All manual handling (lifting, carrying, pushing or pulling) will be assessed as part of the general risk assessment process.

No-one will be required to lift, carry, push or pull any object or substance in such a way that it is likely to injure them. If objects are too heavy or awkward for one person, then either mechanical assistance, or more than one person should be used to move the load.

Where practicable, use of heavy items of equipment, or heavy packages of material will be replaced by lighter versions or smaller sized packages.

Noise

The College shall take all appropriate measures necessary to protect employees and others from the effects of noise created by work operations. This will be achieved by avoiding the use of noisy machinery or processes so far as is reasonably practicable. Where this is unavoidable, then suitable hearing protection will be provided to employees who may be exposed.

Note: Under normal circumstances, it is not believed that College operations will expose employees or others to either of the action levels described in the Noise at Work Regulations 1989.

Permits to work

Under normal circumstances, the College would not expect to undertake many operations which would be controlled by means of permits to work (e.g. working at height, working in confined spaces etc. The College has not therefore adopted a range of permits but instead relies on a process of risk assessment for each activity, as and when it might arise. In most cases, such activities would be contracted out and therefore addressed within the contractor control arrangements

The College does employ a permit to work for all hot work. Please see below.

Hot work and permits to work

Where hot work (welding, grinding or any other activity causing raised fire risks due to flame or sparks) is undertaken within the College, hot work permits will be issued prior to such work commencing

In all cases, the College will ensure that fire risks are minimised during hot work. This will be achieved by clearing the area of combustible or flammable materials, by keeping a fire extinguisher to hand, and by maintaining a fire watch. This will involve completing all hot work long before leaving site, and checking the hot work area for signs of fire or smouldering before leaving – and at least one hour after completion of the work.

Control of Access to Work Areas

The College will take appropriate measures to segregate building works and plant maintenance from pupils, visitors and staff who are not engaged on the work. This will be achieved by use of warning signs, supplemented by barrier tape or more secure fencing to take account of the severity of the potential hazard.

Introduction of new Substances, Work Equipment and Methods of Work

Risk assessment will be carried out on all new substances, work equipment and methods of work, before they are brought into use. Please refer to the relevant sections on risk assessment and COSHH. If use of any substance, item of equipment or method of work is found to carry unacceptable risks, then it will not be adopted by the College.

Plant and equipment maintenance

The College maintains all buildings, plant and equipment in a condition, which is safe, and without risks to health. In order to achieve this, inspection is undertaken to assess current condition and to identify structures and items whose condition might deteriorate in the foreseeable future.

Programmes of planned preventative maintenance are used where appropriate. All servicing schedules are adhered to and statutory inspections are undertaken within the requisite time period.

Should any structure or item of plant or equipment be identified as being unsafe or having the potential to become unsafe, then appropriate measures will be taken to prevent the risk.

Portable appliance testing

College owned portable electrical appliances are identified, logged and safety tested in accordance with an inspection schedule.

The College encourages and reminds parents of pupils, to ensure that pupil owned equipment such as laptop computers, radios, CD players etc, is independently tested before it comes into the College. Nevertheless, pupil owned equipment is also addressed by means of periodic sweeps of pupil studies by maintenance staff, to identify potential hazardous equipment and advise the Housemaster accordingly.

Maintenance of Work Equipment

The College will monitor the condition of all its work equipment so as to ensure that no equipment is used that is in an unsafe condition.

Any equipment that is found to be in either an unsafe condition or is deteriorating, will either be replaced by new equipment, or will receive appropriate maintenance and repair so as to keep it in a safe condition.

Electrical systems

The College will ensure that all permanent electrical systems and wiring are maintained in good and safe condition. Periodic reviews of electrical systems will be undertaken so as to support this approach.

Electrical equipment

The College will take measures to ensure that all electrical equipment used is in good condition and that no cables, plugs or equipment casings are damaged in any way that might lead to an electric shock.

110 volt equipment will be used for construction type activities (except in circumstances where suitable 110 volt equipment is not commercially available). Should it be necessary to use 240 volt or 440 volt equipment, then residual current devices (RCD's or earth leakage circuit breakers) will be used.

The College will only hire electrical equipment from reputable suppliers who have appropriate maintenance and inspection regimes for their equipment.

The College will take measures to ensure that all electrical equipment used is in good condition and that no cables, plugs or equipment casings are damaged in any way that might lead to an electric shock. Employees will be encouraged to visually examine electrical equipment before use.

Project Planning and Organisation

The College recognises and accepts its duties under the Construction, Design and Management Regulations (CDM). It undertakes to responsibly play its part in the 'construction' process, either as Principal Contractor, or as a contractor lower down the chain.

The College will not act as Planning Supervisor for any project unless it is competent to do so.

When acting as Principal Contractor, the College will ensure that:

- there is co-operation between all the contractors on the project, so as to enable them to comply with health and safety law, and the health and safety plan.
- the Planning Supervisor is provided with all information that is relevant to the health and safety file.
- the contractors are provided with suitable information on the risks that they may face during the project.
- reportable accidents, dangerous occurrences and occupational ill health on the project are notified to the HSE, in compliance with RIDDOR (either by the contractor or by the College).

When acting as a contractor other than a Principal Contractor, the College will:

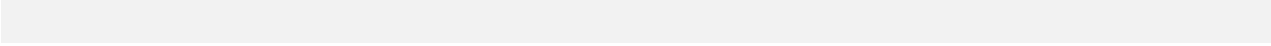
- co-operate with the Principal Contractor so as to enable them to co-operate with health and safety law and the health and safety plan.
- comply with the directions of the Principal Contractor.
- comply with the rules in the health and safety plan.
- promptly provide the Principal Contractor with details of accidents, dangerous occurrences and ill health that should be reportable to the Health and Safety Executive.

Appointing Sub-Contractors

No sub-contractor will be appointed to any project (whether covered by CDM or not) unless they have been vetted for their performance in health and safety. The sub-contractor must have supplied a copy of their Safety Policy, any relevant College working procedures and details of their accident record. If any of these are considered to be unsatisfactory, then Clifton College will not use them.

If sub-contractors underperform in health and safety terms whilst on any project managed by Clifton College, then pressure will be placed on them to improve their performance.

If any sub-contractor significantly underperforms in health and safety terms, then they will be excluded from further work with the College.



4. College Health and Safety Rules

The following rules are established so as to clearly establish what should and should not be done in order to ensure safety. The rules do not cover all circumstances but do address a range of issues, which may arise. If you read, understand and comply with the rules below, then you will be helping to comply with your legal duty and contributing to the safe operation of the College.

If you do not understand what is required of you or if you are unsure about any of the safety rules, then speak to your immediate Departmental Head as soon as possible.

General Safety – Pupils

Bounds

The following places are always out of bounds; places licenced to sell alcohol, betting shops, the University Students Union, amusement arcades and unapproved coffee bars.

The following places are out of bounds except with the Housemaster's permission; cinemas, theatres, other places of entertainment; private houses other than those of College staff; places not covered by the rule below.

Pupils must remain within the school precincts except as follows:

- Provided they sign the lock-up book, pupils may with permission visit the light area between 2.00 p.m. and 5.00 p.m. unless they have a College commitment.
- When leaving College precincts for official school or house arrangements (e.g. away matches) pupils must sign the lock-up book.
- Day-pupils must sign in when they arrive at school. They need specific permission to leave before 4.30p.m. They must be home by 7.15 p.m. unless involved in a school or house activity. Once home, they remain subject to school rules as the boarders are.

Lock-up is at 7.15 p.m. After this time, pupils need permission to be out of their houses.

The Grubber is out of bounds, except for 6th Form pupils. during school periods and between consecutive lessons.

On Saturday night, Third and Fourth Formers may not leave the precincts after lock-up unless they are involved in activities supervised by adults. Older pupils may not venture into centre of Bristol beyond the Victoria Rooms or Whiteladies Rd

On Sundays pupils not attending voluntary chapel must stay within house precincts until 11.00 a.m. unless they have specific permission.

Dangerous Pastimes

The following are forbidden:

- Smoking and the possession of lighters, matches and tobacco.
- The use or possession of unauthorised drugs.
- Firearms (except in context of supervised use of the range), air-guns, fireworks, explosives and similar devices.
- Gambling and betting.
- Knives

Alcoholic drinks may be consumed only with the Headmaster's permission, or under JCR regulations. Alcohol must never be brought into houses.

Sweepstakes, subscriptions etc, may be organised only with a teacher's permission.

Caving, climbing, camping, swimming and similarly potentially dangerous pursuits must be planned and supervised by a responsible adult with appropriate skills and qualifications.

Cars, motorcycles and mopeds

No pupil may drive any motorised vehicle during term time except with the Headmaster's authority, or if at home, except with that of their parents; in the former case the authorisation card must be displayed properly on the vehicle.

Even with such authorisation no pupil may at any time drive or park a car within the College precincts

Vehicles may be used only for travelling to and from home at the beginning and end of the school day, except with specific permission of their Housemaster.

No pupil may be a passenger in a car driven by anyone under the age of 25 without specific permission of their Housemaster and/or parent.

The hire of a taxi when leaving the precincts requires a Housemaster's permission. A pupil may only use a taxi from a company which has been vetted and sanctioned by the College.

Bicycles

Bicycles may not be ridden in the College precincts except on public (with the exception of public roads passing between College buildings).

All bicycles must be roadworthy and conform to the law (lights etc). The wearing of cycle helmets (of an appropriate British Standards approved design) is compulsory. Third party insurance is also compulsory.

Pupils may not leave the environs of Bristol without the full permission of senior College staff.

General Safety – College Staff and others

Housekeeping and trip hazards

Working areas must be kept clean and tidy. Particular attention should be paid to goods and materials that may create a tripping hazard. Staff must pay attention to the general housekeeping of classrooms and workshops, by regularly removing rubbish and waste materials.

All stairways, fire exits and passageways must be kept clear of obstructions.

Fire safety and escape routes

Staff must be familiar with the College fire evacuation procedures and the location of assembly points.

Staff must take full part in all fire drills. Never presume that an alarm is a false alarm.

Fire doors must never be left open and should not be wedged open. If for any reason this is necessary to carry something through, then the wedges must be removed immediately afterwards.

Fire fighting equipment must not be tampered with or access to it impeded. Any use of a fire extinguisher must be reported to the Maintenance Department.

If fire is discovered, the principal duty of staff is to raise the alarm and enable the safe evacuation of the area. Staff must be familiar with the procedure for raising the alarm.

In the event of a fire that is very small and has not taken hold, staff should use their own judgement as to whether to use an extinguisher to tackle it. However, no action should be taken which would put either themselves or others in danger.

Plant, Machinery and Equipment

Do not enter any technology or science department without proper authorisation.

Do not operate machinery or equipment unless you have received adequate instruction or training and have been authorised to do so.

Do not operate machinery without all guards being in position and without wearing the correct personal protective equipment if required.

Report any mechanical or electrical defects to the appropriate member of staff promptly to enable repairs can be carried out and the equipment made safe. Do not undertake any repairs yourself unless you are authorised to do so.

Clean and isolate all machinery and equipment after use.

Check all ladders, steps and other access equipment for damage, before and after use. Do not use it if it is damaged. Report any damage to the appropriate member of staff.

Electrical equipment must be switched off and unplugged when left unattended unless it is specifically designed to be left connected.

Every time you go to use any portable electrical equipment, check that;

- the plug is connected to the cable properly?
- the cable is sound and that no damage allows the coloured insulation to show through?
- the controls work properly?
- the equipment casing is in a sound condition?

Do not use electrical equipment in damp conditions or out of doors unless it is designed for such conditions and you use an RCD.

Hazardous substances

Staff must comply with the relevant controls applied following a structured assessment made under the requirements of the COSHH regulations.

Substances should only be stored in their original containers with the appropriate labelling and hazard information.

Instructions for use of substances should be read (where available) and substances only used in compliance with those instructions.

Disposal of substances should be undertaken safely and without risks to the environment.

If you are in any doubt as to the safe use of a substance, then in the first instance, consult with your manager/supervisor/Head of Department.

Manual handling

Use trolleys, barrows, etc. whenever possible to minimise the risk of back injury. Use the correct lifting techniques when handling goods. Ask for help with any job that seems likely to be too heavy for one person. When lifting and carrying;

- Assess and plan the task.
- Ensure your route is clear.
- Get a firm grip of the load.
- Use your leg muscles rather than your back when lifting.
- Do not twist or over-reach when lifting.
- Take particular care when carrying up or down stairs.
- Do not carry heaped boxes or loads so high that you cannot see where you are going.
- If someone is helping you to lift, agree the method and who gives the signal to lift.

Personal Protective Equipment

Personal protective equipment (PPE) and clothing are provided for your protection. PPE such as suitable eye protection, respirators, gloves etc must be worn in circumstances where it is necessary to protect from hazards such as chemicals, dusts, fumes, hot or sharp items etc.

Certain activities may require specific sets of protective equipment and clothing. For example use of chainsaws in grounds work requires the wearing of chainsaw trousers, boots, gloves, visor and earmuffs.

Accident reporting

All injuries or accidents must be reported to the Estate Bursar or Senior Nurse Manager, in accordance with the College accident reporting procedure. Make sure that full details of all accidents to customers and visitors are collected and recorded.

Always seek medical attention, no matter how slight your injury may appear and always ensure that details of your accident and/or injury are entered in an accident report form Senior Nurse Manager (see the Senior Nurse Manager in the Medical Centre or the Estate Bursar).

Major accidents and dangerous occurrences must be reported to your Head of Department or Supervisor, wherever they occur.

If you suffer from any medical condition, which could affect the safety of yourself, pupils or others, you must inform Senior Nurse Manager. Similarly, if you are taking any prescribed medicine which could affect you (drowsiness etc) especially if you drive a vehicle or operate machinery or equipment, then again you must inform Senior Nurse Manager.

Every member of staff is expected to report any problems, defects or safety concerns which they may have to the Manager, or Head of Department who holds responsibility for the area. Where appropriate to do so, the Head of Department will refer these issues on to staff who are responsible for facilities maintenance.

Offices and Teaching Areas

Allow adequate space for safe access to desks, filing cabinets, shelves, etc.

Do not overload shelves. Avoid placing materials on the top of cabinets etc, in such a manner that they could fall onto someone.

Use stepladders or step stools, not chairs, to gain access to high level shelves and cupboards.

Display screen equipment must be assessed before it is used by staff. The results of the assessment need to be taken into account by the user.

Chemicals

Chemicals (including cleaning chemicals) must be stored in a suitable, locked storage area when not in use.

Cleaning chemicals should not be used without previously reading the labels and following supplier's guidance (particularly regarding mixing of incompatible chemicals).

Chemicals should never be transferred to unmarked bottles or put in drinks bottles or glasses.

Laboratory chemicals must be used in accordance with the laboratory safety rules.

Pesticides and other grounds maintenance chemicals may only be used by grounds staff.

Machinery and Equipment

Machinery of any sort must only be used by the appropriate departmental staff. All guards and other safety devices must be properly used. In particular:

- Workshop machinery may only be used by the staff of the Technology Department, (or by others under their close supervision)
- Tractors, mowers and other grounds maintenance machinery may only be used by grounds staff. Guards for power take-off drives must be properly maintained.

- Kitchen equipment in the dining area may only be used by the catering contractors.
- Chainsaws may only be used by trained grounds staff.
- Machinery in the estate workshop may only be used by the Clerk of Works or his staff.

Fitness, sports and PE equipment must be used in accordance with the current departmental rules. This is described in further detail in the policy and guidance on the use of fitness equipment which includes requirements for training and induction.

Minibuses may only be driven by authorised members of staff. Every time anyone uses a minibus to transport pupils they must;

- Check that the vehicle appears safe.
- Keep the logbook up to date.
- Report all defects and damage.

Security

The site is relatively open to intruders and unauthorised visitors. All staff are requested to wear their identification badges and to ensure that any visitors associated with them, wear a visitors pass.

Staff are encouraged to be on their guard and in particular to;

- Politely challenge unidentified visitors.
- Accompany unidentified visitors to the reception/porters office.
- Make sure that their visitors register at reception/porters office at the start of their visit and when they leave the site.
- Maintain the security of buildings and their areas of responsibility.

In the event of an aggressive intruder, do not respond with aggression. If possible, withdraw from the immediate area and avoid putting yourself at risk. Try to remember details of appearance, clothing and the voice of the intruder, call the Police, Marshall or the Estate Bursar.

Swimming Pool

All staff must ensure that the [procedures for use of the swimming pool](#) are properly followed.

Personal conduct

The College reserves the right to stop any person working who they have reasonable grounds for suspecting may be under the influence of alcohol or drugs, or who seems to be suffering illness or excessive fatigue. Staff are reminded that some “over the counter” medicines can make a person drowsy and carry warnings against driving or operating machinery. Any member of staff with any such medicines, alcohol or drugs problems is encouraged to discuss the matters, in confidence, with their Manager or the Senior Nurse Manager.

Horseplay and other acts, which may endanger the safety or well-being of employees or others, such as pupils and visitors, are prohibited.

Rules covering Gross Misconduct – subject to College employment policies

An employee will be liable to dismissal if he or she is found to have acted to create a serious or wilful breach of the safety rules or to act in any other manner which places pupils, staff members or others at serious and unnecessary risk.

Other policies relevant to Health and Safety

The College has a number of policies and plans which refer to issues relevant to Health and Safety. These are listed below:

- Child Protection Policy
- MIMEC – Major Incident and Emergency Plan
- School Trips
- Anti-bullying
- Smoking
- Alcohol
- Security
- Sports

Where provided, please follow the hyperlinks to view the above documents.