

Health and Safety Policy

Name:

*I HAVE READ THE HEALTH AND SAFETY POLICY AND AM AWARE OF THE
ARRANGEMENTS AND PROCEDURES THAT IT ENDORSES*

Signed:

February 2012

***WINTON ARTS AND MEDIA COLLEGE
HEALTH & SAFETY POLICY***

Headteacher: MR BEN PARNELL

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Date of Policy: February 2012

Introduction

The “Health and Safety at Work Act 1974” (HASAWA) and other regulations place duties upon employers, employees, and the self employed to protect everyone involved in, or affected by, work activities.

These duties have been improved in the years since the original Act in 1974 through continuing release of new regulations and approved codes of practice.

The process of development is expected to continue and has been given added impetus through the embodiment into UK law of EC Directives. The “Management of Health and Safety at Work regulations 1999” is a significant example.

This health and safety policy brings together into one document the procedures and guidelines developed within the college, and a framework for future developments and updating that may apply as necessary.

Responsibility for the production, updating, and development of this policy lies with the Headteacher, but the actual updating and amendment may be delegated.

All employees and contractors are required to be familiar with, understand, and act upon its requirements.

All employees and contractors have a legal requirement to keep themselves and others around them safe while at work and to comply with statutory duties, and not to recklessly misuse anything provided by the school in the interests of health, safety and welfare.

This policy is issued with the authority of the Headteacher and its requirements are binding upon all employees.

Safety Policy

The College recognises its responsibility for managing, and therefore monitoring our whole safety performance.

This policy explains the arrangements for implementing health and safety within the College, i.e. who does what, and the procedures to be followed which will ensure the health and safety of staff, students and visitors.

The safety policy contains a “Policy Statement” which contains the following:

- the intention of the college to constantly improve health and safety;
- acceptance by the Headteacher of their duty in respect of health and safety;
- a commitment to review the policy as required;
- how the safety policy will be brought to the attention of all staff;
- the signature of the Headteacher and the Chair of Governors;
- the date

Safety Policy Statement

The Governors and Headteacher of Winton Arts and Media College (here in after called the Governors and Headteacher) have a duty to achieve the highest standards of health and safety within the organisation and through its undertakings for its employees, students, non-employees and members of the public.

The Governors and Headteacher recognises and accepts that health and safety is an integral part of the day to day working of the organisation and receives the same commitment as other managerial functions.

1 The Governors and Headteacher will so far as is reasonably practicable:

- a. Ensure that all plant, equipment, storage and systems of work are safe and without risk to health and safety
- b. Ensure the safety and absence of risks to health in connection with the handling, storage and transport of articles and substances
- c. Provide adequate health and safety information, instruction, training and supervision to enable appropriate standards of competence
- d. Take all reasonably practicable measures to eliminate, reduce, isolate or control risks to the health and safety of its employees, students, non-employees and members of the public
- e. Ensure that provision is made available for the maintenance of workplaces and the working environment for employees that ensure that they are safe, without risks to health and adequate facilities are made available for their welfare at work

These provisions will be implemented in accordance with the requirements of Bournemouth Borough Council Corporate Health and Safety Policy statement, the College Health and Safety Policy, the Health and Safety at Work Act 1974 and associated legislation made under Section 16 of the Act, in particular the Management of Health and Safety at Work Regulations 1999 and the establishment within the College of appropriate organisational / responsibility and suitable arrangements with which to support this policy.

A policy of this importance cannot be totally effective without the full commitment and cooperation of every member of staff. All members of staff have a responsibility to make sure that they are familiar with and aware of all College and Bournemouth Borough Council requirements.

Failure to observe health and safety requirements by any member of staff could lead to disciplinary action.

2 Objectives for the implementation of the policy statement of intent

The Governors and Headteacher will take all reasonable steps to meet their responsibilities for Health and Safety by paying particular attention to the following:

- a. Compliance with the requirements of The Health and Safety at Work Act 1974 and all other relevant health and safety legislation and approved codes of practice;
- b. A working environment that is, so far as is reasonably practicable, safe, without risks to health and with adequate facilities and arrangements for welfare at work;
- c. A safe place of work, and safe access to and egress from;
- d. Plant, work equipment and systems of work that are, so far as is reasonable practicable, safe and without risk to health;
- e. Arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- f. Sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own health and safety at work;
- g. Necessary safety devices and personal protective equipment and supervision of their use;
- h. Adequate financial provision to meet the approved codes of practice and requirements of all legislation including protective measures identified by risk assessment;
- i. A constant and continuing interest in all aspects of health and safety;
- j. Investigating accidents and hazardous incidents involving or likely to involve personal injury;
- k. To keep and maintain adequate records of accidents and violent incidents and provide appropriate management reports to help identify potential improvements;
- l. Carrying out regular safety inspections;
- m. Risk assessments with appropriate preventative and protective measures to eliminate or significantly reduce workplace hazards;
- n. A smoke-free working environment.

3 Monitoring and Review

This policy will be regularly monitored to ensure that the objectives are achieved. It will be reviewed and updated annually to ensure that it reflects revised legislative or organisational changes. A copy of this policy is available to every member of staff. The policy will be communicated to staff through regular training sessions and induction training.

4 Health and Safety Policy

The roles, responsibilities and arrangements for managing Health and Safety in the College are set out in the management chain.

Roles and Responsibilities

Governors

Whilst Governors do not have to implement the health and safety policy of the College, they do have a role in ensuring the college has a suitable health and safety policy in place and that it is acted upon.

By ensuring that this health and safety policy is developed and implemented, the Governors are fulfilling their legal requirement of ensuring the health, safety and welfare of the school's employees, and the health and safety of those not in their employment i.e. student, parents, visitors and contractors.

The Governors ensure that the college's leadership team operate a safe college with safe equipment, safe procedures, materials and substances.

The Governors also ensure policies and standards laid down by the LA are adhered to.

To ensure compliance with the above it is necessary for the Health and Safety Coordinator to periodically inspect the college and arrange for "Opportunity to Excel" review of health and safety arrangements by the Principal Health and Safety Advisor.

These inspections are to be carried out regularly by the appropriate committee of the Governing Body.

Headteacher

The Headteacher has overall responsibility for the health, safety and welfare of all employees, students, visitors and contractors. The following duties are carried out in partnership with the Health and Safety Coordinator. However, overall responsibility lies with the Headteacher.

The Headteacher has duties, which include activities organised on behalf of the college but being undertaken away from the college site.

The Headteacher and Health and Safety Coordinator will:

- take day to day responsibility for all health and safety matters affecting the college
- ensure effective communication on health and safety matters between the college and the Corporate Safety Advisors
- ensure compliance with health and safety law
- provide Governors with an annual report on matters affecting health and safety within the college
- together with college staff, assess and control the risks, from hazards within the college, and any of its activities, wherever they are undertaken

- provide equipment and articles for the college that are adequate for their intended use, are correctly serviced and properly maintained
- ensure hazardous substances e.g. cleaning substances, are properly used, stored and disposed of
- Maintain first aid and accident reporting systems that are suitable for the college and ensure that all accident reports are copied to the Corporate Health and Safety Team at the Town Hall.
- evaluate the need for health and safety training for college staff and arrange for its delivery
- bring to the attention of the Governing Body or the LA any matter of health and safety that cannot be resolved, or is likely to cause imminent danger to any person
- communicate with contractors (or their representative) or any person/company undertaking work on the college site, to ensure their safety
- ensure arrangements for fire prevention within the college are adequate and that suitable arrangements are in place for testing the fire alarm systems, fire fighting equipment, emergency lighting etc and that records are maintained
- ensure adequate fire drills are carried out and their results recorded
- keep the college's health and safety policy under review and bring any amendments to the notice of all staff
- ensure that adequate emergency procedures exist in relation to fire, gas leak, intruder etc
- ensure that the college has access to competent health and safety advice

Deputy Headteacher

In addition to the duties listed for the Deputy Headteacher, when acting as Headteacher they will also assume the duties of the Headteacher. It is therefore important that the Deputy Headteacher is fully familiar with all aspects of the college safety policy.

All employees

All employees are to be familiar with the College safety policy and:

- ensure that they work in ways that are safe and without risk to themselves, the students, other staff, or visitors;
- cooperate with others to ensure health and safety by adhering to advice, instructions and procedures for health and safety;
- report any unsafe practices which come to their notice*;

- report any unsafe fixtures, fittings or items of equipment which come to their notice*;
- participate actively with the college to improve the standard of health and safety for all

* Reports of unsafe practice should be made to a teacher who should inform the Health and Safety Coordinator. (The reporting book located in the Health and Safety Coordinators pigeon hole should be used for this purpose).

Site Manager and Caretakers

The Site Manager and Caretakers have very specific and important roles to play in the implementation of the health and safety policy for the college.

The Site Manager or Caretaker will ensure:

- staff within their control are adequately trained or instructed to perform the duties for which they are employed;
- the COSHH assessments have been carried out, up to date, and the assessment sheets available to staff who need them;
- all staff using chemicals have been informed of the dangers from the chemicals they use and the control measures that are in place to prevent them from being harmed;
- all staff using chemicals are informed of the first aid treatment required in the event of them coming into contact with the chemicals;
- risk assessments have been carried out on all hazardous activities undertaken by the department, i.e. using ladders, entering boiler rooms etc
- Adequate records of call points, automatic fire detection units, and emergency lighting units will be maintained together with record of tests of the fire alarm and fire fighting equipment in accordance with The Regulatory Reform (Fire Safety) Order 2005.

Students

All students are to be familiar with the College fire safety policy and:

- ensure that they work in ways that are safe and without risk to themselves, other students, staff, or visitors;
- cooperate with others to ensure health and safety by adhering to advice, instructions and procedures for health and safety;

Note: Students found to have purposely set off a fire alarm will be fined £100

Arrangements or procedure for ensuring the policy is met:

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1 Administration of Medication

It is recognised that teachers do not have any obligation under their contract to administer medication to students. There is a requirement however under the DfES to assist students with medical needs.

Medicines should only be taken to school or settings when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school or setting 'day'. School settings should only accept medicines that have been prescribed by a doctor, dentist, and nurse prescribed or pharmacist prescribed. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescribe instructions for administration and dosage.

School settings should never accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.

Where a student needs prescribed medication the following is assumed:

Most medication prescribed today is three times a day. Parents can therefore administer medication before college, after college and before bed. Medication should not normally be required during the college day.

However, if medication (such as antibiotics) is required during the college time, parents are asked to complete a 'request form for College to administer medication and also self administration by the student' available from the Main Office.

No child under 16 should be given medicines without their parent's written consent. Any member of staff giving medicines to a student should check:

- the students name
- prescribed dosage
- expiry date
- written instructions provided by the prescribed on the label or container*

* It is noted that adrenaline pens include manufacturer's instructions

Parents of students with asthma or eczema requiring medication in college are asked to complete a consent form, available from the Main Office. Students requiring inhalers or cream for eczema will then be supervised whilst administering their own medication.

Parents of students who are at risk of life-threatening anaphylactic reactions are required to complete a consent form, available from the Main Office, allowing named-trained staff to administer epi-pen treatment in the event of an emergency.

All such medication is kept in the Main Office.

This policy will be brought to the attention of all parents by inclusion in the College handbook.

If a student refuses to take medicine, staff should not force them to do so, but should note this in the records and follow agreed procedures. The procedures may either be set out in

the policy or in an individual student's health care plan. Parents should be informed of the refusal on the same day.

The College aims to encourage students with medical needs to participate in safely managed visits. The College will consider what reasonable adjustments it might make to enable students with medical needs to participate fully and safely on visits. This might include reviewing and revising the visits policy and procedures so that planning arrangements will include the necessary steps to include students with medical needs. It might also include risk assessments for such students.

Schools Medical Register

A register is kept of all students in college with specific medical conditions, and this register is available to all staff. A record of all medicines administered to students is kept in the Main Office.

For further information see 'MEDICAL ADVICE TO STAFF IN SCHOOLS (Bournemouth Education Directorate).

Further guidance on issuing medicines is set out in the DfES document MANAGING MEDICINES IN SCHOOLS AND EARLY YEARS SETTINGS – March 2005

2 Asthma, Anaphylaxis, Diabetes and Epilepsy

2.1 Asthma

Some students in college have an asthmatic condition, but the college recognises that these students are entitled to participate fully in all aspects of college life, and it is our policy to help and encourage students with asthma to achieve this. The college aims to ensure that the environment is favourable to asthmatics, and to ensure that other students and all staff understand and support asthmatic students.

Details of all of the students in the college who have an asthmatic condition are contained in the college medical register, to which all staff have access.

It is recognised that immediate access to inhalers is essential. In the event of an asthma attack, a request for assistance should be sent to the Main Office as quickly as possible, together with the name of the student, the class, the teacher and the place where the attack is happening. A trained member of staff will attend as quickly as possible, with the inhaler.

All staff should be made aware of the location of each student's inhaler and where spare ones are stored i.e. the Main Office.

2.2 Anaphylaxis

Anaphylaxis is a severe allergic reaction with the rapid onset of circulatory collapse and hypotension (low blood pressure) this is life threatening. Almost any food can cause anaphylaxis but the foods most commonly responsible are nuts, fish, shellfish, cow's milk and eggs. Symptoms are often first noted in the mouth, with sensation of burning, itching or irritation in the lips, mouth or throat. In severe cases these symptoms are followed by a loss of consciousness and suffocation.

It is college policy that a clear agreement is drawn up between the school and the parent of each student known to suffer from anaphylactic shock, authorising one or more named individuals who have volunteered to give treatment. Agreement forms are available from the Main Office.

2.3 Diabetes

This is a disorder in which the body is unable to control the amount of sugar in the blood. Insulin injections are the most common way of regulating blood sugar levels. It is the policy of the college that for each diabetic student there should be a written agreement between the college and the parent. This would be detailing arrangements for the administration of insulin and the monitoring of blood sugar levels, either by the parent or by a named staff member who has volunteered to do this.

2.4 Epilepsy

This is a tendency to have recurrent seizures of fits, and it affects one in every 200 people. Some seizures involved 'petit mal' which is a brief interlude of unconsciousness. Witnessing a seizure can be frightening if they are convulsive; other students should understand what is happening so as to avoid undue panic. It is the policy of the college that all teachers with known epileptics in their classes should have up to date training in emergency procedures and that these should be written down and available to all adults working with or near the class in question.

Further guidance is set out in the DfES document MANAGING MEDICINES IN SCHOOLS AND EARLY YEARS SETTINGS – March 2005

3 Animals in College

Animals are not to be kept in college on a regular basis. There are opportunities for students to see and to handle animals brought into college by various reputable organisations. Students are asked to wash their hands before and after handling any animals.

Students are not allowed to bring dead or injured animals into college.

If stray animals wander into college, floors and tables which they may have contaminated should be washed afterwards.

Any animal bites and scratches should be washed very carefully. Medical advice will be sought if there is any risk of infection.

Students should be advised not to bring animals into college. Where a teacher wishes to facilitate a student bringing animals into college then a risk assessment should be carried out by their HOD/Leader of Area of Learning.

4 Accident Reporting

All accidents and near misses must be reported to the Health and Safety Coordinator and Headteacher. All accidents must be recorded on the Borough's Accident and Near Miss Report Form AR01 REV06 in accordance with the Bournemouth Borough Council **Accidents and Near Misses Policy**

The form should be completed in black or blue ink and be legible. The form must contain the following information:

- student name
 - their tutor group number
 - the date the accident happened
 - the place where the accident happened
 - which part of the body was injured (all relevant boxes should be completed)
 - what treatment was given (all relevant boxes should be completed)
 - the name of the first aider who treated the student
 - whether an accident form AR01 REV06 has been completed (see note below*)
 - whether a note had been sent home to the Parents or Guardian
- An accident form AR01 REV06 must be completed and sent to: The Health Safety Team at the Town Hall as soon as possible but within three days.
 - If an accident involved a member of staff and it was a major injury accident or an accident that caused the injured person to be off work for more than three days the accident is reportable under the Reporting of Injuries Diseases Dangerous Occurrence Regulations 1995. The accident must reported to the HSE on Form F2508, this can be completed electronically at www.riddor.gov.uk a printed copy of the form F2508 must also be sent to the Health and Safety Team at The Town Hall.
 - If an accident involved a student and was attributable to the condition of the premises, e.g. play-ground surface, floors, stairs, steps, equipment, machinery, substances, experiments, sporting injury, work organisation, supervision, supervision of a field trip etc, and if the student/young person and was taken to hospital. The accident reportable under the Reporting of Injuries Diseases Dangerous Occurrence Regulations 1995. The accident must reported to the HSE on Form F2508, this can be completed electronically at www.riddor.gov.uk a printed copy of the form F2508 must also be sent to the Health and Safety Team at The Town Hall.
 - Accidents involving Visitors and Contractors must be notified to the Health and Safety Team on the Accident and Near Miss Report Form AR01 REV06
 - Further information regarding the reporting of Accidents and Near Misses and copies of the Borough Accident and Near Miss Forms can be seen on BORIS in Section H of the Personnel Handbook.

In the event of a student receiving a bump to the head a telephone call must be made to the parent on the day the injury takes place.

5 Auditing of the Safety System

It is a legal requirement that the college's safety system is regularly checked to ensure that it remains up to date and effective. The college's preferred approach is to carry out a safety audit by a safety adviser from the LA under the O2E self audit scheme, or by an independent auditor.

Our system is audited regularly, at least once every two years. The purpose is to ensure the system remains effective. During the audit, the management procedures and risk assessment systems shown in the safety policy are checked to ensure that they are still put into practice and that all staff are actually aware of them.

As part of the audit, the auditor also walks through all parts of the college to look for failings in the system. This visit also shows if the policy is being put into practice.

If there are not up to date fire signs it will indicate that a fire risk assessment probably has not been carried out.

Looking at the accident reporting forms will show if the Governors actually review them and sign them off during their meetings.

This section of the safety policy should show who carries out this audit and how frequently.

The safety system will be audited every two years, normally during the Spring Term. A report will be given to the Headteacher for action.

6 Blood – Avoiding Contamination from Blood Borne Viruses

What are blood borne viruses (BBVs)?

BBVs are viruses that some people carry in their blood and which may cause severe disease in certain people and few or no symptoms in others. The virus can spread to another person, whether the carrier of the virus is ill or not.

The main BBVs of concern are:

- hepatitis B virus (HBV), hepatitis C virus and hepatitis D virus, which all cause hepatitis – a disease of the liver
- human immunodeficiency virus (HIV) which causes acquired immune deficiency syndrome (AIDS), affecting the immune system of the body

All staff should be familiar with this procedure before having to handle blood:

- wash hands **first**
- put on disposable gloves
- clean any wound as necessary or ask a first aider to treat it
- dress any wound if necessary
- dispose of the gloves and wipes, and put all contaminated material in a sealed or knotted plastic bag, and dispose of in the main bin
- wash hands thoroughly **again**
- record incident on an accident form

Action after possible infection with a BBV

If you are contaminated with blood or other body fluids, take the following action without delay:

- wash splashes off your skin with soap and running water
- if your skin is broken, encourage the wound to bleed, do not such the wound – rinse thoroughly under running water
- wash out splashes in your eyes using tap water or an eye wash bottle, and your nose or mouth with plenty of tap water – do not swallow the water
- record the source of contamination
- report the incident to the Health and Safety Coordinator
- Prompt medical advice is important. The circumstances of the incident need to be assessed and consideration given to any medial treatment required. Treatment might be appropriate following infection with a BBV, but to be effective, it may need to be started quickly. Contact the nearest Accident and Emergency department for advice, without delay

Further information on Blood Borne Viruses can be found on www.hse.gov.uk

7 Break times: Morning and Lunchtime

7.1 Morning Break times

Break and lunchtime duty teams are organised to give the greatest degree of supervision with the numbers available. Supervisory staff will be sufficiently well spaced to allow them to have the widest possible view of the areas used by students. All accidents will be sent to the medical room for attention by a first aider.

7.2 Lunchtime organisation

The lunchtime duty team supervise all areas of the College used by students. It is expected that standards of behaviour both inside and outside of the college buildings remain high at all times.

8 Control of Substances Hazardous to Health

The most hazardous chemicals used in the college are the cleaning chemicals used by the Site Manager, caretakers and cleaners. These are kept **locked** at all times in the cleaners' cupboard when they are not being used. Teachers are **not** to keep their own small stock for their own cleaning jobs.

Chemicals and cleaning chemicals are always stored in their own container with the original label and warnings showing clearly on the container.

Food or drink containers are **never** to be used to store chemicals. Only small quantities of the chemicals are kept in college at any given time.

All spillages must be cleaned up immediately, and accidents recorded on the accident form as outlined in section 4 Accident Reporting.

As part of Health education, students are taught to recognise the orange warning symbols, which they may come across on household containers, such as bleach, disinfectants, lavatory cleaners, oven cleaners, paint strippers etc, and are warned of the associated dangers.

Protective clothing is available to all staff when using chemicals.

COSHH assessments are always carried out before chemicals are used, and the user is informed of the dangers and control measures to be in place for that chemical. There are also suitable first aid arrangements for treating chemical splashes.

The Science Department is subject to separate regulations (CLEAPPS) and currently undergo an external review of procedures every two years. This is in addition to internal auditing by the Learning Area.

9 Classroom Equipment

All staff in classrooms have a responsibility to ensure that all equipment used by themselves and by the students is reasonably clean, well maintained and safe. If any item of equipment is identified as being unsafe in any way, its use should be discontinued and the Health and Safety Coordinator notified by the appropriate Leader of Learning/Deputy Leader of Learning using the reporting book located in the Health and Safety Coordinators pigeon hole. Classroom helpers are also required to report any broken or otherwise unsafe items to the class teacher in the first instance.

10 Conduct and behaviour in and around College

Students are made explicitly aware of how they should behave in and around the College through the use of College and classroom rules. Non-compliance is dealt with in accordance with the College's behaviour policy.

Movement around the College:

- all persons in the building should walk at all times
- doors must be opened with care and caution
- restricted corridor and storage demands vigilance by staff and students alike to ensure that belongings and equipment are stored properly at all times

Use of Playground Facilities:

- students must be aware of each other and use the playground and fields considerately
- they should never climb or stand on any walls
- at no time must they behave in a violent fashion towards any person, or behave in an uncontrolled manner against any person
- students should never play in restricted areas e.g. toilets, corridors, classrooms or in college car parks

11 Contractors on Site

Contractors on site are always supervised, either by the Headteacher, Site Manager or Caretaker all of whom are aware of the college's responsibilities regarding contractors. Checks are made for competence and insurance of all contractors.

Contractors are asked to provide risk assessments for all work undertaken on site.

The following guidelines will be followed:

- 1 Before any work commenced, a meeting is held on site with the contractor to agree how potential problems will be avoided.
- 2 When using local contractors, the college's own 'approved list' is used as the source. This ensures that only suitable contractors are brought into the college to perform tasks. There are many advantages in drawing from the approved list:
 - the college knows who to call quickly in the event of an emergency
 - staff know who to call in the absence of the Headteacher
 - the contractor will have been checked beforehand so the college knows it is getting good service
 - references will have been taken up and checked

For a contractor to get onto the approved list they should satisfy the following:

- be capable of carrying out the work in a competent manner, either by qualification or experience
- can supply the resources to satisfactorily complete the job, without up front payment
- able to supply several satisfactory references, which can be checked
- is a member of the relevant trade association
- Has sufficient and up to date Public Liability Insurance. Staff must ask for a copy of the certificate and keep it on file, diary date the expiry to check for renewal
- has an up to date and meaningful safety policy
- has documented risk assessments
- agrees to abide by the college's safety policy and rules, in writing
- Clearly states what work will be done, at what cost, and by when, in writing, before the work commences so that understanding and agreement can be reached.

Certain activities will require 'Hot Works Permits'. These are available from the Site Manager/Caretaker and copies are available in the 'Fire Safety in Education Establishments' publication.

12 Discovery of a Suspect Device

If you discover a suspect device that you think may contain explosives:

- do not touch it or move it or try to interfere with it in any way

- move staff and visitors away from the device immediately
- do not use radios or mobile phones in the immediate vicinity of the device
- inform a member of the Senior Leadership Group or the Police by dialling 999

Follow the instructions of the Senior Leadership Group who will decide on the evacuation to a place of safety. Do not use the fire alarm to evacuate the building unless advised to do so. The person discovering the device should assist the Senior Manager in advising the Police on the location and description of the device.

Try to consider:

- What sort of item or device is it?
- Where exactly is the item or device?
- Why is it suspicious?

The Senior Leadership Group and the Police will assess the risks and deal with the situation in the most appropriate way.

13 Electrical Safety

Most people will be well aware of the dangers associated with electricity and electrical equipment. Electricity is potentially dangerous and must be treated with respect. The Electricity at Work Regulations impose certain duties on organisations to ensure the safety of those who may be affected by it. The following procedure is adhered to in the use of electricity:

- All portable electrical appliances will be tested as necessary. The frequency of the tests vary according to the equipment and where/how it is used
- Staff are instructed to visually check each item of electrical equipment before it is used. Look for signs of burning, damaged cables, loose covers etc
- any faults must be reported to the Headteacher and Health and Safety Coordinator immediately and the equipment taken out of use until it is suitably repaired
- no one in college is allowed to work on any electrical circuitry or equipment
- All staff must be aware of the dangers of trailing cables. Trailing cables must **NEVER** be allowed to cross walkways
- Four way extension blocks should be secured to the wall or computer trolley to prevent them being tangled in feet. This prevents tripping hazards and damage to equipment
- The fixed electrical installation should be tested at five yearly intervals.

For further details of Electrical Portable Appliance Testing requirements refer to Section H of the Personnel Handbook on BORIS.

14 Fire Safety

14.1 First Action

IF YOU DISCOVER A FIRE SOUND THE FIRE ALARM AT ONCE

If possible try to extinguish the fire using the appropriate fire extinguisher. However, use your judgement. Never take personal risks. Call the nearest fire extinguisher trained member of staff for assistance.

14.2 Exit Procedure

The fire alarm consists of an electric bell continuously sounding, in the main building.

On hearing this, students should follow the teachers' instructions on leaving the building. This will be done in a quiet and orderly manner, using the exit indicated by the teacher. Teaching assistants should help to ensure that all students leave the classroom safely and proceed to the assembly point. Any visiting adults should be instructed to follow at the back of the line.

Fire Wardens should check their designated areas to ensure that they have been evacuated. The Main Office will telephone the fire brigade.

All teachers should remain with their classes unless instructed otherwise. They should accompany their classes, and any class visitors, to the agreed fire assembly point, known to all staff and students. It is the class teacher's responsibility to ensure that all students walk quietly and purposefully to the assembly point.

Once there, a register of each class must be taken by the teacher responsible for that class at that time. Members of the Office staff will be responsible for handing out class registers at the fire assembly point. The class teacher then calls the register for their class, and informs the Head of Year who then reports to the Fire Safety Manager the details of any missing students.

It is the class teacher's responsibility to ensure that all other adults attached to their class are accounted for once checks have been completed. The Fire Safety Manager should be notified of any personnel not accounted for.

Any students or staff working or playing outside when the fire alarm sounds should take the safest, most direct route to the fire assembly point. Once there the same procedure will be followed.

All persons on the premises should walk at all times. Doors should be opened with caution. Corridors should be kept clear at all times to enable uninterrupted movement of personnel.

When the Fire Safety Manager is satisfied that the situation is safe he will instruct the teachers and students accordingly.

14.3 Fire Drills

Fire Drills are carried out at least once per term. All staff and students must treat the drill with the utmost seriousness, and all instructions above must be adhered to. At the fire assembly point, all procedures for roll call must be followed as if in the event of a real fire. During the fire drill, it is recognised as good practice to block off one of the escape routes to more closely simulate a fire situation, and this may take place.

The time taken to evacuate the college must be recorded each time there is a fire drill. If it takes longer than the recognised time, the cause/s will be investigated and the Fire Safety Manager will consider carrying out the drill again if deemed necessary. **At Winton Arts and Media College the time should never exceed THREE minutes.**

At the end of the fire drill, classes will be instructed by the Fire Safety Manager – or in his absence by a Deputy – to return quietly to their classrooms. They will be given feedback about how well they did, and told about any changes necessary if things did not go well. They should be reassured about the need for safety, and for regular fire drills. They will be reminded about the need for self discipline and that they should be walking smartly and listening at all times.

Any problems or difficulties with procedures after a fire drill **MUST** be reported immediately afterwards.

Students found to have purposely set off the fire alarm will face a £100 fine.

14.4 Evacuation of the Hall

In lesson time, any class using the hall will exit through the fire door indicated by the teacher, proceeding as above to the fire assembly point.

During external examinations students will remain in the hall until instructions are given to exit and proceed to the fire assembly point.

14.5 Fire Notices and Fire Exits

For classrooms it is the relevant class teacher's responsibility to ensure that:

- a. The fire exit is clear at all times;
- b. The following notices are prominently displayed directly adjacent to the fire exit:-
 - i. fire exit sign
 - ii. blue fire assembly point notice
 - iii. Map showing red route to fire assembly point.
- c. Any missing or damaged notices must be reported to the Site Manager;
- d. Any other adults working in the room are directed to the fire regulations displayed on the wall;
- e. All students are instructed in fire precautions and related safety issues;
- f. All students know where the fire exit is and where the signs are;
- g. All students understand the importance of keeping fire exits clear.

The Site Manager will carry out regular fire safety inspections of the whole college building, and take action as appropriate. He will check fire extinguishers, fire blankets, fire exits (to ensure they are not blocked), and fire doors (to ensure they are in good condition and open easily). This will be recorded in the Fire Safety Logbook.

14.6 Fire Alarm System

An approved contractor on a regular basis tests the electric fire alarm system. Any faults on the systems are reported to the contractor immediately, so that it can be rectified without delay.

Emergency lighting is also regularly tested, and any faults reported immediately. All records of the alarm system tests and fire drills are kept in a log book held in the Main Office.

Fire extinguishers are also serviced regularly. This is also recorded in the log book.

Fire exit doors are checked regularly by the Site Manager to ensure that they are in good condition and can be opened easily. All staff have a responsibility to report any faults to the Health and Safety Coordinator through their line manager.

Fire signs are checked regularly by the Fire Safety Manager to ensure that they are visible, complete and compliant with latest regulations. Staff have a responsibility to report missing or damaged signs to the Fire Safety Manager.

All staff, and particularly supply teachers, are made aware of the fire arrangements.

A copy of the Fire Safety Policy is displayed on the Staff Noticeboard.

15 First Aid

First Aid should be given whenever possible by a trained person, but this should not prevent any person giving first aid when necessary.

A list of the qualified first aiders is available in strategic places throughout the college. All staff, including supply teachers are made aware of the first aiders and their location.

First aid kits are available in the Main Office and their contents checked and replenished as necessary every month and a record of such checks must be recorded by the nominated first aider. Only first aid items may be held in a first aid kit. There must not be any creams, lotions, tablets etc in the kit.

Portable first aid kits are available, suitably stocked and are taken on all visits away from the college. These must also be checked and records kept of any checks that have been undertaken.

In the event of a more serious injury, such as:

- unconsciousness

- severe bleeding
- object stuck in throat
- deep cut that may require stitching
- suspected fracture
- severe asthma attack
- severe reaction to bites or stings
- swallowing or suspected swallowing of toxic substance

DIAL 999 AND ASK FOR AN AMBULANCE – CALL PARENTS IMMEDIATELY

16 Food Safety

Before undertaking any food handling activity, written permission must be sought from parents. This should ask parents to also give details of any foods which their children should not eat. Nuts or nut products are never used in college.

We recognise that it is important for students to learn safe and hygienic food handling procedures. These are detailed below:

- a. Before commencing, long hair should be tied back, jewellery and watches removed and hands washed with soap and warm water;
- b. Students must be reminded that they should not touch their faces whilst working with food. If they do they must wash their hands again;
- c. Students should wear clean, protective clothing;
- d. Classroom tables must be thoroughly disinfected using antibacterial cleaner and a new J cloth;
- e. Tables should be covered with cling film or a similar disposable covering;
- f. Students should wash their hands again after they have finished working with food;
- g. Students should always work in small, closely supervised groups.

Food storage can present difficulties. The guidelines below should be followed as a minimum:

- a. Food should not normally be stored in school unless appropriate conditions are made available;
- b. If small quantities are kept, it should be in a cool, dry place such as a ventilated cupboard;
- c. The shelves on which food is stored should be used exclusively for food and should be of an appropriate material, i.e. capable of being cleaned with disinfectant and kept dry;
- d. Perishable foods should be stored in a refrigerator, the temperature of which should be 5° or below. This should be checked with a fridge thermometer;
- e. It is good practice to keep perishables in the fridge for the shortest time possible. Leftover should be disposed of straight away if not needed. Opened packets must be tightly sealed with cling film if the contents are needed later that day;
- f. The fridge must be regularly cleaned and emptied
- g. Cooked foods should never be left uncovered. They must be kept as cool as possible and covered with greaseproof paper or kitchen paper, not cling film as this causes condensation;

- h. When deemed appropriate, all-purpose cling film should be used as other types of less versatile cling film can cause health hazards;
- i. Food taken home by the students must be hygienically protected.

Working with hot surfaces and hot substances

- Heating liquids in a microwave can be dangerous. Standing times must be observed. Use manufacturers instructions whenever possible
- Great caution should be exercised at all times where hot substances and surfaces are involved. Students should be regularly reminded of the departmental safety rules

Food Safety and Hygiene in the staffroom

All staff have a responsibility to keep the staffroom as germ-free as possible. The following points should be observed:

- the dishwasher must be used to wash all cups, mugs, cutlery and plates used by the staff
- staff should ensure that no personal food is kept in the staffroom for longer than necessary, and certainly not beyond its shelf life
- the fridge, microwave, cupboards and surfaces should be kept hygienically clean, with no food left to 'go off'

17 Flammables

It is unlikely that our college should have any quantities of flammables, particularly flammable liquids. Some cleaning items however are flammable and some highly flammable. Where these items are used, no large quantities will be stored. Deliveries and orders will be kept to a minimum. Where such items are required in the college, they will be stored in a suitable, locked metal cabinet, in the cleaner's or Site Manager's store.

18 Health and Safety Assistance

To satisfy its legislative requirements of having access to a competent person, the college seeks the assistance of the Health and Safety Team of the Local Authority. This department will provide advice and guidance on health and safety law and what the college needs to do to comply with that law.

19 Helpers and Visitors in Classrooms

Parent helpers, Governors and visitors are welcome in college to assist with all aspects of the curriculum. They must be willing to give their personal details for police check purposes, and should complete the necessary form at the Main Office. Each time they come to help, they MUST sign in at the Main Office and wear a visitor's badge, clearly visible to all.

Visitors in class should remember that they have a duty to report to the class teacher any equipment or incident which they perceive to be unsafe.

They should keep personal belongings with them at all times.

Paid contractors should supply a copy of their Health and Safety policy, risk assessment and evidence of Public Liability Insurance.

20 Inspections of the College

The college is inspected regularly by the Headteacher, the Health and Safety Coordinator and the Site Manager for any defects that could lead to an accident or ill health of any occupant. These inspections are carried out normally once per term.

The Health and Safety Coordinator with the involvement of Governors carry out safety inspections on an annual basis and submit a report to the Headteacher for action.

21 Ladders and Stepladders and Working at Height

21.1 Extending Ladders

Only the Site Manager and Caretakers, who have received the proper instruction and training, use extending ladders. Roof work, even retrieving balls, is not to be undertaken during windy or severe weather.

21.2 Stepladders kick stools

There are sufficient stepladders provided in college to prevent staff from using chairs or tables for access to high shelving or putting up displays. Staff should receive basic instruction in the use of step ladders to ensure that they are aware of how to use them safely. Instruction will include not having any degree of side loading and that the top step should not be stood on, unless it is designed for this, and has a suitable rail to support the user. High stepladders must always be held by a competent person whilst the user is standing on them.

Further guidance on ladders and stepladders and Working at Height can be found in the Personnel Handbook Section H on Boris.

22 Manual Handling

Manual handling includes lifting, pulling, pushing, moving and carrying. All staff are made aware of the risks associated with manual handling. Staff are advised to avoid manual handling as much as possible. Seeking assistance with the task can often reduce the risks for simple handling tasks.

Where there are manual handling tasks to be carried out then a suitable risk assessment will be carried out to determine if the risk can be reduced. This is particularly important where the college has disabled students who may need assistance for certain tasks. Where a manual handling assessment for a student is needed, it is likely that specialist assistance will be required, and the LA will be consulted.

Where staff have to carry out manual handling operations then the appropriate level of training will be provided.

Further guidance on Manual Handling operations can be found in the Personnel Handbook Section H on Boris.

23 Office Safety

The office is checked to ensure that trailing cables from computers do not cause tripping hazards.

A Display Screen Assessment is carried out by the Line Manager to ensure that office staff are not exposed to risks from repetitive strain injury or work related upper limb disorder. The office staff are involved in the assessment.

There is adequate storage provided for files etc.

Space under the desk and open floor areas are not used for storage.

Guidance on working with Display Screen Equipment can be found on the Personnel Handbook Section H on Boris.

24 Off Site Visits

An off site visit is any visit where the students are taken away from the college site

Bournemouth LA Risk Assessment Record (RAR) forms must be completed and documented for all off site visits before the visit takes place: No matter whether the visit for a whole day, half a day, or even if students are only to be off site for an hour, a risk assessment **must** be carried out. Before a visit can take place control measures must be put in place on the risk assessment form to reduce the risk level to low. If risk levels remain at medium or high the visit must be discussed with the Education Visit Coordinator and the Headteacher immediately. The most likely result will be that the proposed activity is stopped unless the risk can be reduced to an acceptable level before the offsite visit takes place

This process requires that **all staff involved in the visit must make a preliminary visit to observe the venue and its facilities for themselves at first hand.** Copies of RARs are to be forwarded to the Headteacher and the Safety Coordinator for each visit that takes place. The risk assessment process also determines the level of first aid cover for the visit.

Where the visits are regular visits, such as to the church or swimming pool, the risk assessment will be completed then reviewed **each term or year as necessary.**

All LA and DfES guidelines must be followed before any off site visits take place. All necessary documentation is to be completed before the visit takes place. **It is the responsibility of each Group Leader to ensure that every necessary check is made.**

Minimum ratios permissible are:

Day visits: 1 Adult :) up to 12 students (min 2 adults per group)

Residential visits: 1 Adult: up to 8 students (min 2 adults per group)

For Outdoor and Adventure activity please refer to Educational Visits Guidelines (Bournemouth Borough Council 2003)

Where outside activity providers are used, for example Museum Education providers, teachers have a responsibility to ensure that all facilities and procedures are in line with LA and DfES guidelines. Of course, most will be, but we must all be on guard to expect the unexpected, and to ask the question "What if ?"

First aid kits must always be taken on all off-site visits.

Travel arrangements for off Site Visits

Coach Bookings: The Leader of Area of Learning/HOD normally deals with all coach bookings. When making a booking the Main Office will need to know:-

- the number of students, and accompanying adults, including teachers, TAs and parent helpers
- the times of departure from college, arrival at venue, departure from venue and arrival back at college

On the day, the Main Office must know:

- which students and which adults are on each coach (if more than one coach is used)
- the company supplying the coach/es in question

It is essential for at least one teacher in each coach party to carry a mobile phone (fully charged), and for the Main Office to be informed of their mobile telephone numbers. Emergency contact between the college and the off-site party must be guaranteed.

Coach Travel:

- All passengers must wear a seat belt. Supervising adults must ensure that the belts are correctly adjusted to fit each student
- students may not sit on an adult's lap, even if it is their own parent
- all passengers must remain properly seated whilst the coach is moving or stopped in traffic
- an adult must be seated by each emergency exit
- all adults should be sure as to the whereabouts of emergency exits and fire extinguishers
- students should not sit in the front seats of the coach or in the centre rear seat (facing the aisle)
- supervisory adults must ensure that students behave in an orderly and mannered way at all times

- the group organiser should ensure that no property is left on the coach
- the coach should be left in a clean and tidy condition

The Educational Visits Coordinator must check all arrangements for off site visits before the visit commences.

25 PE Safety & Procedures

Each class group is allocated a changing room for their sole use. Students are not asked to line up or change in silence but to change quickly and quietly. Staff are instructed to supervise changing, take a register and secure the changing room when not in use. The use of showers after activity is not compulsory; however, an emphasis on personal hygiene is strongly encouraged. Clean facilities, hot water and privacy are always available.

Students are required to wear a white polo shirt displaying the college logo and PE department printed on it. Black shorts are compulsory in all PE lessons.

Students at KS4 are expected to wear black shorts and black polo shirts displaying the college logo. Appropriate footwear is required according to the activity being studied.

GCSE students are required to wear black shorts, black polo shirts and suitable footwear for the activity being studied.

During periods of inclement weather students are allowed to bring suitable protective clothing for outdoor activity. When students may be exposed for long periods in the sun they are encouraged to protect themselves from sunburn with both cream and clothing.

High standards of dress are demanded at all times and should a student fail to achieve the required code of dress the Department will provide the necessary articles of clothing/footwear on a temporary loan basis.

Even when students bring a medical note excusing them from actively participating in Physical Education it is expected they will change into PE kit and still take on a role during that lesson (coaching or umpiring small-sided games).

Safety Procedures

‘Exciting and challenging work should be presented to students in such a manner that they are never confronted with unreasonable tasks. Physical Education is by its very nature a challenge to growing students. It presents problems which can be met by a mixture of skill, fitness and personal judgements. Good, vigorous work will not be completely without risk but it should be without unnecessary dangers.’ (Safety in Physical Education – The British Association of Advisors and Lecturers in Physical Education).

‘The Physical Education Curriculum and the extra-curricular programme both require the same *duty of care* of teachers and provide many continuing opportunities to involve young people in safety matters. Awareness of safety is an integral part of the education process and its development will enable greater responsibility to be exercised by students as they mature. The knowledge derived has wide applications outside and beyond school, where the principles of safe practice are significant in underpinning the tasks and challenges of daily living. Safety is a cross-curricular theme but it will be most effectively demonstrated

and applied in the practical areas of learning; nowhere more so than in physical education,' (Safety in Physical Education – The British Association of Advisors and Lecturers in Physical Education).

Our first priority is to establish a good working relationship with students of all ages where discipline is firm and the students always know exactly what is required of them at any given time. A controlled environment is essential to safe practice. No group is allowed to work in a potentially dangerous field or activity until the teacher is satisfied that he/she has established good discipline.

We try to ensure that no student is given work which is beyond his physical capabilities. Students are encouraged to tell the teacher if he has particular fear of some activity. Consideration is given in particular to any student who is subject to a medical condition which can create difficulties in certain activities. The Department keep a file of relevant medical information on students. All our work is differentiated and designed for mixed abilities groups. As new activities are introduced the students are shown the potential hazards involved and safe working practice.

No student is ever allowed to use any piece of equipment or apparatus unless he has been given careful instruction in its use and until it has been checked by the teacher to be in a safe condition and in the correct place.

No member of staff is asked to conduct a lesson in any activity for which they are not qualified, or which is deemed to be beyond their capabilities and or experience.

No PE group is ever left unsupervised in a potentially dangerous environment.

A well stocked First Aid Box is maintained for the treatment of any minor injuries. In cases of more serious injury a telephone is readily available if the support of the emergency services is required. A record of all injuries is kept and in every case Parental contact is made.

Whatever activity is being undertaken, it must always be ensured that the appropriate clothing is worn, particularly on the feet. No jewellery or watches are ever allowed to be worn which could cause injury, and the chewing of sweets or gum is strictly forbidden at all times.

All PE staff have experience and qualification in the delivery of comprehensive programme that while changing, maximises safety and minimises risk of accident or injury.

26 Pregnant Workers

When a member of staff has become pregnant the member of staff must inform college and an appropriate assessment will be carried out to ensure that the duties performed do not cause her, or her unborn child, any harm.

Further guidance can be found in the Personnel Handbook Section H on Boris.

27 Property Maintenance

Although the Governors at Winton Arts and Media College are committed to regular buildings and maintenance checks, all staff are required to be vigilant about the issue of property maintenance. Any defects in the conditions of buildings or grounds should be reported to the Leader of Area or Learning/Head of Department who will log this in the reporting book located in the Health and Safety Coordinators pigeon hole. The Health and Safety Coordinator will liaise with the Chair of the Premises Committee of the Governing Body.

28 Risk Assessments

Risk Assessments will be carried out by the college to comply with legislative requirements. The risk assessment process will be lead by senior college management, but will include as many staff as possible. Risk assessments are carried out by:

- the Headteacher
- the Health and Safety Coordinator
- the Site Manager
- the group organiser for off-site activities
- Leaders of Areas of Learning/Heads of department

The risk assessment will look the **hazards** encountered, **who** may be harmed by them, **how** they may be harmed and the **control** measures that are in place or need to be put in place.

The findings of the risk assessment will be brought to the attention of staff and the assessment reviewed and revised as necessary. The review will take place **at least annually** but will also take place if there are changes that require it, such as building work being carried out at the college.

An up to date Risk Assessment Record is held by the Health and Safety Coordinator.

29 Road Safety

The college aims to promote, develop and encourage road safety awareness, including the use of the School Crossing Patrol, the pedestrian crossings, and road bridges with the support of both the parents and the Road Safety Office.

In respect of car passengers, the college will promote the wearing of seatbelts and will keep parents informed of current seat belt legislation. It requires parents exercising extreme vigilance when collecting / delivering their children.

When transporting students, staff must observe the following:

- No student may be transported by staff unless their vehicle is insured to cover official business and passenger use. The college must hold a copy of the relevant insurance documentation
- The vehicle must be roadworthy and staff should observe the Highway Code at all times

- Permission must be sought from the parent, in writing, before transporting any student
- The Headteacher or Deputy must be fully informed of any transportation arrangements involving students in staff cars

An up to date list of staff cars, detailing make, model and registration number, is held in the Main Office.

30 Safety Training

The safety training needs of the college will be considered by the senior management group and the appropriate training arranged for staff.

Safety training will be given to new or supply teachers as soon as they join the college. This basic training will include the procedures for fire and first aid. They should also be made aware of this safety policy and the procedures for implementing it.

The Headteacher will arrange refresher training as necessary.

31 School Watch

School Watch is a system initiated by the police in order to pass on information from school to school, where that information needs to be circulated as a matter of urgency.

It is used in response to information from:

- Students
- Parents
- Schools
- Education department members
- Members of the public
- Beat constables
- Patrol vehicles
- Other police officers

How it works:

- In the event of an alert at this College, the College will contact the control room at Winfrith on 01929 462 727
- The supervisor there will decide on whether or not to trigger School Watch
- If so, the LA's Planning & Development Officer will be contacted to agree which areas should be alerted.
- **ONLY THE POLICE CAN INITIATE SCHOOL WATCH:** not the schools/colleges themselves

32 Security

It is vital to make the college secure during the day. **Doors should not be left open where this would allow access to any outside visitors.**

32.1 Visitors

- Visitors to the College are directed to the Main Reception
- Visitors, even regular visitors and contractors, must sign the visitor's book at Reception. The college will issue a visitors badge for each visitor
- These must be visible and outside clothing such as jumpers etc
- If unknown visitors are encountered in the college, or not wearing a valid badge, **refer to the intruder section below**
- Visitors should sign out at the end of the visit

32.2 Valuable equipment

- All valuable equipment (over £100) must be security marked and an inventory is compiled and maintained by administrative staff

32.3 Personal Property

- Staff are responsible for the security of their own personal items. These can be deposited in the office safe or locked in cupboards during the day
- Students are strongly discouraged from bringing valuables and money into college
- Parents are reminded to identify students' clothing by securing nametags to all garments

32.4 Cash Handling

- The largest amounts of cash are likely to be the regular collections of money donated for trips and other college events. These are stored in the college safe. Cash is never stored on the premises for longer than necessary

32.5 Intruders

The college has a clear system for dealing with intruders:

- All staff are responsible for upholding the security of the building. Never let any visitor in through a side door. **ALWAYS** direct them to the front door and ask them to sign in and collect a visitor's badge
- All legitimate visitors must sign in at the Main Office/Reception and collect and **AT ALL TIMES** wear a visitor's badge in a clearly visible place on their clothing. This will help all staff and students to identify genuine visitors from intruders
- Staff encountering any visitor who does not display a visitor's badge should act in a careful manner with due regard for their own personal safety and that of the students in their care. The following points should be observed:
 - Keep calm. Avoid aggressive or challenging body language
 - Approach slowly
 - Speak clearly but calmly. Smile
 - Ask open questions e.g. "How can I help you?"
 - Keep your distance: stay 4-6 feet way from the potential intruder

- Listen to the potential intruder; try to direct them to the Main Office/Reception so that signing in procedures can be followed

If the intruder is in a classroom:

- Follow the points above, but also try and direct them towards the door, away from the students
- If you are concerned for the student's safety, ask a colleague to gather the students at the opposite end of the room, or to escort them into an adjoining classroom. If there is no colleague present, alert the nearest staff member
- The police will be called by office staff if there is a situation developing which threatens to cause a breach of the peace

It must be stressed that if all the necessary steps are taken to secure entrances and exits during the day, then we will never have to deal with an intruder alert, especially in classrooms.

ALL STAFF MUST BE AWARE OF THEIR INDIVIDUAL AND COLLECTIVE RESPONSIBILITIES IN THIS MATTER

33 Staff Leaving the Premises during the day

33.1 Home Visits

Teachers making home visits for whatever reason must leave clear written details at the Main Office, outlining:

- name of teacher
- name and address of person to be visited
- telephone number of above
- timings and expected duration of visit
- mobile telephone number of visiting teacher

There is a cautionary contacts list in use in Bournemouth which Headteacher and other staff should seek advice about before visiting: these are held by the Education Directorate.

33.2 Staff Feeling Unwell during the Day

Any staff member feeling unwell must speak to the Headteacher or Deputy Headteacher before leaving, and should notify the Main Office of their departure. This also applies to staff receiving emergency calls during the college day.

33.3 Staff Leaving on College or Personal Business during the Day

Any staff member leaving the premises should notify the Main Office of:

- their time of departure

- their destination (if on college business)
- their expected return time (if appropriate)

Staff leaving the premises on personal business should agree this with the Headteacher or Deputy Headteacher beforehand, unless they are simply leaving the premises during the lunch break.

34 Stress

We recognise that in all professions there is an element of stress, and that this in itself is not necessarily harmful or negative; it provides structure so that tasks do get completed and so that all staff can be effective. The college can then be an effective organisation.

However, we also recognise that too much stress can reduce individual and collective effectiveness and can have repercussions for not only the individual who is experiencing stress, but also for the students and staff with whom they work.

We do not regard illness produced by stress as a sign of weakness and we believe it should be discussed openly as an issue in college. The senior management group have due regard to workload when planning the college year, and when implementing new initiatives.

It must, however, also be recognised that these new initiatives are not only of our own choosing, but increasingly they are required of us by the DfES and the LA. We support the current moves towards minimisation of unnecessary bureaucracy.

In coping with stress, all staff are encouraged to support one another. Team members who work closely together are often the first to recognise the signs of stress in others, and when this happens, it is essential that the stressed individual has someone who can act as a supportive listener.

Any member of staff who is experiencing signs of stress should be encouraged to discuss the matter with their line manager:

- in the case of class teachers, with their year leader
- in the case of TAs, with their class teacher, and/or the SENCo
- in the case of senior leadership group members, with the Headteacher or Deputy
- in the case of lunchtime supervisory staff, with the senior supervisor
- in the case of office and support staff, with the Headteacher or Deputy
- in the case of cleaning staff, with the Site Manager

In the first instance there may be a relatively simple solution to relieve the immediate cause of stress. If this cannot happen then the matter should be referred to the Headteacher.

35 Student Safety

Representatives from establishments organising placements at Winton will be invited to appraise the general suitability of the placement from a health and safety point of view.

Students will be briefed by the Headteacher or a designated member of staff as to what is expected of them, and will be given clear guidelines regarding the basic health and safety regulations and procedures within the college. Emphasis will be placed on personal responsibility for their own safety and for that of others during their placement.

Students will be required to sign in at the Main Office before each visit, and to wear a visitor's badge.

Students will be required to complete a simple contact form giving details of:

- tutor contact name and address
- parent/guardian name and address
- any medial condition that may require treatment during placement e.g. epilepsy, diabetes etc

The contact form will be kept in the Main Office and returned to the student on completion of placement.

School students on placement must remain on the premises at all times, including lunchtimes unless written consent has been given by an authorised tutor or parent to do otherwise, e.g. medial appointment, returning to school/home for lunch etc.

36 Supervision of Children

36.1 Before and after College

The Governors cannot accept responsibility for students on college premises before 8.00 am. The main gate and playground and concourse will be supervised each day from 8.30 am until the start of registration at 8.40 am. The main doors, concourse, cycle sheds and main gate will be supervised for 10 minutes from the end of the college day at 3.00 pm.

37 Suspected Contaminated Mail

If you discover a suspect item inside a building and you are concerned that it may contain CBR (chemical, biological or radiological) material:

- If the item is still intact, **DO NOT** shake it, squeeze, or open it. If it is an item of mail that you are already holding, place it in a transparent, sealable plastic bag or container. If you do not have a container then cover it with anything to hand (e.g. clothing, paper, waste bin) and do not remove this cover
- do not touch, tamper or move any suspect item elsewhere
- turn off all air conditioners, fans, photocopiers, printers, computers and heaters
- remove as much outer clothing as possible, close all windows and evacuate the room, lock all doors, leave the keys in the lock
- place, if practicable, a clearly visible warning on the door
- Go to an isolated room and avoid other people as you can. It is vitally important that you segregate yourself and others who may have come into contact with the suspicious package

- Do not rub your eyes or touch your face or other people. Thoroughly wash your hands in soap and water as soon as possible
- inform the Senior Leadership Group or the Police by calling 999

If you discover a suspect outside a building:

- move away as far as possible against the wind from the device
- inform the Senior Leadership Group or the Police by calling 999

38 Technology Safety (including Art)

A safe and controlled working environment must be established. Tools and equipment must be stored and handled safely and appropriately at all times.

Staff should ensure that:

- They themselves have the relevant knowledge of how tools and materials should be used and stored. If in doubt...ASK! Be pro-active
- students should be taught to use appropriate tools and equipment carefully
- students do not have completely unrestricted access to tools and equipment
- the level of access reflects the students ability to handle tools and equipment safely
- students know which items are 'off limits', e.g. craft knives
- where possible tools should be stored near point of use, minimising movement
- there are not hazards from clothing, hair or jewellery whilst students are working
- students **NEVER** treat equipment inappropriately, such as putting small items near their mouths, or pretending to use equipment in a dangerous or reckless manner
- there are no peripheral hazards in the workspace
- the classroom is organised to facilitate safe working with tools and materials
- adults are appropriately deployed

39 Telephone Bomb Threats

The procedure for dealing with a telephone bomb threat will depend upon who answers the telephone. These procedures are designed to assist non teaching staff who are most likely to receive a telephone call reporting a suspect device. However these procedures should also be followed by teaching staff if they receive a telephone bomb threat at work.

Record the exact wording of the threat. If possible ask the following questions:

- 1 Where is the bomb right now?
- 2 When is it going to explode?
- 3 What does it look like?
- 4 What kind of bomb is it?
- 5 What will cause it to explode?

- 6 Did you place the bomb?
- 7 Why?
- 8 What is your name?
- 9 What is your address?
- 10 What is your telephone number?
- Record time the call completed:

Contact a member of SLG immediately who should contact the police. You should note the time of informing SLG and the time the police are informed.

Do not use the fire alarm to evacuate the building unless advised to do so by SLG.

Further guidance can be found in the Fire Safety Manual.

40 Vehicular Access

40.1 Pedestrians

Visiting the site should use the main entrance at all times, and should never enter via the vehicular access route.

40.2 Parental Vehicular Access

Must be arranged through the Main Office and Site Manager in advance, and then only in exceptional circumstances.

40.3 Contractors' Vehicles

Must be escorted onto the grounds and playground areas by the Site Manager or a member of staff on duty. Under no circumstances are vehicles to travel across the playground or other areas whilst in use by the students.

40.4 The Speed Limit

For all vehicles on college premises is 5 mph.

40.5 Parking

Is restricted and should be used by staff and scheduled visitors only. All parking is at the owner's risk.

41 Violence to Staff

For the College to function it is necessary for staff to have contact with members of the public. Whilst contact with members of the public brings with it a threat of violence the chances of becoming a victim of physical attack are very low. The Health and Safety Executive define violence as

“Any incident, in which an employee is abused, threatened or assaulted by a member of the public in circumstances arising out of the course of his or her employment.”

Home visits by staff should never be made without the consent of the Headteacher. Where a staff visit is deemed necessary staff **MUST** follow the guidance available online through BORIS in Section H of the Personnel Handbook under the section headed Violence to Staff.

All instances of threatening behaviour or acts of violence must be reported in line with the Colleges behaviour management policy. In addition staff should complete the Violent Incident/Occurrence Report Form available online through BORIS in section H of the Personnel Handbook under the section headed Violence to Staff.

42 Waste

The arrangements for removing waste from the college are reviewed annually by the Site Manager to ensure they remain satisfactory.

43 PAT Testing

All electrical equipment in the college needs to be pat tested at least once a year or more depending on the item involved, not doing so could see the item removed or switched off until it is tested.