



Scarborough
College

**HEALTH AND SAFETY POLICY AND GUIDANCE
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Scarborough College

HEALTH AND SAFETY POLICY AND GUIDANCE

1 STATEMENT OF INTENT

The Governors of Scarborough College are committed to ensuring the health, safety and welfare, so far as is reasonably practicable, of all students and members of staff whilst involved in the activities of the College. The College will comply with the provisions of the Health and Safety at Work Act 1974 and all subsequent regulations, including those implementing EC Directives.

They are further committed to ensuring the health, safety and welfare, as far as is reasonably practicable, of all students, visitors, contractors and other people whilst on site or whilst affected by the activities of the College within the 1974 HASAW Act and the Occupiers' Liability Acts 1957 and 1984.

Authority is devolved by the Board via the Headmaster and Business Manager to ensure that responsibilities for health and safety matters are effectively assigned, accepted and fulfilled at all levels within the College structure. For clarity, this means the Senior School, Prep School, Pre-school and for activities run under the auspices of Scarborough College 2000 Limited.

In order to fulfil this commitment, Scarborough College's policy, so far as is reasonably practicable, is to:

- Provide adequate resources to ensure that proper provision can be made for health and safety, so that when necessary appropriate action can be taken without delay.
- Provide and maintain the working environment and living conditions of all employees and students so that they are safe and without risk to health with adequate provision of facilities and arrangements for their welfare.
- Provide and maintain safe premises, safe entry and egress, safe equipment and safe systems of work.
- Ensure that hazards arising out of the activities of the College are identified and that the risks involved are assessed and effective measures taken to remove, or where not reasonably practicable, to reduce and control them.
- Provide the information, instruction, training and supervision necessary to prevent accidents and work related health disorders.
- Communicate and consult with staff on all matters, which could affect their health and safety at work in order to develop a proactive safety culture.
- Regularly monitor, review and continuously improve health and safety management practices, with regular health and safety committee meetings.

The arrangements for implementing this statement are detailed in this document, copies of which are available from the Business Manager. The Policy will be monitored for effectiveness and compliance, and audits completed on a regular basis. The overall policy will be reviewed annually by the Business Manager and ratified by the Board of Governors.

2 RESPONSIBILITIES

2.1 General

Scarborough College has a legal responsibility to ensure, so far as reasonably practicable:

- The health, safety and welfare of all students and members of staff whilst they are involved in the activities of Scarborough College.
- The health and safety of any other people affected by the activities of Scarborough College.
- That the premises of Scarborough College may be used safely and without risks to the health of any employee, student or any other person.

To fulfil the statutory requirements the specific responsibilities are as follows:-

Governors of Scarborough College

Ultimate accountability for the health, safety and welfare of all members of staff rests with the College Governing Body. All Governors of Scarborough College have a responsibility for the effective implementation of the Health and Safety Policy, and for proactive Health and Safety management. Authority is devolved through the Headmaster and Business Manager who manage Scarborough College on a day-to-day basis.

Headmaster and Business Manager of Scarborough College

Special responsibility for ensuring that the arrangements for fulfilling the policy statement are met, and that statutory duties are fulfilled, rests with the Headmaster and the Business Manager. In particular, they have responsibility for ensuring:

- The implementation of all health and safety arrangements, instructions and guidance contained within the Health and Safety Policy and Guidance.
- That Health and Safety management systems are properly monitored for compliance and effectiveness.
- That sufficient resources are identified and made available to prevent delays to any reasonably practicable Health and Safety action.
- That the Governors are kept informed of the performance and progress of the College towards fulfilling its statutory duties and complying with the Scarborough College Health and Safety Policy and procedures.

The Deputy Head and the Head of the Prep School

The Deputy Head and the Head of the Prep School, have been appointed to deal with matters relating to fire and emergency procedures in the Senior School and Prep School respectively. In the event of a fire practice or actual alarm, they have executive authority to:

- Clear the buildings
- Manage any roll calls or checks as may be necessary before responsibility is handed over to the attending Fire Service Officer.

Health, Safety & Facilities Co-ordinator (HSFC)

The role of the Health, Safety & Facilities Co-ordinator (HSFC), is to advise and assist the Headmaster, Business Manager and Senior Management Team in order that they can fulfil their Health and Safety responsibilities. In particular the HSFC must:

- Keep up to date with changes in health and safety legislation and good practice, and advise the Headmaster, Business Manager and Senior Management Team on how best to implement those changes
- Attend and guide the Health and Safety Committee meetings and serve as Secretary to the committee.
- Assist in risk assessments and accident investigations.
- Monitor the implementation of recommendations made following risk assessments, accident investigations and health and safety committee meetings.
- With the assistance of the Business Manager, produce accident and work related ill health statistics and undertake trend analysis.
- Act as a focal point for effective two-way communications to staff, especially via the Staff Representatives on the Health and Safety Committee.

Educational Visits Co-ordinator

The role of the Educational Visits Co-ordinator is to support and inform the Governors, the Headmaster and teaching staff in the management of educational visits and holiday trips (school trips). In particular, the Educational Visits Co-ordinator must:

- Ensure that school trips meet all school requirements and guidelines, with particular reference to risk assessment.
- Arrange induction and training for teaching staff in the management of school trips as required or requested.
- Determine when DBS clearances are required for parent and other adult volunteers assisting on school trips.
- Keep records and evaluations of all school trips.
- Periodically review systems in place and modify them as necessary in the light of changing legislation and best practice.

Heads of Department and Senior Teaching Staff

All Heads of Department and senior teaching staff are responsible for the effective implementation of the Health and Safety Policy within their area of responsibility. In particular, they must ensure that:

- Hazards which affect staff, students and other people are identified and the risks assessed. Where it is not reasonably practicable to eliminate hazards, effective measures must be taken to reduce and/or control them in order to prevent harm to staff, students and other people.
- Information on hazards and risk reduction methods are effectively communicated to all staff members, students and other people who may be affected by them.

- All accidents are properly reported on the same day and investigated and, where necessary, effective measures taken to prevent a recurrence.
- The Headmaster, Business Manager and, as appropriate, the HSFC are informed immediately about any major risks and any accidents which had, or have the potential for, a serious outcome.
- Consideration is given to safety and welfare at the planning stages of any structural operational or procedural change. Where possible this should include consultation with staff.
- Health and safety policy, instructions and guidance are fully implemented, properly followed and regularly monitored for compliance and effectiveness.
- Staff receive suitable and sufficient information, instruction, training and supervision to prevent them coming to harm whilst working on behalf of Scarborough College.
- There is effective two-way communication and consultation with staff on health and safety matters, particularly on any proposed changes to the working environment, the technology, the task or the work patterns.
- Effective Risk Assessment of their area of the College is carried out on an annual basis or as developments require.

All Staff

All staff members, whilst working on behalf of Scarborough College, are responsible for taking reasonable care of their own, and other people's, health, safety and welfare. In particular, they must:

- Report any hazards immediately to the head of their department and/or, as appropriate, the Business Manager and HSFC.
- Ensure they do not create hazards or take risks that could put their own or other people's health, safety and welfare at risk.
- Report any accident, regardless of the outcome, which occurs whilst working on behalf of Scarborough College immediately to the head of their department and/or, as appropriate, the Business Manager, HSFC or Healthcare Practitioners.
- Be familiar and comply with the Scarborough College Health and Safety Policy, procedures, rules, guidance and instructions, and also co-operate with management to enable them to carry out their responsibilities.
- Properly use the facilities provided, and not misuse or interfere with anything provided in the interest of Health and Safety at work.
- Inform the head of their department or the HSFC if they are unsure about how to undertake a task or instruction safely.

2.2 Health and Safety Rules

The following health and safety rules are intended to protect all staff, students, volunteers, contractors, visitors and other people affected by the activities of Scarborough College. Health and safety rules are mandatory to all levels of employees and others who are working at Scarborough College, and disciplinary action will be taken for breaches of the rules.

All Scarborough College employees and workers must:

- Report all accidents, regardless of their outcome, initially to the Healthcare Practitioners, or to Reception in the event of the Healthcare Practitioners' absence. All injuries should be recorded in the Accident Book by the Healthcare Practitioners in the Medical Centre (for all students) and in Reception (for visitors and staff). Accident Sheets should be completed for accidents off site and whenever the Healthcare Practitioners are unavailable and given to the HSFC.
- Report all hazards to the HSFC, Business Manager or Estates Manager.
- Co-operate with the College management on Health and Safety matters.
- Wear/use the personal protective equipment provided in all designated areas or for all specified operations/tasks where the College has informed them, either by signage, written information or verbally, that it is necessary to protect person/s, or where the risk assessment requires this.
- Use any safety equipment provided properly at all times.
- Follow at all times any health and safety information, instruction and training, either written or verbal in particular:
 - ◆ Safe working at height
 - ◆ Safe systems of working
 - ◆ Safe manual handling techniques

All Scarborough College employees and workers must not:

- Indulge in 'horseplay'.
- Create hazards to themselves and other people.
- Interfere with, or misuse, items provided for their safety.
- Attend work under the influence of alcohol, illicit drugs or any other intoxicating/narcotic substances.
- Consume alcohol whilst driving on behalf of the College. (Anyone driving on behalf of the College or operating machinery whilst under the influence of alcohol will be subject to disciplinary action).
- Smoke in any areas of the College premises, or permit smoking in any areas by students, staff, contractors or visitors, including E cigarettes.

Staff must not undertake hazardous tasks unless they:

- Are competent to do so.
- Have received relevant training.
- Have all the necessary equipment and safeguards.
- Are familiar with the relevant health and safety procedures.
- Have been authorised to do so.

Details of the College policy regarding Slips and Trips can be found in the Slips and Trips Policy

3 RISK MANAGEMENT AND RISK ASSESSMENT - SCOPE

This guidance is applicable to all those with responsibility for developing/implementing risk management strategy and undertaking risk assessments for activities which are under their control.

This includes the requirements of the Independent Schools Standards Regulations (ISSRs) 2014 revised 05/01/2015, National Minimum Standards for Boarding and Early Years Foundation Stage.

Please see separate Risk Assessment Policy.

4 EVACUATE THE PREMISES AND REPORT BOMB THREAT TO POLICE:

- Using the nearest available exit.
- Escort the persons in your charge from the room.
- Do not stop for, or go back for, personal belongings.
- Do not shout or run as this can cause panic.

Go straight to the assembly point for a roll call:

- The Senior School staff assembly point is the Lower Tennis Court area at the front of the College.
- The Prep School and Pre School, assembly point is their car park footpath.
- Students should assemble in registration groups at the marked assembly points, which have now been separated into year groups, due to Covid GOV guidance.
- Tutors (and staff substituting for Tutors) will collect electronic registers at the assembly point, from the Receptionist or designated deputy and call the register for their registration groups.
- Tutors should return the electronic register and the results to the Receptionist or designated deputy as soon as possible before returning to their tutor group to await further instructions from the Deputy Head or designated deputy.
- Teaching staff not taking registers, visitors and office staff, cleaners and grounds/maintenance staff will report to the duty Receptionist or designated deputy on the single hard tennis court.
- All catering staff will report to the Catering Manager or designated deputy on the single hard tennis court.
- Remain at the assembly point until you are told by the person in charge of the incident that it is safe to return. This is usually the Headmaster, Deputy Head or a Senior Fire Officer or Senior Police Officer.

4.1 Designated Staff Duties:

- Ensure safe evacuation of your classroom and surrounding areas.
- Take a roll call by taking the register of their students/staff and reporting if anyone is unaccounted for.
- The HSFC, Business Manager and maintenance/grounds staff will assist with safe evacuation.
- The Business Manager, Headmaster or designated deputy will contact the Emergency Services.

5 HEALTHCARE PRACTITIONERS AT THE MEDICAL CENTRE

If a student, staff or visitor becomes injured or unwell within school the Healthcare Practitioner should be contacted at the Health Centre on internal extension 212 or on mobile 07974905104. If the Healthcare Practitioner is not available the following First Aiders should be contacted immediately to assist.

QUALIFIED FIRST AIDERS

5.1 If a student, staff or visitor becomes injured or unwell within the school, the Registered Nurse should be contacted at the Medical Centre, on internal extension 212 or on mobile 07974905104. If the Registered Nurse is not available, the following First Aiders should be contacted immediately to assist.

PEFAW - Paediatric Emergency First Aid at Work

	Surname	Forename	Department	Extension	Requalification Date
1	Allport-Lilley	Jeanette	Pre-School	239	04/01/2021
2	Barker	Chris	Prep-school	234	04/01/2021
3	Barker	Julie	Prep-school	233	04/01/2021
4	Barnes	Allison	Secretary Senior School	201	28/08/2023
5	Brown	Caroline	Prep-school	237	28/08/2023
6	Cashell	Andrea	SEND		28/08/2023
7	Cunningham	Brett	Sports		04/01/2021
8	Davies	Joe	Senior School		28/08/2023
9	D'Eath	Melanie	Science	249	04/01/2022
10	Grant	Julie	Prep-School	245	04/01/2022
11	Hunter	Jackie	Pre-School	239	06/07/2022
12	Hutchinson	Rachael	Pre-School	238	28/08/2023
13	Lay	Helen	Religious education	345	16/03/2021
14	Lowe	Anna	Careers Teacher	356	28/08/2023
15	Marsay	Heather	Sports		04/01/2021
16	McIntyre	Charlotte	Pre-School	239	28/08/2023
17	Pickering	Emma	Pre-School	239	04/01/2021
18	Pinkney	Linda	Medical Centre/Boarding	212	04/01/2021
19	Rackham	Alex	Pre-School	239	28/08/2023
20	Read	Jonny	Games Teacher		28/08/2023
21	Robson	Dan	Prep-School		28/08/2023
22	Richardson	Martin	Prep-school	233	04/01/2021
23	Rinke	Piet	House Parent		28/08/2023
24	Stewart	Vicky	Prep-school	245	04/01/2021
25	Weeder	Jolene	Boarding house/Librarian	315	28/08/2023

STA – Safety Award for Teachers level 2 (1.4 metres)

	Surname	Forename	Department	Extension	Requalification Date
1	Grant	Julie	Pre-School	245	27/04/2020
2					

EFAW - Emergency First Aid at Work

	Surname	Forename	Department	Extension	Requalification Date
26	Adams	Heather	Languages/ Boarding	329	18/04/2021
27	Adams	Wayne	Games/Maths	364	29/08/2022
28	Croucher	Nigel	Health and Safety	358	29/08/2022
29	Denton	James	Science	362	29/08/2022
30	Harvey	Marianne	Boarding		29/08/2022
31	Harvey	Simon	Science/ Boarding	248	29/08/2022
32	Kehrli	Anne	Science	357	18/04/2021
33	Mc Dowell	Hannah	Bus Co-Ordinator	364	29/08/2022
34	Nimmo	Andrew	Bus driver		29/08/2022
35	Parkin	Philip	Catering	313	18/04/2021
36	Price	Garry	Cleaning Supervisor	312	29/08/2022
37	Ramsey	Heather	Games/Geography/ Boarding	325	29/08/2022
38	Roberts	Patrick	Games		29/08/2022
39	Robson	Richard	Geography/ D of E	322	25/03/2021
40	Thomas	Janet	Boarding administrator	323	29/08/2022
41	Thompson	Ian	Estates Manager	320	18/04/2021
42	White	Peter	Boarding/ Science	361	17/04/2021
43	Wilson	Phil	Business Studies	351	18/04/2021
44	Wilson	Jonathan	Bus driver		29/08/2022

5.2 Duties of the qualified first aider:

- To take charge in an injury or ill health situation and oversee the care of the affected person(s).
- Protect them, the affected person(s) and others from risks/continuing danger.
- Administer first aid within scope of training.
- Contact the Nurse Extension 212 or mobile number 07974 905 104, or Emergency Services 999. Complete an accident form and/or record if any treatment has been given.
- To take charge in an injury or ill health situation and oversee the care of the affected person(s).
- Protect them, the affected person(s) and others from risks/continuing danger.
- Administer first aid within scope of training.
- Contact the Nurse Extension 212 or mobile number 07974 905 104, or Emergency Services 999.
- Complete an accident form and/or record if any treatment has been given.

First Aid Box Locations

Lisvane Hall - Main Corridor	Estates
Lisvane Hall - Sound Booth	College Groundsman Hut
Lisvane Hall - Back of Stage	Deepdale Pavilion
Lisvane Hall - Back Stage Upstairs	Cricket Pavilion
L4	Mr Adams
L10	Mr S Mulryne
L16	Miss Ramsay
Pre-School	Miss Stewart
Pre-School	
Biology Preparation Room S8	
Physics S10	Mr Cunningham
Chemistry S2	Mrs M Harvey
Chemistry Preparation Room S1	Travel Kits 1,2, 3, 4, 5, 6,7,8,9,10,11 and 12
Drama M4	GU65 TBX
English M2	GU65 TBY
Art M8	GX63 DCV
Design & Technology M7	GX63 DDA
DofE Classroom	Bramcote Groundsman Hut
Music Room	Bramcote Sports Hall
Counsellor's Room	Acute Response
Studio M4	Weaponess House 1
Learning Support	Weaponess House 2
Main Entrance	Willersley House 1
Common Room	Willersley House 2
Kitchen	Denys Crews House

First aid boxes comply with the BSI 8599 recommendations and contain the following:

Medium First Aid Kit

- 1 Guidance leaflet
- 20 individually wrapped sterile plasters (hypoallergenic) in assorted sizes
- 10 antiseptic wipes
- 1 sterile eye pad
- 2 sterile triangular bandages
- 6 safety pins
- 6 medium sized individually wrapped sterile non-medicated wound dressings
- 2 large sized individually wrapped sterile un-medicated wound dressings
- 2 Burn dressings
- 1 crepe bandage
- Micropore tape 2.5cm
- 4 sterile saline/eyewash irrigation pods
- 3 pairs disposable nitrile gloves
- 2 lifeway resuscitator
- 1 pair of clothing scissors
- Clinical waste bag
- 1 vomit bag
- 2 Foil blanket
- 2 finger dressings
- 2 Sterile gauze swabs 10 x 10cm

All sports staff have a portable large sized first aid kit.

A portable emergency response first aid kit and travel first aid kits are available from the medical centre.

As mains tap water is readily available in the College for eye irrigation, there is no need to keep a supply of eye wash.

NB Paracetamol, and homely remedies are stocked and administered from the medical centre and boarding houses.

Medication is administered by registered nurses and specific trained members of staff, any medication dispensed will be logged onto Isams.

First Aid boxes should be restocked at the end of each term, or following use as soon as possible; at all times the contents must be sufficient to deal with all demands by the Health Care practitioner.

6 ACCIDENTS

An accident is an unplanned or unexpected event that could have a variety of outcomes, e.g. death, injury, health disorder, damage to equipment/property or interruptions in business. Alternatively, there may be no outcome - a 'near miss'. However, a 'near miss' is an accident waiting to happen and must be reported to the HSFC, using a "near miss form".

Accidents can result in major losses to Scarborough College, but more importantly can result in pain, suffering and difficulties for the individual.

The majority of accidents are preventable and everyone has a role to play in reporting hazards and unsafe work practices.

All serious accidents must be reported immediately to the Healthcare Practitioners (internal telephone extension 212), or the Business Manager (extension 205).

Visitors/Contractors **must report all accidents before leaving the College.**

6.1 Accident Procedure

Minor: If possible use the two way radio or telephone the Healthcare Practitioners on extension 212 for advice. They will usually advise you to send the student to the Health Centre. If the Healthcare Practitioners are not available, telephone Reception on extension 201 and send the casualty there, escorted, if appropriate, by a reliable student. If there is no internal telephone available, send the casualty with a reliable escort to Reception. The Receptionist will call on the Healthcare Practitioners or on the nearest available qualified first aider.

Major: Stay with the casualty. If possible use the two way radio or telephone the Healthcare Practitioners on extension 212. If there is no reply, telephone Reception on extension 201. If there is no reply, or if there is no telephone available, send two reliable runners to Reception/Staff Room (with instructions to knock loudly on the door and to ask for urgent first aid assistance). If necessary, the emergency services should be contacted on 999.

Documentation: All accidents must be recorded in the Accident Book/s located in Reception, Medical Centre and Prep School. Documents are required to be handed in to the HSFC as soon as possible.

If for any reason the Healthcare Practitioners are not available, e.g., excursions, away fixtures, off site lessons, details of the accident should be recorded on an Accident Book in each First Aid Bag and from qualified First Aiders.

All injuries, no matter how minor, should be recorded by you, or your nominee, in the Accident Book that is available at Reception, Common Rooms, Catering and Medical Centre. The HSFC will upload all accident record forms, onto Isams.

If your injury is so severe it prevents you making an entry, a colleague should make an entry on your behalf; however, you are entitled to check, and change, that entry if you feel it is incorrect at a later date.

Accident statistics should be checked periodically the Business Manager or designated deputy to check that the more formal accident reporting, detailed below, has been undertaken if appropriate. At the same time, any accident trends should be identified and reported to the Health and Safety Committee and any remedial action taken.

6.2 Reporting of Injuries, Disease and Dangerous Occurrence 2013 as amended (RIDDOR)

The above Regulations require that certain accidents be reported to the enforcing authorities, i.e. the Health and Safety Executive, in a set way, within a set timescale: failing to comply with the regulations is a criminal offence.

The Regulations cover three categories of accidents - specified major injuries, prescribed diseases, and listed dangerous occurrences.

The HSFC and Healthcare Practitioners have a complete list of all RIDDOR reportable accidents but it is extremely unlikely for the prescribed diseases or listed dangerous occurrences to occur whilst working on behalf of Scarborough College, the recent global pandemic of the Covid-19 virus must also be reported (check current updated guidance).

As there is a requirement to report to the Health and Safety Executive (HSE) Inspector immediately if a Major Injury occurs, from the Specified Major Injuries listed below.

The Business Manager must be informed **immediately** if any such injury occurs so that she can contact the Health and Safety Executive. In her absence, the HSFC or Healthcare Practitioners will undertake that duty instead.

If a RIDDOR accidents occurs outside of normal hours, the Business Manager should be informed on telephone number 07376120778 or the Healthcare Practitioners on 07974905104.

It is an offence to interfere with anything, other than as necessary, to care for injured persons, at the scene of a RIDDOR reportable accident, without the permission of the HSE.

A form F2508 (F2508A for diseases) must be sent to reach the HSE within **10 days** of the accident.

RIDDOR Specified Major Injuries:

- Any fracture, other than to fingers, thumbs or toes
- Any amputation of an arm, hand, finger, thumb, leg, foot or toe
- A crush injury to the head or torso, causing damage to the brain or internal organs
- Loss of sight (temporary or permanent)
- Injuries from electric shock or burns resulting in:
 - ◆ unconsciousness
 - ◆ resuscitation
 - ◆ admittance to hospital for more than 24 hours

- Serious burns covering more than 10% of the body
- Scalpings
- Any other injury leading to:
 - ◆ hypothermia or heat induced illness
 - ◆ unconsciousness caused by head injury
 - ◆ admittance to hospital for more than 24 hours

- Unconsciousness caused by asphyxia or exposure to harmful substances or biological agents
- Acute illness requiring medical treatment, or loss of consciousness caused by inhalation, ingestion or absorption through the skin
- Acute illness requiring medical treatment believed to be as a result of exposure to a biological agent or its toxins or infected material
- Any accident which results in a person not at work (e.g. visitor or customer) being taken to hospital from a place of work
- Any accident which results in the employee being absent, or incapacitated to do their normal work, for more than seven days

Note:-

- Non-working days are included in the total 7 days absence or incapacitated for work.
- Reporting of over seven-day injury is by sending the F2508 form only, i.e. no telephone call is necessary.

RIDDOR Reporting of Accidents to Students

Guidance issued by the HSE clarifies that pupil accidents that result in reportable injuries or conditions are only reportable if they 'arise out of, or in connection with, work' or are 'attributable to the manner of conducting an undertaking, the plant or substance used for the purpose of the undertaking and the condition of the premises used'.

In practice this means pupil accidents resulting in major injuries or a hospital visit that arose out of:

- Defects in, or hazards on, the premises or plant
- Defects/hazards arising from equipment provided for pupil use
- Poor supervision/instruction

Some sporting activities have inherent risks due to the nature of the sport, e.g. collisions during rugby, and injuries arising in this way would not be reportable. However, if a reportable injury arose out of faulty equipment, e.g. the goal post fell over and hit someone, or lack of supervision, then it would be reportable.

Accidents that occur during normal playtime 'rough and tumble' are not reportable, but would be if a reportable injury occurred due to defects in the playground surfacing or faults in play equipment provided, or a lack of supervision.

If a pupil fell over bags/furniture during a supervised lesson or fell down a crowded staircase whilst changing lessons or inhaled fumes during a laboratory experiment, and those accidents resulted in major injuries or a hospital visit, then they would be reportable.

If in doubt, contact the Business Manager who will verbally report to the HSE and confirm if the HSE require the completion of an F2508.

6.3 Accident Investigation

All serious accidents should be investigated: the amount of time and effort will depend on the severity or potential severity of the accidents. The departmental head or teacher concerned must conduct an investigation as soon as possible after the accident as evidence and memories become lost or contaminated over time. In the case of a RIDDOR accident, only the injured person should be touched until an additional investigation has been undertaken, which may include pictures and witness statements by the HSFC and/or Business Manager. If the HSE Inspector requested the area to be left untouched then it must be cordoned off, until they too have undertaken their investigation

7 HAZARD AND RISK

A hazard is something with a **potential** to cause harm, for example a corrosive chemical, a trailing cable or an unguarded dangerous machine.

Risk is the **likelihood** of that harm arising, for example, somebody putting their unprotected hand into a tub of acid is a risk but there is negligible risk from the same acid in a sealed tub in a locked store. The trailing cable at the head of a staircase creates a greater risk of serious harm arising than from the same cable situated in a quiet corner of an office.

7.1 Hazard Identification

In order to reduce risks to staff, students and visitors, it is necessary first to identify hazards.

Formal hazard identification inspection should be undertaken by all Managers and senior teaching staff covering their area of responsibility on a termly basis. Heads of Departments must ensure the inspections are undertaken within the first half of each term and that any remedial action is taken on a risk priority basis.

To assist in the inspection, a hazard identification checklist is used (see Appendix 1). Any hazards identified, either during the formal inspection or at any other time, should be reported to the Business Manager or HSFC as appropriate.

Staff should not wait for hazards to be discovered during these formal inspections, but should report any hazards to the departmental head immediately (note, this is a statutory requirement).

7.2 Risk Assessment

A separate Risk Assessment Policy is available for viewing or inspection.

Risk Assessment Following Formal Inspection

The risks arising out of the hazards observed during the formal inspection, or reported at any other time, will be assessed by the Business Manager or HSFC who will instigate 'reasonably practicable' risk removal or risk reduction/control measures.

A simple risk assessment form, to assess the risks arising from hazards identified during the once a term formal inspections is contained at Appendix 4. For more in depth risk assessment the form at Appendix 3 can be used where necessary.

Risk Assessment of Activities, Tasks and Processes

All activities, tasks and processes must be assessed to identify and remove/control any risks and to provide a 'safe system of work'.

Heads of Departments, working with Managers and senior teaching staff must identify all activities, tasks and processes, within their area of control, that have inherent risks and require risk assessment.

For each of the activities, tasks or processes identified, Risk Assessment Forms should be completed as fully as possible and then passed to the HSFC or his designated deputy. Initiating the appropriate action will be done through the HSFC or Business Manager.

In completing the Risk Assessments, the Heads of Department, Managers, and senior teaching staff will look at generic risks as well as individual or task specific risks and will develop Safe Systems of Work, where appropriate, for the ongoing protection of all staff, students and other people. The HSFC or Business Manager will give technical assistance where required. Staff and students will then be trained in Safe Systems of Work, as necessary, and the Safe Systems may be documented as required for future reference, and training. All new staff must be shown Safe Systems of Working.

Hazards arising from manual handling operations, the use of chemicals, the use of display screen equipment (DSE) or fire risk will be formally assessed, separate to the above termly inspections, by the HSFC or Business Manager.

Risk Assessment Guidance

A hazard is something with a **potential** to harm; risk is the **likelihood** of that harm arising. Risks are assessed in terms of the frequency of exposure to the hazard, the potential severity of harm arising from exposure to the hazard and the number of people exposed.

Risk assessment is a means to an end: once the nature of the risk is evaluated, a decision can be made from 'reasonably practicable' protocols (taking into account feasibility and balancing cost against risk) or action to remove, reduce and control, the risk. It may not always be reasonably practicable to remove a risk, but it is always reasonably practicable to do something.

Risk control measures can be physical, e.g. a barrier, procedural, i.e. safe systems of work, and/or training and/or supervision.

The action taken for one hazard in one situation may be totally different for the same hazard in a different situation where it presents a different risk. For example - it may be perfectly acceptable to leave the trailing cable in the corner of the quiet office, but it would not be acceptable to leave the cable stretched across the staircase.

Risk assessment helps the departmental head to prioritise risks for action - the high risks should be dealt with first and/or utilise the greatest percentage of the resources available. The lower risk may be dealt with later, when resources allow and/or may be controlled rather than removed.

For example - the cable across the head of the staircase should be removed and/or re-routed, but the office corner cable may only need a cable protector fitted; same hazard but different risks and therefore different action needed.

The Risk Assessment Process

Risk assessment is a logical, step by step process. An assessment can be done for an activity, a process, a task, area, person or even a group of people.

Stage 1 Prioritise the Risk Assessments

Where a lot of hazards exist in an area/process/task, etc., then it is helpful to have an initial, broad brush approach to 'risk assess' the risk assessments. In practice this means listing all the hazards and then making a rough judgement on the risks in order that those that appear to be higher risk can be assessed in more detail first.

Stage 2 Undertaking the Risk Assessments

- identify the hazard(s)
- identify the risks arising from the hazard(s)
- identify the people affected
- assess the likelihood of occurrence
- assess the likely degree of severity of possible harm
- evaluate the existing control measures
- evaluate the effectiveness of the control measures
- give a risk rating (high, medium or low)
- prioritise for reasonably practicable action
- record assessment

Stage 3 Implement Controls

- identify reasonably practicable control measures to remove the risk
- where it is not possible to remove the risk, identify a "reasonably practicable" short term, medium term or long term action to reduce and/or control the hazard
- implement the risk removal or reduction and/or control measures
- set a review date for the risk assessment based on the remaining risk and the consistency of the controls
- inform and train employees in the safe system of working

Stage 4 Monitor and Review

- monitor the control measures for their effectiveness once in place
- reassess at the review date or before if there are significant changes

7.3 Safety of Work Equipment

All equipment provided for use at work must be CE marked and suitable by design or adaptation to prevent risks to health and safety of staff and others.

Heads of department, HSFC or his designated deputy will assess the suitability and safety of existing work equipment as part of the general risk assessment programme. Existing and new staff must be trained in the safe use of equipment as identified by the Risk Assessment.

Electrical Equipment

A visual inspection and testing of electrical equipment is done as part of the annual Portable Appliance Testing programme. However, all staff need to be vigilant, and visually check all equipment for damaged loose wires, damaged housings or socket outlets, every time the equipment is used. Any defects should be reported immediately to the Business Manager, HSFC or a designated deputy, and the equipment disconnected or isolated until safety checked/repaired.

All portable electric equipment which is to be used on the premises by Scarborough College staff or students will be PAT tested. The Business Manager HSFC or her designated deputy is responsible for ensuring all electrical equipment used on the College's premises is logged, inspected and tested.

Care must be taken to ensure that circuits are not overloaded when new equipment is plugged in to the College's supply or equipment is moved and reconnected. Loading on any single socket must not exceed 13 amps and only approved extension cables must be used; these must be carefully sited so as not to create a trip hazard. Any equipment of high wattage or containing a heating element, e.g. a kettle, toaster, fire, hair dryer, hair straighteners, etc., needs its own wall socket supply and must not be plugged into extension leads. **If in doubt do not plug electrical equipment into the College's supply without seeking the advice of the Business Manager or HSFC.**

It is the responsibility of Departmental Managers and senior teaching staff to ensure electrical equipment that can be switched off is switched off when not in use.

Electrical Equipment Brought Into College by Students

Any visually defective or damaged equipment, including equipment needing adapting to UK voltage, must be confiscated until it can be inspected and PAT tested.

Boarding House Staff must ensure that students' electrical equipment plugged into the College's supply does not overload circuits or create tripping/fire hazards. Only approved extension cables can be used and loading on any single socket must not exceed 13 amps. Adapters/voltage converters must not be used unless approved by the Head of boarding, HSFC or a designated deputy.

It is the responsibility of boarding house staff to ensure that any electrical equipment is switched off, wherever possible, when it is not in use.

8 COMMUNICATIONS, CONSULTATION AND TRAINING

8.1 Employee Safety Representatives

It is extremely important to have effective two-way communication on all Health and Safety issues. Staff representing the following areas of the College serve on the Health and Safety Committee:

Department/Area/Post	Telephone No
Catering Manager – representing Catering	313
Deputy Head – representing the Head and Boarding	331
Head of Science – representing the teaching staff	248
Games Supervisor – representing sports	323
Healthcare Practitioners – representing Healthcare	212
Business Manager – representing admin and other support staff	205
Health, Safety & Facilities Co-ordinator	358
School Governor	N/A
Estates Manager – representing grounds staff	320

Safety representatives from the Safety Committee have the following duties:

- To facilitate two-way communication between management and staff on all Health and Safety issues.
- To encourage safety awareness amongst all staff.
- To meet formally with the Business Manager on a regular basis and at the once per term Health and Safety Committee meeting. Safety representatives will brief staff as required.

Safety representatives also have the right to investigate serious or potentially serious accidents, in particular RIDDOR accidents.

8.2 Health and Safety Committee

In order to manage health and safety effectively and to facilitate two-way communication and consultation on health and safety issues, Scarborough College has established the Health and Safety Committee. Other sub committees will be formed as necessary, with regular monthly Safety Committee meetings if required.

The names of the members of the Health and Safety Committee are shown in the table above.

The remit of the Health and Safety Committee is to:

- Set objectives and targets for the College to achieve for legal compliance and best practice
- Identify and provide adequate resources to meet the objective and targets
- Review accident statistics and follow-up recommendations to prevent re- occurrence
- Review risk assessments and develop safe systems of work
- Set training objectives
- Report hazards
- Communicate and consult with members and staff.

Information

The minutes of the Health and Safety Committee meetings will be put on health and safety notice boards and on the College network for the information of all staff to view.

Staff will also be given information on any specific risks and protective and preventative measures as relevant/necessary.

The statutory poster "Health and Safety Law - What You Need to Know" is displayed on the health and safety notice boards along with a copy of the updated First Aid list. As required by legislation, an Employer's Liability Certificate is also displayed.

From time to time, other health and safety information will be displayed for your information and staff should check the notice board regularly.

8.3 Health and Safety Training

It is Scarborough College policy to provide all staff with suitable and sufficient instruction and training, to enable you to work without putting yourself or others at risk.

All new staff will receive health and safety induction training and, from time to time, existing staff will receive health and safety awareness with refresher toolbox talk training.

The senior management team from the Health and Safety Committee will regularly review health and safety training needs, assisted by the HSFC or designated deputy, will undertake training needs analysis as part of the risk assessment process. Training in Safe Systems of Work will be undertaken for all relevant staff as new systems are developed and/or prior to undertaking tasks requiring such systems, either verbal or written instructions.

All staff who use Display Screen Equipment (DSE) may receive training in correct posture and good working practices in office ergonomics if required, they will also be asked to complete a workstation self-assessment form.

All staff who are required to lift items regularly at work as part of their working duties, will receive training in correct manual handling and kinetic lifting techniques.

Additional Health and Safety training will be given, as necessary, and staff must inform the Business manager or HSFC if they feel they require specific training, e.g. scaffold, ladder, fire etc.

The HSFC will keep records, electronic or carbon copy, signed by the trainee and dated for any health and safety training undertaken.

Do not undertake tasks which put you or other persons at risk. Do not undertake tasks for which you have not been trained, and are not confident or competent to undertake.

Policy Prepared by:

Nigel Croucher
Health, Safety and Facilities Co-ordinator

Person Responsible for Updates	Date Last Reviewed	Next Review Due
Alison Higgins	September 2020	September 2021



**Scarborough
College**

GENERAL INSPECTION CHECKLIST

Department Area Inspection Date

If the Hazard exists, mark $\sqrt{}$. If the Hazard does not exist, mark X or N/A

No.	Hazards	$\sqrt{}$ /X/N/A	Notes
1	Uneven/slippery floors/stairs		
2	Trailing wires/cables/sockets		
3	Overloaded electrical extension leads/block adaptors in use		
4	Damaged plugs/wire/electrical equipment		
5	Obstructed/narrow walkways/corridors/staircases		
6	Fire escape route/fire exit doors obstructed		
7	Access to fire extinguishers/alarm call points obstructed		
8	Emergency exits not signed and/or escape routes not obvious		
9	Fire alarm not heard on tests		
10	Flammables used/stored near ignition sources		
11	Accumulation of waste/rubbish		
12	Unstable/unsafe furniture		
13	Unstable/high storage/overloaded/top heavy filing cabinets		
14	Untidy/congested/poorly organised store rooms/cupboards		
15	Problems with building structure, e.g. loose tiles, cracked walls		
16	Unguarded/unsafe hazardous machinery/equipment		
17	Computers not set up correctly/staff adopting poor postures		
18	Hazardous substances in use without appropriate controls		
19	Extraction/suppression not used for tasks creating dust or fumes		
20	Personal protective equipment not used when required		
21	Frequent manual handling operations		
22	Manual handling of heavy/unwieldy items		
23	Manual handling requiring reaching/twisting/awkward postures		
24	Manual handling in difficult conditions or over long distances		
25	Overcrowded/congested classrooms/shared areas		
26	Personal safety risks, e.g. insecure windows or doors		
27	Problems with heating and ventilation		
28	Potential to fall from heights, e.g. fully opening windows		
29	Access to unprotected high areas: ladders not secured		
30	Staff/contractors working in an unsafe manner		
31	Leaks		
32	Any other hazards observed		
Name of person(s) undertaking inspection			
Signature of Head of Department			



Scarborough
College

RISK ASSESSMENT GUIDANCE CHECKLIST

1 LOCATION AND ACTIVITY

Identify the location/department and the activity/task/area to be assessed.

2 HAZARDS

Look out for the Hazards which “potentially”, can result in significant harm.

3 RISKS

Identify all the risks “who and how” that may result from each identified Hazard.

4 WHO MIGHT BE HARMED?

Identify the groups who might be affected e.g. students, teachers, visitors, cleaners, maintenance staff etc, and anyone who needs special consideration e.g. disabled, inexperienced, lone workers.

5 ARE RISKS CONTROLLED?

Have you already taken precautions against the risks you have identified? Determine what existing control measures are already in place for each Hazard you have identified.

6 SEVERITY RATING (SR)

Based on the inherent severity/effect of each identified Hazard, and before any controls are applied, enter the appropriate rating as follows; High, Medium, Low using the risk matrix guide.

7 PROBABILITY RATING (PR)

Based on the existing control measures in force, decide on the probability that the Hazard will actually manifest itself as follows: High, Medium, Low using the risk matrix guide.

8 RISK RATING (RR)

The overall **RISK RATING** will be achieved by considering the severity X by the probability.

9 FURTHER ACTION REQUIRED

What more could you reasonably do to mitigate those risks which you found which were not adequately controlled? Record your recommendations for further action, but make sure that existing controls measures are also maintained.

10 COMPLETION

Enter the date when the further action has been completed.

Ref: SC/RA000/NC

SCARBOROUGH COLLEGE RISK ASSESSMENT v3

Review date:

DEPARTMENT: _____ **ACTIVITY:** _____

LOCATION: _____ **DATE:** _____

ASSESSOR: _____ **APPROVED BY:** _____ **DATE:** _____

HAZARDS IDENTIFIED "The potential to cause harm"	RISKS "Who & How"	EXISTING CONTROLS "Actions in place to reduce harm"	PR x Probability 1 to 5	SR x Severity 1 to 5	RISK RATING Total	FURTHER ACTION REQUIRED "Increased actions to reduce harm"	NEW RISK RATING Total
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PEOPLE WHO MAY BE HARMED: STUDENTS TEACHERS SUPPORT STAFF VISITORS CONTRACTORS OTHERS ...

SR = SEVERITY RATING (Low / Medium / High) PR = Probability Rating (Low / Medium / High) RISK RATING = SR x PR (Low / Medium / High)

Ref: SC/RA000/NC

SCARBOROUGH COLLEGE RISK ASSESSMENT v3

Review date:

DEPARTMENT:			ACTIVITY:				
LOCATION:			DATE:				
ASSESSOR:		APPROVED BY:			DATE:		
HAZARDS IDENTIFIED "The potential to cause harm"	RISKS "Who & How"	EXISTING CONTROLS "Actions in place to reduce harm"	PR x Probability 1 to 5	SR x Severity 1 to 5	RISK RATING Total	FURTHER ACTION REQUIRED "Increased actions to reduce harm"	NEW RISK RATING Total

5 x 5 Risk Matrix

	5	4	3	2	1	
P R O B A B I L I T Y	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
	S E V E R I T Y					

Probability

1 = Very unlikely occurrence, never happened before
 2 = Unlikely occurrence, may have happened once in the past
 3 = Possible, may happen and has happened before several times in the past
 4 = Likely, has happened many times in the past and is still occurring
 5 = Very likely, is certain to happen

Severity

1= Minor, first aid not required
 2 = First Aid, provision by a qualified first aider
 3 = Lost Time, an injury which requires a hospital visit or causes time off work
 4 = Major, broken limbs, unconsciousness or disabling
 5 = Fatality, results in death

Residual Risk

16 to 25 = **High Risk. RED** Activities should cease until controls are implemented to reduce risk
 10 to 15 = **Medium Risk. ORANGE** Should only be tolerated in the short term whilst further controls are being considered
 1 to 9= **Low risk. GREEN** Acceptable subject to review

PEOPLE WHO MAY BE HARMED: STUDENTS TEACHERS SUPPORT STAFF VISITORS CONTRACTORS OTHERS ...

SR = SEVERITY RATING (Low / Medium / High) PR = Probability Rating (Low / Medium / High) RISK RATING = SR x PR (Low / Medium / High)



Scarborough
College

SIMPLE WAH PLANNING - RISK ASSESSMENT FORM v1

Department.....

Location.....

Description of task/activity/area/process being assessed:

Hazard(s) present:

Risk(s) arising from the hazards:

Controls currently in place:

Action needed to remove, reduce and control the risks:

	High	Medium	Low
Risk Rating once correct controls are in place (please tick):			

Name and date of the responsible person(s) for taking this action:

Name of Assessor Signature

Approved by Signature

PLEASE HAND THIS FORM TO NIGEL CROUCHER, HEALTH, SAFETY AND FACILITIES CO-ORDINATOR



Scarborough
College

DESIGNATED POST HOLDERS AT SCARBOROUGH COLLEGE

Chair of Governors	Dr John Renshaw
Headmaster	Guy Emmett
Business Manager	Alison Higgins
Deputy Head	Tim Cashell
Head of Prep School	Chris Barker
Health, Safety & Facilities Co-ordinator	Nigel Croucher
Educational Visits Co-ordinator	Tim Cashell
Catering Manager	Paul Freeman Hacker
Boarding Co-ordinator	Tim Cashell
School Nurse	Linda Pinkney



Scarborough College

ACTIVITIES OR AREAS WITH SIGNIFICANT RISKS FOR HEALTH AND SAFETY, WHICH NECESSITATE THEIR OWN DETAILED ARRANGEMENTS

An assessment has been carried out to ascertain which high risk areas require their own individual health and safety policy or risk assessment.

Boarding Houses

The Head of Boarding and Deputy Head have overall responsibility for safety for the boarding houses.

The Boarding Co-ordinator is responsible for the safety of weekend boarding excursions and trips & visits.

The House Parents are responsible for Health and Safety in their respective houses.

The Boarding Handbook is issued to each boarding pupil and member of staff. A copy is available for inspection at each of the Boarding Houses and is updated regularly.

Games and Physical Education

The Sports staff are the people responsible for Health and Safety in this area. There is a separate Departmental PE Health and Safety Policy.

School Trips and Visits

The Deputy Head is the designated Educational Visits Co-ordinator.

Detailed guidance is in the 'Educational Visits Policy' which can be found in the 'Trips and Visits' folder of the staff 'W' drive on the College network. A reference copy of the HASPEV is also available in the 'Trips and Visits' folder.

Science Laboratories

The Head of Science is the person responsible for Health and Safety in the Science Laboratories. Safety guidance for staff is provided by the online CLEAPSS CARD SYSTEM (Consortium of Local Authority for the Provision of Science Studies) held in the Chemistry Prep Room on the Ground Floor in the Science block. There is a separate Science Department Policy.

Art and Design

The Head of Art and Design is the person responsible for Health and Safety in this area.

Design and Technology (D&T)

The Head of D&T is responsible for Health and Safety in this area. Safety guidance for staff is provided by the online CLEAPSS System. There is a separate D&T Health and Safety Policy.

Catering

The catering activity is contracted out, the designated Catering Manager is the person responsible for Health and Safety in the Catering Department. Risk Assessments and details of safe working practices are kept in the Catering Manager's Office.

Estates (including Grounds, Cleaning and Maintenance

The Estates Manager is the person responsible for Health and Safety for the Estates Department and grounds. Risk Assessment and details of safe working practices are kept in the Estates Manager's Office.

Duke of Edinburgh Award Scheme

The D of E leader is the person responsible for Health and Safety in Duke of Edinburgh Award activities. Risk Assessments and documented trips & visits forms EV1 or EV2 are completed.

Contractors

Contractors undertaking work at Scarborough College must be approved by the Business Manager, Estates manager, or HSFC in advance. This process will normally require the submission of a completed pre-qualification questionnaire and acceptance of the Scarborough College Site Rules. A Contractor site induction form and any RAMS will be held in the Health and Safety office.

Emergency Crisis and Disaster Procedures

In the event of an Emergency Crisis or Disaster all guidance and Emergency Contact Numbers are published within the Crisis Management Plan.

Minibuses

The Minibus Policy and emergency guidance is available, with a copy in each minibus.