

HEALTH AND SAFETY POLICY AND GUIDANCE CONTENTS

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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 EU Directives as required by any retained EU Law.

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.

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 including living conditions of all employees, and students so that they are safe, 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, and moral 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. 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 evacuation 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 Manager (HSFM)

The role of the Health, Safety & Facilities Manager (HSFM), 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 HSFM 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. 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 staff members, students and other people who may be affected by them
- All accidents are properly reported on the same day and investigated, where necessary effective measures are taken to prevent a recurrence
- The Headmaster, Business Manager and, as appropriate, the HSFM 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 it

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. They must:

- Report any hazards immediately to the head of their department and/or, as appropriate, the Business Manager and HSFM
- 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, HSFM 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 HSFM 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, or near miss 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, then forwarded to the HSFM / Healthcare practitioners
- Report all hazards to the HSFM, 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 equipment provided, properly and safely at all times
- Follow at all times any health and safety special precautions, of instruction and training, either written or verbal in particular
 - ◆ Safe working at height
 - ◆ Safe systems of PUWER
 - ◆ Safe manual handling techniques
 - ◆ Safe use of electricity

All Scarborough College employees and workers must not:

- Indulge in 'horseplay'
- Create hazards to themselves or 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 the separate Risk Assessment Policy.

4 FIRE EVACUATION FROM THE PREMISES:

- 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 your 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 in the lower tennis court
- Tutors (and staff substituting for Tutors) will collect electronic or paper registers at the assembly point, from the Receptionist or designated deputy and call the register for their registration groups
- Tutors should return the electronic or paper register and give 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 the 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 missing or unaccounted for
- The HSFM, Business Manager and maintenance/grounds estates staff will assist with safe evacuation
- The Business Manager, Headmaster or designated deputy will contact the Emergency Services, if required

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.

QUALIFIED FIRST AIDERS

If a student, staff or visitor becomes injured or unwell within the school, the Nurses should be contacted at the Health Centre, extension 212 or mobile 07974 905104. If the Nurses are not available, the following first aiders should be contacted immediately to assist.

	Surname	Forename	Department	Ext	Requalification
1	Adams	Heather	Senior School MFL Teacher	329	10/06/2024
2	Allport-Lilley	Jeanette	Learning support	313	10/06/2024
3	Adams	Wayne	Maths Teacher/Games	M13	29/11/2025
4	Barker	Chris	Prep-school Headmaster	234	10/06/2024
5	Baker	Julie	Prep-School Receptionist	233	29/11/2025
6	Barnes	Allison	PA - SMT	204	28/08/2023
7	Brightling	Emily	Deputy House parent/Games		29/11/2025
8	Brown	David	Health Care Assistant	212	10/06/2024
9	Cargill	Sue	Cleaner		06/07/2026
10	Cashell	Andrea	SEND	313	28/08/2023
11	Cook	Katie	Senior School History Teacher	348	10/06/2024
12	Croucher	Nigel	Health and Safety Co-ordinator	302	29/11/2025
13	Cross	Mia	Prep-School Teacher	237	29/11/2025
14	D'Eath	Melanie	Science Technician	349	27/04/2025
15	Denton	James	Science	362	27/04/2025
16	Emmett	Helen	Geography Teacher	402	10/06/2024
17	Evans	Kate	Boarding administrator	700	10/06/2024
18	Goulder	Lee	Design and technology	104	10/06/2024
19	Harvey	Marianne	Science Technician	349	27/04/2025
20	Harvey	Simon	Senior School Chemistry Teacher	218	27/04/2025
21	Hill	Katie	Prep-School Teacher	244	10/06/2024
22	Hunter	Amy	Pre-school	239	27/04/2025

	Surname	Forename	Department	Ext	Requalification
23	Hunter	Jackie	Pre-School	239	27/04/2025
24	Hutchinson	Rachel	Prep School Teacher	238	06/07/2023
25	Thurgood	Daniella	House Parent		06/07/2023
26	Kehrli	Anne	Chemistry Teacher	357	10/06/2024
27	Kench	Rob	Director of Sport	359	29/11/2025
28	Knowles	Jenny	Teaching assistant		06/07/2023
29	Kipling	Sophie	Senior School Administration team	102	29/11/2025
30	Lay	Helen	Senior School Philosophy & Religion	336	29/11/2025
31	Lowe	Anna	Careers		28/08/2023
32	Nimmo	Andrew	Bus driver		27/04/2025
33	Oakden	Sam	Receptionist	201	06/07/2023
34	Pickering	Emma	Pre-School	239	10/06/2024
35	Pinkney	Linda	School Nurse	212	27/04/2025
36	Price	Gary	Cleaning Supervisor	312	29/11/2025
37	Rackham	Alex	Pre-School	239	06/07/2023
38	Ramsey	Heather	Senior School Geography Teacher	342	27/04/2025
39	Rinke	Piet	Deputy House Parent/Games		28/08/2023
40	Robson	Dan	Prep-School Teacher/Games		06/07/2023
41	Speak	Emma	Design and Technology/Games	104	29/11/2025
42	Stewart	Vicky	Prep School Teacher/Games	245	29/11/2025
43	Thompson	Ian	Grounds and Maintenance manager	215	06/07/2026
44	Thurgood	Sam	Senior School Teacher/Games		29/11/2025

	Surname	Forename	Department	Ext	Requalification
45	Turner	Steven	Bus Driver		27/04/2025
46	Vickery	Dan	Mathematics	327	27/04/2025
47	Weeda	Jolene	Boarding House parent/Librarian	315	06/07/2023
48	Wentworth	Jacqueline	Teacher		06/07/2023
49	White	Peter	Senior School Teacher	361	10/06/2024
50	Wooley	Joseph	Deputy House Parent/Games		29/11/2025

- To take charge in an injury/ill health situation and oversee the care of the persons.
- Protect them, the affected person(s) and others from risks/continuing danger.
- Administer first aid within scope of training.
- Complete an accident form and/or record if any treatment has been given.

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 (L)	Mr W Adams
Lisvane Hall – Main Corridor (R)	Mr Robb Kench
Lisvane Hall – Back of Stage	Mrs M Harvey
Lisvane Hall - Sound Booth	Mr Joe Davies
Prep-School – Year 2	Mrs J Hunter
Prep-School – Year 3	Miss E Speake
Prep-School - Year 6	Miss H Ramsey
Pre- School	Mr J Davies
Biology Preparation Room S8	Miss V Stewart
Physics S10	Miss K Evans
Chemistry S2	Mr P Rinke
Chemistry Preparation Room S1	Mr D Robson
Drama M4	Mr C Barker
Music Room	Mr Mulryne
Art M8	YP22 YXO
Design & Technology M7	YP22 YXU
Counsellor's Room	GC18 GPO
Acute Response	GK68 BVN
Acute response asthma/anaphylaxis	GK68 ZZL
Travel kits 1 - 10	Learning Support
Main Entrance	Bramcote sports hall
Common Room	Bramcote groundsman hut
Kitchen	Denys crews House + Asthma kit
Estates	Weaponness House 1 + Asthma kit
College Groundsman Hut	Weaponness House 2
Deepdale Pavilion	Willersley House 1 + Asthma kit

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
- 20 antiseptic wipes
- 1 sterile eye pad
- 2 sterile triangular bandages
- 6 medium sized individually wrapped sterile non-medicated wound dressings
- 2 large sized individually wrapped sterile un-medicated wound dressings
- 2 Burn dressings
- 1 bandage
- Micropore tape 2.5cm
- 6 pairs disposable nitrile gloves
- 1 lifeway resuscitator
- 1 pair of clothing scissors
- Clinical waste bag
- 1 vomit bag
- 1 foil blanket
- 2 finger dressings

All sports staff have a large sports first aid bag.

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 School Nurse (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 School Nurse 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 School Nurse or on the nearest available qualified first aider.

Major: Stay with the casualty. If possible, use the two-way radio or telephone the School Nurse 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, Health Centre and Prep School. Documents are required to be handed in to the HSFM as soon as possible.

If for any reason the School Nurse 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 Health Centre. The HSFM/Healthcare practitioner 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 School Nurse 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 School Nurse 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 School Nurse 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
- Scalping

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 investigate 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 seen to, with the area untouched or made safe 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.

A **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

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

Formal hazard identification, and 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 HSFM 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 a 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 HSFM who will instigate 'reasonably practicable' risk removal or risk reduction or additional control measures.

A simple risk assessment form, to assess the risks arising from any hazards identified during the once a term formal inspection, is contained at Appendix 4. For a 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 place 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 that may require a 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 HSFM or his designated deputy. Initiating the appropriate measures through the HSFM, Business Manager or Estates 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, they will also develop Safe Systems of Working, where appropriate, for the ongoing protection of all staff, students and other people. The HSFM or Business Manager will give technical assistance where required. Staff and students will then be trained in Safe Systems of Working, as necessary. The Safe Systems of working may be documented (as required) for future reference, and training. All new staff must be shown all methods of Safe Systems of Working.

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

RISK ASSESSMENT GUIDANCE

A hazard is something with a potential to harm; risk is a likelihood of that harm arising. Risks are assessed in terms of the frequency of exposure to the hazard, and the potential severity of harm arising from exposure to that hazard, also the number of people who may be 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' (considering the probability, feasibility and balancing all costs against risk) or an 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, or procedural, i.e. safe systems of working, and/or training and/or supervision.

The action taken for one hazard in one situation, may be totally different for the same hazard in another different situation, especially when it presents quite a different type of 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 actions are needed.

Dynamic risk assessments are generally used when systems or processes change rapidly, such as in an emergency, decisions, and control measures may be made verbally, and may go undocumented at that point in time.

The Risk Assessment Process

Risk assessment is a simple, logical, step by step process. An assessment can be done for an activity, a process, a task, an area, a 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 may be helpful to have an initial, “broad brush” approach to the risk assessment process. 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 the 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 risk 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 any significant changes

7.3 Safety of Work Equipment

Under PUWER (Provision, and Use of Work Equipment Regulations) all equipment provided for use at work must be suitably CE marked, either by design or adaptation, to prevent risks to health and safety of staff and others, they will be maintained in a safe condition, and used by suitably trained persons.

Heads of department, HSFM 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 by their line manager or HOD.

Electrical Equipment

A pre use visual inspection, and annual testing of electrical equipment is completed as part of the portable appliance electrical safety testing programme. However, all staff need to be vigilant, and visually check all equipment for any damaged or loose wires, damaged cabling or damaged wall socket outlets, every time the equipment is used. Any defects should be reported immediately to the Business Manager, HSFM, Estates Manager or a designated deputy, ensuring the equipment is disconnected or isolated until safety checks or repairs are completed.

All portable electric equipment which is to be used on the premises by Scarborough College staff or students will be safety inspected or tested. The Business Manager, HSFM or a 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 then 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 HSFM.**

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 for electrical safety.

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

Department/Area/Post	Telephone No
Catering Manager – representing Catering	378 PC
Deputy Head – representing the Head and Boarding	331 TC
Head of Science – representing the teaching staff	360 JD
Sports Director – representing sports	359 RK
School Nurse – representing Healthcare	212 LP
Business Manager – representing admin and other support staff	205 AJH
Health, Safety & Facilities Co-ordinator	302 NC
School Governor	N/A JR
Estates Manager – representing grounds staff	215 IT

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:

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 HSFM, or Business Manager on a regular basis and meet at least once per term as part of the Health and Safety Committee membership. Safety representatives will brief staff, and “cascade” safety information as required

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

8.2 Health and Safety Committee

To manage Health and Safety effectively, and to facilitate two-way communications on all Health and Safety issues, Scarborough College has established the Health and Safety Committee with staff members from teaching, support and catering. Other sub committees may be formed as necessary, with regular quarterly Safety Committee meetings, or as 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, or on the College network for 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 Aiders 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 boards 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 safely 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 additional various safety awareness training, or toolbox talk training.

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

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, either by verbal or written instructions from their line manager.

Additional Health and Safety training will be given, as necessary, staff must inform the Business manager, their line manager or HSFM if they feel there is a requirement specific training, e.g. scaffold, ladder, fire etc.

The HSFM/HR will keep records, electronic or carbon copies, signed by the trainee, 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 Manager

Person Responsible for Updates	Date Last Reviewed	Next Review Due
Nigel Croucher/Alison Higgins	September 2023	September 2024

GENERAL INSPECTION CHECKLIST

DepartmentAreaInspection 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			

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” which may result from each of the identified Hazard.

4. WHO MIGHT BE HARMED?

Identify the groups who might be affected e.g. students, teachers, visitors, cleaners, maintenance staff etc., also anyone who needs special consideration e.g. disabled, inexperienced, young or 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, and 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 control 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:
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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

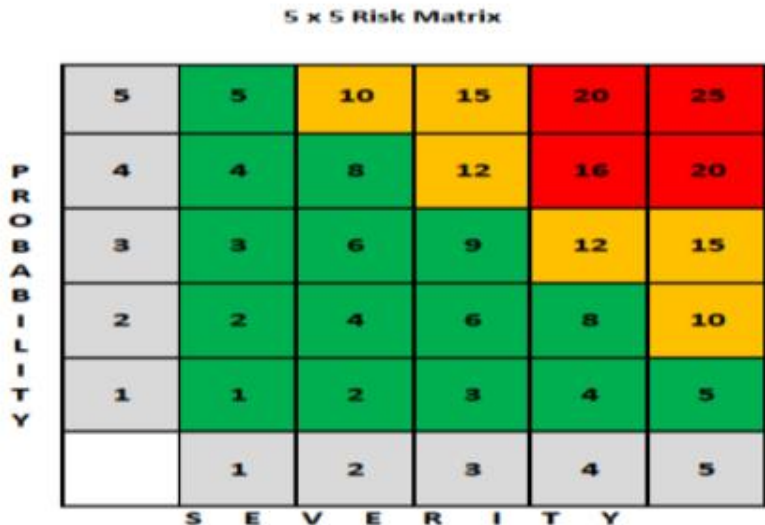
PEOPLE WHO MAY BE HARMED: STUDENTS ☐ TEACHERS ☐ SUPPORT STAFF ☐ VISITORS ☐ CONTRACTORS ☐ OTHERS ☐...

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

APPENDIX 3

Ref: SC/RA000/NC	SCARBOROUGH COLLEGE RISK ASSESSMENT v3	Review date:
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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



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

SIMPLE WAH PLANNING - RISK ASSESSMENT FORM v1

Department.....

Location.....

Description of task/activity/area/process being assessed: 	Hazard(s) “the potential to cause harm”:
Risk(s) “to who and how” arising from the hazards: 	Controls currently in place, “actions to reduce harm”:

Action needed to “remove, reduce and control” the risks:

Risk Rating once correct controls are in place (please tick):	High	Medium	Low
Name and date of the responsible person(s) for taking this action: 			

Name of Assessor.....Signature.....

Approved bySignature.....

PLEASE HAND THIS FORM TO NIGEL CROUCHER, HEALTH, SAFETY AND FACILITIES MANAGER

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 Manager	Nigel Croucher
Educational Visits Co-ordinator	Stephen Mulryne
Catering Manager	Pauline Copp
Boarding Co-ordinator	Tim Cashell
School Nurse	Linda Pinkney
Estates Manager	Ian Thompson

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, 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 Director is 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 or appointed person.

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 for overall 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 expedition 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 HSFM 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 Facilities co-ordinator is responsible for Health and Safety for all minibus safety, and activities. A Minibus Policy, and emergency guidance is available with a hard copy located in each minibus.