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## **DAVID GAME COLLEGE**

### **HEALTH AND SAFETY POLICY 2019-20**

#### **RESPONSIBILITIES, ARRANGEMENTS, POWERS AND PROCEDURES**

*This policy applies to the whole College*

#### **Document**

<b>Information Sharing Category</b>	PUBLIC
<b>Version</b>	3.0
<b>Date published</b>	August 2019
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<b>To be reviewed before</b>	12 months of published date
<b>Responsible area</b>	Vice Principal & Head of H&S

This policy is inclusive of activities outside of the normal College hours. It applies to all staff (teaching and support staff), the Proprietor and volunteers working in the College. The Policy is publicly available on the College website and upon request a copy (which can be made available in large print or other accessible format if required) may be obtained from the College Business Office. All who work, volunteer or supply services to our College have an equal responsibility to understand and implement this policy and its procedures both within and outside of normal College hours including activities away from College. This policy includes a summary of fire safety arrangements as per the Regulatory Reform (Fire Safety) Order 2005.

The building of David Game College is shared with the Sir John Cass's Foundation – SJCF - (the landlord). Information is shared thoroughly monthly management meetings and written records are kept, with H&S issues given full priority. Policies are shared and David Game College does it utmost to inform SJCF about any issues that arise in terms of H&S in the interests of safety and transparency. Reciprocal arrangements are in place. When fire tests occur David Game College informs SJCF. Alarms are attached to all fire doors and cameras record all activity.

**Address: 31 Jewry Street, London EC3N, 2ET**

The person with overall responsibility for H&S at the College is the Principal and Proprietor, Mr David Game and Mr John Dalton, Vice Principal.

**Legal Status** - being prepared with regard to the:

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- Health and Safety at Work etc. Act 1974, associated regulations and relevant supporting documents including: The Management of Health and Safety at Work Regulations 1999 (as amended), and The Regulatory Reform (Fire Safety) Order 2005.
- Equality Act 2010, Special Educational Needs and Disability Code of Practice: to 25 years (DfE: Jan.2015)
- Regulatory Requirements, Part 3 Welfare, Health and Safety of Pupils and Part 5 Premises of and Accommodation at Colleges of The Education (Independent College Standards Compliance Record) (England) (Amendment) Regulations in force 2015.
- Health and Safety: Department of Education (DfE) Advice on legal duties and powers for local authorities, head teachers, staff and governing bodies (DfE February 2014).
- The College has regard to Government recommended guidance and advice from the Outdoor Education Advisers' Panel (OEAP) on College trips and offsite activities.
- Accidents and ill health at work are reported in accordance with the *Reporting of Injuries, Diseases and Dangerous Occurrences* (RIDDOR) legislation (2013) [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) Tel: 0845 300 9923.
- Health and Safety: Advice on legal duties and powers (DfE: 2014)  
<http://www.hse.gov.uk/services/education/sensible-leadership/index.htm>.

**Monitoring and Review:** This policy will be subject to continuous monitoring, refinement and audit by the Vice Principal. The Proprietor (who is also the Principal) and Vice Principal undertake a formal annual review of this policy and of the efficiency with which the related duties have been discharged. This discussion will be formally documented in writing. Where any changes, amendments or additions are made, the revision number will change. Reviews that result in no changes at all will maintain the same revision number. The Proprietor employs an external provider to undertake an annual health and safety audit.

Signed:

Date: August 2019

David Game (Principal and Proprietor)

John Dalton (vice Principal)

This policy was last reviewed and agreed by the Proprietor of the College in July 2018 and will next be reviewed no later than July 2019 or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

**Health and Safety Policy for David Game College:** The College takes its statutory duties seriously in relation to H&S and aims to go beyond compliance in order to ensure a safe and secure environment. The following is an outline policy, details of which can be easily obtained from Mr Dalton, the Vice Principal. General posters are available in all classrooms that outline the basic approach to health and safety, including fire hazards. Copies of these posters are attached to this policy. The College Health and Safety officer, Mr John Dalton, carries out regular reviews of policy, especially in light of changing legislation, such as the Regulatory Reform (fire safety) Order 2005, which placed greater emphasis on employers for fire responsibility.

**David Game College is committed to providing a safe and secure environment for all of its staff and students. To this end, the College, through its General Manager, John Dalton, is reviewing the risks on-site and will attempt to provide:**

- **Leadership:** to ensure that matters raised and assessed are acted upon and that a proactive approach is adopted
- **Employee involvement:** The College is always happy to receive constructive criticism and comments about issues relating to H&S and wishes to engage everyone about matters concerning H&S

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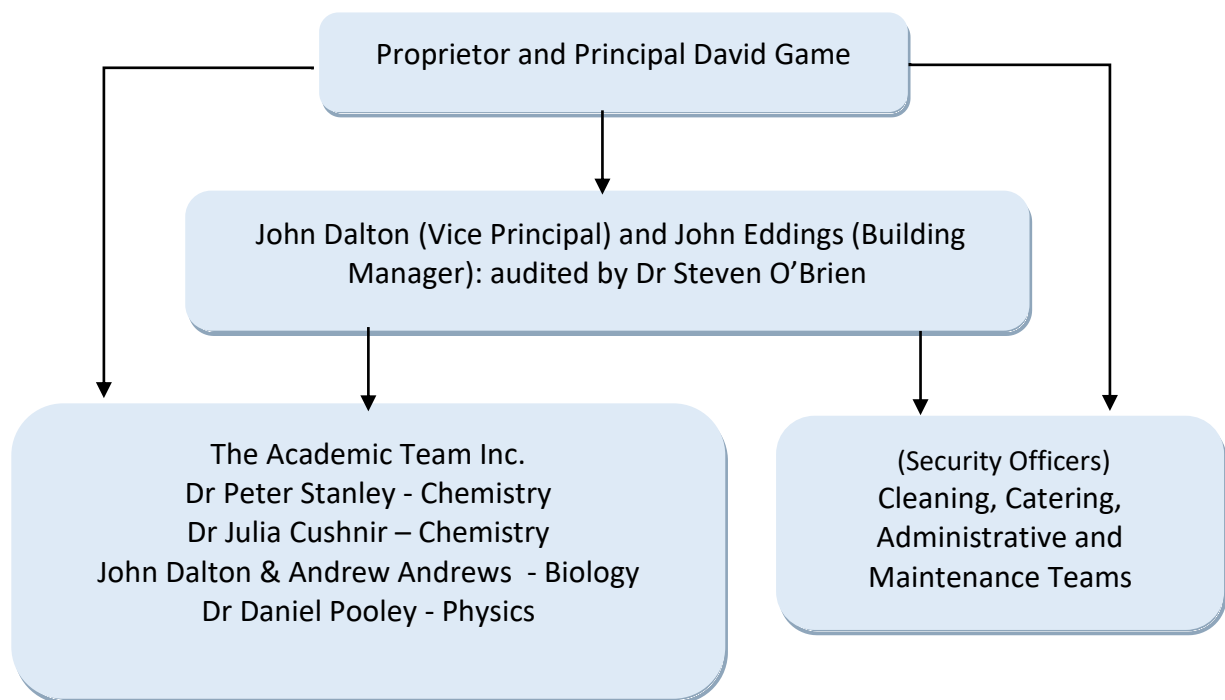
- **Assessment and review:** The College is also aware of the need to continuously review procedures and policies through the processes of monitoring, reporting and performance. This will include training for key members of staff.

*Under the Corporate Manslaughter and Corporate Homicide Act 2007 an offence will be committed where failing by an organisation's senior management are a substantial element in any gross breach of the duty of care owed to the organisation's employees, members of the public, which results in death.*

This document is supported by departmental **risk assessments** and a general College **RISK REGISTER**

As an employer we have a legal responsibility to protect the health and safety of our staff and other people – such as our students and members of the public – who may be affected by our work.

#### HEALTH AND SAFETY ORGANOGRAM



#### **Overall departmental operational responsibilities for H&S**

##### **Higher Education**

Dr John Sanders

##### **University Foundation Programme**

Mr Mansour Kaveh

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The College has insurance, with full Employers' and Public Liability, details of which are available from reception.

In general, employers must:

- make the workplace safe and attempt to eliminate or control risks to health;
- ensure electrical items and machinery are safe and that safe systems of work are set and followed;
- ensure articles and substances are moved, stored and used safely;
- provide adequate welfare facilities;
- give workers the information, instruction, training and supervision necessary for their health and safety matters

## **OUR POLICY**

### **Introduction**

David Game College is committed to improving Health and Safety management in all activities. To assist in the implementation of a suitable Health and Safety management system, David Game College engages the competent Health and Safety resource required under current regulations. Guidance entitled 'Successful Health and Safety Management' and 'Leading Health and Safety at Work' published by the Health and Safety Executive and the Institute of Directors will be used to develop our approach to managing risk. The emphasis in both pieces of guidance is that senior management are expected to lead the organisation's Health and Safety, and measure its performance along with other business activities.

The success of this strategy will be defined by all our stakeholders understanding and fulfilling their individual and collective responsibilities in controlling risk and meeting Health and Safety objectives. In turn it will reduce business interruption, reduce the number and severity of incidents while improving the health, safety and wellbeing of employees, students and others who may be affected by our activities.

The main elements include:

- **Plan** - Developing an approach that sets objectives and measures those objectives on a regular basis. The Health and Safety policy then sets a clear direction and ensures communication of Health and Safety duties and benefits.
- **Do** – The Health and Safety advisor will assist David Game College in introducing management systems and practices that ensure risks are dealt with sensibly, responsibly and proportionately.
- **Check** – The Health and Safety advisor will assist David Game College at a strategic and tactical level in implementing monitoring and reporting arrangements allowing both specific (e.g. incident-led) and routine reports on the performance of Health and Safety.
- **Act** – The Health and Safety advisor will assist David Game College in the review of Health and Safety performance and establish whether the essential Health and Safety principles including effective leadership and management, competence, worker consultation and involvement have been embedded in the organisation and whether the system has been effective in managing risk and protecting people.

The overall and final responsibility for Health and Safety is that of the Proprietor. The day to day responsibility for ensuring this and other health and safety policies are put into practice is designated to the Business, who is also

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responsible for ensuring that the health and safety organisational chart is kept up to date and posted in appropriate locations around the premises. The signing and dating of this document signifies that this policy and all other policies and procedures relating to health and safety have been reviewed or considered for review.

DfE Guidance 2011 *Health and Safety Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies* requires the proprietor to:

- have a general statement of policy, which includes who is responsible for what (delegation of tasks);
- make arrangements to establish, monitor and review measures needed to meet satisfactory Health and Safety standards.

### ***Responsibilities, Arrangements, Powers and Procedures***

The *Health and Safety at Work Act of 1974* places responsibilities on all our staff. The organisation chart shows who the members of staff are and what responsibilities each of them have. This will be amended and updated as and when appropriate. The reporting lines for health and safety differ in some ways from those reporting lines that are applicable for any other issues and concerns an example of which are the child protection procedures. In order to effectively discharge its duties, the David Game College Proprietor has:

- established a Risk Committee, and
- appointed and delegated the day-to-day responsibility for ensuring this and other Health and Safety policies are put into practice by the Health and Safety Manager (HSM). The H&S Manager overall is John Dalton; the deputy H&S Manager is John Eddings, who is also the building manager.

**General Statement:** In keeping with the requirements of the Health and Safety at Work Regulations (1974), it is the policy of the Proprietor to ensure, as far as is reasonably practicable, the Health, Safety and Welfare of employees, children, parents, visitors and volunteers in any College activity whether it be on the College site or off site. This policy also applies to any persons, including contractors, employed by or on behalf of the Proprietor, who visit or work at sites in the control of the Proprietor. The Proprietor has the power to ensure that the health and safety policy is carried out in-College and on all College activities. The Business manages the implementation and monitoring of the policy for the Proprietor.

The arrangements outlined in this policy statement and the various other safety provisions made by the Proprietor cannot in itself prevent accidents or ensure safe and healthy working conditions. This can only be achieved through the adoption of safe methods of work and good practice by every individual. The Proprietor will take all reasonable steps to identify and reduce hazards to a minimum, but all staff and pupils must appreciate that their own safety and that of others also depends upon their individual conduct and vigilance while on the College premises, or while taking part in College sponsored activities.

**Employer duties:** The Proprietor has a duty to:

- be familiar with and ensure the College adheres at all times to the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice that are relevant to the work of the College, in particular the Management of Health and Safety and Work Regulations;
- ensure that all staff have been carefully selected to meet our requirements for the health, safety and security of the children in our care;
- where appropriate, ensure that staff and parents are made aware of risks identified and of the systems and procedures we put in place to deal with these risks;
- provide arrangements that recognise our responsibilities to visitors, contractors and the public who may be affected by our activities and provide safe equipment, safe play areas, safe access and egress and maintain them in good order;
- to have a clear understanding on actions to take in the event of any emergencies;

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- to train and supervise all our staff in the particular health and safety issues that affect children and ensure that activities undertaken by the College both on and away from College site are risk assessed and safely managed;
- monitor and review this Policy and the various systems procedures in accordance with statutory requirements;
- comply with the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)*.

David Game College ensures arrangements are made to safeguard and promote the welfare of pupils at the College and that such arrangements have regard to any guidance issued by the Secretary of State. The Proprietor takes into consideration:

- safeguarding arrangements including safe recruitment and recording procedures, effective arrangements for child protection and the training and development of staff so that children can be safe in College;
- procedures to eliminate bullying and promote a safe environment and the prevention and tackling of all forms of bullying and harassment, including cyber-bullying and prejudice-based bullying related to special educational need, sexual orientation, sex, race, religion and belief, gender reassignment or disability;
- the systematic and consistent management of behaviour, including the use and recording of rewards and sanctions, including written policies to promote good behaviour;
- the provision of a safe and secure College environment, including the elimination of potential risks to pupils' welfare, health and safety both on and off-site, including particular attention, where relevant, to the health and safety of pupils with priority needs;
- the systematic and consistent management of procedures to reduce the risk of fire and comply with fire safety regulations;
- how effectively the arrangements for pupils' care in the event of sickness, accident or injury are implemented and how our pupils are supervised during College hours; the effectiveness of the College's monitoring and recording systems for pupils' attendance and punctuality;
- how well the College reviews admission arrangements and makes adjustments to ensure the accessibility of the College's premises and curriculum for all pupils;
- the way we teach children how to understand and respond to risk, for example risks associated with extremism, new technology, substance misuse, knives and gangs, relationships (including sexual relationships), water, fire, roads and railways;
- the views expressed by pupils, and different groups of pupils, on welfare, health and safety, respect for, and courtesy towards others and their views on harassment, racism, homophobia and different types of bullying;
- how our day and boarding pupils are supervised including activities away from College;
- the effectiveness of the College's monitoring and recording systems for pupils' attendance and punctuality; and
- the views of parents and carers, staff, proprietors and others.

**Employee duties:** The Health and Safety at Work Act 1974 states:

"It shall be the duty of every employee while at work:

- to take reasonable care for the health and safety of himself and of any persons who may be affected by his acts or omissions at work, and
- regards any duty or requirement imposed on his Vice Principal or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with."

The Act also states that: "No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the relevant statutory provisions." All staff will make themselves familiar and ensure compliance with the requirements of the Health and Safety at Work etc. Act

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1974 and any other health and safety legislation and codes of practice relevant to the work and also the particular area in which they work. They will, so far as is reasonably practicable:

- Report any person in the building that they are unsure of their identity
- Ensure that students in their care do not come to any harm or are exposed to unnecessary risk. This is of particular importance to science tutors and art tutors. During your orientation, the Vice Principals will inform you about H&S in relation to the laboratory or the art rooms
- That in the event of the fire alarm sounding, staff must escort any students in their care swiftly as possible to the nearest fire exit and then to the assembly point. Teaching staff are then responsible for carrying out a roll call of the students in their care
- Staff must not bring into the College any substances or materials that could cause harm to others
- To ensure that students do not congregate in the corridors, outside of classrooms to prevent blocking fire exits
- In the unlikely event of a bomb alert, staff are asked to escort their students via the back fire exit
- take part in health and safety training as required, inform their line manager if there is any reason they are unable to perform any task without undue risk (e.g. illness, incapacity, etc.), and only undertake any task for which they have been trained;
- take reasonable care of their own health and safety and that of any other persons (staff, pupils, visitors, etc.);
- observe standards of dress consistent with safety and/or hygiene;
- exercise good standards of housekeeping and cleanliness as well as know and apply the emergency procedures in respect of fire and first aid;
- co-operate fully with their employer on health and safety matters, including following safe systems of work and ensure that all tools, machinery and equipment are adequately guarded, are in good and safe working order;
- ensure that storage and use of toxic, hazardous and highly flammable substances is minimised, or where this is not practical, are correctly used, stored and labelled;
- report any defects that they observe in the premises, plant, equipment and facilities and take action to ensure no one is put at risk and use the correct equipment, tools, protective equipment and clothing for the job;
- report all accidents and near misses immediately, whether injury is sustained or not using an Accident Report form, promote and achieve high standards of health and safety suggesting improvements and ways of reducing risks and co-operate with other employees in promoting improved safety measures; and
- act as a prudent parent when in charge of pupils, as they have a duty to under common law.

If employees feel that the procedure is inappropriate (e.g. it is too bureaucratic) they should discuss this with their employer and request that it is reviewed. The Vice Principal will work with the employer to ensure that the procedures at the College are proportionate, effective and appropriate. There is a fixed agenda item on health and safety for our staff meetings.

**Consultation arrangements with employees:** The College will maintain effective lines of communication to enable relevant health and safety information to be passed to members of staff. There is a Health and Safety Committee with terms of reference. Membership includes staff representatives. Consultation arrangements with employees are also in place to ensure the maintenance of Health and Safety standards. Staff are informed of updates with regard to health and safety through our staff meetings and in the case of immediate changes, staff are consulted individually by the Health and Safety Manager.

**Responsibilities of the Proprietor:** The Proprietor of David Game College, acting via the Responsible Officer, are responsible for ensuring the implementation of this policy within the College. In particular, they will:

- monitor the effectiveness of the Health and Safety policy and the safe working practices described within it and revise and amend it on a regular basis as necessary;

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- prepare an emergency evacuation procedure and arrange for the periodic practice evacuation drills to take place at least once a term and for the outcome to be recorded to facilitate improvement;
- ensure that all staff and parents are made aware of any risks identified and of the systems and procedures we put in place to deal with these risks;
- make arrangements to draw the attention of all staff employed at David Game College to College and departmental safety policies and procedures together with any other safety guidelines and information issued by the relevant authorities;
- ensure that the registration book to record the arrival and departure of all visitors is completed;
- decide for the implementation of accident reporting procedures and draw these to attention of all staff at the College as necessary;
- ensure that regular staff inspections are undertaken;
- arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe;
- ensure that any defect in the fabric of the building is attended to immediately or as appropriate, referred to the Board in committee whilst ensuring in the interim that arrangements are made to limit the risk identified;
- monitor through the Responsible Officer and the Health and Safety Managers the activities of contractors, hirers and other organisations present on site as far as it reasonably practical;
- identify and evaluate risk control measures in order to select the most appropriate means of minimising risks to staff, pupils and others, while providing a healthy and safe environment for pupils to enjoy learning;
- make themselves more familiar with the requirements of the Health and Safety at Work etc. Act 1974 and any other Health and Safety legislation and codes of practice that are relevant to the work of the College, in particular the Management of Health and Safety and Work Regulations 1999;
- ensure that all our staff have been carefully selected to meet our requirements for the health, safety and security of the pupils in our care, including compliance with the City of London Local Safeguarding Children Board locally agreed inter-agency procedures and Safer Recruitment in Education guidance and HM Government Guidance “Working Together to Safeguard Children” 2018;
- provide employees with information, instruction, safe working practices, supervision and training to ensure they are competent to carry out their tasks;
- minimise cases of injury and work related ill health and to investigate accidents and incidents that might have resulted in harm to employees;
- seek support from and consult with employees on matters concerning their Health and Safety;
- provide safe equipment, safe play areas, safe access and egress and maintain them in good order;
- have a clear understanding on actions to take in the event of any emergencies;
- train all staff in the particular Health and Safety issues that affect pupils;
- ensure that activities undertaken by the College both on and away from College site are risk assessed and safely managed;
- adopt and maintain an effective policy organisation and arrangements for the provision of Health and Safety throughout the College;
- comply with the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations* 2013 (RIDDOR);
- hold regular meetings that include Health and Safety as a fixed agenda item;
- ensure duty rotas take into consideration both regulatory and best practice staffing ratios for the age range of the College community (13 – 22 years old); and
- ensure specific controls and procedures are in place for the safety of the pupils in our care from the point of arrival to the point at which they depart.

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**Duties of the Chairperson of the Risk Committee:** The Proprietor has established a Health and Safety Committee. The Chairman has a particular responsibility for Health and Safety matters at David Game College, including ensuring adequate representation of staff on the Health and Safety Committee. The chairperson is John Dalton.

### **Governance Oversight**

The Chair of the College's Governance Advisory Committee – Dr Steven O'Brien is the key contact and conducts an annual audit of the College H&S with Mr John Dalton, which is reported to the Board.

### **Responsible Officer for Health and Safety (RO) duties**

The Vice Principal is the Responsible Officer, charged with overseeing Health and Safety within the College, and is accountable to the Principal. Members of staff with day to day Health and Safety responsibilities report to him.

**Health and Safety Deputy Manager (HSDM) duties:** The deputy manager is responsible for the on-site health and safety at the College is John Eddings, who reports directly to John Dalton/ The HSDM acts as the focal point for day to day references on safety and gives advice; obtaining, where necessary, external advice. The HSM also has responsibility for ensuring that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times and for the day to day maintenance and development of safe working practices and conditions for teaching staff, support staff, pupils/pupils, visitors and any other person using the premises or engaged in activities sponsored by the College. The HSM will take reasonable, practicable steps to achieve this and assign clear safety functions to other members of staff as appropriate. The role, whilst not being limited to the following, includes:

- Monitoring the Health and Safety policy, ensuring that the Proprietor, employees and other persons involved with the College have knowledge of it and are carrying out their duties in accordance with it;
- being aware of and ensuring compliance with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice relevant to the work of the College;
- ensuring that all employees are trained and competent to undertake their work safely, are aware of their own limitations and know they must not undertake any task unless they have been trained, are competent and are confident they can carry out the task safely in the conditions that prevail;
- ensuring that all tools, machinery, plant and equipment is fit for purpose, adequately installed, guarded and appropriately used, and that it receives planned maintenance, that maintenance records are kept, in accordance with statutory legislation where appropriate, and ensure that defective equipment which constitutes a safety hazard is removed from service immediately and clearly labelled as defective;
- collating accident information and, when necessary, carry out accident and incident investigations;
- ensuring that emergency procedures including those for fire are in place, known, tested regularly and that any necessary revisions are made and disseminated;
- keeping up to date with current legislation and informing other staff and volunteers as appropriate;
- making annual health and safety inspections;
- producing, implementing and monitoring health and safety procedures, including a risk assessment strategy, emergency plans and the collating of accident and incident information;
- ensuring that the fire drill instructions are in all rooms. Ensuring that all Fire Safety policies and procedures are implemented including the external and internal fire safety audits and inspections;
- ensuring that regular visitors observe the College's safety rules. Ensure that statutory health and safety notices are displayed in appropriate locations within the establishment;
- monitor the effectiveness of the implementation of this policy and submit a termly report to the Proprietor on health and safety matters;

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- investigating any specific Health and Safety problem identified within David Game College and taking or recommending remedial action as appropriate such as a method of working ceasing on Health and Safety grounds on a temporary basis subject to further consideration by the Proprietor and;
- ensure that the procedures and practices identified on the Appendix to this policy are in place.

The Vice Principal undertakes to copy this policy to all employees and contractors and to ensure that it is prominently displayed in the workplace. The Health and Safety Executive (HSE) enforces health and safety law relating to the activities of independent Colleges. Because the Employer is responsible for health and safety in the workplace and on work activities, the HSE will normally take action against the Employer. However, in some circumstances, for example where an employee failed to take notice of the Employer's policy or directions in respect of health and safety, the HSE may take action against the employee as well or instead.

**Duties of Staff Holding Posts/Positions of Special Responsibility:** These staff:

- have a general responsibility for the application of the Proprietor's Health and Safety policy to their own area of work and are directly responsible to the Vice Principal for the application of existing safety measures and procedures within that area of work and follow the advice or instructions given by the Vice Principal including complying to the relevant parts of this statement;
- shall, where necessary, establish and maintain safe working procedures including arrangements for ensuring, as far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances, (e.g., chemicals, boiling water, duplicating fluid, guillotines);
- shall resolve any health and safety problem any member of staff may refer to them and refer to the Vice Principal any of these problems for which they cannot achieve a satisfactory solution within the resources available to them;
- shall carry out a regular safety inspection of the activities for which they are responsible and, where necessary, submit a report to the Vice Principal;
- shall ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own safety and health at work;
- shall, where appropriate, seek the advice and guidance of the Vice Principal or any relevant adviser appointed by the Proprietor and shall propose to the Vice Principal requirements for safety equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.

**Arrangements:**

The College takes its statutory duties seriously in relation to H&S and aims to go beyond compliance in order to ensure a safe and secure environment. The following is an outline policy, details of which can be easily obtained from Mr Dalton, the Vice Principal. General posters are available in all classrooms that outline the basic approach to health and safety, including fire hazards.

The College Health and Safety officer, Mr John Dalton, carries out regular reviews of policy, especially in light of changing legislation, such as the Regulatory Reform (fire safety) Order 2005, which placed greater emphasis on employers for fire responsibility. This is up-date and reviewed regularly as fire (in terms of damage and threat to life) is deemed the most serious risk to the College.

The H&S policy covers the following key areas:

- Fire and gas evacuation
- General risk identification, exposure and mitigation
- Laboratories: biology; chemistry & physics
- Dark room
- Art room

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- Plant room equipment in the basement
- Insurance – outside trips and visits
- Accidents
- Electrical appliances
- Water
- Gas
- Asbestos (detailed report available)
- Cladding – none – brick building
- Sanitation and standards of cleaning (including sanitary bins)
- Canteen – food safety and allergies
- Health alerts – including outbreaks of communicable diseases and pandemics
- Allergies
- General security
- Laboratory access and cleaning
- Working at height
- **Safeguarding issues**

Effort is made to educate students about communicable diseases and important medical conditions such as meningitis and STDs.

- We have a Health and Safety Manager who manages Health and Safety of the College on a day-to-day basis.
- We have a registration book to record the arrival and departure of all staff, children, parents, visitors and contractors who enter our College. All visitors are provided with red labelled lanyards that clearly state “VISITOR” and have basic directions and rules on the back.
- We require all employees and volunteers to sign that they are in receipt of the Health and Safety Policy prior to commencing their employment or voluntary support for the College. The full version is online, but we provide a summary that highlights the most salient issues regarding any visit.
- We ensure that children do not have access to any medicines, foods or drinks to which they are allergic. Details of these and any formal registration forms are provided in a separate document and are given to all staff and parents.
- Only those staff that have been checked by an ‘enhanced disclosure’ from the Disclosure and Barring Service are allowed unsupervised access to the children in our care.
- Faculty and staff are trained in emergency first aid and at least one member of faculty or staff who has a current full first aid training certificate is present at all times whilst children are on our premises.
- Parents, visitors, contractors etc. are required to enter the College premises via the main gates. This entrance is monitored and parents, visitors and contractors are required to sign in.
- All children in our care are regularly reminded of what is safe and not safe to do when on our premises.
- We have installed smoke detectors in all fire risk areas. These are checked on a weekly basis. We ensure that everyone can hear the fire alarm when it is raised.
- We regularly practise what to do in the event of a fire and make sure all the children in our care know what to do if they hear our fire alarm.
- Head injuries will always be reported to parents and carefully monitored.

*Working Together to Safeguard Children* (HM Gov: Currently in force), helps to outline individuals’ responsibility in promoting the safety and welfare of all children. We also comply with *Keeping Children Safe in Education Statutory guidance for Colleges*

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(KCSIE) (DfE, September 2018). Our College is vigilant and alert to triggers and situations that may put children at risk, and we must be proactive in taking action. Communicating with children effectively is crucial. To do this, we need to know their personalities and be sensitive to their specific needs.

**Child protection:** If an employee or volunteer suspects that a pupil may be the victim of abuse, they should immediately inform the College's Designated Safeguarding Lead (DSL). The College complies with both the City of London Local Authority's Child Protection Procedures and the ISSR. We require all adults and volunteers working in the College to comply with the Safer Recruitment Procedures. The College has a separate Safeguarding and Child protection policy, which is reviewed annually.

**Supervision of pupils:** In addition to this being built in to the day to day working practices at David Game College we also have a separate policy that clearly states the College's approach. We make professional judgements taking into the consideration the age of the pupils and activities in which they are engaged. No pupil is to be allowed unattended into areas of the College which could be deemed hazardous and classrooms where hazardous substances or equipment is stored for teaching purposes will be used solely for the purpose of teaching lessons and remain locked at all other times.

**Internet:** Please refer to our ICT – E-Safety Policy including Prevent Duty. We use only a filtered service, selected links and child-friendly search engines. Staff use Child Exploitation and Online Protection (CEOP's) teaching materials. . We also seek parental permission before using photographs of children or their work on the College's website, or in newsletters and other publications.

#### **Arrangements for the Comfort of Children and Staff:**

- Safe, adjustable heating systems keep the premises warm.
- Our windows are safe, lockable and allow sufficient light through.
- Our doors prevent fingers from being trapped by sudden closures and have safe vision panels fitted where possible so that small children can be seen before opening.
- Our floors are designed to minimise slips and trips and are regularly checked to ensure they are free from obstacles along walkways and are not damaged.
- Our hot water supply is maintained at a temperature to prevent accidental scalding.
- We have a separate lockable room as well as lockable cabinets for the storage of any potentially harmful items.
- We have sufficient ventilation and air circulation systems.
- Fresh drinking water is available at all times in the canteen. There is no access to any water supplies that are not safe for drinking.

#### **Arrangements for Hygiene:**

- We provide protective clothing and equipment as necessary when dealing with any issues of hygiene or cross-contamination, including suitable disposal facilities where appropriate.
- All food and drink kept on the premises is stored safely and appropriately. Our refrigerators are kept clean and at a temperature recommended for safe storage. It is checked daily.
- Only safety-approved cleaning materials are used.
- We have a daily cleaning schedule to cover all areas accessible by children.
- A contract with PSH for Sanitary bins – person directly responsible is **Olga Kozina**
- We reinforce the importance of hygiene and washing of hands in bathrooms by signs.
- Any animals on site are checked to ensure they do not pose a threat to children's health. Any unchecked animals, such as pets, are strictly forbidden. Dogs and other pets (excluding guide dogs) must remain with

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their owner outside the College gates at all times and under full control by means of a suitable lead or restraint.

**Risk Assessment (Please see our Risk Assessment Policy):**

The Proprietor ensures that- (a) the welfare of pupils at the College is safeguarded and promoted by the drawing up and effective implementation of a written risk assessment policy in compliance with Health and Safety Work regulations 1992; and (b) appropriate action is taken to reduce risks that are identified. Our Risks Assessment Policy is an integral part of our health and safety procedures and expands on the detail given in this Health and Safety Policy. Our Risk Assessment Policy when read in conjunction with this Health and Safety Policy demonstrates that our risk assessment is systematic with a view to promoting children's welfare. Particular attention is paid to key areas of risk such as supervision and College trips. The policy content includes: when risk assessments should be completed, who is responsible for drawing-up and checking these, recording (including any pro-forma), training for staff.

- Health and Safety law often refers to risk assessment and risk management. These are the terms used to describe the process of thinking about the risks of any activity and taking steps to counter them.
- The Vice Principal will ensure that regular written risk assessments are undertaken of premises, methods of work and all College sponsored activities. These must be reviewed following changes in circumstances or personnel or in accordance with agreed timetables. A regular programme of planned assessments is to be completed. In high-risk areas, risk assessments should be reviewed termly. In other activity areas, establishments should review risk assessments on an annual basis.
- Written risk assessments will identify all defects and deficiencies together with the necessary remedial action or risk control measures.
- The results of all risk assessments will be reported to the Vice Principal who will prioritise issues and assign resources to undertake remedial/control measures where required.

**Staff Training in Health and Safety, including Risk Assessment:** Staff training in child protection, Prevent duty, first aid, fire safety, educational visits, curriculum specific activities and COSHH is a set agenda item for the Health and Safety Committee. David Game College will provide information, instruction and training in health and safety matters including this Health and Safety Policy appropriate to the needs of the individual or group of staff members. In doing so, consideration will be given to the nature of the duties held by staff members and the potential hazards that either they or others within their charge may be exposed to. Newly appointed employees could be vulnerable to any risk therefore all relevant Health and Safety matters are drawn to their attention at an early stage. Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee should be particularly alert for hazards. Fire Marshals are trained to perform their duties and will receive refresher training every three years.

**All pupils are expected, within their ability to:**

- Exercise personal responsibility for the safety of themselves and their fellow pupils
- Observe standards of dress consistent with safety and/or hygiene, this would preclude unsuitable footwear, clothing and articles considered dangerous
- Observe all the safety rules of David Game College and in particular, the instructions of teaching staff in the event of an emergency
- Use and not wilfully misuse, neglect or interfere with things provided for safety purposes.

**Recording and Reporting accidents to staff, pupils and visitors:** The Vice Principal ensures that David Game College complies with the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)*

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under which David Game College is required to report to the Health and Safety Executive (telephone: 0845 300 99 23):

- Deaths, major injuries, more than seven day injuries;
- An accident causing injury to pupils, members of the public or other people not at work where they are taken to hospital and is out of or in connection with work;
- A specified dangerous occurrence.

All injuries, accidents, and dangerous occurrences will be recorded. The First Aider or supporting teacher will fill in an accident report form for every serious or significant accident that occurs on or off the College site if in connection with the College. This will be kept by the College Business Office. Records should be stored for at least three years or if the person injured is a minor.

**Notifiable Incidents:** This is an incident involving the care of a pupil which meets any of the following criteria:

- A pupil has died (including cases of suspected suicide) and abuse or neglect is known or suspected;
- A looked after pupil has died (including cases where abuse is **not** known or suspected);
- A pupil has been seriously harmed and abuse or neglect is known or suspected;
- A pupil in a regulated setting or service has died (including cases where abuse is **not** known or suspected).

Any such incident should be reported to Yeba Forbang (Hackney and City of London Council Child Death Overview Panel) (CDOP) coordinator whose contact details are by telephone 020 8356 1280 and by Email: [Yeba.forbang@hackney.gov.uk](mailto:Yeba.forbang@hackney.gov.uk), Ofsted and the DfE along with the *Reporting of Injuries, Diseases and Dangerous Occurrences* (RIDDOR) in accordance with the regulations.

**The Curriculum:** We teach the pupils about health and safety in order to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives. We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in Personal, Social, Health, and Economic Education (PSHEE) along with Citizenship; including reinforcing these points in lessons, where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons. Health and safety issues also arise when we teach care for the environment and awareness of the dangers of litter. Our College promotes the spiritual, moral, social and cultural (SMSC) development of children.

**First Aid and Medication:** Please refer to the College's separate Medical Centre Policies, appended to which is a First Aid Policy. David Game College has in place: practical arrangements at the point of need, the names of those qualified in first aid and the requirement for updated training every three years, at least one qualified person on site when pupils are present, ways to show how accidents are to be recorded and parents informed, access to first aid kits, arrangements for pupils with particular medical conditions (for example, asthma, epilepsy, diabetes), hygiene procedures for dealing with spillage of body fluids and guidance on when to call an ambulance.

The arrangements for first-aid provision will be adequate to cope with all foreseeable incidents. The number of designated first-aiders will not, at any time, be less than the number required by law. This is determined by risk assessment (Local Authority guidance). Designated staff will be given such training in first-aid techniques as is required to give them an appropriate level of competence. All staff will be aware of how to summon first aid in an emergency, who the first aiders are and their contact and location details. All first aid signs and containers must be identified by a white cross on a green background. A written record will be kept of all first-aid administered either on the College premises or as a part of a College related activity. If a pupil requires medication whilst in the care of the College, the parent should notify the College and ask permission for the medication to be brought in. T

**Occupational Health Services and Managing Work-Related Stress:** As a good employer we take our duties and responsibilities with regard to the welfare of both staff and pupils very seriously. The College has access to David Game College is committed to safeguarding and promoting the welfare of pupils and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential.

occupational health services including specialist medical and counselling facilities if so required and has the appropriate policies and procedures and working practices in place.

#### **Arrangements for Activities:**

- Adults accompanying residential trips have a DBS enhanced certificate and where appropriate, a personal risk assessment is made, along with the generic or specific risk assessment for the activity.
- We inform parents of plans for events on our premises via our website
- The building manager and security staff conduct a number of daily inspections of inside and outside of the College premises and contemporaneous notes are kept in record for 1 year.
- We always ensure adequate staffing ratios at all times.
- A staff member should have a College mobile for contacts and emergency communication
- We also have generic and specific parents' consent for activities as is required.
- We ensure that our staff have access to all necessary equipment for outings and that they use a checklist.
- We ensure we have means of communication during outings and a list of appropriate telephone numbers.

For further details please refer to Educational Visits, Off-Site Activities and Visiting Guests Policy.

**Off-site Visits, Including Residential Visits and College-Led Adventure Activities:** The College has an Educational Visits Co-ordinator (EVC) along with policies and procedures for Educational Visits and Off-Site Activities. These include Learning Outside the Classroom, Behaviour Management on Outdoor and Off-Site Activities, and Action to be taken by the Group Leader in the event of a serious accident. The College also has access to professional advice and detailed documentation in this area of the curriculum. The person responsible for EVC is Suzy Cooper.

#### **Insurance and outside College trips and visits**

The College is fully insured and covered by employee liability and general liability. The College is insured by Ecclesiastical. The insurance policy does provide cover specifically for Biology field trips. A biology field trip is undertaken once a year in April at a Field Studies Centre in Dorking, Surrey. The studies focus mostly on freshwater and limnology. The risks posed are limited and two staff (with over 30 years' experience) are available. The number of students allowed at any one time is 10. A detailed risk analysis is conducted before each visit and linked to the staff at the Centre. Field trips are also arranged and conducted by the Head of Geography and similar arrangements are made as for biology, with emphasis being on communication to parents as well as recognising and minimising risk.

The College general policy has not been to encourage outside visits owing to the current climate of legislation against staff and institutions. However, the College does from time to time arrange trips abroad and students and their parents/guardians are asked to make personal arrangements for insurance cover. The College also secures separate insurance from any event organiser.

**Adventure Activities using licensed providers:** When planning an activity that will involve caving, climbing, trekking, skiing or water sports, we check that the provider holds a license as required by the Adventure Activities Licensing Authority Regulations now under the purview of the Health and Safety Executive. These regulations apply to adventure activities that take place in England, Scotland and Wales but these arrangements may be subject to change in the future. All Non-standard or Adventure activities must be subject to a structured risk assessment before being undertaken. All assessments must be supported by a backup plan which details measures to be taken in the event of the activity going wrong and participants put at the risk of harm.

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Non-standard activities must be supervised by a member or members of staff with appropriate recognised qualifications and relevant experience. In certain cases, additional supervision may be provided by personnel from outside the College, who have relevant expertise and appropriate recognised qualifications. The College does not rule out the possibility of undertaking activities which contain an element of risk, though it does commit itself to ensuring that those activities are as well controlled as is practicable.

**Behaviour of any person (including a parent) on the College premises:** Our College has a written Behaviour Policy which includes setting out the behaviour expected of parents on the premises and the procedures that will happen when the College wishes to restrict a parent's access to College premises because a person is causing a nuisance or disturbance. A parent who has been banned from entering College premises is trespassing if he or she does so without permission. Any violent behaviour will be reported to the police.

**Theft or other criminal acts:** The Vice Principal will investigate any incidents of theft involving pupils. If there are serious incidents of theft from the College site, the Vice Principal will inform the police and record the incident in the incident book.

**Violence towards Staff:** If there are any concerns about the behaviours of visitors they are required to leave the premises. With reference to pupils, there is a well-established behaviour management policy and procedures including the use of reasonable force and physical restraint. All adults, including staff, parents and visitors, are expected to behave in a manner which is in line with and supportive of our College ethos.

**Arrangements for the Safety and Security of Equipment:** The following arrangements are put in place to look after all equipment on the premises as well as any hired or purchased equipment:

- electrical equipment and installations are checked by competent persons or organisations.
- gas heating boiler and gas supply lines are regularly checked by competent persons or organisations. Access to these is strictly controlled.
- playground equipment conforms to British Standards for safety and allows sufficient space in between for safe movement and access.
- external play areas of our premises where children might fall from a height are constructed of impact-resistant materials that conform to the relevant standards.
- internal play equipment is assessed for safety and suitability prior to use. Only CE-marked equipment (or equipment certified for conformity) is used.
- regular visual checks are made on the integrity and safety of all play equipment used externally. Suspect equipment is taken out of service until repaired.
- formal inspections of all external play equipment are carried out on an annual basis by a competent person or organisation.

#### **Miscellaneous risks**

- Obstructions in corridors – especially deliveries – these must be stored as soon as possible
- Running – students should not run in the corridors
- No heavy machinery is operated at the College
- Display screen equipment meets current regulations and is of low radiation risk
- Stairs: the principal staircase poses a significant risk if students are not careful or paying attention to their actions. The hand rail is adequate and legal, but the stairs do pose a potential significant risk. Students are therefore not allowed to congregate on the stairs or landings
- Students must also not congregate or obstruct the entrance to the building in case of fire

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- Canteen: moderate risks have been identified in the canteen: slippage; electrical fires; flooding; food poisoning
- When cleaning the building, the cleaners must use the appropriate signage i.e. wet floor
- The toilets are regularly inspected; staff cannot use student toilets and have their own designated toilets
- Cables for computers in reception are covered by rubber protective mats
- All doors in the College have a window display so that in the event of a fire, staff can look into rooms in case someone is trapped

## Security Staff

The building is 59,000 sq. and therefore it is difficult for one person to keep a close eye on. John Dalton has made the following day and evening arrangements:

All security staff do at least one tour of the College every day and make a written report of any issues noted that require action. These are then copied to John Eddings for action.

While circulating the security guards are specifically asked to observe the following – that:

- all fire exits are free from obstruction
- all fire equipment is functional
- all alarm panels show no faults
- there are mobile heaters working without someone present in the room
- there are no exposed or faulty electrical wiring
- no electrical sockets are broken
- no windows are left open or broken
- all fire exit pathways in the College are free from obstruction – e.g. corridors
- there are no water leaks inside the building
- there are no issues inside toilets – security ask a female member of staff to inspect the female bathroom and check Sanitec bins
- there are no slippage or other physical hazards that could cause staff or students to slip, trip or fall
- there are no ladders or other equipment left around that could cause issues
- all mag-locked fire doors are shut and seemingly functional
- there are no obstructions to the opening of fire doors on the outside of the College
- there is no rubbish or other items placed outside or around the College that could pose a hazard
- that the first-aid room is properly equipped and the medicine cabinet secured

## Staff responsibilities

Staffs are asked to ensure that if they identify a hazard they must inform Mr Dalton and Mr John Eddings (canteen/reception) immediately so that some form of action can be taken. They are within their rights to record their observations and if the H&S officer fails to comply within a reasonable time period, they can complain directly to the Principal. It is the duty of all staff to report anything that could be considered a potential problem in terms of H&S. Staff are given clear instructions and guidance on health and safety during pre-term training.

### Staff should comply with the following:

- Report all accidents to reception and ensure that they are recorded in the accident book (in reception, and laboratories). **All accidents, however, minor, must be recorded.**
- Report any person in the building that they are unsure of their identity

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- Ensure that students in their care do not come to any harm or are exposed to unnecessary risk. This is of particular importance to science tutors and art tutors. During orientation, the Vice Principals will staff about H&S in relation to the laboratory or the art rooms
- That in the event of the fire alarm sounding, staff must escort any students in their care swiftly as possible to the nearest fire exit and then to the assembly point. Teaching staff are then responsible for carrying out a roll call of the students in their care; procedures are in place to efficiently evacuate students from the College.
- Staff must not bring into the College any substances or materials that could cause harm to others
- Staff must also be aware of **biohazards** and use the appropriate equipment and precautions; staff must also be aware of the biohazards kits that are available in reception
- To ensure that students do not congregate in the corridors, outside of classrooms to prevent blocking fire exits
- In the unlikely event of a bomb alert, staff are asked to escort their students via the back fire exit
- Staff must be aware of **The Work at Height Regulations 2005 and current up-dates**: in simple terms, no member of staff or student is allowed to work at height. Those who are allowed to must be supervised by the building manager/other relevant person and an appropriate risk assessment of the situation first made. We ensure that anyone asked to work at height is “competent” to do so and has understood the regulations and taken steps to prevent accidents and possible injury.

## The Basement

The College has an 11000 sq. ft. basement and subbasement, which presents specific challenges. Regular daily checks are arranged through security inspections are the following issues are closely monitored in terms of H&S:

1. Nobody is left within the basement or subbasement before the College is locked up
2. The plant room is inspected for issues twice a day
3. Shut down procedures for the plant room and gas safety is understood by key staff
4. Access to the plant room is restricted to key competent and responsible staff
5. No student is allowed into the basement area unless it for a specific reason (examinations, classes, gym, or for sports etc.)
6. Once students are finished their activities they required to leave the basement area
7. The basement has its adequate ventilation, air flow and fire evacuation routes and exits
8. Access to the gym is controlled and all students up to 18 years of age **MUST** be accompanied by a qualified gym instructor – who is also qualified in terms of sports injuries and first aid
9. First Aid facilities are present in the gym
10. A clear hygiene policy is enforced in the gym to prevent the spread of infection
11. Emergency lighting and all electricity panels are checked yearly and appropriate signage available
12. Strict safeguarding issues are enforced in the basement (around the gym and showers)
13. Showers are disinfected and sanitized to prevent the spread of bacteria, mould, and viral infections (plantar warts, etc.); Lysol disinfecting spray is used
14. Similar measures are in place for gym use
15. Details of drainage and sewage extract are documented and in case of a sewage issues, in the affected area is isolated and Dyno-Rod called in to handle the matter. Staff are **NOT** required to intervene, except to isolate water valves in case of a major leak.

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**In addition to this policy document, all staff are provided with set of specific rules and guidance during orientation meetings.**

### **Restricted Areas**

Some areas of the College should have restricted access and considered “restricted areas”. The most important of these areas are largely in the basement: gas plant room; main electrical intake; water intake to the building, lift machinery; storage. In addition, the laboratories and other areas could also be considered “restricted areas”, especially the chemical preparation room. Each of these areas must be risk-assessed and the appropriate sign made available to warn people as well as adequate security to physically restricted peoples access to potentially dangerous or sensitive areas of the College. Other areas included:

- Servers
- Camera monitoring and editing

### **Fundamentals of Health & Safety for Teachers and Staff (incorporating some safeguarding issues)**

1. Report all accidents, however small, to reception and ensure that the incident is recorded in the Accident Book (which are held in reception, the art room, dark room and laboratories)
2. If you come across a fire, please strike the call point and the fire brigade should come automatically as the College is linked to Red Care – however, follow up this action with a 999 call just in case of failure of the Red Care
3. Staff can tackle small fires with fire extinguishers, but the key point is to raise the alarm and evacuate the building; when tackling a small fire staff should not take any unnecessary risks
4. When hearing the fire alarm, guide your students to the nearest fire exit and stay with them until you have evacuated the building and are at the assembly point (the back of the College, Vine Street. Check that you have sight of all your students and stay with them
5. At the assembly point (Vine Street, back of the building) complete a head count
6. If any student is missing inform a fire marshal (who will be wearing a hi-vis vest in yellow)
7. During a fire alarm no one can use the lifts or the toilets
8. Only attempt to use firefighting equipment if the fire is small or easily containable : do not take risks – the most important thing is to raise the alarm and evacuate students
9. When the alarm bell rings, even if you are aware it is a test, you must take it seriously and evacuate your students as quickly as possible
10. Try not to leave bags or briefcases in the corridors as they can be serious trip hazards
11. Staff are encouraged to view the risk register of the College and make comments
12. Although you should be told, it is good practice to ask reception if any students in your class have any specific medical requirement or suffer from a condition that you should be aware e.g. medications
13. If you see any students messing around on or around the banisters of the main staircase, please ask them to stop for their own safety and the safety of others
14. Teachers should not use student toilets
15. Avoid getting into the lift with a student
16. Please inform the College (Vice Principals or Mr Game) of any significant changes to your health status
17. Stop students running or misbehaving in the corridors or blocking exits

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18. If you are a tutor in a higher risk environment e.g. laboratory or art room, then ensure that you have instructed your students about health and safety and follow the relevant policy provided
19. Biology, Chemistry, Physics and Art tutors should always have a brief safety induction into correct and safe practice within their practical domain
20. If you smell gas, call the following number 0800 111 999; the isolate key for gas into the building is in both the chemistry and Biology labs. There is also a shut- down valve for gas in the basement.
21. Report to reception any electrical cupboards that become opened or damaged
22. Report any strangers within the building to security; do not directly challenge unless they are an immediate threat to students
23. If you bring your bicycle into College please place it in the designated area only (in the basement, just under the staircase)
24. Please report any issues that concern you to John Dalton - however trivial, and they will be looked into. Any hazard should be raised with management and investigated.
25. If loose wires appear or any electrical equipment seems to be not working, do not attempt to fix it – just isolate it and report it to reception immediately
26. If anyone become stuck in the lift, reassure them and then go to the Lift Emergency Contact details posted on the board in reception
27. Familiarise yourself where all the first aid boxes are and who are the First Aiders
28. If a student becomes ill in your lesson, escort them down to reception or the medical room (next to reception) and they are given the necessary attention
29. If attempting to help someone who is bleeding or loosing other bodily fluids, try and protect yourself by wearing disposable gloves provided in the first aid kits (Biohazard Kit)
30. If a student becomes semi or unconscious before the arrival of an ambulance, place them in the recovery position
31. If someone has a heart attack on the premises, call 999 and then if necessary administer cardiopulmonary resuscitation or CPR
32. Do not bring anyone onto the premises without first asking the permission of a senior member of staff
33. Report any spillages of liquids or food on the floor as it could pose a slippage hazard
34. In the event of flooding from a burst pipe – the water isolate valves are to be found in the basement of the College
35. If taking any students on a trip within the UK or abroad, please discuss the trip or visit with Suzy Cooper, who will prepare the required risk assessment and inform you of the College's policy in relation to educational visits
36. You should be informed by the College if any of the students has a special medical need , condition or take a specific medication
37. Do not contact students outside of College hours in any way – either by telephoning or other electronic means; **do not** engage students via social media platforms; if a student attempts to contact you inform a member of the management
38. Report any students you suspect of being on drugs or who may have consumed alcohol and do not allow them into your lesson. If you come across some you suspect, then take them directly to reception
39. E-cigarettes are not permitted on the premises
40. If a student misbehaves no teacher can just ask them to leave the room. The proper procedure is to escort them to reception and ask one of the Vice Principals or one of the management team to handle them
41. Report any students whose behaviour significantly changes or whom you suspect is being put under stress or pressure through outside events
42. In the unlikely event of a bomb threat, please escort your students out the back fire exits

43. Ensure that you are familiar with the LOCK DOWN policy of the College in case of an major emergency in the City of London

**Control of Substances Hazardous to Health:** The implications to COSHH applies at David Game College where both records and working practices reflect the seriousness in which David Game College implements its policy and procedures in the care and maintenance of premises, the delivery of the curriculum and administrative functions. Integral to our COSHH Policy are both the inventory and risk assessments. Only trained staff will be permitted to use the substance. When evaluating substances, any fumes/gasses/vapours and dusts generated by processes will also be assessed.

Contractors will be reminded of their responsibility to notify David Game College should they need to use any substance that may be hazardous and appropriate control measures will be put in place. If the College feels that the control measures are insufficient, the contractor will not be permitted to start work until an alternative can be found. This may mean postponing the work until staff/students are not present.

**Dealing with Health and Safety Emergencies: Procedures and Contacts:** The procedures for Fire and Emergency evacuation are displayed in every classroom and in prominent positions around the College. These procedures are updated on a regular basis and dated to indicate the latest update. The log book for recording and evaluation of practice and evacuation drills will be held securely with the building manager. The Vice Principal has overall responsibility for implementing the evacuation procedure if an emergency were to occur. Arrangements are in place in the absence of the Vice Principal, which are specified in the daily routines.

David Game College has in place a Critical Incident Plan in the event of a Health and Safety Emergency. This plan details the procedures and contacts for dealing with a health and safety emergency. For specific details, please see our 'Critical Incident Plan' which forms part of our Health and Safety Manual.

**Display Screen Equipment:** David Game College will take appropriate measures to protect staff and students from risks arising from the use of display screen equipment and associated workstations. All computer workstations will be assessed in accordance with a standard protocol, to identify risk factors arising from the interface between the user, the equipment and the work environment. Please see our Health and Safety Manual for full details on our procedures.

**Electrical systems:** The College will ensure that all permanent electrical systems and wiring are maintained in good and safe condition. Periodic reviews of electrical systems will be undertaken so as to support this approach. Portable electrical equipment is visually checked by staff before use and if any defects are noted the item is put out of use. In addition, both College and student owned portable electrical equipment items are subject to a regular check in line with guidance on checking of electrical equipment. Emergency lighting is checked monthly (through the use of a key) by random checking of different light systems. Annual emergency lighting testing is conducted and certificated. Annual PAT testing is conducted – currents by Hawksworth Appliance testing and certificated.

**Fire Safety:** In compliance with the 'Fire Safety Order' (2005) David Game College undertakes a fire risk assessment (formally recorded and regularly reviewed so as to keep it up to date) and our Proprietor complies with the additional duties to: produce a fire risk (prevention) policy which includes the elimination or reduction of risks from dangerous substances, develop fire procedures and provide staff training (repeated periodically where appropriate), ensure the safety of staff or anyone else legally on the premises, carry out fire drills and contact emergency services when necessary, appoint one or more competent persons (with sufficient training, experience and knowledge) to assist in taking preventative and protective measures (including firefighting and evacuation), David Game College is committed to safeguarding and promoting the welfare of pupils and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential.

have a suitable system for the maintenance of: clear emergency routes and exits (with doors opening in the direction of escape), signs, notices, emergency lighting where required, fire detectors, alarms and extinguishers (with the maintenance being performed by a 'competent person' (such as, ISO 9001 certified or BAFE approved) and provide staff and any others working on the College site with fire safety information also requiring staff to take reasonable care.

The role of the 'responsible person' at David Game College is undertaken by the Vice Principal, who consults with the Health and Safety Managers. The Vice Principal in conjunction with the Estates Manager keeps records of the following: (i) the fire risk assessment and its review; (ii) the fire risk (prevention) policy; (iii) fire procedures and arrangements; (iv) training records (v) fire practice drills; and (vi) certificates for the installation and maintenance of fire-fighting systems and equipment. Please see our Fire Safety and Emergency Evacuation procedures for full details.

In the event of discovering a fire, you should hit the alarm call point, thereby triggering the alarm. The fire alarm is on Red Care, which means that the Fire Brigade will automatically come to the College. However, if time is available, and you are not in immediate danger (or others), call 999 and inform them of the address of the College. If the fire is very small, it is acceptable to use the available fire equipment to fight the blaze, but ensure that the correct extinguisher is used. For electrical fires, you can only use carbon dioxide extinguishers. For all other fire types, water-based extinguishers may be used. Do not take risks. It may be more sensible to spend time evacuating people and raising the alarm.

The College has had an outside independent fire risk assessment in 2017, which provided a complete and detailed overview of risk exposure and recommendations of actions. All recommendations have been acted upon and details of the risk assessment are available. The College's fire system was installed and is now maintained by **Global Fire Systems**: an ongoing contract is in place. The fire system was extensively tested and every smoke alarm checked in June 2019 by Global; no defects were found; tests are conducted every quarter.

**The fire safety signage of the building and maintenance of fire extinguishers and other firefighting equipment is maintained by Morgan Fire Protection Ltd.**

In the event of discovering a fire, staff/student should hit the alarm call point, thereby triggering the alarm. The fire alarm is on RedCare, which means that the Fire Brigade will automatically come to the College. However, if time is available, and you are not in immediate danger (or others), call 999 and inform them of the address of the College. If the fire is very small, it is acceptable to use the available fire equipment to fight the blaze, but ensure that the correct extinguisher is used. For electrical fires, you can only use carbon dioxide extinguishers. For all other fire types, water-based extinguishers may be used. Do not take risks. It may be more sensible to spend time evacuating people and raising the alarm. A detailed fire policy is available upon request.

#### **Identification of fire hazards**

**Electrical equipment:** hand-held appliances are tested in accordance with the Electrical Work Act 1989. Key threats arise from computers, photocopiers and kettles in kitchens. Inspections of these are required on a regular basis. Risks are also posed by the principal computer servers, which can become very heated. Good ventilation is essential for these as well as continuous inspection and maintenance. All mobile electrical items are tested annually as part of portable appliance testing (PAT) and certificates are available. It is important that if mobile heaters are used (although College policy is to minimise their use) then they must be switched off from the wall at the end of a lesson. The Head of Security guard must check every room at the end of each working day. Any faults are recorded in the daily inspection report and acted upon either immediately (if possible) or the next working day.

**Sources of ignition:** all electrical sockets, paper and chemical storage. The gas boiler is located in the basement of the building in a secure, fire resistant room. There are no hot surfaces in the College. The boiler is inspected on a

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regular basis by J. Hannant Plumbing and Engineering Services. The various electrical boxes are inspected daily by security and are kept free from all possible clutter, especially furniture, paper and general rubbish.

- Paper is stored in the designated store cupboards; paper should be kept to a minimum as it is an obvious source of ignition; an effort is made by the building manager to reduce paper storage and distribution to a minimum. This process is being improved by e-mail and the move to cloud –based services.
- The cleaners’ materials are kept in a secure place (metal cupboards) and away from students and points of ignition. All electrical cupboards should be kept free of potential sources of ignition. All mobile heaters are also potential risks and must be carefully monitored and tested. The security guard must ensure that at the end of each day, all mobile appliances are disconnected from their sockets.
- Fire extinguishers are checked every six months and each term a fire drill is completed and the outcome recorded. John Eddings keeps records of all fire drills. The principal control panel is located on the ground floor next to the security; secondary fire panels are located next to security at the main entrance and the third is located in the basement. In the event of a fire alarm being caused by accident (no body is allowed to clear the panel, only silence it)
- The College’s alarm system is maintained by an outside contractor and is annually tested and approved – certification available
- All doors in the College comply with fire regulations and should be kept shut. All doors have intumescent strips, which help prevent the spread of smoke. All swing doors in the corridors are regularly serviced.
- The key fire exits are continually checked to ensure that they are free from obstruction.
- The College has a number of trained fire officers. Re-training and training up-dates for fire officers takes place every two years. These fire officers have a responsibility to report any hazards to H&S officer. In addition to the H&S officer, these people act as fire marshals. Fire marshals are aware of their responsibilities when an alarm is triggered and have *hi vis* vest.
- Fire marshals must ensure that students congregate at the fire assembly point, at the back of the College. A check of students should then be taken
- No individuals are allowed back into the College unless the all clear has been given by the Fire Brigade. In the event of a false alarm, the same applies
- The lift cannot be used in the event of a fire. Any disabled students must be carried down the stairs. A personal evacuation plan is available for any student that needs it.
- Emergency lighting is available in the College in the event of a power failure; this is tested yearly
- PAT testing is carried out yearly for electrical safety
- The Vice Principal has a twice a day walk around the College for general, information housekeeping, thereby helping to reduce hazards to an acceptable level

- ALL CLASSROOMS have clear fire instructions and details of **FIRE ASSEMBLY POINT** – which is ***Vine Street at the back of the College***

## Gas Evacuation Plan

### Risk Context

The building (31 Jewry Street, EC3N) is supplied with mains gas into the plant room in the basement. In the event of a gas leak from this or any other part of the building it is imperative that some simple, yet effective and clear evacuation plan be understood by key people in the building. The purpose of this plan is to highlight critical relevant information about gas facilities and what actions/steps can be taken in the event of gas leak being detected. The existing gas infrastructure (pipes and valves) are relatively new as parts were added during the refurbishment of the overall building. Documentation relating to this is available upon request.

Clearly, any leakage of gas is a very serious issue as build-up within a building can quickly result in an explosion should that gas be subject to a source of ignition. It is possible (although rare) that a leak in the basement could easily become a gas conflagration, especially if a key pipe was to rupture. Inspection of pipe work will occur annually and include the general boiler and associated network of pipes and valves.

This short gas evacuation safety plan is in three parts:

1. **Risk assessment** and details of gas-related infrastructure within the building
2. **Raising the alert, Evacuation and shut down** - how key staff should tackle a leak and what steps should be taken to alert all staff, students and members of the public so that they can leave the building as quickly as possible
3. **Re-entry protocol**

### Risk assessment and details of gas-related infrastructure within the building

Gas enters the building from a main supply in the basement inside the plant room. The plant room has two exit/entrances – allowing easy access and evacuation – and the plant room is kept clear of sources of ignition and accelerants. It is well aerated, with a series of slit-like openings in the roof that allow air into and out of the plant room from the light well.

A gas valve shut off lever, which closes off the gas supply from the mains is present adjacent to the main entry pipe to the plant room. Two gas valve emergency buttons are also present at either entrance/exit point into the plant room. All of these have recently (March 2018) being inspected and passed as in a good working conditions by John Hannant, a Gas Safe boiler engineer with over 27 years' experience in the industry.

Documents available and inspected (copies available)

- **Gas Purge Certificate (non-domestic) – approved 2019**
- **Access Control Completion Certificate -2017**
- **Building Regulations sign off for gas pipe from basement to laboratories (Shore Engineering, RICS)**
- **Emergency lighting – tested monthly in plant room and logged**
- **Risk assessment are ongoing and linked to fire**

It is noted that access to the plant room must be kept clear at all times and inspected daily as part of the College's security staff routine inspections. Any issues are logged and reported to senior management and actioned.

Gas leaking from any part of the plant room infrastructure should automatically shut the system down. In the event that this does not happen or indeed does, but fails to stem any gas leakage owing to a rupture, then any leakage should be detected on the early morning patrols or during one of the PM patrols. The College is looking into other alert systems.

The building manager has been instructed to inspect the plant room every evening before he leaves. All the science department are aware of how to shut down the gas entering the laboratories. Isolate value buttons also are present near the door of each lab (Biology and Chemistry).

The principal pipe that transports gas from the basement to the laboratories is mostly outside of the building - within a light well area. Any physical damage to the pipe would result in gas leaking into the atmosphere. The people effected in the event of a leak:

- All David Game College students and staff, plus visitors

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- All Sir John Cass's Foundation staff and visitors

### **Raising the alert, Evacuation and Shut Down**

In the event a gas leak is detected - the following steps will be taken:

- If possible, someone should hit the value shut down button at the entrance to the plant room, thereby shutting down any further gas entering the plant room and building
- The fire alarm should be set off and all people evacuated from the building - it may be prudent to ask them to assemble at a point further away than Vine Street, which is the fire assembly point!
- The emergency services called and key documentation made available (plan and details of the plant room)
- **There is little logic in trying to communicate to those inside the building that it is a gas leak – as the main purpose is to evacuate as swiftly as possible. Therefore doing so under the guise of a fire alert achieves the same ends**
- In the event that there is a leak from the laboratories, the same procedure will apply
- If there is a faint smell of gas anywhere in the building (but whose origin is unclear or whose detection is uncertain) then all staff are trained and advised about the gas emergency number – **0800 111999**
- This number is displayed inside the laboratories and on key notice boards throughout the College
- Students are also informed what to do if they smell gas inside (or outside) the building

### **Re-Entry Protocol**

No individual will be allowed to re-enter the building until **the all clear** is given by emergency services and/ or British Gas. It is likely that in the event of an actual leakage, the main street supply will be isolated by the Fire Brigade or gas authorities.

### **LOCK DOWN POLICY**

The College is very aware that in the prevailing geopolitical situation, terrorism is a real and ongoing threat to the UK, especially London. Therefore, the College has a lock down policy in the event of a major incident. There are two levels – partial and complete lock down. In a partial lock down, the main doors to the College will be shut and no one allowed to leave the building until some level of certainty is available. In a complete/total lock down, an individual or group of dangerous people (possibly terrorists) are loose in the local area or even inside the building. All students and staff must secure themselves inside the nearest available room and lock the door and hide until the all clear is given.

Efforts have been made to alter the sound of the fire alarm to make it MORE distinguishable from the Lock Down Alarm, which when first put in was too similar to the fire alarm sound. In June 2019, Global Fire Systems made adjustments to the fire alarm tone to make it more continuous; the Lock Down alarm is more pulsating and less powerful in audibility.

**Lettings and Hirers:** The Vice Principal in conjunction with the John Eddings and Niel Palmer (Estates Managers) are directly responsible for safety management/compliance during lettings and ensuring that premises, equipment and substances are safe and without risk to health and ensures that the means of access and egress are safe for the use of hirers. The Vice Principal is also responsible for fire escape routes and making sure exits are clearly marked for the benefit of unfamiliar users of the building. Hirers of the building are briefed about the location of the telephone, fire escape routes, fire alarms and firefighting equipment. Everyone who hires or has an event is orientated in fundamentals: fire escapes, how to raise the alarm, safeguarding issues, assembly point, gas evacuation, first aid and medical issues, etc.

Hirers must comply with all College policies as described in the letting agreement (e.g. in relation to smoking, substance abuse, alcohol, and so on), and adhere to the capacity figures detailed on any lettings documentation. When the premises or facilities are being used out of normal College hours for an activity then, for the purposes

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of this policy, the organiser of that activity, even if an employee will be treated as a hirer and comply with the requirements of this section. When the premises are hired to persons outside the 'employ' of the Proprietor, it will be a condition for all hirers and others using the premises or facilities, that they are familiar with this policy, that they comply with all safety directives of the Proprietor and that they do not, without the prior consent of the Proprietor: introduce equipment for use on the College premises, alter fixed installations, remove fire and safety notices or equipment and take any action that may create hazards for any persons using the premises.

**Management of Asbestos:** An Asbestos survey has been undertaken with recommendations implemented; the College has in place both a policy, management plan and a specialist checklist for the management of asbestos. The College complies with the regulatory requirements for the management of asbestos.

**Manual Handling:** The College has in place comprehensive procedures for manual handling. An action plan has been established to make sure that loads are managed safely and appropriately.

**Noise:** The College will take all appropriate measures necessary to protect employees, students and others from damage to hearing due to noise caused by College or contractor operations. This will be achieved by avoiding the use of noisy equipment or processes in so far as this is practicable. Where this can't be achieved then suitable hearing protection will be provided to those who may be exposed.

**Non-Smoking:** Please refer to our separate Non-Smoking Policy. Our College, in compliance with the law, is a non-smoking establishment. We do not allow smoking on the College premises, as we do not want to present smoking as acceptable. Should we find any member of staff smoking at College, we would consider this a serious breach of the terms and conditions of employment. Appropriate signage is available in the College.

We aim to help pupils know and understand the dangers of smoking and the harmful effects that smoking can have on their bodies. We provide pupils with the knowledge and information necessary for them to make responsible choices in relation to smoking. We equip pupils with the social skills that help them to resist the pressure to smoke, either from their peer group, or from society in general.

**Personal Protective Equipment (PPE) and required Clothing:** David Game College recognises that the use of PPE as a risk control measure is a last resort as it protects only the user and is at risk of not being worn correctly. The College will supply any PPE identified as a required risk control measure within risk assessments for carrying out activities in lessons. Employees who are required to use or wear any other PPE are provided with training on the circumstances in which it is to be used, the hazards it will protect against, the importance of correct use, and any limitation of the equipment. The training also includes how to inspect, clean, maintain and store the equipment and how to report defects and obtain replacements.

**Reporting Injuries to Insurers:** All injuries which might foreseeably lead to a civil claim for damages, should be referred to the Vice Principal, who will ensure that the relevant insurer is informed. Where the College receives a claim for damages, then that claim must, without delay, be referred to the College's Business Office and the College's insurance company.

**Restraint:** All members of staff are aware of the regulations regarding *The Use of Force to Control or Restrain Children* as set out in Education Act 1996. Advice is also based on "Use of reasonable force", July 2013, DfE. Teachers in our College do not hit, push or slap children. Staff only intervene physically to restrain children to prevent them injuring themselves or others, damaging property or committing a criminal offence. Details of such an event (what happened, what action was taken and by whom, and the names of witnesses) are brought to the attention of the Vice Principal and recorded in the child's personal file. The child's parents are informed on the

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same day. Records are kept of when force is used and parents are informed. Guidance is given to all 'members of staff' (as defined above) on the circumstances in which 'physical intervention' is allowable.

**College Security:** While it is difficult to make the College site totally secure, we will do all we can to ensure the College is a safe environment for all who work or learn here. We require all adult visitors to the College who arrive in normal College hours to sign the visitors' book in the reception area, and to wear an identification badge at all times whilst on the College premises. We provide all adult visitors to the College with a Health and Safety Leaflet. Staff must report to the College office immediately any visitor who is not identified with a College badge. If any adult working in the College has suspicions that a person may be trespassing on the College site, they must inform the Head of College immediately. The Head of College will direct any intruder that they must leave the College site straight away. If this does not occur the Head of College will contact the police immediately.

The College has a dedicated security guard at the entrance of the building whose key remit is to vet the identity and right of people entering the College. The security guard has the right to stop and search the bags of students, members of staff or other visitors. The guard must have reasonable grounds for searching property and can only do so within the law and cannot physically touch anyone. The Vice Principals will be called in most events as a witness.

The security guard also has the right to stop and search pupils suspected of carrying an offensive weapon or material/banned substances. The security guard also has the right to intervene if students engage in physical or abusive actions towards each other. He can only use reasonable force and his primary remit must be the safety of others.

**Students and staff CANNOT invite their friends or family/acquaintances onto the premises without seeking first the permission from one of the Vice Principals. The reason for this relates to the law and the need for criminal record checks and the protection and safeguarding of children.**

The lift is also a major risk hazard. The lift is maintained by a contractor and is regularly inspected. A bell is available to alert anyone if trapped inside. The College does NOT allow students to use the lift at any time, unless they are disabled or have medical reasons. Staffs are not allowed to use the lift at weekends if working on their own inside the building.

**Selecting and Managing Contractors and those hiring the premises:** When the premises are used for purposes not under the direction of the Vice Principal then, subject to the explicit agreement of the Proprietor, the person in charge of the activities for which the premises are in use will have responsibility for safe practices as indicated in the Responsibilities/Duties of the Vice Principal. The Proprietor notes their residual responsibility for the control of premises and will take all reasonable steps to ensure that such persons detailed above comply with the terms of this Policy. The Proprietor or their designated representative will seek to ensure that contractors conduct themselves and carry out their operation in such a manner that all statutory and advisory safety requirements are met at all times. If scaffolding is required to ensure safe access, then competent scaffolding contractors will be used to erect, maintain and take down scaffolding. All scaffolding must comply with European Standard EN12811-1:2003.

All contractors who work on the premises are required to ensure safe working practices by their own employees under the provisions of the Health and Safety at Work etc Act 1974 and must pay due regard to the safety of all persons using the premises in the accordance with this Act. Contractors may not commence work until they have reported to the College and ensured that any permit to work documentation is completed. In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the

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Proprietor will take such actions as are necessary to prevent persons in their care from a risk or injury. The Proprietor will draw the attention of all users of the premises (including hirers and contractors) to Section 8 of the Health and Safety at Work, etc. Act 1974, which states that no person shall intentionally or recklessly interfere with, or misuse, anything which is provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions.

The procedures for selection, appointment and monitoring of contractors working within the College premises are defined in the Building Procedures. These have taken into account: the Construction (Design and Management) Regulations 1994 – Assessment of Competence and Provision for Health and safety along with building Contracts undertaken on educational Premises.

For Health and Safety purposes the College must be notified by the person arranging the Works, at least two weeks in advance, of the following:

- the delineated area of the Works – including the associated adjacent area which, for Health and Safety reasons, forms the operating area of the contractor – hereafter and for the purposes of the contract termed ‘the site’;
- The scope of the Works, the name of the Contractor undertaking the Works, the dates and times of operations at the College.

For the duration of the Works the cleanliness of the site and the Health and Safety of all persons affected by the operations on the site are the responsibility of the Contractor undertaking the Works who must ensure that the College is indemnified against the Works. Access to and from the site is the responsibility of the Contractor undertaking the Works.

**Slips and Trips:** All injuries, accidents, and dangerous occurrences will be recorded. The First Aider, College Nurse or supporting teacher will fill in an Online Accident Report Form for every serious or significant accident or near miss that occurs on or off the College site if in connection with the College. This will be kept by the Estates Managers Office. Records should be stored for at least three years. If the person injured is a minor then records must be kept for a period of 25+ years from the date of birth of the child.

**Transport:** We only hire taxis, minibuses and coaches which are approved by the local authority, where drivers are DBS checked and each seat has either a seatbelt or a booster seat as is applicable. In advance of the trip pupils will be given clear safety instructions based on the risks associated with the particular type of travel. Children must sit only two to a double seat. Seat belts must be worn and where appropriate booster car seats should be used. All drivers of the College mini-bus must have undertaken an appropriate training course. In cases of long journeys, pupils will be given the opportunity to exercise after reasonable intervals. First-aid material must be carried and be readily available throughout the visit. Any mini-bus or other vehicle designed to carry nine or more passengers operated by the College is in accordance with the restricted *Passenger Carrying Vehicle* (PCV) Operators licence and any driver must hold a *PCV Driving Licence*.

**Working at Height:** Any situations where work may need to be carried out at height are in consultation with our Health and building manager. If any work on fragile roofs is required, then this will be sub-contracted out to a specialist roofing contractor who has been vetted for competence and who has supplied a satisfactory method statement. No work will be carried out near any openings or holes in a roof (or floor surface) or near its edge, unless suitable control measures have been put in place. Suitable measures will include provision of secure coverings over holes or openings, and provision of suitable roof edge protection.

**Workplace Safety for Teachers, Pupils and Visitors:** The duties and responsibilities of the key people are identified in this policy; detailed documentation is in place in support of this statement. Regular visitors and other users of David Game College e.g. contractors and delivery people, are expected, as far as is reasonably possible, to observe the safety procedures of the College.

**Further Information:** With reference to the following statements, David Game College has the required details, policies, procedures and working practices in place. Additionally, documentation is in place concerning:

- Anti-bullying, Behaviour management; Employment; Fire safety policy and audit and role of fire marshals
- First aid and the administration of medicines; Risk assessment and Safeguarding (child protection/safer recruitment, E-Safety and Prevent Duty)

## **RISK MANAGEMENT ARRANGEMENTS**

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

<b>Details</b>	<b>Responsible Officer and Health and Safety Managers</b>
Safety management: <ul style="list-style-type: none"> <li>• Maintain and update the health and safety action plan.</li> <li>• Maintain the Health and Safety files.</li> <li>• Monitor progress with the inspection programme.</li> </ul>	John Dalton, John Eddings and Dr Steven O'Brien
Risk assessments: <ol style="list-style-type: none"> <li>1. Oversee the maintenance of assessments.</li> <li>2. Amend and update general assessments.</li> <li>3. Carry out and maintain display screen assessments.</li> <li>4. Carry out and maintain manual handling assessments.</li> <li>5. Carry out and maintain COSHH assessments.</li> <li>6. Water safety</li> </ol>	John Dalton John Eddings Dr Peter Stanley Dr John Sanders
Fire and emergencies: <ul style="list-style-type: none"> <li>• Oversee fire precautions and carry out alarm tests.</li> <li>• Maintain the fire log and water testing log.</li> </ul>	John Eddings Fire Marshals* see details
Accidents, diseases and dangerous occurrences: <ul style="list-style-type: none"> <li>• Make statutory accident and dangerous occurrence reports.</li> <li>• Maintain records of accidents, dangerous occurrences and diseases.</li> </ul>	John Dalton & John Eddings Lisa Bryne - dark room Chemistry laboratory – Drs Stanley and Cushnir Physics lab – Dr Daniel Pooley Biology lab – Dr Stanley & Andrew Andrews

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<ul style="list-style-type: none"> <li>• Scrutinise sick notes and make statutory disease reports</li> <li>• <b>Dark Room</b></li> <li>• <b>Art Room</b></li> <li>• <b>Science laboratories and prep. room</b></li> </ul>	Art room – Sarah Kasmin Art room – UFP – Guy Austin
Occupational Health and First aid: <ul style="list-style-type: none"> <li>• Oversee the first aid provision.</li> <li>• Keep first aid boxes stocked</li> </ul>	John Eddings
Information, Instruction and Training CPD: <ul style="list-style-type: none"> <li>• Maintain training records.</li> <li>• Ensure that induction training is carried out.</li> <li>• Ensure that further training is provided where appropriate.</li> </ul>	Rachel Sherman, John Dalton and John Eddings
Workplace, buildings and contractors: <ul style="list-style-type: none"> <li>• Arrange necessary maintenance for the workplaces, including the control of contractors.</li> <li>• Prepare and keep up-to-date a cleaning schedule.</li> </ul>	John Eddings & Olga Kozina (sanitary bins)
Pupil and Staff Safety and Security: <ol style="list-style-type: none"> <li>1. Draft and maintain departmental safety rules</li> <li>2. Maintenance of departmental equipment</li> <li>3. Planning of events</li> <li>4. Sports rules and equipment maintenance</li> <li>5. Upkeep of rules for off-site activities</li> <li>6. Compliance with off-site activity rules</li> <li>7. Upkeep of security policy</li> <li>8. Routine implementation of site security</li> <li>9. Educational visits</li> </ol>	John Eddings, John Dalton, Nedaa Belal and Rachel Sherman Suzy Cooper (educational trips) John Dalton and John Eddings (security)

\*

#### Fire Marshalls:

- |                        |   |
|------------------------|---|
| • Olga Kozina          | Ground floor                            |
| • Suzanne Frodtert     | 2 <sup>nd</sup> floor                   |
| • Mythilli Theivendran | 1 <sup>st</sup> /2 <sup>nd</sup> floors |
| • Natalie O'Brien      | 3 <sup>rd</sup> /4 <sup>th</sup> floors |
| • Kathryn Stephens     | 3 <sup>rd</sup> /4 <sup>th</sup> floors |
| • Dr Peter Stanley     | 3 <sup>rd</sup> floor - laboratories    |
| • Dr Julia Cushnir     | 3 <sup>rd</sup> floor - laboratories    |
| • Laura Francis        | 3 <sup>rd</sup> floor                   |

#### First Aiders

**Appointed Person: John Edding (and in his absence Rachel Godfrey)**

#### First Aiders:

- |                     |  |
|---------------------|--|
| 1. Nicolia Morris   | 1 <sup>st</sup> floor                    |
| 2. Dr Julia Cushnir | Lab and Ground floor (3-day certificate) |

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3. John Eddings	Ground floor & general
4. Abdul Teklies	Ground Floor
5. Guy Austin	3 <sup>rd</sup> /4 <sup>th</sup> floor UFP
6. Laura Francis	3 <sup>rd</sup> /4 <sup>th</sup> floor UFP
7. Loanna Papatsuma	3 <sup>rd</sup> /4 <sup>th</sup> floor
8. Jennifer Bruce	2 <sup>nd</sup> floor
9. Inderjit Kaur	2 <sup>nd</sup> floor
10. Hannah Kaeson	2 <sup>nd</sup> Floor
11. Sima Sanders	1 <sup>st</sup> Floor – DGHE

### **Specific details about the Biology and Chemistry laboratories**

1. Built to correct specification i.e. one-hour fire resistant walls and doors
2. The Chemistry lab has two means of escape and three smoke detectors; the means of escape must be kept clear at all times and during experiments or occupancy – both doors should be open for escape
3. A fire exit is next to the chemistry laboratory
4. All chemicals are stored as suggested by CLEAPSE- The Schools Science Service i.e. all flammable liquids are kept in locked metal cabinets that allow adequate ventilation
5. HazChem sign 2XE – Multi-Storage is present on Chemistry Prep room
6. Appropriate signage is available in all labs
7. All labs have appropriate signage and dry powder extinguishers
8. The chemistry lab has a fire blanket, which is checked every six months
9. Gas supply is inspected yearly by GAS SAFE engineers for both the biology and chemistry labs
10. Both Biology and Chemistry labs has a central valve-shut off for the gas: this is inspected every night by the Head of Science; the isolate valve is clearly signed (key system)
11. To shut down gas coming into the building, the gas isolate valve is located in the plant room
12. All work surfaces are flame resistant (Corian) and airflow is controlled through lab
13. No major sources of fuel exist in the College, except an outside gas supply
14. All students are given H&S orientation by Drs. Stanley and Cushnir, the full-time laboratory manager, before any practical work is undertaken. Students are informed about the risks that exist within a laboratory and the need to comply with all rules. A copy of the rules is available to all students and they are guided through them. Students who fail to comply with orders and instructions in the laboratory will be asked to leave.
15. A dedicated telephone line has been put in both the Biology and Chemistry laboratories so that in case of an emergency, help can be summoned quickly
16. Eye wash and fire blankets are also available in all labs. In the event of an accident that causes harm to a student's vision, eye wash should be applied, irrespective of the nature of the hazard

17. All accidents should be recorded in the accident book in each laboratory (an accident book is also present in the various reception)
18. First Aid kits are also available in all laboratories
19. Hazard Cards that indicate the degree of risk associated with each chemical are held in the laboratory: new hazard cards were received in November 2016
20. During lessons or demonstrations, students must follow all instructions issued by the tutor
21. Tutors and demonstrators must work out and prepare a risk analysis for each experiment. If in any doubt about the safety relating to an experiment, consult the Head of Science. There is a list of banned experiments that all tutors should be aware of. It is essential that new tutors are familiar with best practice and laboratory procedures. All new tutors must observe practical lessons for one full term before being allowed to take responsibility
22. The chemistry laboratory must be locked at all times when unoccupied. When lesson is on-going, both means of escape must be open. Doors cannot be blocked and students must place their bags in the preparation room during an experiment.
23. Paper should be kept to a minimum in all labs to reduce ignition points for fire
24. Students must all be inducted in H&S procedures when in the laboratories
25. The number of students that can be in the laboratory at any one time during an experiment is limited to 15 students.
26. During and experiment, all bags must be held in one designated safe area to prevent trip hazards.

N.B.

Please note that the science laboratories have been purpose built and designed on the top floor of the main building. There are two main fire exits on this floor that can quickly lead student to safety in the event of a fire. Both exist enter directly into a gantry that takes students to the adjoining building, so that they can they descend to the ground floor and safety.

Key further guidelines of General Common Chemicals in the Laboratories

1. No students to be present in the laboratory at any time in the absence of the relevant fully qualified science teacher. If the teacher has to leave the room for any reason – irrespective of the time interval involved – students **must** be asked to leave the laboratory and the doors must be **locked**.
2. Both doors of the laboratory must be unlocked when classes are present, and locked at all other times.
3. No food or drink to be taken into the laboratory or consumed in there under any circumstances.
4. Students must only carry out the procedures / experiments as directed by the teacher. No other experiments must be done.
5. Safety spectacles and lab coats **must** be worn by every student in **every** lesson.
6. Teachers must ensure that eye-wash bottles are maintained in good order and refilled as necessary, and that every student is aware of the location of the eye-wash stations.
7. Teachers must make students aware of the need to report every accident or injury, no matter how minor it may appear at the time.
8. All accidents, no matter how minor, **MUST** be recorded in the accident book, present in each laboratory
9. Teachers must follow all CLEAPSE procedures and guidelines.



10. The Head of Science must check three times every day that everything is in order, for example that the has been turned off at the mains, and that chemicals have been returned to the correct store cabinet, with stoppers replaced etc. Also, random spot checks will be carried out, e.g. on the wearing of safety spectacles.

A risk assessment of the laboratory is available for inspection and reviewed annually.

#### **Specific policy on chemicals – use and storage**

1. Chemicals are stored in four numbered lockable metal cabinets as follows: 1) Elements plus inorganic chemicals A-Z 2) Organic solvents plus acid-base indicators 3) Organic solids 4) Enzymes and other biochemical materials.
2. Only the Head of Science and other designated Biology / Chemistry teachers are to be given the keys to the laboratory itself and the various four chemical storage cabinets.
3. The fume cupboard should only contain bottles of the following hazardous substances: bromine, concentrated hydrochloric acid, concentrated nitric acid, concentrated sulfuric acid, concentrated aqueous ammonia, ethanoyl chloride, phosphorus pentachloride.  
The fume cupboard is serviced no less frequently than once a year.
4. Hazardous chemicals which were once used in teacher demonstrations of experiments which are now banned (for example, sodium and potassium) are to be stored safely and locked in store cabinet no.1 until such time that safe removal and disposal by the appropriate authorities can be arranged.
5. No inflammable organic liquids to be heated without the use of a water bath.

#### **Dangerous Combinations of Chemicals in the Laboratory:**

Concentrated sulfuric acid ( $\text{H}_2\text{SO}_4$ ) and water: the acid **MUST be added TO the water** – NEVER the other way round

Potassium manganate (VII) crystals ( $\text{KMnO}_4$ ) and concentrated sulfuric acid – this combination generates an **explosive oil (manganese (VII) oxide,  $\text{Mn}_2\text{O}_7$ )**

Ammoniacal silver nitrate (also known as Tollens' reagent), made by adding aqueous sodium hydroxide to aqueous silver nitrate, then adding aqueous ammonia dropwise until the dark brown precipitate obtained initially just re-dissolves): this aqueous solution is harmless, but if allowed to evaporate the resulting solid is explosive. Students **MUST** pour the contents of the test tube down the sink on completion of the test, and use copious amounts of running water to wash away all traces of the solution. Test tubes in which Tollens reagent has been present must **NOT** be left "abandoned" in racks without being **THOROUGHLY** washed out with cold water.

#### **PHYSICS LABORATORY**

Although the risks posed by the physics laboratory are significantly less, there still exist a number of very important dangers. These include whiplash from equipment, potential for eye injuries; there is negligible risk of electrocution.

A small radioactive source is available in the lab and stored within a lead-lined container. Furthermore, any lasers that are used will be within current working practices. Eye protection is deemed critical. Dr D. Pooley is responsible for safety in the Physics laboratory. First Aid kits and eye wash are available. All experiments have been risk-assessed.

Regular science meeting are held to discuss specifically Health & Safety and all the key points and outcomes are available from the science department.

#### **Cleaning in the Laboratories**

## **Safety Protocol for Cleaning the Laboratories: H&S Basics**

David Game College is committed to safeguarding and promoting the welfare of pupils and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential.

When cleaning in the laboratories, especially the Chemistry and Biology labs, it is important to be aware of the hazards that could arise. As such, when cleaning, all cleaners should follow the simple instructions below:

1. When entering the room check that you cannot smell gas –if you can, open the windows and then quickly inform the security or any staff member; do not switch on any lights as you enter, only switch them on once you are reassured that there is no gas leak
2. Note the emergency red buttons near the exit of the Biology and Chemistry lab that when pressed automatically shut down the gas
3. Survey the lab and check if there are any potential hazards (broken glass, chemicals left unattended, equipment still running, etc.)
4. All broken glass should be placed in a special container, labelled “glass”
5. All sharps should be placed in the “sharps bin”; if you see isolated blades or sharps, be very careful when placing them in the sharps bin. Instructions as to the protocol of emptying the glass and sharps bins will be given.
6. Be aware of the location of First Aid kits and eye wash
7. Never touch any chemicals
8. Do NOT clean around or near the mobile fume cupboard
9. Seek advice if using bleach on some of the surfaces, especially if they are stained, in order to prevent noxious fumes being given off
10. Some experiments may be left *in situ*; a note should accompany the experiment to request that it be left undisturbed
11. Check with the head security what cleaning chemicals you can use in the laboratories
12. Do not touch or clean the fridges, unless specially instructed to do so
13. Do NOT attempt to clean the storage facilities that contain the chemicals; this will be cleared by the science team
14. Do not attempt to clean any spillage unless you have first consulted the science team
15. Do not attempt to touch any microbiological experiments or attempt to clean petri dishes, etc.
16. Do not touch the autoclave
17. Do not touch any bottles or containers that are labelled acids or alkalis
18. Always lock the doors when you have completed your cleaning
19. Never clean sinks if they have glassware in – carefully remove glassware
20. Always try and wear gloves when cleaning

Using the precautionary principle, if in any doubt, ask the building manager, John Eddings or any member of the science team.

## **ART ROOM**

**As with the science laboratories and dark room, NO student is allowed in the art room without adult supervision.**

The risks within the art room are identified as:

- Knife cuts
- Paper cuts
- Eye injury from paints or solvents
- Solvent inhalation or explosion - also the issue of suitable ventilation
- Solvents and breathing issues
- Storage any inflammable materials should be within metal or secure cabinets
- First Aid kits are available in the art room

The key issues in the art room are:

- Ensure that Solvents and other flammable materials are secured in a metal container

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- Ensure that all sharp instruments are used properly and secured away at the end of the lesson
- That students use solvents and other materials that produce fumes in a sensible way, one which ensures that they have suitable ventilation while gluing or spray mounting
- Students cannot work alone in the art room – a teacher must be present at all times

Person responsible for the art room H&S is **Sarah Kasmin**

### **PHOTOGRAPHY – DARK ROOM**

No student should be inside a dark room without a tutor present, However, tutors are advised not find themselves in a situation in which they are inside the dark room with a single student (safeguarding issues). Ventilation and airflows rates have been calculated and check for the current dark room that is located in the basement. Air and ventilation has been purpose-built for this room.

The risks in this room are:

- In relations to chemicals and fixatives used for developing –eye and inhalation potential problems: main chemical issues being used for fixer and developer
- Eye wash must be available
- Items must not be stored on open shelves or surfaces in such a way that could be dislodged as a consequence of red-view lighting
- Sharp objective and dangerous adhesives and sprays, etc, must be kept in metal cupboards
- Adequate ventilation is critical in the dark room to prevent students from suffering the effects of excessive vapours and fumes from volatile organic compounds
- Injury from sharp objects
- Slippage from liquids on the floor

The main components of gases evolved by the chemicals are acetic acid fumes from the fixer and very small amounts of sulphur dioxide evolved by the developer (from Sodium Sulphite). These are eliminated by air extraction in the room OR by opening the room up between processes. Air flow has been specifically engineered into the room for adequate air flow based on simple calculations.

Photo-chemicals are covered when not in use (trays/tanks etc.).

With these precautions you should be able to use any conventional photochemical without concern.

"Heating, ventilating, air conditioning and refrigeration. CIBSE Guide B"

( CIBSE = Chartered Institution of Building Services Engineers)

"Darkrooms (photographic) 6-8 ACH (but heat gain should be assessed)

ACH = Air changes per hour

Calculate this by multiplying HxWxD for room in metres to give m<sup>3</sup>

Measure airflow of extract vent in m<sup>3</sup>/second

Multiply by HxW in metres to give m<sup>3</sup> per second.

Multiply that by 3600 to give m<sup>3</sup> per hour

Divide flow volume by room volume to give ACH.

Person responsible for the darkrooms is **Lisa Byrne**. **All students should be first inducted in basic safe practice before using the dark rooms.**

### **Declaration**

I, the undersigned, have received a copy of the David Game College Health and Safety Policy.

David Game College is committed to safeguarding and promoting the welfare of pupils and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential.

I hereby confirm that I have read and understood this policy.

Signed.....

Print Name.....

Date ...../...../.....