



CARMEL COLLEGE A CATHOLIC ACADEMY

HEALTH AND SAFETY POLICY

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HEALTH AND SAFETY POLICY

1.0 Foreword by Principal

It has often been said that it is better to be safe than sorry and whilst this is easy to say, the reality of this statement requires:

- Structures and responsibilities across the College for ensuring the implementation and maintenance of health and safety standards.
- Every individual to take personal responsibility for their own and their colleagues' safety and health, being aware of potential hazards and acting to ensure they are eliminated, managed or avoided.
- Policies and guidance that explain what should and should not be done.
- Observance of procedures established to ensure we work in a safe environment.

All incidents should be avoidable given forethought and taking the appropriate actions or by following the correct procedures.

This Health and Safety Policy gives you all the essential guidance required. Many of the actions recommended are required by law and must be observed, but in any case, they are mostly common sense.

Study this policy now – it will be too late once an accident or ill health has occurred.

Carmel College has an excellent record for health and safety, and I wish this to continue. All of us, whether staff, student or visitor has a right to be in a safe environment, and has a significant contribution to maintain this goal. It would be a difficult burden to bear, knowing that a colleague had been injured or suffered ill health as a result of a hazard or situation that you had recognised, but had not done anything about.

A handwritten signature in black ink that reads "M Regan". The signature is written in a cursive style with a large, stylized 'M' and 'R'.

Maura Regan OBE
Principal & CEO

2.0 Health and Safety Policy Statement

The management of Health and Safety is regarded as being of the utmost importance for all students, staff and visitors to Carmel College. Therefore the College recognises and accepts its responsibility to set standards at least as high as that required by the Health and Safety at Work Act 1974 and supporting regulations, and so far as is reasonably practicable, to achieve zero work related fatalities, as well as an incident and injury free environment. The College will accomplish this target, in so far as is reasonably practicable, through adopting an approach to continuous improvement through:

- Providing and maintaining plant and equipment and systems of work that are safe and without risks to health;
- Making arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- Providing such information, instruction, training and supervision as is necessary to ensure the health and safety at work of employees and students and visitors;
- Maintaining any place of work under the College's control in a condition that is safe and without risks to health and to provide and maintain means of access to and egress from it that are safe and without such risks;
- The provision and maintenance of a working environment for employees and students that is safe and without risks to health and is adequate as regards facilities and arrangements for their welfare at work;
- Providing such protective equipment as is necessary for the health and safety at work of employees and students;
- The encouragement of staff to set high standards of health and safety by personal example, in order that students leaving the College should take with them an attitude of mind which accepts good health and safety practice as normal;
- Striving to monitor the effectiveness of health and safety provisions within the College;
- Keeping the College Health and Safety Policy under at least annual review in order to support the policy of continuous improvement and to duly publish any amendments.

March 2015

Principal & CEO

March 2015

Chair of Local Governing Body

3.0 Organisation

Although health and safety is a collective responsibility, this policy recognises the responsibility that effective and efficient management has towards achieving the College's safety objectives. The Principal, Miss M Regan is responsible to the Governing Body for the management of Health and Safety matters within the College. Oversight and co-ordination for health and safety across the College is the responsibility of Mrs J Moorhouse, Health and Safety Co-ordinator. This section outlines the responsibility that each element within the College has towards the health, safety and welfare of those connected with Carmel College.

3.1 The Governing Body

The Governors of Carmel College shall ensure that when undertaking the management of the budget, all health and safety implications are taken into account. They shall also include in their annual report to parents an appraisal of the health and safety performance by considering all reported accidents, incidents and near misses. Furthermore, their main functions are:

- (a) Monitoring the College's safety performance (including consideration of inspection reports);
- (b) Prioritising actions where resources are required;
- (c) Ensuring actions are carried out;
- (d) Including health and safety on governors' meeting agenda;
- (e) Ensuring that health and safety is included in their annual report;
- (f) Ratifying the local safety policy.

3.2 The Principal

The Principal has an overall responsibility for the application of this policy.

The Principal's main functions are:

- (a) Overall management of all health and safety matters in the College in accordance with the health and safety policy;
- (b) Ensuring risk assessments are carried out;
- (c) Submitting inspection reports to governors;
- (d) Ensuring action is taken when suitably recommended;
- (e) Communication of information received on health and safety matters to appropriate people;
- (f) Management of investigations;

- (g) Chairing the College health and safety committee;
- (h) Identifying staff health and safety training needs;
- (i) Liaising with governors on policy issues and any problems in implementing the health and safety policy;
- (j) Co-operating with and providing necessary facilities for trades union safety representatives.

3.3 The Health and Safety Co-ordinator

The Health and Safety Co-ordinator and can be expected to:

- (a) Undertake duties as directed by the Principal in pursuance of the College's safety policy.
- (b) Review annually all Health and Safety practices and procedures within the College and to advise, make recommendations and implement as necessary.
- (c) Act as the focal point for day-to-day references on health and safety, and advice or indicate sources of advice.
- (d) Co-ordinate the implementation of safety procedures.
- (e) Maintain contact with outside agencies that are able to offer expert advice.
- (f) Ensure that appropriate and regular inspections of the College are conducted and to check the suitability of working practices.
- (g) Ensure that accidents and hazards are recorded and reported as appropriate to the College Health and Safety Advisor. Also to oversee appropriate remedial action, including accident and near miss investigation.
- (h) Review annually
 - i) Provisions of First Aid arrangements
 - ii) Emergency procedures
 - iii) Safety procedures

3.4 Curriculum Leaders

Curriculum Leaders include those with teaching as well as non-teaching responsibilities, (e.g. Pastoral Leader, Caretaker, etc). Staff holding such positions:

- (a) Have responsibility for the application of the Safety Policy to their own department and should comply with instructions given by the governing body and Principal.
- (b) Must establish, maintain and develop safe working procedures (e.g. use and storage of chemicals, machinery, etc.)
- (c) Should attempt to resolve any health and safety problems any member of staff may raise, and refer to the College's Health & Safety Co-ordinator any problem for which there is not a satisfactory solution within the resources available.

(d) Will conduct regular safety inspections within their department, of activities for which they hold responsibilities and to submit reports to the College's Health & Safety Co-ordinator.

(e) Should arrange for staff training and information so as to avoid hazards and to contribute positively to their own safety and health at work in conjunction with the Health & Safety Co-ordinator. Also to communicate health and safety information received to appropriate people. This role should also ensure staff within their department have received health and safety induction training.

(f) Notify the Health & Safety Co-ordinator of changes or additions to plant, equipment and machinery.

(g) Implement control measures and improvements as identified through risk assessments, accident investigations or any type of monitoring conclusion.

3.5 Class Teachers

The safety of students and visitors in the classrooms, laboratories, workshops and physical education areas is the responsibility of the class teacher. Their main functions are:

(a) Day-to-day management of health and safety in accordance with the health and safety policy;

(b) Checking classrooms/work areas are safe before commencing lessons (e.g. No slip, trip hazards etc);

(c) Checking equipment is safe before use, as well as ensuring equipment is left in a safe condition after use;

(d) Ensuring safe procedures are followed and that emergency procedures are understood;

(e) Ensuring protective equipment is available and used, when needed;

(f) Participating in inspections and supporting the health and safety committee, if appropriate;

(g) Bringing problems to the relevant manager's attention and to propose appropriate recommendations to improve safety;

(h) Integrate all relevant aspects of safety into the teaching process and if necessary give specific lessons on safety.

3.6 Students

Students are expected to:

(a) Understand and exercise personal responsibility for safety of themselves and others;

(b) Observe standards of dress consistent with safety and hygiene, (e.g. suitable footwear, and the preclusion of unsuitable jewellery etc).

(c) Understand and observe the safety rules of the college and in particular the instructions of staff given in an emergency.

(d) Use, and not deliberately misuse, neglect or interfere with items provided for safety.

3.7 Health and Safety Committee Representatives

The Health and Safety Representative functions are:

(a) To investigate potential hazards and dangerous occurrences at the workplace and to examine the cause of accidents at the workplace.

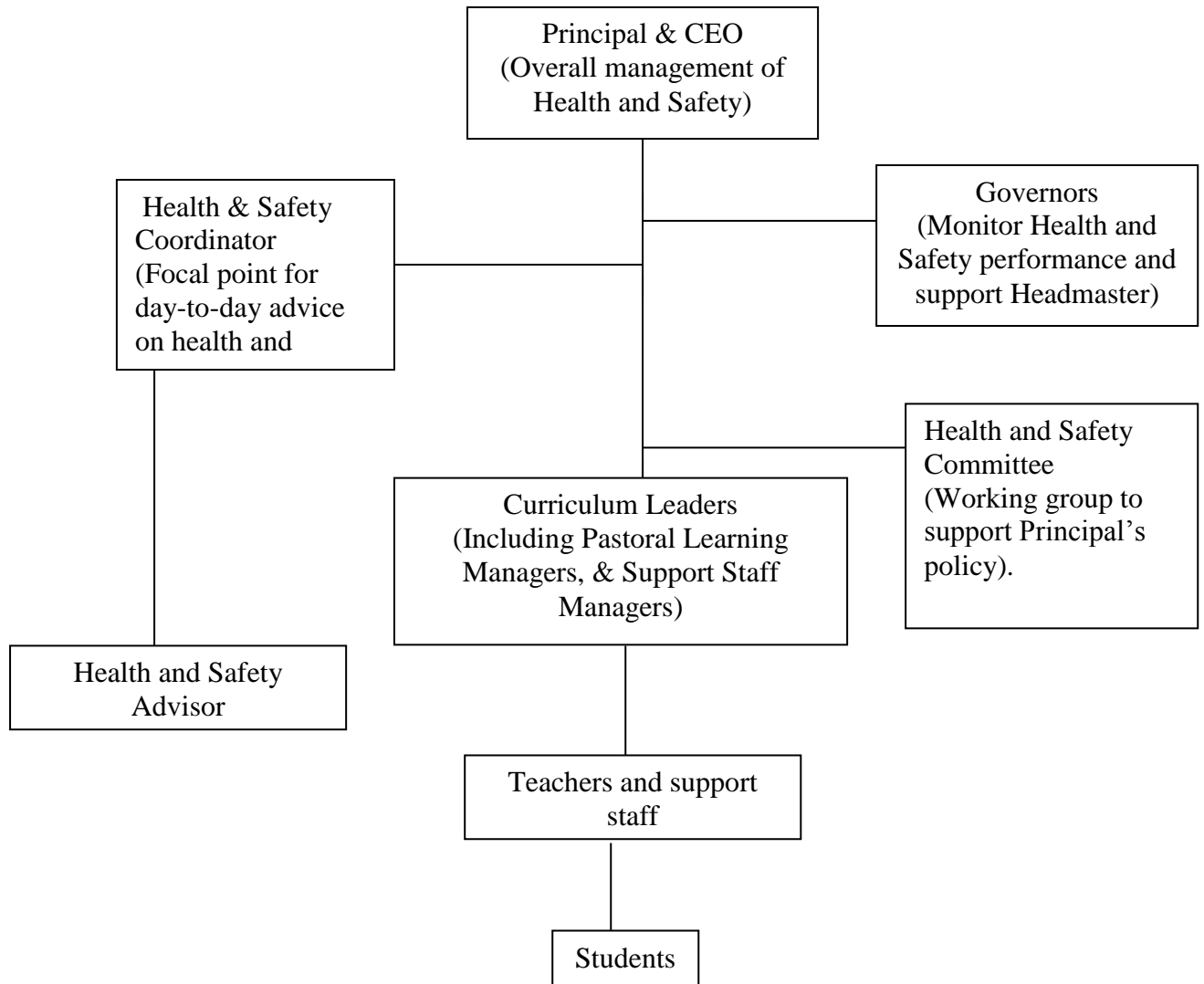
(b) To investigate complaints by any employee relating to their health, safety or welfare at work and to represent or advise employees when in consultation with enforcing authorities.

(c) To make representations to the Principal on concerns regarding health, safety or welfare at work.

(d) To receive and utilise information from Inspectors.

(e) To attend meetings of safety committees in the capacity of safety representatives and in connection with the above functions.

Carmel College Health and Safety Organisation Flowchart.



4. Arrangements

4.1 Introduction

This section will offer guidance on how the functions allocated to individuals will be carried out in order to achieve the policy objectives.

4.2 Health and Safety Committee

The committee is an important element in achieving the Principal's health and safety objectives and as a workgroup will have a valuable contribution to make. This committee will comprise the Principal who will chair the meeting, the College Safety Co-ordinator, a member of the Governing Body, the Site Supervisor, representatives of the teaching staff and support staff whose departments wish to discuss health, safety and welfare issues, and a senior student.

The Health and Safety Committee should meet at least annually to review safety performance. Furthermore, health and safety must be a standing item on the agenda of management meetings, at College level, where minutes of health and safety issues can be documented and actions checked.

4.3 Accident Reporting

Accidents or injuries to any person, including contractors, should be reported to their Line Manager by those persons involved in the accident. If deemed necessary, by the College First Aiders, an accident report form, which is held in the Student Support Office should be completed by those involved in the accident, the Business Manager will forward the accident report form to the Health and Safety Advisor currently supplied by Avec.

All major injuries to employees and hospital attendance by members of the public as a result of an accident also require immediate telephone notification to the Health and Safety Advisor. Such injuries to students require parent notification.

Major injuries requiring telephone notification to the Health and Safety Advisor are:

Any fracture; amputation; dislocation of the shoulder, hip, knee or spine; serious eye injury; serious burn; loss of consciousness; acute illness from chemicals; or any other injury requiring immediate hospital attendance.

Direct Line: 07825 500985 or 07748242120

Refer to the Accident Investigation and Reporting Procedure for full details.

4.4 Accident Investigation

The Health & Safety Co-ordinator with the cooperation of other relevant staff, when necessary, should carry out an investigation following an accident or near miss situation in order that causes may be identified and measures taken to prevent a recurrence. Investigations such as these are essential in order that accidents, damage to equipment and property, and losses are kept to a minimum. Further advice relating to investigations may be obtained from the College Health and Safety Advisor. Findings from all investigations should be recorded on the accident report form and recommendations actioned by those responsible.

Refer to the Accident Investigation and Reporting Procedure for full details.

4.5 First Aid

First aid posts will be established in the College, in accordance with the Health and Safety (First Aid) Regulations 1981, so as to be reasonably accessible to all employees and students. They will be suitably stocked at all times.

The names, workplaces and telephone numbers of those persons responsible for first aid boxes and/or qualified in first aid will be displayed at each post, office or work site together with clear instructions for summoning outside medical facilities, on the first aid emergency procedure notice.

The person responsible for the first aid box(es) will ensure, where reasonably practicable, that it is fully equipped at all times.

Only qualified persons should carry out first aid treatment. To this end training courses will be held as required to ensure that there are sufficient persons qualified to meet the College's needs and satisfy the legal requirements of the Health and Safety (First Aid) Regulations 1981. Under no circumstances may medical treatment be given unless the medic has been specifically trained for that course of action.

Serious cases of injury should receive qualified medical attention.

4.6 Fire Safety

Preventative measures against fire are important and form the basis of rules to reduce the likelihood of fires occurring, e.g. restrictions on smoking, special precautions concerning flammable liquids and gases and maintenance of electrical appliances. To this end the College has employed a no-smoking policy within all areas of the site.

As preventative measures can never be foolproof, reactive measures are also important and include:

(a). Physical measures include fire doors, smoke detectors, alarm systems and fire fighting equipment. These will be provided, tested and maintained as per British Standards. The extinguishers will be checked and maintained by an external agency under a service level agreement. The remaining fire precaution measures will be checked and maintained by the caretaker staff.

(b). Detailed information about fire evacuation procedures is provided to regular and temporary members of staff, including supply and trainee teachers in their induction. Details about fire evacuation routes will be displayed in teaching rooms and other rooms where staff and students regularly work. Members of the College should familiarise themselves with such details for the rooms that they use.

A guide on actions to take on hearing the Fire Alarm is provided in the College Fire Evacuation Plan.

Records will be kept of any tests and examinations of alarm systems and held by the Business Manager. The same applies to all evacuations for whatever reason, including practices and false alarms, so that the effectiveness of each evacuation can be assessed and action can be taken regarding any problems that have occurred.

4.7 Risk Assessments

Risk assessments provide the backbone of any safe system of work and therefore all college activities must be assessed for hazard and evaluated for risk. An assessment that identifies a significant hazard should be recorded in writing, and the measures needed to control the risk to health and safety should be listed and communicated by the Curriculum Leader involved.

For on-going activities the risk assessment should be reviewed if the circumstances that surround that activity change.

The risk assessment must be submitted to the Curriculum Leaders who will liaise with the Safety Co-ordinator for its consideration. No activity should be undertaken without a risk assessment being undertaken and Principal or Health & Safety Co-ordinator agreeing to the activity.

It is part of the College policy objectives that all staff are required to undertake training in risk assessment, which will be organised from time to time through the Safety Committee.

The College Health and Safety Advisor will assist all Curriculum Leaders with risk assessment documentation as and when requested.

4.8 Electrical Safety

The following arrangements for electrical safety apply to all electrical equipment in use in the College, including personal items.

(a) Only electrical equipment that is properly installed and maintained should be used in the College. The indication that equipment has been properly maintained is that a label is attached to each item bearing a date after which it should no longer be used. Items not bearing such a label, or where the date on the label has been passed, should be withdrawn from use and given to the appropriate Line Manager.

(b) All portable appliances will be regularly inspected and, where necessary, subject to electrical test by Graham Weir, except for ICT items which will be managed by ICT Manager, Matthew Smith. All members of the College should routinely check that their electrical appliances are not damaged and that there are no obvious signs of misuses such as damaged or discoloured plug tops and worn cables.

(c) Any item that becomes faulty should be taken out of service and either discarded or sent to a member of the technical staff.

(d) Equipment and furniture should be sited so as to avoid the need for leads and to trail across floors. Where these cannot be avoided, proprietary rubber strips should be used to reduce the risk of tripping.

(e) Socket adapters should not be used. Only those with their own fused plug and cable (4-way trailing sockets) are permitted.

4.9 Safety Training

Training and instruction in routine matters will be given, as required, by the appropriate supervisor or manager. In particular, Kay Spraggon will arrange for Supply Teachers - on their first day of joining to receive induction information as required in the College's Code of Practise for Induction Training.

Those visitors who require an induction, i.e. those not under escort for the duration of their stay on College premises will receive an induction from the Business Manager, except for contractors, who will be dealt with by the Site Supervisor. Induction records will be held centrally in the college office and be available for audit when requested.

The Business Manager will also give a copy of this Policy to new members of staff on their first day and ask them to read it and sign to confirm it has been read.

The appropriate Pastoral Learning Manager will inform new students about the same matters at the beginning of each academic year. This will include a verbal briefing and guidance notes regarding Health and Safety. Students will be asked to indicate by signature that they have both heard and read the instructions on Health and Safety given to them. Line Managers are required to make arrangements for late registering students, or visitors, to have an equivalent briefing and to sign to indicate that this has occurred.

When students attend work placements appropriate guidance will be provided by the member of staff arranging the placement and in conjunction with the placement provider including Induction and Risk Assessment.

The need for other specialist training should be identified by individual members of staff, and should be directed to the Safety Co-ordinator through Curriculum Leaders. The Safety Co-ordinator may liaise with the College Health and Safety Advisor who will advise on how to satisfy the College's training needs.

Members of Carmel College will not be expected to undertake any procedure for which they have not been adequately trained.

4.10 Control of Substances Hazardous to Health (COSHH)

The Control of Substances Hazardous to Health Regulations, often known as the "**COSHH**" Regulations 2002, require the College to ensure that substances (including purchased proprietary chemicals and non-proprietary substances such as effluents and by-products of processes) which can harm staff and others are stored, moved and used or handled in a manner which is safe and without risk to anyone's health. The College will do this by:

- (a) Identifying hazardous substances, assessing the nature of their hazards and the associated likelihood and severity of harm.
- (b) Providing suitable precautions to protect persons against the hazards.
- (c). Giving adequate written and verbal information about the hazardous substances to all persons who may be harmed by them. Guidance should be sought from the Safety Data Sheet provided with the substance.
- (d) Storing hazardous substances in correctly labelled containers that have been deemed as adequate for the held substance. Such substances should be stored in appropriate secure facilities.

In some cases exposure to hazardous substances is controlled by means of appliances such as fume cupboards and dust extraction equipment. As required by law the College will arrange for such appliances to be tested and examined at least every 14 months.

4.11 Display Screen Equipment (DSE)

Under the Health and Safety (Display Screen Equipment) Regulations 1992 the College has obligations to all employees who regularly use visual display units (VDU's). This includes assessing each VDU and its associated equipment and furniture to ensure that they meet the standards specified by the Regulations. These include matters such as control over glare and reflection and adjustability of seating in order to avoid postural and other health problems that can be caused by VDU work. Although the Regulations do not strictly apply to students, the College will aim as far as reasonably practicable to provide students who use VDU's with facilities of a standard that match those specified by the Regulations in the interests of education and good practice.

4.12 Traffic Management

Authorised staff and visitors may park with care in the designated car parks. It should be noted that Carmel RC. College do not take any responsibility for damage to vehicles whilst on college property.

The speed limit of 5mph must be observed at all times and pedestrians have right of way on College property without exception.

4.13 College Transport

Carmel College currently owns two minibuses that are used for various activities. The use of minibuses for conveying students and others is a potentially high-risk activity. Although the risks can never be totally eliminated, the College will minimise them as far as possible by the use of well-maintained and roadworthy vehicles and ensuring that only competent persons drive them.

The Bursar has responsibility for arranging and ensuring that the minibuses are regularly serviced and maintained in a roadworthy condition. The co-ordinator advises about arrangements and checks to ensure that minibuses hired by the College are roadworthy. Members of staff may only drive a minibus if authorised by the Health & Safety Co-ordinator. The Co-ordinator will also provide other pertinent advice to users about aspects such as supervision of students and precautions for prolonged journeys.

Drivers must complete standard pre-use checks prior to using the vehicle.

4.14 Safety of Visitors including Contractors

All visitors of any nature must report to the College reception and book in. The receptionist will notify the visitor's point of contact who will then come to reception and host the visitor(s). It is the responsibility of the host to ensure that the visitor is made aware of the emergency procedures and that there is a Carmel College Safety Policy available for them to read. Should the visitors be unescorted and staying for any reasonable length of time then they should receive a safety induction brief.

In the case of Contractors, the Safety Co-ordinator should monitor their day to day activities in order to ensure that safe working practices are not being compromised and presenting a

hazard. Furthermore, the College health and safety policy should be made available to all contractors working on the College premises if requested. Guidelines are provided at Appendix 1.

Organisations that Hire premises from the College are to read and sign the guidance form included at Appendix 2 and return it to the Safety Co-ordinator.

4.15 Violence to Staff

“Violence” as defined by the HSE comprises any incident in which a person is verbally abused, threatened or assaulted in circumstances relating to their work. The College is committed to protecting staff from violence from any party, as far as possible.

Should staff be subjected to violence, they should complete an Accident Report Form and inform their Line Manager. The circumstances will be treated confidentially and support measures will be provided, if required, to assist in recovering from an incident. Potentially all members of staff are vulnerable to violence, but the overall effects of violence can vary and be influenced according to person, time, place and various other factors. The College has a copy of the useful HSE/HSC booklet “Violence in the Education Sector” (2nd edition 1997) a copy is available from the Business Manager.

4.16 Stress

Stress has increasingly become acknowledged as being a significant health issue at work. Whilst most staff might be expected to absorb a certain amount of pressure, it can rise to a level where it constitutes a risk to health. The College advises any member of staff who feels under an unacceptable amount of pressure to raise the issues and concerns with their Line Manager in complete confidence, so that if possible some early action may be taken. Staff development training is available in the recognition and control of stress at work. Counselling services are also available for those in stressful situations via the College’s Sickness Absence Insurer, Schools Advisory Service. SAS can be contacted direct on 01623 66185 or via Jennifer Moorhouse.

4.17 Manual Handling

Staff and students are not to lift, drag, push or carry heavy/awkward loads unless training has been given and a manual handling assessment carried out. If no assessments have been made for tasks that present a risk of injury, then they should be reported to their respective Line Manager.

4.18 Machinery and Equipment

All members of staff and students involved with the use of College machinery have a duty to ensure that it is used correctly, safely and that any defects or unsafe practises are reported to the respective Curriculum Leader or Safety Co-ordinator.

In addition, all workshop, kitchen, science, art and outdoor educational equipment must be well maintained, supplied with adequate guards where necessary and receive appropriate statutory inspections. Curriculum Leaders are to ensure that any shortfalls are reported to the Safety Co-ordinator and the machinery or equipment is removed or put out of bounds, and adequately labelled as so immediately.

4.19 Legionellosis

The College aims to prevent the build up of Legionella Pneumophilla organisms in its water systems and to prevent inhalation of infected water droplets. Therefore the Site Supervisor must ensure that the designated water supply checks and maintenance tasks are carried out by the competent provider under the terms of contract and are recorded. If the Site Supervisor becomes aware of any safety concerns due to poor Legionella maintenance he must notify the Safety Coordinator immediately.

4.20 Educational Visits

Any proposed educational visit must first be cleared through the Vice Principal (Curriculum & Personnel). In liaison with the Health & Safety Co-ordinator a strict analysis of the proposed visit must be satisfied before agreement is given. This will include assessment of:

- (a) Suitability of the Trip Provider.
- (b) Suitability of the location and activities according to the competency of supervision and abilities of students attending.
- (c) The submitted risk assessments for all activities to be undertaken
- (d) Any other provision as decided by the Principal.

Evolve will be used to assist with the safe planning of educational visits.

4.21 Personal Protective Clothing (PPE)

The College will provide suitable protective clothing and equipment for staff and students whose work is liable to involve hazardous substances or excessive levels of noise. If you are provided with any item of protective clothing or equipment, you must use it when necessary and take reasonable care of it. If any item becomes defective through wear or damage, you should report it and obtain a replacement before continuing with any work, which requires it. Should any member of the College deem that PPE is required for a particular activity, they should raise this concern through their Curriculum Leader or College Health & Safety Co-ordinator.

“REMEMBER, PPE IS THE LAST FORM OF NEGATING THE RISK”

4.22 Working at Heights

No student or member of staff should attempt to work from height without conducting an appropriate risk assessment. Classroom furniture must not be used as a platform to work from and must not be used as a method of gaining height.

If staff members require displays to be put up or any similar activity that requires working at height they must contact the caretaker staff, unless they have had suitable training and have access to suitable equipment for working at height.

5. Monitoring the Policy

Monitoring the effectiveness of the Health and Safety Policy commences as a College responsibility in which the Governors, College Health & Safety Co-ordinator and Health and Safety Committee play key roles. Monitoring includes ensuring that inspections are taking place regularly so that the hazards and risks of activities carried out within the College are being adequately recognised and controlled. Monitoring also makes sure that any deficiencies in health and safety performance are identified and that remedial action is recommended and pursued. The provision of information, instruction and training to all staff and students (especially new members of the College) are matters that should also fall within the monitoring exercise.

Monitoring of any accidents, incidents and instances of occupational ill health occurring at College level is particularly important so that remedial action can be taken to prevent any recurrence. The Co-ordinator will monitor all reported accidents, incidents and occupational ill-health in order to determine those events that are legally reportable to the relevant Enforcing Authority, and those which require further investigation and possible notification to others within the College and to set in train appropriate remedial action.

6. Reviewing the Policy

The implementation of this policy will be audited by the College Health and Safety Advisor and will be reviewed every three years by the Safety Co-ordinator and the Safety Advisor before being agreed by the College Safety Committee and adopted by the Full Governing Body. If there are reasonable changes to the structure and major personalities of the College the review may be conducted earlier.

The next review is scheduled to be no later than the end of January 2018.

Appendix 1

CARMEL RC COLLEGE

Notes of Guidance for Contractor Working On Site

Purpose of Guidance

Building or small works such as glazing, heating and ventilation, roof repairs, electrical installations etc. may create risks for those engaged in the work and for staff and students.

The purpose of this code of practice is to provide guidance in order that Contractors will use safe working practices according to the Health and Safety at Work Act 1974 and to assist the Contractor in taking all reasonable and practical steps to prevent danger or ill health from details of the work being carried out.

The College has legal responsibility to contribute to the safety of the Contractor's staff.

For contracts of a larger nature, lasting a few days or more, where the Contractor has a responsibility to the Property Services Division the Principal will appoint a member of staff for "on site" liaison.

For short term work involving educational/teaching areas there must be liaison and agreement between the Contractor and the Business Manager before work proceeds.

ALL CONTRACTORS WILL:

- i) Observe the College rules and instructions, e.g. fire prevention, first aid, and traffic restriction etc., given by staff for which the Contractor is working.
- ii) Not work on the premises until Carmel College rules are accepted.
- iii) Ensure that all operations are conducted in such a manner as to prevent injury.
- iv) Provide own plant and equipment unless specified in the contract.
- v) Not leave portable electrical equipment unattended. Larger items should be electrically isolated when left unattended.
- vi) Use properly constructed plugs and sockets for any connections to the College electricity supply.
- vii) Obey the legal requirements relating to equipment and operations set out in:

'Lifting Equipment Regulations 1998 (LOLER)'

'Provision and Use of Work Equipment Regulations 1998 (PUWER)'

Each contract names a College official who will:

- i) Ensure that the Contractor is informed of our emergency procedures, e.g. injury, fire dangerous occurrences and has access to the College safety and emergency policies when requested.
- ii) Ensure that the Contractor is informed of our working procedures, e.g. head protection, electrical safety, and ladders.
- iii) Ensure that the Contractor is aware of our general safety requirements, e.g. site traffic, warnings.
- iv) Ensure that the Contractor is aware of any special safety precautions, e.g. asbestos.
- v) Ensure that the Contractor is working safely and is not putting College staff, students or property at risk.

INFORMATION FOR ON SITE CONTRACTORS

It is your responsibility that a safe system of working is implemented at all times.

Please note that students will be moving around the college and it is your responsibility to ensure their safety at all times.

Student movement will be most evident outside the following times:

Monday, Wednesday, Thursday & Friday

08.50	09.10	Registration/Tutor Period
09.10	10.10	Period 1
10.10	10.30	Break
10.30	11.30	Period 2
11.30	12.30	Period 3
12.30	13.30	Lunch
13.30	13.35	Registration
13.35	14.35	Period 4
14.35	15.35	Period 5

Tuesday only

08.50	09.45	Registration/PSHCE
09.45	10.40	Period 1
10.40	10.55	Break
10.55	11.50	Period 2
11.50	12.45	Period 3
12.45	13.40	Lunch
13.40	13.45	Registration
13.45	14.40	Period 4
14.40	15.35	Period 5

Please be aware that some Students will be on site after this time.

Please ensure that all electrical leads are kept clear of floors whenever possible. If leads must trail across frequently used areas, e.g. corridors, remove them at the above times, or securely tape them to the floor.

Do not leave any equipment unattended; it may not be there when you return. It may also cause injury.

If you know that your working procedure may be hazardous or may take a long period of time let the office know.

It may be possible to prevent students using the area while you are working. Areas must not be closed off without prior consultation.

If you are driving in the College grounds, observe the speed limit of 5 miles per hour.

All contractors must sign in and out at the reception upon entering and leaving the premises and must display the badge issue, prominently.

No smoking on college premises.

If fire alarm is activated (a continuous bell) leave premises immediately and report to office staff at the location as agreed during the induction ie the tennis courts.

In case of queries contact the office.

Please read, then sign and return the slip below.

I have read and understood the information from Carmel College for on site contractors and agree to abide by it.

Signed: _____

Date: _____

On behalf of: (Company name)

Appendix 2

Health and Safety Guidelines for Hosts of Evening Classes and Hirers

SECURITY

- ID badges are to be worn by staff at all times when on duty
- Class Tutor to ensure register is taken at the beginning of the lesson.

FIRE PROCEDURE:

If you discover a fire:

- Operate the fire alarm.
- Leave the building (follow the route indicated on the evacuation plan).
- Dial 999 and report the fire.

On hearing the fire bell (continuous ring):

- Leave the building at once (follow the route indicated on the evacuation plan)
- Close all doors and windows as you leave
- Assemble in the tennis courts.
- Hirer to check the attendance register for their group.
- Do not disperse
- Do not re-enter the building until instructed to do so by the Duty Fire Officer or the Duty Officer

FIRST AID:

- First aid kits should be provided by the hirer for their activities unless prior arrangements have been made with the College's consent.
- First aid for all but minor injuries should always be followed by qualified medical treatment
- First Aid treatment and any other medical matter will be the responsibility of the hirer. The College will not, unless through prior agreement, arrange for first aid or medical support to be made available for hirers of College facilities.

EMERGENCY ACTION IN CASE OF ACCIDENT OR ILLNESS:

- Telephone is located in the Main reception
- Make arrangements for an ambulance to be sent immediately so that the patient can be taken to hospital by dialing 999
- Give precise location of the occurrence and directions for the nearest point of access for the ambulance.
- Arrange for the ambulance to be met at the MAIN GATE
- See that the patient is accompanied whenever possible by a responsible person
- Ensure that arrangements are made for the relatives or friends to be advised fully of the situation
- Ensure that an accident report form is completed giving the full details of the occurrence together with any action taken. This must be handed to the Main Reception.
- Accident report forms are located in the Student Support Office.

PARKING:

- All cars are to be parked in the area as agreed during the induction presentation
- Cars parked at the owners risk.
- There is a strict 5mph speed limit on college premises

SMOKING:

Carmel College is a no-smoking area. There should be no smoking anywhere on the site

Please read, then sign and return the slip below.

I have read and understood the information from Carmel College for Hiring agencies and agree to abide by it.

Signed: _____

Date: _____

On behalf of: (Hirer or Company name)
