

Policy Statement

Policy	Health & Safety Policy	Department	Estates
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Brief:

Wentworth International recognises its legal and moral responsibilities, as defined in the Health and Safety at Work Act 1972, and other legislation, to ensure, as far as is reasonably practicable, the safety and wellbeing of all those working at The College of The Holy Child and all those who may be affected by the manner in which the College carries out its activities.

Introduction:

The College recognises its general responsibilities to provide and maintain, as far as is reasonably practical:

- Safe workplaces with safe access and egress
- Safe working environments without risks to health
- Plant, equipment and materials that are safe and without risks to health
- Safe methods of working and safe systems of work
- Sufficient information, instruction, training and supervision to ensure the health and safety at work of all employees, and others who may be affected by its activities.

No member of staff, student or visitor has the right to endanger any person, or jeopardize their general safety through action, inaction or neglect of responsibilities required by law.

The purpose of this policy is to, as far as is reasonably practicable:

- to provide and maintain buildings and equipment and systems of work that are safe and without risks to health;
- to provide information, instruction, training and supervision as is necessary to ensure the health and safety at work of employees and students and visitors;
- to provide and maintain 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;
- to encourage staff to set high standards of health and safety by personal example, in order that students in the residence should take with them an attitude of mind which accepts good health and safety practice as normal;
- to keep the building's Health and Safety Policy under regular review and to duly publish any amendments.

Access to the Buildings:

There is access to the buildings 24 hours a day by authorized persons. Normal working hours are considered to be 8:00am until 8:00pm. Areas not in use or of unacceptable risk are locked when not in use. Keys are held by authorized persons only. A master key is held by the Director of Boarding & Welfare for the purpose of emergency access only. Possession of this master key **does not** indicate that the Director of Boarding & Welfare assumes responsibility for the facilities when not in use.

Guests are required to sign in and out. All guests must follow the residence's health and safety procedures.

Disabled Access:

Due to the age and layout of the buildings, there is no established disabled access.

Queries and Problems:

An employee or student with a health and safety problem or any query about health and safety should initially refer the matter to the administration office. If satisfaction is not achieved at that level, the matter should be raised with the Director.

Fire Safety:

General Fire Prevention:

Regular fire prevention routines are one of the simplest and most efficient means of preventing fire. The value of the nightly routine of switching off and unplugging electrical equipment, unless the equipment concerned is designed to run continuously, closing the doors to all rooms and staircase enclosures, cannot be over-stressed.

Fire Procedures:

Members of staff are responsible for the safety of the individuals in their care, and for their own safety. On hearing the fire alarm, students should be directed by members of staff to the appropriate fire exit and assembly area. Staff responsible for clearing rooms must then ensure that there are no individuals in the appropriate areas.

Staff must also ensure that registers are taken out of the building and all students accounted for once out of the residence. These registers are kept in a designated Fire File, located at the entrance to all overnight residential accommodation. It is the responsibility of the overnight supervisor or Houseparent to maintain these files. Anyone may collect this file in case of fire and should begin the register until a person in authority evacuates the building.

No students should be allowed to return to the building until the management have announced the all clear.

We must assume that any continuous sounding of the bell lasting for more than fifteen seconds is a potential fire and act accordingly.

When the Alarm Sounds:

When the alarm is heard in the residence, the building is to be evacuated. Everybody must leave the building by the nearest exit or sign posted escape route. You must:

- NOT delay to collect personal belongings.
- WALK NOT RUN
- GET WELL CLEAR OF BUILDINGS AND ACCESS ROUTES.
- Not go back into the building until the fire alarm has stopped and you have confirmed that it is safe with the management.
- Advise the management or a firefighter if you have reason to believe that anyone has remained in the building.

On Discovering a Fire:

1. Anyone who discovers a fire must sound the alarm at the nearest fire alarm point, shutting all doors through which they pass.
2. They must then find a telephone and dial 999, and inform the emergency services.
3. At no time must staff put themselves at risk in tackling a fire.

The assembly point is **The Front Lawn in front of the Chapel.**

Fire Fighting Equipment:

There is, where necessary, visibly placed extinguishers for each floor. The residence has two types of fire extinguishers which are clearly labelled: FOAM fire extinguisher, suitable for liquid fires, but not suitable for electrical or metal fires, and CARBON DIOXIDE which is suitable for liquid and electrical fires, but not suitable for flammable metal fires.

The majority of staff are trained in using fire extinguishers and have fire certificates of basic training. Anyone may use fire fighting equipment if safe to do so.

Fire Fighting:

In all buildings protection of human life must take priority over fighting fires. The person discovering a fire must promptly initiate the emergency procedures listed above. Delay can be fatal as, once a fire is out of control, it can spread rapidly and cut off escape routes.

If possible, and without endangering personal safety, attempts can be made to contain and control a fire until the Fire & Rescue Service arrives. Make sure that you use the correct type of fire extinguisher. The wrong choice can turn a minor incident into a major event. If in doubt, simply leave the building by the nearest exit, sounding the fire alarm and closing all doors behind you. Always remember to take a position between the fire and the exit so that your escape route cannot be cut off. Be aware of what is happening in the surrounding area and take account of your own limitations. If possible, always make sure that someone else knows that you are tackling the fire.

The greatest hazards to fire fighters are the effects of asphyxiation, irritant and toxic gases, smoke and fumes generated from the combustion of plastics and other materials. Never attempt to fight a fire wearing a respirator or breathing apparatus. Leave this to the Fire & Rescue Service.

After a Fire:

Even if a fire appears to have been successfully extinguished by staff or students, it will still be necessary to ask the Fire & Rescue Service to check that the fire has not unknowingly spread, and that materials or the building fabric cannot reignite.

Administration staff must ensure that all fires, no matter how small, within the building are recorded and reported to the Director.

Fire Drills

It is essential that the fire alarm system and a pre-arranged plan specific for the evacuation of each building should be tested regularly. Reception staff must ensure that fire drills are held, at least annually. Fire drills in permanent residential accommodation must be held twice termly. At least one of these tests must take place in downtime or at night.

First Aid:

General First Aid:

The guidance given in this section can only be the simplest instruction in First Aid. If you have not learned basic First Aid measures, or have not been trained in First Aid, you must familiarise yourself with the names and locations of your nearest qualified First Aiders. It will be too late to try to find this information once an accident has happened.

Notices giving the names, telephone numbers and locations of persons qualified in First Aid and the location of the nearest First Aid equipment must be prominently displayed on each floor. At least one qualified First Aider is present on site whilst students are in residence. Medical provision for students is detailed in the Student Medical Provision policy.

First Aid is the skilled provision of treatment for a casualty or any person suddenly taken ill, using the facilities and materials available at the time, to save life and to prevent any deterioration in the condition of that person while awaiting the arrival of qualified medical assistance, usually an ambulance.

First Aid boxes are provided, at the administration and these boxes are in the care of an Appointed Person who may or may not be a qualified First Aider.

Accidents:

In the event of an accident taking place either in the building, or off-site on an organised activity, the member of staff on-site will immediately report to whomever is in charge. On campus premises, this may mean reporting to reception. A first aider should make an assessment of the injury as soon as possible. If an ambulance is required, it will be ordered by reception unless emergency medical assistance is required, in which case any member of staff can call an ambulance from the nearest phone. At nighttime, it will be the prerogative of the most senior resident member of staff to call for emergency medical assistance from the Ambulance Service, unless the situation warrants immediate emergency treatment. In such cases, any member of staff or student may call the emergency services, as is their right.

Staff responsible for activities off site should follow the procedures appropriate to the risk assessment for their given location. These may vary but all action must be in the best interests of the child.

Recording an Accident

The residence has accident forms which are stored in reception. This is used to record all accidents, both major and minor. Each page is used for a separate report and removed once it has been filled out with the details of the accident and stored securely in the residence's health and safety file according to the Data Protection Act 1998. All members of staff supervising at the time of the incident should make a separate report. What happened, actions taken, injuries, and first aid administered should be recorded.

First Aid Immediate Action:

Check your own safety! You are of no use if you become a second casualty. Use protective clothing and equipment where necessary. Casualties should be seated or reclined when being treated, as appropriate.

Keep calm – assess the situation – reassure the casualty. Speaking calmly to the casualty establishes consciousness and may provide useful information about the accident and assist in eliminating continuing danger. If immediate danger threatens, remove the casualty carefully to a safe place without endangering yourself.

If the person's clothing is on fire, roll the casualty on the ground in a coat or fire blanket, etc.
Get help at once if the injuries appear serious by summoning a qualified First Aider. Delegate a person nearby to call an ambulance, if one is required, by **dialling 999**.

First Aid Priorities:

Breathing

If the casualty is not breathing, start mouth-to-mouth respiration at once (see method below).
The first minutes are vital.

Bleeding

If bleeding is severe, apply firm direct pressure on the wound to stop the bleeding, using hands, pads, dressings, etc. Maintain pressure until professional help is available.
If the bleeding is from a limb, elevate it 10" to 12" to reduce the blood flow.
Do NOT use a tourniquet.

Trauma or Fluid loss

Keep the casualty quiet, reassured and comfortable.
Keep the casualty warm by a light covering but do not overheat.
Do NOT give anything to eat or drink to the casualty as this may cause complications if medical attention is required.

First Aid Electric Shock

Do not touch the casualty until the current is switched off. If the current cannot be switched off, stand on some dry insulating material and use a wooden or plastic implement to free the casualty from the electrical source. If breathing has stopped, start mouth-to-mouth respiration and continue until the casualty starts to breathe or until medical help arrives.

Mouth-to-Mouth Resuscitation

Lay the casualty flat if possible.
Ensure no obstructions are in the mouth (remove dentures, etc.).
Ease constrictions at the neck, chest and waist.
Place a rolled jacket or pad under the shoulders to arch the neck.
Pinch the casualty's nostrils and draw the chin forward to open the mouth.
Take a moderately deep breath and breathe steadily into the casualty's mouth (chest will rise).
Lift your own head and allow the casualty to exhale (see chest deflate).
Repeat this cycle at a rate of 6 to 8 per minute.
Continue until the casualty resumes breathing unaided or until qualified medical services take over, however long this takes.
If breathing resumes, place the casualty in the Open Airway (Recovery) Position and treat as an unconscious casualty.

First Aid and the Law:

The Health and Safety (First Aid) Regulations, 1981, place a general duty on the campus to make adequate First Aid provision for all employees should they be injured or become ill at work. We are required to provide:

- One properly stocked First Aid Box appropriate to the risks of accidents or injuries that could arise from activities and to place these boxes in the care of an Appointed Person or qualified First Aider;
- Access to the services of one or more qualified First Aiders as appropriate to the work of the residence,
- Notices giving the names and locations of the qualified First Aiders, Appointed Persons and the locations of the First Aid Boxes.

Duty of Care for Students:

General Care

The duty of care principle not only underpins, but to a large extent drives, most campus policies and practices. This section of the policy attempts to explain what “duty of care” means, how teaching staff may discharge their duty of care to students, and the circumstances in which non-teaching staff, external providers and volunteers may owe students a duty of care.

Duty of Care

Staff owe a duty to take reasonable care for the safety and welfare of students whilst students are involved in activities or are present for the purposes of an activity. The duty is to take such measures as are reasonable in all the circumstances to protect students from risks of harm that reasonably ought to be foreseen. This requires not only protection from known hazards, but also protection from harm that could foreseeably arise and against which preventative measures can be taken.

In discharging their duty of care responsibilities, staff must exercise their professional judgement to achieve a balance between ensuring that students do not face an unreasonable risk of harm and encouraging students' independence and maximising learning opportunities.

When non-teaching staff, volunteers and external providers agree to perform tasks that require them personally to care for students, they will also owe a duty to take such measures as are reasonable in all the circumstances to protect students from risks of harm that reasonably ought to be foreseen.

Further details regarding the specific medical provision for students is detailed in the Student Medical Provision Policy.

Lone Workers:

There will be some situations where staff at the campus will be working alone or one on one with a pupil. Examples of this would be a staff member locking up the campus at the end of the day, or one to one invigilation of exams. There is an increased risk to the health and safety of lone workers and the campus has provisions in place to both identify and manage these risks.

Communication:

Staff are advised to:

- Avoid lone working wherever possible by arranging to work in pairs or as a group.
- Carry either a mobile phone or campus telephone at all times when lone working.
- Let someone know you are coming into work, how long you expect to be and when you are leaving.
- Comply with fire evacuation procedures and attend fire assembly points, ensuring that you are cleared to leave the site in the event of an incident.

Working One-to-One with Students

It may be that a member of staff is working alone with a student. It is important in this instance that the health and safety of both parties is taken into consideration, as is their emotional wellbeing and comfort in the situation.

Staff should:

- Inform someone about the activity, the location, the likely duration and let them know when it has ended.
- Assess the need to have another adult present or close by.
- Avoid working in isolated parts of the building, and leave the door open if possible so you and the pupil can be seen.
- Where this is not possible then alternative safeguards should be put in place. This might include a location in which the staff member and pupil are visible through a window or door panel

Further guidance on the potential safeguarding concerns of working alone with a student may be found in the Child Protection & Safeguarding Policy or obtained from the DSL.

Unacceptable Lone Worker Activities

- Working at height
- Manual handling of heavy or bulky items
- Transport of injured persons.

Security:

The security of the residence is a vital component of good health and safety, and we want students and staff to feel safe in the building. There is a comprehensive CCTV system install across the campus to monitor all external spaces and entrances to the site. CCTV monitoring in private spaces is not permitted but staff supervision is provided in lieu of this. It is the responsibility of all staff and students to promote the safety and security of the College campus. Night staff carry out regular patrols to ensure that students and staff are as safe and secure as possible.

Further information regarding the physical and proximal security of the campus can be found in the Security Policy.

Control of substances hazardous to health (CoSHH):

There are areas in campus where hazardous substances will be stored. The campus has systems in place to ensure that hazardous substances are used correctly, and records are kept in order to prevent the misuse or accidental misuse of such substances.

These systems include:

- Safe storage in locked cabinets, with a clear system explaining how and where chemicals are stored and who has responsibility for any keys to locked cabinets.
- Only staff that are trained to use these substances will have access to them. These staff will be trained in proper maintenance, storage, and use of these chemicals.
- Clear labelling of all chemical bottles. Any hazardous substances should be stored in the original containers wherever possible and not decanted into an unlabelled container. Where they are decanted, full COSHH details should be transferred to the new container.

General Health and Safety Precautions:

Every person must find out what to do in case an emergency situation arises in the building, area or building in which he or she works. Each person should determine, before any emergency occurs, the location of the telephones, the fire alarms, the emergency fire exits and the fire fighting equipment, and the location of first aid materials, in the area of the building where he or she normally works.

Smoking:

It is illegal to smoke in the building. “No Smoking” notices are displayed throughout the building as well as in every room.

The smoking area is outside the green gates at the West of the campus. Please be aware that it is illegal to throw cigarette butts on the floor and doing so could incur an immediate £80 fine.

