



**Godalming  
College**

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**HEALTH AND SAFETY  
CORPORATION STATEMENT OF POLICY  
AND  
COLLEGE PROCEDURES**

**Revised November 2011**



**INVESTOR IN PEOPLE**

# GODALMING COLLEGE HEALTH AND SAFETY POLICY & PROCEDURES

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# GODALMING COLLEGE HEALTH AND SAFETY POLICY & PROCEDURES

## SECTION A STATEMENT OF POLICY

The Corporation, Principal and Chief Executive and Senior Management of Godalming College recognise that Health and Safety is a fundamental part of an effective and efficient enterprise and as such the College acknowledges its legal responsibilities for providing, so far as is reasonably practicable, a safe and healthy workplace and working environment for staff, students and all other persons on its site.

It is recognised that the legal responsibilities of the Corporation, Principal and Chief Executive and Senior Management of the College have been increased by the Corporate Manslaughter and Homicide Act 2007 which creates a new offence of corporate manslaughter for death caused by gross breach of a relevant duty of care.

Everyone on the College site is required to follow safe working practices in accordance with current legislation and to ensure that no action taken by them will compromise the health and safety of any person.

The Health & Safety Commission published in October 2007 updated guidance recommending health and safety responsibilities for company directors and the board members of public sector and voluntary organisations.

The Corporation of Godalming College has nominated **David Adelman** as the member responsible for keeping the Corporation informed and advised of all relevant matters concerning performance.

Signed

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Hugh Pile  
Chairman of Corporation  
6th December 2011

Date

Signed

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David Adelman  
Principal and Chief Executive  
6th December 2011

Date

# **GODALMING COLLEGE HEALTH AND SAFETY POLICY & PROCEDURES**

## **SECTION B            GENERAL ARRANGEMENTS**

Prime responsibility for health and safety rests with the Principal and Chief Executive of the College who has direct concern for this policy, accords health and safety matters the foremost priority and will ensure implementation of all agreed procedures.

The Principal and Chief Executive requires all College managers and supervisors to accord the same level of priority to health and safety matters, and requires all College staff and students to be fully aware of the Policy and to see that it is followed to ensure that no action taken by them will compromise the health and safety of any person.

The safe working practices applicable to each area of work will be available from the staff responsible for subjects/programmes/curriculum areas, as listed in Appendix I. Such procedures are to be submitted to the Health & Safety Co-ordinator for inclusion in the centrally held Health & Safety file.

The Health and Safety Policy will be reviewed annually and revised as changing circumstances dictate.

Departments will raise procedural and operational issues relating to health and safety in their Annual Self Assessment Review. Wider site issues will be identified in the Self Assessment Review for Services and Resources and the College Development Plan.

The Policy is given to all members of staff on appointment. The attention of students, contractors and visitors is drawn to the policy and procedures through induction, displayed notices, bulletin, student diary and the visitors' signing-in process. Staff will be informed of changes via the bulletin. Copies of the Policy may be seen on the staff portal or on application to the Director of Services or the Health & Safety Co-ordinator.

# GODALMING COLLEGE HEALTH AND SAFETY POLICY & PROCEDURES

## SECTION C RESPONSIBILITIES AND REPORTING LINES

### 1. THE PRINCIPAL AND CHIEF EXECUTIVE

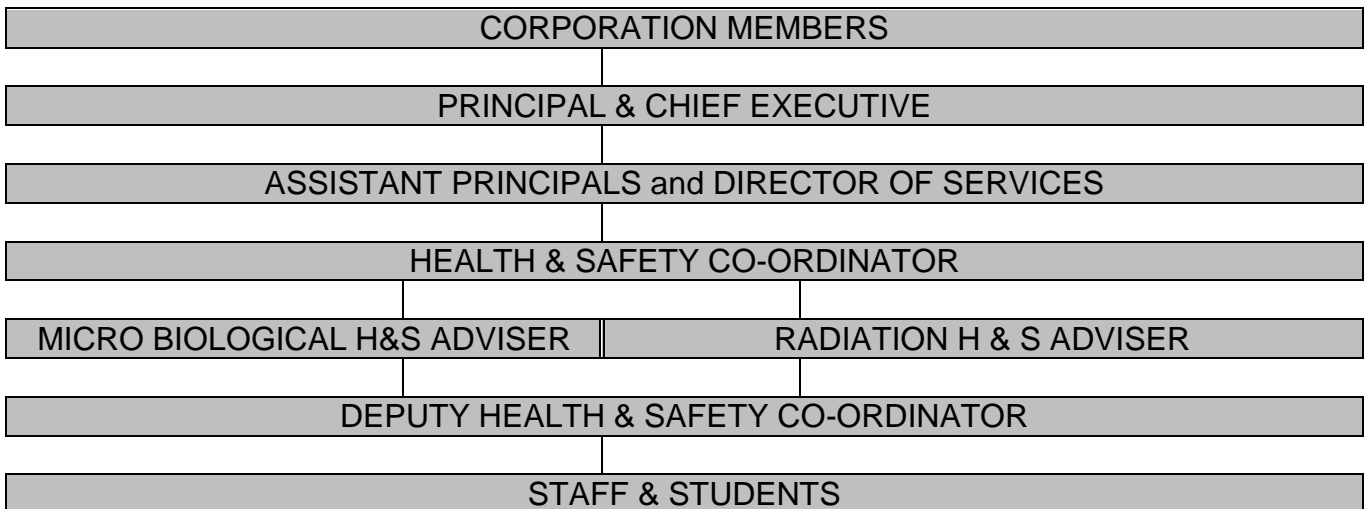
The Principal and Chief Executive is responsible to the Corporation Members for all Health and Safety matters associated with students, staff and visitors while on the College premises or on any associated activities.

### 2. SAFETY MANAGEMENT

The following are accountable to the Principal and Chief Executive for implementation of the Corporation's Health & Safety Policy as follows:

Assistant Principals and Director through the curriculum and support services

The Health & Safety Co-ordinator is responsible to the Director of Services for securing a safe working environment and co-ordinating the implementation of the Health & Safety policy and for working with Directors of Faculty and Heads of Departments on the implementation of Risk Assessment and Safe Working Practices within the curriculum



**SECTION C            RESPONSIBILITIES AND REPORTING LINES**

**3.1    HEALTH AND SAFETY CO-ORDINATOR**

The Health & Safety Co-ordinator is responsible:

1.    For providing/obtaining advice for managers and other staff in carrying out their respective health and safety duties, and the promotion of safety awareness throughout the College.
2.    For Chairing the Health & Safety Committee and co-ordinating its work.
3.    For creating and maintaining a library of information on legislation and directives relating to health, safety and welfare relevant to the activities of the College.
4.    In conjunction with the Director of Services, for arranging training and/or retraining courses, internally or externally, to ensure awareness among staff of the requirements of safety legislation.
5.    For investigating and reporting accidents and occurrences notified to him and for keeping the required records.
6.    For liaising with the Director of Services in arranging adequate and appropriate first aid cover and training throughout the College.
7.    For ensuring that fire risk assessments are carried out to meet statutory requirements and in conjunction with the Deputy Health & Safety Co-ordinator and under the direction of the Director of Services for implementing action necessary .
8.    For co-ordinating fire evacuation procedures, including provision of guidance and information to staff and students and in arranging evacuation practices.
9.    For informing the Principal and Chief Executive of any instances where advice tendered by the Health & Safety Co-ordinator has not been accepted.
10.   For inspecting places of work periodically to ensure that safe working practices are being carried out by staff, students and contractors.
11.   For ensuring that records are kept of dates, action necessary and action taken.
12.   For ensuring that, where necessary, protective equipment is supplied, correctly used and maintained, and that records are kept for all items of local exhaust ventilation and respiratory protective equipment.

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13. For implementing and documenting Risk Assessment for all curriculum matters including visits.
14. For implementing and documenting Safe Working Procedures in all curriculum matters
15. For auditing agreed practices and procedures, under the direction of the Director of Services.
16. For visiting premises used on work experience to ensure learner safety.
17. For ensuring that the health & safety implications of the Disability Discrimination Act are identified and implemented in conjunction with the Equal Opportunities Policy and the Equality and Diversity Strategy.

### **3.2 DEPUTY HEALTH & SAFETY CO-ORDINATOR**

The Deputy Health & Safety Co-ordinator is responsible for:

1. Deputising for the Health & Safety Co-ordinator in his absence.
2. In addition:
  1. Liaising with contractors to ensure they employ safe working practices whilst working on College premises and that they are made aware of known hazards that exist in the proximity of their work area and of the associated precautionary measures they must take.
  2. Maintaining the College's Fire Log.
  3. Checking the 'means of escape'.
  4. In conjunction with the Health and Safety Co-ordinator and under the direction of the Director of Services, for implementing action arising from fire safety risk assessments.
  5. Ensuring the provision and maintenance of fire alarms and fire extinguishers, including testing of fire alarms on a regular basis.
  6. Testing of electrical appliances (fixed and portable) in accordance with legislative requirements.

### **4.1 STAFF RESPONSIBLE FOR SUBJECTS/PROGRAMMES/CURRICULUM AREAS**

The staff responsible for subjects, programmes and curriculum areas are directly responsible to the Principal and Chief Executive, through the Assistant Principal Curriculum & Resources, for ensuring that staff and students work in a safe manner and understand their Health and Safety responsibilities.

## **GODALMING COLLEGE HEALTH AND SAFETY POLICY & PROCEDURES**

It is the duty of such responsible staff directly or through delegation (which must be detailed in writing):

1. To make arrangements for the implementation of the Health and Safety Policy and for monitoring its effectiveness within their specified areas.
2. To ensure that a risk assessment is conducted on all activities on and off site, and that a safe system of work is produced for, and followed by, staff and students. When any off-site activity or visit is being planned the appropriate procedures including separate risk assessment must be followed (Appendix IX). In certain departments where hazardous substances are used staff responsible will need to make an assessment under the COSHH regulations. ( See Appendix VII)
3. To ensure that all plant and equipment held within their area of control is regularly examined, tested and relevant maintenance records compiled and that any defective equipment which creates a safety hazard is immediately withdrawn from use and conspicuously labelled to that effect.
4. To ensure that written procedures are compiled and updated as necessary covering safe systems or methods of work in respect of potentially hazardous machines or processes and for the control of health hazards. Such procedures are to be submitted to the Health & Safety Co-ordinator for inclusion in the Health & Safety Procedures. Reference to procedures and any issues relating to compliance to be detailed within the Self Assessment Review for each Department.
5. To ensure adequate and appropriate supervision and training of existing and new staff, students and visitors.
6. To ensure that emergency evacuation and other emergency procedures are made known.
7. To report immediately all accidents and incidents to the Director of Services who will inform and liaise with the Estates & Premises Manager and the Health & Safety Co-ordinator.
8. To report immediately all fires to the Fire and Evacuation Officer, whether or not the alarm was raised.
9. To inform the Health & Safety Co-ordinator about any special or newly identified hazards or new hazards about to be introduced.
10. To inform the Principal of any instances where advice tendered by the Health & Safety Co-ordinator has not been accepted.
11. To inspect places of work periodically to ensure that safe working practices are being carried out by staff, students and contractors.

## **GODALMING COLLEGE HEALTH AND SAFETY POLICY & PROCEDURES**

12. To ensure that records are kept of dates, action necessary and action taken.
13. To ensure that, where necessary, protective equipment is supplied, correctly used and maintained, and that records are kept for all items of local exhaust ventilation and respiratory protective equipment.
14. To ensure the safety of their work area by daily checking of escape routes, electrical safety and safety notices, reporting any defects immediately.
15. To be aware of their own role in workplace stress reduction and management and to ensure that staff are adequately supported.

### **4.2 STAFF RESPONSIBLE FOR WORK EXPERIENCE PLACEMENTS**

The College endorses the Safe Learner Concept developed by the Learning and Skills Council (since replaced by the Young People's Learning Agency) and requires that all staff who are responsible for any work based learning or work experience will take all steps that are reasonably practicable to ensure that the ten standards, the headings of which are given below, are met:

1. The employer has a health & safety policy
2. The employer has assessed risks including those to young persons and put in place control measures to reduce risks
3. The employer has made adequate arrangements for dealing with accidents and incidents, including the provision of first aid
4. The employer provides employees with effective supervision, training, information and instruction
5. The employer provides and maintains suitable and appropriate equipment and machinery which is safe and without risks to health
6. The employer has made arrangements for the provision and use of necessary personal protective equipment and clothing
7. The employer has made arrangements for fire and other foreseeable emergencies
8. The employer provides a safe and healthy working environment
9. The employer manages health and safety appropriately
10. The employer manages learners' and young persons' health, safety and welfare, including where appropriate CRB disclosure.

All students going on work-based learning or work experience should be made aware of health and safety issues in the work place and given appropriate literature. If an employment placement does not match the criteria for Health and Safety as required by the Health and Safety at Work Act 1974 the College will not use that employer until these requirements are met.

**SECTION C            RESPONSIBILITIES AND REPORTING LINES**

**5.        MICRO BIOLOGICAL HEALTH & SAFETY ADVISOR**

The College Micro biological Health & Safety Advisor is responsible to the Health & Safety Co-ordinator for advising on the matters relating to health and safety in micro biological work and to the implementation of the Health and Safety Policy in respect of micro-organisms. The duties are:

1.        Advising on the observance of the relevant Regulations and Codes of Practice including the restriction of exposure, the use and maintenance of engineering controls and the classification of work areas.
2.        The preparation of local rules, codes of practice and safe systems of work for inclusion in the Health and Safety Policy and Procedures and monitoring the work area in conjunction with the Health & Safety Co-ordinator
3.        Informing the Health & Safety Co-ordinator and the Fire Service in advance of the nature and degree of any infectious hazards to be encountered in the event of fire.

**6.        RADIATION PROTECTION SUPERVISOR**

The Radiation Protection Supervisor is responsible to the Health & Safety Co-ordinator for giving advice on the overall implementation of the Health and Safety policy in respect of ionising radiation. The duties are:

1.        Advising on the observance of regulations and codes of practice relating to lasers and ionising radiation.
2.        The preparation of local rules, codes of practice and safe systems of work for inclusion in the Health and Safety Policy and Procedures.
3.        Monitoring work areas, conducting radiation surveys and initiating action, in conjunction with the Health & Safety Co-ordinator, whenever excessive contamination or exposure is detected. Initiating action so as to obtain necessary measuring equipment to determine the intensity of laser beams as required.
4.        Preparing and submitting returns as necessary and preparing a register of laser users to supply to the Health & Safety Co-ordinator.
5.        Informing the Health & Safety Co-ordinator and the Fire Service in advance of the nature and degree of radiation hazards to be encountered in the event of fire.

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### **7. HEAD OF ILT SERVICES**

The Head of ILT Services has particular responsibility to ensure the implementation of the Display Screen Equipment Regulations, 1992 as amended 2002, to carry out and keep records of the necessary workstation assessments and to advise on the general safety of the College network in liaison with the Health & Safety Co-ordinator.

### **SECTION C RESPONSIBILITIES AND REPORTING LINES**

### **8 SAFETY COMMITTEE AND STAFF SAFETY REPRESENTATIVES**

The Corporation fully accepts the requirement for joint consultation with recognised trades unions and staff representatives on health and safety matters, and in particular the effective implementation of rights and obligations created by the Safety Committees and Safety Representatives Regulations 1977 and associated H.S.E. Approved Codes of Practice. To this end a Safety Committee will meet at least twice a year. The Committee will be chaired by the Health and Safety Co-ordinator and other members will include:

College Principal  
Director of Services  
Representatives from Curriculum areas  
Representative from Directors of Faculty  
Head of ILT Services  
Estates and Premises Manager  
Student Representatives  
Trade Union Representatives

Staff will be able to raise safety issues through the above representatives or directly with the Health & Safety Co-ordinator. Minutes of meetings will be published.

Safety Representatives elected by recognised trades unions and co-opted staff representatives are, after giving the Health & Safety Co-ordinator reasonable notice of their intention to do so, authorised to carry out the functions described in the 1977 Regulations including:

1. Investigation of potential hazards and dangerous occurrences at the workplace and examining the causes of accidents at work.
2. Investigation of complaints by any employee he/she represents relating to that employee's health, safety and welfare at work.
3. Inspection of the workplace periodically, and at any time whenever substantial changes in conditions of work have occurred.
4. Making representation to the Health & Safety Co-ordinator in respect of potential hazards, accidents and general matters of health, safety or welfare at work of the employees.
5. Consultation at the workplace with the Inspectors of the Health and Safety Executive or any other enforcing agency and to receive information from such inspectors.

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6. Attending meetings of the College's Health & Safety Committee when nominated to do so by his/her trades union or by co-option in accordance with the jointly agreed constitution and terms of reference of the committee.
7. Inspecting and making copies of any document relevant to the workplace, or to the employees, which the College is required to keep by virtue of any statutory provision and with certain exceptions any other information within the Principal and Chief Executive's knowledge that is necessary for the Staff Safety Representatives to fulfil their functions.

### 9. COLLEGE STAFF AND STUDENTS

All College **staff and students** have, as individuals, a responsibility for the health and safety of themselves and others under Common Law and Sections 7 & 8 of the Health and Safety at Work Act 1974. To this end **everyone** must:

1. Exercise the appropriate degree of care when performing any College-related activity, whether on or off site, so as to reduce the risk of injury to themselves and others.
2. Take positive steps to understand the hazards associated with their work and the necessary precautions to deal with them safely.
3. Familiarise themselves with the College Health and Safety Policy and Procedures, follow the practices for the safe use of machines and materials wherever they may be and not interfere with any electrical equipment or anything provided for safety.
4. Report any accident or incident to appropriate staff or to Reception, whether or not anyone is injured; an accident / incident form will need to be completed.
5. Report any dangers, hazards or other health and safety concerns to appropriate staff.

**STAFF** must make a daily check in their own work areas for fire safety and electrical safety and report any issues or concerns to the Estates and Premises manager or Director of Services. Staff will also assist with any evacuation or safety emergency.

# GODALMING COLLEGE HEALTH AND SAFETY POLICY & PROCEDURES

## APPENDIX I

### SAFETY ORGANISATION

Principal and Chief Executive (Overall Responsibility)	David Adelman
Director of Services/ Fire and Evacuation Officer	Martin McCarthy
Deputy Fire Officer/Deputy Health & Safety Co-ordinator/ Estates & Premises Manager	John Storey
Health & Safety Co-ordinator	Ed Payne
Micro Biological Health & Safety Advisor	Neil Roberts
Radiation Protection Supervisor	Philip Morgan
Assistant Principal, Curriculum & Resources	Dave Cartwright
Assistant Principal, <i>Student and Staff Development</i>	Carol Horlock
Directors of Faculty	Will Baldwin Pete Clarke Daniel Wright
Senior Tutors	Jane Scott Judith Smith Oliver Stevens
<b>Staff Responsible to Principal and Chief Executive for Safety in Programme Areas, Subjects and Curriculum Areas</b>	
Careers Co-ordinator	Christine Hudson
Duke of Edinburgh Co-ordinator	Ruth Jones
14-16 Programme Co-ordinator	Susannah Kerr
Head of Department Art and Design	Dan Fooks
Head of Department Biology	Neil Roberts
Head of Department Business Studies	Beverley Whitlock

## APPENDIX 1

### SAFETY ORGANISATION CONTINUED

Head of Department Chemistry	Elizabeth Lumb
Head of Department Design & Technology	John Foster
Head of Department Drama and Dance	Andy Pullen
Head of Department Early Years, Care and Development	Phillipa Cahill
Head of Department Economics	Paul Holmes
Head of Department English	David Kinder
Head of Department Food Technology	Stephanie Benson
Head of Department French	Frédérique Lecerf
Head of Department Geography	James Jagger
Head of Department German	Alice Gruber
Head of Department History and Politics	Jonathan Carr
Head of Department Italian	Joanna Martin
Head of Department ICT	Caroline Miller
Head of Department Law	Jo Smillie
Head of Department Leisure & Tourism	Judy Johnson
Head of Department Mathematics	Gay Crosby
Head of Department Media Studies/Film Studies	Mark Piper
Head of Department Music	Dominic Sewell
Head of Department Physical Education	Daniel Bonney
Head of Department Physics	Philip Morgan
Head of Department Psychology	Hannah Radwanski
Head of Department Sociology	David King
Head of Department Spanish	David Fanshawe
College Accountant	Shaneel Shajpal
Head of ILT Services	Joe Yeadon
Educational Resources Administrator	Maria Birch
Examinations and Accreditation Officer	Elisabeth Richards
Maths Skills Adviser	Glynis Pile
IT Skills Co-ordinator	Gillian De Rebello
Learning Support Manager	Julie Rashbrooke
Independent Learning Centre Manager	Sarah Grant
Student Activities Co-ordinator	Anthony Kirby

### **Contractors**

Contractors are required to comply with all relevant Health & Safety Regulations currently in force at the time of their attendance on site and to submit details to the Estates & Premises Manager. Permits to Work and Hot Work Permits are issued to contractors as necessary.

## APPENDIX II

### FIRST AID ARRANGEMENTS

Under the First Aid at Work Regulations(1981), first aid facilities are provided on site. Any case of illness or injury due to an accident which requires first aid must be reported to College Reception. The receptionist will make arrangements for first aid where necessary and the facilities of the first aid room, which is situated at the east end of the ground floor of the main building, are available. First aid boxes are available for use on visits.

#### List of qualified first aiders

Tessa Bridger (Admin)	Ruth Jones (PE/D of E)
Mark Champness (ILT Services)*	Elizabeth Lumb (Chemistry)
Mandy Howes (Reception)	Chris Maxfield (Music)
Pippa Jeacock (Learning Support)	Claire Rapley (PE)
Valerie Jones (Admin)	Steve West (Estates)*
Amy Johnson (PE/Gym)	

\* Able to act during College holidays

#### Student Care

If a student is taken ill during a teaching period or a sporting activity the member of staff in charge must assess the situation and

either 1                      Contact reception by telephone (Ext 200) or send another student to ask for assistance from a qualified first aider

or                      2                      Take the sick student to reception accompanied by the tutor or another student

On **NO** account must a sick or injured student leave the care of the member of staff unaccompanied.

Should it be deemed necessary for a casualty to be taken to hospital, an ambulance should be called. Private transport may be used where appropriate but it is advised that another person also accompanies the casualty to hospital. Insurance cover has been arranged for staff who do not have insurance cover for business use for their vehicles. Parents/guardians or next of kin should be informed as soon as possible.

**APPENDIX III**

**FIRE INSTRUCTIONS AND BUILDING EVACUATION PROCEDURE**

- 1 Anyone discovering a fire should **sound the alarm** [at the nearest Fire Alarm Box] and then **report** to Reception who will **inform** the Fire and Evacuation Officer.
- 2 The alarm is a continuous ringing of the bells, or an on-going intermittent ringing. Once the alarm has been sounded **no-one is to leave the site.**
- 3 In the case of a continuous ring, windows should be shut if possible and **students should make their way to the assembly point on the Field by the route as stated in the room.** Staff and students who normally use the lifts for mobility reasons should do so **unless advised otherwise** (for example if the fire is near the lift or to avoid risk of mechanical failure). In such situations those who would normally use the lifts should remain in the designated Safe Areas between the fire safety doors to await instruction. Movements out of the building should be as fast as possible without running or causing panic. All bags and other impediments should be left behind in the rooms when they are vacated. **The teacher must check that all students have left the room,** then close the door and proceed to the assembly point.
- 4 In the case of an intermittent ringing the same procedure should apply except that **students should take their bags with them provided they are to hand.** Students **must not** move to other parts of the building to look for bags.
- 5 **Assembly Points on Football Field**

<b>TUTOR GROUP 1 &amp; 2 SETS</b>	<b>IN FRONT OF SPORTS CENTRE</b>
<b>TUTOR GROUP 3 &amp; 4 SETS</b>	<b>IN FRONT OF GRASS BANK AND PAVILION</b>
<b>TUTOR GROUP 5 &amp; 6 SETS</b>	<b>IN FRONT OF TENNIS COURT FENCE</b>
<b>ACCESS SETS</b>	<b>ON CENTRE LINE OF PITCH</b>
Adult Learners and visitors	on field by Tennis Courts
All staff not attached to sets	on field by Grass Bank
All buildings after 5 PM	on car park in front of Main Building
<b>Performing Arts Centre performances</b>	<b>on car park towards Sports Centre</b>
<b>All buildings out of term</b>	<b>on car park in front of Main Building</b>
<b>College events</b>	<b>on Football Field or as otherwise notified before the event</b>
- 6 All staff are asked to assist in the evacuation and Personal Tutors should assemble at the appropriate place with their sets if possible. The Senior Management Team will initiate the Emergency Plan as appropriate.
- 7 For the evacuation of a single building, the occupants and those in the immediate vicinity will be directed initially to a place of safety at least 20m away and no-one will be allowed inside this area until cleared by the Fire Officer. If there is a fire in the **Sports Centre**, the main Alarms should **not** be sounded.
- 8 If there is an evacuation during public examinations the invigilators will a) collect the registers and seating plans and b) escort candidates in silence to a separate area of the

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field where they will remain under examination conditions. Staff without specific duties will be asked to assist as required.

- 9 Designated Fire Wardens will check that all rooms are empty and then report to the Fire Officer on the Field. If they are unable to enter a room or building or if a casualty is found the Fire Officer must be told. **No-one must enter a building if there is a perceived danger from fire or smoke.**
- 10 The Fire & Evacuation Officer will liaise with the Fire Brigade and the order to dismiss will be given by the Fire Officer.

### APPENDIX III[i]

#### EVACUATION PROCEDURE - BOMB THREAT

##### ACTIONS TO BE TAKEN ON RECEIPT OF A BOMB THREAT BY TELEPHONE

- **Upon receipt of a threat**

Reception staff to obtain as much information as possible.

Alert the Principal, Director of Services and Estates Personnel via the radio.

Reception staff to complete form

Actions to be taken on receipt of a bomb threat.

- **Assess the threat**

Assessment of threat by the Principal or Director of Services

Alert emergency services upon the order of the Principal or Director of Services

- **Evacuate the buildings**

Fire Officer to take responsibility for implementing evacuation and search procedure

Intermittent fire alarm bells to be rung

Students to be diverted to assembly points on a safe part of the playing fields, as directed.

### APPENDIX III [ii]

#### EVACUATION PROCEDURE - SUSPICIOUS OBJECT

- **Upon finding suspicious object**

Keep other people away and attract the attention of someone nearby to alert Reception

If nobody else around go to Reception - **under no circumstances try to move the suspicious object**

- **Upon receipt of information**

Reception staff alert Principal or Director of Services, Estates & Premises Manager and Security Officer via radio

Security Officer to cordon off area until threat has been assessed

## GODALMING COLLEGE HEALTH AND SAFETY POLICY & PROCEDURES

- **Assess the Threat**

Assessment of threat by the Principal or Director of Services

Alert emergency services upon the order of the Principal or Director of Services

- **Evacuate the buildings**

Fire & Evacuation Officer Officer to take responsibility for implementing evacuation and search procedure. Intermittent fire alarm bells to be rung. Students to be diverted to assembly points on a safe part of the playing fields, as directed.

NOTE: In the absence of the Fire and Evacuation Officer (Martin McCarthy) or Deputy (John Storey) the duties, as set out in Appendices III, III[i] and III[ii] above, will be carried by The Principal (David Adelman) or one of the Assistant Principals (Dave Cartwright or Carol Horlock).

## **APPENDIX IV**

### **ACCIDENT REPORTING**

All accidents must be reported to Reception whether or not there has been personal injury. The receptionist will make arrangements for first aid, if necessary, and will initiate the preparation of an accident/incident report form which must be completed within 48 hours of the accident taking place. Completed forms should be placed in the Health & Safety Co-ordinator's pigeon hole in the Staff Room.

Serious accidents must be referred **immediately** to the Director of Services and the Health & Safety Co-ordinator.

An investigation will take place into each accident by the Health & Safety Co-ordinator and remedial measures will be arranged by the Estates & Premises Manager, where appropriate.

The Director of Services will arrange for reporting to the Health & Safety Executive and the College funding body any accident of such a nature to require this treatment.

NOTE: In the absence of the Estates & Premises Manager and Health & Safety Co-ordinator the duties, as set out in Appendix IV above, will be carried out by the Director of Services. If the Director of Services is absent The Principal or one of the Assistant Principals will act accordingly.

## **APPENDIX V**

### **HEALTH AND SAFETY REPORTING**

Any "hazard" must be reported in the first instance to the Deputy Health & Safety Co-ordinator by logging the item in the 'Estates Helpdesk' which can be found on Godalming-on-Line. He will arrange for the remedial work to take place as soon as possible and if necessary evacuate the area. In his absence the Director of Services or one of the Estates staff will arrange for the appropriate works and other action.

If the "hazard" is of a very serious nature it should be reported directly to the Principal, Director of Services or one of the Assistant Principals. The relevant person will decide on the appropriate action.

The Health & Safety Co-ordinator should also be informed as soon as possible.

Students should report any hazard to Reception for the attention of the Estates & Premises Manager.

**APPENDIX VI**

**USE OF MINIBUS**

It is the aim of the college that the use of minibuses should, as far as is reasonably possible, take place with the utmost regard to safety.

To this end the following requirements will be met

1. All drivers must hold a current driving licence and have passed the relevant minibus drivers test. Updated training will be provided as required.
2. Weight limits must be strictly observed and luggage secured safely.
3. Permission to drive minibuses is given on each occasion only after a personal undertaking including, age and medical fitness has been completed and given to the Estates & Premises Manager.
4. Drivers are required to check the road worthiness of the vehicle whenever they use it. The list of checks is attached to the vehicle log sheet.
5. Drivers are required to report any problem to the Estates & Premises Manager who will arrange for rectification.
6. Minibuses, owned by the College or hired-in, should have seat belts for all occupants.
7. The driver is required to check that all occupants are wearing a seat belt before commencing a journey. A verbal announcement must also be made about the requirement to wear a seat belt at all times whilst a journey is taking place.
8. All use of minibuses is to be for authorised purposes only.

Control of minibuses use and the keeping of the ignition keys will be the responsibility of the Estates and Premises Manager through whom all required servicing and maintenance will be arranged.

**NOTE:** In the absence of the Estates and Premises Manager the duties, set out in Appendix VI above, will be carried out by the Director of Services or one of the Estates staff.

## **APPENDIX VII**

### **CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH REGULATIONS)**

In any curriculum area where there are substances that are hazardous to health, the Curriculum Manager will ensure that the necessary assessment of these substances is made, as required under the COSHH Regulations, and establish, in liaison with the Health & Safety Co-ordinator, procedures for the safe storage, use and disposal of these substances.

Where a risk is identified, the appropriate Curriculum Manager will ensure that, in their own area, the College procedures for storage, use and disposal are adhered to. An inventory of all hazardous substances in that curriculum area will be maintained, written assessments made and updated in accordance with the Regulations as necessary.

## **APPENDIX VIII**

### **OUT OF TERM *AND OUT OF NORMAL HOURS* WORKING**

Outside the published term dates the following procedures shall apply to ensure the safety of staff and others on site.

1. A nominated Duty Manager (normally a member of the Senior Management Team) will be appointed and will be present on the Campus at all times during normal hours of working.
2. All staff should sign in at Reception on their arrival and out on their departure. Anyone leaving the campus or returning should mark the signing in book accordingly.
3. Estates staff should be contacted if a work area is locked.
4. Contractors should report to the Security Office and visitors should report to Reception and they should be informed of any special routines in operation.
5. College students and others attending courses or activities must sign in against a list provided by the organiser. The organising staff must be responsible for such a group whilst on site and inform them of the out of term emergency routine. At the end of the activity there must be a signing out process. Details of the course or activity must be given to reception in advance.
6. **EMERGENCY PROCEDURE.** The usual Fire Procedures apply except that the Assembly Point will be on the main car park in front of the College. The Fire Warden checking system will NOT operate. Staff are asked to be aware of others working in their area and to check their safety. Please report any suspicious behaviour at once to Reception or the Duty Manager. If there is no trained first aider on site assistance will be given in calling for an ambulance or other support via the Duty Manager, contactable via Reception - telephone 208 or 215.

## APPENDIX IX

### EDUCATIONAL VISITS

All visits must be set up using the appropriate form (see Trips & Visits Procedure) and approved by the relevant Director of Faculty and the Principal before going ahead.

All visits must be subject to a health & safety risk assessment by the person responsible for the visit. For 'standard' day or residential visits, the generic assessment provided should be checked by the organiser of the visit. For specialised day or residential visits the organiser in conjunction with the Health & Safety Co-ordinator must complete a specialised health & safety risk assessment which the Health & Safety Co-ordinator must sign off before the visit can be approved by the Principal.

The College has arranged appropriate insurance cover for most types of trips and visits, including water based activities and 'outward bound' activities. If additional insurance cover is required this will be addressed during the risk assessment process.

Details of the itinerary for each residential visit together with home contact telephone numbers for students and staff participating must be provided for use by the nominated Duty Manager who will be acting as the home contact on behalf of the College. This person will not be involved in the visit and will act as point of contact with parents, insurers, embassies, etc in the event of travel problems or any incident or emergency.

All trips and visits must be entered on the *CIS* Database and details of the itinerary and home contact telephone numbers for students and staff participating must be given to reception.