



**Carisbrooke College**  
ASPIRE AND ACHIEVE



**Medina College**  
ASPIRE AND ACHIEVE



**VI Form Campus**  
LEARN AND INNOVATE

## HEALTH AND SAFETY POLICY AND PROCEDURE

Adopted by the Governing Body for Carisbrooke College and Medina College



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## Amendments Page

Issue	Page	Comment
September 11	2	Amendments page added
September 11	3	Contents updated
September 11	14	Item 8.4 – Reference to appointed person added
September 11	16	Item 12 – Asbestos and Legionella added
September 11	Section 4.2	Added 'In appendix A'
September 11	Section 15.3	Added 'authorised to do so by the Executive Head Teacher'
September 11	Section 21.1	This section added
September 11	Section 3.1	Section moved from Section 4
September 11	Section 16	Work at height inserted following update.
September 11	Section 17	Slips and Trips inserted following update
September 11	All references	To property services removed.
September 11	Section 4.3	Fire marshals referenced to appendix and training included in text
September 11	Section 5.1	Weekly potential arson risk check by Caretaker
September 11	Section 11.4	Trained persons added
September 11	Section 15.3	Persons appointed to carry out specific risk assessments to be listed in appendix A
September 11	Section 16.1.7	Working at height (WAH) appointed person to oversee WAH tasks added.
September 11	Section 18.1	Executive Head Teacher responsibility for stress survey arrangements added.
September 11	Section 19.3	Reference to signage added
September 11	Section 25.3	Reference to EVC training added.
September 11	Section 14.2	Amended incomplete sentence.
September 11	Section 12.4	Paragraph added asbestos
September 11	Section D	Changes to contacts and information sources
September 11	Section 18	Wellbeing program added and stress filter tool method removed.
September 11	Section 16	Parts of 'work at height' section reworded
September 11	Section 12	Section 'Asbestos and Legionella' updated re legionella preventive measures.
September 11	Section D	Contact and information updates
September 11	Section 27	Driving for work added
September 11	Section D	Contact and information updates
September 11	Section D	H & S assistance change of contact details
September 11	Section 2.1 & 3.4	CRB Reference added
September 11	Section 4.5	Reference to governing body inspections removed
September 11	Section 8.4	Clarification of guidance
September 11	Section 27.2.3	Transporting students of the opposite sex
September 11	Appendix A	Staff responsibilities
April 13	Section A	Statement of intent changed to reflect new arrangements
April 13	All references	Local authority responsibility has been changed to Federation responsibility
June 13	Whole document	Changed to new federation format
June 13	Counselling services	Changed to new provider
April 14	Section D	Reference to health and safety assistance changed
November 14	Section 7.3	Defibrillator section added
April 15	Section 2.1 & 3.4	DBS reference added



April 15	Section 26.5.5	Section altered to reflect different special needs.
June 15	Section 7.3	Section for defibrillators added
June 16	Appointed persons Appendix A	This has been changed to reflect federation as opposed to individual sites.
June 16	All	For corrections
June 18	All	Changed wording to remove Island Innovation Federation
June 18	All	Changed Logo for correct order

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## SECTION A –Statement of Intent

1. The Governing body and executive head teacher of Carisbrooke College and Medina College including the VI Form site are committed to achieving high standards of health safety and environmental practice.
2. The Executive Head Teacher and governing body expects staff, students, visitors, contractors and other employers who work at the Colleges to share this commitment by complying with Colleges policies and procedures, and to understand that they too have a legal and moral obligation to themselves and to one another.
3. We intend to ensure the health and safety of persons who may be affected by our activities by:
  1. Consulting with and involving staff and students in matters arising to their own health and safety.
  2. Providing, managing and maintaining workplaces, grounds, and properties so that they are as far as reasonably practicable, safe and that risks to health are controlled.
  3. Providing adequate and appropriate facilities and arrangements for welfare at work.
  4. Providing, managing and maintaining plant and equipment so that it is, so far as reasonably practicable, safe and that risks to health are controlled.
  5. Identifying hazards and conducting formal risk assessments when appropriate in order to minimise the risk for all activities undertaken by the Colleges.
  6. Ensuring that control measures and emergency procedures are: in place; effective; properly used; monitored and maintained.
  7. Implementing systems of work that are safe and where risks to health are controlled.
  8. Providing the information, instruction, training and supervision at all levels necessary to ensure that staff and students are competent to supervise or undertake their work activities and are aware of any related hazards and the measures to be taken to protect against them, and giving adequate information on relevant hazards to any persons whose health and safety might be affected by them.
  9. Keeping up to date with best practice in relation to health and safety and complying with all relevant legislation and authoritative guidance.
  10. Monitoring the safety performance of contractors who work for us.
4. Where there are no existing Colleges policies or guidance, we expect our staff, students and contractors to implement the highest relevant standards and to comply with relevant legislation. Where no standards or legislation exists, we will work with our staff, students and contractors to develop systems which comply with best practice and eliminate or minimise the risks as far as reasonably practicable.
5. We will promote a positive health and safety culture in the Colleges and educate our staff and students in health and safety. Wherever possible, information on health and safety legislation and standards applicable to a certain course will be included. In areas of work or research which are highly regulated, staff and students will be expected to attend certain courses as a mandatory requirement.
6. We recognise that the Colleges are a large and diverse organisation, therefore some departments must have written arrangements describing how they intend to comply with this Policy Statement, giving details of what, by whom and how health and safety will be managed locally.
7. We undertake to continually review and develop our safety management systems, with the overarching aim of conducting our activities in a manner which does not affect the health and safety of any staff, students, contractors, visitors or members of the public, or adversely affect the environment.



**Commitment**

I and the other members of the governing body are committed to this Policy and to the implementation and maintenance of the highest standards of health, safety and welfare across the Colleges. We expect every member of the Colleges to share this commitment and to work together to achieve it.

Signed

Matthew Parr-Burman  
Executive Head Teacher

Date: 17/7/18

Signed

Acting Chair

Peter Whitlock  
Chair of Governors

Date: 17/7/18



## SECTION B – Organisation

### Appointed person

The Executive Head Teacher has appointed a person responsible for managing health and safety arrangements for each College and the VI Form site. These persons are identified in appendix A.

The role of the appointed person is to ensure that H&S statutory duties are acted on and that any necessary records are maintained.

Where appropriate the appointed person may request the assistance of competent persons to help with specific H&S issues.

The appointed person will ensure all accident reporting procedures are followed and records maintained.

The person appointed will make staff aware of specific H&S training that may be beneficial to their function and ensure records are maintained of any training.

### Teaching staff

Teachers are responsible for the safety of pupils under their supervision and where provided, controls indicated by the risk assessments will be used to reduce the risk of harm.

In the event of fire their role is to lead their class to the designated assembly point or other agreed place of safety.

### First aid personnel

The role of the first aider is to administer immediate first aid to employees, pupils and visitors to the Colleges who may have suffered injury or ill health.

Where appropriate the first aider will request professional medical aid i.e. an ambulance.

The first aider will ensure an accident record is completed and where a pupil is concerned the Colleges first aid log is also completed.

### Premises Staff

The premises staff are responsible for ensuring the areas of activity carried out are performed safely and with due regard to others who may be affected by them.

Recorded assessment of risk shall be undertaken by a competent person and made available to those employees who may be affected by them.

Hazardous substances and the activities for which they are used have been COSHH (Control of Substances Hazardous to Health) assessed and suitable personal protective equipment is used.



## All staff

All staff have a responsibility for the health and safety of themselves, their colleagues and visitors. They also have a duty under the Management of Health and Safety at work regulations 1999 to report, to their line manager, any shortcomings in the employer's health and safety arrangements.

## Safety Representatives

The Colleges allows the appointment of safety representatives by the following recognised unions:-

- Unison
- National Union of Teachers
- National Association of Colleges Masters and Union of Women Teachers
- Association of teachers and Lecturers
- Secondary Heads Association
- Professional Teachers Association

Safety representatives are responsible for deciding whether they wish to have a health and safety committee if one does not already exist, in which case the person responsible for health and safety (Appendix A) will facilitate this.

Functions of the Safety representative:

Investigation of hazards and dangerous occurrences in the workplace

- Examine the causes of accidents and report results to the Executive Head Teacher
- Make representations regarding general matters of Health and safety and welfare of employees.

The Executive Head Teacher recognises that the safety representative may require 'In Colleges' time to perform some Health and safety functions.



## SECTION C – Arrangements

### 1 Young Persons

- 1.1 Risk assessments and safe systems of work must be followed in order to ensure the safety of young persons (Aged 11-18) within the premises and/or if supervised by a member of staff outside of the premises.
- 1.2 Assessment of risk is necessary for hazards to which young persons may be exposed. Records of these will be maintained in the designated area.

### 2 Visitors

- 2.1 Whilst children or young persons are on site visitors shall be accompanied by a member of the Colleges staff unless they have been given an health and safety induction, hold an enhanced DBS (Disclosure and Barring Service) check and the visitor has been authorised by the Executive Head Teacher to be on site unaccompanied.
- 2.2 Arrangements for the signing in and out of all visitors and contractors are used at both Carisbrooke and Medina College as well as the VI form campus.

### 3 Contractors

- 3.1 The Executive Head Teacher will appoint a person to liaise and manage contractors (See appendix A). This person will ensure contractors sign in via the contractors signing in book and ensure they are aware of current known hazards on site that may affect them such as locations of asbestos etc.
- 3.2 Only contractors who have been approved by Carisbrooke and Medina College or be able to demonstrate competence will be deemed suitable to work within the Colleges environment.
- 3.3 Contractors must be able to produce a method statement and risk assessment addressing both the hazards they will present to Colleges employees, pupils and visitors and detail any controls that will be adopted to protect them.
- 3.4 Contractors are not permitted to lone work unless they have provided suitable method statements and risk assessments.
- 3.5 Contractors must also provide evidence of the appropriate CRB or DBS check to ensure it is suitable and in date if they work on site if they are to be unaccompanied whilst working on the Colleges site.
- 3.6 Contractors will be monitored as part of the premises team duties to ensure they are following their own method statements and risk assessments.



## 4 Fire Safety

- 4.1 All employees gain knowledge of the fire procedures firstly as part of the health and safety induction process and then through periodic fire drills and refresher training.
- 4.2 A fire officer has been appointed to manage the fire arrangements including risk assessment, drills, alarm tests, emergency lighting tests and all fire safety equipment maintenance. The appointed fire officer is identified in Appendix A.
- 4.3 Fire marshals, which will have had training for the role, have been appointed to assist the fire officer during drills and actual fire events. The role of the fire marshal is to ensure that the site buildings are clear of persons who may have been inadvertently left behind.
- 4.4 Periodic checks of the fire safety systems are made and records maintained. The following fire equipment will be tested by the fire officer, or his representative. Maintenance of this equipment will be carried out only by a contractor deemed competent to do so. Records of these checks and maintenance, including test certificates, will be retained in the 'fire record' book.
  - 4.4.1 The fire alarms are tested weekly. Each week a different call point will be used to activate the alarm and identified in the record. Maintenance of the alarm system will be yearly.
  - 4.4.2 Emergency lighting systems will be tested monthly and maintenance carried out six monthly.
  - 4.4.3 Smoke detectors are tested weekly.
  - 4.4.4 Firefighting equipment will be visually inspected monthly and maintenance carried out yearly.
  - 4.4.5 Fire doors and emergency escape routes are checked monthly.
  - 4.4.6 Fire risk assessments are carried out and reviewed annually.

## 5 Arson

- 5.1 Regular external inspection of the premises is necessary to check for arson activities and potential arson risk. This check will be carried out by a competent person.
- 5.2 All dustbins, benches and other moveable items will be made immovable and not positioned against main College walls.
- 5.3 Wheelie bins are to be lid locked and chained away from main College walls.
- 5.4 Build-up of rubbish including leaves etc. will be regularly removed to prevent use as fuel.
- 5.5 Trespassers will be dissuaded from visiting the site by perimeter fencing, appropriate signage, outside illumination and a CCTV system.

## 6 Bomb alerts

- 6.1 The Colleges will take appropriate evacuation action on receipt of information regarding a bomb on site.
- 6.2 The general fire procedure will be followed and as with the fire procedure the location of the hazard or device will be avoided.

**6.3** All staff, pupils and visitors to the Colleges will assemble at the designated fire assembly point as shown on the fire plan.

**6.4** No attempt will be made by the Colleges staff to handle potentially hazardous devices or objects.

## **7 First Aid/Illness**

### **7.1 First Aid Boxes**

**7.1.1** First aid boxes are stocked as per Health and safety Executive (HSE) guidance and are located in first aid, first aid boxes are also located in other areas identified in the first aid risk assessment, the main high risk areas will have first aid boxes these are:

- Technology
- Science
- Physical education
- Kitchen

**7.1.2** Contents are checked and maintained by an appointed person (See appendix A)

**7.1.3** First aid instructions and qualified first aiders are listed next to the first aid box as well as first aid notices displayed around each College site.

### **7.2 First Aiders**

**7.2.1** Responsibilities of the trained first aider are to ensure persons injured or ill at the Colleges are adequately treated and where necessary make other special arrangements.

**7.2.2** Ensure any accidents are reported to an appointed person (See appendix A).

**7.2.3** Recording of all first aid treatments shall be maintained and held in as directed by the Executive Head Teacher.

**7.2.4** Parents will be informed of any injury or illness to their child by the appointed person.

### **7.3 Defibrillator**

**7.3.1** Each College has a defibrillator for use in an emergency. These are located at reception on each College site.

**7.3.2** The defibrillator is checked daily to ensure it is in working order and a daily record sheet is filled out by the competent person.

**7.3.3** Where possible only trained staff should only use the defibrillator, although the machine is possible/designed to be used without any formal training.



## **8 Accident reporting and recording**

- 8.1** Accidents, injuries, near misses, reportable disease or work related illness must be recorded and where required reported to the local authority or to the Colleges' appointed person who will report as required by the regulations (See appendix A for the appointed person).
- 8.2** All employee accidents will be recorded in the accident book (B1510). The tear out report will be filed in a lockable cabinet and kept in accordance with the data protection act.
- 8.3** Non-employee accidents will be reported in the Colleges' incident book located in the health and welfare office.
- 8.4** Any accidents arising out of or connection with work, which means all employees, certain student and visitor accidents, must be reported to the person responsible for health and safety on the Colleges site within 48 hours of receiving the report using form HS2.02a.
- 8.5** Where injury may be particularly serious i.e. person taken to hospital, the Colleges' appointed person shall be contacted by phone as soon as possible and a written report submitted within 48 hours using form HS2.02. The appointed person (See appendix A) will report any accidents or injuries as required to the HSE under the Reporting of Injuries disease and dangerous occurrences regulations (RIDDOR).
- 8.6** Additional accident and investigation form HS2.01 is used to record findings and provide control/preventative measures that can be utilised to prevent further injuries.
- 8.7** Accident and incident records will be retained and stored in accordance with the data protection act.

## **9 Housekeeping**

- 9.1** The buildings will be cleaned by an employed cleaner at least once per week. Though the responsibility for ensuring the work environment is kept clean and tidy is applied to all staff.
- 9.2** The disposal of small amounts of waste can be treated as ordinary household waste i.e. placed in appropriate bins within the building and its surrounds, and removed each day by the cleaners to the designated storage area.
- 9.3** Stacking and storage of materials, equipment and any other items will be kept in appropriate storage areas, where this is not possible for temporary reasons, the staff responsible for those materials will ensure that they are stacked tidily, to a height that does not constitute a hazard and is such a way that they do not impede the movement of staff or visitors or contravene fire regulations.
- 9.4** Stairs, cloakrooms and exits etc., will be kept clear of obstructions (including electrical cables and other trip hazards).
- 9.5** In the main reception area all staff are requested to be vigilant in regards to identifying any potential hazards as visitors are not familiar with the surroundings.

## **10 Lifting and handling**

- 10.1** Injuries can be caused by incorrect lifting and handling of objects, (which need not be large or heavy). Therefore any operation where lifting or handling is involved should be avoided where possible.



- 10.2 Both generic and where appropriate specific risk assessments are undertaken for all potentially hazardous handling activities, including objects and people.
- 10.3 The moving of people is of particular concern and specialist advice is available from Medina house School or St George's special school (See section D).
- 10.4 Only competent appointed persons may carry out these risk assessments (See appendix A).

## **11 Control of Substances Hazardous to Health (COSHH)**

- 11.1 Any hazardous substances on the Colleges site must be managed safely and to do this all of them will be identified.
- 11.2 Substances which are hazardous will be assessed for risk to employees and those who may be affected by them. The assessment record will be located at a) at the point of use, b) at point of storage and c) in a master record file located in the main office in case of fire.
- 11.3 Assessed hazardous substances will be stored safely in appropriate storage areas and be locatable from reception in the master record book.
- 11.4 Persons trained to carry out these assessments are listed appendix A.

## **12 Asbestos**

- 12.1 A survey has been carried out for the presence of asbestos containing materials (ACM's), and where necessary identification labels placed.
- 12.2 Any areas where ACM's have been identified have been addressed to determine the risk to a person who may be exposed and where necessary removed. Where removal is not necessary periodic monitoring for condition will be instigated and a record maintained.
- 12.3 The survey report is available for reference to all persons who may potentially disturb ACM's during their work i.e. contractors.
- 12.4 The asbestos survey report is available to view in reception area and attached to it is a signature record for contractors and others sign as proof of reading. These records are retained in a file alongside the survey report.

## **13 Legionella**

- 13.1 A legionella risk assessment has been carried out within the Colleges to identify potential areas of the system that may promote Legionella bacterium growth. Improvements to system pipework have been undertaken and regular treatment of the water system is carried out.
- 13.2 Higher risk of bacterium growth is likely through long warm holiday periods and therefore maintenance is required to flush the water systems prior to the Colleges recommencing after a period of inactivity. A record is maintained of this maintenance.
- 13.3 Water temperatures and shower heads are checked periodically by the premises team and a specialist contractor has been appointed to disinfect water tanks.

## **14 Electrical plant and equipment**



- 14.1** The department manager will arrange for all portable electrical equipment to be checked on a regular basis and a record kept. A schedule/checklist of inspection timescales will kept by the relevant department.
- 14.2** The competent person or organisation responsible for the testing of portable appliances is included in appendix A.
- 14.3** Fixed wire testing is carried out every 5 years by a specialist contractor.
- 14.4** All staff are required to report any damaged electrical equipment or wiring – including portable equipment and permanent wiring.
- 14.5** Staff must, under no circumstances, attempt any repairs unless the department manager is satisfied they are competent to do so. Personal mains powered must not be brought into the department, unless it has been subjected to the same tests as department equipment.

## **15 Risk Assessments**

- 15.1** Risk assessment shall be undertaken for all activities which present a potential to cause harm.
- 15.2** The risk assessment will identify the hazard, the risk and the controls which are present or remedial action planned to reduce the likelihood of injury/ill health.
- 15.3** Only persons deemed competent to carryout risk assessments have been authorised to do so by the Executive Head Teacher, these persons are listed in Appendix A.
- 15.4** Areas where risk assessment shall be carried out include:
  - 15.4.1** Premises (Slips and trips)
  - 15.4.2** Areas on the site with specific hazards present.
  - 15.4.3** Fire and arson
  - 15.4.4** Technology equipment
  - 15.4.5** Control of substances hazardous to health (COSHH)
  - 15.4.6** Premises activities including working at height.
  - 15.4.7** P.E activities
  - 15.4.8** Educational visits.
  - 15.4.9** Stress.
  - 15.4.10** Manual handling.
  - 15.4.11** Display screen equipment(DSE)
  - 15.4.12** New and expectant mothers.
  - 15.4.13** Young person's working i.e. on work experience.



## 16 Working at height

- 16.1 All staff have been asked not to carry out work at height (WAH) unless it is agreed by their line manager that it is necessary, and that they have had the necessary training to be able to carry out the task.
- 16.2 WAH does pose a higher than normal risk of injury to those carrying out the work and those below them. It is therefore necessary to carefully consider whether there is a real benefit or necessity to carry out this work before starting.
- 16.3 The WAH regulations requires all work at height where access equipment, such as ladder or step stool, is required above or below floor level to be assessed for potential risk and controls implemented to mitigate injury.
- 16.4 A risk assessment is required to be carried out by a competent person (See appendix A) for all WAH activities. In some cases these will need to relate to specific activities though in most cases such as display work it may be acceptable to produce a generic risk assessment.
- 16.5 Employees who carry out any WAH would need to have had training, appropriate to the task. This will be recorded in the Colleges safety training records. Training will include the use of any risk assessments that may be available to the task.
- 16.6 Employees unhappy with carrying out any form of WAH are not expected to do so unless it explicitly forms a part of their terms of employment.
- 16.7 The person appointed to oversee and advise on all WAH activities is shown in Appendix A.

## 17 Slips and Trips

- 17.1 The Colleges site both internally and externally shall be assessed at least annually for potential hazards that may cause slip or trip accidents. This assessment must be carried out by a competent person trained in risk assessment (See appendix A).
- 17.2 The risk assessment shall include areas such as:
  - 17.2.1 Internal and external steps and stairways.
  - 17.2.2 Carpets and floor coverings.
  - 17.2.3 Dining hall cleanliness and spillages.
  - 17.2.4 Premises and cleaning activities.
  - 17.2.5 Outside paving, walkways and other hard surfaces.
  - 17.2.6 Grounds including sports field.
  - 17.2.7 External lighting effectiveness.
- 17.3 Risk assessment results shall be used to identify priority for mitigation of potential injuries and shall be shared with employees.



## **18 Stress**

- 18.1** Stress is acknowledged by the Colleges as a potential cause of staff ill health and efforts are made to reduce it. This is in part done by management openness in counselling and supporting staff with work related problems. Additionally a wellbeing programme supported by the teacher support network, which is based on the HSE management standards to address stress in the workplace, is utilised to identify the sources of stress and identify any 'stressors'.
- 18.2** The Executive Head Teacher is responsible for supporting the wellbeing programme. A Colleges employee (See Appendix A) who is trained as facilitator will lead arrangements and support staff in engaging with the program to ensure its effectiveness and ensure records of progress are maintained as evidence.
- 18.3** Additionally a counselling service, through ATOS healthcare, is available for all staff (See contact details in section D)

## **19 Alcohol, Drugs and Smoking**

- 19.1** The abuse of alcohol or drugs is a safety hazard and if there is any suspicion that a member of staff or visitor is under the influence of either, then this must be reported to the Executive Head Teacher who will take appropriate disciplinary action.
- 19.2** Smoking within the Colleges site is prohibited and signs are posted at entrance of the Colleges site.

## **20 Violence and Aggression**

- 20.1** Violence and harassment in both physical and verbal forms will not be tolerated within the Colleges, either between employees or between employees and non-employees.
- 20.2** Employees shall report all incidents of violence to their line manager. Appropriate action will in the first instance be taken by the Colleges.
- 20.3** Disciplinary action will be taken against employees being the source of such behaviour.
- 20.4** Action against non-employees who are the source of violent, harassing or threatening behaviour may be by prohibiting them entry to the Colleges.
- 20.5** The person responsible for ensuring the process of recording and follow up action is listed in Appendix A.

## **21 Display Screen Equipment (DSE)**

- 21.1** All DSE equipment and workstations will be assessed for suitability for individual employee use by a competent person (See Appendix A).
- 21.2** Where appropriate, equipment shall be provided or replaced to ensure the user is not put at risk of illness or injury.
- 21.3** Records of all assessments will be maintained and held in reception.
- 21.4** Eyesight testing is offered to persons identified as habitual users.





## 22 Safe Systems of Work (SSW)

- 22.1 To ensure some types, such as working at height, is done safely, it is necessary for us to prepare SSW, a procedure which details how the work shall be carried out.
- 22.2 This will be used along with the risk assessment to ensure all potential hazards are known about and how to conduct the work as safely as possible.

## 23 Training

- 23.1 The Executive Head Teacher will ensure that all employees with responsibilities for health and safety are competent. This will be reinforced with the appropriate training.
- 23.2 The responsibility for safety training and/or refresher training rests with the department head and the employer.
- 23.3 Training records will be maintained for all employees and periodic examination of these takes place and if training needs are identified, then appropriate training shall be provided.

## 24 Lone Working

- 24.1 It is recognised that staff at some point be required to work outside of normal working hours. If this is necessary then staff must either ensure there is another person in the building with them or they must make provisions to be in contact with somebody at all times i.e. checking in with another member of staff at periodic intervals.

## 25 Educational visits

- 25.1 The Colleges recognises that educational visits, away from the safety of the Colleges site, expose Colleges employees, pupils and non-employee volunteers to potentially unknown risk. Therefore special arrangements are required which are found in the relevant trips and visits guidance.
- 25.2 For all educational visits a competent group leader is appointed by the Executive Head Teacher. The group leader will ensure arrangements are made and that all appropriate requirements of the Leadership Offsite Guide are met.
- 25.3 A person appointed as the Educational Visit Coordinator (EVC), who has relevant training for this role, will oversee the arrangements and provide advice on documentation required for the particular type of visit. Basically these fall into four categories:-
  - 25.3.1 Residential (R)
  - 25.3.2 Adventurous (A)
  - 25.3.3 Off Island (O)
  - 25.3.4 Local (L) – these are lower risk.
- 25.4 Visits which fall into categories R, A and O require approval prior to commencement, Category L visits require parental consent and risk assessments to be carried out.
- 25.5 Injuries occurring during an offsite visit must be handled as those at on site at any College. Information about injuries must be relayed back to the Colleges as soon as possible so that any requirements for accident reporting are met within specified timescales.



## **26 New and Expectant Mothers**

- 26.1** The Colleges recognise the fact that new and expectant mothers (NEM) are at an increased risk of an injury to themselves and their unborn child or an injury to others who may be affected by their actions.
- 26.2** To ensure the safety of the NEM the management of potential risks is required. This is done by a risk assessment carried out by a competent person and the implementation of any controls to eliminate or reduce risk.
- 26.3** The NEM will be allowed to take the appropriate rest breaks and a safe place to rest.
- 26.4** The responsibility of the NEM risk assessments are with the relevant line manager of employees.

## **27 Transport**

- 27.1** All employees who drive their own vehicles for work purposes, and this includes employees who attend the occasional away day from their workplace on a course for instance, shall have the following documents checked and evidence recorded of this check on an annual basis:
- 27.1.1** Driving license
  - 27.1.2** Insurance (With 'business use' stated)
  - 27.1.3** MOT ( If applicable)
- 27.2** When staff transport children the following controls are necessary:
- 27.2.1** A risk assessment must be carried out.
  - 27.2.2** If a child has any special needs then an extra adult should be considered, the risk assessment for this child will determine the ratio and whether an extra adult is required.
  - 27.2.3** Employees will not transport students of the opposite sex alone unless a suitable risk assessment is in place and it has been agreed by the Executive Head Teacher.
- 27.3** Employees driving any of the Colleges vehicles must have the necessary license and approval before they can use these vehicles. As set out via the insurance company the driver must have a valid authorised driver's permit and a Council Vehicle Driving Authorisation before they are able to drive any Colleges vehicle.



## SECTION D – CONTACTS and INFORMATION

### Health and Safety Advice

Barry Grant – Health and Safety adviser Good Skills Training

Tel: 07519729311

Email: [barry@goodskillstraining.co.uk](mailto:barry@goodskillstraining.co.uk)

### Insurance Queries -

Insurance Services Tel: 01983 823625

### Fire & Arson advice -

Community Safety – Newport Fire Station, Tel: 01983 533 834

### Moving Children -

Medina House School on 522917 or

St Georges Special School on 524634

### DCsF Support -

Web address: [www.dcsf.gov.uk](http://www.dcsf.gov.uk)

### Counselling services

ATOS Healthcare **0800 0193485**

Web address [www.your.helpcap.com](http://www.your.helpcap.com)

## APPENDIX A –Persons with specific H&S responsibility

Name	Job Title	Responsibility
Matthew Parr-Burman	Executive Head Teacher	Policy, implementation & monitoring of H&S.
David Mumford (Medina) Charlie Dunford (Carisbrooke) David Mumford (VI Form campus)	Appointed person for Colleges	Monitors that the requirements of the H&S policy are operated.
Barry Grant	H&S Advisor & Inspector	Co-ordinates and assists departments with the general operation of the policy
Paul Mahoney Grahame Young	Contract officer	Contractors on site
David Mumford (VI form Campus) Charlie Dunford (Carisbrooke) Karen Begley (Medina)	Fire officer	To ensure that the buildings are clear of people who have inadvertently been left behind.
David Mumford (Medina) Charlie Dunford (Carisbrooke) Carole McFarlane (VI Form Campus)	EVC	Management of offsite trips and visits
IT Technicians	Appointed Person (DSE assessments)	DSE risk assessments
See Individual Site fire procedures.	Fire Marshals	To ensure that the buildings are clear of people who have inadvertently been left behind.
Barry Grant	Appointed Person (Recording and Reporting)	The recording and reporting of accidents, injuries, near misses, reportable diseases or work related illnesses.
Barry Grant	Appointed Person (Lifting and handling)	Undertaking generic and where appropriate specific RAs for potentially hazardous handling activities, including objects and people.
Barry Grant	Competent persons (COSHH assessments)	Undertaking assessment of substances hazardous to health including their storage and use.



Department heads	Competent person for PAT testing	Undertaking PAT testing and holding central record.
Department heads	Competent persons for risk assessments	Undertaking RAs for activities which have the potential to cause harm.
Barry Grant	Competent person for working at height.	Undertaking RAs for activities involving working at height and oversee
Debbie Hickman	HR Officer	Violence and aggression - responsible for recording incidents and ensuring follow up action.
Governors H & S Committee	Governors H & S committee	Policy Review & monitoring.

