

Health & Safety Policy

Queen's College, Taunton

March 2017 (v.7i)

Scope

This policy applies to the whole College including EYFS.

Policy Statement

The Governors of Queen's College recognise and accept that under the Health and Safety at Work Act 1974 they have a legal responsibility to provide, so far as is reasonably practicable, for the health, safety and welfare of employees of the College, and that they have certain duties towards pupils, the public and people who from time to time use the premises of the College:-

1. To provide and maintain safe and healthy places of work and systems and methods of work, with adequate facilities and arrangements for the welfare of all employees and pupils and to protect all employees, pupils and others including the public in so far as they come into contact with foreseeable work hazards.
2. To provide all employees and pupils with the information, instruction, training and supervision that they require to work safely and efficiently.
3. To develop safety awareness amongst all employees and pupils through staff/student briefings at the beginning of the school year or by any means considered necessary at the time.
4. To provide a safe environment for all visitors to the College, bearing in mind that these visitors may not be aware of the risks arising from aspects of use of the College's facilities.
5. To encourage full and effective two-way consultation on health and safety matters through all teaching, administrative and domestic staff in the College and the College's Health and Safety Committee see (Annex A). This consultation will take place on a day-to-day basis on immediate needs with the appropriate member of staff.
6. To ensure that this policy is used as a practical document and that its contents are fully publicised.
7. To keep details of this policy under constant review and in line with changing health and safety practices and current legislation.

Information about specific aspects of Health and Safety contained in circulars or other documents from time to time should be brought to the attention of the College's Health and Safety Committee and through them to the attention of all relevant employees.

The Governors wish to remind all employees that, under Section 7 of the Act:

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

- To take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and

- As regards any duty or requirements imposed on his employer or any other person by or under any relevant statutory provisions, to co-operate with him as far as it is necessary to enable that duty or requirement to be performed or complied with."

The Governors have designated the Operations Director as the Health and Safety Officer (the day to day responsibility for all matters relating to health and safety falls within the remit of the Site Manager who reports directly to the Operations Director). Heads of Department would have responsibility to ensure safe practices in their respective areas.

The address of the enforcing authority and of the Health and Safety Executive's Employment Medical Advisory Service is Health & Safety Executive, Inter City House, Mitchell Lane, Bristol, BS1 6AN.

Signed on behalf of the Governors by Mark Edwards, Chairman

Date 2nd March 2017

Health & Safety Organisation

1. Premises

The premises covered by this policy are all the College Buildings and all other premises and land owned or leased by the College.

2. Organisation in the College

- a. The Operations Director is responsible through the Head Teacher to the College Governors for the Health and Safety of the employees, pupils and where appropriate, members of the public in relation to the running of the College, the College premises and the activities carried on there. Assistance will be provided by the College's professional advisers, all of whom may from time to time visit the College.

Taking this assistance into account, the Operations Director will monitor the effectiveness of this policy and its implementation at all levels. Where he thinks that significant modifications are necessary he will bring these to the attention of the Head Teacher. To achieve this he must have the co-operation and support of all the College's employees at all levels.

- b. There is a standing Health and Safety Committee comprising representatives from academic, domestic and administrative areas of the College. The Operations Director chairs this Committee. A Governor shall sit on the Committee.

Certain staff are ex-officio members of the Committee and other staff may be appointed by the Head Teacher.

The Committee shall meet at least once per term.

The Committee shall consider all matters relating to Health and Safety within the College. The College's professional advisers or their representatives may be invited to attend meetings of the Committee.

- c. The Operations Director is responsible through the Head Teacher to the Governors for matters relating to the maintenance of grounds, buildings and equipment owned or leased by the College, provision of means of escape and prevention of the spread of fire in existing buildings, access generally and all equipment, plant and machinery operated by the College.

The Operations Director is responsible through the Head Teacher to the Governors for ensuring that the planning and design of all new structural projects takes into account Health and Safety aspects of current Building Regulations, recommendations of the Department for Education, and Regulations and Approved Codes of Practice made under the Act.

The Operations Director is responsible through the Head Teacher to the Governors for ensuring that the catering contractors, cleaners, caretakers, grounds, maintenance and other non-teaching staff are aware of the aspects of this Policy which affect them. He is

responsible for monitoring regularly the maintenance of means of escape, effectiveness of alarm systems and the positioning of appropriate fire extinguishers. He is responsible, in consultation with Houseparents, Heads of Departments and other staff responsible for escape procedures, to ensure that action is taken in respect of those decisions made by the Health and Safety Committee which relate to premises and fire.

- d. The Head of each Administrative Department is responsible to the Operations Director for ensuring:
- i That the Department is run according to the standards of this policy and that staff working in the Department are aware of the contents of relevant circulars, guidance and other information.
 - ii That each member of staff working in the Department understands the practical application of this Policy and the extent to which it applies within the Department and in relation to other duties arising out of their employment at the College.
 - iii That each member of staff in the Department is aware of the importance of achieving high standards of safety and where appropriate is provided with the necessary encouragement and time for this to be achieved.
 - iv that all necessary risk assessments are carried out in accordance with this Policy.
- e. The Head of each Academic Department is responsible to the Head Teacher for ensuring:
- i That the Department is run according to the standards of this Policy and that assistant teachers and technicians working in the Department are aware of the contents of relevant circulars, guidance and other information.
 - ii That each assistant teacher and technician working in the Department understands the practical application of this Policy and the extent to which it applies within the Department and in relation to other duties arising out of their employment at the College.
 - iii That each assistant teacher and technician in the Department is aware of the importance of achieving high standards of safety and where appropriate is provided with the necessary encouragement and time for this to be achieved.
 - iv Heads of Departments should make themselves aware of the Health and Safety aspects of the various sciences, and/or practical work related to their subjects, taking into account current practices and requirements of the Enforcing Authorities and professional Associations. They should be familiar with current recommendations on uses and controls of equipment and chemicals, their storage and the extent to which certain chemicals are no longer required by various syllabi. All staff who teach science and all science technicians should be familiar with the relevant CLEAPSS publications.
 - v That all necessary risk assessments are carried out in accordance with this Policy.
- f. The Head of Boarding is responsible for the Head Teacher for ensuring:

- i. That the Department is run according to the standards of this policy and that staff working in the Department are aware of the contents of relevant circulars, guidance and other information.
 - ii. That each member of staff working in the Department understands the practical application of this Policy and the extent to which it applies within the Department and in relation to other duties arising out of their employment at the College.
 - iii. That each member of staff in the Department is aware of the importance of achieving high standards of safety and where appropriate is provided with the necessary encouragement and time for this to be achieved.
 - iv. That all necessary risk assessments are carried out in accordance with this Policy.
- g. The Laboratory Technicians are responsible to the Head of Department for the security of all materials used in the science departments and for ensuring that all stores are kept securely locked except when the materials are actually being used.
- h. Houseparents have a particular responsibility for the security of means of escape in case of fire at night and this responsibility must take precedence over all others.
- i. All employees of the College have a duty:
- i. To notify the Operations Director if they consider the condition of buildings, grounds, furniture or equipment to be unsafe by means of the Unsafe Condition or Incident Report form (Annex B).
 - ii. To notify the Operations Director of any accident in which they are involved and which occurs on College premises.
 - iii. To ensure that anyone injured on College premises receives first aid or, if relevant, is immediately taken to hospital.
 - iv. To make themselves familiar on a continuing basis with means of escape, fire alarm systems, evacuation procedures and other associated matters. Most employees will have specific duties during fire practices and evacuations.
 - v. To carry out a risk assessment for any activity in which they are involved. A Risk Assessment chart is attached at Annex C. Such risk assessments are to be retained in the department.

3. Specific Provisions

The following specific aspects of this Policy are drawn to the attention of all employees.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

Accident books are held in Senior School, Junior School, Pre-Prep School, Housekeeper's Office, Estates Office and Medical Centre. Certain incidents are reportable under the Reporting of

Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)— see Annex D — and an Accident Report form filed in the Estates Office.

Control of Substances Hazardous to Health (COSHH)

The attention of all employees is drawn to the Control of Substances Hazardous to Health (COSHH) Regulations 2002. These regulations are the subject of Annex E and those affected are to take the necessary action to ensure compliance. Heads of Department must ensure that records are kept up to date **and be made available for inspection upon request.**

Medical Provision

The College maintains full medical services throughout the working day (7.30 am to 8.00 pm) Monday – Friday, with an on-call service outside these hours. Adequate medical cover is provided when College teams are involved in matches at weekends. First aid services are provided during working hours during College holidays. The Medical Centre is located on the ground floor of the Howard Vivian building for all medical and first aid treatment. During term time a Sister (RGN) is in attendance for the hours stated above. All injuries should be reported and any resulting accident forms should be logged with the Estates Office without delay for action as it considers necessary.

Adequate medical cover is provided during term time.

During College holidays, individuals requiring first aid treatment should contact the Operations Director (extension 203 or 01823 340823). In his absence, contact the Site Manager's office (extension 219 or 01823 340875).

Fire Safety

Fire is probably the most serious hazard in the College and all members of staff must be aware of the dangers and fully aware of escape routes and evacuation procedures.

The College has carried out fire risk assessments and is regularly inspected by the local Fire Officer. There are automatic sensing and warning devices in all buildings. All buildings on the senior campus are linked by an addressable relay system. Any incident will be communicated to all other buildings enabling a complete evacuation of all premises. Alarm systems are tested on a weekly basis. Records are kept in the Estates Office. Any activation of the system or false alarm is to be reported to the Site Manager and recorded.

There is a full range of fire extinguishers at numerous points throughout the College, with powder or CO2 extinguishers in areas where there may be a danger of electrical fires. All extinguishers are checked annually under contract and inspection certificates are held by the Site Manager.

Day-time fire drills are held at least 3 times per year and all staff and pupils must evacuate the buildings as quickly as possible. The Site Manager will maintain a record of all drills carried out, and will take steps to rectify any defects as notified. Records of Junior, Pre-Prep & Nursery drills are to be maintained by the respective Heads and reviewed by Site Manager/Operations Director. Defects and deficiencies must be reported promptly to the Site Manager.

It is the responsibility of each Houseparent to draw up individual Fire Orders for his or her House, which take into account the particular geography and circumstances of the House. (An outline plan is given at Annex F.) These Orders are to be prominently displayed in all principal areas of the House and all occupants are to be thoroughly conversant within them. Copies of these detailed Orders are to be lodged with the Site Manager for inclusion in the Fire Risk Assessment and Health and Safety files. It is the responsibility of each Boarding Houseparent to carry out night-time fire evacuation drills in each school term at a time when the students may reasonably be presumed to be sleeping and to maintain the appropriate record book; defects and deficiencies must be reported promptly to the Site Manager.

Coomber Security Systems Ltd, Deane Gate Lodge, Deane Gate Avenue, Taunton, Somerset, TA1 2UH, is responsible for the maintenance of all fire alarm systems and fire extinguisher maintenance and inspection. Their telephone number is 01823 282888 (24 hours).

Electrical Equipment

The fixed electrical installation has been inspected and will be re-inspected at 5 yearly intervals.

The College is required to keep an up-to-date record of all its electrical equipment. This is used as a checklist for regular safety checks. If any new electrical equipment is obtained, or old equipment is scrapped, or equipment is permanently moved to a different part of the College, it is essential that a written note is sent promptly to the Site Manager, so that the record can be updated.

All electrical equipment purchased by or for the College is to meet the appropriate British Standard specification.

PAT testing is carried out for all electrical appliances brought into the boarding houses on an annual basis. Full site testing will take place every 3rd year or sooner if considered necessary.

The Site Manager will arrange the scheduling of these inspections. Requests for PAT tests should be made through the Site Manager.

Pupils must be made aware of this regulation and regularly reminded of it. Day and Boarding Houseparents must ensure that this regulation is strictly adhered to within their areas of responsibility.

Extension leads can be used only with the prior approval of the Houseparents or Head of Department, who should consult the Site Manager if in doubt. Extension leads on reels must not be used at any time. Two- or three-way extension plugs should not be used under normal circumstances. However, if correctly fused and if inspected by a qualified Electrician, two-way adapters can be allowed, if essential. Extension leads and adapters must have been subject to the PAT procedure. No extension leads may be "daisy chained" under any circumstances.

Electrical equipment, except for bedside clocks, must not be left switched on when unattended. Care should be taken to ensure that drapes, posters and other flammable material are not allowed to cover electrical points or equipment.

Display Screen Equipment (DSE)

Although work with DSE is not generally regarded as high risk, it can lead to muscular and certain other physical problems such as visual fatigue and mental stress. It should be noted that where these problems do occur they can usually be overcome by good ergonomic design of equipment and furniture and by improved working environment and work content.

An employee is regarded as a 'user' if he/she habitually uses such equipment as a significant part of his/her normal work. Risk assessments on these items must be carried out to ensure that the user is not put at risk.

The daily routine of users should be planned in such a way that a user:

- has periodic breaks from using DSE and where activities undertaken during these breaks do not involve broadly similar use of hands or arms.
- takes a break before he/she becomes fatigued
- breaks should be part of working hours
- short, frequent breaks are preferable to less frequent, longer breaks
- users should be allowed some discretion if possible in how they carry out their tasks throughout the working day.

The College is responsible for providing a user with an appropriate eye and eyesight test if requested. This must be carried out by a competent person and should be repeated at regular intervals. Where necessary for work, the employee will be provided with a voucher for free eye test and a contribution towards corrective lenses should they be required. The College therefore requires that eye and eyesight tests and the provision of glasses be carried out by the College approved optician and further details and voucher requests should be made to Karen Murray in the Finance Office.

Machinery and Equipment

Machinery and equipment, including all kitchen equipment, should be suitable for the use to which it is put in the College and used only by those trained in its use. Heads of Departments are responsible for ensuring that their staff are properly trained in the use of equipment and that a record of training is kept on file.

Heads of Departments are responsible for checking the equipment in their department on a regular basis — monthly during term time and once before the start of each term. Full records of these checks are to be made and retained by the Head of Department. Any faults must be reported to the Site Manager immediately they are identified and it is the responsibility of the Head of Department to take such equipment out of use if there is any doubt about its safety. Some equipment will need regular servicing to keep it in a safe condition. Where this is the case, servicing must be arranged and full records of the servicing made and retained by the Head of Department.

Noise

Excessive noise accelerates hearing loss, increases pulse rate, blood pressure and breathing rate. Regulations require action if noise levels reach 80dB(A) for a significant part of the working day. Ear defenders are to be worn at all times when working in a noisy environment.

Any incidence of excessive noise should be reported to the Site Manager's Office which will undertake an investigation, assess and record details of the incident.

Personal Protective Equipment (PPE)

Every effort should be made to minimize the need for PPE by considering ways of reducing the risks posed by individual activities.

Personal Protective Equipment is required in several locations around the College as well as being required by the pupils and staff during science and technology lessons. It is the responsibility of the Heads of Departments to assess the need for personal protective equipment and to issue equipment as required. A record must be kept of all issues giving details of the equipment issued, the circumstances of the issue and the name of the person receiving the equipment. When the equipment is returned it should be checked and its condition recorded.

Use of personal protective equipment in teaching and specific circumstances is dealt with in Section 4 – Teaching and Departmental Provisions.

Heads of Departments must ensure that personal protective equipment in their care is well maintained, is held in sufficient quantity and that staff and pupils are fully instructed in its use.

Housekeeping and Premises

Many accidents occur because of poor housekeeping and the College is aware of its responsibility to maintain a safe and clean workplace.

The Housekeeper is responsible, through the Operations Director, for the cleanliness of the site, including the disposal of waste. All rooms, including toilet areas, are cleaned on a daily basis. Waste and refuse is removed to central collection points. The Operations Director is responsible for the general tidiness of the site, but Heads of Departments must accept responsibility for their own departments. Heads of Departments will be expected to maintain clean and tidy work areas and any difficulties encountered must be reported immediately to the Operations Director.

The College has in place a hazard reporting system under which defects can be reported by staff to the appropriate Head of Department who then completes the necessary Maintenance Request Form which is passed to the Operations Director for action.

Each Department should conduct an annual premises inspection during the last weeks of the Summer Term, passing any resulting maintenance requests to the Operations Director before the end of term. This will enable these requests to be prioritised with other summer holiday work.

Training

Good training ensures that employees are competent to carry out their duties, thus reducing the risk to both health and safety. In hazardous situations special training may be necessary.

Heads of Departments must ensure that all new staff are trained in the use of equipment and procedures relevant to that department. Such training can be given by outside bodies, the Head of Department or a senior or experienced member of the department. A record of the training must be kept and this should be signed by the member of staff to acknowledge that he has received the training. If specialist training is required, the Head of Department must identify to the Site Manager's Office the staff requiring the training and the reasons for such training.

Staff must not operate machinery or equipment until they have been suitably trained and considered competent.

Lone workers

The School recognises and understands the additional hazards to staff safety presented by lone working.

Work activities involving Lone Workers will be risk assessed in accordance with the School's health and safety policy.

The School will consider the additional hazards posed by lone working identified by the risk assessment or otherwise and introduce adequate control measures in response. For more information please refer to: **Visitors and Security Policy**

Hot Work

One of the major hazards of any building works derives from "hot works" on site. A 'Hot Work' control system is in place and is managed by the Site Manager. This system is designed to ensure that:

- a register of all hot works is maintained;
- the area is cleared of combustible materials, including opposite sides of walls and partitions, before work commences;
- careful watch is maintained throughout the process and suitable extinguishers are on hand;
- wooden flooring and other combustible material which is not movable is covered;
- the work area is screened if welding or grinding is taking place;
- gas cylinders are secured vertically and fitted with flashback arresters;
- tar boilers are supervised by experienced operatives and only taken onto roofs in exceptional circumstances;
- the work area is re-examined an hour after hot work has been completed.

Hot work permits are required for any task of this nature carried out on Queen's College premises. The rules governing hot work are displayed in all maintenance staff workshops and must be rigorously adhered to. The Hot Work Permit Checklist is at Annex G and an example of the Hot Work Permit is at Annex H.

Transport on Site

The main College site is cramped and has very limited parking. To minimise hazards to pedestrians a 5mph speed limit is imposed throughout the campus, speed humps are located in strategic positions and one way systems are in place wherever possible.. Parking is restricted so far as is possible to designated areas. When the Queen's Hall is in use care is taken to ensure emergency vehicles have access via the Head Teacher's entrance to the site.

The Porters use a number of small vehicles for transporting equipment around the site. The nature of such work requires that they may depart from normal vehicular routes and may require to park temporarily close to buildings during deliveries. Similarly, grounds vehicles necessarily depart from metalled surfaces. Drivers of all such vehicles must take all reasonable precautions to ensure the safety of pedestrians and other road users.

All drivers are to exercise extreme care when driving on the site and are to fully observe all speed limits and parking restrictions, and should give way to pedestrians at all times.

Personal Security

It is not practical to restrict access to the site. Visitors should report to the reception areas in the Main Building, Junior School or to the Estates Office. All visitors not known to the college must be wearing a clearly visible badge and be accompanied by a member of staff at all times. Exceptions are for approved contractors wearing company branded clothing and wearing estates office issued identification badges.

Unwelcome visitors may at times enter the site, and staff should be alert to this possibility, and should be observant. Un-recognised individuals should be approached in a courteous manner and escorted to the relevant reception or Estates Office in order to be signed in and verified. If a member of staff witnesses a theft or other law-breaking activity they should immediately dial 999 and inform the police.

Security of Equipment

All members of staff have a responsibility to safeguard College property. To that end no item of College property should be left in a position where it may be damaged or stolen. At all times, when leaving a room empty, or inadequately manned (e.g. staff common rooms, science labs, DT workshops, etc), the door is to be closed and locked to prevent unauthorised access. Similarly, outside normal school hours, staff entering or leaving a building must lock the door behind them and ensure that the door will not open. Do not rely on automatic door closers to shut a door—they do not always fully close—staff should close it themselves and check that it is locked.

Slips, Trips and Falls

It is not possible to prevent slips, trips and falls. The College takes reasonable steps to eliminate any unnecessary hazards, and has in place a reporting procedure where such hazards are identified. However, staff, pupils and visitors have a responsibility to act sensibly and not take risks while on the site by, for example not running along corridors or on stairs and not walking in areas which are insufficiently illuminated by fixed lighting or by a hand-held torch.

Asbestos

A full site surveys was completed in 2014. The College has an up to date management survey and operates an [Asbestos Policy](#).

Legionella

A full survey of the site and a Risk Assessment was completed in 2015. Subsequent routine monitoring is carried out at the required intervals. The College operates a [Legionella Policy](#). All records of tests are kept.

Contractors

All contractors are to report to the Main Reception or Estates Office on arrival on site. All contractors' staff are to be issued with a Visitor Pass. Contractors are required to provide evidence of Liability Insurance, risk assessment, method statement etc upon request. All contractors must be identifiable using their own PPE and a Queen's College Visitor Pass.

Pressure Vessels

Pressure vessels are tested annually and are issued with an inspection certificate as required by the insurers. Only staff qualified in the operation of pressure vessels are to use them.

Work Experience

The College welcomes individuals on work experience who are sponsored by a school, college or university. Notification should be received in sufficient time to carry out an Enhanced DBS Disclosure on the individual. Where no Disclosure has been obtained, the individual must be supervised *at all times* by a member of the College staff. People on work experience are treated as employees during their time at Queen's as far as health & safety is concerned and are to be fully briefed by the Head of the Department in which they are placed on College health and safety procedures.

Sun Protection

The School is obliged to remind staff of the dangers of exposure to the sun. Staff should take appropriate precautions if they are likely to be in the sun. The use of a suitable hat and/or sunscreen are recommended. While applicable to everyone, sports staff and groundstaff should be particularly vigilant. Staff are at liberty to purchase suitable sunscreen for their skin type and the College will reimburse the member of staff to an agreed value.

4. Teaching and departmental provisions

General - Eyes

There is no specific legislation identifying the type of eye protection to be worn in schools. EN166 (and BS2092) has been approved and provides for various specific grades of eye

protection varying from general purpose impact grades to those which give adequate protection against chemicals and molten metal.

At Queen's, goggles to EN166 (or BS2092) must be worn by teachers, technicians and pupils in laboratories when they observe or take part in operations involving chemicals in which there is a risk of dust, sparks, chemical splashes or flying particles affecting the eyes and in art studios and craft workshops for any activity for which goggles are recommended in the Department for Education pamphlet, "Safety in Practical Studies".

Laboratory technicians must wear a face shield or 8-inch visor to EN166 (or BS2092) when handling large quantities of chemicals for dispensing or clearing up after spillages.

Grounds and maintenance staff must wear EN166 (or BS2092) goggles or a face shield during any operation involving a risk to the eyes.

Science

It is the College's policy to follow the recommendations of the DfES as set out in the publication, "Safety in Science Education" as updated in the Administrative Circulars to Schools issued from time to time. It is also the College's policy to follow the recommendations of the Association for Science Education in the publication "Topics in Safety" published in 1988.

Art, Pottery and CDT

It is the College's policy to follow the recommendations of the DfES as set out in the publication, "Safety in Practical Studies" (HMSO) and "A Guide to Safe Practice in Art and Design" (DfES), as amended and updated from time to time.

Games, PE and Outdoor Pursuits

It is the College's policy to follow the recommendations of the BAACPE as set out in the publication, "Safety in Physical Education" and DfES publication "Safety in Outdoor Education", as amended and updated from time to time.

Off-Site Visits and Activities

The College has published a separate document, "Guidance for Off-Site Visits", the contents of which are to be adhered to whenever pupils are taken out of the College as part of the normal curriculum or co-curriculum.

Kitchens

It is the College's policy to follow the recommendations of the Health and Safety Executive as set out in the publications, "Safety for Hotel and Catering Employees" and "Catering Safety—Food Preparation Machinery", as amended and updated from time to time.

Boiler Rooms

Because of their temperature and location in extensive basement areas, boiler rooms may seem to be ideal for storage. Boilers carry an inherent risk. Accordingly, boiler rooms must *not* be used for storage:

- of any combustible material;
- of highly flammable material such as thermostatic plastic, flexible foam packaging material and polystyrene, anywhere in the boiler area.

Any asbestos material will either be properly sealed or removed and signed for. Once this work has been completed, all subsequent mechanical damage to the insulation of the pipes must be reported to the Operations Director immediately. (See also Section 3 – Specific Provisions: Asbestos).

If the boiler is in a basement, horizontal separation between it and the building must be to a one-hour fire resistance. This requirement extends to the doors, walls and ceiling of the stairwell leading to the boiler basement. The door to the boiler houses must normally be kept locked.

Any electrical wiring of a temporary nature must be replaced by permanent installation.

Electrical Appliances

See Section 3 – Specific Provisions: Electrical Equipment.

Control of Radioactive Materials

The College is under a duty to limit the extent to which teaching staff are exposed to these materials and the teaching staff are under a duty to use these materials in such a way as to limit their own exposure. The College has an appointed Radiation Protection Adviser (RPA) and the Head of Science must appoint an appropriate member of staff as Radiation Protection Supervisor (RPS). This member of staff must have sufficient knowledge of the properties of radioactive materials and must also have knowledge of the teaching requirements.

The Radiation Protection Supervisor is responsible for preparing rules which will set the standards of control and use within the College as follows:

- isotope inventory and location;
- location of storage with account being taken of fire resistance, corrosiveness of the storage environment, and security;
- the named person in charge of the security for storage;
- a brief description of the intended use of the isotopes in the syllabus;
- the methods of handling the isotopes to be contained in detailed risk assessments;
- confirmation that the Fire Authority has been told of the isotope storage location;
- steps to be taken in the event of an emergency;
- arrangements for leak testing;
- arrangements for disposal.

The Science Coordinator and the Radiation Protection Supervisor are to be familiar with the DfES Administrative Memorandum, "The Use of Ionising Radiation in Education Establishments in England and Wales".

Control of Hazardous Substances

The attention of all employees is again drawn to the Control of Substances Hazardous to Health (COSHH) Regulations 2002. These regulations are the subject of Annex E and those affected are to take the necessary action to ensure compliance.

Hazards may be biological, chemical or physical and may include the risk of fire or explosion. Some hazards may be such when purchased (eg. a hazard pictogram may be part of the product label). Some hazards can be produced by work in the College, eg. wood dust.

Heads of Departments must identify all dangerous substances in their care or produced by them and must take all possible steps to eliminate or reduce the associated risk. Special, secure storage must be provided as necessary and the Site Manager must be notified of all dangerous substances held on site. Heads of Departments are to maintain records of dangerous substances in their care. Such records must identify the substance and the risk and must record all issues and receipts of the substance. The record must show clearly the date of the issue or receipt, the person to whom the issue or receipt was made and the quantity issued or received. A running total held in stock must also be recorded.

Wherever possible, posters are to be displayed identifying the substance, explaining the risks and identifying preventative or remedial action. If necessary, staff and/or pupils are to be given instruction by the Head of Department or, in special cases by the Head of Chemistry, in handling specific substances. Heads of Departments must notify the Site Manager of special requirements for handling dangerous substances or for dealing with spillages etc. of such substances. Gases and fluids under pressure must not be brought into the College site without the prior approval of the Site Manager and the Operations Director. Such substances will be allowed only if there are adequate provisions for their safe storage.

Use and Storage of Pesticides

All pesticides, fertilisers and other environmental chemicals are to be stored in a suitable lockable store in accordance with the guidelines contained in the HM Agricultural Inspectorate annex, "Storage of Pesticides on Farms and Similar Premises" produced by the Health & Safety Executive. They should be used strictly in accordance with the manufacturer's printed instructions and with suitable protective clothing. It is also recommended that the College follows the guidance contained in the, "Code of Practice for use of Approved Pesticides in Amenity Areas" available from The Secretary, National Turfgrass Council, 3 Ferrends Park Way, Harden, Bingley, West Yorkshire, BD16 1HZ.

Swimming Pool

The Supervisor of the pool must be familiar with the most up to date Health & Safety Executive publication, "Safety in Swimming Pools", and the College's Swimming Pool Operating Procedures at Annex I.

Ladders, Step-Ladders and Towers

Ladders and step-ladders must not be used by pupils unless under the strictest supervision of a member of staff. Ladders and step-ladders should only be used after careful assessment. In general, ladders are not to be used for working at heights above 5 metres and persons working on

a ladder are to be accompanied by someone on the ground. If ladders are being used for working at heights above 4 metres they are to be carefully secured.

Working from a ladder must not be for intervals of more than 30 minutes to avoid fatigue.

Guidance in the safe use of ladders and step ladders is available at <http://www.hse.gov.uk/pubns/indg455.pdf>.

The College has tower systems and these should be used for working at heights above 5 metres. Towers must be erected and inspected by trained employees with the appropriate PASMA accreditation and must not be used by pupils unless under the strictest supervision of a member of staff. Each tower must be used in accordance with normal procedures and should be clamped and secured before use. Access to the tower must be by a ladder.

The 'tallescope' provided in the Queen's Hall is to provide access to lanterns and sound equipment. It may be used by or under the strict supervision of a member of staff who is qualified in its use and has been authorised by the College to use it.

Instructions on the use of the tallescope are attached on the apparatus itself and copies are held in the store and by inducted members of staff. The tallescope is subject to annual inspections to ensure it is safe to be used; this inspection will be arranged by the Site Manager.

If work is required at heights above 10 metres, professional scaffolding must be used.

High Risk Cutting Equipment

All high risk cutting equipment such as drills, table saws and grinding wheels can be dangerous and are to be changed and used only by persons fully trained in these functions. The College has this type of equipment in both the maintenance department and the DT Department, and the Heads of both Departments must be fully familiar with the relevant HSE publications, such as "Safety in the Use of Abrasive Wheels".

This equipment must only be operated by individuals that have been suitably trained to do so.

Heavy Objects

Attempting to lift or move heavy objects is one of the most common causes of injury in the work place. All pupils and employees must be aware of this and must not attempt to move an object if the job is beyond their normal ability. Obviously, individual ability will vary widely but in all circumstances the following rules must be adhered to:

- Always lift with a straight back—never bend.
- IF IN DOUBT, GET HELP.

Where significant risk is identified, risk assessments must be committed to writing. Hoists or lifting equipment are to be used only by qualified or trained personnel who are familiar with, "Lifting Operations and Lifting Equipment Regulations 1998". Pupils are not allowed to operate lifting equipment.

Minibuses

The Minibus Policy in conjunction with the RoSPA produced guidance Minibus Safety - A Code of Practice specifies the rules and procedures governing the use of minibuses used by the College, whether owned by, leased or hired to the College.

Publications

Copies of documents and publications, as amended from time to time, should be held by departments concerned. Copies of all documents and publications mentioned in this policy document are held by the Operations Director for consultation as necessary. A list of useful numbers can be found at Annex J.

Effective date of the policy	28 th February 2017
SLG Responsible Member	Pete Evans, Operations Director

Authorised by	Board of Governors
Signed	Mark Edwards, Chair of Governors
Date	2 nd March 2017

ANNEX A

Health and Safety Committee

The College has followed the strong advice of the Health & Safety Executive (HSE) and has established a Health and Safety Committee.

Purpose

The main function of the Committee is to review the measures taken to ensure the health and safety (H&S) of employees, pupils, the public and other people who from time to time use the premises of the School. This is done by making risk assessments, analysing accidents, monitoring safety arrangements and making appropriate safety recommendations.

The Committee is composed of Health and Safety Representatives from the academic and support areas of the College. The Operations Director is the Chairman of the Committee. The Committee will meet at least once per term.

Functions

The functions of the Committee are to include:

1. Assisting in the development of safety rules and safe systems of work.
2. Studying the notifiable diseases and accident statistics and trends, so that reports may be made to the College Management on unsafe and unhealthy conditions and practices, together with recommendations for corrective action.
3. Examination of safety audit reports.
4. Consideration of reports and factual information provided by inspectors of the enforcing authority appointed under the Act.
5. Consideration of any reports which H&S Representatives may wish to submit.
6. Monitoring the effectiveness of the health and content of employee training.
7. Providing a link with the appropriate inspectorates of the enforcing authority.

Note that none of these functions replaces the College's central responsibility of ensuring the health and safety of its employees. The work of the H&S Committee is to augment these arrangements. The Committee is not an additional arm of the employer, it is an advisory, and not an executive, body.

Safety Representatives

H&S Representatives may be appointed by the College and may be union representatives.

In addition to attending H&S Committee meetings, the functions of an H&S Representative are as follows:

1. To investigate accidents, potential hazards and dangerous occurrences at the workplace.
2. To investigate any health and safety complaint by an employee.
3. To make representations to the employer on any matter relating to general health and safety matters arising from 1 and 2 above.
4. To carry out inspections following accidents and also to carry out regular formal inspections of the workplace.
5. To represent employees in consultation with inspectors from the HSE or any other enforcing authority.
6. To receive health and safety information from the employer and/or from inspectors.
7. To carry out specific health and safety duties as required of them by the College.

The following information will be made available to H&S Representatives:

1. Details and records of accidents, notifiable diseases and dangerous occurrences.
2. The results of any health and safety tests or measurements at the workplace.
3. Information which is provided by manufacturers and suppliers about articles and substances which are used at work.
4. Any relevant technical information about health and safety hazards.
5. Information about any proposed changes which may affect the health and safety of employees, pupils or other persons on the College site.

H&S Representatives carry no legal liability as they carry out these functions, but they do have the same health and safety responsibilities as any employee.

H&S Representatives are expected to take all reasonable practicable steps to keep themselves informed about health and safety legislation and they should be aware of any particular hazards which might arise at their workplace and how to eliminate or minimise them. They should be familiar with the College's Health and Safety Policy and the organisation and arrangements which are required in order to put the policy into effect.

ANNEX B

UNSAFE CONDITION or INCIDENT REPORT

This concerns:

- o Near accident to a person
- o Damage to plant or equipment
- o Loss of material
- o Safety

Details of Incident:

Name of person reporting:

Location:

Date:

Time:

Reported to Superior: (name)

..... Date

Action Taken:

Signature:

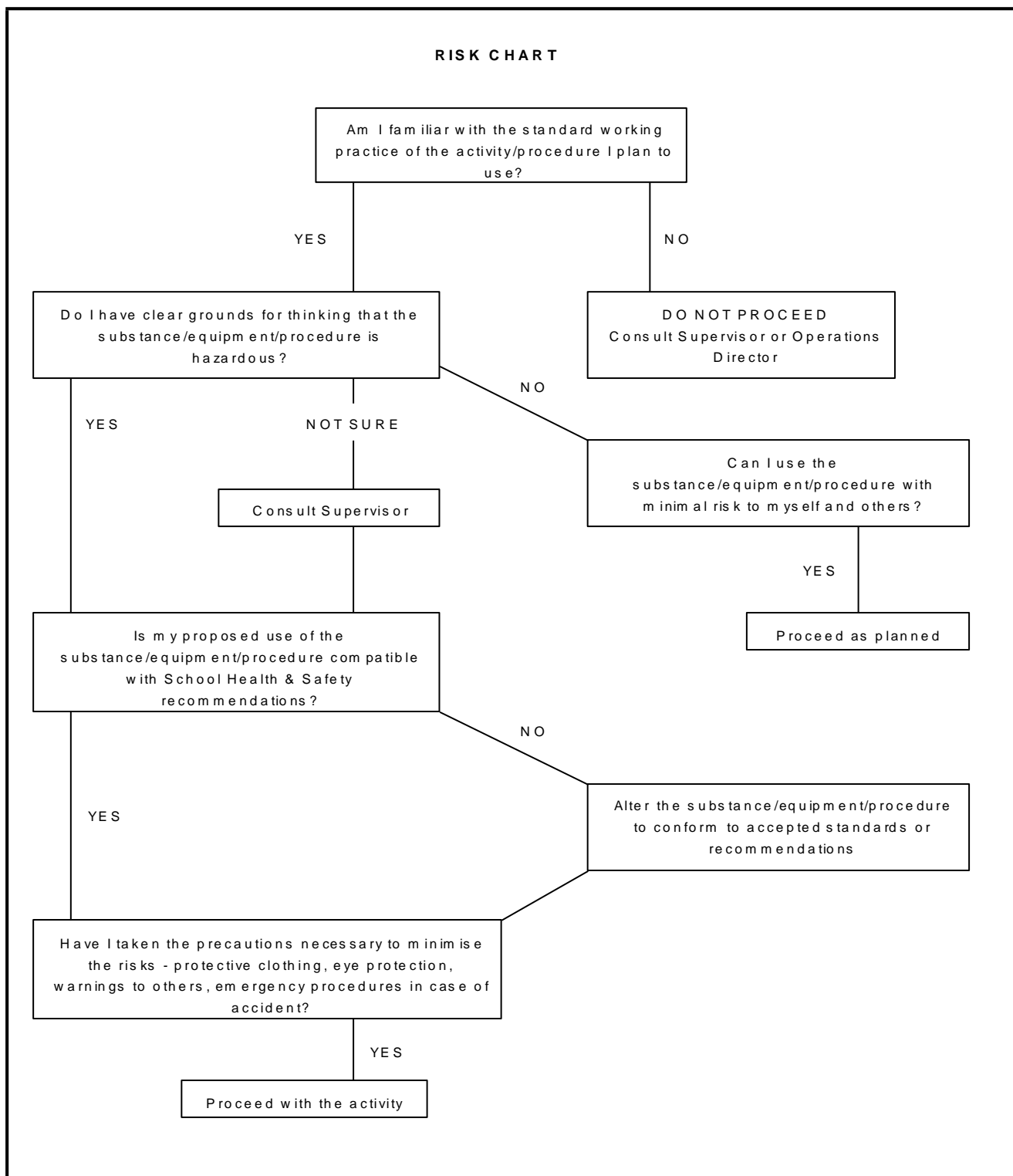
Date

ANNEX C

ASSESSMENT OF RISK

This risk chart should be used whenever there is any doubt at all about the safety of a procedure being undertaken. It is vital that the guidelines are followed exactly.

DO NOT TAKE CHANCES



ANNEX D

THE REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATIONS (RIDDOR)

These regulations impose particular responsibilities on employers and relate to both employees and College pupils.

The regulations are relatively complex and no attempt has been made to reproduce them in this Appendix. A copy is held in the Site Manager's Office for inspection and those Departments which are more exposed to risk, (e.g. laboratories, workshops, etc.) may borrow them as required.

The Site Manager's Office will undertake the reporting of incidents to the Health & Safety Executive through our Third Party Contractor, Southall Associates, on receipt of information from Departments and/or the College Medical Centre. Essentially, information is required in the following cases:

Information regarding current legislation can be found at:

<http://www.hse.gov.uk/pubns/indg453.pdf>

Copies of the Government document can be located at: Senior School Reception, Junior School Reception, Pre-Prep Reception, Estates Office and Medical Centre.

If in doubt, report the accident or occurrence.

ANNEX E

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002 (COSHH)

The greater part of the COSHH Regulations is intended to protect employees from the effects of working with substances hazardous to health and have been in force since 1989. These Regulations build on the Health and Safety at Work Act's general requirements for the protection of staff and pupils' health, and should be consistent with existing good safety practices.

While staff and pupils in schools are not exposed to hazardous substances to the same degree as some industrial and other workers, the Regulations still apply to schools and some measures will be needed. Certain regulations also relate to the protection of non-employees, particularly pupils.

The COSHH Regulations will require all employers to carry out assessments in order to prevent or, when this is not practicable, to adequately control exposure to those substances which are used in the workplace and which will be hazardous to health. In schools, such substances (i.e. those marked irritant, corrosive, harmful, toxic, very toxic, or poison) will be found in laboratories, practical workshops, cleaners' cupboards, etc., but may also be created by practical work such as wood dust from machining, the products of chemical experiments, work with micro-organisms, etc.

The principal duties under COSHH rest with an employer, but employees have related duties requiring them to make full and proper use of control measures, personal protective equipment, etc. and to report defects to their employer.

The Regulations will require suitable and sufficient assessment of risks to health from exposure to substances used or created in schools and the steps needed to meet the requirements of COSHH. The assessment involves working out the chances (i.e. the risk) of any substance causing harm in the actual circumstances of its use or production and in the light of that, determining the precautions which are needed.

Under the Regulations, employers must ensure that exposure to substances hazardous to health is either prevented or adequately controlled. The Regulations specifically state that prevention of exposure, if reasonably practicable, should take precedence over control measures.

If prevention is not reasonably practicable, adequate control will be necessary. The Regulations will require that controls other than personal protective equipment are used so far as is reasonably practicable. Fume cupboards or exhaust ventilation on wood working machines should therefore take precedence over fume or dust masks. However, if this type of control measure is not reasonably practicable or is not adequate when used alone, then personal protective equipment should be adopted.

ANNEX F

HOUSE FIRE ORDERS — GENERAL

The purpose of these orders is to give general guidance to Houseparents and other House staff on the factors to be considered in the event of fire or other similar emergency. They are not a substitute for the detailed Fire Orders referred to in Section 3 of the attached Policy Statement, but are intended to be complementary thereto.

1. The over-riding principle must always be the preservation of life and the minimising of risk.
2. On discovery of a fire, the first action should be to alert all in the immediate vicinity and to activate the nearest fire alarm.
3. Telephone the Fire Service by means of a 999 call.
4. The buildings should be evacuated immediately.
5. Fire extinguishers are provided to put out small fires. IF TIME ALLOWS and if the fire is of a very limited nature, an attempt may be made to put it out **provided you are confident in the safe use of such equipment**. IF THERE IS ANY DOUBT WHATSOEVER—LEAVE THE BUILDING IMMEDIATELY.
6. On leaving, all doors and, where possible, all windows should be closed.
7. There should be a designated assembly point at a safe distance from the building. It should be chosen so as not to impede fire, police or ambulance services.
8. A roll call must be taken as soon as evacuation is complete. The whereabouts of pupils and staff not present at the roll call should be established and the Fire Officer must be notified.
9. Detailed House Fire Orders must be quite specific in terms of exit routes from areas within the House. "The nearest available exit" is not an adequate instruction and may lead to confusion.
10. The Head Teacher and the Operations Director, or if they are unavailable, their deputies must be informed as soon as practicable.

ANNEX G

HOT WORK PERMIT CHECKLIST

CAN THIS JOB BE AVOIDED? IS THERE A SAFER WAY?

(The person carrying out this check should tick the appropriate boxes.)

Fire protection

- A trained person not directly involved with the work will provide a continuous fire watch during the period of hot work and for at least one hour after it ceases, in the work area and those adjoining areas to which sparks and heat may spread.
- At least two suitable extinguishers or a hose reel are immediately available. Both the personnel undertaking the work and providing the fire watch are trained in their use.
- Personnel involved with the work and providing the fire watch are familiar with the means of escape and method of raising the alarm/calling the fire brigade.

Precautions within 10 metres (minimum) of the work

- Combustible materials have been cleared from the area. Where materials cannot be removed, protection has been provided by non-combustible or purpose made blankets, drapes or screens.
- Flammable liquids have been removed from the area.
- Floors have been swept clean.
- Combustible floors have been covered with overlapping sheets of non-combustible material or wetted and liberally covered with sand. All openings and gaps (combustible floors or otherwise) are adequately covered.
- Protection (non-combustible or purpose made blankets, drapes or screens) has been provided for:
- Walls, partitions, and ceilings of combustible construction or surface finish
- All holes and other openings in walls, partitions and ceilings through which sparks could pass.
- Combustible materials have been moved away from the far side of walls or partitions where heat could be conducted, especially where these incorporate metal.
- Enclosed equipment (tanks, containers, dust collectors etc) has been emptied and tested, or is known to be free of flammable concentrations of vapour or dust.

Equipment

- Equipment for hot work has been checked and found in good repair.

- Gas cylinders have been properly secured.

ANNEX H

HOT WORK PERMIT

Permit No.

PROPOSAL (To be completed by the person responsible for carrying out the work)

BUILDING

EXACT LOCATION OF PROPOSED WORK

.....

NATURE OF HOT WORK TO BE UNDERTAKEN

.....

The above location has been examined and the precautions listed on the reverse side of this form have been complied with as indicated.

SIGNED NAME (CAPITALS) DATE

CONTRACTOR (if applicable)

POSITION IN COMPANY

AGREEMENT (To be completed by Operations Director or other nominated person)

This Hot Work Permit is issued subject to the following conditions:

TIME OF ISSUE OF PERMIT TIME OF EXPIRY OF PERMIT *

A FINAL FIRE CHECK OF THE WORK AREA SHALL BE MADE, NOT BEFORE

.....

ADDITIONAL CONDITIONS REQUIRED:-

.....

SIGNED NAME (BLOCK CAPITALS)

POSITION DATE

FIRE WATCH (To be completed by member of staff or contractor responsible for the work before returning this permit to the issuer)

The work area and all adjacent areas to which sparks and heat might have spread (such as floors below and above, and areas on other sides of walls) have been inspected and found to be free of fire following completion of the work.

TIME INSPECTION COMPLETED (*This must be at least 1 hour after work was completed*)

SIGNED NAME (BLOCK CAPITALS)

POSITION DATE

CONTRACTOR (if applicable)

* It is not desirable to issue permits for protracted periods. Fresh permits should be issued, for example, where work extends from morning to afternoon.

NB Where work is being carried out by a contractor, the issuer of the permit should ensure that the contractor has complied with the requirements prior to work being carried out, and should be satisfied that the area is free of fire when work is completed.

ANNEX I

SWIMMING POOL NORMAL OPERATING PROCEDURES

DETAILS OF POOL

The pool is almost rectangular being 18.0 metres long and 7.8 metres wide at the shallow (North) end and 7.0 metres wide at the deep (South) end. The pool is **1.3** metres deep at the shallow end and **2.2** metres deep at the deep end. The pool bottom slopes evenly from the shallow to the deep end. A plan of the pool and associated buildings is kept in the Operations Director's Office.

POTENTIAL RISK FACTORS

The following factors have been relevant in accidents in swimming pools and should govern operating procedures:

- a. prior health problems of swimmers (epilepsy, asthma, heart condition, drug treatments)
- b. consumption of alcohol or food before swimming
- c. youth and inexperience
- d. weak or non-swimmers out of their depth
- e. unauthorised or unaccompanied access to pool area
- f. diving where not safe to do so
- g. unruly behaviour and misuse of equipment
- h. unclear pool water
- i. absence of or inadequate action by lifeguards in emergencies

SUPERVISION

When children (all Queen's College pupils and under 17 year olds in any other group) are using the pool a nominated Supervisor must be present. For School swimming lessons, this will normally be one of the PE Staff. Other groups must provide a suitable adult for this vital role.

When adult groups are using the pool, one member is to be nominated in charge and Queen's College informed. Formal poolside supervision is not necessary providing:

- a. no more than 50% of the maximum permitted numbers are present;
- b. all members are aware of the content of the Pool Users Safety Code and [Swimming Pool Rules](#) found in the Staff Handbook.

ACCESS TO THE POOL

Access to the Swimming Pool is normally to be only via the changing rooms. The North end double doors (Emergency Exit) are to be kept closed and secure at all times. The door into the Boiler Room is to be kept locked at all times when bathers are in the pool area.

On completion of every occasion of organised use, the pool is to be secured by locking the door to the changing areas.

No one is to enter the water until the supervisor is present in the pool area.

The maximum number of swimmers in the pool at any one time is **25** and the minimum number which must be present before anyone may enter the water is **3**. No more than **50** are allowed as spectators/supporters not including nominated supervisors/lifeguards.

CONTROL OF SWIMMERS

Supervisors must know the abilities of all swimmers under their control together with any relevant medical details and regulate swimmers' activities and their position in the pool, relative to the depth of water, accordingly. For School swimming lessons, the class records of swimming proficiency and known health problems will be a suitable guide. For other users of the pool, supervisors must make the necessary enquiries before anyone enters the water. Where swimmers are present for whom English is not their first language and whose knowledge of English remains limited, there must be adequate safeguards to ensure that written and verbal instructions are understood. It is good practice to allocate a "buddy" whose command of English is acceptable. Users must be made aware of the step on entry and exit to the poolside along with the guttering on poolside not having the same non-slip nature as the rest of the pool surround.

WATER CLARITY

Clear water is essential. No one should enter the water until the Supervisor is satisfied that the water is clear enough for:

- a. swimmers entering the water to see anyone below them
- b. the Supervisor or any other swimmer to see a casualty lying on the bottom of the pool.

The Supervisor should clear the pool if clarity deteriorates during a swimming session.

With the current limited ventilation facilities, similar considerations apply to air clarity in Queen's College Swimming Pool. Supervisors should be in a position to see both ends of the pool building simultaneously before swimming commences.

NON-PERMISSABLE ACTIVITIES

The following are not allowed:

- a. running along the pool edges or pushing others into the water
- b. "bombing"
- c. snorkelling unless as part of a specified training programme
- d. diving other than 'flat' diving when racing and under direct supervision
- e. taking into the pool area any glassware, food, sweets or drinks except water in a sealed container

SUPERVISOR'S RESPONSIBILITIES

Supervisors are to:

- a. Be qualified with an appropriate RLSS or STA qualification (NPLQ, National Rescue Award for Teachers & Coaches, STA Safety Award for Teachers), or any other nationally or internationally recognised qualification that is comparable to our requirements in the above named courses.
- b. carry a loud whistle

-
- c. confirm the number of swimmers entering the pool
 - d. be aware of special conditions (see para 5. above) attaching to all swimmers
 - e. check the availability and serviceability of rescue and other equipment (poles, lifebelts, steps, pool edges, etc.)
 - f. check the pool conditions before allowing entry to the water
 - g. maintain discipline within the pool area
 - h. stay on the poolside at all times (unless carrying out rescue)
 - i. carry out clear pool procedure on completion of the session (this includes checking pool surround area especially under seating)
 - j. be the last one to leave the pool area and secure the access on leaving as well as
 - k. carry out rescues
 - l. give immediate first aid where required
 - m. be aware of emergency procedures and how to initiate them
 - n. report any defects or deficiencies to the Estates Office
 - o. Exclude those clearly under the influence of alcohol or drugs
 - p. Exclude those in obvious poor health

CLEAR POOL PROCEDURE

On every occasion of the pool being vacated on completion of a swimming session, the Clear Pool Procedure is to be exercised. This involves:

- a. checking the pool bottom is clear;
- b. checking the pool surrounds, especially under the seating area, is clear;
- c. confirming that the number of swimmers leaving the pool agrees with the number entering.

OTHER ACTIVITIES

Occasional use of the pool by groups for the purpose of canoeing or sub-aqua practice is allowed. In each case, supervisors or those nominated in charge must have the additional specialised skills for such activities.

EMERGENCY EQUIPMENT

- a. a telephone for emergency use is situated in the entrance lobby to the pool;
- b. first aid medical supplies are located in The Pool Area;
- c. emergency lighting is fitted which will come on in the event of a power failure;
- d. poles and lifebelts are maintained within the pool area.

EMERGENCY ACTION PLAN

1. INTRODUCTION

The purpose of this procedure is to outline the action to be taken in the event of an emergency within the pool and poolside areas.

The Head Teacher will ensure staff are aware of their responsibilities in respect of this procedure.

2. RESPONSIBILITIES

Responsibility for carrying out emergency action rests with swimming teachers and other pool staff.

The swimming teacher is responsible for controlling the incident/accident and for taking the decision to evacuate the pool.

3. PROCESS

3.1 Raising Alarms

The method of communication using a whistle is as follows:

- 1 Long Whistle Blast – attracts the attention of the pool users to prepare for an evacuation

Whistles will be used sparingly and will be followed by relevant verbal or visual instruction, e.g. hand signals. Consideration will be given, where possible, to the timeliness of the whistle in relation to the activities being carried out in order to ensure users, e.g. divers, are not unduly distracted.

3.2 Fire/Emergency Evacuation

The arrangements in place for raising the alarm are as follows:

- Break glass units are located North East exit doors (DOUBLE)
- On hearing the alarm **person in charge** to initiate an evacuation.

Once the alarm has been raised those on poolside should blow their whistles as per the NOP and clear the pool as quickly as possible.

Everyone should be directed to the nearest emergency exit. Thermal blankets will be issued if necessary and will be brought to the assembly point by the person in charge.

Once at the assembly point the person responsible for the pool will check all staff and pupils are present against the register and or signing in book.

3.3 Minor Emergencies

Minor incidents or emergencies, if handled properly, will not result in a life-threatening situation. Examples of incidents of this nature include a bather slipping on poolside, a minor cut or bruise and a simple reaching rescue. Whilst these may be routine, they may result in increased risk of a more serious incident if proper processes are not followed. In order to ensure an appropriate response, the teacher, on becoming aware of the incident will follow the process below:

- Notify other pool staff that they have to respond to an incident by blowing three whistles
- Other pool staff will move to cover area or request additional assistance if necessary
- A first aider will administer aid or provide appropriate assistance
- Casualty will be referred to appropriate location
- Accident/Incident Report completed as necessary

3.4 Major Emergencies

A major emergency is where an incident occurs resulting in a serious injury or life-threatening situation. In most cases, more than one member of staff will be involved and in extreme situations, all members of the team will be required to provide support. In all cases of a major emergency a relative of the casualty will be informed of the incident.

The process for dealing with major emergencies is as follows:

- The swimming teacher will raise the alarm by using the pool alarm, blowing three whistles and/or use of hand signals
- The teacher will initiate rescue/first aid and removal of the casualty from the area
- The support team members will cover the area vacated, assist the teacher and evacuate the pool if necessary and where appropriate
- The teacher will ensure an ambulance is requested, supply specialist equipment and take control of the situation, including managing and assisting other bathers
- A member of staff will be assigned to meet the ambulance crew to brief them and escort them to the scene of the incident
- Responsibility is assigned to the ambulance crew once they start to treat the casualty

- The teacher will ensure that safe levels of supervision are maintained for the duration of the incident and subsequent action
- A relative of the casualty will be informed of the incident.
- The teacher will ensure that all Accident/Incident Reports are completed and the necessary follow up action is taken

Actions to be taken in the event of specific emergencies are detailed below.

Discovery of a Casualty in the Water

The first response to a casualty in the water will be to consider performing a rescue by reaching with a pole or rope. Whenever possible, hand to hand contact will be avoided until the casualty is under control and the possibility of being pulled into the water is reduced.

- The pool will only be evacuated if necessary.
- The teacher will only enter the water to affect a rescue if other alternatives will not work.
- If entry into the pool is necessary, the process to be applied is as follows:
 - Attract the attention of another teacher/assistant and additional support by using the pool alarm and/or blowing the whistle loudly three times
 - If the teacher is carrying a radio, it will be placed on poolside prior to entry if possible
 - The teacher will enter the water in a safe manner, recover the casualty and land them at the nearest suitable landing point
 - The teacher(s) will follow resuscitation protocols in accordance with NPLQ and/or first aid training. These will be followed until the ambulance crew take over

Serious Injury to a Bather

General

The process for dealing with major emergencies as detailed in Section 3.4 will be followed in the event that a member of the pool staff notices a bather with a serious injury. The teacher(s) will follow first aid/resuscitation protocols in accordance with NPLQ or first aid training. These will be followed until the ambulance crew takes over. In cases of serious injury, unconsciousness or suspected broken bones, patients will not be moved until first aid has been given.

Head Injuries

All head injuries will be treated as serious injuries and teachers will follow first aid/resuscitation protocols in accordance with their NPLQ or first aid training. In addition to following the major emergency process outlined in Section 3.4, the following action will be taken:

- Casualties with face/head injuries will not be allowed to return to the pool
- An ambulance will be called if the injury appears serious. If the injury appears less serious, the casualty will be made to dress and will be supervised by a responsible person whilst doing so
- If there is any doubt as to the severity of the injury an ambulance will be called as there is possibility of delayed concussion/loss of consciousness occurring
- A relative of the casualty will be informed of the incident.

Aquatic Spinal Injury

All suspected spinal injuries will be treated as serious injuries. Any suspected spinal injury must be referred to the Emergency Services. 999 Whilst awaiting assistance the following procedure should be followed;

- On entering the water, the lifeguard must shout, "***Lifeguard entering the water, suspected spinal***"
- All other pool users will be carefully directed away from the casualty in order not to disturb the water or the casualty. Once away from the casualty all bathers must clear the pool and will be directed away from the incident.
- A relative of the casualty will be informed of the incident.

3.6 Disorderly Behaviour

It should be noted that incidents of this nature within the pool or around poolside may detract the attention of pool staff away from their primary duties of pool supervision and teaching. Assistance from other staff will be requested as soon as the teacher feels their attention is being drawn away from their primary duties.

3.7 Lack of Water Clarity

It is vital that all teachers and assistants can clearly see the bottom of the pool in order that a bather can be seen in the event of an emergency. The following process will be followed in the event of poor water clarity:

- If the pool water becomes cloudy, the member of staff or company responsible for swimming pool maintenance will be informed immediately.
- A water test will be undertaken and plant will be checked for correct functioning. Appropriate remedial action will be undertaken.

- The remedial action is not possible or is not effective soon enough; the member of staff or company responsible for swimming pool maintenance and the swimming teacher will determine if it is safe for the pool to remain open.
- Bathers will only be allowed back in the pool once the water quality has improved sufficiently to enable staff to clearly view the pool bottom and a satisfactory chemical balance has been confirmed.

3.8 Dealing with Blood, Vomit and Faeces

In the event that blood, vomit and faeces are discovered in the pool or on poolside, the following procedure will be applied:

Blood

- If substantial amounts of blood are spilled into the pool, it will be temporarily cleared of people to allow the pollution to disperse and any infectious particles within it to be neutralised by the disinfectant in the water.
- When clearing blood, the correct personal protective equipment i.e. disposable gloves must be worn.
- Spillages of blood on poolside will be contained, covered in paper towels to enable the towels to soak up the blood and wiped up immediately. Blood will not be washed into the pool or poolside drains. Soiled towels will be disposed of properly in clinical waste bins e.g. nappy bins. The area will then be disinfected.

Vomit

- If substantial amounts of vomit are spilled into the pool the affected pool will be closed to bathers in order to allow for its removal.
- The vomit will be removed from the water using a scoop and placed in a bucket, the contents of which will be flushed down the toilet.
- A minimum of **three "turnover periods"¹** of the affected pool will elapse to ensure the removal of any bacteria.
- Prior to the pool re-opening a water quality test to ensure that chlorine levels and TDS² levels are within the agreed parameters and a visual inspection will be carried out.
- When clearing vomit, the correct personal protective equipment i.e. disposable gloves must be worn.
- Spillages of vomit on poolside will be contained, covered in paper towels to enable the towels to soak up the vomit as much as possible and wiped up immediately. Vomit will not be washed into the pool or poolside drains. Soiled towels will be disposed of properly in clinical waste bins e.g. nappy bins. The area will then be disinfected.

- Any equipment that has been used to scoop up the vomit must be thoroughly disinfected before it is stored away

Diarrhoea

- If diarrhoea is discovered in the pool, the affected pool will be closed immediately, in order to allow for its removal.
- The procedure for removing diarrhoea will be the same as for removing vomit. However, a minimum of **six "turnover periods"** to the affected pool will elapse to ensure the removal of bacteria.
- Prior to the pool re-opening a water quality test to ensure that chlorine levels and TDS levels are within the agreed parameters and a visual inspection will be carried out.

Solid Stools

- If a solid stool is reported to be in the pool, it must be immediately retrieved from the pool using a scoop. The stool will be placed into a bucket and flushed down the toilet. A special pool vacuum can be used if available.
- The decision to close the pool for a short period, e.g. to maintain customer care standards, rests with the Person in Charge.
- A careful visual check will be undertaken to ensure that no particles remain and a water test carried out to ensure that the quality of water is within defined parameters.
- Any equipment that has been used to scoop up the stool must be thoroughly disinfected before it is stored away.

3.9 Emission of Toxic Gases/Chemical emergencies

- The emission of a toxic gas is most likely to come from one of two sources:
 - a.) a malfunction of the water treatment plant resulting in a mixing of the pool water disinfectant and the chemical used for pH control resulting in the formation of chlorine gas;
 - b.) mixing of incompatible chemicals used for cleaning, also resulting in the formation of chlorine gas.
- If there is an emission of toxic gases through the mixing of chemicals the immediate area should be evacuated with haste, closing doors and windows if possible to prevent the gases escaping to other occupied areas.
- Staff / external hirers will alert the Deputy Head/ Operations Manager giving full details of the location of the gas, possible reasons for emission (if known) and action that has been taken.

- If it is necessary to evacuate the building the alarm should be raised and the procedure for Fire Procedures and Evacuation of the Building (Section 5) should be followed, ensuring that only exits are used which lead away from any potential source of the toxic gas emission.
- The Deputy Head/Operations Manager will contact emergency services by dialling (9) 999 asking for Fire, Police and Ambulance Services, as necessary. Explain that there has been a chemical gas leak from the college swimming pool that has now been evacuated. **Be sure to emphasise that it is a chemical gas emission.** The Fire Service may bring specialists in at the outset to save time.

TREATMENT OF A CASUALTY WHO HAS BEEN EXPOSED TO TOXIC GAS

- Any person who has been exposed to a toxic (chlorine) should be taken to hospital as serious symptoms may develop at a later stage. Action should be taken to minimise personal risk as follows:
 - a) Immediately remove any clothing that has been contaminated with chlorine.
 - b) Carry the patient into a pure, warm atmosphere, free from draughts and loosen clothing at the neck, chest and waist.
 - c) Keep the patient at rest, lying on their side. An occasional change of position may be beneficial. Reassure the patient and encourage them to suppress their desire to cough.
 - d) Keep the patient comfortable and warm.
 - e) Any difficulty in breathing or any blueness (cyanosis) around the mouth should be relieved by the direct administration of oxygen.
 - f) If breathing is weak or ceases check airways are clear and administer expired air ventilation.
 - g) All cases should be taken to hospital by ambulance.

RESCUE OF A CASUALTY FROM TOXIC GAS

- Where a casualty is in a confined space and the presence of a toxic gas is suspected **NO** attempt to rescue should be made unless the rescuer has access to breathing apparatus and has been trained in its use. Rescue in these circumstances should be left to the Emergency Services.
- In all cases call the Emergency Services and advise them of the nature of the gas, if known.

Definitions:

¹ "Turnover period" – time taken for a volume of water equivalent to the entire pool water volume to pass through the treatment plant and back to the pool

TDS – Total Dissolved Solids

Useful Numbers:

Medical Centre	dial 250
Emergency Services	dial 9 999 (4 nines)
Head Teacher/PA	dial 210 / 211 (07967351276)

Deputy Head/PA	dial 213/269
Business Director	dial 201
Operations Director	dial 203 (07766 256369)
Site Manager	dial 219 (07967351276)

USEFUL TELEPHONE NUMBERS

IN EMERGENCY DIAL 999

TAUNTON FIRE STATION	01823 273020
TAUNTON POLICE STATION	01823 337911
MUSGROVE PARK HOSPITAL	01823 333444
MEDICAL OFFICER DR DOWNS	01823 259333 (COLLEGE WAY SURGERY)
GAS—TRANSCO EMERGENCIES	0800 111999
ELECTRICITY—WESTERN POWER DISTRIBUTION	0800 365900
WATER—WESSEX WATER	01225 526000

ANNEX J

USEFUL TELEPHONE NUMBERS

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