



CROWN WOODS COLLEGE

Our community, your success

Health & Safety Policy

HEALTH & SAFETY POLICY

CONTENTS PAGE

| | | |
|------------|--|----------------|
| A. | General Health and Safety Policy | Page 3 |
| 1. | Management Obligations | Page 5 |
| 2. | The Principal – Key Health & Safety Manager | Page 6 |
| 3. | Role of the Local Health and Safety contacts, Union and safety Representatives and the Director of Buildings and Premises | Page 7 |
| 4. | Duties of Local Health & Safety Contacts | Page 9 |
| 5. | Maintenance of Building | Page 10 |
| 6. | First Aid | Page 10 |
| 7. | Reporting of Accidents | Page 11 |
| 8. | Visits to Industry and other Establishments and Field Courses | Page 12 |
| 9. | Accredited Safety Representatives | Page 14 |
| 10. | Health and Safety Committee | Page 14 |
| 11. | Emergency Arrangements | Page 15 |
| 12. | Disabled Staff and Students | Page 17 |
| 13. | Other Health and Safety Issues | Page 17 |

HEALTH & SAFETY POLICY

A. GENERAL HEALTH & SAFETY POLICY

1. The Governors and Executive team of Crown Woods College accept, and will meet, their obligations under the Health & Safety at Work Act, 1974 (The Act) and other statutes and approved codes of practices. It will do this by making every effort, insofar as it is reasonably practicable, to provide a safe and healthy environment for all its staff and students. It will ensure that all reasonable steps are taken to protect the health and safety of those who come into contact with its services and premises, by providing:
 - (a) A safe place to work, study and play, including access to and from the premises and a healthy environment;
 - (b) Adequate provision, instruction and information to enable all students and employees to avoid hazards;
 - (c) Safe arrangements for the use, handling, storage and transport of articles and Substances;
 - (d) Adequate welfare and first aid facilities.

Should this healthy and safe environment not be maintained in any way, the Principal will restrict school activities as necessary.
2. Crown Woods has set up appropriate consultative machinery to enable employees to contribute positively to the development of measures promoting health and safety at work, viz. the Health & Safety Committee.
3. Crown Woods expects its employees at all levels to set an example in safe behaviour, and to maintain a constant and continuing interest in student and staff safety, in particular by:
 - (a) Acting in the course of their employment with due care for the health and safety of themselves, other staff, students and the general public, and by observing health and safety rules, wherever applicable to them or to matters within their control;
 - (b) Adhering to procedures, agreed on their behalf, for securing safe working; in particular, by using protective clothing and equipment provided, and making sure that students do the same;
 - (c) Reporting, as appropriate, accidents that have led or may lead to injury, and co-operating in the investigation of accidents with the object of introducing measures to prevent recurrence.

4. The Health & Safety Committee will review and amend, as necessary, the Colleges Health & Safety Policy annually, or in the light of further regulations and other guidance received from the Health & Safety Commission. All students, employees and other users of the College will be informed of the policy and amendments to it.

CHAIR OF GOVERNORSDATE

PRINCIPAL DATE

1. **Management Obligations**

- 1.1 The Principal is responsible to the London Borough of Greenwich (LBG) for health and safety matters. The Heads of schools/centres and others listed in this document or any amendment are responsible to the Principal, so far as is reasonably practicable, for:
- (a) Implementing, within their area of competence, the Crown Woods General Health & Safety Policy;
 - (b) The health and safety at work of pupils and employees under their supervision;
 - (c) Areas of the College specifically allocated to them;
 - (d) Upholding existing Codes of Practice in the various areas within the College, e.g. the use of goggles in the workshop and laboratories.
- 1.2 This document sets down the general inter-dependent Health and Safety responsibilities between G4S Facilities Management and the users of Crown Woods College. The SPV is the company that owns and operates the College premises. The SPV employ G4S to undertake the day to day running of the facility (cleaning, maintenance and grounds etc.) and their performance is monitored by LBG and on-site Director of Building and Facilities who is employed by the College.
- 1.3 The various Codes of Practice are located with Heads of schools/centres.

An example of a Code of Practice is:

‘Guidance to Science Teachers and Technicians in schools with secondary age pupils’
November 1997.

The Principal will designate staff to be local Health & Safety contacts which will include Union representatives.

Teaching and non-teaching staff in all grades and at all levels of responsibility, have individual obligations as employees of the College and LBG. These obligations, which came into effect under the terms of the Health & Safety at Work Act 1974, are listed in the statement of Crown Woods General Health & Safety Policy

Students and regular users of the College are requested to follow the instructions of Crown Woods staff in respect of Health & Safety at all times;
Failure to do so may result in their exclusion from the College and use of its facilities.
Visitors are expected to follow the instructions of the reception staff.

The Principal - Key Health & Safety Manager

2. Present Postholder: M Murphy

Area of responsibility:

Overall responsibility and authority for all matters related to the safety of School students and employees and all other persons in respect of activities of the College or any member of it; implementation of Crown Woods Health & Safety Policy; making recommendations on safety policy and advising the Crown Woods Safety Committee; delegation of responsibility and authority for safety matters via the management structure of the College in accordance with the arrangements detailed in this Safety Policy.

Liaison with Officials of recognised Trade Unions on appointment of Safety Representatives under the Safety Representatives and Safety Committee Regulations 1978; keeping a register of Safety Representatives; Central Management contact on matters of health and safety with the Safety Representatives, HM Factory Inspectorate and officers of the LBG, arrangements for training employees on safety at work, within the resources available.

Liaison with the Chair of Governors, Director of Buildings and Facilities, Heads of schools/Centres, and student representatives.

2.1 G4S Health and Safety

Areas wholly controlled and managed by G4S:

- Plant rooms
- Kitchen equipment
- FM office
- Cleaners cupboards

In these areas G4S has total control of access, equipment supply and use, and their staff and contractors.

Tasks and Equipment wholly maintained and managed by G4S:

- Cleaning
- Building maintenance
- Grounds maintenance, including gritting of roads, paths and other areas to allow the College to continue to operate.
- Waste disposal

- Electrical supply
- Lightning conductors
- Gas supply
- Water supply
- Security
- Pest control
- Lifts

In these areas, and areas where these activities take place, G4S have a duty to maintain equipment/structure in an effective state, while having a duty of care to its own employees and others, however may not have control of the College's day environment and therefore the cooperation of the College may be required.

Equipment supplied under PFI contract is maintained by G4S in as much as they carry out planned maintenance and arrange/carry out statutory inspection/examinations. However it is the duty of the user to carry out day to day inspection of all equipment prior to use.

Other equipment that is not supplied under the PFI contract is the responsibility of the College. Any equipment connected to a service that is the responsibility of G4S to maintain, must be fit for use, and compliant with statutory requirements.

2.2 **Health and Safety arrangements between G4S and Crown Woods College**

The Director of Buildings and Facilities will be the College's representative, he/she will formalise the on-site communication of health and safety matters with G4S and any other contractors that are appointed. The Director will be the representative for the College when dealing with any health and safety meetings/committees that involve London Borough of Greenwich's appointed PFI contracts manager.

3. **Role of the local Health and Safety contacts, Union and safety Representatives and the Director of Buildings and Premises.**

3.1 **The Health and Safety at work act 1974** emphasises the view, that to achieve a successful implementation of Health & Safety Policy management, employee co-operation is essential. It is therefore necessary that all employees have clear lines of management to follow on health and safety matters.

3.2 **The Local Health & Safety Contacts** will have no executive authority beyond that attached to their normal duties.

3.3 **The Local Health & Safety Contacts** should be readily available to staff in their area of responsibility. They will be called upon to judge whether steps needed to remove potential hazards are within, or fall outside, the term 'reasonably practicable'. They will decide whether activities within their area of control should continue.

The local Health & Safety Contacts will be responsible for acquainting themselves with regulations pertaining to plant, equipment and activities in their area (obtaining external guidance where necessary), and for ensuring that all such equipment and activities comply with the appropriate regulations.

The Local Health & Safety Contacts will take note of safety bulletins and safety instructions passed from time to time by the Principal, and arrange for them to be distributed according to the requirements of the College. The Local Health & Safety Contacts will be responsible for producing a detailed statement indicating how the policy of the College will be implemented for their area. This will include safe working practices and procedures for particular areas of activities and give clear instructions for obtaining maintenance to the fabric and to plant and equipment.

3.4 **Students of Crown Woods and other regular users**

A Local Health & Safety Contact has responsibility for ensuring that all areas under their control are safe places of work, play and study for all students and other regular users authorised to enter it. As part of that responsibility, the Local Health & Safety Contacts should ensure that pupils and regular users of the Colleges facilities are properly instructed on safety matters. This includes safe working practices, procedures, restricted areas and emergency evacuation procedures.

3.5 **Visitors**

The Local Health and Safety contacts are responsible for the safety of visitors to the area of the College within their control. They should ensure that visitors comply with safety procedures and are escorted where appropriate. All visitors must sign in at the main reception, collect visitor's identification and sign out on leaving the premises.

3.6 **G4S** are responsible for any area of the site in which a G4S contractor is working. G4S are responsible for the regulation of such contractors ensuring in particular that any contractors are aware of their responsibilities to the College and its staff, under the Health and Safety at work Act 1974. G4S must seek approval from the College to allow contractors on site from 8am-6pm Monday-Friday.

3.7 **Director of Buildings and Premises** is responsible for the arrangements to ensure staff are aware of any proposed actions from G4S contractors that have been given permission to carry out any work during the College day, where actions might impinge on the activities of staff working in areas under their control.

3.8 **Local Health & Safety Contacts** will be readily available to the Safety Representatives and will co-operate with them in carrying out annual audits of the workplace. Following an audit, a report will be produced for presentation to the Health & Safety Committee. The Committee will review the recommendations and agree priorities for action.

4. **Duties of Local Health & Safety Contacts**

The duties of Health & Safety Contacts are:

4.1 **General**

- (a) Advising on the prevention of accidents to the staff, students, regular users and visitors;
- (b) To receive comments from the staff and students on potential hazards and, if reasonably practicable, take steps to remove or reduce the hazard;
- (c) To report to the Principal those instances where normal executive authority does not allow them to reduce the hazard, or where they have doubts as to the practicability of the solution;
- (d) Advising on the use of potential clothing and equipment, and ensuring that such clothing and equipment are properly maintained and renewed where necessary, and are used by staff or students under their supervision;
- (e) Ensuring that all accidents within their area of responsibility are reported and recorded in accordance with the procedures laid down in paragraph 7. Establish, wherever possible, the facts of any accident by visiting the scene before site evidence is disturbed and, where practicable, ensuring that such evidence is not moved.

4.2 **Information and training**

- (a) Ensuring that staff and students are fully informed of health and safety hazards, safe procedures and relevant regulations, and provided with appropriate advisory literature;
- (b) Ensuring that operators have been adequately trained in the safe use of items of equipment, and maintaining a record of this training.

4.3 Local Health & Safety Contacts will arrange training from time to time for staff and pupils under their supervision and will receive continuing advice on good health and safety practice from both the Director of Buildings and Premises and the LBG.

5. **Maintenance of Building**

5.1 All employees should report any required maintenance or hazard to the G4S Helpdesk.

5.2 G4S has a responsibility and authority to take out of use temporarily any area in which, in their judgement, it would be hazardous for employees or students to work, until such maintenance as is necessary had been carried out. Such action should be notified immediately to the Director of Buildings and Premises.

5.3 **Maintenance of College Equipment**

G4S must institute adequate procedures for the checking and maintenance of any equipment under their control and associated records. Information about these procedures is reviewed by the LBG Contracts Manager in conjunction with normal contract review procedures.

6. **First Aid**

6.1 Arrangements have been made to site clearly marked First Aid boxes in all areas of the School. It is the responsibility of all staff to acquaint themselves with the location of First Aid boxes in or adjacent to the areas under their control, to check the First Aid boxes regularly and report deficiencies.

6.2 **First Aiders**

Wherever possible, some members of staff working in each area of the College will be encouraged to qualify as First Aiders and, from time to time, courses will be provided. Appropriate numbers of First Aiders is to be monitored and maintained by the Business Manager.

6.3 **Requalification**

Lists of members of staff and pupils who are qualified First Aiders will be published and distributed within the College. Any member of staff wishing to become qualified in First Aid should notify the Principal who will make arrangements for them to attend an appropriate course. Should demand prove high, a place will be found as soon as reasonably possible, when funds are available.

6.4 **Duties of First Aiders**

First Aiders may be expected:

- (a) to provide on the spot treatment for minor injuries and advise possible appropriate further action to be taken;
- (b) to advise on the immediate supervision of serious accidents and to ensure that specialist help is obtained as necessary;
- (c) to report any incident where they have been needed. The formal report form will be used;
- (d) to inform all people they treat of the duty to complete an accident report form;
- (e) to maintain, and be responsible for, the contents of specific First Aid boxes.

7. **Reporting of Accidents**

- 7.1 All major accidents/incidents which occur at College or in **travel to and from the site** must be recorded on the forms required by LBG, with copies sent to LBG after signature and checking by the Principal.
- 7.2 Members of staff, students and other regular users of the Colleges facilities are required to report all accidents and incidents, however trivial, via LBG forms held in the First Aid room.
- 7.3 In the event of a serious incident/injury*, the Principal should be informed.

*The Report of Injuries, Diseases and Dangerous Occurrences Regulations 1985 (RIDDOR_ define a serious injury/incident as follows:

Serious injury:

- (a) Death.
- (b) Serious bodily injury, e.g.
 - (i) fracture of skull, spine, pelvis, arm or leg;
 - (ii) amputation of hand, foot, or substantial part thereof;
 - (iii) loss of sight in an eye;
 - (iv) other injury which, at the time of the accident, appeared likely to endanger life, cause prolonged or permanent incapacity for the work at which the person was employed or studying, or substantially impaired physical condition - for example, injury as a result of internal haemorrhage, burns (including chemical burns), scalds, asphyxia, electric shock, gassing or acute poisoning.

Serious incident:

- (a) Bursting of revolving vessel, wheel grindstone or grinding wheel moved by mechanical power;
- (b) Collapse or failure of a crane, derrick, winch, hoist or other appliance used in raising or lowering persons or goods or any part thereof (except the breakage of chain or rope slings) or the overturning of a crane;
- (c) Explosion or fire, causing damage to the structure of any room or place in which persons are employed or studying, or to any machine or plant contained therein, and resulting in the complete suspension of ordinary work in such room or place, or stoppage of machinery of plant for not less than five hours, where such explosion or fire is due to:

the ignition of dust, gas or vapour;

the ignition of celluloid, or substances composed wholly or in part of celluloid.

- (d) Electrical short circuit or failure of electrical machinery, plant or apparatus, attended by explosion or fire causing structural damage thereto, and involving its stoppage or closure for not less than five hours;
- (e) Explosion or fire affecting any room in which persons are employed, and causing complete suspension of ordinary work therein for not less than 24 hours;
- (f) Explosion of a receiver or container used for the storage, at a pressure greater than atmosphere pressure, of any gas or gases (including air), or any liquids or solid resulting from the compression of gas;
- (g) Dispersal of any radioactive substance by spill, fire, explosion or otherwise, involving in a single incident a quantity in excess of specified safety levels.

8. Visits to Industry and other Establishments and Field Courses

- 8.1 Members of staff may be expected, as part of their normal duty, to accompany students on visits to industrial premises or sites, or other establishments, including schools, for educational purposes. Whilst away from the School, a member of staff will be responsible for supervising the student group, and for ensuring that they are aware of their responsibility to act with due consideration for their own safety and that of other people visiting or working at the site or establishment. Mobile telephones available from Bursar should be taken on all visits/trips as should mobile First Aid box.

8.2 Members of staff accompanying student groups on field trips are responsible for the adequate supervision of the group, which includes providing them with sufficient instruction in safe methods of work to ensure their own and other people's safety in the course of their activities. This includes instructions in the fire precautions and fire escape routes for any establishment used by the group for overnight accommodation. In all instances of activities led by personnel other than teaching staff, the Principal must be assured that persons undertaking such responsibilities hold recognized appropriate qualifications.

Note: Comprehensive Procedures and Guidelines including Generic Risk Assessments for use by staff are available in the London Borough of Greenwich publication 'There and Back again' (copy available from the Educational Visits Coordinator).

8.3 (a) Private transport

A member of staff accompanying students is responsible for their supervision in transit to the locations of the visit or field course, whether the journey is undertaken in School transport, in transport hired on behalf of the School, or in a motor vehicle being the property of a member of staff. (The latter only when the vehicle and/or driver have adequate insurance).

Where a member of staff agrees to drive students in an LBG vehicle, they must have taken and passed the LBG Driving Test referred to in paragraph 9.1

(b) Public transport

Members of staff can expect students in the College to find their way to some external location by public transport without supervision, but they must be given clear instructions where and when to assemble.

8.4 Any person, whether employed as a driver or not, must pass the LBG Driving Test before driving any LBG vehicle.

8.5 The member of staff concerned is responsible for ensuring that, where a vehicle is used which is not the property of the College, it is properly covered by insurance for the intended activity.

8.6 **Legal obligations**

(a) Under Section 7 of the Health & Safety at Work Act, it is in offence for any employee not to take reasonable care for the health and safety of themselves and others.

(b) In the event of an employee suffering an injury while driving in the course of work, the extent of any compensation would depend on steps the employee had taken to safeguard his/herself.

8.7 In the light of these obligations, the following advice has been given to employees who drive in the course of work:

- (a) Always use a seatbelt, and request passengers to do so where there is a seatbelt available;
- (b) Never take alcoholic drinks before driving;
- (c) Do not drive after taking drugs prescribed by a doctor without first checking that it is safe to do so;
- (d) Check tyres, brakes and lights before starting on a journey

8.8 Insurance under the Road Traffic Acts:

- (a) The College undertakes to take out proper insurance for vehicles owned by the school which will cover the intended purpose of their use;
- (b) It is the responsibility of an employee, using his/her own vehicle belonging to a third party on College business, to ensure that the vehicle is adequately covered by insurance under the Road Traffic Acts before it is used on College business.

9. **Accredited Safety Representatives**

Under the Safety Committees and Safety Representatives Regulations 1978, recognized Trade Unions are empowered to elect Safety Representatives. The following Trade Unions are recognized by LBG.

National Association of School Masters and Union of Women Teachers (NAS/UWT)
 General Municipal Boilers Apex (GMB/APEX)
 National Union of Teachers (NUT)
 Association of Teachers and Lecturers (ATL)
 UNISON

Notification of the names of accredited Safety Representatives should be made in writing by each Union to the Education Officer who informs the Principal. Recognition of Safety Representatives can only be made by the Principal where such formal notification has been made.

10 **Health & Safety Committee**

10.1 **Objectives and functions**

- (a) To promote co-operation between Principal, staff and students in instigating, developing and carrying out measures to ensure the health and safety of everyone using the School premises;
- (b) To report to management on unsafe or unhealthy conditions and practices, together with recommendations;
- (c) To examine health and safety reports, and make recommendations;
- (d) To review student accident reports presented by the First Aid Assistant and staff accident reports presented by Trade Union Representatives;

- (e) To review reports from appointed Trade Union Safety Representatives and from Student Representatives;
- (f) To develop, introduce and monitor Crown Woods rules and safe systems of work;
- (g) To monitor safety training and review its effectiveness;
- (h) To review fire arrangement and evaluate effectiveness of drills.

10.2 **Conduct:**

- (a) Members are governed by general Committee rules. Meetings are to take place at least once a term. Emergency meetings can be called as and when needed.
- (b) Each Committee member must keep a folder on safety matters and keep it up to date.
- (c) Meetings should be planned in advance; agenda to be circulated not less than seven days prior to the meeting date.
- (d) An attendance register will be kept and the meetings minute

11. **Emergency Arrangements**

11.1 **Fire precautions**

- (a) Arrangements for fire drills, alarms and emergency evacuation procedures are included in the Staff Handbook which is updated annually.
- (b) Everyone must comply with the arrangements to minimize the risk of injury/danger to individuals. Each person is asked to:
 - (i) Become familiar with the position of fire panels and exits in their work areas;
 - (ii) Be aware of the different types of fire extinguishers, their location, purpose and usage (using the wrong type can be hazardous and endanger the operator), although we advise against people tackling fires;
 - (iii) Notify G4S Helpdesk immediately if any of the fire extinguishers are used or discharged accidentally;
 - (iv) Keep all gangways, corridors and exits clear;
 - (v) Note that emergency exit doors are clearly marked, and should be kept **UNLOCKED** while the building is in use;

- (vi) Not remove fire appliances or reposition them without the authority of the Director of Buildings or G4S.
- (vii) Not re-enter the building in the event of evacuation without the permission of the Principal, a senior member of staff or **G4S**. (Note: when there is a member of the Police or Fire Brigade present, **NO-ONE** shall enter without seeking permission from the Police or Fire Officer in charge).

11.2 **Assembly Points**

At the beginning of each autumn term, students are given instructions as to where to assemble in case of an emergency. There is also a formal drill held. Exit routes are displayed on call points.

11.3 **Bomb Warnings**

On receipt of a bomb threat by telephone, or on being informed of a suspicious object found in the building, the person taking the call should:

- (a) Remain calm;
- (b) Note the location, the time and any other information;
- (c) Contact a senior member of staff (i.e. Principal, Deputy Principal, Administration Manager, or the nearest Line Manager).

- (a) Remain calm;
- (b) Note the location, the time and any other information;
- (c) Contact a senior member of staff (i.e. Principal, Deputy Principal, Administration Manager, any HOD or the nearest Line Manager).

11.4 **Action of a Senior Member of Staff**

The senior member of staff will:

- (a) Receive a report from the person who took the message;
- (b) Evaluate, in consultation with the Principal and/or Deputy Principal, who will inform the Police, if necessary, and arrange for them to be met on arrival;
- (c) Evacuate the building by sounding the alarm;
- (d) Ensure the building is completely evacuated at least 20 minutes before the time given for the device to explode.

All other staff and students should follow evacuation procedures as for fire drill.

11.5 **Re-entry to Premises:**

- (a) No unauthorized person is allowed into the building while the emergency lasts;
- (b) All members of staff will remain at their assembly points until they have received instructions from the Principal or Deputy Principal;
- (c) Should the device not be found, and the Principal or senior member of staff is satisfied that the building is clear, the staff and students should be permitted to return. Staff should carry out a further check on returning to their own area of work.

12. **Disabled Staff and Students**

The needs of disabled staff and students require special attention, particularly in ensuring that they are able to leave the building easily and quickly during an emergency.

Members of staff in management and supervisory positions must take particular care to ensure the health and safety of disabled persons for whom they are responsible. If necessary, they must make additional local or specialized arrangements. A copy of any such arrangements must be made available to the Principal.

Each person with a mobility or visual impairment problem will have an individual evacuation arrangement.

Students should have full discussions about their needs with the Head of Learning Support, their form tutor and other interested staff. All teachers of such students will be informed of these arrangements.

13. **OTHER HEALTH AND SAFETY ISSUES**

(a) **MANUAL HANDLING:**

Head of Schools and line Managers should arrange assessments to be undertaken for activities that involve significant manual handling. In this context, manual handling includes lifting, carrying, pushing, pulling and holding.

The risk assessment will identify factors that could result in injury, such as heavy or unstable loads, the need to lift from floor or above shoulder height, the need to twist, stretch or stoop while manual handling.

Where possible manual handling activities will be avoided or reduced by providing mechanical aids such as trolleys, and redesigning work operations.

Information on Manual handling can be provided by the Director of Buildings and Premises.

(b) SMOKING POLICY 2007:

From 1st July 2007 under the provisions of the Health Act 2006 it will be illegal to smoke in enclosed or substantially enclosed public places.

The College will erect appropriate no-smoking signage as required by the smoke -free signs regulations.

The College will deal with breaches of the smoking policy by staff or students through the relevant disciplinary procedures.

Persistent and flagrant breaches of this law should be reported to senior management.

(c) USE OF CHEMICALS AND OTHER SUBSTANCES HAZARDOUS TO HEALTH

The College is required under the Control of Substances Hazardous to Health (COSHH) Regulations to have in place arrangements to assess the exposure of its employees and other persons to hazardous substances and take adequate steps to avoid or control the exposure. This requirement covers not only substances such as cleaning chemicals etc., but also exposure to dusts emitted by work processes, and biological hazards such as Legionella.

Risk assessments should be carried out and used as the basis for developing safe working procedures. The Director of Building will help and advice Schools on the procedures of carrying out a Risk assessment.

(d) FIRE RISK ASSESSMENTS:

The Director of Buildings will arrange for fire risk assessments to be undertaken of the College premises. All persons who work in or use any of the College premises will be informed of the outcome of any fire risk assessments and the measures recommended controlling fire risks. Copies of fire assessments can be made available through the Director of Buildings.

(e) PERSONS WITH DISABILITIES:

If anyone has a mobility that prevents them from using the stairs, they should be directed to the nearest fire refuge point. Once in the refuge they should use the radios to let staff know where they are. They should wait in the refuge area for further instructions.

Fire wardens will also notify senior staff at the assembly point if anyone has been directed to a fire refuge point.

(f) FIRE MARSHALLS:

The school aims to appoint adequate of fire Wardens to assist with any evacuation of the building. Fire Wardens will be assigned a specific area or floor of a building.

The fire Wardens role is, when the fire alarm sounds, to check their designated area to ensure that it is clear and report to senior staff at the assembly point any problems or defects concerning the evacuation. Fire Wardens are not expected to fight fires or to place themselves at risk.

(g) FIRE EQUIPMENT AND FIRE SAFETY SYSTEMS:

G4S are responsible for providing and maintaining fire equipment, fire detection and fire systems, and structural fire protection, such as fire doors, fire protected escape routes etc in the College. Copies of fire checks can be made available through G4S Premises Manager.

(h) FIRE PREVENTION:

Everyone has a role to play in reducing the risk of fire:

Do not overload electrical sockets, or tamper with plug fuses.

Take care with portable appliances. Always check with the G4S Premises Manager.

Observe the no-smoking signs. Smoking is not permitted on site.

Any building or maintenance work involving heat sources, e.g. welding, must be controlled by a permit to work system.

(i) ELECTRICAL SAFETY:

Staff must not undertake any work on electrical or installations, including resetting trip fuses.

G4S will arrange for fixed and portable electrical installations to be tested in accordance with the Electricity at Work Regulations.

(j) Working at heights

Staff should check risk assessments before carrying out any work at height, Chairs and tables should not be used

(k) Working during the evening

Staff should inform the Director of Buildings if they require staying later than 6pm in their classrooms.

(l) Operating Fire Alarm

All Fire call points are allocated at every end of the corridor and at each staircase.

To operate the fire alarm Staff must push in the fire panel and alert staff and pupils in the corridor without putting themselves in danger and exit the building.

(m) New equipment, materials and procedures

It is the Colleges policy that those responsible for introducing or using new equipment, materials and procedures into the College MUST consult with G4S or the Director of Buildings before using or applying them in order to access any risk to health and safety issues.

R.M.GUNN

