



# HEALTH AND SAFETY POLICY

*This document contains all related Health and Safety policies*

## **Policy Reviews**

**Responsibility of:**  
**Date of Approval:**  
**Review Cycle:**

Health and Safety Manager  
09/10/2019  
Every 3 Years

The policies in this document are reviewed annually and may be revised in response to feedback from students, NCLT staff, and external organisations.

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## 1. HEALTH AND SAFETY POLICY STATEMENT

New Collaborative Learning Trust gives high priority to the health, safety and welfare of employees, students, contractors and visitors. The CEO, Directors and Principal recognise their legal responsibilities under the Health and Safety at Work etc. Act 1974 and will ensure, as far as is reasonably practicable, the health, safety and welfare of any person who may be affected by our activities. The Trust will access competent health and safety expertise from the Health and Safety Manager and external sources when necessary.

The Trust will encourage a health and safety culture which is positive, consistent and proportionate.

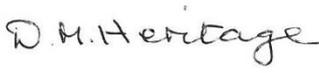
Health and safety is the direct responsibility of all levels of management and the following procedures have been set down to define the Organisation, Responsibilities and Arrangements to assist those responsible in communicating, implementing and ensuring compliance with the Health and Safety Policy.

The policy objectives are:

- a) The provision and maintenance of safe plant, equipment and methods of work.
- b) Safe arrangements for the use, handling, storage and transport of articles and substances.
- c) Sufficient information, instruction, training and supervision to enable employees and students to avoid hazards and contribute positively to their own health and safety.
- d) A safe place of work, which prevents accidents and cases of work-related ill health.
- e) Safe access and egress from the workplace.
- f) Risk assessment to provide a safe and healthy working environment, whether on or off the premises.
- g) Sufficient welfare facilities.
- h) A commitment to employee consultation and cooperation on all health and safety matters.
- i) Provision of a working environment which safeguards the welfare of learners, underpinned by a Child Protection Policy, and relevant training of all staff.

This and any other Trust policies shall be subject to monitoring and annual review, after which it shall be brought to the attention of all staff after approval by the Board of Directors.

**Chair of NCLT**

Signature:  Date: 19.10.2019

**CEO - NCLT**

Signature:  Date: 19.10.2019

**Health and Safety Manager**

Signature:  Date: 19.10.2019

## 2. ORGANISATION AND RESPONSIBILITIES

**The Board of Directors has overall corporate responsibility for all Health and Safety matters within the Trust. In order to fulfil its responsibilities, the Board of Directors will:**

- Ensure that the Trust conducts its business in compliance with existing Health and Safety Laws and Regulations.
- Ensure that it is kept informed of, and alert to, relevant health and safety risk management issues.
- Receive regular reports on health and safety matters to enable it to monitor the effectiveness of the Trust's health and safety arrangements and to take any necessary action.
- Ensure that adequate internal audit arrangements are in place in relation to health and safety management.
- Ensure that consideration of health, safety and welfare is an integral part of strategic decisions.
- Monitor the effectiveness of the Trust's approach to health, safety and welfare.

**The Trust Executive Team, collectively, is responsible for the effective management of health, safety and wellbeing throughout the Trust, with the CEO holding overall operational responsibility. The CEO is expected to:**

- Ensure that resources are reasonably and effectively deployed to implement the Trust's Health and Safety policy.
- Ensure that the consideration of health, safety and wellbeing is an integral part of strategic decisions.
- Monitor the effectiveness of the Trust's approach to health, safety and welfare.
- Ensure that staff have access to the necessary training and time provided in order to carry out their role competently.
- Ensure inspections are carried out and reports submitted to the Board of Directors.
- Promote a positive health and safety culture within the Trust supporting management and employees in the implementation of this policy.
- Ensure appropriate insurance cover is maintained to satisfy statutory and business needs.

**The Health and Safety Manager acts as the Trust's "competent person" with suitable qualifications in health and safety and relevant experience in health and safety. They are responsible for ensuring that appropriate provision of resources to meet health and safety obligations and requirements. They provide advice and support for health and safety practice and policy in the Trust as a whole. They are expected to:**

- Provide support to the CEO and Directors and advise senior managers on health and safety issues and legislation.
- Advise on/deliver relevant health and safety training.
- Work with individual managers as required to enable them to provide appropriate health and safety management of their site.
- Carry out and review Trust risk assessments, where specialist health and safety knowledge is required.

- Carry out health, safety and welfare inspections/audit of Trust premises and procedures as scheduled.
- Ensure the communication of information on health and safety matters to all appropriate persons.
- Liaise with external bodies e.g. HSE, AOC, Fire Service etc.
- Ensure all accidents are recorded, and where necessary, reported and investigated.
- Maintain details of approved contractors, and provide them with all necessary health and safety information relating to Trust premises and liaise with any contractor on site to ensure health and safety compliance.
- Provide support to all staff in relation to on-site activity in order to keep the sites safe.
- Operate a system of checks, made during and at the end of the day, to ensure the security of the sites and safeguarding of students.
- Operate a system to ensure that all necessary inspection, testing and maintenance checks are completed and recorded in respect of on-site plant and equipment where schedule and maintenance records are required, to comply with statutory health and safety regulations.

**All employees and learners have a responsibility to take reasonable care not to endanger themselves and to avoid exposing others to unnecessary hazards through their acts or omissions. They are expected to:**

- Comply and cooperate in all matters relating to health and safety in order to assist the employer to fulfil their statutory duties under the Health and Safety at Work etc. Act 1974 and supporting Regulations.
- Report accidents, incidents, defective equipment or shortfalls in the protection systems.
- Participate in inspections and the Health and Safety Committee where appropriate.

**All teachers (or other staff supervising learners) are also responsible for the health, safety and wellbeing of all the learners they are supervising. They are expected to:**

- Ensure that learners are adequately and appropriately supervised, and PPE (Personal Protective Equipment) is worn where required.
- Ensure that learners know of and comply with Trust site specific emergency procedures and the special safety measures for that location or activity.
- Provide adequate information, instruction and supervision to enable learners to safely use any equipment, machinery, substance or process necessary to the activity.
- Prepare and review risk assessments for any activity with the potential to cause harm.
- Maintain health and safety notices in their areas and promote good practice.

**All Trust Managers (primarily Heads of Schools and Support Staff Managers) are also responsible for all health and safety matters within the area they manage. This includes responsibility for the health, safety and wellbeing of staff, learners and others (such as cleaners, visitors) who may be affected by activities within their area. They are expected to:**

- Ensure that the Trust's Health and Safety Policy, and guidance is implemented in their area.
- Ensure that where applicable, suitable and sufficient risk assessments are carried out, communicated to all affected and that procedures are in place to ensure compliance.
- Ensure that staff within their area are fully aware of their health and safety responsibilities and that work areas are safe.
- Promote a positive attitude toward health, safety and wellbeing.

### 3. ARRANGEMENTS

Risk Assessments – Under the Management of Health and Safety at Work Regulations 1999, suitable and sufficient risk assessments shall be undertaken to identify, eliminate at source or minimise the risk of harm from any hazardous activity or process within the Trust. This shall also apply to any persons taking part in activities off any Trust sites. Managers and suitably competent persons will make, record and publicise the details of such assessments which will be subject to monitoring and review.

Manual Handling – The Manual Handling Operations Regulations 2002 apply to any operation involving pushing, pulling, putting down, lifting, carrying, supporting in a static position, throwing and dropping. Such operations will be identified and a risk assessment carried out as above. Risks will be eliminated, as far as is reasonably practicable, by ergonomic design of the workplace and activity, and the provision of mechanical aids where required. Manual handling operation assessments will be identified and progressed by line managers, subject leaders or nominated persons in charge of activities, where appropriate.

The Health and Safety (Display Screen Equipment) Regulations 2007 – Under these regulations, assessments will be carried out for all regular users of display screen equipment, and remedial measures taken where identified. The assessments will take into consideration the ergonomic design of the equipment, software, furniture, the working environment and the tasks performed.

Work equipment – It is the policy of the Trust to provide a safe working environment in relation to work equipment safety and to ensure all persons involved receive appropriate safety information and training for their work equipment. Under the Provision and Use of Work Equipment Regulations 1998, the Trust will:

- Take into account the working conditions and hazards when selecting equipment.
- Ensure that equipment is suitable for purpose, adequately guarded and maintained in accordance with manufacturers' instructions, and keep a written record.
- Provide adequate information, instruction and training as to its use, including PPE.
- Undertake an assessment of risk in relation to work equipment, and ensure any persons using the equipment are aware, and comply with the measures therein.

Personal Protective Equipment – When a risk presented by a work activity cannot be eliminated or adequately controlled by other means, PPE shall be provided under the Personal Protective Equipment at Work (PPE) 1992 Regulations (revised 2002). Under these regulations the Trust will:

- Ensure PPE requirements are identified in risk assessments.
- Use the most effective means of controlling risks without the need for PPE.
- Ensure PPE is available, suitable and compatible for any person who needs it.
- Provide adequate storage, maintenance, cleaning and repair of PPE.
- Inform those involved of the risks their work involves and why PPE is required.
- Train all relevant persons in safe use, inspection and maintenance.
- PPE includes protection for the hands, head, hearing, eye and face, body, feet and respiration.

The Workplace (Health, Safety and Welfare) Regulations 1992 – The regulations set out general requirements on four broad areas: working environment, facilities, safety and housekeeping. Low standards often result from poor working practices and organisational deficiencies. This can also contribute to stress in the work place. This element of the policy aims to ensure that any workplace within the Trust is managed and in compliance with these regulations. Such compliance will be monitored by the regular inspection of premises by the site team, health and safety committee and Health & Safety Manager. Staff and students also have a responsibility to notify any defects.

Control Of Substances Hazardous to Health Regulations (COSHH) 2002 (amended 2005) – Line managers, subject leaders or nominated persons shall keep records on hazardous substances deemed essential to use which must include Material Safety Data Sheets from the manufacturer where supplied and a completed risk assessment for safe use of the substance in the work place. At each risk assessment review, the reviewing person should consider whether the hazard can be eliminated by ceasing to use the product or selecting a less hazardous one. The Trust shall implement suitable control measures, monitoring of exposure, health surveillance and the provision of information, instruction, training and supervision for those involved.

All substances must be stored in designed COSHH stores. Chemicals can be stored in different locations on sites but must be stored in a designed COSHH lockable cabinet with only selected key holders, all details for stored items must be in a log in the cupboard and inform the Health and Safety Manager in case of a fire.

#### Transporting Chemicals

Only trained members of staff are authorised to move chemicals around the Trust's sites for use, this must be risk assessed taking into consideration how dangerous the chemical is and avoiding busy periods such as break or dinner.

No member of staff of NCLT is authorised to transport any chemicals off site or collect from a supplier to bring onto a Trust site. All deliveries must be through an approved supplier and have full documentation to support the delivery of such goods.

Construction (Design and Management) Regulations 1994 Amended 2015 – Under the regulations the Trust is recognised as a client. Under the regulations the Trust will:

- Be satisfied that only competent people are selected and appointed as CDM Coordinator and Principal Contractor. This also applies when appointing Designers and Contractors.
- Also ensure that sufficient resources, including time, have been or will be allocated to enable the project to be carried out safely.
- Provide the CDM Coordinator with information relevant to all health and safety matters associated with the project.
- Prevent the commencement of construction work until the Principal Contractor has satisfactorily prepared the Health and Safety Plan.
- Ensure that the Health and Safety File is available for inspection post contract.

Contractors and Visitors – The Trust’s sites have an established “visitors” procedure whereby all visitors must report to reception and be provided with a visitor’s pass. They will sign in at reception and receive, a leaflet outlining emergency evacuation procedures, safety guidelines and other important information. Visitors are expected to follow established Trust procedures in relation to safety, security and fire.

### **Contractors**

All contractors must inform the Health and Safety Manager at least 24 hours before coming to site. This is so arrangements can be made with reception and checks carried out on the contractor such as risk assessments completed for the works and evidence of DBS checks on the named employees coming to site.

Once parked on site the contractor must sign in at reception and carry out the site induction video for that site if they have not completed it in the last 12 months. Once this is completed and the induction register signed the contractor will be handed over to the NCLT contact and shown to the work area. If the contractor is a regular to the college site and has provided proof of DBS checks they will be given a green lanyard. This means they can be left unsupervised during the visit.

If the contractor cannot provide DBS check evidence they will be given a red lanyard and must be supervised at all times by a NCLT member of the site team. This will be managed by the Health and Safety Manager.

Regulatory Reform (Fire Safety) Order 2005 – The priorities of fire safety management are to minimise the risk of fire, to protect the means of escape and limit the spread of fire. NCLT aims to ensure that in the event of fire it can be quickly controlled or if evacuation is necessary, that all persons on the premises can escape to a place of safety quickly and easily. The main arrangements are to:

- Ensure a Fire Risk Assessment is in place and reviewed annually.
- Be responsible for fire training.
- Produce an emergency plan outlining the responsibilities of fire marshals and key staff, and ensure it is visible to all.
- Conduct fire drills.
- Check the adequacy of firefighting equipment and emergency lighting both locally and on contract maintenance, and keep records.
- Consult with and implement recommendations from the fire service.
- Include fire safety in college inspections.
- Remain vigilant on a daily basis to ensure safety rules are being followed.

- Ensure fire escape routes are unobstructed, fire doors are closed and any fire door appliances operate correctly.
- Implement remedial measures on any shortfalls in provision identified during fire drills.

Health and Safety Committee – The Trust acknowledges the importance of employee involvement in health and safety matters and the positive effect of consultation and cooperation. Each college site has established a Health and Safety Committee that will meet regularly and review safety performance within the college site. The committee terms of reference include:

- The development and review of NCLT policies on health, safety and welfare.
- The development and update of safety rules and safe systems of work.
- The examination of health and safety audit and inspection reports, and making recommendations for corrective action where appropriate.
- The provision and monitoring of the effectiveness of training in health and safety for college users.
- The effectiveness of communication in respect of health and safety matters.
- The consideration of reports, trends and statistics relating to accidents, incidents, dangerous occurrences and notifiable diseases.
- The management of health and safety inspections.
- Safeguarding issues arising from college activities with health and Safety implications.

Committee representatives include:

- Director of HR
- Estates Manager
- Health and Safety Manager
- IT Manager
- Work Experience Coordinator
- Student Executive member
- Senior Learning Support Assistant
- Trust Board representative
- Technicians
- One or more Head of Department

The committee meet once per term. Any member of staff may submit an item for the agenda.

Safety Inspections – Are carried out on a scheduled basis, according to the level of risk. The purpose of the inspection is to identify hazards, site defects and unsafe working practises. A formal report outlining details of inspection, recommended action and priority will be produced by the Health and Safety Manager and forwarded to the CEO for TET and Board of Directors.

Lone Working – Staff are encouraged not to work on the NCLT sites alone. At a time of low building occupancy, staff should have an awareness of other people in the building and where telephones are situated. When working alone staff should ensure that site staff/reception are aware of their location. Staff are encouraged to be aware

of personal security and should not put themselves at risk either on the NCLT premises or when on NCLT business is off site.

On Site Parking – All staff bringing vehicles on to the site need to seek approval by applying for a parking permit which must be displayed on the vehicle at all times. Staff must park responsibly and follow reasonable instructions from the estates staff. The Trust reserves the right to refuse onsite parking where staff persistently refuse to comply and permits may be refused. There is no parking for students on site with the exception of those with disabilities – these students should obtain a parking permit from HR and park in the marked bays only.

General Safety – All members of staff and public should report circumstances which arouse cause for concern to a senior manager, who will investigate and take appropriate action. If there is serious threat to an individual or the Trust then the police should be called. If a person is found to have no legitimate reason for being on a Trust site they should be requested to leave.

All staff and students are encouraged to report any concerns they may have regarding personal safety or security to their Line Manager or Tutor.

Noise at Work - The objective of the Control of Noise at Work Regulations 2005 is the preservation of a person's hearing by the assessment of noise exposure and as prescribed in the Regulations, findings of over 80dbA (LEPd) will be interpreted as requiring provision and maintenance by the Trust of hearing protection and the optional wearing thereof by the persons exposed. Findings of 85dbA (LEPd) will necessitate the mandatory wearing of hearing protection, the displaying of approved warning signs and the initiation of procedures to attempt to eliminate such exposure from noise hazards at source.

Where necessary, the Trust will progress a suitable and sufficient survey of noise exposure to identify areas for noise suppression. Adequate information, instruction and training regarding hearing will be provided, along with health surveillance if required.

Safety induction and subsequent training – The Health and Safety Manager is responsible for undertaking health and safety induction training. Where necessary approved external training organisations will be commissioned to undertake specialist training.

Safety Training will include:

- Induction training
- Current Health and Safety Policy Implementation
- Fire Procedures
- 1<sup>st</sup> Aid
- Offsite activities

All employees shall be instructed as to any danger which may exist at their work place and shall receive such training as shall be deemed necessary to enable them to do their job satisfactorily.

Working at Heights Regulations 2005 – Risk assessments are prepared for any staff who use ladders/working platforms to perform their duties, and training is given on inspection and safe use.

Security – NCLT operates a CCTV system which covers external grounds and some work areas to enhance the safety of individuals.

# **Accident, Incident and Investigation Policy**

## **1. Introduction**

This policy sets out the procedures to follow should an accident/incident occur on a NCLT site. Staff should be aware that all accidents/incidents, irrespective of severity, must be reported on an accident/incident report form. Near misses indicate that a problem exists and should also be reported. Accident/incident report forms must be with the Health and Safety Manager within **one day** of the accident/incident/near miss.

## **2. The Purpose of the Policy**

It is Trust's policy to report all accidents/incidents, work related diseases and dangerous occurrences to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. The Trust will also keep a record of all accidents/incidents, as required by the Social Security (Claims and payments) Regulations 1979. **These will be kept for 3 years after the date of the occurrence.**

## **3. The Purpose of the Policy**

- Accident/Incident Report Forms are obtainable from the First Aid Coordinator/ Health and Safety Manager.
- This form must be completed for **ALL TRUST ACCIDENTS/INCIDENTS (including all Off-Site Activities)** however minor. These will normally be completed by the First Aider who attended to the casualty (although the person dealing with the incident may be able to provide added information to help complete the Accident/Incident Report Form). The injured person must also complete a Self-Assessment Accident Report Form.
- **No form is required for illness or accidents which have been sustained outside the college** (except for Trust organised activities), but a record must be made of the incident/circumstances if First Aid assistance is required whilst on Trust premises.
- When the Accident/Incident Report Form is completed, it must be returned to the Health and Safety Manager for entry into the individual Trust's sites Accident Book.(Which is on the G drive)
- The information provided on these forms will be used in any investigation of the incident, as necessary. The Health and Safety Manager files these forms.

#### 4. Responsibilities

Employees - If the injured person is an employee, they must, if possible, assist the First Aider in completing an Accident/Incident Report form which should be passed to the Health and Safety Manager.

Students - If the injured person is a student, they must either inform a member of staff as soon as possible (staff will then contact Reception). Any staff involved may then have to complete an Accident/Incident Report Form for this incident.

Visitors - If the injured person is a visitor/member of the public, they must inform the person they are visiting or any other available member of staff as soon as possible. The person who was present at or informed of the accident/incident will complete an Accident/Incident Report Form. This will be passed onto the Health and Safety Manager.

In all of the above cases the First Aider should ensure that the forms are submitted to the Health and Safety Manager by the next working day, at the latest, who will inform the Principal and the enforcing Authority if necessary.

Lettings - The person making the booking or their agents must follow the guidance given in the documentation provided for lettings. In the case of all accidents/incidents they must complete the Accident/Incident Report Form for each incident. The form must then be given to or sent to the site team member on shift who will then pass the information onto the Health and Safety Manager who will enter the accident/incident on to the individual Trust site's Accident Record.

#### 5. Reporting a major injury, dangerous occurrence or prescribed disease

A major injury, dangerous occurrence or prescribed disease (RIDDOR Regulations 1995) has to be notified to the Health and Safety Inspectorate within 24 hours. Staff must notify the Health and Safety Manager and the Principal where one of the following major instances has occurred. This is between 9.00am and 4.00pm Monday – Friday. If there is a **major incident** occurring before 9.00am or after 4.00pm The Principal or Designate should be informed without delay.

**A major incident is defined as:**

- Any **fatal injuries** to any person in an accident connected with Trust business.
- Any **major injury** to any person in an accident connected with Trust business.

**A major injury is defined as:**

- Fracture other than to fingers, thumbs or toes.
- Amputation.
- Loss of sight in an eye, penetrating injury or a chemical or hot metal burn to an eye.
- Injury requiring medical treatment or loss of consciousness due to electric shock or electric burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.
- Any other injury leading to:
  - Hypothermia, heat-induced illness or unconsciousness.

- Resuscitation or requiring admittance to hospital for more than 24 hours.
- Loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent.
- Either of the following conditions which result from the absorption of any substance by inhalation, ingestion or through the skin:
  - Acute illness requiring medical treatment.
  - Loss of consciousness.
- Acute illness which requires medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

Any of the dangerous occurrences or prescribed diseases listed in the RIDDOR Regulations which has occurred in connection with Trust's business

Report to the ICC (Incident Contact Centre) within 10 calendar days of, but not including, the day of injury if a person at work has become incapacitated for his or her normal work for more than three days as a result of an injury caused by an accident connected with college business. In all cases of this type please inform the Director of HR.

The death of an employee if this occurs sometime after reportable injury which led to that employee's death, but not more than one year afterwards. In all cases of this type please refer to the Director of HR.

If a major reportable incident occurs on an evening any Senior Staff or the Site Team will contact the Health and Safety Manager or the Coordinator of The Crisis Management Team.

The Health and Safety Manager should investigate the major incident, along with other appropriate staff, and ensure all details of it are recorded and that an accident/incident investigation report form is completed and submitted through the appropriate channels by the next working day.

The CEO or the Crisis Management Team Coordinator should receive a report about the major incident as soon as possible.

## 6. Other Incidents

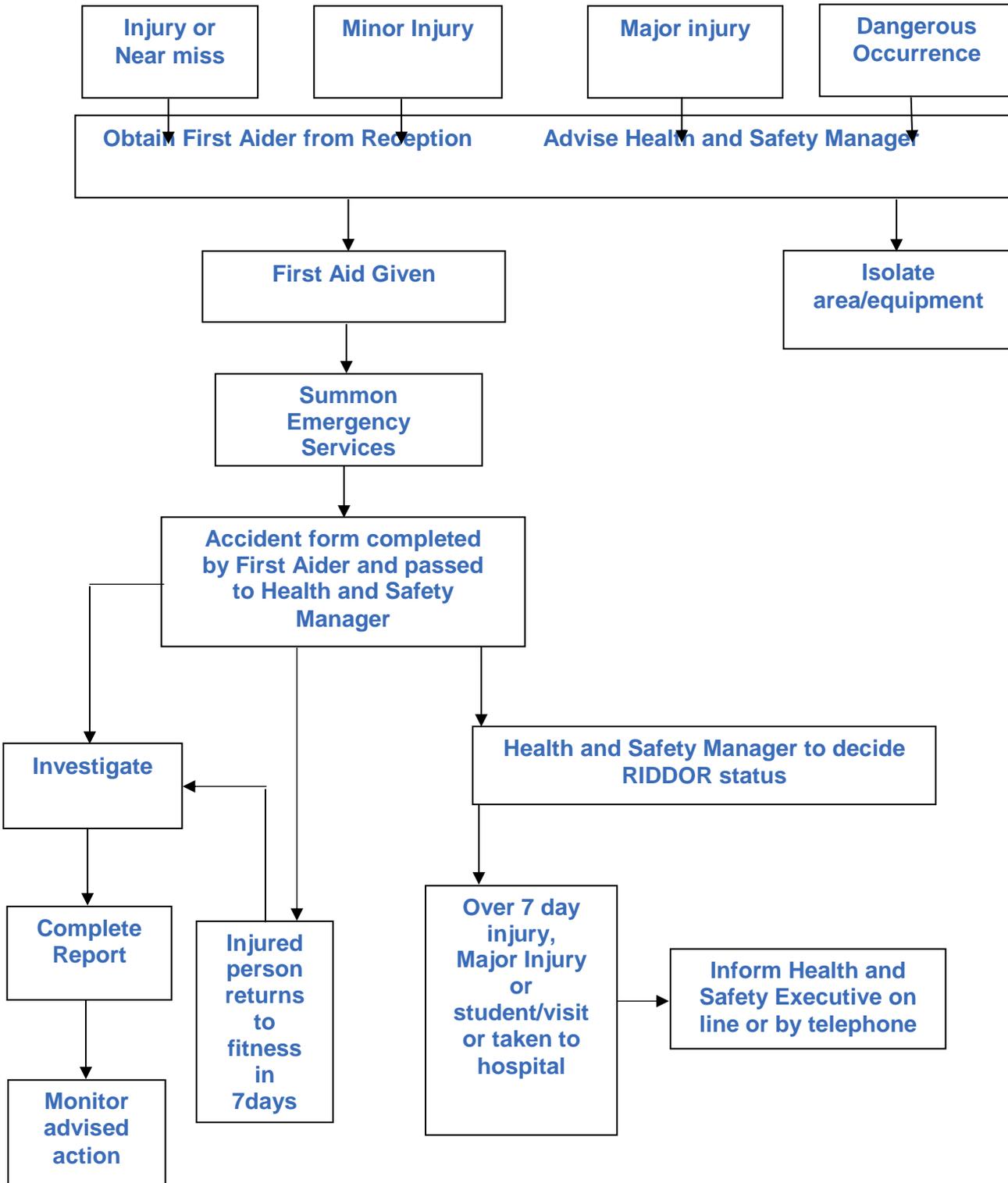
If an employee or a student or visitor has to be taken to hospital as a result of a medical emergency, an accident/incident report form must always be completed and passed to the Health and Safety Manager.

## 7. Accident Reporting Procedures

<u>Activity</u>	<u>Information Required/Timing</u>
Accident report completed	All sections completed. Received from First Aider.
Initial investigation	Carried out by Health and Safety Manager. Determining events leading up to the accident. On day of receipt of form.
Major accident/incident	Inform Health and Safety Executive by telephone. Within one day. Use guidance in RIDDOR.
F2508 HSE form completed	All sections completed and sent to HSE. Or complete by phone or email. Seven day injuries within 14 days. Count non-working days.
Accident investigation	Complete accident investigation form. Witness statements collected. Photographs taken, drawings of location etc.
Recommendations	Discuss with manager/team leader/other staff. Confirm any recommendations in writing.
Follow up	Check implementation after one month and at regular intervals.

**Appendix 1**

**ACCIDENT FLOWCHART**



# Asbestos Management Plan

## 1. Introduction

The Control of Asbestos Regulations 2012 specifies that Duty Holders must develop a Management Plan following any asbestos survey to record how ACMs are to be managed, along with timescales and responsibilities. This plan outlines the ACMs at New College Pontefract site only, and their control, following the re-inspection survey in 2016. The table below has been updated to reflect the areas where asbestos remains. With any development work we always look at options to remove asbestos off site and the site only has 2 remaining areas of asbestos. We have the overall aim to become an asbestos free site.

## 2. Locations and Condition of Known and Presumed ACMS AS at 2014 – See survey for site plan at Pontefract site

Survey Item No	Location	Type/Colour	Risk Priority based on condition A=High D= Low	Action
03	SU Block Main Hall floor duct	Chrysotile	B (Med)	*(Programme removal recommended on survey).
04	SU Main Hall Female Toilet area	Chrysotile	B (Med)	*As above

## 3. Management Rationale

\* All ACMs are managed according to the recommendations of the survey, with the exception of item numbers 03 and 04. Following discussion with Bradley Environmental consultant Amy Limb, it has been decided not to remove these at present due to the following;

- The areas contain duct insulation in a confined space under floor, which historically, has required no access in excess of 10 years. This houses the cold water supply pipe work only.
- Access is restricted to site staff only.
- Area labelled at point of access.

## 4. Monitoring

Any ACMs left in situ will be regularly monitored to ensure that they have not deteriorated or been damaged, and any records relating to them will be updated. The frequency of monitoring will depend upon the nature and location of the ACM but, as a minimum, checks will be carried out not exceeding twelve months.

## 5. Information for others

The survey, and Asbestos register is available for any persons who are likely to disturb the ACMs. This includes all site staff and any persons contracted to carry out work at a Trust site who may work on or disturb ACM's. Staff working in areas containing ACM's will be advised of the location and all necessary safety information. All ACM's are labelled and visible for staff.

## **6. Review**

The management and review of this plan will remain the responsibility of the Health and Safety Manager. The Plan will be reviewed annually and amended according to results of inspected ACMs, and significant or planned changes to the premises or organisation which may affect the validity. The Management Plan, along with the Health and Safety Action Plan, is also subject to review/approval by the Health and Safety Committee.

## Appendix 2

## UPDATED ASBESTOS REGISTER FOLLOWING RESURVEY FEB 2016

See below for reviews

Location	Product Type	Sample No & Product Description	Surface Treatment	Extent	Condition/ Damage	Asbestos Type	Material Risk Score	Action
A Block B01 Basement	AG	15096/07– Gaskets to pipework	Unsealed	Throughout	Low	Chrysotile (White)	5 Low	Manage
A Block B01 Basement	AD	15096/08– Insulation residue to wall	Sealed	N/Q	Low	Crocidolite (Blue) Amosite (Brown) Chrysotile (White)	8 Medium	Label and Manage
A Block B04 Basement Undercroft	AD	15096/11– Insulation residue to wall	Sealed	N/Q	Low	Amosite (Brown) Chrysotile (White)	7 Medium	Label and Manage
A Block G05 Corridor	FC	15096/13– Black floor tiles	Composite	1m <sup>2</sup>	Low	Chrysotile (White)	3 Very Low	Manage
A Block G07 Lobby	FC	As 15096/13 – Black floor tiles below carpet	Composite	4m <sup>2</sup>	Low	Chrysotile (White)	3 Very Low	Manage
A Block G09 Staff Room	FC	As 15096/13 – Black floor tiles below carpet	Composite	12m <sup>2</sup>	Low	Chrysotile (White)	3 Very Low	Manage
A Block G10 Store	FC	As 15096/13 – Black floor tiles below carpet	Composite	4m <sup>2</sup>	Low	Chrysotile (White)	3 Very Low	Manage
A Block G11 Store	FC	As 15096/13 – Bitumen adhesive below carpet	Composite	4m <sup>2</sup>	Low	Chrysotile (White)	3 Very Low	Manage
A Block G12 Server	FC	As 15096/13 – Black floor tiles below carpet	Composite	12m <sup>2</sup>	Low	Chrysotile (White)	3 Very Low	Manage
A Block F02 Corridor	FC	15096/14– Green floor tiles and bitumen adhesive	Composite	2m <sup>2</sup>	Low	Chrysotile (White)	3 Very Low	Manage
A Block F02 Corridor	FC	15096/15– Composite stair nosing strip	Composite	2 No./41m	Low	Chrysotile (White)	3 Very Low	Manage
A Block F03 Classroom	FC	15096/16– Brown floor tiles and bitumen adhesive below carpet	Composite	42m <sup>2</sup>	Low	Chrysotile (White)	3 Very Low	Manage
A Block F04 Office	FC	As 15096/14 – Green floor tiles and bitumen adhesive below carpet	Composite	10m <sup>2</sup>	Low	Chrysotile (White)	3 Very Low	Manage
A Block F05 Classroom	FC	As 15096/14 – Green floor tiles and bitumen adhesive below carpet	Composite	48m <sup>2</sup>	Low	Chrysotile (White)	3 Very Low	Manage
A Block F06 Office	FC	As 15096/14 – Green floor tiles and bitumen adhesive below carpet	Composite	12m <sup>2</sup>	Low	Chrysotile (White)	3 Very Low	Manage

# **Bomb Threat Policy**

## **Bomb Threat Procedure**

**If you receive a bomb threat call, you should follow the procedure set out below:**

1. Remain calm; keep the caller on the line for as long as possible. **DO NOT HANG UP**, even if the caller does. Listen carefully. Be polite and show interest. Try to keep the caller talking to learn more information.

If possible, write a note to a colleague to get help.

2. Complete the **Bomb Threat Checklist**. Write down as much detail as you can remember. Try to get exact words.
3. Contact the Health and Safety Manager tell them you have received a bomb threat. If the Health and Safety Manager is unavailable contact a member of the Senior Management Team (SMT).
4. Await instructions - the next course of action will be decided by the Health and Safety Manager or SMT.
5. If the decision made is to **ignore** the threat, **this instruction must be received in writing** (by email to Reception). The written instruction must then be attached to the **Bomb Threat Checklist** and forwarded to the Health and Safety Manager.

## **Telephoned or Emailed Bomb Threat**

There are two types of telephone/email bomb threats:

1. Threats where actual devices have been planted - the aim is to save life, thus giving the warning.
2. Threats where no device has been planted - designed to disrupt.

Malicious pranksters, whose threats are empty, make the overwhelming number of telephoned bomb threat calls. Nevertheless, making such calls is a crime, and they should always be reported. The call/email constitute a threat to lives and must always be treated seriously and handled urgently.

Such calls/emails may be the closest the college will come to terrorism, because of the potential seriousness of each and every call, planning is needed.

Anyone may be a recipient of a bomb threat call/email. Handling them is not simple. It is difficult to remain calm and react effectively.

The general rules for bomb threats are:

- Try to keep calm.

- Try to obtain as much information as possible. To assist in this difficult task use the **Bomb Threat Checklist**. (Appendix 1)
- Report the incident immediately to the Health and Safety Manager or SMT.
- Do not share this information with other staff.

### **Bomb on the Premises**

The internal bomb threat is most often experienced as a hoax or prank. However, the potential damage and injury could be severe.

It is frequently said that any package that is out of place is a suspicious package, but we do not want to make staff and students anxious about packages or bags carelessly dumped in a bin or left on a corridor. Should you discover a suspicious item:

- Do not touch - leave alone.
- Contact Reception on extension
  - **333 at Pontefract**
  - **444 at Doncaster**
  - **334 at Bradford**

who will inform Health and Safety Manager or SMT.

- The next step will be decided by them.

### **Trust Response to Threat**

Evacuation may need to take place in response to:

- A threat made directly to the college via a call/email.
- A threat call received elsewhere and notified to the college by the police.
- Discovery of a suspicious package in the building i.e. letter bomb, incendiary or item left on the corridor or in a bin.
- Whatever the circumstances, the police must be advised of what action is being taken.
- Normal evacuation procedures should be followed for each building.

#### **1. Ignore the Threat**

This action will only be taken if it is absolutely certain the threat is a hoax.

#### **2. Search – No Evacuation**

Occupiers will remain in situ while area is searched. If suspicious item found then evacuation will be carried out. If none found then Health and Safety Manager and SMT may decide area is safe.

#### **3. Search & Part Evacuation**

If the situation is deemed to be of medium risk with no imminent threat of explosion, everyone apart from search teams evacuate from area of search. Full evacuation only takes place if suspect item found.

#### **4. Immediate Evacuation – No Search**

If threat is deemed imminent, the Health and Safety Manager and SMT will decide to clear all areas immediately, regardless of whether any device has been found.

## Appendix 3 Bomb Threat Procedures/Checklist for Reception



### BOMB THREAT CALL PROCEDURES

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information using the checklist.

#### If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. **DO NOT HANG UP** - even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, attract the attention of a colleague and write them a note to get help.
5. Copy down the number on the phone display.
6. Complete the **Bomb Threat Checklist** immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of the call contact the Estates Manager (EM), Health & Safety Manager (HSM) or a member of Senior Management Team (SMT) with information and await instructions.

#### If a bomb threat is received by handwritten note:

- Call EM, HSM or SMT.
- Handle note as minimally as possible.

#### If a bomb threat is received by e-mail:

- Call EM, HSM or SMT.
- Do not delete message.

#### Signs of suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odour
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

#### WHO TO CONTACT:

College Principal or PA

Estates Manager

Rob McKenzie 07984 399970

Health & Safety Manager

Jamie Baker TBC

West Yorkshire Police 999

### BOMB THREAT CHECKLIST

Date:  Time:

Time Caller Hung Up:

#### Ask Caller:

- Where is the bomb located? (building, floor, room, etc)
- When will it go off?
- What does it look like?
- What kind of bomb is it?
- What will make it explode?
- Did you place the bomb? Yes No
- Why?
- What is your name?

#### Exact Words of Threat:

#### Information About Caller:

- Where is the caller located? (background & level of noise)
- Estimated age:
- Is voice familiar? If so, who does it sound like?
- Other points:

#### Callers Voice

- Accent
- Angry
- Calm
- Clearing throat
- Coughing
- Cracking voice
- Crying
- Deep
- Deep breathing
- Disguised
- Distinct
- Excited
- Female
- Laughter
- Lisp
- Loud
- Male
- Nasal
- Normal
- Ragged
- Rapid
- Raspy
- Slow
- Slurred
- Soft
- Stutter
- 

#### Background Sounds

- Animal noises
- House noises
- Kitchen noises
- Street noises
- Phone box
- PA system
- Conversation
- Music
- Motor/traffic
- Clear
- Static
- Office machinery
- Factory machinery
- Long distance

#### Threat Language

- Incoherent
- Message read
- Taped
- Irrational
- Profane
- Well-spoken

#### Other Information:

# **Control of Infection Policy**

## **1. INTRODUCTION**

## **2. CONTROL OF INFECTION**

- 2.1 Information**
- 2.2 Immunisation**
- 2.3 Hygiene**

## **3. ACTION TO BE TAKEN**

## **4. POLICY GUIDELINES FOR HEALTH AND HYGIENE IN COLLEGES**

- 4.1 Toilets**
- 4.2 Water**
- 4.3 Blood/Body Fluids**
- 4.4 Exclusion of sick persons**
- 4.5 Some details of particular infections**

**Appendix 4 Table - Exclusion periods for named infections**

## 1. Introduction

NCLT recognises the unique position that educational establishments occupy regarding the control of infectious diseases which may threaten students or staff.

**It is therefore the responsibility of all students and staff to inform NCLT if they have or suspect that they may have an infectious illness. All information will be treated in strict confidence. Students should notify Student Services or Progress Tutor in the first instance. Staff should notify HR.**

This policy deals with those diseases which are of particular concern to an educational establishment with a large population of young people.

Information, high standards of hygiene and offers of immunisation to staff at risk will provide control of the risk of infection.

## 2. Control of Infection

### 2.1 Information

Information will be provided for students by means of the college sites individual intranet, bulletins, TV's and through health promotion to raise awareness of disease issues. Risk assessment in areas may show the need for more detailed knowledge on the part of the staff. These needs will be met by the Head of Department or through the Director of HR when required.

### 2.2 Immunisation

Immunisation is the best way to protect vulnerable staff against common high risk infections encountered as part of their working duties.

Staff should review their own immunisation status with their family doctor to ensure that they are fully protected against common diseases of a non-occupational nature.

The Trust may offer immunisation where this is necessary for staff if any are involved in overseas trips and expeditions.

### 2.3 Hygiene

Personal hygiene, in particular the washing of hands, is the single most effective way to avoid those infections which spread from hand to mouth. Toilets and washrooms must be accessible, well maintained and in good repair.

## 3. Action to be taken

In the event of an outbreak the priority is to prevent any further spread of infection and to identify possible contacts in relevant cases. Once it is established that a student or member of staff is suffering from a serious infectious disease the following action should be taken by the college individual site.

- Inform the Director of HR and the Health and Safety Manager as soon as possible, who will then:
- Report the incident to the tutor and or study support.
- Advise the sufferer to contact their GP or hospital and assist to do so if needed.
- Advise that the sufferer leaves site at once and assist to do so if required.
- Decide on whether decontamination of certain areas is necessary.
- Inform the CEO as soon as possible.

## 4. Policy Guidelines for Health and Hygiene on Trust Sites

### 4.1 Toilets

To minimise the risk of an outbreak of infectious disease it is vital that good personal hygiene is always practised in all Trust sites. Toilets should always be open. Toilet paper and soap, disposable towels or hot air dryers should be available. A supply of hot water should be supplied. Bins must be emptied and cleaned regularly.

### 4.2 Water

Drinking water is provided in several areas on the site. This is in the form of water fountains which are fitted with water filters.

### 4.3 Blood/Body Fluids

Blood may carry infective organisms, in particular the viruses which cause Hepatitis B and HIV infection (AIDS). Any other body waste should also be treated using the same precautionary regime as for blood.

Therefore all blood and saliva must be regarded as potentially infective. Procedures must minimise the risk of transferring blood from one individual into the bloodstream of another, for example via a cut in the skin.

When dealing with blood or body fluids: Contact the site team or a First Aider via Reception.

- All staff should wear disposable gloves.
- Clean and dress the wound, using appropriate dressings if the injury is minor. If the wound is large, press a clean wound dressing over the area and seek medical advice.
- Place all soiled dressings, cotton wool, gauze, paper towels etc. into a yellow plastic bag and seal. This may be safely disposed into the clinical waste bin.
- For cleaning up blood spills, or blood stained materials, cover the area with an absorbent material (paper towels) and pour dilute bleach or disinfectant onto them leaving the solution in contact with the blood for at least ten minutes. Wipe up carefully, by washing with detergent and hot water, and dispose of soiled items, including disposable gloves and apron as described above.
- Splashes of blood on the skin should be washed immediately with soap and water. Splashes of blood into the eyes or mouth should be irrigated immediately with clean water.
- Any soiled clothing can be safely cleaned by a standard washing machine cycle (minimum 60° C).

### Feminine Hygiene

Blood may carry infective organisms and this includes menstrual blood. Sanitary pads need safe disposal. This is achieved at the Trust by means of a contract Disposal Service.

### First Aiders

Precautions need to be taken to protect against any blood-borne infection. Hands should be washed before and after giving first aid, and gloves should be worn on every occasion. Any cuts etc. need to be covered by a plaster. Any splashes must be washed off immediately. When giving mouth to mouth resuscitation a mouth shield should be used.

#### **4.4 Exclusion of Sick Persons**

Any student/staff/visitor must inform Trust if they have or suspect they have a communicable disease. Any information provided will be treated in the utmost confidence. Information should be passed to the Director of HR. The Principal has powers to exclude students and staff from a Trust site if they have a communicable disease. This will normally be requested by the Public Health Department responsible for communicable disease control. The diseases for which exclusion is recommended by the local Consultant for Communicable Disease Control are listed in Appendix 4

#### **4.5 SOME DETAILS OF PARTICULAR INFECTIONS**

##### **Aids**

AIDS stands for the Acquired Immune Deficiency Syndrome. It is caused by infection with the Human Immunodeficiency Virus (HIV). The virus gradually destroys the immune system so the individual falls prey to recurrent infections.

- The individual with HIV/AIDS is vulnerable to infection from others. They are not a major source of infection to others.
- However, the blood of such an individual is infective, and should be dealt with as described. (There are routine measures for all blood spills).

##### **Avian Flu**

This is an acute viral infection, which may be relatively mild, or severe that could have the same effect on all age groups or affect some more than others. It is spread by airborne droplets from infected respiratory systems and can be identified by a doctor as a type of influenza from its clinical symptoms e.g. fever, malaise, headache, cough, respiratory distress and myalgia (body aches). Laboratory diagnosis is needed to distinguish the influenza from other respiratory viruses and to identify the particular strain of pandemic avian flu. Sufferers should follow medical advice given and notify the college. Persons suffering from this disease would be excluded from college, as it is a notifiable disease that is reportable to the local Consultant for Communicable Disease Control.

This viral disease is particularly important for its serious effects upon those with underlying cardio-respiratory disease (including asthmatics and smokers) or immune deficiency, or even pregnant women.

Any students/ visitors/ staff suffering the symptoms during a pandemic is requested not to attend and should seek medical attention. If there are reported cases the Trust will obtain the latest guidance from the DfE.

The Trust's response to any outbreak of avian flu will follow the Government guidelines and be directed and monitored by the Trust Risk Management Group.

### **Chickenpox**

This is an acute but mild viral illness which is spread from person to person by direct contact, droplets or airborne deposits from the respiratory system. Clothing and other articles are also infectious.

Persons suffering from Chickenpox must not come into contact with anyone on steroids or chemotherapy.

### **Diphtheria**

This is a bacterial infection of the tonsils, nose and throat. Persons suffering from this serious disease would be excluded from college after consultation with the local Consultant for Communicable Disease Control.

### **Dysentery**

This is the bacterial form of infection which may be mild but can be severe and last for weeks. Spread is usually by direct or indirect oral transmission through poor personal hygiene. Disinfection of potentially contaminated articles and toilet areas will be required during an outbreak and all staff and students will be encouraged to ensure they improve their personal hygiene.

### **German Measles (Rubella)**

This is a viral disease which is mild in nature but is important for its potentially serious effects upon pregnant women. The infection spreads by contact with droplets from the respiratory system or direct contact with infected individuals.

### **Meningitis/Septicaemia – please note can kill in hours.**

- Meningitis is the inflammation of the lining around the brain & spinal cord.
- Septicaemia is the blood poisoning form of the disease.
- Meningitis is usually bacterial or viral. Viral Meningitis is unpleasant but it is almost never life threatening and most people make a full recovery. Bacterial Meningitis is more serious, can be caused by a range of different bacteria and can leave the sufferer with temporary or permanent after effects.
- Prevention is via a vaccine, usually at a young age.

### **Signs & Symptoms of Meningitis & Septicaemia:**

<b>MENINGITIS</b>	<b>SEPTICAEMIA</b>
Fever/Vomiting	Fever/Vomiting
Severe Headache	Limb/Joint/Muscle pain
Stiff Neck	Cold hands/feet & shivering
Dislike of bright lights	Pale or mottled skin
Seizures	Breathing fast/breathless
Rash (Anywhere on body)	Rash (Anywhere on body)
Very sleepy/vacant/difficult to wake	Very sleepy/vacant/difficult to wake
Confused/delirious	Confused/delirious

Tumbler Test for septicaemia:

If a glass tumbler is pressed against a septicaemia rash, the marks will not fade.

**Remember – All symptoms are not always present, early diagnosis can save lives so if you are concerned about someone who is ill get medical help immediately.**

### **Mumps**

This is a mild infection but males past the age of puberty may develop severe swelling of the testicles. Male students and staff who have not had mumps in childhood should be encouraged to check with their GP if they have been or suspect they may have been in contact with a case.

### **Norovirus**

This is an illness extremely contagious infection that is readily transmitted and produces a gastroenteritis illness. People infected with Norovirus are contagious from the moment they begin to feel ill and for at least 3 days after recovery .People who are ill with vomiting and diarrhoea should drink plenty of fluids to prevent dehydration Although the illness is normally resolved within 24 to 48 hours in normally healthy individuals anyone suffering this disease should be excluded until at least three days after the symptoms have abated. This is because other people can become so easily infected by direct contact with an infected person, eating food or drinking liquids contaminated with the virus or touching surfaces or objects contaminated with the virus, and then placing their hand in their mouth. Some people may be contagious for as long as 2 weeks after recovery.

### **Swine Flu (H1N1)**

This is a respiratory disease caused by a new strain of flu virus. For most people swine flu is mild. It comes on quickly and usually lasts around a week. The symptoms are high temperature (Over 38° C/100° F), cough, shortness of breath, headache, sore throat, tiredness, aching muscles, chills, sneezing, runny nose and loss of appetite. If in doubt, call NHS Direct on 0845 4647, call the GP or use the NHS Direct symptom checker. Those in the high risk category are people with chronic health conditions, pregnant women and people aged 65 and over. It is spread through ejected droplets during coughing or sneezing. The germs can live on surfaces such as door handles, computer keyboards, telephones etc. Follow good hygiene practices, **CATCH IT** – Always use tissues to cover the mouth & nose when coughing or sneezing. **BIN IT** – Bin the tissue after one use. **KILL IT** – Wash hands often with soap & hot water or sanitiser gel.

## Appendix 4 Exclusion Periods for Named Infections

Disease	Usual incubation period (days)	Usual period of communicability	Exclusion from College
Avian Flu	1-5 days	While the organism is present in the respiratory secretions 1-9 days	Persons suffering from this disease would be excluded from college until well. It is a notifiable disease that is reportable to the local CCDC who will give guidance.
Campylobacter	3-5	While diarrhoea persists.	Until diarrhoea stops. Food handlers: add 48 hours.
Chickenpox	13-17	2 days before rash appears to 5 days after the first crop.	5 days from onset of rash.
Conjunctivitis	depends on cause	While eye is red and discharging – up to 2 weeks for viral causes.	Until eyes have recovered and discharge has stopped.
Cryptosporidium	3-11	While diarrhoea persists.	Until diarrhoea stops. Food handlers: add 48 hours.
Diphtheria	2-5	While the organism is present in the throat or skin lesions.	Until well and CCDC approves.
E.Coli	1-7	While diarrhoea persists.	Until diarrhoea stops. Food handlers: add 48 hours.
Fifth disease (Slapped cheek syndrome)	3-18	3 days before rash appears to a few days after.	Until well
Food poisoning (including Salmonella)	0-2	While diarrhoea persists.	Until diarrhoea stops. Food handlers: add 48 hours.
German Measles (Rubella)	14-21	From 7 days before to 7 days after rash appears.	5 days from onset of rash
Giardiasis	14	While diarrhoea persists.	Until diarrhoea stops. Food handlers: add 48 hours.
Glandular Fever	On doctor's recommendation only	Until symptoms disappear.	Until well.
Hand, Foot and Mouth Disease	3-7 days	3 days before rash appears to a few days after	Until well.
Hepatitis A (Infective Hepatitis)	4 weeks	From 14 days before to 7 days after appearance of first symptoms.	7 days from onset of first symptom. Continuing jaundice does not indicate infectivity. For other forms of Hepatitis follow advice of CCDC
Impetigo	4-10 days	Until skin is dry	Only if the skin is weepy and cannot be covered.
Measles	10-15 days	From a few days before to 7 days after rash appears.	7 days from appearance of rash.
Meningitis/Septicaemia	2-5 days	Whilst organism is present in nose and throat.	Until clinical recovery.

<b>Disease</b>	<b>Usual incubation period (days)</b>	<b>Usual period of communicability</b>	<b>Exclusion from college</b>
Mumps	12-21 days	From 7 days before symptoms till swelling subsides (often 14 days).	Until swelling subsides (minimum of 7 days).
Poliomyelitis	3-21 days	While organism is present in stools.	Until CCDC approves
Pediculosis (Lice)	8 days to hatch 8-10 days to maturity	While lice or eggs remain alive on host.	Until treatment has been resolved.
Ringworm of scalp (Kerion)	10-14 days	While active lesions still present.	Until lesions healed.
Ringworm of body	10-14 days	While active lesions still present.	Until lesions healed.
Ringworm of feet	unknown	While active lesions still present.	Until lesions healed.
Scabies	2-6 weeks before itching starts 1-4 days on reinfection	While mite remains alive on host.	Until treatment has been resolved.
Scarlet Fever and other streptococcal infections	2-5 days	While organism is present in nose, throat or skin lesion.	Until clinical recovery. (5 days from commencing antibiotics).
Shingles	Reactivation	One week after rash appears.	5 days from onset of rash.
Swine Flu	2-7 Days	1 day prior to onset of symptoms to 7 days after onset	Until 24 hours after free from fever
Threadworm	2-6 weeks for completion of lifecycle	While eggs still being produced. Egg can survive 2 weeks in the environment.	No need to exclude.
Tuberculosis	4-6 weeks	While organism is in sputum.	Until declared non-infectious usually 2 weeks after starting therapy.
Typhoid Fever	14 days	While diarrhoea	At least 48 hours after symptoms stop and CCDC approves return.
Verrucae Plantaris	2-3 months	While wart visible.	No need to exclude, but keep covered.
Whooping Cough (Pertussis)	7-10 days	From start of catarrhal phase to 21 days after onset of paroxysmal cough. Treatment can reduce this to 5 days.	21 days from start of paroxysmal cough. If treated with erythromycin, can return after 5 days.

CCDC – Consultant for Communicable Disease Control

Other Sources of advice – PCT Infection Control Nurse  
Occupational Health Provider

# **EMERGENCY EVACUATION PROCEDURES**

**The Health & Safety at Work etc. Act 1974 imposes a duty of care on everyone at work regardless of role. All employees must take reasonable care of their own Health & Safety and that of others while at work. Most importantly, they must co-operate to enable the employer to carry out their statutory duties. The Regulatory Reform (Fire Safety) Order 2005 replaced the Fire certification process and all workplaces became responsible for their own fire safety. This may be subject to enforcement by the Fire Authority or in the case of fatalities, The Corporate Manslaughter and Corporate Homicide Act 2007.**

Staff must act responsibly at all times and take charge until information can be passed to the Evacuation Controller. As it is not possible to do a roll call of students, the emergency evacuation procedures are designed to clear all staff, learners and visitors from the buildings. Site Map & Evacuation Plans are posted in every work area.

Whenever the fire alarm sounds all staff, learners and visitors MUST vacate the buildings and go to an Emergency Evacuation Point (EEP) immediately by the quickest and safest route. The alarm will sound in all parts of the college. **Lifts must never be used if the alarm is sounding.** If the automatic alarm fails or there is a requirement to evacuate buildings separately then the alarm will be raised via loud hailers.

**For New College Doncaster.**

#### **EMERGENCY EVACUATION POINTS (EEP)**

Normal College Day 8.40am – 4.00pm	EEP located at rear of building outside of sports hall
After 4.00pm Weekends Holidays	EEP located at rear of building outside of sports hall
Evening Events	To be determined and disseminated as part of the organisation of the event

#### **STAFF/LEARNERS/VISITORS WITH MOBILITY DIFFICULTIES**

Staff and learners with mobility difficulties will have a Personal Emergency Evacuation Plan (PEEP). Staff should help anyone who needs assistance to reach an EEP. If staff/learners/visitors are left in a building as part of their PEEP, the Fire Marshal in that area should inform the Evacuation Point Leader who will inform the Evacuation Controller of the names and location of any personnel left inside.

#### **VISITORS/CONTRACTORS**

All visitors/contractors must sign in at Reception when they arrive at which point they will be asked for ID and issued with an identity badge, a map of the college and information relating to the emergency evacuation procedures. They will be asked if they are likely to

need particular assistance during an emergency evacuation and this information will be passed on to their host who must ensure that they have a PEEP. Hosts must ensure that their visitors are familiar with the emergency evacuation procedures. For group events, the participants should be informed of the arrangements at the start of the session.

## **ROLES DURING AN EMERGENCY EVACUATION**

### Evacuation Controller

The Evacuation Controller will be stationed outside the main entrance and co-ordinate the college response to the emergency. They are responsible for:

- Ascertaining whether the cause of the evacuation warrants the need for personnel to assemble at a different location e.g. fire in the car park, bomb threat, etc. They will liaise with the Evacuation Point Leaders to give specific instructions;
- ensuring the entrance through the main gates is clear for the Emergency Services;
- deciding whether other vehicles/visitors should be allowed through the gates;
- ensuring that they have had a report from all Evacuation Point Leaders (or their substitutes) that areas are clear and/or the location of staff/learners/visitors left in buildings in accordance with their PEEP;
- liaising with the Site Manager (or designate) regarding the suspected area that has triggered the alarm;
- meeting the Emergency Services and, if the alarm is genuine, informing them of the location, if staff/learners/visitors are left in buildings;
- liaising with Evacuation Point Leaders and deploying First Aiders as necessary;
- Informing Evacuation Point Leaders when it is safe to allow staff/learners/visitors back into the buildings;
- handing details of hazardous substances on site (e.g. chemicals, radiation) to the Fire Service. (Details held in Emergency Evacuation Box).

### Evacuation Point Leaders

An Evacuation Point Leader will be present at the designated EEP. They will be provided with an Emergency Evacuation Box. This box will include a hi-visibility vests, Emergency Evacuation Clearance Form, a megaphone to communicate with the evacuated personnel and a walkie-talkie (together with instructions for its use) to communicate with the Evacuation Controller. They are responsible for:

- Supervising staff/learners/visitors at the EEP;
- notifying the Evacuation Controller the names of the First Aiders present;
- passing on messages to the Evacuation Controller from Fire Marshals regarding the clearing of blocks;
- ensuring that the Evacuation Controller is informed of any issues/concerns pertinent to the emergency;
- passing on the “all clear” to return to the college buildings;
- ensuring that all students have left the EEP after the all clear has been given.

The roles of Evacuation Controller and Evacuation Point Leaders will be designated as follows:

	<b>Evacuation Controller</b>	<b>Evacuation Point Leaders</b>
Normal College Day 8.40am – 4.00pm	Principal/Assistant Principal (or designate)	Vice Principals/Senior Managers (or designate)
Holidays	Site Team	Site Team/Most senior staff member
After 4:00pm / Weekends	Site Team (or substitute)	n/a
Evening Events	To be determined as part of the organisation of the event	To be determined as part of the organisation of the event

#### Other Roles/Responsibilities During An Emergency Evacuation

**Site Team** will;

- attend to the fire alarm control to ascertain the location of the triggered alarm;
- check the suspected area and report to the Evacuation Controller;
- ensure that the main doors are opened to enable personnel to evacuate.

**HR Manager (or substitute)** will collect:

- prepared list of staff names and contact details;
- list of current staff absences;  
and wait with the Evacuation Controller.

**Student Services (or substitute)** will collect:

- prepared list of learner names and contact details;
- go to EEP and wait with the Evacuation Controller.

**Receptionist** will take:

- Visitor Book;
- Emergency Evacuation Box & walkie-talkie to EEP and pass to Evacuation Point Leader or substitute;
- responsibility for ensuring that all visitors are issued with information relating to the Emergency Evacuation Procedures, and wait with the Evacuation Controller.

#### **First Aid Staff**

First Aiders should collect their First Aid Kit and report to either one of the Evacuation Point Leaders or the Evacuation Controller.

#### **Fire Marshals**

Fire Marshals are responsible for checking their designated area to ensure that it is clear, **and notify to Evacuation Point Leader.**

The appointed Fire Marshals should ensure that there are arrangements in place to cover their area in the event of their absence. **The deputy should always check whether the**

**nominated Fire Marshal is in the building before leaving the premises and take over if they are absent temporarily or otherwise.**

### Location and Staff Assisting With Flow of Traffic to Assembly Points:

**Fire Marshals** should take responsibility for informing the Evacuation Point Leader that their block/area has been successfully cleared and of the location of any personnel who have been unable to leave the building.

**Technicians** should, if possible, leave the work area safe by switching off gas, electricity, etc.

#### **All Other Staff**

If you are teaching when the alarm sounds, you should accompany your teaching group to the EEP. Ensure that your teaching room is empty before leaving. Staff evacuating from the centre of the site should position themselves at appropriate intervals to assist in moving people quickly to an EEP.

Evacuation Point Leaders and Fire Marshals are provided with hi-visibility vests to enable them to be easily identified.

### **ROLES/RESPONSIBILITIES OF STAFF TO PREPARE FOR AN EMERGENCY EVACUATION**

**Study Support Manager** is responsible for:

- ensuring that all staff/learners with mobility difficulties have a PEEP;
- Copies of all PEEPs are lodged in the Emergency Evacuation Box at Reception for the Evacuation Controller.

**Fire Marshals** are responsible for:

- carrying out a “sweep” of their area and reporting to the Lead Fire Marshal
- Ensuring there is a designated substitute on site when they are absent.

**All Teaching Staff** are responsible for:

- providing details of staff/students out on trips before departure;
- Informing HR if leaving site during the college day.

**All Support Staff** are responsible for:

- Informing HR if leaving site during the college day.

### **EMERGENCY EVACUATION PROCEDURES DURING COLLEGE HOLIDAYS**

The following procedures are strictly for implementation during the college holidays only and must be adhered to:

- In the event of emergency evacuation, **all** staff and visitors shall evacuate to the EEP at the rear of the building.
- All staff, teaching and support, not contracted in must sign in the book at Reception at the beginning/end of each day in college, as a roll call will be taken in the event of evacuation.

- Teachers are responsible for notifying Reception of the names of any students, their location and their mobile numbers if held, who will be on the premises during holidays. Please advise students they must report to the EEP at the rear of the building.

## For New College Pontefract

**N.B. The first to locked gates should open the padlock using code 9111. All staff must help to clear any bottlenecks and ensure people move to an EEP.**

### EMERGENCY EVACUATION POINTS (EEP)

Normal College Day 8.40am – 4.00pm	Point A (Rugby Field) Point B (Park) Point C (Front of LAC) for select individuals with a PEEP and Fire Marshals
After 4.00pm Weekends Holidays	Assembly Point C (Front of LAC)
Evening Events	To be determined and disseminated as part of the organisation of the event

### STAFF/LEARNERS/VISITORS WITH MOBILITY DIFFICULTIES

Staff and learners with mobility difficulties will have a Personal Emergency Evacuation Plan (PEEP). Staff should help anyone who needs assistance to reach an EEP. If staff/learners/visitors are left in a building as part of their PEEP, the Fire Marshal in that area should inform the Evacuation Point Leader who will inform the Evacuation Controller of the names and location of any personnel left inside.

### VISITORS/CONTRACTORS

All visitors/contractors must sign in at Reception when they arrive at which point they will be asked for ID and issued with an identity badge, a map of the college and information relating to the emergency evacuation procedures. They will be asked if they are likely to need particular assistance during an emergency evacuation and this information will be passed on to their host who must ensure that they have a PEEP. Hosts must ensure that their visitors are familiar with the emergency evacuation procedures. For group events, the participants should be informed of the arrangements at the start of the session.

### ROLES DURING AN EMERGENCY EVACUATION

#### Evacuation Controller

The Evacuation Controller will be stationed outside the main entrance to LAC Block and co-ordinate the college response to the emergency. They are responsible for:

- Ascertaining whether the cause of the evacuation warrants the need for personnel to assemble at a different location e.g. fire in the car park, bomb threat, etc. They will liaise with the Evacuation Point Leaders to give specific instructions;
- ensuring the entrance through the main gates is clear for the Emergency Services;
- deciding whether other vehicles/visitors should be allowed through the gates;
- ensuring that they have had a report from all Evacuation Point Leaders (or their substitutes) that areas are clear and/or the location of staff/learners/visitors left in buildings in accordance with their PEEP;
- liaising with the Site Manager (or designate) regarding the suspected area that has triggered the alarm;
- meeting the Emergency Services and, if the alarm is genuine, informing them of the location, if staff/learners/visitors are left in buildings;
- liaising with Evacuation Point Leaders and deploying First Aiders as necessary;
- Informing Evacuation Point Leaders when it is safe to allow staff/learners/visitors back into the buildings;
- handing details of hazardous substances on site (e.g. chemicals, radiation) to the Fire Service. (Details held in Emergency Evacuation Box at EEP C (Front of LAC)).

#### Evacuation Point Leaders

An Evacuation Point Leader will be present at each of the designated EEP. They will be provided with an Emergency Evacuation Box. This box will include a hi-visibility vests, Emergency Evacuation Clearance Form, a megaphone to communicate with the evacuated personnel and a walkie-talkie (together with instructions for its use) to communicate with the Evacuation Controller. He/she is responsible for:

- Supervising staff/learners/visitors at the EEP;
- notifying the Evacuation Controller the names of the First Aiders present;
- passing on messages to the Evacuation Controller from Fire Marshals regarding the clearing of blocks;
- ensuring that the Evacuation Controller is informed of any issues/concerns pertinent to the emergency;
- passing on the “all clear” to return to the college buildings;
- ensuring that all students have left the EEP after the all clear has been given.

The roles of Evacuation Controller and Evacuation Point Leaders will be designated as follows:

	<b>Evacuation Controller</b>	<b>Evacuation Point Leaders</b>
Normal College Day 8.40am – 4.00pm	Principal/Assistant Principal (or designate)	Vice Principals/Senior Managers (or designate)
Holidays	Site Team	Site Team/Most senior staff member
After 4:00pm / Weekends	Site Team (or substitute)	n/a
Evening Events	To be determined as part of the organisation of the event	To be determined as part of the organisation of the event

## Other Roles/Responsibilities During An Emergency Evacuation

### **Site Team** will;

- attend to the fire alarm control to ascertain the location of the triggered alarm;
- check the suspected area and report to the Evacuation Controller;
- ensure that the main doors of A Block are opened to enable personnel to evacuate.

### **HR Manager (or substitute)** will collect:

- prepared list of staff names and contact details;
  - list of current staff absences;
- and wait with the Evacuation Controller.

### **Student Services (or substitute)** will collect:

- prepared list of learner names and contact details;
  - go to EEP C (Front of A Block);
- and wait with the Evacuation Controller.

### **Receptionist** will take:

- Visitor Book;
- Emergency Evacuation Box & walkie-talkie to EEP C and pass to Evacuation Point Leader or substitute;
- responsible for ensuring that all visitors are issued with information relating to the Emergency Evacuation Procedures, and wait with the Evacuation Controller.

### **First Aid Staff**

First Aiders should collect their First Aid Kit and report to either one of the Evacuation Point Leaders or the Evacuation Controller.

### **Fire Marshals**

Fire Marshals are responsible for checking their designated area to ensure that it is clear, **and notify to Lead Fire Marshall.**

The appointed Fire Marshals should ensure that there are arrangements in place to cover their area in the event of their absence. **The deputy should always check whether the nominated Fire Marshal is in the building before leaving the premises and take over if they are absent temporarily or otherwise.**

### Location and Staff Assisting With Flow of Traffic to Assembly Points:

**Fire Marshals** should take responsibility for informing the Lead Fire Marshal that their block/area has been successfully cleared and of the location of any personnel who have been unable to leave the building.

**Technicians** should, if possible, leave the work area safe by switching off gas, electricity, etc.

#### **All Other Staff**

If you are teaching when the alarm sounds, you should accompany your teaching group to the appropriate EEP. Ensure that your teaching room is empty before leaving. Staff evacuating from the centre of the site should position themselves at appropriate intervals to assist in moving people quickly to an EEP.

Evacuation Point Leaders and Fire Marshals are provided with hi-visibility vests to enable them to be easily identified.

### **ROLES/RESPONSIBILITIES OF STAFF TO PREPARE FOR AN EMERGENCY EVACUATION**

**Study Support Manager** is responsible for:

- ensuring that all staff/learners with mobility difficulties have a PEEP;
- Copies of all PEEPs are lodged in the Emergency Evacuation Box at Reception for the Evacuation Controller.

**Fire Marshals** are responsible for:

- carrying out a “sweep” of their area and reporting to the Lead Fire Marshal at the front of LAC;
- Ensuring there is a designated substitute on site when they are absent.

**All Teaching Staff** are responsible for:

- providing details of staff/students out on trips before departure;
- Informing HR if leaving site during the college day.

**All Support Staff** are responsible for:

- Informing HR if leaving site during the college day.

### **EMERGENCY EVACUATION PROCEDURES DURING COLLEGE HOLIDAYS**

The following procedures are strictly for implementation during the college holidays only and must be adhered to:

- In the event of emergency evacuation, **all** staff and visitors shall evacuate to the front of LAC (EEP C).
- All staff, teaching and support, not contracted in must sign in the book at Reception at the beginning/end of each day in college, as a roll call will be taken in the event of evacuation.

- Teachers are responsible for notifying Reception of the names of any students, their location and their mobile numbers if held, who will be on the premises during holidays. Please advise students they must report to the front of LAC.

## For New College Bradford.

### Emergency Evacuation Point (EEP)

In the case of an evacuation all staff, students and visitors will make their way the area shaded blue on the map (Appendix 2). This area will be supervised by an Evacuation Point Leader. Below is a table showing the evacuation point leaders when students are using the building.

Seniority	Name	Job Title	Evacuation Role
1	Stuart Nash	Principal	Evacuation Controller
2	David Hunt	Vice Principal	Deputy Evacuation Controller
3	Jaz Qadri	Assistant Principal	Evacuation Point Leader
4	Naureen Aslam	Assistant Principal	Evacuation Point Leader

### Staff/Learners/Visitors with Mobility Difficulties

Staff and learners with mobility difficulties will have a Personal Emergency Evacuation Plan (PEEP). Staff should help anyone who needs assistance to reach the EEP. If staff/learners/visitors are left in a building as part of their PEEP, the Fire Marshal in that area should inform the Evacuation Point Leader who will inform the Evacuation Controller of the names and location of any personnel left inside.

### Visitors/Contractors

All visitors/contractors must sign in at Reception when they arrive at which point they will be asked for ID and issued with an identity badge, a map of the college and information relating to the emergency evacuation procedures. They will be asked if they are likely to need particular assistance during an emergency evacuation and this information will be passed on to their host who must ensure that they have a PEEP. Hosts must ensure that their visitors are familiar with the emergency evacuation procedures. For group events, the participants should be informed of the arrangements at the start of the session.

### Roles During an Emergency Evacuation

#### Evacuation Controller

The Evacuation Controller will be the most senior member of the Evacuation Point Leaders. The Evacuation Controller will be stationed on the edge of the Emergency Evacuation Point nearest to the gates which allow access to the site for vehicles. They are responsible for:

- Ascertaining whether the cause of the evacuation warrants the need for personnel to assemble at a different location e.g. fire in the car park, bomb threat, etc. They will liaise with the Evacuation Point Leaders to give specific instructions;
- ensuring the entrance through the main gates is clear for the Emergency Services;
- deciding whether other vehicles/visitors should be allowed through the gates;
- ensuring that they have had a report from the Evacuation Point Leader collating information from the Fire Wardens (or their substitutes) that areas are clear and/or the location of staff/learners/visitors left in buildings in accordance with their PEEP;
- liaising with the Site Manager (or designate) regarding the suspected area that has triggered the alarm;
- meeting the Emergency Services and, if the alarm is genuine, informing them of the location, if staff/learners/visitors are left in buildings;
- liaising with Evacuation Point Leaders and deploying First Aiders as necessary;
- Informing Evacuation Point Leaders when it is safe to allow staff/learners/visitors back into the buildings;
- handing details of hazardous substances on site (e.g. chemicals, radiation) to the Fire Service. Details held in Emergency Evacuation Box at Reception.

### Evacuation Point Leader 2

The second most senior Evacuation Point Leader will assist at the Emergency Evacuation Point. They will be provided with an Emergency Evacuation Box. This box will include a hi-visibility vests, Emergency Evacuation Clearance Form, a megaphone to communicate with the evacuated personnel and a walkie-talkie (together with instructions for its use). They are responsible for:

- Supervising staff/learners/visitors at the EEP;
- notifying the Evacuation Controller the names of the First Aiders present;
- passing on messages to the Evacuation Controller from Fire Marshals regarding the clearing of blocks;
- ensuring that the Evacuation Controller is informed of any issues/concerns pertinent to the emergency;
- passing on the “all clear” to return to the college buildings;
- ensuring that all students have left the EEP after the all clear has been given.

The roles of Evacuation Controller and Evacuation Point Leaders will be designated as follows:

	<b>Evacuation Controller</b>	<b>Evacuation Point Leaders</b>
Normal College Day 8.15am – 4.00pm	Principal/Assistant Principal (or designate)	Vice Principals/Senior Managers (or designate)
Holidays	Site Team	Site Team/Most senior staff member
After 4:00pm / Weekends	Site Team (or substitute)	n/a
Evening Events	To be determined as part of the organisation of the event	To be determined as part of the organisation of the event

## Other Roles/Responsibilities During An Emergency Evacuation

### **Site Team** will;

- attend to the fire alarm control to ascertain the location of the triggered alarm;
- check the suspected area and report to the Evacuation Controller;
- ensure that the main doors of A Block are opened to enable personnel to evacuate.

### **HR Manager (or substitute)** will collect:

- prepared list of staff names and contact details;
  - list of current staff absences;
- and wait with the Evacuation Controller.

### **Student Services (or substitute)** will collect:

- prepared list of learner names and contact details;
- go to Emergency Evacuation Point and wait with the Evacuation Controller.

### **Receptionist** will:

- Collect Visitor Records;
- Meet visitors at the edge of the Emergency Evacuation Point near to the fence and confirm all have evacuated safely
- Collect Emergency Evacuation Box and pass to Evacuation Point Leader or substitute;
- Issue all visitors with information relating to the Emergency Evacuation Procedures.

### **First Aid Staff**

First Aiders should collect their First Aid Kit and report to either one of the Evacuation Point Leaders or the Evacuation Controller.

### **Fire Marshals**

Fire Marshals are responsible for checking their designated area to ensure that it is clear, **and notify Evacuation Point Leader.**

The appointed Fire Marshals should ensure that there are arrangements in place to cover their area in the event of their absence. **The deputy should always check whether the nominated Fire Marshal is in the building before leaving the premises and take over if they are absent temporarily or otherwise.**

### Location and Staff Assisting With Flow of Traffic to Assembly Points:

**Fire Marshals** should take responsibility for informing the Lead Fire Marshal that their block/area has been successfully cleared and of the location of any personnel who have been unable to leave the building.

**Technicians** should, if possible, leave the work area safe by switching off gas, electricity, etc.

### **All Other Staff**

If you are teaching when the alarm sounds, you should accompany your teaching group to the EEP. Ensure that your teaching room is empty before leaving.

Evacuation Point Leaders and Fire Marshals are provided with hi-visibility vests to enable them to be easily identified.

### Roles/Responsibilities of Staff to Prepare for an Emergency Evacuation

**Study Support Manager** is responsible for:

- ensuring that all staff/learners with mobility difficulties have a PEEP;
- Copies of all PEEPs are lodged in the Emergency Evacuation Box at Reception for the Evacuation Controller.

**Fire Marshals** are responsible for:

- carrying out a “sweep” of their area and reporting to the Lead Fire Marshal at the Emergency Evacuation Point;
- Ensuring there is a designated substitute on site when they are absent.

**All Teaching Staff** are responsible for:

- providing details of staff/students out on trips before departure;
- Informing HR if leaving site during the college day.

**All Support Staff** are responsible for:

- Informing HR if leaving site during the college day.

### Quad – Block Building Work – Evacuation Procedures during Building Work

Building work will start in the autumn, paths and routes through the college may be amended during the works. Alternative routes will be put in place and appropriate signs will be installed as required.

## **EMERGENCY EVACUATION PROCEDURES DURING COLLEGE HOLIDAYS**

The following procedures are strictly for implementation during the college holidays only and must be adhered to:

- In the event of emergency evacuation, **all** staff and visitors evacuate to the Emergency Evacuation Point.
- All staff, teaching and support, not contracted in must sign in the book at Reception at the beginning/end of each day in college, as a roll call will be taken in the event of evacuation.
- Teachers are responsible for notifying Reception of the names of any students, their location and their mobile numbers if held, who will be on the premises during holidays.

### Appendix 5 - Emergency Evacuation Building Clearance Responsibilities NCP

Assembly Point	Building	Area Checked & Clear	Area	Lead Fire Marshall	1 <sup>st</sup> Deputy	2 <sup>nd</sup> Deputy
	LAC		Ground Floor West	Stacey Barrass	Dale Bainbridge	Karen Petrie
	LAC		Ground Floor East	Lynn Knowles	Sarah Leake	Lauren Mutton
	LAC		First Floor West & Boys Toilets	Phil Clarkson	Claire Barron	Katrina Sharma
	LAC		First Floor East	Gabby Jones	Jon Colley	Niki Lee/Nadia Paterson
	LAC		Second Floor	Andy Reveley	Joyce Earnshaw	Charly Irons
	LAE		Ground Floor	Sarah Pearson	Steph Belbin	Lindsey Barnes
	LAE		First Floor	Rajesh Patel	Tom Peacock	Fiona Lunt
	PA		Ground Floor	Michelle Colvill	Miranda Hewitt	Keir Ferguson
	PA		First Floor	Emma Gumbley	Marc Hoad	
	PA		Second Floor	Lucy Reynolds	Toby Hewitt	Hannah Appleyard
	LRC		Ground Floor	Teresa Brooke	Kolleen Jefferson	Jane Goozee
	LRC		Middle Floor	Jeff Finnigan	Lucy Clewarth	Sarah O'Neill
	LRC		Top Floor	Jeff Finnigan	Lucy Clewarth	Sarah O'Neill
	Students Union		Central, Stage, Toilets, Cafeteria	Catering (Simon)	Catering (Rita)	Catering (Ruth)
	SA		Ground Floor	Richard White	Carol Waterson	John Cooling
	SA		First Floor	Nathan Dwyer	Suzanne Bootyman/ Kath Pearce	Suzanne Bootyman/ Kath Pearce
	SA		Second Floor	Conor Stone	Simon Wellings	Hazel Painter/Joy Myers
	VA		Ground Floor	Ash Inhester	Sarah Williamson	Lesley Hickling
	VA		First Floor	James Sewell	Emma Long	Kathy Hammond
	VA Extension		All Areas	Liz Power	Robin Warden	
	LAW		Ground Floor	Claire Smith	Stacey Limer	Paul Barron
	LAW		First Floor	Alison Spawton	Robina Holmes	Becky Fox
	West end Café		Ground Floor	Catering staff	Timetabled Teacher	Timetabled Teacher
	West end Cafe		First Floor	Tutor using block	Catering Staff	Catering Staff
	Sport		All Areas	Tom Shepherd	Alex von Ehrheim	Leon Sacks
	Engine Room		All Areas (upstairs and downstairs)	Timetabled Teacher	Timetabled Teacher	Timetabled Teacher
	Wellbeing Hub		Both upstairs and downstairs	Josie Hall	Corina Mackie	

<b>Assembly Point Locations</b>	<b>Assembly Point Leaders</b>	<b>1<sup>st</sup> Deputy</b>	<b>2<sup>nd</sup> Deputy</b>	<b>3<sup>rd</sup> Deputy</b>
Assembly Point A (Rugby Field) WEST	Neil Mumby	Lisa Bates	Anna Levick	Sarah Sharp
Assembly Point B (Park, Rough Ground) EAST	James Morris	Jo Holden	Sarah Pearson	Tom Shepherd
Assembly Point C (Front of LAC Block)	Vicky Marks	Neil Mumby		Any Trust or Senior staff available

<b>Fire Box Collection</b>	<b>Lead</b>	<b>1<sup>st</sup> Deputy</b>	<b>2<sup>nd</sup> Deputy</b>	<b>3<sup>rd</sup> Deputy</b>
Meeting Point A (Rugby Field)	Anna Levick	Brian Coughlan	Amy Rushton	Robina Holmes
Meeting Point B (Park, Rough Ground)	Jeff Finnigan	Lucy Clewarth	Sarah O'Neill	Gary Lee
Meeting Point C (Front of LAC Block)	Reception staff /Ann Booth	Fiona Verity	Karen Petrie	Jayne Harris

### **Appendix 5 - Emergency Evacuation Building Clearance Responsibilities NCD**

<b>Floor</b>	<b>Area</b>	<b>Lead Fire Marshall</b>	<b>1<sup>st</sup> Deputy</b>	<b>2<sup>nd</sup> Deputy</b>
Ground	Reception	Louise Debenham	Adam Breslin (Tues, Wed, Thurs)	Abi Marchant (Mon, Fri)
Ground	Science	Dean Morgan	Mark Ibbertson	John Pugh
Ground	LRC	Sarah Thomas	Bev O'Sullivan	Dan Wood
Ground	SLT	Helen Jackson	Bev O'Sullivan	Ceri Boyle
Ground	Canteen	Aramark Staff		
Ground	Sport & Health	Jade Piggott	Cate McCullagh (Mon, Tues, Thurs, Fri)	Sonya Houghton (Wed, Thurs, Fri)
Ground	Sports Hall & Performing Arts	Chris Davies	Ross McSeveney	Dean Watson
First	ISC & Media	Lee Trueman	Nigel Hopkinson	Michael Jones
First	Humanities	Suzanne Weaver	Debbie Briggs	Edward Fogg
First	Maths & English	Simon Pain	Graeme Fee	Matt Sugars
First	LRC	Steve Collett	Sally Small	Sharon West
Second	Business & Law	Scott Faulkner	Abigail Shackleton	Victoria Snowball (Mon, Tues, Wed, Thurs)
Second	MFL	Jayne Pownall	Suzie Holloway (Mon-Thurs) Rebecca Parry (Fri)	Sarah Routledge
Second	Visual Arts	Laura Simpson	Emily Grant	Jodie Southwood
Second	LRC	Neil Shackleton	Gill Parkin	Helen Bell

### Appendix 5- Emergency Evacuation Building Clearance Responsibilities NCD

<b>Floor</b>	<b>Area</b>	<b>Lead Fire Marshall</b>	<b>1<sup>st</sup> Deputy</b>	<b>2<sup>nd</sup> Deputy</b>
00 - Ground	ICT and Classrooms	Caroline Stewart (Teacher)	Kim Podmore (Teacher)	Balquees Ali (Teacher)
00 and 1	LRC and Reception	Mona Haq (LRC Assistant)	Aysha Rafiq (Reception)	Helen Collins (SENCo)
1	Classrooms	Emmanuel Langellotti (Teacher)	Mark Yelland (Teacher) Mon-Wed / Caitlin Mayall (Teacher) Thurs-Fri	Steven Virk (Teacher) Mon-Wed / Azam Ali (Teacher) Thurs-Fri
2	Classrooms	Paul Hunt (Teacher)	Simon Crowe (Teacher)	Serena Sharpe (Teacher)
2	Study Areas	Serena Sharpe (Teacher)	Simon Crowe (Teacher)	Paul Hunt (Teacher)
3	Science Labs	Andrew Wade (Science Technician)	Sorrell Sheridan (Teacher)	Vic Altaf (Teacher)
3	STEM Lab	Vic Altaf (Teacher)	Sorrell Sheridan (Teacher)	Andrew Wade (Technician)
4	Art Room and Classrooms	Ruth Stanley (Teacher)	Daniel Finlay (Teacher)	

**Appendix 5- Emergency Evacuation Building Clearance Responsibilities NCB**

<b>Name</b>	<b>Job Title</b>	<b>Evacuation Role</b>
Stuart Nash	Principal	Evacuation Controller
David Hunt	Vice Principal	Deputy Evacuation Controller
Jaz Qadri	Assistant Principal	Evacuation Point Leader
Naureen Aslam	Assistant Principal	Evacuation Point Leader

<b>Floor</b>	<b>Area Checked &amp; Clear</b>	<b>Area</b>	<b>Lead Fire Marshall</b>	<b>1<sup>st</sup> Deputy</b>	<b>2<sup>nd</sup> Deputy</b>
Ground		Classrooms	Raza Siddique (Teacher)	Balquees Ali (Teacher)	Kim Knowlson (Teacher)
Ground		LRC and Reception	Mona Haq (LRC Assistant)	Aysha Rafiq (Reception)	Helen Collins (SENCo)
Ground		Dining Hall	Aramark	Aramark	Aramark
1		Classrooms	Emmanuel Langellotti (Teacher)	Dave Procter (Teacher) Mon-Wed / Caitlin Mayall (Teacher) Thurs-Fri	Mark Yelland (Teacher) Mon-Wed / Azam Ali (Teacher) Thurs-Fri
1		LRC Upper Floor and Toilets	Imran Sabir (SPT)	Aquib Hussain (PT)	Amreen Riaz (PT)
2		Classrooms	Paul Hunt (Teacher)	Simon Crowe (Teacher)	Serena Sharpe (Teacher)
2		ISC, Staff Room, Multi-faith Room, PT rooms	Khalid Ali (PT)	Amreen Riaz (PT)	Aquib Hussain (PT)
3		Science Labs	Vic Altaf (Teacher)	Sorrel Sheridan (Teacher)	Andrew Wade (Technician)
3		STEM Lab, Students' Union and Toilets	Andrew Wade (Science Technician)	Sorrel Sheridan (Teacher)	Vic Altaf (Teacher)
4		Art Room and Classrooms	Ruth Stanley (Teacher)	Daniel Holden (Teacher)	Daniel Finlay (Teacher)

# ENVIRONMENTAL POLICY

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    - 3.1.2 Hazardous Waste
- 4. Transport**
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## **INTRODUCTION**

NCLT accepts responsibility for contributing to the protection, conservation and improvement of the environment. The requirements of the Environmental Protection Act 1990 and other relevant legislation will set the minimum standard for the college's policies and practices. NCLT will consider sustainable development as part of the strategic planning, seeking to engender in its staff and students a responsible and caring approach to the environment.

### **1. ENERGY**

NCLT will seek to minimise the use of energy for the purpose of light, heat and transport where possible by means of:

- Automatic shutdown of computer workstations from 18.00 to 08.00.
- Shutdown of selected fridges & machines e.g. drinks, during college holidays.
- Use of energy efficient lighting units and upgrade inefficient lights on an on-going basis.
- Room by room or floor by floor thermostatically controlled heating systems to be looked at and implemented.
- Insulation of buildings.
- Maintenance of all systems in good order and condition.
- Replacement of old and inefficient systems with modern efficient systems.
- Economic use of air conditioners, overhead/digital projectors, portable fans and fan heaters.

### **2. PAPER PRODUCTS**

NCLT will seek to use paper responsibly in terms of volume, quality and source of supply, by means of the following devices:

- Recycled or part recycled paper will be purchased for as many uses as possible.
- Paper recycling bins are situated around all Trust sites
- Used or waste paper will be in turn recycled to a waste paper merchant either by sale or if this is not possible, donation.
- The encouraging of the use of e-mail instead of paper mail.
- The use of back-to-back photocopying.

### **3. WASTE MANAGEMENT**

A waste management strategy will be employed that ensures the reduction of waste materials, or disposal according to the following hierarchy:

- Reduce.
- Re-use – including aluminium cans and plastic bottles.
- Recycle.
- Landfill.
- Special waste disposal.
- Discharge to sewers.

The use of incineration as a means of disposal will not normally be allowed in order to avoid the commission of a statutory nuisance.

### **3.1 Disposal of Hazardous Products and Containers**

#### **3.1.1 Concentrated Formulations**

These may be disposed only a reputable disposal contractor or by the local authority. They must not be allowed to enter public sewers or septic tanks or to pollute water and watercourses.

#### **3.1.2 Hazardous Waste**

Hazardous waste must be disposed of according to the Hazardous Waste and List of Waste Regulations 2005. The individual Trust sites separates and monitors disposal of waste as a whole, to ensure it falls within the waste producer limits set by Environmental Health, currently 500kg per year. Departments will hold any waste for disposal until there is a sufficient quantity for a special collection. The following safe practices are adopted:

- Chemical waste – Via the foul water drain at low concentration or after suitable treatment.
- Fluorescent tubes – Held in suitable containers prior to collection by registered carrier.
- Computer Equipment – Collected under the (WEEE) Regulations.
- Kitchen waste Oil – Stored securely externally and collected by supplier.
- Ink/Toner Cartridges – Collected for disposal by supplier.
- Batteries - Collected for disposal by supplier.

## **4. TRANSPORT**

Staff are encouraged to use public transport or to share cars when travelling to and from meetings on college business.

## **5. WATER**

### **5.1 Drinking Water**

An adequate supply of drinking water will be provided. Such drinking water supplies will be wholesome and conspicuously marked where necessary.

### **5.2 Water Services and Installations**

All plumbing systems serving toilets, washrooms, drinking water taps, showers etc. will be kept in sound working order and good repair, including external facilities. If plumbing systems are outside, they will be adequately protected from the weather.

#### **5.2.1 Prevention of Contamination of Water**

This will be achieved by close adherence to the Trust's quality procedures and practices.

#### **5.2.2 Legionella (The bacterium that is the causal agent in Legionnaire's Disease).**

This will be prevented within the Trust's water systems by the following:

- Avoidance of stored water temperatures between 20<sup>o</sup>-45<sup>o</sup>C.
- Prevention of water stagnation to stop the development of the conditions which are likely to encourage the growth of legionella.

- Regular monthly check of water tanks by site teams competent person to prevent a build-up of sediments within the system, which may encourage the growth of legionella. Where appropriate, water treatment by use of chemicals will reduce possible proliferation.
- Avoidance of the use of materials used within water systems that may encourage the growth of legionella e.g. leather, rubbers, mastics, wooden packing and certain plastics.
- Regular checks to ensure that the water systems are operating correctly.
- Annual check, and risk assessment reviewed bi-annually.

To prevent the growth of legionella, water service shall operate at the following temperature:

- Cold water distribution at 20°C or below within 1 minute of running.
- Hot water distribution - at least 50°C attainable at taps within one minute of running.
- Hot water storage at 60°C.

Where there is a risk of scalding from taps at 50°C, to anyone, especially those with sensory loss, the use of local thermostatically controlled mixing valves will allow water systems to be run safely at the higher temperatures.

## **6. BUILDINGS**

### **6.1 Building Projects**

The potential environmental impact of all building projects will be assessed.

All contractors approved for Trust building contracts will be made aware of this Environmental Policy and compliance with the requirements of the policy will be monitored.

### **6.2 Internal Environment**

The working environment will be maintained to the following standards:

#### **6.2.1 Ventilation Requirements**

Enclosed workplaces will be effectively and suitably ventilated with sufficient air or purified air.

Adequate ventilation is required to dilute and remove substances such as water vapour, carbon dioxide, produced by breathing, and ozone, produced by photocopiers and some printers.

Ventilation means the delivery of fresh air that has not been recycled.

Non-work areas such as cloakrooms, changing rooms, washrooms and toilets will also be well ventilated.

#### **6.2.2 Temperature**

The temperature levels in all internal workplaces during working hours should be reasonable and maintained at 18<sup>o</sup> minimum. Where methods of heating or cooling are required these will not give off any offensive or injurious fumes, gases, etc. into the workplace. A maximum temperature is not specified.

#### **6.2.3. Gases, Vapours and Dusts**

The levels of substances in the atmosphere should be below the Workplace Exposure Limits (WEL) and at all times must be below the Maximum Exposure Limit (MEL) as stated in HSE guidance document EH40: Workplace Exposure Limits. Workplace plant, machinery and Local Exhaust Ventilation (LEV) shall be appropriately selected, used, inspected and maintained to remove substances at source.

#### **6.2.4. Noise**

Levels of noise in the working environment should not exceed 55dB(A) over an 8-hour period. Noise testing shall be carried out where appropriate, and controls implemented to ensure minimum exposure.

NCLT will also seek to reduce noise levels, which may affect the neighbourhood to the lowest possible level.

#### **6.2.5. Light**

Within all accommodation, it is important that the level of lighting is sufficient to prevent eyestrain but not enough to cause unnecessary glare. Daylight is the best form of illumination with a luminance of 500-lux being a typical value for office work.

Where detailed drawing takes place or activities such as plan reading then a luminance of 1000 lux would be necessary.

All work should be capable of being undertaken without causing eyestrain and having to avoid shadows. Where natural light is utilised, windows and skylights will be regularly cleaned, although they may be shaded to reduce glare and heat.

#### **6.2.6. Cleanliness**

- Workplaces and their furniture, furnishings and fittings will be clean. Floor, wall and ceiling surfaces of internal workplaces will be capable of being cleaned.
- Waste materials will not, as far as is reasonably practicable, be allowed to accumulate in workplaces except in suitable receptacles.
- The Estates Manager is responsible for implementing and maintaining the cleaning schedule for the Trust's individual sites. In-house staff are used as required.
- The level and frequency of cleaning varies accordingly to the use of the workplace. All floors and indoor traffic routes are cleaned at least once a week.

#### **6.2.7. Room Dimension and Space**

Every workroom will have sufficient floor area, height and unoccupied space for ensuring the health, safety and welfare of their occupants, enabling people to get to and from their workstations and to move within the room with ease.

#### **6.2.8. General**

The workplace, the equipment, devices and systems, including mechanical ventilation will be maintained (including cleaning) in an efficient state, in working order and in good repair.

## **7 WEED KILLERS, PESTICIDES AND CROP SPRAYS**

Weed killers, pesticides and some crop sprays are harmful to humans and animals therefore great care must be taken in their use, storage and disposal. The manufacturer's instructions must be followed at **ALL** times.

The areas used for the storage of these products must be dry, frost free, well ventilated, out of direct sunlight and secure from theft or vandalism. They should be kept locked when not in use and entry restricted to authorised personnel only.

## **8 CURRICULUM**

The Trust will seek to increase environmental awareness and responsibility in students via the Tutorial programme.

# **FIRST AID POLICY**

## **POLICY**

1. The Health and Safety (First Aid) Regulations 1981 will be the specific responsibility of the Health and Safety Manager.
2. The Health and Safety (First Aid) Regulations 1981 provide guidelines to employers on how to make effective First Aid arrangements. NCLT seeks to follow these guidelines and institute a system of first aid cover for all Trust members, students and visitors.
3. The Trust's First Aid provision is designed to provide assistance for the purpose of saving life and minimising the consequences of injury or illness until professional medical help is obtained and for the treatment of minor injuries that do not need professional medical treatment.
4. The Trust will make available appropriate first aid services for all staff, students and visitors on a daily basis throughout the working day.

## **THE FIRST AID TEAM**

1. NCLT First Aid Services will be delivered at each site by a Lead First Aider and a team of support staff who are properly trained and accredited, in accordance with the Health and Safety (First Aid) Regulations 1981, and who will be available on call.
2. The Lead First Aider will be available during their scheduled rota duty periods. The support team will be on call if further assistance is required.
3. A designated First Aider should be available for all sessions and must inform Reception when away from college.
4. A partnership scheme applies so members of the team can provide additional support when required. Designated First Aiders must not leave the site during their period of duty without making appropriate cover arrangements with another member of the First Aid team.
5. It is also the responsibility of the designated First Aider to arrange for cover if they are unable to cover their duty period or any part of it, such as planned absence, lunch times, during important meetings, etc. Any unplanned absences will be dealt with by the Health and Safety Manager. If there is a temporary change it is the responsibility of the designated First Aider to inform Reception of the change so the right person can be contacted.
6. The Lead First Aider at each site will have the additional responsibility of co-ordinating First Aid throughout their college. This will include the management of first aid supplies, records of first aid training, and completion of any relevant documentation and liaison with the HR and Health and Safety Manager.
7. Regular learning opportunities will be offered to designated First Aiders and basic First Aiders for upgrading and improving their skills and expertise. The First Aid

team shall have meetings as required, when there will be the opportunity to discuss first aid provision and update first aid knowledge.

## **FIRST AID FACILITIES**

The college provides first aid facilities in the form of:

- An appropriately equipped First Aid Room. All designated First Aiders have a key for access and further keys are available at Reception.
- All designated First Aiders have available an individual, portable, rapid response First Aid Kit. Each designated First Aider has to check that their individual portable kit is sufficiently stocked from supplies available in the First Aid Room. Other first aid boxes are appropriately placed around the site in practical areas only. These are clearly identified (white cross on green background in accordance with Safety Sign Regulations 1980) and are in readily accessible positions. The First Aid Co-ordinator is responsible for the replenishment of supplies. No tablets or medicines will be kept in the boxes. Supplies shall be kept in accordance with L74: First Aid at work, Approved Code of Practice.
- Travelling First Aid Kits. These are for use during trips and visits, including sports fixtures and outdoor activities. These are available from HR/Reception. Staff using Travelling First Aid Kits should ensure they are properly stocked before use. Additional stocks can be requested via Reception.

## **RESPONSIBLE PERSONS**

- Initial and refresher training will be provided for staff to enable the appropriate number of designated First Aiders to be maintained on the college's First Aid Rota.
- A First Aid Allowance shall be paid to First Aiders on the rota to recognise their contribution to the safety and welfare of staff, students and visitors. The allowance will be reviewed at the discretion of each college.

## **FIRST AID/ACCIDENT/INCIDENT PROCEDURES**

- Any accident/incident must be brought to the attention of a First Aider or staff member. First Aid help may be summoned by contacting any member of staff or by telephoning reception.
- Following the administering of First Aid all nominated persons must complete an accident report form and forward to the Lead First Aider. Accident causes must be eliminated immediately by the supervising person/line manager. The college's Lead First Aider will complete the entries in the accident book, or staff members can make their own entry, and if necessary, inform Senior Managers. Dangerous occurrences, lost time accidents (Over 7 Days), major injuries and diseases are notified to the Enforcing Authority as described in Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR) 1995.
- Students – the college is provided with contact details in the event of emergency. If it is deemed that a student should not remain in college, and they cannot be collected then a taxi can be called. If students live within walking distance, and it is safe to do so, they can walk home if agreed by the contact. If a student has a serious illness or injury an ambulance will be called. If it is not life threatening but hospital services are required, it will be the responsibility of the parent/guardian to arrange transport. The college will contact the parent/guardian in either case.

- In the case of emergency evacuation First Aiders must take their first aid boxes and report to the Evacuation Coordinator.

# **HEALTH AND SAFETY PROVISION FOR EXPECTANT AND NEW MOTHERS**

## INTRODUCTION

The Management of Health and Safety at Work Regulation 1999 places a duty on employers to:

- 1 Assess the risks to the health and safety of expectant or new mothers to ensure that they and their unborn or newly born child/children are not put at risk.

**The legislation does not apply to students, although it is recommended that the same procedure be followed for students under the Trust's 'duty of care' commitment. Therefore, any reference to "employee" in this policy may also refer to students where appropriate. The Health and Safety Manager should carry out assessments in consultation with relevant members of staff.**

- 2 The legislation specifically requires employers to undertake a risk assessment of the employee's working conditions and any physical, chemical or biological agents to which she may be exposed. This includes:
  - Pregnant employees.
  - Those who have recently given birth.
  - Those who are breastfeeding.

If a risk is identified and it is considered that adequate control measures cannot be implemented to control that risk, then the employer must consider either changing the employee's conditions or hours of work, or offering alternative work.

In addition to the normal health and safety records that must be kept relating to work activities, additional records must be maintained for these women.

Suitable rest facilities must be provided.

## OBJECTIVES

1. To provide guidance to employees and managers who employ female workers.
2. To ensure that a full and correct risk assessment is carried out on the work performed by expectant and new mothers, that all necessary follow up action is implemented and that correct records are maintained.
3. To maintain confidentiality.

## EMPLOYEE'S RESPONSIBILITIES

Employees have a duty to inform the Director of HR in writing, in line with maternity/pay regulations, that they are pregnant. To ensure that risks to the mother and unborn child are minimised during the early stages of pregnancy, it is advised that this notification is made at the earliest opportunity.

Prior to the issue of a Certificate of Confinement (MAT B1), the Director of HR can request a certificate confirming the pregnancy. This may be obtained from a registered medical

practitioner or registered midwife. On return to work after maternity leave, employees have a duty to inform the HR Director if they are breast-feeding, and when this ceases.

## **DIRECTOR OF HR RESPONSIBILITIES**

1. On receipt of notification of pregnancy, HR shall inform the Health and Safety Manager and the relevant line manager who must undertake a dedicated risk assessment (Appendix A and B) covering the work activity carried out by the employee. The aim of the assessment is to ensure that the employee and unborn child are not exposed to any significant risks. This extends to a child being breastfed.
2. Upon completion, the employee must be informed in writing, of all significant risks identified by the Risk Assessment, and a copy of the assessment kept in her file. Another copy shall be given to the Director of HR, who may need to make changes to the employee's working conditions based on the assessment.
3. All female employees must be notified of significant risks identified by the generic Departmental or Subject Risk Assessment.
4. The following records must also be kept in the employee's file by HR:
  - Notification of pregnancy from the employee
  - Any relevant health records and/or information
  - The MAT B1.
5. The confidentiality concerning a woman's pregnancy means that the employer should not make it known that she is pregnant if she does not wish it to be known or if she does not consent to it. Exceptionally, in certain circumstances it may be necessary to take steps (including limited disclosure) to protect her health and safety, but this should be done with the woman's agreement following consultation
6. To avoid occupational stress.

## **GUIDANCE TO RISK ASSESSMENT**

The Risk Assessment must be recorded on the official form (Appendix 2). It will cover the work activity carried out by the pregnant employees and take into consideration: -

- Working conditions and/or any physical, chemical or biological agents that the employee may be exposed to
- The risk assessment must also cover potential risks to recent mothers and those that are breastfeeding.

## AGENTS OR ACTIVITIES INTRODUCING NO ADDITIONAL RISK

1. Display Screen Equipment – Levels of ionising and non-ionising radiation generated by display screen equipment are well below international recommendations for limiting health risks. The National Radiological Protection Board does not consider such levels to pose a significant risk to health. There is no evidence of any link between miscarriages or birth defects and working with display screen equipment.

Pregnant women do not need to stop working display screen equipment. However, because anxiety has been well publicised and is widespread, they should be given the opportunity to discuss their concerns with the Health and Safety Manager.

2. Optical Radiation and Electromagnetic Fields – no additional precautions are required.

## PHYSICAL AGENTS OR ACTIVITIES THAT MAY INTRODUCE ADDITIONAL RISK

1. Fatigue – fatigue from standing and other physical work has been associated with miscarriage, premature birth and low birth weight.  
**Action:** Avoid excessive hours and workloads. Allow employees to have some control over how they organise their work (e.g. extra rest or job rotation).
2. Shock, Vibration and Movement – Regular shocks, low-frequency vibration, excessive or repetitive movement, and poor or prolonged working postures may cause increased risk of miscarriage. They do not increase risk for breast-feeding mothers.  
**Action:** Avoid uncomfortable whole-body vibration and work involving twisting, bad posture or abdominal shock motion (e.g. some manual handling jobs, excessive VDU work without breaks, PE department work).
3. Manual Handling – Hormonal changes in pregnant women may increase risk of ligament injury. Advanced pregnancy can introduce postural problems. Manual handling may be dangerous for those who have recently given birth by caesarean section. There is no increased risk to breast-feeding mothers.  
**Action:** Alter tasks as appropriate. Pregnant women should not carry out heavy lifting or carrying tasks.
4. Heat and Cold – Pregnant women are less tolerant of heat stress. There is no specific risk from cold work.  
**Action:** Avoid work involving exposure to excessive heat.

## CHEMICAL AGENTS THAT MAY INTRODUCE ADDITIONAL RISK

Around 2000 substances are labelled with the risk phrases R40 (Irreversible effects), R45 (Cancer), R46 (Heritable genetic damage), R47 (Birth defects) and R49 (May cause cancer by inhalation). R47 has now been replaced by the more specific phrases R60 and R62 (May impair fertility), R61 and R63 (May harm foetus), R64 (May harm breast-fed babies) and R68 (Irreversible effects).

**Action:** COSHH data sheets for all workplace chemicals must be checked.

Lead and lead derivatives as well as mercury and mercury derivatives can impair proper development of the nervous system.

**Action:** COSHH data sheets for all workplace chemicals must be checked.

## **BIOLOGICAL AGENTS**

Many biological agents can affect the unborn child if the mother is infected during pregnancy. Some agents such as rubella and chlamydia can cause direct foetal damage or abortion. There may also be a potential risk of infection through breast-feeding. Other Potential risks may also include:

- Chicken Pox
- Hepatitis B
- Cultures in Science which have been incubated must be avoided.
- Tuberculosis (TB)
- Herpes
- Typhoid

HODs, group tutors and other staff should bring cases of infection suffered by any other staff or students to the attention of the Health and Safety Manager who will inform any pregnant employees.

## **FOLLOW-UP ACTION FROM RISK ASSESSMENT**

The Risk Assessment (Appendix 2) will identify significant hazards and the requirement for control measures to protect the pregnant employee. If it is not possible to remove or reduce to an acceptable level, the company must either;

- Adjust the employee's working conditions and/or hours of work as necessary on a temporary basis
- Offer suitable alternative work
- Suspend the worker from work on full pay.

The employee has the right to receive normal pay.

## **PROCEDURES COVERING EMPLOYEE'S RETURN AFTER MATERNITY LEAVE**

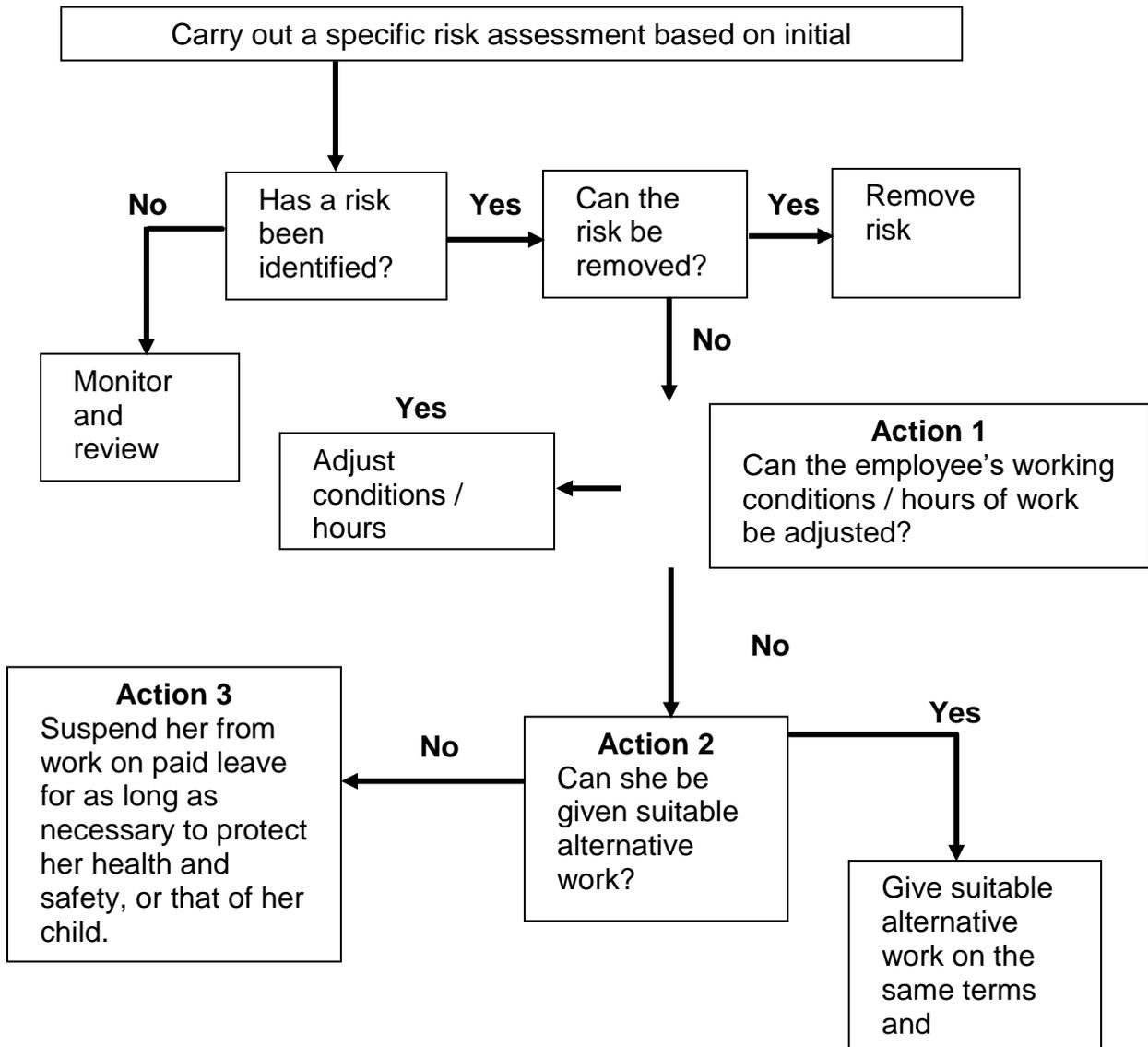
On return to work after maternity leave, employees have a duty to inform the HR Manager if they are breast-feeding.

The Director of HR must ensure that employees who are breast-feeding are not exposed to risks, which may threaten their health and safety or that of their child. There is no set time limit on how long a worker may breast-feed but in most cases it tends to be between six weeks and six months after the birth, although this can be longer.

It is, however, unlikely in the college's situation that those who continue breast-feeding will be exposed to risks requiring the offer of alternative work or paid leave. If a risk is identified which cannot be eliminated or adequately controlled the Director of HR must ensure that the employee concerned is not exposed to that risk by implementing one of the options outlined as a follow up action.

## Appendix 1

### RISK ASSESSMENT ON NOTIFICATION OF PREGNANCY, BIRTH OR BREASTFEEDING



All of the above actions should be monitored and reviewed on a regular basis.

**Appendix 7  
Risk Assessment**

Name \_\_\_\_\_ Dept./Area \_\_\_\_\_

Date baby due/was born \_\_\_\_\_ (approx.)

<b>Does the work programme involve any of the following?</b>	<b>Yes/No</b>	<b>Risks identified Rate Tolerable/ Moderate/Intolerable</b>	<b>Action taken</b>
Manual handling?			Handling assessment
Any use of chemicals?			COSHH assessment
Contact with biological agents?			Biological assessment
Working in hot atmospheres?			
Any work liable to cause fatigue, mental or physical?			
Work in wet or slippery surfaces?			
Any work in which the taking of rest breaks and /or the distance to rest room/ toilets may be a problem?			
Is there sufficient space in/at the work area (not cramped) also comfortable?			
Any other identified work hazards that may pose a hazard to a pregnant or new mother?			Specific assessment

- Tolerable - Low risk covered by control measures
- Moderate - Medium risk but no greater than would be found outside the workplace. Some specific action may be needed to change some work activities
- Intolerable - High risk which is greater than outside the workplace. Action will be necessary to implement adequate control measures or if they cannot be implemented then a major review of work activities must be considered.

Changes to layout/ work patterns/ duties identified

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**Signed:**

Assessed employee:

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Line Manager/Team Leader:

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Director of HR

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Assessor(s): \_\_\_\_\_

Position of assessor(s): \_\_\_\_\_

Date assessed: \_\_\_\_\_ Reassessment date: \_\_\_\_\_



## NCLT Assessment for New and Expectant Mothers

Name \_\_\_\_\_ Date \_\_\_\_\_

Assessor \_\_\_\_\_ Review Date \_\_\_\_\_

Hazard	Who might be harmed	Likelihood	Risk factors	Harm	Risk Level	Control Measures
Manual Handling	Pregnant women New mothers	Possible	Could be a high risk of injury particularly in later pregnancy. Also with new mothers returning to work following caesarean section.	Harmful	Tolerable	<ul style="list-style-type: none"> <li>• No manual handling that would normally involve high risks.</li> <li>• Situation to be kept under review.</li> <li>• Tasks should be altered to minimise risks.</li> <li>• Backache or upper limb problems attributed to lifting to be reported.</li> <li>• Arrangements to be made for assistance or other person to carry out any lifting or awkward handling tasks.</li> <li>• Avoid pushing/pulling, receiving heavy parcels.</li> </ul>
Fumes/Odours	Pregnant women	Possible	Nauseating smells from photocopier/ laboratories/ kitchens exacerbating morning sickness.	Harmful	Tolerable	<ul style="list-style-type: none"> <li>• Exposure to be kept to a minimum so far as reasonably practicable.</li> </ul>
Extreme temperature	Pregnant women New mothers	Unlikely	Heat stress. Pregnant women are more susceptible.	Harmful	Tolerable	<ul style="list-style-type: none"> <li>• Maintain reasonable comfort with ventilation/fans etc.</li> <li>• Adequate supply of drinking water readily available.</li> </ul>

<b>Hazard</b>	<b>Who might be harmed</b>	<b>Likelihood</b>	<b>Risk factors</b>	<b>Harm</b>	<b>Risk Level</b>	<b>Control Measures</b>
Stress (including post natal depression)	Pregnant women and the unborn child	Possible	Exposure to such things as workload, peer pressure, loud noise may cause anxiety and work related stress.	Harmful	Moderate	<ul style="list-style-type: none"> <li>Review work environment.</li> <li>Avoid placing unnecessary organisational stresses on the employee.</li> <li>Review situation regularly.</li> </ul>
Biological agent/hazards	Pregnant women and the unborn child	Possible		Harmful	Moderate	<ul style="list-style-type: none"> <li>Avoid known areas of "contamination".</li> <li>Raise awareness of possible health problems.</li> <li>Staff to inform the college of any known infection to themselves or of any student.</li> <li>If there is an outbreak of contagious illness, absent self from college.</li> <li>Avoid unpasteurised dairy products from the refectory.</li> </ul>
Slips, trips and falls.	Pregnant women and the unborn child.	Possible	Balance, speed of movement and agility may be impaired in the later stages of pregnancy.	Harmful	Tolerable	<ul style="list-style-type: none"> <li>Any obstruction and tripping should be removed from the working environment where practicable.</li> <li>Spillages should be cleared up promptly.</li> </ul>
VDU related hazards	Pregnant women.	Unlikely	Difficulty may arise later in pregnancy with the use of workstations.	Harmful	Tolerable	<ul style="list-style-type: none"> <li>Reassess the workstation</li> <li>Ensure comfortable seating.</li> <li>Take regular breaks.</li> </ul>

Who might be harmed	Likelihood	Risk factors	Harm	Risk Level	Control Measures
Pregnant women and the unborn child.	Unlikely	<ul style="list-style-type: none"> <li>Fatigue may be associated with miscarriage, premature birth and low birth weight.</li> <li>Standing may increase risk of varicose veins.</li> </ul>	Harmful	Moderate	<ul style="list-style-type: none"> <li>Resting and hygiene facilities provided.</li> <li>Hours and pace of work should not be excessive.</li> <li>Appropriate seating provided.</li> <li>Rest breaks more frequent.</li> <li>Adjustments to workstations.</li> </ul>
Pregnant women and the unborn child. New mothers.	Likely	<ul style="list-style-type: none"> <li>Chemicals absorbed through the skin into the blood stream – through the placenta into the baby.</li> <li>Chemicals may be inhaled.</li> <li>Chemicals influence cellular metabolism, influence the immune system etc.</li> <li>Can have similar effects during lactation.</li> </ul>	Extremely harmful	Intolerable	<ul style="list-style-type: none"> <li>Avoid use during first 16-17 weeks of pregnancy.</li> <li>Limited use afterwards as specified by COSHH guidelines and Occupational Exposure Limits.</li> <li>Avoid use of during breast-feeding.</li> <li>Staff to be found alternative tasks away for the hazardous chemicals identified.</li> <li>Use of Personal Protective Equipment</li> </ul>
Pregnant women and the unborn child. New mothers and new born babies.	Possible	<ul style="list-style-type: none"> <li>Chemicals in smoke absorbed by inhalation and may reduce birth weight and have other effects.</li> </ul>	Harmful	Moderate	<ul style="list-style-type: none"> <li>No smoking allowed within buildings.</li> <li>Avoid smoking areas within the premises.</li> </ul>

<b>Hazard</b>			
Fatigue from standing or physical work			
Specified hazardous chemicals			
Passive smoking			

# LETTINGS POLICY

## **1. PROMOTION OF FACILITIES**

As a Trust we do not have funds set aside to promote facilities that are available to let. College facility lettings are done through word of mouth from existing customers or new customers that show direct interest and enquire into what we have available.

## **2. NEW CUSTOMERS WANTING TO BOOK FACILITIES**

Estates Manager and potential customer to agree the price, terms of hire and discuss the methods available to make payment.

All facility prices are set out in the Letting Agreement and Code of Conduct for Use of Facilities. (Appendix A)

Prices may vary between hirers as discount will be available for long term contract use, multiple bookings and staff of NCLT.

## **3. RESPONSIBILITIES**

### Estates Manager

Responsibility for all lettings and events taking place at each Trust site lay with Estates Manager.

A Letting agreement must be in place prior to a booking or event taking place. It is the responsibility of the Estates Manager to ensure all hirer's have read, understood and signed the lettings agreement. Once the hirer has shown interest and would like to make a booking the terms and conditions are to be agreed.

A hard copy of all letting agreements will be kept by the Estates Manager. Letting agreements will also be stored electronically for payment desk to access payment information.

Cost per booking will be at the discretion of the Estates Manager.

Estates Manager to agree overtime prior to a booking taking place. No overtime will be paid for site staff unless agreed. Any additional time worked to tidy up or set rooms back will be taken as TOIL. All standard bookings run in line with site team's normal working hours at no additional cost to the college(s).

#### **4. SAFEGUARDING INCLUDING PREVENTING TERRORISM AND RADICALISATION**

The Safeguarding Policy must be consulted and followed when dealing with external organisations that work with children or young people.

All hirers must state the purpose of the hire. The purpose of each application for hire will be checked and any concerns over the nature of the letting or gathering will be reported to the Principal before approval is given. The Estates Manager will contact the safeguarding team if he suspects that the letting or gathering has been used for political purposes not previously authorised by the Principal, the dissemination of inappropriate material or other purposes which could be reportable under the new statutory Prevent duties or which contravene current legislation in any way.

Considering applications for lettings the Estates Manager will decide on the approval of the application with consideration to:

- Interference with college activities – priority at all times should be given to college functions.
- The availability of facilities.
- The availability of staff to open and close the premises.
- The college's safeguarding policy.
- Health & safety considerations in relation to the number of users, type of activity, qualifications of instructors, etc.
- Type of activity and our duty with regard to the prevention of terrorism and radicalisation.
- Adequacy of management procedures in place during the hire.
- Appropriateness of the letting and whether it is deemed compatible with the ethos of the college.

#### **5. SITE TEAM**

Each member of the site team will be briefed on the set up requirement for each letting. The set up will be completed before the hirer arrives on site. At Pontefract they will display their contact details in the box office café window for the event should they need to be contacted. At Doncaster this will be displayed in the site office window.

On arrival the site team member will meet the hirer and if they wish to make payment upfront they can make this payment to the site team member. Most bookings pay at the end once money has been taken from people attending the event.

The member of the site team on duty must ensure only the event agreed in the contract is taking place for the agreed hours. They must not allow other rooms or additional hours to be taken without prior agreement with the Estates Manager.

The site team member will issue a receipt for the booking and money taken using the college receipt duplicate book. The white copy is to be given to the hirer, the pink copy is placed in a money bag with the money taken from hirer for letting and handed to the payment desk the following day.

It is the site team responsibility to correctly fill in the receipt with the correct amount of money taken, signed and dated.

If a hirer does not have the correct change or funds it is not the site teams responsibility to challenge the hirer, they must inform them the money is incorrect fill in the receipt and inform the Estates Manager. The Estates Manager will deal direct with any payment issues or discrepancies.

As some bookings are invoiced monthly via finance the hirer will not receive a weekly receipt from the site team. The site team will sign a weekly lettings form that will be handed to the payment desk every Monday. The form will show all bookings taking place that week site team to sign to agree the booking has taken place and the money taken.

During all events one member of the site team must be onsite at all times. They can carry out other duties but must ensure the hirer has their mobile number should they have any problems.

Every member of the site team will be emergency first aid trained should an accident or incident happen during the letting.

## **6. HIRER**

All responsibilities are set out in the lettings agreement, this will be signed by the hirer to agree the terms of use prior to any event.

## Appendix 8– Booking Hire Policy

Title	Version	Author	Approved By and Date		Review Date
Booking hire Policy for Community use.	2	Rob McKenzie		01/07/16	01/07/2017
			Impact Assessment		

*To be reviewed when changes occur*

Club/Organisation ("the Hirer")			
Contact Name		2 <sup>nd</sup> Contact Name	
Tel no		Tel no	
Mobile		Mobile	
E-Mail Address			
Address			
Signature to agreeing to terms.		Date:	

### Contacts

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# **Off Site Activities Policy & Procedures**

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## INTRODUCTION

NCLT recognises the personal and social value of educational activities, visits and field work away from the colleges and is keen to encourage and assist their development, though the Trust is aware that off-site activities can present the greatest health and safety risk to students and staff.

Those who are responsible for Educational Trips and Visits (**ETV**) must plan and supervise them carefully and thoroughly. This document therefore offers advice and guidelines on the planning and implementation of ETV. However, owing to the diversity of possible activities involved – ranging from the regular supervised ETV to hazardous outdoor pursuits – general principles are covered rather than detailed guidance for specific activities.

The following notes should therefore apply to all ETV organised by staff and involving students.

Off-site activities covered by these guidelines fall into four categories, largely defined by the length of time away from college. These categories are neither exhaustive nor mutually exclusive. Some of the range of ETV are given below to illustrate the wide scope covered by such activities.

### **1. Regular curriculum-based activities, occurring largely within college hours**

For example: work experience, periodic practical project work or sporting events

### **2. ETV extending beyond normal college hours (without involving over-night stays)**

For example: visits to the theatre, museum or concert trips or field studies

### **3. ETV which last longer than 24 hours (involving accommodation away from home)**

For example: over-night visits to field study or residential centres

### **4. ETV outside Great Britain (Including travel by air or sea)**

For example: skiing trips, work experience, visits abroad or travel abroad to acquire language skills

## PLANNING AND PROCEDURES

### 1. Responsibilities

Those organising ETV are always under a general duty of care towards others in their charge and must do all that is reasonably practicable to ensure the safety of students. Staff in charge, and all other supervisors, are said to act in “loco parentis” and are expected to exercise the same care which a “reasonable, prudent and careful parent would exercise”. The Principal or CEO has overall responsibility for providing appropriate supervision and planning, whilst the Corporation Members’ duty of care for students on educational visits is exercised through its employees. It is important therefore that adequate preparation and planning is made before any ETV. Thorough and early planning is essential for the safety and wellbeing of all participants on any visit, journey or activity. All aspects need careful consideration.

### 2. Setting Educational Objectives

In planning activities, staff should be careful to define their educational objectives in relation to the course. Objectives relating to the needs of the curriculum, as well as the personal and social development of the individual or group, should be clearly expressed to both students and parents. This will ensure that there is a clear understanding by all concerned about the nature and purpose of the events. Care must be taken to ensure that activities match the age, needs and experiences of students – especially in the case of adventurous activities.

### 3. Approval and Financial Arrangements

3.1 Authorisation by using the Trips and Visits Form (*College Off-Site Activity Form*) must be obtained for all ETV except for sports fixtures and vocational courses where separate arrangements apply. The full ETV Pack can be obtained from Moodle along with a copy of the process guidance.

3.2 Sports fixtures and curriculum activities going off site during the college day to local centres must obtain approval annually, in writing, from parents.

3.3 A full risk assessment must also be carried out to support the health and safety of the activity regardless of the type of activity. This is the generic risk assessment which covers most ETV hazards. However, for higher risk activities such as field studies an additional risk assessment covering the specific activities should be completed. This must be undertaken to comply with legal requirements. The onus is on the ETV Leader to carry out these risk assessments and then reach agreement with the Senior Management Team (SMT) over the safety of the activity. The Health & Safety Manager will delegate the implementation of any safety measures to the ETV Leader of the activity. The more hazardous the activity the greater the depth of assessment and compliance will be required. Copies of all risk assessments are to be lodged with Central Admin along with the authorisation document for the ETV and other supporting documentation.

- 3.4 After authorisation, the Trust will make bookings and enter into contractual arrangements, including insurance arrangements where necessary. *Under no circumstances should staff make these arrangements, or enter into contracts by themselves.*
- 3.5 All payments by students and staff should be made to the Finance Department who will then make payments to travel agents, transport companies, insurance brokers, etc.
- 3.6 The Senior Management Team will want to be satisfied about the experience and competence of the proposed ETV Leader, about the realism and appropriateness of the ETV objectives, and that arrangements have been made to notify other colleagues. Staff may need specialist qualifications for certain activities (outdoor pursuits, activities of a hazardous nature), and any outdoor pursuits centres need to be an approved centre under current legislation or DfE guidelines.
- 3.7 Written consent by parents is required for all activities which take place off the college premises as well as affirming acceptance of the code of conduct for ETV. In return, parents are required to provide current medical and other relevant details. Parents may also receive at some stage written details of any routine ETV, and they should have the opportunity to discuss these with the ETV Leader if requested. This should include times of departure and return, as well as location. If the ETV is an outdoor adventure or high risk activity the Health and Safety Manager may insist on a high risk consent form to be agreed and signed by parents with specific details of the ETV.
- 3.8 **Any ETV abroad need more careful consideration (see Proposed ETVs Abroad). Permission needs to be sought from the CEO and Chair/Vice Chair of the Governors at an early stage.**

4. Inclusion

Under the Equality Act 2010 it is unlawful to treat learners with special needs less favourably than others for a reason related to their specific needs or impairment. The college is required to forward plans for the needs of such students and to provide any necessary reasonable adjustment. This applies to planning and adjustments for costs as well as participation in activities. Specific attention should be given to staffing ratios.

5. Supervision

Staff should consider carefully appropriate arrangements for supervision. They should either take one of the college mobile phones or use their own mobile phone. In addition they must have with them emergency contact numbers if the ETV runs after 4.00pm as Reception may be closed and the phone system will only direct incoming call onto a recording service for the following day.

## 5.1 Ratios

Sensible and practical levels of supervision need to be decided for each ETV depending on circumstances involved – the nature and location of the visit, the experience of the supervisors, the age and maturity of the group, weather conditions, availability of prompt outside assistance, and so forth. Particular regard should be given to the supervision ratios to groups of students involving those with special needs.

Ideally not less than 2 adults, one of each sex, should accompany any mixed group of up to 20 students. For some potentially hazardous activities there should be one adult to as few as 5 students.

For overnight stays the ratio should be 1:15, and ETV's abroad 1:10. Where staff are driving a minibus, there should be a minimum of 2 staff to ensure any emergencies can be dealt with during the ETV.

As each visit will have a different risk profile the best staff to student ratio cannot be determined until all factors of the risk assessment are considered. This is likely to be a key issue in both the viability of the visit and the safety. It is therefore contentious and must be a decision based on practical factors rather than an arithmetic structure. Exploring a big city can be as potentially hazardous as rock climbing. Where the ratios of supervision are not deemed necessary this **must** be approved and duly authorised by the SMT.

It is the ultimate responsibility of the Principal and ETV Leader to ensure that the quality and level of supervision accords with all relevant factors relating to the activity.

## 5.2 ETV Leaders

The person in charge (ETV Leader) is responsible for ensuring the effectiveness of other supervisors or volunteers, and that they are fully briefed about the nature of activities being undertaken or about any special regulations concerning the safety of adults and students. Any ETV Leader must be an experienced member of staff at the college, and should have experience of the type of ETV being undertaken. They have to be suitably qualified and/or specifically experienced if in charge of a specialist activity, particularly if the ETV has a residential element. The ETV Leader must be competent to monitor the risks throughout the ETV.

Early planning and preparation, essential to the safety and well-being of all concerned is a considerable responsibility for any ETV Leader. Prior research and anticipation of opportunities available and potential hazards is vital. The ETV Leader should carry out a risk assessment, putting in writing any potential hazards and the measures taken to reduce the risk or damage. The Risk Assessment must be kept on record for at least six months.

**Adult volunteers** – should be clear about their roles and responsibilities during the ETV.

They must:

- Do their best to ensure the health and safety of everyone in the group;
- Not be left in sole charge of students except where it has been previously agreed as part of the risk assessment;
- Follow the instructions of the ETV Leader and staff supervisors and help with control and discipline;
- Speak to the ETV Leader or supervisors if concerned about health and safety at any time during the ETV;
- Hold a current DBS certificate.

### 5.3 Alcohol

The consumption of alcohol by students will generally be excluded from college ETV. However, if the nature of the activity renders this part of the experience or culture, alcohol may be allowed but will be restricted to 1 unit of alcohol (1 glass), and will be under strict supervision. During student free time, the consumption of alcohol is strictly forbidden.

### 5.4 Preparing Students

Providing information and guidance to students is an important part of preparing a college ETV. Students should be advised of expected standards of behaviour, what safety precautions are in place and why, how to avoid specific dangers and, if the ETV is abroad, be issued with relevant information about foreign culture and customs. The principle of their being in “loco parentis” also applies to adult volunteers, but a court is unlikely to expect of them the same standard of care as of a member of staff employed to exercise supervision. ETV Leaders should bear this in mind when allocating responsibilities. Adult supervisors should be able to meet students before the ETV and be fully briefed on their responsibilities, what is expected of them, and to whom they are responsible. The ETV Leader retains ultimate responsibility. For extended ETV they may have to be DBS checked.

### 5.5 Unsupervised Activities

Students should understand the nature of activities being undertaken, the pattern of responsibility to supervisors, and any safety regulations. They should receive clear instructions on time and area limits, on emergency meeting points and on responsibilities for watching out for each other. The ‘group of three’ principle should apply.

The question of student ‘free time’ should always be carefully considered. Long periods of unsupervised time cannot be condoned except where students have been trained for specific projects. Such opportunities occur in the Duke of Edinburgh’s Award, in fieldwork, environmental studies and other outdoor education for students to become self-reliant, responsible and independent.

It is important that students have the necessary skills and techniques before engaging in such activities, and that experience is acquired gradually and progressively. The aims and objectives of this independent work should always be made clear to parents.

#### 5.6 Adventurous Activities

It is important that staff undertaking activities of a specialist or hazardous nature are aware of the qualifications necessary. They should hold qualifications of the relevant National Governing Body and they should satisfy themselves of the competence of other adults involved at centres or places to be used. They should check qualifications and see certificates.

The Adventure Activities Licensing Regulations came into force on 16-04-1996 (Rev 2004) aimed at those who sell specified adventure activities to schools and young people in general under the age of 18. Such providers **must** be registered, hold a licence and abide by its conditions.

When planning to use adventure activity facilities offered by a commercial company the ETV Leader must check whether the provider is legally required to hold a license for the activities it offers and, if so, that the provider actually holds a license.

Full details of the specified activities, e.g. climbing, trekking, can be obtained from The Adventure Activities Licensing Authority. To obtain a licence, the head of the centre must meet the following requirements:

- Has made suitable and sufficient risk assessment of the activities; has arranged to take measures to ensure, so far as is reasonably practicable, the safety of those who use the activities and review the risk assessments;
- Has appointed competent persons to advise on safety matters or has own competence in such matters;
- Maintains suitable and efficient arrangements for appointment of sufficient number of adequately qualified instructors; provision and maintenance of safety equipment; provision of first aid, summoning medical and rescue services and for otherwise dealing with an emergency;
- Displays or has available for inspection the licence;
- Shall not refer to the licence in any advertisement unless stating which activities are covered by the licence and giving the telephone number of the licensing authority;
- Any other safety conditions the licensing authority attaches to the licence.

Colleges intending to use a centre for the above activities must ensure that the centre has a current licence before booking and that the licence covers the period of booking. Licences are valid for three years. The centre will have a licence number which the staff making the arrangements should note and the number should subsequently be quoted in the space provided on form A which is submitted to SMT. There should be no difficulty acquiring the number as licensed centres will be anxious to show would-be users they are licensed. However if there is any doubt you should contact the Licensing Authority:

The Adventure Activities Licensing Authority

44, Lambourne Crescent  
Llanishen  
Cardiff  
CF14 5GG

Tel: 01222 755715  
Fax: 01222 755757

Reference to the Principle should be made at the earliest stage when there is any doubt about qualification, supervision and appropriateness of the activity. Appropriate guidelines for supervision and other details for hazardous and outdoor activities are given separately.

#### 5.7 Trust Led Adventure Activities

Student/staff ratios will need to be carefully assessed in these cases and the member of staff should be familiar with the particular location. Before the ETV commences, the college should be satisfied that:

- The ETV Leader and other supervisors are competent to act as leaders and/or instructors of students in the activity;
- Competencies should be demonstrated by holding the relevant NGB or equivalent award, where it exists;
- ETV Leader is competent in safety procedures and the planning of adventurous ETV;
- An appropriate risk assessment has been completed;
- Supervision will be appropriate, and ratios of student to staff are appropriate;
- There is adequate First Aid provision and equipment within the group;
- Emergency procedures include activity specific measures and that supervisors are competent to carry them out;
- Equipment is appropriate and in good condition and maintained regularly.

#### 5.8 General Supervisory Considerations

<b>Headcounts</b>	Frequent headcounts are vital to all supervision. Its importance is too often overlooked because it is so basic.
<b>Roll Lists</b>	Roll lists can be most important if a party is separated or divided, or in case of accident or emergency. A list of names and addresses should be carried at all times by all members of supervising staff.
<b>Mobile Phone</b>	At least one of the supervisors should carry a mobile phone.
<b>Group Size</b>	More effective supervision is provided by small groups under an individual supervisor's control than by large parties under the general care of various supervisors. Each supervisor should have a roll list of their own group.
<b>First Aid</b>	All ETV Leaders taking groups off-site should preferably be qualified first aiders, or failing that, 'competent persons' should be appointed. An appropriate first aid kit should be taken as necessary on all but the most local ETV.

<b>Contingency</b>	Always have plans ready to put into place when applicable and communicate them to all supervisors.
<b>Reporting</b>	Agree a system of regular reporting at specific times and/or places with known members of staff or other known contacts. Keep a record of the agreed procedure including emergency arrangements.
<b>Contact</b>	Emergency contact numbers must be given to all students. For ETV abroad emergency contact numbers should be for use in the country being visited and the UK.

## 6. Accidents and Emergencies

It is essential to establish procedures and lines of communication and contact in case of an accident or emergency.

Emergency procedures should be clear to all staff and students. All supervising staff must have up-to-date information and accurate lists of names, addresses plus day and evening telephone numbers for the students and their next of kin, and for a day-and-night nominated Contact Person for the college. Similar lists, along with any relevant consent forms, must be readily available at the college where the nominated Contact Person should form a communication link with the party.

In the event of a delay in returning to college the ETV Leader should inform the Contact Person of the reason for the delay and the expected time of arrival so that parents can be informed.

Where an ETV is due to last 24 hours or more a member of staff, at senior level, should be on call and be prepared to join the ETV in the event of a major problem. This may be the nominated Contact Person. For ETVs abroad the member of staff nominated should ensure that they have an up to date passport and that prior arrangements have been made to access necessary funding.

Make sure that the appropriate accident reports are completed for all accidents, no matter how minor they seem to be, and ensure that these are passed to the Health and Safety Manager on return of the party.

**In the event of a serious accident or fatality the ETV Leader should take action as per the ETV Emergency/Disaster Procedures.**

Essentially they should assess the situation and the casualty by:

- staying calm;
- taking charge;
- ensuring the safety of the casualty, of others and of themselves;
- guarding against any further casualties arising;
- giving the casualty confidence;
- getting others to assist;
- giving immediate and appropriate treatment, if a qualified First Aider, or instruct the appointed “competent person” to do so;
- phoning Emergency Services stating the need for immediate action and priority and relaying full details of the accident;
- phoning the nominated Contact Person, who should inform the Principal. The Principal will make a decision about passing the information to the parents and the Chair of the Trust;
- **removing the rest of the party to secure accommodation and place under the care of staff who will protect them from press/media attention.** NB. *All press/media should be referred to the Principal;*
- **controlling access to telephones;**
- **never discussing legal liability.**

**Note:**

**It is important that following any incident/accident a full report is made and statements taken from all concerned and witness details are gathered. This should be effected on behalf of the college as a matter of urgency. The copies of the risk factors taken into consideration in the risk assessment in the determination of an approved safe system of work (that should have been lodged with Central Administration) may well be used as supporting evidence in any charges of negligence arising out of any incident. This is why information should have been seen and read by all staff members of the party and then signed and dated. The ETV Leader should also hold a copy.**

7. Sports Fixtures

Where college extra-curricular activities regularly take students off the campus, organising staff should obtain permission annually from parents at the beginning of the college year.

The letter should outline the responsibilities of students and parents.

A single member of staff may supervise a sports team. Where more than one sports team is taken to fixture supervision must be 1:15.

Each supervising staff member should take with them a mobile phone and a first aid kit (to include an airway and chemical ice pack).

## 8. Safety During the ETV at a Residential Centre

The responsibility for the safety of each student must be clearly defined at all times. This is especially important when the responsibility is divided between the college and the centre during a residential course.

Under common law, the staff accompanying the party on the ETV has ultimate responsibility, acting in 'loco parentis'. However, occasionally a member of staff can discharge his/her responsibility by temporarily entrusting the safety of the student(s) undertaking specific activities to a member of the activity centre staff. This may be the case when students participate in potentially hazardous activities controlled by the experts in the centre. Throughout the rest of the ETV the responsibility will be with the accompanying college staff.

Prior to the start of the course, the ETV Leader should obtain a written statement from the centre management clearly indicating in what circumstances centre staff will expect to be responsible for the safety of students.

It is essential that at all times each member of college staff on the ETV and the appropriate centre staff know exactly which students they are responsible for and the extent of the responsibility. Each student should also know which member of staff is responsible for them or their group.

At the beginning and end of each session for which centre staff are in charge there should be a clear transfer of responsibility and students should be aware of this

Contingency plans should be drawn up before each session covering the withdrawal of one or more of the accompanying college staff through illness or for any other unforeseeable reason. Again, readjusted responsibilities should be clear and made known to the party.

Additionally, at the beginning of each session students should be made aware of the groupings for study etc., the normal supervisory arrangements and the rendezvous procedures should there be a problem e.g. anyone becoming lost, along with the system for emergency recall and action.

Some centres will provide tutors or night duty staff. College staff may not assume that such arrangements release them from responsibility for their students. The ETV Leader retains responsibility for the safety of students at all times other than in cases where they have been entrusted to a member of the centre's staff as arranged.

Staff may take part in controlled activity sessions, alongside students under the instruction of centre staff. In such circumstances the students should be told that the centre instructor is in charge of the session. The college member of staff should not normally seek to influence or overrule the centre instructor in matters relating to the safe conduct of the session.

However, in certain circumstances the college member of staff, even if not an expert in the activity may become worried about the safe conduct of the activity and feel

compelled to take action on behalf of the student or students concerned. In such situations, the staff member must withdraw students from the activity at the first appropriate opportunity and inform the instructor of his/her actions. Such incidents must be reported to the ETV Leader, the College Principal and the Health and Safety Manager.

9. Proposed ETV Abroad

ETV Leaders should follow the same principles as for any other activity but it must be remembered that foreign ETVs call for greater thought and planning than for UK ETV and there has to be more detail given. Additionally, approval must be given by the Board of Directors prior to any ETV abroad. The services of a reputable tour operator, experienced in group and school/college travel, can be an advantage, but should not be used as a substitute for careful planning on the part of the ETV Leader.

Any ETV abroad may need extra documentation, such as EHIC (**European Health Insurance Card**), for medical treatment to be covered in the EEC (**European Economic Community**). ETV Leaders should keep photocopies of all EHICs as well as photocopies of passports (personal detail page). Other countries will have different arrangements that need to be adhered to so NHS guidance must be followed.

ETV Leaders may also wish to check the travel advice, relating to personal safety, which is given by the Travel Advice Unit of the Foreign and Commonwealth Office ([www.fco.gov.uk](http://www.fco.gov.uk)). Accompanying staff might also take the address and telephone number of the nearest British Consular Office, which can be obtained from the diplomatic service list or may be found in the public library.

If there is the possibility of any language difficulties it is suggested that all members of the party should carry the address and telephone number of the group accommodation in case an individual becomes separated. Ideally at least one of the supervising staff members should be able to speak and read the relevant language of the host country. If not, it is strongly recommended that the ETV Leader, or another adult, knows enough of the language to hold a basic conversation and knows what to say in an emergency. The only exceptions to this are where ETV are arranged to a field centre with residential English staff who speak the local language, or where the contact person is fluent in English.

10. Insurance

Adequate insurance cover must be provided for all ETV. It is essential that ETV Leaders fully inform parents and any adult helpers of the cover provided by the Travel Policy, well before any ETV takes place. Members of staff and students taking part in approved educational journeys in the UK are covered by the Trust's normal public liability insurance arrangements.

11. ETV and Transport

Refer to separate document 'Transporting Students by Car or Using a Minibus'

12. Organisation

The success of health and safety measures is totally dependent upon effective planning and management. Good practice relies upon the responsibilities of individuals to achieve this along with the contribution of all involved. For some the planning of ETV will be a rare event and therefore, alongside the procedures, the process flowchart in the ETV pack ensures all steps have been taken to reduce the risks to a level as low as reasonably practicable.

13. ETV Documents

13.1 Trips and Visits Proposal

- MachForm available through Moodle (to be completed by Trip Leader)
- Provides details of ETV financial costs, purpose, itinerary and transportation

13.2 One Week Before ETV Date (4 weeks for overnight and overseas trips)

**A formal meeting is arranged between the Health and Safety Manager and trip leader. A risk assessment is agreed, checks on current events and terrorist threats from foreign office and all details of trip are finalised. Trip Leaders of overseas trips will continue to check for any changes to official advice from the foreign office**

13.3 ETV Pack (Taken on ETV)

- Copy of Trips and Visits Proposal
- Copy of Risk Assessment
- SMT Emergency Contact Details
- Registers of Student Names
- Copies of Additional Parental Consent/Medical Forms (if required)
- Guidelines in the event of a disaster – Card
- Accident Forms
- First Aid Kit

14. Safeguarding

It is the ETV Leaders responsibility to ensure the following as far as reasonably practicable:

- Will there be one to one supervision from staff at venue? Have you checked DBS?
- Will images be taken/used?
- Will students be in contact with strangers?
- Will students have unsupervised activities in isolated areas?
- On ETV look out for influencing factors/ groups/ events

If unsure please contact the Health and Safety Manager or Safeguarding Team.

## Appendix 9

### **TRANSPORTING STUDENTS BY CAR**

<b>STAFF</b>	<ul style="list-style-type: none"><li>• If possible, there should be 2 members of staff in the car. Only in exceptional circumstances should there be 1-1 transporting of students.</li><li>• Drivers must be aged 25 <b>OR</b> have a minimum of 3 years driving experience.</li><li>• Staff must not travel in student vehicles.</li></ul>
<b>SAFEGUARDING</b>	<ul style="list-style-type: none"><li>• Students must travel in the back of the car, unless there are other students in the back seats and travel in the front is unavoidable.</li><li>• Staff must not travel in student vehicles.</li><li>• Breakdown recovery should be in place.</li></ul>
<b>LEGAL REQUIREMENTS</b>	<ul style="list-style-type: none"><li>• Inform college of any changes to your licence or your health – some medical conditions need to be reported to DVLA.</li><li>• <b>The vehicle must have a valid tax, MOT and Comprehensive insurance with business use.</b></li><li>• Adhere to all traffic laws contained within the Highway Code.</li></ul>
<b>VEHICLE CONDITIONS</b>	<ul style="list-style-type: none"><li>• Drivers are responsible for checking their vehicle is in good order.</li></ul>
<b>DRIVER SAFETY CHECKS</b>	<ul style="list-style-type: none"><li>• Seat belts must be installed and used.</li><li>• Drivers must not carry more passengers than the vehicle design permits.</li><li>• Drivers must ensure that all doors are securely closed before each journey.</li></ul>
<b>DRIVER HEALTH</b>	<ul style="list-style-type: none"><li>• Journeys must not be undertaken if the driver is taking any medication which may affect concentration or the ability to drive safely.</li><li>• To prevent fatigue, journeys should be limited to a reasonable duration. Consider second drivers for longer journeys over 2 hours and after a minimum 10-15 minute break.</li></ul>
<b>EMERGENCIES</b>	<ul style="list-style-type: none"><li>• In the event of accident/breakdown move passengers to a safe distance of at least 30 metres from the vehicle, and away from any possible traffic dangers.</li><li>• If you have been involved in a road traffic accident and there are injuries, contact the Principal/SMT contact who will coordinate further actions.</li></ul>

# **PORTABLE ELECTRICAL EQUIPMENT TESTING POLICY**

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## **INTRODUCTION**

1. This health and safety notice must be read and understood by all employees of NCLT.
2. It must also be read by and/or explained to members of the student body where the use of electrical equipment forms an integral part of their studies. Where appropriate, it must also be brought to the attention of contractors' staff.
3. Regulation 4(2) of the Electricity at Work Regulations 1989 states 'As may be necessary to prevent danger, all systems shall be maintained so as to prevent, so far as is reasonably practicable, such danger'.  
The other legislation of specific relevance to electrical maintenance is;
  - The Health & Safety at Work etc. Act 1974
  - Management of Health & Safety at Work Regulations
  - Provision & Use of Work Equipment Regulations
  - Workplace (Health, Safety & Welfare) Regulations

## **PORTABLE ELECTRICAL EQUIPMENT**

Portable electrical equipment is defined as that which is not permanently attached electrically so as to form part of a fixed electrical installation. It is connected to an electrical supply via a flexible cable and plug to a socket outlet. This includes extension leads.

## **INVENTORY**

The Competent Person, in consultation with the Estates Manager and Health and Safety Manager, will produce and update annually an inventory of all the Department/Area portable electrical equipment. The inventory using the bar code scanner and PAT testing machine. Trust sites will be tested yearly to avoid any discrepancy or some items in rooms been missed.

## **COMPETENT PERSON**

The college shall appoint a suitably competent person(s) to carry out the inspection and testing of all portable electrical equipment in accordance with current guidance from HSE and The Institute of Engineering & Technology (IET), Formerly Institute of Electrical Engineers (IEE).

The competent person(s) will have attended an approved training course to carry out the testing. Following the training, the competent person will be able to:

- Use a 13 amp mains plug correctly.
- Fuse an item of equipment correctly.
- Inspect equipment, leads and extension cables for damage or unauthorised modifications.
- Use the portable appliance testers safely and understand the hazards that may arise during the work, and the precautions that need to be taken.
- Have an adequate understanding of the potential hazards that may arise during the work and the precautions that need to be taken.
- Have the ability to recognise at all times whether it is safe for the work to continue.

## **NEW OR ADDITIONAL EQUIPMENT**

New equipment purchased from external suppliers or brought on to the premises by a Department/Area must be tested before use so it is included on the inventory.

## **TEST FAILURES/ OUT OF DATE ITEMS**

Any item of equipment failing the electrical safety test or out of date must be immediately removed from service. The item of equipment must be repaired/ tested and a test certificate issued by the repairer before the item of equipment can be put back into service.

## **FREQUENCY OF TESTING**

All portable electrical equipment will be tested at regular intervals based on the current recommendations by the Health and Safety Executive (HSE) and Institute of Engineering & Technology (IET).

The Trust's Estates Manager and Health & Safety Manager have put measures in place to ensure all items on trust sites are tested yearly to prevent any confusion and items been missed.

## **STUDENTS' PERSONAL EQUIPMENT**

It will be the student's responsibility to ensure that their personal items of equipment are in a safe condition. If a student is unsure whether the item of equipment is safe they may seek guidance from the Estates Manager or Health and Safety Manager. Students' personal equipment is not included in the electrical safety testing procedure unless it is to be used in a public performance when it must be tested before it can be used. However, if an unsafe practice e.g. (multiple extension leads) or an unsafe item of equipment is brought to the attention of a competent person, the item of equipment will be removed or its use stopped until it is repaired at the student's expense or it will be kept until the student leaves the premises.

## **CONCLUSION**

The Electricity at Work Regulations recommends that records of maintenance, including tests results, should preferably be kept throughout the working life of the electrical equipment. This will enable the condition of the equipment and the effectiveness of

maintenance policies to be monitored. Without effective monitoring, holders cannot be certain that the requirement for maintenance has been complied with.