



St Dominic's
Sixth Form College

Health and Safety Policy

Date of Approval	June 2026
Approved by	Finance and General Purpose Committee
Date of Next Review	June 2027
Author	Director of Finance & Human Resources
Available on	College Website

St. Dominic's is a Roman Catholic Sixth Form College committed to the personal and spiritual growth of all its members based on Christian values, academic excellence and high quality pastoral care.

St Dominic's Sixth Form College ♦ Mount Park Avenue
Harrow on the Hill ♦ Middlesex HA1 3HX ♦ 020 8422 8084

General Statement

It is the policy of St. Dominic's Sixth Form College to ensure, so far as is reasonably practicable, the health, safety and welfare of its employees and students and the health and safety of other persons who may be affected by its activities. The College will take steps to ensure that its statutory duties are met at all times. The Governors and Senior Managers are committed to the continuous improvement of the arrangements and request full co-operation and support of all employees to make this possible.

The Governors and the Senior Leadership Team of the College will ensure that:

1. All processes and systems of work are designed to take account of health and safety and are properly supervised at all times;
2. Tom Colgan (Director of Finance & Administration) maintains specific responsibility for all aspects of health and safety, including Covid-19;
3. Competent people are appointed to assist us in meeting our statutory duties including, where appropriate, specialists from outside of the organisation;
4. All employees are consulted on matters relating to health, safety and welfare;
5. Adequate facilities and arrangements are maintained to enable employees to raise issues of health and safety;
6. Each employee will be given such information, instruction and training as is necessary to enable the safe performance of work activities; and
7. All arrangements are brought to employees' attention and are monitored and reviewed to ensure that they are effective.

Employees' Responsibilities

Employees must ensure that they:

1. Co-operate with leaders and managers to enable all statutory duties to be complied with;
2. Take reasonable care of their own health and safety and the health and safety of others who may be affected by their acts or omissions; and
3. Familiarise themselves with the health and safety arrangements which apply to them and their work functions.

Full details of the organisation and arrangements for health and safety will be set out in the remainder of this document and in *Appendix iii* (Health & Safety Organisation Structure).

Implementation

The appointed Health and Safety leader of the College is the Director of Finance and Administration, Tom Colgan, who is a member of the Senior Leadership Team. Issues relating to safety are regularly reviewed at the Estates and Risk Management Team (ERMT) which is chaired by the Director of Finance. All staff are invited to raise items of concern at these meetings. Other members of the group include the Principal, the Vice Principal, the Housekeeping Supervisor and the Fire Officer.

Termly inspections are carried out by the Health and Safety Co-ordinator and sometimes with the help of an outside consultant, such as compliance testing experts from Office Test. The results of these inspections are raised at the ERMT meetings and the relevant staff informed so that matters are corrected.

It is the responsibility of every employee to be fully aware of health and safety issues and raise these with the ERMT Team, or the appropriate manager for the specific area. When accidents or 'near misses' do occur, these must be reported to Tom Colgan. Serious accidents will be reported to the Health and Safety Executive as required by the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations' (RIDDOR) 1995 as well as to the ESFA.

Leaders and Managers are expected to take additional responsibility for the specific risks associated within their areas. They should ensure that activities under their control are carried out, as far as is reasonably practicable, safely and without risk to health. Where appropriate, Risk Assessments should be made and filed by these leaders and managers and reviewed on a regular basis. Leaders and Managers should do this by inspecting their own areas on the first week back to College. Health and Safety staff training, specific to the area, should also be arranged by the manager and included in the induction of new staff. Leaders and Managers should give the necessary information and instructions to employees including the departmental safety procedures. Where leaders and managers are concerned that employees are failing to comply with the appropriate procedures then they must report this to the Principal who will consider whether the College Disciplinary Procedures should be applied.

Areas of Responsibility are listed in *Appendix i*.

Tom Colgan, FD, will arrange for new staff to be informed of the Health and Safety Policy and Procedures during their induction. The training budget will allow for staff requiring training in this subject to attend courses as and when required. General staff training and health & safety information will be given where appropriate. Advice is often sought from external consultants such as the 'Consortium of Local Education Authorities for the Provision of Science Services' CLEAPSS.

The Health and Safety needs of the disabled, and others requiring specific help, will be taken into account during the emergency evacuation of the building's procedure.

It is the aim of the College to continuously improve its policy and procedures. To this end, the Health and Safety Policy will be reviewed annually and staff will be informed of the changes. The Director of Finance & Administration, in conjunction with the Principal, will take responsibility for reviewing the policy annually. The Health and Safety Policy will be issued to all staff at the start of each academic year in August and be informed of any changes to the policy and procedures by the Principal.

Areas of Responsibility

Supervisory Responsibility

The Principal, Finance Director and all members of the SLT have a responsibility for ensuring the safety of students, staff and visitors within the College premises. Responsibility is delegated, as appropriate, to Heads of Department and Heads of Subject for specific risks associated with teaching in different curriculum areas, safety in specialist rooms and in the use of equipment in these areas and to Senior Tutors and Tutors for risks that might arise in relation to general conduct on site. Other Leaders and Managers may need to exercise their responsibility at times in specific areas and equipment for which they are directly responsible.

The Principal has overall responsibility on a day-to-day basis and will be delegated to the College Health & Safety Co-ordinator and thence to Managers.

Personal Responsibility

It is a requirement of health and safety legislation that it is the personal responsibility of every individual to be aware of their own responsibility for health and safety for themselves and others whilst on the College premises or engaged on any College business.

General Areas

The Director of Finance is responsible for general areas in the College buildings (e.g. stairs, corridors, cloakrooms, Siena Sports Hall, Chapel, Canteen and other rooms not under specific staff responsibility including all windows and doors) and for the external areas of all premises used by the College whether owned or leased including non-specialist equipment in these areas.

Specific Areas

Rooms in the College are assigned for particular departmental or administrative use. The supervisors for these rooms will be the appropriate Head of Department or Head of Subject of that subject area. The library, kitchen and canteen, offices and preparation rooms will be under the responsibility of the appropriate administrative and technical officer.

Where an activity takes place, in a room other than that normally specified for that purpose, responsibility lies with the member of staff responsible for that activity at that time.

Risk Assessments

Supervisors are required to undertake **Risk Assessments** for those areas for which they have responsibility. Where all risks are considered trivial, a note to this effect should be provided. (See Procedure 6.)

Risk Assessments must be reviewed from time to time. Procedures for doing this are set out in Procedure 6.

Health & Safety Procedures

The College publishes a number of procedures to be followed in specific circumstances. These are published in the Health and Safety section in SharePoint and, where appropriate, on Notice Boards. Procedures are updated when necessary. The procedures cover:

1. Emergency Evacuation Procedures – Exit Routes and Assembly Points
2. Fire
3. Bomb Alert
4. Injuries, Diseases or Other Dangerous Occurrences at the College
5. First Aid
6. Risk Assessments and Other Related Matters
7. Personal Safety
8. Building Works – Contractors on Site
9. Provision and Use of Work Equipment
10. Falls, Slips and Trips
11. Use of Display Screen Equipment (VDU Screens)
12. Hot Work Permit Procedure
13. Lockdown Policy and Procedures as part of the Prevent Strategy

St. Dominic's Sixth Form College
(Health and Safety at Work etc. Act, 1974)
Health & Safety Procedures

Procedure 1 (Emergency Evacuation Procedures – Exit Routes and Assembly Points)

The Evacuation team consists of the Principal, Vice Principal, Fire Wardens, Director of Finance & Administration, all members of the Premises Team and the Staff Health and Safety representative.

A new fire Alarm has been installed over the last year, in the event of an activation, the monitoring station will contact members of the SLT to ascertain if the alarm is false. This gives valuable time to notify the monitoring station and avoid false callouts from the Brigade, the alarm will not be triggered during this phase. Failure to respond to the monitoring station will result in an automatic callout.

In the event of the alarm sounding during the College day.

- **Reception team** look at the fire alarm panel to find out where the alarm has been activated.
- All members of the **Evacuation Team** who are on site report immediately to reception.
- A member of the evacuation team will proceed to the relevant alarm point and report back to reception via radio.
- If the Alarm is false the siren will be silenced from the panel, if the alarm is real a full evacuation commences depending on incident.
- At least one member of the evacuation team will go to the main gate to assign marshalling roles to members of the A+T team. Classes etc. to continue if alarm is intermittent; evacuation only when alarm is full / continuous.
- If evacuation is taking place, members of the evacuation team will check each building to ensure that they have been vacated. Buildings will be assigned by the senior member of the evacuation team on site at the time of the alarm.
- All Fire Marshalls should proceed to the main gates. A member of the evacuation team will allocate roles to staff accordingly, ensuring that the key points below are covered.
- If the alarm goes off during Exams, students in the Siena building will evacuate to the playing fields.

Location	Role
Main gate	Patrol and encourage exit
Mount Park Avenue (MPA)	Limit traffic coming down MPA
Corner of Mount Park Road	Limit student movement
Georgian Way gate	Movement patrol
Georgian Way (past gate)	Movement patrol
Georgian Way	Marking end of evacuation point
Playing Field	To be used during Exams

- The evacuation team will support marshalling at assembly points.
- Reception to check and report to Evacuation Team if student / visitor wheelchair users are on site; wheelchair user timetables are held at Reception.

NB: A team of nominated staff have been trained in the use of the 'evacuation chairs' and will assist the evacuation of wheelchair users.

- Students in wheelchairs should assemble with other students. If unable to do so they should remain as close to a stairwell as possible and a member of staff should notify Reception.

- No one returns until site is declared safe by the senior member of the evacuation team or Principal/Vice Principal.

In the event of the sounding in the off-peak part of the College day

The following procedure acknowledges that it is likely that there will be a reduced number of evacuation team members on site in the event of an alarm in this time period.

- All members of the **Evacuation team** who are on site go to reception.
- A member of the evacuation team will proceed to relevant alarm point and report back to reception via radio.
- Alarm silenced by the senior member of the evacuation team or full alarm sounded and evacuation commences depending on incident.
- If evacuation is taking place, then each of the College buildings should be checked in turn to ensure that they have been vacated. Buildings will be assigned by the senior member of staff on site at the time of the alarm and checked in order of priority depending on the location and time of the incident.
- Upon completion of building checks, the members of the evacuation team on site should proceed to the main gate to act as Marshalls.
- No one returns until the site is declared safe by the senior member of the evacuation team.

In the event of the alarm sounding outside of the College opening hours

The alarm monitoring station will endeavour to contact staff on the emergency contact list, but without personnel on site, it will be difficult to avoid a callout.

In the event of evacuation / call-point activation the full alarm is sounded:

- Premises / Reception **must ensure the main vehicle entrance gate is open.**
- All staff, students and visitors **must evacuate.**
- The evacuation team will follow the alarm procedures outlined above.
- No one returns until site is declared safe by the senior member of the evacuation team / Fire Brigade; this includes in the event of false activations.

St. Dominic's Sixth Form College
(Health and Safety at Work etc. Act, 1974)
Health & Safety Procedures

Procedure 2 (Fire)

General

1. Tutors are responsible for instructing students in the fire drill procedures.
2. Members of staff in charge of visitors are responsible for the safe conduct of those visitors in their care and of informing them of relevant Health & Safety procedures.
3. New Staff will be instructed in Fire Safety procedures during Induction.

Specific Instructions

1. When a fire is discovered the trigger alarm point should be activated and reported to reception if possible, the alarm should be sounded immediately.
2. The evacuation of students and staff must take priority over fighting the fire.
3. The Premises team are responsible for opening the main gate on to Mount Park Avenue.
4. Teachers are responsible for ensuring that all students:
 - have vacated the classrooms they are using; and
 - proceed to the assembly point by the identified route, unless otherwise directed.
5. On vacating a building staff should check classrooms/offices as they pass and ensure they are empty.
6. There are two access points for Emergency vehicles. The first is through the main entrance to the College on Mount Park Avenue for a fire in the Aquinas, Catherine, Chapel or Hume buildings. The second is from through the entrance accessed from Sudbury Hill if the incident involves the **Siena building**.
7. As they leave, all members of staff **should check that areas on their evacuation route have been cleared**.
8. The buildings should not be re-entered without proper authority.
9. The Fire Officer and the Premises team are responsible for the regular testing of the fire alarm system.
10. The fire alarm will be tested by the Fire Officer and a member of the Premises team at an agreed time each week.
11. Do not use Lifts when the Fire Alarm has been sounded.
12. Science Department and Canteen to close-off all gas inputs.

Display of Emergency Evacuation Procedures

All staff are responsible for ensuring that up-to-date evacuation procedures are displayed on noticeboards in relevant areas. This information is reviewed each year.

Recording Drills and Incidents

Whenever a Fire Drill is held, or a Fire Incident leading to evacuation takes place, a record **MUST** be made by the SLT member in charge at the time. Proforma Report/Aide Memoire forms for this purpose are held in the 'Fire File' retained at the Reception Desk.

St. Dominic's Sixth Form College
(Health and Safety at Work etc. Act, 1974)
Health & Safety Procedures

Procedure 3 (Bomb Alert)

Bomb Alert

The correct observation of the following could reduce the risk of death or injury in the event of a bomb explosion:

1. Bombs are more easily placed in public or semi-public areas. It can be dangerous to evacuate people through such areas. Never evacuate to an area or along a route until cleared.
2. When a bomb explodes, flying glass is a major hazard.

General Instructions

Action to be taken on receipt of a warning call, the discovery of a suspect object or as the result of any other emergency that might involve evacuation of a building, must be planned and understood:

1. On receipt of a call, as much information as possible should be obtained to enable a judgement to be made on whether or not the call is a hoax.
2. The Principal, or next most senior member of staff immediately available, should be notified.
3. A decision will be taken on how the alert should be treated. If a serious threat is posed, the procedures given below will be followed.

Emergency Procedures

1. Where it has been decided that the alert must be treated seriously, the senior member of staff dealing with the incident will notify the police.
2. All staff and students should be warned to remain where they are until further instructed or until an 'all clear' message can be issued.
3. A survey should be initiated immediately covering:
 - Classrooms, offices, other departmental rooms and stores
 - Corridors - fire exits in particular
 - Library, dining room, kitchens and toilets
 - Access points and car park
 - The Chapel and Chaplaincy area
4. Reports must be transmitted back rapidly to the senior member of staff in charge at the time.
5. If appropriate, evacuation to St Georges primary school, Sudbury Hill will commence using normal fire drill routes away from danger. A code *George* will be announced on the Lockdown emergency system. All personnel must be kept away from any large glazed areas, parked cars etc.
6. During a Bomb Alert or similar emergency, a member of the Premises team should close the College gates following full evacuation and remain there on duty to prevent re-entry to the site, pending the arrival of the police
7. Once emergency services have attended and/or advised, a decision to re-enter the premises will be taken by the Principal or next most senior member of staff.
8. The incident should be reported to the Chair of Governors as soon as appropriate.

St. Dominic's Sixth Form College
(Health and Safety at Work etc. Act, 1974)
Health & Safety Procedures

Procedure 4 (Injuries, Diseases or Other Dangerous Occurrences at the College)

General

All injuries, or other dangerous occurrences must be reported. 'Near miss' situations must also be reported to the Health and Safety Co-ordinator and recorded on Share Point.

All reportable diseases must be reported. The advice of the appropriate external advisory body retained by the College should be sought where required.

Internal Reporting

The following procedures should be followed in all cases:

- i) For Students
 - a) reported to the Principal via the Receptionist on duty;
 - b) recorded in accident book, kept in the Reception Desk; and
 - c) notified to the Chair of the Financial and General Purposes Committee. (Only serious or 'reportable' cases as in 'C' below.
- ii) For Staff/Visitors
 - a) reported to the appropriate Supervisor;
 - b) reported to Principal via the Receptionist on duty;
 - c) reported in accident book, kept in the Reception Desk; and
 - d) notified to the Chair of the Financial and General Purposes Committee. (Only serious or 'reportable' cases as in 'C' below.)

External Reporting

Some incidents require formal reports to be sent to external authorities as follows:

1. Specified major incidents must be reported to the Health & Safety Executive using their online form (F2508) via www.hse.gov.uk/riddor/report.htm. Fatalities and major injuries should be notified by telephone via 0845 300 9923. A report should also be sent to the EFA.
2. Reportable diseases must be notified via www.hse.gov.uk/riddor/report.htm on F2508A.
3. Copies of statutory forms should also be sent to the College Insurance Company.

St. Dominic's Sixth Form College
(Health and Safety at Work etc. Act, 1974)
Health & Safety Procedures

Procedure 5 (First Aid)

General

1. The College is not designed, staffed or equipped to deal with medical problems. However, it is inevitable that such problems will arise occasionally. These should be dealt with appropriately, handing over to professional assistance if required, as soon as practicable.
2. If a student, staff member or visitor becomes ill or is injured to the extent that an ambulance is required, assistance should be sought by telephone, dialling 999.
3. In minor cases, a member of staff (if holding suitable car insurance) may take the person involved for emergency hospital treatment. Another person is needed during the journey to hospital. More serious cases must be dealt with by trained ambulance staff. Ambulances normally take such casualties to hospital. Staff not insured to carry passengers in the course of their work should not take patients home or to hospital.
4. In the case of students, the parents or guardian/next of kin will normally be informed as soon as possible. Where only minor treatment is required not involving the use of the ambulance service, the best course of action is for the patient to be collected by a parent or guardian.
5. In the case of staff or visitors, reasonable attempts should be made to notify an appropriate contact if known or as requested by the casualty.
6. No member of the College staff, even if a qualified first aider, should offer or use medication for the treatment of any casualty.

Treatment of Casualties

1. All students, staff or visitors who are injured or unwell should seek professional medical assistance. Normally this will involve assisting the casualty to return home where the medical practitioner can be consulted or to seek help at a local hospital casualty department.
2. If immediate and essential first aid is required, minor assistance may be given, by a qualified first aider (male or female) if available. In the absence of a qualified first aider, outside professional support should be sought without delay where required. Sterile dressings (for cuts and other open wounds) and bandages (for strains and sprains) may be used but College staff should not offer or use medication for the treatment of any casualty.
3. Basic first aid assistance should be given moving the patient as little as possible but protecting him or her from the curiosity of bystanders. For this purpose, it may be necessary to move the casualty to the medical room keeping the outer door closed to provide privacy. However, the decision to move the casualty should not be made until a qualified first aider is on scene. Where movement is inadvisable, try to keep the neighbouring area clear of students or others not directly involved in providing assistance.
4. Minor Assistance (involving basic treatment at the College):
 - Stings: normally, the patient will only need a brief time to recover but checks should be made for allergy reactions (e.g. bee stings) which might require professional support.
 - Strains (muscle injury) and Sprains (ligament injury): bandage the patient as required and advise that advice is obtained from a doctor or hospital casualty department - such injuries may involve a fracture needing professional treatment.
 - Sickness and Diarrhoea: casualties must be referred to their doctor or to a local hospital and should not return to the College until recovered from the condition
5. Major Problems (requiring urgent professional treatment):

6. Head Injuries, fractures, loss of consciousness and other serious conditions will require an immediate call for professional assistance, normally through the local ambulance service.
7. Resuscitation should only be attempted by those who know what they are doing. Resuscitation-aids or other protective devices should be used to prevent the exchange of body fluids.
8. Defibrillators are available should the need arise to resuscitate.

Location of First Aid Kits

First Aid kits are kept in the following locations in the College:

- at the Main Office (Hume)
- in the Staff Room (Hume)
- in the Science prep rooms (Aquinas)
- in Study Plus (Aquinas)
- in the Music Suite (Aquinas)
- in the Shack (Outside the Chapel)
- In the Chapel Office
- in the Kitchen/Dining Room (Catherine)
- in the Library (Catherine)
- in the Tutor Office (Catherine)
- in the Maths Office (Catherine)
- in the Sport's Co-ordinator's office (Siena)
- in the Security Hut

A designated member of staff, normally a qualified first aider, is responsible for keeping these kits supplied with suitable stocks of approved equipment. Except in the case of emergencies these kits should normally be used by the qualified first aiders only.

Location of Defibrillators

The College has three defibrillators in the following locations:

- The Medical Room in Hume
- The third-floor corridor in Catherine
- The Ground floor corridor in Siena
- Outside Study Plus in Aquinas

St. Dominic's Sixth Form College
(Health and Safety at Work etc. Act, 1974)
Health & Safety Procedures

Procedure 6 (Risk Assessments and Other Related Matters)

General

1. A hazard is something with the potential to cause harm (e.g. substances, machines, methods of work or other aspects of work organisation).
2. Risk expresses the likelihood that the harm of a particular hazard is recognised. The extent of the risk should define the population that might be affected by such a risk (e.g. the people who might be exposed and the consequences for them).
3. Risk Assessments involve identifying hazards present in any particular undertaking, whether this arises from a specific work activity or the nature of the place where work is being carried out. Such risks must then be evaluated, taking into account whatever necessary precautions are already undertaken.
4. Risk Assessments, involving a systematic general examination of all work activities carried out within the College, must be carried out on a day-to-day basis.
5. Leaders and Managers are required to undertake Risk Assessments for those areas for which they are responsible. Significant findings of a Risk Assessment must be recorded and be made available for inspection centrally. Where all risks in an area are considered trivial, a note to this effect should be provided by the Leader or Manager responsible. Forms for this purpose will be issued by the Finance Director.
6. Risk Assessments must be reviewed annually.

Educational Visits

There is a specific college procedure covering Educational Visits and it is expected that staff will follow the procedures listed there, including making risk assessments, in order to reduce the likelihood of an accident whilst a college visit is in operation. The necessary forms for completion during the organising of a visit are available on SharePoint. Completed forms for approval of a visit should be passed over to the Finance Director and the Principal.

Control of Substances Hazardous to Health 2002 (COSHH)

There are specific procedures dealing with hazards to health for all substances. It is the responsibility of the member of staff concerned to ensure that the necessary Health & Safety data sheets are available to enable them to make a risk assessment of activity involving any substance and process harmful to health. Staff must record the assessment and inform appropriate members of staff and students of any necessary control measures before the substance is used or the activity undertaken.

Asbestos

All contractors who are asked to tender for work:

Asbestos Containing Materials

1. General: if there is known Asbestos present in any College structure to be demolished or worked on
2. Removal must be by a contractor licensed by the Health and Safety Executive and prior to other works starting in these locations.
3. Discovery: must give notice immediately of suspected asbestos containing materials discovered during demolition work, and must avoid disturbing such materials.

4. Methods for safe removal, filling etc.: contractor must submit details.

Radioactive Materials and Dangerous Chemicals

All radioactive materials and dangerous chemicals shall be stored and secured in an approved safe place and handled only by competent staff. No new radioactive materials or other dangerous chemicals may be brought on site without assessment being carried out under the COSHH regulations and IRR 1999. An up to date list of chemicals and radioactive materials is kept in the Firebox.

Electricity at Work Regulations 1989

Electrical wiring in the College must be installed correctly and safely employing an appropriately qualified electrician where necessary. A regular overall check of wiring in all buildings should be undertaken **every 5 years**. Supervisors must ensure that equipment in use in any area in the College is installed and maintained correctly employing an appropriately qualified electrician where necessary. All electrical equipment must be subjected to an annual test.

Manual Handling

All members of staff who may be responsible for manual handling must undertake appropriate training and follow the regulations laid down by such training for working safely. The Health and Safety matrix contains an up to date staff training record.

Visual Display Screens

Where staff or students use visual display screens in their work, the risks involved should be assessed and working conditions designed to minimise such risks. The details of the checks to be followed are described in Procedures 11.

Trivial Risks

Health & Safety Regulations state that a 'trivial risk' can usually be ignored for many activities within the employment situation; in a sixth form college, risks are relatively trivial in many cases.

St. Dominic' Sixth Form College
(Health and Safety at Work etc. Act, 1974)
Health & Safety Procedures

Procedure 7 (Personal Safety)

General

1. **During working hours:** all College staff have a responsibility to ensure the safety of the College community and its members. In part, this will be achieved by the shared security provided by joint action in aiming to:
 - carry out duties as a staff member with the authority which this implies;
 - help to supervise the conduct of College students and visitors on site;
 - ensure that only authorised persons are on the College site (visitors to be issued with a red lanyard);
 - be aware of situations before they become serious; and
 - report and, where appropriate, follow up and remove any intruder.
2. **Out of hours:** much of the following advice, aimed at controlling situations on site, would also apply at other times. Above all, staff should ensure their own personal safety and that of the students in their care. Staff working in College buildings by themselves should secure all outside doors. Senior Leaders / Premises Staff, who come on site out of hours, should exercise particular care and caution in their conduct to avoid risk. No risks should be taken when attending after the activation of the alarm system. The same common sense rules when off-site with students should be applied.

Visitors

1. All visitors must report to the Reception Desk. The sign, visible as visitors enter the gates, will make it clear where they should report. Visitors are required to register at Reception and carry a permit whilst on site indicating their name, the reason for the visit and the person responsible for their visit.
2. If a member of staff suspects that someone on site is an intruder and not a registered visitor they should:
 - check with Reception;
 - report to the **Premises Assistants**, or a Senior Staff member; and
 - only challenge the visitor yourself if certain it is safe to do so.
3. It is a criminal offence to be on a College site without permission. Since those who are in that position usually have doubtful or improper motives for being on site, it is important to deal with such incidents quickly and safely.

Dealing with Unauthorised Visitors

In dealing with unauthorised visitors' staff should:

- report the presence of all visitors to Reception and ensure that senior/premises staff are aware of the situation;
- try to avoid approaching any visitor when alone or in an isolated place in the College;
- ask politely and quietly who the person is, whether they have registered their presence in College and their reason for being on site; and
- avoid any threatening or loud behaviour; be firm but calm and quiet; and

- if it is evident that the visitor is not going to co-operate and seems threatening, retreat calmly and seek support from colleagues and, if required, arrange for the Police to be notified without delay.

Dealing with Aggression

1. **Contain the situation:** In some cases of aggression, somebody involved may try to provoke and aggravate the situation. Staff should follow the guidelines:
 - a. Do not respond in kind. Stay as calm as possible.
 - b. Control breathing to help keep calm.
 - c. Do not try to argue but hold a firm and clear position.
 - d. Avoid using body language which could be misinterpreted and lead to an increase in tension.
 - e. Avoid physical contact. In extreme emergency situations for self-defence, think twice before intervening.
2. **Report the incident:** Ensure that those who can provide the necessary support have been informed of the situation:
 - Senior Staff.
 - Premises Staff.
 - Reception Staff.
3. **Defusing the Situation:** If necessary try to find a compromise way of closing the incident without violence. Give the potential aggressor a way out of the situation.
4. **Withdraw:** If the above action fails, retreat and deal with the situation with the assistance of others or even through police action. Do not turn your back on the intruder but withdraw backwards slowly.

Physical Attack

1. The fundamental rule is to avoid a physical attack if at all possible.
2. If attacked, shout loudly or scream for assistance advising anyone else in sight to call for police aid.
3. If a personal alarm is carried, use it - it may give the vital opportunity to escape from the attack.
4. As a last resort, take simple self-defence steps aiming for vulnerable spots such as the knee, solar plexus, elbow joints or little fingers.
5. A personal alarm is a safer form of protection than a weapon.
6. If the attack is considered a threat to the whole College (i.e.: terrorist attack), the lockdown procedures on page 27 must be followed.

Seek External Advice

It is possible to obtain good advice from external agencies such as the police, health and safety advisors or professional associations. The Suzy Lamplugh Trust publishes a set of guidelines for safety in and out of College which staff might consider purchasing.

Report Any Incident

1. Always ensure that incidents, or potential threats of an incident, are reported to the Health and Safety Co-ordinator in writing, giving as full detail as possible.
2. If involved in an incident try to observe any points which may help to identify offenders and provide detail of what actually occurred.
3. Write a report as soon as possible after the incident whilst facts are still clear in your mind and record the incident or near miss incident on SharePoint.

St. Dominic's Sixth Form College
(Health and Safety at Work etc. Act, 1974)
Health & Safety Procedures

Procedure 8 (Building Works – Contractors on Site)

Before the start of any work on site, the Contractor must become familiar with the site, the College Health & Safety Policy and produce a 'Method Statement' of how the work is to be carried out.

The College, either directly or through its Agent or Architect, shall ensure that the Contractor has full Public Liability Insurance and has been DBS checked.

The College shall appoint a responsible member of staff to act as the link between the Contractor and the College.

The Contractor shall appoint a Site Safety Officer who shall be responsible for the day-to-day operation of the works in consultation with the College appointee so as to ensure the minimum disruption of operation of the College. Any Health & Safety measures deemed necessary for the safe operation of the site shall be circulated to all staff, Teaching and Administrative & Technical, at least five days prior to their implementation.

The College appointee shall be responsible for ensuring that the students and College staff, both Teaching and Administrative & Technical, shall adhere to all agreed Health & Safety measures.

The Contractor's Site Safety Officer shall ensure that adequate barriers, fencing or enclosures shall be installed to prevent any unauthorised access to the works or plant and material storage areas.

The College appointee shall ensure that the Contractor is aware of any hazards covered by the COSHH regulations and that these have been included in the Contractor's Method Statement.

No member of the College staff, or student, shall be required to enter a "Hard Hat" area as part of the day-to-day operation of the College.

CDM Regulations

Health & Safety in relation to building works is governed by the Construction (Design and Management) Regulations 2018, known in the industry as the 'CDM Regulations'. The regulations apply to construction projects and everyone associated with them: clients, designers, professionals, contractors and site workers. The regulations are about the management of health and safety. They do not apply to every project or everyone all of the time, but most projects and people are affected.

The regulations are law and must be followed. A summary of the requirements follows:

- The CDM regulations places duties on the College as the client to plan, co-ordinate and manage health and safety with designers, planning supervisors and contractors throughout all stages of a construction period.
- As a client we have a duty to ensure that any designer or contractor appointed is competent for the work and will allocate adequate resources for health and safety. The client must appoint a principal contact who must prepare a Health & Safety Plan.
- Designers, principal contractor and sub-contractors all have their own responsibilities under the regulations

- The CDM Regulations will generally apply to construction work which is notifiable, i.e. lasts more than 30 days and will involve more than 500 person days of work.
- CDM also applies to non-notifiable work that involves five people or more on site at any one time. If the work includes demolition CDM also applies, regardless of the length of time or the number of workers.
- Notifiable work means that the Planning Supervisor must notify the project to the local office of the Health & Safety Executive.
- A CDM coordinator must also be appointed who will have overall responsibility for co-ordinating the health and safety aspects of the design and planning phase and for the early stages of the health and safety plan and the health and safety file. Both of these must be handed to the College upon completion of the project.

The main duties of the CDM coordinator is to:

Advise and assist the College as client in meeting our duties as a client under CDM 2018, in particular

- the duty to appoint competent designers and contractors;
- the duty to ensure that adequate arrangements are in place for managing the project;
- notify HSE about the project;
- co-ordinate design work, planning and other preparation for construction where relevant to health and safety;
- identify and collect the pre-construction information and advise the client if surveys need to be commissioned to fill significant gaps;
- promptly provide in a convenient form to those involved with the design of the structure; and to every contractor (including the principal contractor) who may be or has been appointed by the client, such parts of the pre-construction information which are relevant;
- manage the flow of health and safety information between clients, designers and contractors;
- advise the client on the suitability of the initial construction phase plan and the arrangements made to ensure that welfare facilities are on site from the start; and
- produce or update a relevant, user friendly, health and safety file suitable for future use at the end of the construction phase.

St. Dominic's Sixth Form College
(Health and Safety at Work etc. Act, 1974)
Health & Safety Procedures

Procedure 9 (Provision and Use of Work Equipment)

Definition

Work equipment is defined as any machine, apparatus, tool or installation used at work.

Responsibilities

When equipment is assigned to a department the Head of Department or Head of Subject must ensure:

- The work equipment is suitable, properly adapted, can be used without risks to health or safety, and is adequately maintained.
- Where specific hazards are likely to be involved, access to the equipment is restricted to those staff given the task of using it.
- Where work equipment cannot be made totally safe, measures should be taken to minimise the risks.
- Control systems must be safe and breakdown/damage must not result in danger.
- There should be protection against rupture or disintegration of the equipment.
- Maintenance should be possible with the work equipment shut down, if this is not possible then work must be carried out outside the danger zones.
- Work equipment must be appropriate for preventing the risk of fire or overheating; discharges of gas, dust, liquid, vapour, other substances; explosion of the work equipment or substances in it; contact with electricity.

Inspection and Checks

The following list of checks should be made by the appropriate Head of Department:

- Suitability: is equipment suitable for the process, conditions and location in which it is used?
- Maintenance: is the equipment adequately maintained? Are there appropriate records? Are there appropriate safety checks? Is the equipment designed and constructed to permit safe maintenance?
- Information and instruction: is operating information available and acceptable?
- Training and supervision: are relevant staff trained? Is there adequate supervision?
- Protection against mechanical hazards: are there safeguards against hazards due to dangerous parts?
- Protection against specific hazards: are there risks from hazards arising during use of the equipment?
- Protection against temperature extremes: is there a risk from hot or cold surfaces, what measures are taken to reduce the risks?
- Controls: are there controls to prevent accidental start up? Can the controls be easily identified, reached and operated? Does the stop control turn off equipment safely?

St. Dominic's Sixth Form College
(Health and Safety at Work etc. Act, 1974)
Health & Safety Procedures

Procedure 10 (Falls, Slips and Trips)

Falls, slips and trips are common causes of accidents at work. The following procedures are intended to give guidance to minimise the risks.

Using Step Ladders

Only trained members of the Premises Team or outside Contractors are allowed to use ladders.

Step ladders may be used by other members of staff when necessary taking account of the procedures listed below. **Tables and chairs should not be used for standing on.**

- Ensure the work is properly planned and organised.
- Never work from the top two steps unless there are handrails.
- Ensure all rungs or steps are firm and unbroken.
- Ensure step ladder is steady and fully spread out, fully secured.
- Ensure spreaders lock the step ladder into the open position when in use.
- All four rails should have good contact with the ground.
- Do not place step ladders in front of doors unless they are locked or someone is acting as a lookout.
- The risks from falling objects should be properly controlled.
- The risks from fragile surfaces should be properly controlled.

Preventing Slips and Trips

- Risks from slips and trips to be included in risk assessments made by staff responsible for particular rooms.
- Leaks, spills and splashes to be cleared quickly.
- Obstacles to be removed from walkways such as corridors.
- Problems with poor floor surfaces to be reported to the Premises Team.
- Vulnerable areas of the college to be included in Health and Safety inspections to check risks.
- Appropriate footwear to be worn.

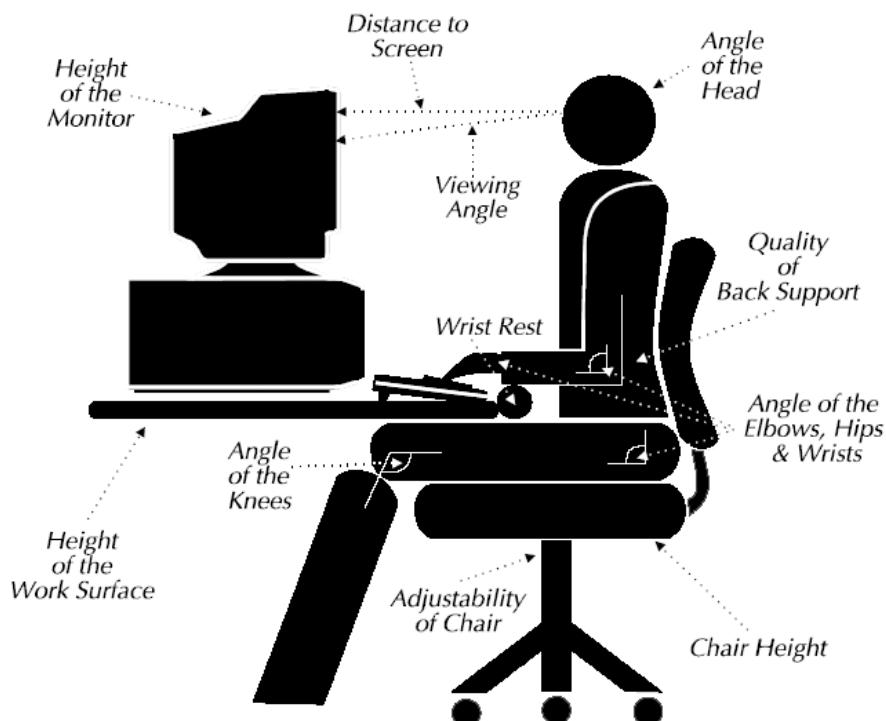
St. Dominic's Sixth Form College
(Health and Safety at Work etc. Act, 1974)
Health & Safety Procedures

Procedure 11 (Use of Display Screen Equipment (VDU Screens))

The safe use of Display Screen Equipment (DSE) is to be monitored through the application of a Workstation Risk Assessment Checklist. This will be issued by the Health and Safety Co-ordinator to all staff near the beginning of the academic year through email. Only staff whose work involves the regular extended use of the computer screen (VDU 'Users', DSE Regs. 1992) at an allocated workstation need complete the checklist.

After completion the form should be signed by the individual and the line manager, and the action points addressed. Copies of these forms should be passed to the Health and Safety Co-ordinator, who will follow up any further actions needed.

DSE Users, whose work involves the regular extended use of the computer screen, are entitled to free eyesight testing by a registered ophthalmic optician at appropriately regular intervals. The College will reimburse the cost of eyesight testing and will pay for a basic pair of spectacles if these are required for the purpose of working with DSEs.



Workstation Risk Assessment Checklist

Name:		Room:	
Question	Yes	No	Comment / action required
1. Is the lighting adequate for all tasks?			
2. Are there problems with reflection and glare from the screen?			
3. Do you have problems with noise?			
4. Do you have sufficient ventilation?			
5. Is temperature and humidity maintained at a comfortable level?			
6. Does the screen have easily adjustable controls for brightness and contrast?			
7. Does the screen tilt and swivel easily?			
8. Is the display stable and free from flicker?			
9. Is it possible to adjust the keyboard angle of tilt?			
10. Is sufficient space available in front of the keyboard to provide support for hands and arms?			
11. Is a wrist support available if necessary?			
12. Is space available to allow flexibility in the positioning of work equipment?			
13. Is the chair of a five star castor design, stable and easy to adjust, allowing adequate freedom of movement?			
14. Is the desk of suitable design for the equipment used and for the comfort of the user?			
15. Is the footrest available if the user's feet do not rest flat on the floor?			
16. Does the floor, cabling or other equipment pose a tripping hazard?			
17. At the end of the work period do you experience:			
Neck pain?			
Lower back pain?			
Upper back/Shoulder pain?			
Hand/Wrist pain?			
Lower limb pain?			
Upper limb pain?			
Headaches?			
Eye discomfort or pain?			
Difficulty focussing?			
Fatigue?			
Stress?			
Discomfort?			
Name of assessor:		Signature:	
Date of assessment :		Date of planned reassessment:	

St. Dominic's Sixth Form College
(Health and Safety at Work etc. Act, 1974)
Health & Safety Procedures

Procedure 12 (Hot Work Permit Procedure)

The following procedures must be noted for

1. The person nominated to authorise hot work, normally the fire or safety officer, must have experience or training in the problems associated with hot work and be of suitable status to ensure compliance with the procedures.
2. Prior to the commencement of work, a Hot Work Permit should be obtained from the authorised person. This should be done on every occasion that hot work of any type is undertaken within or upon the fabric of established buildings or any structures or plant in the open. This procedure should also apply to construction sites once fitting out has commenced, and to all buildings which are being refurbished.
3. A Hot Work Permit should not be issued without considering the significance of any other permits to work in the vicinity, or adjacent manufacturing processes which may involve the use of flammable liquids or gases.
4. A Hot Work Permit should also be issued for a specific task that is undertaken in a clearly identified area. Hot Work Permits should not be issued for protracted periods. Separate Hot Work Permits should be issued for work which extends from morning to afternoon periods.
5. Before completing the first part of the Hot Work Permit, the person responsible for carrying out the work should complete the checklist shown below to indicate that fire protection measures are adequate, suitable precautions have been taken and the equipment to be used is safe.
6. If the person authorised to issue the Hot Work Permit is not satisfied with the arrangements, further measures may be requested, and any additional conditions should be entered in the space provided. The earliest time at which a final fire-check should be made will also be specified. This will normally be at least one hour after the time of expiry of the Hot Work Permit, when work must be complete. If trained personnel will not be available to make this check (for example in the case of a permit issued late in the day) work must not be commenced.
7. The Hot Work Permit should be photocopied with one copy being handed to the person responsible for carrying out the work. The second copy should be retained by the issuer who may wish to inspect the site of the work or instigate spot-checks to ensure that conditions have been met and that work is complete before the Hot Work Permit expires.
8. The completed form should be returned to the issuer and retained for future reference.

Hot Work Permit

To be completed by the person responsible for carrying out the work:

Building:	
Exact location of proposed work:	
Nature of hot work to be undertaken:	
The above location has been examined and the precautions listed on the reverse side of this form have been complied with as indicated:	
Signature:	Print Name:
Position:	
Date:	
Contractor (where applicable):	

To be completed by the fire officer or other nominated person:

This Hot Work Permit is issued subject to the following conditions (as relevant):	
Time of issue of permit:	Time of expiry of permit:
Signature:	Position:
Date:	

To be completed by a member of staff or contractor responsible for the work before returning this permit to the issuer.

The work area and all adjacent areas to which sparks and heat might have spread (such as floors below and above, and areas on other sides of walls) have been inspected and found to be free of fire following completion of the work.	
Time inspection completed (this must be at least one hour after work was completed):	
Signature:	Position:
Date:	

Hot Work Permit Check List

To be completed by the person responsible for carrying out the work

Fire protection:

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

Precautions within ten metres (minimum) of the work:

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

Equipment:

12. Equipment for hot work has been checked and found to be in good repair. ☐
13. Gas cylinders have been properly secured. ☐

St. Dominic's Sixth Form College
(Health and Safety at Work etc. Act, 1974)
Health & Safety Procedures

Procedure 13 (Lockdown Policy and Procedures as part of the Prevent Strategy)

Introduction

As part of our Health and Safety, and Prevent procedures, the College has a Lockdown Policy. On very rare occasions, it may be necessary to seal off the College so that it is not able to be entered from the outside. This will ensure that students, staff and visitors are safe when there is a hazard or danger in the College premises, College grounds or close vicinity outside the College.

A lockdown is implemented when there are serious security risks to the premises and its occupants. This could be due to a number of reasons such as a near-by chemical spillage or attempted/possible access by an unauthorised person(s) intent on causing harm/damage.

Notification of Lockdown

Staff will be notified that lockdown procedures are to be implemented on hearing the alarm.

Reception staff will SMS and email all staff that lockdown is being implemented.

1. These signals will activate a process of students being ushered as quickly as possible into the College building, if in the grounds, and the locking of all outside doors, if possible.
2. When the alarm sounds, students remain in the room they are in. Where possible, staff will ensure the windows and doors are closed and locked and that students are positioned away from possible sightlines from external windows or doors. Lights, smart boards and computer monitors will be turned off. Any students or staff with disabilities should be moved to a safe area within the room, away from windows and doors.
3. When the alarm sounds, students or staff who are not in classes (e.g. learners in the Canteen or using toilets) should go immediately to the nearest occupied classroom and remain with that class and teacher. Students in the sports hall should stay where they are if there is a member of staff present but go to the nearest classroom if there is no member of staff.

NO ONE SHOULD MOVE ABOUT THE COLLEGE

4. Staff should support learners in keeping calm and quiet.
5. Staff are to keep lockdown procedures until informed by the SLT/Premises Staff that it is safe to return to normal.

Staff Roles:

1. Reception staff ensure that the front doors are locked and police called, if necessary.
2. The Principal/Vice Principal or designated other ensures that the College's front doors and all other entrances are locked.
3. The Premises Manager and his staff close/lock the external doors if safe to do so and sound the alarm during the process to ensure that all staff/students who are in the College grounds know that the lockdown has been activated.
4. Individual Teachers/Support staff close windows and blinds, close and lock classroom doors. The nearest staff member should check exit doors.

Communication with Parents/Carers

- If appropriate, parents/carers will be notified as soon as it is practical to do so via email.
- Depending on the type and severity of the incident, parents/carers may be asked **NOT** to collect their children from College as it may put them and the student at risk.
- Students will not be released to parents/carers during a lockdown.
- Parents/carers will be asked not to call College as this may tie up emergency lines.

- If the end of the day is extended due to the lockdown, parents/carers will be notified and will receive information from the office staff or emergency services about the time and place learners can be picked up.
- A letter to parents/carers will be sent out as soon as possible following any serious incident explaining the context of the lockdown.

Lockdown Drills

To ensure that everyone knows what to do, lockdown practice will take place at regular intervals. Practices will be monitored, staff de-briefed and improvements made.

Personal Safety

During a lockdown procedure all necessary steps must be made to ensure that your own personal safety is not compromised.

Review

This policy and associated procedures will be reviewed annually and will be subject to SLT and Governors' approval.

Summary of Lockdown Procedure
Notified by police of incident in the local vicinity

Lockdown alarm activated by Senior Staff member.
If practicable, Reception email all staff to notify lockdown.



Students in public areas/College grounds to be ushered calmly to the nearest classroom.

Students in lessons to be placed in the middle of the classroom clear from windows. Blinds and windows to be closed, if safe to do so, and students are positioned away from sightlines. Any students or staff with disabilities are to be placed in a safe area within the room away from windows and doors.

Students and staff remain in classrooms until notified by SLT/Premises staff that lockdown is over.

Reception staff to close and lock front doors.

Premises Manager and his staff to close and lock other external doors, if safe to do so, and then return immediately to the main building.

Principal/SLT to ensure all doors are locked once the Premises staff are back in the building.



Communication with parents/carers



If appropriate, parents/carers will be notified as soon as it is practical to do so via email.

Depending on the type and severity of the incident, parents/carers may be asked **NOT** to collect their children from College as it may put them and the student at risk.

- Students will not be released to parents/carers during a lockdown.
- Parents/carers will be asked not to call College as this may tie up emergency lines.
- If the end of the day is extended due to the lockdown, parents/carers will be notified and will receive information from office staff or the emergency services about the time and place students can be picked up.

Unknown person believed to be armed with an offensive weapon is on the College site

Lockdown alarm sounded.

Reception call 999 and notify police that lockdown process has been initiated and why.

- If practicable, Reception email all staff to notify lockdown.



Students in public areas/College grounds to be ushered calmly to the nearest classroom.

Students in lessons to be placed in the middle of the classroom clear from windows. Blinds and windows to be closed, if safe to do so, and students are positioned away from sightlines. Any students or staff with disabilities are to be placed in a safe area within the room away from windows and doors.

Students and staff remain in classrooms until notified by SLT/Premises staff that lockdown is over.

Reception staff to close and lock front doors.

Premises Manager and his staff to close and lock other external doors, if safe to do so, and then return immediately to the main building.

Principal/SLT to ensure all doors are locked once the Premises staff are back in the building.



Communication with parents/carers

If necessary parents/guardians will be notified as soon as it is practical to do so via email.

Depending on the type and severity of the incident, parents/carers may be asked NOT to collect their children from college as it may put them and the student at risk.

Students will not be released to parents/carers during a lock down.

Parents/carers will be asked not to call college as this may tie up emergency lines.

If the end of the day is extended due to the lockdown, parents/carers will be notified and will receive information about the time and place learners can be picked up from office staff or emergency services.

A letter to parents/carers will be sent home at the nearest possible day following any serious incident to inform parents/carers of the context of lockdown and to encourage parents/carers to reinforce with the

Health and Safety Organisational Structure

Title	Responsibilities
Principal	Ensure the safety of students, staff and visitors within the College premises. The Health & Safety Policy lays out the following: • all processes and systems of work are designed to take account of health and safety and are properly supervised at all times; • a member of senior management maintains specific responsibility for health and safety; • competent people are appointed to assist us in meeting our statutory duties including, where appropriate, specialists from outside the organisation; • all employees are consulted on matters relating to health, safety and welfare; • adequate facilities and arrangements will be maintained to enable employees to raise issues of health and safety; • each employee will be given such information, instruction and training as is necessary to enable the safe performance of work activities; and • all arrangements are brought to employees' attention and are monitored and reviewed to ensure that they are effective.
Finance Director	• Prepare RIDDOR reports. • Liaise with internal departments and external contacts such as the LA consultant. • Update the Health & Safety Policy. • Disperse information on Health & Safety matters. • Arrange appropriate training. • Co-ordinate Educational Visits. • Prepare budgets to cover the cost of Health & Safety actions. • Manage the Premises Team. • Overview of the safe condition of the premises. Organise repairs as needed.
ERMT	Discuss Health & Safety issues as they arise in the College and recommend actions.
Governance	• Oversee Health and Safety matters and approve the H and S policy annually
Fire Officer	• Overview Fire Safety. • Make fire risk assessments.
Staff H&S Representative	• Report incidents to the ERMT. • Liaise with staff on H and S concerns.
Managers of Academic departments, A & T departments	• Carry out risk assessments for the rooms. • Ensure staff and students are aware of safe working practises in their areas. • Write departmental procedures where appropriate. • Give induction to new members of their department.
Housekeeping Supervisor	• Keep records of incidents. • Purchase First Aid Kits and other resources in regard to Health & Safety. • Manage the College First Aid by ensuring sufficient staff are First Aid trained. • Perform periodic Risk Assessments either specific to a particular event or of a recurring nature. • Assist Health and Safety Co-ordinator in all aspects of College Health and Safety.

Radiation Protection Officer/Advisor	• Maintain procedures as laid out by government for the safe use of ionising radiations.
All staff	• Co-operate with Leaders and Managers to enable all statutory duties to be complied with. • Take reasonable care of their own health and safety and the health and safety of others who may be affected by their acts or omissions. • Familiarise themselves with the health and safety arrangements which apply to them and their work functions. • Report matters of concern to the line manager or to the Principal or to members of the ERMT.