



CHURCHER'S COLLEGE

HEALTH & SAFETY POLICY

Policy:	HEALTH & SAFETY POLICY			Number:	HS1gen
Applies to:	The Senior and Junior Colleges		Author:	Bursar	
Related Policies	HS2cimt	Critical Incident	HS6aid	Health & Safety – First Aid	
	HS3dru	Drugs/Alcohol/Smoking	HS7excu	Health & Safety – Trips/Excursions	
	HS4cat	Health & Safety – Catering & Food Hygiene	HS8sec	Health & Safety - Security	
	HS5fire	Health & Safety - Fire	HS9vis	Health & Safety - Visitors	
Annual Review:	<i>I certify that I have reviewed this policy, and verify that, to the best of my knowledge; it reflects current legislation and is in accordance with the wishes of the Governing Body and Headmaster.</i>				
Last reviewed by.....			Date.		

CHURCHER'S COLLEGE

HEALTH & SAFETY POLICY

INDEX & TABLE OF APPENDICES

	ITEM	PAGES
1.	Statement of Intent	3-4
2.	Management Structure	5-8
3.	Local Rules	9-19
	<i>Appendices</i>	
A1	H&S - Trips & Excursions	
A2	Fire & Emergency Evacuation Policy	
A3	Fire Alarm Panel & Zone Instructions	
A4	Fire Alarm Detection Instructions	
A5	Fire Alarm Procedures for Facilities Lettings	
A6	Swimming Pool Safety Code	
A7	Swimming Pool – Orders for Lifeguards & Emergency Action Plan	
A8	Hire of Facilities Agreement	
A9	Accident Report Form	
A10	Personal Protection Equipment Issue	
A11	Instructions for School Contractors	



CHURCHER'S COLLEGE HEALTH & SAFETY POLICY

1. Statement of Intent

- 1.1. The Governors of Churcher's College, recognise that under the Health and Safety at Work Act 1974 they have a legal duty to ensure, so far as is reasonably practicable, the health, safety and welfare of all their employees and that they have certain duties towards pupils, the public and people who use the premises of the School from time to time, these duties being implicit in the above Act.
- 1.2. The Governors accept these duties and it will continue to be their policy to promote standards of health, safety and welfare that comply fully with the terms and requirements of the above Act, Regulations made under that Act and Approved Codes of Practice. It is considered by the Governors that health and safety is a responsibility at least equal in importance to that of any other function of the school.
- 1.3. The Governors will take all such steps as are reasonably practicable:
 - 1.3.1. to maintain safe and healthy working places and systems of work and to protect all employees, pupils and others including the public in so far as they come into contact with foreseeable work hazards;
 - 1.3.2. to provide and maintain a safe and healthy teaching environment for all employees and pupils with adequate facilities and arrangements for their welfare;
 - 1.3.3. to provide all employees and pupils with the information, instruction, training and supervision that they require to work safely and efficiently.
 - 1.3.4. to develop safety awareness amongst all employees and pupils and, as a result of this, create individual responsibility for health and safety at all levels;
 - 1.3.5. to provide a safe environment for all visitors to the School's premises bearing in mind that these visitors may not necessarily be attuned to certain aspects of the School's environment;
 - 1.3.6. to control effectively the activity of all outside contractors when on the School's premises. It is the intention of the Governors that, apart from routine supervision and control of contractors, this aim will be achieved in part by requiring copies of the contractors' Safety Policies and Risk Assessments at the Tender stage;
 - 1.3.7. to encourage full and effective two-way consultation on health and safety matters by utilising the management structure of the School and the committees already existing;
 - 1.3.8. to ensure that this Policy is used as a practical working document and that its contents are publicised fully;
 - 1.3.9. to constantly review the details of this Policy and to keep it in line with changes in current legislation.
- 1.4. The School is conscious of the external environment that may be affected by its activities and will pay full regard to the implications of the Environmental Protection Act 1990 and, in particular, the Duty of Care as regards waste.
- 1.5. Reference is made here to the requirements under The Children Act 1989 regarding fire provisions and ensuring that staff and pupils are aware of the school's health and safety policies and practices. It is the intention of the School to follow the advice given in The

Children Act Guidance and Regulations Volume 5 as interpreted and agreed by and with the Fire Service and the Environmental Health Department.

- 1.6. The School will provide and maintain a written Risk Assessment of the risks to the health and safety of its employees whilst they are at work as required by the Management of Health and Safety at Work Regulations 1999.
- 1.7. Governors may as necessary appoint Consultants to provide the necessary legal, technical and practical health and safety assistance and information and also to provide an independent monitoring service of the activities of the School.

Signed: _____

Chairman of Governors

Date: _____

2. Management Structure

2.1. The Governors

- 2.1.1. The Governors accept full responsibility for Health and Safety within the School. They will monitor constantly the effectiveness of the implementation of this Policy and will revise it where necessary. The Governors will ensure that any changes in this Policy will be drawn to the attention of all employees.

2.2. The School

- 2.2.1. Except when specified otherwise, the term “School” used throughout this Policy Document refers to and includes both Churcher’s College Senior School and the Junior School .

2.3. Headmaster

- 2.3.1. Except when specified otherwise, the term “Headmaster” used throughout this Policy Document refers to the Headmaster of Churcher’s College (Senior School). When required, the Head of the Junior School will be specifically nominated.
- 2.3.2. The Headmaster is responsible to the Governors for the overall management and internal regulation of the School. In liaison with the Bursar, the Headmaster is charged with monitoring the effectiveness of the Health and Safety Policies contained in this Document. Specifically, the Headmaster will:
 - 2.3.3. ensure the co-operation of all Teaching Staff at all levels as regards working to this policy;
 - 2.3.4. ensure that members of the Management Teams, Heads of House, Heads of Department fully understand their responsibilities for Health and Safety and are given both the time and the encouragement to pursue them;
 - 2.3.5. take steps to ensure that any changes in curriculum and any changes in working practices by the Teaching Staff are considered for their health and safety implications;
 - 2.3.6. be a member of the School’s Health and Safety Policy Committee.

2.4. Bursar

The Bursar is the Responsible Officer for Health and Safety Matters. The Bursar will:

- 2.4.1. be a member of the School’s Health and Safety Committee;
- 2.4.2. monitor the effectiveness of this Policy and report back to Governors, and the Headmaster as appropriate;
- 2.4.3. recommend changes in the Safety Policy in the light of experience;
- 2.4.4. have responsibility for obtaining, interpreting and disseminating all relevant health and safety information to the School via the normal line-management structure;
- 2.4.5. be the liaison point with the School’s Health and Safety Advisors and ensure that their services are used fully to obtain the above information;
- 2.4.6. in a line management function, be responsible for the safe operation for all administrative, maintenance, cleaning and domestic staff;
- 2.4.7. be responsible for ensuring that all maintenance contracts involving outside bodies which monitor certain aspects of the school functions are fully used and kept up to date;

- 2.4.8. where individual employees in the various domestic functions listed above are given posts of intermediate responsibility, identify those posts in this Policy and ensure that those individuals are given the necessary instruction and encouragement to carry out the functions that they have been given;
- 2.4.9. establish a system for the reporting back of all accidents, incidents, near misses and damage to School property and investigate accordingly. The results of these investigations, as well as being dealt with by the line management function, should if necessary be discussed by the School's Health and Safety Committee;
- 2.4.10. following completion of work associated with COSHH Regulations, ensure that the ordering of substances is through his department so that decisions be taken for additional Assessments;
- 2.4.11. be responsible for liaising with outside bodies who may from time to time use the facilities of the School, and ensure that appropriate action is taken both to ensure these bodies have sufficient knowledge of the School procedures and that the School itself is appropriately indemnified;
- 2.4.12. be responsible for the selection of maintenance contractors and the monitoring of all activities on the School premises, and in this liaise fully with the School architects;
- 2.4.13. delegate some of his listed responsibilities to the Heads of Department, teaching and non-teaching, as deemed appropriate.

2.5. Heads of Department

The term "Heads of Department" includes all members of the Teaching Staff at Churcher's College nominated to that position.

Heads of Department will be responsible to the Headmaster for the following:

- 2.5.1. for ensuring that his/her department is run according to the standards laid out in this Policy, minimum legal standards and other appropriate standards that may be set by the School;
- 2.5.2. for ensuring that the teachers working under them understand the practical aspects of this Policy and the various legal requirements that apply within their areas of responsibility;
- 2.5.3. for ensuring that these teachers are aware of the degree of priority that these matters carry and that where appropriate they would be provided with both the time and encouragement to pursue such matters;
- 2.5.4. for notifying the Headmaster of any matters which they feel are beyond their competence to deal with;
- 2.5.5. for reporting to the Bursar any accidents, incidents, near misses or damage for appropriate investigation;
- 2.5.6. for ensuring adequate supervision for pupils both inside the School, during normal teaching activities, and also on external trips as detailed in Part 3 of this Policy;
- 2.5.7. as regards the COSHH Regulations, for notifying directly to the Head Caretaker any new substances that are required to be purchased by their department;
- 2.5.8. for ensuring that the teaching staff, for whom they are responsible, co-operate fully with any fire practices and other emergencies as specified in Part 3 of this Policy;

2.6. Science/D&T Technical Support Staff

These staff at Churcher's College are responsible to their Head of the Department as appropriate for the actions detailed below. At the Junior School, these actions are the responsibility of the senior Science Teacher:

- 2.6.1. isolating gas supplies to laboratories at the end of each teaching day;

- 2.6.2. the constant security of all toxic and highly flammable substances which may be used in their department;
- 2.6.3. to this end ensuring that all stores are kept securely locked when not actually being supervised;
- 2.6.4. be responsible for ensuring that all experiments and services are rendered safe, so far as it is safe to do so, on hearing the fire alarm;
- 2.6.5. be responsible for ensuring that a sufficient number of the correct fire extinguishers are available within, or close to, the prep rooms.

2.7. Heads of Non-teaching Support Departments

This section refers to the Line Managers who are in charge of the Maintenance, Catering, and Grounds and Gardens Departments at both Churcher's College and the Junior School ;

- 2.7.1. these Line Managers will be responsible to the Bursar for the safe running of their activities. They will be responsible for ensuring adequate supervision of all activities so that the work proceeds according to standards laid down in this Policy;
- 2.7.2. they will be responsible for ensuring that staff have appropriate training according to the needs of their work;
- 2.7.3. they will undertake the necessary training pursuant upon completion of work under the COSHH Regulations;
- 2.7.4. they will be responsible for ensuring that all agreed systems of work are followed;
- 2.7.5. where they come across matters that they feel are not within their competence to deal with, they should refer the matter to the Bursar;
- 2.7.6. they should be responsible for investigating any accident or incident of a type specified by the Bursar and reporting accordingly.

2.8. Safety Committee Arrangements

The Health & Safety Committee is established as follows and will meet as indicated although members have recourse to call for an emergency meeting should circumstances so dictate.

- 2.8.1. Health and Safety Committee: to meet once a term or more frequently as required.

- Headmaster *Chairman*
- Bursar
- Head of Junior School
- Deputy Heads
- Teaching Staff Representative
- Deputy Bursar
- School Caretaker
- School Nurse
- Estates Manager
- Head of Catering (Sodexo)
- HR Support Officer

2.9. Employees

- 2.9.1. the employees of the School must take reasonable care as regards themselves and other persons who may be affected by their actions and must be fully aware of their duties under Sections 7 and 8 of the Health and Safety at Work Act 1974 and also under the specific Codes of Regulations;
- 2.9.2. they must wear and use all Personal Protective Equipment and safety devices that are provided for their protection: report all losses and obvious defects to the Head Caretaker: and co-operate fully with the management when the latter are pursuing their responsibilities under the above Act;
- 2.9.3. they will observe all Safety Rules and Regulations both statutory and school and conform to any safe systems of work that may be developed;
- 2.9.4. they must report all accidents, incidents and damage to their immediate superior.

2.10. Training

- 2.10.1. the School will comply with the Health and Safety at Work Act 1974 and Management of Health and Safety at Work Regulations 1999 with respect to training;
- 2.10.2. before entrusting any task to an employee the School will take into account their capabilities as regards health and safety to ensure the work demands do not exceed their ability to do the work without risk to themselves or others;
- 2.10.3. The appropriate Head of Department in the school will provide employees with health and safety training and maintain records of training that has been given:
 - 2.10.3.1. on recruitment: this induction training will give general health and safety training on the risks associated with the School's undertaking, including arrangements for first aid, fire and evacuation;
 - 2.10.3.2. on their being exposed to new or increased risks due to transfer or change of responsibilities or due to the introduction of new or changed work equipment or technology;
 - 2.10.3.3. periodically as refresher training, as appropriate.

2.11. Competent persons

Under the Management of Health and Safety at Work Regulations 1992, Regulation 6, the School has appointed the following Competent Persons to assist in undertaking the measures necessary to comply with relevant statutory provisions:

- 2.11.1. Health & Safety Matters: Under review
- 2.11.2. Fire Evacuation procedures: all teaching staff and designated non-teaching staff (see Rules 3.3 and 3.4)
- 2.11.3. Electrical Work: the School's Electrical contractor (see Note 1)
- 2.11.4. Pressure Systems.
- 2.11.5. Written Scheme & Examination:
- 2.11.6. Display Screen Equipment,
- 2.11.7. Eye & Eyesight Tests:

Note 1: it is the School Policy that all electrical works on the supply side of switches and power sockets are carried out by a Contractor

3. Local Rules

It is the School's intention that in this part of the Policy, which will be constantly enlarged, specific standards will be established to cover specific risks and these standards will be constantly monitored.

Local Rules are extant covering the following areas, and are detailed below, as are the Officers responsible for ensuring that each Rule reflects current legislation:

Rule	Responsible Officer
School Trips	Deputy Head – EVC
Machinery Guarding	Head of DT
Fire Drills	Deputy Head / Bursar
Fire Alarms	Bursar
Science Teaching	Head of Science
Medical	School Doctor / School Nurses
Grounds	Estates Manager
COSHH Regulations	Bursar & School Caretaker
Electricity at Work Regulations	Estates Manager
Swimming Pools	Head of PE & Bursar
Use of Facilities by the Public	Bursar
PUWER 1998	Estates Manager
Display Screen Eqpt	Bursar
Manual Handling	Bursar
Personal Protective Eqpt	Bursar
Noise	Bursar
Management of H&S at Work Regulations 1992	Bursar
Safety of Pressure Systems	Estates Manager
Instructions for Contractors	Estates Manager

Health and Safety at Work issues are also reflected as appropriate in College Policy Documents.

3.1. **Out of School Trips and Expeditions**

- 3.1.1. Guidance on the management of trips and expeditions is contained in the College Policy Document at Enclosure 1.

3.2. **Machinery Guarding & Work Equipment**

- 3.2.1. It is the intention of the School that all machinery, whether static or mobile, academic or support, will be guarded, according to the relevant assessed risks, in accordance with the requirements of the Provision and Use of Work Equipment Regulations 1998 utilising guidance given in Booklet L22
- 3.2.2. More specifically the matters of guarding will be those detailed in BS5304:1988 and other relevant standards with interpretation of the standards being provided by the school's Health and Safety Consultants.

3.3. **Fire Drills Policy**

- 3.3.1. The school will hold fire drills, the timing of which will be known only to selected staff on a regular basis. The Bursar will have the power to exempt certain staff from the drill.
- 3.3.2. If the school is not cleared completely in the minimum time consistent with the difficulties inherent in the buildings, the drill will be considered inadequate and a

further practice will be held until the satisfactory standard is achieved. A record will be kept of the date and time of every fire drill and the exact time taken to clear the buildings, and this data will be available to members of the Safety Committee.

3.4. **Fire Alarms Policy**

- 3.4.1. The warning, in case of fire, shall be given by sounders not used for other purposes, easily recognised by staff and pupils and heard clearly in all parts of the buildings.
- 3.4.2. Directions for the evacuation of pupils and others will be displayed in a prominent place in classrooms, commons rooms, cloakrooms, prep rooms, offices, assembly halls, sick rooms, libraries, gymnasiums, dining rooms, kitchens and dormitories.
- 3.4.3. Arrangements will be made locally for all appliances using gas and electricity to be switched off and laboratory experiments rendered safe, as far as time and travel distance allow.
- 3.4.4. Exit doors leading from School buildings are never, under any circumstances, to be locked or obstructed during School hours.
- 3.4.5. The fire alarm systems will be tested routinely. This will be done as follows:
 - at the Senior School, by the Maintenance and Caretaking Staff
 - at the Junior School, by the Caretaker
 - at both schools by the Fire Alarm Maintenance Contractor
- 3.4.6. The testing will be done sequentially from one operating point to the next. Details will be kept of these tests.
- 3.4.7. In the event of a fire practice or actual fire emergency, a Senior Person Present is to take charge of the situation. During the working day, the Senior Person Present will normally be the Headmaster, Bursar or Deputy Head.
- 3.4.8. The Senior Person Present is to ensure that, under no circumstances during a fire practice or actual fire emergency, should anyone not authorised re-enter the College premises.
- 3.4.9. Any person discovering a fire should immediately raise the alarm so that evacuation procedures may commence.
- 3.4.10. Routines to be followed in the event of an alarm, and a list of all fire alarms fitted, are at Enclosure 3. Routines to be followed by outside agencies using the theatre are at Enclosure 4.

3.5. **Science Teaching**

- 3.5.1. **Experimental Safety:** the method of conducting all experiments in the curriculum will be according to the standards laid out in Chapter 7 of "Topics in Safety" published by the Association for Science Education, 1988 revision. Copies are available to all staff. The chemicals used will be according to the recommended restrictions in Chapter 8 of the above publication.
- 3.5.2. **Eye protection:** the School recognises that eye protection is a difficult matter. Note is taken of the guidance in Paragraph 3.3 of Chapter 2 of the above publication regarding categories A, B and C. However, it is understood that complete protection for the pupils will be available only if box goggles manufactured to BS2092C are provided and worn.
- 3.5.3. **Fume cupboards:** it is the policy of the School that fume cupboards will be assessed once a year. This will conform to the 14-month requirement for the examination of engineering controls under the COSHH Regulations. The minimum standard required by the Department for Education is a flow rate of 0.3M/sec with the sash fully opened. It is the aim of the School to achieve standards whereby the flow rate will be 0.5M/sec with the sash open at 0.5 metres.
- 3.5.4. **Chemical storage:** it is the policy of the School that chemical storage will be along the general lines of that laid out in Chapter 10 of the above publication. However,

specific guidance on the extent to which this is interpreted will be given by Consultants.

- 3.5.5. **Radioactive:** it is the policy of the School to comply with the Ionising Radiations Regulations 1999 in full. The School will use the radioactive sources as required by the science curriculum, and will not carry out independent experiment outside the standard syllabus. The School will appoint its Science Advisor as Radiological Protection Advisor, and the appropriate departmental heads will be appointed as Radiological Protection Supervisors. Local rules will be produced jointly by the RPA and RPS's and these will incorporate the policy of informing, instruction and training of all individuals using such radioactive sources, and the arrangements for leak-testing, accounting and storage of all radioactive sources.

3.6. **First Aid**

All school staff should be trained in emergency first aid.

- 3.6.1. Volunteers are sought and trained as First Aiders for the School.

- 3.6.2. First Aid Boxes are maintained in the areas detailed below. The person nominated is responsible for ensuring that the First Aid Boxes are available and fully stocked, and for returning them to the Sanatorium at the end of each term (Para 3.6.4):

Area	Person Responsible	Type of First Aid Box
Sports Hall & Team Bags	Head of Sport	Box for 1-50 persons
Medical Room	School Nurses	
Support Staff Rest Room	Caretaker	Box for 1-50 persons
Estates Yard	Estates Officer	Box for 1-10 Persons
Minibus x 4	Estates Officer	Box for 1-10 Persons
Kitchen	Head of Catering	Assorted blue plasters for food handlers
Kitchen CCJS	Head of Catering	Assorted blue plasters for food handlers
CDT	Head of DT	Box for 1-10 persons
Biology Labs	Technicians	Box for 1-10 persons
Chemistry Labs	Technicians	Box for 1-10 persons
Physics Labs	Technicians	Box for 1-10 persons

- 3.6.3. The person responsible for ensuring that First Aid Boxes meet laid down statutory requirements is the School Nurse.

- 3.6.4. All First Aid Boxes and Eye Wash Stations will be checked against a stock list at the end of each term and restocked as necessary.

- 3.6.5. First Aid Eye Wash Stations are maintained in the areas detailed below. The person nominated is responsible for ensuring that the First Aid Eye Wash Stations are available and fully stocked, and for returning them to the Sanatorium at the end of each term (Para 3.6.4):

Area	Person Responsible	Type of First Aid Eye Wash
Swimming Pool	Estates Officer	2 x 500 mls + goggles

Estates Yard	Estates Officer	2 x 500 mls
Supplies Store	Caretaker	2 x 500 mls

3.7. **Grounds and Gardens Staff**

- 3.7.1. All staff who use chain saws will be provided with hearing protection, visors, safety footwear and the correct ballistic clothing. They will have been on a chain saw training course and work will proceed according to the current HSE Guidance Note. It is current practice for chain saw work to be carried out by approved contractors only.
- 3.7.2. All pesticides will be safely and securely stored and will be under lock and key except when being manipulated. The person responsible for the spraying of pesticides will have been on a course approved under the Control of Pesticides Regulations 1986 and will hold a certificate of competence issued by the National Proficiency Tests Council.
- 3.7.3. Pesticides and flammable liquids are always to be stored separately.
- 3.7.4. The 5 mph speed limit at both the Senior and Junior Schools is to be observed at all times by drivers of tractors and other Grounds and Gardens vehicles.

3.8. **COSHH Regulations**

- 3.8.1. The School will take all necessary steps to comply with the above Regulations.
- 3.8.2. The School will undertake the appropriate statutory examinations of all engineering controls that are part of the Regulations.
- 3.8.3. The School will provide sufficient information to these persons so that they understand the principles of the Regulations and the precautions that need to be taken. Such information will be an integral part of either the certified Basic Health and Safety Course which is provided in-house for staff by the Head Caretaker, or as part of the induction process for new staff.
- 3.8.4. It is recognised that substances to which the Regulations apply will be used in the teaching of science, the teaching of art, the teaching of CDT, in offices, and by the Maintenance, Domestic, Caretaking and Ground staff.
- 3.8.5. The supplier of substances hazardous to health is required by law to provide Data Sheets concerning such substances. Each Department involved in the use of such substances must keep a folder in which will be listed the Data Sheets for each such substance brought into the School, together with a written assessment of the exposure of all persons who may use or be exposed to these substances.
- 3.8.6. The School will set up a system whereby the Bursar will be aware of any change in purchase policy so that new substances may be effectively monitored.

3.9. **Electricity at Work Regulations**

- 3.9.1. The School will take all necessary steps to comply with the above Regulations.
- 3.9.2. The School recognises that they have to introduce a formalised system of maintenance for all electrical systems.
- 3.9.3. The School will ensure that fixed electrical installations are inspected and tested by a competent person at least every 5 years.
- 3.9.4. The School will prepare an inventory of all electrical apparatus used in the School, and this will be routinely inspected and tested each year and an appropriate register kept. All such apparatus will be visually inspected at the start of each term and any defects rectified. Where pupils bring electrical equipment onto the School premises this will be similarly inspected.
- 3.9.5. The School will ensure that any temporary systems, e.g. stage lighting and control gear, are inspected and tested by a competent person every 3 months. In addition, the School will ensure that fixed stage electrical installations are inspected and

tested annually by a competent person, and, following any changes, before being energised.

- 3.9.6. The School recognises that pupils must not be exposed to voltages in excess of 25 volts. Project work will be individually assessed for potential hazards, and written instructions prepared to control the risks.
- 3.9.7. The School will ensure that electrically competent teachers or technicians will be involved where there is any possibility of a person, pupil or otherwise coming into contact with live conductors at voltages above 25 volts, or when large short-circuit currents could flow.

3.10. **Swimming Pools**

- 3.10.1. Introduction: the school recognises that the use of its swimming pool gives rise to a number of hazards and that the following factors are relevant to potential accidents:-
- prior health problems eg heart trouble, asthma etc.
 - alcohol or food before swimming.
 - youth and inexperience (half of those who drown nationally are aged under 15).
 - weak or non-swimmers straying out of their depth.
 - unauthorised access to pools intended to be out of use.
 - diving into insufficient depth of water.
 - unruly behaviour and misuse of equipment.
 - unclear pool water, preventing casualties from being seen.
 - absence of, or inadequate response by, lifeguards in an emergency.
- 3.10.2. The School has taken all of the above factors into consideration in establishing its policy with regard to use of the pool.
- 3.10.3. Information to Bathers: the School has developed a Swimming Pool Users Safety Code and will ensure that the information contained in the Code is brought to the attention of all bathers. This will be achieved by one of the following methods:-
- a notice displayed at the poolside.
 - a leaflet handed to bathers as they arrive and to those in charge of organised groups.
 - references in contracts with club organisers, hiring the pool.
 - oral reminders, where necessary, by poolside supervision.
- 3.10.4. Written Operating Procedures: the School has established written Operating Procedures setting out the organisation and arrangements for ensuring users safety (Enclosures 5-7). This will be brought to the attention of the School's staff who use the pool and to club organisation who may hire the pool.
- 3.10.5. Swimming Teaching: the School will ensure that the necessary life-guarding function is provided by those undertaking the teaching or coaching and that such person will fulfil life-guarding requirements. The School also recognises that in certain circumstances, more than one suitably trained person will need to be present in accordance with the following basic guidelines:

<u>Standard Pool</u> <u>[m]</u>	<u>Area in</u> <u>m²</u>	<u>Minimum Number</u> <u>of Lifeguards</u>	<u>Recommended min.</u> <u>number of Lifeguards in</u> <u>busy conditions</u>
20.0 x 12.0	240	2	2
25.0 x 12.0	300	2	2

- 3.10.6. The School will take suitable account of the Department of Education and Science Booklet entitled "Safety and Physical Education" during teaching activities.
- 3.10.7. Where a class has been arranged into groups in a pool, and where the distances involved do not enable a single swimming instructor to directly work with and act as

lifeguard for more than one group, a second person trained to act as a lifeguard will also be present.

3.10.8. In the School swimming situation, the School will ensure that the instructor acting as a lifeguard will be able to take short breaks from concentrated observation of the water as one class leaves and another one enters.

3.10.9. Hire of Pool by Outside Organisations: the School will establish a contract with outside organisations who hire the pool which will include reference to safety arrangements. The School will almost exclusively expect outside organisations to provide appropriate poolside supervision although, as the pool operator, the School will ensure that it takes reasonable steps to ensure that the arrangements for safety, agreed *with* the hirers, *are* implemented. This will be achieved by occasional checking of such activities to ensure that agreed supervision is being provided and that any agreed rules of behaviour are being observed.

3.10.10. Precautions where constant poolside supervision is not provided: the School considers that there will be occasions when constant poolside is not required and the following conditions will be met:-

- the pool is relatively small and used by limited numbers at any one time.
- the nature of the relationship between the School and the persons using the pool make it practicable to enforce "house rules" for safe behaviour by the pool users.
- there will be no diving or other poolside equipment, or other features, posing particular risks.

3.10.11. Where constant poolside supervision is not provided, the following precautions will be taken:-

- Production of a clear written safety procedure as referred to at Paragraph 3.10.3
- Lone bathing will be prohibited
- The following emergency arrangements will be available:-
 - a poolside alarm or telephone to summon help in an emergency.
 - suitable rescue equipment including poles or life belts will be available by the poolside and clearly identifiable.
 - a notice will be displayed telling bathers how to summon help in an emergency.

3.10.12. Whenever the pool is in use, a member of staff will be designated as "on call" to deal with any emergency. Such person will be trained in rescue, resuscitation and first aid.

3.11. Use of School Facilities by Members of the Public

3.11.1. The School will ensure that all members of the public using the facilities of the School will be given sufficient information in order to allow them to avoid any risks to their Health and Safety.

3.11.2. The agreement form used by the School as a contract with the hirer is at Enclosure 8. This will carry a specific clause stating that the hirer will ensure adequate supervision and take responsibility for the health and safety of persons using the facilities.

3.12. Accident Reporting and Investigation

3.12.1. The School will take all necessary steps to comply with the Reporting of Injury, Diseases and Dangerous Occurrences Regulations 1995.

- 3.12.2. It is a requirement of the Social Security Act 1975 that all workplaces with ten or more employees must have an accident book where the details of any incident can be recorded, either by the employee concerned or by someone acting on their behalf. Accident Books are kept in the following locations:
- Senior School:
Medical Room
Bursar's Office (Near Misses)
- Junior School:
School Office
- 3.12.3. All accidents, incidents and "near misses" must be reported. A "near miss" is defined as follows:
- "an incident where a culmination of events could have led to an injury or where there was an incident but the injury caused was not reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, but could have been more severe under slightly different circumstances"
- 3.12.4. In the event of an accident, incident or "near miss", no matter how trivial, a report must be made by the individual or individuals concerned to their Head of Department. The Head of Department must record the details reported in the Departmental Accident Book; this record will be **in addition to** any report recorded by Nursing staff in their Accident Book should medical assistance be required.
- 3.12.5. In the event of an accident, incident or "near miss" involving a pupil, it is the responsibility of the member of the Teaching and/or Support Staff witnessing the event to take the immediate requisite action, including where necessary ensuring that the pupil is taken/escorted to the Medical Room. It is also the responsibility of that member of the Teaching and/or Support Staff to investigate the event in accordance with Para 3.12.6 et seq. Any accident, incident or "near miss" involving a pupil must also be reported to the Headmaster and Bursar immediately.
- 3.12.6. Every accident, incident or "near miss" must also be investigated in order to discover how a repetition can be avoided; over time, the accumulation of this data becomes an important aid to the identification of trends and the assessment of the effectiveness of work methods and risk control measures.
- 3.12.7. The level of investigation should be in keeping with the nature of the accident or incident, and the scale of its actual or possible consequences. The investigation should discover the following:
- what happened
 - the lessons which can be applied to similar circumstances in the future
 - what changes are necessary to risk control measures to prevent any repetition
- 3.12.8. A common trap is to concentrate on looking for the cause of an accident or incident rather than for ways and means to prevent a re-occurrence. The two are related but it is usually more important to ensure that incidents of that type do not happen again, rather than to describe definitively the cause of one particular incident.
- 3.12.9. Another danger is that the investigation may be used as a vehicle to allocate blame; it is often easier to accept that an individual rather than the system has failed. To err is human, but it is rare that "human error" is a complete explanation. When people make mistakes, it is often because of a failure:
- in their method of work
 - of management, for, by example, setting unrealistic targets, workloads or allocating inadequate resources
 - to appreciate training requirements
- 3.12.10. The answer is not to blame the individual but to improve operational systems.

- 3.12.11. Every investigation is to be recorded on the Accident or Incident Report Form, a copy of which is at Enclosure 9; a copy of the completed form is always to be sent to the Bursar. Those completing the Form should ensure that they do not leave themselves open to legal comeback as a result of loose or lax wording. All sections of the Form must be filled in as specifically as possible.
- 3.12.12. Where appropriate, a copy of the completed Accident or Incident Report Form will be made available for discussion at the next Executive or Health and Safety Committee meetings.
- 3.12.13. Whenever any of the following events occur, it must be reported to the **Health and Safety Executive**:
- the death of any person as a result of an accident arising out of or in connection with work;
 - any employee suffering any of the following injuries or conditions as a result of an accident arising out of or in connection with work;
 - fracture of the skull, spine or pelvis;
 - fracture of any bone in the arm or wrist but not a bone in the hand, or in the leg or ankle but not a bone in the foot;
 - amputation of a hand or foot, finger, thumb or toe, or any part thereof if the joint or bone is completely severed;
 - loss of sight of an eye, a penetrating injury to a chemical or hot metal burn to an eye;
 - either injury (including burns) requiring immediate medical treatment or the loss of consciousness resulting in either case from electric shock from any electrical circuit or equipment, whether or not due to direct contact;
 - loss of consciousness resulting from lack of oxygen;
 - decompression sickness requiring immediate medical treatment;
 - either acute illness requiring treatment or loss of consciousness resulting in either case from absorption of any substance by inhalation, ingestion or through the skin;
 - acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a pathogen or infected materials;
 - any other injury which results in the person injured being admitted immediately into hospital for more than 24 hours.
 - any other person (including pupils, visitors, members of the public etc) suffering an injury arising out of or in connection with work resulting in hospital treatment.
 - any of the dangerous occurrences as listed in the Health and Safety Executive Leaflet HSE31.
 - the person at work is incapacitated for his or her normal work for more than three days as a result of an injury ("over three day" injury) caused by an accident at work;
 - the death of an employee if this occurs some time after reportable injury which led to that employee's death, but not more than one year afterwards.
- 3.12.14. In the case of a death, specified major injury or condition, or a dangerous occurrence, the Health and Safety Executive must be notified immediately e.g. by telephone and this must be followed up within ten days by a written report to the Health and Safety Executive on Form F2508 (F25086 in the case of dangerous occurrence)
- 3.12.15. In the case of an over three day injury to a person at work, a written report must be sent to the Health and Safety Executive within ten days of the accident on Form F2508. The School will keep a photocopy of each completed Form F2508.

- 3.16.5. Employees will be informed, instructed and trained on the risks which the Personal Protective Equipment will avoid; or limit; the purpose and manner in which the equipment is to be used and action they need to take to ensure it remains in good repair and efficient working order.
- 3.16.6. A record will be kept of all Personal Protective Equipment which is issued using the format attached at Enclosure 10.
- 3.16.7. The person nominated to co-ordinate the above on behalf of the School is the Bursar assisted by the Estates Officer, the School Caretaker.

3.17. **Noise**

- 3.17.1. The School is aware of the Noise at Work Regulations and where it believes that employees are exposed to noise levels that would designate the area as either Action Level 1 or Action Level 2, appropriate hearing protection will be provided and worn.
- 3.17.2. It is believed that these controls will be necessary in the following operations:
 - Grass cutting operations;
 - Use of chain saws;
 - Use of all woodworking machinery;
 - Strimmers;
 - Driving of tractors unless provided with C cabs.
- 3.17.3. A copy of the Noise Assessment, where necessary and appropriate, will be attached to this Policy.

3.18. **Management of Health & Safety at Work Regulations 1992**

- 3.18.1. It is the policy of the School to comply with the Management of Health and Safety at work Regulations 1999 and its Approved Code of Practice.
- 3.18.2. The School will make a suitable and sufficient Assessment of the risks to health and safety of its employees whilst they are at work, to identify the preventive and protective measures necessary to comply with the requirements of relevant statutory provisions.
- 3.18.3. Where the Risk Assessment identifies any appropriate Health Surveillance this will be carried out following consultation with suitably qualified and Competent Persons.
- 3.18.4. To assist in undertaking the measures identified by the Risk Assessment as necessary to comply with relevant statutory provisions, the School has appointed a number of Competent Persons (see Section 3.18). Co-ordination of the necessary measures and Competent Persons will be carried out on the School's behalf by the Bursar and Assistant Bursar.
- 3.18.5. The results of the Assessment including risks and any necessary preventive and protective measures will be brought to the attention of relevant employees.

3.19. **Safety of Pressure Systems**

- 3.19.1. The School will take all necessary steps to comply with the Pressure Systems Regulations 2000.
- 3.19.2. The School recognises that the Regulations will apply to all pressure systems on site containing steam at any pressure, or a gas, or a liquid, or a mixture of both at a pressure greater than .5 bar (7psi)
- 3.19.3. The School will use manufacturers' literature and information available from their Competent Person who carries out current thorough examination and test of pressure systems, to establish the safe operating limits of its pressure systems.

- 3.19.4. The School will then arrange for the Competent Person to carry out examination of the pressure system in accordance with the written scheme.
- 3.19.5. The School will provide adequate and suitable instructions to employees who have to operate pressure systems and this will include training, close supervision, provision of data and, if necessary, schematic or flow diagrams to help with the identification of important controls, valves etc.
- 3.19.6. The School will ensure that its pressure systems are properly maintained in good repair so as to prevent danger.
- 3.19.7. The School will ensure that it keeps the correct documentation. This documentation will consist of the following:
- an initial report and examination of the pressure system upon it being taken into use;
 - the last report of examination of the pressure system made by the Competent Person;
 - any other reports if they contain relevant data to assist safe operation, or referring to repairs and modifications;
 - information referring to data supplied by the designers or manufacturers.
- 3.19.8. Until a written scheme of examination has been established, the School will continue to arrange for the relevant thorough examination and test of its current pressure system in accordance with previous legislation.

3.20. Management of Contractors

- 3.20.1. The School recognises that its role in managing Contractors working on site falls within two distinct categories:
- Contractors carrying out work which falls within the definition of the Construction (Design and Management) Regulations 1994;
 - Contractors whose work does not fall within the above Regulations.
- 3.20.2. For construction work falling within the Construction (Design and Management) Regulations 1994, the School will take the following action:
- fulfil the role of Client as defined within these Regulations;
 - appoint a Competent Person as Planning Supervisor and competent Principal Contractors ensuring that they allocate sufficient time and resources to carry out their duties.
 - The School will also ensure that these duties extend to designers and contractors if the School is responsible for their appointment.
 - On the basis of the complexity and scope of the construction work, the School will determine whether the Planning Supervisor can be appointed from within the School's organisation or whether an external appointment is required.
- 3.20.3. For contractors whose work does not fall within the Construction (Design and Management) Regulations 1994, the School has a set of instructions for School Contractors which are appended to this Section at Enclosure 11.
- 3.20.4. The School will ensure that all Contractors sign these instructions as acknowledgement of receipt and agreement to work within the conditions specified.

Appendix 1

CHURCHER'S COLLEGE HEALTH & SAFETY POLICY

TRIPS & EXCURSIONS

A separate policy exists for Trips & Excursions (HS7excu).

FIRE & EMERGENCY EVACUATION POLICY
SENIOR SCHOOL

Mondays to Fridays
8.30am – 5.00pm

When the alarm sounds, evacuate all buildings. A member of the Support Staff will investigate the source and cause of the alarm, and will report to the Senior Person Present (DHM, Bursar, Assistant Bursar, etc)

All other times

The Fire Brigade will be called at all times unless there is a planned test arrangement in place.

Notes:

It is of assistance to the Fire Brigade if the alarm area is investigated to ascertain if there is a real fire, and the fact reported to them. This should be done only if it is safe to do so, and only after all accommodated areas have been evacuated. The panel should not be cleared until the Fire Brigade have checked to confirm the alarm circumstances.

During any letting, it will be the responsibility of organising staff to follow the recognised procedures.

Procedure:

- a) Upon hearing the fire bell, pupils and staff go in silence (will tutors please stress in advance the importance of this) to the lower end of First Field. Forms are to stay together.
- b) Attached to the fence at the bottom of the field are signs bearing the names and colours of the 5 Houses. Pupils are to line up facing the school, with the House sign to the left and behind them, Year 1 in front of the sign, Year 2 on their right as they face the school, etc. Please can tutors try to picture this in advance.
- c) Form tutors to take registers and check for absentees. If all pupils are accounted for (including absentees and latecomers), form tutors to tell Head of House. If a pupil is not accounted for, this should be reported to the Head of House.
- d) Heads of House to report to the Deputy Headmaster (PWS).
- e) Staff who are not attached to Houses to report to the Deputy Headmaster (JAH) at the foot of the steps below the Headmaster's lawn.
- f) The Deputy Headmaster (PWS) will indicate to Heads of House when they may dismiss their Houses.
- g) Support Staff will assemble on the Headmaster's lawn to be checked by the Bursar/Deputy Bursar.

FIRE & EMERGENCY EVACUATION POLICY

JUNIOR SCHOOL

Fire Routine Procedure

If you discover a fire:

- Operate the nearest fire alarm. If this is not possible, shout "Fire" and ensure the School is alerted as quickly as possible
- Evacuate the premises (see notes below)

On hearing the fire alarm: (a continuous ringing of the school bell), silently leave the building immediately by the nearest available exit, closing doors and windows as you leave. The Assembly Point for pupils is as follows:

All should assemble on the main field behind the Pavilion.

The School Administrator will hand the registers and sign-in book to the nearest appropriate member of staff, who will then hand them out at the assembly point.

The Register should be taken to ensure all pupils are present, and the sign-in book should be checked to ensure all persons are accounted for. It is advisable that staff make themselves aware of the nearest fire exit to the area of the building that they are working in.

There is a radio located by the Upper School exit to the field. This should be collected by the first member of staff who exits through the door. This radio can then be used as a link to the Administrator. The Administrator's role is to co-ordinate with the assembly point by radio and to liaise with the fire brigade. If the Administrator is unavailable, the Head Teacher/Deputy Head will take the Administrator's role.

The caretaker will investigate the fire to see if it is appropriate to extinguish and support any other members of staff.

The register should be taken to ensure all pupils are present and the sign in book should be checked to ensure all persons are accounted for. It is advisable that staff make themselves aware of the nearest fire exit to the area of the building that they are working in.

If a fire occurs at lunchtime, playground supervisors will line the pupils up and make their way to the assembly point where they will be joined by other members of staff.

If a fire occurs at break or before school designated teachers will walk through areas of the school to ensure all pupils leave the building. (All members of staff should keep their personal safety as a priority and act appropriately.)

Emergency Evacuation Signage – Both School Sites

The standard signage for the two school sites is set out below:



CHURCHER'S COLLEGE FIRE ORDERS



FIRE ACTION

1. Operate the nearest fire alarm.
2. During school hours please contact the main office immediately. After hours please call 999 .
3. Fire extinguishers should only be used by competent staff and without taking personal risks.

WHEN THE FIRE ALARM SOUNDS

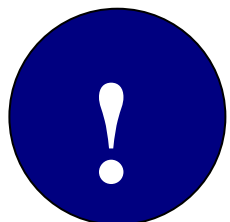
1. Leave the building via the nearest available exit.
2. Make sure all doors are closed.
3. Go to the fire assembly point at:
 - South of Headmasters Lawn
 - In the event of a fire incident after 5pm staff, pupils and visitors should assemble on the tarmac court adjacent to the gym area.



Do not collect personal belongings.
Do not return to the building until instructed.
Do not use the lift.



CHURCHER'S COLLEGE JUNIOR SCHOOL FIRE ORDERS



FIRE ACTION

1. Operate the nearest fire alarm.
2. During school hours please contact the main office immediately. After hours please call 999 .
3. Fire extinguishers should only be used by competent staff and without taking personal risks.

WHEN THE FIRE ALARM SOUNDS

1. Leave the building via the nearest available exit whilst escorting all pupils & visitors away from the buildings.
2. Make sure all doors are closed as you evacuate.
3. Go to the fire assembly point by the Side of the Double Tennis court opposite the Pavilion building.
 - In the event of a fire incident after 5pm staff, pupils and visitors should assemble in the staff car park.



Do not collect personal belongings.
Do not return to the building until instructed.

**DETAILED INSTRUCTIONS ON
FIRE ALARM PANELS / ZONES**

AND

PROCEDURES TO FOLLOW

ARE GIVEN BELOW

ALARM PANELS

The Alarm Panel at the Senior School is located Opposite the School Caretaker Office

The Alarm Panel at Junior School is located in the Reception Area opposite the School Office

When the sounders are operating, the Alarm Lights on the Electronic Display will be flashing, showing the following:

Square red lights on the Electronic Display will show the Alarm Zone	Check the zone against the list next to the panel
The LCD will display:	<ul style="list-style-type: none"> • indication of fire or fault • the Zone Number / description of device
To silence the sounders:	<ul style="list-style-type: none"> • open Panel Door • turn the control key to the 'ON' position • press the 'SILENCE ALARM' button • turn the key back to the 'ISOLATE' position • remove the key
<u>AFTER THE EMERGENCY IS OVER:</u>	
To reset the alarm:	<ul style="list-style-type: none"> • open Panel Door • Turn the control key to the 'ON' position • press the 'ALARM RESET' button • turn the key back to the 'ISOLATE' position • remove the key

ZONED AREAS

The Fire Alarm System is divided into seven distinct zones, namely:

#	Old College & Library	#	Sportshall	#	Music School
#	Science Building	#	Ramshill		
#	New College	#	ICT & Art Building		

DETAILED INSTRUCTIONS

These instructions provide guidance on the action to be taken when a Fire Alarm is activated.

The greatest caution is necessary when investigating an area where an alarm has activated, and which is potentially on fire.

If there is a visible fire, or smoke indicating that there is a fire:

- leave the alarm activated
- instigate emergency (999) call to the Fire Brigade
- advise the Headmaster or Staff Member conducting the roll call of the action taken, and the site of the fire.

Should the alarm sound and a fire cannot be seen:

- establish the location of the fire from the control panel outside the School Office. A list of all alarm sites and types is located by each panel, and is also attached to this document.
- investigate the area containing the activated alarm, as follows:

Ground Floor: inspect visually through windows prior to entering a room

First & Second Floors: visual inspection - preferably through a window if possible
if visual inspection is not possible, then it should be assumed that there is a fire. The introduction of fresh air into a smoke logged area will increase the rate of burning, and possibly cause an explosion and fireball.

If there is a fire or smoke, act as follows:

- instigate emergency (999) call to the Fire Brigade
- advise the Headmaster or Staff Member conducting the roll call of the action taken, and the site of the fire

The action after an emergency (999) call has been made is as follows:

- the cause of the alarm sounding should be investigated, but the alarm should **not** be reset or repaired until it has been investigated by the Fire Brigade on arrival.
- the alarm may be silenced in advance of the arrival of the Fire Brigade if:
 - the cause is identifiable, and
 - it appears there is no fire

No-one should be permitted to re-enter the building/buildings affected until the Fire Brigade approves that this may be done. There is no objection, however, in the event of protracted delay or inclement weather, to pupils being allowed to enter a building in a zone area not affected by the alarm.

FIRE DETECTORS - TYPE AND LOCATION: CHURCHER'S COLLEGE

Number	Type	Zone No.	Floor	Location
<p>Following amendments to the detection equipment in Summer 2008, a full list of detection equipment is being prepared by Fire Security Contractor.</p>				

CHURCHER'S COLLEGE**FACILITIES LETTINGS****FIRE ALARM PROCEDURES FOR SPORTS HALL & GYM,
LECTURE THEATRE, ASSEMBLY HALL AND CLASSROOMS****INSTRUCTIONS FOR ORGANISERS**

SECURITY	please ask your guests not to leave bags or personal belongings at any time
SMOKING	is not permitted in Churcher's College
DOORS	should not be left wedged open
EVACUATION	organisers are responsible for evacuating their guests: please make sure your guests are familiar with our safety procedures
THE FIRE ALARM	is a continuous siren in the building: there are also flashing lights in the Chapel/Theatre situated at the rear adjacent to the exit door.
ON HEARING THE ALARM	evacuate those present <u>quickly</u> by the nearest Fire Exit: no one should stop to collect personal belongings. Inform the Fire Brigade by dialling 999 , stating "Fire at Churcher's College, Ramshill, Petersfield"
FIRE EXITS	are indicated prominently in all rooms and corridors: you should familiarise yourself and your guests with those exits that are adjacent to the place(s) of your meeting: exits must not be obstructed
ASSEMBLY POINTS	are located at the front of the building adjacent to the Old Gym/Netball Court: remain with your guests at the assembly point until authority is given to return to the building
TELEPHONES	a pay telephone is situated to the rear of the main entrance hall to the School

ALL OF THE ABOVE CONDITIONS MUST BE OBSERVED

SWIMMING POOL USERS' SAFETY CODE

Spot the dangers

Take care, swimming pools can be hazardous. Water presents a risk of drowning, and injuries can occur from hitting the hard surrounds, or from misuse of equipment.

Always swim within your ability

Never swim after a heavy meal or after alcohol. Avoid holding your breath and swimming long distances under water. Be especially careful if you have a medical condition such as epilepsy, asthma, diabetes or a heart condition.

Check new places

Every pool is different, so always make sure you know how deep the water is, and check for other hazards such as diving boards, water slides and steep slopes into deeper water etc.

Take safety advice

Follow advice provided for your and others' safety. Avoid unruly behaviour which can be dangerous: for instance, running on the side of the pool; ducking; acrobatics in the water; or shouting or screaming (which could distract attention from an emergency). Always do as the lifeguards say, and remember that a moment of foolish behaviour can cost a life.

Look out for yourself and other swimmers

It is safer to swim with a companion. Keep an eye open for others, particularly young children and non-swimmers.

Learn how to help

If you see somebody in difficulty, get help immediately. In an emergency, keep calm and do exactly as you are told.

SWIMMING POOL - WRITTEN OPERATING PROCEDURES

Purpose

This document is to ensure that all Lifeguards who work at the Churcher's College Swimming Pool understand their responsibilities as Pool Lifeguards.

Scope

This document applies to all Lifeguards who undertake duties at the Churcher's College Swimming Pool.

Responsibility

This document will be updated by as necessary by the Bursar with input from the Lifeguards, staff and School Advisors.

Implementation

1. This document is to be read in conjunction with the document entitled "Orders for all Lifeguards" which includes the "Emergency Action Plan".

2. Details of Pool

Dimensions: The pool: 20m x 12m. Deep end: approx. 2.25m. Shallow end: approx 1m

3. Potential Risk Areas

a. Diving Area

Diving boards are not in normal use in the pool but swimmers may dive in at the deep end using the narrow side of the pool at the deep end only (i.e. the 12m side). By having a controlled diving area this should minimize the potential risk to swimmers being injured by people diving in from the side and minimize the risk to swimmers who wish to dive in from the poolside. Backward dives and somersaults etc. are expressly forbidden.

b. Reflections from the Pool's Surface

Due to reflection from sun shining on the water surface, the bottom on the pool is not always visible from all angles. Lifeguards should patrol in such a way as to ensure that they are able to see the bottom of the pool.

c. Physical Hazards in General

The pool surrounds are to be kept tidy to minimize the risk of trip hazards in the pool such as slippery pool surrounds, steps, footbaths, etc. All Lifeguards must be aware of the dangers that these present and ensure that swimmers behave accordingly so that these potential risks are minimized i.e. no running around the pool, etc.

d. Activity Hazards

Boisterous games are not permitted. Balls, floats, snorkels, fins and other special swimming equipment are permitted at the discretion of Lifeguards.

4. Maximum Bather Loads

The accepted maximum number of swimmers in the pool at one time should not exceed 30. At very busy periods families can be asked to limit their stay to a maximum period of say 1 or 1½ hours, or to delay their arrival to the pool area.

5. First Aid

A first Aid box is to be found on the window sill to the left of the staff room door. Lifeguards are to administer first aid to swimmers who request/need it, but only to the depth of the provisions of the First Aid box and/or training. You should never leave the poolside to administer first aid without a

Lifeguard present while swimmers are in the pool. Contain the situation and get someone to use the telephone to summon assistance to avoid leaving the pool, if alone, you may need to clear the pool. When dealing with body fluids, i.e. blood, vomit, urine, etc. then plastic gloves are to be worn. If the injury necessitates aid beyond the scope already described, contact the School Office/School Nurses and/or the Emergency Services. Whenever first aid is administered the Accident Report Form is to be completed and forwarded to the main office. Where possible, get a witness and also the person receiving the aid to sign the form. A contact/emergency telephone list is displayed in the staff/Lifeguard area next to the telephone (no. 01730 231344). An 'Accident & Treatment Record' form should be completed for each incident/first aid treatment.

6. **Conditions of Hire**

When the pool is on hire to private functions, or used by "special clubs", e.g. scuba diving, canoe clubs, etc, it is the responsibility of the club concerned (see para no. 10) to provide Pool Lifeguards who will adhere to the Pool Written Procedures and Lifeguard Orders. Completed Accident Report Forms must be given in to the main office if they have been required, as soon after completing the form as is possible.

7. **Alarm System**

Lifeguards are to use a whistle to attract the attention of swimmers. **One short blast** is to be used to attract the attention of a swimmer; **Two short blasts** to attract the attention of other Lifeguards; **Three short blasts** indicate your intention to enter the water; **One long blast**, lasting approx 3 secs, is to be the alarm to clear the pool.

8. **Lifeguard Duties**

These are detailed in the Order for All Lifeguards attached. All Lifeguards are to read these orders.

9. **Swimming Instructions**

The Lifeguard is not to act as a Swimming Instructor.

10. **Staffing Levels**

Two qualified (NPLQ or equivalent qualification) Lifeguards are to be present per swimming session. It is the responsibility of the Lifeguards on duty to only allow as many swimmers in the pool as are allowed, [see para 4].

11. The overall maintenance of the Pool is the Bursar's responsibility.

12. The Bursar is responsible for the employment of the Lifeguards taken on for the Family Swimming sessions during the summer holidays and will ensure that all the rules contained in the NOP, EAP and Lifeguard Orders are provided to the Lifeguards and that they are complied with.

ORDERS FOR ALL LIFEGUARDS AND EMERGENCY ACTION PLAN

A : ORDERS

Purpose

This order is to ensure that all Lifeguards who undertake duties at Churcher's College Swimming Pool understand their responsibilities as a Pool Lifeguard.

Scope

This order applies to all Lifeguards who work at the Swimming Pool at Churcher's College.

Responsibility

These orders will be updated by the School as necessary. Any change in the Orders, NOPs (Normal Operating Procedures) and EAPs (Emergency Action Plans) will be made by consensus of Churcher's College Staff Lifeguards.

Implementation

1. This order is to be read in conjunction with "Normal Operating Procedures".
2. Initial Checks
Before opening the pool to swimmers the Lifeguard is to check that the pool is safe to use. This check is to include a physical inspection of all areas within the building used as a changing area and the pool itself, looking too for water clarity and foreign objects in the pool. When open, swimmers are to enter the pool via the changing room doors (not the staff room door) and the gate padlock should be left unlocked, ensuring fast access to the fields in the event of an emergency.
3. Hygiene
Lifeguards are to ensure that swimmers are suitably presented for entering the pool, if they look muddy, e.g. just come off the rugby pitch, ensure that they shower first.
4. Swimmer Behaviour and Lifeguard Responsibility
The Lifeguard is responsible for maintaining safe environment for the users of the swimming pool facility. This includes ensuring that bathers abide by the swimming pool rules and by minimising potential risks.
5. Swimmers' Safety
When on duty, the safety of all swimmers is the responsibility of the pool Lifeguards. Swimmers must obey the Lifeguard's decisions. Rules of conduct do not have to be written down. Lifeguards are to make their own judgement as to what is safe behaviour.
6. Patrolling the Pool
When patrolling the poolside Lifeguards must be in a position to see all areas of the pool. They should not enter the water except to deal with an emergency. The maximum amount of time a Lifeguard may remain in one location on the poolside is 20 minutes after which he or she should move to another location. At busy periods the Lifeguard chair must be used as this provides a better view of the pool area.
7. Food and Drink
Small snacks and drinks only are allowed at the poolside either by the bathers or by the Lifeguards.

8. Telephone
The telephone, to the right of the door leading to the staff room, is to be used for emergency calls only: - Telephone No. (01730) 231344. A contact/emergency telephone list is displayed adjacent to the telephone.
9. Chlorine-Based Tablets
It is dangerous for the chlorine tablets to be tampered with by swimmers or Lifeguards. Lifeguards are to ensure that the Swimming Pool maintenance equipment, particularly the filter baskets containing chlorine tablets located around the pool sides, are not touched or interfered with by swimmers.
10. Dress and Behaviour
Lifeguards should be clean, smart and behave well. Dress while on pool duty will be swim costume or shorts and top/or smart sports wear with a Lifeguard 'T' shirt. It is essential to bear in mind that Lifeguards may be required to enter the pool within seconds to respond to a swimmer in difficulty. Lifeguards are on duty to safeguard life and must therefore act responsibly at all times.
11. Concentration on Swimmer Safety
When on duty, Lifeguards must be aware of swimmer safety at all times. Reading or listening to music is NOT allowed whilst swimmers are in the pool area.
12. End of Duty/Handover Procedure
Before securing the building or handing over to the oncoming Lifeguards, the off-going Lifeguards must ensure that no physical damage has occurred to the pool during his/her period of responsibility and that all swimmers who should have cleared the building have done so. When checking the pool, the Lifeguards to check the pool itself for damage and foreign objects. Any irregularity is to be reported to the Bursar as soon as is reasonably practicable and should be noted on the Daily Log Sheet.
13. Safety Equipment
The Lifeguard must ensure that the following rescue aids are available at the poolside when the pool is being used: 2 ropes, 2 poles, 2 lifebelts, flats.

**ALL SAFETY EQUIPMENT MUST BE SERVICEABLE AND CORRECTLY LOCATED.
UNSERVICEABLE ITEMS ARE TO BE BROUGHT PROMPTLY TO THE ATTENTION
OF THE BURSAR.**

14. Building Security
Before leaving the pool area at the end of the swimming session, the Lifeguard is to ensure that all doors, windows and the gate leading to the pool are locked. The procedure for opening & closing the pool is as follows:

	<u>Open</u>	<u>Close</u>
Monday – Friday	Pool compound to be opened by site staff	Lifeguards to snap padlock closed on pool compound gate
Saturday/Sunday	Key to be used for external keybox where pool compound gate will be placed each morning	Lifeguards to snap padlock closed on pool compound gate.

B : EMERGENCY ACTION PLAN

Purpose

This document is to provide all Lifeguards who work at the Churcher's College Swimming Pool with an understanding of what emergency action should be taken under certain emergency conditions.

Scope

This document applies to all Lifeguards who undertake duties at the Churcher's College Swimming Pool.

Implementation

There are several reasons why emergency action needs to be taken and most occasions are detailed below showing what action needs to be taken. In all cases implement the actions using all available resources in the pool. Once the incident is over, the accident incident must be written down and reported to the Bursar. In all circumstances if the pool facility is rendered unsuitable for use, then a notice must be left for all other users.

1. Fire
In the event of a fire being discovered in the changing rooms, clear the pool and instruct everyone to assemble, if possible, in the area immediately outside the gate. Ascertain exactly where the fire is and call the Fire Brigade by dialing 999.
2. Drowning or Seriously Injured Swimmer
In the event of a swimmer drowning or becoming seriously injured, clear the pool, dial (or have someone else dial and report back to you) 999 for medical assistance and administer first aid. Instruct someone to go towards the main entrance by New College and remain there to instruct the ambulance where to go. There should be the other Lifeguard on duty.
3. Very Ill Swimmer
If a swimmer or spectator is very ill, call for medical assistance (see note 2 above) and administer first aid. Ask the swimmer whether they have any medication for their illness and get them to administer it e.g. inhalers for asthmatics. If a swimmer/spectator has an epileptic fit:
 - If in the water, hold their head in order to avoid them submerging;
 - If on the poolside, ensure that they cannot damage themselves e.g. by putting a towel under their head.
 - Monitor the fit – time it if possible, and after it is over, ask the person whether this was normal for them. If not, ensure they seek medical attention.
4. Overcrowding
If the pool becomes overcrowded, cease admitting swimmers and request that some leave the pool (see NOP also).
5. Disorderly Behaviour
If behaviour becomes disorderly and uncontrollable then clear the pool and ask the offending swimmers to leave. Do not get involved further, but report the incident to the Bursar as soon as possible thereafter.
6. Electrical Storms
The pool must be cleared of swimmers when electrical storms are imminent.
7. Lack of Water Clarity
If the clarity of the water is seen to fail then clear the pool of swimmers and contact Pool Maintenance Staff (Mr Sam Knight). If outside normal working hours it should be reported at the start of the next working day. The pool must not be used if the clarity of the water is deemed to be unacceptable by the Lifeguard.
8. Structural Failure
Should the building structure begin to fail then close the pool, clear the building and inform the Bursar.

9. Foreign Objects in the Pool

If foreign objects are found in the pool (apart from the usual leaves, insects, mice, frogs, stones, mud which can be cleared by the Lifeguards) then it must be cleared of swimmers and reported to the Bursar. If outside normal working hours it should be reported the next working day. The pool is not to be used until the pool has been cleared of the foreign objects.

10. Lost Person

If someone reports a missing person (e.g. a child during the summer holiday swim sessions) check that they have looked in the changing rooms, etc. and then clear the pool. Check the bottom of the pool, especially in the corners, before looking anywhere else. If the lost person cannot be found then contact the Police by using the telephone in the staff room and dialling 999.

11. Spinal

In the event of a suspect spinal injury, clear the pool, call for medical help (or get someone to ring 999 and report back to you) and, using the assistance of other bathers, stabilize and immobilize the casualty. If the casualty is in the water, carry out a vice-grip or bear hug IF trained to do so. If they are on land, do not move them. The Emergency Services should be warned that we need a body board (as there isn't one on the premises).

12. First Aid

Where necessary, First Aid should be administered whilst waiting for Emergency Services or in response to a minor injury. An 'Accident & Treatment Record' should be completed for each incident/first aid treatment.

Bursar
May 2008

HIRE OF SWIMMING POOL TO OUTSIDE ORGANISATIONS:

CHECK-LIST OF POINTS FOR INCLUSION IN CONTRACTS

Information on numbers participating and their swimming skills.

Name of hirer's representative who will be in charge of the group.

Numbers and skills/qualifications of lifeguards to be present during the session; and whether these will be provided by the hirer or by the pool operator.

Hirer to be given copies of normal and emergency operating procedures, and to sign to the effect that these have been read and understood

Specific agreement on the respective responsibilities of the pool operator and the hirer for action in any emergency. A distinction needs to be drawn between:

Emergencies arising from the activities of the group using the pool; and

Other emergencies (structural or power failures, etc).

Responsibilities for the latter will remain with the pool operator who will need, accordingly, to have competent staff in attendance during the hire session.

Any rules of behaviour to be enforced during the session.

Any advice on safety to be given to participants, e.g. on avoiding alcohol and food immediately before swimming.

HIRE OF FACILITIES AGREEMENT

THIS AGREEMENT is made: the _____ Day of _____ 200

BETWEEN _____ (the Company) (1)

and CHURCHER'S COLLEGE (the College) (2)

for the use of: _____

required for the Company and offered by the College:-

from: _____

to: _____

Confirmation of the facilities that have been reserved during the period above is subject to the following conditions.

The price payable to the College shall be £ _____

The Company shall pay to the College a non-returnable deposit of £ _____ being 10% of the Contract Money. The remainder of money due to the College shall be paid by the company prior to commencement of the letting period.

The College does not accept any responsibility or liability in respect of loss or damage to any property brought to the premises by or on behalf of the Company its servants, agents or persons authorised by then to visit the premises and the appropriate insurance cover should be obtained by the Company

The Company shall accept the responsibility for and shall indemnify the College against all claims:

For loss or damage (other than any fire damage against the risk of which the College may be insured from time to time) to the premises and their contents occupied or used during the period of the hire where such loss or damage is caused by or occurs as a result of any action taken by the Company its servants, contractors, agents or licencees or invitees made by or against the Company or the College or its or their servants contractors agents or licensees arising from loss or damage to property or bodily injury to the Company its servants contractors or agents other than arising from the acts of others.

The College does not accept responsibility for any claims for consequential loss suffered by the Company its servants, agents, contractors or licensees following cancellation or abandonment.

No financial or other liability will be accepted by the College if for any reason beyond its control it is found necessary to cancel any activity arising out of the hiring and in particular but without prejudice to the generality of the foregoing by reason of:

structural damage making buildings unusable e.g. fire explosion, flood etc.

failure of services e.g. gas, electricity, water drainage, ventilation etc.

industrial or disruptive action by the College employees e.g. pickets or interruption of supplies as a result of industrial dispute at the College or elsewhere.

The Company undertakes to employ sufficient staff adequately to supervise the students at the courses run during the periods above mentioned at all times and, particularly in the case of the Swimming Pools, takes responsibility for the Health and Safety of persons using the facilities. The Company undertakes that those areas occupied by them shall be in a clean and tidy condition at the end of the let. It further undertakes not to grant access to the property to, or use of facilities by any person or persons not forming a part of the Company's staff or pupils.

The School minibuses are not insured or available for use by the Company.

The surety in consideration of this agreement having been made at his request hereby covenants with the College that the Company will pay the sum due hereunder and will perform and observe all the obligations herein contained and that in case of default in such payment or in the performance or observance of such obligations the surety will pay and make good to the College on demand all losses, damages, costs and expenses thereby arising or incurred by the College provided always and it is hereby agreed that any neglect or forbearance of the College in endeavouring to obtain payment of the sums due hereunder or to enforce performance of the several obligations and any time which may be given to the Company by the College shall not release or exonerate or in any way affect the liability of the surety under this covenant.

Signed this: _____ Day of _____ 200

on behalf of: _____

Witness: _____

Address: _____

On behalf of Churcher's College

Signed: _____

Witness: _____

Address: _____

Report No:

CHURCHER'S COLLEGE**ACCIDENT OR INCIDENT REPORT****PART 1*****For completion as follows:******Senior School - by School Nurse******Junior School - by Junior School Administrator***

Name of Casualty			
Department or Form			
Date of Birth <i>(if under 21)</i>			
Date & Time of Accident			
Nature of Injury			
Description of Treatment Given			
Date		Signed: <i>Matron/Administrator</i>	

PART 2***For completion as follows:******Pupils - by appropriate member of Teaching Staff******Others - by injured person, unless incapacitated, in which case the appropriate Head of Department***

Where and How the Accident Occurred <i>(attach sketch if appropriate)</i>			
Was proper supervision being exercised at the time?			

List of Witnesses:			
Whether any defect in school premises or equipment could be contributory cause.			
Any Other Observations or Comments			
Date		Signature	

PART 3

For completion as follows:

- For Senior School Teaching Staff or Pupils - Deputy Headmaster*
- For Junior School Teaching Staff or Pupils - Head of Junior School*
- For all Non Teaching Staff - Bursar*

RECOMMENDATIONS

Date		Signature	

PART 4

HEADMASTER'S DECISION

Date		Signature	

Disposal of Report:

- Original copy to be filed in the General Office and retained for **7 years**
- Photocopy to be placed on Pupil's or Staff Member's file (latter held by Bursar)
- Photocopy to Mr P W Sutton (Deputy Headmaster)

CHURCHER'S COLLEGE

ISSUE OF PERSONAL PROTECTIVE EQUIPMENT

Name of Employee: _____

Department: _____

Job: _____

National Insurance
No: _____

Personal Protective Equipment	Specification	Date of Issue
Eye Protection		
Hearing Protection		
Safety Shoes		
Helmets		
Respirators		
Wet Weather Equipment		
Overalls		
Other (Specify)		

HEALTH AND SAFETY AT WORK ETC, ACT 1974

I have a duty to take reasonable care for the health and safety of myself and any other persons who may be affected by my acts or omissions.

I have a duty to co-operate with my employer to enable him to fulfil his legal duties.

I must not intentionally or recklessly interfere with or misuse anything provided for our health, safety and welfare.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 1988

I understand that when provided with any Personal Protective Equipment, e.g. Respirators, Gloves, to reduce my exposure to a substance and act as a control Measure; that I have a duty to wear it/use it correctly and promptly report any defects.

THE NOISE AT WORK REGULATIONS 1989

I understand that I have a duty to fully and properly use the ear protection provided for me by my employer when working on jobs with noise levels above 90 dB(A) and to report any defects back to him.

PERSONAL PROTECTIVE EQUIPMENT AT WORK REGULATIONS 1992

I understand that when provided with any Personal Protective Equipment I have a duty to use it in accordance with any training and instructions, take all reasonable steps to ensure it is returned to accommodation provided for it after use, and report any loss or obvious defects to my employer.

PERSONAL UNDERTAKING

I have read the above and understand my duties as regards the wearing of the equipment issued to me. I know where to obtain replacements if the equipment is lost or damaged.

Signed:

Date:

INSTRUCTIONS FOR SCHOOL CONTRACTORS

These Rules for Contractors are issued to all Contractors working within the School and for work which is not covered by the Construction (Design and Management) Regulations 1994. The School has a policy for compliance with these Regulations and these instructions are not considered to represent any Health & Safety Plan under the Regulations.

The School Liaison Manager for Contractors is the Estates Officer. He must be contacted before any work is commenced. The School requires Contractors to book in and out of the site daily, and this is to be arranged with the Estates Officer.

Contractors will be expected to produce satisfactory evidence of insurance cover in respect of their legal liabilities to the School, third parties and their own employees. It is a condition of contract that any main contractor assumes the legal liabilities to the School and third parties which may be occasioned through the actions of any sub-contractor or other body employed or engaged by the Contractor up to £5M unless otherwise specified.

Unless specifically agreed in writing with the Contractor, orders are placed on the basis that the Contractor will provide all equipment including ladders, trestles, tools, scaffolding and any necessary protective clothing and equipment for their employees. The use of School equipment such as lifting equipment, electrical supplies, tools and access equipment is prohibited unless specifically authorised by the Estates Officer.

Contractors are not permitted to engage the assistance of School personnel without specific authorisation from the Estates Officer.

When a Contractor uses scaffolding or other access equipment on site he must ensure that it complies with the Construction (Health, Safety & Welfare) Regulations 1996. Scaffolding inspections, in accordance with these Regulations are the responsibility of the Contractor.

The Contractor is responsible for seeing that any sump, pit or other excavation caused or worked on is securely fenced as required by the Construction Regulations.

The Contractor shall ensure, by proper boarding, shuttering or other means, the protection from damage of any property of the School or other persons' property adjoining the site.

No contractor's employee is allowed to interfere with or operate any valve, tap, switch or plant control without first obtaining permission from the Estates Officer.

Contractors are reminded that, under the Electricity at Work Regulations 1989, Regulation 14, no work activity should be carried out on, or near, any 'live' conductor unless it is unreasonable, having regard to all relevant factors, for the equipment to be 'dead' while work proceeds; and that it is reasonable for the work to be carried out on or near it while it is 'live' and suitable precautions are taken to prevent injury.

When portable electrical equipment is brought on to the site, this is expected to be of 110 volt centre-tapped supply unless otherwise specifically authorised. All cables and extension leads are to be in good condition, properly maintained and terminated.

All gas welding or flame-cutting equipment brought on to site is expected to be fitted with flashback arrestors, and proper arrangements are to be made by the Contractors for securing of cylinders while on site. This applies both to gas cylinders which are in use, and spares. Cylinders which are not secured to a trolley should be tied back to a frame or other support to avoid damage to valves.

The School site includes areas of high fire risk which are identified by appropriate signs, and smoking and naked lights are banned across the site internally and externally.

Any accidents that occur on site must be reported to the Estates Officer. We expect the co-operation of Contractors in the investigation of any accidents which may occur.

Contractors are required to advise the Liaison Manager where they will be working on site and should not go into other areas without prior authorisation.

The Contractor shall inform the Liaison Manager of the health hazards of any substances he brings on to the site, the likely exposure risks to our employees or pupils, and any precautions that need to be followed. This may require a formal Risk Assessment Schedule to be submitted for approval.

Any queries or problems on site should be referred to the Estates Officer. In his absence his nominated deputy or the Bursar should be contacted who will assist the Contractor in his endeavour to ensure safety on our premises.

I acknowledge receipt of a copy of these Instructions for Contractors and agree to be bound by the conditions outlined above.

Signed: _____ (Contractor)

Dated: _____