

# Health and Safety Policy

**CAMBRIDGE TUTORS COLLEGE  
WATER TOWER HILL  
CROYDON  
SURREY  
CRO 5SX**

## SECTION A

### **Health & Safety General Policy Statement**

#### **Introduction**

Cambridge Tutors College attaches the utmost importance to the safety, health and welfare of its employees and pupils. The College will comply with the provisions of the Health and Safety at Work Act 1974 and all subsequent regulations, including those implementing EC Directives. The College's trustees bear ultimate responsibility to provide leadership and day to day responsibilities are delegated to the Principal.

The senior management team will take steps so far as is reasonably practicable to ensure that the workplace is a safe and healthy environment in which its employees, pupils, contractors and other persons affected by the College operations can work.

The management team will make the necessary assessments, identify safety training and provide information and supervision for employees at all levels. It will consult on a regular basis with all employees/staff representatives with regards to health and safety issues. It will provide the necessary safety devices and protective clothing, provided that a safer working environment cannot be achieved by any other means.

#### **Focus**

The College's work programmes will, so far as is reasonably practicable, adopt good safety practices. These will include:

- the safe use, storage, handling and transport of articles and substances.
- the provision of adequate information, instruction, training and supervision for employees including temporary employees and contractors.
- the provision of safe machinery and equipment regularly maintained, including the operation and maintenance of plant and systems of work.
- the provision of a safe and healthy place of work, including access and egress to and from the premises, and adequate facilities and arrangements for the welfare of employees at work.
- consider the safety of pupils, parents, contractors and any others accessing the premises including those who hire or undertake leisure activities.

#### **Co-operation**

All aspects of health and safety remain a management responsibility. However a safe and healthy workplace can only be achieved with the full co-operation of every employee.

Employees are duty bound to act responsibly and to do everything possible to prevent personal injury to themselves and to others. They must also safeguard all persons to whom the College owes a duty of care, namely people who may come into contact with their work; pupils, parents, visitors etc. To achieve this, employees must:

- Obey all the safety rules and procedures, including the wearing of protective clothing and the use of protective devices if they are specified by the College risk assessments.
- Exercise their awareness, alertness, self-control and common sense at work.
- Report promptly to their department head or the Principal all hazards, potential hazards, defects in equipment and any shortcomings in the College's work systems or procedures.

Employees should not be in any doubt that the College will apply disciplinary procedures to any employee who is in breach of the College's health and safety policy. This includes any specific safe systems of work, instructions, training and procedures laid down for the protection of those involved in the College's operations, and for those who may become involved in them.

### **Policy Review**

This policy will be regularly revised by the Principal as necessary (but at a minimum of one year intervals). In conducting the policy reviews, due regard will be given to the following:

### **Planning**

The elimination of risks in the workplace by careful selection and design of facilities, equipment and processes, together with effective control measures and training for employees.

### **Organisation**

A review of the College's organisation including changes to ensure that responsibilities for health and safety are clearly defined at all times to all employees at every level.

### **Control**

Ensuring that the safety requirements are implemented throughout the College by all employees and that training is regularly conducted in support of those standards.

### **Monitoring and Review**

Safety audits will be carried annually and a safety report completed. These documents will form the basis for monitoring and review, to ensure that a credible standard of health and safety is achieved.

### **Health & Safety Management**

The College's Trust Council has overall responsibility for the implementation of the policy and will ensure that sufficient finance provision is made available to support the policy.

A copy of the policy will be given to all employees when they join the College. When changes have been made to the policy, updated versions will be distributed.

## **RESPONSIBILITIES**

1. Overall and final responsibility for health and safety in the company is that of:  
The Council of Cambridge Tutors Educational Trust Limited Directors.
2. THE PRINCIPAL, Mario Di Clemente, is responsible for this policy being carried out at  
the premises of Water Tower Hill Croydon.

THE VICE PRINCIPAL, Jake Burnett, will be responsible as his deputy.

3. The following supervisors are responsible for safety in particular areas:

<b>Supervisor</b>	<b>Area</b>	<b>Any special responsibility</b>
Loretta Legg	Science Labs or any Activity involving Chemicals	
Sandra Carroll	Library	
Patricia Brown	Office/A401	First Aid Officer
Janice Everett	Bursar's Office	
Malcolm Chaplin, Bryn Richards	College	Safety of electrical & heating systems
Mario Di Clemente	College	General problems both inside the College buildings and in the grounds
Stephen Oakes, Judy Gollop, Winston Wong	Areas that have computers	Computing

Responsibilities for risk assessments are delegated to the Heads of Department and they have authority to stop any activity they think is dangerous.

The Principal may delegate responsibilities for risk assessment to the relevant supervisors:

e.g. Premises Officers: domestic matters, gardening

4. All employees have the responsibility to co-operate with supervisors and managers to achieve a healthy and safe workplace and to take reasonable care of themselves and others. Any potential hazard should be reported to a member of the Safety Committee:

Jake Burnett  
Malcolm Chaplin  
Bryn Richards  
Graham Smith

5. Whenever an employee, supervisor or manager notices a health or safety problem which they are not able to put right, they must straightaway tell the appropriate person named above. Consultation between management and employees is provided by regular staff meetings and via tutors' committee.
6. Other responsibilities:

<b>Area</b>	<b>Person responsible</b>
Safety Training:	Principal
Carrying out safety inspections:	Safety Committee
Investigating accidents:	Principal
Monitoring maintenance of plant and equipment:	Premises Officer

## SECTION B

### GENERAL ARRANGEMENTS

#### ACCIDENTS

First aid boxes are in

- 1) General Office
- 2) Laboratory Prep Room
- 3) The Library

Trained/qualified first aiders are:	Name:	Main Location:
	Marisca Botha	A-block /Copse
	Patricia Brown	A42
	Sandra Carroll	Library
	Tracey Chivers	Welfare
	Gianni Merone	C22
	Paul Nicklin	D15

Appointed person responsible for boxes - in the main building: Patricia Brown  
- in the laboratories: Loretta Legg,

The contents of the first aid kits must be checked termly.

Travelling first aid kits are available from:

- i) the office
- ii) the prep laboratory

#### **Procedure to Ensure Notification of Reportable Accidents**

Any accident requiring hospital treatment must be reported to the Head of Student Welfare, Patricia Brown who will notify the HSE on form F2508 or F2508A.

Any employee who is absent from work for 3 days or more as a result of an injury occurring during the execution of his/her duties must inform the Head of Student Welfare, who will notify the HSE.

Accident Record Book is in: i) A42: Head of Student Welfare's Office

When transporting accident victims to hospital, the first aider is not allowed to drive, but must accompany the casualty and be driven by a third party.

## GENERAL FIRE SAFETY

	<b>Name:</b>	<b>How often:</b>
Fire Drills co-ordinated by:	Mario Di Clemente Janice Everett	Early in Autumn, Spring and Summer terms
Escape Routes checked by:	Malcolm Chaplin, Bryn Richards	Beg. of Autumn, Spring and Summer terms
Fire alarms checked by:	Malcolm Chaplin, Bryn Richards	Beg. of Autumn, Spring and Summer terms
Fire extinguishers checked by:	Malcolm Chaplin, Bryn Richards	Beg. of Autumn, Spring and Summer terms
Fire reels checked by:	Malcolm Chaplin, Bryn Richards	Beg. of Autumn, Spring and Summer terms
Emergency lighting checked by:	Malcolm Chaplin, Bryn Richards	Regularly
Fire Extinguishers maintained by:	Capitol	Once a year
Fire Safety Check list	Malcolm Chaplin, Bryn Richards	Twice a year
Other equipment: Fire blankets	Loretta Legg Janet Drinkall David Rudge	checked twice a term

## ADVICE AND CONSULTANCY

Health & Safety

Health & Safety Executive

Rose Court  
2 Southwark Bridge  
LONDON  
SE1 9HS

Tel: 0845 345 0055  
Fax: 020 7556 2102

Helplines:  
0845 408 9565 & 0870 154 5500

For accidents

Minor Injuries Unit (2-10pm)  
Parkway Health Centre  
New Addington

**TRAINING****Person responsible for training**

Mario Di Clemente

**Location**

Principal's office

**Special Training:** Hazardous jobs may need special training.**Job:**

Laboratory Technician

**Training required:**Induction in handling hazardous material  
and in use of safety equipment.**CONTRACTORS AND VISITORS****Procedure for Informing Contractors and Visitors of Hazards**

Any person contracted to carry out work on the premises must be apprised of the risks by the Safety Officer responsible for that area.

Laboratories:

Loretta Legg

General Areas:

Malcolm Chaplin / Bryn Richards

The contractor should be asked to sign a proforma to confirm that this has been carried out and these should be kept on file. The contractor should also assess the risks involved in the activity.

## SECTION C

### HAZARDS

Hazard sheets are kept by the Biology/Chemistry Technicians: Loretta Legg/Janet Drinkall

Guidance on hazardous chemicals is available in the CLEAPSS file in the Prep. Lab.

#### HOUSEKEEPING AND PREMISES

Cleanliness:	Under supervision of Premises Officers, Malcolm Chaplin and Bryn Richards
Safe stacking and storage:	As above.
Marking and keeping clear gangways, exits etc: signposting and posters reviewed annually.	As above
Checking equipment like ladders.	As above
Special access to particular places:	Plant rooms etc. kept locked at all times. Access by Premises Officer, Bursar or Principal

#### ELECTRICAL WIRING

The electrical wiring is checked every 5 to 7 years and a report kept on file.

#### ELECTRICAL EQUIPMENT

The routine for inspection plugs and cables for loose connections and faults is:

1. Regular Inspection. – Report with the Bursar.
2. Regular spot checks.
3. Staff reporting problems

A portable breaker supply is available for special use – e.g. lawn mowers. Otherwise equipment only used by trained personnel.

## MACHINERY

Equipment:	Who checks:	How often:
Generator	Premises Officer	Termly

## DANGEROUS SUBSTANCES

Data sheets and emergency treatment instructions are available in the Prep. Lab

Goggles and protective clothing are provided.

A fume cupboard is available for chemicals in use.

Poisons cupboard only accessible to trained staff.

Two flammable liquid stores with locks.

Radioactive sources are kept in a locked wall mounted safe in the Physics Prep. Room.

They are used by Physics Tutors in demonstrations only.

The RPS (Radiation Protection Supervisor) is Graham Smith.

The RPA (Radiation Protection Adviser) is John Makepeace (CRadP, MSRP), his contact details are:

National Physical Laboratory

Telephone: 020 8943 6480

Fax: 020 8614 0487

Mobile: 07711 655289

e-mail: [john.makepeace@npl.co.uk](mailto:john.makepeace@npl.co.uk)

## FLUIDS UNDER PRESSURE

SO<sub>2</sub> - Sulphur Dioxide – a small pressurised container in a loosely tied plastic bag with some soda-lime according to CLEAPSS recommendations. This is kept to the right of the fume cupboard in the Biology/Chemistry prep room.

## Appendix 1

### FIRE PRECAUTIONS

- i) If you discover a fire, or one is reported to you, you should:
- Break the glass on the closest Call Point.
  - Attack the fire with the appliances provided, without taking personal risks.

ii) **EXIT ROUTES AND TUTORS RESPONSIBLE:**

**Old Buildings (A and B blocks)**

	<u>ROOMS</u>	<u>EXIT</u>	<u>TUTOR RESPONSIBLE</u>
<b>Floor 5</b>	A51 - A53	Down back stairs, door to Water Tower Hill	Tutor in A53
	A54 - A57	Fire escape, room A56.	Tutor in A54
<b>Floor 4</b>	B51 - B57	Fire escape, room B51.	Tutor in B54
	A41 - A43	Down stairs, door to car park	Tutor in A42
	A44 - A46	Down back stairs, door to Water Tower Hill.	Tutor in A45
<b>Floor 3</b>	B41 - B45	Fire escape, room B42.	Tutor in B42
	B31 - B34	Fire escape, locker room	Tutor in B32
	B35	Fire escape, right hand side of Hall	Tutor in B35
<b>Floor 2</b>	B22 - B24	Fire escape, B22.	Tutor in B24
	B21/B25/B26	Down stairs and through entrance lobby.	Tutor in B25
	B28	Down stairs and through entrance lobby	Tutor in B28
	B29	Fire escape.	Tutor in B29
<b>Floor 1</b>	Cybercafe	Doors to terrace.	
	New Canteen	Fire escape.	
	B12	Up stairs through entrance lobby	Tutor in B12

**Osborne Study Centre**

<b>Floor 2</b>	D21	Turn left out of main entrance (upper level) or through connecting door into Library if main entrance blocked	Tutor in D21
	D22	Straight out of fire door or turn left out of main entrance (upper level) if fire door blocked	Librarian
<b>Floor 1</b>	D11	Fire door in room	Tutor in D11
	D12	Out of main entrance	Tutor in D12
	D13	Fire door at foot of stairs	Tutor in D13
	D14/15	Turn right and out of fire door	Tutor in D14/15
	D16	Fire door opposite	Tutor in D16

## Copse Language Centre

C22	Fire Door in room	Tutor in C22
C23	Out of Main Entrance	Tutor in C23
C24	Out of Main Entrance	Tutor in C24

\* During practice alarms it should be unnecessary to break the glass to open the fire doors as they will have been opened by a key before the alarm bell is rung. If this has not been done, break the glass to open the door.

### iii) TUTOR HEARING SIREN:

- a) Instruct students to proceed out of the building by the correct route in an orderly manner and gather round the tutor in the car park.
- b) Close doors and windows and switch off lights.
- c) Report to the Bursar to account for the presence of your students in the car park. In the case of a bomb scare you may be asked to take your students to the park.
- d) If you are invigilating a public examination when the alarm sounds, make a note of the time, ask students to remain silent and escort them to an isolated location where a member of the office staff will assist.

### iv) FIRE BRIGADE:

Two hydrants to provide water for the Fire Brigade are at the top of Water Tower Hill on both sides of the park gate. There is another hydrant just below the entrance to the drive.

### v) FIRE ALARMS:

There are fire alarm points by all exit doors and in corridors.

### vi) FIRE FIGHTING APPARATUS:

Notices listing the nearest available fire-fighting equipment are posted in each classroom and in other communal areas.

- a) First Aid Kits: One in the office, one in each prep lab, one in kitchen.
- b) There is provision for emergency lighting in the event of a power failure.

vii) If there were a fire there is no guarantee that students would have had a practice beforehand. We, therefore, depend upon the tutors understanding these instructions, knowing the position of each piece of fire-fighting equipment and how to use it, and explaining these instructions to students on two occasions:

**First** - when it is announced that the siren is to be sounded to familiarise students with its sound and that no evacuation of the building need take place.

**Second** - when in the car park after taking roll call and reporting to the Bursar that all are present.

The **Bursar's** role is to take the master timetable and mobile phone to the car park, to be a point of reference for staff and students and to note attendance/absences.

The **Principal's** role is to clear the A-block of all personnel and to keep a record of the event, whether it is a drill or an emergency.

The **Premises Officer's** role is to clear the B-block of all personnel.

The **Librarian's** and **IT Technician's** roles are to clear the first floor and ground floor respectively of the Osborne Study Centre.

**Joyce Eyers's** role is to clear the Copse Language Centre of all personnel.

**If the fire alarm sounds, all staff should establish whether the above are present. If any one of these is absent, their role must be covered. If the Principal, Premises Officer, Librarian or Mrs Eyers is absent, any office staff (or any other staff delegated by them) takes on that role. If the Bursar is absent, the person in the main office takes the timetable, mobile phone and booking diary out to the "responsible person"\* in the car park (\*Principal, Vice Principal or Senior Tutor).**

#### **NOTES:**

The master timetable is located in the Bursar's office and in the main office and in the Staff Room.

Staff should report to the 'responsible person' standing at the **Fire Assembly Point** on the far side of the car park.

Those clearing the building should go first to the highest point, then check that each room (including toilets) is empty of people. They should ensure that all windows are closed (staff leaving rooms should already have done this). They then report to the person acting as the point of reference. The red fire file is on the shelf in the Principal's secretary's office.

## **Appendix 2**

### **Hazards, accidents and Injuries**

Any member of staff noticing a potential hazard or repairs/maintenance requirement should complete one of the forms kept in the Staff Room and pass it to the Principal who will notify the Premises Officer.

Staff should inform a contractor of any risk he/she might encounter whilst performing his/her job on our premises. Forms, which the contractor should sign, are available from the Premises Officer or from the science prep labs.

Emergency instructions for problems with dangerous substances are available in the Biology/Chemistry prep lab.

If any accident occurring on the premises requires hospital treatment, the Head of Student Welfare must be informed so that she can notify the Health and Safety Executive, necessary. If a student or member of staff needs to be taken to hospital, the First Aider must not drive but be driven by a third party. All accidents should be reported to the Principal and an accident form completed. These forms are available in the main office.

Injuries requiring minor First Aid are dealt with by Patricia Brown, Sandra Carroll, Marisca Botha or Tracey Chivers. If preferred, the male qualified first aiders are Gianni Merone and Paul Nicklin. First Aid boxes can be found in the Library, the general office or the prep labs. In addition, supplies of plasters, bandages and eye washes are available in each lab. Travelling first aid kits are available from the Biology/Chemistry prep lab or the general office.

Staff should avoid contact with blood or body fluids and if faced with such an occurrence they should call for one of the listed first aiders who will be able to deal with the matter in a safe and effective manner. Further guidance on standard infection control precautions is available from the Head of Student Welfare, the Health and Safety Committee or any of our trained first aiders.

No student may attend college, having been exposed to an infectious disease, without a medical certificate signed by a doctor. Parents must inform the College of any medical condition, symptoms and treatment being undertaken.

Any employee who is absent from work for three days or more as a result of an injury occurring during the execution of his/her duties must inform the Head of Student Welfare who will notify the HSE.

Students should not be given any medication (pills or creams). Paracetamol is on sale in the canteen.

If a cut needs a plaster the student should be asked whether he/she is allergic to plaster. If so, the cut should be bandaged.

### **Appendix 3**

#### **Educational Visits**

Although the vast majority of students at CTC are above statutory school age, or indeed over 18 years of age and above, it makes good sense to be fully aware of the guidance contained in the DCSF Guidance *Health and Safety of Pupils on Educational Visits* (DfES 1988 Reference HSPV2).

This publication contains the legal requirements as well as common sense guidance which should be taken in account when planning and taking groups of students on educational visits.

Copies of this publication are kept:

- In the Educational Trips file located in the staff room
- with the Designated Person, Patricia Brown, in A42

Full staff guidance on the CTC procedure to arrange trips can be found in the Educational Trips file as above.

In addition, when planning trips you may wish to bear in mind that recommended staff : pupil ratios are 1:15 – 20 for school year 7 and above (age 11+) for low risk activities. A higher student staff ratio may be needed for high risk activities or trips abroad.

Copies of an additional publication *Promoting Safety with Young People - Health & Safety at School: School Trips* (published by the Royal Society for the Prevention of Accidents) is an extremely valuable resource and is also available to staff as above.

Please note that final permission for any off premises trip rests with the Principal, or Vice Principal in his absence and a full risk assessment containing all elements of DCSF Guidance *on Health and Safety of Pupils on Educational Visits* (Reference HSPV2) must be submitted before any trip takes place. Samples of risk assessments are available in the educational trips file and can be discussed with Patricia Brown before final submission.

## Health and Safety Policy history

<b>Issue</b>	<b>Date</b>	<b>Author</b>
1	January 1999	David Lowe
2	August 2000	David Lowe
3	June 2001	David Lowe
4	July 2002	David Lowe
5	January 2003	David Lowe
6	December 2004	David Lowe
7	December 2006	David Lowe
8	January 2009	Mario Di Clemente
9	September 2009	Mario Di Clemente
10	January 2010	Mario Di Clemente