

# **HEALTH AND SAFETY POLICY**

**CAMBRIDGE TUTORS COLLEGE**

WATER TOWER HILL  
CROYDON SURREY  
CRO 5SX

### **Section A: General Statement of Health & Safety Policy**

As council members of Cambridge Tutors College (CTC) we fully recognise our collective responsibility for providing, so far as is reasonably practicable, a safe and healthy college for all of our employees, students, contractors, visitors (including parents) and others who could be affected by our activities. In our role as the employer we attach high priority to ensuring that all the operations within the college environment, both educational and support, are delivered in an appropriate manner. The council members are committed to promoting the welfare of all in our community so that effective learning can take place. 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.

Day-to-day responsibility for the operation of health & safety at the college is vested with the Principal. However, as council members, we have specified that that the college should adopt the following framework for managing health & safety, which can be found detailed below.

The Senior Leadership Team (SLT), will take steps so far as are 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. SLT 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 about health & 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**

CTC's work programs 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.
- Making adequate arrangement for the safeguarding arrangement of students.
- Consideration for 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 & 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; students, parents, contractors, 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 & 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 least annually). 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 made available to all employees when they join the College, on request. When changes have been made to the policy, updated versions will be distributed by email.

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## Responsibilities

- Overall and final responsibility for health & safety in the company is that of The Council of Cambridge Tutors Educational Trust Limited, as company directors.
- The Principal is responsible for this policy being carried out
- The Principal is responsible for day-to-day H&S management
- The Head of Welfare or Head of Marketing (as SLT members) are responsible (in that order) in the Principals absence
- The following employees are responsible for H&S in their areas:

	Area	Any special responsibility
A Block	Student Common Room	Head Of Premises, Senior Cleaner
A Block	Staff Room	Tutor Representative
A Block	Offices	Office owners
A Block	Toilets (all)	Head Of Premises, Senior Cleaner
A Block	Staff Kitchen	Head Of Premises, Senior Cleaner
A Block	Repro room	Senior Receptionist
A Block	Classrooms, offices and maths storerooms (middle and top floor)	Head of Maths
A Block	Prayer room	Head Of Premises, Senior Cleaner
A Block	Archive	Finance Manager
B Block	Art Room	Head of Art
B Block	Classrooms	Teaching staff assigned to those rooms
B Block	Biology and Chemistry	Chemistry Lab tech
B Block	Physics Laboratories	Physics Lab Tech
C Block	All Classrooms	Currently closed
C Block	Toilets	Head Of Premises, Senior Cleaner
C Block	Storerooms	Head Of Premises, Senior Cleaner
D Block	All Computer rooms	IT Consultant
D Block	Library	Librarian
D Block	Toilets	Head Of Premises, Senior Cleaner
Boarding House	Boarding House	Senior House Parent
College site	Premises Manager on duty	Health & Safety for site

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 also delegate other as required to other responsible employees.

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.

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Any potential hazard should be reported to a member of the Health & Safety Committee which, in 2018-2019, comprises:

- Ruth Kidane (Chair)
- Chris Drew (SLT)
- Brynn Richards (Site Manager)
- Andrew Cook (Tutor)
- Christine Goksen (Boarding)
- Michael Gibson (Lab Tech)
- Ruth Kidane (Support staff)

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

Other responsibilities:

<b>Area</b>	<b>Person responsible</b>
Safety Training:	Principal
Carrying out safety inspections:	Health & Safety Committee
Investigating accidents:	Site Manager
Boarding House:	House Parents
Monitoring maintenance of plant and equipment:	Premises Officer

Signed:

Date:

Chair of Council,  
for and on behalf of the Council and Association of Cambridge Tutors Educational Trust Limited

## **Section B: General Arrangements**

Accidents Location and quantity of first aid kits:

<b>Quantity</b>	<b>Location</b>	<b>Cover</b>	<b>Notes</b>
1	Main Office	1 -50 People	wall mounted
1	Main Office	1 -50 People	mobile Kit
1	Library	1 -50 People	mobile Kit
1	A401	1 -50 People	mobile kit
1	Prep Lab	1 -50 People	mobile kit
1	B22	1- 10 People	wall mounted
1	B23	1- 10 People	wall mounted
1	B24	1 - 10 People	wall mounted
1	B 25	1- 10 People	wall mounted
1	B26	1 - 10 People	wall mounted
1	Copse utility room	1 -50 People	mobile kit
1	Boarding Reception	1 - 50 People	wall mounted
1	Boarding Sick Bay	1 - 50 People	wall mounted

Cover= 350 people

Other First Aid Kits available:

Minibus	1x passenger carrying vehicle kit (to comply with latest PCV regulations)
Prep Lab	1 x travelling kit (to be carried by hand on field trips) 1 person
Sports Bag	1 x standard first aid kit with additional materials specific for sports injuries, kit available from Mrs Botha

The contents of each first aid kit is checked once each academic term, replenished as necessary and new stocks are usually ordered on an annual basis. Stocks of first aid equipment in College are stored in the locking cupboards in A41.

Appointed persons responsible for boxes: Main building is Patricia Brown  
Laboratories is Michael Gibson  
Boarding House is Christine Goksen

### **Defibrillator**

The College has a defibrillator located in Reception. The appliance is clearly signposted and available for anyone to use as needed. No training is necessary. The appliance is semi-automatic, i.e. the machine gives clear guidance and instructions and advises when to shock or not shock the casualty. Battery check September 2019 PB

### **Slips and Trips**

All injuries, accidents, and dangerous occurrences will be recorded. The First aider or supporting teacher will fill in an accident report form for every serious or significant accident that occurs on or off the College site. Accident reports will be kept by the Student Welfare Office

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**Qualified first aiders:**

Name	Location	Position	Notes
Michael Gibson	Science Labs	PE Tutor	
Patricia Brown	A42	Head of Student Welfare	Full Time
Tracey Chivers	A401	Student Welfare Officer	Not Thursday
Susan Marlow	A401	Accommodation Officer/ Boarding Relief	Thursday at CTC and when on duty in Boarding House
Chrissie Goksen	Boarding House	Senior House Parent	Supported by Alan Doyle and Shannon Bolger
Chris Drew	Principal's Office	Principal	Full Time
Block closed	C22	IETLS / Head of year	Not Friday
Brynley Richards	Premises	Premises Manager	Rota Working Hours

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**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 coordinated by:	Chris Drew	Early in Autumn, Spring and Summer terms
Escape routes checked by:	Site team	Beg. of Autumn, Spring and Summer terms
Fire alarms checked by:	Site team	Beg. of Autumn, Spring and Summer terms
Fire extinguishers checked by:	Site team	Beg. of Autumn, Spring and Summer terms
Emergency lighting checked by:	Site team	Regularly
Fire Extinguishers maintained by:	Thompson Fire	Once a year
Fire Safety Check list	Bryn Richards	Twice a year
Other equipment: Fire blankets	Michael Gibson	Twice a term



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**Advice and Consultancy**

Health & Safety	Health & Safety Executive Rose Court 2 Southwark Bridge LONDON SE19HS 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 Tel 01689 808810 or NHS 111 Service or Croydon University Hospital 530 London Road, Croydon, Surrey CR7 7YE Tel: 020 8401 3000

Training  
Person responsible for training

Location Finance office  
SLT

Special Training: Hazardous jobs may need special training.

Job	Training required
Laboratory Technician's	Induction in handling hazardous material and use of safety equipment.

**Contractors and Visitors**

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	Michael Gibson
General Areas	Bryn Richards/Paul Johnson
Boarding House	Christine Goksen

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.

### **On-Site Vehicle movements**

Vehicle drivers are encouraged to drive around the premises at some 5mph. where a member of staff notices speeding they should take action to remind the driver of the speed limit. There is a clear demarcation for pedestrians coming through the main entrance. If pedestrians, particularly students, are not making use of the demarcated areas they should be made aware of the requirements.

Persistent offenders must be reported to the Site Manager who will issue a prohibition notice if required.

### **Manual Handling**

Manual handling should be minimized as far as is reasonably practical and should be conducted in a manner so that the risk of injury is reduced as far as is reasonably possible.

Heads of departments will be responsible for the management of manual handling activities within their control. Manual handling is defined as “any transporting or supporting of a load, including lifting, putting down, pushing, pulling, carrying or moving by hand or bodily force. This may include

- Moving furniture around classrooms
- Moving equipment stored at height
- Moving items when taking delivery of goods
- Pushing and pulling trolley and PE equipment
- Setting up temporary stages
- Moving gas cylinders, chemicals, etc.
- General movement of workplace equipment

Heads of Departments will:

- Consider whether the object needs to be moved at all
- Where it needs to be moved to
- Where manual handling is necessary to ensure that a risk assessment (appendix 4) is done and any required control are implemented.
- Ensure that those undertaking the task receive appropriate training.

When assessing the risk, the following should be taken into consideration

- The task
- The load
- The individual
- The requirements

All who undertake manual handling activities must have received appropriate training, covering good lifting techniques, which include:

- Planning the lift
- Keeping the load close to the waist
- Adopting a stable position

- Getting a good hold
- Not flexing the back any further when lifting
- Avoiding twisting the back or leaning sideways
- Keeping their head up
- Moving smoothly
- Putting the load down then adjusting as necessary

### **Management of Asbestos**

It is college policy that no employee or other person for whom the college is responsible, so far as is reasonably possible, be exposed to asbestos. The College maintains an asbestos register which is kept in the office of the Site Manager who ensures compliance with the regulatory requirements. Where any work is likely to involve contact with asbestos containing materials, and HSE contractor will be appointed to undertake the work.

Where any school employees may undertake activities where asbestos could be disturbed, they will be provided with awareness training so that they understand the dangers and steps to take if accidentally exposed.

Where an employee/contractor/student believe they have discovered asbestos they should contact the Principal immediately so that the appropriate action can be taken.

### **Working at Height**

The College should comply with the requirements of the Work at Height Regulations and in particular ensure that:

- All work at height is properly planned
- Those involved in work at height are competent
- The risks from work at height are assessed and appropriate work equipment is selected and used
- The risks from fragile surfaces is properly controlled
- Equipment for work at height is properly secured and maintained

The Site Manager will apply the following hierarchy for managing and selecting equipment for working at height, namely:

- Avoid work at height where possible
- Use work equipment or other measures to prevent falls where work at height cannot be avoided
- Where it cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.
- A flowchart is included in Appendix 5

The College requires that work at height, including organisation, planning, supervisions and supply and maintenance of equipment is only undertaken by competent people. A list of typical tasks that may involve working at height include:

- Putting up displays
- Placing/retrieving items above head height

- Opening and closing windows
- Stage support work
- Moving and erecting equipment
- Cleaning
- General site management/caretaking activities
- Maintenance and repairs
- Construction work/projects.

When equipment is selected for work at height it will be:

- The most suitable equipment for the task
- Give collective protection measures priority over personal protection measures
- Take account of working conditions and the risks to safety of all those at the place where the work equipment is to be used

Inspection of equipment used for work at height will be undertaken by a competent person (Site Manager/Caretaker) as appropriate. Ladders will be used in accordance with the HSE Document INDG 455. Any contractors to the College will be expected to follow the principles of this guidance

**Section C: Hazards**

Hazard sheets are kept by the Biology/Chemistry Technicians: Loretta Legg/Shona Bennett/Michael Gibson. In addition, the site team have COSHH sheets on cleaning materials where relevant.

Guidance on hazardous chemicals is available in the CLEAPSS file in the Biology/Chemistry prep room.

**Housekeeping and Premises**

Cleanliness	Site team
Safe stacking and storage	Site team
Marking and keeping clear gangways, exits etc: signposting and posters reviewed annually.	Site team
Checking equipment like ladders.	Site team
Special access to particular places:	Plant rooms etc. kept locked at all times. Access only by site team, Principal

**Electrical Wiring**

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

**Electrical Equipment**

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

1. Regular inspection
2. Regular spot checks
3. Staff reporting problems

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

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### Machinery

Equipment	Who checks	How often
Generator	Site team	Termly

### Dangerous Substances

- Data sheets and emergency treatment instructions are available in the Biology/Chemistry prep room.
- 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 Gregory Farrelly. 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

S02- 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**

If you discover a fire, or one is reported to you, you should:

- Break the glass on the closest Call Point.
- Tackle the fire with the appliances provided, without taking personal risks.

**Exit Routes And Staff Responsible**

A and B blocks

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

Osborne Study Centre

<i>Floor 2</i>	
D21	Turn left out of main entrance (upper level) or through 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
<i>Floor 1</i>	
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

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D16	Fire door opposite	Tutor in D16
Copse Language Centre (currently closed)		
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.

#### **Tutor Hearing Evacuation 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 Senior Finance Manager to account for the presence of your students in the car park. In the case of a danger on campus 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.

#### **Tutor Hearing Lockdown Siren**

- a) Instruct students to remain quiet and calm and to sit on the floor.
- b) Close doors, windows, blinds and switch off lights.
- c) Lock interleading doors where possible to prevent entry.
- d) Contact Principal/control center (principal's office area) either by mobile or e-mail if necessary
- d) If you are invigilating a public examination when the alarm sounds, make a note of the time, ask students to remain silent and to sit on the floor.
- e) Remain in place until the all clear has been given.

#### **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.

#### **Fire Alarms**

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

#### **Fire Fighting Apparatus**

Notices listing the nearest available fire-fighting equipment are posted in each classroom and in other communal areas. First Aid Kits: 1-50 person kits: 2 in the main office (1 static, 1 mobile), additional mobile kits; library, A401, Copse utility room, main prep lab. 1-10 person kits in each lab teaching room

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 Senior Finance Manager that all are present.



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- The Principal's role is to oversee the evacuation from the terrace steps.
- The Senior Finance Manager'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 fire wardens are as follows:
  - A Block –John Oliphant
  - B Block –Christina (catering team)/Chris Drew
  - C Block – Currently closed
  - D Block –Yussry Houssen.

If any of the above members of staff is absent, their role must be covered, normally by office staff (or any other staff delegated by them). If the Senior Finance Manager is absent, the person in the main office takes the timetable, mobile phone and booking diary out to the Principal or Vice Principal in the car park.

The Boarding house will be evacuated in accordance with the Boarding Evacuation / Fire Plan under the Guidance of Christin Goksen

**Notes**

- The master timetable is located in the Senior Finance Manager's office and in the main office and in the Staff Room.
- Staff should report to the Senior Finance Manager standing at the Fire Assembly Point on the far side of the car park. In her absence, they should report to the Principal or Vice Principal.
- Those clearing the building should go first to the highest point, and 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 fire file is kept in Principal'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, if 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 A42.
- Injuries requiring minor First Aid are dealt with by Patricia Brown or Tracey Chivers. If preferred, male qualified first aiders are Michael Gibson, Chris Drew, and Brynley Richards. For First Aid box locations, please see earlier list.
- Injuries in the boarding house requiring minor First Aid are dealt with by the member of staff on duty, Christine Goksen, Shannon Bolger, Alan Doyle or Susan Marlowe. For First Aid box locations, please see earlier list.
- 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 at the College should not be given any medication (pills or creams). Paracetamol is on sale in the canteen. Students in the boarding house may be given over the counter medication with permission from parents/guardians.
- 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 Safeguarding Lead, 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.

**Appendix 4: Manual handling Risk Assessment**

<b>Summary of operation</b>	
<b>Load being handled</b>	
<b>Location</b>	
<b>Frequency</b>	
<b>Any other factors (time restricted, time of day)</b>	
<b>Personnel involved</b>	
<b>Name of assessor</b>	
<b>Date of assessment</b>	

Fill in the grids below; If the answer to a question is ‘Yes’ place a tick against it and consider and record the possible action that could be taken to reduce the risk.

<b>THE TASK - DOES IT INVOLVE:</b>	<b>YES</b>	<b>POSSIBLE REMEDIAL ACTION</b>
Holding load away from the trunk?		
Twisting?		
Stooping?		
Reaching sideways?		
Reaching upwards?		
Large vertical movements?		
Lifting above shoulder height?		
Lifting below the knees?		
Change in posture/position?		
Long carrying distances?		
Strenuous pushing or pulling		
Unpredictable movement of the load?		
Repetitive handling?		
Insufficient rest or recovery?		
A work-rate imposed by a process?		
<b>THE LOAD - IS IT:</b>	<b>YES</b>	<b>POSSIBLE REMEDIAL ACTION</b>

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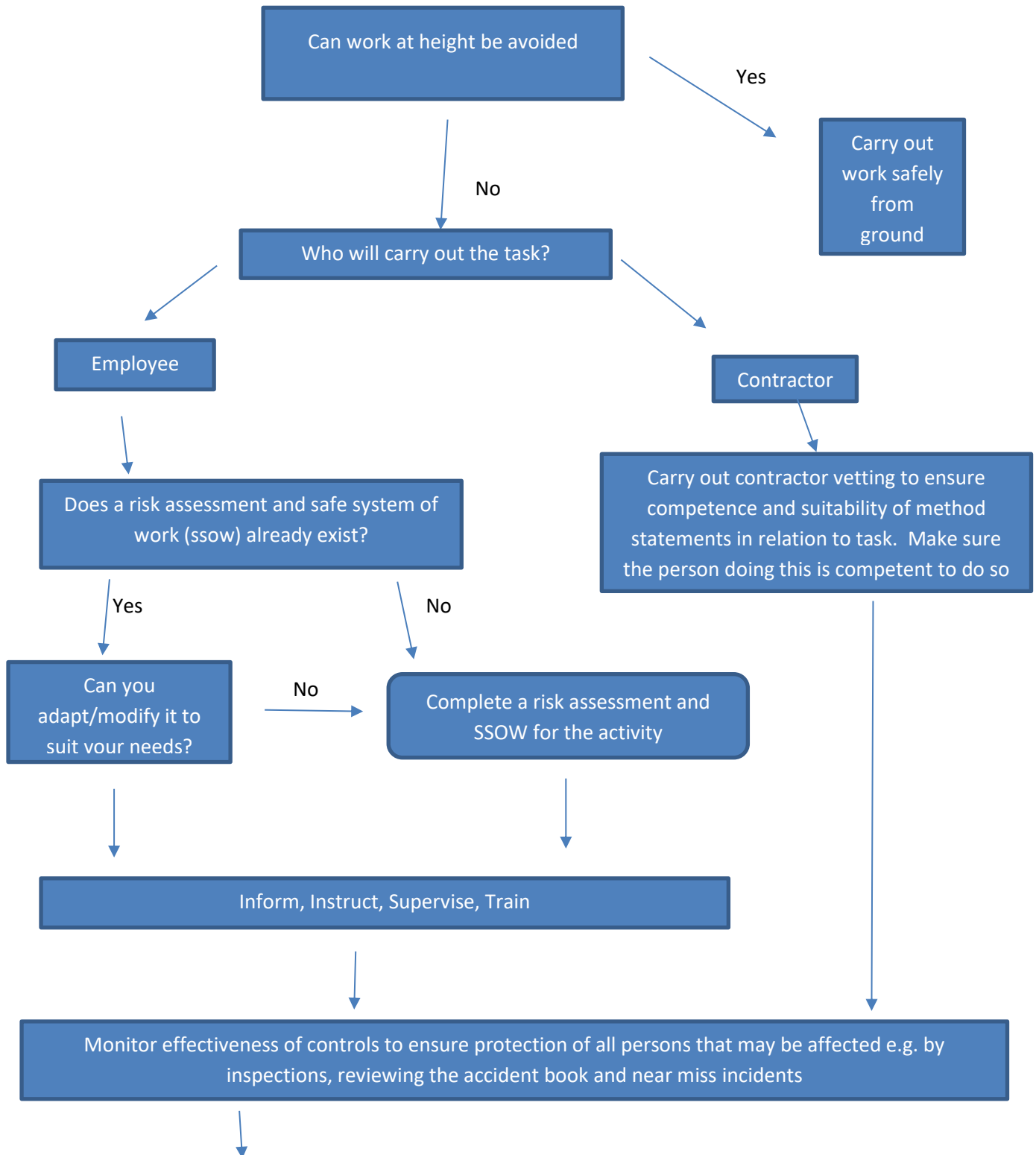
Heavy?		
Bulky?		
Difficult to grasp?		
Unstable/unpredictable?		
Intrinsically harmful (e.g. sharp /hot?)		
Obstructs vision?		
Is it difficult for the person to obtain assistance when handling difficult or heavy loads		
<b>THE ENVIRONMENT - ARE THERE:</b>	<b>YES</b>	<b>POSSIBLE REMEDIAL ACTION</b>
Constraints on posture?		
Obstructions?		
Poor floors?		
Variations in levels?		
Hot/cold/humid conditions?		
Strong air movements?		
Poor lighting conditions?		
<b>INDIVIDUAL CAPABILITY DOES THE ACTIVITY:</b>	<b>YES</b>	<b>POSSIBLE REMEDIAL ACTION</b>
Require unusual capability?		
Create a hazard to those with a health problem?		
Create a hazard to those who are pregnant?		
Call for special training/information?		
Is movement or posture hindered by clothing or personal protective equipment?		
Other relevant comments		
Date by which action is to be taken:		
Name and signature of person carrying out the task		

Name and signature of person carrying out the task	
Name and signature of person carrying out the task	

**GUIDANCE NOTES**

- The responsibility for undertaking the assessment lies with the supervisor or line manager.
- The Health & Safety Advisor should ensure that the managers and supervisors have undertaken the necessary assessments.
- The Health & Safety Advisor is available to provide advice and guidance to the assessor.
- Use this accompanying guidance note to identify those operations where the load involved falls outside the recommended weights and zones. These operations must then be assessed.
- Prioritise the activities into low, medium and high categories. Make some brief notes identifying your reasons for placing the operation into specific category.
- Concentrate on assessing the high risk activities first with medium second, leaving the low risk till last. It may be appropriate to assess operations that fall within the weights and zones of the guidance notes to confirm the risk is minimal and cannot be removed or reduced.
- Give each assessment a reference number and keep a record of all assessments.
- Each activity should be observed critically in line with the headings on the assessment form.
- It may be beneficial to briefly note the operations involved including distance travelled and frequency of operation for reference.
- During your observation seek clarification for poor manual handling techniques and offer advice on good practice to improve techniques.
- Consideration should be given to availability of assistance and manual handling aids.
- Does the activity blend itself to the use of simple lifting aids? Could the introduction of a lifting aid cause other hazards?
- If the lifting activity is undertaken by several persons individually, is there a need for special consideration for any particular individual because of a known medical condition or state. If so then a separate assessment must be carried out.
- The assessment may result in remedial actions being recommended. This must be listed in order of priority and dated by which it should be completed.
- It is advisable to set targets for a complete review of the assessments.
- The assessment must be authenticated by signing and dating the document.
- All assessments once complete should be copied to the Health & Safety Advisor. Information contained within the assessment must be communicated to all affected by the activity. Where possible, staff who carry out the activity should sign to verify that they have read and understood the document.
- The assessment is not an end in itself, merely a structured way of analysing and pointing the way to practical solutions for reducing the risk of injury.

**Appendix 5: Working at heights flow chart**



Set appropriate review date.

(e.g. after a set period, when technology is introduced or where the situation changes significantly or following an accident or near miss)

Health & Safety Policy history

Issue	Date	Author
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
11	July 2010	Mario Di Clemente
12	July 2011	Mario Di Clemente
13	August 2012	Mario Di Clemente
14	January 2013	Mario Di Clemente
15	October 2013	Mario Di Clemente
16	November 2014	Mark Eagers
17	February 2016	Chris Drew
18	August 2016	Judy Patterson
19	February 2017	Judy Patterson
20	January 2019	Chris Drew
21	October 2019	Chris Drew

Next Review: August 2020