



## Health and Safety Policy

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## 1. Statement of Intent

- 1.1. In accordance with the Health and Safety at Work (General) (Guernsey) Ordinance, 1987, the Board of Directors recognises and accepts responsibility for the health and safety of its employees. The Board accepts responsibility for the health and safety of other people who may be affected by its activities.
- 1.2. The Board will continue to take such action as is necessary to discharge its responsibility including compliance with statutory requirements, Codes of Practice and such advisory material as is or may become available with regard to the many activities carried out within the College.
- 1.3. Employees themselves have a legal responsibility to take care of their own health and safety at work and of that of other persons who may be affected by their act or omissions at work. Employees also have a duty to co-operate with their employer and to comply with any legal obligations and safety procedures applicable to their work.
- 1.4. The Board's policy includes the provision and maintenance for all employees of the following:-
  - Safe and healthy working conditions and systems of work.
  - Equipment, tools and machinery which are safe and without risk to health.
  - Safe access to and egress from the place of work.
  - Such information, instruction, training and supervision as is necessary to ensure health and safety at work.
  - Arrangements which are safe and without risk to health in the use, handling, storage and transport of articles and substances.
- 1.5. All employees have a part to play in ensuring health and safety at work and the Board will welcome any suggestions which will help it to meet this objective. If any employee has any suggestions or wishes to raise any matter concerning health and safety at work, that employee should not hesitate to report this to his/her Head of Department who is under an obligation to refer any such matter to the Bursar who will take appropriate action.
- 1.6. It is important that matters concerning health and safety are kept under constant review and in addition to any action taken on a day to day basis, the Board's policy statement and methods of implementing its policy will be reviewed annually.
- 1.7. With effect from 1 October 2020 Elizabeth College now includes Perrot Court, formerly known as Canada Court, and is considered an integrated part of Elizabeth College. Responsibilities remain as stated, but with the addition of the Project Manager.



# ELIZABETH COLLEGE

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Name .....

Position: Bursar  
(on behalf of Board of Directors)

Signed:.....

Dated:.....



## 2. Organisation

2.1. Overall and final responsibility for health and safety is that of The Board of Directors.

2.2. The Bursar is responsible for this policy being carried out at the premises of Elizabeth College. The Vice Principal (Pastoral) will be responsible in his absence.

2.3. The following appointments are responsible for safety in particular areas:

<u>Appointment</u>	<u>Area</u>	<u>Any Special Responsibility</u>
Health & Safety Co-ordinator	All	Health & Safety Courses & Activities
Headteacher ECJS / Deputy Heads Acorn & Beechwood	ECJS	
Games HoD/Vice Principal	PE/Games/Activities	Off site activities
Science HoD	Laboratories & Store Rooms / Cupboards	
DT HoD	D T Workshops & Store Rooms / Cupboards	
Art HoD	Art Classrooms & Store Rooms / Cupboards	
OC CCF	CCF	Co-ordinator for CCF
Senior Maintenance Worker	Estates Workshops & Stores	
(Appropriate HoD)	Other Departments	

2.4 All employees have the responsibility to co-operate with managers to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

2.5 Whenever an employee, supervisor or manager notices a health and safety problem which they are not able to put right, they must immediately tell the appropriate person named above.

2.6 Consultation between management and employees is provided by termly meetings of the College Health and Safety Committee.

2.7 Other responsibilities:

2.8 First Aid and Fire Safety Training – Bursar

2.9 Investigating accidents involving staff – Bursar

2.10 Monitoring maintenance of plant and equipment – Senior Maintenance Worker

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- 2.11 Investigating accidents involving pupils – Upper School – Head of Year
- 2.12 Investigating accidents involving pupils – Beechwood – Headteacher ECJS
- 2.13 Investigating accidents involving pupils – Acorn House – Headteacher ECJS
- 2.14 Investigating accidents involving pupils – ECJS Pre-School – Headteacher ECJS
- 2.15 Please see schedule of individual duty holders.

### **3. Duties and Responsibilities**

#### **3.1. The Board of Directors**

1. Monitoring the Health & Safety performance of Elizabeth College both proactively and reactively.
2. Prioritising resources where Health and Safety actions are required.
3. Ensuring that suitable actions are taken to remedy significant health and safety issues.
4. Discussing health and safety as a topic during Board Meetings during Bursar's Report.
5. Annually review the Elizabeth College Health & Safety Policy.
6. The nominated Director for Health & Safety will attend the College Health & Safety Committee and brief the board annually, or more regularly as required.

#### **3.2. The Bursar**

1. Is responsible and accountable to the Board of Directors for implementing the College Health & Safety policy and for all matters relating to health and safety within the establishment.
2. Must be made aware of all contracts and / or third parties entering the college to undertake maintenance, service or works contracts. This duty may be delegated to the Senior Maintenance Worker who will ensure the safe execution of the work being carried out.
3. Will be responsible for ensuring that the College's safety policy is effectively implemented and understood at all levels and that the policy is regularly monitored, effectively controlled and revised as necessary, at a minimum of annually.
4. Is responsible for ensuring that all new, amended and updated material regarding health and safety matters is brought to the attention of relevant staff.
5. Must ensure that the agreed procedures for reporting all defects, hazards and problems regarding health and safety matters function efficiently and effectively, including RIDDOR Reports to the States' Health & Safety Executive.

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6. Will ensure that the College Health and Safety Committee meets at least once a term.
7. Will seek advice, where appropriate, from outside agencies who are able to offer expert opinion.
8. Shall have the right to stop what are considered unsafe practices, or the use of any plant, tools, equipment or machinery he considers unsafe.
9. Will ensure that building structures (internal and external) and building plant meet the required safety standards.
10. Ensures that safety equipment is properly maintained.
11. Ensures that the College's portable appliance testing programme is carried out.
12. Ensures that the required hygiene standards are met throughout the College.
13. Ensures that the College's vehicle fleet meets the required standards.
14. Ensures that records of regulations are maintained.

As the College's Health & Safety Co-ordinator the Bursar will also:

15. Investigate, and implement if necessary, recommendations raised by the College's Health and Safety Advisors, Normandie Health and Safety Limited.
16. Carry out the duties of Fire Officer and First Aid Officer if these roles are not allocated separately.
17. Ensure that courses are booked for staff updating their qualifications or requiring new qualifications.
18. Maintain records of staff, first aid and fire qualifications.
19. Set the agenda for the College Health & Safety Committee.

As the College's Fire Officer the Bursar will also:

20. Ensure that all staff are instructed and understand their role in respect to fire safety.
21. Ensure that all fire fighting equipment is kept in an unobstructed place and ready for immediate use.
22. Ensure that all fire fighting equipment, including the alarm is regularly checked.
23. Ensure that relevant staff are familiar with the method of operation of extinguishers and the type of fire for which they are appropriate.
24. Ensure that staff and pupils are aware of and understand evacuation procedures.



25. Ensure that procedures for Fire Drills and evacuations from all College buildings are in place and tested on a termly basis.
26. Ensure all Fire Drills and incidents are recorded.
27. Advise staff on all matters concerning fire safety.
28. Liaise with the Guernsey Fire Brigade over inspections and familiarity visits.
29. Be a member of the College Health & Safety Committee and report on matters of fire safety each term.
30. Conduct termly fire risk assessments.

As the College's First Aid Officer the Bursar will also:

31. Advise on all aspects of First Aid.
32. Ensure that all First Aid boxes and eye wash stations are provided and stocked with designated items.
33. Ensure that rubber gloves and suitable protective clothing is provided.
34. Take charge of situations where personal injury or illness has occurred and where further medical help is required.
35. Maintain records of First Aiders and ensuring that their qualifications are up to date.
36. Be a member of the College Health & Safety Committee and report on First Aid matters each term.

### **3.3. Heads of Department**

1. Are responsible and accountable to the Bursar for all matters relating to health and safety in their departments.
2. In the exercise of this responsibility Heads of Department must ensure that:
  - 2.1. Their Department staff receive instruction in their duties regarding health and safety matters.
  - 2.2. Their Department staff have been adequately trained to carry out their duties efficiently and effectively.
  - 2.3. They are aware of regulations, codes of practice, guidance notes and warning signs and notices appropriate to their specialist area.
  - 2.4. They are aware of the College Health & Safety Policy, defining safe working arrangements and bringing this to the attention of all who work in the area, including teachers support staff, technicians etc.





- 2.5. All statutory notices, placards, regulations and safety signs are displayed as appropriate to the workplace. This will include arrangements for facilities such as First Aid equipment, protective clothing, registers, log books etc.
- 2.6. All machinery, equipment, substances etc. are accompanied by adequate information and instruction prior to use.
- 2.7. All problems, defects and hazards are reported to the Estates Manager.
- 2.8. A copy of Fire Regulations is prominently displayed in all rooms for which they have responsibility. To inform the Estates Manager if the Regulations are missing or damaged.
- 2.9. Regular inspections of the Department and risk assessments are carried out, in particular with regard to plant, machinery, equipment, electrical appliances along with the use of substances.
- 2.10. Ensure suitable and sufficient risk assessments are conducted within their department. Risk assessments should be recorded and subject to regular review, especially in Science, DT and Drama departments
- 2.11. They attend termly meetings of the College Health & Safety Committee when requested to do so.

### **3.4. College Staff (Academic and Support)**

1. Have responsibilities under the Health and Safety at Work (General) (Guernsey) Ordinance, 1987 and are asked to report any possible hazards or defects to their Head of Department, the Bursar or any member of the College Health & Safety Committee.
2. Will be given access to the College's Health and Safety Policy (this document) and are asked to make themselves familiar with it, both on joining and annually, and in addition any further health and safety documents relating to their particular areas of work. Copies of this Health and Safety Policy will be available at all times in the Staff Common Room, the School Office, the Bursar's Office, and online.

### **3.5. Teachers, Technicians, Casual, Temporary and Voluntary Staff**

1. Must be familiar with the College and, where relevant, Departmental Health and Safety Policies and are responsible and accountable to their Head of Department for the implementation of these policies in the performance of their duties.
2. Must ensure that where conditions apply, all pupils and persons under their control receive instructions and are provided with instruction to enable them to operate in a safe and efficient manner.
3. Must report to their Head of Department all problems, defects and hazards brought to their notice.



4. Before commencing work at College temporary teachers must be made aware of the College and where relevant Departmental Health and Safety Policies and of any risk assessment or special arrangements or procedures relating to their work.

### **3.6. Head Chef / Catering Manager**

1. Ensure their staff are:
  - a. Familiar with the College Health and Safety Policy.
  - b. Instructed and informed to work in accordance with the College's Health and Safety Policy, especially in relation to relevant Fire and First Aid procedures.
  - c. Familiar with the Food and Drug (Guernsey) Law 1995.

### **3.7. Pupils**

The Vice-Principal (Pastoral) will remind pupils of their responsibilities, such as during Assemblies. These will include the expectations that pupils will:

1. Follow staff instructions concerning safety.
2. Conduct themselves at all times with regard to their own safety and that of other pupils.
3. Wear seat-belts when travelling in the College minibuses.
4. Wear protective clothing and goggles when instructed to do so.
5. Take particular care when crossing Upland Road and La Grange.

### **3.8. Specialist Advisors**

1. The Directors recognise that there will be occasions when the College will require specialist advice on specific matters. This advice will be acquired as and when necessary through the Bursar.

## **4. Arrangements (Safety Standards and Procedures)**

### **4.1 Access & Egress**

1. Poor access or egress can lead to trips, slips and horizontal fall injuries, or to more serious consequences resulting from emergency evacuation. It is the policy of Elizabeth College to prevent such accidents by requiring all access routes to be kept clear and free from obstruction, and to assess the risks of slips, trips and falls within the workplace. Where a significant risk has been identified Elizabeth College will take the appropriate action to manage the risk.



## **4.2 Access Equipment (including Ladders and Mobile Towers)**

1. Elizabeth College is committed to providing its employees with means of access that are safe and free from any defects.
2. Elizabeth College has decided to purchase commercial standard stepladders and step stools only. Domestic rated equipment will not be allowed because it is not designed for use in a commercial environment
3. Every ladder shall be of good construction, suitable and sound materials, adequate strength for the purpose for which it is used and shall be properly maintained.
4. Ladders, stepladders and step stools will be inspected on a regular basis and thoroughly examined at yearly intervals. A central register will be maintained of these inspections by the Senior Maintenance Worker.
5. Members of staff are expected to visually inspect access equipment before it is used to ensure it is in safe working condition.
6. Any item which has been involved in an accident is to be labelled accordingly and taken out of use until an investigation has been completed. Details of remedial action or destruction of the item will be entered in the register.
7. College Estates staff are to be qualified to erect and use the mobile access tower.
8. Only competent and authorised persons, normally outside contractors, will be allowed to erect, dismantle and inspect scaffolding structures.

## **4.3 Accident Reporting**

### **Pupils**

When an accident occurs, even a minor one, the staff member present should:

1. Stop any activity of the other pupils under his/her care which could lead to further accidents because he/she is no longer able to supervise them.
2. Give immediate First Aid or obtain the help of someone who can do so.
3. Inform the school office by telephone, the office will summon a first aider.
4. Complete the incident report form within 24 hours and provide to any of the Upper School Reception, the Beechwood Secretary or the Acorn Secretary. The Bursar will judge if the Health & Safety Executive (HSE) should be informed, initially by phone, then if appropriate, with an appropriate report completed within 7 working days.



## **Staff**

1. If working alone, seek immediate assistance by contacting the Bursar's office or the nearest responsible adult.
2. Complete the incident form within 24 hours and provide to any of the Upper School Reception, the Beechwood Secretary or the Acorn Secretary. The Bursar will judge if HSE should be informed, initially by phone, then if appropriate, with a RIDDOR within 7 working days.

## **Note**

**Major injuries are those which result in fractures, loss of consciousness and various illnesses usually resulting in the injured person being admitted immediately into hospital for more than 24 hours.**

## **4.4 Administration of Medicines**

1. A responsible person will be nominated for dealing with the administration of medicines in each school and this person will retain records of parental permission, keep medicines secure, hold records of administration, and safely dispose of medicines which are no longer required.
2. A responsible person will also be nominated for the supervision and storage where appropriate of asthma inhalers.
3. All staff have a responsibility to inform any of the Upper School Reception, the Beechwood Secretary or the Acorn Secretary of any known change to a pupil's medicines.
4. See the First Aid Policy, including the Medicines Annex, for further details.
5. Parents have a responsibility to keep the any of the Upper School Reception, the Beechwood Secretary or the Acorn Secretary updated with new information and adequate pupil medicines, as stated in the Medicines Annex to the First Aid Policy.

## **4.5 Alcohol & Drugs**

1. It is a legal requirement that members of staff take all reasonable care for their own health and safety, those alongside whom they work and to other persons on the premises.
2. If employees are undergoing a course of medical treatment which includes prescribed drugs, the doctor will determine whether or not the patient is fit to return to work and undertake normal duties. The employee is expected to comply with this medical advice.
3. However, it is the policy of Elizabeth College that no employee shall be permitted to compromise their own safety or that of a colleague or student if they are under the influence of alcohol or drugs whilst in the employment of the College. To this extent, employees are prohibited from working whilst under the influence of alcohol and/or drugs. If a colleague suspects that the work of a member of staff under their control is affected by taking such substances, they will take suitable action, and report the matter to the Head of Department.



4. The Elizabeth College Drugs, Alcohol and Tobacco policy produced by the Vice Principal (Pastoral) and approved by the Board of Directors outlines the policy and its implementation.

## **4.6 Asbestos**

1. Asbestos refers to a group of inorganic silicates which occur naturally and have a distinct fibrous crystalline structure and this is largely responsible for its unique properties i.e. tensile strength, stiffness, heat resistance and so on.
2. Asbestos containing materials (ACMs) have been widely used throughout the world for a wide variety of applications particularly in building and fireproofing products.
  - There are a number of very harmful (and fatal) asbestos related diseases associated with breathing in airborne asbestos fibres of microscopic size. These fibres become dispersed in the air as a result of any work on ACMs.
  - To combat these risks legislation has been introduced which sets out strict controls for the management of asbestos in buildings and also on work on asbestos products.
3. It is Elizabeth College policy to locate ACMs within the workplace and to manage the risk they present in accordance with the College Asbestos Management Plan which is reviewed on an annual basis. The College undertakes to bring to the attention of all contractors and subcontractors the location of any ACMs within the building. Contractors are expected to meet all health and safety requirements should they work with any ACMs on the premises.
4. Only employees who have received an appropriate level of training (Asbestos Awareness Type A) would be allowed to manage ACMs on the premises.
5. Even if ACMs have not been identified by an Asbestos Management Survey it is Elizabeth College policy to make sure an appropriate assessment of the asbestos risk is made whenever disturbing the fabric of the premises.
6. On discovering a potential ACM, employees should:
  - Stop work at once.
  - Report the finding to the Bursar.
  - A competent person should be called in to help in the identification of the product, who will also advise on what action should be taken.
7. The Senior Maintenance Manager is responsible for managing the College Asbestos Management Plan which is to include all relevant policies, ACOPs, Registers, Surveys, Risk Assessments, Contractors' Acknowledgements and Analysts records.
8. No staff are to carry out any intrusive, destructive or penetrative work on the school buildings or infrastructure without seeking prior approval from the Senior Maintenance Worker. S/he will check the Asbestos Management Plan for that location first, and then either approve the work, direct Estates Staff to do it, or seek specialist advice first.



## 4.7 Controlling Substances Hazardous to Health (COSHH)

1. Elizabeth College is aware of the guidance set out in the Control of Substances Hazardous to Health Regulations (COSHH) in the UK and apply similar principles to work involving substances of this nature as given within the Poisonous Substances (Guernsey) Law 1994 and the Control of Poisonous Substances (Guernsey) Regulations 2014.
2. In accordance with Regulations the hierarchy dictates the following sequence of procedures in respect of potentially hazardous substances:-
  - Identify the substance
  - Assess the risk
  - Implement precautions to reduce the risk
  - Use personal protective equipment as appropriate
  - Monitor the ongoing situation
3. Elizabeth College will carry out a suitable and sufficient assessment of the risk (a 'COSHH assessment') and the measures needed to control exposure to the hazard.
4. Accordingly, no substance may be obtained for use unless the responsible person has first been provided with a copy of the relevant material safety data sheet. This will enable the necessary assessment of the risk associated with the proposed use of the substance to be made, to ensure that the exposure of employees is either prevented (so far as is reasonably practicable) or is adequately controlled in accordance with COSHH. In addition, it may be necessary to provide information, instruction and training on the use of the substance in accordance with COSHH.
5. Local exhaust ventilation (fume cupboards) will be examined annually by a competent person.

## 4.8 COVID Procedures and Pandemic Measures

1. The Health & Safety policy and best practice must include compliance with Public Health requirements, which may include, but not be limited to:
  - a. Enhanced cleaning and hygiene procedures
  - b. Additional PPE and equipment
  - c. Additional organisation and signage requirements
2. The College recognises that there is a clear health and safety requirement to protect staff who come into contact with infectious micro-organisms as a direct consequence of their work. As a general guide the College will adopt the following measures concerning a pandemic in Guernsey:

Create a general procedure and/or policy outlining working requirements in the event of social distancing measures being implemented. The College will take measures depending on the work activities being undertaken. The procedure will be adopted with any information released by the States of Guernsey Public Health Services in relation to workplace facilities and general hygiene.

Implement infection-control sanitisation measures including the use of approved alcohol based sanitiser and the provision of appropriate personal-protection equipment.

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Follow any enforcement action outlined by the States of Guernsey Public Health Services. Should this include the implementation of requirements to work from home the College recognises the risks associated i.e. Hazards associated with poor Display Screen Equipment standards (see the Display Screen Equipment section) and as result will enable staff to undertake a home working assessment ensuring employees are made aware of the standards outlined within the 'Display Screen Equipment Regulations' and specifically elements such as:

Workstations and assessment  
Work routine and breaks  
Training and information  
Communication with employees working from home

If a pandemic alert is issued, all staff must comply and cooperate with all instructions, arrangements and advice issued by the College as to organisation of business operations and steps to be taken by staff to minimise the risk of infection. Any questions should be referred to the Principal or Bursar.

#### **4.9 Display Screen Equipment**

1. Elizabeth College will ensure that a suitable and sufficient analysis of the workstations of users or operators is carried out, to enable the reduction of any risks identified by an assessment so far as reasonably practicable, on request by staff
2. Suitable arrangements are made by Elizabeth College for relevant staff training and the facilitation of short breaks away from the computer screen during the daily work routine.
3. Information and training will be provided from time to time concerning the use of Display Screen Equipment (DSE) such as to enable DSE "Operators" and "Users" to carry out workstation risk assessments. Where any necessary remedial action cannot be carried out by the individual operator or user, this will be carried out by the appropriate personnel at the request of the Health and Safety Co-ordinator.
4. Records of display screen equipment assessments and related training will be maintained.
5. Workstation assessments will be reviewed, if there has been a significant change or if there is reason to suspect that they may no longer be valid.
6. Elizabeth College Staff are advised to report any discomfort when using their workstation to a senior member of staff to ensure remedial action can be taken by a trained competent individual.

#### **4.10 Electrical Safety**

1. In addition to the general requirements of Guernsey Law to provide safe workplaces and systems, there are more specific requirements imposed by the UK Electricity at Work Regulations 1989. These are aimed at employers of people who work with or near electrical systems and equipment rather than manufacturers or suppliers of electrical equipment. The Regulations cover principles of safe use and practice, rather than looking at specific circumstances and conditions.



2. There are various HSE guidance notes on general electrical safety which should be consulted for further information or guidance. The Health and Safety Co-ordinator may be consulted for further details. All electrical work is carried out by a qualified sub-contractor.
3. Elizabeth College arranges for the inspection and testing of its electrical equipment in accordance with guidance which is published by the Health and Safety Executive.
4. Members of staff should carry out their own simple visual checks of all mains portable electrical equipment for any obvious faults prior to using it. This check should include the mains cabling and plugs for signs of fraying, or loose connections or other damage which might constitute a hazard.
5. No member of staff is to attempt to service or repair any item of electrical equipment unless they are competent to do so.
6. Equipment which is suspected to be faulty or which has become damaged should not be used, and the fault immediately reported to the Health and Safety Co-ordinator only if it is safe to do so; switch off the equipment and remove the plug.
7. Electrical equipment must only be used for the purpose for which it is intended, and in accordance with the manufacturer's recommendations.
8. Members of staff and students are forbidden to bring their own electrical equipment into Elizabeth College premises e.g. a portable heater unless it has been inspected and tested by a person trained in Portable Appliance Testing, but mobile phones and BYOD-related laptops are exempt from this requirement.
9. Persons must not be allowed to work on or near live equipment unless specifically authorised and competent to do so.

#### **4.11 Fire & Other Emergencies**

1. Inspections of the fire and emergency procedures will be carried out by the College Fire Officer, supported by Normandie and Fire Service Inspections, and recorded on a regular basis or following any significant alterations to the workplace.
2. The College Fire Officer will ensure the requirements of Guernsey fire safety laws are observed, for example, by carrying out periodic checks that evacuation routes and emergency exits are marked and kept clear. All call point and final exit areas will have a Fire Action Plan clearly displayed.
3. The Bursar (College Fire Officer) will also ensure that the fire detection and fire warning system, emergency lighting and fire fighting equipment are maintained by competent service engineers and regular internal checks are made for state of repair and operation. All maintenance undertaken with regard to fire protection and prevention must be recorded within a fire logbook.
4. Elizabeth College have issued a specific policy with regards to Fire Procedures. This policy is available for review in the School Policies section in Box.

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5. All employees are expected to make themselves familiar with the Fire Procedures and apply the policy appropriately to their departments, and specifically the Fire Orders and Evacuation Plan, supported by induction briefing and ongoing INSET training.
6. Perrot Court currently remains as a separate alarm system linked to G4S.

#### **4.12 First Aid**

1. Elizabeth College has issued a specific policy with regard to First Aid. This policy is available for review in the School Policies section in Box.
2. All employees are expected to make themselves familiar with the First Aid Policy and apply the policy appropriately to their departments.

#### **4.13 Food Safety & Hygiene**

1. Food and Drugs (Guernsey) Law, 1970 (as amended) and The Food and Drugs (Food Hygiene) (Amendment) Order, 2007 place legal obligations on the College, in order to ensure that food provided by the College is safe to eat.
2. To protect food from contamination employees employed in food handling duties will be given appropriate training and must co-operate with hygiene rules imposed by the Chef Manager. All staff must be current to Level 2 Food Hygiene Training, with interim training carried out by the respective Chef Manager for new joiners.
3. In particular they must
  - Ensure that protective clothing is clean and not worn outside of work.
  - Advise the Chef Manager if they are suffering from sickness and or have septic cuts or heavy colds, so that they can be excluded from kitchen activities.
  - Wash their hands frequently and after undertaking any dirty task or taking a break.
4. The College Catering Advisor will advise on best practice in Food Hygiene, including an annual inspection.

#### **4.14 Goods Lifts / Disabled Fire Access**

The Bursar has a responsibility to ensure that the Goods / Disabled Fire Access Lift is safe to use and that it is suitably thoroughly examined. (Perrot Court currently includes two lifts.)

These responsibilities are as follows:

1. Maintaining the lift so that it is safe to use.



2. Ensuring the lift is thoroughly examined every six months according to a scheme drawn up by a competent person (someone who has sufficient technical and practical knowledge of the lift).
3. Keeping the competent person informed of any changes in the lifting operations which may affect the risk assessment.
4. Making relevant documentation available to the competent person and keeping good records (report of the examination should be displayed in the lift car).
5. Acting promptly to remedy any defects (a thorough examination is required following damage or failure of the lift).
6. Employees are expected to report any problems with the lift promptly to their line manager.
7. Ensuring any staff or pupils using crutches are briefed in advance on the correct procedures.

#### **4.15 Legionella Management**

Elizabeth College recognises that under the Control of Legionella Bacteria in Water Systems in Guernsey Approved Code of Practice (ACoP) and in conjunction with The Health & Safety at Work (General) (Guernsey) Ordinance 1987 there is potential for Legionnaires Disease to develop within the buildings' water systems.

This infection is caused by breathing in small droplets of water contaminated by the bacteria, and can be potentially fatal, however, some people are more susceptible than others.

Elizabeth College recognises that the following actions should be taken to control the risk from Legionella:

Identify and assess sources of risk, i.e.

1. Ensure that the release of water spray is properly controlled.
2. Avoid water temperatures and conditions that favour the growth of Legionella and other micro-organisms.
3. Ensure water cannot stagnate anywhere on the system by keeping pipe lengths as short as possible or by removing redundant pipe work.
4. Avoid materials that encourage the growth of Legionella.
5. Keep the system and the water in it clean.
6. Treat water to either kill Legionella (and other micro-organisms) or limit their ability to grow.
7. Prepare a scheme (or course of action) for preventing or controlling the risk.
8. Implement and manage the scheme appointing a person to be managerially responsible, some-times referred to as the 'responsible person'.
9. Keep records and check that what has been done is effective.

A Legionella Control Management Plan is in operation within Elizabeth College with appointed personnel responsible for upholding the control measures receiving competent training i.e. Legionella Awareness Training and further detail is in the College Legionella policy.

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In addition, under the Health and Safety at Work (General) (Guernsey) Ordinance, 1987, Section 9 and Schedule 2 Part I (9), any positive Legionella results must be reported to the HSE regardless of the number of Colonies Forming Units (cfu) found.

#### **4.16 Lone Workers**

1. When staff find themselves working alone, be it occasionally or frequently, they are referred to as lone workers.
2. Such staff, who undertake high risk activities (for example Estates Staff and those in Perrot Court) should observe the following sensible guidelines:
  - Carry a mobile telephone when working alone.
  - Where a lone worker considers a certain activity to be 'high risk' then the lone worker should notify a colleague of the work duration before the job begins.
3. In the interests of their own health and safety, no member of staff should remain alone on the premises unless they have notified a colleague, friend or family member regarding their expected time home.

#### **4.17 Manual Handling Operations**

1. Where reasonably practicable, Elizabeth College will take steps to avoid any necessity for employees to carry out manual handling tasks where there is a risk of injury. The College has however identified that the nature of work carried out by some staff members may involve a limited amount of manual handling. In addition, Estates Team staff may be required to carry out medium risk manual handling tasks.
2. The College will therefore arrange for job specific manual handling training which will be recorded. In the event of significant changes to working practices or to systems of work, any associated manual handling tasks will be assessed.

#### **4.18 Outdoor Play Equipment**

1. It is Elizabeth College policy that outdoor play equipment (situated at Elizabeth College Junior Schools) is safe to use by ensuring that appropriate selection, inspection, maintenance and supervision systems are in place.
2. A responsible person will inspect outdoor play equipment on a weekly basis and this will include a visual check of the safety surfacing.
3. A competent contractor will be employed to conduct a full annual inspection of outdoor play equipment.

#### **4.19 Personal Protective Equipment (PPE)**

1. Suitable PPE will be provided free of charge, where identified as necessary in a risk assessment.

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2. All employees are responsible for informing their Head of Department as soon as they become aware of a need to repair or replace PPE, which they use.
3. Suitable arrangements will be put in place for the storage, maintenance, inspection and repair of PPE.
4. Additional PPE has been provided to meet Public Health Covid-19 requirements, such as masks, gloves and hand gel.

#### **4.20 Plant Rooms**

1. Access to plant rooms within the college premises is limited to authorised competent members of staff and to specialist maintenance contractor/s. This includes the boiler rooms, plant rooms and any electrical areas which will be kept locked at all times.
2. If a member of staff can see that a plant room has been left unlocked they should report this to the Bursar.

#### **4.21 Premises Use – Outside Normal Hours**

1. College premises are not to be used outside normal hours, except for regular school activity, without the express permission of the Bursar.
2. When College premises i.e. gym are sublet to clubs then the appropriate health and safety information will be included in the subletting contract.

#### **4.22 Stress at Work**

1. Stress has been defined as ‘the adverse reaction people have to excessive pressure’.
2. Elizabeth College recognises that stress itself is not a disease but intense stress that goes on for some time can lead to mental and physical ill health in its employees e.g. depression, nervous breakdown.
3. Elizabeth College recognises that it has a duty to take reasonable precautions to prevent members of staff becoming ill through their work. The costs of stress to the College may be shown by high staff turnover, an increase of sickness absence, poor time keeping and an increase of complaints.
4. Elizabeth College will consider the pressure at work that could cause high and long-lasting levels of stress and take reasonable steps to identify who might be harmed and decide whether it is doing enough to prevent the harm occurring.
5. Elizabeth College will take reasonable steps to deal with pressures at work and will take into account that some employees are more likely to suffer from stress than others.



6. Heads of Department and staff may recognise the outward signs of stress in an individual such as changes in the person's mood or behaviour, irritability, indecisiveness, absenteeism, or reduced performance. Those suffering from stress may also smoke or drink alcohol more and might complain about their health.
7. Elizabeth College recognises that there is no single, best way of tackling work-related stress and the reasonable steps it will take will depend on the current working practises and the cause of the problem.

Staff are expected to consult with their Head of Department in order to advise them if they are suffering from work related stress so that the appropriate steps can be taken.

The College has purchased access for all staff to an external resource which is known as the Employee Assistance Programme (EAP). The EAP offers a range of benefits to staff including a confidential telephone counselling service to help

#### **4.24 Training**

1. The Directors recognise that there are various categories of training requirements in the College.
2. All new staff will undergo formal induction training, delivered by the Assistant Principal Staff Training & Development, Bursar or Line Manager which shall include:
  - an awareness of the College Health and Safety Policy;
  - an awareness of Departmental Health and Safety Policies;
  - information on the safe use of materials and substances;
  - potential safety hazards and safety precautions;
  - method of reporting hazards;
  - health and hygiene precautions;
  - personal dress at work and the use of safety equipment and protective clothing;
  - accident reporting and First Aid facilities;
  - evacuation procedures;
  - fire prevention measures.

#### **Specific Training**

##### First Aiders

Employees undertaking the role of First Aiders will be trained to the required standard. Qualifications will be updated every three years.

##### Science

Employees will be required to be trained in accordance with the findings of COSHH assessments conducted within each Science Department.

##### Design and Technology

Employees who have recourse to use, instruct and operate dangerous machinery will be required to hold AACDT certificates.

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## Sporting and Outdoor Pursuits

Employees with responsibility for sporting and outdoor activities will be required to be trained for the preliminary awards in their specific subject area. Employees will be encouraged to train for higher level awards.

### **4.25 Trips, Visits and Overnight Stays**

1. Elizabeth College recognises that taking groups of pupils out of school can present different risks to those the Teacher will be familiar with whilst on college premises and is addressed in the College Trips & Visits Policy, and the approval process includes the appropriate Risk Assessments. Further detail is available in the Trips Folder and with advice from the Educational Visits Coordinator (EVC).
2. An appropriate risk assessment should therefore be made by the Teacher responsible.
3. Please refer to the following information notes for further information
  - 'Guidance in the completion of forms for trip/offsite activities.'
  - Bursar checklist.
  - National Guidance

### **4.26 Vehicles – Use of Minibus**

1. It is Elizabeth College policy that minibus drivers must be authorised in writing (please refer to the 'College Vehicle Driver Authorisation Form' at Appendix 3) and hold the relevant category licence and be over 21 years of age. Medical examinations every five years are required for those over 45 years old (further information is detailed in the 'Procedure to Qualify to Drive the College Minibus'), for which the College will pay.
2. In addition to the above, the College requires a local assessment of the driver's skills and ability which is arranged by the Bursar.  
  
On occasions, staff from UK schools visiting the island may be allowed to drive a College minibus. A risk assessment, completed by the relevant EC Head of Faculty will be required to assess the guest driver's suitability and fitness to drive.
3. Drivers must immediately report to the Bursar any medical condition that may affect their fitness to drive.
4. For short journeys drivers should conduct a visual inspection of the minibus before use. For significant journeys (made off island) the Senior Maintenance Worker will complete the pre-drive safety check contained in Appendix One. If faults are found that might affect the vehicle or passengers' safety, the vehicle must not be used until the fault is remedied.
5. Minibuses can only be used in Europe with prior agreement from the Bursar and the Faculty Head of PE, Games & Activities in advance of any trip to Europe being promulgated to parents and pupils, and it will only be approved in the most exceptional circumstances.

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6. The Senior Maintenance Worker will ensure regular servicing and repairs take place.

#### 4.27 VIOLENCE AT WORK

1. The Health and Safety Executives definition of work-related violence is: “any incident in which a person is abused, threatened or assaulted in circumstances relating to their work”.
2. Elizabeth College policy is to combat any violence at work because it can lead to poor morale, higher absenteeism and compensation payouts. Physical attacks, although extremely rare, are obviously dangerous, however, the threat of serious and persistent verbal abuse is more likely to occur and this can also damage an employee’s health through anxiety and stress.
3. Elizabeth College will manage violence at work by taking reasonable steps to find out if it has a problem, deciding on what action to take if there is a problem, taking action and then checking if what it has done has been effective. Heads of Department should advise the Bursar of events where members of staff felt threatened.

#### 4.28 VISITORS

1. On arrival all visitors must report to the main reception where they will be issued with an identification badge and will sign the visitors’ book. During Covid, Public Health may require signing in/out to be done by Reception staff.
2. Visitors will also be provided with relevant health and safety information such as actions to take in the event of a fire and details of any major contractual work.
3. All visitors will be given a site plan and basic health and safety information if they are not to be accompanied during their stay at the College.

#### 5. Schedule of Current Individual Duty Holders

Position/Post	Health & Safety Role
Nominated Director for Health & Safety	Responsible for reporting Health & Safety matters to the Board of Directors.
The Bursar	Responsible for implementing Health & Safety at Elizabeth College.
Health & Safety Co-ordinator (Bursar)	Day to day management of Health & Safety throughout the College.
College Fire Officer (Bursar)	Fire prevention and safety and fire risk assessments.

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First Aid Officer (Bursar)	First Aid arrangements.
Heads of Department	Health & Safety within their Departments.
College Staff (academic & support)	To work safely and follow Health & Safety Policy.
Teachers and Technicians	Pupil safety.
Radiation Protection Advisors	Advising College in its duties under the 'Ionising Radiation' ACOP.
Acorn House & Refectory Chef Managers	Follow Health & Safety Policy and Food Hygiene requirements.

## Distribution

Principal's Office  
H & S Committee  
Acorn House & Senior School Refectory  
Beechwood  
Staff Room  
Reception  
Maintenance Staff  
Playing Field Staff  
Board of Directors  
Head of Departments  
IT Systems - Box  
CCF





## 6. Acknowledgement of Receipt

This will be issued to staff on appointment with a copy of the Health & Safety Policy.

Please complete and return this acknowledgement form to the Bursar as soon as possible and definitely before joining, when you have read and understood the Health and Safety Policy.

Name:.....(please print)

1. I have received my personal copy of the Elizabeth College Health and Safety Policy, **Issue No 17** and understand that I should keep it for future reference.
2. I have read and understood the duties I have as an employee and any other duties allocated to me which are described in the Policy.
3. I will observe such rules for health and safety as the College may reasonably apply from time to time and will endeavour to support the College in achieving its health and safety objectives for promoting a healthy and safe place of work.

Signed: .....

Date: .....



## ANNEX A

### **A. ABRASIVE WHEELS**

1. The abrasive wheel marking system should conform to Annex A of BS EN 12413 and BS ISO 525.
2. Only trained personnel who have been appointed by Elizabeth College are permitted to change any class of abrasive wheel.
3. Elizabeth College will ensure that suitable storage facilities are available in order to keep wheels clean and free from damage and that a sufficient quantity of suitable eye protection to BSEN 166B is available at all times.
4. Guards or shields supplied by the manufacturer are correctly fitted to all machines while in use and are not altered in any way. All guards fitted to abrasive wheel machines will be suitable for the task i.e. grinding or cutting.
5. Defective abrasive wheel machines are taken out of use immediately.

### **B. CONTROLLING CONTRACTORS**

1. Contractors need to be selected with care to ensure they are fulfilling their statutory duties regarding health and safety so that they do not put Elizabeth College employees or visitors at risk. The basic requirement is to use qualified, and where appropriate registered, competent contractors with acceptable documented health and safety standards, and who will use resources appropriate to the task in hand.
2. Elizabeth College has introduced control of contractor requirements by way of a contractor's health and safety appraisal form which is detailed in Appendix 2. Only authorised contractors will be employed and the Bursar is responsible for giving these authorisations.
3. Health and safety method statements should be obtained from the contractor before any high-risk work or major projects are undertaken. If it becomes apparent that these method statements are not being adhered to during the progress of the work, this should be discussed with the contractor, and if appropriate because of risks to health and safety, the work should be stopped.
4. All contractors working in or on the premises, or land which is in the legal ownership, occupation or control of Elizabeth College, shall be responsible for themselves, their employees and any subcontractor employed by them for:-
  - Complying with all Statutory and Common Law requirements.
  - Providing evidence of their safety policy and arrangements for managing safety.
  - Complying with Safety Rules for contractors.
  - Complying with Fire and Security instructions and the Safety Policy.
  - Ensuring that all equipment is safe and used only in accordance with legal requirements.
  - Indemnifying Elizabeth College against any loss, damage or claim which may arise directly or indirectly as a result of any act or omission on the part of the contractor, his employees

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or subcontractors. The contractor will effect insurance covering this liability at a level determined by Elizabeth College from time to time.

- Reporting any unsafe act or unsafe condition which may affect their ability to meet the contract.
  - Reporting all accidents, near misses and dangerous occurrences to the Elizabeth College employee responsible for their being on the premises.
5. Failure to comply with any of the paragraphs above, or carrying out any major unsafe act, will be regarded as a breach of contract and may result in the contract being terminated.
  6. Contractor procedures must meet all safeguarding requirements, including ensuring the Single Central Register (“SCR”) manager is informed of all new contractors and put in the SCR before they visit.

(Contractors are external persons, businesses or organisations employed by Elizabeth College).

## **C. GROUNDS MAINTENANCE (MACHINE & TOOLS)**

1. Elizabeth College recognises that machinery can be dangerous if used incorrectly or because it has not been maintained.
2. Maintenance employees will be trained on the safe working practices of using machinery and only competent persons will be allowed to operate dangerous machinery such as woodworking machines and chainsaws.
3. To prevent unauthorised access, all machinery should be securely locked away when not in use and only employees of Elizabeth College should have access to the workshop and garage areas.
4. Machines will be maintained accordingly to the manufacturer’s instructions.
5. Guarding on machinery is designed and fitted to prevent the operator and others coming into contact with the dangerous parts of the machinery whilst in use. Guarding must not be removed from machinery until all components come to rest and the machine is isolated. Machines should only be used if all the guards are in place.
6. It is important that garden machinery is regularly cleaned otherwise the accumulation of grass/debris around the engine transmission areas will create a serious fire hazard.
7. Before machinery is used a risk assessment will be conducted on the personal protective equipment requirements that must be met in order to protect the operator.

## **D. LIQUIFIED PETROLEUM GAS (LPG) STORAGE**

1. Before any quantities of LPG are brought onto the premises, whether they be small quantities, large or bulk supplies, staff must inform the Bursar or Senior Maintenance Worker who will take the necessary precautions.

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2. Small quantities of LPG should be stored in their original containers in a metal fire resisting cabinet. The cabinet should be labelled as containing LPG.
3. Stores containing LPG must be provided with a bund sufficient to contain the maximum contents plus 10% and must be kept free of water and rubbish. The LPG should be protected from direct sunlight.
4. Appropriately worded warnings, such as "**No Smoking**" and "**No Naked Lights**" must be displayed on or near to the entrance to the store.
5. Ideally large quantities of LPG should be located externally at least 10 metres from permanent or temporary buildings.
6. The Bursar and Senior Maintenance Worker should ensure appropriate emergency procedures are in place in the event of a release into the atmosphere that involves LPG.
7. Sufficient and suitable fire extinguishers should be located near the storage area entrances.

## **E. RADIOACTIVE SOURCES**

1. Elizabeth College have adopted the guidance contained in the HSE ACOP 'The Use of Ionising Radiations', 1995.
2. A Radiation Protection Advisor will advise the College on how to comply with the ACOP and other health and safety matters in connection with ionising radiation.

## **F. WORKSHOPS (MAINTENANCE)**

1. Elizabeth College operates a woodworking/joinery workshop which is used primarily for the college's own needs. The general workshop environment should be maintained in a condition which is safe and without risks. These conditions can be summarised as follows:
  - Sufficient clear unobstructed space shall be maintained around every machine to allow for uninterrupted working of the machines.
  - The floor surrounding each machine shall be level and of sound construction.
  - Adequate and suitable levels of natural and artificial light shall be provided to enable work to be carried out safely. The workshop must also be adequately heated as required.
  - Woodworking dust and debris shall be cleared away from machinery on a regular basis and should never be allowed to build up to hazardous levels.
  - Woodworking machines which produce dust should have suitable dust extraction fitted to them.
2. Every woodworking machine must be suitably guarded, no matter how old the machine is nor what work is to be undertaken on it. Defects in the machine or safety devices should be immediately reported.



3. No person should misuse a piece of woodworking machinery nor may he/she interfere with the guarding arrangements. The machine operator must use the machinery guards provided and push sticks, spikes, gigs, holders and backstops as appropriate. This equipment must be provided for the operator. Machinists should wear suitable close fitting clothing and no jewellery around neck. Long hair should be tied back or covered.
4. The woodworking machines will be periodically inspected by a competent person to ensure the guards are properly working and maintained.
5. All machinists will be authorised and these people's names displayed on a list within each workshop.
6. All machinery and electrical connections should be regularly inspected and tested on a regular basis. Visual checks should also be made by the operative prior to the commencement of works.
7. The machinery operative must be trained, instructed and competent to operate the machinery. Young persons under 18 years old must not use woodworking machinery unless supervised by a competent person. Operatives must follow safe working practices at all times.
8. It is likely that noise levels are above 85dB(A) when machinery is in operation and staff must therefore wear suitable hearing protection.
9. Users must wear suitable safety goggles (conforming to EN166B) when operating woodworking equipment where there is a risk of eye injury from materials being ejected.



## APPENDIX ONE PRE-DRIVE SAFETY CHECK

### Appendix One

A member of the Estates team will conduct a weekly pre-drive safety check. Vehicle users should conduct an all-round visual safety check, inside and out, before using the vehicle.

#### Exterior Check

	OK	Not OK
Oil level (once only at start of day)	<input type="checkbox"/>	<input type="checkbox"/>
Coolant level (once only at start of day)	<input type="checkbox"/>	<input type="checkbox"/>
Windscreen washer fluid level (once only at start of day)	<input type="checkbox"/>	<input type="checkbox"/>
Brake fluid level (once only at start of day)	<input type="checkbox"/>	<input type="checkbox"/>
Windscreen and windows are clean and undamaged	<input type="checkbox"/>	<input type="checkbox"/>
Wiper blades are clean and undamaged	<input type="checkbox"/>	<input type="checkbox"/>
Lights, including brake lights and indicators, are clean and working	<input type="checkbox"/>	<input type="checkbox"/>
Tyre pressures, including the spare (and inner tyres and tyres on a trailer, if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Tyre tread, including the spare and Inner tyres and tyres on the trailer, If applicable. At least 2.0mm across Centre ¾ is recommended	<input type="checkbox"/>	<input type="checkbox"/>
Any cuts and bulges?	<input type="checkbox"/>	<input type="checkbox"/>
Doors open and close properly	<input type="checkbox"/>	<input type="checkbox"/>
Trailer brake lights and Indicators work, if applicable	<input type="checkbox"/>	<input type="checkbox"/>
Lift (if fitted) works safely	<input type="checkbox"/>	<input type="checkbox"/>
Ramp (if fitted) fits and works safely	<input type="checkbox"/>	<input type="checkbox"/>
Roof rack or trailer is properly fitted, and all luggage is securely held	<input type="checkbox"/>	<input type="checkbox"/>
Damage or sharp edges	<input type="checkbox"/>	<input type="checkbox"/>

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## Interior Check

	OK	Not OK
Mirrors are correctly adjusted, clean and unobstructed	<input type="checkbox"/>	<input type="checkbox"/>
Position and function/purpose or all the dashboard controls	<input type="checkbox"/>	<input type="checkbox"/>
Position of driving seat so that all controls can be operated comfortably	<input type="checkbox"/>	<input type="checkbox"/>
Check for pressure on brake pedal	<input type="checkbox"/>	<input type="checkbox"/>
Wipers and washers are working Properly. Refill waste reservoir.	<input type="checkbox"/>	<input type="checkbox"/>
Fuel level (and type of fuel: diesel or petrol). Refill after use.	<input type="checkbox"/>	<input type="checkbox"/>
Seat belts, where fitted, are undamaged and working properly	<input type="checkbox"/>	<input type="checkbox"/>
Location of wheel brace and jack	<input type="checkbox"/>	<input type="checkbox"/>
Location and contents of first aid kit And fire extinguisher(s)	<input type="checkbox"/>	<input type="checkbox"/>
Location of relevant paperwork (permit disc, insurance, road tax disc, emergency numbers and driving licence)	<input type="checkbox"/>	<input type="checkbox"/>
Change for parking or the telephone (or mobile phone or phone card)	<input type="checkbox"/>	<input type="checkbox"/>
Luggage is securely stowed and aisles and exits are clear	<input type="checkbox"/>	<input type="checkbox"/>
Damage or sharp edges	<input type="checkbox"/>	<input type="checkbox"/>



## APPENDIX TWO CONTRACTOR CHECKLIST ELIZABETH COLLEGE

### CONTRACTORS - HEALTH AND SAFETY APPRAISAL FORM

<b>Name of Contractor:</b>	
<b>Date of appraisal:</b>	
<b>Appraisal completed by:</b>	

Assessment item		YES	NO	Comment
<b>1</b>	<b>Health and Safety Policy</b>			
1.1	Does the Contractor have a written Health & Safety Policy?			
1.2	If not written, does the Contractor have an unwritten Policy?			Legal Requirement - mandatory
1.3	Is it regularly reviewed (i.e. in last 12 months)?			Legal Requirement - mandatory
1.4	Are safety responsibilities clearly defined at each level within the Company?			Legal Requirement - mandatory
1.5	What general arrangements are there for; - Accident Reporting / Investigation -First Aid -Fire/Emergency Procedures			Legal Requirement - mandatory
1.6	Arrangements for bringing the Policy to the notice of employees and checking that they understand their duties?			Legal Requirement - mandatory





<b>2</b>	<b>Health and Safety Monitoring</b>		
2.1	Do you check site safety at periodic intervals?		Legal Requirement - mandatory
2.2	Do you conduct a risk assessment before starting a high risk job?		Legal Requirement - mandatory
2.3	Are you able to provide an example of a recorded risk assessment?		
2.4	Membership of a Body providing health and safety information or advice?		
<b>3</b>	<b>Health and Safety Performance</b>		
3.1	What accidents/incidents have you had in the last two years?		
3.2	What action did you take following these accidents/incidents?		
3.3	Any prosecutions, prohibition or improvement notices in the last 5 years?		
3.4	If yes, how have you demonstrated that deficiencies have been rectified.		
<b>4</b>	<b>Health and Safety Training</b>		
4.1	What Health & Safety training have employees received?		Legal Requirement - mandatory
4.2	What training do you give new employees and young workers?		
4.3	What jobs do you conduct that require specific safety training?		
4.4	Do you give refresher training?		
<b>5</b>	<b>Sub Contractors</b>		
5.1	How do you check that sub-contractor's health and safety policy, training and management on site is adequate?		Legal Requirement - mandatory
5.2	Do you monitor the safety performance of your sub-contractors?		
<b>6</b>	<b>Consultation</b>		
6.1	Do arrangements exist for employees to report hazards to you?		
<b>7</b>	<b>Safe Systems of Work</b>		
7.1	Please explain how you would undertake a defined work activity safely?		Legal Requirement - mandatory
<b>8</b>	<b>Insurance</b>		
8.1	Do you have adequate public liability insurance?		Legal Requirement – mandatory



9	Single Central Register [Lauren to advise]			

<b>Can the contractor be added to the approved contractor list?</b>	<b>Yes / No (please circle)</b>
<b>Is the Contractor Competent to work at EC?</b>	<b>Yes / No (please circle)</b>
<b>Bursar Signature:</b>	<b>Contractor Signature:</b>
<b>Date:</b>	<b>Date:</b>



APPENDIX THREE
VEHICLE DRIVER AUTHORISATION FORM

MINIBUS DRIVER AUTHORISATION FORM

Name in Block Capitals .....

Date of Birth .....

I have read the ROSPA publication "Essential Minibus Driving"

I agree to comply with the requirements of the vehicle Checklist before every journey which I undertake in the minibus.

I do not suffer from uncorrected defective eyesight or hearing, physical infirmity, mental illness, diabetes, epilepsy, fits or black-outs.

Driving Licence Number .....

Category of Driving Licence .....

Date of expiry of Driving Licence .....

How long have you held a full licence .....

Details of convictions for driving offences and dates (Please list on a separate sheet if necessary)

.....

Details of motor vehicle accidents and dates

.....

Signature of Driver .....Date .....

The above-named driver is authorised to drive vehicles owned by or hired to Elizabeth College subject to his/her compliance with the above requirements.

The Bursar has the right to revoke this authorisation at any time by informing the above-named driver in writing.

Signature of Bursar .....Date .....