



## CTT

### HEALTH & SAFETY POLICY

**2020/2021**

<i>At the time of publishing the following roles were held:</i>	
SCITT LEAD	<b>MRS. W. KENDALL</b>
CHAIR OF THE CTT BOARD	<b>MRS. V. HEPBURN-FISH</b>

Approved by <sup>1</sup>	
Name:	Mrs. V. Hepburn-Fish
Position:	Chair of the Board of Directors of CTT
Signed:	<i>V. Hepburn-Fish</i>
Name:	Mrs. W. Kendall
Position:	SCITT Lead
Signed:	<i>Wendy Kendall</i>
Date:	September 2020
Review date <sup>2</sup> :	September 2021

## STATEMENT OF INTENT

1. This Policy is designed to complement the County Council's Health and Safety Policy and that of the Education SCITT Leadate and should be read in conjunction with those Policies.
2. The Board of Cumbria Teacher Training will abide by its duties and responsibilities as an employer under the Health and Safety at Work etc. Act 1974 and will seek to implement the Act in all activities within its control.
3. The Board recognises that effective health and safety management can contribute towards organisational performance by reducing injuries, ill health, unnecessary losses and liabilities. To this end, it will seek to create and maintain a positive health and safety culture that secures the commitment and participation of all employees in attaining the highest standards of health and safety in the workplace.
4. The Board identifies health and safety as a primary objective of its activities. To this end, it will endeavour, so far as is reasonably practicable, to conduct its activities without risk to health and safety of its employees and to those who may be affected by its activities.
5. This general statement of **Cumbria Teacher Training** Safety Policy will continue in force until amended.
6. The Policy of **Cumbria Teacher Training** is to take appropriate steps to:
  - safeguard its employees, trainees, and visitors from injury or ill-health;
  - provide and maintain safe and healthy working conditions including a means of access to and egress from places of work under the Boards control, which are safe and without risk;
  - provide adequate welfare facilities;
  - provide sufficient information, instruction, training and supervision to enable employees to avoid hazards and contribute positively to their own safety and health at work and to that of others affected by their acts or omissions;
  - prevent or contain all forms of loss due to accident, fire or inadequate security.

To this end, CTT and its Board members will aim to ensure, via an ongoing auditing, monitoring and inspection programme, that educational premises, plant and systems of work (for which it is responsible) are safe and do not pose risks to health.

## Part Two

# Roles And Responsibilities

### Organisation of Health and Safety.

CTT employ Kym Allan Health and Safety Consultants Ltd to help/assist with all HS Issues & Health Safety Committee?

#### CTT Board: Overall

#### SCITT Lead

Reports to the CTT Board, checks the Administrator organises training and ensures the H&S representative, duties are carried out.  
Gives guidance on transport.

**Senior Administrator**, Overall day to day delegated duty for H&S. Carries out audit inspections with a member of The Board. Carries out risk assessment. Informs staff of training requirements. Investigates accidents and dangerous occurrences (or in her absence the Administrator). Acts as Fire Warden and oversees the First Aider. Assists in the dissemination of safety information. Ensures any reported defects or other H&S issues are investigated and appropriate action is taken e.g. informs the Administrator, who then arranges for a workman to repair defects.  
*Responsible for checking the fire alarm systems and a register is kept of these*

#### All tutors and administrative staff

Ensure trainees and other adults are aware of H&S issues.  
Endeavour to make any environment where they work safe.  
Ensure trainees observe safe practices (Details in the document and accompanying books).  
Report defects to the H&S representative.  
Make sure they are familiar with the H&S policy and procedures and follow them.

#### Trainees and visitors

Made aware of safety issues and expected to behave in an appropriate manner so as not to endanger themselves or others.  
Report any accidents or hazards to the H&S representative Administrator/other member of staff.  
Comply with Training Centre rules and fire regulations.  
(Arrangements for on site work are dealt with in detail under "Contractors and Visitors").

#### Cleaner

Responsible for ensuring compliance with "Electricity at Work" regulations, "Control of Substances Hazardous to Health", Ladder Safety. Also responsible for general security. Reports

The organisational outline given above does not cover all issues of H&S in Cumbria Primary Teacher Training Centre but gives a summary of the main areas of responsibility and the allocations of functions.

## **Planning For Health and Safety**

The Annual Health and Safety Management Plan is drawn up by the senior administrator each year, it identifies various Health and Safety issues. Key dates, personnel and costs are identified in order to meet specific objectives. The plan includes issues such as equipment repairs and maintenance, planned Health and Safety training, safety policy reviews, risk assessments and actions required following, inspections and accidents. A copy of the Management/Development plan is available from the Office.

The Senior Administrator will undertake health and safety inspections of the building and activities on an annual basis. Findings of inspections will be recorded. Any corrective actions required following these inspections will be reported to the Health and Safety Board representative and either immediate action taken, or issues added to the Health and Safety Management Plan.

## **Obligations of All Employees**

Notwithstanding any specific duties that may have been delegated to them, all employees must:

1. make themselves familiar with the contents of this Policy.
2. keep up-to-date with all current safety requirements and/or safety advice that affects their particular area of work, and seek competent advice if required.
3. comply with any control measures put in place as a result of Risk Assessments carried out within the educational establishment.
4. act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
5. observe all instructions on health and safety issued by the LA, Board or any other person delegated to be responsible for a relevant aspect of health and safety.
6. take heed of any instruction and/or training received on the use of equipment, machinery, dangerous substance or safety device.
7. use and maintain correctly, in accordance with any instruction and/or training received, all personal protective equipment issued.
8. report every accident, injury and, where appropriate, near miss using the agreed procedures and the appropriate documentation.
9. co-operate with other persons to enable them to carry out their health and safety responsibilities and/or statutory duties.
10. inform their Line Manager of any shortcomings they consider to be in the CTT's health and safety arrangements.
11. exercise good standards of housekeeping and cleanliness.
12. know and apply the procedures in respect of fire, first aid and other emergencies.
13. co-operate with the appointed Trade Union Health and Safety Representative and the Enforcement Officers of the Health and Safety Executive.

All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchase are considered.

Employees entrusted with responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities, as appropriate, are reassigned in their absence. Such re-assignments must be approved by the employee's immediate superior.

Failure to exercise reasonable care for the safety of oneself, fellow employees or members of the public; to co-operate with the Department on health and safety matters; or the misuse of safety equipment provided may justify disciplinary action being taken against the employee concerned

## **Contractors, Visitors and Other Users of the Premises**

Contractors, visitors and other users of the premises should be required to observe the health, safety and welfare rules of the centre. Contractors read and sign contractors on site form

Where the buildings are let/rented out to other users, those users should be informed of, and familiarise themselves with, emergency evacuation and accident reporting procedures.

## **Further Assistance and guidance can be sought from:**

### **Cumbria and Lancashire Health Protection Unit**

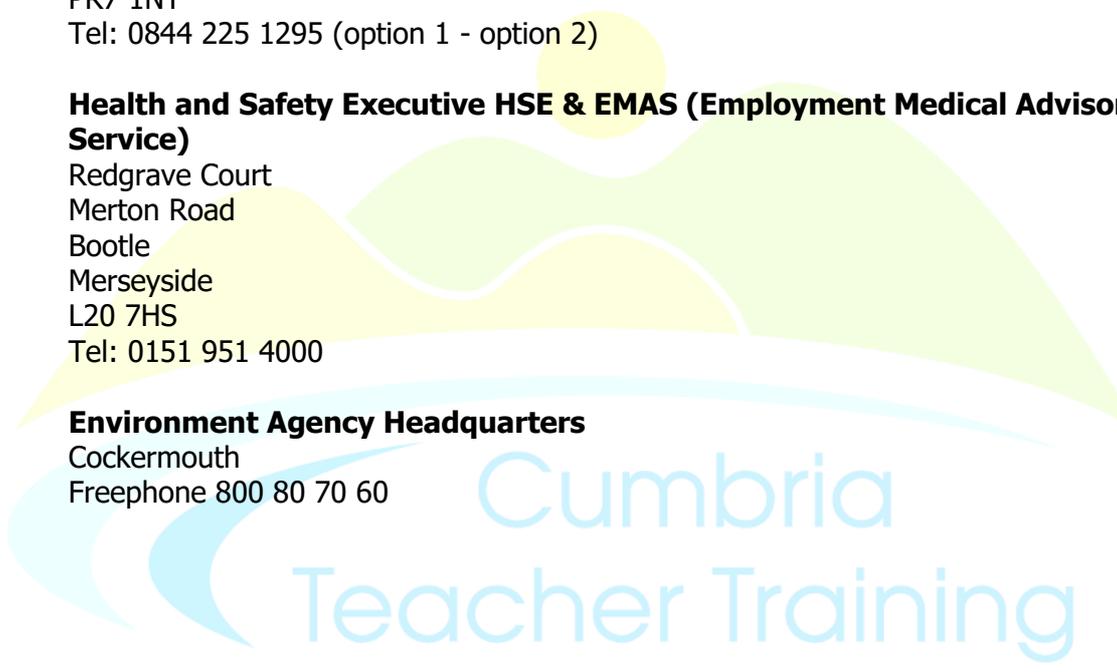
1st Floor  
York House,  
Ackhurst Business Park  
Foxhole Road  
Chorley  
PR7 1NY  
Tel: 0844 225 1295 (option 1 - option 2)

### **Health and Safety Executive HSE & EMAS (Employment Medical Advisory Service)**

Redgrave Court  
Merton Road  
Bootle  
Merseyside  
L20 7HS  
Tel: 0151 951 4000

### **Environment Agency Headquarters**

Cockermouth  
Freephone 800 80 70 60

The logo for Cumbria Teacher Training features a stylized graphic of a person with arms raised in a 'V' shape, rendered in shades of green and yellow. Below this graphic, the words 'Cumbria' and 'Teacher Training' are written in a light blue, sans-serif font, stacked vertically.

Cumbria  
Teacher Training

## Part Three

### List of Procedures

1. Accident Procedures
2. Defect Reporting
3. Fire Procedures
4. Control of Substances Hazardous to Health. (C.O.S.H.H)
5. Display Screen Equipment
6. Interactive Whiteboards
7. Asbestos
8. Working at Height.
9. Equipment/Maintenance
10. Legionella
11. Signs and Notices
12. Information Technology (IT)
13. Environmental Hazards
14. Electrical Supplies and Equipment.
15. Off-Site Activities
16. Personal Safety and Security of Staff and Trainees
17. Out of hours use of premises.
18. Safeguarding
19. Health and Safety Training
20. Induction
21. Boiler (Oil)
22. Mobile Phones
23. Routine Maintenance

## PROCEDURES

### 1. Accident Procedures

- Wendy Kendall, & Liz McKenna are nominated first aiders. .
- The first aid box is kept in the Foyer.
- A first aid book is kept in the Foyer.

#### First Aid Boxes

Should contain as a minimum:

- One Burn Relief Dressing (10cmx10cm).
- 40-Washproof assorted plasters.
- 2-Eye Pad dressing with Bandage Sterile.
- 1-Foil Blanket Adult size
- 1-Large Wound dressing-(18cmx18cm)-Sterile
- 4-Medium Wound dressing (12cmx12cm)-Sterile.
- 3-Pairs of Nitrile Gloves
- 1-Rebreathe Mouth –to-Mouth device with valve.
- 2-Finger dressing with adhesive fixing 3.5cms
- 1-First Aid Guidance leaflet.

- 1-Conforming Bandage 7.5cmx4Mt
- 1-Microporous Tape-2.5cmx5Mt
- 20-Moist Cleansing wipes (Alcohol free)
- 6-Safety pins assorted
- 2-Single Use Triangular bandage-90cmx127cm
- 1-Universal Tuff Cut Shears Small-6"

If at any time these articles are missing or stocks are running low, please inform **Mrs. McKenna** so that replacements can be made available for when they are needed.

**Mrs McKenna** is responsible for stocking first aid containers.

Equivalent or additional items are acceptable. With regard to specific first-aid items which should/should not be used in schools, the following advice is strongly recommended:

Cotton wool should never be used dry as fibres can become trapped in the wound causing infection. When used damp with soap and water, it can be a general wound cleaner.

Adhesive Dressings can cause blisters on those allergic to it. Ask the trainee if (plasters) can be used first.

Antiseptic Creams do not use antiseptic creams or lotions. Some can cause allergic reaction. Soap and water is the simplest and most effective cleaner. Alcohol-free antiseptic wipes may be used in the absence of soap and running water e.g. on an off-site visit.

Aspirin/Paracetamol Trainees who carry their own medication can take their own as they do not need CTT consent. CTT staff do not administer medicine to other adults without their consent.

- All staff should be informed about the items of first aid, which can or can not be used in the centre. The list that follows gives the main items and procedures to follow but any member of staff who is unsure of which items can be used should consult the appointed first aider.
- When off site fieldwork is being carried out the tutor should carry a small emergency First Aid Pack provided by CTT.
- Any head injuries, even minor blows to the head, should be followed up by advice to the trainee or staff member on what physical symptoms to look for. If there is any doubt about the severity of a head blow the trainee or other adult member of staff should be taken to the local hospital immediately unless they reserve the right to refuse treatment. In such circumstances the patient must sign a disclaimer to that effect.
- Any trainee or other member of staff who falls and is unable to get up again by themselves, eg. unconscious or leg injury, must not be moved. Medical help must be sought.
- Any serious accident should be recorded using the RIDDOR procedures a copy of which is held in the Administrator's office.
- Accidents should be dealt with in the large classroom where a sink is available and personal protective gloves should be worn when dealing with body fluids, these are housed in the first aid boxes. Any dressings and gloves, which are used during first aid procedures, should be disposed of in sealed plastic bags, which are to be found in the first aid boxes. These

bags should then be put in the cleaner's cupboard in a designated bag to be safely disposed of.

- The member of staff in charge of supervision will fill in the accident book, kept in the office and follow approved H&S procedures.
- Emergency numbers for doctors etc. are found in a designated book in the administrator's office. Information regarding a trainee's medical condition that may need consideration or attention, along with emergency contact numbers, address, D.O.B. and G.P. are to be found in trainees personal files in the administrator's office and on the administrator's data base. If a trainee needs to be transported to hospital and they are unable to respond to medical staff then their information will be taken with them.
- It is general practice to transport trainees to the local hospital unless medical staff decides that alternative arrangements are necessary.
- Trainees should inform tutors and school training staff of any medical condition or other disability which may impinge on their training, or have an adverse effect on their health or that of others, were this information not made available
- Trainees with specific medical special needs may have an Individual Care Plan. The needs of these trainees must be known to all the relevant staff.
- If an incidence of violence occurs then the SCITT Lead will fill in form and follow RIDDOR procedures for reporting the incident if appropriate, disciplinary procedure may also be instigated.
- Where Occupational Diseases/ ill health are experienced by members of staff then the Administrator should be informed, and she will seek advice from the appropriate authority e.g. CTT doctor.
- Where trainees are prone to specific ailments the Administrator will organise an induction meeting Administrator, with the agreement of the trainee. The induction meeting need only be set up when staff are unfamiliar with the procedures they should follow and require help.

**If in doubt always ask for a second opinion on any first aid matter.**

## **2. Defect Identification and Reporting**

### **References**

Workplace (health, safety and welfare) Regulations 1992

**All defects are reported to: Liz McKenna**

### **Procedure**

#### **Defects to be put right using CTT resources**

**Mrs McKenna** is responsible for ensuring that action is taken to rectify each such defect without delay. This is of particular importance where the defect concerned may cause personal injury or pollution of some kind. No defective electrical appliance or lead, and no defective mechanical device or tool that may give rise to danger may be used.

All defects to equipment, furniture and minor defects to doors, floors, walls etc. are to be reported to **Mrs McKenna** who will arrange repair/replacement.

Where the cost of repair or replacement can be borne by the Centre funds then the responsibility for arranging this will be dealt with by **Mrs McKenna**.



### 3.Fire Procedures

#### References

CCC Safety Procedures – No. 8  
Regulatory Reform (Fire Safety) Order 2005

- Any person who sees a fire, sounds the fire alarm by breaking the safety glass on the fire points.
- The Administrator or other adult will call the fire brigade after they have confirmed the incident is genuine.
- All escape routes are clearly marked with an EXIT. The main door and side door in the large classroom are suitable for wheelchair access. Each classroom, the library, small study unit and main entrance, have a plan of the escape routes and fire bell points.
- Fire practices are carried out termly. The first fire practice during the new academic year is carried out as near the beginning of term as is practical. Fire drill is recorded in the fire log book kept by the H&S representative.
- Trainees and other personnel gather on the grassed area by Ashfield Junior School main gate when the alarm is raised. Tutors are asked to check the registers and the Administrator confirms that all are present. If there is a trainee or staff member missing then the tutor or administrator will try to locate the person, as long as they do not put their own lives at risk. If a person is missing the fire officer will be informed when the fire service arrives.
- No person enters the building until the fire alarm has been turned off and the Administrator signals the all clear.
- Alarms are checked every week by the Senior Administrator, on a rota system and a register is kept of each check by Mrs McKenna.
- The Fire Officer checks the extinguishers annually and registers the visit with centre.
- Regular visual checks are made by staff, any fault to be reported to the H&S rep.
- Emergency exits have luminous exit signs that indicate the direction of the nearest exit.
- **Contractors/Visitors:** All contractors or visitors and all persons hiring the premises must be familiarised with the Fire Safety Arrangements. They must be informed of the following:
  - All available final exits and the means of escape.
  - The location of all fire fighting equipment in the areas they will be frequenting.
  - The location of the Fire Alarm Call Points.
  - Any hazards they may encounter.
  - The location of the Assembly Point.
  - What to do if the Fire Alarm is activated.
  - If Hot Work is to be carried out a strict Permit to work must be operated.
- **Risk Assessment:** The Senior Administrator is responsible for carrying out a documented fire risk assessment in accordance with the Regulatory Reform (Fire Safety) Order 2005. The Fire Risk Assessment is made available to all staff and is held in **the office**. An additional electronic copy is also kept off the premises at **Ashfield Junior School** for use in the event that the original document can not be retrieved from CTT due to fire or other emergency. The risk assessment will be reviewed at least annually or sooner should there be any significant alterations or changes in school.

## 4. Control of Substances Hazardous To Health (COSHH)

### References

Control of Substances Hazardous to Health Regulations 2002  
CCC Safety Procedures 10

### Procedures

"An employer shall not carry on any work which is liable to expose any employees to any substance hazardous to health, unless he has made a suitable and sufficient assessment of the risks created by that work to the health of those employees and the steps that need to be taken to meet the requirements of these regulations."

*'Control of Substances Hazardous to Health (COSHH) Regulations 2002'*

COSHH applies to all substances that are capable of causing adverse health effects i.e. are harmful to health e.g. toxic, flammable, corrosive, oxidising etc.. In relation to education and training, COSHH may apply to substances used or produced in:

- Dusts created in certain practical classes, i.e. sawdust in woodworking lessons, clay dust in art lessons
- Cleaning agents used by cleaners and caterers, etc.
- Some office supplies

Wherever possible, hazardous substances in CTT should be substituted for substances that are non or less hazardous.

Where not possible the Senior Administrator will ensure that any substance/process which is hazardous to health has been adequately risk assessed before the substance is purchased or the process allowed to start.

The COSHH assessment should identify what precautions need to be undertaken when using the substance and will include details such as safe exposure times and limits and whether any personal protective equipment needs to be worn whilst using the product.

The COSHH assessments must be made available to all staff using the products to ensure that the controls recommended are adhered to when the product is being used/stored.

Manufacturer's Product Safety Data Sheets should be held for all hazardous substances used and stored in centre (these are available from our suppliers or can often be downloaded from the internet).

Cleaning and Site Management products are securely stored in a locked cupboard when not in use.

See also Section on 'Asbestos'.

### Hazard Data Sheets and COSHH Risk Assessments

- **Make an inventory of all the substances you use in the centre that carry an orange hazard symbol.**
- **Contact your suppliers and request the 'safety data sheet'**

- **Undertake COSHH Risk Assessments for the use/storage of all hazardous substances**



## 5.Display Screen Equipment

### References

Display Screen Equipment Regulations 1992 as amended 2002  
CCC Safety Procedures 16

### Procedure

The Health and Safety Coordinator will undertake an assessment of the user status of all staff in relation to Display Screen Equipment. All staff who have been identified as being 'users' will complete a DSE users self-assessment form, on an annual basis. The results are collated by the Health and Safety Coordinator who makes recommendations to the Programme SCITT Lead. Any recommendations that cannot be dealt with immediately will be incorporated within the centre's Health and Safety Management Plan and equipment and resources are purchased, if necessary.

## 6.Interactive White Boards

The use of projectors by teachers and trainees is increasing. The specific safety issue focused on here is the damage to the eye that the very bright light emitted by the projector can cause.

When using any form of data projector, the following guidelines should be adhered to:

- Never stare directly into the projector beam.
- Keep your back to the beam as much as possible and avoid standing facing into the beam for more than a few seconds at a time (the use of a stick or laser pointer is helpful in this regard).
- Always step *outside* the projector beam when turning to face the class for more than a few seconds.
- Teachers/trainees should ensure that pupils are always adequately supervised whilst the projector is operating and have been trained to follow safe routines of projector use.

Projectors should ideally be located out of the sight line from the screen to the audience; this ensures that, when presenters look at the audience, they do not also have to stare at the projector lamp. The best way to achieve this is by ceiling-mounting rather than floor or table-mounting the projector.

In order to minimise the lamp power needed to project a visible presentation, use window blinds to reduce ambient light levels.

## 7.Asbestos

Reference: Control of Asbestos Regulations 2012

### Policy

Although the Board already has a legal duty to its employees in preventing or reducing the risk of exposure to asbestos to the lowest level possible, there are now additional duties under the Control of Asbestos Regulations (CAR). This duty requires the employer to manage the risk from asbestos

## Procedure

The Board is responsible for the safety of contractors' staff and for the safety of those employed and/or are working within the centre. Contractors are referred to the Asbestos Register, which highlights the known and suspected areas that may contain asbestos in the centre. Additional information can be found in SAN (G) 7 – Asbestos in School Buildings.

Current guidance requires removal of all asbestos containing materials likely to be affected by demolition or major structural alteration. Where any work will involve demolition or major structural alterations a Type 3 (Destructive) survey will be required.

**The Board will document and implement an Asbestos Management Plan. A model Plan is contained in the revised Safety Advice Note (SAN(G)7). The Board must also ensure that the Asbestos Register is updated whenever additional asbestos surveys are undertaken or any asbestos removal, repair or encapsulation work takes place. Each time the Register is updated within the centre, a copy must be forwarded to the Health and Safety Team, Children's Services, along with copies of survey reports and any asbestos clearance certificates, for inclusion in their central database.**

A documented plan will be put in place to ensure that any identified or presumed Asbestos left in place within the centre is inspected regularly to ensure there is no deterioration. **Mrs. McKenna** is responsible for monitoring the condition of known or presumed asbestos on site, and will complete the monitoring form every term.

## 8.Working At Heights

### References

Cumbria Schools SAN (G) 19

### Procedures

- a) Ladders are only used when there is no other alternative, i.e. using a scaffold.
- b) Stepladders should be spread to the fullest extent and properly levelled for stability. They are placed on a level surface and work is not carried out from the top platform.
- c) Lone working at heights is NOT permitted. There must always be two responsible adults present when working at heights.
- d) Staff will be trained in the correct selection and use of a ladder or steps.
- e) Ladders will only be used when there is no other alternative, i.e., using a scaffold.
- f) Ladders will only be used for jobs of short duration; must be fixed, tied or footed; must be used at the correct angle – 1 foot out for every 4 feet of height; must rest against firm, solid surface, supported by the stiles only. If appropriate, ladders must extend at least 1m above the landing place.
- g) Extending ladders must overlap by at least 3 rungs.
- h) Falls from ladders are often a result of oil, grease or mud on the rungs causing the user to slip. Check ladders and the soles of shoes are clean before use.
- i) Stepladders must have handholds if the top step is being used to stand on.
- j) Users of ladders must not overreach, carry heavy items or long lengths of material.
- k) Adequate precautionary measures must be taken when working on electrical equipment. Metal ladders should not be used.
- l) Wooden ladders must never be painted. Cracks, splits, warping or mechanical damage

- can result in ladders breaking during use.
- m) Barriers and signs will be used to alert others to the use of ladders. Adequate arrangements will be made before using ladders or steps behind doors.
  - n) All ladders and steps will be formally inspected at least every 6 months and records kept on the Ladder Register by (Mrs McKenna) and any repairs carried out immediately or item labelled and taken out of service.
  - o) All staff are responsible for checking any step ladders before each use.

The essentials for good ladder storage are:

- Ladders and stepladders should be stored where they are protected from continual exposure to bad weather.
- They should be kept in a well-ventilated area.
- Timber ladders and stepladders should not be stored in boiler rooms or adjacent to radiators, steam pipes or other sources of heat, so as to avoid deformation.
- It is important that the ladder is well supported throughout its length to prevent weakening of the joints. They should not be hung so that the weight is carried by the rungs, but should be stored on edge clear of the ground in racks or wall brackets (horizontally).
- Stepladders may be stored vertically.
- Access to ladders and steps should be appropriately maintained. They should be secured in some way to avoid use by inappropriate persons i.e. trespassers for example.

## **9. Equipment/Maintenance**

### **References**

Provision and Use of Work Equipment Regulations 1998  
Workplace Regulations 1992

### **Procedures**

- a) All employees/trainees are required to inspect visually their work equipment and to report any faults before use and not to use this piece of equipment if it is deemed unsafe, i.e. checking for cable damage etc.
- b) All employees are reminded of their obligation to participate in the training when provided to ensure that they understand how to work safely with all equipment that they use, and to work to the guidelines provided in the training and subsequently by their manager.
- c) Any faulty piece of equipment is to be taken out of service, labelled as out of service, and moved to an area where it cannot be used. It must not be returned to normal use unless it has been checked by a competent person and repaired if necessary.
- d) No private equipment is to be used unless it has been deemed safe by a competent person.

## **10. Legionella**

### **References**

L8 HSC Approved Code of Practice Legionnaires' disease  
Cumbria Schools SAN (G) 15 Legionella

The Employer has a duty to appoint a person to be managerially responsible for preventing and controlling the risk; in this case it falls to the programme SCITT Lead. The duty may then be delegated to another person.

### **Procedures**

On completion of a risk assessment and subsequent report the responsible person will ensure that all recommendations are prioritised according to urgency and availability of funds.

Monitoring will be carried out in accordance with the findings of the risk assessment

All remedial work must be carried out by a registered body such as the Institute of Plumbing



## 11. Signs and Notices

### References

Safety signs and signals regulations 1996

### Procedures

Under the Safety Signs and Signals Regulations 1996, where a risk assessment indicates that, having adopted all appropriate precautions, risks cannot be adequately controlled except by the provision of appropriate safety signs, then such signs must be provided.

- Appropriate signs will be displayed and will be easy to follow
- Health and Safety information notice board will be provided/maintained

## 12. Information Technology (IT)

- The layout of equipment will be appropriate with sufficient room for each student.
- Seating will be suitable i.e. height and comfort adjustable for individual users.
- Lighting levels will be adequate for the types of activities undertaken.
- Heating levels and ventilation will be adequate.
- Combustible items in the IT workroom will be stored appropriately.
- Electrical sockets and electrical extension leads will be used responsibly e.g. not overloaded, surge protected etc.
- The server unit is housed appropriately e.g. where it cannot overheat, away from combustible materials, wires kept tidy etc.
- The fabric of the room and equipment is in a generally good condition, and the room is kept tidy.
- Please also refer to the CTT's Internet Use Policy held separately which details codes of conduct.

## 13. Cleaning

- **Appropriate risk assessments will be undertaken for cleaning activities, the working environment and machinery.**
- **Portable electrical appliances must be included in the centre's portable appliance testing programme.**
- All cleaning staff should receive training/instruction in at least the following:
  - Health and Safety Induction
  - Use of Machinery/Equipment
  - Control of Substances Hazardous to Health
  - Manual Handling etc.
- All accidents and incidents involving cleaning staff will be recorded in the MAIN accident book.
- There will be an appropriate defect reporting procedure in place.
- Equipment, materials and tools will be regularly inspected and appropriately maintained.
- Staff will be made aware of the location of the mains services.
- Fire exits will be unobstructed.
- Cleaning staff will be made aware of what to do in the event of fire i.e. how to raise the alarm, evacuation procedures etc.
- Cleaning staff will participate in fire drills.
- All equipment MUST be switched off after use and returned to the locked store.

- The use and storage of cleaning chemicals will be subject to a COSHH Risk Assessment which is reviewed regularly and disseminated to relevant staff.
- Warning signs will be displayed when wet mopping for example to warn others that floor may be slippery.

### **Waste Disposal**

- The cleaners carry out disposal of centre litter daily.
- Any dressings etc. used for first aid must be disposed of in the small plastic lined bins to be found in the toilets and large classroom.
- Disposal of sanitary ware is in a chemical disposal unit in the ladies toilet. This is emptied by the firm who supplied it, on a regular basis.
- Sharp objects such as glass, needles etc should not be placed in the classroom litter bin but placed in a separate container for disposal by the Cleaner.
- The Cleaner routinely assesses whether there is an accumulation of rubbish etc. and must deal with any such hazard promptly.
- The centre endeavours to maintain a waste disposal system, which does not endanger the environment. Containers are provided for different types of recyclable waste and staff and trainees are encouraged to use these whenever possible. Where waste constitutes a possible threat to the environment e.g. toxic liquids, asbestos etc. then advice will be sought from the Health and Safety Department of the LEA by the Administrator on suitable methods of disposal.
- Waste is collected from the centre's wheelie bin by the Local Council

**Procedures and guidelines for the use of specific tools are summarised below. Any trainee or tutor requiring more detailed information should request it through the Administrator.**

### **All sharp tools**

- Make sure trainees have been taught how to use unfamiliar tools safely.
- Carry any tool with sharp points facing downwards and walk.
- Make sure you are not endangering others when using the tool.
- Store tools safely so that they can't injure personnel accidentally.

### **Stanley and other craft knives (in addition to the above)**

- Use a craft ruler with a finger guard.
- Trainees should use Stanley knives with extreme caution.
- Place the item to be cut on a cutting surface.

### **Glue guns**

- Tutors should make sure that trainees are familiar with the procedures for using a glue gun.
- When used they should be placed in an area where other trainees can't accidentally touch them.
- The glue gun should be replaced on its stand.
- The gun should be left to cool on its stand.

### **Adhesives**

- Trainees should normally only use the PVA, Gloy, Pritt Stick or paste adhesives in the Centre as these are the only adhesives they can use in the classroom. Where other adhesives are

used, they should be used in a well-ventilated area, after carefully reading the instructions for their safe use.

### **Aerosol sprays**

- If they are to be used by adults in the centre, they should be made aware by the tutor or administrative staff, that excessive use can trigger the fire alarms.
- Use in a well-ventilated area.

### **Paints and glazes**

- Only paints and glazes recommended for classroom use should be used by the trainees. If trainees are considering using any other paint or glazes they should seek advice from the art tutor.

### **Working with hot equipment.**

- When the microwave or boiling water is used in the Centre suitable safety precautions should be taken to avoid injury to oneself or others.
- Trainees must ensure they have learnt how to use the laminator safely. The laminator should not be left unattended when in use.

### **Photocopier and toner**

- Users are advised to open the windows in the entrance hall when printing multiple copies. Staff who replace toner are warned of its dangers. Toner is normally changed by the Administrator who is aware of the danger of inhalation of dust and the need to use disposable gloves and a mask when changing toner cartridges.

### **Personal Protective Equipment**

- Personal Protective Equipment (PPE) is provided where it is necessary or advised. The following is a list of PPE available. If more PPE is required then the senior staff of Head needs to be informed and enough time allowed to acquire the PPE.

<b>Personal Protection</b>	<b>Where stored</b>	<b>Use</b>
Disposable gloves	1 <sup>st</sup> Aid Boxes	1 <sup>st</sup> aid, using chemicals etc.
Gloves (heavy duty)	Cleaner's room	Environmental work, handling rough-edged objects.

- Long hair should be tied back when using equipment, teaching games or PE.
- Surfaces should be cleared of material by trainees to allow the cleaner to clean them. Surfaces can be wiped by the trainees using water and mild detergents.

### **Storage of chemicals**

- Storage of cleaning materials and other chemicals is in the cleaner's cupboard. Toner is stored in the photocopier trolley.

## **13.Environmental Hazards**

- CTT Centre has a no smoking policy within the Centre both during the working day and after centre hours. Those who wish to smoke must leave the building and go around the back of the small classroom to do so, so that they are out of the view of the children in the Junior School. All cigarette ends etc. should be disposed of in the designated waste bin.
- The Centre takes advice on reasonable working temperatures, lighting, ventilation and noise from the Health and Safety Department of the LEA, as well as their own Board member with responsibility for Health and Safety. If members of staff or trainees, consider the working temperature to be unreasonable then they should inform the Administrator who is obliged

to investigate the problem. They may also seek advice from any other body they consider appropriate.

#### **14. Electrical Supplies and Equipment**

- All portable electrical appliances are checked annually by a qualified electrician and a record of the inspection is kept in the Administrator's office. Any equipment, which fails the test, is decommissioned until it can be repaired or scrapped. A label is put on all tested equipment to show that it has been tested and passed. If it fails, the equipment must be removed from use and labelled accordingly.
- Staff should make a regular visual inspection of both static and portable electrical appliances; trainees should also visually inspect any appliance they are going to use to ensure it looks safe. Equipment and appliances includes plugs, leads, wall sockets, switches, adaptors or appliances such as computers. Any defects should be reported as soon as possible to the H&S rep. or Administrator and the equipment decommissioned until it is repaired. A label should be put on the equipment stating it is out of use and wherever possible the equipment should be isolated from an electrical source e.g. remove the fuse or plug.
- If it is necessary to use an extension lead the cable should be fully extended. The lead should be routed in such a way that no one can trip over it. If it has to be routed over an area which is a walkway then the cable should be covered with appropriate covering to prevent people tripping over it, or the cable getting scuffed.

**If you suspect an accident has occurred which involves electricity the electrical source must first be isolated before first aid is administered.**

#### **15. Off-site Activities**

The Administrator, or tutor in charge of the Off-Site activity, should ensure all safety risk assessments required have been carried out.

**The following are the areas of risk which should be considered:**

- Is the transport suitable and safe e.g. seat belts in coaches for each person, cars insured to carry other adult passengers?
- The drivers should make sure they do not smoke on the coach, act courteously and comply with the PSV regulations for the safety of passengers.
- The tutor in charge should keep overall control of the behaviour on the coach, making sure trainees comply with PSV regulations and act in a manner that will not distract the driver.
- Pick up times and places should be made clear in correspondence.
- Emergency contact at the Centre is by landline 01900 606855
- The tutor in charge of the visit should make all other staff and trainees aware of their roles and responsibilities. They should ensure that all personnel are counted on and off the coach and are aware of what to do in the event of an emergency.
- Cars should only be used if the insurance for the car states that it is acceptable to carry passengers other than friends and family. Drivers should check with their insurance company as to whether they need business use coverage. Drivers should be made aware of emergency contact procedures.
- The ratio of staff to trainees depends on the assessed risk of the activity. Generally, for low risk activities trainees are treated as adults and should be responsible for their own safety. A ratio of 1:10 is acceptable for activities with a moderate risk. For higher risk activities the

provider will give advice on ratios. If there is any doubt about the supervision required for any activity The Corporate Health and Safety team will give advice on 01228 227169.

- Tutors should carry basic first aid with them on visits. One of the first aid boxes from the centre should be used for such visits.

## **16. Personal Safety and Security of Staff and Trainees**

- The H&S representative and administrator are responsible for carrying out risk assessment for the personal safety and security of staff and trainees
- The Administrator handle cash in the office. The main entrance to the centre is locked at all times and all visitors must ring the bell to request entry into the building. The office is locked when it is unattended. Windows are secured at the end of the day by designated trainee monitors. These are also checked by the Cleaner when she completes her work, she then activates the alarm.
- The administrator travel to the bank by car if they are carrying a substantial amount of money.
- Staff or trainees working on their own after hours are advised that they must make sure all entrances are secure and should not allow anyone into the building unless they are certain they are bona fide visitors. If they feel that they may be in any danger they should call the police, the local police station.
- It is prudent to assess whether a visitor is likely to become violent before allowing them access to the premises. If they are outside and are becoming aggressive call the police.
- If a visitor is potentially aggressive the following procedures should be followed:
  - Do not physically confront the aggressor.
  - If possible, seek assistance from another adult.
  - Try to persuade them to leave any area where others may get hurt into a quiet room e.g. the small study room.
  - Talk calmly to them and ask them to sit down.
  - Make sure you are between the aggressor and the door.
  - Allow them to vent their feelings verbally without confrontation.
  - Once the aggressor is rational then discussion can take place.
- **If the aggressor becomes violent:**
  - Make sure you remove all personnel and yourself from immediate danger.
  - Under no circumstances restrain an adult.
  - If an adult is becoming violent call the police immediately. Only in extreme circumstances should restraint be attempted on an adult and not by one person.
- Incidences of violence will be reported to the police by the Administrator.

## **17. Out of Hours Use of Premises**

- An agreement has been formulated and agreed by the Board on out of hours use of the premises.
- Users must adhere to the Health and Safety Policy, where it applies to out of hours use. In brief:
  - Rooms can only be used with prior permission.
  - Rooms and grounds must be left neat and tidy ready for the trainees and tutors.
  - No materials or equipment are to be used without prior permission.
  - It is the responsibility of the person in charge of the out of hours group to ensure they are familiar with the fire-drill, first aid arrangements and security of the building by reading this document and asking the Administrator if they are unsure of any point. They should inform their group of such arrangements.

- You must ensure that you have a mobile phone that you can use in the case of an emergency as there will be no access to the office telephone
  - When they leave the premises they must make sure the premises is secure in accordance with arrangements made with the Cleaner.
  - The Cleaner will set the alarm.
- The Board reserves the right to ban anyone who does not adhere to the rules.

## **18.Safeguarding**

### **DBS Disclosures**

#### **THERE HAS BEEN A CHANGE OF NAME FROM 'CRIMINAL RECORDS BUREAU' TO 'DISCLOSURE BARRING SERVICE'**

CTT must have their own written/electronic confirmation (SCR) for all staff/trainees that have a DBS (Disclosure Barring Service) check

A DBS check must be done for all new staff/ trainees who are new to the centre.

All staff/trainees who go into schools who have significant contact with children and young people, defined as in a position to establish a rapport with a child/young person are required to have an enhanced DBS check.

It is strongly recommended that all new recruitment of staff/trainees be done as an enhanced check.

Disclosure Certificates (or copies) must not be kept on site. These certificates MUST be returned to individual staff/trainees and any copies destroyed. (CTT are not legally entitled to hold the certificates, only a Registered Body are authorised to hold the disclosure certificates, and only then for a maximum of 3 months. The Registered Body then issue the clearance letter to CTT (and the individual staff member/trainee) and CTT should keep a copy of the Clearance Letter on file).

## **19.Health and Safety Training**

### **References**

Management of Health and Safety at Work Regulations

### **Procedures**

It is the responsibility of all staff in conjunction with the Centre Manager to identify training needs. These needs may be identified as personal development, or they may be identified to fulfil legal obligations i.e. first aid training for example. Health and safety training may also be required as a result of risk assessments, following accidents, following the acquisition of new equipment or procedures etc. A formal health and safety training record will be set up and maintained that highlights all health and safety training that has been carried out. The training plan will highlight any statutory refresher training that may be required. This will be a working document and will show at a glance what health and safety training staff have actually undertaken, and when refresher training is required (if applicable).

## **20.Induction**

### **References**

Cumbria Schools SAN (G) 12 Health and Safety Induction Training  
Corporate Human Resources

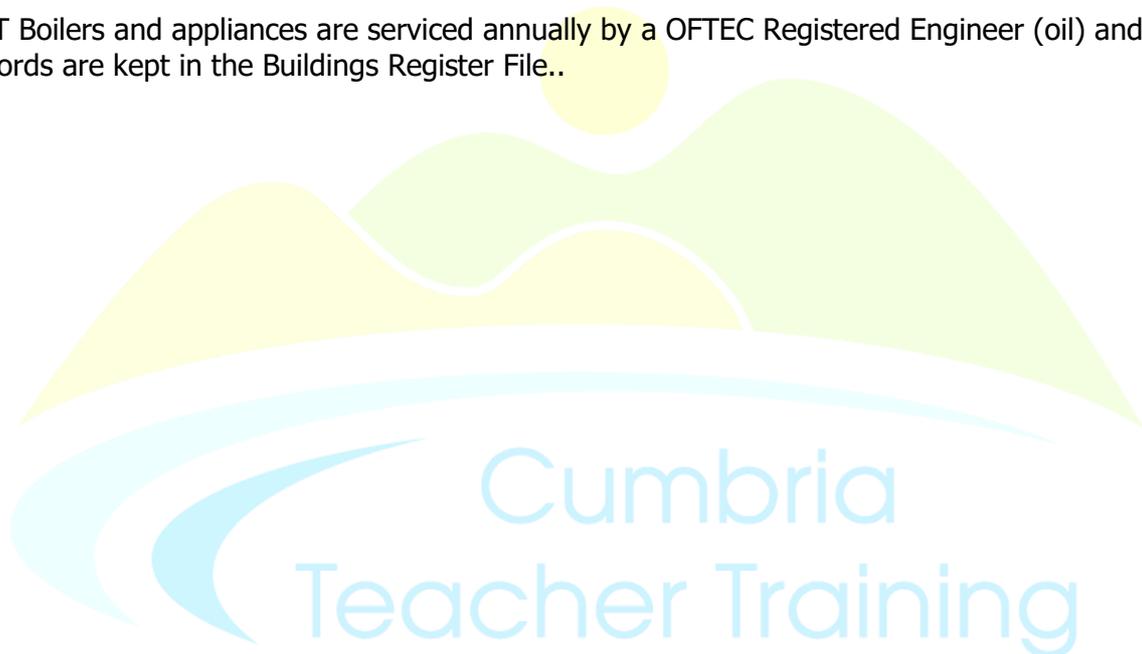
### **Procedures**

All new students are encouraged to familiarise themselves with the health and safety procedures in CTT. It is the responsibility of the Centre Manager to ensure that the relevant procedures and documentation has been seen and understood. There is an Induction Checklist to ensure all students sign to say they have received training.

### **21.Boiler (Oil)**

Convactor Heaters are serviced/cleaned annually by **logic**

CTT Boilers and appliances are serviced annually by a OFTEC Registered Engineer (oil) and records are kept in the Buildings Register File..



## 22.Mobile Phones

1. CTT **does NOT** discourage students from bringing mobile phones onto site.
2. Where a trainee does bring a mobile phone into the building, the phone must remain switched off during all lectures and teaching activities. The only exception to this would be in an emergency or with the express approval of the lecturer (there may be occasions where students may need to take a photograph during a lecture or activity.)
3. Where a trainee is found by a member of staff to be using a mobile phone during a lecture or activity (without approval) the trainee will be warned as to their future conduct.
4. CTT will include a statement of this policy in the Student Information Handbook which is issued annually.



## 23.ROUTINE MAINTENANCE & SERVICING REQUIREMENTS

Note: Those areas highlighted in **RED** should be carried out by CTT staff. All others will need to be undertaken by competent contractors.

**Records of Servicing and Maintenance should be filed in the red Buildings Register.**

AREA	ITEMS	FREQUENCY
<b><u>Fire</u></b>	Fire Alarm System	<ul style="list-style-type: none"> <li>Serviced <b>Annually</b></li> <li>Call Points Tested <b>Weekly</b></li> </ul>
	Emergency Lighting	<ul style="list-style-type: none"> <li>Serviced <b>Annually</b></li> <li>Tested <b>Monthly</b></li> </ul>
	Fire Extinguishers	<ul style="list-style-type: none"> <li>Visually checked <b>Monthly</b></li> <li>Serviced <b>Annually</b></li> </ul>
	Battery Operated Smoke Alarms (if relevant)	<ul style="list-style-type: none"> <li><b>Annual</b> clean &amp; battery change</li> <li>Tested <b>Weekly</b> (as fire alarm)</li> </ul>
	Fire Drills/Practices	<ul style="list-style-type: none"> <li><b>Termly</b></li> </ul>
	Fire Logbook	<ul style="list-style-type: none"> <li>Kept up to date (all the above should be recorded in your <b>fire logbook</b>)</li> </ul>
<b><u>Electricity</u></b>	Mains Installation (Fixed, wiring)	<ul style="list-style-type: none"> <li>Inspected every <b>5 Years</b> by NICEIC or NAPIT Registered Contractor</li> </ul>
	<u>Fixed</u> Electrical Equipment	<ul style="list-style-type: none"> <li>Serviced <b>Annually</b></li> </ul>
	Electrical Heating Boilers (if relevant)	<ul style="list-style-type: none"> <li>Serviced <b>Annually</b></li> </ul>
	Fan Convectors/Heaters (if relevant)	<ul style="list-style-type: none"> <li>Serviced/Cleaned <b>Annually</b></li> <li>Serviced <b>Annually</b></li> </ul>
	Lightening Protection (if relevant)	<ul style="list-style-type: none"> <li>Serviced <b>Annually</b></li> </ul>
	Water Heaters (if relevant)	<ul style="list-style-type: none"> <li>Inventory</li> <li><b>Regular visual inspections (informal)</b></li> </ul>
	Portable Electrical Appliances	<ul style="list-style-type: none"> <li>All EARTHED equipment to receive Electrical Integrity Test <b>Annually</b> (Portable Appliance testing). Double insulated equipment can be tested every 2-3 years.</li> </ul>

<b>AREA</b>	<b>ITEMS</b>	<b>FREQUENCY</b>
<b>Asbestos</b>	Known or presumed asbestos containing materials	<ul style="list-style-type: none"> <li>• <b>Regular Inspections (informal)</b></li> <li>• <b>Formal Inspections (Termly)</b></li> </ul>
<b>Gas (or Oil)</b>	Mains Installation  Gas Fired Boilers/Heating Systems/ Water Heaters  Fixed Gas Appliances	<ul style="list-style-type: none"> <li>• Serviced and Certificated by Gas Safety Registered Engineer <b>Annually</b></li> <li>• Serviced <b>Annually</b> by Gas Safety Registered Engineer</li> <li>• Serviced <b>Annually</b> Gas Safety Registered Engineer</li> </ul>
<b>Legionella</b>	Water Temperatures	<ul style="list-style-type: none"> <li>• <b>Termly Temperature checks (toilets and all outlets) BOTH HOT and COLD water</b></li> </ul>
<b>Security</b>	Intruder Alarm	<ul style="list-style-type: none"> <li>• Serviced <b>Annually</b></li> </ul>
<b>Working at Heights</b>	Ladders/Stepladders/Scaffolds/Trestles	<ul style="list-style-type: none"> <li>• <b>Formal Inspections every 6 Months</b> (recorded on Ladder Register)</li> <li>• <b>Regular Inspections (informal)</b></li> </ul>

### **Regulations and Advice**

The information contained in this document is the day to day implementation of Health and Safety as it pertains to CTT Centre. If further advice is required it can be sought from the Health and Safety Department of the LEA on Telephone number: 01228 227169.

The following advice and documents are available:

"Safe Use of Household and Other Chemicals"

*centre office*

A.S.E. "Be Safe" and "Make it Safe"

*centre office*

"First Aid at Work"

*centre office*

DCSF "Health & Safety of Pupils on Educational Visits"

*centre office*

*Educational Visits*

<http://www.oeapng.info>

All tutors and other staff are required to familiarise themselves with the Health and Safety Document and it is the responsibility of trainees to familiarise themselves with the elements of the document which pertain to them. A copy of the document is held in the Administrator's office and the library.