



**Oxford Sixth Form College**

A NORD ANGLIA EDUCATION SCHOOL

# HEALTH & SAFETY POLICY FOR STUDENTS

**STUDENTS: IT IS IMPORTANT THAT YOU ARE FAMILIAR WITH THIS DOCUMENT. IF YOU HAVE ANY HEALTH AND SAFETY CONCERNS, PLEASE REPORT THEM TO A MEMBER OF COLLEGE STAFF.**

Issued: September 2022  
Review date: August 2023

## **1. Health and Safety General Policy Statement of the College**

**Important: it is in the interest of all students to read this statement and be familiar with the College's policies.**

It is the policy of the College to comply with the obligations under the Health and Safety at Work Act 1974 (as amended), the Management of Health and Safety at Work Regulations 1999 (as amended), the Construction (Health, Safety and Welfare) Regulations 1996-building work (as amended), the Construction (Design and Management) Regulations 1994 (as amended) and other supporting legislation concerning Health and Safety. At all times the College will endeavour to provide and maintain a healthy and safe working environment for its students as well as to take steps to protect the health and safety of all staff and visitors to the College, including contractors from other firms and temporary workers.

The overall objective of the College's health and safety policy is to minimise the number of instances of occupational accidents and illnesses. The ultimate objective is not to have any such instances. The College will endeavour to do all that is reasonably practicable to ensure the health and safety of its students and staff, however, health and safety in the College is the responsibility of each and every individual associated with the College. Everyone requires constant vigilance and concern for the welfare of others.

It is also the duty of each student to take reasonable care of his or her own welfare and to report any situation, which may pose a threat to this or any other person. Any hazards in the College such as frayed electrical cables, dangerously defective equipment, unsafe structures, possible fire risks, loose floor tiles etc should be reported as a matter of routine to the Health and Safety Officer and no one will be penalized for complaining if the problem is not rectified. It is therefore every one's responsibility to report immediately any situation that could endanger the well being of them or others and the reporting of injuries, however small, sustained by a person at work must never go unrecorded. Accident records are crucial to the effective monitoring and revision of the College policy and must therefore be accurate and detailed.

The College believes that the success of its Health and Safety Policy can only be achieved through the cooperation of all users of the premises. Students and staff will be provided with the required equipment, information, training and supervision necessary to comply with the College's Health and Safety Policy. Please speak to a member of staff or the Health and Safety Officer if you have any health and safety concerns.

The College's Health and Safety Policy will be continually monitored and improvements to the policy will from time to time be implemented. The College invites all students to put forward any suggestions for improvements, or complaints, regarding the Health and Safety Policy either informally or in writing directly to the Health & Safety Officer.

## HEALTH AND SAFETY POLICY OF THE COLLEGE

**(Important: all students should make themselves familiar with this policy)**

### 2. Designated Officers and Responsibilities

The person responsible for the overall Health and Safety Policy of the College is:

Name: Mr Johnathan Cuff
Title: Chair of Governors
Contact address: d'Overbroecks school, 333 Banbury Rd, Oxford OX2 7PL

The Health & Safety lead of the College is:

Name: Mark Love
Title: Principal
Address to write to: Oxford Sixth Form College, 12 King Edward Street, Oxford, OX1 4HT

First aid kits are supplied as follows:

DEPARTMENT	LOCATION OF FIRST AID KIT
11-13 King Edward Street – all departments	Reception, ground floor; Finance, 1 <sup>st</sup> floor; Staff Room, 2 <sup>nd</sup> floor
3-5 King Edward Street – all departments	Reception 1 <sup>st</sup> floor
11-13 King Edward Street – Science Department	Science Lab, basement; Biology Lab, basement
Student Residences	Staff Office

Personnel trained in first aid are as follows:

PERSON
Ruben Jesus, Anton Slawomir, Rosemary Finamore, Andrew Hogan Gary Rogers, Paris Michaelides, Chantelle Baxter, Lynette Nye, Roald Morgan, Sigun Powell, Miri Mighty, Shirley Fong, Emma Pittwood

**The College and the roadside frontage of the College buildings are a designated no smoking zone:**

DEPARTMENT	AREA
All Departments	<p>Smoking/e-smoking is prohibited on all College premises and within sight of the College buildings including the roadside frontage of any of the College premises. The use of e-cigarettes is also prohibited on all college premises.</p> <p>Anyone wishing to smoke should do so in Oriel Square and dispose of their cigarette ends responsibly. Oxford City Council may impose an on the spot fine or prosecute any person caught dropping litter in the city centre. Smoking is not permissible on College premises or outside the front doors</p>

**The designated Fire Safety Officer of the College and the person responsible for the maintaining and testing of fire alarms, detection equipment and fire fighting equipment is:**

Name: Simon Guest	
Title: Facilities Manager	
Address to write to: Oxford Sixth Form College, 12 King Street, Oxford, OX1 4HT	

**The designated assembly points for fire and emergencies are:**

DEPARTMENT	ASSEMBLY POINTS
King Edward Street premises	Oriel Square, On the left-hand side when exiting the building via the front entrance
Residences	Outside the premises as detailed on the fire assembly point notices and procedures

## Location of Fire Extinguishers

All Departments	It is the responsibility of each student to familiarise him/herself with the location of the fire extinguishers in the vicinity of their location. However, the fire extinguisher should only be used if training has been provided and you are not putting yourself at risk. Students should <b>never</b> tamper with fire extinguishers, or with any other fire safety equipment. Such actions would put lives seriously at risk and the disciplinary consequences will be appropriate to the offence.
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### 3. Off-Site Teaching and Activities

If teaching or other activities are carried out on behalf of the College on premises not belonging to the College, students must be aware that the manager/owner of those premises has the overall legal responsibility for their health and safety whilst on their premises. Therefore, OxSFC students must be aware of and comply with the health and safety procedures of the off-site premises as well as the College's own health and safety practices as detailed in this document.

When off-site, any immediate health and safety concerns should be addressed to your tutor who will discuss the matter with their Health and Safety Officer in the first instance. However, if those concerns are not adequately addressed, the student or tutor should contact OxSFC's Health and Safety Officer for advice.

Please note, students are responsible for following safe practices regardless of where they are being taught and should follow the principles outlined in this document at all times.

### 4. Responsibilities of Students

All students have a personal responsibility with regard to health & safety as follows:

- Be familiar with the College's Health & Safety Policy and with the standards and procedures it contains and to co-operate and implement its contents.
- Understand and comply with all instructions, procedures and safety rules which apply to them whilst studying in the College. Some rules have a general application, such as rules for fire risks and emergencies. Other rules apply to specific jobs and equipment, such as correct use of equipment in the laboratories and computer rooms etc.

- Work with due care and attention at all times. Whilst it is the College's responsibility to provide and maintain the necessary equipment for safe working, it is equally the student's responsibility to use that equipment properly.
- Not use tools or equipment unless the student is trained and authorised to do so (particularly in the art and science laboratories).
- Wear or use personal protective equipment as instructed or when circumstances dictate its use. Please abide by the particular guidance for the appropriate wear in science and art laboratories.
- Report any hazards seen and, if appropriate, make suggestions for their elimination and control.
- Report any defects in tools or equipment.
- Ensure their work area and communal areas are kept clean and tidy.
- Develop a personal concern for the safety of themselves and others.
- Report all accidents, injuries, dangerous occurrences and 'near misses' no matter how trivial.
- Raise any safety matter with the appropriate member of staff.

## **5. Responsibilities of the Health & Safety Officer**

The College Health and Safety Officer (HSO) has overall responsibility for all health, safety and welfare matters within the organisation. The HSO will ensure that there is an effective policy for health and safety, the provision of regular reviews to its efficiency and the provision of adequate staff, funds and materials to meet the policy's requirements.

The HSO will ensure:

- Responsibility for health, safety and welfare is properly assigned and accepted at all levels.
- Arrangements are made for the provision of suitable and sufficient safety training for all students if appropriate.
- Students are informed of any relevant changes to health and safety documents are up-dated as necessary.
- Health and safety monitoring is regularly undertaken at all sites where the College is operating.
- Information is obtained from suppliers on the safe use of equipment and materials and that all relevant health and safety information and guidance are provided to staff and students as required.
- Records of statutory inspections and other appropriate records are kept.
- Records of injuries and work-related diseases are maintained and that appropriate reporting action is undertaken.
- Appropriate resources are allocated to allow for the elimination and/or control of known hazards and to safeguard against the introduction of new risks.
- Provision of suitable equipment necessary to ensure safe working and handling including the requirements for any specialised safety and storage equipment.

- Provision of adequate personal protective equipment as required, safety signs and relevant health and safety documentation.
- Provision of safety training including specialised training if required.
- Provision of adequate welfare and first aid facilities.
- Action to be taken in the event of fire or other emergency and the provision of suitable fire fighting equipment.
- Protection of the public and students.
- Risk assessment of potential hazards is undertaken to determine the most appropriate means to minimise the risk, record the assessment and to advise staff and students of any significant findings.
- Staff and students are only allocated work according to their ability, and that they have been given the appropriate instructions and/or training to enable them to carry out their work in a safe manner.
- All necessary data sheets for hazardous substances are made available to staff and students coming into contact and COSHH assessments are carried out as required.
- Safety equipment and personal protective equipment necessary for a particular task is readily available, used/worn as required and is in good repair.
- Materials are stored safely and that, where appropriate, fire fighting equipment is readily available.
- Only trained, competent and authorised staff and students use equipment and tools, and inexperienced students are properly supervised.
- Prompt corrective action is taken whenever unsafe acts are noticed or reported to them.
- Cleanliness, tidiness, and other attributes of 'good housekeeping' are of an acceptable standard.
- All accidents are reported and recorded, and that attention given by medical or first aid staff is appropriate.
- The cause of all incidents/accidents are investigated and reported, including those, which cause minor injury or loss/damage to equipment or materials with no injury and to take appropriate remedial action to avoid re-occurrence.

## **6. Communication and Training**

### **Communication**

The College will endeavour to ensure that students are familiar with the contents of the College Health and Safety Policy and will communicate with them orally, through tutors and personal tutors, and in writing, in the form of directives and this policy.

### **Co-operation & Care**

Students are expected to co-operate with the HSO and to accept their duties under this policy. Disciplinary action may be taken against any student who violates safety rules or who fails to perform his or her duties under this policy.

## **Safety Training**

Safety training is essential for all effective health and safety procedures. All students will be trained in safe working practices and procedures where appropriate (such as good laboratory practice). Training will also include advice on the use and maintenance of personal protective equipment and fire equipment, if applicable.

Training sessions will be held as often as is deemed necessary. Despite training sessions, students can raise concerns regarding health and safety at any time with their tutor or directly to the HSO.

## **7. Inspections in the Workplace**

The College will endeavour to comply with the Workplace (Health, Safety & Welfare) Regulations 1992 (as amended).

This requires regular inspections of the workplace from time to time. Inspections will be of a routine nature or as a result of an event or a planned change in working procedures. Inspections will always provide the opportunity to review the continuing effectiveness of safe working practices and therefore implement changes where necessary.

## **8. Substances Hazardous to Health and COSHH Precautions**

### **Substances Hazardous to Health**

The College will comply with the Control of Substances Hazardous to Health Regulations 2002 (COSHH) (as amended). Risk assessments will be undertaken of all work involving exposure to hazardous substances. The College will ensure that exposure of students to hazardous substances is minimised and controlled.

Students who may come into contact with hazardous substances will receive training and information on the health and safety issues concerning such substances. Students working with hazardous substances, in the laboratories for instance, must follow College procedures relating to the substances.

Substances hazardous to health are regarded as any natural or artificial substances (including micro-organisms), which can be toxic, harmful, corrosive or irritant to any students exposed to them. In the event of contamination, the student should try to identify the substances and its source if practicable and, if injury occurs he/she should contact the First Aid Officer, his/her own doctor or the local hospital (Casualty Department) for treatment without delay.



## **COSHH Precautions**

Under the Control of Substances Hazardous to Health Regulations 2002 (COSHH) (as amended) the following precautions should be taken:

- Handle hazardous substances with care and use the personal protective equipment supplied as it is supposed to be used.
- Make sure you are familiar with the rules (e.g. COSHH) for using substances. (Refer to COSHH assessments and data sheets).
- Before eating, drinking, and smoking and after handling hazardous substances, ensure that hands are washed.
- Remove lids/stoppers only when the substance is to be used.
- Store highly flammable substances in a lockable fire-retardant cabinet as per manufacturers/suppliers' recommendations.
- Only minimum quantities, required for immediate use, are to be kept in the College.

## **9. Personal Protective Equipment Policy**

The College will comply with the Personal Protective Equipment at Work Regulations 1992 (as amended).

This requires that all students who may be exposed to a risk to their health and safety while at College will be provided with properly fitting, suitable, and effective personal protective equipment or clothing.

All personal protective equipment or clothing provided by the College will be maintained in good working order and all students provided with protective equipment or clothing must wear or use it properly. Students must report defective personal protective equipment or clothing to their immediate tutor or HSO as soon as it is found to be defective.

Students provided with personal protective equipment will receive training and information on the use, maintenance, and purpose of the equipment.

## **10. Use of Equipment Policy**

### **Use of Equipment Policy**

The College will comply with the law as set out in the Provision and Use of Work Equipment Regulations 1998 (as amended) and will try at all times to ensure that all equipment used in the College is safe and suitable for the purpose for which it is used. Students will be provided with adequate information and training to enable them to use relevant equipment safely and this equipment must only be used if the student is authorised and adequately trained to do so.

College equipment must be maintained in good working order and repair. Students must report defective equipment to their tutor or the HSO as soon as it is found to be defective. Students will also be provided with adequate

protection from any equipment that presents a danger when in use (eg goggles to protect from dust). Such equipment will be clearly labelled with appropriate health and safety warnings.

## **11. Display Screen Equipment**

The College will comply with the Health and Safety (Display Screen Equipment) Regulations 1992 (as amended).

The risks to users of VDU screens will be reduced as much as is reasonably practicable.

Students regularly using VDU screens should take periodic breaks during their work.

Students regularly using VDU screens are recommended to have eye tests.

Further information is available in the guide “Advice for Working with VDUs”. If you have any concerns regarding your workstation, please contact the Health and Safety Officer.

## **12. Electrical Appliances**

- All the College’s electrical equipment whether fixed or portable is to be subject to periodic testing and records kept.
- The correct voltage for tools and equipment must always be used.
- Waterproof fittings must be used for external work.
- Leads must not be allowed to trail, as this may cause a tripping hazard.
- Frayed electrical leads must be repaired or replaced immediately.
- Students must ensure that they are familiar with any safety instructions (including manufacturers instructions) relating to any equipment before use.
- It is forbidden to interfere with any electrical appliance.
- The students are advised to check all electrical tools, leads, plugs of any electrical equipment before bringing into use.
- Any obvious sign of irregular operation of electrical equipment should be reported at once to their tutor or the HSO.
- If any electrical appliance, whilst in use, is found to be faulty it must be reported immediately to the HSO.
- It is forbidden to carry out any repairs or fit any plug to an electrical appliance.
- No electrical appliance may be connected to an electrical system by any means other than the correct plug or connection.
- The student is responsible for the safety of their own electrical equipment brought into College and should request permission to use the equipment beforehand.
- All personal electrical equipment brought into the college and used on the College’s teaching premises or at the student residences will be subject to periodic testing and records kept.

- Students living in the College's residences should be familiar with the accommodation guidelines and any particular reference to the use of electrical equipment. Students are forbidden to bring their own irons. These are provided by the College and should only be used in the designated areas as instructed. Laptops should not be left on beds unattended even when switched off. Hair dryers and hair straighteners should never be left switched on unattended and should be placed on a fireproof surface to cool down safely. A hair dryer or hair straightener should never be left on the bed or covered with clothing after use even if switched off. Careless use or misuse of such appliances represents a serious fire hazard.

### 13. Asbestos Policy

Asbestos dust can kill. It can cause lung damage and cancer. The dust particles that harm are too small to see with the naked eye and the diseases that develop can take many years and there is no known cure. Asbestos can be found in most buildings and is used in asbestos cement products such as sheets, tiles, tanks, gutters, down pipes, decorative finishes, insulation board, fire doors, ceiling tiles, sprayed coatings, insulation and lagging to pipe work and plant, caulking materials, and fire protection materials.

To minimise the risk from asbestos, the College has undertaken an asbestos survey of all its premises in accordance with its legal obligations. The findings are reported by surveyors and any significant findings are appropriately acted upon. The maintenance staff undertake routine checks to ensure the continued safety of the College in accordance with the findings of the report.

**However, if you suspect you have discovered, encountered or disturbed asbestos** based material, **STOP WORKING**, inform your tutor who will inform HSO and do not recommence working until further instructions. Make sure your classmates and tutors are made aware of the hazard of the asbestos.

### 14. Environmental Policy

The College has a duty to act responsibly towards staff, students, suppliers and the public with regard to the effect that College activities may have on the environment and will endeavour to achieve its responsibilities through the following objectives:

- Adhere to any current legislation and where possible, anticipate new requirements and set out new procedures as required.
- Where feasible, purchase from suppliers who share concern for the environment and produce products from sustainable sources.
- Minimise waste from business operations and re-use or recycle where possible.
- Endeavour to control the level of harmful emissions.
- Promote the use of energy efficient systems on College premises.
- Support organisations who promote environmental protection issues.

The College will continue to monitor, evaluate and improve its performance whilst promoting environmental awareness to staff and students.

## **15. Fire Safety Regulations**

### **Fire Risk Assessments**

Fire risk assessments will be undertaken as required under the Regulatory Reform (Fire Safety) Order 2005. However, students must bring to the attention of the HSO or the Fire Safety Officer any potential fire risks that they may become aware of.

A fire risk assessment is undertaken annually by the Fire Safety Officer and the local fire service and external auditors are contacted as required. Any recommendations and significant findings are reported and followed up.

### **Reducing Fire Risk**

Prevention is better than cure when it comes to fire safety and one of the most important areas of fire prevention is to minimise and/or isolate combustible materials as follows:

- Highly inflammable liquids such as oils, fuels and paints or other inflammable material, must be removed from the College premises when not in use or securely stored in appropriate closed metal containers within a properly designed storage facility well away from sources of ignition. Use must be kept to a minimum.
- Gas leaks are a potential source of fire or explosion and the detection of a gas leak must be reported **immediately** to the HSO or the Fire Safety Officer. All equipment with gas taps including gas bottles not in use should be constantly checked to ascertain that the gas taps are turned off and not leaking.
- Any waste such as paper waste and other waste such as oily rags must not be allowed to accumulate and must be disposed of in appropriate containers.
- Smoking is not allowed on College premises or on the pavement and roadside frontage within sight of any of the College buildings. Anyone wishing to smoke should do so in Oriel Square and dispose of their cigarette ends responsibly. The council may fine or prosecute anyone caught dropping litter in the city centre.
- Faulty electrical equipment is a common source of a fire and should be switched off when not in use. Any observable defect should be reported **immediately** to the HSO or the Fire Safety Officer.

## **Fire Safety Officer**

The College's fire and emergency policy and procedures take account of special fire hazards in specific areas of the workplace with, if possible, the cooperation and advice from the local fire service.

The Fire Safety Officer has the overall responsibility for the College's fire and emergency policy and training. All supervisors are responsible for implementing such policy and all staff and students are responsible for carrying out the instructions of the policy.

## **General Fire Safety and Emergency Policy**

All staff and students should familiarise themselves with this general fire safety and emergency policy and follow the procedures below.

On discovering a fire, the nearest fire alarm call point should be activated, and the building evacuated immediately. The fire should be immediately reporting any fire to the local fire service (dial 999) if there is not a member of staff available to do this.

Students should conduct their operations in such a way as to minimise the risk of fire and combustible materials must be separated from ignition sources. In particular, no one is allowed to smoke on the College premises or near combustible materials in the vicinity of the College. Smoking outside of lesson time is only allowed outside the College in the designated smoking area: Oriel Square. Smoking is prohibited inside the College at all times. The use of e-cigarettes is also prohibited on the College's premises.

## **Emergency evacuation procedure for disabled staff, students, and visitors**

To comply with Disability Discrimination act, Part 3, Oxford Sixth Form College has a specific evacuation procedure for disabled staff, students, and visitors. Where a risk assessment identifies the requirement, a Personal Emergency Evacuation Plan (PEEP) will be undertaken by the Fire Safety Officer.

- Where possible disabled staff, students and visitors shall be accommodated on the ground floor
- On arriving at the building, they will be advised of the appropriate disabled route to safely exit the building
- They will be advised not to use a lift in the event of an emergency
- If appropriate the receptionist will advise two able bodied persons to assist in their safe evacuation
- The Fire Safety Officer will be advised of a disabled employee, student or visitor to ensure that a specific check can be undertaken to ensure that the disabled person will be able to evacuate the building in the event of an emergency

## **Fire Detection Equipment**

Smoke detector alarms and general fire alarms are located at points throughout the workplace. Students should familiarize themselves with the location of such detectors and alarms. Upon the discovery of a fire or if a smoke detector alarm sounds, students must operate the nearest fire alarm call point and evacuate the building immediately.

## **General Fire Alarm**

The sounding of the general fire alarm is the signal that the building must be evacuated. The alarm may be raised for a fire or any other dangerous situation such as an unsafe structure, a gas leak, a bomb scare, and no one should assume that a situation is not serious because there are no visible signs of an emergency in their immediate locality. When the general alarm sounds all staff and students must leave the building by the nearest available exit and assemble at the designated assembly point. Where possible, windows and doors should be closed on leaving the building.

## **Other Emergency Procedures in the Absence of an Alarm Sounding**

In the absence of the alarm sounding a senior member of staff will warn other staff, students and members of the public in the case of a fire or other dangerous situation being detected by word of mouth, to evacuate the premises. They may order evacuation in the case of a fire or any other dangerous situation such as an unsafe structure, a gas leak, a bomb scare, and no member of staff or student must assume that a situation is not serious because there are no visible signs of an emergency in their immediate locality. Immediately instruction is given, students must leave the building by the nearest available exit and assemble at the designated assembly point.

## **Fire Escape Routes**

All specified means of escape, for the site premises, must be properly maintained, and kept free of obstruction at all times. Failure to comply with this could result in a disciplinary sanction.

It is essential that all students are familiar with the means of escape and the route to be followed in case of fire. Under no circumstances should fire exit doors be used for general access and fire doors should be kept shut.

## **Fire and Evacuation Emergency Procedures**

Fire and evacuation emergency procedures are in force at the premises of the College (see 'General Fire Alarm' above) and it is the duty of all students to familiarise themselves with the general procedures and the evening procedures if attending extra-curricular activities or lessons outside of normal College hours. When being taught on other premises not belonging to the College, students are advised to request the information they require from their tutor or the HSO.

## **Discovery of Explosives, Bombs, Suspicious Packets**

- DO NOT touch anything suspicious.
- Warn the Fire Safety Officer or HSO if appropriate.
- Before leaving, take all necessary measures so that nobody, even mistakenly, comes into contact with dangerous object before the arrival of the police.
- Practice fire and emergency drills will be conducted from time to time.

## **Fire Fighting Equipment**

Fire extinguishers are located throughout the workplace. Only appropriately trained staff should tackle a fire and their personal safety and the safety of others is not at risk. If a staff member cannot tackle the fire, the general fire alarm must then be activated by the student or member of staff. **It is important that students do not tackle the fire, but inform their tutor if nearby, sound the fire alarm and evacuate the building immediately.**

## **Fire Doors**

Fire doors must never be blocked, jammed or left open.

## **Fire Exits**

Fire exit doors and corridors must never be locked or blocked or used for general access.

## **Fire Testing and Drills**

Fire alarms systems and equipment are tested regularly by the Fire Safety Officer and appropriately trained staff. The testing and any significant findings are recorded in a logbook maintained by the Fire Safety Office. The fire alarm system, emergency lighting, smoke detectors and fire equipment are checked regularly by an independent engineer appropriately qualified for the purpose. Any recommendations are reported and followed up.

Any damaged fire equipment should be reported immediately to the Fire Safety Officer. Call points should only be sounded in an emergency and if set off maliciously this will be treated as a disciplinary matter.

Fire drills are undertaken at least termly and are conducted by the Fire Safety Officer. The drills and any recommendations are recorded and followed up as required. Staff, students, and visitors are required to participate as if it is a real fire and should abide by the fire evacuation procedures. No one should return to the building until debriefed and when given permission to do so.

## Lifts

Lifts must not be used in the case of a fire or other emergency evacuation. If a student is unable to exit the building by means of the stairs due to either a temporary or permanent disability or medical condition, he/she should make this known to the Fire Safety Officer. If necessary, a risk assessment may be undertaken, and a PEEP drawn up as a result.

## 16. No Smoking Policy

It is illegal to smoke on the premises and smoking is therefore prohibited in all areas of the College. It is also prohibited immediately outside and within sight of the College premises. If smoking outside and away from the building, cigarette ends should not be left on the pavement but rather placed in the bins provided. Combustible materials must never be stored or allowed to accumulate in or near the smoking area. The use of e-cigarettes is also prohibited on or immediately outside of college premises.

Smoking on the premises will be treated as a disciplinary matter.

## 17. First Aid Policy and First Aid Provision

### First Aid Policy

All students should have ready access to first aid facilities. When undertaking activities on premises not belonging to the College, arrangements will be made to share First Aid facilities. The HSO will inform staff and students of these arrangements.

When shared facilities are not arranged, the College will provide a first aid kit to be managed by an “appointed” member of staff.

In the event of an accident to another person, staff should adopt the following procedure and students should contact their tutor or a designated First Aid Officer immediately:

- The tutor should administer necessary first aid, and where possible get help from a designated First Aid Officer.
- If follow up treatment is required, the Further Medical Care Procedures should be adhered to.
- In cases of more serious injury employees, students or visitors will be sent or taken to the nearest hospital.

**Students are not expected to apply first aid, but if there is any doubt as to the severity of an injury or the health (such as a heart attack) of any person on the College premises, students should not hesitate to dial 999 and ask for the ambulance service.**



## **First Aid Provision**

The first aid box is made of suitable material and so designed to protect the contents. All boxes are clearly marked (recommended marking - white cross on green background).

First aid boxes and travelling first aid kits contain sufficient quantities of suitable first aid materials and nothing else. To ensure a sufficient supply of materials, the contents of first aid boxes will be replenished as soon as possible after use and all contents are checked regularly to ensure the contents are not used after their expiry date.

In situations where mains tap water is not readily available for eye irrigation, sterile water, or sterile normal saline solution (0.9%), in sealed disposable containers is provided. Each container should hold 300ml and at least 900ml provided. Once opened, they must not be reused. The use of eye baths, cups or refillable containers is not recommended. An eye irrigation system is supplied in the Science Laboratories. Science staff and first aid officers are acquainted with its operation. Students should only use this on themselves under supervision of a member of staff.

Extra equipment, or items required for special hazards (i.e. antidotes) may be kept in or near first aid boxes but only where the First Aid Officer has been specifically trained in their use. If a student requires medication to be dispensed, this should be discussed with the Student Services Director (SSD). A lockable medical cabinet for the storage of medication is available in the First Aid Room in the basement and in each student residence. Special medical equipment or medication that needs to be stored in a cool environment can be kept in a small refrigerator located in the First Aid Room. A spillage kit is available in the Science Laboratory, the medical room in the basement and the Bursar's Office on the first floor. They should only be used by trained staff and First Aid Officers.

## **18. Accident Procedure, Investigation and Reporting**

### **Accident Procedure**

All accidents or injuries must be reported immediately to your tutor who will report it to the HSO.

To avoid accidents, it is important to also report any potentially unsafe items of equipment or working situations, as well as all accidents, personal injuries or 'near misses'.

**Any accidents and spillages in the Science Laboratory should be dealt with by trained science staff and laboratory technicians only. A spillage kit is provided in the science lab and the First Aid Room in the basement or is available from the Bursar on the first floor.**

A member of staff or the HSO, will record ALL ACCIDENTS, no matter how trivial, by completing an accident form. The accident book is located in Reception by the first aid box.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 – RIDDOR (as amended), staff and students must report to the HSO any accident at work which results in personal injury and will be encouraged to identify incidents where injury was fortuitously avoided (i.e. near miss accidents).

The HSO will undertake investigation of accidents, initially, and, where practicable, means of preventing a recurrence will be recommended. All serious (reportable) accidents will, additionally, be investigated by the HSO.

### **Accident Investigation & Reporting**

The College will comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR 95). The HSO is responsible for reporting under the regulations. This will entail the HSO or other designated personnel making reports, and the cooperation of all relevant staff and students involved is essential in order to establish:

- The circumstances of an accident or dangerous occurrence or disease.
- The nature and severity of the accident or dangerous occurrence or disease.
- The identity of eyewitnesses.
- The time, date and location of the accident or dangerous occurrence or disease.

Eyewitness accounts for the report will be collected as near to the time of the accident as is reasonably practicable.

The College will study the completed report and will attempt to discover why the accident or dangerous occurrence, or disease happened, and then take action to prevent a recurrence of the accident or dangerous occurrence or disease.

### **19. General Office, Classroom and Building Safety**

All students as well as staff have a duty to assist in reducing the risk of accidents and fire.

The following rules and precautions are to be observed:

- Keep desks tidy and ensure that wastepaper is disposed of regularly.
- Use a safe method of lifting any article and, if necessary, seek assistance.
- Never leave filing cabinet drawers open or open more than one drawer at a time.

- Ensure that cable and connections on all electrical equipment are sound before use.
- Pay particular attention to windows and report any damaged glazing to the Facilities Manager. Do not lean out of windows or remove any affixed closures. Sash windows situated in first floor rooms and above should not be opened more by more than 30cm from the bottom or by more than 15 cm if below waist height. Any concerns should be reported immediately to the Health and Safety Officer or Facilities Manager.
- Ensure all passageways, stairs and exits are kept clear of any obstruction.
- Ensure all flammables are kept in fire resistant storage.
- All students should familiarise themselves with the nearest fire alarm call point in case of an emergency.
- Access to fire fighting equipment must never be obstructed and it should never be removed from its housing.
- Access to certain areas is prohibited to students such as the meter cupboard and lift engine room, which are restricted to authorised personnel only. Similarly, certain areas should only be entered when accompanied by an authorised tutor, such as the art and science laboratories. Please contact your tutor or the HSO if you are unsure of your access rights to any areas of the College premises.
- Bicycles must not be brought into the College buildings. Staff and students must park their bicycles in parking spaces provided by Oxford City Council and do so at their own risk.
- Bicycles must not be chained to the frontage of any of the College buildings as this may cause obstruction to the emergency services, particularly in the event of a fire.

**The College reserves the right to remove any bicycle that it sees as being detrimental to the health and safety of others or poses a potential fire risk.**

## **20. Housekeeping**

Accidents happen more frequently in an uncontrolled or untidy environment. To minimise the risk of accident, a high standard of cleanliness and safe storage of goods and supplies should be maintained. Please report accidental spillages and breakages to the Health and Safety Officer or Facilities Manager to ensure they are handled safely. Regular inspections will be carried out by authorised staff to maintain optimum standards at all times

Gas equipment and CO detectors are regularly tested by qualified engineers (at least annually and as required). Water testing is undertaken by qualified personnel and logged. Any significant findings are reported, and appropriate remedial action is undertaken as required. Specialist equipment such as Bunsen burners, fume cupboards and other science laboratory equipment are maintained in accordance with requirements specified in the Science Laboratory Procedures. Students should report any signs of damaged or defective equipment to their tutor or to the Facilities Manager or Health and Safety Officer.

## **21. Hygiene & Health Conditions**

- Paying meticulous attention to good habits in relation to personal body hygiene will greatly help to reduce the spread of diseases and viruses in the College. The most important of these good habits is the thorough washing and drying of hands after toilet use.
- If handling food and drink (including tea/coffee making operations) or crockery and utensils used by others (kettles or cups for example), students should wash their hands before use.
- Students should be aware of the danger of the spread of viruses through the use of shared telephone handsets and such handsets should be periodically wiped with a clean damp cloth containing detergent or disinfectant.
- Students should observe that the College is adequately lit, well ventilated and adequately heated. Any concerns in this regard must be brought to the attention of the HSO.

## **22. General Health and Safety Procedures**

All students must follow the rules and procedures contained in this policy.

- Students must immediately report any unsafe practices or conditions in the College to their tutor, the Principal or the HSO.
- Students under the influence of alcohol or drugs are prohibited from entering the College.
- Any act, including horseplay, which might endanger the health and safety of others is strictly prohibited.
- A student who is unfit due to injury or illness should refrain from coming into the College if the impairment might put at risk the health and safety of that student or any other persons. The student should contact reception to confirm their illness and their non-attendance for lessons.

- Students must not modify, adjust, move or tamper with any College equipment.
- Waste materials, particularly combustible materials, batteries, glassware, light bulbs, photocopier toner, oily rags and laboratory chemicals must be disposed of carefully and in such a way as not constitute a fire hazard or other hazards. Please consult your tutor or the Health and Safety Officer or Facilities Manager if you have any concerns regarding the disposal of any waste materials.
- Students should not undertake a task which appears to affect their personal safety or the safety of others.
- Students should not undertake tasks that require safety training without receiving such training.
- All injuries must be reported to your tutor and/or the HSO.
- Protective guards and safety devices must be properly fitted and used where appropriate. Defects in such guards and safety devices must be reported immediately to your tutor and/or the HSO.
- Only authorised staff and students are permitted to use chemicals in the workplace.
- Students must wear suitable clothing and footwear at all times, and personal protective equipment must be worn where appropriate.

### **23. Building and Personal Security**

- Any unauthorised persons seen entering or on the premises should be reported to Reception immediately.
- Students are responsible for their own belongings and they should ensure they have adequate personal insurance to cover valuable items. Valuable items and bags should never be left unattended.
- The entrance doors should never be left open and security codes for doors with security pads should not be passed on to anyone who is not working or studying at the College.
- A CCTV camera is in place to monitor the main entrance and the main building is protected by a burglar alarm.
- Students should only be in College after 6.00pm with the College's prior consent and must be adequately supervised at all times.
- A student should not bring a visitor into the College without prior permission from the Principal or authorised member of staff. Visitors are expected to report to Reception to collect a visitor's pass to be worn at all times and returned before leaving. All adult visitors should be accompanied by a member of staff at all times whilst on College premises. There are specific rules for visitors to the student residences as detailed in the accommodation handbook. The student should be familiar with these rules before inviting a visitor to their residence.
- All staff are expected to wear a photo ID badge. If you are concerned about the identity of an adult on the College premises without a badge, please report this to Reception immediately.
- Students will be issued with a photo ID card at induction and should be worn at all times whilst on College premises. A member of staff may ask to check this if they are unsure of the student's identity.

- Students will be issued with a personal alarm and personal safety leaflet at induction.

## **24. Walkways and Passageways**

- Walkways and passageways must be kept clear from obstructions including trailing wires, ropes, and cables wherever possible.
- Walkways or passageways that become slippery will be clearly marked with warning signs until the slippery surface has dried or has been removed.
- Changes in the floor elevation of any walkway or passageway will be clearly marked.
- Long or sharp edges to objects stored in or around walkways or passageways will be covered to prevent injury.
- Warning signs will be placed as appropriate to indicate any hazard that may injure or obstruct the accessing persons.

## **25. Manual Handling Operations Procedure**

The College will comply with the Manual Handling Operations Regulations 1992 (as amended).

Manual handling operations should not be undertaken by students as far as is reasonably practicable and not at all where there is a risk of injury.

Where it is not possible for students to avoid manual handling operations, an assessment of the operation will be made taking into account all factors such as the feasibility of the manual handling operation, the load, the working environment and the capabilities of the student and risk to their safety. Students should follow the good practice guidance provided in the College's Manual Handling Procedures available from the Health and Safety Officer.

## **26. Other Policies and Procedures**

The following policies and procedures can be accessed on the College Website should students have any concerns in the respective areas.

- Admissions Policy
- Anti-bullying Policy
- Child Protection Policy
- Complaints Procedure
- Data Protection Policy
- DDAP 2013-16
- First Aid Policy and Risk Assessment Protocol
- Health & Safety of Students on Educational Visits
- Policy on Alcohol, Smoking and Drugs
- Safeguarding and Child Welfare Policy
- Special Educational Needs Policy

- Student Accommodation Handbook
- Student Guide
- Visitors Policy
- Whistle Blowing Policy

Other more specific Health and Safety policies can be obtained from the Health and Safety Officer.

- Advice for Working with VDUs
- Further Medical Care Procedures;
- General Fire Safety Procedures;
- Manual Handling Procedures;
- Panic Alarm and Intruder Protocol;
- Science and Art Laboratory Procedures – **these procedures must be adhered to by anyone entering the science and art laboratories. Unauthorised access to a laboratory is prohibited.**

## 27. Useful Contacts

### Internal telephone extension numbers

*Monthly updates of telephone and extension numbers are sent to all staff. If in doubt, refer to the update information.*

Principal – Mark Love	2005
Reception Manager – Sian Harris	2026
Facilities Manager/Fire Safety Officer/ Health & Safety Officer - Simon Guest	2001
IT Support – Juan Motsi	2016
Finance Manager – Louise Hill	2013

Health and safety matters or helpful suggestions should be left with the Health & Safety Officer, in Reception.

### External telephone numbers

*For an outside line dial 9*

9 King Edward Street Medical Practice	01865 24657
John Radcliffe Hospital	01865 741166