



Harrow House & Oldfeld Health and Safety Policy



Date Produced: 03.02.2000

Updated : 20.09.2012, 05.10.2012, 10.07.2014, 03.11.2015, 05.10.16

Review Date: October 2017

Parties Responsible: Directors and Management team.

Linked Policies: Safeguarding, Food Safety, Legionnaire, Emergency Action Plan, Cleaning and Spillages, Data Protection, First aid, Medicine, Self Medication and Risk Assessment, Recruitment

Harrow House fully recognises its responsibilities for health and safety

SECTION A: GENERAL STATEMENT OF POLICY

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, guests and customers and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below.

The policy will be kept up to date, particularly as the business changes in nature and size. To ensure this, the policy and the way in which it is operated will be reviewed every year.

This policy should be read in conjunction with and follows the guidance provided within the DFE document **Health and safety: Advice on legal duties and powers for local authorities, school leaders, school staff and governing bodies.**

February 2014 (DFE-00035-2014)

RESPONSIBILITIES

1. Overall and final responsibility for health and safety in the company is that of: Mr Robert a'Barrow (Director/Company Chairman).
2. Mrs Sharon Patterson (Director of Studies) is responsible for this policy being carried out in the Educational Department.
3. Mr Paul Yerby (College Manager) and Mr Gerald Morgan (Estate Manager) and Mr Ian Colquhoun (Maintenance) are responsible for this policy being carried out at the premises at Harrow Drive, Walrond Road, Swanage, Dorset.
4. Gerald Morgan is responsible for ensuring risk assessments are updated yearly across the Company and that appropriate training and PPE is arranged for the Cleaning and Maintenance departments.
5. The following supervisors are responsible for safety in particular areas;
 - a. **Mr Paul Yerby** - Residential areas
 - b. **Miss Nicola Oram** - Diner and Bar (including Kitchen Machinery)
 - c. **Mrs Sabine Booth** - Reception and Main Office areas
 - d. **Mrs Sharon Patterson** - Education Block
 - e. **Mr Ian Colquhoun** - All other areas
 - f. **Mr Gerald Morgan** - The premises
6. All employees have the responsibility to co-operate with the supervisors and managers to achieve a healthy and safe workplace and to take reasonable care of themselves and others. They must co-operate with their employers on health and

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safety matters, do their work in accordance with training and instructions and inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.

7. Whenever an employee, supervisor or manager notices a health or safety problem which they are not able to put right, they must straight away tell the appropriate person named above.
8. Consultation between management and employees is provided by Sharon Patterson, Sabine Booth, Paul Yerby and Gerald Morgan
9. Other areas of responsibility:
 - a. **Paul Yerby**
 - Fire Alarm training
 - Residential Security
 - b. **Gerald Morgan**
 - Investigating accidents
 - Risk Assessment
 - c. **Ian Colquhoun**
 - Carrying out safety inspections
 - Monitoring plant and equipment
 - All electrical equipment (PAT testing and recording data)
 - Swimming pool
 - Legionella testing

SECTION B: GENERAL ARRANGEMENTS

ACCIDENTS

1. Medical boxes are situated
 - Medical Room
 - Sports Office
 - Academic Office
 - Main Office
 - Reception
 - Kitchen
 - Fitness Studio
 - Bar
 - Linen room
2. The Trained First Aiders are
 - **Miss E White** (Matron)
 - **Mr P Yerby** (Residential Dept)
 - **Mr N Taylor** (Residential Dept)

In the absence of the Trained First Aider, the members of staff who are the appointed Emergency First Aiders will manage any medical situations.

3. Matron is the person appointed to be responsible for the medical boxes and to ensure that they are adequately stocked and re-supplied when necessary. Paul Yerby will take on this responsibility when the Matron is not present. A record of any staff or students receiving medical attention is kept in the medical cupboard.
4. Elizabeth White is the appointed person to administer any first aid treatment to any staff or students, in her absence Paul Yerby will take on the responsibility. Under NO circumstances is any person other than the Matron permitted to administer any medication
5. The Incident Forms are in the Residential Duty Office. The Staff Accident Book is in the Main Office.

Matron will record any accidents to staff pupils and visitors, including those under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

When a specified injury or dangerous occurrence has occurred, the HSE Incident Control Centre will be notified immediately and the accident report form F2508 will be completed on line. Others to be notified as soon as possible are the College's insurers.

Notifiable occupational diseases will be reported to the HSE Incident Control Centre on line.

In the case of accidents involving employees who lose more than 7 days from their normal employment, the HSE Incident Control Centre will be notified within 15 days.

All reportable accidents or dangerous occurrences will be investigated and a report issued. The College's 'Competent Person(s)' as named above, within their role will carry out the investigation.

In the case of accidents involving employees who lose 3 days or more from their normal employment, the company accident book must be completed as a minimum.

Action considered necessary to prevent a recurrence will be taken, and a report submitted to the enforcing authority.

GENERAL FIRE SAFETY

1. Escape routes and Fire escapes must be kept clear of obstructions at all times.
2. The maintenance team check daily that all exits and escapes are clear and free from obstructions.
3. Fire extinguishers are to be checked weekly and logged monthly by Ian Colquhoun and any such found to be faulty should be immediately replaced.
4. Fire blanket expiry dates are to be checked by Ian Colquhoun and those which have expired are to be disposed of and replaced.
5. Maintenance company for Fire Extinguishers is: Solent Fire –Tel: 02392510230.
6. Fire Alarm Tests are carried out on a weekly basis by Paul Yerby/Nicola Honess - for the Residential Block and for the Education Block
7. Mr Clive Collier (Purbeck Security Systems - (07966 424878) is responsible for the maintenance of the Fire Alarm systems in the whole of Harrow House. The systems should be checked periodically as per fire policies.
8. All key staff are shown how to work the fire alarm system. The following people are, Paul Yerby, Terry Falck, Nicola Honess, Nick Taylor (Residential) Sharon Patterson, Jason Waterman (Education Block), Ian Colquhoun, Gary Daynes (Maintenance), Gerald Morgan (Estate Manager) and experienced residential staff.
9. Regular fire drills should be undertaken by Sharon Patterson (Education Block) and Paul Yerby (Residential Block).
10. Emergency Lights are tested as per regulations by Ian Colquhoun - for the Residential Block
11. PAT testing of electrical equipment will take place from September to December by Ian Colquhoun
12. Other areas such as boilers and electrical boxes should be checked regularly by Ian Colquhoun
13. Fire signs and sign posting are the responsibility of Gerald Morgan.

ADVICE AND CONSULTANCY

1. Local inspectors' office and telephone number:
 Environmental Health Department Hampshire Department
 14 Newfields Drive
 Stinsford Road
 Nuffield Estate
 POOLE BH17 7NF
 (01202) 667219
2. **Doctor**
 Swanage Group Practice (01929) 423177
 Harrow House International College & Oldfeld International School
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Swanage Health Centre (01929) 422231

3. **Hospital** Swanage Cottage Hospital (01929) 422282

TRAINING

1. Heads of Department are responsible for ensuring that members of their departments receive all the training necessary to ensure they are able to do their jobs safely.

CONTRACTORS AND VISITORS

1. The following are Harrow House's rules for contractors and visitors.
2. All visitors and contractors must report to Reception prior to undertaking any work in the College.
3. All vehicles are to be parked in marked spaces only. Where this is impractical permission must be received as to alternative provision.
4. No work is to be undertaken without the prior permission of the Director or the appropriate Head of Department.
5. All contractors must take every precaution to ensure work areas are made safe and that students and staff are not put at risk.
6. All work areas are to be clearly marked and cordoned off where necessary.
7. Works areas must be secured at the end of the working day and all tools and machinery should be locked away. Ladders should be removed from the site of work.
8. All visitors and contractors should report to Reception on departure and on completion.

SECTION C: HAZARDS

HAZARD SHEETS

1. For swimming pool chemicals to be kept by the maintenance department.

HOUSEKEEPING AND PREMISES

CLEANLINESS - Housekeeping Staff are responsible for maintaining the cleanliness in the College. All cleaning products meet COSHH standards and all products have data sheet records. Robert a'Barrow has overall responsibility for the upkeep of the school grounds and building.

DAMAGE - to be reported to Paul Yerby who should take appropriate action.

WASTE DISPOSAL - is done by weekly collection, Domestic, Catering, Matron and Maintenance staff are all responsible for ensuring the refuse area is kept clear and in order.

SAFE STACKING AND STORAGE - all storage must be in the allocated areas which should be kept locked when not in use. All deliveries should be stored as soon as possible after arrival.

MARKING AND KEEPING GANGWAYS CLEAR - all staff to ensure gangways are free, to be checked daily by the maintenance team and Mr G Morgan to ensure gangways and exits are clearly marked.

CHECKING EQUIPMENT - all maintenance department equipment to be securely stored at all times, not to be left unattended in student areas.

SPECIAL ACCESS - the driveways especially in front of the Education Block, leading to the Reception and to the rear of the College must be available 24 hours a day.

BALLARD LIFT - Omega lift Company is responsible for the yearly maintenance

PURBECK SECURITY SYSTEMS - This company is responsible for security installations and maintenance.

ELECTRICAL EQUIPMENT

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1. Ian Colquhoun to routinely check all plugs, connections and cables. All faults to be investigated immediately. Faults needing professional attention must be reported to the electrician
Dave Kellaway – Tel: 01202 697537, Mobile: 07838 125917
2. All extension leads and portable equipment must be used under supervision and not left unattended in student areas. All equipment to be securely stored when not in use.
3. The College Electrician should be asked to inspect the College's installations at regular intervals.

MACHINERY

Machinery is only to be used by trained personnel.

GARDEN MACHINERY	Maintenance team - check at use
WEIGHT TRAINING	contract servicing
BOILERS / HEATERS	Ian Colquhoun to check daily, contract servicing
POLISHERS / HOOVERS	cleaners - visual check at use
LAUNDERETTE	Contract servicing
KITCHEN MACHINERY	Nicky Oram - check daily

DANGEROUS SUBSTANCES.

1. Swimming Pool chemicals, to be administered by Ian Colquhoun or other trained maintenance staff in his absence, to be stored securely and locked away at all times.
2. Floor cleaning materials and polishes to be kept secured by housekeeping staff. Warning signs to be used where polishes are in use.

FLUIDS UNDER PRESSURE

1. All boilers to be checked daily by Ian Colquhoun and where necessary any problems to be notified to Mr Adrian Notely Mobile 07976 304958.

DOMESTIC EMERGENCIES

BRITISH GAS	(01202) 762821
WESSEX WATER	(01202) 590059
ELECTRICITY	0800 0727282

COMPANY VEHICLES

1. Paul Yerby is responsible for all mini-bus maintenance and general upkeep.
2. Drivers to complete mileage charts for each journey.
3. Oil, water and tyres to be checked daily by the driver.
4. New drivers to be taken for a test drive with an authorised person.
5. Copies of driving licences for all authorised drivers to be kept on file.
6. No unauthorised drivers may use company vehicles.
7. Company vehicles must not be used for private reasons under any circumstances.
8. Staff must request permission from Paul Yerby or in his absence Robert a'Barrow prior to using company transport.
9. New drivers must have the permission of Robert a'Barrow.
10. The maximum load for the bus is 8 passengers plus the driver and this number must not be exceeded at any time.
11. Seat belts must be worn by all passengers at all times.

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12. No unauthorised passengers may be carried.

13. Documentation (MOT, service, insurance and road tax) to be kept up to date by Paul Yerby.