

International School of Creative Arts

Health and Safety Policy

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Contents

Health and Safety Policy Statement	5
• Introduction	
• Statement of Intent	
• Objectives	
• Responsibilities	
Risk Assessment	6
Information	7
Competency for Tasks and Training	7
Workplace Safety	7
• Safe Plant and Equipment	
• Testing of electrical equipment, gas appliances etc	
• VDUs Visual display units (VDUs) and display screen equipment	
• Manual Handling	
• Safe handling and use of substances	
• Asbestos	
Emergency procedures – fire and evacuation	9
Accidents, First Aid and Work Related Health	10
• Reporting requirements and record keeping	
• Monitoring and Internal Investigation	
• Hirers, visitors and contractors	
Security	11
Appendix 1: ISCA Safety Rules Applicable to Areas of Hazard	12
• Safety in non-hazardous teaching areas	
• Safety in potentially hazardous subject areas	
• Safety in ICT	
• Safety in Art and Textiles	
• Safety within Physical Education (PE)	
○ Clothing	
○ Outdoor Games	
○ Swimming	
Appendix 2: Studio Code of Practice	14
• Aim of Code of Practice	
• Studio Management	
• Class Sizes	
• Recording Risk Assessment	
• Inspection	
• Studio Housekeeping	

- Personal and Protective Equipment (PPE)
- Use of General Equipment
- Emergency Procedures
- Studio Etiquette

Appendix 3: Open Access 14

- Introduction to Procedure
- Aims
- Students Responsibility
- Responsibility/Enforcement
- Open Access, Poster and Sign in Sheet

Appendix 4: Emergency Procedure for First Aid 2

Appendix 5: Health and Safety Contacts 12

ISCA Health and Safety Policy Statement

Introduction

ISCA places the greatest importance on health and safety matters and undertakes to conduct its operations in such a way as to ensure the health and safety of all its students, employees, visitors and the general public.

To this end, ISCA will endeavour to create and develop a working environment in which there is an awareness of the vital importance of health and safety and which encourages all employees to participate in developing and practising safe working methods and to have regard for the welfare of themselves and others.

Statement of Intent

ISCA understands that accident prevention is an essential part of good management and professional practice, and that full co-operation between management, teaching and other staff, and students is essential in the promotion of health, safety, and welfare within the school and on school-related activities off campus.

ISCA will ensure, so far as is reasonably practical, the health, safety, and welfare of its staff and students while they are present or residing in the school, and of others who may be affected by their operations, and will comply with the Health and Safety of Work Act of 1974 and other relevant legislation.

As ISCA will be sharing the campus with students and staff of the Teikyo school, steps will be taken to co-ordinate the planning and implementation of its Health and Safety Policy between the two schools.

Objectives

In order to achieve compliance with the statement of intent, ISCA will set the following objectives:

- To set and maintain high standards of health, safety, and welfare at the premises (including boarding houses) where its students and staff operate, and on activities organised by the school which take place elsewhere.
- To identify hazards and risks, and to put in place actions which will remove or reduce such hazards and risks.
- To ensure that these standards are communicated to all students, employees, staff, visitors and contractors.
- To ensure that all employees and students are given the necessary information, training, and instruction to enable them to work and conduct their activities.
- To monitor the operation of health, safety and welfare throughout the school.

Responsibilities

In order to ensure the prevention of ill-health and accidents and the promotion of health and safety among all students and employees, the following responsibilities will be established by the Board of Directors on behalf of International School of Creative Arts Ltd, which as employer, is ultimately responsible for safety in the school:

1. The Board of Directors will establish and monitor the overall Health and Safety Policy and will nominate one of their number to:
 - Monitor the implementation of the policy, setting targets and objectives where appropriate
 - Keep the policy under review and ensure that it is revised
 - Address any weakness or faults in the policy or its implementation
 - Ensure that sufficient resources are made available for the policy to be implemented
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2. The Head of School will delegate particular responsibilities concerning Health and Safety to the key members of the teaching team, Safety Representatives; these members of staff will be responsible for the implementation of policy and for the reporting and investigation of all accidents and near-misses and the taking of appropriate remedial action.
3. Safety Representatives will be appointed to oversee all subject areas and activities (including off-school activities), and boarding; these employees will assist with policy review and implementation, risk assessments, and accident investigation, and will meet at regular intervals with the Health and Safety Committee, which will be comprised of the Head of School, Executive Director, Head of Finance and Resources and the Safety Representatives.
4. All employees will be required to co-operate in the implementation of the school's Health and Safety Policy (which will reflect the relevant legislation) and refrain from doing anything which constitutes a danger to themselves or others; to bring to the attention of the Head of School and Safety Representative any situations or practices which constitute a risk to health or safety; and to report all incidents, accidents, dangerous occurrences, and near misses in accordance with the school's policy.

Risk assessment

ISCA promotes and safeguards the health, safety and welfare of employees, students and others through the systematic assessment of risks posed by its operation.

ISCA undertakes an examination of its activities to identify hazards (anything with the potential to cause harm to persons or property) and measure and evaluate risks (the likelihood of harm caused by the hazards) to employees, students and others who may be affected by the School's operation. This will be undertaken by the conduct of appropriate risk assessments which should identify, prioritise and implement control measures necessary to reduce the risk to the level required by law.

Risk assessments are the overall responsibility of the Head of School who will delegate their completion to the appropriate member of staff. Their findings will be reported to him/her and he/she will be responsible for ensuring the action required is implemented.

Risk assessments will be reviewed on a regular basis or when the activity changes.

Information

The Health and Safety Law poster is displayed outside the School Office. Further notices relating to first aid and fire safety will be displayed as appropriate. The School displays a certificate of employers' liability insurance outside the School Office.

Competency for tasks and training

All employees will be provided with adequate information on risks to their health and safety at work, preventative and protective measures to control those risks, emergency procedures, and their general health and safety duties.

All employees will be given health and safety induction training when they start work, which covers these issues and health and safety basics such as first aid and evacuation procedures.

ISCA will also ensure that all employees receive job specific health and safety training, including risk assessment training, where appropriate.

ISCA will provide further training if risks change and refresher training when skills are not frequently used.

Workplace safety

ISCA will ensure that the School premises (including overall floor space and outdoor spaces) are safe and in good repair, are kept free of reasonably avoidable safety hazards and are fit for purpose and suitable for the age of students cared for and the activities provided on the premises.

ISCA will ensure that boarding facilities are appropriately lit, heated, ventilated, cleaned and maintained and reasonable adjustments are made to provide adequate accessible accommodation to students with restricted ability. ISCA will also ensure that boarding accommodation is suitably furnished and of sufficient size for the number, needs and ages of students.

ISCA will take all reasonable steps to ensure that the School premises are maintained in such a way (to include ensuring that all traffic routes are of suitable construction, free from defects and obstructions and are adequately lit) to reduce the risk of slips and trips to employees, students and other users of School premises and that it complies with its obligations under the Workplace (Health, Safety and Welfare) Regulations 1992 (SI 1992/3004).

ISCA will promote effective infection control by ensuring that the School premises are kept clean and tidy.

ISCA will ensure that there is adequate segregation of pedestrians and vehicular traffic on the School site.

Safe plant and equipment

The Health and Safety Committee will be responsible for ensuring effective maintenance procedures are drawn up and implemented and for identifying all equipment / plant needing maintenance.

They will check that new plant and equipment meets health and safety standards before it is purchased.

ISCA will ensure that employees are provided with suitable personal protective equipment where risks to their health and safety cannot be controlled in other ways.

ISCA will ensure that employees use personal protective equipment correctly and are provided with adequate instructions and / or training on how to use it safely.

Testing of electrical equipment, gas appliances etc

The Health and Safety Committee will ensure that all equipment and systems including mains and portable electrical equipment, gas appliances, local exhaust ventilation, pressure systems, lifting equipment and glazing, used at or by the School are well maintained, inspected and tested regularly by a competent and appropriately qualified person who has been authorised by ISCA and that records of inspection, maintenance and testing are retained.

In particular, ISCA will ensure that assessments are undertaken to comply with the Electricity at Work Regulations 1989 (SI 1989/635) and the Gas Safety (Installation and Use) Regulations 1988 (SI 1998/2451).

VDUs Visual display units (VDUs) and display screen equipment

ISCA will take all reasonable steps to ensure the health and safety of users of VDUs and display screen equipment at in accordance with their duties under the Health and Safety (Display Screen Equipment) Regulations 1992 (SI 1992/2792).

Manual handling

ISCA seeks to avoid the need for manual handling (defined for the purpose of this Policy as the transporting of loads by hand or using bodily force) wherever possible. Where manual handling cannot be avoided, ISCA will seek to reduce the risks related to manual handling by providing training and guidance in manual handling techniques in accordance with the Manual Handling Operations Regulations 1992 (SI 1992/2793).

Safe handling and use of substances

ISCA will have appropriate procedures in place to ensure that exposure to hazardous substances is minimised. In order to do so, ISCA will assess the risks from all substances hazardous to health under the Control of Substances Hazardous to Health Regulations 2002 (SI 2002/2677) (COSHH) and prevent, reduce or control exposure of staff to these hazards by the institution of proper controls and protective equipment.

All staff, visitors and students will be advised of hazardous materials to be used by them and any policies relating to their use (including emergency procedures to deal with accidents / incidents) and will be given suitable information, instruction and training in their safe use, storage and handling.

COSHH risk assessments will be undertaken and reviewed on a regular basis or when the work activity changes, whichever is soonest.

All staff will ensure that hazardous substances are locked away after use. ISCA has separate safety rules applicable to area of hazard which are set out in Appendix1.

Asbestos

ISCA recognises that all types of asbestos are dangerous and will manage the risks presented by asbestos containing materials (ACM) or presumed ACMs on the premises by complying with the Control of Asbestos Regulations 2012 (SI 2012/632).

If anyone disturbs or suspects that they have disturbed ACM they should:

- Not disturb it further under any circumstances;
- Ensure that access to the affected area is restricted and put up a warning sign stating "possible asbestos contamination";
- Immediately report it to the Health and Safety Officer who will take appropriate action; and
- Ensure that any clothing which has been covered in dust or debris is appropriately disposed of.

Emergency procedures - fire and evacuation

ISCA will carry out a fire risk assessment to examine and control the likelihood of a fire starting and the consequences of a fire, pursuant to the Regulatory Reform (Fire Safety) Order 2005 (SI 2005/1541). This will include the identification of fire hazards and people at risk and implementing control measures to remove or reduce that risk. The findings will be recorded and staff and safety representatives will be informed of these.

Escape routes are regularly checked and fire extinguishers and other fire fighting equipment (such as alarms and, detectors and blankets) are regularly maintained in order to ensure they are in working order.

The Head of School is responsible for maintaining records in relation to fire safety procedures to include records of staff fire safety training, fire instructions, building signage, fire drills, fire precautions tests, and maintenance records and certificates. In addition, ISCA will ensure that there are sufficient Fire Marshals (or deputies in their absence) on site at all times and that they are appropriately trained. The Fire Marshals are:

Arianwen Shoring (Academic) Full time – Monday to Friday

Richard Solomon (Academic) Full time – Monday to Friday

Shafiah Latif (Boarding and Academic) - Full time – Monday to Friday - daytime and evening

Alex Szabo (Boarding) - Full time – Wednesday to Sunday - daytime and evening

Sharmila Ulaganathan (Boarding) - Full time – Saturday to Wednesday - daytime and evening

In addition to ISCA's procedures regarding fire, ISCA will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put staff, students, visitors or other users of the School premises at risk and will ensure that staff and students are trained in what to do in an emergency evacuation. Such evacuation procedures should include any special arrangements required for employees or staff with disabilities.

- Nothing in this policy prevents anyone from dialling 999 in an emergency.
- Where an evacuation is considered necessary, the fire alarm will be activated and the School's emergency routine followed.

- The Assembly points is: Behind East Wing Block in front of Tennis Court
- Emergency evacuation and fire drills will be tested at least once per term.

Accidents, first aid and work-related ill health

This Policy should be read in conjunction with the School's first aid policy.

ISCA will ensure that there are adequate numbers of appropriately qualified first aiders / appointed persons on the School premises and on School arranged trips and visits at all times.

ISCA will undertake a risk assessment to determine the level of equipment, facilities and personnel necessary to enable first aid to be rendered to a casualty. The School's risk assessment will also identify where specialist health surveillance is needed.

All accidents are to be reported to the Head of School and recorded in the accident book.

Reporting requirements and record keeping

ISCA is legally obliged to report certain accidents, diseases, incidents, dangerous occurrences and / or near misses to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (SI 2013/1471) (RIDDOR). Reporting is most easily done online at www.riddor.gov.uk. Fatal and 'specified' injuries can also be reported by calling 0845 300 9923.

If anyone at the School is known or suspected to be suffering from disease which is classified as a notifiable disease, and / or in the opinion of a registered medical practitioner has an infection and / or is contaminated in a manner which could present significant harm to human health (as set out in the Health Protection (Notification) Regulations 2010), ISCA should ensure that a report is made by the proper officer at the relevant local authority. More information can be found at www.hpa.org.uk.

Details of injuries, conditions, dangerous occurrences and occupational diseases should also be kept in an accident record book which must be kept for at least three years from the date of the last injury.

Monitoring and internal investigation

ISCA monitors health and safety both actively and reactively. The Head of School is responsible for, establishing those health and safety measures required to meet satisfactory health and safety standards.

The Head of School is responsible for monitoring and reviewing health and safety, reviewing risk assessments, accident books / reports and accident investigations regularly.

The Health and Safety Officer is responsible for investigating accidents, incidents and work-related causes of sickness absences, if required. Such investigations may be required to discover the root causes of an accident to prevent a recurrence, to discipline employees or students or to brief lawyers for the purpose of obtaining legal advice or to aid litigation.

Hirers, visitors and contractors

Although it is likely that contractors on the school side will normally be appointed and employed by the Teikyo School, all contractors working on tasks for ISCA will be required to comply with the relevant legislation governing their work activities. All such contractors will be legally responsible for the health

and safety of their own workforce and for ensuring that their work is carried out in a safe manner.

All hirers, visitors and other users of the school premises (to include parents, contractors, delivery people and inspectors) must:

- Observe the rules of the School.
- Ensure that they are familiar with the School's fire and emergency evacuation procedures. In the event of the fire alarm sounding, they should proceed to the nearest assembly point.

Security

ISCA aims to provide a safe and secure environment for all employees, students and other visitors to the School premises.

ISCA will take appropriate steps to ensure that there are adequate security arrangements for the School premises (which includes the School buildings and grounds).

ISCA will not tolerate any act of violence or harassment in which an employee or student or any other person on the School site is abused, threatened or assaulted, or placed in fear for their own safety. In the event of an act of violence, harassment or serious security breach incident, those affected should take immediate steps to safeguard those affected and contact the Head of School and / or the Police as appropriate.

ISCA understands the additional hazards to staff safety presented by lone working (defined for the purpose of this policy as employees working by themselves in situations where there is no close or direct contact with other School staff). Work activities involving lone workers will be the subject of a separate risk assessment. ISCA will consider the additional hazards posed by lone working and introduce adequate control measures in response.

Appendix 1: ISCA Safety Rules Applicable to Areas of Hazard

Safety in non-hazardous teaching areas

The term "non-hazardous" refers to those teaching areas where no obvious subject-specific hazards exist. Staff working in these areas are, nevertheless, obliged to report any defect or situation which may present a hazard to themselves or others. Examples of such situations include:

- Loose carpeting or very uneven floors
- Selective or insufficient lighting
- Any unreported structural defects
- Defective furniture and coat hooks

Electrical apparatus of any kind present a particular hazard and the following precautions should be taken at all times:

- PAT labels present and up-to-date
- Check that plugs are correctly wired and that they contain the correct rating of fuse
- Think about the position of mobile electrical equipment and computers
- Extension leads and adaptors should only be used when absolutely necessary
- Overheating plugs, leads or switches must be reported immediately
- There should be no water-based activities close to electrical appliances

Students should:

- Sit well back in their seats
- Be given explicit instructions on how to handle equipment safely
- Not walk around with dangerous equipment in their hands
- Return all equipment to allocated storage places after use
- Ensure that their bags do not obstruct passageways
- Never open or close windows, this may only be done by a member of staff
- Never run within the building
- Never crowd or push on the stairs
- Move from one area to another in the School quietly
- Never walk around anywhere in the School in socks or with bare feet

Safety in potentially hazardous subject areas

- Safe working practices should be followed at all times
- Special care should be taken with apparatus such as scissors, craft knives, glue guns and technical equipment
- All P.E., Art, Textiles and Photography equipment will be stored securely in the relevant area

Safety in ICT

All staff should:

- Take care when setting up and moving equipment
- Establish appropriate working conditions re: seating, glare from computers etc.
- Check electrical safety.

Safety in Art and Textiles

- All tools and materials should be stored in the locked cupboards available.
- Clear rules and instructions regarding handling of a tool should be visually shown and verbally explained to the students by the tutor.
- Tutors should collect all necessary materials and equipment prior to the lesson.
- Tutors should check that all areas and equipment are safe before commencing classroom activity. Protective clothing should be worn as necessary.
- Materials and equipment should be returned to the storage cupboards after the lesson.
- Students should wash their hands at the end of the lesson.

Safety within Physical Education (PE)

Clothing:

- Pupils should change into the appropriate or specialist clothing and footwear for all physical activities, including those which take place in extra-curricular clubs. Students should not wear any jewellery and long hair should be tied back.
- PE/GAMES equipment and apparatus should be stored tidily in the appropriate areas
- Indoor trainers must be worn in the Sports Hall.
- Students should be taught to understand the need for safe practice in physical activities and how to achieve this.

Outdoor Games:

- The PE tutor and Head of School should check the outdoor areas (e.g. tennis courts) regularly for hidden dangers.
- Students must be within the tutor's sight at all times.

Swimming:

- All staff and students should be made aware of, and follow, the Swimming Pool Safety Rules and guidelines.
- There must be a lifeguard on duty at all times.
- All tutors should be aware of swimming/lifesaving regulations, and any tutor conducting swimming lessons must be suitably qualified.
- Students must wear correct clothing and a swimming hat. (If extra clothing is to be worn for particular awards the tutor must check it before the student enters the water).
- Students may only enter the water on staff instructions.
- Students may only dive under strict supervision.
- Students must not be made to swim in a depth where they are uncomfortable and unsafe.
- Students must never run around the poolside or in the changing room.
- All students must pass through the shower before entering the pool and upon leaving the pool.
- Safety procedures and fire drill arrangements of the pool should be made known to staff and students on first visit.

Appendix 2: Emergency Procedure for First Aid

1. Contact Main Reception on extension 6005
2. Give the Receptionist the following information:
 - your name
 - the name of the person requiring the First Aider
 - location where the First Aider is required
 - the extension you are ringing from.
3. Wait with the person requiring the First Aid until the First Aider arrives.
4. Receptionist will then contact the nearest First Aider either by radio or phone

Action while waiting for First Aider or Emergency Services: Staff, while waiting for first aid or professional medical treatment, should take the following action:

Hazardous substance splashes in the eye:

Immediately wash the eye under running water from a tap for at least 10 minutes. The flow should be slow and eyelids should be held back. So that eye washing can be carried out without delay a short length of rubber tube (which can be attached to a workroom tap) should be available. It can be kept in a plastic bag pinned to the wall or in a drawer and labelled emergency eye-wash (together with the appropriate pictogram). In some situations direct washing under the tap may also be possible. Afterwards the casualty should be taken to hospital.

Burns:

Cool under gently running water until first aid arrives.

Toxic gas:

Sit the casualty down in the fresh air.

Hair on fire:

Smother with a clean cloth i.e. one not used for wiping up liquids or substances other than water

Clothing on fire:

Smother the flames with a thick cloth or garment. A fire blanket is ideal but use only if very close by and, if necessary, push the casualty to the ground.

Electric shock:

Taking care for your own safety, break electrical contact by switching off the electricity supply or pulling the plug. If it is necessary to move the casualty, break the contact with a wooden broom handle, window pole, wear rubber gloves, or other non-conductive item.

Bad cuts:

Apply pressure on or as close to the cut as possible, using fingers or a pad or cloth. Leave any embedded large pieces of glass etc. and press around them. Lower the casualty to a chair or the floor and raise the wound as high as possible.

In all cases it may be necessary to send the casualty to hospital for further treatment.

Appendix 3: Health and Safety Contacts

Health and Safety Committee:

- **Executive Director:** Mr Colin Kerrigan: email – c.kerrigan@isca.uk.com
- **Head of School:** Mr Robert Green: email – r.green@isca.uk.com
- **Head of Finance and Resources:** Ms Christine Knau: email – c.knau@isca.uk.com
- **Safety Representatives:** Ms Laura Rothenburg: email - l.rothenburg@isca.uk.com

Reporting:

PAT Testing:

Email request and details to the Head of Finance and Resources in good time. PAT testing does take a while to organise so should be planned into activities well in advance.