

# CARFAX COLLEGE

## Health and Safety

### Guidelines for all Staff (Employees & Tutors)

(updated June 2021)

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## **Relevant Law and Regulations:**

This document forms part of the Health and Safety policy of Carfax College. Under the Health and Safety at Work Act 1974, the business owners are required to carry out actions that are reasonable and practical in order to protect the workforce. There are six sets of regulations that came into force in 1992 which cover the major areas of regulation:

**The Management of Health and Safety at Work Regulations 1999**

**The Workplace (Health, Safety and Welfare) Regulations, 1992**

**The Provision and Use of Work Equipment Regulations 1998**

**The Manual Handling Operations Regulations 1992**

**The Health and Safety (Display Screen Equipment) Regulations 1992, (DSE)**

**The Personal Protective Equipment at Work Regulations 1992 (PPE)**

In addition, the area of fire safety is covered by:

**The Regulatory Reform (Fire Safety) Act 2005,  
(often referred to as the Fire Safety order 2006)**

There are also other sets of regulations which are at times applicable. For the benefit of staff, a further document entitled Health and Safety Law and Guidelines accompanies this document, listing the above and further regulations with more detailed descriptions of what they entail. Copies of both documents are also available in the Health and Safety policy folder in the reception for staff to view. All employees and tutors are required to read these documents as part of their induction upon working at Carfax College, and attend meetings or training sessions to ensure they understand the relevant contents held therein.

The guidance in this document is therefore intended to comply with the above law and regulations, and does so in conjunction with the risk-assessments and other records and schedules kept by the Health and Safety Officer.

## **Overview of health and safety structure of the Company**

Overall responsibility for Health and Safety within Carfax College rests in the first instance with the owner, Alexander Nikitich. Members of senior management also bear a responsibility, but generally, in line with the company's health and safety policy, responsibility for day to day implementation of the policy is delegated to an individual Health and Safety Officer (HSO), Alex Eastlake.

In addition to this role, other employees have an important function within specific areas of health and safety.

Katarina Cicmanova is the chief certified First aider who should be called in the event of any accident, and Jake Morris is also a certified First aider. Jake Morris is also the certified Fire Marshal who is responsible for overseeing evacuations in the event of a fire and all administrative staff have been trained to fire warden/marshall level (level II). The first aid box is located in the filing cabinet besides Katarina's desk in reception and there is a first aid sign on the relevant draw.

It is important to note however, that in a small company such as Carfax Tutorial Establishment, employees will be expected to assume responsibility for certain areas of health and safety, perhaps as part of the emergency plan, and in general all staff, including tutors, are required to

report any defects in equipment, or behavior, which presents a risk to the management or the HSO.

**Important information for employees:**

- Health and Safety at work poster - displayed in the reception
- First aid box is located in the filing cabinet beside Katarina's desk and is clearly signed
- The accident book is also kept in the filing cabinet, this must be filled out by anyone who has an accident, and is reviewed by the HSO.
- The health and safety policy document is contained in a folder in reception, employees are welcome to view it at any time.

**Maintenance Log Book**

All faults in furniture or equipment, or fixtures or furnishings of the building, should be recorded in the Maintenance log book, kept in reception.

## Specific problems in the workplace.

### 1 - Slipping and tripping

- **Spillages – toilets and kitchen, stairs**

Should be cleaned up immediately, do not wait for the cleaner, or the culprit to do this, or to investigate who is responsible.

- **Damaged carpets/floor coverings**

This should be reported to HSO, and recorded in the maintenance log book in the reception. If the problem is recent and significant then a sign/notice should be placed to draw people's attention to the problem in the interim until remedial measures can be taken.

- **Defective lighting**

Lights not working or flickering can present a problem and should be reported to the HSO and entered into the maintenance log-book.

- **Trailing cables and flexes, obstructions.**

Boxes should be stored out of the way of thoroughfares, and areas should be clear from obstacles and anything which might cause an accident. Cables and flexes should also be kept out of the way, using ties or floor covers if necessary to minimize any risk.

### 2 - Manual Handling

There are minimal amounts of manual handling involved at Carfax Tutorial Establishment. The most common expected tasks will be:

- **Transport of stationery** – deliveries of copier paper
- **Transport/assembly of other deliveries** – office water, furniture/other supplies
- **Transport of furniture around building** – tables, chairs, sofas.
- **Replacing of light bulbs/fluorescent tubes** – dependent upon feasibility

Repeated tasks involving manual handling are to be avoided wherever possible. Where this is not possible the HSO, in consultation with staff, will outline a procedure as to how the task is to be achieved, including, if necessary, who should carry it out.

It is also important and encouraged that staff report any aches, pains, or injuries that occur as a result of any manual task to the HSO.

Regardless of the frequency of manual tasks in the workplace, it is none the less important that employees are aware of the safest way to carry out a task for their own benefit, and feel confident that they are able to complete the task in hand. With this in mind, there follows a guide to the safe lifting of items, to help avoid injury and accident.

## **Guide to manual handling tasks and lifting:**

- Do not attempt to lift anything awkward or heavy if you do not feel able to. If you find an object to be too difficult then put it down. Either seek assistance with the item or ask that someone else move it.
- Consider the environment/space in which you need to travel, and any difficulties or problems that this may cause, e.g. up or down stairs, through doorways.
- Do not climb onto chairs or desks to reach objects at height.
- Do not ask pupils or members of the teaching staff to carry out tasks that you are unable to. They may be trying to be helpful, but may also have conditions or injuries of which you are unaware.
- If you see a member of staff/tutor or pupil carrying out any operation which you believe to be unsafe, ask them to stop. Inform the HSO.
- Consider your footwear, it is not a good idea climb steps or ladders in high heels or leather soled shoes.

## **When lifting heavy items:**

1. Place your feet apart to provide a stable base, make sure the leading leg is as far forward as is comfortable.
2. Adopt a good posture
3. Bend at the knees – never lift using the back.
4. Keep the back straight when lifting and whilst carrying the item.
5. Ensure that you have a firm grip.
6. Don't jerk, lift in a controlled manner.
7. Lift with the legs, keep the hands at waist level.
8. Don't twist the trunk when turning to the side, turn with the feet.
9. Keep the heaviest side of the load next to the trunk.
10. Put the load down, then adjust. Slide or move it to the desired location only after you have put the item down.

Whilst it is a good idea to place the feet apart when lifting, do not place them too far apart, it helps to keep the knees in-line and as together as is comfortable in order to use your leg muscles for the lift.

Also, to encourage a straight back and avoid injury, it helps to keep the head horizontal or looking slightly up whilst lifting. As the legs extend to lift an item, the first priority should be to straighten the back before the legs are fully extended, in order to avoid putting strain on the lower back.

### **3 - Working at Height**

Working at height should wherever possible be avoided. However, it may under certain circumstances be necessary to use a set of steps or a stool to reach items, for example when changing a light bulb or fluorescent tube. When this is necessary do not use a chair or a table, but use a suitable stool or the set of steps. (See the HSO if you need to use this equipment.) Employees should not attempt to change any fluorescent tube lights on their own, or without the permission of the HSO. In addition, if it is not possible to carry out a task safely or the employee does not feel comfortable doing so, they must not carry out the task and instead inform the HSO. Either another employee will do so or an outside contractor will be engaged to carry out the work.

### **4 - Display Screen Equipment**

Health risks related to the use of Display Screen equipment involve:

- Postural, musculo-skeletal problems including upper limb disorders
- Eye strain/discomfort
- Headaches
- Fatigue and stress
- Pregnant women may have concerns with relation to such equipment and are encouraged to relay any concerns to the HSO

All employees will be required to complete a risk assessment to evaluate their workstation, and to enable the HSO to identify any causes for concern and remedial measures required. Accordingly, a guide is provided below to assist employees in identifying and areas of potential hazard. Tutors are not required to carry out the risk assessment as they will not be based at a work station for long periods, but are encouraged to follow the below practices and notify the HSO if they have any concerns about pupil/tutor work areas.

#### **Things to look for – seating and workstation**

1. Seat Back adjustability
2. Good lumbar support
3. Seat height adjustability from the seated position
4. No pressure on underside thighs, knees and backs
5. Foot support for smaller users
6. Space to enable and encourage postural change
7. Forearms approximately horizontal
8. Minimal extension, flexion or deviation of wrists
9. Screen height and angle should allow comfortable head position
10. Screen should be readable and stable, adjustable, glare free.
11. Keyboard: usable, adjustable
12. Work surface: should allow flexible arrangement, be spacious and glare free, document holder used if appropriate
13. Lighting: provision of adequate contrast, no direct or indirect glare or reflections.
14. Distracting noise minimized
15. No excessive heat, humidity minimized

## 5 - Hazardous Substances

This area is governed by The Control of Substances Hazardous to Health Regulations (2002) and the new REACH regulations

The main source of COSHH substances in CTE and the precautions required are as follows:

- **Toner**, used in photocopying and printers. In case of spillage, do not inhale the fine powder, in case of skin contact wash with soap and water, in case of eye contact, treat as a foreign body.  
In the case of the RICOH 2050 copier, staff may change the toner cartridges. The machine will need servicing periodically by an outside contractor to clean/clear the waste toner compartment; staff should not attempt this themselves.
- **Bleach and similar cleaning products**. These are stored in our cleaning cupboards, which are kept locked. Items are used by the cleaning contractors. Where there is a need, staff should always ensure they are familiar with the product and how to use it before doing so.
- **Tippex**. It is considered that the chance of anyone suffering harmful effects is extremely low, and would most likely be as a result of misuse. To avoid any possible risk, the substance must be used according to the manufacturer's instructions.
- **Asbestos**. Carfax Tutorial Establishment has had an asbestos survey carried out at its premises at 39-42 Hythe Bridge Street, Oxford, which has confirmed that there is no asbestos present in the building.

## 6 - Electricity

Principal hazards involved are electrocution, burns, fire, and explosions

- The fixed electrical installations in the building are inspected every five years by a qualified electrician.
- All other appliances (portable appliances) are tested yearly by a qualified tester, each appliance should have a sticker on it certifying that it was tested and the date the test was carried out.

However, it is important that any electrical socket or appliance that appears to be faulty or damaged is reported immediately to the HSO and entered into the maintenance log-book. It should also be removed or made inaccessible, or at the very least clearly labeled with a sign saying 'Do Not Use', in order to reduce the possible hazard.

Of particular note also are Electric heaters and fans, which should not be left switched on when unsupervised, and must be checked at the end of each day to ensure they are turned off.

## **Other areas and duties of employees relating to Health and Safety at Carfax Tutorial Establishment.**

- Should employees have any questions or concerns about health and safety matters they should address them to the HSO, although they should also feel free to address them to the directors or their line-manager should they wish.
- It is important also that employees act responsibly in relation to the supervision of clients, pupils, and teaching staff, or outside contractors whilst they are on the premises.

## **Faulty items/furniture.**

Any item of furniture or equipment, of the fixtures or furnishings of the building, which the employee or tutor notices appears to be defective, should be removed from any area where it may pose a risk to any of the occupants of the building. Tutors should inform/ask a member of the administrative staff to do this. If it is not practical to remove the item then the employee should place a notice securely upon the item stating that it is unsafe and not to be used. Any such defect must be entered into the maintenance log-book (kept in reception), and the HSO should be informed, but the initial action of removing the item, or placing a notice upon it, must not be delayed, whether due to staff absence or for any other reason. Below is a list of areas which require employee vigilance.

- **Fire extinguishers and fire alarm call points** – must not be obstructed, must be placed upon their mounts and have their seals intact.
- **Fire doors** – must not be propped open. The door closures should work properly, the doors should fit neatly into the frames, and the intumescent seals at their edges should be complete and in a good state of repair.
- **Fire safety signs** – Should any become detached or defaced, this must be reported to the HSO immediately.
- **Rear exterior fire escape (accessible from top floor)** – is no longer used. No member of staff should use this apparatus without permission from the HSO. Tutors and pupils must not use this or venture on to the outside roof area under any circumstances.
- **Windows** – Sash windows which look out onto Hythe Bridge Street have restrictors to prevent them opening fully, thus preventing accidental falls from height. Should these restrictors not be working or be missing, the defect must be reported immediately.
- **Security** – Doors and windows that do not shut properly should be reported immediately. Should anyone gain entry to the building who is not recognized, they should be asked to identify themselves, politely at first. If they do not appear to speak English but their identity is unclear, they should not be left unsupervised. Members of staff must always establish who visitors are and whether they belong here. Should unwanted interlopers gain access to the building, the HSO/management must be informed immediately.
- **All visitors, clients, staff and pupils must sign in and out of the building.**
- **The door to the laboratory must be kept locked at all times when tuition is not in progress. Pupils must not be allowed into the laboratory without supervision.**

## **Pupil behaviour**

Should any member of staff notice any behaviour by tutors, pupils or clients that they believe to be unsafe, they must ask them to stop immediately, and notify the HSO. This includes incorrect use of chairs, (leaning back on one or two legs for example), leaning out of windows, inconsiderate or overly ebullient behaviour which may pose a risk to others, tampering with any health and safety equipment such as signs or fire extinguishers or fire alarm call points.

It is the duty of the HSO to check these items at the end of each week.

## **Tutor/pupil excursion risk assessments**

- Tutors require permission in order to take pupils off the premises for a field trip or visit. General permission should be sought from the Director of Studies, James Marsden.
- Before the field trip/excursion takes place, the tutor must complete a field trip risk assessment form (see Appendix B), which must be signed by the HSO.
- Completed risk assessments are kept in the designated folder in reception and serve as an important record for health and safety oversight. Blank risk assessment forms for completion are kept in the same folder.

## Appendix A.

### FIRE DRILL

The fire alarm is a **loud continuous siren**

Upon hearing the alarm, please:

1. Leave the college by the quickest exit (see exit routes below).
2. Do NOT stop to collect your personal possessions.
3. Meet at the ASSEMBLY POINT, which is the grass verge across the bridge on Hythe Bridge Street. Do not enter the building until told to do so.

Evacuation routes:

#### ROUTE 1

MAIN STAIRS → MAIN DOOR → INTO STREET → MEET AT ASSEMBLY POINT

Use route 1 if you are in rooms 1,3,4,5 the study room, the common room, the kitchen, the laboratory, the reception or adjoining offices.

#### ROUTE 2

BACK STAIRS OPPOSITE ROOM 6 → BACK STAIRS ONTO STREET → INTO STREET → MEET AT ASSEMBLY POINT

Use Route 2 if you are in room 6,7,8,9,10,11, Meeting room or Principal's office.

<p style="text-align: center;"><b>If you discover a fire:</b> <b>(1) Break the nearest FIRE ALARM BOX</b> <b>(2) Press the alarm button</b></p>
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#### Teachers' Responsibilities

Please make sure that all your students are aware of the quickest evacuation route and the assembly point.

#### Management Team

1. Check the building is empty (including lavatories and other rooms not always used) *Jake Morris*
  2. Notify the Fire Brigade. *Katarina Cicmanova*
  3. Carry out a roll call at the assembly point. *Jake Morris*
  4. Make yourselves known to the Fire Brigade for further instructions. *Carl Morris*
- NB. Every **FRIDAY at 12:00 noon** a practice of the fire alarm system is carried out.

**Our Fire Marshal is Jake Morris**

Appendix B.

Excursion/field trip Risk Assessment form

Tutors are required to complete the below form and obtain the signed permission of the HSO prior to the excursion (example risks are listed on sheet 2). The completed form should be submitted to a member of staff in reception.

Destination(s) .....

Duration: ..... Date: .....

Staff involved: ..... Phone No: .....

Student involved: .....

Risk Identified	Preventative Measures	Mitigation Measures

Signed (Tutor) .....

Date .....

Signed (HSO) .....

Date .....

### Excursion/field trip example risks

Risk Identified	Preventative Measures	Mitigation Measures
Risk of assault from general public.	Accompaniment by tutor ( ).	Tutor will carry mobile phone to ensure easy access to emergency services.
Traffic hazards	Student and tutor directed towards the highway code.	Tutor will carry mobile phone to ensure easy access to emergency services.
Over-exhaustion	Tutor will ensure regular breaks take place.	Tutor will carry mobile phone to ensure easy access to emergency services.
Weather Cold/ice Heat/sun	Correct attire required, including appropriate footwear, sunscreen, drinks for hot weather if required	Tutor to check correct attire and supplies if required before excursion
Special medical needs	Tutor to check with pupil and Carfax staff as to whether they have any special medical requirements	Tutor to supervise pupil with regard to any specific medical requirements
Pupil behaviour	Tutor to consider pupil's behaviour with regard to suitability of excursion	If necessary, pupil to be directed as to conditions of excursion, e.g. staying with tutor, care around roads etc.
Pupil's age and competence in English language/experience of U.K.	Pupil's competence and experience to be considered in evaluating risk and suitability of excursion	Level of supervision pupil requires to reflect their age, competence in English and experience of U.K.
Specific risks relating to destination/nature of excursion.	Complete as required	Complete as required