



## HEALTH AND SAFETY

# TO BE READ IN CONJUNCTION WITH DOVER COLLEGE COVID-19 PLANS AND RISK ASSESSMENTS

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## **HEALTH AND SAFETY INSTRUCTIONS**

### **POLICY STATEMENT**

It is the policy of Dover College to ensure as far as is reasonably practicable, the health, safety and welfare of all of its employees, pupils, contractors and other persons who may be affected by its operation and procedures as outlined in this document and in accordance with current legislation.

This policy is a whole school policy, including Early Years Foundation Stage, and will be applied equally and fairly and without exception.

The College Policy seeks to provide and maintain living accommodation, places of work and equipment which are safe and free from hazards to health. This is augmented by running the College in a manner that is safe and free from risks to health and by providing suitable arrangements for the care and welfare of all members of the College Community. All necessary information, training and supervision will be provided to ensure implementation of policy.

Where an employee reasonably considers it is unsafe to continue working, for whatever reason, the activity is to cease and the risk reported immediately.

Mr Michael Goodridge MBE  
Chairman of Governors

## HEALTH AND SAFETY REPORTING CHAIN

It is the responsibility of everyone (Staff, Pupils, Parents and Visitors) to report any incident or occurrence that jeopardises Health & Safety. It is extremely important that individuals know to whom they should report, so that the appropriate action can be taken in a timely fashion. The diagram below shows the correct reporting chain, although in cases of emergency, reports can be made to any individual higher up in the chain:

Chairman of Governors				
Headmaster				
Deputy Head			Bursar	
Head of Academic Department			Estates Manager/Domestic Administrator	
Teacher	Houseparent		Head of Non-Academic Department	
Pupil (in class)	Pupil (out of class)	Matron	General Domestic	Chef Cook
House Domestic	Maintenance Team Member	Groundsman	Catering Assistant	

## INDIVIDUAL RESPONSIBILITIES

The Headmaster is designated by the Council of Governors as the person in charge of the safe day to day running of the school. In his absence this function shall fall to the Deputy Head. The Headmaster has authority to arrange such changes to the system of work as are necessary to guarantee the safe continuance of the school and to authorise emergency repairs if required. He is required to appoint a College Health & Safety Officer.

The College Health & Safety Officer appointed by the Headmaster is the Bursar and is responsible to the Headmaster for ensuring overall compliance with the College Health and Safety Instructions. Housemasters/Housemistresses and every Head of Department both academic and non-academic are responsible for ensuring as far as is practicable that the environment in which people live, learn or work is safe and free from hazards.

### Bursar

The College Health and Safety Officer has specific responsibility for all matters relating to, Health and Safety for the areas described below. Administrative Heads of Departments will be responsible to the Bursar for their departments. Every Head of Department, both academic and non-academic is responsible for ensuring as far as is practical, that the environment in which people learn or work is safe and free from hazards.

### Head of Maintenance

- The maintenance of plants and equipment used by the maintenance team.
- Arrangements for the use, handling, storage and transport of articles and substances apart from those items being used in classrooms for teaching purposes.
- The correct use of tools and the overall safety aspects regarding electrical equipment.
- Safe working practices of all employees placed under his control.

### Catering Manager

- Safe working practices in the school kitchen and dining hall.
- Reporting of all defects of the catering equipment to the Estates Manager or, where appropriate, a specialist contractor.
- Compliance with Environmental Health Legislation relating to the kitchen, Great Hall and waste disposal area.
- Safe working practices for all employees placed under his control.

### Head of Grounds & Gardens

- The maintenance of all grounds and garden machinery.
- The safe application of that machinery and all gardening tools and other tools.
- The safe use, handling storage and transport of garden chemicals.
- Safe working practices of all employees placed under his control.

### Estates Manager

- Acting as deputy to the Bursar on Health & Safety matters.
- Co-ordinating all defect reports from College staff with the Head of Maintenance.
- Implementation of safe working practises & systems of work.

### Nursing Sister

- Safe working practices in the Medical Centre.
- Safe storage and control of medicines.
- Inspection and maintenance of First Aid boxes.
- Termly Health, Hygiene and Safety inspection of all boarding houses, the kitchen and Sixth
- Form Centre accompanied by the Domestic Administrator.

### Deputy Head

The Deputy Head is responsible for all safe working practices in the classrooms and other general areas of the College used by pupils. That health and safety rules are followed by staff and students, the completion of written risk assessments of teaching practices and activities including equipment and substances, they communicate and consult with staff on health and safety issues, they encourage staff to report hazards and raise health and safety concerns. They will be responsible for the policy to ensure that all educational and sporting activities by staff and pupils both on and off the school premises are conducted in accordance with the College safety policy. For the above, the Heads of academic departments will be responsible to the Deputy Head for all health and safety of staff and pupils in their department and teachers will be responsible to their Heads of Department.

### Housemasters/Housemistresses

Housemasters/Housemistresses are responsible for the Health and Safety of staff and pupils in their house and for ensuring that all members of the House understand the fire drill and accident procedure. Housemasters/Housemistresses are to report maintenance issues likely to impact H&S within their houses as soon as they arise.

## HEALTH AND SAFETY HIGH LEVEL DEFINITIONS

### The Risk Register

The Risk Register is a high level document relating to risks that have the potential to jeopardize the business. Each serial (individual risk) in the register is allocated a code for probability and criticality (noting that risk is the product of the two) and the highest risks are brought to the attention of the Council, who can then decide on their appetite for risk in each case. However, it is imperative that the probability score is assessed after control measures have been implemented. A traffic light system is employed to ensure that only those risks graded 'red', or above, (i.e. those which, without specific action being taken could close the school) are raised to the Council so that they can decide on the appropriate measures.

### Risk Management

Risk Management is an everyday activity arising from the Risk Analysis carried out by each individual in the course of their daily business. The options for action are: accept, avoid, insure or manage.

### Health and Safety Management

Health and Safety Management is the provision of a safe and healthy environment within which the business of the school is carried out. It entails instituting procedures to monitor and address the Health and Safety issues confronting staff, pupils and visitors of Dover College. These issues include, critically, the ever-changing legislation that affects working practices and the environment. The Health and Safety is established to ensure that Dover College manages the risk correctly.



## HEALTH AND SAFETY COMMITTEE

The Health and Safety Committee meets twice each term. It has the duty to ensure that the School's Health and Safety Policy is fully implemented and developed to ensure the Health, Safety and Welfare of all members of the school community.

The committee will consist of:

- Bursar (Chairman) Health & Safety Officer
- Senior School Deputy Head
- Estates Manager
- Catering Manager
- Senior Nurse
- IT Manager

In particular, it must:

- Consider reports and information by Health and Safety Executive and Environmental Health Inspectors.
- Consider reports of workplace inspections and other relevant reports that Common Room and support staff may have submitted.
- Study school accident reports so that recommendations can be made to management on corrective action.
- Assist in the development of safety rules and safe school procedures.
- Monitor health and safety and fire training.
- Monitor communications relating to Health and Safety matters within the school.

The following will be standard agenda items:

- Discussion of all accidents since the last meeting. Recommendations for remedial action.
- Report of the termly Health and Hygiene inspection of premises and matters arising from the previous Inspection.
- Considerations of new Health and Safety instructions/advice issued by DfE of new Health and Safety legislation.
- Review of progress on remedial action for identified hazards.
- Report on fire drills. Review of the College Health and Safety Policy.

## **EMPLOYEE'S RESPONSIBILITIES**

### Teaching Staff

Teaching staff have a duty to maintain control of the pupils in their care. Where pupils' activities carry a risk, staff are to ensure the risks are communicated to those engaged in the activity that any safety rules are complied with and that good order prevails. Teaching staff are expected to keep their classrooms free from obstructions and to ensure that housekeeping arrangements are such that access and egress to classrooms and corridors are not impeded. They are to ensure that Fire Exits within their teaching area(s) are kept clear. They must ensure that fire precautions are observed and that defects in the working environment are reported to the Estates Manager as soon as is practicable.

### All Staff – General Responsibilities

Staff will:

- Carry out all work and activities in the prescribed manner.
- Use the correct equipment for the work or activity including any relevant safety equipment and protective clothing.
- Avoid improvising or taking short cuts, which would entail unauthorised or unnecessary risks.
- Report any defects in plant or equipment to the Estates Manager as soon as is practicable.
- Report to the Bursary any accidents/incidents, which have led or may lead to damage to plant or equipment.
- Co-operate in the investigation of accidents with the objective of introducing methods to prevent recurrence.
- Suggest ways of eliminating risk and hazards.
- Inform other staff and pupils as appropriate of the risks and hazards involved in the work of a department or the carrying out of an activity.
- Develop a personal concern for the safety of themselves and others.
- Set a personal example of safe practice especially to pupils.

## GENERAL ARRANGEMENTS

### Risk Assessment

- The College will undertake suitable and sufficient assessments of the risks to health and safety to which staff and pupils and also visitors (including contractors) are exposed whilst at school or on school activities. Risk Assessments of departments will be carried out by each Head of Department (academic, house and non-teaching) once per year or sooner if a change of use has occurred or new hazard advised. These should be full assessments that entail a detailed inspection of the physical environment and reporting of each deficiency noted. Risks identified during the process will be analysed and remedial action prioritised by the Bursar.
- The College will maintain records of all risk assessments carried out. Assessments are to be reviewed and modified as necessary.

### Control of Substances Hazardous to Health (COSHH)

- A number of departments in the school routinely store and handle substances hazardous to health; these substances will include proprietary brand cleaning materials, oil-based paints, medical preparations, chemicals used in experiments, poisons and flammable materials. Departments include: Science Department, Art and CDT, Domestic (Cleaning), Catering, Maintenance, Grounds and the Medical Centre. A specific COSHH Risk Assessment is to be undertaken by the head of each of these Departments to take account of the hazardous substances used or stored by them.

### Accidents

- Any accident to a child (during term time) will be notified to the bursary who will keep a Register of all such accidents and the action taken subsequent to the accident. Serious sporting injuries sustained away from the College will also be registered in the Medical Centre accident book. The Headmaster's Office and Houses must also be notified. Accidents to staff both academic and non-academic will be notified to the Bursary who will keep an accident Register, in accordance with Reporting Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). The Register is kept locked in the Bursary safe in compliance with GDPR. Accidents designated 'serious' resulting in major injury or death will be notified to the necessary authorities by the Bursar. Staff are to familiarise themselves with the

action to take in the case of injury to a person. It is part of our insurance requirements that we notify our Insurers of all accidents occurring in the School.

### Fire Precautions

Fire Procedures may be found by following the link. It is the Governors' policy that practices are carried out as listed in the fire procedure. It is the responsibility of the Heads of

Department, both academic and non-academic, and of House staff to:

- Ensure that fire-fighting equipment:
  - Is kept in its allocated position.
  - Is easily accessible when needed.
  - Is not tampered with other than when used to fight fire.
  - Is visually inspected regularly and any defects are reported.
- Familiarise themselves with the actions to take on discovering a fire or hearing the fire alarm.
- Ensure escape routes, especially emergency exits, are kept free of obstructions.
- Supervise the disposal of waste of any kind and not to allow it to accumulate.
- Report any defects in the building, its fixtures and fitting to ensure they are rectified in a reasonable time.
- Ensure electrical apparatus connected to the mains has been tested in accordance with the College Portable Appliance Testing (PAT) policy and bears the appropriate mark or label. This applies particularly to items brought into school by staff and pupils.

### Hazards

- When perceived hazards arise they are to be notified to the Bursar. He will assess the hazard and arrange for the required mitigating action to be carried out. In addition, Heads of academic and non-academic departments are to report any action or incident that could be a potential hazard to staff or pupils.

## Environment

- Defects in lighting, heating and ventilation will be reported to the Estates Manager using the College fault reporting system, unless the matter is perceived as urgent, when it may be reported verbally to the Bursar's Office.

## Waste Disposal

- The College will comply with the Environment Policy. All waste stored in the College grounds will be suitably protected and stored so as not to pose a Health and Safety risk to either staff or pupils or the environment. Particular care is to be taken to keep the area to the rear of the kitchen clear of rubbish and the lids of the Easybins closed.

## Cleanliness

- All workplaces are to be kept clear of waste matter. The College will ensure that standards of cleanliness are maintained for all areas. Care must be taken during cleaning operations not to expose individuals to substantial amounts of dust and to protect them from the risks of using cleaning agents.

## Inspection

- Boilers and heating equipment are inspected on a regular basis.

## Substances

- Heads of Departments are responsible to either the Deputy Head or Bursar for the safe handling and storage of all substances used by themselves and members of their departments.
- COSHH Risk Assessments are to be held and kept up to date as appropriate.

## Electrical

- Fixed electrical inspections are carried out on a rolling programme. Testing of emergency lighting is carried out regularly in academic and non-academic buildings.
- No electrical appliances other than those installed or approved by the Bursary, or those authorised by Houses/Departments will be allowed or used.
- Electrical wiring, fuses, or fittings are NOT to be tampered with. Frayed wiring, broken switches, fuses, and power plugs must be reported to the Estates Manager for immediate attention.
- All portable electrical appliances such as irons, lamps, radio and television sets are only to be used where authorised, and from power sockets provided. They are to be disconnected by the withdrawal of the plug immediately after use, and special care is to be taken to ensure that hot irons are not left standing on an inflammable material. Multipin adaptors are STRICTLY FORBIDDEN.
- Inspections (Portable Appliance Testing (PAT)) are carried out regularly as coordinated by the Estates Manager for portable electrical items owned by the school. Personal electrical items brought into school by pupils and staff must be inspected by a qualified electrician each year and marked accordingly, under the PAT programme. This is the responsibility of the owners of such equipment. Housemasters/Housemistresses are to check that items brought into school have been inspected.
- Before work is carried out on any electrical circuits they are to be isolated from the power source both by switch and by removal of fuses if appropriate. A notice is to be placed over the switch/fuses as follows: "DANGER: Work in progress on electrical circuit DO NOT TOUCH SWITCHES OR FUSES"

## Infectious Diseases

- The notification of infectious diseases is the responsibility of the School Doctor/Nursing Sister.
- Anyone having an infectious disease will be isolated or kept away from school until such time as the individual is no longer infectious.

## First Aid

- The First Aid Policy may be found by following the link.

## Working at Heights

- One of the main causes of major injuries is falling from a height. It is therefore important that the following rules apply;
  - Height should never be gained by standing on anything that is mobile other than steps and ladders made for the purpose.
  - Ladders should only be used by the maintenance staff. House staff and teaching staff may only use a ladder in an emergency and then must have a second person to hold the ladder.
  - Only Ladders registered under the Dover College Ladder Register (held with the Estates Manager) may be used on Dover College sites.
  - Where step ladders are used they must be visually checked, as per the user checklist, before use.
  - Steps must always be used fully open and where possible the person using the steps should work with his knees below the top step.
  - When ladders are used they must be effectively lashed to the building to prevent slippage.
  - Where possible a tower should be used complete with boards and safety rail.
  - Working at Height Risk Assessments are to be held and kept up to date.

## Manual Handling

- It is College Policy to provide safe working procedures to comply with the Manual Handling Operations Regulations 1992.
- All employees involved in manual handling operations will be given suitable and sufficient instruction.
- Employees are not to lift loads that are heavy, bulky, unwieldy, difficult to grasp, unstable, unpredictable or unsafe without assistance or supervision. Employees engaged for long periods of manual handling are to take adequate rest periods or change to other tasks to avoid muscle strain.

## Display Screen Equipment

It is College policy to comply with the Health and Safety (Display Screen Equipment) Regulations.

### Assessment

A suitable and sufficient analysis of all workstations and environment shall be made for the purpose of assessing the health and safety risks to which users.

### Health and Safety Training

All employees defined as users of display screen equipment shall receive adequate health and safety training in the use of workstations upon which he/she may be required to work.

### Eyesight Testing

All employees defined as users of display screen equipment shall, upon request, be provided with an appropriate eye and eyesight test by an optometrist or doctor, including a vision test and an eye examination. Further information can be obtained from the Bursary.

### Maintenance

Display screen equipment shall be maintained in an efficient state, in efficient working order and in good repair so that the: -

- Screen image is stable
- All controls are easily adjusted.
- The screen tilts/swivels easily.

### Workstation

All employees defined as users of display screen equipment shall be given sufficient and suitable training and /or instruction regarding ergonomics and safe working practices.

### Workload

All employees defined as users of display screen equipment shall be instructed to organise their workload to ensure regular breaks from screen work, to look away, from the screen at least once in every ten minutes and focus on something else, and to break from the screen for at least ten minutes in every hour.



### Personal Protective Clothing and Equipment

- The College provides protective clothing and equipment as appropriate and instructions as to their use. It is the responsibility of staff to ensure that the appropriate personal protective clothing/equipment for the task in hand is used.
- Teachers engaged in activities with their pupils that require protective clothing/equipment must ensure such items are inspected and available for all involved before the activity starts.

### Catering, Food Hygiene and Fire Safety in the School Kitchen

- The school policy on Catering, Food Hygiene and Fire Safety in the School Kitchen may be found by following the link.

### Check Lists

- The Bursary holds copies of Health & Safety checklists for a wide range of activities. Those involved in running activities are encouraged to use the checklists as an “Aide Memoire”

### Information

- If members of staff or employees are uncertain about the effect of any action taken by themselves to Health and Safety, they are to raise the matter directly with the Bursar or Deputy Head as appropriate, who will be responsible for clarifying the query.

## MEDICAL CENTRE POLICY

### INTRODUCTION

Dover College is committed to:

- The everyday physical and psychological care of its boarding pupils
- The occasional care of its day pupils in those circumstances where they find they have had during the school day:
  - Accident
  - Injury
  - Sickness
  - Anxiety/ emotional needs

The Medical Centre exists to provide services to cover this policy and to be the administrative centre for the school's Counselling Service.

### PROCEDURES

#### Weekly Routine

The Medical Centre is covered by a qualified nursing sister Monday to Friday from 08.00hrs – 12.00hrs

12.00hrs – 13.30hrs via mobile.

13.30hrs – 17.30hrs

Saturday – 09.00hrs – 13.00hrs

Sunday – on call from 09.00hrs – 17.00hrs

The medical centre assistant/first aider works in the department Monday to Friday 09.00hrs – 15.00hrs

The Medical Centre is open daily as follows:

- Daily morning surgery is conducted from 08.00hrs – 09.00hrs Monday to Friday. Pupils are permitted to attend during lesson time only in an emergency with a signed chit/ email from house parents or 2IC.
- Daily afternoon surgery is conducted from 13.30hrs – 14.10hrs Monday to Friday.
- All pupils attending the Medical Centre must have a signed chit from their House parent or 2 IC unless an emergency. No chit is necessary if asked to attend by the medical centre staff.

- All pupils are to report to a member of the medical centre on arrival to the department.
- All visits to the Medical Centre are entered in:
  - Daily treatment book
  - Pupil notes
  - An email or phone call to house parents and 2 IC

### Doctor's Surgeries

- Boarding pupils requiring an appointment with a Doctor should visit the Medical Centre by 08.30hrs daily so that an appointment can be obtained.
- Pupils may be placed off games by the Medical Centre before 11.15hrs daily unless an emergency.
- Pupils placed off games in this way should be issued with a chit by the medical centre staff and their names emailed to house parents, 2IC's and head of boys/girls sport.

### Pupils staying in Medical Centre

- If a pupil is not well enough physically or psychologically to attend lessons the pupil must stay in the Medical Centre and not return to their House.

This may be

- for a short period of rest (e.g. following painkillers) before returning to lessons
- resting for the day
- time out for challenging issue/ support/ counselling
- accidents where an injury requires ongoing treatment
- waiting for appointments
- Day pupils should, where possible, will be sent home  
House parents / 2IC's will be informed of any pupil kept in the Medical Centre via phone / email and updated as required.
- No pupil will ever be left alone in the Medical Centre.
- If any pupil needs to stay overnight, night cover will be provided by Medical Centre staff
- House parents/ 2IC's must be informed if any pupil is sent to the House
- If any pupil is unwell enough to require hospital admission, then the House parents will be asked by the Medical Centre to arrange transport and an escort with the involvement of the Deputy Head.
- The same procedure applies if a pupil needs to attend casualty if e.g. a fracture is suspected.
- Pupils sent to hospital will be escorted by the Medical Centre assistant/ House parents or 2IC.

### Recording Accidents

- All accidents should be reported to the medical centre for assessment and then recorded in the accident book held in the Bursary.

### Boarding pupil unwell at night

- Where possible the pupil should attend the Medical Centre at 08.00hrs
- If this is not possible then a member of the Medical Centre staff will visit the pupil in his or her House and, if appropriate, take them over to Medical Centre
- House Parents or 2IC's can phone the emergency doctor service on 111 for advice or an appointment after a verbal telephone assessment has been carried out, if the Medical Centre is closed and they are concerned about a pupil. Houses should not hesitate to call for a doctor if they are concerned over a pupil's condition. Further information is given in the Medical Information Pack issued to all boarding houses.

### Prescriptions

- Any medication prescribed by a doctor is collected from the pharmacy as soon as possible and pupils are asked to return to the Medical Centre during the day to be administered the first dose. An appropriate agreement/paperwork will then be discussed and arranged for following doses.
- All pupils eighteen years and under are exempt from payment as they are in full time education.
- Parents and Guardians must ensure that pupils who are taking medically prescribed drugs, provide written relevant information on the medication, reasons for its administration, doses and the times/dates to be given on presenting drugs to the House Parents, or to the Medical Centre,
- If the prescription is in a foreign language, parents are required to send an English translation of the prescription along with the reason for the medication, doses and administration details. Should there be any inadvertent miscalculation of dosage, the school must be aware of the drug content.

### Registering of New Pupils

- All new boarding pupils are to register with the School Doctor through the White Cliffs Medical Centre. Weekly student boarders, parents will be contacted to discuss the best option for the registration of their child with the school doctor or to remain with their family surgery

- Appointments will be sent to the House Parents/ 2IC's for pupils to attend the Medical Centre for a basic nurse medical and an introduction to the department, if a medical/psychological concern is highlighted, an appointment will be made for them to see the doctor.

### Outside appointments

- Pupils should come to the Medical Centre prior to any appointment to collect any appointment cards.
- Taxis and escorts will be arranged by the Medical Centre if required
- Medical Centre staff will make emergency dental, orthodontic and optician appointments as required, and pupil's general check-ups should be carried out during the school holidays.
- Reminder emails will be sent to the House Parents/2IC's prior to the new week beginning and a follow up phone call reminder the day before/the morning of the appointment.
- The school cannot make appointments for day pupils.

### Allergy List and Medical Condition

- An up to date Allergy/ Medical conditions list will be up –dated termly and can be found on the shared areas under Medical Centre for all staff to access, any serious allergies/ Medical conditions will be high-lighted to the relevant staff immediately.

### First Aid Boxes

- All First Aid boxes are the responsibility of each house/ department and must be brought (by House staff and Heads of Department) to the Medical Centre for checking and restocking at the end of each term.
- Whenever the contents of a First Aid Box have been used, then the box must be brought as soon as possible to the Medical Centre for replenishment or contact made on ext.230 for the used item to be replaced

### Vaccinations

All vaccinations in school are carried out as per the local health authority guidelines and will be organised by the Medical Centre nurse. All appropriate pupils will have an information pack and consent form sent to their parents/guardians for completion and will be informed by the school Medical Centre when the vaccinations will be carried out in

school by the community nurse immunisation team. Details of all vaccinations given in school will be sent home on a child leaving the school.

#### H.P.V. (Human Papillomavirus) immunisations

Vaccinations are offered to all Remove girls during the Michaelmas and Summer term.

#### Polio/Tetanus and Diphtheria

#### Meningitis ACWY

Vaccinations are offered to all Fourth Formers during the Lent term

#### Meningitis ACWY

Vaccinations will be offered to all Upper Sixth pupils via their G.P. an advice sheet will be sent from the Medical Centre at the end of the Lent term.

#### Holiday Vaccinations

Pupils travelling to "at risk" countries are advised on the appropriate vaccination recommended by the health agencies via an appointment made by the Medical Centre. All vaccinations are recorded in the appropriate books and the pupil's medical file kept in the Medical centre.

#### Flu Vaccine

All boarders who fit the criteria set out by the health authority will be offered the influenza vaccination and will be encouraged to have it in October/November of each year which will be given at by the White Cliffs Medical practise.

Prep 1,2 and 3 will be contacted by the local Health Authority and an immunisation programme will be set up after liaising with ourselves and the Junior School within the department.

### Medical arrangements for The Prep School

- If pupils are absent on account of illness, the parent should telephone the Prep School office before 08:45.
- All ill or injured pupils should be cared/ treated for in the Prep School. Parents should be contacted if they require to go home or to the Doctor's/ hospital. The Medical Centre is to be used in an emergency or for advice.
- Routine medical matters should be referred to the pupil's own doctor via the parents/guardian.
- If pupils require medication of any kind during the school day parents must complete the appropriate consent form held in the Prep School giving the name, dose and time the medication is to be given and the reasons for this.
- All medication must be in its original packaging with the name of the pupil clearly visible.

### Medical arrangements

- New pupils will undertake a routine medical assessment and introduction to the Medical Centre the term they arrive by the nursing staff.
- First aid is administered within the Prep School. Minor injuries are recorded in the Prep School accident/incident book.
- If the Prep School staff deem the injury more serious then advice or assistance for the medical staff will be sought.

## **LEGIONELLA MANAGEMENT POLICY**

### **1. SCOPE**

This guidance is applicable to all employees of and contractors for Dover College who undertake activities associated with water services and systems. Water systems are considered to include all water plants, pumps, pipes, tanks, valves, showers.

### **2. OBJECTIVES**

2.1 To clearly identify the responsibilities of individuals as appropriate.

2.2 To ensure that suitable and sufficient risk assessments are in place where significant risks have been identified, in particular legionella, as follows:

- water systems incorporating an evaporative condensers
- hot and cold water systems;
- other plants and systems containing water which is likely to exceed 20C and which may release a spray or aerosol during operation or when being maintained.

2.3 To ensure that systems are managed and controlled in accordance with the COSHH Regulations and the L8-2013 Approved Code of Practice and HS(G) 274 guidance

### **3. GUIDANCE**

3.1 The school Bursar is appointed the Health & Safety Officer as the “responsible person” with responsibility for ensuring that the Legionella Management Plan is implemented.

3.2 Day to day responsibility for monitoring and ensuring that the systems are being correctly operated, lies with the Estates Manager & Maintenance Manager who have attended a certificated course in water safety awareness. All records of testing and certification will be held in the Estates Office.

3.3 Dover College routinely appoints appropriately qualified contractors to conduct legionella risk assessments. A manual which specifies control regimes is included at Appendix 1.

3.4 In Premises where Dover College is deemed to be responsible, it will:

1. undertake a water quality risk assessment on all relevant water systems;



2. the assessment will be updated as appropriate, for example if new equipment is added and as a matter of course reviewed every two years;
3. the details of any risks will be made available to those persons who may be affected;
4. copies of the risk assessment will be available for inspection by persons entitled to do so;
5. If the risk assessment shows that there is a reasonably foreseeable risk, the Estates Manager/Maintenance Manager will ensure the implementation of safety precautions and control measures. In most cases, this will require a written Water Quality Scheme by a competent person and will involve contractors carrying out maintenance regimes on water systems.

3.5 A Water Quality Log Book will be maintained for each relevant system, available for inspection and will contain: -

- the risk assessment findings;
- the written scheme detailing control measures;
- the results of monitoring, inspections, tests or checks completed and the dates;
- details of the water system not in use and control measures taken;

3.6 Where school employees (e.g. catering staff, domestic staff, maintenance staff) have responsibility for implementing practical control measures these are included at Appendix 2 to this guidance

3.7 Where a contractor is employed by the School to implement specialist control measures, an example list of duties is included at Appendix 3 to this guidance.

3.8 Records will be kept for the period for which they remain current and at least 5 years following that period.

3.9 Scientific water tests may be required when there appears to be a problem with water supply e.g. discolouration, temperature etc. In the event of a positive water sample notification will cover:

- Details of the sample
- The organism
- Location
- Advice on appropriate remedial measures, such as isolating the building and disinfecting the system.

The Bursar & Head Master will be informed at once, even if no one is ill, and remedial action will be taken at once. The Chairman of Governors must be notified at once if anyone

becomes ill with legionella, as any outbreak of the disease must be reported to the HSE and the HPA.

## LEGAL REQUIREMENTS AND EDUCATION STANDARDS

### References:

A Handbook for the Inspection of Independent Schools: Part 3: The Regulatory Requirements of Independent Schools ([www.isi.net](http://www.isi.net)).

B. "Legionnaires' disease: Essential Information for Providers of Residential Accommodation" HSE Guidance, May 2003 ([www.hse.gov.uk](http://www.hse.gov.uk)).

C. "Approved Code of Practice - The Control of Legionella Bacteria in Water Systems (ACOP L8)" HSE, 2013) and HSG 274 guidance ([www.hse.gov.uk](http://www.hse.gov.uk))

D. "How good is the Drinking Water"? ([www.dwi.gov.uk](http://www.dwi.gov.uk))

E. "Guidelines for Environmental Design in Schools" DCSF Guidance, 2003([www.gov.uk/dfes](http://www.gov.uk/dfes))

## **Appendix 1:**

### **WATER SAFETY MANUAL CONTENTS**

Dover College employed ARA Ltd, a firm of water safety specialists to prepare a water safety manual for all the school buildings, boarding houses and residential accommodation.

The manual identifies and assesses the main sources of risk in every building, taking account of:

- Water temperature
- Potential for water stagnation in long pipe runs and "dead legs" or infrequently used taps and showers
- Potential for aerosol formation, especially in showers, drinking water fountains
- Condition of the water throughout the premises
- The use thermostatic mixing valves (in order to avoid scalding) that potentially set a favourable outlet temperature for legionella growth
- Signs of debris in the system, such as rust, sludge or scale that could provide food for growing legionella
- Condition of the pipe work, plant, tanks etc.

### **PHYSICAL PREVENTATIVE MEASURES**

The water safety manual identifies a series of preventative measures to the physical structure of our buildings that either have been taken or are planned in order to control the risk of legionella at the school:

- Any such dead legs have been isolated at the point where they connect to live pipework or where possible completely removed.
- All metal cold water tanks to be replaced by covered plastic tanks to ensure that they are free from debris.
- All hot pipes and calorifers/hot water tanks have been insulated.
- Water is heated and stored in the calorifers/hot water tanks at temperatures above 60 degrees C in order to kill bacteria
- Cold water is stored below 20 degrees C, so that bacteria cannot thrive.

The manual is reviewed and updated annually, or each time that a new measure is introduced.

## Appendix 2:

### INTERNAL CONTROL MEASURES

Nominated staff within the catering, domestic and maintenance departments have been instructed in the need for legionella prevention measures. They are tasked with carrying out the following regular water checks (where required to be recorded in the water manual) in order to maintain good water hygiene:

#### Taps

- Any cold tap that has not been used within a seven day period is flushed for 2 minutes on a weekly basis (avoiding splashing so as to minimise the creation of an aerosol)
- Any hot water tap that has not been used within a seven day period is similarly flushed for [models with thermostatic valves fitted: at least 5 minutes]/[ordinary taps: 2 minutes, or until the temperature reaches 60 degrees C] on a weekly basis and before the water is used
- Temperature checks to hot water are conducted by inserting a thermometer in the outflow of the first and last tap of each circulation system for the required period and recording the temperature. We will contact our external contractor about the safety implications if the hot water does not reach 50 degrees C after running for 5 minutes.
- Temperature checks are carried out to the first and last cold water taps in order to ensure that they operate at below 20c after running for 2 minutes. We record the temperatures and will contact our external contractor about the safety implications if the cold water exceeds 20 degrees C after running for 2 minutes.

#### Showers

- Any shower (whether heated directly by an instant water heater or through mains hot water that is not used within a seven-day period is flushed through for 2 minutes. Minimising the creation of an aerosol is achieved by placing a plastic sack or similar, over the shower head or by removing the shower head and placing the hose directly over the drain outlet.
- Shower heads and hoses are dismantled and descaled on a termly program.
- The designation "Shower heads" will also include college catering pot wash areas

#### Toilets

- Any toilet that is not used within a seven-day period is flushed each week, and the flushing mechanism on urinals checked.

### Cold Water Tanks

- Running program in place for temperatures to be taken from the water in the tank and the water in the ball valve.
- The tank is inspected visually on an annual basis.

### Calorifers/ Hot Water Tanks

- The water temperature leaving and returning to the calorifers/ hot water tanks is inspected and recorded.
- The calorifers/hot water tanks are inspected annually.

### Drains

- Drains are disinfected monthly
- Debris is cleared from external drains weekly

### Hot Water Systems

- Hot water systems that are shut off for the holidays must be heated to 60 degrees C, and then kept at that temperature for at least one hour in order to kill all bacteria.
- Staff then flush the system before use.

### Cold Water Systems

- All cold water systems that are unused during the holidays are also thoroughly flushed through before use.

### ADDITIONAL CONTROL MEASURES TO BE TAKEN DURING AND AFTER ANY HOLIDAY PERIOD OR MOTHBALLING OF BUILDING

After a school holiday period/ break, or where any area has been mothballed or systems have been out of use for any reason, a situation may exist where legionella can breed. This is particularly the case during a summer holiday period when high temperatures may accentuate the problem. In these instances, the following action needs to be taken:

- Key outlets need to be flushed on a weekly basis for approximately 3 minutes to ensure that the water in the system is refreshed.
- Where regular flushing has not been able to take place, the system may need a chemical disinfection.

- Prior to re-occupation and before any hot water outlets are used, the hot water system needs to be thermally disinfected by operating the system at full working temperature of 60° for at least one hour.

### **Appendix 3:**

#### **EXTERNAL CONTROL SERVICES**

We employ external contractors to help us to manage water safety in the following areas:

##### **Heating plant**

- Our boilers and heating plants are serviced annually.
- The calorifiers/hot water tanks are checked and descaled.
- The heating system is serviced, sludge removed

##### **Water Sampling**

- ARA Ltd conduct sampling and analysis of our water supplies:

##### **Water heaters**

- Point of use water heaters are checked and serviced annually

## DOVER COLLEGE FIRE SAFETY POLICY

This is a whole school policy including the Early Years Foundation Stage.

The overall responsibility for Fire Safety is vested in the Headmaster.

### Fire Safety Manager

The Headmaster has designated the Bursar as the Health & Safety Officer.

### Fire Officer

The **Fire Officer** is the Estates Manager. The **out of hours Fire Officer** is the **School House Housemaster**.

The duties and responsibilities of all fire roles are contained in the **Fire Safety Orders** attached to this Policy. The **Fire Safety Orders** form part of the Dover College Policies and Procedures and are available for sight by all staff.

It is the school's policy to minimise the risk to life and to reduce injury by maintaining the physical fire safety integrity of the school in ensuring that staff, pupils and visitors do not add to the fire risk and through safe evacuation of our buildings if a fire breaks out. The fire safety policy, procedures and risk assessments at Dover College are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings.

All staff and students are to comply with the Fire Fighting Regulations statutory legislation relating to fire safety, subject only to exemptions permitted in such legislation. All staff and students are required to assist in achieving this policy.

All staff and students are to comply with the following:

- To read and understand the requirements of the **Fire Safety Orders**.
- Not to intentionally or recklessly misuse any firefighting or fire safety equipment.
- To report faulty firefighting or fire safety equipment, non-compliance of Fire Orders and misuse of firefighting or fire safety equipment.

Heads of Departments and HSMS are to ensure that all staff and students within their area of responsibility are acquainted with the School Fire Orders and fully understand the meaning of fire safety, hazards and the necessity of being observant and immediately reporting any concerns at all times.



The school Fire Officer (Estates Manager) holds the overall **Fire Safety Orders** which are divided into three parts, Part 1 contains general information regarding Fire Safety requirements and Fire Prevention Measures applicable to the School. Part 2 contains the special Action to be taken in the Event of a Fire, roles and responsibilities. Part 3 contains guidance and instructions on the maintenance of standards for fire safety.

## FIRE SAFETY ORDERS (PART 1)

### Fire Prevention

Copies of these **Fire Safety Orders** are to be displayed prominently in all buildings. Each member of staff and pupil is to have their attention drawn to these fire orders on arrival and termly thereafter.

The following are to be complied with:

- The school is a No Smoking site, (except within staff accommodation).
- Emergency exits/ escape routes are to be kept clear at all times.
- Fire doors to properly fulfil their function, are required to be self-closing and to be kept closed. Doors left open or wedged open, especially in living accommodation, prejudice the safety of lives in the event of fire.
- The unauthorised use of candles, or any form of unauthorised lighting is prohibited.
- Individual heaters of any description are strictly forbidden. Any such heaters will be confiscated.
- All electrical appliances, including laptop computers, are to be switched off when rooms are unoccupied. Laptops must never be left on beds when switched on. House staff have authority to switch off at the wall sockets laptops which are found running in an unoccupied room.
- Waste paper, cardboard, etc inside offices, stores and living accommodation could result in serious fires, particularly during silent hours, due to the possible inclusion of spontaneously combustible materials in the waste. Under no circumstances are sacks of waste paper to be retained inside boarding houses.
- All flammable materials on site, including flammable petroleum products and paints, are stored in a safe manner that minimises the risk of accidental ignition.
- Liquid Fuel Caps on fuel containers empty or otherwise are always to be closed. Containers must be stored upright.
- Fire Alarm systems are never to be used for any purpose other than that for which they are intended. Use of fire alarms for any other purpose is strictly prohibited.

### Responsibilities

Nominated staff with fire roles and duties can be found in Part 2. The **College Fire Folder** is located in the entrance to the bursary, the Fire Officer is to be in possession of this folder during all fire events.

## Fire Control

The **Fire Control Centre** will be located in the Bursary. In the event of a fire or practice drill it will be manned by the Bursar, Deputy Head and nominated support staff. In out of hours it will be manned by the Deputy Fire Officer and Senior Members present.

A fire control station has been sited immediately outside the Bursary office, this will hold the **College Fire Folder**, site maps, klaxon key and fire officer's high visibility jacket.

## Fire Systems

Electrically operated fire alarms are located in the majority of buildings, these are activated by breaking the glass cover.

Buildings without electrical fire alarms systems, must be initiated verbally, these being the Sports hall and suite, ICT, grounds shed, maintenance shed, chapel and Menzies Hall.

Fire Klaxon control is located outside the bursary external door; the operating key is located in a break glass box at the fire station point. The klaxon MAY be set off between 2230hrs and 0730hrs and MUST be set off at all other times.

Fire extinguishers are sited around the school, these are to be operated by competent, trained staff and are not to be tampered with or used for anything other than fighting fires.

Fire Blankets are sited in various buildings and accommodation, to be used on small contained fires of any type.

3 fire hydrants are located on the main Close, a location map is held in the Estates office as well as the Fire Officers folder.

Fire alarm testing will take place on a weekly basis in all buildings fitted with electronically operated fire alarms, tests will be carried out in all buildings at approximately the same day and time each week to reduce the chances of confusion with a real fire alarm, unless authorised by the Fire Officer. No action is to be taken by staff or students, except to be recorded in the building fire folder.

## Fire Practises

A general whole school fire practise will take place each term during daylight hours and results recorded in the school fire folder. Outcomes from the drill will be disseminated as necessary.

Each boarding house will also carry out a mandatory termly, day and night house fire drill and record in the house fire folder. Concerns identified must be immediately passed to the Estates Manager for action.

Staff or pupils with an injury/ disability must arrange with the HSMS and/ or HoD about the safe evacuation in the event of a fire in accordance with their Personal Emergency Evacuation Plan (PEEP).

### Action in the Event of a Fire

In the event of a fire, a **Fire Control Centre** (FCC) will be established in the Bursary or as an alternative the **FCC** can be located in the Headmaster's Offices or the Junior School.

### Anyone discovering a fire must:

- Move away from the fire and sound the alarm by shouting *Fire, Fire, Fire* and operate the fire alarm using the nearest available call point (red break glass box).
- Attempt to tackle the fire only if trained and it is safe to do so by using the fire appliances available, if the fire is small, localised, or to clear an escape route.
- Leave the building by the nearest available exit/ route, closing all doors, windows in the area involved, where possible.
- Move to assembly point.

### Action on hearing the fire alarm (all staff except Fire Marshals):

All staff & students:

- Switch off any equipment being used (if able to do so quickly).
- Exit the building by nearest available exit/ route, closing all doors, windows if safe to do so.
- Assemble at designated house fire assembly point.
- Do not re-enter the building until told by the **Fire Officer** that it is safe to do so.  
Please note the silencing of the alarm is not a signal to re-enter.

### **HSMs:**

House staff are to call the roll for students including affiliated staff, house parents' family members, and guests. HSMs are to report to the Deputy Head who will be coordinating confirmation of the academic staff and students.

Staff affiliated to a boarding house:

Report to their affiliated house assembly point.

### **Medical Centre:**

If the fire is not located in the Medical Centre, all staff and patients are to remain in the medical centre, if safe to do so, staff are to inform the FCC of anyone staying in the medical centre. If the building fire alarm sounds, then evacuate to the main school assembly point and inform the **Fire Officer**.

**Catering Staff:**

Make safe all catering appliances, assemble at designated assembly points. Senior member to account for staff and report to the **Fire Officer**.

**Support Staff:**

Assemble at designated assembly points, HoD Accounts to confirm all support staff and visitors, report to the **Fire Officer**. Some support staff have certain duties in relation to fire emergencies within their remit.

**Domestic staff:**

Assemble at designated assembly point, HoD to account for staff and report to **Fire Officer**.

**Estates Staff:**

All estates staff and contractors engaged in work are to assemble at their designated point. HoD Maintenance is to confirm all accounted for, and report to the **Fire Officer**. Estates staff are to be prepared to support the Fire Officer. Be prepared to be dispatched to the fire area to turn off utilities or act as search parties.

The Deputy Head is to coordinate with the **School Fire Officer**, before a decision is made of any further action. All staff and students are to remain at their assembly points until the ALL CLEAR is given.

In the event of inclement weather or if it is expected that the assembly process will be prolonged for any reason, pupils are to be directed from the Close to gather in the Great Hall or, if that is not available, in the Chapel.

Fire assembly map is located at Annex A

**FIRE SAFETY ORDERS (PART 2)**

## Special Instructions

### Working Hours

- The Bursary office is to be notified of the location and extent of the fire also confirming whether the Fire Brigade have been notified.
- The office is to inform the day **Fire Officer** who will decide what further action is needed, (decide what other areas need immediate evacuation and to where).
- Be prepared to brief the **Fire Controller** and / or the Emergency Services on arrival.

### Out of Working Hours

- The member of staff dealing with the fire is to notify the out of hours **Fire Officer** who is to be notified of the location and extent of the fire also confirming whether the Fire Brigade have been notified.
- The **Fire Officer** will decide what further action is needed, (decide what other areas need immediate evacuation and to where).
- Be prepared to brief the School Fire Controller and /or the Emergency Services on arrival.

Tallis Music School: If this building is to be evacuated for any reason then the building fire alarm must be set off at the control panel in all cases. This is to activate the visual beacons in the music sound pods.

Examination Periods: If the alarm is sounded when external examinations are in progress, the following exceptional rules will apply to those sitting or invigilation the exam;

- Invigilating staff must decide if it is the building alarm that is sounding or a whole school alarm.
- If it is the building alarm, students are to lay down pens, and in silence evacuate the building. They are to move to the main assembly point but not join their houses but remain as an exam group.
- If the whole school alarm is sounded, staff invigilating should ignore the alarm, unless it is unsafe to do so or directed by the **Fire Officer**. Staff should seek advice by phone or send another member of staff to the FCC.

Dusk/ Twilight periods: Boarding Houses are to designate night-time assembly areas that are close to houses and adequately lit, as an initial assembly point. If a fire is confirmed, assembly will take place on the Astroturf, using the external lights on the Refectory to illuminate the area. In all cases the **Fire Officer** is to be informed.

Summer Boarding LETS: The group leader of those hiring College facilities will be briefed on arrival on the action required in the event of a fire and on hearing the Klaxon. Group leaders will have an induction session and training on fire alarm procedures and drills. A school safety information pack containing fire instructions and alarm panel keys will be provided. Let staff ensure that all new staff and students take part in a day and night *fire practise within 24hrs of arriving* at the school.

### **Duties of the Fire Safety Manager**

The Bursar, who is the designated **Fire Safety Manager**, is responsible for ensuring that:

- The fire safety policy is kept under regular review by Governors and SMT.
- The fire safety policy and procedures are promulgated to the entire school community.
- Everyone in the school (including visitors and contractors) are given clear written instructions on where they should go in the event of fire.
- Records are kept of the fire induction training given to new staff and pupils.
- Procedures for emergency evacuation are regularly tested and lessons absorbed.
- Fire risk assessments are regularly reviewed and updated.
- Fire prevention measures are meticulously followed.
- Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended or rebuilt, or when new buildings are acquired.

### **Duties of the Fire Controller**

The Bursar is the designated **Fire Controller**. The Headmaster is the designated out of hours Fire Controller. The **Fire Controller** is responsible for ensuring that:

- Set up and coordinate the **Fire Control Centre**.
- As required instigate emergency procedures in the Business Continuity Plan.
- Deputise as the **Fire Officer** and duties.
- Coordinate any response to the press, after consultation with the Headmaster, Governors.

### **Duties of the Fire Officer**

The Estates Manager is the designated **Fire Officer**. The School House Housemaster is the designated out of hours Fire Officer. The **Fire Officer** is responsible for ensuring that:

- Advice to the **Fire Safety Manager** on Fire Orders, fire technical services and firefighting systems.
- Coordinate whole school fire practises, in consultation with the Fire **Safety Manager**.
- Implementation of measures for fire prevention and firefighting equipment.
- Production and implementation of building fire folders.
- Allocation, servicing, testing of all fire fighting extinguishers.
- Maintenance and testing of all fire alarms via an external contractor.
- Testing and maintenance of all fire water hydrants.
- Annual coordination of all building fire folders and termly spot checks.
- Coordination of staff training and record keeping.
- Liaison with Fire Marshals ensuring best practices.

In the event of a fire:

- Take charge of the firefighting operations until the Fire & Rescue Services arrive.
- Liaison with the FCC, ensuring safety of all staff and students.
- Liaison with DHA for accountability of staff and students.
- Liaison as requested with Kent Fire & Rescue Services.
- Liaison with Estates staff, coordinating control of utilities, search parties, school access, identification of water hydrants.

### **Duties of the Fire Marshalls**

Those in charge of Houses or Academic, Support Departments have specific responsibility for carrying out checks of fire systems in addition to the periodic maintenance activities carried by the Estates Department:

Building Fire Marshalls and Deputy Fire Marshalls must work together to ensure provisions below are covered.

General duties:

- Maintaining a high level of awareness of fire safety standards and dealing with issues arising, with consultation with the Fire Office (Estates Manager).
- Making daily visual checks of the fire alarm panel for faults, of the fire extinguishers, of escape routes and of emergency lighting. These checks should be carried out as part of daily routine. To include checks as per section 1 of the fire folder.
- Making weekly checks as above, but in greater detail. Carrying out weekly checks of function of the fire alarm system together with a check of the correct functioning of any automatic door release systems. Recording checks in the folder provided and signing that the checks have been carried out and faults reported.



- Making monthly checks in conjunction with the above; all findings are to be recorded in the fire folder.
- Recording of all fire checks in the building fire folder or nominating a deputy to carry out in absence.
- Maintaining fire safety knowledge by attending fire training courses.
- Providing fire safety induction training for all new staff.
- Understanding requirements of those staff and/ or students with a disability and/ or require a PEEP (personal emergency evacuation plan) to be implemented.
- Liaison with the Fire Officer in production of any PEEP and ensuring findings are implemented.
- Nominate building staff to act as door monitors, while fire marshals carry out their duties.

Duties on hearing building fire alarm:

- Check the fire panel and if applicable carryout an initial assessment to confirm presence of a fire.
- Be prepared to fight a small fire using the fire extinguishers provided only if trained to do so and you have a clear escape route.
- Check all areas are clear of staff and students, including toilets, storeroom etc.
- If deemed necessary, contact the emergency services on 999, otherwise inform the bursary that the fire alarm has initiated but no fire has been confirmed.
- Move to the assembly area and report to the Fire Officer to confirm building clear, or areas not cleared/ any staff unaccounted for.
- No staff or students are to re-enter the building until the Fire Officer has given the all clear.

#### Staff:

Staff are responsible for the safe evacuation of the building, boarding house/class or other. All new staff, full-time, part-time, permanent or casual, must receive fire instruction pertinent to the building they work in. They are to familiarise themselves with escape routes, exits, firefighting equipment, location of any emergency cut-off controls and any duties they may have within the building.

*A rule of thumb is that an area should take no more than 1 to 2 minutes to “sweep” clear, in residential buildings a longer time may be tolerable, depending on the fire risk assessment.*

General list of staff allocated fire roles and responsibilities:

FIRE MARSHALS					
Fire Control Centre	Darren Pallett		Fire Officer		Estates Manager
	Sarah Greig		H&S Officer		Bursar
	Lee Irwin		Deputy Fire Officer		HSM
	Therese Taylor		Staff/Pupils		Deputy Head
	Pete Gridley		FFC Support		IT Dept.
	Tom Critcher		FFC Support		IT Dept.
	Accounts Clerk		Telephonist		Bursary
	Jo Proctor		Visitors/Contractors/Other Staff		Receptionist
Location	Fire Marshal	Qual Date	Deputy	Qual Date	Comments
Bursary (including IT Dept. Staff CR, Bursary)	Pete Gridley	28/02/2019	Tom Critcher	12/04/2019	
Priory Lodge	Jane Skinner	26/08/2018			
School House (to include fire alarm testing to Sixth Form Centre & support offices)	Lee Irwin	18/04/2016	Michelle Rolfe	09/01/2020	

Leamington House (including San classroom & Lecture Theatre)	Rupert Hill	18/04/2016	Liz Plant	14/09/2020	
St Martin's House	Jack Payne	08/01/2018	Taylah Hutson	08/10/2019	
Duckworth House	Laura Walters	24/04/2019			
Prep School	Kieron Ives		Melissa Mills	12/10/2018	
Priory House & Medical Centre	Cerys Messenger	01/09/2020			
D&T Building	Julian Dewick	08/01/2018	Laura Walters	24/04/2019	
Science Building (combined alarm with Astor Building)	Jessica Morton	25/07/2019	Darryl Brown	03/03/2019	
Astor Building	Sarah Allen	23/04/2019	Neville Pattison	28/02/2019	
Leo Wright Building	Martyn Prince	29/08/2019	Elodie Stafford	08/01/2018	
ISC	Clara Hebblethwaite	01/09/2020	Lindsey Shefford	28/02/2019	
ICT					Maintenance Staff
Gate House	Jack Payne	08/01/2018	Haydn Annakie	01/09/2020	

Sports Hall & Suite (including Maxton & Farthinglo e pavilions)	Jack Payne	08/01/2018	Haydn Annakie	01/09/2020	
Tallis	Ian Stephens	10/10/2019	Chris Lockyer	18/04/2016	
Menzies	Andy Godfrey				
Chapel					Maintenance Staff
Catering Dept. (including fire alarm testing for LRC)	Dave Evans	10/04/2019	Mark Mason	08/01/2018	
Library (LRC)	Keith Cox	02/02/2017	N/A	N/A	
St Anne's Basement	N/A		N/A	N/A	

### FIRE SAFETY ORDERS (PART 3)

#### Fire Alarm operating Instructions

Fire alarms within Dover College currently fall into 3 categories:

1. Fire alarm systems - code operated
2. Fire alarm systems - key operated
3. No fire alarm system - verbal alarm

Attached operating instructions for building fire alarm systems. *It is imperative that the alarm panel code is not compromised.*

Building Name	Panel Control
Prep School	Key operated
Gate House	Code operated
Refectory/kitchen	Code operated
Priory Lodge	Code operated
Menzies	Code operated
Tallis	Key operated
ISC	Key operated
St Anne's	Key operated
Priory/ Medical	Code operated
Sports hall/suite	No alarm installed

Kent	Key operated
Science/Astor	Key operated
CDT	Key operated
ICT	Code Operated
Chapel	Code Operated
School House	Key operated
Leamington House	Key operated
Duckworth House	Key operated
St Martin's House	Key operated

### Operating instruction Code Panels

Panel in Use

Power LED lit

### **Fire Alarm**

If an alarm is activated

Fire LED lit

Bells sounding

Check panel to identify alarm zone

*Investigate potential fire location*

**To Stop Alarm sounding**

Press access code for panel

“ALT – 5 -1 – 4 “

Press silence button

Press reset button

Press access code for panel

“ALT – 5 -1 – 4 “

If bell starts to ring again

Press access code for panel

Press silence button

*Investigate all break glass points within zone indicated and smoke detector heads [small indicator light will be lit]*

If break glass or smoke detector fault found, inform Estates

**To Test System or Carry Out Building Fire Drill**

Press access code for panel

Press evac button

“ALT – 5 -1 – 4 “

Press reset button

Press access code for panel to complete reset

“ALT – 5 -1 – 4 “

### Weekly Fire Test

1 member of staff to set off break glass point by use of plastic trigger

Break glass points to be alternated each week

2<sup>nd</sup> member of staff to:

Press access code for panel

“ALT – 5 -1 – 4 “

Press silence button

Press reset button

Press access code for panel to complete reset

“ALT – 5 -1 – 4 “

**Note these are generic instructions and panel words may differ**

### **Operating instruction Key Panels**

Panel in Use

Power LED lit

### Fire Alarm

If an alarm is activated

Fire LED lit

Bells sounding

Check panel to identify alarm zone

*Investigate potential fire location*



### **To Stop Alarm sounding**

Insert key and turn to right

Press silence button

Press reset button

If bell starts to ring again

Press silence button

*Investigate all break glass points within zone indicated and smoke detector heads [small indicator light will be lit]*

If break glass or smoke detector fault found, inform Estates

### **To Test System or Carry Out Building Fire Drill**

Insert key and turn to right

Press evac button

Press reset button

Turn key to left and remove from panel to complete reset

## Weekly Fire Test

1 member of staff to set off break glass point by use of plastic trigger

Break glass points to be alternated each week

2<sup>nd</sup> member of staff to:

Insert key and turn to right

Press silence button

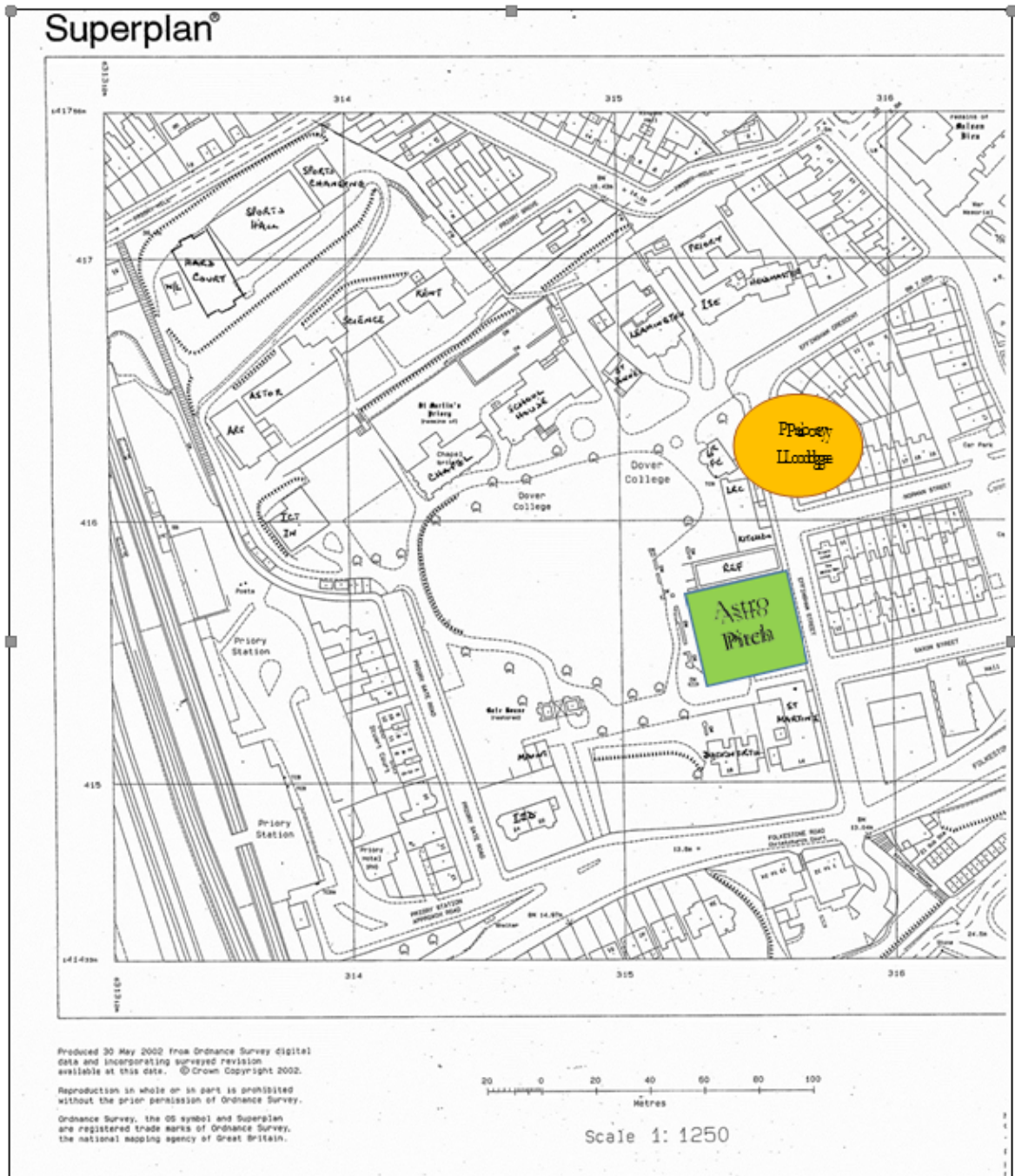
Press reset button

Turn key to left and remove from panel to complete reset

**Note: these are generic instructions and panel wording may differ**

# ANNEXE A - Dover College Emergency Evacuation Point Astro Pitch\*

**\*NB to allow social distancing this may be moved to The Close: Staff and Fire Marshals will receive clear briefing with any change.**



# CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS

## (CDM): POLICY GUIDANCE

### 1. Construction (Design and Management) Regulations ("CDM"): policy guidance

#### 1.1 Scope

This guidance is applicable to all employees/ contractors for Dover College who undertake construction activities. Construction work includes any construction, alteration, conversion, fitting out, commissioning, renovation, repair, redecoration, cleaning (pressure washing, sand blasting, using a corrosive / toxic substance), decommissioning, demolition and dismantling.

#### 1.2 Objectives

To ensure that Dover College complies with the requirements of CDM and in particular to ensure that:-

1.2.1 Construction projects deliver structures which are:

- (a) Safely built
- (b) Safe to use
- (c) Safe to maintain

#### 1.3 Guidance

1.3.1 The HSE document "Want construction work done safely? A quick guide for clients on the Construction (Design and Management) Regulations 2015 gives details of the process to follow ([www.hse.gov.uk/pubns/indg411.pdf](http://www.hse.gov.uk/pubns/indg411.pdf))

1.3.2 Dover College/ Board of Governors will be the Client under CDM and on all construction projects will, so far as is reasonably practicable, make suitable arrangements for managing a project including (checklist as Appendix 1):

- (a) Appoint competent persons to the project team
- (b) Allow adequate time for the design, planning and construction work to be undertaken

- (c) Provide key information to the project team, including that regarding the site and existing structures
- (d) Put in place arrangements for communication, co-operation and general management of the project
- (e) Ensure that contractors have provided adequate welfare facilities for the duration of the project
- (f) Liaise with designers so that workplaces are correctly designed

1.3.3 Where there is, or likely to be, more than one contractor working on a construction project, Dover College will appoint in writing a Principal Designer (who will plan, manage, monitor and coordinate health and safety in the pre-construction phase of a project) and a Principal Contractor (who will plan, manage, monitor and coordinate health and safety in the construction phase). Dover College will ensure that the Principal Designer and Principal Contractor are complying with their duties by receiving project updates / holding project review meetings.

In addition, where projects last longer than 30 working days and have more than 20 workers working simultaneously at any point in the project or involve more than 500 person days of work the School will notify the project to the Health & Safety Executive.

1.3.4 Dover College will keep up to date and make available to anyone who needs it a health & safety file, which will be located in the Estates Office.

1.3.5 The Bursar will have the responsibility for implementing this policy with support from the Estates Manager as appropriate.

1.3.6 The Estates Manager where deemed appropriate will take on the role of Principal Designer, Principle Contractor ensuring suitable arrangements for managing any project including, OM folder, CDM Action Plan, update briefings as well as checklist as

## **Appendix 1**

### **Legal Requirements & Education Standards,**

References:

A: Handbook for the Inspection of Schools - The Regulatory Requirements, Part 3 ([www.isi.net](http://www.isi.net))

B: Construction (Design and Management) Regulations 2015 ([www.hse.gov.uk](http://www.hse.gov.uk))

C: "Health and Safety at Work" Section H of the ISBA Model Staff Handbook,

D: "Health and Safety and Welfare at Work" Chapter N of the ISBA Bursar's Guide

E: "Insurance" Chapter K of the Bursar's Guide by HSBC Insurance Brokers Ltd

F: Guidelines for Environmental Design in Schools" DCSF Guidance ([www.gov.uk/dfes](http://www.gov.uk/dfes))

## Appendix 1

### Pre-construction client checklist

		Tick	Person Responsible	Date
1.	Are you clear about your responsibilities?			
2.	Have you made your formal appointments?			
3.	Have you checked that the principal designer or designer has the capability and necessary skills, knowledge, training and experience to fulfil their duties?			
4.	Have you checked that the principal contractor or contractor has the capability and necessary skills, knowledge, training and experience to fulfil their duties?			
5.	Have you checked that the project team is adequately resourced?			
6.	Has a project or client brief been issued to the project team?			

7.	Has the project team been provided with information about the existing site or structure (pre-construction information)?			
8.	Has project-specific health and safety advice been sought?			
9.	Are suitable arrangements in place to manage health and safety throughout the project?			
10.	Has a schedule of the key activities for the project been produced?			
11.	Has sufficient time been allowed to complete the key activities?			
12.	Where required, has an online F10 notification form been adequately developed before work starts on site? <a href="https://extranet.hse.gov.uk/lfserver/external/f10">https://extranet.hse.gov.uk/lfserver/external/f10</a>			
13.	Have you checked that a construction phase plan has been adequately developed before work starts on site?			
13 A.	Has a copy of the Action Plan been provided on site?			
14.	Are you satisfied that suitable welfare facilities have been provided before work starts on site?			



15.	Have you agreed on the format and content of the health and safety file?			
16.				

## **CATERING AND FOOD HYGIENE POLICY**

**To be read in conjunction with COVID 19 Risk Assessment**

### **1. Scope**

This policy sets out the statutory, regulatory and other responsibilities for Dover College in regard to its provision of catering.

### **2. Introduction**

Dover College aims to deliver excellent standards of catering. The College is committed to maintaining a healthy eating policy ensuring that all meals are fresh, contemporary and nutritionally balanced and are meals which the pupils, staff and visitors enjoy eating.

Healthy eating plays a vital role in supporting the education of our pupils. The benefits are three-fold:

- their ability to concentrate in the classroom;
- a greater appreciation for cultural, fresh and seasonal ingredients; and
- the enjoyment of dining with friends over a meal.

### **3. Making good decisions and learning about food**

The College recognises the importance for pupils to build a positive relationship with food and promotes this through guidance from houseparents' and teachers and by utilising PSHE, cookery clubs and activities.

To ensure all pupils and particularly boarders receive balanced diets, it is intended that all pupils eat within the College wherever possible and the College actively discourages pupils from purchasing any food from outside. However, on occasion pupils will purchase food outside of the College, and therefore the College supports all pupils to develop the confidence, knowledge and understanding to make appropriate food choices in their future lives.

Where there are concerns about a pupil's relationship with food, this will be raised firstly with their houseparent and then this may be escalated to the Designated Safeguarding Lead (DSL).

#### **4. Menu and menu cycle**

The menus will be structured within a three-week cycle and will be changed regularly throughout the year to ensure that the pupils have a varied choice of meals. The menus will contain as much seasonal and local produce as possible, giving them the ability to reflect the changing seasons. The menus for each cycle will be determined in advance and published. The Catering department will consult with the pupil and staff bodies as often as possible to ensure that the menus reflect preferences. Our approach has been to note Government guidelines and, on an ongoing basis, we are working to reduce levels of salt, sugar and fat in products and recipes.

Supplies of fresh fruit, vegetables and salads are readily available along with water and fruit juices. There is also a morning tuck shop available.

Parents are welcome to sample our menu at any time.

#### **5. Special dietary requirements**

The catering team needs to be sensitive to the requirements of any multi-cultural requirements with varied menus provided to meet the broad range of pupils. For pupils with special dietary requirements including vegetarian and vegan diets, the parent / carer / pupil should ensure that their special requirements are fully reported to the Catering Manager at the start of each school year, ensuring that they are able to present alternatives if the core menu does not meet their dietary needs.

**The minimum performance standards required by the College is listed below:**

- The Catering Manager is expected to implement all up-to-date and ongoing Government Nutritional Recommendations appertaining to food preparation;
- Vegetarians are catered for and there is no requirement to register;
- Other special diets are catered for and the Catering Manager will be informed of these, supported by a Doctor's note detailing requirements. It is the responsibility of the Catering Manager to ensure safe working practices are in place to prevent cross-contamination;
- All foods/dishes should be labelled correctly and where they contain items which may cause an allergic reaction these should be clearly stated;
- Catering staff should be fully briefed on the content of all dishes prior to service;
- Nut Safety: The catering department does not knowingly purchase, store or use nuts or products containing nuts or nut trace. This applies to meals, constituents of a meal, sandwiches and snacks served. However, the College is unable to totally guarantee that items produced in our kitchens and / or offered for consumption /sale

are free from nuts or nut products. Labels of individually wrapped pre-packaged goods should be checked to establish the contents of the product. Dover College cannot confirm the accuracy of the information supplied on wrapped products.

The Catering Manager is available to speak to any parent/carer who has concerns about their child's special dietary requirements.

## **6. Minimum performance standards**

### **6.1 Food Quality**

Dover College considers it important to use fresh, seasonal food and to minimise the use of frozen ingredients and bought-in, ready-prepared foods. The Catering Manager will be a well-qualified professional with a proven track record, able to communicate with pupils, staff and visitors to the school and should take a proactive approach to feeding the Dover College community. The catering team will be expected to provide a wide range of nutritionally balanced foods from which pupils can make their own selection, therefore increasing the enjoyment of their meal and encouraging greater responsibility. The government's food and nutrient based standards shall be used as guidance when compiling menus.

Dover College is keen to ensure that the food served will be of a high quality and will appeal to the pupils. It should be well-presented and dishes displayed should reflect accurately the menu. Hot dishes should be served at above the temperature of 63°C and cold dishes should be served chilled below 8°C. In order to meet the high standard of menu production and to provide the best value available, ingredients should be purchased fresh whenever possible. Full advantage should also be taken from seasonally available products. All retail products used will be recognised quality brands. The quality of deliveries from suppliers is the responsibility of the Catering Manager. Where possible, batch cooking methods should be implemented to ensure that food is cooked little and often to retain freshness for each sitting.

Incoming supplies will be checked to ensure transportation has been correct and that the food is delivered in excellent condition and at the correct temperature. Any non-compliant items will be rejected. All incoming food to be signed for and stored appropriately as soon as it arrives. Supplies will only be only purchased from reliable and authorised sources.

Dover College will endeavour to comply with the Government's non-statutory nutritional guidance.

### **6.2 Statutory, regulatory, and best practice requirements**

- Nut or traces of nut are labelled in accordance with regulations – see point 5 above;
- HACCP system is in place and the document is checked by everyone;

- Staff training to cover induction, use of equipment, emergency procedures and evacuation procedures;
- Compliance with COSHH procedures;
- Appropriate development of staff to include Basic Food Hygiene training or NVQ or equivalent with regular departmental refresher training;
- All staff to understand their individual and team responsibilities;
- Risk assessments to be reviewed and disseminated;
- First aid boxes must be replenished termly and used in accordance with training;
- The catering department will maintain the correct ratio of First Aid trained staff at the appropriate level;
- Compliance with health and safety legislation at all times

### **6.3 Food hygiene, preparation, serving and consumption**

The catering department will:

- ensure compliance with daily cleaning and disinfection regime;
- ensure compliance with hand-washing and cleansing regime;
- regularly inspect food stock with appropriate rotation and to remove any out of date or damaged/decaying/decontaminated food;
- wear appropriate uniforms and PPE;
- inspect all areas where food is prepared, served and consumed for cleanliness and hygiene before and after each meal;
- inspect dining areas and counters for dirty plates, cutlery etc. together with bowls/bins for food waste throughout service;
- ensure spills are dealt with promptly and safely, if necessary cordoning off an area.
- check and record fridge temperatures of the hot and chilled service counters on a daily basis;
- carry out food preparation with regard to the highest standards of food hygiene e.g. separate cutting boards for meat and vegetables;
- ensure raw and cooked food to be stored in a safe and appropriate way;
- adhere to relevant exclusion periods during times of sickness;
- ensure adequate pest control is in place;
- clean cooker hood filters on a regular basis;
- adhere to non-smoking and vaping regulations.

### **6.4 Quality Assurance**

Staff will be monitored by the Catering Manager and in turn he will be monitored by the Bursar to ensure that departmental procedures are followed effectively.

Dover College will review this policy annually and ensure that practice is in line with this policy. Any review will take into account the most up-to-date legislation and recommendations.

Where applicable, the College will seek external advice, guidance and procure professional services to ensure it is following statutory legislation and best practice for example by utilising nutritionists and dieticians, professional cleaning services and independent audits.

## **6.5 Equipment**

- Equipment to be checked daily and functionality recorded;
- Faults will be reported immediately and equipment de-commissioned if it is unsafe;
- Equipment to be serviced and maintained according to guidance.

## **7. Environmental responsibilities and waste disposal**

Dover College is conscious of its environmental responsibilities and all staff and pupils to adopt environmentally sound practices. The catering team should endeavour to purchase goods in season and source goods from local suppliers where practical and possible. It is the catering team's key responsibility to supply food that is fresh, high quality and that has been prepared in a hygienic and safe manner. Sustainability initiatives are also important to our ethos.

Hygienic waste disposal will be carried out in accordance with industry practice.

Appropriate portion control will ensure the minimum amount of food is wasted.

## **8. Complaints**

Any complaints regarding catering at Dover College should be made in accordance with the College's Complaints Policy. Serious issues could be raised through the College's Whistleblowing Policy.

## ASBESTOS MANAGEMENT POLICY

### Policy

- Dover College is committed to maintaining a safe environment for staff pupils and visitors. This includes ensuring that all asbestos containing materials (ACM), or materials likely to contain asbestos, are maintained in a state that presents no hazard and that Dover College complies with current legislation.
- Where asbestos containing materials are discovered, the appropriate procedures will be undertaken to ensure safe removal as soon as practicable.
- The College will keep and maintain an up-to-date Asbestos Register (held in the Estates Office).

### Procedures

#### Means of Organising

The organisational structure for the management of Asbestos at Dover College is identical to the reporting chain and is reproduced at Figure 1, below:

Chairman of Governors
Headmaster
Bursar
HSMs/Heads of Department/Heads of Maintenance & Grounds
All other staff

*Figure 1. Asbestos Organisation and Reporting.*

### Responsibilities

As a matter of policy, all staff members of the Dover College community have responsibility for ensuring that they understand the procedure for managing asbestos at Dover College and report areas of concern and/or new risks as they are identified, in accordance with the structure. Ultimate responsibility lies with the **Chairman of Governors** for:

- Recognising and accepting responsibility for asbestos management.
- Establishing a suitable organisation for managing asbestos.

The implementation of these responsibilities is delegated to the **Headmaster**. In particular, he is to ensure that:

- Staff are familiar with the policy and procedures and understand their delegated responsibilities and duties.
- An asbestos register is maintained in accordance with statutory regulation that records identified Asbestos Containing Materials (ACM).

The **Bursar** is appointed the School Health and Safety Officer, whose responsibilities are:

- Undertaking the statutory activities described in the Control of Asbestos Regulations 2016.
- Maintaining the asbestos register held in the Bursary.
- Planning work that impinges on the identified ACM and takes appropriate measures to ensure that risks are neutralised, through either removal or encapsulation by appropriately qualified contractors.
- Ensuring annual inspection of identified ACM to ensure that they are in a safe condition and taking appropriate measures. Inspections are to be recorded centrally.
- Restricting access to or interference with ACM.
- Maintaining a Permit to Work System for contractors employed at Dover College who are likely to come into contact with, or work in close proximity to, ACM.
- Carrying out Management Priority Risk Assessments as described in HS(G)227.

**All school staff** are required to be familiar with the contents of these procedures and to understand the reporting chain. In addition, they are to:

- Make themselves aware of identified ACM in their area(s) of work or accommodation.
- Report as soon as possible any activity by any individual(s) that might lead to, or have led to, disturbance of ACM.

### **Management of ACM**

The Management Priority Risk Assessment provides a relative rating of the risk posed by each identified ACM and hence a priority for action. Where identified, ACM will be managed through a number of methods:

- In areas of high vulnerability to damage or disturbance, asbestos will be removed by appropriately qualified contractors. Where possible, this work will be undertaken during school holidays. Examples might be hot-water pipes lagging in 'public areas' that have started to deteriorate.
- In areas of medium risk, asbestos may be encapsulated or removed in accordance with advice from appropriately qualified contractors, depending on location,



accessibility and vulnerability. Examples might be hot-water pipe lagging in good condition and in areas of infrequent or restricted access.

- In areas of low risk, ACM will be left in situ and the condition and risk posed monitored annually. Examples are asbestos sink pads.

## **PORTABLE APPLIANCE TESTING POLICY**

### **1. Introduction**

This policy outlines Dover College arrangements for portable appliance inspection and testing (PAT testing) and provides general advice to users on how to tell if a portable appliance is safe or unsafe to use. Electrical equipment must not be used if there is any doubt about its safety.

### **2. Portable Electrical Equipment**

Portable appliances are generally equipment that have a power cable and plug which are normally moved around or can be easily moved from location to location. They also include larger equipment that can be moved but will generally remain stationary in fixed locations e.g. photocopiers.

Portable electrical equipment is categorised into:

- Hand held
- Mobile
- Stationary
- IT Equipment

Portable equipment does not include electrical equipment that is permanently connected to the building electrical supply i.e. hard wired or 3 phase equipment. More guidance can be found at Appendix 1.

### **3. Responsibilities**

Dover College Estates Department will ensure PAT testing is carried out as per frequency of in-house service inspection and testing with respect to the various types of equipment used, identified in Appendix 3.

House staff, Heads of Department and staff in general must ensure that arrangements are in place for all portable equipment to be available for inspection on the specified dates provided by the Estates Department within their areas of control. This will include equipment in offices, laboratories, workshops, stores, boarding houses and equipment brought on site as part of an event, academic activity.

The college PAT testing schedule will be supported by all staff ensuring that:

- Electrical equipment is used as per manufacturer's instructions.
- User checks are carried out ensuring equipment has no obvious visual damage or defects before use.
- Any defective or out of test date equipment is removed from service and reported to Estates.
- Only use portable equipment that has a valid inspection/ test label.

## **4. Types of Inspections**

### **4.1 User Checks**

Users must check equipment before use. The user check is a vital safety precaution, as many faults can be identified by a simple visual inspection. The user is the person most familiar with the equipment and that it is in a safe condition and working properly. The user check is limited to an external visual inspection without any dismantling of equipment, such as removal of plug covers.

These user checks do not need to be recorded. However if faults are identified action must be taken to prevent further use until repair or disposal. A guide on what to look for during a user check is given in Appendix 2.

### **4.2 In-Service Inspection & Test**

An in-service inspection and test is a more detailed examination of equipment, carried out by trained and competent person, involving:

- Preliminary visual inspection
- Earth continuity test (Class I equipment only)
- Insulation resistance test if applicable, or protective conductor current/touch current test or substitute/ alternative leakage test.
- Functional test.

## **5. Frequency of Inspection & Testing**

Inspection and testing of electrical equipment is a means of assessing if appliances are safe or repair is required. The frequency of inspection will depend upon the likelihood of faults developing and consequences of lack of maintenance. Factors which influence this include:

- Environment (wet conditions)
- User (i.e. used by multiple users or limited to one person)
- Equipment construction (Class I or class II)
- Type of equipment (portable, hand held or stationary)

## **6. New Equipment**

No inspection and testing is required before putting equipment into first use. However portable equipment should be checked by the user before use. New equipment should be inspected once it has been installed for 12 months or sooner if convenient.

## **7. Staff & Pupil Owned Equipment**

It is not a requirement to inspect and/or test electrical equipment owned by staff or pupils, they are responsible for their own personal electrical equipment. Nevertheless, if staff observe that pupils electrical equipment appears faulty the damage must be pointed out to

them. Action must be taken to remove, isolate, confiscate, until able to be removed from college property or fault rectified.

However the college has a duty of care to residential pupils and college property that electrical equipment is in a safe condition. This equipment will therefore be incorporated within the colleges PAT inspection and testing on an annual basis.

## **8. Inspection Process**

Staff will be informed of all inspect dates and any requirements necessary for the PAT inspection and test to take place. This will vary depending on use of building.

## **9. Leased Equipment**

Equipment hire companies are required to ensure that all equipment supplied by them is safe to use and is inspected and tested before and after use. If electrical equipment testing is not part of the service agreement then this equipment should be included in the in-house testing programme for Dover College.

## **10. Equipment Brought on Site for Events**

Equipment brought on site for an event must be in a safe condition to use. It will be the responsibility of the Event Coordinator to ensure equipment has been suitably inspected and if required tested.

## **11. Labelling**

Suitable labelling will be provided on equipment that has been tested. Passed labels will be green on white for easy visual identification.

Failed equipment will be removed immediately from the immediate workplace; pupil's items will be passed onto House staff and held in a secure location until house staff confirm with parents/ pupil disposal arrangements. College equipment will be removed and passed on to HoDs until departmental disposal. Failed labels will be red on white for easy visual identification.

## **12. Record Keeping**

Inspection & testing carried out by an appointed contractor will supply records of all items examined.

Internal inspection & testing carried out by college staff a Portable Appliance Register will be maintained for each building.

All records will be held and managed from the Estates Office.

## **13. Monitoring**

Compliance with the procedure outlined in this policy should be overseen by the various Heads of Departments, House staff on a day to day basis. The college Estates Manager will coordinate the annual reviews, as required, as well as monitor record keeping. On site monitoring will also take place during the annual health and safety inspection tours.

#### **14. Further Information**

Further information and guidance is available from the following sources:

[www.iee.org](http://www.iee.org)

[www.hse.gov.uk/pubns/indg236.pdf](http://www.hse.gov.uk/pubns/indg236.pdf)

## **APPENDIX 1 – CATEGORIES OF PORTABLE ELECTRICAL EQUIPMENT**

### **Hand Held Equipment**

Portable equipment intended to be held in the hand during normal operation e.g. power drill, hedge cutters, hair dryer, soldering. This is the most hazardous type of equipment as current can flow from hand to hand and will pass close to the heart.

### **Mobile Equipment**

Mobile equipment is intended to be moved while in operation e.g. vacuum cleaners, kettles, desk fan, bench top centrifuges.

### **Stationary Equipment**

Equipment that has a greater mass than 18kg and is not provided with a carrying handle e.g. refrigerator, freezer, washing machine and photocopier.

### **IT Equipment**

IT equipment includes computer monitors, data terminal equipment, power packs, mobile phone charging units, printers and televisions. Plugs and leads to this equipment should be tested but the equipment itself may not be suitable for testing.

## **APPENDIX 2 – USER CHECKS**

Users of portable appliances should look for the following indications of damage or faults, before using the equipment:

- Is the user aware of a problem, does the appliance work?
- Damage to cable/lead e.g. fraying, abrasions
- Damage to plug e.g. cracked casing, pins bent, plug screws loose or missing, plug rattles
- Non-standard joints, including taped joints in cable
- Exposed coloured wires where cable enters plug
- Damage to outer cover of equipment or obvious loose parts
- Signs of overheating on equipment
- Equipment being used in conditions not suitable e.g. wet workplace
- Extension leads or adapters overloaded e.g. too many appliances for fuse rating
- Residual Current Devices (RCDs) failing to disconnect from supply when test button pushed

If any of the above are identified, do not use equipment, remove from service and report to the Head of Department, Estates Department, respectively.

### **Frequency of Checks**

Where equipment is stationary, or not moved frequently, or not used in hostile environments, e.g. catering, workshops, laboratories, user checks may not be required until the equipment is moved, at which point it would be convenient to do so.

Where equipment is handheld, moved frequently, or is used in hostile environments, it may be prone to more damage. Therefore user checks are recommended weekly for all such equipment, and before use for handheld equipment.

Where portable appliances are used by members of public, lettings e.g. conferences, short residential stays, it is recommended that staff carry out a user check weekly as part of their normal room servicing duties.

### APPENDIX 3 – RECOMMENDED IN-SERVICE INSPECTION & TESTING FREQUENCY

A fixed test frequency cannot be set for all types of equipment and environments. However the below test frequencies are given as a guide for compliance.

Area where equipment is used	Type of equipment	Frequency/type of inspection
Low risk Office	IT and general office equipment that is not moved frequently (e.g. photocopiers, fridges, desk, computers, shredders)	36 months in-service inspection and test
Medium risk Workshops, laboratories, residential accommodation and kitchens	IT and other equipment that is not moved frequently (e.g. microwaves, scientific analytical equipment)	User checks 24 months in-service inspection and test
	All mobile handheld equipment (e.g. kettles, fans, heaters, extension leads, food blenders, laboratory and scientific workshop equipment and power tools)	User checks 12 months in-service inspection and test
High risk External environments, harsh environments e.g. exposure to water, chemicals, solvents, construction caterings or equipment moved in vehicles	All portable equipment	User checks 12 months in-service inspection and test