



## Health and Safety Plan

**Primary person responsible for this plan:** Helen Edwardson

**Job title:** Bursar

**Last review date:** December 2023

**Next review date:** December 2024

**Circulation:** This policy has been adopted by the governors and is available to parents on request. It is addressed to all members of staff and volunteers and applies wherever they are working with children.

'Parents' refers to parents, guardians and carers.

## **1. Introduction**

The DLD College Health and Safety Plan supports the Alpha Plus Group Health and Safety Policy and Arrangements which are accessible via the Group Portal. All DLD documents referred to in this plan can be found on the Portal.

The Health and Safety Plan is a statement of the practical and specific health and safety arrangements established within the college.

The Health and Safety Plan is not intended to duplicate the Policy and Arrangements, but rather represents a statement of the actions taken by the Principal/Senior Vice Principal to ensure compliance with health and safety law.

The Health and Safety Plan has been agreed by the Executive Leadership Team and is subject to review annually or in the event of any significant change.

## **2. School/College Roles and Responsibilities**

Key roles and responsibilities have been identified for the management of health and safety and implementation of the health and safety plan within the College.

### **2.1 Principal/Vice Principal**

The responsibilities of the Principal are outlined in the Alpha Plus Group Health and Safety Policy. To ensure the effective management of health and safety within the college specific health and safety responsibilities have been delegated as follows:

**James Kidd**, Senior Vice Principal & Designated Safeguarding Lead. Health and safety issues as they relate to the welfare and protection of children.

**Paul Anderson**, Facilities Manager. Operational responsibility for implementation and monitoring of this Health and Safety Plan, identifying risks and repairs, and resolving/escalating as appropriate. Liaison with APG Director of Property and outside contractors as required.

**Helen Edwardson**, Bursar. Responsibility for updating the Health and Safety Plan and chairing the Health and Safety Committee. Line management of the Facilities Manager and therefore responsible for overseeing the implementation of this Health and Safety Plan (as described above).

### **3. H&S Communication and Consultation**

Health and Safety Information will be communicated to staff as follows:

#### **3.1 Communication of Health and Safety Information**

Health and Safety Information will be communicated to staff as follows:

- As part of their induction at commencement of employment, arranged by the Facilities Manager. This will include the Alpha Plus Group Health and Safety Policy and arrangements and health and safety information/risk assessments specific to their role
- Further Health and Safety training and updates will be arranged for existing staff. The Facilities Manager will, as required, arrange for appropriate training to take place in liaison with the Principal
- Through ad-hoc staff meetings; as part of staff appraisals and one to one meeting with line management
- Display of relevant health and safety information on staff noticeboards
- Access to the Alpha Plus Group Portal
- Through email communications
- A Health and Safety Law poster is displayed on the staffroom notice board and in the kitchen.

#### **3.2 Consultation**

The Principal has established a Health and Safety Committee in line with the requirements of the Alpha Plus Group Health and Safety Policy and Safety Arrangement on Communication and Consultation.

The Health and Safety Committee is responsible for:

- co-ordinating the implementation of the Health and Safety plan. They regularly review measures taken to ensure the health and safety of employees, pupils and staff
- meeting regularly to discuss matters concerning health and safety
- reviewing and updating any risk assessments (where necessary)
- reviewing accident and near miss records to look for patterns
- discussing training requirements
- reviewing the actions taken to remedy any identified risks

The college's Health and Safety Committee comprises:

- Irfan Latif (Principal)
- Helen Edwardson (Bursar) - Chair
- Paul Anderson (Facilities Manager)
- Sean Gallagher (CCA and Sport)
- Marilyn Peters (College Matron)
- James Kidd (Senior Vice Principal)
- Jack Chester (Head of Art)
- Pardeep Sagoo (Head of Chemistry)

The Health and Safety Committee meets once every term chaired by the College Bursar.

Health and Safety meetings are notified in advance to all staff and requests for agenda items made. Minutes are produced, with action points. These are reviewed at the start of the next meeting, with actions taken noted. The minutes are emailed to Governors and placed on the TEAMS H&S committee channel.

All employees have a responsibility for their personal safety and the safety of others. They must:

- cooperate on health and safety matters
- not interfere with anything provided to safeguard their health and safety
- take reasonable care of their own health and safety
- report all health and safety concerns to a member of the Health and Safety Committee
- familiarise themselves with the DLD fire procedure and other Health and Safety procedures outlined in the Alpha Plus Health and Safety Policies and on the notices displayed in the staffroom
- In respect of boarding, it is the responsibility of the Houseparents to familiarise themselves with fire procedures and to ensure that the students do the same

WHENEVER AN EMPLOYEE IS AWARE OF ANY POSSIBLE DEFICIENCIES IN HEALTH AND SAFETY ARRANGEMENTS, THEY MUST DRAW THESE TO THE ATTENTION OF THE BURSAR OR THE FACILITIES MANAGER OR IF IT RELATES TO CHILD WELFARE AND PROTECTION, TO THE DESIGNATED SAFEGUARDING LEAD. THE ISSUE WILL THEN BE RECORDED AND, IF RELEVANT, DISCUSSED AT THE NEXT MEETING OF THE HEALTH & SAFETY COMMITTEE

#### 4. First Aid Arrangements

First aid arrangements are detailed in the DLD First Aid Policy.

##### 4.1 First Aid kits in College

Equipment	Location
Lifepak Defib.	Reception main entrance
First Aid Kit 1	Reception main entrance
First Aid Kit 2	Houseparents Reception
First Aid Kit 3	Houseparents Myles
First Aid Kit 4	Houseparents Jan
First Aid Kit 5	Houseparents Scott
First Aid Kit 6	Houseparents Tom
First Aid Kit 7	Houseparents Emma
First Aid Kit 8	Houseparents James
First Aid Kit 9	Room 2.30 Bio/Chemistry
First Aid Kit 10	Neurodiversity Office
First Aid Kit 11	M.06
First Aid Kit 12	Sports Kit SG 1.62
First Aid Kit 13	Sports Kit SG 1.62
First Aid Kit 14	Sports Kit SG 1.62
First Aid Kit 15	Art1 1.72
First Aid Kit 16	Art2 1.73
First Aid Kit 17	Art3 Photography
First Aid Kit 18	Business 1.27
Trip 1	Reception Main Desk
Trip 2	Reception Main Desk
Trip 3	Reception Main Desk
Trip 4	Reception Main Desk
First Aid kit 23	Science 2.27
First Aid Kit 24	Science 2.26
First Aid kit 25	Science 2.28
First Aid kit 26	Staff Room
Burns Kit 2	Science 2.28
Acid Kit 1	Reception Red grab bag
Body fluids kit	Reception Yellow kit
Burns Kit 1	Reception. Houseparent's Desk
Burns Kit 3	Art 1.68
Box with Plasters	Art 1.70/ Art 1.66

#### 4.2 First Aiders

NAME	DEPARTMENT	LOCATION	COURSE	Expiry date
Scott Webster	Boarding	Houseparents Desk	First Aid at Work	11/11/2024
Jan Haines	Boarding	Houseparents Desk	First Aid at Work	29/08/2025
Michael Whitfield	Boarding	Houseparents Desk	First Aid at Work	01/12/2024
Emma Finnerty	Boarding	Houseparents Desk	First Aid at Work	21/11/2026
Paul Anderson	Support	G.02 <i>Ground floor</i>	First Aid at Work	12/01/2024
Vida Mainoo	Support	G.02 <i>Ground floor</i>	Emergency First Aid at Work	10/04/2026
Alisa Cernavska	Support	M.02 <i>Mezzanine</i>	Emergency First Aid at Work	21/11/2024
Sally Walls	Support	M.02 <i>Mezzanine</i>	Emergency First Aid at Work	27/03/2025
Helen Edwardson	ELT	M.02.1 <i>Mezzanine</i>	Emergency First Aid at Work	07/11/2024
James Kidd	ELT	M.08 <i>Mezzanine</i>	Emergency First Aid at Work	14/11/2024
Lauren Moors	SLT	1.12 <i>1<sup>st</sup> Floor</i>	Emergency First Aid at Work	25/09/2026
Mike Flack	Media Studies	1.32 <i>1<sup>st</sup> Floor</i>	Emergency First Aid at Work	02/05/2025
Max Copley	Media Studies	1.46 <i>1<sup>st</sup> Floor</i>	Paediatric First Aid (Blended)	16/07/2024
Marilyn Peters	Matron	1.62 <i>1<sup>st</sup> Floor</i>	Emergency First Aid at Work	14/08/2025
Jack Chester	Art	1.67 <i>1<sup>st</sup> Floor</i>	First Aid at Work	08/09/2025
Kirtida Shastri	Science	2.28 <i>2<sup>nd</sup> Floor</i>	First Aid at Work	29/08/2025
Jess Ellett	Biology/Sport	2.34 <i>2<sup>nd</sup> Floor</i>	First Aid at Work	05/11/2026
Sean Gallagher	Housemaster	2.38 <i>2<sup>nd</sup> Floor</i>	First Aid at Work (Blended)	31/01/2024
Celestine Cawley	Housemistress	2.80 <i>2<sup>nd</sup> Floor</i>	Emergency First Aid at Work	15/03/2025
Prad Koppa	Sport	Off-site Sport	First Aid at Work	06/06/2025
Max Fenn	Sport	Off-site Sport	First Aid at Work	17/04/2026
Macy McCutcheon	Sport	Off-site Sport	First Aid at Work	21/09/2026
Molly Hanson-Atkins	Sport	Off-site Sport	First Aid at Work	17/10/2026

#### 5. Accident/Incident Reporting and Recording Arrangements

Reporting of accidents and incidents (RIDDOR) are detailed in the DLD First Aid Policy.

##### Accidents/near miss Incidents to students, staff and visitors and work-related ill health

All accidents / near miss incidents are to be recorded in either an accident report book (which are located in the College Nurses office, Wellbeing office, Science Prep room, Art Technician's office and Reception). Or using the online form located on the staff dashboard.

If using the books, the person writing a report is responsible for taking the report to the Bursar immediately, who will also inform the Facilities Manager. When it has been actioned by the Bursar, the report is filed by the Principal's PA and kept in the PA office.

Any accident resulting in a fatality or major injury will immediately be reported to the HSE, the Director of Property and to FD People's Health and Safety service by telephone, and the location of the accident will be sealed off in preparation for a visit from the police and the HSE.

## **6. Fire Safety**

Fire safety and evacuation arrangements, including details of fire officers, wardens, marshalls and personal emergency evacuation plans are detailed in the DLD Fire Safety Policy.

## **7. Lock Down Procedures & Security of premises**

Arrangements for lockdown are detailed in the DLD Lockdown Procedure.

Further Group guidance on Lockdown procedures is available on the APG Health and Safety section of the Portal.

The Principal, School Security and the Facilities Manager are the designated key holders and are responsible for the security of the building. for detailed information please see the Premises Security Policy.

## **8. Asbestos Survey and Management Plan**

DLD's college building was erected in 2015. As the building is new, contains no asbestos and asbestos is banned from the building, DLD does not maintain an asbestos register.

## **9. Driving and Vehicles**

DLD College does not own or operate any vehicles. Transport of students on off-site visits follows the Alpha Plus Educational Visits Guidance, available on the portal.

There is very limited parking for contractors' vehicles at the back of the college premises. Ingress and egress is via a locked gate, controlled by the Landlord.

## **10. Risk Assessments**

Risk assessments have been prepared for identified significant hazards within the college and are listed below. The Facilities Manager is responsible for the communication of risk assessments in college to relevant staff and for carrying out regular reviews to ensure that risk assessments remain suitable and sufficient.

The Facilities Manager is responsible for ensuring the action required to remove or control risks is implemented as per the risk assessment policy.

The Educational Visits Coordinator reviews risk assessments for educational visits.

In respect of accommodation, risk assessments will be undertaken by the Facilities Manager in association with the Head of Boarding.

Risk assessments are made available to staff via the staff dashboard, and are located in the SharePoint Staff Admin folder under the title 'Risk Assessments'

A hard copy is available on request from the Facilities Manager or Bursar.

**List of risk assessments:**

Archbishops Park	Pancake Race
Art Construction	Physics Labs
Art Rooms	Physics prep room
Atrium Events	Pupils access to risky areas
Biology labs	Reindeer, Bull rodeo
Boarding	Running Club
Bunting and flags	Science prep room
Chemistry Labs	Stairs and corridors
Christmas tree decorating	Third floor roof garden
Contractors on site	Toilets
Cookery classes	Urbanest
DSE users	Violence in the College
Electrical	Wellbeing Garden
Fire	Work at height
First Aider	
General Classrooms	
General H&S and Welfare	
Hosting	
Indoor Heat & Temperature	
Internal lighting	
Ladders and Steps	
Lifts	
Lone working	
Minibus journeys	

**12. Safe plant and equipment**

The Facilities Manager is responsible for identifying all building/equipment maintenance in College. Any problems found with the building or equipment should be reported to the Facilities Manager.

Houseparents and Boarding Assistants are responsible for identifying all building/equipment maintenance in the boarding house. Any problems found with the building or equipment should be reported to Urbanest maintenance via a Smartsheet email.

Portable electrical equipment is tested annually in College and bi-annually in the boarding house by our contracted company PATSAFE.

Records are kept of regular checks to firefighting equipment. Fire extinguishers are pressure checked annually by the Facilities Manager.

The building is inspected annually by external agencies and a Fire Risk Assessment, Health and Safety report are produced. The Facilities Manager oversees any remedial action that may be required.



### **13. Safe handling and use of substances**

The Facilities Manager along with the Lab technician (for the Science Department), The Arts technician (for the Creative Arts Department), Cabenco (Cleaning contractors) and the Catering Manager will be responsible for identifying all substances which need a COSHH assessment.


The above departments will be responsible for undertaking COSHH assessments and for ensuring that all actions identified in the assessments are implemented.

Note: the risks must be assessed from all substances hazardous to health, including cleaning materials, laboratory chemicals, paints, thinners and Varnishes etc and documented on the COSHH sheet as below and kept in a file in each department.

Assessments will be reviewed annually.

## COSHH ASSESSMENT

<b>Product Name(s)</b>		<b>COSHH Assessment Number</b>	
<b>Description of Substance</b>		<b>Assessed by</b>	
<b>Workplace Exposure Limits</b>		<b>Date</b>	
<b>Task/Activity</b>		<b>Risk Phrases</b>	
		<b>Safety Phrases</b>	
<b>Suppliers Name &amp; Address</b>		<b>Telephone/Fax numbers</b>	
		<b>MSDS attached</b>	YES / NO

SUBSTANCE PROPERTIES							
							
<b>Harmful</b>	<b>Irritant</b>	<b>Explosive</b>	<b>Flammable/ Highly Flammable</b>	<b>Oxidising</b>	<b>Toxic/Very Toxic</b>	<b>Dangerous to the Environment</b>	<b>Corrosive</b>
YES / NO	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO

ROUTE OF EXPOSURE			
<b>Skin</b>		<b>Absorption</b>	<b>Inhalation</b>
<b>Ingestion</b>		<b>Cut/ Abrasion</b>	<b>Injection</b>

ROUTE OF EXPOSURE			
<b>Eyes</b>		<b>Absorption</b>	<b>Inhalation</b>
<b>Ingestion</b>		<b>Cut/ Abrasion</b>	<b>Injection</b>

PPE REQUIREMENTS							
							
YES / NO	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO

ADDITIONAL CONTROL MEASURES	
<b>General Precautions</b>	<b>Control Measures</b>

<b>First Aid/Hygiene Arrangements</b>	<b>Fire Precautions</b>

LEV Requirements	Monitoring Requirements

Transportation Requirements	Storage Requirements

Spillage Procedure	Disposal Requirements

Comments