



Policy for

SAFETY and SECURITY

Responsibility

Director of Finance & Administration, Premises Manager

To be read in conjunction with the College Health and Safety Policy, held by all members of the Senior Team and in the Library and Learning Centre.

Aims

To provide a safe, healthy and secure environment for all those who work on the college site.

Objectives

1. To give the maximum security and protection to pupils consistent with their need to have a wide and varied experience.
2. To ensure suitable treatment is available for those who are injured or taken ill on the college site
3. To ensure that suitable precautions are taken against fire and that a schedule of termly fire drills is in place.
4. To protect and secure the buildings and equipment against damage or theft.
5. The safety and comfort of students and staff should take priority over other factors.
6. To ensure that all PPE safety equipment is available and used correctly.

Guidelines

1. Staff, contractors and visitors to the college should be expected to regard pupil and staff safety as a top priority at all times.
2. Constant vigilance is required in checking, identifying, reporting and following up on perceived hazards observed anywhere on site. Gas leaks and electrical malfunctions must be reported immediately.
3. Any potential fire hazards must be minimised without delay.
4. To facilitate attendance of ambulances, fire engines and other emergency services, good parking discipline must be maintained and access routes on site must not be blocked at any time. Traffic on site should be restricted to a speed of 5 m.p.h.
5. Pupils must be given safety briefings before using practical and laboratory areas or when going out on visits.

Implementation

1. There is a qualified first-aider available at all times that pupils are in college.
2. The medical room, first aid equipment and materials are checked and maintained on a regular basis. First Aid boxes throughout the college to be regularly checked and re-stocked as necessary.

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3. Fire Practices are held at regular intervals; fire equipment is checked regularly and maintained.
4. The Director of Finance & Administration and Premises Manager check the security of the building and also for hazards to health and safety.
5. Mid-day supervisors look after the safety of pupils in the dining hall at lunchtime.
6. The college minibus is maintained to a good standard, is equipped with a first aid kit and driven only by LEA approved drivers.

Evaluation

1. Safety of pupils will be monitored by keeping and checking records of accidents and injuries.
2. Fire procedures will be modified if fire practices reveal any problems.
3. The security of the building and equipment will be reviewed following any incident or damage or theft to see if procedures can be improved.
4. Record keeping of services and monitoring controls are in place and acted upon.
5. Safety equipment is inspected at regular intervals.
6. Swimming pool plant / chemical records are maintained on a daily basis by LEA approved staff.
7. LEA termly Health & Safety monitoring reports and other checks are carried out in a timely manner.
8. Appropriate training to be arranged.



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