

Easter 2009

Bradfield College Enterprises Ltd Health and Safety for Hirers



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Introduction

General

The Directors and Management of Bradfield College Enterprises Ltd recognise that they have a legal duty to ensure, so far as is reasonably practicable, the health, safety and welfare of all its employees and that they have certain duties towards pupils, the public and people who use the premises of the Company from time to time. These duties are implicit in the Health and Safety at Work Act 1974 and its subsequent revisions.

Policy

The Directors and Management accepts these duties and it will continue to be their policy to promote standards of health, safety and welfare that comply fully with the terms and requirements of the above Act, regulations made under that Act and approved codes of practice. It is considered by the Company that health and safety is a responsibility at least equal in importance to that of any other function of the Company.

Directors responsibilities

The Directors accept formally and publicly, their collective role in providing health and safety leadership. The Director with specific responsibility for Health and Safety within Bradfield College is the Bursar.

The Board of Directors and their Chairman James Layton will ensure that all their decisions reflect their Health and Safety intentions as articulated in 'Bradfield College Enterprises – Health and Safety Policy', available from the Enterprises Office.

The Board encourages active participation of workers in improving Health and Safety and will ensure that it is kept informed of any relevant Health and Safety risk management issues.

Management responsibility

The Management will take all such steps as are reasonably practicable:

- a. To maintain safe and healthy working places and systems of work and to protect all employees and visitors, including the public in so far as they come into contact with foreseeable hazards;
- b. To provide and maintain a safe and healthy working environment for all employees and visitors with adequate facilities and arrangements for their welfare;
- c. To identify hazards, assess risks and decide how they can be eliminated or controlled;
- d. To provide all employees and visitors with the information, instruction, training and supervision that they require to work and use the facilities safely;
- e. To develop safety awareness amongst all employees and visitors. As a result of this, create individual responsibility for health and safety at all levels;
- f. To implement procedures to deal with serious and imminent danger;
- g. To provide a safe environment for all visitors to the Company's premises bearing in mind that these visitors may not necessarily be attuned to certain aspects of the Company's environment;

- h. To control effectively the activity of all outside suppliers and contractors when on the Company's premises it is the intention of the Management that, apart from routine supervision and control of contractors, this aim will be achieved in part by demanding copies of the contractors' Health and Safety Policies and Method Statements as necessary;
- i. To regularly meet to discuss risk reduction measures and our Safety Management System and to keep it in line with changes in current legislation.
- J. To ensure that this policy is used to provide a practical working document and to ensure that it's contents are publicised fully and regularly updated.
- k. To hold an annual review of our health and safety management system.
- l. To co-operate with the College's annual audit of the health and safety management system.

Health and Safety Document

Bradfield College Enterprises Ltd. has a Health and Safety Document that includes:

- Mission Statement
- Statement of Intent
- Risk Profile
- Safety Codes
- Safety Policy
- Normal Operating Procedures
- Emergency Action Plan
- A Responsibility Tree

Hirers of College facilities are welcome to review this document on request, but for your convenience and information we have provided the most important and relevant sections in the following pages. Hirers are required to familiarise themselves with this essential information and to comply with our health and safety policies and procedures. BCEL management would be happy to clarify and expand on any points hirers are unsure of.

Hirers' responsibilities

Hirers must nominate a leader to fulfil the role of 'temporary responsible person' for each group or subgroup using the College facilities. They will be asked to confirm in writing that they:

- Have been made aware of and fully understand the College's key health and safety policies and procedures.
- Will comply fully with all the duties to be undertaken.
- Will ensure that all members of their group are aware of the necessary health and safety information and follow the required procedures.
- Will keep written records as required.

The key health and safety matters for hirers to be aware of include:

- Health and safety essentials: evacuation and emergency contacts
- Fire safety
- Responding to other incidents
- Managing other risks

Health and safety essentials

Evacuation

On hearing a fire/evacuation alarm or a verbal warning all building occupants must:

1. Leave the building by the nearest available Fire Exit
2. Close all doors behind them.
3. Report to the person in charge at the assembly point.

At no time during evacuation should anyone:

- RUN* (walk quickly and calmly and do not panic)
STOP to collect any personal belongings.
TAKE RISKS or re-enter the building until authorised to do so.

Group leaders must ensure that they have considered how they will aid the evacuation of individuals requiring special assistance, e.g. disabled, young or elderly people and completed the required PEEPs for individuals requiring special assistance.

At the assembly point the person in charge of the group, or the most senior group representative present, must check to ensure that all members of the group have evacuated the building and are accounted for. The building must not be re-entered unless BCEL staff have informed the group leaders that it is definitely safe to do so.

Assembly Points

Category/Location	Evacuation Area
Houses	Loyd - Music Schools Car Park Army - Sunken Garden House on the Hill - Faulkner's Green Field – Field House Car Park Hillside – Hillside field The Close –Faulkner's Green Armstrong - Armstrong House Car Park Palmer - Palmer House Car Park Stevens – Stevens House Car Park Faulkner's – Faulkner's Green Stanley – Stanley House Car Park
Main College (Incl. College accommodation, as appropriate, Chapel, Dining Hall and Kitchens, Bloods, Geography Schools, Warden's Room, SCR, College Office, Development Office, SSSD, Big School, chapel, all departments in College buildings, IT Room, Dining Hall)	Major Field (at the marked assembly point)
Art Biology Chemistry D & T	Church Lane (by Church) Major Field Major Field House on the Hill Car Park

Library Mathematics Modern Languages Music School Physics Religious Studies (Moat)	Major Field Sunken Garden Major Field Sports Complex Major Field Major Field
CCF Faulkner's Dining Hall and kitchens Greek Theatre Sports Complex/) Gymnasium/Swimming) Pool and Pinewood) Changing Rooms) Kitchens Medical Centre	Major Field Faulkner's Green Sports Complex Car Park Sports Complex Car Park Sports Complex Car Park Sports Complex Car Park Major Tanners Mews

Emergency Contacts

If an immediate response from the emergency services is required, they should be called straight away by calling 999 (or 112) directly. They will require the following information:

- Which service you require
- The nature of the incident
- The location of the incident (please see appendix for map grid references)

BCEL Call out

Following any call to the emergency services, or for other significant incidents, please contact the BCEL management team immediately on:

- 0118 964 4570 (office – normal working hours)
- 07734 924 722 (duty mobile – manned 24 hours a day)

Fire safety

Background: Regulatory Reform (Fire Safety) Order 2005

The Regulatory Reform (Fire Safety) order 2005 applies in England and Wales and it covers general fire precautions and other fire safety duties which are needed to protect 'relevant persons' in case of fire in and around the premises ('relevant persons' includes any person lawfully on the premises and any person in the immediate vicinity, but does not include firefighters carrying out firefighting duties). The Order requires fire precautions to be put in place 'where necessary' and to the extent that it is reasonable and practicable in the circumstances of the case.

Responsibility for complying with the Order rests with the 'responsible person'. At Bradfield College this is the Bursar. The College has undertaken a fire risk assessment focusing on the safety of all 'relevant persons' in the case of fire, with particular attention paid to those at special risk, such as disabled people, those who are known to have special needs and young persons. The fire risk assessment has been used to help identify risks that can be removed or reduced and to decide the nature and extent of the general fire precautions that need to be taken.

The occupation of boarding houses is limited to supervised groups. When College premises are hired to a third party the College retains overall responsibility for fire safety, but some or all of the duties of the 'responsible person' are passed on to the hirer under their hiring agreement. The hirer therefore becomes a 'temporary responsible person'.

The purpose of this section of the health and safety briefing document is to ensure that:

- i) You have been made fully aware of the general fire precautions for College premises and the specific precautions for the buildings you are likely to occupy
- ii) Your legal duties and responsibilities as a 'temporary responsible person' hiring College premises are clearly established, communicated and understood. In documenting these duties and responsibilities we have taken into account that you will be less familiar with the layout of College premises and our fire safety provisions.

General Fire Safety Provisions

- Fire Detection
 - All boarding houses and main College buildings are equipped with a suitable fire detection system e.g. smoke and heat detectors. These detection systems are tested regularly by College staff.
- Fire warning
 - All boarding houses and main College buildings are equipped with a fire alarm system connected to the fire detection system and break-glass call-points. These warning systems are tested regularly by College staff.
 - For residential groups, a demonstration of the fire alarm system for the boarding house must be completed as soon as possible after arrival (see below).
- Procedures in the event of fire safety systems being out of order
 - BCEL management will check the automatic fire detection and alarm systems on a regular basis to ensure they are working properly and will address any problems immediately. If other individuals believe that detection and alarm systems may be out of order they should inform BCEL management straight away.
 - If automatic fire detection or alarm systems are out of order BCEL management will put alternative procedures in place to ensure that fires will be detected and that an alarm can be raised.

- Key escape routes and exits to reach a place of safety
 - Escape routes and emergency exits are clearly marked. The 'temporary responsible person' for the group must familiarise themselves and all members of the group with the escape routes, exits and assembly points for the areas they are occupying.
- Checking that escape routes are clear of obstructions and combustibles
 - BCEL staff will check escape routes each day to ensure they are clear of obstructions and combustibles. The 'temporary responsible person' for each group is also expected to ensure that their group keeps escape routes clear of obstructions and combustibles at all times.
- Fire doors
 - It is a requirement of the Fire Officer that **all** fire doors are in operation throughout your stay. Please do not allow any fire door to be blocked or held open. All fire doors must be closed at night and checked on a daily basis.
- High fire risk areas
 - Residential groups are reminded that kitchens present particular fire hazards. Users of kitchens must therefore take appropriate precautions when using or leaving these rooms and children should not be left unattended in these areas.
 - There are other specific areas around the College where flammable or explosive materials are stored. These are clearly marked and access to them is restricted.
- Smoking policy
 - In accordance with UK legislation, smoking is prohibited in all enclosed areas. Bradfield College policy also restricts outdoor smoking to specific designated areas (please see relevant section for more detail).
- Limitations on numbers of people
 - Certain rooms have specified limits on the number of occupants. If a group is using one or more of these rooms, BCEL management staff will inform the 'temporary responsible person' of these limits and the 'temporary responsible person' will be expected to ensure that these limits are adhered to.

Key Health and Safety Roles

- *Temporary Responsible Person.*
This should be a member of the hirer's staff. It is the responsibility of the Temporary responsible person to ensure that the information contained in the Health and Safety for Hirers document is passed on to the group and the health and safety requirements of Bradfield College Enterprises are met. This person is ultimately responsible for the overall health and safety of the group. In addition to this, the Temporary Responsible Person will ensure:
 - The College smoking policy is adhered to
 - No naked flames are lit
 - Rooms do not become overcrowded
 - Rooms are not used for purposes other than those for which they were intended
 - Noise levels cannot drown out the fire alarm
- *Fire Officer.*
This should be a member of the hirer's staff. It is the responsibility of the Fire Officer to ensure that:
 - The group adhere to the fire regulations of the boarding houses
 - To keep an up-to-date list of residents by the fire alarm panel
 - To manage the fire drills
 - To liaise with BCEL staff and Management in the event of an emergency.

- *Deputy Fire Officer.*
This should be a member of the hirer's staff. It is the responsibility of the Deputy Fire Officer to perform the duties of the fire officer in the event that he / she is unavailable. In the event of a fire, the Deputy Fire Officer will assist the Fire Officer in the evacuation.
- *House Liaison Officer.*
The House Liaison Officer is a member of BCEL staff who will perform basic Health and Safety checks in the boarding houses each day and facilitate the fire drills as required. The House Liaison Officer is the only member of a house team that should disable a fire alarm.

Briefing groups

- BCEL management will carry out a briefing for groups when they arrive at Bradfield. This will cover the core elements of fire prevention and response in the event of fire or an alarm. This will be repeated whenever new group members arrive. Specific items to be covered will include:
 - Who is supervising the group and how to identify them
 - The emergency warning signal
 - The location of exits and escape routes
 - Evacuation procedures
 - The location of assembly points
 - What will happen after evacuation and assembly e.g. re-entry to the building
 - The College smoking policy
- BCEL management will also provide each residential group with a copy of the floor plans for their boarding house(s) showing the location of emergency exits and fire extinguishers.
- The 'temporary responsible person' for each group will inform BCEL management when these briefings will be required and will assist the delivery of these sessions.
- The 'temporary responsible person' for each group will be expected to provide a more detailed briefing to their own staff .
- The 'temporary responsible person' will complete the notice in the lobby of the boarding house detailing the name and contact details of the following
 - The 'Temporary Responsible Person'
 - The Fire Officer
 - The Deputy Fire Officer
- For residential groups, BCEL staff will arrange for a fire escape practice at the earliest opportunity with all intended occupants (this must be within 48 hours of arrival). The BCEL staff will lead the practice and explain the procedure to the group's Fire Officer. Further fire escape practices should then be completed when each new group arrives.
- The 'temporary responsible person' is required to maintain a list of names of all members of the group (and sleeping locations for all occupants of a boarding house) and to have this list available at the assembly point following any activation of the alarm. BCEL management may request a copy of this list at any time during the stay.

Actions in the event of a fire or fire alarm

- What individuals should do if they discover a fire
 - Immediately operate the nearest alarm call-point
 - Only attack the fire if it is absolutely necessary because it obscures the means of escape.
 - If there is any doubt, evacuate the area according to the following instructions.
- Arrangements for fighting fires
 - Fire extinguishers and fire blankets are accessible in all buildings. They should however only be used for fighting a fire if it is absolutely necessary because it obscures the means of escape.
- Evacuation of premises

- On hearing a fire/evacuation alarm or verbal warning all building occupants must:
 - Leave the building by the nearest available fire exit
 - Close all doors behind them.
 - Report to the person in charge at the assembly point (assembly points for different buildings are listed in evacuation section above)
- At no time during evacuation should anyone:
 - *RUN* (walk quickly and calmly and do not panic)
 - *STOP* to collect any personal belongings.
 - *TAKE RISKS* or re-enter the building until authorised to do so.
- Responsibility for fire evacuations
 - All residential groups are responsible for their own fire evacuations. In the event of an actual fire the BCEL staff may assist the evacuation process but not lead it.
 - Group leaders must ensure that they have considered how they would aid the evacuation of individuals specially at risk and requiring particular assistance, e.g. disabled, young or elderly people, and ensure that such additional assistance is provided in the event of an evacuation. A risk assessment and Personal Emergency Evacuation Plan (PEEP) should be completed for each such individual.
- Assembly after leaving premises and procedures for checking whether the premises have been evacuated
 - At the assembly point the person in charge of the group, or the most senior group representative present, must check to ensure that all members of the group have evacuated the building and are accounted for. The building must not be re-entered unless it is definitely safe to do so.
- Residential groups
 - For residential groups, the 'temporary responsible person' must appoint a House Fire Officer and a Deputy who will assume responsibility for the following procedures in the event of a fire alarm activation.
 - Maintain the list of occupants as above and produce the list at the assembly point when the fire alarm is activated. This is to check that everyone has evacuated the building and is accounted for.
 - Liaise with a member of BCEL management or the House Liaison Officer who will investigate the source of the alarm.
 - Only BCEL staff may silence or reset the alarm, deal with any broken glass call-points and give clearance for occupants to go back into the building.
- **Calling the fire rescue service and any other necessary services**
 - **If an immediate response from the emergency services is required, they should be called straight away by calling 999 (or 112) directly. They will require the following information:**
 - **Which service you require**
 - **The nature of the incident**
 - **The location of the incident (please see appendix for map grid references)**
 - Following any call to the emergency services, in the event of an alarm activation or for other significant incidents, please contact the BCEL management team or the House Liaison Officer on:
 - 0118 964 4570 (office)
 - 07734 924 722 (duty mobile – manned 24 hours a day)

- Procedures for meeting the fire service on their arrival and notifying them of any special risks
 - The HLO / BCEL management team will attend the incident as quickly as possible and will usually arrive before the emergency services to liaise with them and inform them of any special risks.
 - In the event that the emergency services arrive before the HLO / BCEL management team, the person in charge of the group, or the most senior group representative present, should meet the fire service on their arrival and provide information as best they can until the HLO / BCEL management arrive. They should also tell the fire service that HLO / BCEL management are on their way to help manage the incident.

Responding to other incidents

Bomb alerts

Terrorists have been active on the UK mainland for over 30 years, but attacks have generally been limited to major cities or towns. The College has a procedure for dealing with bomb threats, the main aspects of which include informing the police and carrying out an evacuation as described in 'Fire Evacuation'. Hirers receiving a bomb threat themselves should inform the police and contact BCEL management straight away.

Hirers finding a suspicious package/item should assess the situation and if they have any doubt about the package dial 999 for police attendance and contact BCEL management straight away. Staff should be informed to be ready for evacuation and further instructions should be taken from the police.

Structural failure

Should any part of the structure of a building become unsafe so as to render it dangerous for use evacuation procedures should be initiated and BCEL management should be contacted straight away.

Overcrowding

Certain rooms have specified limits on the number of occupants. If a group is using one or more of these rooms, BCEL management staff will inform the group leader of these limits and the group leader will be expected to ensure that these limits are adhered to.

Group leaders should be diligent regarding the number of occupants in all rooms and should act if they feel that there is a risk of overcrowding.

Power Failures

In the event of a power failure please contact BCEL management (or the House Liaison Officer in a boarding house) straight away so they can attend to assess the situation and advise on the appropriate action. It may be necessary to evacuate the building and emergency lights will activate automatically to provide sufficient illumination to permit the safe evacuation of buildings.

Flooding

BCEL management will attempt to warn groups if there is a risk of flooding on the site and will take steps to protect buildings from the risk. If a building is flooded it may well be necessary for BCEL management to evacuate the building, partly due to the electrical risk that can arise, and group leaders will be asked to assist in the evacuation process. BCEL management will then discuss further responses and alternative arrangements with group leaders.

Accidents and Incidents

Discovery of a casualty

For minor injuries (those which would not result in a life threatening situation if handled properly), the group member should seek first aid assistance from their own group leaders or from BCEL staff using the nearest First Aid supplies (see below). The person dealing with the incident must complete an Accident Report Form and forward this to BCEL management (see below).

For major injuries or life threatening situations, the emergency services should be called directly and immediately (**phone 999**). BCEL management should also be informed and first aid administered using the nearest First Aid supplies. BCEL management will complete an Accident Report Form (see below).

First Aid

BCEL provides one first aid box in its main office as well as keeping a number of spare boxes for use on remote events. There are first aid posts at the following locations within the residences, departments and sports facilities of the College:

All Boarding Houses, Accounts Office, Art School, CCF, Catering, Design and Technology Centre, Sports Complex, Tennis Centre, Science Labs, SCR, AWP Pavilion, Rectory Pavilion, New Ground Pavilion, Hill 2 Pavilion, each minibus.

Each first aid box is placed in a clearly identified and readily accessible location.

In the event of a facility having to be evacuated a member of BCEL staff will take out with him/her a portable first aid kit in order to administer first aid.

Group members who require specific medical/first aid supplies, such as inhalers and epipens, should be advised that it is their responsibility to provide and carry these items with them.

The BCEL 'Lettings and Events Manager' and 'Assistant Lettings and Events Manager' have completed 'Appointed Persons First Aid' courses and other BCEL staff have completed 'Emergency Life Support Adult' courses. During the working day there are other members of College staff on site who have completed the 4 day 'First Aid at Work' certificate, for instance at the Sports Complex.

Accident and Incident Reporting

BCEL management must be notified of all accidents and incidents, including near misses, and BCEL management will complete a report for all accidents and incidents as soon as possible after the accident or incident has been dealt with. BCEL management will also carry out an investigation to consider the causes and contributing factors and to identify whether further action is required to reduce or remove the risk from a hazard.

Reporting of Injuries and Dangerous Occurrences Regulations (RIDDOR)

Health and Safety legislation requires certain specified incidents to be reported to the HSE Incident Contact Centre. These include deaths, major injuries, some work-related diseases and some dangerous occurrences. BCEL management must be contacted immediately about any incident that could be reportable under RIDDOR so they can act accordingly.

Lost persons

Groups are expected to have appropriate procedures in place to ensure that members of their group, especially children, know where to go and do not become separated from their groups.

Group members should be advised to contact any member of College staff if they become lost on the campus. College staff will take any individual reporting themselves as 'lost' to reception, where attempts will be made to contact their group leader.

If a group leader becomes aware that they have 'lost' a member of their group on campus they should contact reception and BCEL management (or the House Liaison Officer in a boarding house) so they can lead efforts to locate the lost individual.

Indecency

If a group leader becomes aware that any type of indecent behaviour has occurred on site the matter should be dealt with seriously and BCEL management should be informed immediately so they can respond according to the company's procedures. Residential groups are also expected to have their own procedures in place to respond appropriately and assist their group members, but BCEL

management should still be called so the response can be properly co-ordinated. The group leader or BCEL manager dealing with the incident must fill out an Incident Report Form (see above).

Security breach

In the event of a security incident, e.g. an intruder, threatening or violent behaviour, wilful damage or theft, the police should be contacted if appropriate (**call 999 if an immediate response is required, or 0845 8 505 505 if not**). BCEL management should also be contacted immediately so the response can be properly co-ordinated.

An Incident Report must be completed for any security breach or threat.

Managing other risks

Road Safety

Bradfield College has worked closely with the West Berkshire Council to develop traffic calming measures through the village, but groups must still be conscious of the hazard presented by passing traffic. Group leaders should advise their group members to take care when crossing roads in the village or when walking along certain narrow footpaths adjoining the roads.

Groups with children are advised to consider whether they should put additional procedures in place e.g. supervising road crossings.

Electrical Safety

BCEL will maintain all College electrical apparatus in a manner so as to prevent danger. Group leaders are requested to report any potential defects or concerns to BCEL management immediately to help ensure that BCEL meets its duties.

Group leaders are expected to ensure the electrical safety of any equipment that they or their group members use on site and to adopt good practice with respect to basic electrical safety. If a group wishes to use larger electrical items and not just domestic appliances (e.g. disco equipment, PA systems or amplified instruments) then the arrangements for this must be agreed with BCEL management in advance.

Alcohol and Drugs

Group leaders are expected to have suitable policies and procedures in place to try to ensure that their group members do not become a risk to themselves or others due to the influence of alcohol or drugs.

BCEL staff will contact group leaders if they believe that action needs to be taken in respect of a group member who they suspect may be under the influence of alcohol or drugs. BCEL management will inform the police if a group member is suspected of dealing in drugs.

Medication and medical care

Residential groups are expected to have appropriate procedures in place for the safe storage and administration of all medications. They should also make provision for group members requiring specialist medical care and should consider informing BCEL management about individuals with significant conditions or needs.

Smoking Policy

It is the policy of Bradfield College that all our workplaces are smoke-free, and all employees have a right to work in a smoke-free environment. Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace. This includes College minibuses and all vehicles that are used for College purposes. This policy applies to all employees, consultants, contractors, customers and visitors.

Smoking is therefore prohibited in all areas of the College premises at all times except in outside locations, which have been specifically designated as smoking areas are as follows:

- Rear of Art School
- Rear of Sports Complex
- Rear of Faulkner's Dining Hall compound
- Courtyard to rear of House-on-the-Hill
- BBQ area behind Field House
- The marked area by Gray School & the playing fields

Smokers must use the disposal bins available in the designated areas to minimise the risk of fire and avoid litter.

As a smoke free environment is a legal requirement, College disciplinary procedures will be followed if group members do not comply with this policy. They will be liable to pay a £50 fine for the first breach and should a second breach occur they will be asked to leave the College and be escorted from the premises if necessary. Those who do not comply with the smoke free law may also be liable to a criminal prosecution.

Storage of hazardous items

BCEL staff will take appropriate measures to ensure that access to hazardous items is restricted and that such items are stored securely. Group leaders are asked to contact BCEL management if they are concerned about the risk of group members gaining access to hazardous items.

If group leaders plan to bring any hazardous items onsite they must discuss this in advance with BCEL management to ensure that appropriate procedures are put in place for their safe use and storage.

Security

BCEL takes measures to ensure the security of the site, e.g. an overnight security patrol, and each property on the site e.g. keypad access to boarding houses. Classrooms will be unlocked at 7.30am and locked as soon as groups have finished teaching for the day. It is the responsibility of the group leaders to ensure that boarding houses are left secure when unoccupied. Group leaders are asked to advise BCEL management of their daily routines so BCEL staff can help to keep College facilities secure.

Group leaders are also advised to take appropriate measures to ensure the security of their group members and their property. If group leaders are aware that a member of their group or a specific piece of property presents a particular security risk, they should discuss this in advance with BCEL management.

HEALTH AND SAFETY CONFIRMATION

I confirm that I _____ in the capacity of _____ and now known as the 'temporary responsible person' for the _____ group resident at / hiring facilities at Bradfield College during the period ___/___/___ to ___/___/___ have been made aware of and fully understand the Bradfield College policies and procedures given to me by _____, _____ and identified below. I will comply fully with all the duties that I must undertake and I will keep written records as required. I will also ensure that other members of my group are made aware of important health and safety information and that they comply with the required policies and procedures.

Signature _____

Date _____

Section /Policy / Procedure	Initials
Introduction	
Health and safety essentials <ul style="list-style-type: none"> • Evacuation • Emergency contacts 	
Fire safety <ul style="list-style-type: none"> • Background • General fire safety provisions • Key Health and Safety Roles • Briefing groups • Actions in the event of a fire or fire alarm • Other responsibilities 	
Responding to other incidents <ul style="list-style-type: none"> • Bomb alerts • Structural failure • Overcrowding • Power failures • Flooding • Accidents and incidents • Accident and incident reporting • RIDDOR • Lost persons • Indecency • Child abuse • Security breach 	
Managing other risks <ul style="list-style-type: none"> • Road safety • Electrical safety • Alcohol and drugs • Medication and medical care • Smoking policy • Storage of hazardous items • Security 	