

This sets out the College's policy on Health and Safety and about how you can contribute to the College's efforts to maintain a high standard of health, safety and welfare for everyone.

### **Health and Safety Responsibilities:**

Varndean College comes under the jurisdiction of the Health and Safety at Work Act 1974. The Corporation is fully committed to ensuring the health, safety and welfare of all employees and students, so far as is reasonably practicable. Each student will be provided with such information, instruction and training as is necessary for the safe performance of their studies and recreational or social activities. Each employee and student **must** co-operate with the college to enable all statutory duties to be complied with.

Student responsibilities:

- Take reasonable care for your own health and safety
- Consider the safety of others who may be affected by your acts or omissions
- Do not intentionally mis-use or interfere with anything that has been provided for health and safety reasons (College disciplinary procedures will be implemented against offenders)
- Report any hazardous defects in equipment, or shortcomings in existing safety arrangements, to a member of staff immediately
- Do not undertake any task or operate any equipment for which authorisation and/or training has not been given
- Observe all published regulations and College Codes of Practice relating to safety in workshops, laboratories or classrooms

**Day-to-day Health and Safety:** The following are some of the simple things we can all do to keep the College as safe and healthy as possible:

- Do not block fire exits – either inside or outside – with bags or equipment, bikes or cars
- Keep corridors and staircases clear of obstructions and report any items that could cause a fall
- Do not park on college grounds unless prior authorisation has been obtained. Persistent offenders will be subject to disciplinary action

- Do not distract other students or staff who may be operating machinery or equipment
- Do not carry out any task or operation that may endanger others if you are feeling ill or taking medication
- Ensure that good personal hygiene is maintained by thorough hand washing before leaving workshops and laboratories and after any outdoor physical activity
- Wear appropriate clothing for practical work
- Use any personal protective equipment (PPE) provided, as instructed by members of staff.

### **Health:**

- Alcohol, illegal drugs, legal highs and offensive weapons are not permitted on college premises.
- Smoking is not allowed anywhere on site.
- It is the responsibility of all students to inform a member of staff if there is a medical reason why they cannot follow their course, or participate in any activity.
- If you have a disability you should discuss this with your Head of School (Progress).

### **Accidents and Incidents:**

All accidents and incidents, whether they cause an injury or not, no matter how minor, must be reported to a member of staff. Accident forms are available at Reception. If you see something which seems unsafe, it is your responsibility to inform a member of staff.

### **First Aid:**

First Aid facilities are available at various locations throughout the college. Notices stating the location of these facilities are displayed in each room. Members of staff trained in First Aid, with their telephone extension number, are also displayed in each room. If you require First Aid, inform a member of staff.

### **Evacuation:**

If the Fire Alarm sounds you should leave the building by the quickest route to your assembly point. Details of evacuation routes and assembly points are displayed in each room. It is your responsibility to read the notices carefully and to follow instructions during any emergency situation.

**Fire Procedure:**

- If a fire is discovered, operate a fire alarm immediately.

Inform the college office (or out of college hours – the site supervisor). The fire brigade will be notified by them. In a serious emergency dial 999 yourself.

- The alarm bell must not be used for any other purpose.
- Evacuate the building, closing doors and windows if possible, but without taking personal risk.
- Walk to your nearest exit quickly, without panic and in an orderly fashion.
- Keep away from the building and go to the designated assembly point.
- Do not re-enter the building until informed it is safe to do so.

**The Designated Person for Child Protection is Jill Sawyer; please contact her if you are concerned for your own or another's safety.**

# Health and Safety Information