

ITALIA CONTI

Health and Safety Policy

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This policy will be reviewed and approved by the Policy Steering Group annually.

Contents

1 Statement of Intent:.....	5
2 Aims	5
3 Legislation.....	5
4 Location(s)	6
4.1 What 3 Words (locator).....	6
4.2 External Locations.....	6
5 Organisation and Responsibilities	6
5.1 Accountability	6
5.2 Health & Safety Lead	7
6 Duty of Care	7
6.1 Employer's duty of care	7
6.2 Employees' duty of care	7
6.3 Students'/parents'/carers' duty of care.....	8
7 Monitoring arrangements and record keeping.....	8
8 Resources.....	9
9 Health & Safety Planning	9
10 Training Needs.....	9
11 Programme/Course Level	9
12 Health and Safety Documents	9
13 Premises Safety	10
13.1 Maintenance Issue Book	10
13.2 Workplace	10
13.3 Health and Safety Signs	10
13.4 Hiring Out of Italia Conti Premises.....	10
14 Contractors	11
14.1 Awarding Contracts	11
14.2 Before starting work	11
14.3 Contractor Vetting Questionnaire.....	11
14.4 Controls.....	11
14.5 Transport and vehicles on Italia Conti sites.....	11
15 Emergency Procedures.....	11
15.1 First Aid/Medical	11
15.2 Appointed Persons – Emergency First Aid Training	11
15.3 First Aid Equipment	12
15.4 Accidents.....	12

15.5 Fire Risk Assessment.....	13
15.6 Fire and Evacuation Procedures	13
16 Equipment Safety.....	13
16.1 Standards of Equipment Purchasing and Maintenance	13
16.2 Work Equipment.....	13
16.3 Electricity at Work – Electrical Testing	13
16.4 Electrical Work	14
16.5 Gas Safety	14
16.6 Legionella.....	14
16.7 Asbestos.....	14
16.8 Substances Hazardous to Health (COSHH)	15
16.9 Lifting Equipment.....	15
16.10 Pressure Systems	15
16.11 Non-Ionising Radiation	15
16.12 Hot works	16
17 Personal Health and Safety	16
17.1 Risk Assessments	16
17.2 Persons with Special Needs	16
17.3 Smoking on Premises.....	17
17.4 Young Persons	17
17.5 Lone Workers	17
17.6 Visitors to Italia Conti.....	17
17.7 Violence to Staff	17
17.8 Security	18
17.9 Manual Handling	18
17.10 Off-site visits (non-performance).....	18
17.11 Lettings.....	18
17.12 Display Screen Equipment	19
17.13 Personal Protective Equipment (PPE)	19
17.14 Electrical Equipment.....	19
17.15 Working at height	19
17.16 Managing Stress in Italia Conti	19
17.17 Environmental Protection	19
17.18 Working Time	20
18 Educational Trips, Excursions and Off-Site Activities	20
18.1 Staff responsibilities.....	20
18.2 Safeguards.....	20

18.3 First Aider	20
19 Students in employment.....	20
20 Transporting Students/Students in Staff Cars	20
20.1 Staff driving students	20
21 Infection disease management	20
21.1 Students vulnerable to infection.....	21
21.2 Exclusion periods for infectious diseases	21
21.3 New and expectant mothers	21
22 Inspections and Monitoring	22
22.1 Monitoring Arrangements	22
23 Links with other policies	22
Appendix A: Infection prevention and control	23
Appendix B: Recommended absence period (infection spread prevention).....	25
Appendix C: Reporting Major Injuries	29
Appendix D: Investigating Accidents and Incidents.....	31

1 Statement of Intent:

It is the policy of Italia Conti to ensure, so far as is reasonably practicable, the health, safety and welfare of its students, employees, visitors, and contractors while they are at work and of others who may be affected by their undertakings, and to comply with the Health and Safety at Work Act 1974 and all other relevant health and safety legislation as appropriate.

2 Aims

Italia Conti will:

- provide and maintain a safe and healthy environment;
- establish and maintain safe working procedures amongst staff, students and all visitors to Italia Conti's sites;
- have robust procedures in place in case of emergencies;
- ensure that the premises and equipment are maintained safely and are regularly inspected.

3 Legislation

In formulating this policy, Italia Conti has paid regard to advice from the Department for Education on [health and safety in schools](#), guidance from the Health and Safety Executive (HSE) on [incident reporting in schools](#), and the following legislation:

- The Control of Substances Hazardous to Health Regulations 2002, which require employers to control substances that are hazardous to health;
- The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by someone on the Gas Safe Register;
- The Health and Safety at Work etc. Act 1974, which sets out the general duties employers have towards employees and duties relating to lettings;
- The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test;
- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees;
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training;
- The Regulatory Reform (Fire Safety) Order 2005, which requires employers to take general fire precautions to ensure the safety of their staff;
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and

Safety Executive and set out the timeframe for this and how long records of such accidents must be kept;

- The Work at Height Regulations 2005, which requires employers to protect their staff from falls from height;
- Italia Conti follows national guidance published by UK Health Security Agency (formerly Public Health England) and [government guidance on living with COVID-19](#) when responding to infection control issues.

All members of staff are required to read this document thoroughly and familiarize themselves with their responsibilities as outlined. Hard copies of the relevant policies will be made available in the staffroom, and all staff are required to confirm that they have read this policy.

4 Location(s)

Italia Conti operates from a number of sites including, but is not limited to:

Italia Conti, 2 Henry Plaza, Woking, GU21 6BU

4.1 What 3 Words (locator)

The What3Words locator is: oppose.clouds.phones.

4.2 External Locations

When hiring other buildings/sites for classes or rehearsals, the policies related to Health and Safety and good practice are integrated alongside any already established policies of those premises to continue Italia Conti's duty of care to all staff, students and visitors. Note: neither Italia Conti nor its Directors have direct responsibility for the health and safety provisions of non-Italia Conti premises.

5 Organisation and Responsibilities

5.1 Accountability

The Senior Leadership Team has a duty to take reasonable steps to ensure that staff and students are not exposed to risks to their health and safety. This applies to activities on or off the Italia Conti premises. Advice from the Department of Education states the governing body of Italia Conti must ensure that there is a policy on health and safety in place, and that annual risk assessments are carried out to ensure that the fire precautions needed are in place¹. The governing body has ultimate responsibility for health and safety matters within the institution, but will delegate day-to-day responsibility to the CEO and the Senior Leadership Team.

The CEO as the overall manager accepts full responsibility for the entire site within the resources provided and in accordance with priorities set by the Italia Conti. In the absence of

¹ Department for Education, *Governors' Handbook for Governors in Maintained Colleges, Academies and Free Colleges*, January 2014, available from: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/270398/Governors-Handbook-January-2014.pdf [Accessed: 5/7/2024].

the CEO, the designated officer should be the Chief Operating Officer (COO), who, as the day-to-day manager, accepts full responsibility for health and safety matters at all Italia Conti premises within the resources provided and in accordance with priorities set by the Senior Leadership Team. The Chief Operating Officer will report to the Senior Leadership Team and the governing body on health and safety matters (as appropriate).

5.2 Health & Safety Lead

The nominated Health and Safety Lead is the Chief Operating Officer.

6 Duty of Care

6.1 Employer's duty of care

Italia Conti, as the employer, has a duty to implement this *Health & Safety Policy*. In doing so, it will:

- ensure that there are enough staff members to safely supervise students;
- ensure that the Italia Conti premises are safe and regularly inspected;
- assess the risks to staff and others affected by Italia Conti's activities in order to identify and introduce the health and safety measures necessary to manage those risks;
- ensure that all risk assessments are completed and reviewed
- inform employees about risks and the measures in place to manage them;
- ensure that adequate health and safety training is provided;
- ensure that appropriate evacuation procedures are in place and regular fire drills are held;
- ensure that persons with a post of special responsibility, whether teaching or nonteaching, will be required to develop suitable and sufficient risk assessments and to prepare, implement and monitor safety policies, practices and procedures within their particular areas and within their sphere of control;
- ensure that class teachers/tutors exercise effective supervision of their students, to know the emergency procedures, to check their classrooms and studios are safe, that equipment is safe before use, and to ensure safe working practice and procedures are followed.
- monitor cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary.
- [consider reduction in risk ratings and action completion as additional KPIs](#)

6.2 Employees' duty of care

No safety policy can be successful unless it actively involves everyone. All employees are reminded they have a duty under the Health and Safety at Work Act 1974 to co-operate with the Health and Safety and Welfare Officers and to assist them in so far as is necessary in meeting their delegated responsibilities. Staff have a duty to take care of students in the same way that a prudent parent/carer would do so.

To this end, all employees are required to:

- take reasonable care of their own health and safety and that of others who may be affected by what they do at work;
- co-operate with Italia Conti on health and safety matters;
- keep their own work area free of all unnecessary hazards;
- comply with all health and safety rules, which may be in force;
- use all safety equipment or personal protective equipment, which may be issued, and report any defects found in the equipment;
- report all hazards, injuries, dangerous occurrences, near miss accidents or any work situation of serious and immediate danger to their Manager/Reception so that remedial action can be taken;
- model safe and hygienic practice for students;
- work in accordance with training and instructions;
- understand emergency evacuation procedures and feel confident in implementing them.

Note: Italia Conti encourages full and effective consultation on health and safety with all its employees.

It is a requirement that all members of staff read this *Health and Safety Policy* thoroughly and familiarize themselves with their responsibilities as outlined.

6.3 Students'/parents'/carers' duty of care

Italia Conti recognises it owes a special duty of care to its students but likewise expects them to exercise personal responsibility for their own health and safety and that of their peers; to comply with all Italia Conti's *Code(s) of Conduct*, rules and terms and conditions, in particular those on safety and emergencies, and not to wilfully misuse, or interfere with anything provided for their safety or the safety of others. Students are also responsible for reporting any health and safety incidents to a member of staff.

Students and visitors are responsible for following the Italia Conti's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

7 Monitoring arrangements and record keeping

Regular external monitoring and full health and safety checks, including fire risk, building safety and equipment, are carried out on an annual basis by Service Master's Maintenance and Engineering Company.

Fire checks are carried out by our maintenance and engineering company, Capstone and Zeta Services.

Records and reports from these visits, together with risk assessments, are held by the Chief Operating Officer on Blue Lemon™ (our Health and Safety Management system).

All health and safety documentation is held on Blue Lemon™.

8 Resources

The CEO, through the Senior Leadership Team and the Board of Directors, will be required to allocate sufficient resources to overcome, so far as is reasonably practicable, deficiencies within their sphere of control after undertaking a suitable and sufficient risk assessment.

Italia Conti will make and implement such arrangements as are appropriate for its activities including:

- effective planning;
- effective organisation;
- effective control;
- effective monitoring and review of its preventative and protective measures.

9 Health & Safety Planning

The Senior Leadership Team will prioritise health and safety matters and ensure that major decisions form part of any Italia Conti development plan. Health and Safety is a standing item on the agenda of Senior Leadership Team and Board meetings and include discussion of any identifications arising from the Health and Safety Committee meetings.

10 Training Needs

The Chief Operating Officer (COO) will ensure, where appropriate and after consultation with the appropriate employee, that adequate health and safety training will be given to enable each employee to carry their duties: this applies to all employees, both teaching and non-teaching.

Health and Safety Training/Instruction will be given:

- upon induction;
- when being exposed to new or increased risks because of:
 - increased responsibility;
 - new or changed work equipment;
 - new work systems; and
 - new technology.

11 Programme/Course Level

Health and Safety will be a standing item on the agenda of termly staff meetings and will be minuted. It will also be discussed in the monthly Health and Safety Committee.

12 Health and Safety Documents

Italia Conti has a single all-encompassing *Health and Safety Policy*, which covers all aspects of the organisation's activities. It should be read in conjunction with employee information contained in the Italia Conti *Staff Handbook*, and associated policies, such as *Risk Assessments*, *Production and Performance Policy* listed in paragraph 23 below.

A variety of different documents are produced on health and safety issues targeted at specific areas, and it is the CEO's responsibility to ensure that all students, teaching and non-teaching staff and (where necessary) governors acquaint themselves with all relevant documents and procedures.

Publicly available policies are accessible from the main website at <https://www.italiaconti.com/about-us/policies/>. Non-public facing policies are available from a 'Policies' group in Italia Conti's Microsoft Teams.

Risk Assessments and Health and Safety monitoring documentation is stored on the Blue Lemon™ site.

13 Premises Safety

13.1 Maintenance Issue Book

Italia Conti keeps a Duty Manager's *Logbook* onsite (accessed through Reception), which is to be used to record any maintenance issue or possible hazard, that may be identified on the premises. It is the responsibility of the Duty Manager to respond to the hazard via email as soon as possible, even if the decision is to maintain the status quo. Entries should be regularly reviewed by Italia Conti's Health and Safety Committee and the Chief Operating Officer.

13.2 Workplace

Italia Conti will maintain a safe and healthy workplace. This covers a wide range of issues such as the general conditions of the premises, floors, passages, stairs, lighting, temperatures, accommodation, workstations, sanitary conveniences, and welfare facilities. Regular inspections by the Caretaker, overseen by the Chief Operating Officer, will help to manage and maintain the requirements.

13.3 Health and Safety Signs

Italia Conti will ensure that prescribed pictogram safety and fire signs are displayed. A list of emergency contact persons and emergency isolation points is provided in the *Emergency Actions Plan Policy*, and the *Fire Alarm and Emergency Evacuations Procedure*. The signed Health & Safety Statement is clearly displayed in key staff areas.

13.4 Hiring Out of Italia Conti Premises

As Italia Conti's Senior Leadership Team is deemed under section 4 of the Health and Safety at Work Act etc. 1974 to be controllers of the premises outside of normal working hours they require all hirers (whether charged or not) to complete and adhere to Italia Conti's conditions of hire agreement, which is the responsibility of the Chief Operating Officer and which is available from their office.

Those who hire any aspect of an Italia Conti site or any facilities will be made aware of the content of Italia Conti's *Health and Safety Policy* and will have responsibility for complying with it.

14 Contractors

14.1 Awarding Contracts

Italia Conti recognises its responsibility for ensuring appropriate health and safety standards in any specifications and conditions of contract that they let. Contractor selection will be based on their:

- competence for the task;
- performance/quality standards;
- safety policy, procedures, and method statements; • legal indemnity;
- cost.

14.2 Before starting work

Contractors will agree health and safety practices with the CEO/Chief Operating Officer, or their representative, before starting work and provide evidence that they have completed an adequate risk assessment of all their planned work.

14.3 Contractor Vetting Questionnaire

Italia Conti has in place a formal procedure for vetting and managing contractors in line with RBHSS recommendations and Italia Conti's *Visitors' Procedure*.

14.4 Controls

In general, all contractors and sub-contractors must report to the office as soon as they arrive. They will be briefed on the emergency procedures for the site. If their work involves any risks to employees or other persons, then suitable arrangements must be made to protect them.

14.5 Transport and vehicles on Italia Conti sites

Before commencing work any contractors and sub-contractors must discuss with the Chief Operating Officer the movement and times when items requiring road transport will be delivered to Italia Conti's sites. This includes buses and deliveries. (Note: the loading bay for Victoria Place is owned by the landlord, and there is normally no vehicular site access).

15 Emergency Procedures

15.1 First Aid/Medical

In the event of injury or accident, there are first aiders available on site. The Welfare Team can also offer advice in the event of illness affecting a student's ability to fully engage with their studies.

15.2 Appointed Persons – Emergency First Aid Training

A number of persons will be trained and appointed as First Aiders to render first aid assistance where necessary. Training is renewed every three years.

The Appointed Person is the individual with the overall responsibility for first aid at Italia Conti: this is the Designated Safeguarding Lead.

First Aid training will be arranged and monitored by the Director of HR, in conjunction with the Safeguarding and Wellbeing Lead.

The First Aid Risk Assessment is reviewed annually and stored on Blue Lemon™.

15.3 First Aid Equipment

Italia Conti will post notices displaying the location of the nearest first aid room/equipment and any arrangements for contacting the Wellbeing Team.

It is the responsibility of the Wellbeing Team to ensure the site has all the first aid equipment it needs at all of its locations, and the First Aid contact notices are kept up to date. First Aiders should report any shortage of necessary First Aid items to the principal First Aiders.

The Wellbeing Team will check all first aid boxes every 6 months making any replacements when required.

15.4 Accidents

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

All accidents (including minor ones) to students, staff and visitors (including contractors, sub-contractors) **must** be recorded in appropriate detail. This report will usually be completed by the member of staff or first aider who deals with the accident.

Accidents involving students on Italia Conti premises will be recorded on their educational record on ProMonitor™. Accidents involving students off-site will be recorded on Blue Lemon, and also reported on the student's ProMonitor™. Additionally, any student injuries which occur onsite which may be deemed to require further investigation will be recorded on Blue Lemon.

All accidents involving staff and visitors will be recorded on Blue Lemon.

First aid and accident records/books will be retained for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

An injury report identifying trends in accidents/incidents will be provided to the Health and Safety Committee meeting on a monthly basis.

Certain injuries and conditions, details of which are listed in [Appendix C](#), must be notified immediately by the First Aider to the Health and Safety Executive (HSE) using the online forms found at <http://www.hse.gov.uk/> within 10 days of the incident.

Accidents to members of the public (including staff or students) that result in them being taken directly from Italia Conti to hospital must also be notified online; and if as the result of an accident or work-related ill health, an employee is unable to perform their duties for more than 7 days, the Chief Operating Officer will notify the HSE within 15 days.

The Chief Operating Officer will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Chief Operating Officer will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and

major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

15.5 Fire Risk Assessment

The Fire Safety folder for the Italia Conti site contains its fire risk assessment and all supporting documentation (including fire warning and evacuation arrangements) and is held in Reception.

The testing of fire safety equipment, such as fire alarms and the checking of fire extinguishers is carried out and recorded by the caretaker.

The reports on Fire Drills and any action planning arising from these are recorded by the Chief Fire Marshal(s).

Italia Conti will make any necessary arrangements to comply with its recommendations on issues such as frequency of fire drills, testing of appliances etc.

Fire risk assessment and audits are carried out by external advisors on a scheduled bi annual basis.

15.6 Fire and Evacuation Procedures

Please also refer to the *Fire Alarm and Emergency Evacuation Policy*.

16 Equipment Safety

16.1 Standards of Equipment Purchasing and Maintenance

It is the policy of Italia Conti whenever practicable to purchase and maintain equipment at recognised British Standards.

All equipment and machinery are maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place.

When new equipment is purchased, it is checked to ensure it meets appropriate educational standards.

All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

16.2 Work Equipment

The Caretaker, in conjunction with the Chief Operations Officer, will ensure that annual inspections are made of all work equipment, and that suitable records are kept. When necessary, this equipment will be repaired and maintained to prescribed standards. Records are held by the Chief Operations Officer.

16.3 Electricity at Work – Electrical Testing

The Chief Operations Officer will ensure that competent persons conduct the annual inspection of portable electrical equipment and PAT testing and that adequate records are kept.

16.4 Electrical Work

All staff are responsible for ensuring they use and handle electrical equipment sensibly and safely.

Any student or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them.

Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions.

Any potential hazards will be reported to the Duty Manager immediately.

Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment will only be carried out by a competent person.

Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed

Only trained staff members can check plugs.

All isolator switches are clearly marked to identify their machine

16.5 Gas Safety

There are no gas systems currently on the Italia Conti site.

In the event of the installation of any gas system, this will be carried out by a competent Gas Safe registered engineer.

Any gas systems will be inspected annually by a competent person (Gas Safe Registered engineer) and any maintenance, or repairs will be undertaken by such a competent person.

Gas pipework, appliances and flues will be regularly maintained, and records retained for audit by the Health and Safety officer.

All rooms with gas appliances will be checked to ensure they have adequate ventilation

16.6 Legionella

Italia Conti will ensure that a water risk assessment has been completed ensuring that the identified operational controls are conducted and recorded.

This risk assessment will be reviewed at least once every two years, or more frequently, according to any risks identified, and / or when any significant changes have occurred to the water system and/or building footprint

The risks from legionella are mitigated by regular checks by our building maintenance company.

16.7 Asbestos

Italia Conti's premises comply with modern building regulations and do not contain any asbestos in their construction.

16.8 Substances Hazardous to Health (COSHH)

Italia Conti is required to control hazardous substances, which can take many forms, including:

- chemicals;
- products containing chemicals;
- fumes;
- dusts;
- vapours;
- mists;
- gases and asphyxiating gases;
- germs that cause diseases, such as leptospirosis or legionnaires disease.

Control of substances hazardous to healthy (COSHH) risk assessments are completed by Italia Conti's building maintenance contractor, on behalf of the institution.

All substances/materials will have had a suitable and sufficient risk assessment made before being used. Staff will also be provided with protective equipment, where necessary. Staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information. It is Italia Conti's objective to eliminate hazardous substances and to substitute them with safer alternatives.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

Any hazardous products are disposed of in accordance with specific disposal procedures.

A copy of the cleaning company's COSHH report is held in the Cleaning Store.

16.9 Lifting Equipment

A competent person/engineer will examine on site such equipment as is specified in legislation and report their findings to Italia Conti, including regular LOLER assessments of 'lifting' equipment².

It is Italia Conti's responsibility to ensure that any and all safety defects are rectified before the equipment is used. The Chief Operations Officer holds copies of the records.

16.10 Pressure Systems

A competent person/engineer will examine such equipment on site as is specified by legislation and report their findings to Italia Conti. The Chief Operating Officer will need to ensure that safety defects are rectified before the equipment is used.

16.11 Non-Ionising Radiation

Equipment such as mobile phones, microwave ovens, infrared lamps, welders, photocopiers, laser printers, CD players, and multi-media computers, routers/Wi-Fi in Italia Conti can emit non-ionising radiation in the form of radio waves, microwaves, infrared heat, EMF, visible light

² Lifting Operations and Lifting Equipment Regulations 1998
Health and Safety Policy, 2024-2025.

and ultra-violet. Prolonged exposure to these can be harmful. Italia Conti will ensure a competent person properly maintains all such equipment.

16.12 Hot works

'Hot work' is any process that can be a source of ignition when flammable or combustible materials are present or can be a fire hazard regardless of the presence of flammable/combustible materials in the workplace. Common hot work processes are welding, soldering, cutting, grinding and brazing.

Alternatives to hot work (i.e., cold cutting) should be undertaken whenever reasonably practicable where there is a risk of fire or explosion. Where hot work is unavoidable, it should not be carried out unless it is authorised and properly supervised by an experienced manager or supervisor who has knowledge of the work to be carried out, the risks involved and the precautions to be taken.

A Hot Work Permit is required for hot work operations unless working in designated 'fire safe' area (e.g., welding shop). A Hot Work Permit is a formal written system and is an extension of the safe system of work and will specifically detail the work to be carried out, how and when it is to be done and the precautions to be taken. Hot work Permits are valid for one work shift and one task. If the work has not been completed before the permit expires, a re-issue of the permit is required.

Hot Work Permits are available from the Health and Safety Officer / Building Manager.

17 Personal Health and Safety

17.1 Risk Assessments

Italia Conti will:

- make a suitable and sufficient Risk Assessment for all its activities where a significant risk is identified;
- take the necessary preventative and protective measures to adequately control risk;
- [identify risks and review the level of risk in order to reduce this over time;](#)
- [Monitor risk ratings and action completion as additional KPIs as standard items on the Health & Safety Committee meeting agenda, in line with guidance from its appointed advisors, RBHSS;](#)
- [ensure that Risk Assessments held on the Blue Lemon™ site are regularly reviewed;](#)
- comply with the other requirements made under this and other Health and Safety Regulations.

17.2 Persons with Special Needs

Italia Conti will undertake an assessment of a person's special needs as necessary for that particular individual, and take actions as appropriate to ensure their health, safety and welfare when employed or on any Italia Conti site.

17.3 Smoking on Premises

Italia Conti does not permit smoking or vaping in any building on its premises. This rule applies to all persons across all of the Italia Conti site at all times.

17.4 Young Persons

Italia Conti, when offering to take a work experience student, will undertake the necessary risk assessments required to ensure that all placements are low risk.

A parent of a student under the minimum college leaving age (16) will need to receive comprehensible and relevant information concerning any risks the student may be exposed to and the control measures introduced by Italia Conti to minimise the risk.

17.5 Lone Workers

Italia Conti does not encourage lone working. In the event of lone working being required, Italia Conti will identify individuals “at risk” and make a suitable and sufficient risk assessment to ensure that appropriate arrangements are in place to overcome problems lone workers face on and off the Italia Conti’s site. Such activities may include:

- late working;
- weekend working;
- site manager duties;
- site cleaning duties;
- working in a single occupancy office;
- Remote working, self-isolation and/or remote learning

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure that they are medically fit to work alone.

17.6 Visitors to Italia Conti

All visitors to Italia Conti are required to report to Reception and to sign the Visitors’ Book.

If they are new to Italia Conti, visitors are briefed by an appropriate member of staff in order to familiarise themselves with the various safety/emergency procedures that may affect them.

All visitors must wear a distinctive identification badge and lanyard when they are on the Italia Conti site.

17.7 Violence to Staff

Italia Conti believes that staff should not be in any danger at work, and will not tolerate any form of violence to staff or students and will treat all such incidents with the utmost seriousness.

All staff will report any incidents of aggression or violence (including near misses) directed to themselves to their line manager/CEO immediately. This applies to violence from students, visitors, other staff and members of the public.

17.8 Security

Italia Conti will take all reasonable steps to protect its staff and (especially) its students against trespassers, intruders and like persons and will comply with its own guidelines on this issue at all times.

17.9 Manual Handling

Italia Conti will identify employees who need to move loads as part of their work, undertake risk assessments, and determine any appropriate steps including the provision of lifting equipment or training, to prevent the risk of injury during manual handling.

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

Staff and students are expected to use the following basic manual handling procedure:

- plan the lift and assess the load. if it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help;
- take the more direct route that is clear from obstruction and is as flat as possible;
- ensure the area where you plan to offload the load is clear;
- when lifting, bend your knees and keep your back straight, feet apart and angled out. ensure the load is held close to the body and firmly. lift smoothly and slowly and avoid twisting, stretching and reaching where practicable.

17.10 Off-site visits (non-performance)

When taking students off the college premises, we will ensure that:

- risk assessments will be completed where off-site visits and activities require them;
- all off-site visits are appropriately staffed;
- staff will take a mobile phone, an appropriate portable first aid kit, information about the specific medical needs of students, along with (where appropriate for under 18s) the parents/carers' contact details;
- there will always be at least one first aider on college trips and visits.

17.11 Lettings

This Policy applies to lettings. Those who hire any aspect of the college site or any facilities will be made aware of the content of the college's *Health and Safety Policy*, and will have responsibility for complying with it.

17.12 Display Screen Equipment

All staff who use computers daily as a significant part of their normal work will be asked to conduct a display screen equipment (DSE) self-assessment. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time

Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use).

17.13 Personal Protective Equipment (PPE)

Italia Conti will provide and maintain all necessary and appropriate personal protective equipment, which is required to ensure that its activities are carried out safely and without risk to health.

17.14 Electrical Equipment

Italia Conti will employ an external company to test portable electrical appliances and report as required by the Electricity at Work Regulations 1989. Checks will be carried out every 12 months.

17.15 Working at height

Italia Conti will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- ladders are retained for working at height;
- students are prohibited from using ladders;
- staff will wear appropriate footwear and clothing when using ladders;
- contractors are expected to provide their own ladders for working at height;
- before using a ladder, staff are expected to conduct a visual inspection to ensure its safety;
- access to high levels, such as roofs, is only permitted by trained persons.

17.16 Managing Stress in Italia Conti

It is recognised nationally that stress related problems in education are costly. Italia Conti will pro-actively examine stress levels throughout Italia Conti by undertaking individual risk assessment and taking appropriate action as necessary.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

17.17 Environmental Protection

Italia Conti will dispose of its waste in accordance with both national and local guidelines and legislative requirements.

17.18 Working Time

Italia Conti will comply with the requirements identified in the Working Time Regulations [1998 \(Amendment\) Regulations 2004](#).

18 Educational Trips, Excursions and Off-Site Activities

18.1 Staff responsibilities

Staff responsible for developing schemes of work will implement risk assessments and monitor their effectiveness for all hazardous activities taken on or off site. Italia Conti will apply the same rigorous criteria for risk assessment and control to educational visits as it does to all educational activities.

18.2 Safeguards

When taking students off the college premises, Italia Conti will ensure that:

- a detailed risk assessment is drawn up for trips, excursions and activities to identify possible health and safety risks;
- staffing for excursions, visits and activities is provided based on the assessed level of risk;
- staff will take a mobile phone, a portable first aid kit, information about the specific medical needs of students along with the emergency contact details.

18.3 First Aider

There will always be at least one First Aider on Italia Conti trips and visits.

19 Students in employment

Employers of student performers are required to undertake a fully risk assessment and health and safety assessment of the proposed employment to evaluate the risk level and disclose this to the student's Local Authority. The Local Authority will sign off on a performing licence provided that the proposed employer meets health and safety standards and all necessary regulations. The health and safety of the student performer is the full responsibility of the employer.

20 Transporting Students/Students in Staff Cars

20.1 Staff driving students

For guidance on when staff or students may use either their own vehicles, or vehicles hired by, or on behalf of, Italia Conti, for the purpose of transporting individuals or equipment in connection with official Italia Conti business, please refer to the *Staff Driving Policy*.

21 Infection disease management

Italia Conti follows national guidance published by the UK Health Security Agency when responding to infection control issues. Staff and students are encouraged to follow good hygiene practice.

Italia Conti will ensure adequate risk reduction measures are in place to manage the spread of acute respiratory diseases, including COVID-19, and carry out appropriate risk

assessments, reviewing them regularly and monitoring whether any measures in place are working effectively.

Italia Conti will follow local and national guidance on the use of control measures including:

Following good hygiene practices

We will encourage all staff and students to regularly wash their hands with soap and water or hand sanitiser and follow recommended practices for respiratory hygiene. Where required, we will provide appropriate personal protective equipment (PPE).

Implementing an appropriate cleaning regime

We will regularly clean equipment and rooms, and ensure surfaces that are frequently touched are cleaned regularly.

Keeping rooms well ventilated

We will use risk assessments to identify rooms or areas with poor ventilation and put measures in place to improve airflow, including opening external windows, opening internal doors and mechanical ventilation.

21.1 Students vulnerable to infection

Some medical conditions make students vulnerable to infections that would rarely be serious in most young people. Italia Conti will normally have been made aware of such vulnerable students. These students may be particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to any of these, the parent/carer will be informed promptly and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

21.2 Exclusion periods for infectious diseases

Italia Conti will follow recommended exclusion periods outlined by UK Health Security Agency, summarised in **Appendix B**.

In the event of an epidemic/pandemic, we will follow advice from UK Health Security Agency about the appropriate course of action.

21.3 New and expectant mothers

Risk assessments will be carried out whenever any employee or student notifies Italia Conti that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has

not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles;

- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation;
- 'Slapped cheek' disease (Parvovirus B19) can occasionally affect an unborn student. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly.
- Some pregnant women will be at greater risk of severe illness from COVID-19.

22 Inspections and Monitoring

22.1 Monitoring Arrangements

The Health and Safety Officer, in conjunction with the CEO and Chief Operating Officer, will ensure effective systems are in place for monitoring Health and Safety. This includes:

- Inspections / audits;
- surveys;
- investigation of incidents/practices/documents;
- record keeping;
- regular audit of the policy and management systems by a competent person.

23 Links with other policies

This policy should be read in conjunction with other specific policies and procedures, which describe health and safety provisions across Italia Conti. These include our:

Assistance Dogs Policy

Emergency Actions Plan Policy

Fire Alarm & Emergency Evacuation Policy Procedures

Fire Safety Policy

First Aid Policy

First Aid Risk Assessment

Risk Assessment Policy

Safeguarding and Child Protection Policy

Staff Driving Policy

Staff Handbook

Visitors' Procedures

Appendix A: Infection prevention and control

Italia Conti follows national guidance published by the UK Health Security Agency when responding to infection control issues and encourage staff and students to follow this good hygiene practice, outlined below, where applicable.

a) Handwashing

- Wash hands with liquid soap and warm water.
- Always wash hands after using the toilet, before eating or handling food, and after handling animals.
- Cover all cuts and abrasions with waterproof dressings.

b) Coughing and sneezing

- Cover mouth and nose with a tissue.
- Wash hands after using or disposing of tissues.
- Spitting is discouraged.

c) Personal protective equipment

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing).
- Wear goggles if there is a risk of splashing to the face.
- Use the correct personal protective equipment when handling cleaning chemicals.
- Use personal protective equipment (PPE) to control the spread of infectious diseases where required or recommended by government guidance and/or a risk assessment.

d) Cleaning of the environment

- Clean the environment, including equipment, frequently and thoroughly.

e) Cleaning of blood and body fluid spillages

- Clean up all spillages of blood, faeces, saliva, vomit, nasal, and eye discharges immediately and wear personal protective equipment.
- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface.
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below.
- Make spillage kits available for blood spills.

f) Clinical waste

- Always segregate domestic and clinical waste, in accordance with local policy.
- Used pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins.

- Remove clinical waste with a registered waste contractor.
- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection.

g) Laundry

- Wash laundry in a separate dedicated facility'
- Wash soiled linen separately and at the hottest wash the fabric will tolerate'
- Wear personal protective clothing when handling soiled linen.
- Bag children's soiled clothing to be sent home, never rinse by hand.

Appendix B: Recommended absence period (infection spread prevention)

This list of recommended absence periods for preventing the spread of infection is taken from non-statutory guidance for colleges and other care settings from UK Health Security Agency. For each of these infections or complaints, there is further information in the guidance on the symptoms, how it spreads and some 'do's and don'ts' to follow that you can check.

COVID-19 infection must be reported immediately to the COVID-19 Officer, Miranda Tatton Brown.

Infection or complaint	Recommended period to be kept away from college or nursery
Athlete's foot	None.
Bacillary Dysentery (Shigella)	Microbiological clearance is required for some types of shigella species prior to the student or food handler returning to college.
Campylobacter	Until 48 hours after symptoms have stopped.
Chicken pox (shingles)	<p>Cases of chickenpox are generally infectious from 2 days before the rash appears to 5 days after the onset of rash. Although the usual exclusion period is 5 days, all lesions should be crusted over before students return to college.</p> <p>A person with shingles is infectious to those who have not had chickenpox and should be excluded from college if the rash is weeping and cannot be covered or until the rash is dry and crusted over.</p>
Cold sores	None.
Conjunctivitis	None.
Respiratory infections including Coronavirus (COVID-19).	Young people should not attend if they have a high temperature and are unwell. Anyone with a positive test result for COVID-19 should not attend the setting for 3 days after the day of the test.
Cryptosporidiosis	Until 48 hours after symptoms have stopped.
Diarrhoea and/or vomiting (Gastroenteritis)	Students with diarrhoea or vomiting should be excluded until 48 hours after symptoms have stopped and they are well enough to return. If medication is prescribed, ensure that the full course is completed and

	<p>there is no further diarrhoea or vomiting for 48 hours after the course is completed.</p> <p>For some gastrointestinal infections, longer periods of exclusion from college are required and there may be a need to obtain microbiological clearance. For these groups, your local health protection team, college health advisor or environmental health officer will advise.</p> <p>If a student has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.</p>
E. coli (verocytotoxigenic or VTEC)	The standard exclusion period is until 48 hours after symptoms have resolved. However, some people pose a greater risk to others and may be excluded until they have a negative stool sample (for example, pre-college infants, food handlers, and care staff working with vulnerable people). The health protection team will advise in these instances.
Flu (influenza)	Until recovered.
Food poisoning	Until 48 hours from the last episode of vomiting and diarrhoea and they are well enough to return. Some infections may require longer periods (local health protection team will advise).
Giardia	Until 48 hours after symptoms have stopped.
Glandular fever	None (can return once they feel well).
Hand, foot and mouth	Students are safe to return to college as soon as they are feeling better, there is no need to stay off until the blisters have all healed.
Head lice	None.
Hepatitis A	Exclude cases from college while unwell or until 7 days after the onset of jaundice (or onset of symptoms if no jaundice). There is no need to exclude well, older students with good hygiene who will have been much more infectious prior to diagnosis.

Hepatitis B	Acute cases of hepatitis B will be too ill to attend college and their doctors will advise when they can return. Do not exclude chronic cases of hepatitis B or restrict their activities. Similarly, do not exclude staff with chronic hepatitis B infection. Contact your local health protection team for more advice if required.
Hepatitis C	None.
Impetigo	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.
Measles	Cases are infectious from 4 days before onset of rash to 4 days after so it is important to ensure cases are excluded from college during this period.
Meningitis	Once the student has been treated (if necessary) and has recovered, they can return to college. No exclusion is needed.
Meningitis viral	None.
Meningococcal meningitis/ septicaemia	If the student has been treated and has recovered, they can return to college.
MRSA (methicillin resistant Staphylococcus aureus)	None.
Mumps	5 days after onset of swelling (if well).
Ringworm	Exclusion not needed once treatment has started.
Rotavirus	Until 48 hours after symptoms have subsided.
Rubella (German measles)	5 days from appearance of the rash.

Salmonella	Until 48 hours after symptoms have stopped.
Scabies	The infected student or staff member should be excluded until after the first treatment has been carried out.
Scarlet fever	Students can return to college 24 hours after commencing appropriate antibiotic treatment. If no antibiotics have been administered the person will be infectious for 2 to 3 weeks. If there is an outbreak of scarlet fever at the college, the health protection team will assist with letters and factsheet to send to parents or carers and staff.
Slapped cheek syndrome, Parvovirus B19, Fifth's disease	None (not infectious by the time the rash has developed).
Threadworm	None.
Tuberculosis (TB)	Students and staff with infectious TB can return to college after 2 weeks of treatment if well enough to do so and as long as they have responded to anti-TB therapy. Students and staff with non-pulmonary TB do not require exclusion and can return to college as soon as they are well enough.
Typhoid and Paratyphoid fever	Seek advice from environmental health officers or the local health protection team.
Whooping cough (pertussis)	A student or staff member should not return to college until they have had 48 hours of appropriate treatment with antibiotics and they feel well enough to do so or 21 days from onset of illness if no antibiotic treatment.

Appendix C: Reporting Major Injuries

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

College staff: reportable injuries, diseases or dangerous occurrences These

include:

- Death
- Specified injuries, which are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding) which:
 - Covers more than 10% of the whole body's total surface area; or
 - Causes significant damage to the eyes, respiratory system or other vital organs
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours.
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the Chief Operating Officer will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident.
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
 - Carpal tunnel syndrome
 - Severe cramp of the hand or forearm
 - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
 - Hand-arm vibration syndrome
 - Occupational asthma, e.g. from wood dust
 - Tendonitis or tenosynovitis of the hand or forearm
 - Any occupational cancer
 - Any disease attributed to an occupational exposure to a biological agent

- Near-miss events that do not result in an injury, but could have done. Examples of near miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion

Students and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences

These include:

- Death of a person that arose from, or was in connection with, a work activity*
- An injury that arose from, or was in connection with, a work activity* and the person is taken directly from the scene of the accident to hospital for treatment

*An accident “arises out of” or is “connected with a work activity” if it was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

ACTION REQUIRED:

Information on how to make a RIDDOR report is available here:

How to make a RIDDOR report – <http://www.hse.gov.uk/riddor/report.htm>

For fatal/specified, and major incidents **only** - call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

Note: there is a 10-day limit by which the accident should be reported if the accident results in the death of any person, accidents resulting in specified injuries to workers, non-fatal accidents requiring hospital treatment to non-workers, dangerous occurrences. [Click here](#) for further information.

Appendix D: Investigating Accidents and Incidents

Health and Safety at Work Act 1974.

Glossary:

An ACCIDENT is classified as an undesired event that results in injury and/or property damage.

An INCIDENT is classified as an event or condition that doesn't cause harm but has the potential to do so.

All accidents and incidents should be thoroughly investigated to prevent it happening again, and also any risk assessments associated with the activity should be reviewed.

In the event of any accident or incident:

The first priority should be look after and treat any injured person. First Aid should be provided by a trained First Aider, using equipment provided on-site.

An effective investigation depends upon getting all possible evidence together, so it is essential to secure the accident scene as soon as possible after the accident.

Investigations are needed to prevent a similar accident happening again and is not about apportioning blame.

The accident/incident needs to be approached in a structured manner and carried out by a competent person or persons.

Competent persons may be someone familiar with the work location; a manager or supervisor from the work location; a senior manager; a health and safety expert; a technical expert.

The team may also include the injured party and an employee representative. The team may be any number of people; a small incident may be investigated by one person. A senior manager should investigate a serious accident.

The investigation should look at the cause of the accident and future prevention of a similar accident. The benefits of an investigation are to make a safer work environment; improve staff morale; prevent business loss from disruption, down-time and lost business; prevent more accidents and develop skills that may be able to be applied elsewhere within Italia Conti.

The investigation should:

- collect information needed to pass onto enforcing authorities
- identify the cause of the accident/incident to stop it happening again
- collect information that may be needed for an insurance claim
- identify the cost of an accident
- an accident may have been caused by a number of factors – these may include immediate causes, underlying causes and root causes.

The following procedure should be followed:

- gather information – this may involve gathering physical evidence, taking photos, and witness statements, and looking at documents such as risk assessments and operating procedure;
- analysis – look at all the information to identify what happened and why. If human error or deliberate violations were part of the cause then it will need to be established as to whether someone forgot, didn't know or deliberately ignored a rule;
- review Risk Control Measures – identify what changes may be needed with regards to the risk control measures in place in order to prevent the accident happening again. Consideration should also be given to whether similar changes need to take place in other areas at Italia Conti;
- action planning – the changes that are required should be made by a senior member of staff and communicated to everyone as necessary;
- external relations – the Programme Leader, in consultation with Italia Conti CEO is responsible for dealing with external bodies such as enforcement agencies, media and local residents and businesses. In the event of an investigation by the Health and Safety Executive or local authority inspectors the Course Director shall be nominated representative to act as the main contact with them.
- the Accident / Incident Report Form should be used to complete the investigation.

END