

ITALIA CONTI

Health and Safety Policy

Approved by: Senior Leadership Team	13 th September 2023.
Reviewed by: Health & Safety Lead.	13 th September 2023.
Checked by: Head of Quality Assurance and Policy Steering Group	22 nd September 2023.
Next review due:	31 st August 2025

This policy will be reviewed and approved by the Senior Leadership Team annually

1 Statement of Intent:	4
2 Aims:	4
3 Legislation	4
4 Scope	5
4.1 Responsibilities of Italia Conti	5
4.2 Location(s)	6
4.3 External Locations	6
5 Key Areas	6
6 Organisation	7
6.1 Accountabilities	7
6.2 Employer's duty of care	7
6.3 Employees' duty of care	7
7 Arrangements	8
8 Resources	8
9 Senior Leadership Team	9
10 Training Needs	9
11 Programme/Course Level	9
12 Health & Safety Documents	9
13 Premises Safety	9
13.1 Maintenance Issue Book	9
13.2 Workplace	10
13.3 Health & Safety Signs	10
13.4 Hiring Out of Italia Conti Premises	10
14 Contractors	10
14.1 Awarding Contracts	10
14.2 Controls	10
14.3 Transport and vehicles on Italia Conti sites	10
15 Emergency Procedures	11
15.1 First Aid/Medical	11
15.2 Appointed Persons – Emergency First Aid Training	11
15.3 First Aid Equipment	11
15.4 Accidents	11
15.5 Fire Risk Assessment	12
16 Equipment Safety	12
16.1 Standards of Equipment Purchasing and Maintenance	12

16.2 Work Equipment	12
16.3 Electricity at Work – Electrical Testing	12
16.4 Gas Safety	13
16.5 Substances Hazardous to Health (COSHH)	13
16.6 Lifting Equipment	13
16.7 Pressure Systems	14
16.8 Non-Ionising Radiation	14
16.9 Hot works	14
17 Personal Health and Safety	15
17.1 Risk Assessments	15
17.2 Persons with Special Needs	15
17.3 Smoking on Premises	15
17.4 Young Persons	15
17.5 Lone Workers	15
17.6 Visitors to Italia Conti	16
17.7 Violence to Staff	16
17.8 Security	16
17.9 Manual Handling	16
17.10 Display Screen Equipment	16
17.11 Personal Protective Equipment	17
17.12 Electrical Equipment	17
17.13 Working at height	17
17.14 Managing Stress in Italia Conti	17
17.15 Environmental Protection	17
17.16 Working Time	17
18 Educational Trips, Excursions and Activities	18
18.1 Staff responsibilities	18
18.2 Safeguards	18
18.3 First Aider	18
18.4 Parental consent	18
19 Students in employment	18
20 Transporting Students/Students in Staff Cars	18
20.1 Staff driving students	18
21 Infection prevention and control	18
21.1 Students vulnerable to infection	19

21.2 Exclusion periods for infectious diseases	19
21.3 New and expectant mothers	19
22 Inspections and Monitoring	19
22.1 Monitoring Arrangements	19
23 Links with other policies	20
Appendix A: Infection prevention and control	21
Appendix B: Recommended absence period (infection spread prevention)	22
Appendix C: Reporting Major Injuries	26
Appendix D: Investigating Accidents and Incidents	27

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 aims to:

- provide and maintain a safe and healthy environment;
- establish and maintain safe working procedures amongst staff, students and all visitors to Italia Conti 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.

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:

Accessibility Plan;
Assistance Dogs;
COVID-19 related policies and policy addenda.
Driving Policy;
Emergency Actions Plan;
Fire Alarm and Evacuation Procedures;
Fire Safety Policy;
First Aid Policy;
Performance and Production Policy;
Risk Assessment Policy;
Staff Handbook;
Visitor Procedures.

It is a requirement that all members of staff 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 Scope

4.1 Responsibilities of Italia Conti

Italia Conti recognises and accepts its responsibility for providing a safe, healthy workplace and working environments for all its employees and students and any others affected by its activities - contractors, visitors, neighbours and members of the general public.

It should be noted that Italia Conti operates programmes/courses across various education sectors and any reference to Italia Conti is all encompassing (as appropriate) of the HE and FE courses.

4.2 Location(s)

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

Italia Conti, 47 Church Street West, Woking, GU21 6BQ

The What3Words locator is: oppose.clouds.phones.

4.3 External Locations

When hiring other buildings/sites for classes or rehearsals, although not directly the responsibility of Italia Conti or its Directors, the policies related to Health & 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.

5 Key Areas

Italia Conti will take all reasonable steps to meet the responsibility to provide a safe place of work and learning, safe working practices, and will provide such resources as necessary to meet this intention.

In particular, it will pay special attention to:

- identifying the roles of local management in health and safety;
- providing and maintaining a safe working environment;
- preventing accidents and work-related ill health;
- developing and maintaining safe working procedures amongst staff, students and all visitors to Italia Conti sites;
- identifying safety procedures so that they can be carried out without difficulty;
- developing suitable and sufficient risk assessments to ensure that risks are adequately controlled;
- identifying the health and safety training needs of employees;
- identifying the competent person(s) to assist with health and safety on the Italia Conti site;
- developing effective communication systems throughout Italia Conti;
- ensuring that employees are aware of all relevant health and safety documents.
- enabling the identification and allocation of resources necessary to improve the health and safety performance of Italia Conti by setting standards based upon risk assessments and best practice;
- having robust procedures in place in case of emergencies;
- assessing and controlling risks from curriculum and non-curriculum work related activities;
- developing effective inspection/monitoring procedures to ensure compliance with its own safety standards, national best practice and legislative requirements;
- reporting to the Governing Board on health and safety matters;
- ensuring appropriate evacuation procedures are in place and regular fire drills are held;

- ensuring there are enough staff members to safely supervise students;
- monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary.

6 Organisation

6.1 Accountabilities

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. Italia Conti's governing body may 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 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.

Employer's Duty of Care

Italia Conti, as the employer, has a duty to:

- assess the risks to staff and others affected by college activities in order to identify and introduce the health and safety measures necessary to manage those risks;
- inform employees about risks and the measures in place to manage them;
- ensure that adequate health and safety training is provided.
- persons with a post of special responsibility, whether teaching or non-teaching, 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.
- class teachers/tutors are expected to exercise effective supervision of the 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.

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 & Safety and Welfare Officers and to assist them in so far as is necessary in meeting their delegated responsibilities.

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;

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: 1/8/2022).

- 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. Italia Conti encourages full and effective consultation on health and safety with all its employees. and familiarize themselves with their responsibilities as outlined.

6.4 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 Codes 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.

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

6.5 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.

7 Arrangements

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 ACE Fire Protection Ltd. Records and reports from these visits, together with risk assessments, are held by the Chief Operating Officer.

8 Resources

The CEO, through the Senior Leadership Team and the governors, 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 Senior Leadership Team

The Senior Leadership Team may need to prioritise health and safety matters and ensure that major decisions form part of any Italia Conti development plan. Health and Safety will be a standing item on the agenda of Senior Leadership Team meetings and include discussion of any identifications arising from the Health & Safety Delegation 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 & 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 & 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 on Italia Conti's Microsoft Teams under "Policies".

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 in the premises. It is the responsibility of the Duty Manager to respond to the hazard 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 & 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 Action Plan Policy, Emergency Evacuation and the Fire Safety policies.

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 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.

14.3 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 a 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 person with the overall responsibility for first aid in the organisation is the Chief Operating Officer, in conjunction with the relevant Welfare Officer.

First Aid training will be arranged and monitored by the Chief Operating Officer, in conjunction with the Safeguarding and Wellbeing Lead.

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 Welfare Team.

It is the responsibility of the Welfare 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 Welfare Team will check all first aid boxes at the end of each term making any replacements immediately, or by the start of the following term (if appropriate).

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. Accidents involving students on Italia Conti premises will be recorded on ProMonitor™. Accidents involving students off-site will be recorded in an appropriate Accident Book. Accidents involving staff and non-students on Italia Conti premises will be recorded in an accident book kept in the Welfare Office. The principal First Aider will then generate Italia Conti's Accident Report Form, which is to be completed by the Head of Department (or person responsible for visitors or contractors) as soon as possible and copied to the Health and Safety Officer and Welfare Officer for the relevant site. Where appropriate, the Designated Safeguarding Lead should also be informed.

Records held in the first aid and accident 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 accident report identifying trends in accidents/incidents must be provided to the Health & 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;

All incidents can be reported online but a telephone service is also provided for reporting fatal and specified injuries only. Call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

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.

15.5 Fire Risk Assessment

The Fire Safety folder for the Italia Conti site will contain its fire risk assessment and all supporting documentation such as 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 annual basis. 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.

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.

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

Any student 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.

16.4 Gas Safety

Installation of any gas system 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.

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

16.5 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 health (COSHH) risk assessments are completed by the Health and Safety Officer.

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.

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.

16.6 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' equipment.

It is the CEO'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.

16.7 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 COO will need to ensure that safety defects are rectified before the equipment is used.

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

16.9 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 & 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;
- 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:

- site manager duties;
- site cleaning duties;
- working in a single occupancy office.

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 does 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 or other staff.

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 Display Screen Equipment

17.11 Italia Conti will undertake the appropriate risk assessments for all DSE users and action the recommendations.

17.12 Personal Protective Equipment

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.

17.13 Electrical Equipment

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

17.14 Working at height

We 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.

17.15 Managing Stress in Italia Conti

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

17.16 Environmental Protection

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

17.17 Working Time

Italia Conti will comply with the requirements identified in the Working Time Regulations (Amendment) 2003.

18 Educational Trips, Excursions and 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 an Italia Conti 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.

18.4 Parental consent

Parental consent for trips will be sought where a student is under 18 years of age, in line with the *Visit Risk Assessment Procedure*.

19 Students in employment

Italia Conti secures employment for students through the independently run Italia Conti Agency. The agency acts as an intermediary between the proposed employer and parents/guardians to ensure performing licenses are raised. The Agency keeps a copy of the licence on file.

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

Please refer to the *Staff Driving Policy*.

21 Infection prevention and control

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.

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.

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 & 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;
- 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 also links to the following policies:

Assistance Dogs Policy

Covid-19 policies and Risk Assessment(s)

Emergency Actions Plan Policy

Fire Alarm & Emergency Evacuation Policy

Fire Safety Policy

First Aid Policy

Production and Performance Policy

Risk Assessment Policy

Safeguarding Policy

Staff Driving Policy

Staff Handbook

Visitors Procedures

Appendix A: Infection prevention and control

Italia Conti follows national guidance published by 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.

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.

d) Cleaning of the environment

- Clean the environment frequently and thoroughly.
- 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.

e) Clinical waste.

- Always segregate domestic and clinical waste, in accordance with local policy.
- 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.

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 there is no further diarrhoea or vomiting for 48 hours after the course is completed.

	<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 (meticillin 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

Reportable Major Injuries:

- 1. All Fatalities**
- 2. Major Injuries**
- 3. Specified injuries to workers**

The list of 'specified injuries' in RIDDOR 2013 replaces the previous list of 'major injuries' in RIDDOR 1995. Specified injuries are (regulation 4):

- 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)
- 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
 - requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Where an accident leads to someone being taken to hospital
- Where something happens that does not result in an injury, but could have done
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to colleges 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

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 & 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 & 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 & 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