# HEALTH & SAFETY POLICY

***Please note that aspects of this Health & Safety Policy are superseded by our procedures in time of Covid-19 and related matters. The general principles still apply however. Further details can be found in the College SOPs on the website.***

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# OCCUPATIONAL SAFETY AND HEALTH ACT 1994 (ACT 514) ("OSHA 1994")

**Section 1**

## STATEMENT OF GENERAL POLICY

Epsom College in Malaysia ("the College") is, through all levels of management, committed, so far as is reasonably practicable, to the following:

- All employees are safeguarded in respect of health, safety and welfare whilst at work.
- Pupils and members of the public ("members of the public" shall include, but not be limited to, parents, visitors and contractors' employees) who enter our premises, are not exposed to health and safety risks.
- Work that is carried out by the College or contractors shall not expose employees, pupils or members of the public to hazards to health.
- Suitable and sufficient assessments of risk shall be done on an annual basis, or when required, and necessary measures shall be introduced to manage the risk.

**Policy**
The Board of Governors has the ultimate responsibility to monitor the implementation of this Policy and will ensure that the requirements of all health and safety legislation, in particular OSHA 1994, are established. The Headmaster is responsible for the implementation of this Policy within the College. Matters that cannot be resolved by the Headmaster, must be referred to the Board of Governors.

The College's objectives, so far as is reasonably practicable, are:

- Provide suitable conditions and systems of work for all employees in relation to health, safety and welfare whilst at work. This requires that risk assessments be carried out as appropriate to enable hazards and risks to be identified to enable the standards of safety to be adapted and enforced.
- Plant and equipment are maintained properly and that none will be used knowingly when it presents any risk to the safety of employees, pupils or members of the public.
- Provide means of access and egress, which are safe, and without risks to health.
- Provide information, instruction, training and supervision, in relation to health and safety at work for all employees.
- Review health, safety and welfare of all employees, pupils, and members of the public from time to time.
- Safe arrangements are made for the storage, handling and transport of articles and substances.

- Have and maintain fire procedures and documents.

This Policy is largely dependent upon the total co-operation of every person who works for the College and all employees shall:

- Observe all health and safety rules and procedures as laid down by the College and use all health and safety equipment provided.

- Alert management to any potential hazard that they have noticed and report all accidents, or near misses that have led, or may lead to, illness or damage.

- Not use a prescribed dangerous machine unless they have been instructed as to the dangers and the precautions to be observed and either have received training or are being supervised by someone with working knowledge and experience of the machine. No pupil should be allowed to dismantle or clean a prescribed dangerous machine.

**Employee Consultation**

The College will hold employee health and safety meetings termly or as required. Any points raised will be duly minuted, reported to senior management and actioned accordingly if approved.

This Policy will be monitored to ensure it is effective and will be regularly reviewed and revised as necessary.

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Signed: Date:
**Chairman of the Board of Governors**
For and on behalf of all the members of the
Board of Governors

**Section 2**

# KEY RESPONSIBILITIES

- The Board of Governors of Epsom College in Malaysia are responsible for monitoring that Health and Safety Policy is implemented.

- The Headmaster is responsible to the Board of Governors of Epsom College in Malaysia for the implementation of the Policy. The Headmaster will also advise employees, pupils and members of the public on the College's rules and guidelines on Health and Safety.

- The Headmaster, in close co-operation with the Bursar, must ensure that all College employees are trained to the appropriate level of competence, having regard to the general risk assessments carried out, and that all equipment used is safe and where necessary certified as such.

- The Headmaster, in close co-operation with the Bursar, is also responsible for monitoring the results of the Health and Safety Policy, reviewing its contents on an annual basis and the Headmaster shall report the results and make recommendations to the Board of Governors.

- Sepang Facilities, in co-operation with the Health and Safety Committee, will assist the Headmaster by being responsible for the implementation of training programmes through the College and for keeping them under constant review. The programmes are to be updated to meet changes in legal requirements and, where necessary, improvements made to meet operational needs.

- Sepang Facilities has responsibility for advising the Headmaster/Bursar and monitoring the practical implementation of the Health and Safety Policy. As and when the Health and Safety Committee establish new regulations, they will ensure that the relevant instructions are passed, through the Headmaster, to employees at all levels.

- Sepang Facilities is also responsible for monitoring the results of the Health and Safety Policy and, where necessary, in consultation with the Health and Safety Committee and our appointed safety advisers, reviewing its contents on a regular basis and making recommendations to the Headmaster and Bursar.

- The Bursar is the Chairman of the Health and Safety Committee and is also responsible for ensuring the practical implementation and monitoring of records pertaining to all maintenance, dangerous occurrences, emergency procedures and health hazards.

- Sepang Facilities is responsible for ensuring that the safety of personnel and buildings is maintained at a high level.

**Section 3**

# OTHER RESPONSIBILITIES

## Health and Safety Committee

There will be a Health and Safety Committee comprising the Headmaster, Bursar, Deputy Head (Pastoral), Deputy Head (Academic), Director of Sport, Sepang Facilities, Healthcare Coordinator and the respective Heads of Art, Design Technology and Science. This Committee will consider any representations made by any employee in respect of Health and Safety matters. It will meet termly or earlier, if required.

In the absence of an employee, at any given time, with the exact same designation as set out anywhere in this Policy, then the Policy shall apply to the employee occupying the job that is closest in description to that designation.

## Sepang Facilities and Bursar

On a day-to-day basis, the Headmaster's responsibility regarding the domestic and administrative arrangements pertaining to Health and Safety of the College, is delegated to the Bursar, and where appropriate devolved by the Bursar to Sepang Facilities who is nominated as Safety Officer.

Sepang Facilities will:

a. monitor the effectiveness of this Policy and report back to the Headmaster and the Bursar, as appropriate;

b. be responsible for obtaining, interpreting and disseminating all relevant health and information within the College via the normal line management structure;

c. be responsible for the monitoring of activities on College premises of outside maintenance contractors;

d. act as Fire Officer, ensuring that Fire Risk Assessments are regularly carried out and fire safety is maintained at all times;

e. act as a "competent person", assist in undertaking the measures necessary to comply with relevant statutory provisions in respect of:

- Electrical work*
- Provision and use of Work Equipment
- Pressure systems, Written Schemes and Examinations*
- Manual handling
- Personal Protective Equipment (provided by Sepang Facilities for use by their staff)
- Work at Height (internal training conducted by Sepang Facilities for their own staff)

** All electrical and pressure systems (gas) work is outsourced to engineers, registered with the relevant government authority.*

**Heads of Department**

Heads of Department will be responsible to the Headmaster for the following:

a. For ensuring that the department is run according to the standards laid out in this Policy, minimum legal standards and other appropriate standards that may be set by the College. To include the production and review as appropriate of the general and task/specific risk assessments relevant to their department's activity.

b. They will be responsible for ensuring that the teachers working under them understand the practical aspects of this Policy and the various legal requirements that apply within their areas of responsibility. This will include the need to ensure that General and Department /Task Specific Risk Assessments are completed and reviewed on a regular basis.

c. They will be responsible for ensuring that these teachers are aware of the degree of priority that these matters carry and that, where appropriate, they will be provided with both the means and encouragement to pursue such matters.

d. Notify the Headmaster and Bursar of any matters in this field that they feel are beyond their competence to deal with.

e. They shall be responsible for reporting to the Headmaster and Bursar any accidents, near misses or damage for appropriate investigation.

f. They shall be responsible for ensuring adequate supervision of pupils both inside the College during normal teaching activities, and also on external trips.

g. They will be responsible for ensuring that the management of any chemicals they/their Department use will be in accordance with the appropriate regulations and best practices.

h. They will be responsible for ensuring that the teachers for whom they are responsible, co-operate fully with any fire practices and other emergencies.

i. They will be responsible for ensuring the number and readiness of fire extinguishers provided and advise Sepang Facilities (as Fire Officer) if there is a problem with their location or allocation. The quantity and location of fire extinguishers will be governed by government advice.

**Housemasters/Housemistresses ("HMMS")**

Apart from their normal supervisory role, HMMS have very specific duties as follows:

a. Ensuring that all fire doors are kept closed at night;

b. Making arrangements for night-time fire practices at the agreed frequency;

c. Ensuring that all pupils and live-in employees, within the House, are fully familiar with all instructions of what to do in the event of a fire and/or activation of the fire alarm;

d. Monitor all the Pupils' Bedrooms/Day Rooms to ensure the correct use of electrical equipment;

e. Ensure that all means of escape, in case of fire, are at all times kept unobstructed;

f. Contact Sepang Facilities if there are any problems with the location and allocation of extinguishers.

g. Ensure that all electricals such as kettle, microwave oven, air-conditioners and lights are switched off at 10pm.

**Laboratory Assistants**

They will be responsible to the Head of Department, as appropriate, for the following:

a. Isolating gas supplies to laboratories at the end of each teaching day;

b. the constant security of all toxic and highly flammable substances that may be used in their departments;

c. ensure that all chemical and equipment stores are kept securely locked when not supervised; and

d. be responsible for ensuring that all experiments and services are rendered safe, so far as it is safe to do so, on hearing the fire alarm.

e. Ensure that all electricals are turned off at the end of the day.

**Security Guards**

In addition to their regular duties of ensuring the College Access, Security and Visitor Policy is adhered to at all times, security guards also ensure that fire doors to both the Main Building and Boarding Houses are locked, with access systems activated.

Security guards will inspect the main building no later than 8pm to ensure that all access doors are properly locked, electricals are switched off and water taps are turned off.

In the event of any emergency, the guards are to notify Sepang Facilities via their help desk.

**Catering**

The Kitchen Supervisor will be responsible for the following:

a. ensure that all cooking equipment and gas pipes are properly turned off after meals are served.

b. ensure that all electrical cooking equipment are properly turned off after meals are served.

c. for the container kitchen, ensure that all cooking equipment are turned off, particularly the gas canister after meals are served. The Supervisor will also ensure that there are no obstructions at dining room doors to prevent safe evacuation of students, staff and kitchen staff in the event of fire or other emergencies.

d. ensure that all kitchen equipment are properly maintained to minimize risks of fire and electrical short-circuit.

**General**

In general, it is incumbent on everyone who supervises the work or activity of others, whether they are employees or pupils, to ensure that they are instructed in any danger involved, and that they take all reasonable precautions.

All employees are to ensure that when new hazardous substances are introduced, advice is taken as to whether additional assessments under any applicable laws, are necessary.

No safety Policy is likely to be successful unless it actively involves employees themselves.

It shall be the duty of every employee whilst at work:

a. to take reasonable care for the health and safety of that employee and of other persons who may be affected by the acts or omissions of that employee, at work; and

b. as regards any duty or requirement imposed on the College or any other person by or under any of the relevant statutory provisions, to co-operate within so far as is necessary to enable duty or requirement to be performed or complied with.

Details of any accident involving injury are to be notified to the Medical Centre during term time and must be recorded on the appropriate Accident Form. If a pupil is involved, the Medical Centre Staff will inform the HMMs immediately. Outside term time notification of such accidents is to be given to the Bursar.

**Section 4**

# LOCAL RULES

It is the College's intention that in this part of the Policy, so far as is reasonably practicable, which will be constantly enlarged, specific standards will be established to cover specific risks and these standards will be constantly monitored.

a. **Access, Security and Visitors Policy**

Epsom College in Malaysia encourages parents and other people to visit the College and believes that there are many potential benefits which can result from increased interaction with the public. At the same time the College has a legitimate interest in avoiding disruption to the education process, protecting the safety and welfare of the pupils and employees, and to protect the College's facilities and equipment from misuse or vandalism.

For further details see the separate Access, Security & Visitor Policy.

b. **Accident / Incident Reporting**

All accidents and near miss incidents, whether involving pupils, staff, contractors or visitors, no matter how trivial, should be reported to the Medical Centre, Bursar and the Safety Officer. The Safety Officer will be responsible for passing on details to the Health and Safety Committee, if appropriate. This also applies to the reporting of any near miss incidents, or reporting of any unsafe acts or unsafe conditions to allow preventative action to be taken which may prevent future harm.

Whenever any of the following events occur, it must be reported to the Headmaster/Deputy Head (Pastoral) and Health and Safety Committee:

1. The death of any person as a result of an accident arising out of or in connection with work.

2. Any person suffering any of the following injuries or conditions as a result of an accident arising out of or in connection with work:

   a) Fractures, other than to fingers, thumbs, and toes
   b) Amputations
   c) Any injury likely to lead to permanent loss of sight or reduction in sight
   d) Any crush injury to the head or torso causing damage to the brain or internal organs
   e) Serious burns (including scalding) which covers more than 10% of the body, causes significant damage to the eyes, respiratory system or other vital organs
   f) Any scalping requiring hospital treatment
   g) Any loss of consciousness caused by head injury or asphyxia
   h) 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.

   The employee is incapacitated from performing normal work for more than seven consecutive days as a result of their injury ("over seven day" injury). This seven-day period does not include the day of the accident, but does include weekends and rest days.

3. Non-fatal accidents to members of the public – Accidents to members of the public must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.

4. In the case of a death, specified major injury, or a specified dangerous occurrence, the Chairman of the Health and Safety Committee must be notified immediately, e.g. by telephone, or on-line and this is to be followed up within seven days by a written report to the Health and Safety Committee.

5. Over three-day incapacitation – Accidents must be recorded where they result in a worker being incapacitated for more than three consecutive days.

c. **Catering**

The College's responsibilities cover the following:

- That food handlers are aware of the correct methods of storing, preparing, serving and dispensing of food stuffs and that these methods are properly implemented through appropriate training and supervision.

- That the correct food safety procedures are carried out and that these are monitored to ensure compliance and appropriate checks are made on a regular basis.

- To have records to demonstrate that food handlers are aware of their responsibilities and are carrying them out

The Head of Catering takes responsibility for ensuring their staff are fully trained in Food Safety guidelines and handling. Records of such training are kept and are available for inspection.

d. **CCTV**

The College recognises the importance of closed-circuit television (CCTV) in monitoring the safety of those who work and live on site. Further details of this can be found in the College's CCTV policy. The key objectives of the system are:

- To protect the College buildings and their assets
- To increase personal safety and reduce the fear of crime
- To support the Police in a bid to deter and detect crime
- To enable the Police to identify, apprehend and thereby, prosecute offenders
- To protect members of the public and private property
- To assist in managing the College

The management, operation and use of the system on site is strictly regulated. Sepang Facilities is responsible for managing the CCTV and should be contacted with any queries regarding its use.

e. **Competent Persons**

The College has appointed the following Competent Persons to assist in undertaking the measures necessary to comply with relevant statutory provisions:

a) Health and Safety Matters – the Bursar and Sepang Facilities.
b) Fire Evacuation Procedures - All teachers and designated non-teachers
c) Electrical Work – Sepang Facilities: outsourced to qualified electrical company.
d) Work at Height – Sepang Facilities: outsourced to qualified contractors
e) Provision and use of Work Equipment – Sepang Facilities and Head of Design and Technology, and Head of Department's as appropriate.
f) Pressure Systems, Written Scheme and Examination – Sepang Facilities: outsourced to qualified gas engineers.
g) Display Screen Equipment – Sepang Facilities.

f. **Control of Legionellosis**

The College recognises that it operates hot and cold water systems where there is a foreseeable risk of Legionellosis and which therefore require control. Controls exist within Malaysia to mitigate the risk of Legionellosis. Further details of these controls can be found at:

www.sgs.my/en/environment/water/laboratory-analyses/legionella.

The College therefore employs an outsourced service provider (SGS Malaysia) to perform a legionella risk assessment and provide services as required.

The College will do all that is necessary to fulfil the requirements of the Approved Code of Practice by identifying and assessing sources of risk, preparing a scheme for preventing or controlling the risk, implementing, and managing precautions and keeping appropriate records of precautions implemented.

The College recognises that Legionella may colonise storage tanks, calorifiers, pipework and associated plant including taps, showers and other appliances. In particular, it is recognised that Legionella is most likely to multiply in calorifiers where water temperatures are insufficiently high and in pipework leading to taps and showers.

The main objective of the College is to operate water services at temperatures that do not permit growth of Legionella and to avoid stagnation. The College will also ensure that the system is clean in order to minimise the opportunity for bacterial contamination.

Where possible, water services will operate at temperatures that prevent the proliferation of Legionella. It is recognised that water temperatures in excess of 50 °C give rise to a danger of scalding, and where necessary "fail safe" thermostatically controlled mixing valves will be used to allow the hot water system to run safely at higher temperatures to control Legionella. These thermostatically controlled values will ensure that the water supplies to basins, baths and showers be no more than 43°C.

Where the above water temperatures cannot be maintained, weekly thermal disinfection of the system will be carried out. This will involve raising the temperature of the whole of the contents of the calorifier and then circulating this water throughout the system for at least

an hour. Each tap and appliance will be run sequentially for at least five minutes at this full temperature.

It is recognised that if a calorifier or substantial part of the system is on stand-by operation, or if it is out of use for a week or longer for maintenance or other purposes, water will be raised to the operating temperature throughout for at least an hour before being brought back into use.

The following regime of routine inspection and maintenance will be established for the plant:

1. Water temperatures at calorifiers will be checked monthly;
2. Water temperatures at taps after one-minute running will be checked annually;
3. Conditions in tanks for the presence of organic materials, vermin etc. annually;
4. Conditions in calorifiers for organic materials and unduly buildup of scale, annually;
5. The condition of accessible pipework and insulation annually.

The system will be cleaned and disinfected if routine inspection shows it to be necessary, if the system or part of it has been substantially altered or entered for maintenance purposes, or following an outbreak of suspected Legionellosis.

The following records will be kept:

1. a simple description and plan of the system identifying storage and header tanks, calorifiers and relevant items of plant;

2. details of system operation relevant to controlling the risk, and the precautions to be implemented;

3. procedures for inspecting and checking the system; and

4. records of precautionary preventative maintenance carried out.

The nominated officer responsible for ensuring this Policy is implemented is Sepang Facilities.

g. **Control of Substances Hazardous to Health**

It is recognised that substances to which the Regulations apply will be used in the teaching of Science, the teaching of Art, Design and Technology, the offices, maintenance, domestic cleaning and by the grounds team.

The Head of Department is responsible for approving the purchase request of subject teachers within these departments. The Head of Department is also responsible for ensuring these substances are securely locked and usage is properly recorded. On a periodic basis the Deputy Head Academic will check on both records and storage to ensure hazardous substances brought into the College are assessed for risk and potential exposure to staff/pupils.

The College will provide sufficient information to these persons so that they understand the principles of the Regulations and the precautions that need to be taken.

The College will undertake the appropriate statutory examinations of all engineering

controls that are part of the Regulations.

**h. Covid-19**

At the present time within the context of the ongoing Covid-19 global pandemic, the College has taken all necessary steps to manage and minimize the risks involved with the spread of the virus. This includes the implementation of a Standard Operating Procedure ("SOP") under government guidelines that sets out the College's implementation of Social Distancing measures and how hygiene and healthcare measures will be implemented at the College. The College has taken a number of preventative measures to control the spread of Covid-19 under guidance from the Malaysian Ministry of Health and Ministry of Education. These measures include (but are not restricted to):

- Access of visitors to the College site;
- Boarding routines and regulations;
- Co-Curricular provision;
- Dining provision
- Emergency situations.
- Management of Healthcare facilities on site;
- Provision of teaching in the classrooms (including e-Learning);
- Transportation; and
- Trips.

Further information can be found within the College's SOPs on the website.

The College requires that all staff including outsourced staff are fully vaccinated with two doses of vaccines as provided by the government. Visitors to the school are also required to show proof of being fully vaccinated (digital vaccine certificate), failing which the security guards are instructed to turn away non vaccinated visitors.

i. **Pets**

Employees, pupils and members of the public are discouraged from bringing dogs and cats onto College grounds. The exception to this is College Security Guard Dogs who are suitably restrained at all times.

All dogs must be under strict control and on a lead, whilst on College grounds. Fouling is to be avoided, and any excrement must be cleared away by the owner immediately, bagged and placed in one of the bins on site.

As the majority of the site is used for College teaching/sporting/social activities, we ask that dogs are not, whenever possible, exercised on the grounds. If this is unavoidable, then owners are asked to keep their dogs to the perimeter of the site.

The College reserves the right to ask any visitor to leave the grounds if unwilling to keep to these rules.

Employees who keep cats as pets in Staff Accommodation are encouraged to ensure they are suitably tagged so that they can be easily identified. They should also receive regular

treatment for fleas/worms. Owners are also responsible for cleaning up excrement immediately. At the end of an employee's contract, it is the responsibility of the employee to ensure that any pets are suitably re-home/removed from the College site.

j. **Display Screen Equipment**

The College encourage users to take periodic breaks or change their activity.

The College provides staff with an outpatient benefit for eye checks to be undertaken as and when necessary.

k. **Electricity at Work Regulations**

The College recognises that they have a duty to maintain a formalised system of maintenance for all electrical systems.

Local Malaysian regulations require maintenance and calibration of electrical installation and protective systems every 2 years.

The College will prepare an inventory of all electrical apparatus used in the College and this will routinely be inspected and tested on an annual basis and an appropriate register kept. All such apparatus will be visually inspected at the start of each term and any defects rectified. Where pupils bring electrical equipment onto the College premises, this must be checked by the matron using an approved electrical appliances checking equipment.

The College will ensure that any temporary systems, e.g. stage lighting and control gear, are inspected and tested by a Competent Person every 3 months. In addition, the College will ensure that fixed electrical installations are inspected and tested by a Competent Person, and following any changes, before being energised.

The College recognises that pupils must not be exposed to voltages in excess of 25 volts. Project work will be individually assessed for potential hazards and written instructions prepared to cover the risks.

The College will ensure that a competent person will be involved where there is any possibility of a person, pupil or otherwise coming into contact with live conductors' voltages above 25 volts or where large short-circuit currents could flow.

l. **Epsom College Offsite and Onsite Activity Risk Assessments**

The College seeks to encourage educational visits, off site and residential activities as part of both the curricular and extra-curricular programs. There are a wide range of tangible and intangible benefits from such activities including improving knowledge and experience, increasing individual awareness, confidence and abilities as well as fostering teamwork and developing leadership potential.

The implementation of Risk Assessments for all activities will ensure that such activities are managed safely and successfully and lead to a beneficial outcome for all involved.

m. **Fire Safety Policy**

Fire drills in buildings that are not used at night (e.g. the main teaching building) will be carried out on an annual basis. As regards boarding Houses, there will be fire drills once a term, in a night time situation. A record will be kept of the date and time of every fire drill and the exact time taken to clear the buildings and the Deputy Head (Pastoral) will send this data to the Sepang Facilities.

The warning in case of fire shall be given by a siren or bell, which is not used for other purposes and can easily be recognised by employees and pupils and will be heard clearly in all parts of the buildings.

This fire alarm system will be tested weekly by the Facilities Department. The work will be done by the Facilities team and the bells will be triggered simultaneously from one operating point to the next. Details will be kept of these tests.

Any person discovering a fire should immediately raise the alarm so that evacuation procedures commence. The person discovering the fire will then summon the Bomba, inform the Headmaster/Deputy Head (Pastoral/Academic), Bursar and Sepang Facilities, and undertake whatever duties are specified in these regulations.

All teachers in charge of a class will be responsible for seeing that the whole class is evacuated safely along the designated evacuation route to the defined roll call area that is detailed on the poster for each building. In the event of an actual fire, the Headmaster and Bursar will decide any subsequent movement.

From time to time there will be a need for a Personal Emergency Evacuation Plan to be prepared for individual pupils, employees or members of the public who have restricted mobility. This should be prepared by the respective Housemasters and Housemistresses in whose house the pupil resides.

The Deputy Head (Pastoral) or designate will ensure that there is an effective system for ensuring that class absences, current to that day, are available for the roll call.

Directions for the evacuation of pupils and others will be displayed in a prominent place in classrooms, common rooms, cloakrooms, offices, Duke of York Theatre, Medical Centre, Library, Sports Centre, dining hall and staff room.

Arrangements will be made locally for all appliances using gas or electricity to be switched off, laboratory experiments rendered safe, as far as time and travel distance allow.

Exit doors leading from College buildings should not, under any circumstances, ever be locked or obstructed during College hours.

The Headmaster, Bursar and Deputy Head (Pastoral) should ensure that under no circumstances during a fire practice or actual fire emergency should anyone not authorised re-enter the College premises.

Further information can be found in the College's Fire Safety Policy available from the Headmaster's Personal Assistant or Bursar.

n. **First Aid**

The First Aid Policy has been prepared in accordance with the Health and Safety (First Aid) at Work Regulations 1981, and the Education (Independent College Standards) (England) Regulations.

Management of first aid arrangements will be undertaken in such a way as to provide adequate arrangements for training and re-training of first aiders (every 3 years), provision of

first aid equipment and facilities, and for the recording of first aid treatment. Arrangements will be such that first aid may be offered to employees, pupils, members of the public and others who may be affected.

Further information can be found in the College's First Aid Policy available from the Headmaster's Personal Assistant/Bursar or Medical Centre.

o. **Grounds Management**

All employees who use chainsaws will be provided with hearing protection, visors, safety footwear and correct ballistic clothing. Our appointed grounds maintenance contractors are Satiri (M) Sdn Bhd and are responsible for ensuring PPE provision and training for their staff.

All pesticides will be safely and securely stored and will be under lock and key except when being manipulated.

p. **Lone Working**

The College accepts its duty to organise and ensure the safety of solitary workers. Employees have responsibilities to take reasonable care of themselves and other people affected by their work and to co-operate with the College in the discharge of their legal obligations.

Heads of Departments are required to ensure that an appropriate Risk Assessment is in place for any employee who may be affected.

Further information can be found in the College's Lone Working Policy which is available from the Headmaster's Personal Assistant.

q. **Manual Handling**

The College will:

a. Avoid the need, so far as is reasonably practicable, for employees to undertake any manual handling operation which involves a risk of injury;

b. Where a manual handling operation cannot be avoided a suitable and sufficient assessment be carried out. The person responsible for carrying out this assessment is Sepang Facilities.

c. Take appropriate steps to reduce the risk of manual handling operation injury to the lowest reasonably practicable, and provide employees with general indications on the weights of loads.

r. **Noise**

Where the College believes that employees are exposed to the lower action values of 80 dB(A) an assessment of the risk from noise exposure and hearing protection is to be made available. Where there may be exposure to the upper action value of 85dB(A) an assessment of the risk from noise exposure and hearing protection is to be made available and the worker should also be supervised in the wearing of protection. Occupational Health or the individual's doctor should be involved to ensure regular surveillance of their hearing levels. The personal exposure limit value of 87dB(A) should not be exceeded

It is believed that these controls will be necessary in the following operations:

1. Grass cutting;
2. Use of chain saws;
3. Use of all woodworking machinery;
4. Strimmers
5. Driving of tractors

A copy of all risk assessments in connection with the above are to be maintained by Sepang Facilities.

s. **On site Vehicle Movement**

The College is committed to keeping the grounds safe for pupils, employees and members of the public alike to use for access and relaxation without risk from traffic. Members of the public are only permitted onto the College site with pre-authorised permission.

Day to day responsibility for planning, monitoring and controlling on site movements and for car parking is delegated to the Bursar, who is assisted by Sepang Facilities. The Bursar manages the site safety, recommending measures that may be needed to enhance the safety of pedestrians.

Speed Limit in College Grounds - the maximum speed limit throughout the College is 25kmh and this limit is not to be exceeded.

For further information, see the College's Access, Security & Visitors policy available from the Headmaster's Personal Assistant/Bursar.

t. **Personal Protective Equipment**

The College recognises that personal protective equipment is a last resort and that wherever possible risks should be controlled by other means. Where the risks cannot be controlled by other methods and it is assessed there is a residual risk, then suitable personal protective equipment will be provided.

Where it is determined that personal protective equipment is required then an assessment will be made to assess the risks, define the characteristics required of the equipment and compare these with the characteristics of available equipment to ensure the equipment provided is suitable. The assessment will be recorded unless it can be easily repeated and explained.

All personal protective equipment will be maintained and accommodation provided for it when not in use.

Employees will be informed, instructed and trained on the risks which the personal protective equipment will avoid, or limit; the purpose and manner in which the equipment is to be used and any action they need to take to ensure it is in good repair and efficient working order.

The person responsible for the above is Sepang Facilities.

u. **Risk Assessments**

The College's key objectives under this Policy are to ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk, that

identified control measures are implemented to control risk so far as reasonably practicable, that those affected by College activities have received suitable information on what to do and that risk assessments are recorded and reviewed when appropriate.

Sepang Facilities/Heads of Department are responsible for ensuring that risk assessments are prepared in line with the above objectives.

Where specialist skills are required, e.g. fire, water quality and hazardous substances, there is separate Policy guidance in place. Teaching area risk assessment checklists are also in place.

All employees who prepare risk assessments will receive guidance on risk assessment as necessary. Assessment training will be provided on specific areas where identified by Sepang Facilities/ Heads of Department.

Risk assessments will take into account:

- hazard - something with the potential to cause harm
- risk - an evaluation of the likelihood of the hazard causing harm
- risk rating - assessment of the severity of the outcome of an event
- control measures - physical measures and procedures put in place to mitigate the risk

The risk assessment process will consist of the following 6 steps:

- what could go wrong
- who might be harmed
- how likely is it to go wrong
- how serious would it be if it did
- what are you going to do to stop it
- how are you going to check that your plans are working

Sepang Facilities/ Heads of Department will be responsible for the maintenance of risk assessment records.

Risk assessments will be reviewed:

- when there are changes to the activity
- after a near miss or accident
- when there are changes to the type of people involved in the activity
- when there are changes in good practice
- when there are legislative changes
- annually if for no other reason

| **Responsible Person** | **Area covered** |
|---|---|
| Bursar/Sepang Facilities - Whole Site | First Aid Provision, External Areas, Internal Areas, Lone Working, DSE, Safety Management, Traffic and People Separation, Use of College Vehicles, Cardboard Baler, Events |

| | |
|---|---|
| | |
| Heads of Department, Academic and Support | General RA's, Task / Department specific, plus DSE, Lone Working as appropriate |
| Deputy Head (Pastoral) in conjunction with HMM's | General House based RA's |
| Deputy Head (Pastoral) | Off Site Visits and Activities - Theatre/Drama Productions. |
| Sepang Facilities | General RA's, Task / Department specific, plus DSE, Lone Working as appropriate, plus Fire, Working at Height. |
| Director of Sport | Swimming Pool, Sports Centre, Outdoor Sports Facilities and all matches. |

Risk Assessments should be recorded, involve those people who are directly involved in the activity/task in question and be regularly reviewed. This is particularly the case in the event of any material change to the activity/task, the area in which it is carried out, the people, or as a result of any accident/incident necessitating a review of the whole process.

v. **Safety of Pressure System**

The College recognises that there are laws that apply to all pressure systems on site containing at any pressure, or a gas, or a liquid, or a mixture of both at a pressure greater than .5 bar (7psi).

The College will use manufacturer literature and information available from their Competent Person who carries out current thorough examination and test of pressure systems, to establish the safe operating limits of its pressure systems.

The College has produced a written scheme for the periodic examination of its pressure systems as advised by the Malaysian Energy Commission and this was prepared by a Competent Person.

The College will then arrange for the Competent Person to carry out an examination of the pressure system in accordance with the written scheme.

The College will provide adequate and suitable instructions to employees who have to operate pressure systems and this will include training, close supervision, provision of data and, if necessary, schematic or flow diagrams to help with the identification of important controls, valves, etc.

The College will ensure that its pressure systems are properly maintained in good repair so as to prevent danger.

The College will ensure that it keeps the correct documentation. This documentation will consist of the following:

1. An initial report and examination of the pressure system upon it being taken into use;
2. The last report of examination of the pressure system made by the Competent Person;
3. Any other reports if they contain relevant data to assist safe operation, or referring to repairs and modifications;
4. Information referring to data supplied by the designers or manufacturers.

w. **Science Teaching**

i. **Chemical Storage**

It is the Policy of the College that chemical storage will be along the general lines of that recommended by CLEAPSS (see for guidance CLEAPSS Laboratory Handbook section 07 - Chemicals, and other CLEAPPS documents).

ii. **Experimental Safety**

The method of conducting all experiments in the curriculum will be according to the standards laid out in Chapter 10 of Topics in Safety (11th edition) published by the Association for Science Education. Copies are available to all employees.

iii. **Eye Protection**

The College recognises that consideration of eye protection is essential for practical work. Note is taken of the guidance in Topics in Safety (11th edition) Chapter 5, section 3, with local risk assessments as appropriate to the activity and circumstances.

iv. **Fume Cupboards**

It is the Policy of the College that fume cupboards will be assessed once a year, and performance will achieve or surpass the minimum standard required by the DfSS. This inspection will conform to the 14-month requirement for the examination of engineering controls); see Topics in safety (11th edition), Chapter 7, section 7, and general guidance for College fume cupboards given in CLEAPSS Laboratory Handbook, section 20.10.6

v. **Microbiology & Biotechnology**

It is the Policy of the College that all Microbiological and Biotechnology experiments will be assessed and categorised in accordance with Topic 15 of Topics in safety (11th edition) published by the Association for Science Education.

All DNA Technological experiments will be assessed and categorised in accordance with Topic 16 of Topics in safety (11th edition) published by the Association for Science Education.

The College will ensure that technique precautions appropriate to the level will be adopted as contained in Topic 15 & Topic 16.

The treatment of contaminated equipment, treatment of spillages and disinfection procedures will be in accordance with the above topics to comply with health & safety

guidelines.

x. **Smoking**

The College has a strict no smoking Policy anywhere within the campus other than for employees inside their own accommodation. Employees are not permitted to smoke in College vehicles.

Furthermore, the Policy disallows the use of electronic cigarettes and treats them on the same basis.

y. **Swimming Pool**

The College shall maintain full details regarding the chlorination system. The full instruction for safety during the manipulation and use of the chemicals will have been obtained by the suppliers. Maintenance records are kept daily by Sepang Facilities and available for inspection.

Further details on use and supervision of the Swimming Pool can be found in the Swimming Pool Policy and Risk Assessment. These are available upon request to the Headmaster's Personal Assistant/Bursar. All staff are made aware of the policy and rules for use of the Swimming Pool.

External hirers of the College Swimming Pool (and other facilities) are required to sign a contract and waiver agreeing to the terms and rules as set out in the policy.

z. **Use of Private Vehicles**

It is the responsibility of every employee using their own vehicle on College premises, to ensure the vehicle is insured and in a roadworthy condition. Special rules exist for the transportation of pupils and can be found in the Use of College Vehicles Policy.

aa. **Vibration**

The College shall ensure an assessment is carried out on any workers that may be exposed to vibration levels that could give rise to Hand-arm Vibration Syndrome (HAVS) or Whole Body Vibration (WBV).

Action is required when the daily vibration exposure exceeds the Exposure Action Value (EAV). The daily Exposure Action Value must not exceed the Exposure Limit Value (ELV). If this were to occur the College must undertake health monitoring of the worker and maintain their records accordingly.

Control Measures - The College aims to engineer out risk through design and planning. However, when such controls are not sufficient, the workers daily vibration dose must be reduced. Controls such as reducing the magnitude of vibration, the length of time exposed. The elimination of certain tasks, choosing better equipment, ensuring equipment is well maintained and job rotation would all help limit exposure.

bb. **Work at Height**

Where reasonably practicable work at height is to be avoided. Where such work is unavoidable the proposed task is to be risk assessed and a safe system of work is to be adopted.

At ECiM Work at Height is undertaken by Sepang Facilities, who may outsource to a qualified contractor. Sepang Facilities take responsibility for risk assessments.

Use of the Tallscope and ladders in conjunction with the theatre lighting and stage sets should only be carried out in accordance with the agreed safe system of work, signed off by the theatre technician in conjunction with the play manager.

Teachers and support team requiring access to high shelves, notice boards and the like should request the use of ladders or folding steps (with a max 3 steps with platform height being no higher than 750m off the ground) from Sepang Facilities. The unit should incorporate a vertical handrail allowing the user additional stability. All staff are advised not to take risks in working at height (e.g. use of furniture to climb on) and to seek the assistance of Sepang Facilties staff when required.

At no time should pupils be permitted to undertake Work at Height.

cc. **Work Equipment**

Heads of Department have a responsibility to ensure that any equipment their department use is maintained in a safe and serviceable condition.