



Health and Safety Policy and Arrangements 2019

North Warwickshire and South Leicestershire
College

Group Health and Safety Manager

CONTENTS

CONTENTS	1
INTRODUCTION	4
POLICY STATEMENT OF INTENT	Error! Bookmark not defined.
ORGANISATIONAL RESPONSIBILITIES	Error! Bookmark not defined.
The Corporation	Error! Bookmark not defined.
The Principal and Chief Executive	Error! Bookmark not defined.
Deputy Principal and Senior Management Team	Error! Bookmark not defined.
Group Director Facilities and Estates	Error! Bookmark not defined.
Group Health and Safety Manager	Error! Bookmark not defined.
Health and Safety Officer	Error! Bookmark not defined.
Group Facilities and Estates Manager	Error! Bookmark not defined.
Group Directors (Learning and Skills)	Error! Bookmark not defined.
Health and Safety Committee and Representatives	Error! Bookmark not defined.
All Employees	Error! Bookmark not defined.
Students, Contractors and Visitors	Error! Bookmark not defined.
Fire Marshals and Fire Wardens	Error! Bookmark not defined.
First Aiders and Appointed Persons	Error! Bookmark not defined.
ARRANGEMENTS	5
Accident Investigation	6
Accident Recording, Reporting and RIDDOR	8
Asbestos	11
Biomass Fuels (Delivery, Storage and Operational Maintenance)	13
Blood Borne Virus and Immunisation	17
Competence and Capability	21
Control of Contractors	22
Construction Design Management Projects (CDM)	25
Consultation and Committee	28
Control of Substances Hazardous to Health (COSHH)	30
Display Screen Equipment (DSE)	33
Unmanned Aerial Vehicles (UAVs) and Remote Piloted Aircraft Systems (RPAS)	35
Drugs and Alcohol	37
Duct Rescue (Underground Ducts and Chambers)	38
Emergency Evacuation	43

Emergency Lighting	49
Educational Trips and Visits	50
Electrical Safety (Fixed Wire Inspections and Portable Appliances)	58
Fire Risk Assessment	62
Fire Protection, Detection and Fire Fighting Equipment	64
First Aid	66
Fixed and Mobile Scaffolding	68
Food Safety and Hygiene	73
Gas Safety and Inspection	82
Gates, Barriers and Perimeter Fencing	83
Guide Dogs and Animals on College Premises	86
Glass and Glazing	90
Kiln Operations	94
Health Surveillance	97
Hygiene Controls	98
Legionella Control and Water Management	100
Lifts and Elevators (Rescue, Inspection and Maintenance)	103
Lifting Equipment and Operations (LOLER)	105
Lone Working	108
Manual Handling	109
New and Expectant Mothers	112
Noise	114
Occupational Stress	116
Performance, Dance and Drama	118
Personal Protective Equipment (PPE)	119
Policy Development	121
Provision and Use of Workplace Equipment (PUWER)	122
Radiation	126
Risk Assessments	128
Safety Signs and Signals	131
Science Teaching	133
Sporting and Gym Equipment	135
Statutory Inspections	138
Transport (Movement of Vehicles and Car Parks)	139
Transport (Mini Buses and College Vehicles)	141
Transport (Private Vehicles for Work Purposes)	144

Training	147
Ultraviolet Radiation (Sun) and Outdoor Workers	148
Violence at Work	151
Young Persons	153
Welfare Facilities	156
Work at Height (Ladders and Stepladders)	159
Work Placements	162
Working Time Arrangements	165
MONITOR AND REVIEW	167
APPROVAL	168

INTRODUCTION

Introduction

To comply with criteria within the Health and Safety at Work etc. Act 1974 all companies that employ five or more staff must have a written comprehensive Health and Safety Policy. To fulfil this legal requirement this Policy Book contains the full Policy for North Warwickshire and South Leicestershire College (the College).

The College Principal and Chief Executive together with the Governing Body (known as The Corporation) acknowledge the importance of their responsibilities to fulfil their obligations and legal duty owed to themselves, employees, learners and other persons who may be affected by their acts or omissions to take reasonable care for their health, safety and welfare.

The operation and effectiveness of the Policy will rely on the commitment of all management levels who have been allocated specific responsibilities. They shall implement the Policy as a working procedure therefore their commitment is essential in the disseminating of information contained in this Policy to all staff and additional stakeholders at the College. Responsibilities include:

- Take care of themselves and others that may be affected by their activities including students, contractors and other visitors to the College sites
- To co-operate with the Corporation, the Principal and Managers on all health and safety matters necessary to ensure statutory duties are complied with
- Participate with every person within the organisation in the implementation of the recommendations made in order to achieve and maintain the highest standards of compliance with health and safety legislation
- Report all hazards, defects or concerns to their immediate manager or other appropriate person including all accidents and incidents arising from College activities
- Adhere to specific responsibilities as detailed within individual Health and Safety procedures

This Policy is intended to provide essential information to inform stakeholders of the policies and procedures as to how the College will fulfil its legal obligations in relation to Health and Safety legislation including:

- Statement of Intent
- Management Structure and Responsibilities
- Policy Arrangements
- Monitoring and Review
- Auditing of Policy

The information given in the Policy is not exhaustive however, and where appropriate links are given of sources of further information on specific subjects.

The Policy should also be read in conjunction with any departmental or section safety documents, which contain detailed specialist health and safety information relating to activities and processes within those areas.

ARRANGEMENTS

The arrangements included are defined as general arrangements and how they influence a variety of hazards such as:

- Accident investigation
- Induction training
- First aid arrangements
- Risk assessments
- Permit to work systems

The general arrangements should cover the requirement to plan, organise, control, monitor and review as per regulatory requirements.

Specific arrangements will consider the specific hazards associated with College activities such as: noise, electricity, manual handling, display screen equipment, scaffolds and working at height.

Specific arrangements will generally not be a one page document and can be known by various names such as; standing instructions, safe working practices, safe systems of work, rules and procedures.

Systems of work may be general or specific and written in a way to make them advisory to work situations or very prescriptive, formality is risk level dependant and may involve a permit to work system.

Rules are created to remind people of mandatory behaviour, written down to avoid ambiguity and not confused with guidance. A rule will generally start with 'always or never.'

Procedures formalise actions necessary within a work activity to ensure the health and safety of all. They are written in the order that the actions are likely to be carried out. They formalise and bind arrangements to ensure something is done a particular way. Procedures are a good training and monitoring tool as they set clear standards of performance.

Standards will help build a positive culture and control risk, identifying who does what, where, when, how and with what results. Standards must be measured, achievable and realistic. They should refer to numbers, quantities, levels and timings for example:

- Specifying waste levels
- Frequency for checking guards on machines
- Levels, frequency and content of training

Cross-referencing the Policy including the Statement, organisation and arrangements may be substantial for the College. Primary document (Manual) should contain all three Policy items including references to other documents to give additional information.

Employees can gain access to the Manual, through a request systems or library point and provided with a summary of the main points. This includes;

- Full copy of the statement
- Summary of the organisation and arrangements
- Reference to other manuals

Accident Investigation

Introduction

It is important to find the cause(s) and full implications of all accidents and incidents, where the term 'accident or incident' includes all accidents, incidents, near misses, fires, dangerous occurrences, ill-health, occupational disease and physical assault whenever any of these events or conditions arise from College activities. Investigation of accidents and incidents is required by law under the:

- Social Security (Claims and Payments) Regulations 1979, Regulation 25;
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) (the requirement to ensure that the circumstances of the incident are correctly reported);
- Management of Health and Safety at Work Regulations 1999, Regulation 5 (the duty to plan, organise, control, monitor and review Health and Safety arrangements).

When undertaking investigations, it must be considered that any accident or incident could become the subject of subsequent litigation, prosecution or claim and that those involved may be called upon to explain the findings of the investigation in a Court of Law. Where the accident is likely to result in a claim for personal injury or damages, the College insurers may require a copy of the investigation report.

Investigation

The College shall ensure that all accidents and incidents arising from its activities under its control are fully investigated in order to identify and address the causes by conducting an appropriate investigation and the implementation of any actions identified to prevent a recurrence.

Investigations are categorised as:

Minimal	Health and Safety Manager looking at the circumstances of the accident or incident and if necessary any additional follow up actions are required e.g. review of the risk assessment and feeding back any recommendations to the appropriate Manager/Director responsible.
Low level	Investigation conducted by the Group Health and Safety Manager and Department Manager or Director looking at the circumstances and root causes to prevent a recurrence and to learn any general lessons to be applied elsewhere.
Medium level	Involving the Group Health and Safety Manager, Head of Department or Manager and Employee Representatives looking at the circumstances and root causes to prevent a recurrence, make any necessary reports to local authority and review the risk assessment.
High level	Involving a team approach led by, or reporting to, Director of Facilities and Estates, Group Facilities and Estates Manager and seeking to understand current arrangements and behaviour and to implement corrective actions as appropriate to the event.

Not all accidents need to be investigated in-depth and the College will decide on a case by case basis on the likelihood of a recurrence and the potential worst injury, damage or other consequence. The investigation shall always look beyond the obvious to find the underlying cause.

The investigation should not be used for the purpose of any disciplinary action. If disciplinary action is appropriate, it should be undertaken independently of the health, safety and environment investigation.

Investigation Forms

Accident and incident information should be recorded using the [HS006-2017-01 Accident Investigation Report Form](#) available from the Health and Safety Department.

Findings and Recommendations

The findings of the investigation shall be reported in appropriate detail and sent to all interested parties.

An Accident and Incident Investigation Form may be sufficient but, for more detailed investigations, a separate report may be required.

The report should be objective and should show the initial and root causes of the accident or dangerous occurrence. It should also compare what has been observed with legal, industry and College standards. The report should not attempt to "lay blame" but should simply concentrate on what happened and why. Recommendations may be made that will help prevent the accident or incident happening again.

These recommendations may be for immediate action or for changes to the College arrangements that will address root causes.

GDPR

If there is reference to personal data within an investigation report then consideration shall be made whether that data can be removed or restricted before any report is circulated around the College or provided to an insurer.

It is noted that facts and learnings of an incident are more important than the identity of the individual(s) concerned. If it is necessary to share personal data as part of an investigation, recipients shall be reminded to treat it appropriately and destroy it when no longer required.

Accident Recording, Reporting and RIDDOR

Introduction

All accidents, incidents, unsafe conditions or unsafe acts, no matter how trivial, should be reported to the College Group Health and Safety Manager or Facilities and Estates Director who will be responsible, where appropriate, for passing on details to appropriate staff for investigation.

Reporting Procedure

In the event of an accident occurring that requires first aid provision, contact reception or the closest emergency first aider giving details of the location and severity/type of the injury if known.

- Reception must contact a Qualified First Aider and pass on details of the location of the person and severity/type of the injury. The First Aider will judge what action to take and if an ambulance is required.
- In the event that a first aider is not available, subject to the severity of the injury, the casualty should be directed to the location of the nearest first aid provision, sent to the hospital or an ambulance called. Under 18's must be accompanied to the hospital by a member of staff or a responsible family/guardian member. Staff must remain with the casualty until duty of care has been taken by a responsible guardian of the casualty. The Health and Safety office must be informed if an ambulance has been called. Subject to the nature and severity of the injury, the Duty Manager needs to be informed. For example, injury caused by violence and aggression or severe injury including broken limbs, head injuries etc.
- Details of the accident must be recorded on the HS010-2018-01 Accident Incident Form and on the Safesmart Health and Safety Electronic Management System completing all relevant sections. Obtain the relevant information and a signature from the casualty at the time of the accident if possible. If required obtain the information needed from third parties.

The College is required to keep a record of accidents, it is good practice to report and record all health, safety and environment accidents and incidents, the term 'accident or incident' includes all accidents, incidents, near misses, fires, dangerous occurrences, ill-health, occupational disease, sporting injuries and physical assault whenever any of these events or conditions arises from College activities.

- Once the Accident Report Form is correctly completed it must be sent to the Health and Safety Department.
- The Health and Safety Department will record the accident or incident details and decide if any further action is required. .
- Accidents not requiring first aid treatment still require an accident form to be completed with the relevant information, signed by the relevant persons and forwarded to the Health and Safety Department.
- Accident records will be retained by the College for four years as per the statutory legislation, personal data may be held for longer periods although sufficient justification for doing so (such as an ongoing criminal prosecution) is required.

Near Misses and Dangerous Occurrences

All near-misses must be reported to the Health and Safety Department as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.

RIDDOR

Reporting certain accidents and incidents is a legal requirement and the College will take all necessary steps to comply with the Reporting of Injury, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

A definition of accidents and incidents which are required to be reported are detailed under the HSE INDG453 and the HSE Incident Reporting in Schools (Accidents, Diseases and Dangerous Occurrences) Information Sheet (rev.3)

Death or Major Injury

If an accident occurs at the College and an employee, student or self-employed person is killed or suffers major injury and/or a member of the public is killed or taken to hospital, the College shall notify the enforcing authority without delay online www.hse.gov.uk/riddor/report to communicate details of the College and the injured person(s) and the circumstances of the accident.

Over Seven Day Lost Time Injury

If an accident occurs at the College (including physical violence) and the person is away more than 7 days (including weekends, rest days or holidays), but not counting the day of the accident, then the College shall report on line and complete a Form F2508.

Dangerous Occurrence and Reportable Disease

Note: If an incident occurs and does not result in injury, but is defined as a Dangerous Occurrence, then the College shall report the incident immediately on line and complete a Form F2508.

If a doctor notifies the College that an employee suffers from a work related disease then the College shall report on line and complete a Form F2508A.

Occupational Ill health

The College shall, if appropriate, report on line by submission of Form F2508A.

The Incident Contact Centre can be contacted via:

Internet: www.riddor.gov.uk

Telephone: 0845 300 9923 (Monday to Friday 08.30 Hrs to 17.00 Hrs.)

Reporting out of hours

The HSE and local authority enforcement officers are not an emergency service. The type of circumstances where the HSE may need to respond out of hours are;

Following a work-related death, or where there is a strong likelihood of death following an incident at or connected with work.

Following a serious accident at a workplace to gather details of physical evidence that would be lost if you waited until normal working hours.

Following a major incident at a workplace where the severity of the incident, or the degree of public concern requires an immediate public statement from either the HSE or Government Ministers.

If the Duty Officer feels that the incident fits these descriptions, or they are not sure, they shall ring the HSE and Local Authority Enforcement Duty Officer on 0151 922 9235.

Accident Statistics

Accident statistics will be made available for staff to view through the College Box Portal, additional detail would be given via the Health and Safety Termly Reports to the Executive Team and communicated at The Health and Safety Committee Meetings.

Example of statistics on the Box Portal:



Asbestos

Introduction

Asbestos is a naturally occurring mineral, found in many areas of the world. Typically, asbestos was used as fire separation in buildings, an insulator on steam pipework or to add strength to other materials, such as cement sheet.

The generic term used to describe asbestos products or materials is 'asbestos containing material' (ACM).

Management of Asbestos

The College shall take all necessary steps to comply with The Control of Asbestos Regulations.

The Facilities and Estates Director is responsible for ensuring on behalf of the College that the Regulations and Approved Code of Practice (ACoP) is complied with and that where the College has control of premises:

- Ensure that a suitable and sufficient assessment is carried out to determine the location and condition of materials likely to contain asbestos taking into account building plans or other relevant information, the age of the premises and inspections of those parts of the premises which are reasonably accessible
- Presume materials contain asbestos unless there is strong evidence that they do not
- Make and keep an up-to-date record of the location and condition of the asbestos-containing materials (ACM's) or the presumed ACM's in all College controlled premises
- Assess and record the risk of the likelihood of anyone being exposed to fibres from these ACM's
- Review and monitor the assessment(s) and plan accordingly to the regulations recommendations

Prepare a Plan

Based on the assessment, The College shall prepare a plan which determines how the ACM will be treated and controlled and, in particular, how the information will be given to those who need it and if any labelling is required.

- The plan shall be used to ensure that work on ACM's is only undertaken by competent persons; usually this will require use of a licensed contractor(s). Some very minor work on ACMs may be undertaken by unlicensed persons but this should be agreed by a competent person before proceeding. Take the necessary steps to put the plan into action

The regulations will be consulted prior to any work being undertaken on any ACM's or suspected ACM's by any contractor or College staff. The work will be identified in to one of three categories with the correct actions taken and implemented:

- The task needs an HSE-licensed contractor
- Notifiable non-licensed work
- Non-licensed work

Presumption of Asbestos

Where it is not obvious or possible to confirm its presence, the College shall presume that a material is an ACM.

Records

Having undertaken the initial assessment, the College shall make and keep up-to-date, accurate records of where ACMs are located in the premises. This information will be available on the Electronic Computer Aided Facilities Management System (CAFM). Fire **Provision of Information**

The College shall ensure that records on asbestos are brought to the attention of anyone who may need the information to ensure their health and safety e.g. contractors or the emergency services.

Location reports are available on the College electronic CAFM system.

Work at Other Premises

The College shall undertake risk assessments before commencing work at other sites on the fabric of a building or under the control of a third party. The assessment process will include agreement and co-operation between parties and provision of information on ACMs that may be present at the location.

Awareness Training

There is no legal requirement to repeat an entire formal awareness refresher training course every 12 months however, some form of refresher shall be given, as necessary, to help ensure knowledge of asbestos awareness is maintained.

The College shall provide refresher awareness either as part of an e-learning provision or as part of other health and safety updates or toolbox talks, rather than through a formal training course.

Any Manager or Supervisor who has received Asbestos Awareness Training previously and who is competent to do so, could deliver an update or safety talk to employees without the requirement to appoint an external training provider.

There is no need for employees who have received training for licensable or non-licensable work to complete the lower level awareness refresher training.

Biomass Fuels (Delivery, Storage and Operational Maintenance)

Introduction

Health and Safety Legislation in the UK aims to protect persons from accident and injury by placing basic responsibility and duties on the parties engaged in any work activity.

Those involved in the ongoing operation (including maintenance) of biomass fuel systems have a duty to share relevant information and ensure that operations are conducted without risk to themselves and others.

The following sections represent an overview of the most common risks areas inherent with the main activities in a biomass system, including fuel delivery, fuel storage and handling and boiler operations and combustion.

Fuel Delivery

Biomass fuel will generally be delivered to the College site by lorry which will be required to manoeuvre on site (often in a restricted location) and accessible by staff, students and others.

- Fall from Height – the fuel storage hoppers at Hinckley and South Leicestershire sites are fitted with restriction panels to prevent access to three sides of the hopper at ground level.
- Confined Space – fuel storage of any kind is considered a confined space and confined space regulation shall be adhered to.
- Reversing Vehicles - in a restricted space, that may be shared with other activities e.g. car park, delivery area or pathway there is a potential danger when vehicles and pedestrians move in close proximity. During delivery or when the storage area is open, persons including delivery operatives, staff, students and others are not permitted to stand in the tipping zone or at the rear of the delivery vehicle.
- Mechanical Augers and Conveyors – moving components pose a hazard from unintentional human contact with moving parts - actions to assist tipping or activating gates or doors shall be achieved from a position of assured safety using tipping rods if necessary.

A full risk assessment of delivery activities shall be completed in conjunction with the Biomass fuel supplier and the Estates Department and any control measures identified implemented. The risk assessment shall include the following considerations:

- The most appropriate time for receiving deliveries, size and frequency of delivery and fuel quantities in the context of LOLER
- Restriction requirements for fuel reception and storage areas and whether pedestrians or others might be present in the delivery area
- The requirement for reversing vehicles or sight line markings and suitability of the delivery vehicle and the risks associated with tipping
- Dust blow out and fuel storage ventilation
- Earthing electrical precautions made for pneumatic delivery

Two persons should be allocated (including delivery driver) to supervise any work including deliveries at ground or below ground level.

Fuel Storage and Handling

The fuel storage areas at Hinckley and South Leicestershire sites are classified as a confined space and the requirement to enter the fuel storage area under any circumstances shall be minimised.

A method statement and permit to work shall always be required and authorised in all confined space work situation along with a task based risk assessment. The risk assessment shall include:

- Co2 detection methods
- Isolation of boiler and mechanical hopper procedures including mechanical risks and lock out tag out procedures
- Risks associated with slips, trips and falls
- Fuel level detection arrangements
- Fuel feed failure procedures and risks associated with combustion gas feed back
- Electricity including the use of safe lamps
- Work at height
- Water ingress
- Dust explosion and fire

To avoid the formation of fungal spores, moist or wet wood chip fuel should be stored for as short a period as possible, and should be used within one month. Fuels being stored should be run down annually and a deep clean undertaken by an appropriately appointed competent contractor.

Fuel hopper storage doors and hatches should not be operated during periods of severe inclement weather such as ice conditions, snow or high winds.

Boiler and Combustion

Boilers shall always be considered as a confined space and only entered if there is no alternative method of performing the task.

Those involved in the entry or maintenance of College boiler systems should complete a method statement and risk assessment for any work requiring the cleaning, maintenance or entry of any College boiler system.

- Boilers shall be extinguished 24 hours prior to entry or for as long as is necessary for the temperature to reduce to ensure safe working
- Co2 monitoring shall be completed prior to and during boiler entry
- Any electrical supplies including lighting or tools shall be low voltage (e.g. 12 or 24 volt)

The risk assessment shall consider: excessive temperature inside the combustion chamber, the use of personal protective equipment including breathing apparatus, the presence of mineral fibre insulation, refractory collapse, evacuation procedures, burner isolation verification and other isolation procedures.

Care should always be taken when opening combustion chamber doors as partly burnt gases could flare out into the boiler room.

Soot and Ash Handling

Soot and deposits removed from the boiler and walls during cleaning should always be stored outside in a metal container (Boiler and Chimney soot are well known to contain carcinogens and must be disposed of appropriately).

Ash can contain glowing embers and should only be handled in metal containers. All fly ash, poorly combusted grate ash and ash from contaminated wood should be disposed of as hazardous waste.

Grate ash removed from the biomass boiler may still contain volatile content which could cause rapid ignition. Sudden opening of ash hopper lids should be avoided.

Handling ash, sweeping the boiler house and completing associated tasks requires staff training and the appropriate use of personal protective equipment (PPE).

PPE includes: full overalls, a rated dust mask, and eye protection.

Full cleaning of boilers is likely to require a disposable respirator which filters at least 94% of airborne particles.

Ladders

Portable ladders will slip on fuel surfaces and their use should be avoided.

The use of fixed ladders should form part of a 'working at height' training and a task specific risk assessment should be completed prior to entry to the fuel storage hopper.

The use of harnesses and safety nets should always be considered.

In case of fire in a fuel store

The manufactures maintenance manual should be consulted however, the following actions shall always be followed:

- Sound the College fire alarm by operating the nearest call point
- Contact the Fire and Rescue services
- Switch off the boiler and ventilation system
- Carefully close biomass fuel storage hatches and openings
- Await the arrival of the emergency services

Training and Documentation

All persons who are required to carry out any work activity including operation, cleaning and maintenance must be given sufficient training to enable them to carry out their duties and use equipment supplied safely.

- The manufactures operational instructions shall be adhered to at all times.
- The correct function of all safety devices including pressure relief, emergency cooling and air venting systems should be checked in accordance with an approved schedule.

- Flues and chimneys should be checked and cleaned annually (Flues should be swept prior to an annual service)
- Chimney and boiler soot and ash must be disposed of as hazardous waste

Operation and Maintenance Manual

The operational and maintenance manual should describe all aspects of the duties of the operator (The College) and contain all relevant information for the safe operation and maintenance of Biomass plant and should be followed at all times.

Information with regards to the recording of operational data, safety checks, cleaning and maintenance activities shall be maintained.

Blood Borne Virus and Immunisation

Introduction

Blood-borne viruses (BBVs) are viruses that are carried in the blood which may cause severe disease in certain people, sometimes with few or no symptoms. The virus can spread to another person, whether the carrier of the virus is ill or not.

The main BBVs are:

- Hepatitis B virus (HBV),
- Hepatitis C virus (HCV)
- Human immunodeficiency virus (HIV) which causes acquired immune deficiency syndrome (AIDS)

Further information regarding blood borne viruses is available from the Advisory Committee on Dangerous Pathogens (ACDP) whom provide independent scientific advice about hazards and risks from exposure to pathogens.

Transmission

BBVs are mainly transmitted sexually or by direct exposure to infected blood or other body fluids contaminated with infected blood. It is extremely unlikely that an individual will become infected through everyday social contact with another person who has a BBV.

Direct exposure could happen through accidental contamination such as accidental injection of blood or other bodily fluids, sharp instruments, such as a needle or broken glass,

Infected blood may also spread through contamination of open wounds, skin abrasions, skin damaged due to a condition such as eczema, or through splashes to the eyes, nose, mouth or other mucous membranes.

Risk Assessment

The risk assessment may be included as part of the College' overall First Aid Risk Assessment and should:

- Identify all persons in the workplace at risk from BBVs including employees, appointed first aiders, trained first aiders, visitors and members of the public and where contact is made
- Assess risks from exposure and risk of infection from BBV and how likely it is that BBVs could cause ill health to employees and others affected by work activities (the frequency and scale of contact with blood or other body fluids)
- Assess (including the use of any existing information on injuries reported in the workplace), if existing precautions are adequate and whether further control measures need to be taken (When the risk is known, suitable precautions should be taken to protect health)
- Assess the hazards that arise from working with biological agents
- Identify specific outbreaks and determine strategies for handling them
- Determine if there is a requirement for immunisation, whether an employee is already immunised, and if immunisation should be offered to those not already immunised
- Identify how and when uniforms or protective clothing should be worn and how this could become contaminated and how decontamination will be carried out
- Determine the classification of waste, including its collection, storage and disposal

The risk assessment should be recorded, reviewed and revised as necessary following any changes to working practices, equipment or legislation.

Control Measures

Once a risk assessment has been completed, the methods chosen to adequately control the identified risks should, as far as possible, follow the hierarchical approach set out in the Management of Health and Safety at Work Regulations 1999 and COSHH, namely:

- Eliminating risk
- Controlling risk at source or by safer design
- Use physical engineering controls and safeguards supported by a safe systems of work and the use of personal protective equipment and Immunisation

Personal Protective Equipment

Where the risk to health and safety cannot be adequately controlled by other means or it would not be reasonable to implement other control measures then the College shall consider, in some instances, the use of personal protective equipment (PPE).

Use of Gloves

Gloves play an important role in protecting workers from exposure to blood-borne viruses, especially where there is a risk of injury, such as a puncture wound with contaminated sharps, abrasions or cuts.

Gloves should be used in conjunction with and in addition to other control measures.

General hospital work or work in a laboratory including sciences may only to require disposable medical gloves also known as medical examination gloves, exam gloves and surgical gloves.

The College shall provide suitable gloves to provide protection from exposure to BBVs and where required, a combination of more than one type of glove shall be provided for additional physical protection.

- Gloves should be able to provide protection from exposure to blood-borne viruses for the duration of the tasks being undertaken (This may require having to change them safely mid-task if they become damaged, and a combination of different types of gloves may be required)
- For some minor surgical work e.g. orthopaedic or dentistry, where additional physical protection may be needed, double gloving, the use of glove liners or of knitted or steel weave outer gloves may be appropriate and are proven to be beneficial.
- Some work such as post mortem examination or embalming, where there is a risk of exposure to blood-borne viruses as well as the requirement to use knives, saws etc., pierce and cut-resistant gloves are likely to be needed, in addition to those providing microbiological protection.

Uniform

Uniforms are not considered as protective clothing however, items such as aprons, may be worn over uniforms or normal clothing to control the risk of contamination.

If there is contamination of uniform or personal clothing, the College shall make spare clothing available for staff to use, e.g. disposable boiler suits, theatre scrubs, etc.

Where a risk has been identified undertaking potentially hazardous procedures, the College shall provide a face mask which should be worn.

Potentially Infected Materials

Under ideal laboratory conditions HIV can remain infectious in dried blood and liquid blood for several weeks and HBV stays active for even longer. Potentially infected materials including clinical waste and contaminated clothing must be identified and handled appropriately.

Laundry

Infected linen is defined as linen derived from known infectious patients, including those with HIV, hepatitis B, C and other infectious agents. The process of laundering contaminated linen (including clothing) requires treatment to avoid cross infection from re used items. Linen can be made safe by washing to remove any contaminating body fluids however, additional treatments or disinfection may be required subject healthcare requirements. As per the HSE guidelines the College shall ensure that;

- Infected linen is stored in a secured area prior to washing.
- Linen shall be washed at 65°C and held at this temperature for a minimum of 10 minutes within the wash cycle or 71°C for not less than 3 minutes
- Mixing time shall be allowed to ensure heat penetration and assured disinfection. A sluice cycle must be added in to the cycle when dealing with foul linen.

Linen that requires additional treatment should not be sorted, other than in a water soluble bag - this then placed in an inner bag which should be removed from the outer bag only at the point of transfer to the washer-extractor, followed by the outer bag.

The same wash temperature profile as used for used (soiled and foul) linen is thought sufficient to inactivate HIV, but the evidence is less certain for hepatitis B. The wash temperature, coupled with the dilution factor, should render linen safe to handle on cycle completion

Further guidance available for the HSE 'NHS Executive HSG (95)18 Hospital laundry arrangements for used and infected linen'.

Clinical waste and SHARPS should be disposed of or incinerated appropriately following SHARPS guidelines.

The College shall provide employees with information and a safe system of work for dealing with spillages and other forms of contamination and exposure to BBVs.

Immunisation

Immunisation is an appropriate additional control measure for those workers potentially exposed to blood-borne viruses, such as healthcare and biomedical laboratory staff. Where the workplace task is likely to lead to significant exposures on a regular basis (e.g. biting), the Department of Health Green Book indicates that it would be prudent to offer immunisation to staff even in the absence of documented HBV transmission.

- As per the Health and Safety at Work etc. Act, where identified as required, the College shall provide immunisation free of charge as a protective measure offered as means of protecting employees at work. Where practical, this will be provided through the College's occupational health provider
- Employees may be requested to arrange immunisation through their own GP however, the College will make alternative arrangements if this cannot be done, and reimburse any charges made to the employee for such arrangements.
- The College shall ensure that employees are provided with sufficient information and made aware of the advantages and disadvantages of immunisation and its limitations

As with all control measures, immunisation will be assessed and reviewed by the College and boosters provided where deemed necessary.

Note: *There are currently no vaccines available against hepatitis C or HIV, although there are measures that can be taken following exposure, which may prevent the development of infection.*

Competence and Capability

Introduction

In the context of health and safety, competence is defined as an amalgam of sufficient knowledge, experience and training to ensure that an individual is able to exercise their responsibilities adequately. An essential element of competence is knowing when to stop and call upon other resources and expertise.

The general legal requirement is contained in The Management of Health and Safety at Work Regulations, more specific Health and Safety regulations (e.g. the Construction Design and Management Regulations, the Equality Act 2010) and various guidance documents. Directors, Senior Managers, employees, contractors, suppliers and partners must be competent in undertaking their duties and in the provision of services.

Where there is a competent person in the College's employment, that person shall be appointed in preference to a competent person not in College employment.

Competent trained persons include: Fire Marshals, Wardens, First Aiders, Appointed Persons, Health and Safety Managers and Officers.

The College will consult Health and Safety representatives in good time on the arrangements for competent help where necessary.

Both the College and contractor should communicate before and during a job to maintain good levels of safety, especially where the job will last for several days. Methods to protect students, visitors, members of the public, as well as employees, is paramount and an ongoing task for both parties.

See also Control of Contractor Arrangements

Training

All staff and Contractors should be competent for the work they undertake. Training, along with knowledge, experience and skill helps develop such competence. The College shall decide if staff training is necessary and consider whether hazards or risks can be designed out or removed.

Capability

During employment, employees must bring to the attention of the College Human Resources any health issues, either long or short term, that may affect their ability to continue with the job and the College shall make reasonable adjustments to accommodate these issues.

SEE ALSO CONTROL OF CONTRACTOR ARRANGEMENTS

Control of Contractors

Introduction

The College may, from time to time wish to make use of a contractors/sub-contractors, it is incumbent on the College to ensure that those contractors engaged, are fit for purpose with regards to the intended task and/or undertaking.

The engagement of specialist contractors at the College play an important role in the successful running of the College and its facilities.

Approved Contractors

Contractors themselves cannot dissolve their responsibility back to their "employer" (The College) however, the College must take all reasonable and practicable steps to ensure the Contractor is safe and without risk to other persons.

It is therefore a good idea to have a list of "Approved Contractors" which has been established against given criteria; typically this will include Health and Safety arrangements/ performance, capabilities and limitations. The appropriate level of documentation will be requested by the College, from the contractor, to coincide with the level of risk they pose for example: a suitable level of Insurance to cover any accidental occurrences, suitable and sufficient Risk Assessments and Safe systems of work/working procedures etc.

It is recommended that all building and maintenance contractors appointed by the College have an accreditation to a health and safety assessment scheme such as SSIPs or CHAS.

Competence

The College acknowledges that where the necessary competencies cannot be provided by 'in house' employees then it is necessary to appoint Competent Persons from external sources.

All contractors appointed by the College should have the appropriate level of competence suitable to the task they are appointed to, an example of typical competences are included below:

Contractor Type	Specific Legislation	Risk Assessment	Suggested Safe Method of Work	Qualifications
Electrician	Electricity at Work Regulations 1989	General Risk Assessment Method Statement Asbestos Awareness Work at Height	Isolation of Power Supply	Construction Skills Certification Scheme (CSCS) or registered with registered with one of the Government-approved Scheme Operators. City and Guilds 2360 Part One and Two
Plumber	Gas safety (Installation and Use)	On any gas works	All gas works and other major plumbing works	Gas Safe Registered for gas works as appropriate

	Regulations 1996			Leve 2 (NVQ) Diploma in Installing and Maintenance
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The Facilities and Estates Director, Executive Director Corporate Services and Group Health and Safety Manager will ensure that contractors are approved only if they have been certified as conforming, as a minimum, to legal and the College's requirements for Health and Safety.

The Facilities and Estates Director in conjunction with the Executive Director for Finance will specify the level of public and employers' liability insurance required for contractors (Usually £10 million), having taken the advice of the College insurers and other managers proposing entering into contracts on behalf of the College.

The College requires that all Contractors provide the required documentation as part of the tendering process e.g. Health and Safety Policy / Insurance details etc. and prior to starting any works Risk Assessments, Safe Working Procedures etc. and adhere to any restrictions or issued through Permit to Work certificates

The Facilities and Estates Director shall set up a system for controlling the activities of contractors while they are on site, including rules for behaviour and safe working, and shall, with the assistance of the Group Health and Safety Manager and the manager engaging the contractor, ensure compliance with the system and rules made within it.

All contractors appointed for construction purposes shall be a member of the Construction Skills Certification Scheme (CSCS) and shall carry the CSCS Card with them whilst working on College sites.

Continous Monitoring

Facilities and Estates Director and the Group Facilities and Estates Manager have the responsibility to continuously oversee, monitor and review the operation of all maintenance and construction contractors. For all other contractors, the responsibility rests with the person who engages the contractor.

Any contractor failing to conform to the requirements of the system may be required to withdraw from the site and may be removed from the list of approved contractors engaged by the Estates Section. The Group Director for Finance and Risk Management will ensure Contractors carry adequate public and employers' liability insurance and will flag each contractor in this data base as:

Low risk. If the contractor supplies only goods and does not enter the premises.
Medium risk. If the contractor supplies goods and enters the premises only to deliver.
High risk. If the contractor or a sub-contractor or employee enters the premises to carry out work.

- Ensure the insured sums conform to those specified by Facilities and Estates Director
- Inform Facilities and Estates Director that new contractors are to be placed on the list of approved contractors have been checked and conform to the requirements of this Policy.
- Copies of public and employers' liability insurance certificates are requested and received annually.
- The dates of expiry of the public and employers' liability insurance are noted, and copies of new certificates requested immediately after those dates.

- Copies of the above are stored securely and will enter the names of all contractors with which the College proposes entering into contracts and which are certified into a database kept for the purpose.

The Executive Director for Finance will send to the Facilities and Estates Director the name of any company with which the College proposes entering into contracts, but which is not certified as conforming, as a minimum, to legal and the College's requirements for health and safety.

The Group Facilities and Estates Manager will ensure that:

- Each company being entered on to the Colleges procurement system provides a suitable and sufficient Health and Safety Policy or Policy Statement which has been signed and dated by the most senior person of the company or the person with designated responsibilities for Health and Safety.
- The above will only be applicable to companies that employ five or more employees.

The Group Facilities and Estates Manager shall, where necessary, seek advice, guidance and support from the Group Health and Safety Manager.

Group Facilities and Estates Manager in conjunction with the Estates Office will ensure that: All Contractors are sent a presentation, via e-mail, outlining the College's Health and Safety procedures, as part of the procurement procedure.

On arrival to site and prior to starting any works:

- All contractors must sign in at the relevant reception area including signing out when leaving the site.
- All contractors categorised as representing a medium/high health and safety risk must receive a Health and Safety Information and Guidelines for Contractors induction booklet and be given the opportunity to ask any questions arising from reading the booklet.
- The company representatives/tradesmen must all give their company and contact details on the back page section of the document and return it to the Health and Safety/Estates Office.
- The main information booklet is retained by the contractor.

[NB Contractors categorised as representing a low health and safety risk would be covered by the arrangements set out at above]

Any Manager proposing to enter into a contract on behalf of the College will ensure that a request to place a new contractor on the list(s) of approved contractors is passed to the Finance Office at least four working weeks before that contractor is to be given work, so that the necessary checks may be carried out.

Any Manager engaging a contractor in the medium or high risk category must ensure the contractor receives the "Information and Guidelines for Contractors" induction booklet (contact the Estates Department).

Construction Design Management Projects (CDM)

Introduction

The amended Construction (Design and Management) Regulations 2015 come into force on 6 April 2015. These regulations apply immediately apart from the transitional period of six months for the newly created role of principal designer, which replaces the role of the CDM Co-Ordinator.

Project Notification

The threshold for notification to the Health and Safety Executive (HSE) has changed from 30 days or 500 person days to include more than 30 days and have more than 20 workers working simultaneously; or exceed 500 person days.

For the purposes of determining whether a project falls within the CDM regulations, each project will be taken as a whole and will not be split into component sub-projects. The – Facilities and Estates Director will be responsible for determining if a project falls under these regulations.

If any doubt exists, it should be assumed that a project does fall under CDM.

Principal Designer

The duties conferred on the CDM Co-Ordinator fall to a new role of principal designer.

The main duty of the Principal Designer is to Plan, Manage, Monitor and Co-ordinate the Health and Safety in the pre-construction phase of a project.

The Health and Safety file for the project must be prepared by the principal designer during the pre-construction phase, reviewed, updated and revised during the course of the project and passed to the client at the end of the project.

The Facilities and Estates and Estates Director will check regularly that the Health and Safety plan associated with the project is being implemented and that a Health and Safety file is in place at the end of the project.

On completion of all works the Facilities and Estates Director will be responsible to take ownership of the Health and Safety File. This file gives all information of what works have taken place and how it has been achieved.

The College will ensure that:

- The file complies with the requirements of regulation
- Is revised from time to time as appropriate to incorporate any relevant new information
- Is made available for inspection by any person who may need it to comply with the relevant legal requirements

The College shall ensure that the file can be accessible for future projects/work to the stipulated/concerned area/structure. It must also be consulted prior to any future demolition or alterations to the area/structure to identify any hazards etc.

NOTE: The term 'designer' is contextual and will be depends on the type and size of the construction project. A designer could be an architect, civil engineer, surveyor, design company, project manager, in-house employee.

In terms of these Regulations the Corporation will be the College (Client) and shall have responsibilities as regards:

- Make suitable arrangements for managing a project, including the allocation of sufficient time and other resources and appoint a planning supervisor
- The construction work can be carried out, so far as is reasonably practicable, without risks to the health or safety of any person affected by the project
- Ensure facilities are provided in respect of any person carrying out construction work in line with CDM Regulations
- That these arrangements are maintained and reviewed throughout the project.
- Provide pre-construction information as soon as is practicable to every designer and contractor appointed, or being considered for appointment, to the project.
- That the principal designer complies with any other principal designer duties in regulations and that the principal contractor complies with any other principal contractor duties under the regulations
- Ensuring that work does not start until the planning supervisor confirms that an acceptable Health and Safety plan is in place and the HSE has been notified.

NOTE: Under the CDM Regulations, the term 'client' refers to the organisation or the individual for whom a construction project is carried out. If the 'client' fails to appoint a principal designer, then the 'client' must fulfil the duties of the principal designer.

Project Planning

The Facilities and Estates Director and the Facilities and Estates Manager will jointly review all quotes/tenders to ensure that each meets the CDM requirements outlined in the pre-tender document.

No tender or quotation will be considered without the expectations outlined in the pre-tender CDM requirement being met. The –Facilities and Estates Director will be required to use a form of contract containing clauses which ensure that the pre-tender requirements are met.

Where the – Facilities and Estates Director determines that an activity comes within the regulations, they shall prepare a document to go to contractors asked to quote/tender for the project, outlining the College's requirements of the contractor with respect to CDM (e.g. Health and Safety policies, insurances, training certification of the contractor's employees and relevant risk assessments and method statements).

This could be in a standard format provided by a professional or other organisation, amended as necessary.

- The Health and Safety Manager will check the document meets local requirements.
- The Facilities and Estates Director and the Facilities and Estates Manager will jointly certify that the pre-tender document covers the requirements of CDM in the context of the project.

The College shall ensure that anyone responsible for appointing designers (including principal designers) or contractors (including principal contractors) have the skills, knowledge and experience to carry out the work in a way that secures health and safety.

Control of Contractors

The Facilities and Estates Manager will set up a system for controlling the activities of contractors while they are on site, including rules for behaviour and safe working, and shall, with the assistance of the Group Health and Safety Manager and the manager engaging the contractor, ensure compliance with the system and rules made within it.

Contractors (including principal contractors) must make sure supervision is effective and suitable site inductions are provided along with other information.

Any contractor failing to conform to the requirements of the system may be required to withdraw from the site and may be removed from the list of approved contractors.

If the College disposes of the client's interest in the structure or project, the College shall provide the Health and Safety file to the person who acquires the College's interest in the structure / project and ensuring that that person is aware of the nature and purpose of the file.

Consultation and Committee

Introduction

The College Health and Safety Committee was established by the Corporation, and sits with the objectives of assisting to improve the health, safety, and welfare standards in the College. This will be done by encouraging a positive Health and Safety culture in the College.

Representatives

The College shall involve staff and their safety representatives, as valuable sources of information and advice. This will help to ensure that all relevant hazards have been identified and appropriate controls selected. The following is not intended as an exhaustive or definitive and representatives from all areas of the College including support services and curriculum may be in attendance as appropriate:

Chair: Group Health and Safety Manager

And: Facilities and Estates Director
 Group Facilities and Estates Manager

Representatives from support services areas including: Finance, Marketing, E-Services, Customer Services and Employer Partnerships

Curriculum Areas include (but not limited to): Foundation Learning, Motor Vehicle, Hair and Beauty, Catering, Construction, Travel and Tourism, Sport and Leisure, Health and Care and Creative Arts.

In Addition

- Representatives of Employee Safety
- Trade Union Representatives
- External Health and Safety Consultant Representative

Purpose

The Health and Safety Committee shall meet approximately once a term to consider an agenda sent to all Committee members in advance, including:

- Strategic Health and Safety issues
- Accident, incident and near-miss reports
- Accident investigations and subsequent action
- Health and Safety training
- Risk assessments and audit reporting
- Changes in the College affecting the health, safety and welfare
- Emergency arrangements

NOTE: If the Health and Safety committee are discussing accidents, the aim is to stop them happening again, not to give blame. The Health and Safety Committee should:

- Look at the facts in an impartial way
- Consider what precautions might be taken

- Recommend appropriate actions balancing cost, time and effort
- Monitor progress with implementing the Health and Safety interventions.
- Reflect on Health and Safety matters in a positive way

Prior to the meeting the proposed meeting agenda will be issued to Committee Members and those wishing to attend should confirm their intention to attend to the Group Health and Safety Manager. If they are unable to attend for any reason, it is recommended that the person nominate a representative to attend on their behalf.

Representatives will be invited to include further matters arising to the agenda, prior to the meeting if they so wish.

The Chair will issue minutes to all members of the Committee. A copy of the minutes are available via the Health and Safety Department and will be displayed on the 'The Box' and Health and Safety Communications Noticeboard. The minutes are issued with the following intention:

- To record the matters discussed and the decisions taken
- To ensure that each action will be delegated to a named individual
- To assist in the monitoring of the implementation of agreed actions

If committee members cannot agree on solutions, the Chair should:

- Provide competent, legislative and practical health and safety advice and recommend a range of possible options, not just a preferred approach, which management can consider
- Explain how and why decisions are reached to demonstrate how views have been considered; or
- Review the situation at a later date

Health and Safety Committee Terms of Reference:

- To consult on all aspects of health and safety
- To promote a positive health and safety environment
- To make recommendations and approve proposed Health and Safety policies
- To receive and approve the accidents statistics and accident reports
- To make recommendations to the executive on matters of health and safety
- To ensure all areas of the College are represented
- To share best practise with business partners
- To ensure all areas of the College are provided with support
- To promote Health and Safety training
- Ensure termly accident numbers are reported to committee members
- Consider relevant health, safety and welfare matters raised by members of the committee and College community
- To consider reports of formal audits of College work places
- To ensure Emergency procedures are understood and acted upon

Control of Substances Hazardous to Health (COSHH)

Introduction

The use or misuse of chemicals or other hazardous substances, whether they are in solid, liquid or gas form, can pose a risk to people's health.

The Control of Substances Hazardous to Health Regulations (COSHH) 2002 describe a management approach to dealing with hazardous substances and make employers responsible for properly assessing the use of chemicals and substances and protecting all persons who may come into contact with them.

The College will take all necessary steps to comply with the above regulations including:

- The Identification all chemicals and substances used and keep a single central record of all chemicals and substances identified
- Carry out activity-based COSHH risk assessments (carried out before work with hazardous substances takes place)
- Assess the risks to those likely to be affected by the hazardous substances present or generated in the College, taking into consideration new and expectant mothers, people with certain medical conditions or their relative inexperience
- Prevent, or adequately control, the exposure to hazardous substances of those likely to be affected by the work
- Where necessary, arrange for monitoring of exposures to hazardous substances
- Record the findings of the risk assessments when they are found to be significant
- Information, instruction and training is provided to those that use or likely to be affected by hazardous chemicals and substances, so that they understand the possible effects of exposure to hazardous substances and how to use the control measures provided



Fig.1
Example of cabinets that are appropriate for the storage of COSHH substances



Fig. 2
Example of bunding designed for the storage of containers and chemical barrels to prevent potential contamination from leakages

Procurement

Before any substance is brought into the College, they shall be checked if they are classified as hazardous. In each case, where the substance is recognised as hazardous, Safety Data Sheet/s (SDS) will be obtained from the supplier in order to gain information on how to manage the substance. The SDS give details of the health effects of exposure.

The person responsible for purchasing the substance or curriculum director will then complete a full COSHH risk assessment and store this, together with the Safety Data Sheets, with the substance and a copy provided to the Health and Safety Department

Staff using the substance will be fully informed of the precautions and control measures they need to take.

Risk Assessment

In conducting the Risk Assessments, where possible, information will be obtained from suppliers. Where significant risks are identified, the College shall decide what precautions are required to remove the risk or reduce it to an acceptable level.

The College shall, when required by the Risk Assessment, undertake air monitoring to measure the concentrations of hazardous substances or install automatic alarms to warn of dangerous concentration levels. Records of all monitoring will be kept.

Statutory examinations etc. are carried out by the Colleges appointed insurance company.

- The relevant Director is responsible for completing appropriate risk assessments for their area of directorship.
- The Director/Manager for each curriculum and support area has the responsibility to establish and maintain control measures and a COSHH Manual in which will be listed all the substances used or evolved in that curriculum area, the Material Safety Data Sheets for each substance brought into the curriculum area, together with a written assessment.
- The Department Director/Manager will conduct regular checks to measure the control measures for their efficiency and effectiveness

Health Surveillance

The College shall carry out health surveillance where the Risk Assessment requires it. If personal monitoring is undertaken, employees and students will have access to their own records See Health Surveillance Arrangements.

Health records for staff will be kept for 40 years. The College reserves the right to assign responsibility for the student's health surveillance records to the individual student, providing that a signature confirming receipt is obtained.

Accidents, Incidents and Emergencies

The College shall prepare plans and procedures where the Risk Assessment identifies the potential for risks relating to the use of hazardous substance that are outside the normal day-to-day activities.

Where appropriate, the emergency services will be consulted and employees will practice drills at regular intervals.

Training

Training in the findings from the assessment and the precautions that are required is essential. The College shall provide suitable and sufficient information, including:

- The names of the substances they work with.
- The main findings of any Risk Assessment and the precautions they should take
- How to properly fit and use personal protective equipment.
- The results of any monitoring.
- Emergency procedures to be followed.

Accidents, Incidents and Emergencies

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Where appropriate, the emergency services will be consulted and employees will practice drills at regular intervals.

Training

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- The names of the substances they work with.
- The main findings of any risk assessment and the precautions they should take
- How to properly fit and use personal protective equipment.
- The results of any monitoring.
- Emergency procedures to be followed.

Storage

- Substances MUST NEVER be dispensed into an alternative storage bottle or container. They should be stored in the manufactures original packaging accompanied by the safety data sheet and a copy of the appropriate risk assessment maintained.
- All substances shall be stored appropriately when not in use
- Staff shall be encouraged only to make available the amount of substance (including glues, adhesives and paints) they require for the lesson
- Stocks of substances should be kept to a minimum
- Appropriate storage cabinets should be made available and substances locked securely when not in use to prevent unauthorised access or misuse
- Any substances or chemicals not accounted for that are classified as hazardous or potentially dangerous if misused should be reported to the Duty Manager immediately
- Where there is a potential for a substance or chemical to leak, appropriate bundling or spill catchment trays should be used in the storage facility

Laboratories

All College laboratories, preparation rooms as associated waste will be designed, managed and maintained in line with the guidance as available in the CLEAPS G14 Designing and Planning Laboratories, CLEAPS Section 7 Chemicals and COSHH Regulations.

Display Screen Equipment (DSE)

Introduction

The Health and Safety (Display Screen Equipment) Regulations 1992, as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002, require assessment and arrangement of workstations, tasks and the working environment in order to manage DSE risks.

Identification of Users

These Regulations only apply to employers whose workers regularly use DSE as a significant part of their normal work (daily, for continuous periods of an hour or more). These workers are known as DSE users.

The College shall identify all 'users' of DSE in accordance with current legislation and provide it's 'Users' with suitable and sufficient information and training, to include:

- The risks of poor posture and incorrect DSE use;
- The principles of good posture and how to achieve it;
- How to adjust their furniture and monitor;
- How to organise the workplace;
- How to avoid reflections and glare on the screen;
- The importance of cleaning the screen and mouse;
- Organising their tasks so that breaks can be taken from DSE activity;
- The importance of reporting any discomfort;
- The importance of their DSE assessment.

There will be re-training at appropriate intervals, when there is a move of workstation for the user or when required by any future DSE assessment.

Risk Assessment

The College shall assess the workstations of all DSE users and record the findings, assessments can be completed with the support of the Group Health and Safety Manager, as a self-assessment, through e-learning software. Any information, instruction and training required in order for assessments to be completed shall be provided. Any control measures identified shall also be provided to reduce or eliminate the risk and support the user.

Where intervention or improvement is made, this will also be recorded. Assessments shall be made in a consistent manner.

Additional Responsibilities

The College shall:

- Only purchase furniture and equipment that comply with current guidance
- Choose software for its ease of use and allow the user to control the pace of work
- Consider the use of on-screen colours and contrast when selecting software
- Consider the provision of peripheral accessories such as documents holders, footrests etc.
- Ensure that there adequate breaks in DSE activity, in order to avoid the onset of fatigue.
- Encouraged users to move and stretch during breaks

- Make provision for eyesight tests for users when they request one
- Contribute towards the cost of spectacles, where identified that the user requires spectacles specifically for DSE use and their own spectacles are not suitable.
- Communicate to employees and other parties, where necessary, what actions have been taken to manage DSE
- Make a referral to the College Occupational Health provider where identified in communication with the employee.

Unmanned Aerial Vehicles (UAVs) and Remote Piloted Aircraft Systems (RPAS)

Introduction

The College wish to maintain *safe* and *healthy* working conditions for all staff, students, contractors and other visitors to the site, this includes the very unlikely but foreseeable risk from authorised and unauthorised use of / or flying of drones or Remotely Piloted Aircraft Systems (RPAS), referred to in these arrangements as unmanned aerial vehicles (UAVs)

UAVs are remote controlled aircraft often used as a hobby for aerial photography but can take a wide variety of forms, ranging from small indoor-use children's toys to large and sophisticated equipment, In the United Kingdom The Civil Aviation Authority (CAA) sets the rules on drones under what is called an air navigation order.

- An unmanned aircraft must never be flown beyond the normal unaided "line of sight" of the person operating it - this is generally measured as 500m (1,640ft) horizontally or 400ft (122m) vertically
- An unmanned aircraft fitted with a camera must always be flown at least 50m (164ft) distance away from a person, vehicle, building or structure
- An unmanned aircraft fitted with a camera must not be flown within 150m (492ft) of a congested area or large group of people, such as a sporting event or concert
- For commercial purposes, operators must have permission to fly a drone from the CAA

Usage

Recent evidence suggests that small drones, are being used to film College and High School games from overhead vantage points to supplement traditional video shot at a distance and at often-awkward angles from the side-lines, press boxes or a scissors-lift towers. In many instances, regulations are being flouted either because people are unaware of the legislation or are wilfully ignoring it.

The use of UAVs, particularly those used for film and photography may have the potential to cause implications with regard to Safeguarding and Data Protection.

The flying of UAVs is strictly prohibited on any College site due the geographic location of all College sites (in line with CAA guidance).

College owned drones weighing 250g or more will be registered with the Civil Aviation Authority (CAA).

UAV use will only be permitted for use by emergency service organisation in instances such as:

- Crime, accident, and fire scene investigation and documentation,
- Search and rescue operations
- Law enforcement surveillance
- Fire suppression activities
- Tactical advantage and live imaging in terrorist situations
- Monitoring and inspecting infrastructure in line with the College disaster recovery plan

The use of UAVs for the above purposes required authorisation by a member of the College Senior Management Team prior to use.

Competence of Pilot

At the present time there are no UAV / RPA pilot licenses recognised in aviation law, proposed legislation coming into effect in 2018 states that all users shall sit a test. It is therefore essential that pilots of any aircraft have at least a basic understanding of the applicable regulations, in particular the Air Navigation Order and Rules of the Air Regulations and when new legislation comes into effect they sit the specific test.

Insurance

Operators of unmanned aircraft must comply with Regulation (EC) 785/2004 (Article 2) on Insurance Requirements for Air Carriers and Aircraft Operators. Operators of small unmanned aircraft and small unmanned surveillance aircraft are advised to consult the Regulation to determine the minimum level of insurance required.

Safeguarding

The College shall allocate resources effectively to deal with the risks.

- Any sightings of UAVs on or in close proximity to any College site must be reported to the Duty Officer and shall be investigated accordingly,
- Unauthorised use of a UAV on or within 50 meters of a College site by a student or member of staff may result in disciplinary action.
- Any unauthorised use of UAVs flown within 50 meters will be fully investigated and reported to the appropriate authority. Where an operator breaches these regulations and, where there is sufficient evidence The College will take appropriate action which could result in prosecution by the The UK Civil Aviation Authority.

Using surveillance systems can be privacy intrusive, where UAVs are fitted with data capture devices, video or images shall not be used for commercial gain and all data protection rules must be adhered to.

Where an operator breaches these regulations and, where we have sufficient evidence we will take legal action e.g. in a recent case a photographer sold footage of a fire at a school to media organisations despite not having clearance from the CAA to operate the device commercially.

In some circumstances where the use of UAVs have been identified as a significant risk to staff, students and others, the College reserve the right to deploy the use of anti-drone technology.

Further Guidance <http://publicapps.caa.co.uk/docs/33/CAP1202droneawareNov15.pdf>

Drugs and Alcohol

Introduction

It is the Policy of the College that consumption of alcohol and the use of drugs must not prejudice the health and safety of its employees.

- The College will not tolerate the consumption of alcohol or use of illegal “recreational” drugs or solvent misuse on any of its sites, or any other establishments/venues connected with work purposes and illegal activities involving drugs will be reported to the police.
- In connection with these activities, the College expects all employees to present themselves fit for work and not under the influence of either drugs or alcohol.
- It will be a line management responsibility to identify any associated behavioural changes which may result from drug or alcohol abuse.
- Any employee found to be under the influence of drugs or alcohol will be immediately sent home and may be subject to the College disciplinary procedure.

Support

Should any existing employees approach the College to volunteer a condition relating to either drug or alcohol abuse, it would be the Colleges intention to:

- Deal sympathetically and confidentially with these employees.
- Identify their current employment role in terms of Health and Safety risks and take the appropriate action.
- Identify what further health monitoring or professional help would be necessary.

In order to support employees, the College will make the following information available:

‘Talk to Frank’ <http://www.talktofrank.com/>

NHS Choices <http://www.nhs.uk/LiveWell/Drugs/Pages/Drugshome.aspx>

Duct Rescue (Underground Ducts and Chambers)

PROCEDURE FOR COLLEGE STAFF AND CONTRACTORS ENTERING AND WORKING IN THE COLLEGE UNDERGROUND DUCTS

Introduction

These arrangements generally cover work in underground ducts where access is via a vertical shaft/hatch and ladder.

There are some ducts where some of the precautions listed in this procedure may not be required – e.g. work being carried out very close to access/egress points etc.

These arrangements do not cover work in sewers, drains or enclosed metal tanks where a specialist contractor would be required due to the increased risk that the atmosphere in these areas could be hazardous. Each task must be risk assessed on its own merits, factors to consider include:

- Access points available.
- The size of the duct and any obstructions present (pipes crossing over/within the duct etc.).
- The building services present in the duct and the condition of these.
- The number of people who are in the duct and their location in relation to each other (i.e. working near each other or some distance apart).
- The task to be carried out.

These arrangements set out the minimum standards which we expect staff and appointed contractors to work to. Should a contractor feel that additional precautions will be required for their works this should be communicated with the College Estates Department and included as part of the works method statement or risk assessment (RAMS).

A pre-entry 'permit to work' checklist must be completed before accessing the ducts. The College Estates Manager and contractors must consider the fitness and suitability of those accessing ducts and chambers.

In addition to the hazards associated with working in a potential confined space, there is also a risk of falls from height when accessing ducts via fixed ladder access, injury from falling objects, and, contact with hot surfaces.

Tasks covered by this procedure

- General duct inspections
- Isolation of steam or heating system valves
- General area lighting checks and repairs
- Running cables
- General maintenance

Personal Protective Equipment

- Head protection – a bump cap to protect from collision with overhead objects.
- Appropriate safety footwear.
- Arms and legs should be fully covered at all times (e.g. wear a fire resistant boiler suit) to provide some protection from hot pipework, obstructions etc.

- Gloves – protective gloves should be worn. Where there is a known risk from hot pipework (e.g. uninsulated hot water/steam pipework) then thermally rated gloves and sleeves must be worn with a sufficient rating to provide protection from temperatures of the exposed pipework.
- Kneepads may also be required if there is not enough room to stand up in the duct and crawling along the duct floor is required.

Work Equipment

When entering or working in the ducts, the following work equipment should be carried at all times throughout the duration of the works:

A) Air Monitoring Equipment

To ensure the atmosphere inside the ducts is safe and that persons could safely escape from the area before the atmosphere posed a real danger a gas monitor must be used to test the atmosphere prior to entry the monitor must then be carried for the duration of the work.

Additional gas monitors will be required to ensure adequate coverage if groups are working in different duct zones away from the other (i.e. one gas monitor per group working in the duct). Gas monitors must:

Measure the following gases – oxygen depletion, carbon monoxide, natural gas, flammables, hydrogen sulphide and Methane. The College have separate gas monitor to test for carbon dioxide and a multi gas detector for all other gasses.

B) Two Way Radios and Pagers

Two way radios are required by the standby person and each work group in the duct. Checks must be carried out to ensure that two way radios are charged and that two way communication has been achieved upon entry. An emergency alarm pager must be collected from reception prior to entering the duct and must be in the person's possession for the period they are in the duct.

C) Torches/Lamps

In case of light failure, torches must be carried (one per person). Checks must be carried out to ensure that these are charged, however hand powered torches are provided for College staff.

Rescue Procedures (Arrangements for rescuing injured or ill people from the ducts)

Background

Under the Confined Spaces Regulations 2007 (Regulation 5) there is a requirement to have a rescue plan in place should someone be injured or fall ill in one of our ducts.

Although the emergency services would attend it is the responsibility of the College or contractors company to initiate a rescue. The College and or the contractors must ensure that there are adequate arrangements in place for rescuing anyone who is injured and unable to walk out of the duct themselves.

The Rescue Team

The College must ensure that at least three trained people (preferably four) would be available to assist in the event of an emergency to remove an injured person/persons from the ducts, with or without the

use of a stretcher (subject to the nature of the injury). The team do not need to be within the work area but they must be able to be on site/available to assist within 10-15 minutes.

One member of the rescue team must be a trained First Aider. This person should assess the casualty's condition and consider the nature of the injury before moving the casualty.

The Rescue Team would need to be separate from those working in the duct and should not be calculated into the number of the rescue team as there may be one or more of the persons that are injured.

For situations where the chance of an incident occurring where nobody could get out of the duct is very remote (e.g. where there will be more than two people working in the duct and they are working at different points in the duct with two or more access/egress points available) then this requirement may be relaxed.

Rescue Equipment

- Stretcher.
- First aid kit.
- Torches.
- Access to a two way radio
- The standard PPE and work equipment required for persons entering ducts (i.e. overalls, head protection, gas monitor etc.)

Items NOT permitted in the ducts under this procedure:

- Any substances/chemicals that could result in vapours/gases being discharged that could cause nausea, respiratory irritation and/or unconsciousness if used in confined spaces (subject to COSHH assessment)
- Gas cylinders or equipment connected to gas cylinders (e.g. oxy-acetylene welding equipment, carbon dioxide fire extinguishers)
- Petrol/diesel fuelled equipment

Unless an additional specific risk assessment has been completed to identify and control the risks involved in its use.

The use of generators or other diesel or petrol equipment should not be permitted for use near to the entrance or inside the ducts.

The Work Team

- Minimum of three persons required for all operations in ducts.
- One man to remain outside and be available via in radio contact at all times (checking in periodically with duct workers to check all is well).
- Minimum of two persons to carry out works in the ducts, no lone working permitted in the ducts.

Checks prior to entering the duct

The pre entry checklist shall be completed.

Contractors must have provided RAMS in advance of any work being undertaken and/or must adopt the College Policy/procedures and risk assessment compliance.

Checks of PPE and work equipment

- Check that the rescue team are available should they be required
- Check that radios and torches are fully charged (or wind up torches are functioning).
- Gas monitors are functioning (Switch on and 'zero' gas monitors in fresh air prior to using them in the duct).
- Confirm that the appropriate PPE is available and being worn by the workers and PPE is present and correct ready for the emergency rescue team including: Bump cap, Gloves, Overalls, Eye protection and or hearing protection (as per task requirement), Safety footwear (for duct workers).

Checks of the work location

- Check that all work permit requirements are completed/permit issue/authorised.
- Relevant alternative access exit points/hatches are open/unlocked as required to allow natural air movement and two directions of escape. Access to any ducts which only have one means of access/egress must be risk assessed on a case by case basis.
- Barrier off the area around access/exit to ducts using suitable barriers.
- Check surface route of duct to ensure that no car engines or generators are running close to access or ventilation points, person on surface to monitor throughout period of the works.
- Check for any signs of water on the duct floor. Use a torch for this if the lighting is poor.
- Check fixed ladder points to confirm to check the ladder access point is in good condition.
- Confirm that the duct is safe to enter by lowering/pointing the gas monitor into the duct.

Work in Ducts

- Minimum of two persons to enter the duct, these persons must remain in close proximity to each other.
- A gas monitor must be carried around by each group in the ducts at all times whilst working in the ducts.
- Standby man to be in communication with those working inside the duct either by shouting or two way radio, contact must be made at least every 15 minutes.

Emergency Procedures

Gas Leak or Accident Discharge

In the event of a gas detector sounding:

- Evacuate the duct immediately
- Open up additional hatches, on no account should any contractors re-enter the duct.
- Contact the person you are working for in the Estates Department.

The duct may only be re-entered if the gas detector gives the all clear once it has been lowered into the area. In the event that the all clear is not given, a specialist contractor with expertise in entry to confined spaces using breathing apparatus must be contacted.

Injury or Accident

In the event of a significant injury or accident resulting in the inability of the worker getting out of the ducts independently:

- The standby man to mobilise the Rescue Team and where relevant call the emergency services.

HOT WORKS IN UNDERGROUND DUCTS AND CHAMBERS

Introduction

This procedure provides information on the requirements when hot works are carried out in underground ducts and chambers. These are in addition to the general requirements for entering these areas.

This procedure covers the use of arc welding and cutting equipment. Gas cylinders and associated hoses are NOT permitted in the ducts. In extreme circumstances where there is no alternative but to use such equipment this must risk assessed and approved by the relevant Estates manager or director.

Additional PPE required

- Long sleeved flame retardant boiler suit
- Welders gauntlets (person carrying out welding)
- Welders visor (both the person carrying out the welding and the person(s) assisting him)

Additional work equipment required

- AFFF extinguisher (taken into duct)
- Portable fans and ducting for supply and extract between access and egress points. The fans should be located outside of the duct.
- Generator for portable fans and arc welding equipment (if a power supply is not available)

Additional checks prior to entry

- Ensure that a Hot Works Permit has been received from the Estates Department
- At least two access chambers must be opened along the duct to allow points for ventilation and a secondary exit
- Duct access points are protected with suitable barrier protection to prevent and warn against authorised access
- Ensure that any portable generators and the termination point of extract ductwork are located well away from access and ventilation points.
- All communication devices are in working order.

Additional requirements for work in ducts

- Fire watch to be maintained at end of the works, period as specified in the Hot Works permit.

Emergency Evacuation

Introduction

In the event of an emergency such as fire, it is vital to enable people to escape safely and in the event of a fire to find the nearest fire safety equipment and features. Note that there are a number of reasons why it may become necessary to evacuate the premises including: gas leak or fumes, natural disaster, community disorder or terrorist activity.

Fire Alarm

The warning, in case of fire, will be the College fire alarm (this is a continuous ringing bell, not used for other purposes, which can easily be recognised by staff and learners and which can be heard clearly in all parts of the buildings)

This fire alarm systems will be tested on a regular basis to conform to current fire regulation requirements. . . This test is completed by the Site Wardens and any faults reported to the Facilities and Estates Manager and the Group Health and Safety Manager. A record of the test shall be maintained.

- The alarm system should be tested every week. The test should be completed by activating a different call point each week in rotation (British Standards) at each campus.
- Once a fire routine is established it should be tested at regular intervals.
- Should be planned to ensure that all employees including evening workers are covered.

Actions upon Discovery of Fire

Any person discovering a fire should immediately raise the alarm so that evacuation procedures may commence. The actions you should take upon discovering a fire are:

- Raise the alarm by activating the nearest Manual Call Point (MCP) SEE Fig 1
- Leave the building by the shortest available route
- Ensure doors are shut
- Fire Marshals will sweep their designated areas ensuring that building are evacuated safely including store rooms, toilets and offices
- Do not stop to collect personal belongings
- Do not use the lifts
- Report to the Assembly point
- Do not re-enter the building until authorised

Fig 1 Manual Call Point (MCP)



Evacuation

Upon hearing the alarm all persons present in the building should:

- Evacuate immediately and make their way to the assembly point using the fastest most direct route
- Do not use the lifts unless instructed to do so by the emergency services
- Do not re-enter any College building unless authorised to do so
- Report to the assembly point and await further instruction

Other Responsibilities

- On the alarm sounding. The Duty receptionist should collect the Health & Safety/Fire box and take it outside to the assembly point. (The folder contains information that would be useful to the fire service).
- The appointed fire marshals should collect their issued Hi Vis vest (if possible) and conduct a sweep of their designated area to check people have evacuated, once the area is clear go to the assembly point to confirm the area has been checked.
- All persons should assemble at the signed assembly point
- As far as practicable lecturers and team leaders should check all staff and students are accounted for and communicate with the appointed marshals to confirm this.
- Where available, Reception/customer service staff should check to confirm persons that are signed in as visitors/contractors are accounted for.
- Once the building is understood to be clear and safe to re-enter, the alarm can be silenced.
- Once the alarm is silenced give the instruction for people to return to the building
- The Site Wardens, Premises Teams and where necessary the appointed fire marshals must check that all emergency evacuation doors are closed and secure on returning to the building.

Duty Officer Responsibilities

- The Duty Officer is responsible for the coordination of any emergency evacuation of the college building/s. If a member of the Health & Safety Team are present they will assume the role however, you will be required to assist to support the duties.
- Go directly to the assembly coordination point (In the absence of the Duty Officer the Duty Principal or most senior member of staff on site should assume the role)
- At sites with no automatic emergency service contact (Harrowbrook), ensure you or someone has called 999.
- Using the files/documents and contents of the emergency box/case, coordinate the roll call and delegation of tasks.
- Upon arrival of the emergency service, communicate all relevant information and cooperate in full. (Be led by their instruction).
- Coordinate the silence and reset of the alarms and return to the building if a false alarm has been confirmed or if the emergency services have confirmed it is safe to return.
- If it evident that it will not be possible to return to the building, start proceedings as per The Disaster Recovery Plan i.e. contacting Senior Management .
- Complete the Fire Drill/Emergency Evacuation Report which is required, identifying any discrepancies that may need to be reported eg faulty fire doors, delays with the evacuation, details of any staff members not co-operating.
- Take a copy of the completed Evacuation Report and put it in the site Health & Safety/Fire box, forward the original report document to the Group Health & Safety Manager.

Emergency Drill

Once in every term, the College will hold an evacuation drill, prior to conducting the drill the Group Health and Safety Manager will liaise with all departments as necessary in order to limit the disruption to the student learning experience and to not be detrimental to the study programme and Health and Safety of staff and students including Exams, Timetabling, Catering, Hair and Beauty.

Announcements with regards to timings of drills will be made through 'The Box' Online Portal. The Group Health and Safety Manager or a more senior College employee, has the power to exempt certain staff from the drill.

If the College is not cleared completely in the minimum time consistent with the difficulties inherent in the buildings, the drill will be considered inadequate and a further practice will be held until the satisfactory standard is achieved. A record will be maintained by the College Health and Safety Department of the date and time of every Evacuation Drill, any issues that were encountered, the actions taken to resolve them and the exact time taken to clear the buildings. This data will be made available to members of the Health and Safety Committee when requested.

Prior to the Drill taking place The Group Health and Safety Manager shall:

- Co-ordinate a suitable time and date with the examinations team to avoid potential disruption to the exams timetabling
- Inform the College Principals PA, providing a date and time of the drill
- Ensure the Fire Marshall list is up to date
- Outside Fire Marshals posts covered sufficiently
- Ensure the fire box has been checked and all contents available
- Inform the catering team so that food preparation can be scheduled to avoid the drill
- The Hair and Beauty Department have been informed so that Colour and perm Treatments can be scheduled to avoid the drill
- Ensure the Nursery have been informed
- All radios are working correctly
- The fire alarms have been taken off-line

accidental triggering of the emergency alarms which initiates the evacuation procedure will be recorded as part of the termly evacuation procedure and the completion of a separate drill will not be necessary.

Any staff, students or others purposely interfering with or recklessly triggering the emergency alarm systems may be subject to the College disciplinary procedure.

Lecturers are considered to be competent to implement evacuation procedures. Each lecturer in charge of a class will therefore be responsible for seeing that any learner s/he is supervising, or who is present in an area s/he is supervising, is evacuated safely along the designated evacuation route to the defined assembly point. In the event of an actual fire, any subsequent movement will be decided by the College Principal, Facilities and Estates Director, or Fire Officer to which lecturers will adhere to and lead their learners accordingly.

The Duty Principal, assisted by the Duty Officer, Site Wardens, and Fire Marshalls will ensure that no unauthorised persons re-enter the College, under any circumstances, during a fire practice or actual fire emergency.

Contacting the Fire and Rescue Services

If the fire control panel is not connected to an automated external monitoring company (e.g. Group 4/ADT) the person responsible for informing the Fire Brigade will be:

- The switchboard operator
- Duty receptionist
- The site warden,
- Premises staff or caretaker on duty

If these staff are unavailable, the member of staff discovering the fire should, after raising the alarm, telephone 999 from any College telephone to alert the fire brigade.

Note: Sites currently connected to an automated external monitoring company are: Nuneaton (Fixfire), Hinckley, the Harrowbrook Construction Centre and South Wigston (ADT).

When dialling 999, your telephone call will be answered by a telephone exchange operator who will ask you which emergency service you require. You must then stay on the line, you will then be connected to the Fire and Rescue Control Room in the area you are calling from, not the local fire station.

- The Control Operator will ask questions such as;
- What is the address? (If you do not know the address they may ask for landmarks)
- What is on fire? What is the nearest main road?, What town are you in?
- They need to know the telephone number that you are calling from, so that we can contact you again if they need any further information from you.
- It may seem as though you are being asked too many questions and your call is taking too long to deal with. The Fire and Rescue Service will already be on the way whilst you are still talking to the operator
- If you are trapped in a fire situation and are unable to leave the building safely, the fire control operator will stay on the line with you and give you fire survival guidance to help you until the fire engine arrives.

Assembly Points

The location of fire assembly points shall be clearly communicated to all staff and the location site clearly marked with adequate signage.



Refuge and Emergency Evacuation of Persons with Mobility Impairment

Means of escape must be suitable for the evacuation of everyone likely to be in the premises.

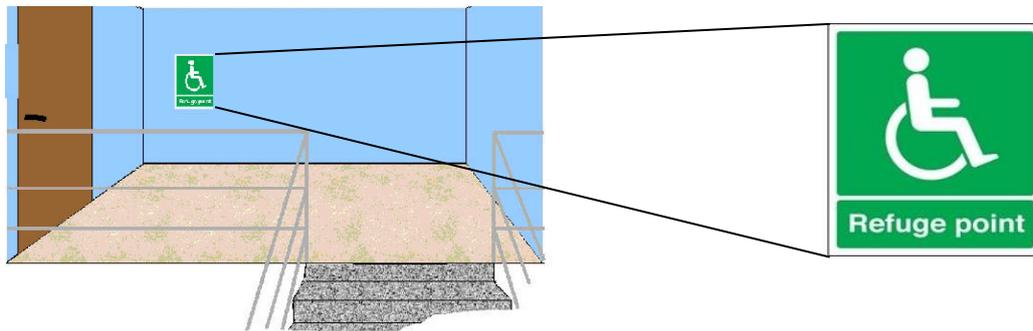
Additional planning, training and allocation of roles maybe required dependent upon the layout of the building. Provisions for the evacuation of disabled persons may include;

- Stairways
- Evacuation lifts
- Evacuation slides
- Firefighting lifts
- Horizontal evacuations
- Refuges and ramps

All staff should ensure that they are familiar with the arrangements on site and in their area of work.

In multi-storey buildings, where designated disabled refuges have been provided in the stairwell enclosure, these shall be marked accordingly:

Fig 2. Refuge point signs



Where evacuation chairs are provided staff will be provided with sufficient information, instruction and training in their safe use and any restrictions adhered to.

At some College premises, alternative methods of evacuation may be provided such as evacuation mats, staff shall receive sufficient information, instruction and training in their use.

Fire Marshals

Designated fire marshals shall “sweep” pre-determined areas of the premises and report back to the Duty Officer/Evacuation Coordinator when that area is fully evacuated. The main duties and responsibilities of the fire marshal depend on the fire risk assessment but generally include;

- Identification and reporting of fire hazards in the workplace
- Ensuring that emergency escape routes are kept clear and exits are unlocked, free from obstruction and available for use at all times
- In the event of an emergency, checking that their designated area or zone is cleared (including toilets and storage areas) and that everyone is accounted for and provide information to the Evacuation Co-ordinator in relation to any persons that are left in the building, e.g. disabled persons in a refuge areas (Stair Well).
- If necessary, contacting the emergency fire and rescue services and liaising with the fire and rescue services on their arrival
- Take a roll call in the event of an evacuation (if appropriate)
- Assist with any subsequent investigations
- Confirm that the building is safe before anyone is allowed to re-enter

Fire Marshals are appointed and shall receive appropriate training. All fire marshals will be supplied with, and wear at such times as is required, a high visibility vest to indicate their role of authority.

The evacuation procedures give detailed instructions for all persons for the implementation of this section of the Policy and are to found prominently displayed inside rooms and/or communal areas.

Emergency Exits

Fire-exit doors leading from College buildings which are occupied should never, under any circumstances, be locked or obstructed during College open hours.

Many people with poor vision may retain some sight and able to recognise changing or contrasting colour. All signs indicating an exit or the route to an exit shall be made from durable rigid aluminium or semi rigid PVC, and shall be fixed at a height of between 1.7 metres and two metres measured from the finished floor surface to the base of the sign. Signs above a door should be mounted at a height between 2.0m and 2.5m above the floor.

Signs should be sited at the same height throughout the escape route as far as is reasonably practicable. Adhesive signs are not to be used, except as a temporary sign, such as during alterations to premises.

The sign shall be clear, provide unambiguous information to assist people to leave the premises safely.

Fig 3. A typical British Standard fire exit sign:



All fire doors to riser cupboards on means of escape corridors or stairways shall be fitted with a sign 'Fire door keep locked shut' where the sign will be readily visible for anyone gaining access to it.

Where direct sight of an exit or emergency exit is not possible and there could be doubt about the direction of the appropriate exit, a directional sign or series of signs shall be provided.

Fire Risk Assessment

See Fire Risk Assessment Arrangements.

Emergency Lighting

Introduction

There are a number of different emergency lighting systems available in the United Kingdom, however the majority of College premises are fitted with a non-maintained system whereby emergency lights only illuminate in the event of a mains failure such as a power cut.

Maintained systems mean that the emergency lights are illuminated at all times. Sustained systems are similar to a non-maintained system and are usually fitted with two sets of lamps, one operating on 240 volts and the other from a battery or generator supply.

As well as emergency lighting there may also be emergency exit or directional signage which is illuminated.

Monthly Emergency Lighting Tests

It is important that all emergency lighting is properly tested and maintained to ensure that it will function correctly when required.

All emergency lighting shall have a short functional test completed on a monthly basis and a visual check that emergency lighting equipment is in a good condition and that all lamps and light controllers are clean and are not damaged.

It is the responsibility of the Facilities and Estates Manager to ensure that short functional tests of the emergency lighting systems are completed and that all emergency lighting is maintained in good, clean working order.

A record of the test must shall recorded and maintained.

A daily visually check will be completed as part of the Duty Officer and Learner walk inspections to ensure that all maintained lamps are operating.

Annual Testing and Maintenance

Emergency lighting systems shall be tested and maintained on an annual basis which shall include an annual discharge test (three hours) by a trained competent person appointed by the Facilities and Estates Department.

Educational Trips and Visits

Introduction

Each year 'The College' successfully manage over 300 trips and visits for over 8000 students across all campuses. Trips and visits are a vital part of the every students' experience.

The process to ensure trips and visits are well organised and managed can be complicated and time consuming, with many opportunities for mistakes to occur. Therefore, The College has developed an in-house interactive, electronic, web-based Trips and Visits Management System with the aim of encouraging and facilitating educational visits to enrich the students' learning experience, whilst ensuring robust, yet proportional management controls.

Rationale and the legal framework

All staff are required to exercise care in and about the performance of their duties and to be alert to potential hazards and significant risks at all times on any field educational visit, expedition or visit. The Management of Health and Safety at Work regulations 1999 requires the College to:

- Identify the hazards and assess the risks to staff, learners and others to identify the Health and Safety measures that are necessary and keep a record of significant findings
- Introduce measures to manage those risks
- Tell staff about the risks and systems to be used to manage the risk
- Ensure staff understand their responsibilities

Whilst not wishing to alarm staff unnecessarily, it is important for staff involved with educational visits to understand that if things did go wrong, the HSE could consider prosecution.

Civil proceedings might also be possible, if the lack of prudent care of a young person has resulted in an injury which was a foreseeable consequence. Such events are rare, and any action is far more likely to be brought against the employer than the individual. However, all staff should recognise that they have a responsibility to act diligently and that in the event of an incident the actions they and the College have taken in the planning, organising and execution of a visit will be placed under scrutiny.

Staff involved in overseas educational visits must also appreciate that incidents overseas may be subject to the law of the land in which any incidents occur.

A systematic approach to planning visits will assist, but nothing can replace careful planning and good communication between a group leader and the other staff and learners participating in an educational visit. Before any visit is undertaken the appropriate approvals, sanctioned by the Corporation's insurers, must be obtained. All educational visits must demonstrate "educational purpose". A full and detailed risk assessment must accompany the application for an educational visit.

In addition, each learner under the age of 18 who wishes to participate in an educational visit must complete a Parental / Carers Consent form. Consent forms should also be obtained from any learner considered a vulnerable adult, or for learners who have disclosed medical conditions. It is recommended that this form is completed and scanned in at the start of the Academic year. The individual learner will be required to sign this form, as well as the parent / carer. If an individual's circumstances change, an updated form should be submitted.

Trip and Visit Process

Before students can be taken offsite, a visit proposal must be created by the 'Visit Leader/Co-Ordinator' which is authorised by their Line Manager and for high risk activities the Health and Safety Department.

Those organising out of College educational activities are requested to provide at least three weeks' notice of a planned trip.

- The person arranging the trip completes the visit proposal sections adding sufficient details relative to the risk level of the visit.
- Staff members and students can then be selected to be included on the trip, either by group course code/s or by individual selection. Any records which are not up-to-date will be highlighted and must be updated before the trip can be authorised.
- Students under 18 will require a parental consent form, these can be individually scanned and attached to each relevant individual and uploaded to the system (once electronically attached, the consent form/s remain on the system for the remainder of the academic year).
- Pre-generated risk assessments are included for basic or repetitive trips, however specific risk assessments, supporting activity information and notes can be attached.
- Depending on the risk level, various authoriser levels are included for each trip, including: Curriculum Director, Curriculum Team Leader, Safeguarding Team Leader and the Deputy Principal for things like trips abroad.

All Risk Assessments must be visit specific and must cover the full itinerary. Risk Assessments should be reviewed and, if necessary, updated, even for visits that occur regularly. Attached to the Risk Assessment must be the Emergency Action Plan. This must be followed in the event of an emergency and should identify which staff will accompany a Student back to the College as necessary.

Pre-visit Inspection and Requisite

Where possible it is good practice to inspect a location prior to planning a visit, in order to check its suitability.

Before Commencing the Trip ensure that:

- Sufficient first aid arrangements have been implemented and that where necessary, first aid provision is available (Travel First Aid Kits are available to borrow from reception at each College site)
- Emergency next of kin contact details and consent forms (where applicable) have been received for all persons in attendance on the trip or visit
- The trip or visit has been authorised and that the Group Leader is in possession of the trip pack (printed of the trips and visits systems)
- That a register of those attending has been taken and that the relevant persons within the College have been informed of any staff or students not in attendance
- A head count must be taken prior to departure and again prior to the return journey
- That staffing ratios allow for sufficient supervision during transportation to and from the trip or visit destination
- Emergency arrangements have been communicated to all students

Safeguarding

If any staff member raises concerns with regards to the appropriate safeguarding or supervision, the trip system allows the trip proposal information to be shared with the Safeguarding Team for authorisation

and advice prior to continuing specific trip arrangements and escalating this through our College authorisation process.

Levels of supervision may need to be increased for particular trips and the online system makes these activities easily identifiable.

The College recognises its obligation to promote equal opportunities for students and will try to make trips accessible for all where possible.

Careful consideration is given towards those with special behavioural, medical, and/or dietary needs and disability access, all of which are identified through the data captured on the system.

Ratios

Staffing ratios and requirements must be visit-specific according to the number in and gender balance of the group of students, and appropriate to the venue and the activities planned for the visit. When travelling in a College mini bus driven by a College staff member, an additional member of staff is required to supervise students as not to cause distraction to the driver in the event of an incident during the journey.

Emergency Procedures

Arrangements must be made for parents / guardians and the College to be informed in case of any emergency, and for parents to contact the party in an emergency.

The system allows for alterations to the planned activities should circumstances change and provides a detailed emergency procedures which is included into the Trip Pack.

Tour Companies and External Providers

Only licensed providers may be used. It is also advisable to obtain recommendations from other Colleges that have used the provider if the company is otherwise unknown to you.

Travel Arrangements

If you are using a coach supplied by a tour operator you must check to ensure that coaches meet our minimum requirements by asking the tour operator to supply relevant details and the coach company's Risk Assessments. A visual pre journey inspection of the vehicle must be made prior to departure including tyres, seat belt functionality, window wipers and vehicle lights.

Students must be required to wear safety belts in all vehicles. It is the Group Leader and staff who are responsible for ensuring that this requirement is enforced on all journeys.

For travel by train and underground, particular care needs to be given to the risk of some students being separated from the rest of the group and this must be set out in the Risk Assessment.

When travelling abroad students need to be briefed on matters such as ports and visas, baggage security and airport security checks.

Parents/carers must be clear about the travel arrangements when they sign the consent form.

Trips and Visit Responsibilities

Group Leadership

Each visit must have an identified and competent Group Leader who has overall responsibility for the supervision and conduct of the visit and have regard to the health and safety of the group. Where possible, there should be a designated deputy Group Leader. The Group Leader must be approved by the Curriculum Director. The Group Leader should, where possible, have previous experience of similar visits, or have undertaken an exploratory visit wherever this is practical. Where an overnight stay for learners is involved, this is essential, although experience of visiting the specific venue is not.

It is inappropriate for a volunteer who is not a member of College staff to assume leadership of a visit.

The Group Leader is responsible for ensuring qualitative risk assessments have been completed, with planning appropriate to the nature of the event i.e. a greater level of planning for higher risk activities such as overseas educational visits / outdoor activities than for educational visits to local venues such as a museum. Other responsibilities of the Group Leader include:

- Checking consent forms have been provided, and that parents / carers have supplied contact / medical details and signed in the correct places etc.
- Being aware of safeguarding issues
- Ensuring the supervision of learners at all times, communicating the needs of any learners who may require particular supervision to other staff / volunteers
- Ensuring that others to whom care is entrusted during an educational visit or activity are suitably competent
- Responsibility for ensuring full and clear communications with staff, learners, volunteers and carers takes place at all stages in the planning and execution of a educational visit e.g. briefings to support emergency procedures, standards of conduct expected, clarity around who will be supervising
- Responsibility for constantly assessing situations and environments and taking appropriate decisions accordingly
- Laying out arrangements for keeping in contact with the College, including understanding of out of hours contact arrangements
- Checking First Aid provision is accessible during the educational visit
- Having a clear understanding of incident procedures, and cascading this to other staff and learners

Other staff

Other staff must follow the instructions of the Group Leader and help with control or discipline. They have a responsibility to act as any reasonable carer, and be prepared to stop an activity if they perceive the risk to learners in their care, or anyone else involved in the visit, is unacceptable. They have an absolute duty to ensure the Group Leader is made aware of any concerns and supported to take appropriate actions.

This is one of the fundamental reasons for the Group Leader having a 'Plan B' should the originally intended activity not be able to take place for any reason. It is not appropriate for dependents of staff who are not themselves learners to accompany an educational visit. Staff must also understand their role in the event of an incident (see section 10.0).

Learners

The Group Leader must ensure that learners understand the educational objectives of the educational visit, and the standards of behaviour expected of them. They must be informed that they cannot take unnecessary risks, must be sensitive to the environment in which the educational visit takes place and must follow the instructions of the Group Leader and other designated supervisors at all times during the educational visit. Learners must be made aware of the conduct expected of them when using transport.

Learners must understand that behaviour considered to pose a danger to themselves or others could result in a decision to withdraw the learner from a visit.

Parents and Carers

Parents and carers should be provided with sufficient information by the Group Leader (in the form of written communications or access to briefing sessions) to enable them to make an informed decision about whether to allow the learner to participate in an educational visit. Parents should be provided with information to assist them in reinforcing the standards of behaviour expected, and the consequences should these not be complied with e.g. withdrawal from an educational visit

Adult Volunteers

Ordinarily, it is not appropriate to invite people other than College staff and learners enrolled at the College to participate in an educational visit. In exceptional circumstances, an adult who is not a member of staff may accompany a party which includes learners under the age of eighteen. It is essential that such adult volunteers appreciate that they must follow the instructions of the Group Leader and help with control or discipline if required. If concerned about the health and safety of learners, they must appreciate that it is their role to refer their concerns to the Group Leader.

Adult volunteers may be given responsibility within the planned activities only if they have a certificate from the Criminal Records Bureau confirming they have no criminal convictions affecting their suitability to have unsupervised access to children; this recommendation of suitability should be endorsed by the College's Human Resources Office who will examine the original CRB disclosure presented by the individual in person along with documentary evidence to substantiate their identity (passport / address etc.). It is the Group Leaders responsibility to ensure such checks are implemented well in advance of the educational visit and that the educational visit is not compromised by last minute requests for such checks to be completed.

Governing Body

The Governing Body has a responsibility to ensure that the College has in place adequate systems to satisfy themselves that appropriate risk assessments have been conducted, and that these systems demonstrate how educational visits comply with legislative requirements as well as the College's Health and Safety Policy.

Curriculum Director

It is the Curriculum Director's responsibility to ensure they are satisfied that any educational visit organised by staff within their directorate has been thoroughly planned, and that staff accompanying educational visits have access to support and training to allow them to understand and conduct their role responsibly. The Curriculum Director is also responsible for checking the competency of staff to lead specialised activities including checking evidence of any activity relevant qualifications staff identify they have. They must also understand their role in the event of an incident.

Overnight Stays

Particular attention should be paid when planning educational visits involving an overnight stay. Staff must ensure they know the whereabouts of all learners, and the Group Leader should ensure there is a Duty Rota, communicated to all learners and personnel on the educational visit. Recognising that free time may form part of the schedule, it is important to ask learners to provide details of how they intend to spend this time.

Particular vigilance is required if the residential base is shared with others, to ensure the safeguarding of all learners as well as respect for other people and the surrounding environment – staff should ensure that learner behaviour reflects positively on the reputation of the College.

Where the visit involves an overnight stay, all volunteers (including parents) should be asked to undergo an enhanced CRB check.

Incident Management

Should an incident occur the situation should be assessed by the group leader, uninjured members of the group safeguarded and, where possible, emergency first aid should be administered by a trained first aider, with medical assistance / local emergency services engaged if appropriate. The Group Leader should keep an accurate record of all events, times and contacts and ensure arrangements to contact the relevant Curriculum Director are made. In turn, the Curriculum Director should advise the Executive Team, confirming arrangements to contact relatives. The Group Facilities and Estates Manager should contact the College insurers.

If the incident is deemed by the Executive Team to be major, the Principal will contact the Chair of the Board and make arrangements for press releases to be prepared.

Authorisation and Planning Ahead

Organising visits can involve a lot of preparation, and attempting to organise them at short notice will increase the likelihood that permission cannot be given and the visit will not go ahead.

A minimum of three working weeks' notice is expected for simple day visits. For simple half-day visits, two weeks' notice is expected. This is to ensure that everyone involved in the trip planning process is available accounting for periods of annual leave and sickness and that they have sufficient time to review the trip proposal and make amendments where necessary. When organising trips and visits, an alternative plan should be submitted with the original trip and visits proposal in the event that the trip is cancelled or needs to be arranged at short notice, an alternative could be that the students remain in College. Cancellation may be due to adverse weather conditions, insufficient staffing ratios, lack of student participation, insufficient evidence that the risks were sufficiently managed or lack of transportation.

Failure to ensure that risks associated with trips and visits have been sufficiently planned and managed in line with these arrangements utilising the College trips and visits system may lead to disciplinary action.

Additional Planning Guidance

General Guidance

- Do you need to make a preliminary visit? Have you been before? Do you know anyone else who has been to the same place? What activity/activities will be involved? Make a list.
- Plan refreshment and eating arrangements ahead of the trip and check individuals allergen needs, Allergen information may be displayed on the venues website
- Do any of the pupils require medication? Who will look after it? Who will administer it?
- Check the weather forecast to and ensure all members of the group have appropriate clothing and where applicable sun protection
- Obtain disability access information from the venue ahead of the trip and request a copy of any risk assessments or accreditations for the planned activities, you should always satisfy yourself that these have been done to an appropriate standard and that you are aware of the risks they have identified.

Further advice and guidance on adventure trips can be found here: <https://www.rospa.com/rospaweb/docs/advice-services/school-college-safety/school-visits-guide.pdf>

Outdoor Trips including Litter Picking and Water Based Activities

- Staff or those supervising students are not permitted to use their mobile telephones unless in an emergency situation.
- Check the weather forecast and the conditions on site have alternative plans if the activity cannot go ahead
- Consider additional supervision requirements should any member of the group not wish to take part in an activity
- Life vests and other floatation devices for water activities should be worn as directed by the venue and all members of the group should be briefed on the dangers of water
- Do all members of the group have the correct Personal Protective Equipment (PPE) eg Thick gloves, hi-visibility vest, sensible footwear, weather appropriate clothing etc.
- Consider all the risks and hazards in the work area, e.g. hazardous waste, broken glass, dog waste, vomit, needles, condoms and roads/cycle ways, thorny bushes, low branches, uneven ground, hidden bankings etc.
- When litter picking, have the correct equipment – eg Litter grabbers, plastic bags, dog waste bags, brush, shovel etc and know how to use the equipment. Have deposit bags of waste and mark bags containing sharp material e.g. broken glass

Theme Parks and Animal Contact

- Always adhere to ride supervision, height and weight restriction requirements, warnings to those with a nervous disposition, with recognised health conditions or those pregnant as directed
- Know the ride conditions and be aware of warnings including those to remain seated at all times
- Strobe lighting maybe used as part of the theming or ride experience, be aware of students existing health conditions that maybe effected by this.
- Plan a designated meeting point and emergency contact telephone numbers must be communicated out to all members of the group including staff and students
- Know the first aid and security arrangements at the venue
- Consider assigning a buddy to each student or having group leaders for smaller groups
- Where possible, hands-on contact with animal cages/ enclosures should be restricted and all members of the group should wash hands prior to and after contact with animals and before eating or drinking
- Be aware of the risks from animals such as allergies or those that are pregnant

Major City and Venues

There is no formal government advice against school trips to specific locations and attractions in the UK. The government advice is that the public should remain vigilant and should always be alert to the danger of terrorism and report any suspicious activity. When visiting crowded places such as a major city, venue or event, where the risk of attack may be greater, consider within your planning:

- Be aware of the latest news relating to your destination, check news reports prior to departure
- In the UK know the current threat level available at: <https://www.mi5.gov.uk/threat-levels>
- Consider possible safe areas or venues, near where you intend to be, that you could use as an emergency shelter.
- Never congregate around entrances in busy areas, check how to minimise waiting time at busy venues, can tickets be purchased in advance?
- Ensure all members of the group know where to meet or where to go should they become separated from the group and have an assigned telephone number for the group leaders
- How you would get away in an emergency, bearing in mind that the direct route and planned transport might no longer be an option. Are you aware of alternatives and can you access emergency funds to pay for them?
- Do you need to leave the site immediately with the crowd at the end of the visit event? • The possibility of an enforced overnight stay and what this might entail – for example do you need a reserve of any critical medication?
- Be aware of the 'Stay Safe' principles: 'Run, Hide, Tell'
- How the leadership team might manage an enforced group split

Electrical Safety (Fixed Wire Inspections and Portable Appliances)

Introduction

Significant human and financial costs result from failures to adequately manage electricity. Such failures may also result in action by enforcing authorities, in the form of prosecutions, or of mandatory orders governing work practices or equipment.

The College will take all necessary steps to comply with the regulation covering electricity at work. The Group Facilities and Estates Manager has designated responsibility by the Corporation to ensure that statutory requirements are met and that suitable records are maintained available for inspection.

Electrical Inspection, Testing and Examination

The College shall ensure that its fixed installations are subject to Electrical Installation Condition Inspection by a competent person and that an Electrical Installation Condition Report (EICR) is produced and available for inspection along with evidence that identified deficiencies have been satisfactorily resolved.

The Electricity at Work Regulations 1989 define the requirements for the testing of portable electrical equipment. Portable appliances shall be tested (PAT) at a frequency appropriate for their type of use.

Where any equipment 'Fails' inspection and test clear documentary evidence will be maintained that demonstrates what action was taken. All such apparatus will be visually inspected at the start of each term by the member of staff nominated by the appropriate curriculum Director. S/he will report any defects to the Director, who will withdraw the equipment from use. The Director of the department will arrange for repair or replacement where appropriate.

From time to time, a review of the results of inspections and tests shall be undertaken. If this indicates that frequencies need to be adjusted or if there are consistent faults or failures to certain types of equipment or locations, corrective action shall be taken.

The College shall keep records of all formal portable electrical equipment inspections and maintenance for the life of the equipment.

The College shall keep a register of employee training and appointment of an employee as competent to inspect and/or test portable electrical equipment.

Electrical Maintenance

The College shall properly maintain electrical systems and equipment using persons competent to do so. Where appropriate, permit to work systems will be used to ensure the safety of those undertaking maintenance activities.

Training and Information for Persons Involved in Electrical Work

The College shall provide those designated with authorisation and responsibility with suitable and sufficient information and training, to include:

- The risks associated with electricity
- Common faults associated with electrical accidents

- The importance of insulation, earthing and fuse rating
- The importance of only working on systems, which are electrically dead
- Isolation and permit to work systems
- The prevention of electrical accidents

The training should be adequate and appropriate to the job, this will range from Information and simple instruction through to recognised courses for electrical engineers. There will be re-training at appropriate intervals.

It may be necessary for the College to appoint an external qualified/competent person to provide any necessary advice following the guidance: Controlling Contractors.

Permit to Work

No persons are allowed to work on/carryout maintenance the College electrical systems unless authorised and qualified to current standards. The correct Permits to Work must be issued where applicable when working on electrical systems. (After all task documentation has been completed, examined and authorised Permits to Work are then issued by the Estates Office only.)

User Checks

User checks shall be undertaken by employees and shall cover the following:

- Damage (cuts and abrasions to the cable covering or bare wires)
- Damage to the plug
- Non-standard joints, e.g. taped joints in the cable
- The outer covering of the cable not being gripped where it enters the plug
- Equipment used in unsuitable conditions, e.g. wet or dusty environments
- Damage to the outer cover of the equipment or obvious loose parts or screws
- Overheating, e.g. burn marks or staining
- If trip devices work effectively, by pressing the test button

If any user identifies any of the above faults, the equipment shall be taken out of service and reported to The Facilities and Estates Department.

External Electrical Equipment

Where Learners or Staff bring electrical equipment onto the College premises, the College expect that all equipment to be to a high standard of manufacture and maintenance and subject to a formal PAT (Portable Appliance Testing) inspection via the Facilities and Estates Department.

Temporary Installations

The applicable Department Director will ensure that any temporary systems used for an event e.g. stage lighting and control gear are inspected and tested by a competent person prior to use.

In addition, the Group Manager Facilities and Estates will ensure that fixed stage electrical installations are inspected and tested annually by a competent person, and following any changes, before being energised. (The Department Director will inform the Group Manager Facilities and Estates should any interim inspections be required following any changes to electrical stage equipment).

Demonstration and Learning

The Curriculum Director delegated to supervise science teaching areas will ensure that, where there is any possibility of a person, learners or otherwise coming into contact with live conductors at voltages above 25 volts or where large short-circuit currents could flow, a lecturer or technician with appropriate technical and first aid qualification will be present.

Electricity Isolation

It is essential that effective management and control of the working practices on electrical systems and equipment, particularly in relation to safe isolation procedures, are established and maintained.

The College shall ensure that staff are provided with all the appropriate tools, suitable test equipment, personal protective equipment, locking clips, padlocks, keys and caution and danger notices as identified in a suitable and sufficient risk assessment and method statement.

For projects where work is being carried out in the presence of other trades, and sites involving more than one electrical operative, it is essential that a suitably experienced and competent person is appointed to oversee the work on site during the construction of the electrical installation.

Access to these areas should be controlled and restricted to competent persons or persons who are under supervision in accordance with the site electrical safe systems of work.

- For all work on electrical equipment or circuits, it is important to ensure that the correct point of isolation is identified, that an appropriate means of isolation is used, and that the supply cannot inadvertently be reinstated while the work is in progress. When isolating the main source of energy, it is also essential to isolate any secondary sources (such as standby generators, uninterruptible power supplies and microgenerators).
- In all instances where there is any risk that the supply could be reinstated, an appropriate warning/caution notice shall be placed at the point of isolation.
- It is important to ensure that the correct point of isolation is identified before proving dead.
- Where there is no such local means of isolation or where there is a risk of reinstatement of the supply, the circuit or equipment to be worked on should be securely isolated. The point of isolation should be locked off using a unique key or combination retained by the person carrying out the work or the appointed person, and a caution notice attached to the point of isolation

The procedure for proving dead should be by use of a proprietary test lamp or two-pole voltage detector as recommended in HSE Guidance Note GS38.

Where possible and safe to do so, this may include testing with the isolating device first in the ON position and then in the OFF position to establish that the equipment or circuit is under the control of that device. Following isolation of equipment or circuits and before starting work it should be proved that the parts to be worked on, and those nearby, are dead. It should never be assumed that equipment is dead because a particular isolation device has been placed in the OFF position.

Isolation of individual circuits protected by fuses

Where fuses are used, the removal of the fuse is an acceptable means of disconnecting the supply to an individual circuit for the purpose of isolation. To prevent the fuse being replaced by others, the fuse shall be retained by the person carrying out the work, and a lockable fuse insert with a padlock should be fitted to achieve secure isolation.

A caution notice should be attached at the point of isolation.

Where lockable fuse inserts are not available, the following must be considered:

- Where removal of the fuse exposes live terminals that can be touched, a dummy fuse (that is a fuse carrier which is not fitted with a fuse link and which is clearly marked or coloured to make it conspicuous) should be inserted in the fuse way to cover live parts. When this is not possible, the incoming supply to the fuse shall be isolated
- A caution notice shall be attached to deter inadvertent replacement of a spare fuse
- The fuseboard door or cover should be locked to prevent access as advised above under 'Isolation using a main switch or distribution board switch disconnectors'

It is preferable that a final circuit distribution board is not energised until all of its final circuits have been completed, and inspected and tested.

Appointing Electrical Contractors

Those responsible for appointing electrical contractors should ensure that their requirements for safe working practices are clearly explained in company-specific electrical safety policy documents including site-specific risk assessments, site plans and electrical diagrams and method statements.

Review

These policy arrangements shall be regularly reviewed and shall be updated as required if and when the risks change significantly, particularly during the period of a specific contract.

Fire Risk Assessment

Introduction

The College has a duty under the Regulatory Reform (Fire Safety) Order 2005 to complete a suitable and sufficient Fire Risk Assessment of all buildings across all sites. The Group Health and Safety Manager in consultation with the Director of Facilities and Estates will make suitable arrangements for a Fire Risk Assessment to be completed or reviewed as necessary by a suitably qualified competent person appointed internally or externally.

The purpose of the fire risk assessment is to identify fire hazards and put in place workplace precautions that will protect human life and Company assets. The requirement to implement fire risk assessments is specified within the Regulatory Reform (Fire Safety) Order 2005.

A fire hazard is something which has the potential for causing harm; in this case, fire. The College shall identify sources of:

- Ignition, e.g. flames, sparks or hot surfaces
- Fuel, e.g. waste cardboard chemicals or textiles
- Oxygen, e.g. oxidising chemicals

Any significant findings of the fire risk assessment shall be recorded. Details of any persons identified as being at particular risk shall also be recorded and arrangements for a Personal Emergency Evacuation Plan (PEEP) will be made.

Changes that occur within the College such as; furniture layouts, increase or decrease in the number of people that occupy the building may have an effect on the fire hazards within buildings and associated fire precautions may need to be adjusted.

Any of these changes can create new fire hazards and may increase the resultant risks. Any significant changes will require the fire risk assessment to be re-visited in light of the new risks.

Who Might be Harmed and Where

If there is a fire, the main priority is to ensure that everyone can move away from danger and reach a place of safety. Putting the fire out is secondary to ensuring the safety of life.

The College shall identify who may be at risk if there is a fire, how they are to be warned, where they are and how they can escape safely.

The potential for a fire to spread should be considered, as fire, heat and smoke can spread rapidly through the premises, putting lives at risk some distance from the original incident. Note: The special requirements of disabled employees, visitors and contractors shall be considered.

The major cause of fires in education establishments is arson, which must be strictly understood and managed, especially in the College environment however, the four main causes of accidental fires have been identified as:

- (a) Accumulation of combustible waste materials (e.g. paper)

- (b) Heating appliances
- (c) Faulty electrical equipment
- (d) Smoking

Evaluate the Risks

The College shall evaluate whether existing arrangements are adequate and identify where increased controls are required. Decisions shall consider:

- The chance of a fire occurring and whether the sources of ignition can be reduced, the presence and availability of a potential fuel can be minimised, or sources of oxygen can be controlled.
- The existing fire precautions and an identification of whether they are sufficient to control remaining fire risks and whether they ensure that everyone is warned in case of fire.
- The facilities available for use by students, employees and others in the event of a fire, including “means of escape” and fire extinguishers and whether these are safe to use.

Record the Findings

The significant findings of the fire risk assessment must be recorded.

Risks associated with hardwiring, portable electrical appliances, arson and cooking must also be recorded as well as information with regard to suppression systems, hot works and smoking controls.

Details of any people identified as being at significant or especially risk shall also be recorded including the details of who is at risk, why they are risk and any actions identified that need to be implemented. For larger buildings, inclusion of a plan of the building may be useful.

Review

Under the Regulatory Reform (Fire Safety) Order 2005 the Responsible Person has a duty to complete the fire risk assessment and keep this up to date, this includes changes that occur within the College such as; furniture layouts, increase or decrease in the number of people that occupy the building may have an effect on the fire hazards within buildings and associated fire precautions may need to be adjusted.

Any of these changes can create new fire hazards and may increase the resultant risks.

Any significant changes will require the fire risk assessment to be re-visited in light of the new risks.

In addition, the College shall review fire risk assessments every three years or if a fire or near miss occurs and updated if a building works project is to be undertaken.

Training and Competence

The College shall provide appropriate managers and employees with suitable and sufficient training, and re-training at appropriate intervals, to ensure they are able to undertake competent fire risk assessments. Advice from specialist competent external support may be agreed where necessary.

Fire Protection, Detection and Fire Fighting Equipment

Introduction

Prevention is the primary requirement of fire risk control, but the early detection of fires and raising the alarm are also vital in protecting people and property.

The College shall use this document to guide the approach to provision of fire detection and alarm systems, as part of the College arrangements for reducing fire risk.

Identify the requirements for Fire Detection and Alarm Systems

Each of the College premises shall be provided with a fire detection and alarm system capable of detecting a fire in the building and raising the alarm without delay.

The fire detection and alarm system shall provide both manual means for raising the alarm and automatic smoke detection.

In general, all buildings shall be equipped with addressable fire detection systems, capable of identifying individual system devices and providing alarm signals appropriate to the needs of the building. As an exception, some small buildings, or buildings where the College is not responsible for the fire alarm systems, may have non-addressable systems installed. Fire detection systems may include:

- Heat detection
- Smoke detection
- Flame detection
- Pre-fire detection
- Alarm zones
- Addressable systems
- Links to central alarm stations

Fire Evacuation Signal

As a minimum, College buildings shall be provided with an electronic sounder evacuation alarm system.

The type of electronic sounder system shall be a distinct sound and shall not conflict with other electronic warning signals provided by other equipment.

Fire Doors

Ensuring that fire doors are maintained in good working order is the responsibility of the Estates Manager, regular fire doors checks shall include:

- Check for certification - Is there a label or plug on top (or occasionally on the side) of the door to show it is a certificated fire door.
- Check the gaps - Check the gaps around the top and sides of the door are consistently less than 4mm when closed.
- Check the seals - Are there any intumescent seals around the door or frame, and are they intact with no sign of damage? These seals are usually vital to the fire door's performance.

- Check the hinges - Are the hinges firmly fixed (three or more of them), with no missing or broken screws?
- Check the door closes properly - Open the door about halfway, let go and allow it to close by itself. Does it close firmly onto the latch without sticking on the floor or the frame?

Fire Fighting Appliances

The College shall ensure that all firefighting equipment supplied is fit for purpose and is properly maintained and tested.

Inspection and Record Keeping

The College shall ensure that all fire detection and protection systems are inspected and tested in accordance with supplier instructions and that records are kept of all formal inspections and maintenance.

The College shall keep a register of employee training and appointment of an employee as competent to inspect, test and/or maintain fire detection systems.

Inform

The College shall inform all employees during the staff induction the principle fire safety arrangements including emergency evacuation and assembly arrangements.

Monitor

The College shall ensure that activities are adequately supervised and that active monitoring techniques are applied to ensure that the workplace precautions and risk control measures are being applied.

The College shall audit the risk assessment on a regular basis and/or when changes in the organisation occur or new equipment is purchased or alterations are made to the premises or processes carried out on site.

SEE ALSO: Biomass Fuels (Delivery, Storage and Operational Maintenance)

First Aid

Introduction

Accidents and ill health occur from time to time at the College and it is important that the emergency arrangements include immediate attention and, if appropriate, a call for medical support or an ambulance.

Risk Assessment

The College shall assess the risk of all activities and make appropriate first aid provision based on this risk assessment and will arrange the appointment and training of sufficient number of persons as first aiders to meet statutory requirements and in line the assessment.

First Aiders and Appointed Persons

All designated First Aiders will complete the First Aid at Work (FAW) training and hold a current FAW certificate. Initially this is usually a three day training course which is refreshed usually every three years. A list of such persons is available from the Health and Safety Office and reception.

The first Aider role may be designated to specific person or persons for specific days, to take hold of the First Aid kit and Mobile phone and they shall be available to attend any call out at all times, when requested when on duty or alternatively contacted on a first available basis.

First Aid Provision

The Health and Safety (First-Aid) Regulations 1981 require all employers to provide adequate and appropriate first-aid equipment, facilities and people so that employees can be given immediate help if they are injured or taken ill whilst at work. The College will arrange for a sufficient number of first aid boxes to be made available in the College buildings and College Vehicles. Such boxes will be clearly identifiable.

Responsibility for ensuring that first aid boxes meet statutory requirements will be designated to individual appointed persons. These individuals will check first aid supplies against a stock list every month and request stocks as necessary from the Health and Safety Department.

Appointed persons will not be called upon to administer First Aid if they have not received the relevant training (An Appointed Person is not suitably qualified enough to go on the Duty Rota) however, the appointed person will be able to replace a First Aider when the First Aider is absent in temporary or unforeseen circumstances however, not if the First Aiders is on annual leave.

An appointed person is someone appointed to:

- Take charge when someone is injured or falls ill (this includes calling the emergency services if required)
- Look after the first aid equipment including keeping the First Aid box replenished and ensuring provisions such as bandages are up to date

- Keep records of treatment given, ensuring that the accident book is completed and records are maintained.

The College recognises that some of its employees may be concerned about HIV and other blood borne diseases such as Hepatitis B, in their workplace. College workplaces are low risk and there is no significant risk of contracting blood borne diseases in everyday work situations however, the College requires that, in the event of body fluid spillage, the following treatment should be adopted:

All staff are also responsible for ensuring that they understand what the first aid arrangements are. First Aid Arrangements are available for each specific site from the Health and Safety Team

Fixed and Mobile Scaffolding

Introduction

There may be occasions when maintenance teams are required to perform building or maintenance work at height, if the work can be completed comfortably using a ladder then a scaffold need not be considered.

Where permanent access is not available and it is unreasonable to use a ladder or a mobile access platform, a fixed scaffold provides a working platform for construction and maintenance activities. The primary aim is to provide access and a safe "collective" working platform.

Scaffolding is covered by the Work at Height Regulations. Competence and caution are imperative to ensure safety as there are occasions when scaffold that is erected by reputable firms became defective and have collapsed and causing serious, even fatal injuries. It is vital that any scaffold arrangement is designed properly by a competent person and that a reference drawing of same is available.

Fixed Scaffold must only be erected and decommissioned by competent and trained personnel and subject to an inspection regime throughout its use - within the last seven days (or in the event of extreme weather conditions prior to use. The use of a Scafftag type inspection system is recommended with adequate records being maintained.

Planning: Selection of Scaffold

There are two main types of fixed scaffold:

Independent tied scaffold - A scaffold that is erected independent of the building or structure but tied to it using fixed parts of the structure such as windows, openings or parapets

Putlog scaffold - This scaffold is generally used during building construction. A flattened end of a scaffold tube, or putlog, is positioned between two brick courses of the building and the scaffold

Erection and Use of a Fixed Scaffold

When erecting and using a fixed scaffold, the Estates Manager shall ensure that:

- Only competent persons who have attended a recognised training course shall design, erect, change and/or supervise any scaffold works
- Adequate toe boards, guard rails and intermediate rails are fitted to prevent people or materials falling. The top guard rail must be at 950mm and there must be no gaps between rails of more than 470mm
- The scaffold rests on a stable surface and that uprights have base plates and, if necessary, timber sole plates
- The scaffolds are never be erected or dismantled over people or busy pavements
- Apply for a road closure if there is a risk of a member of the public being injured. If this is not possible or granted, erection and dismantling should be done inside a segregated area and during the times when there are fewer members of the public in the vicinity.
- The scaffold has a safe access and egress
- Work platforms are fully boarded, with no tipping or tripping hazards and brick guards are designed to prevent falls of material between the gaps in the guard rails

- The scaffold is away from traffic routes or protected so it is not damaged by vehicles
- Lower levels are prominently marked with red and white stripes
- The scaffold is properly braced and secured to the building or structure
- The scaffold is not overloaded - The duty rating of the scaffold should be appropriate to the work being undertaken
- Debris netting of sheeting is not attached to a scaffold without informing the scaffold supplier
- Staff, students and others are protected at all times

Persons working on fixed scaffolds should:

- Be alert to unsafe scaffolds e.g. missing boards and guardrails and report them to their line manager
- Look for signs and tags which show the scaffold is safe to use
- Not move boards or alter the scaffold unless they are competent and authorised to do so
- Always ensure that access ladders are secured properly
- Beware of scaffold weight capacity and ensure the scaffold is not overloaded
- Work is not performed on scaffolds during adverse weather conditions and that work is performed in a tidy and safe manner

Any work carried out on the scaffold must be supervised by a competent person. A scaffold must either be erected to a recognised standard configuration, such as those in National Access and Scaffolding Confederation (NASCC) document TG20 Volume 1 for tube and fitting scaffolds, or the manufacturers' guidance for system scaffolds, or it must be designed by calculation to ensure it has adequate strength and stability.

Inspection and Reporting

A scaffold used for construction which is above 2 meters in height should be inspected by a competent person before it is used for the first time and on an ongoing basis every 7 days, until the scaffold is removed. Scaffold should also be inspected each time it is exposed to conditions likely to cause deterioration e.g. following adverse weather conditions or following substantial alteration.

The person in control must have the inspections carried out by a competent person who has received appropriate training (e.g. attendance at a scaffolding inspection course) and experience to enable them to identify any risks that are present and decide upon the measures required to control the risks, If the competent person is not satisfied that work can be carried out safely, they should advise the person the inspection was carried out for (e.g. a senior manager of the principal contractor) as soon as possible.

- The College shall ensure work be stopped if the inspection shows it is not safe to continue
- The results of inspections shall be recorded before the end of the relevant working period and provided to the Manager within 24 hours.
- The College shall keep a register of employee training and, where appropriate, appointment of an employee as competent to design, supervise, erect and/or change scaffolds.

The person receiving the report must:

Keep the inspection report at the site where the inspection was carried out until work is completed and thereafter for a further three months. The report should contain the following information:

- The name and address of the person the inspection was carried out for
- The location of the place of work or work equipment inspected

- A description of the place of work or work equipment inspected
- The date and time of the inspection
- Details of any matter identified that could give rise to a risk to the health or safety of any person
- Details of any action taken as a result of any matter identified in the point above and details of any further action considered necessary
- The name and position of the person making the report.

Mobile elevated work platforms (MEWPs)

Mobile elevated work platforms (MEWPs) are used for access to heights, often for short duration work or maintenance and where it is unreasonable to use a ladder or other access system.

There is a range of equipment, including those termed as 'scissor-lifts' and 'cherry-pickers'.

Planning

It is important for employers and others responsible for selecting, specifying and managing MEWPs on site to understand the risks associated with the use of a MEWP and take adequate precautions to eliminate or control those risks. Before selecting MEWP the College shall consider:

- What work needs to be completed
- Who will operate the MEWP
- The environment and condition of the site where the MEWP is to be used, including the terrain, gradient and ground capacity, weather conditions
- Does the site have easy access and egress
- The number of people that need to be lifted and the height and outreach required
- Are there any overhead power lines or structures
- Are there any materials to be lifted and if so how heavy/long are they
- Are there any manual handling issues
- Are there pedestrians or other vehicles and traffic routes on site
- What fuel type is allowed on site and where will refuelling take place

Risk Assessment

The College shall complete a risk assessment which will include:

- The location, including consideration of stability and gradient of ground and its weight capacity, overhead cables and other obstructions (if used on a concrete platform has enough time been allowed for the concrete to cure)
- The height and load, the outreach, the number of people to be lifted and any manual handling issues.
- Pedestrians or other vehicles and traffic routes on site
- Weather conditions including wet, cold or windy conditions (What is the manufacturer's maximum wind speed in which the MEWP can operate safely and how will the wind speed be checked and by whom)
- Any hazards associated with using the MEWP, assess the risks and identify control measures to develop a safe working method.

Specific Requirements

- MEWPs shall be used and operated by trained and competent persons and should have attended a recognised operator training course, complying with manufacturers' instructions and recommendations
- Operators using material handling attachments shall have received additional training in accordance with the attachment manufacturer's recommendations
- It shall never be moved whilst in the elevated position
- Operators shall use safety harnesses whenever the platform is in the raised position.
- It is operated on level and stable ground
- The tyres are properly inflated and wheels immobilised whilst the platform is in use
- Outriggers are fully extended and locked in position
- Where used in the vicinity of pedestrians or traffic, signs and barriers are erected
- Arrangements are in place for action in case of machine failure
- Before being authorised to operate a particular make or model of MEWP, the operator should be familiarised with it by a competent person which includes: warnings and safety instructions, the function of each safety device specific to the particular MEWP, operating limitations such as limiting wind speed, emergency lowering procedures, safe load limits and maximum safe operating speed

Handling Materials

If MEWPs are to be used directly to install materials, it is essential to know the weight and dimensions of those materials and to properly consider any manual handling and load distribution issues. The College shall:

- Select the appropriate MEWP for the materials to be lifted and consider the use of a scissor lift, crane or a telehandler of appropriate capacity in conjunction with an appropriate material handling attachment where necessary.
- Ensure that any; long, heavy materials or bulky materials do not obstruct the function controls
- Ensure that the materials lifted to not affect the balance of the MEWP and are not balanced on handrails

Inspection and Examination

The operator shall undertake daily inspections of the equipment in accordance with manufacturers' recommendations.

The equipment shall be subject to formal examination by a competent person every six months, or following accident, major repair or modification. Hired equipment shall be examined by the hire company and details made available on delivery.

Emergency and Rescue Procedures

The College shall produce an emergency and rescue plan which shall identify trained, site based personnel who would be available to lower the work platform using the control panel or emergency descent system situated at ground level. These people should be included in the familiarisation training for the specific machines being used on site.

The plan shall include the callout details for the service engineer or other person who is competent and authorised to lower the work platform in the event of an emergency.

Before work starts the plan shall be reviewed to allow for any changes in circumstances, such as changes in site access, ground conditions, the task to be carried out, the weather conditions etc.

Training and Appointment

Only competent and trained persons shall supervise, operate, maintain and/or change the equipment, as appointed by the College.

Record Keeping and Communication

The College shall keep all records of inspections, examinations and reports for each item of equipment.

The College shall keep a register of staff training and the appointment of an employee as competent to supervise, operate, maintain and/or change mobile elevated work platforms.

The College shall keep a record of who has been briefed and issued with the emergency plan and communicate to all involved in the work to report any problems with the emergency plan immediately. Should they need to deviate from the plan, this should be agreed with the competent person before any changes are made.

Monitoring and Review

The College shall ensure that activities are adequately supervised and that active monitoring techniques are applied to ensure that the workplace precautions and risk control measures are being applied.

These arrangements will be reviewed in line with the Health and Safety Policy review or when circumstances indicate a change is needed, when legislation is introduced that necessitates change or new equipment is purchased.

Food Safety and Hygiene

Introduction

Although not strictly covered under Health and Safety Legislation, The Food Safety Act 1990 (as amended), The Food Standards Act 1999 and subsequent Food Safety and Hygiene (England) Regulations 2013, the College is required to ensure food is free from contamination and is safe to eat. Relevant legislation/guidance:

- The Food Safety Act 1990
- The Food Hygiene (England) Regulations 2006
- The General Food Regulations 2004
- Safer Food, Better Business for Caterers (Food Standards Agency)
- Management of Health and Safety at work regulations 2006
- Food Law Code of Practice (England)

Scope

These arrangements are intended to provide clarity with regards to what is expected of food handlers and the management of food production and service areas. The the College is required to

- Keep food safe from biological, chemical and physical safety hazards by applying HACCP principles (Hazard Analysis Critical Control Points)
- Make sure nothing is added, removed or treat food in a way that makes it harmful to eat
- Make sure the food is the same quality as stated
- Make sure people are not misled by the way food is labelled, advertised or marketed
- Keep records on where food is from and show this information on demand - known as 'traceability' (PDF, 86KB)
- Withdraw unsafe food and complete an incident report, tell the Food Standards Agency (FSA) if it is thought that any food the business has is unsafe or has sold food that is unsafe
- Display the food hygiene rating (if food is sold direct to the public)
- Ensure staff are trained in food safety matters
- Ensure records are held for cleaning activities and food safety controls (proof of due diligence)

Responsibilities

Director/Managers Responsibilities

The Director has overall responsibility to ensure that the Managers within Catering and Catering Staff are trained to a level suitable for their role and have sufficient time allocated to maintain safety/food safety.

The Learning and skills manager manages the Catering team including food production and service Lecturers and the catering Technicians.

The Director has overall responsibility:

- To ensure that staff and students are aware of the Policy and that it is adhered to (as per the Management of Health and Safety at work regulations 2006)
- That legislation is complied with and policies and procedures are kept up to date
- For putting in place systems of work to manage food safety in their area, by way of operating the Safer Food, Better Business Food Safety Management System.
<https://www.food.gov.uk/business-industry/sfbb> (SFBB)
- For managing the provision of maintenance and service of kitchen areas equipment and machinery (as per the Provision and Use of Work Equipment Regulations 1998 (PUWER))
- To ensure that food preparation and service is managed effectively
- For the administration of the Food Safety Management System
- For minimising the potential occurrence of food allergens food poisoning/food borne disease and the effective management of any outbreak of food poisoning/food borne disease.
- Along with the Managers , ensuring that staff are appropriately trained (as per the Management of Health and Safety at work regulations 2006)
- Ensure that equipment is maintained to a high standard
- Ensure that kitchen staff are following correct procedures and are kept informed of changes to policies and procedures

The food production and service Lecturers are responsible for: (as per SFBB)

- Overseeing day to day cleaning, food production and food service operation to ensure that safe food is being produced and served (as per SFBB)
- Training and supervising students to ensure that safe food is being produced and served

Food production and service Lecturers + Catering Technicians are jointly responsible for: (as per SFBB)

- Ensuring they are not suffering from or have any signs and symptoms that would indicate they may be suffering from illness/disease (e.g. vomiting, diarrhoea) that may result in the cross contamination/cross infection of foods leading to an outbreak of food poisoning/food Borne disease.
- Ensuring that there are adequate cleaning schedules and resources to carry out all cleaning tasks required to keep food safe
- Ensuring that cleaning procedures are followed and schedules completed accurately and in a timely manner
- Ensuring they follow the Foundation's policies and procedures
- Conducting opening and closing checks of the kitchen and related areas
- Reporting any non-conformities which could compromise food safety to The Learning and skills Manager
- Carrying out effective stock control and regular stock checks
- Ensuring that safe food practices are adhered to at all times
- Ensuring allergen information is available as required for dish ingredient components.

Student Responsibilities

- Comply with all safety/food safety practices and procedures as instructed by College staff.

The Health and Safety Department are responsible for:

- Carrying out hygiene inspections and audits of catering areas
- Providing advice and guidance relevant to safety and where relevant food safety when requested
- Support the handling and reporting of any suspicion of food poisoning, food borne disease or allergen contamination.

Kitchen and related areas

The kitchen structure complies with the standards laid down in the Food Hygiene Regulations (England) 2006 and the conditions advised by the Local Environmental Health Department. The area is properly sealed to prevent the entry of pests, e.g. rodents, birds and insects.

Any sightings of pests must be reported to the Facilities Department. All defects that may allow pest infestation as well as any equipment breakdown, or Health and Safety risks must be reported to the Facilities and Estates Department.

If any equipment becomes damaged in such a way as it could contaminate the food it will be disposed of and replaced unless it is repairable to the necessary standard.

Action in the event of food poisoning or food borne disease (suspected or actual)

If there is any suspicion of food poisoning or food borne disease relating to staff, service users or visitors, environmental health department must be informed immediately so that an investigation may take place and any outbreak/suspected outbreak can be monitored/managed.

RIDDOR procedures may also need to be followed under Reportable occupational diseases (any disease attributed to an occupational exposure to a biological agent). Anyone working with food and developing diarrhoea or vomiting must inform their employer immediately and leave the food preparation area.

Consultation should take place with the GP who will advise what action you should take, and may require the person to supply a 'stool' sample. If an infection is confirmed the person will be advised when they can return to work.

Foreign body in food/Contamination of food including allergens

Action to be taken if any foreign body is found in food or suspected contamination from chemical, biological agent or known allergen agent.

- All meals/foodstuffs must be recalled immediately for evaluation.
- Food production staff to evaluate the severity of the contamination and take action to ensure other meals/foodstuffs are uncontaminated or remove the product from service.
- Subject to the nature of contamination all packaging must be saved. The food must be labelled CONTAMINATED FOOD: DO NOT EAT, DO NOT THROW AWAY (possible evidence) pending further investigation the contaminated foodstuff must be left intact, covered and made safe, either refrigerated or frozen separately from all other items until the environmental health have approved further action.
- Record the incident.

COSHH

Chemicals used within the food production and service areas must be Food safe industry standard were appropriate for food contact surfaces, equipment and utensils.

(As per Control of Substances Hazardous to Health Regulations 2002)

Safety Data Sheet (MSDS) must be held for each cleaning chemical product with a COSHH assessed completed and available for use. Cleaning chemicals must be used according the manufacturer's instructions and the relevant PPE.

Cleaning chemicals must be kept in suitable labelled containers and stored away from food. Chemicals must not be decanted without replicating labelling information unless it is decanted/mixed for immediate use.

Cleaning Chemicals and equipment must be stored separately from food. COSHH stock must be kept in a lockable metal cabinet with suitable COSSH information/warning signage.

Cleaning

A deep clean of the kitchen including the extraction system will be carried out annually by an outside contractor, arranged by the Director of Learning or the Learning and Skills Manager.

(As per guidance under The Food Hygiene (England) Regulations 2006)

Cleaning equipment must also be stored away from food.

Cleaning schedules must be used and records held for confirmation of due diligence.

Equipment Testing

The Learning and Skills Manager has the responsibility to ensure that all catering equipment is regularly checked, maintained and safe to use, including calibration where required (e.g. food temperature probes)

Personal Protective Equipment (PPE)

It is the responsibility of the Learning and Skills Manager to ensure that PPE is always available to catering staff and students and that it is fit for purpose. Catering staff/students must ensure that PPE is worn as directed. (As per The Personal Protective Equipment Regulations 2002)

Food protection uniforms are not classed as PPE for the individual but are required as part of the food safety controls to reduce the likelihood of contaminating foodstuffs, therefore outdoor clothing must not be worn in food production and storage areas. Hats, fully enclosed shoes and the identified uniform for their job role must be worn.

Hand Hygiene

In the interest of good food hygiene it is important that hands are washed properly and to avoid handling food if ill or the person has cuts or sores on their hands. Germs easily spread through poor personal hygiene and also from cross contamination between raw and cooked foods. Therefore it is imperative for hands to be washed:

- On arrival at work and before touching and eating food
- After a break or smoking (coming back into a food preparation area)

- After handling raw foods such as meat, poultry, fish, eggs, fruit and vegetables before touching any other food or kitchen utensils
- After touching or emptying rubbish bins
- After visiting the toilet
- Touching dirty surfaces or picking something off the floor
- Touching your face, particularly your nose, mouth, ears and hair, after coughing and sneezing

A good hand washing technique can considerably reduce the spread of infectious diseases and prevent cross contamination, where possible:

- Always use antibacterial liquid soap and running warm water
- Wet hands before applying soap to prevent irritation
- Rub hands together vigorously for at least 20 seconds to create a lather, making sure both sides of the hands and wrists are washed thoroughly, particularly around the thumbs, between each finger and around and under the nails
- Rinse with clean running water
- Dry hands thoroughly with a clean dry disposable paper towel or under a hot hand dryer (not a tea towel or apron)
- Germs spread more easily if hands are wet so dry them thoroughly.
- Use Antibacterial gel provided.

Cuts and grazes must be covered with a suitable blue waterproof dressing. Cover all cuts, burns and sores and change dressings regularly.

Nails should be kept clean and short without varnish and smoking should not take place in the food preparation areas

Ice storage and use/handling

- Pre-packaged ice is to be purchased to prevent the need for an ice machine.
- Ice should be considered as a food product and should be treated like any other food product. Once it starts to melt or has become contaminated by drink spillages, food or broken glass it should be disposed of correctly.
- Always clean and sanitize ice containers before use.
- Ensure drink spillages do not directly contaminate the ice
- Protect ice from direct contamination and do not locate directly under the bar counter.
- Always use clean, sanitised scoops, tongs or shovels and don't use the ice buckets or glasses as a scoop
- Ice utensils must be stored to prevent contamination outside of the ice container and ensure that they are cleaned and sanitised before use.
- Once the ice has started to melt it must not be re frozen. Any remaining ice at the end of the shift should be disposed of

H.A.C.C.P (Hazard Analysis Critical Control Points)

The following areas have been identified as potential hazards for which Critical Controls have been considered and are detailed below:

Personal Hygiene

Food technicians, production and service staff/students must ensure their personal hygiene standards including acts or omissions must not endanger food safety or cause offence to others.

Catering staff/students must follow good personal hygiene practices to help prevent bacteria from spreading to food. They must also adhere to the guidelines they receive in Food Hygiene training. These can include:

- Observing a good hand washing regime, (see hand hygiene)
- Wearing clean work clothes which they change into before starting work, not wearing the work clothes outside food preparation areas
- Wear a hat or hairnet when preparing food, and keep long hair tied back
- Not wear jewellery or watches (except a wedding band)
- Not smoke, drink, eat or chew gum while handling food
- Avoid touching their face or nose, or coughing and sneezing
- Cuts and sores must be completely covered with a blue waterproof dressing.
- A supply of disposable aprons is made available for visitors entering the kitchen as they can bring bacteria into the kitchen on their clothes.

Catering staff/students should be fit for work at all times which means that they must not be suffering from, or carrying, an illness or disease that could cause a problem with food safety. Any member of staff who has diarrhoea and/or vomiting should report it to the manager and either stay at home or go home straight away.

They should not return to work until they have had no symptoms for 48 hours.

The Learning and Skills Manager must ensure that the staff and students are fully aware and understand the importance of being fit for work and what they need to report.

Prevention of Cross Contamination

The following procedures and equipment are in place to prevent cross contamination:

- Colour coding of knives and chopping boards used only for the purpose for which they are intended.
- Temperature probes used for taking the temperature of delivered fresh and frozen foodstuffs, food in storage, cooking, holding and cooling temperatures. Probes must be cleaned and disinfected before and after each use. All temperature probes require regular calibration as per manufacturer's instructions.
- Separate clearly labelled refrigerators and deep freezers for raw and cooked foods
- Hand washing facilities along with a good hand wash regime.
- Disposable gloves worn when handling high risk foods
- Hair tied back at all times and hats worn
- Cuts and grazes are covered with a blue waterproof dressing and if on the hand a glove is also worn

Deliveries and Food Supplies

All food suppliers are reputable, traceable and approved by the Finance Department.

All deliveries of food and ingredients must be inspected on arrival by the catering staff and signed once checked and satisfactory.

Sample temperatures and visual inspections of all food deliveries must be recorded and retained. All pre-packaged foods must be within Use by/sell by or best before dates. Any deliveries that do not meet the required standards must be rejected, recorded and records maintained.

Storage

The following shall be adhered to:

- Minimum twice daily recorded temperature checks on refrigerated storage areas.
- Remove outer packaging of food and throw it away before you bring food into the kitchen or storeroom.
- Storage areas must be clean.
- Stock is rotated upon delivery checking for date marks and signs of contamination or damage.
- All foods are stored in conditions that are appropriate to their food type requirement
- Perishable foods are stored in refrigerator units between 0°C and 5°C, covered and labelled with a use by date; these must be checked daily and discarded after the date has expired. Any food over 8°C must be discarded.
- Frozen foods are stored in deep freezers at -18°C or below any frozen foods which require defrosting are thawed in a refrigerator to ensure they do not enter the danger zone temperatures of 8-63°C.
- Tinned and dry food products are stored at ambient temperature in designated areas on racking
- No food is stored directly on the floor
- In the event of refrigerator or freezer breakdown and to ensure food safety and quality, alternative refrigeration must be sought immediately or and an adapted menu used for that day. Food must be probed to ensure it is fit for use.
- Any decanted or surplus foods that are opened must be stored using appropriate labelling, sealed with a use by date. The containers must not be topped up; when empty they must be cleaned, dried and refilled.
- Instructions on all food containers and boxes should be checked to ensure they are being stored correctly
- All food items must be date stamped (or date labelled) to ensure that the oldest is used first and that everything is used within its use by date
- There should be no overstocking of supplies
- Stored items must be placed in storage as per food type so as not to cause cross contamination.

Preparation and Cooking of food

- Food handlers must be trained in food safety. Students must be supervised by staff trained in food safety.
- Raw and cooked foods are kept separate to prevent the risk of cross contamination. All preparation surfaces, equipment and utensils are cleaned, sanitised after each use.
- Food products preparation areas equipment and utensils must be separated as per food type to prevent cross contamination of raw/cooked and potential allergens.
- Perishable food items must remain in ambient temperatures for minimal duration to prevent bacterial growth.

- All food which is cooked must reach a core temperature of 72°C for at least 2 minutes (75°C-80°C safe range).
- Cooked foods must be held above 63°C or chilled for storage (see storage).

Cooling and Chilling

- Cooked food not for immediate/service use must be chilled to below 5°C within 90 minutes.
- Chilled foods must be covered labelled, date marked before being placed in the correct fridge/fridge shelf as per food type.

Reheating and regeneration

- All foods being reheated or regenerated must reach a core temperature of 72°C for at least 2 minutes (75°C-80°C safe range) and must be reheated only once.

Temperature records

To reduce the multiplication of food poisoning organisms/bacteria, temperature ranges must be kept within critical limits. All temperature records must be maintained by the Kitchen Staff.

- Chilled food must remain between 1-5°C. (Not above the legal limit of 8°C) (checked a minimum of twice daily)
- Freezers must remain at -18°C or below with the exception of ice cream freezers that must remain at -12°C or below. (checked a minimum of twice daily)
- Core cooking temperature must remain in excess of 72°C for at least 2 minutes (75°C-80°C safe range) (records taken for appropriate food types e.g. meat, fish, poultry)
- Hot food must remain at 63°C or above. (records taken for appropriate food types)
- The Danger Zone temperatures are between 8-63°C (temperature range that bacterial multiplication is not sufficiently controlled).
- Food held for service must be in excess of 63°C unless it is buffet food. Buffet food must not be at room temperature for longer than 2 hours including preparation time.

Management

The 'Safer Food, Better Business' Diary is to be managed and monitored by the kitchen technicians, kitchen and food service lectures. It is acceptable for suitably competent staff to complete the daily entries in the diary (or students if supervised by competent staff).

This diary is a way to monitor and manage issues that arise which can compromise food safety.

The Daily, weekly, monthly check lists to be used in support of the diary book. Any issues that arise must be acted upon in a timely manner and monitored accordingly.

Kitchen Cleaning

- Food handlers clothing must be protected from contamination or changed if contaminated due to cleaning tasks.
- Cleaning procedures must be observed as per cleaning schedules including end of shift checks and as required subject to additional requirements. E.g. due to spillages.
- Specific/additional attention to hand contact points (taps, door/fridge handles to prevent cross contamination)

- Follow the manufacturer's instructions and COSHH assessments on how to use cleaning chemicals. Clean/Sanitise as you go must be applied to prevent cross contamination and allergen issues.
- Follow manufacturer's instructions for effective cleaning procedures (dismantle if/as required for effective cleaning).
- Only food safe cleaning products to be used for food contact surfaces, equipment and utensils.
- Transfer food to another fridge/freezer or safe cold area and keep it covered during cleaning of refrigeration equipment.
- Food should be moved out of the way or covered during cleaning tasks.
- The Kitchen cleaning schedules must be completed, reviewed regularly to ensure effective cleaning.
- Completed schedules must be retained until your next visit from a local authority food safety officer to confirm due diligence.

Review

These arrangements should be reviewed and updated in line with the College Health and Safety Policy or when necessary due to legislative, equipment or procedure changes.

Gas Safety and Inspection

Introduction

Under the Gas Safety (Installation and Use) Regulations 1998 there is a general duty imposed on employers (The College) and self-employed persons to ensure that any gas appliance, installation pipe work or flue in a place of work under their control is maintained in a safe condition as to prevent risk of injury to any person including staff, students and others.

In addition, there is a similar duty imposed on premises occupied under lease from the College to ensure that all gas fittings and associated flues are maintained in a safe condition.

Inspection

Gas appliances and flues shall be checked, inspected and maintained for safety once in a period of 12 months.

The responsible person (The Estates Manager) shall also keep a record of the safety checks for at least two years.

Gas safety Check Records

Separate gas safety check records for each appliance can be included on one record. The College gas safety check record form must be given to the Gas Safe Registered Engineer to complete before they carry out the gas safety check. Such checks include;

- The effectiveness of any flue
- The supply of combustion air
- The operating pressure and/or heat input of appliance
- The operation of the appliance to ensure its safe functioning.

Sub Letting

The College must issue the latest certificate to any existing tenants and any new tenants before they move into the premises.

Competence

Anyone carrying out work on gas appliances or fittings shall be competent and registered with the Gas Safe Register.

The Gas Safe Register operates under agreement with the Health and Safety Executive (HSE) and maintain details of businesses and operatives that are competent to undertake both piped natural gas and liquefied petroleum gas (LPG) in Great Britain.

To find a local registered engineer simply input the College Campus postcode details on the Gas Safe Register website.

Gates, Barriers and Perimeter Fencing

Introduction

Included as part of the Colleges responsibility for identifying any hazards and taking action to control significant risks are the risks associated with perimeter fencing and College gates (Including pointed or spiked fencing or gates on or within their site boundary).

The College must assess the risks that may arise and take appropriate measures to remove, or control or minimise that risk.

Risk Assessment

The Estates Manager is responsible for carrying out, or ensuring that, risk assessments are carried out for any new fencing or gates to be installed and for carrying out risk assessments of any existing fencing/gates.

Inspection

The Estates Department are also responsible for keeping records of inspection and any maintenance. If the College or the responsible person becomes aware of changes having taken place they should arrange for a re-inspection.

Inspections shall be completed at least annually however, more frequently if there are known issues which could deteriorate;

- Alterations have been carried out;
- Defects or damage is reported between annual inspections
- A change in procedure i.e. student required to que next to gates for activities or trips

The Estates Department are responsible for keeping records of inspection and any maintenance.

The person/s appointed to undertake these checks are competent to undertake them.

Typically covered during an annual inspection:

- Loose and/or missing masonry, copings, panels, posts, or fixtures and fittings
- Fractures (cracks) in masonry particularly adjacent to piers or openings such as gates
- Excessive erosion of masonry and mortar joints, or excessive corrosion of metal (Rust)
- Damage to timber including rotten timbers, broken balustrades and protruding nails
- Any items that may be loose, or appear to have moved from their normal position
- Any leaning or bulging walls / any leaning or unstable fences
- Gates and Posts, misalignment, excessive rust corrosion or rot, especially around hinges
- Doors and gates that are susceptible to slamming from strong gusts of wind
- Heavy doors and gates (with or without dampening mechanisms)
- Areas where there are gates and doors next to areas where students congregate or likely to queue (e.g. in the dining hall, College perimeter gates for trips or other activities)
- Areas used by after-hours clubs or community use, particularly if these involve younger children or elderly.

Visual Inspection

Visual inspections shall be completed monthly, a visual inspection is not a technical inspection and you are not expected to identify everything that an appointed competently trained expert may find.

- Do not do anything that puts you at risk. Do not push, pull or dig into any structure.
- Record shall be maintained for boundaries you have inspected and any locations that appear to be dangerous.

Any defects or damage identified during the weekly inspection shall be reported to The Estates Department.

Control Measures

Those with profound and multiple learning difficulties and Young children are particularly vulnerable and are particularly susceptible to such injuries and whilst all gates (and doors) in The College may potentially pose a risk, classroom doors, toilet entrance and cubicle doors represent the highest risk of finger trapping accidents.

For foundation Stage. 0–5 years, finger safety devices should be fitted to protect the hinge side edge of frequently used gates and doors e.g. classroom doors, toilet doors etc.

For all other areas decisions regarding gate/door safety should be based upon the level risk and there is a point where this becomes a 'social risk' that we could reasonably expect individuals to recognise and manage themselves. Therefore where older children are involved, finger guarding may not be an appropriate control measure. Typical control measures include:

- Clear signage for visitors to main entrance / other services
- Clearly defined route once on site
- Internal fencing assists in directing visitors and restricting uncontrolled / unintentional access around the site.
- The number of entrance points to site reduced to minimum possible (ideally one)
- Alternative pedestrian routes controlled and available only at beginning / end of school day
- All visitors report to reception and sign in /out. Visitors wear visible visitors badge and escorted when on site if appropriate.
- Exterior gates / doors kept locked when school not in use.
- Advise staff to be vigilant and supervise children through the gates
- Ensure there is no climbing on the railings or over the main gate.
- Avoid vehicles obstructing or blocking gates and entrances

Electric Powered Gates

The Health and Safety Executive (HSE) view powered gates on the perimeter of school/College sites and in the vicinity of students / the 'general public' as being high risk and following a recent visit to a school expect a combination of the following controls in order to adequately control the risk of people being trapped / crushed by the gates:

- Photo electric cells;

- Motors fitted with anti-crush devices; and
- Pressure sensitive strips fitted to closing edges of gates.

When installing / commissioning electrically powered gates the College shall be clear as to what safeguards the contractor specifies in their risk assessment and ensure these take into account the above controls and any site specific conditions.

- The gate shall be fitted with appropriate safety devices and maintained in efficient working order, in accordance with manufacturer's instructions
- A planned preventative maintenance schedule is in place which includes measuring the moving force of the gates
- Any changes to the environment / operation and therefore risk since installation are identified / reviewed
- The appointed contractor is sufficiently competent to carry out the work that is asked of them

Signage

All barriers and gates should display warning signage as appropriate e.g. 'Do not walk under the barrier' or 'pedestrians keep clear'.

Guide Dogs and Animals on College Premises

Introduction

Under the Equality Act 2010, the College is required to make reasonable adjustments in order to ensure that people with a disability are able to access College services.

In some instances, it may be necessary for the College to take a combination of steps, for example: if a new employee was blind and unfamiliar with the College layout the following adjustments maybe necessary:

- Arrange facilities for the assistance dog/animal
- Arrange for guidance and instructions to be in Braille, and
- Provide disability equality training

College Policy states that Assistance animals that are individually trained to do work or perform tasks assisting individuals with disabilities shall be generally permitted in all College facilities under the control of their owner.

Assistance animals include: guide dogs, hearing dogs, service dogs and emotional support animals although other livestock or animals may be classed as assistance or assistance animals.

Scope

These arrangements are intended to provide clarity with regards to what is expected of all dog owners and those bringing other animals onto any of the College sites for educational purposes, specific aims are to:

- Ensure the safety of staff, students, contractors and other visitors to the site
- Protect the welfare of any assistance animals or other animals that may be brought onto site
- Minimise distress to the disabled person, animal, staff, student and others
- Minimise the possibility of the assistance dog/animals and owner being separated
- Provide suitable provisional arrangements for the implementation of appropriate facilities for assistance dogs and other animals
- Prevent transmission of disease from dogs and other animals to staff, students and other visitors to the site

Authorisation

College staff, students and any other visitors to the site with a disability who utilise an assistance animal or one that is in training shall register in advance with the College Estates Team.

Where the intention is to bring animals onto site for education purposes, requests shall be made through the appropriate Director in order for suitable arrangements and risk assessment to be conducted.

College Facilities

The College does not openly promote its sites as an area for the walking of dogs including through woodland areas and sports fields. All Campuses are private land and should be treated as such. There may however, be public rights of way which cross some areas and these can be checked on ordnance survey maps. If you need further information please contact the College Estates Team.

All persons bringing dogs or animals onto a College Campus are requested to keep them on leads at all times. By law, you must control your dog so that it does not disturb or scare farm animals or wildlife.

All dogs must have an identification tag and be microchipped.

The College request that all animals are fully vaccinated and wormed regularly to prevent the spread of diseases, to humans, livestock and other animals

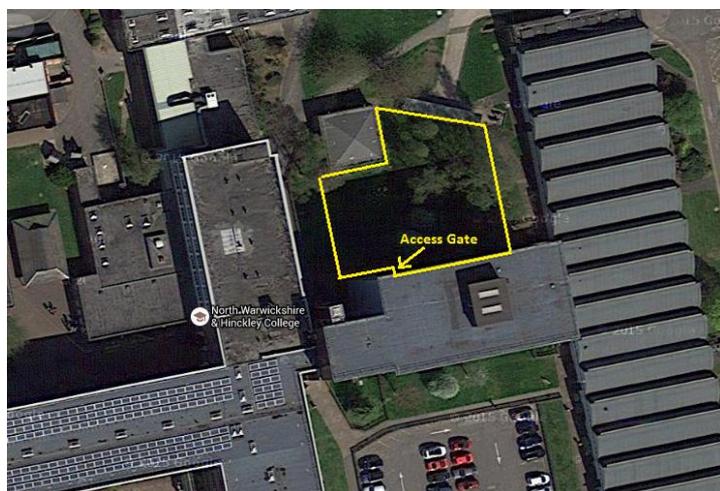
Dog faeces can cause infections and as such are a health risk to students and staff working the land and to other livestock which may be in the area.

- Owners / handlers are requested to remove their dog/animal faeces from all areas and should always carry sufficient and appropriate equipment to clean up after the animal. Faeces should then be placed in a suitable bin with liner. These bags should not be thrown onto any College grounds, including woodland areas, hedgerows, pathways or sports fields.
- Persons with disabilities who physically cannot clean up after their own service animal will not be required to do so; however, these individuals should take their animal to designated relief areas. If an animal relieves itself in non-designated areas these individuals may ask a person nearby for assistance.

With the exception of assistance animals, guide dogs, hearing dogs and animals /dogs for teaching purposes, no dogs are allowed in classrooms, refectory areas and offices.

Exercise Compound

The College shall provide an exercise compound for the use of service dogs and other animals. At the Nuneaton Campus the following area is designated as the exercise compound:



At the South Leicestershire site, a public park is available directly behind the College and owners / handlers are asked to adhere to the local authority directives and clean up after their animals.

Arrangements at Harrowbrook Construction Centre and the Hinckley Campus shall be considered upon request as appropriate.

User/Handler Responsibilities

It is the responsibility of the owner/handler to ensure that animals act and respond appropriately at all times while in public and that users/handlers adhere to the same socially accepted standards of behavior as other members of the College community.

Users/handlers are responsible for ensuring the safety of their animals.

- The Assistance Animal must be vaccinated and licensed as required by state law and/or local ordinance
- Assistance Animals must be accompanied by the handler
- The handler must remain in close proximity to the Service Animal
- The Assistance Animal must be restrained on a leash at all times
- The Service Animal should be responsive to voice commands at all times, and be under the full control of the Partner
- To the extent possible, the Assistance Animal should be unobtrusive to other students and the learning environment.
- The handler must provide all appropriate medication, bedding and food as appropriate for the animal and ensure that this does not pose a risk to other staff students or visitors

Managers Responsibilities

- Managers are responsible for ensuring that staff and students are aware of the Policy and that it is adhered to.
- Ensure that the list of staff for supporting those that require assistance are kept up to date and that appropriate Personal Emergency Evacuation Plans (PEEPS) are in place
- Responsible for putting in place systems of work to manage the presence of Assistance Dogs in their area to provide a safe environment for students, staff and visitors.
- All staff must adhere to these arrangements
- Are responsible for minimising the potential of cross infection.

Staff, Student and Others Responsibilities

Always remember, distracting an Assistance Animals can make its owner vulnerable to harm.

The handler may request that others avoid: petting, feeding or addressing his/her Service Animal as it may distract it from the task at hand.

Students / staff may enquire if the handler needs assistance if there seems to be confusion.

1. Do not call the animals name, make eye contact, feed or talk to the animal. It's always best to treat the animal as if it is not there.
2. Do not pet an assistance animal when he is wearing the harness. If the animal is resting without his harness, ask the owner before you pet the animal and respect the person's decision if they say no.

3. Do not shout directions, take the person by the arm or interrupt them when they are crossing the street. If you are concerned for their safety, ask them if they need help first.
4. Please don't let your pet near an Assistance Animal, even if your pet is leashed. Even allowing your pet to visit or "say hi", for just a moment can cause the Assistance Animal to lose focus on the important job he has to do.
5. It's helpful to let a person who is blind know that you are nearby and tell them if you have an animal with you

To the extent possible, The Assistance Animal should not:

- Sniff people, dining facilities or the personal belongings of others
- Display any behaviors or noises that are disruptive to others unless it is part of the service being provided for the handler
- Be groomed in public settings
- Block an aisle or passageway for fire and/or emergency egress.

Emergency Situations

Assistance Animals must wear identifying markers visible to emergency response teams.

In the event of an emergency, responding emergency personnel should be trained to recognise Assistance Animals and be aware that the animal may try to communicate the need for help.

The animal may become disoriented with the smell of smoke in a fire or laboratory emergency, or from sirens.

The handler and Assistance Animal may be confused within stressful situations. Emergency personnel should be aware that the Assistance Animal is trying to be protective and, in its confusion, should not be considered harmful.

Emergency personnel should make every effort to keep the Assistance Animal with its Partner. However, emergency personnel's first effort should be to the Partner; this may necessitate leaving the animal behind in certain emergency evacuation situations.

Glass and Glazing

Introduction

Regulation 14 of the Workplace (Health Safety and Welfare) Regulations 1992 imposes on those responsible, a duty to undertake a risk assessment of their glazing in critical locations to identify any glass that could create a risk of injury to the building's users or visitors.

Natural ventilation and a constant supply of fresh air keep students alert, focussed and able to learn with maximum efficiency. The character and control of natural daylighting should be based on the needs of the occupants and the function of the space.

Where hinges fail due to corrosion, where frames are warped or loose or where glazing is not securely fixed, the consequences can be serious.

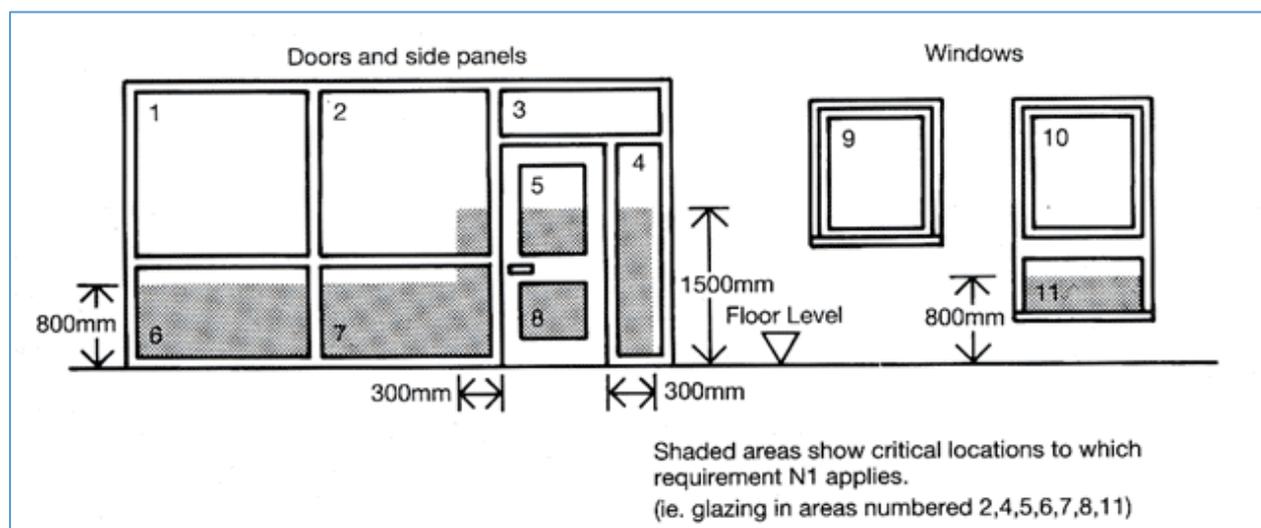
Risk Assessment

Glass and Glazing including transparent or translucent doors, gates and walls will be risk assessed as part of the general site risk assessments, where a specific glass and glazing survey has been identified as a requirement, this shall be completed by a competent glass and glazing specialist

This requires an assessment to be made of the likelihood of injury from the glass and precautions must be taken to ensure the glass breaks "safely" or the possibility of it breaking is avoided by preventing any contact with it and to establish whether there is a risk of anyone being hurt if people or objects come into contact with the glazing, or if it breaks.

N1 building regulations deal with Protection against Impact, defining areas of Critical (High Risk) Glazing and the Type of Glass to be used in those areas.

Example of Defined Area:



Inspection

The Estates Department shall regularly monitors glazing as part of the premises inspections and, if restrictors are used, are they suitably robust and remain effective

Safety film has a shelf life of only about 7-10 years: therefore, where fitted, this also needs to be reviewed.

The frequency of inspection should follow the manufacturer's advice and will depend partly on experience gained from the inspection. For example, when new restrictors are fitted, inspection should be frequent and should look for evidence of damage and wear or of devices being defeated/defective. Future frequency of inspections can then be determined by risk assessment.

A termly inspection is recommended, and a log should be kept of this, including a record of any remedial work carried out as a consequence.

Operable windows, skylights and ventilators must be capable of being opened, closed and adjusted safely. They must not be positioned so as to pose a risk when open. They should be capable of being reached and opened safely with window poles or similar equipment if necessary.

Control Measures

Where a risk assessment identifies the risk of falling against or through glazing, adequate precautions must be taken. These may include provision of suitable safety film, replacement with safety glass or provision of barriers.

All glazing which includes glass doors and windows (both internally and externally) shall be fitted (in accordance with building regulations and British Standards) with toughened or safety glass or covered with a protective safety film and offer sufficient fire protection where necessary.

Where assessment identifies that people are at risk from falling from windows or balconies at a height and likely to be harmed (e.g. above ground floor level), suitable precautions must be taken.

This risk assessment should take account of the physical capability, mental stability and age of the occupants which includes: students, staff, contractors and visitors. This applies not only to new buildings or refurbishments but also to all existing premises

The necessary action to control the risk will depend on its **likelihood** and **severity**. Common control measures include:

- Replacement of the glazing with a safer material such as safety glass, strengthened, toughened glass, polycarbonate or thickened annealed glass see <http://www.hse.gov.uk/pUbns/priced/l24.pdf> for further guidance
- Fitting of window restrictors or restricting access to areas where students, visitors or contractors can be left unsupervised
- Modify the glass by applying safety film or make its presence more apparent by marking
- Re-organise school traffic routes and recreational activities to avoid the risk of glazing being broken
- Erect suitable barriers or screens to prevent school users coming into contact with the glazing. The strength of the barrier will depend on whom, or what needs to be kept away from the glazing.

Windows and doors should be complete with the appropriate fittings, which should be assessed for ease of operation, security, safety and mechanical wear.

Restrictors

Restrictors and their fittings should be suitably robust to prevent students, vulnerable and determined adults from forcing them open beyond the 100 mm restriction. Restrictors can either be fixed (cannot be overridden) or can only be overridden by means of a removable key or other device. They should only be fitted using tamper-proof fixings.

Where window restrictors are fitted, they should be included on planned preventative maintenance and monitoring schedules. Where a damaged, defeated or defective restrictor is found, questions should always be asked about the significance of the finding and any wider implications, and a programme to repair or replace the restrictor put in place. The risk assessment should also be reviewed.

- Windows that are large enough to allow people to fall out should be restrained sufficiently to prevent such falls.
- The opening should be restricted to 100 mm or less. Window restrictors should only be able to be disengaged using a special tool or key.
- Access may need to be restricted to balconies that are not designed to prevent people who are at risk from climbing over.

Locked Windows

Where window restrictors are not installed on windows above ground level, all students must be supervised at all times when the room is in use and the room locked when not in use. It may be necessary to lock shut windows above ground level in public areas and corridors however, fire safety regulations must not be breached.

Doors and Gates

Doors and gates must be suitably constructed and fitted with safety devices, see also School Gates Arrangements.

Doors and gates that swing open in both directions should have a transparent panel unless they are low enough to see over.

Cleaning and Maintenance

The Estates Department shall also ensure that ALL window frames, hinges and catches (including self-closing devices) are safe and regularly inspected and maintained.

Where they cannot be cleaned from ground level or other suitable surface, guidance under the HSE Work at Height Approved Code of Practice should be followed.

Glare

Sunlight is beneficial provided that glare, dazzle and overheating are controlled. These undesirable effects can be countered by installing various devices located either: outside the window; between the glazing; within the glass or inside the window.

Natural Ventilation

Window should be used to provide normal ventilation except where:

- The level of outside noise is unacceptable;

- Unpleasant smells are generated either inside or outside the building;
- Inflows of air are undesirable (such as in a laboratory).

Only un-openable windows should be specified for sterile areas and special ventilated isolation rooms in order to ensure that the desired air-flow pattern is maintained under all external environmental conditions and to avoid infestation.

Kiln Operations

Introduction

Ceramic kilns are essentially simple and safe to use, provided that the proper controls and safety devices are fitted and that the safe method of working is implemented, communicated and is understood.

Installation

When positioning, installing and operating the kiln, the manufacturer's guidance shall be carefully followed.

- Adequate ventilation should be provided with free air movement. The kiln room must be large enough to avoid heat build-up around the kiln.
- A canopy to take heat and fumes from a kiln to the outside is desirable. Combustible equipment and materials should not be stored close to any kiln.
- The Kiln must be positioned on a concrete floor away from carpets, materials and other flammable substances and materials
- In addition to knowing voltage and phase, the electrical systems must be capable of handling the Kiln's ampage

Adequate clearance should be maintained between hot surfaces and flue pipes and any part of the building structure. If this is not possible, other fire prevention precautions may be necessary.

In studios, classroom or work areas where the public are admitted, a protective barrier, e.g. a metal cage is recommended for any kiln with accessible hot surfaces.

Risk Assessment

Historically, most fires involving ceramic kilns have occurred at night, due to overheating of wood forming part of the construction of roofs/ceilings/floors above kilns.

The kiln shall not be operated or left unattended outside normal College opening hours.

Ceramics work can produce airborne respirable crystalline silica (RCS). Health surveillance shall be conducted unless exposure to RCS is well below the limit.

A risk assessment which details the risks associated with cleaning, maintenance and operation of the kiln and materials used shall be completed and reviewed as necessary including following and changes to legislation, process, equipment or materials.

The CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services) has Arts and Design Model Risk Assessments for many topics in Ceramics which includes Kilns.

Operation

Safe systems of work should be adopted at all times when the kiln is in use.

It is useful if operating instructions are readily available with emergency instructions clearly displayed on or near to each kiln.

Anyone who operates a kiln should have knowledge of the position, function and setting of all controls and safety devices, and be able to recognise faults and cope with abnormal or emergency situations. The College shall ensure that:

- Teaching staff have been trained to operate the kiln (their details and qualifications are displayed by the kiln). Students should only be allowed to use the kiln under the strict supervision of a competent operator.
- The risk assessment for the kiln is in the risk assessment folder in the workroom/studio.
- The operator will inform the caretaker when the firing cycle will take place.
- The kiln is inspected and serviced regularly by qualified specialist appointed by WCC
- It is kept secure to prevent unauthorised access and free of combustible materials.
- Normal operating procedures are displayed by the kiln.
- Emergency operating procedures are displayed by the kiln.
- Do not open the lid until kiln has cooled to room temperature
- Personal protective equipment, e.g. thermal gloves, goggles etc., is provided for the operator
- Adequate provision for fire detection and firefighting appliances are available for use.

Maintenance and Housekeeping

All Kiln equipment shall be subject to an annual inspection and maintenance as per manufacturer's instructions.

The electrical installation and the kiln shall be regularly maintained. This includes regular inspection, particularly where sockets and flexible cables are used. Both the electrical installation and the kiln should be periodically tested to ensure that the bonding, earthing, insulation, connections, and electrical protection will operate for faults on the installation and the kiln. If faults are found, the kiln and installation should be taken out of service until the faults can be corrected.

The Kiln shall be disconnected/isolated from the electrical mains supply prior to the service or inspection.

Any work carried out on the kiln or its electrical system should be completed by a competent person (NICEEC accredited contractor) for electric kilns and usually one who is familiar with this type of equipment.

The door safety interlock should be regularly inspected and tested and should conform to British Standards.

Adequate technical information about the kiln shall be available to enable proper maintenance to be carried out.

Good housekeeping around kilns is essential and combustible materials should never be stored near the kiln or allowed to accumulate around it.

Inspection Records

The College shall maintain details with regard to maintenance (which include the nature and extent of the work) and inspections that include the date of test and name of tester.

- The record must show actual measured test values of earth continuity and insulation resistance.
- Actual current drawn is also a useful measurement to record.

Manual Handling

The Manual Handling Regulations 1992 require that tasks involving manual handling be assessed and measures taken to reduce the risks created by them. Depending on the nature of the ware being fired, loading and unloading the kiln may present a hazard. All persons involved in the manual handling of heavy articles should receive adequate training.

Health Surveillance

Introduction

Health surveillance is any activity which involves obtaining information about employees' health and which helps protect employees from health risks whilst at work.

The College shall carry out health surveillance where the risk assessment requires it and where required mandatorily by Health and Safety law. If personal monitoring is undertaken, employees and students will have access to their own records and the College will ensure that the results are interpreted for each individual by the service provider and take action to eliminate or further control exposure.

Staff have a statutory responsibility to co-operate with the College and to attend health surveillance testing when requested and to ensure that they follow the necessary control measures identified.

Staff are entitled to attend health surveillance appointments within paid working time and The College shall bear the cost.

Employees' failure to co-operate, attend health surveillance appointments or follow safe systems of work could result in disciplinary action.

Competence

Where health surveillance is delivered, the person delivering the surveillance within the workplace will have received training or coaching on what they need to do to perform this role effectively. This may involve training from a health professional, a Health and Safety professional, management or any other, as appropriate.

Although a competent medically trained person is not required to implement health surveillance, the College shall appoint an appropriately qualified doctor or nurse to deal with any ill health found.

Occupational health doctors and nurses provide health surveillance services for employers whose employees are exposed to certain hazards at work (e.g. noise and hand-arm vibration). When appointing an occupational health doctor or nurse, the College shall seek to appoint someone with experience within the related area of industry and shall:

- Request see their registration/personal identification number (PIN) and to see their certificates/diplomas relevant to the duties you need them to undertake.

Relevant qualifications shall be confirmed with the appropriate governing body i.e. the General Medical Council and the Faculty of Occupational Medicine (for doctors); or the Nursing and Midwifery Council. Nurses holding specialist qualifications in occupational health will be registered as specialist community health nurses (OH).

Health Records

Health records for staff shall be kept for 40 years (health records are different to medical records in that they should not contain confidential medical information). The College reserve the right to assign responsibility for the student health surveillance records to the individual student providing that a signature confirming receipt is obtained.

Hygiene Controls

Introduction

All areas of the College premises pose a risk of cross infection from communicable diseases such as flu viruses to the more serious Norovirus.

From the very nature of the numbers of staff, students and others in such a small area and sharing all the facilities such as tables, chairs, dining and lavatory facilities. Schools and Colleges have become the most likely place a student will contract an illness, aside from the influenza virus the family of Infections Intestinal Diseases (IID).

Norovirus being the most common of which is now the most likely virus staff or students and others will contract.

Prevention

Good hygiene is the mainstay of the prevention as vomiting/diarrhoeal diseases can spread rapidly and it is not always easy to identify cases early enough to stop them spreading their illness to others.

- Students and staff shall be informed about the importance of both personal hygiene and of hygienic practices when serving, preparing and eating food.
- Both Students and staff should wash their hands thoroughly with soap and hot water after every visit to the toilet and before handling or eating food, and should dry them on single use paper towels.

Anti-bacterial dispensing machines are available for use at all College sites and shall be maintained in good clean working order.

Cleaning and Sanitising

The Estates Department are responsible for ensuring that a system for ensuring the sanitisation of all rails, balustrades and handles is implemented across all College sites.

Outbreak

Following any outbreak or reports of vomiting/diarrhoea (Five or more cases could potentially be considered as an outbreak) , toilet bowls, seats and flush handles along with any other surfaces that may have been touched by contaminated hands (i.e. door handles, tap handles etc.) should be disinfected daily.

A simple solution of a disinfectant at the correct dilution is all that is required. See also College Disaster Recovery Plan.

Exclusion Periods

Those who have been infected should be excluded for up to 48 hours after their symptoms have ceased.

Treatment

Like all viral infections, norovirus does not respond to treatment with antibiotics. There is no specific treatment for norovirus apart from letting the illness run its course. It is important to drink plenty of fluids to prevent dehydration.

Legionella Control and Water Management

Introduction

Legionnaires' disease is a potentially fatal pneumonia caused by legionella bacteria. It is the most well-known and serious form of a group of diseases known as Legionellosis.

Infection is caused by breathing in small droplets of water contaminated by the bacteria. The disease cannot be passed from one person to another.

Under general Health and Safety law, employers have to consider the risks from legionella that may affect staff or members of the public and take suitable precautions.

The College recognises a potential risk of Legionellosis and which therefore requires control.

Risk Assessment Requirements

The legionella risk assessments shall be carried out as a part a legionella risk management programme which shall help the College to manage the risk of Legionnaires' disease.

When choosing a provider to undertake the risk assessment, the College shall ensure the contractor:

- Possess the competent to be able to ensure that cold and hot water systems meet the required UK regulatory standards
- Are active members of The Legionella Control Association (LCA) and are acknowledged for their expertise and the quality of their work
- Provides training for personnel from other companies within the water hygiene sector in carrying out Risk Assessments to the correct standard

Evidence of the competent person's competence will be maintained by the Director of Facilities and Estates.

Water system includes all plant/equipment and components associated with that system, e.g. all associated pipework, pumps, feed tanks, valves, showers, heat exchangers, quench tanks, water softeners etc. The risk assessment will require a site survey by a qualified and experienced risk assessor and should include:

- A full appliance and asset register outlining the water systems
- Digital photographs of all the assets and appliances and AutoCAD schematic drawings of the water systems and a guide to complying with the Associated Code of Practice
- Provide an outline the current condition of the water systems and whether the water storage is hygienic, and compliant with the Water Supply (Water Fittings) Regulations 1999
- Determine whether water temperatures are satisfactory for the control of Legionella bacteria - This includes checking whether conditions will encourage bacteria to multiply. For example, if the water temperature is between 20–45 °C
- The risk assessment will define any remedial actions required to achieve compliance with the guidelines such as cleaning and disinfection of water systems and storage

The legionella risk assessment report should identify any risks as well as any remedial action necessary to meet current standards and legal requirements. The reports should be fully compliant with the

requirements of the HSE's Code of Practice 'Legionnaires' Disease – the control of legionella in water systems' and with the recommendations and guidance contained in the British Standards.

The periodic sampling and testing of water sources for the presence of legionella bacteria is a valuable means of demonstrating that adequate control over a water system is being achieved and shall be arranged by the College where necessary.

Identifying the Risk

The College shall control the risks of exposure to Legionella bacterium by using the following staged approach:

Stage 1	Establish if there is water storage in the premises, its volume/amount and what overall condition it is in, by referring to available information
Stage 2	Presume that water storage tanks/vessels may be contaminated unless there is strong evidence that they are not
Stage 3	Make and keep up to date a record of the location and condition of water storage tanks/vessels including, excessive lengths of pipe runs to dead ends, on the premises
Stage 4	Assess the risk from the stored water
Stage 5	Prepare a plan that sets out in detail how the risks from the stored water will be managed
Stage 6	Take the steps needed to put the plan into action
Stage 7	Undertake risk assessments
Stage 8	Monitor the plan and the arrangements
Stage 9	Audit the plan and the arrangements
Stage 10	Review the plan and the arrangements

Where it is not obvious or possible to confirm the College shall presume that water storage tanks/vessels may be contaminated unless there is strong evidence that they are not, regular routine inspection and bacteriological sampling is required and an appropriate cleansing and water treatment programme is to be followed.

Having undertaken the initial assessment, the College shall make and keep up-to-date, accurate records of where water storage tanks/vessels and susceptible pipe runs are located on the premises.

Routine Inspection and Maintenance

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

- Water temperatures at clarifiers will be checked monthly.
- Water temperatures at sentinel taps (1st and last on the run) after one minute running will be checked monthly with intermediate taps being checked yearly.
- Conditions in tanks for the presence of organic materials, vermin etc. annually.
- Conditions in clarifiers for organic materials and undue build-up of scale, annually.
- 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 or suspected outbreak of Legionellosis.

The College shall ensure that records on the stored water facilities are brought to the attention of anyone who may need the information to ensure their health and safety, e.g. employees who may be required to work with or in vicinity of water mists, repairable vapours and droplets, including, contractors or the emergency services.

The nominated officer for responsibility for ensuring this Policy is implemented is the – Director of Facilities and Estates

Lifts and Elevators (Rescue, Inspection and Maintenance)

Rescue

A lift rescue must not be attempted by any untrained staff.

Do not call the Emergency services in the event that a person is stuck inside a defective lift unless it is a medical emergency or there is potential risk to the persons i.e. event of a fire. The lift maintenance contractor may be better skilled to release occupants of the lifts with less damage to the buildings and equipment.

Check that the person/s trapped in the lift car are unharmed, if there is no response, there is a fire, the person is harmed or the release procedures fail contact the emergency services immediately by dialling 999.

Morris Vermaport are responsible for lift maintenance across the federation.

To instigate an Internal Release and Rescue Procedure

Contact: 0115 973 7500

If there is no response from Morris Vermaport instigate the College Internal Release Procedure

College Release Procedure

NOTE: Turning off the electricity supply and turning it back on again may cause the lift car to engage and release without the need for winding or manual door release.

Hand winding

To be used ONLY in the case of an emergency and ONLY by authorised trained persons who have had instructions in its use. It is dangerous for any other person to attempt to do so.

Before any emergency operation is attempted, a minimum of two authorised persons must attend and establish effective communication with one another.

Before attempting a hand winding operation:

1. Call the lift maintenance company
2. Switch off the power supply at the main switch (Marked)
3. Warn passengers in the lift that it is about to be moved and therefore stand clear of the doors and remain in the car until instructed to leave
4. Check that all landing doors are closed and locked
5. Ensure the car / gates are closed
6. One authorised person to position him/herself where the motion of the car can be established and to confirm and communicate the movement and position of the car to the second authorised person in the lift plant room.

Moving the Lift Car

Providing the car is free to be moved in the downward direction then it should be wound to the nearest floor below.

If the lift car does not move, cease all attempts, reassure trapped passengers and await the lift engineer arrival.

Passenger Release

- Keep area where the doors are open clear of any unauthorised persons
- Release passengers by opening doors with a release key
- Leave lift switched off and ensure all landing doors are closed and locked

Lift Doors

Doors should never be left open and accessible without sufficient barriers and supervision and a rescue should never be attempted when the lift car is not at the correct floor level.

Inspection and Maintenance

The Lift Operations and Lifting Equipment Regulations 1998 (LOLER) require that all lifts provided for use in work activities are thoroughly examined by a competent person at regular intervals.

The Estates Manager is appointed as the 'Duty holder' as directed under the regulations. The Estates Manager has a legal responsibility to ensure that the lift is thoroughly examined and that it is safe to use.

Duty holder responsibilities:

- To maintain the lift so that it is safe to use
- Select and instruct competent persons
- Ensure that the lift is examined at statutory intervals (every 6 or 12 months) or in accordance with the examination scheme drawn up by the competent persons
- Keep the competent persons informed of any changes in the lift operating conditions which may affect risk management
- Make relevant documentation available to the competent persons e.g. manufactures instructions and maintenance records
- Act promptly to remedy defects
- Ensure all documentation complies with the regulations
- Keep and maintain records

Examination

The law requires that all lifts when in use should be thoroughly examined, if the lift carries passengers this should be thoroughly examined every six months.

The College will ensure that all lifts are inspected, examined and maintained in accordance with the HSE guidance INDG339

Lifting Equipment and Operations (LOLER)

Introduction

Use of lifting equipment, if not properly managed, can cause injury or fatalities to people at work, students and others such as members of the public. Principles of good management are defined within the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) and relate to the strength, stability and suitability of the lifting equipment and the competence of the people who use it.

Lifting equipment includes any equipment used at work for lifting or lowering loads, including attachments used for anchoring, fixing or supporting it. This covers a wide range of equipment including, cranes, forklift trucks, lifts, hoists, mobile elevating work platforms and vehicle inspection platform hoists. The definition also includes lifting accessories such as chains, slings, eyebolts etc., but not escalators.

Significant human and financial costs result from failures to adequately manage lifting operations. Such failures may also result in action by enforcing authorities, in the form of prosecutions, or of mandatory orders governing work practices or equipment.

The College recognises and will comply with the requirements of the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) and its supporting Approved Code of Practice. This Policy is also based on the HSE's Guidance to LOLER

Strength, Stability and Suitability

The College shall:

- Only use lifting equipment that has adequate strength to lift the required load
- Ensure that it is stable before lifting begins
- Ensure that it is suitable for the purpose

All lifting accessories, such as pallets or the lifting points upon them, will also be strong enough and suitable for the purpose.

Positioning and Installation

The College shall ensure equipment is positioned and installed properly and only operated by persons who are capable and competent to do so. Equipment will be positioned to prevent the load from falling or striking people.

Visible Markings

The College shall ensure all lifting equipment and accessories are marked with their safe working load.

Planning, Training and Supervision

The College shall ensure lifting operations are planned and supervised by people who are trained and competent to do so.

The College shall provide employees and others that are required to use lifting equipment with suitable and sufficient information and training, including:

- The risks associated with lifting operations and lifting equipment
- Common faults associated with lifting accidents
- The importance of proper use of equipment
- The importance of safe working loads
- The prevention of lifting accidents
- What the company has done to prevent lifting accidents

There will be re-training at appropriate intervals. The Health and Safety Department can assist with providing, where required, adequate and suitable instructions to employees who have to use any lifting equipment or accessories and this will include arranging any necessary training, with records kept available for inspection

Thorough Examination and Examination Schemes

All lifting equipment etc. is subjected to a formal documented "Tough Examination" following a written scheme of work. This is done by a competent person from the Colleges Insurance Company. This work is overseen by the Health and Safety Department.

The College shall ensure that all lifting equipment and accessories, where appropriate, are thoroughly examined before they are used for the first time. Lifting equipment will then be re-examined by a competent person with the following frequency:

- Lifting equipment for lifting people every six months
- Accessories every six-months

Other lifting equipment, either:

- Annually, or
- At an interval laid down in an examination scheme drawn up by a competent person

Where there is not the appropriate competence to conduct examinations in-house, external specialists will be used.

The College requires that the Health and Safety Department keeps available for inspection, copies of the current thorough examination reports. Where any report from the competent person identifies a required action, the Group Health and Safety Manager will identify the faults on a work sheet for the appropriate Department Director/Manager to resolve as necessary. The worksheet/Insurance Certification will be signed off when complete and returned to the Health and Safety Office.

Defective Equipment

If the competent person finds a defect with any lifting equipment during the thorough examination and/or inspection which in their opinion is, or could become, a danger to people, they shall inform the company immediately and confirm this in the report of thorough examination/inspection.

If the competent person discovers a defect that involves an existing or imminent risk of serious personal injury, then they shall inform the company immediately and send a copy of the report to the relevant enforcing authority (HSE or the local authority), even if the defects are remedied immediately.

The College shall take action to rectify any defect they are informed about. If the company are notified of a serious and significant defect, the company shall immediately take the lifting equipment out of service until the defect has been put right.

For defects that need to be rectified within a certain timescale, the company must repair or replace the defective equipment within the specified time, and not use it after that time unless the defect has been satisfactorily put right.

Lone Working

Introduction

The College recognises its responsibility to comply fully with legal obligations in relation to lone working, i.e. staff working without direct or close supervision, who have no visual or audible communication with another person who is capable of providing assistance without delay, should injury or illness occur, and to prevent the risks associated with lone working as far as practicable. The general duties of the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations apply.

Risk Assessment

The College shall assess the risks associated with lone working, these risks may be included as part of the general risk assessment process but will consider:

- If there is a safe way in and out (access and egress) for one person
- If any temporary access equipment which is necessary, such as portable ladders or trestles, be safely handled by one person
- If all the equipment, substances and goods involved in the work can be safely handled by one person
- If the work involves lifting objects too large for one person or whether more than one person is needed to operate essential controls for the safe running of equipment
- If there is a risk of violence
- If women or young workers are especially at risk if they work alone
- If the person is medically unfit to work alone

The College recognises that staff must be afforded the same level of protection as employees working under supervision. The College shall involve employees and their safety representatives, as valuable sources of information and advice. This will help to ensure that all relevant hazards have been identified and appropriate controls selected.

Control of Lone Working

The College shall implement controls to minimise the risk of lone working. Control measures may include instruction, training, supervision and provision of protective equipment.

- When risk assessment shows that it is not possible for the work to be done safely by a lone worker, arrangements for providing help or back-up shall be put in place.
- Where a lone worker is working at a workplace controlled by another (i.e. an on-site contractor working on the College site), the College shall inform the lone worker's employer of any risks and the control measures that should be taken.
- The College shall provide employees with suitable and sufficient training and adequate supervision to ensure they are capable of contending with the risks associated with lone working.
- Risk assessment shall be used to identify the appropriate level of supervision. Supervisors shall periodically visit and observe people working alone.
- The lone worker shall be in regular contact or use automatic warning devices may be provided if necessary which operate if specific signals are not received.
- Where appropriate, the lone worker shall be checked on to ensure they have returned to their base or home on completion of a task.

Emergency Arrangements

The College shall ensure that emergency arrangements are prepared for lone workers. In the event of an emergency, employees and others should understand the actions to take and have the ability to administer first aid. The College will ensure that accidents and incidents of violence will be reported in accordance with the Reporting of Injury, Diseases and Dangerous Occurrences Regulations 2013, as well as internal reporting and investigation procedures.

LONE WORKING - GUIDANCE FOR MEMBERS OF STAFF LONE WORKING.

1. Make sure someone knows where you are, and establish a contact system so that you can tell someone you have arrived safely at the place you are visiting, when you will be leaving and arrived at your next destination etc. and when you are back at College /home (for out of normal College working hours).
2. Do not do anything which you feel might put you in danger. Report any dangerous incident or situation to your Line Manager and ask for advice.
3. Do not "cut corners" or rush the work, set yourself a reasonable target and work towards it - do your best.
4. If you start to feel tired, either stop for a short break, take a walk outside in the fresh air, or go home after contacting your Line Manager and/or signing out
5. Make sure you know, and follow, relevant Risk Assessments, Safe Working Procedures and guidelines for operating equipment and handling and using hazardous substances
6. If you do not know how to do something - do not do it - leave it until someone is around to help you
7. If you get injured stay calm, and if you need assistance contact the appropriate Emergency Service or if driving, and vehicle mechanical failure your break down recovery service (e.g.: AA, RAC and Green Flag). In the event of any incident (collision/breakdown etc.) that prevents you from continuing/delaying your journey call your Line Manager or previously agreed contact person. See College Document Driving: What You Need To Know.
- 8.. When parking your vehicle, try as far as possible to park in an area that will be well lit (e.g. for when you return to your vehicle in the hours of darkness) and the shortest possible distance where possible. (Consider going out and moving your car partway though your visit as spaces nearer become available)
10. If using public transport here are some helpful hints to keep you safe whilst you're waiting and using the train/tram/bus. Click on the "*Staying safe on Public Transport*" link in the [Reference and Legislation](#) section
11. If working at a third party premises off site, staff should make themselves familiar with the emergency arrangements on the site including fire, first aid etc if necessary should be obtained which covers the activities off-site. **Manual Handling**

Introduction

Most tasks require some form of Manual Handling which is the most common cause of reportable accidents at work however, it must be remembered that only significant risks require assessment. It is strongly advised that all operations should be checked to ensure there are no hidden risks e.g. repetitive strain injuries.

The Manual Handling Operations Regulations place a statutory duty on the 'employer' to carry out risk assessments for all Manual Handling operations. Risk assessments should examine the various components involved, for example, the person's age, ability, sex, the type of load, weight of load, route to be taken, area to be taken to etc.

Risk Assessment

It is the responsibility of the Department Manager to ensure that, where identified, manual handling risk assessments shall be completed for all activities and occupations and shall include generic risks from manual handling operations. The Health and Safety Team shall:

- Keep an inventory of all manual handling operations, The inventory should include any activities, which are away from the normal workplace and emergency situations
- Establish if any of the operations can be eliminated by automation or mechanisation, therefore eradicating the risk of injury to employees

Where the operation cannot be eliminated, undertake an assessment and record the results. The assessment shall examine risks arising from the task, the individual, the load and the environment.

Training and Information

The College shall:

- Ensure the manual handling assessor has adequate training
- Provide employees with training in the findings from the assessment and the workplace precautions to be used.

Where there is likely to be a manual handling risk, the College shall ensure that information on the weight and centre of gravity of items shall be indicated on the items or on their packaging. This shall be done when individual items are more than 10kg. When items are awkward to handle, or when their weight distribution is particularly asymmetrical the College shall mark loads with safety information as part of a requirement placed on suppliers.

Any labels providing information for manual handling safety shall comply with the Health and Safety (Safety Signs and Signals) Regulations 1996.

The College shall use sound ergonomic principles when providing handles, handholds and wheels to equipment or items that will be carried or moved.

Planning, Layout and Design

The College shall ensure the layout of the site allows for safe posture of employees and other parties as necessary, using ergonomic principles for the design and planning of installations and to the specification of plant, equipment or materials.

New and Expectant Mothers

Introduction

Although pregnancy is not regarded as ill health, there may be risks associated with certain work activities. In addition, some mothers may wish to return to work while still breastfeeding. A new or expectant mother is a woman who is pregnant, has given birth within the last six months or is breastfeeding.

The Management of Health and Safety at Work Regulations 1999, the Workplace (Health, Safety and Welfare) Regulations 1992, the Equality Act 2010 and Health and Safety Executive guidance require companies to assess the work and work environment of an expectant or nursing mother and reduce risk.

Significant human and financial costs may result from failures to adequately manage the workplaces of expectant and new mothers. Such failures may also result in action by enforcing authorities, in the form of prosecutions, or of mandatory orders governing work practices or equipment.

Each person responsible for risk assessments shall make an initial assessment of the workplace in preparation of any employee becoming pregnant or being a nursing mother although an additional separate 'New and Expectant Mother's Risk Assessment' is not required.

- Identify hazards
- Assess risks
- Reduce or remove risks if possible
- Consider night work
- Consider working conditions
- Consider physical and biological risks
- Inform employees of the risks

Consideration will be made of the physical demands of work and also physical and biological agents that may be present in the workplace. Hazards will be removed wherever reasonably practicable to do so.

On Notification of Pregnancy, Birth or Breastfeeding

The College shall determine the risks as presented to each individual employee and student on a case-by-case basis and decide if a separate additional risk assessment is required or not. Where risks cannot be removed, other measures such as reduced working hours or alternative tasks will be used to reduce the risks.

Working Conditions

The College shall provide working conditions for expectant and new mothers that include adequate and appropriate:

- Resting facilities
- Hygiene facilities
- Storage facilities
- Working hours

Inform

The College shall ensure that expectant and new mothers are provided with adequate and appropriate information on any findings of any risk assessments and that any advice or directions from the individual's Midwife, GP or Gynaecologist is acted up-on and suitable adjustments accommodated.

This Policy will be reviewed annually, when circumstances indicate a change is needed, when legislation is introduced that necessitates change or new equipment is purchased.

Noise

Introduction

The College is aware of the current Control of Noise at Work Regulations 2005 and the employer has a general duty under Section 2 (1) of the Health and Safety at Work etc. Act 1974, to ensure so far as is reasonably practicable the health, safety and welfare at work of employees.

Where it believes that employees are exposed to noise levels that would designate the area as either Lower Exposure Action Value or Upper Exposure Action Value, appropriate hearing protection will be provided and worn.

Establishing if Noise is an Issue

The College shall examine all possible sources of noise to identify any areas that require further investigation. The College will:

- Reduce noise levels at source, by using quieter plant and work processes
- Identifying residual sources of excessive workplace noise (greater than 80dBA)
- Communicate to staff where noise levels are likely to exceed 80dBA / 85dBA
- Undertake risk assessments and identifying practical noise reducing measures
- Provide staff with hearing protection, as well as information, instruction and training
- Limit the time staff are exposed to excessive noise levels

The College acknowledges its responsibility to arrange for a Noise Risk Assessment to be completed including, where necessary and appropriate, noise exposure monitoring. Where, due to the nature of an employees work, they are exposed to a range of different noise levels then the HSE's Noise exposure calculator may be used.

Copies of the Noise Assessments will be held by the College's Health and Safety Department as a central function and with a copy also being held by the head of the relevant individual curriculum area.

Significant findings of the Assessments will be brought to the attention of the employees and any required actions of the Corporation i.e. treating the noise at its source by using quieter processes, introducing engineering controls, modifying noise paths and improving the design of the workplace and activities.

Noise Control

Where provided, hearing protection must be worn with adequate signage warning of the risk to hearing. Suitable information, instruction and training must also be given.

Personal protection in the form of hearing protection will be selected as either an interim measure until the noise is reduced or where no other control can be implemented.

Where the noise is at the lower action level, suitable hearing protection will be supplied as soon as possible following the request.

Responsibilities

It is the responsibility of each member of staff to:

- Co-operate with the College
- Take good care of any hearing protection issued
- To wear hearing protection when required and to ensure that others including: Students do the same when identified as required
- Request replacement hearing protection when required.

Health Surveillance

The College shall provide health surveillance to employees at risk from noise at the upper action level, review the results and act on the findings. See also Health Surveillance Arrangements.

Training, Information and Competence

The College shall provide Managers and employees with suitable and sufficient training, information and re-training at appropriate intervals to ensure they are aware of the risks from noise, the controls that have been put in place and how to use equipment that has been supplied.

Competence is essential when undertaking assessments and deciding on suitable controls and will be defined.

Provision and Maintenance of Equipment

The College shall ensure that equipment is provided and maintained to ensure the controls defined from the assessment are in place and that noise levels do not increase. Where the noise is at the lower action level, suitable hearing protection will be supplied as soon as possible following the request.

Occupational Stress

Introduction

Well-designed, organised and managed work is good for us but when insufficient attention to job design, work organisation and management has taken place, it can result in Work related stress.

Work related stress develops because a person is unable to cope with the demands being placed on them. Stress, including work related stress, can be a significant cause of illness and is known to be linked with high levels of sickness absence, staff turnover and other issues such as more errors.

This Policy arrangement, based on the Health and Safety Executive recommended Management Standards approach, will apply to all those employed by the College regardless of status or seniority.

Definition and Symptoms of Stress

The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

This definition makes the distinction between pressure, which can have a positive effect when managed correctly, and stress which can be detrimental to health.

All staff should be alert to possible symptoms of stress in others which may include:

- Increase in sickness related absence, particularly short term absence
- Decrease in work performance
- Decrease in decision making ability
- Changes in work relationships, e.g. conflict between colleagues
- Decrease in staff motivation/commitment
- Working longer hours but with diminishing effectiveness
- Lack of enthusiasm

Symptoms to be alert for in recognising stress in yourself include:

- Fatigue, disturbed sleep, aching muscles.
- Loss of appetite, indigestion.
- Dependence on alcohol or drugs.
- Headaches.
- Inability to relax.
- Sense of not being in control.
- Difficulty in retaining information.
- Poor concentration and indecisiveness.
- Increased irritability.
- Change in attitude to work and colleagues.
- Anxiety/depression.

Each member of staff should be alert to these symptoms either in themselves or in colleagues and should take appropriate action to address the issues in accordance with the steps set out in this Policy.

The College will seek to maintain a well-managed work environment in which all reasonably practicable steps will be made to keep work related stress to a minimum.

Where stress factors are identified, the College aims to work with employees to ensure that appropriate steps are taken to reduce and manage stress. In order to achieve these Policy goals, the College will seek to give effect to the following:

- Taking reasonable steps to identify all workplace stress factors and conduct risk assessments to eliminate stress or control the risks from stress.
- Consulting with staff/safety representatives on all proposed action relating to the prevention of workplace stress.
- Providing adequate resources to enable Directors to implement this Policy.
- Communicating to all staff the content of this Policy.
- Encouraging Directors/Managers/, wherever possible, to remedy institutional features which create stress. Where this is not possible, such issues should be identified and reported.
- Operating reporting procedures with proper safeguard for confidentiality.

All Directors/Managers will:

- Conduct and implement recommendations of risk assessments within the College.
- Ensure good communication between management and staff, particularly where there are organisational and procedural changes
- Ensure their staff are full trained to discharge their duties.
- Ensure their staff have the opportunity for career progression as appropriate.
- Monitor workloads to ensure a fair distribution of work.
- Monitor working hours to ensure staff are not working to excess.

- Monitor holidays to ensure that staff are taking their full entitlement.
- Attend training as requested on good management practice and health and safety.
- Ensure that bullying and harassment are not tolerated within the College.
- Be vigilant and offer additional support to a member of staff who is experiencing stress outside of work, e.g. Bereavement or separation.
- Meet regularly with staff to listen to any concerns.
- Create a culture in which staff know they can raise concerns and that their concerns will be treated sympathetically and seriously.

Training and Consultation

The College will consult with Trade Union Safety Representatives on all proposed action relating to the prevention of workplace stress.

The College will provide training for all managers and supervisory staff in good management practices.

Performance, Dance and Drama

Introduction

There are always risks associated with performing arts, drama and dance, constant vigilance should be maintained at all times to ensure that the risks to students, staff and others including members of the public is maintained at all times.

Performance Preparation

Prior to any performance, lecturing staff should ensure that:

- There is sufficient warmup time as this can help prevent injury
- Students don't do anything which is beyond their capabilities
- There is sufficient space for the activities they are performing including any backstage performance and actively encourage students to conduct a 'pre performance assessment of the area'
- Good housekeeping is observed at all times, that checks to be made before each performance or each time performance area is used i.e. during rehearsal
- Students are wearing the correct performance attire or the exercise

Risk Assessment

The risk assessment for performance, drama and dance activities shall take into consideration:

- Risk of injury due to collapse of temporary structures such as staging or seating
- Risk of injury due to sharp items on stage or performance area
- Risk of injury to members of the public and the performers due to activities of the performers
- Risk of injuries due to electric shock - Electric shock from fixed sockets, electrical equipment
- Risk of injury, slips, trips and falls on uneven or wet surfaces
- Crowd control / Overcrowding during performances
- Alcohol consumption and service and the effects of alcohol on members of the public becoming intoxicated
- Fires Safety including availability of fire marshals, positioning of furniture, walkways and emergency exits
- First Aid – Availability of trained first aid staff during evening performances and shows
- Manual Handling including the Manual handling of stock, staging, equipment, curtains, flat screens and room dividers resulting in injury
- Scenery, ensuring all scenery is adequately constructed and braced
- Burns as a result of contact with Hot Lamps/lighting rigs
- Work at height including the use of mobile scaffolding and stage props
- Noise - Risk of temporary/permanent hearing damage as a result of High decibel sound
- The use of cosmetics and make up

Personal Protective Equipment (PPE)

Introduction

Use of PPE is controlled by the Personal Protective Equipment at Work Regulations 1992 (as amended), the Control of Noise at Work Regulations 2005, the Control of Substances Hazardous to Health Regulations 2002 and the Construction (Head Protection) Regulations 1989.

Personal Protective Equipment (PPE) is defined in the Personal Protective Equipment at Work Regulations 1992 which is intended to be worn or held by a person who is at work and which protects him or her against one or more risks to his or her health and safety'.

Risk Assessment

The College shall assess the risk of all activities with the aim to design out the requirement for use of PPE. PPE will only be used when it is not reasonably practicable to use other means of protection. Records will be kept of any significant finding. Where required, the risk assessment will be used to identify the most appropriate PPE.

The risk assessment will be recorded unless it can be easily repeated and explained.

Copies of the risk assessments should be held in the department work area for all persons to view and are also available from the Health and Safety Office.

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 or it is assessed there is a residual risk, then suitable personal protective equipment will be provided and given to employees for use at the College.

Selection and Suitability

PPE requires careful selection and, in most cases, careful fitting. Training in how to use PPE properly is essential, as is the monitoring of its use.

The College shall select PPE with care to ensure that it is suitable for use, e.g. that respiratory protection gives protection against the hazardous substance, that hearing protection gives protection for the required frequencies, etc.

Care will be taken to ensure that when more than one piece of PPE is used they are compatible with each other and do not compromise good fitting.

Issuing of PPE

The College shall issue PPE based upon risk assessment. PPE will be provided without charge to employees that require such equipment. Where appropriate, the curriculum area/ support team representative will record the issue of PPE and keep appropriate records.

All personal protective equipment provided by the College must be maintained in accordance with the manufacturer's instructions and accommodation provided for it when it is not in use.

All persons that are required to wear PPE 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 action they need to take to ensure it is maintained in good repair and efficient working order.

The sharing of PPE should be avoided where possible, any PPE issued by the College that has the potential to be shared should be suitably sanitised before each use.

The College shall replace PPE when it is damaged or has come to the end of its useful life.

Policy Development

Introduction

The College is responsible for ensuring the appropriate resourcing of Health and Safety to achieve statutory obligations and in particular to ensure that arrangements are established to implement appropriate preventative and protective measures.

Approach

The Plan, Do, Check, Act approach is a continual improvement cycle that treats Health and Safety management as an integral part of good general management.

The four components include:

Plan – Policy Development and Review, Risk Management, Legal and legislation Requirements

Do – Procedures, Training, Communication and Consultation

Check – Inspection, Testing, Auditing, Accident Reporting and Corrective Action

Act – Safety Measures, Safety Goals, Objectives and Review

The College is also responsible for overseeing the establishment of effective health and safety assistance internally and, where appropriate, the selective use of external support and it will encourage risk assessment as a basis for ensuring compliance with the Policy.

Communication

Communication is essential and needs to be effective and understood by everyone affected by it. To achieve this is not a simple case of posting or distributing copies but the College will include:

- A series of training and briefings
- Inductions for new employees
- Inclusion of the Policy at Health and Safety Committee Meetings

Monitor and Review

The continuous monitoring and periodic review of these arrangements and policies can be carried out through Health and Safety inspections, risk assessments and compliance audits.

When reviewing and developing these Policy arrangements the College shall complete periodic independent Health and Safety audits to ensure that safety management is adequate.

Provision and Use of Workplace Equipment (PUWER)

Introduction

The definition of work equipment is any equipment used by employees and other parties including students for work and/or training purposes; this includes hand tools, power tools, mobile plant (such as fork lift trucks), office equipment, other specialist equipment and even motor vehicles. (Specific arrangements for the use and maintenance of mini buses and private vehicles is included in these arrangements)

Work equipment is primarily controlled by the Provision and Use of Work Equipment Regulations 1998, though other legislation may apply to specific equipment such as the Lifting Operations and Lifting Equipment Regulations 1998 or the Pressure Systems Safety Regulations 2000.

There is a duty on employers and the self-employed to ensure that any work equipment used at work, including that owned by an employee, is suitable, maintained, inspected as necessary, accompanied by adequate information and instructions and used by competent and trained people.

Identify and Specify Suitable Work Equipment

All work equipment used at the College shall be suitable and sufficient for its intended use. Before purchasing work equipment the College shall consider:

- Where and how the equipment shall be used
- The purpose for which it is intended to be used
- Who will use it
- An assessment of risks that might result when used
- How these risks may be controlled

The College shall check that all purchased equipment:

- Has a CE marking and Declaration of Conformity
- Is accompanied by instructions on how the equipment should be used

The College shall ensure that the equipment is safe and is only used for operations, and/or under conditions, for which it is suitable.

Maintenance of Work Equipment

The College shall ensure that all work equipment is maintained by competent persons and in accordance with the manufacturer's recommendations.

Maintenance shall be undertaken using a safe system of work. Where necessary, a formal permit to work system shall be used to ensure correct isolation and the use of correct tools and safety equipment to ensure that the work can be undertaken without risk.

Inspection

Where necessary, the College shall arrange for equipment to be formally inspected by a competent person. All inspections shall be recorded.

When the safety of the equipment depends on the installation conditions, it shall be inspected:

- After installation and before being put into service for the first time
- After assembly on a new site or in a new location

Where equipment is exposed to conditions causing deterioration liable to result in dangerous situations, it shall be inspected:

- At suitable intervals
- When exceptional circumstances occur

Where equipment requires thorough inspection under specific legislation, such as the Lifting Operations and Lifting Equipment Regulations 1998 or the Pressure Systems Safety Regulations 2000, the College shall make arrangements for the inspection to be undertaken by a competent person in good time and that the written scheme must be prepared by a competent person.

Use of Equipment with Specific Risks (Inc. Pressure Systems)

Where any work equipment involves specific hazards, only a competent person, appointed by the College, shall use and/or maintain the equipment. The College shall address the risks using a hierarchy of controls in the following order:

- Elimination of the requirement for the equipment, where possible
- Implementation of hardware measures, such as physical barriers
- Implementation of software measures, such as safe systems of work

Information, Instruction and Training

The College shall ensure that all persons using or maintaining work equipment have sufficient information, instruction and training to operate or maintain the equipment safely.

Department Managers, Lecturers and Supervisors shall have sufficient training to carry out their functions as necessary.

Young persons shall only use work equipment if they have had training, instruction and supervision and are deemed to be sufficiently mature and competent.

Operation and Working Environment

All work equipment shall:

- Be fitted with controls that are easily reached and operated
- Kept stable
- Be properly lit
- Provided with adequate markings
- Provided with adequate warning signs

All dangerous parts of machinery shall have measures to prevent access and to stop the movement of these parts before any part of a person enters the danger zone.

The College shall address the risks using a hierarchy of controls in the following order:

- The provision of fixed guards enclosing every dangerous part of the machinery
- The provision of other guards or protection devices
- The provision of jigs, holders, push sticks or similar protection appliances, to be used in conjunction with the machinery

Equipment Guarding and Protection

All guards and protection devices shall:

- Be suitable for purpose
- Be of good construction, sound material and adequate strength
- Be maintained in an efficient state, efficient working order and good repair
- Not give rise to increased risks to health and safety
- Not be easily by-passed or disabled
- Not unduly restrict the view of the operating cycle of the machine
- Be constructed or adapted to allow operations necessary to fit or replace parts and for maintenance work, without having to dismantle the guard or protection device

The Health and Safety risks resulting from the following shall be controlled:

- Any item being ejected from the work equipment
- Rupture or disintegration of the work equipment
- Work equipment catching fire or overheating
- Unintended or premature discharge of any gas, dust, liquid, vapour or other substance that is produced, used or stored in the work equipment
- Unintended or premature explosion of the work equipment or any article or substance that is produced, used or stored in it

Where any work equipment and any article or substance produced is at a very high or low temperature it shall have protection to prevent injury by burn, scald or sear.

Controls shall be used where practicable, such as insulation, doors, controls and/or guards.

Record Keeping

- The College shall keep all information on work equipment provided by the manufacturer and/or supplier and all records of maintenance for the life of the equipment.
- The College shall keep all equipment inspection reports at least until completion of the next inspection report.
- The College shall keep a register of employee training on mobile work equipment, to include a record of appointment of an employee as competent to operate and/or maintain each individual type of mobile work equipment.

Abrasive Wheel Machines

Abrasive wheel grinders are 'work equipment' and are used in activities which are a normal part of College activity. The College will appoint a sufficient number of trained and competent persons to mount abrasive wheels on site.

Tool rests on abrasive wheel grinders are required to be adjusted as close as practicable to the exposed part of the abrasive wheel. All staff are expected to be vigilant and to carry out checks whenever they use the grinder and before learners use a grinder and to carry out the necessary adjustments to the tool rests to ensure they are so maintained.

- Risk Assessments will be completed for tasks undertaken using abrasive wheel machines and COSHH Assessments completed for exposure to hazardous substances when grinding e.g. evolved dusts.
- All persons using Grinding Wheels (inc. bench / free hand grinders, grind wheels etc. within larger machines) must be fully trained in the safe use and deemed competent prior to using this type of equipment.
- Appropriate PPE must also be worn when using grinding machinery. Where eye shields are provided these must be kept in a clean and good condition.
- Eye protection must be worn when abrasive wheel grinders are used.

Radiation

Non-ionising Radiation

Non-ionising radiation (NIR) is the term used to describe the part of the electromagnetic spectrum covering two main regions, namely optical radiation; visible and infrared and electromagnetic fields (EMFs); power frequencies, microwaves and radio frequencies.

Exposure to non-ionising radiation can cause redness, burning and accelerated ageing through to various types of skin cancer, exposure to the eyes can damage the cornea.

Although there is no specific non ionising regulation other than duties under the Health and Safety at Work etc. Act 1974 the Personnel Protective Equipment Regulations will be relevant due to the hazards caused by non-ionising radiation.

Artificial Optical Radiation Including Ultraviolet Radiation (UV)

- It is the Policy of the Corporation to comply with the Control of Artificial Optical Radiation at Work Regulations 2010. These regulations place a duty on the Collage to protect the eyes and skin of employees from exposure to hazardous sources of artificial optical radiation (AOR). AOR includes light emitted from all artificial sources in all its forms such as ultraviolet, infrared and laser beams, but excludes sunlight.
- Using HSE's Guidance for Employers the Collage has established that the vast majority of AOR sources used at the Collage are safe, employees are not at risk and the Collage doesn't need to do anything further.
- The Collage also uses some sources of light that, if used inappropriately, e.g. placed extremely close to the eyes or skin, have the potential to cause harm but which are perfectly safe under normal conditions of use.
- Staff are informed and instructed regarding these hazards and that such sources of light must be used appropriately and not placed close to the eyes or skin. Under these circumstances employees are not exposed to levels of artificial optical radiation that could create a reasonably foreseeable risk of adverse health effects to the eyes or skin of the employee and the Collage doesn't need to take any further action.

When undertaking any arc or oxy-fuel welding the hazards of AOR (Damage to eyes – photo keratitis and photo conjunctivitis ['arc eye'], photochemical damage to the retina [blue light hazard]) will need to be incorporated in their Risk Assessments and the Department should confirm the following Control Measures are in place and are documented in their Risk Assessments:

- Provision of face shields, coveralls and gloves;
- Protection of others by using screens/curtains/restricted access;
- Provision of information and training;
- Display of appropriate warning signs;
- Monitoring and enforcing the use of control measures; and
- If any employees are over-exposed, provision of medical examination and consideration as to whether follow-up health surveillance is appropriate.

With respect to proximity to hot burners and hot metals the hazards of AOR are damage to eyes and skin, mainly early onset of cataract risk and thermal discomfort and that the Control Measures should include:-

- Engineered measures – screening, clamps to hold material;
- Provision of face shields, goggles or other protective eyewear, coveralls and gloves;
- Protection of others using screens/curtains/restricted access;
- Provision of information and training;
- Display of appropriate warning signs;
- Monitoring and enforcing the use of control measures; and
- If any employees are over-exposed, provision of medical examination and consideration as to whether follow-up health surveillance is appropriate.

Where other sources of AOR arise that present a 'reasonably foreseeable' risk of harming the eyes and skin of workers it is the responsibility of the relevant Director of Learning and Skills to ensure that they put in place control measures to reduce the risk of harm to the eyes and skin of employees, to as low as is reasonably practicable, that this is recorded in a Risk Assessment and that relevant staff will be informed.

Risk Assessments

Introduction

Under the Management of Health and Safety at Work Regulations, there is a general requirement in UK law to manage health, safety and environment risks.

There is a need to understand what hazards exist, the scale of the hazards they present and what is already in place to control the risk. Once this important task is complete, appropriate decisions can be taken to either carry on with what exists or to introduce additional controls and to document the process and results.

The College shall do everything 'reasonably practicable' to protect people from harm. This means balancing the level of risk against the measures needed to control the real risk in terms of money, time or trouble.

It is unrealistic to carry out a risk assessment for every day-to-day task however, a number of regulations that stipulate a risk assessment to be carried out:

- Control of Lead at Work
- Control of Asbestos at work
- Control of Substances Hazardous to Health (COSHH)
- Young Workers
- Expectant Mothers
- Manual Handling
- Display Screen Equipment / Visual Display Units
- Personal Protective Equipment
- Control of Vibration at Work
- Noise
- Regulatory Reform (Fire Safety) Order
- Working at Height

Identify the Hazards

A hazard is 'something which has the potential for causing harm'. The Assessor shall use a number of techniques, as appropriate, to identify hazards, including advice and guidance available from the manufacture, approved code of practice (ACOP) available for the Health and Safety Executive (HSE) and:

- Talking to employees and their representatives
- Observing work activities including cleaning and maintenance
- Reviewing information from suppliers of goods and materials
- Reviewing records of inspection and maintenance
- Reviewing reports of past accidents and/or incidents

Risks

Risk is 'the probability of the hazard causing harm and the likely consequence of harm that will result'. The College shall consider:

- How likely it is that the hazard will cause harm

- Whether any existing controls are adequate
- If the risk of harm is rated as high, medium or low
- Any specific legal requirements to be met

Long term risks e.g. high levels of noise or exposure to harmful substances shall also be considered.

Risk Assessment

The College shall make a suitable and sufficient assessment of the risks to Health and Safety of its students and employees, whilst they are on site and others who may be affected by the Colleges' undertaking, to identify the preventive and protective measures necessary to comply with the requirements of relevant statutory provisions.

The risk assessment shall identify the range of people that may be affected by the hazards, including students, employees and special cases such as expectant mothers, cleaners, visitors, contractors, maintenance workers, passers-by and other people who may share the location.

The College shall attempt to make the risk as low as possible by eliminating the hazard or implementing workplace precautions and risk control systems.

Responsible Persons

The person(s) responsible for carrying out the assessment on the Colleges behalf (the Assessor) will be determined by the appropriate department Director/Manager.

The College shall ensure that those responsible for conducting and reviewing risk assessments have sufficient time and resources available, received the suitable level of training and that their areas of responsibility have been agreed and should be included into their job description as appropriate.

The Assessor shall be competent to identify hazards, i.e. they shall have some underpinning knowledge of the working practices in the environment and the control measures required to reduce or eliminate the risk.

If the person in charge of the area or activity is not classed as a competent person for making the assessment, then they must ensure the assessment is carried out by a suitable person.

Risk assessments should only include what the Assessor is reasonably expected to know, they not expected to anticipate unforeseeable risks.

Record the Findings

The College shall document the findings of the risk assessment for those hazards which were significant using the most up to date College risk assessment template.

A central file of all completed risk assessments which provides an overall risk rating for each risk assessment will be maintained by the College Health and Safety Department and recorded on the Safesmart Health and safety Electronic Management System.

Each risk assessment should be signed and dated by the risk assessor.

Communication

It is the responsibility of the 'risk assessor' to communicate the results of the risk assessments including identified risks and any necessary preventive and protective measures to relevant employees. This may simply be a note of any significant risks and what the control measures are.

Risk assessments should be made readily available to all relevant persons as appropriate and should be read and understood by those concerned. Employees shall be provided with an opportunity to provide feedback regarding the content of the risk assessment, this will aid in providing training and information to employees and when undertaking active monitoring and review of the risk assessment.

Adherence

All persons including: staff, students and contractors are required to work in accordance with this Policy and in accordance with the control measures identified in the assessments made of the activities being performed. The College shall implement appropriate processes, procedures and consequence measures to ensure the control measures identified in the risk assessment are adhered to at all times by providing appropriate supervision, information, instruction and training.

The Health and Safety at Work Act states that employees have their own responsibility for keeping themselves and others safe. Non-compliance with the risk assessment or failure to follow a safe system of work could lead to disciplinary action.

Task and staff assessments and machinery specific

Risk assessments for specific task or machine tool operations should be displayed in close proximity to where the activity is performed or machine tool operated along with the appropriate safe systems of work.

It is good practice to provide information in simple easy to understand language with visual graphic images explaining the machine operation and control measures required.

Curriculum Teaching

Managers shall encourage all staff to participate in the College CPD programme and to keep themselves up to date with the latest safe working practices including subscribing to the HSE industry safety briefings relevant to their curriculum area. Teaching staff shall:

- Be familiar with the risk assessment process and receive appropriate training
- Brief students on the key findings of risk assessment, control measures and safe systems of work
- Encourage students to participate in the risk assessment process and provide feedback on the control measures identified

Monitor and Review

All risk assessments shall be reviewed, as a minimum, on a yearly basis (in December) or when circumstances indicate a change is needed i.e. when legislation is introduced that necessitates change or bringing in new equipment, substances and procedures that could lead to new hazards.

Reviewed assessments, signed by the Department Director/Manager, are to be sent to the Health and Safety Department for review.

Safety Signs and Signals

Introduction

To support workplace precautions, and as part of the College risk control systems, safety signs and signals play an important part in ensuring that employees and third parties are provided with essential information.

The Health and Safety (Safety Signs and Signals) Regulations 1996 require that safety signs are provided in particular locations and to specified designs and colours. The approach is to have a consistent way of representing information in the workplace.

Where signs are provided in the College there is a need to maintain them to ensure that they are able to adequately warn those at risk of the dangers and those employees are made aware of their meaning and what action they need to take.

General Principles

College safety signs shall follow relevant British Standard (BS5378 Parts 1 and 3:1980, BS6736:1986, BS7121 Part1:1989) and Global Harmonisation Signs (GHS) with a defined colour coding protocol and shape, with text that is comprehensible.

The signs shall follow the general approach of:

A. Prohibition



B. Mandatory



C. Warning



D. Safe Condition



E. Chemical



In addition, signs shall be selected with due consideration of the following factors:

- Using too many signs can be confusing
- Using two acoustic signals can be confusing
- Text may be used with a sign, but must be comprehensible
- Signs must be removed when the hazard no longer exists
- If required, signs shall be posted on the outside or on the entry to a site or a location on a College site where certain risks are present.

Specific Safety Signs and Signals

Specific signs and signals shall follow defined rules:

- Marking of pipework and containers where there are specific hazards shall follow the relevant specification; BS 1710
- Traffic routes shall be permanently marked
- Firefighting equipment must be identified in red
- Evacuation signals must be continuous

- Signalmen and banksmen giving hand signals must wear distinctive clothing, e.g. a high visibility vest

Dangerous locations and traffic routes must follow the approach:



Where hand signals are used as part of safe operations, e.g. lifting and lowering loads or directing traffic on site, specified signals shall be used to ensure consistency.

Training and Information

The College shall ensure that staff are informed about safety signs and signals in the College, to adhere to the information contained and the actions that they are expected to take.

Science Teaching

Introduction

The following paragraphs outline the basic arrangements for the Health and Safety of learners and employees during science teaching. It is the responsibility of the curriculum team leader delegated to supervise science teaching areas to draw up, implement and maintain more detailed policies and arrangements for safe working.

Experimental safety

- The method of conducting all experiments in the curriculum will be according to the standards laid out in Topic 10 of "*Topics in Safety*" published by the Association for Science Education, Third Edition, 2001 and in conjunction with the CLEAPPS Hazcards system. Copies are available to all Science staff
- The chemicals used will be according to the recommended restrictions in Topics 10 and 12 of the above publication and in accordance with the CLEAPPS Hazcards

Eye protection

The College recognises that eye protection is a difficult matter. Note is taken of the guidance in Topic 5 of "*Topics in Safety*" published by the Association for Science Education, Third Edition 2001 and guidance in the CLEAPSS Hazcards. However, it is understood that complete protection for the learners will be available only if box goggles manufactured to BSEN166-3B are provided and worn. The relevant curriculum team leader will publicise a specific policy with respect to eye protection

Fume cupboards

- It is the policy of the College that fume cupboards will be thoroughly examined and tested once a year. This will conform to the 14-month requirement for the examination of engineering controls under the COSHH Regulations. – the Director of Facilities and Estates and or the Facilities and Estates Manager in consultation with the curriculum team leader delegated to supervise science teaching areas, is responsible for ensuring this is carried out and appropriate records are maintained by the College Health and Safety Manager
- The minimum standard required by the DfE (Building Bulletin BB88, 1998) is a flow rate of 0.3M/sec with the sash at an opening of 400mm. It is the aim of the College to achieve standards whereby the flow rate will be 0.5M/sec with the sash open at 0.5 metres

Chemical Storage

- It is the policy of the College that chemical storage will be along the general lines laid out in Topic 6 of "*Topics in Safety*" published by the Association for Science Education, Third Edition, 2001 and in accordance with the CLEAPPS Hazcards. In addition secure storage will be maintained in accordance with the Home Office guidance "Secure Your Chemicals – Education" (see link below). All staff are responsible for ensuring this is followed. Specific guidance is available

Microbiology

- It is a policy of the Corporation that all microbiological experiments will be assessed and categorised in accordance with Topic 15 of "*Topics in Safety*" published by the Association for Science Education, Third Edition, 2001. The College will ensure that techniques and precautions

appropriate to the level will be adopted as contained in Topic 15 and in accordance with the CLEAPPS Hazcards

- The treatment of contaminated equipment, treatment of spillages and disinfection procedures will be in accordance with the above topic chapter and in accordance with the CLEAPPS Hazcards
- The Curriculum Team Manager delegated to supervise science teaching areas is responsible for carrying out and publishing the necessary assessments and categorisations and devising and publishing appropriate techniques and precautions, in consultation with other staff, where appropriate

Radioactive Sources

- At present there are no significant sources of ionising radiation used at the College. Should this change the Corporation will comply with the requirements of the Ionising Radiations Regulations 1999.

Sporting and Gym Equipment

Introduction

These sporting equipment arrangements are for sporting equipment only, excursions include sporting activity and aquatic activities, safe teaching principles, changing facilities and physical education clothing although information may be contained.

Anyone teaching physical education lessons including responsibility for supervising persons participating in physical sport and fitness needs to be competent to do so. Competence may be defined as having the skills, knowledge and understanding and expertise necessary to plan, deliver and evaluate the physical education programme.

Outdoor spaces include: outdoor space used for physical education (PE), sports pitches and hard surfaced games courts including all weather pitches.

College Responsibilities

The Director responsible for Sports shall ensure that:

- Equipment is purchased appropriate for its intended use
- Gymnastic equipment is checked annually by a competent person or appropriate accredited contractor
- Staff are provided with sufficient information, instruction and training in the safe use, assembly, transportation and storage of equipment used for physical activity
- Provide all staff with sufficient training in order to lift, carry and place equipment safely
- Any repairs/need for removal are reported to and dealt with by the Director of Learning and Skills
- Staff are informed to visually inspect all equipment prior to a lesson, to ensure it is safe to use, assembled correctly and not damaged or faulty
- Inform staff to report any defects and that any broken or damaged equipment is taken out of service

Sporting Equipment including Gym Equipment should be used to the purpose it is designed for and checked prior to every use by the teaching staff, any defects shall be reported immediately to the Director of Learning and Skills.

Safety and rescue equipment, such as that relevant to swimming lessons, needs to be confirmed as being to hand before lessons begin.

Written risk assessment for physical education should be available in all College Campuses and should be readily available to all who contribute to teaching the programme.

Employee Responsibilities

All staff shall:

- Work as a team when handling larger pieces of equipment or ask for assistance
- Check the condition of equipment before and after use and report defective equipment
- Use equipment only for the purpose it is intended
- Only use equipment and facilities with permission

- Understand and adhere to signs, notices and information

Equipment Management

The Director responsible for sports shall provide documented information and procedures that shall include:

- How equipment is stored and safe access for staff and young people
- Staff monitoring of the condition of the equipment and the procedures for removing
- repairing and replacing defective equipment
- How to use equipment correctly
- Ensuring all electrical equipment is fully tested (PAT)
- The safe use and storage of mats
- The disposal of condemned equipment
- Qualifications for specialist equipment
- How people are involved in the safe handling of equipment
- Annual inspections of fixed and large portable equipment and apparatus and fixed outdoor play equipment

Suitable arrangements with competent contractors shall be made to inspect PE and gym equipment at least annually as appropriate.

Working Environment

Before and during lessons, the work area shall be checked by lecturing staff to ensure it is safe for young person participation. Where a work area is considered too small for the safety of the numbers involved, the Lecturing Staff must consider ways in which the delivery of the lesson can be adjusted to create a safe working environment.

If safety is judged to remain compromised then the Lecturing Staff must inform the Director to discuss the implications for safe practice.

All possible hazards and risks shall be identified as far as is reasonably practicable including risks associated with: trailing leads, overhead projectors, stage blocks, music trolleys, assembly chairs and tables should be situated well out of the way during physical education lessons wherever possible.

Staff must assess the safety of weather conditions, which include the risks to young persons associated with extreme weather conditions and equipment shall only be used appropriate to the conditions.

Sports Activity Planning

All sporting and physical education activities shall be planned and risk assessments completed as necessary in accordance with the Guidance available from The Association for Physical Education (AfPE).

Storage of Equipment

All sporting equipment must be stored in a safe manner. It is the responsibility Director or delegated responsible persons to ensure this.

Storage cupboards and areas should only be accessed by young people with consent and supervision by a member of College staff, and only if it is safe to do so. Gymnasias and Sports Halls should be locked to prevent any misuse of trampolines or gymnastic equipment.

The layout of storage areas should minimise the need to stretch, reach, bend or twist the body excessively to reach frequently used or heavy items.

This can be enhanced by ensuring that storage areas are kept tidy and well organised.

Additional precautions when lifting, carrying and placing equipment should take into consideration the person's capabilities.

Manual Handling

A risk assessment should be completed for any significant manual handling activity including the transportation, setting up, assembly and storage of sporting equipment and reviewed periodically.

Electrical Gym / Sporting Equipment

All individual electrical items in schools shall be tested appropriate to their use. Any portable electrical appliance lacking a current certificate should not be used.

Statutory Inspections

Introduction

All work equipment should be subject to regular inspection in accordance with the manufacturer's recommendations and by someone who is competent to do so. For some types of equipment, there are additional requirements for engineering inspection by a competent person. It is usual for insurance against the consequences of breakdown or failure to be combined with an engineering inspection service.

The College utilises certain plant and equipment which is required to be examined under various legislation. Examples include:

- Fume cupboards/local exhaust ventilation.
- Lifts and lifting equipment.
- Pressure systems.
- Roof top railings/barriers and fall arrest eyes/hooks.
- Mains electrical systems (Inc. circuit breaker testing)

The College shall, as a minimum, ensure that the legal requirements regarding statutory examinations will be met and, where necessary, will be devolved to competent persons, e.g. engineering insurance surveyors or designated authorised contractors.

Inspection Frequency

There may be variations and specific requirements related to inspection of individual pieces of equipment and these should be checked with the provider or manufacture of the equipment.

Record Keeping

The College shall keep all manufacturer and/or supplier information and all certificates for the life of the equipment and shall keep all inspection reports at least until completion of the next inspection report. The College Health and Safety Manager will, where appropriate, assist to co-ordinate the necessary statutory examinations and ensure that copies of appropriate thorough examinations and tests are collated and kept available for inspection.

The Director/Manager of any particular area is responsible for ensuring that any notified defects are resolved, and the examination and test reports are annotated accordingly.

Transport (On-site Movement of Vehicles and Car Parks)

Introduction

Workplace transport plays an essential part across all College sites. Due to the closeness and integration of pedestrian and vehicular traffic there is a potential for accidents to happen. Careful segregation of all traffic routes is important to achieve as far as possible. To assist the College to achieve this, risk assessments have been completed to identify areas of significant danger therefore the following arrangements have been put in place.

Vehicular Routes/Roads

All vehicular roads are hard surfaced in addition to incorporating traffic calming road humps where required. Delineation/sign painting is evident to give information to drivers. All mandatory displayed signage is the same as found on a public highway along with additional bespoke signage. Roadways, Car Parks are illuminated and maintained by the Estates Department.

Roadways have been designed mainly for single file traffic. In some places the design allows for two lane traffic. By operating one way systems this elevates oncoming congestion and potential collisions.

Companies, delivering to site, are sent site specific information for delivery points and requested to use the smallest possible vehicle to avoid/reduce the amount of large lorries coming on to site, this in turn helps to reduce risk of an incident when reversing.

All delivery/collection vehicles use the main vehicle routes, reversing is kept to a minimum and Banksmen are available by request for where reversing manoeuvres are required. The delivery areas are identified with road markings and signage. Where there is a single width route, traffic priority signage and passing places have been provided.

Turning areas have been created to assist delivery drivers.

Pedestrian routes/pathways

Dedicated pathways are installed to separate pedestrians from vehicle roads. Pedestrians have to walk through car parks to reach pathways. Pathways allow for wheel chair users/small children in push chairs to safely negotiate their way. Night time illumination is provided for most pathways, and surfaces etc. are maintained by the Estates Dept.

Hand rails are provided where steps are required and with some ramps. Pedestrian crossings have been installed to allow for safe crossings of roads. Barrier rails have been fitted in certain danger areas to keep pedestrians separated from vehicular traffic.

Bespoke signage is displayed to give pedestrians appropriate information whilst negotiating the site.

Car Parking

Car parking is in designated areas. Parking bays are delineated on hard surfaces. There are no delineated walkways through any of the College car parks. Pedestrians have to safely negotiate their way to a footpath. General flood lighting is provided for night-time use. Control barriers restrict access to staff car parks.

On the Nuneaton site a facility has been made for a one way route drop of point and short stay car park for visiting vehicular traffic. An adjoining foot path leads to Reception.

Monitoring of Transport Routes

Transport routes are monitored via Estates Department/Health and Safety for their surface condition and signage etc. CCTV is also in operation across parts of the sites to monitor traffic flow.

Transport (Mini Buses and College Vehicles)

Introduction

The College has a small fleet of road worthy vehicles. These comprise of department/pool cars and Minibus's. All vehicles are maintained by competent persons / companies and serviced in accordance with the manufactures service schedule.

Inspection

Each vehicle receives a recorded weekly check with any identified faults and attended to. Should a vehicle not meet the required standard to be safe and fit to use on the road and for the safety of all drivers/passengers it will be removed from use and sent for repair.

All vehicles have a basic vehicle check information card prompting these checks to be completed by the driver before using the vehicle.

All College Vehicles shall be maintained in a good roadworthy condition.

Competence to Drive

All drivers of College vehicles must submit a copy of their full driving licence and Driver Declaration Form before driving a car and in addition have the correct category, D1, on their licence for driving a minibus.

Drivers must inform the College of any changes to their driving licence including changes to entitlement to drive, penalty points and endorsements.

Drivers shall inform the College if they have a medical condition or under any medication that may prevent them from driving safely and any incidents, fixed penalty notices, summons and convictions for any offence.

All staff needing to drive a minibus are required to complete the e-learning driver awareness training and a documented mini bus familiarisation with Site Warden Team.

Driver fatigue is a cause of road traffic accidents. When undertaking a journey for work/on behalf of the College using College Vehicles, rest breaks should be taken at suitable intervals to prevent fatigue or loss of concentration. It is essential that drivers plan for and take appropriate rest breaks.

Employees will not be expected to drive College vehicles during adverse weather conditions unless it is absolutely essential. If it is not possible to make or complete a journey, the employee should advise the person organising/with whom they are meeting as soon as reasonably practical.

The driver is responsible for ensuring themselves and passengers are wearing a seat belts where available or have the correct restraints prior to commencing the journey.

It is advisable to take first aid provision and check the vehicle has a fire extinguisher. First aid travel kits are available from the reception of each College campus for trips and visits. This must be returned to reception upon return.

When driving a mini bus, a register of all persons on the mini bus must be taken prior to commencing the journey. A clear record must be available of all the occupants with emergency contact details.

Employees must not use a hand-held mobile telephone device whilst driving and must be aware that even using a hands-free telephone can seriously affect concentration.

What Do I Do If I Break Down?

- In case of breakdown, always carry a safety warning triangle and high-visibility vest in your vehicle and have the details of your breakdown cover to hand. (Wear the high visibility vest when leaving the vehicle).
- The driver should move the vehicle off the carriageway (onto the hard shoulder on a motorway) and switch on the hazard warning lights. If this is not possible, it should be moved as far away from moving traffic as possible.
- The passengers should be moved out of the nearside of the vehicle and as far away from it and other traffic as possible. No one should stand between the vehicle and oncoming traffic.
- On motorways or other busy roads passengers should be taken onto the embankment or grass margin and as far from the traffic as is practicable.
- Passengers should be kept together in one group. Students should be kept calm and under constant supervision.
- If necessary, the driver should go for help, leaving the passengers/students with the teaching assistant or other competent staff member.
- The driver should also contact the College to inform them what has happened. They should carry out of hours contact details if necessary.
- If the vehicle develops a fault the driver must contact the College and breakdown provider and should not attempt to proceed with the journey.

Road Traffic Collisions

In the event of a road traffic collision:

- Use hazard warning lights and any other safety devices supplied.
- Do not move injured passengers unless they are in immediate danger of further injury.
- Call the emergency services immediately, with information about the situation, any special circumstances.
- Ensure one person (staff member) (driver or passenger assistant) remains with the students.
- Never allow students to push the vehicle.

If the emergency services are called, the driver must stay at the scene until the emergency services (and anyone else with reasonable cause) have taken all the details. If possible, the names and addresses of all independent witnesses should be obtained at the scene.

If first aid is required, If you're able to give first aid, help people who are injured quickly, until the emergency services arrive however, if you're not confident about giving first aid, leave it to others.

You may be able to help by sitting with a casualty to talk to them, keep them calm and watch them until an ambulance arrives.

Vehicle Emergency Evacuations

Passengers should exit the vehicle as they would normally, if possible, and move as far away as possible.

Drivers and passenger assistants should not attempt to tackle a vehicle fire, unless they have been trained to do so.

Weather Conditions

Check the weather forecast for high wind, ice and snow, if snow or inclement weather are expected only travel if it is absolutely necessary. Leave plenty of time for your journey, if necessary take extra warm clothing, a flask for hot drinks, a snow shovel and a blanket. Check that your mobile telephone is fully charged.

Allow plenty of time for your journey, take regular rest breaks and take into account road types and conditions.

If you're driving in these conditions, keep your speed down.

Pick Up and Drop off

Pick-up and Drop-off Places where passengers are picked up and dropped off should be pre-arranged and planned into trips and visits.

Consideration should be given to the safety of passengers waiting for the minibus to arrive and boarding and leaving the minibus at these places.

Clear plans should be made and communicated for students to be collected at drop off points. Parents /guardians must, of course, know when and where they are expected to collect their children, and students should not be left alone.

Further Guidance

<https://www.rospa.com/rospaweb/docs/advice-services/road-safety/practitioners/minibus-code-of-practice.pdf>

Transport (Private Vehicles for Work Purposes)

Introduction

Employees' own vehicles are deemed to be a place of work when used for their employers' business, with duties falling upon employers to assess the risks and take reasonable, practicable precautions.

The risks include vehicles being un-roadworthy or unsuitable for the purpose, or the drivers being unlicensed or uninsured, leading in turn to the risk of accidents and injuries, which potentially could be followed by compensation claims and prosecutions under road traffic or Health and Safety legislation.

Risk Assessment

The College shall put in place all 'reasonably practicable' measures to ensure that work related journeys are safe, employees are competent to drive safely and the vehicles used are fit for purpose and in a safe condition.

Employees Responsibility

- All employees using their own vehicles for work (College) purposes must ensure that they hold a full and current UK Driver's licence and current motor insurance policy providing, as a minimum, third party insurance. The insurance must also cover the employee using the vehicle for business use and the type of business mileage they undertake.
- Where applicable, the insurance must also cover the carrying of passengers and goods (The goods themselves do not need to be insured by the employee). Employees must check their policy and contact their insurance company or advisers if there is any doubt. Any confirmation should be requested in writing.
- It is the responsibility of the employee to ensure their vehicle is roadworthy and suitable for the purpose for which it is used. Employees must have a valid MOT certificate for a vehicle requiring a certificate under current legislation and that the vehicle is serviced according to the manufacturer's recommendations.
- Employees shall provide the College, upon request, (and at specified intervals), with a valid MOT, insurance documentation and current valid driving licence and co-operate with monitoring, reporting and investigation procedures.
- Employees shall provide the College with a completed, signed and dated Driver Declaration and will inform the College of any changes to their driving licence including changes to entitlement to drive, penalty points and endorsements.
- Employees shall not; carry loads for which the vehicle is unsuited, carry hazardous or unstable materials, use the vehicle in conditions for which it is not designed (e.g. off-road) and only carry the number of passengers for whom there are seat belts.
- In the event of an accident employees should always comply with the terms of their insurance policies regarding notifying their insurers and, when using the vehicle for work purposes, report the accident in accordance with the company accident reporting and investigation policy.

- The employee shall inform the College if they have a medical condition or under any medication that may prevent them from driving safely and any incidents, fixed penalty notices, summons and convictions for any offence.

Driver fatigue is a cause of road traffic accidents. When undertaking a journey for work/on behalf of the College, rest breaks should be taken at suitable intervals to prevent fatigue or loss of concentration. It is essential that drivers plan for and take appropriate rest breaks.

Employees will not be expected to drive during adverse weather conditions unless it is absolutely essential. If it is not possible to make or complete a journey, the employee should advise the person organising/with whom they are meeting as soon as reasonably practical.

Employers Responsibility

- The College shall ensure all employees, including directors, senior managers and line managers, understand that the College expects everyone who drives for work/College purposes to ensure that their vehicle is legal, safe and fit for purpose.
- All managers should lead by personal example and follow the College policy concerning the use and maintenance of their own vehicles.
- The College shall follow monitoring, reporting and investigation procedures to help learn lessons which could help improve our future road safety performance.
- The College shall ensure that all employees receive appropriate help and advice to ensure their vehicles are safe when requested.

General

Although the College does not require the employee to insure their own vehicle against damage to or loss of the vehicle, the company cannot accept liability for any such damage or loss.

This Policy applies only to individual employees' own vehicles and does not apply to leased vehicles or College vehicles, for which separate arrangements apply.

This Policy is not applicable for journeys to or from the usual place of work. Most insurance companies would not regard commuting to the driver's usual, permanent place of work as 'business use' (provided business telephone calls are not made during the journey). The insure may however, regard driving between sites as 'business use'. If there is any doubt about this point, clarification must be sought from the insurers of the vehicle.

Monitoring

- The College may request a copy of a valid MOT certificate, insurance, registration and servicing documents. The College reserve the right to conduct spot checks on these documents and employees are required to co-operate.
- The College reserve the right to conduct (or contract an external agency to conduct) periodic visual checks of private vehicles used for work (e.g. when they are in the College car park)

- Employees should conduct a pre journey checklist checks to ensure that tyres are properly inflated and undamaged, lights and indicators are working, there is no visible damage to the vehicle body or windows, the washers and wipers are working and the mirrors are correctly positioned.
- Drivers should check their brakes are working and that all occupants are using their seat belts, their head-restraints are adjusted correctly and any loads are securely restrained before setting off.

Review

The College shall ensure that all employees and/or their safety representatives are fully consulted about the College policy on safe driving, including conditions for own vehicle use, and that this is reviewed annually, when circumstances indicate a change is needed, when legislation is introduced that necessitates change or new equipment is purchased.

Where appropriate, Department Directors / Managers shall discuss at work driving, including vehicle suitability and conditions, with their drivers during periodic staff appraisals and team meetings.

The College shall ensure that activities are adequately supervised and that active monitoring techniques are applied to ensure that the workplace precautions and risk control measures are being applied.

Training

Introduction

Training is an essential component of an employer's Health and Safety obligations. The College will comply with the Health and Safety at Work etc. Act 1974 and Management of Health and Safety at Work Regulations 1999 with respect to training.

Before entrusting any task to an employee the College will take into account her/his capabilities as regards Health and Safety to ensure the work demands do not exceed their ability to do the work without risk to themselves or others.

Identification of Training Needs

The Health and Safety compliance audit, individual risk assessments, job description, annual appraisal and formal training certification should be used to identify training needs and should be reviewed as a training need develops.

The College will provide employees with Health and Safety training:

- On recruitment, the Line Manager will be responsible for communicating the emergency arrangements where the member of staff will be based, this includes first aid, accidents, fire and other emergency situations. Health and Safety Essentials E-learning will also be made available.
- Where specific responsibilities are allocated additional e-learning training will be provided which includes risk assessment training, COSHH awareness, manual handling and driver awareness.
- Induction training will be provided on the risks associated with the College's undertaking, for contractors and others as required. The training will include: arrangements for first aid, fire and evacuation.
- On their being exposed to new or increased risks due to transfer or change of responsibilities or due to the introduction of new or changes to work equipment, manufacturer recommendations, changes to legislation or following recommendations of a risk assessment
- Specific training in areas of safety hazards
- Periodically as refresher training, as appropriate

Training records will be maintained by the Human Resources Department of all training that has been provided.

Ultraviolet Radiation (Sun) and Outdoor Workers

Introduction

Despite being an almost entirely preventable disease, skin cancer continues to rise faster than any other cancer in the UK.

Ultraviolet radiation (UVR), often simply referred to as 'UV' or 'rays' is a known carcinogen and employees who work outdoors during daytime hours or use sunlamps and tanning beds have a higher risk of developing skin cancer.

As an employer, the College has a legal duty to ensure that the working environment is safe and to assess the risks of working in the sun. Employers should educate their employees about the health implications that the sun can have and the importance of appropriately protecting their skin and regularly checking their skin for signs of change.

Management and Assessment of Ultraviolet radiation

These arrangements aim to provide ongoing organisational support to reduce employee exposure to solar UVR by implementing appropriate sun protection measures.

The College shall use this document to guide the assessment and control of exposure to ultraviolet radiation

Stage 1	Identify workers affected by ultraviolet radiation
Stage 2	Risk assessment
Stage 3	Control of exposure to ultraviolet radiation
Stage 4	Training and supervision
Stage 5	Emergency arrangements
Stage 6	Record keeping
Stage 7	Monitor
Stage 8	Audit
Stage 9	Review

Stage 1 - Identify Workers affected by Ultraviolet radiation

Any employee who works outdoors for all or part of the day
Any work situation where UVR occurs (Indoors and outdoors)

Stage 2 - Risk Assessment

The workplace and activity risks associated with ultraviolet radiation shall be assessed, e.g.:

- If the workplace presents a risk of exposure to ultraviolet radiation
- Employees are required to work or take part in outdoor work social activities for all or part of the day
- Employees are required to use or drive a College vehicle outdoors for all or part of the day

The College shall involve employees and their safety representatives, as valuable sources of information and advice. This will help to ensure that all relevant hazards can be identified and appropriate controls selected.

The risk assessment may identify workplaces and activities where ultraviolet radiation will present an unacceptable risk.

Stage 3 - Control of Exposure to Ultraviolet Radiation

The College shall implement controls to minimise the risk of ultraviolet radiation, control measures may include:

- Provide shaded areas or temporary shade where possible and encourage workers to re schedule activities where possible to shaded areas or schedule outdoor work tasks to occur when levels of solar UVR are less intense
- Encourage employees to rotate between indoor/shaded and outdoor tasks to avoid prolonged exposure to ultraviolet radiation
- Apply window tinting to work vehicles where appropriate
- Identify and minimise contact with photosensitising substances and modify reflective surfaces where possible
- Provide indoor areas or shaded outdoor areas for rest/meal breaks
- Provide and ensure use of appropriate sun protective PPE in line with Sun Safe guidelines including: sun protective work clothing, sun protective hats and sunglasses.
- Provide daily access to the UV forecast

Provide instruction, training and supervision to all employee to raise awareness of the dangers of ultraviolet radiation and to work safe in the sun

When risk assessment shows that it is not possible for the work to be done safely alternative working arrangements shall be put in place.

Stage 4 - Training and Supervision

The College shall provide employees with suitable and sufficient training and adequate supervision to ensure they are aware of the risks associated with ultraviolet radiation.

The College shall ensure training is provided as part of induction for new employees

The College shall ensure employees are provided with information to effectively examine their own skin

The College shall promote the use of sun protection measures

Stage 5 - Emergency Arrangements

The College shall ensure that emergency arrangements are prepared for employees exposed to ultraviolet radiation. In the event of an emergency, trained first aiders, employees and others should understand the actions to take and have the ability to administer first aid.

Stage 6 - Record Keeping

The College shall ensure that suitable records are maintained

Stage 7 - Monitoring

The College shall ensure that activities are adequately supervised and that active monitoring techniques are applied to ensure that the workplace precautions and risk control measures are being applied.

Stage 8 – Audit

The College shall audit the risk assessment on a regular basis and/or when changes in the organisation occur or new equipment is purchased.

Stage 9 - Review

The College shall review and revise the risk assessment on a regular basis and/or when changes in the organisation occur or new tasks are contracted.

Violence at Work

Introduction

The Health and Safety at Work Act 1974, The Management of Health and Safety at Work Regulations 1999 and the Reporting of Injury, Diseases and Dangerous Occurrences Regulations 1995 apply to our business. These impose duties that include assessing the risk of violence, such as assault or verbal abuse and protecting employees from those risks as far as reasonably practicable.

Definition

Violence is defined by the Health and Safety Executive as *“Any incident in which an employee is abused, threatened or assaulted in circumstances relating to their work”*. (This can be a colleague, contractor, learner, customer or other member of the public).

The College will endeavour to eliminate or reduce the likelihood of violence at work in order to protect the Health and Safety of employees and because it can impair morale and gives a poor impression of the business. This Policy takes into account the HSE Guide *“Violence at Work – a Guide for employers”* and their current advice.

- The College will assess the risks to all staff and introduce all reasonable steps to minimise and control the risk of violence, verbal abuse or intimidating behaviour.
- The College does not accept that facing aggressive behaviour is an integral part of our employees' work.
- Any reports of verbal abuse or violence will in no way be seen as an adverse reflection on an individual's ability to perform his/her duties satisfactorily. All reports made will be treated in the strictest confidence unless otherwise directed by the individual concerned. All reports will be fully investigated by a senior member of staff.
- Where cases of threatening behaviour or verbal abuse are reported, the perpetrators will, where possible, be warned in writing and advised that legal action may be taken against them if a breach of the law occurs.
- Cases of physical violence towards staff will, with the consent of the victim, be reported to the police. Where legal action is taken against the perpetrator of the violence, the College will provide support and guidance to the injured employee.

In order to assess the risk, an incident report form is available to download from The Box Online Intranet System or Reception which employees are asked to complete if there are any incidents that subject them to:

- Physical assault, whether or not injury results.
- Verbal abuse, shouting, swearing, racism, etc.
- Threatening behaviour, with or without any form of weapon.
- Anything that they feel might damage their health through anxiety or stress.

For those jobs that are identified to have increased risks, the College will introduce physical controls where reasonably practicable followed by sufficient information, instruction and training to minimise the risk.

When reporting an incident, the use of “actual”, “alleged” or similar is optional and must be used with care. “Actual” can be used to indicate that there is strong evidence that the incident occurred, e.g. the incident took place in front of witnesses whilst an “alleged” incident is an event that is said to have taken place but has not yet been verified.

Young Persons

Introduction

Under the Management of Health and Safety at Work Regulations 1999, employers are required to recognise that young persons, i.e. persons under the age of 18 years, are particularly vulnerable in the workplace. They may lack experience and/or maturity and may not recognise the workplace risks.

The College are required to conduct a risk assessment and, based on results of the risk assessment, make special arrangements for a young person's well-being. This risk assessment or the risks to young persons may be included as part of the College generic risk assessments for each area.

Identify Posts that May be Filled by Young Persons

The College shall:

- Assess the risk of all activities to be undertaken by a young person, before the young person starts work
- Reduce the risk to the lowest level that is reasonably practicable
- Provide an appropriate level of supervision by a competent person.

Risk Assessments

The risk assessment will consider:

- The work activity, including any equipment or hazardous substances to be used
- Any activities that the young person should be prohibited from undertaking or locations that the young person is prohibited from entering
- Any special training requirements
- Any special arrangements in place for the supervision of each young person

Selection and Suitability

Selection of individuals who have the requisite skills and aptitude to be able to take on the appropriate level of training.

Provision of Information

Information on the outcome of risk assessment to be provided to all employees:

- Particular attention for persons supervising and training the young persons
- The outcome of the risk assessment
- The safeguards that are in place to protect the Health and Safety of the young person

If a young person under the age of 16 is to be employed or to undertake job experience, the College will notify the parent or guardian of the young person of:

- The outcome of the risk assessment.
- The safeguards that are in place to protect the Health and Safety of the young person.

Provision of Instruction and Training

Any instruction and training should be planned and programmed to be delivered by competent persons:

- All training to be recorded
- All training records to be retained

Provision of Suitable Supervision

All young persons to be under the supervision of a competent supervisor

Competence Monitoring

The level of developing competence of the Young Person should be monitored, logged and recorded at suitable intervals, both time and task based.

Monitor and Review

The College shall ensure that activities are adequately supervised and that active monitoring techniques are applied to ensure that the workplace precautions and risk control measures are being applied.

Welfare Facilities

Introduction

Welfare at work is defined as the provision of facilities to maintain the health and wellbeing of individuals at the workplace. The Workplace (Health Safety and Welfare) Regulations 1992 and the associated Approved Code of Practice provide legislative guidance on welfare issues.

Welfare facilities include: Washing and sanitation arrangements, the provision of drinking water, accommodation for clothing and facilities for changing clothing, facilities for rest and eating meals, first aid arrangements and the workplace environment

Washing and Sanitation Arrangements

The College shall provide adequate water closets, wash stations and urinals. Special provision shall be made for disabled employees.

The facilities shall be maintained in a good, clean and tidy condition and shall be provided with warm water, soap and hand drying arrangements.

Drinking Water

The College shall make drinking water available which shall be pure, from either water dispensers or taps. Water not suitable for drinking shall be clearly labelled.

Accommodation for Clothing and Facilities for Changing Clothing

The College shall make arrangements for the storage of clothing and provide changing facilities where applicable.

Facilities for Rest and Eating Meals

The College shall provide facilities for rest during work breaks and for eating meals. Where a noise risk assessment specifies, a quiet area should be provided for employees to take breaks away from areas of noise.

The College shall require all employees to wash their hands and remove contaminated clothing and personal protective equipment before entering these facilities. The facilities shall be maintained in good and tidy condition. See also Control of Contractors.

Ventilation and Temperature

The College shall provide facilities to ensure adequate ventilation to either fresh or purified air and ensure reasonable temperature in the work place normally at least 16°C and where possible the maximum temperature not to exceed 30°C. The College shall aim to achieve this minimum temperature within the first hour of working.

This may be achieved by mechanical ventilation systems or by windows or other openings. The fresh air supply should not fall below eight litres per second per person.

Where reasonable temperatures cannot be achieved, the College shall aim to improve thermal comfort via a range of short or longer term solutions. Short-term solutions may include:

- Opening windows
- Temporary relocation to workstations that are less affected
- Providing desk fans
- Providing portable air conditioning units
- Providing portable heating units

Longer-term solutions may include:

- Providing blinds on windows
- Providing reflective film on windows to reduce solar gain
- Up-rating of building air conditioning systems
- Up-rating of building heating systems

Any solutions shall be balanced against the needs of the College and be proportionate to the degree of discomfort being experienced.

Lighting

The College shall provide facilities to ensure the lighting; Natural and Emergency is suitable and sufficient. Light levels are measured in lux using a simple light meter.

Windows and skylights shall be kept clean and free from obstruction but may have blinds or shades fitted, where necessary, to prevent glare or excessive heat gain.

Slips, Trips and Falls

Under the Health and Safety at Work etc. Act 1974 (HSWA), employers must ensure that their employees and anyone else who could be affected by their work activities (such as visitors, contractors and members of the public) are kept safe.

The Management of Health and Safety at Work Regulations 1999 includes duties on employers to assess risks (including slip, trip and fall risks) and where necessary take action to safeguard health and safety.

The College shall conduct Risk assessments to identify areas which may cause a serious risk of a slip, trip or fall. Those who carry out Risk Assessments on the College's behalf will specifically consider slip, trip and fall hazards. Where a risk assessment is conducted, those who carry out the risk assessment must establish whether the "practical measures for slip and trip control" are in place and satisfactory. Risk Assessors can obtain additional information from the Slips and trips in education section on the HSE's web site.

Poor housekeeping and general untidiness are a major cause of slips and trips.

- The College endeavour to ensure good housekeeping is maintained, that floors are even and that floor surfaces are maintained, all walkways and corridors are free from obstruction and available for use at all times.
- Employees / students should ensure that they were appropriate footwear help to prevent slips, trips an falls whilst on the College site.

- Monitoring for the causes of slips and trips will be part of the daily responsibility of line management and will be dealt with immediately.

The maintenance of the College grounds including surface conditions (internal and external) will be monitored and maintained in a safe condition with appropriate action taken by the Estates Manager. Assistance can be gained via the Health and Safety Office.

Work at Height (Ladders and Stepladders)

Introduction

Working at height remains one of the biggest causes of fatalities and major injuries. Common cases include falls from ladders and through fragile roofs.

Work at height means work in any place, including at or below ground level (for example in underground workings), where a person could fall a distance liable to cause injury. The requirement to control work at height is based on the Work at Height Regulations.

The College shall make sure that **all** work at height is properly planned, supervised and carried out by people who are competent (someone who has the skills, knowledge and experience) to do the job. This must include the use of the right type of access equipment.

Risk Assessment

A risk assessment will be carried out prior to any work at height is undertaken. The risk assessment shall include consideration of:

- The suitability of Scaffold, Platforms, Ladders or MEWPs for site conditions
- The height, task and duration of the work
- The suitability of ladders (if used) for the task (e.g. is it of short duration and light duty)
- Whether the ladders can be positioned close to the task to avoid overreaching, including avoidance of overhead working
- Whether work can be completed without standing on the top step
- Whether work can be completed with the ladder at right angles to the work position, to avoid any degree of side loading

Whether the ladder will be sited on firm, level ground, with sufficient space for it to be spread to its fullest extent and properly levelled. A ladder shall not be placed on a slippery or icy surface and loose bricks or packing shall not be used.

Requirements when work at height is required

- Any equipment shall be used and operated by trained and competent persons, complying with manufacturers' instructions and recommendations
- All work at height supervised as necessary in order to ensure access equipment is set up and used in accordance with manufacturers instruction
- Make sure the surface/access equipment in use is stable and strong enough to support the worker's weight and that of any equipment. Any edge protection should be wide enough and strong enough to prevent a fall.
- As much work as possible from the ground or partly from the ground, for example assemble structures on the ground and lift them into position with lifting equipment
- Take precautions when working on or near fragile surfaces, e.g. an asbestos cement roof, to prevent a fall or to minimise the distance and consequences in the event of a fall
- ensure workers can get safely to and from where they want to work at height and also consider emergency evacuation and rescue procedures
- Make sure everyone involved is competent to do the work they are responsible for, including those who plan and organise it

- Choose the most appropriate equipment for the type of work being done and how often it will be used including duration and what it will be used for.
- Provide protection from falling objects
- Ensuring work can be accessed safely. This includes vehicle access bringing materials onto site and the need to protect the stairs to the site.

You should only use ladders in situations where they can be used safely, e.g. where the ladder will be level and stable, and where it is reasonably practicable to do so, the ladder should be secured.

Further requirements, Do Not

- Overload ladders – the person and anything they are taking up should not exceed the highest load stated on the ladder
- Overreach on ladders or stepladders – keep your belt buckle (navel) inside the stiles and both feet on the same rung throughout the task
- Use ladders or stepladders if the nature of the work is deemed to be ‘heavy’ or if the task will take longer than thirty minutes or so to complete
- Use ladders if workers cannot maintain three points of contact (hands and feet) at the working position. If this is not possible, consider an alternative safe system of work

Let anyone who is not competent (someone who doesn’t have the skills, knowledge and experience to do the job) carry out work at height

Inspection and Examination

The user shall undertake daily inspections of the equipment including ladders in accordance with manufacturers’ recommendations.

Make sure equipment used for work at height is well maintained and inspected regularly

All stepladders and ladders are subject to routine inspections, these are completed by members of the Estates Department. All work carried out using a stepladder/ladder will be limited to a maximum of 30 minutes in any one duration.

The Estates Manager shall keep all records of inspections, examinations and reports for each item of equipment.

Training and Appointment

Only competent and trained persons shall supervise, utilise, maintain and/or change the equipment, as appointed by the College.

Contractors

Contractors have shown to be one of the major risks and considerations with respect to work at heights for potential problems.

All work at height will only be carried out with permission from the Estates Manager or relevant Area Manager, it may be required that any external contractor carrying out work at a College controlled site will be asked to provide a risk assessment and method statement, this must be submitted when requested and approved prior to work commencing.

A Permit to Work System is Operational at all College controlled sites and must be completed prior to any work commencing, Premises or Health and Safety staff may be required to sign these permits out and when they are returned after completion of work.

Permit to work systems are formal processes to enable organisations to appropriately manage contractors when carrying out work on site.

Contractors must report in to Reception when they arrive each day and sign in and sign out prior to leaving the building for the end of day or the completion of work.

All relevant permits to work must be completed and displayed throughout the duration of the work.

All contractors will be required to provide their own equipment, this can range from step ladders to mobile platforms and man safe harnesses, College equipment may only be made available by prior arrangement.

Employee Responsibilities

All staff that are required to carry out work at height must ensure permission has been approved prior to work commencing from their Line Manager and the Facilities Manager.

This will require, for all roof work a review of controlling factors such as the weather, the nature of work in hand, if the work will place the staff member near the edge and those protective measures in place. All roof work will be monitored to ensure this is completed safely with staff members returning to their normal work.

Staff must be appropriately trained to undertake the work they are instructed to complete, training has been provided to all relevant staff members in the use of step ladders this has been recorded on the College data base.

All roof work will be subject to the approval of the facilities manager prior to any work commencing, any College departments requiring access to the roof must in the first instance acquire permission.

Doors leading to the roof shall be secured at all times when not in use to prevent unauthorised access.

Site Warden Specific Responsibilities

High level work involving Mobile Elevating Work Platforms is completed by appointed staff. They will have received appropriate training and hold a valid license

- All Site Wardens/Estates Personal will where required must consult with the task based risk assessment prior to working at height. The risk assessment should indicate if a Working at Height Permit is required for the task.
- Should there not be a risk assessment for the task then a Dynamic Risk Assessment will need to be completed prior to starting the task. The appropriate Manager will ascertain if it is a feasible task for staff to complete or a contractor is required.
- Roof top working will not carried out by College staff but by Contractors only.

Work Placements

Introduction

For the purpose of this arrangement “Work Placement” is defined as “a situation in which a learner enrolled at the College is placed with an employer as part of his/her programme to gain experience of working in a field related to his/her training”.

The “Work Placement Supervisor” for a curriculum area is the member of staff who arranges the placement and supervises the learner.

The “Work Placement Provider” is the employer who accepts a learner for a period of work placement training programme.

Associated Policies

The following policies should be consulted by staff placing learners in work placements:

- Learner Assessment
- Attendance and punctuality
- Child Protection Policy
- Criminal records disclosure
- Disability, discrimination, equal opportunities and diversity
- Health and Safety
- Student Disciplinary Code

Core Principles

All potential work placement providers should be checked by College staff ensuring the correct documentation with set criteria for the quality of provision including the relevance to the programme of study being undertaken by the learner, the placement provider’s understanding of the importance of College strategies and policies, health, safety and equal opportunities arrangements and insurance is fully completed and approved by the relevant Directors/Managers/Health and Safety personnel.

All work placements must be thoroughly planned to ensure that learning objectives can be met including sharing of aims and objectives with both the learner and placement provider.

- A completed Apprentice and Work Placement Health and Safety Agreement between the College and Placement Provider must be completed prior to commencing the apprenticeship or work placement.
- A valid copy the Employers' liability insurance certificate must also be obtained. There is a space on the agreement to note the name of the insurance provider and the expiry date.

The centralised College Database of employers should be used by work placement supervisors. The database should be consulted before approaches to work placement providers are made to ensure that the provider conforms to College requirements.

Learners placed with work placement providers should be made familiar with the College and employer's requirements and the educational aims and objectives of the placement. Learners on work placement should observe all of the employer's requirements with regard to their behaviour, observation of Health and Safety and equal opportunities matters, punctuality, etc. and should act in the best interest of the College at all times.

Placement Provider Responsibilities

The employer (placement provider) has the primary responsibility for the Health and Safety of the apprentice or Work Placement and should be managing any significant risks. Under health and safety law, every employer must ensure, so far as reasonably practicable, the Health and Safety of all their Employees, irrespective of age.

Under the Management of Health and Safety at Work Regulations 1999, an employer has a responsibility to ensure that young people employed by them are not exposed to risk due to:

- Lack of experience
- Being unaware of existing or potential risks and/or
- Lack of maturity

An employer must consider:

- The layout of the workplace
- The physical, biological and chemical agents they will be exposed to
- How they will handle work equipment
- How the work and processes are organised
- The extent of health and safety training needed
- Risks from particular agents, processes and work

The Placement Provider shall:

- I. Recognise that the statutory liability and primary responsibility for the Health and Safety of 'The Learner' primarily lies with 'The Placement Provider' whilst on placement and aware of its responsibilities under the Equality & Diversity Act 2010 including the requirement to make reasonable adjustments if necessary.
- II. Operate a safe system of work, have appropriate arrangements in place to manage risk and provide 'The Learner' with sufficient information, instruction and training prior to commencing work activities.
- III. Ensure that where there are five or more employees, that there is an up-to-date written Health and Safety Policy, risk assessments and procedures taking into account the age and abilities of 'The Learner' including vulnerable adults.
- IV. Provide that 'The Learner' with a full induction in all matters related to their Health and Safety prior to commencing any work activities whilst on placement.
- V. Ensure that all accidents, incidents, periods of absence and dangerous occurrences involving 'The Learner' are reported immediately to 'The College' in accordance with The Reporting of Injuries and Dangerous Occurrence Regulations (RIDDOR).
- VI. Have the relevant insurances in place such as Employers Liability Insurance and Public Liability.
- VII. Ensure 'The Learner' is properly supervised at all times and not allowed to work beyond their physical or psychological capabilities.

- VIII. Ensure 'The Learner' is not involved in lifting or handling of significant loads, not exposed to radiation, will not be involved in work with any carcinogenic or toxic substances and will be kept away from areas where such materials are handled.
- IX. Not expose 'The Learner' to excessive noise, vibration, heat or cold and directly exposed to respiratory sensitisers.
- X. Not permit without sufficient information, instruction, training and supervision, the use of workshop machinery with moving parts, automatic/semi-automatic cutting machinery, guillotines, power presses, woodworking machinery, compressed air tools or similar hazardous machinery. In all instances, the individual Learner/Student capabilities will be taken into consideration.

The College Responsibilities

The person arranging the apprenticeship or work placement shall take reasonable steps to satisfy themselves that the Company (Placement provider) have suitable arrangements for Health and Safety and controlling the associated risks in place. For Employers who are new to taking Students/Learner on work experience or as an apprentice, talk through what the Student/Learner will do and any relevant precautions including any specific risks related to the individual Learner or Vulnerable adult and if the Company need to make any reasonable adjustments. If the Company are known to you and has a good track record, and the Student's/Learners needs are no different to those on past placements then there is no need to keep repeating the process.

If the Student/Learner is under 16, work with parents to ensure employers know in advance about students who might be at greater risk, for example due to health conditions or learning difficulties, so they can take these properly into account.

The person arranging the apprenticeship or work placement shall check the Apprentice or Student/Learner knows how to raise any health and safety concerns and that they understand what they have been told.

The College shall:

- I. Reserve the right to conduct Health and Safety inspections or assess the risks of 'The Placement Provider' and remove 'The Learner' from the premises and notify the relevant authorities where 'The Placement Provider' is found to be in non-compliance with current Health and Safety Legislation and 'The Learner' is considered to be at risk.
- II. Communicate to 'The Learner' not interfere with, or misuse any clothing or equipment provided to protect their Health and Safety. To take reasonable care to avoid injury to themselves and to others and to report any accident or injury to 'The Placement Provider' and 'The College' immediately.
- III. Provide 'The Placement Provider' in advance, sufficient information with regard to any 'Learners' that might be of greater risk e.g. due to health conditions or learning difficulties and specific factors relevant to 'The Learner' including risks associated with vulnerable adults.
- IV. Ensure that 'The Learner' knows how to report any Health and Safety concerns.

Parent / Guardian Responsibilities

While parents and carers have no responsibilities under health and safety law, you may want, nevertheless, to ensure work experience organiser (usually the school or college) knows about any medical or behavioural conditions, which might affect your child whilst on placement. They can then bring this to the attention of the placement provider (employer.)

Working Time Arrangements

Introduction

Time spent working is controlled by the Working Time Regulations 1998, which require employers to manage the hours that employees work. The Regulations provide legal limits relating to weekly working time, rest periods and annual leave and make special provision for the protection of night workers and young people at work.

This Policy document does not cover separate working time limits for employees driving HGV or PSV vehicles.

Identify Posts

The College shall apply limits to working time:

- Employees shall not be forced to work more than 48 hours a week, on average
- Young employees (subject to some exceptions) shall not work more than 8 hours a day or 40 hours a week
- Working time shall include travelling, where it is part of the job, working lunches and job-related training
- Working time shall not include travelling between home and work, lunch breaks, evening classes or day-release courses
- The average working time shall normally be calculated over 17 weeks (but this may be longer in certain situations or by agreement)

These limits do not apply if employees can decide how long they work.

Employees, except young employees, can agree to work longer than 48 hours, i.e. to 'opt out' of the requirements:

- As long as the agreement is in writing and signed by the employee
- The College keeps records of the 'opt out' agreement

The arrangement to 'opt out' may be for a specified or indefinite period.

Night Workers

A night worker, i.e. someone who normally works at least three hours a night between 11pm and 6am, shall not exceed an average eight hours in any 24 hours, over a 17 week period.

Where the work involves special hazards or heavy physical or mental strain, there shall be an absolute limit of eight hours working time in any day.

Health assessments shall be offered to workers before they are assigned night work and on a regular basis and at regular intervals appropriate to each case. The employee does not have to take up the opportunity for a health assessment.

If an employee suffers from problems that are caused, or made worse, by night work they shall be transferred to day work, if possible.

Rest Breaks

The College shall provide employees with:

- Daily rest breaks
- 11 hours off in any 24 hour period
- Weekly rest breaks of 24 consecutive hours over a seven day period or 48 hours over a 14 day period
- Rest breaks of 20 minutes, if the working day is over six hours (the break shall not be taken at the start or finish of the work period)

Young employees shall be provided with:

- Daily breaks of 12 hours uninterrupted.
- Weekly rest breaks of 48 hours, which cannot be averaged over a two week period. If the nature of the job makes it unavoidable, the weekly rest break may be reduced to 36 hours.
- One rest break of 30 minutes, if working over 4.5 hours (the break shall not be taken at the start or finish of the work period).

Record Keeping

The College shall keep records of employee working time:

- Records of those employees who have not agreed to opt-out
- Records of hours worked by young employees
- Records of all employees who are close to, or over, the 48 hour weekly limit
- The details of night workers offered a night worker assessment, when an assessment was offered, when an assessment was conducted (if there was one) and the result of the assessment. These records shall be kept for two years
- Records of annual leave due and taken

MONITOR AND REVIEW

This Policy will be reviewed annually, when circumstances indicate a change is needed, when legislation is introduced that necessitates change or new equipment is purchased.

This is to ensure it is kept up to date and any updated / new / withdrawn regulations, legislation or guidance is implemented through this Policy into the working structure of the College.

All reviews will be recorded in the following Review Record;

HEALTH AND SAFETY POLICY: REVIEW RECORD		
DATE	REASON FOR REVIEW	REVIEWED BY

APPROVAL

Signed on behalf of the Corporation:

Principal and Chief Executive:

Signed.....Print.....Date.....

Chair of the board:

Signed.....Print.....Date.....