

# POLICY FOR HEALTH, SAFETY AND WELFARE AT WORK 2023/2024



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## 1. POLICY STATEMENT

### 1.1 PRINCIPAL AND CHAIR

The College recognises that the Health, Safety and Welfare at work of employees, whether on College premises or carrying out College business elsewhere including Work Based Learning (WBL), is primarily the responsibility of the College. This responsibility extends to students/apprentices, visitors, and contractors while they are on the College premises.

As Principal and Chair, we recognise the duties and obligations imposed on us, both under the Health and Safety at Work Act 1974 and associated legislation of this policy, to ensure, so far as is reasonably practicable, the Health and Safety of:

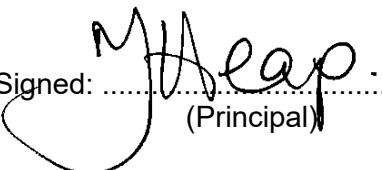
- (1) All persons employed by the College whilst they are at work.
- (2) Persons other than College employees who may be exposed to risks arising out of, or in connection with, the activities of employees of the College whilst they are at work.

To effectively achieve this, the College will provide, so far as is reasonably practicable:

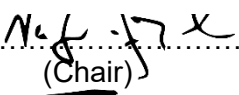
- (a) Safe premises, equipment and systems of work.
- (b) Safe methods of using, handling, storing and transporting of articles and substances.
- (c) Information, instruction, training and supervision.
- (d) A safe working and learning environment.
- (e) Safe access to, and egress from, a place of work and procedures for evacuation in an emergency.

The College will provide, so far as is reasonably practicable, safe working practices and systems to effectively cover all aspects of Health, Safety and Welfare.

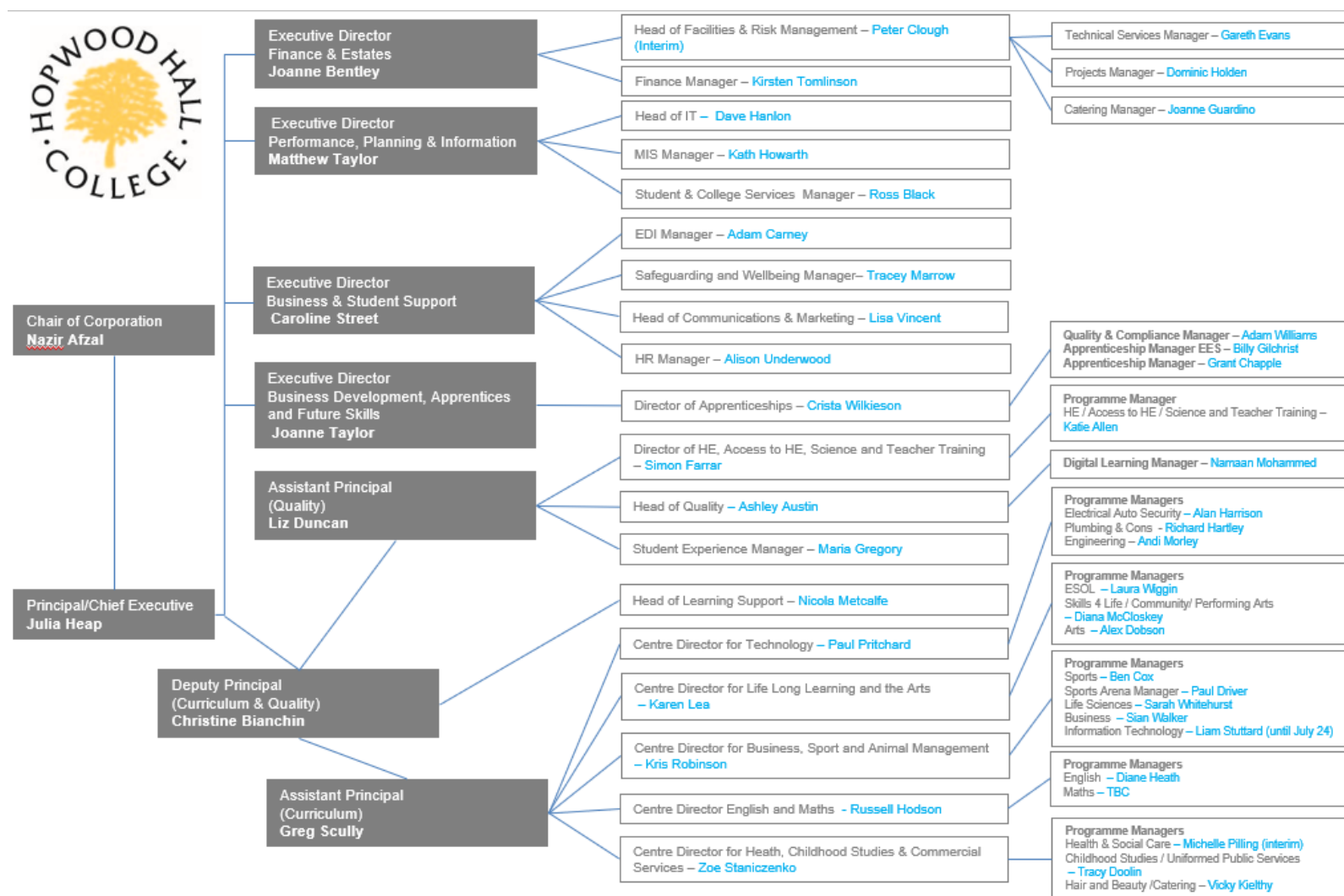
The final level of responsibility for implementing the College's policy is that of the individual employee. All employees and learners are expected to co-operate fully in the measures the College will be taking in implementing current health and safety legislation.

Signed:  .....  
(Principal)

Dated: .....12/12/23.....

Signed:  .....  
(Chair)

Dated: .....12/12/23.....



# Management Map

December 2023

## **2. ORGANISATION**

### **2.1 EXECUTIVE**

The College Principal is the Chief Executive Officer and along with the Deputy Principal, Assistant Principals and Executive Directors, hold overall responsibility for health, safety, and welfare within the College and with ensuring that the objectives of the College's Health and Safety Policy are achieved.

Through appropriate delegation, the Executive will:

- 2.1.1** Inform the whole college management team of their individual H&S responsibilities and will monitor compliance to ensure the requirements of Health and Safety legislation are met and that responsibilities adhered to.
- 2.1.2** Provide the appropriate resources required to enable the College to comply with its statutory duties and ensure that these are made available and deployed effectively.
- 2.1.3** Provide appropriate communication mechanism to convey necessary information on Health and Safety matters, throughout the College.
- 2.1.4** Undertake adequate consultation with employees and employee safety representatives where appointed.
- 2.1.5** Commit to review and update the Health and Safety Policy on an annual basis.
- 2.1.6** Be prepared to invoke the College Disciplinary Procedure when contravention of responsibilities under Health and Safety legislation and the Health and Safety Policy have taken place and been reported.

## **2.2 CENTRE DIRECTORS/HEAD OF DEPARTMENT**

Centre Directors and Heads of Department are accountable to the Executive for executing the objectives of the Health and Safety Policy within their area of responsibility, this includes:

- 2.2.1** All personnel under their control are aware of their duties regarding Health and Safety and that they are adequately trained and instructed to discharge those duties.
- 2.2.2** The Executive is advised of the resources required to comply with statutory duties or other relevant matters. The business planning process (development plans) is the key planning tool to identify these.
- 2.2.3** Information is provided to the Executive, indicating how Health and Safety responsibilities are being met – via service/curriculum performance updates
- 2.2.4** Any serious Health and Safety concerns which they are unable to deal with directly or through Corporate Services are drawn to the attention of the Executive.
- 2.2.5** Health and Safety responsibilities, arrangements and objectives are included in any relevant strategy documents relating to their area of control.
- 2.2.6** Appoint one or more competent persons to assist in undertaking the measures needed to comply with the requirements and prohibitions imposed by or under relevant statutory provisions. In particular, the Management of Health and Safety at Work Regulations.
- 2.2.7** Suitable and sufficient assessment of the risks to the Health and Safety of employees at work and to the health and safety of persons not in the College's employment are carried out.
- 2.2.8** Cascading and promoting the Health and Safety Policy to all managers under their direct control. The effectiveness of the Policy should be kept under review and changes considered necessary should be brought to the attention of the College Health, Safety and Environment Committee initially through the Health & Safety Officer

## **2.3 CENTRE DIRECTORS, HEADS OF DEPARTMENT, PROGRAMME AND SERVICES MANAGERS**

All Managers are responsible for the detailed implementation of the Health and Safety Policy within their area of control. Managers must ensure the following:

- 2.3.1** The College Policy Statement and any revisions of this document are brought to the attention of all employees under their control.
- 2.3.2** All employees under their control are adequately trained, instructed, supervised, and consulted to ensure the aims of the Policy are achieved. All such training should be adequately recorded for audit purposes.
- 2.3.3** Suitable and sufficient assessments have been carried out of:
  - the risk to the health and safety of employees to which they are exposed whilst they are at work; and
  - the risk to health and safety of persons not in the College's employment arising out of its undertakings.

A written record must be made of the significant findings of the assessment and of any group of employees or others identified as being especially at risk. The said assessment shall be reviewed if the competent person has reason to suspect it is no longer valid or if there has been a significant change in matters to which it relates.

- 2.3.4** Other assessments required by law have been undertaken and reviewed as often as may be necessary.
- 2.3.5** Assistant Principal and Directors are advised of the resources required to comply with statutory health and safety duties or other relevant matters.
- 2.3.6** Information is provided to the Assistant Principals and Directors on an annual basis, indicating how health and safety responsibilities are being met.
- 2.3.7** Advise the Deputy Principal, Executive Director, or their Directors/heads of department of any matter found to be in breach of statutory requirements which they cannot resolve individually or through Corporate Services.
- 2.3.8** Accidents/Diseases or Dangerous Occurrences to employees or other persons resulting from work or College undertakings are properly reported, recorded and investigated. Accidents, diseases or dangerous occurrences which are identified by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) as reportable must be notified immediately to the Health and Safety Officer who will then inform the Health and Safety Executive.
- 2.3.9** Adequate and suitable personal protective equipment or clothing is issued. ~~That s~~ Staff are properly trained in its use and are advised of the circumstances in which it should be used. That such equipment or clothing is properly stored when not in use and serviced or maintained as necessary, and that defective equipment or clothing is repaired as appropriate.



- 2.3.10** Any machinery or equipment must be inspected and maintained on a routine basis and such inspection and maintenance must be properly recorded, in accordance to the relevant regulations/ACOPs.
- 2.3.11** Safe systems of work are in place, and correctly followed, and that all reasonable steps have been taken to ensure the health and safety of all employees and members of the public within their working environment.
- 2.3.12** Chemicals and substances hazardous to health are assessed, handled, stored, and used correctly.
- 2.3.13** Immediate, appropriate action is taken to stop any work being undertaken in a dangerous manner. Work must not recommence until a safe system of work is established and understood.
- 2.3.14** The contents of any first aid boxes under their control are checked on a regular basis and restocked as necessary.
- 2.3.15** Health and Safety is a standing agenda item of all department meetings and managers seek the input and co-operation of staff in developing improvements of the working environment, safe systems of work and other relevant matters relating to health, safety, and welfare.
- 2.3.16** The Health and Safety Policy is regularly reviewed as it affects their area of work and any recommendations for amendments are forwarded to the Health and Safety Officer.
- 2.3.17** The College Disciplinary Procedure is invoked when contravention of responsibilities under Health and Safety legislation and the Health and Safety Policy have taken place and been reported.

## **2.4 HEAD OF FACILITIES & RISK MANAGEMENT AND HEALTH AND SAFETY OFFICER**

The Head of Facilities & Risk Management, along with the Health and Safety Officer will carry out the following duties:

- 2.4.1** Advise the Executive, Directors, Managers, and employees on all aspects of Health and Safety.
- 2.4.2** Advise the Executive in the development and revision of the Health and Safety Policy as made necessary by new legislation or future organisational and operational activities.
- 2.4.3** Advise and assist Managers and staff who undertake Risk Assessments, in the written assessment of health and safety risks and in specification of proposals for necessary action.
- 2.4.4** Identify and carry out health and safety training in accordance with the needs of the Directors and Managers.
- 2.4.5** Carry out workplace audits/inspections checking premises, plant, equipment, and systems of work, reporting the results of such audits/inspections to the Centre Directors/Service Managers.
- 2.4.6** Stop work/operations where there is a potential serious risk to Health and Safety, on premises or property, and inform the relevant Centre Director and Service Manager immediately.
- 2.4.7** Investigate accidents/dangerous occurrences and recommend procedures to prevent recurrence.
- 2.4.8** To manage the College first aid and fire marshal personnel, and ensure the training and refresher training of said personnel.
- 2.4.9** To act as nominated officer and liaise with inspectors from the Enforcing Authority on all aspects of Health and Safety.
- 2.4.10** Participate, on a formal and informal basis, in joint consultations with Trade Union representatives and management on matters concerning health and safety.

## **2.5 COMPETENT PERSONS**

Within the College there are employees who are designated as competent persons, for the purposes of the Management of Health and Safety at Work Regulations, and have the following duties:

- 2.5.1** To assist the Managers in undertaking the measures needed to comply with the requirements imposed upon them under relevant statutory provisions.
- 2.5.2** To carry out, review and revise risk assessments as required by the Management of Health and Safety at Work Regulations.
- 2.5.3** To offer advice on the assessment of risk, and supporting staff, as requested by Managers

## **2.6 FIRST AIDERS/ EMERGENCY FIRST AIDERS**

Are responsible to their Managers and the Health and Safety Officer and shall:

- 2.6.1** Ensure that first aid equipment and personnel are available.
- 2.6.2** Carry out first aid in accordance with the Health and Safety (First Aid) Regulations and the Approved Code of Practice.
- 2.6.3** Ensure that all accidents to staff/ students/ contractors/ and visitors, however slight, are recorded on a College Accident Report Form.
- 2.6.4** Ensure all first aid box items are inspected and restocked on a regular basis, with a minimum once-a-term check.
- 2.6.5** Attend regular refresher training as required by the Health and Safety (First Aid) Regulations and the Approved Code of Practice.

## **2.7 ALL OTHER EMPLOYEES**

The Health and Safety at Work Etc. Act 1974 places general duty responsibilities on all employees:

“It shall be the duty of every employee:

- a) to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work;

AND

- b) as regards any duty or requirement imposed on their employer, or any other person by or under any of the relevant statutory provisions, to co-operate with them as far as is necessary to enable that duty or requirement to be performed or complied with”.

‘No person shall intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety and welfare in pursuance of any statutory provision’.

- c) to comply with Regulation 14 of Management of Health and Safety at Work Regulations 1999.

To comply with these responsibilities employees should:

- 2.7.1** Ensure any hazard or malfunction is reported to the appropriate level of management as soon as is reasonably practicable.
- 2.7.2** Acquaint themselves with the contents of the Health and Safety Policy and conform to its requirements as it affects them.
- 2.7.3** Follow safe working practices and use personal protective clothing and equipment where appropriate. Use machinery, tools in the prescribed manner and ensure they are not misused or abused in any way. Report any defects as appropriate and avoid improvisation in any form which could create risks to health and safety.
- 2.7.4** Not indulge in horseplay or practical jokes, which would be a risk to health and safety.
- 2.7.5** Ensure all accidents, dangerous occurrences and near misses are properly reported, in a timely manner.
- 2.7.6** Attend training courses designed to further the needs of health and safety, as required. And not undertake any tasks or use any tools or machinery, that they are not trained for.
- 2.7.7** Acquaint themselves with all processes, materials and substances used by them and with safe handling and ~~safe~~ methods of use. Obtain advice before carrying out any work or handling any substance or equipment with which they are unfamiliar and which they believe may be hazardous or dangerous.
- 2.7.8** Be aware of the fire evacuation procedure, assembly points and the position of fire alarms and fire equipment.
- 2.7.9** Conduct themselves in an orderly manner and be sensibly and safely dressed at all times.

## **2.8 EMPLOYEE TRAINING**

Under the Health and Safety at Work Act and the Management of Health and Safety at Work Regulations, the College has a statutory duty to provide adequate information, instruction, and training for its employees to ensure their own health and safety together with that of their colleagues and anyone else who may be affected by their actions.

The college provides a range of in-house health and safety courses, designed to meet the training needs of all staff; some combine of theoretical and practical training e.g., Emergency/First Aid, Risk Assessment, Health & Safety Awareness, Lifting and Handling, and Fire Safety.

## **2.9 INDUCTION AND RE – TRAINING**

All new employees, existing employees transferring to new duties, employees taking on new responsibilities, the introduction of new technology or changes in existing systems of work, are all situations of change for an individual. When an employee is subject to change of this nature, the Health and Safety needs must be assessed and taken into consideration, before deploying the employee.

Directors and Managers must consult staff and arrange health and safety inductions or re-training to provide employees with sufficient knowledge, skills, and information to carry out their work safely and ensure the safety of others.

The College Induction includes the following online courses and information:

- Equality and Diversity
- Safeguarding
- Health and Safety
- Data Protection
- Various information on other areas within the College

### **3. ARRANGEMENTS**

#### **3.1 ACCIDENT/DANGEROUS OCCURRENCE REPORTING**

##### **POLICY STATEMENT**

The College acknowledges that there are times when employees, learners, visitors and contractors may experience an accident or dangerous occurrence whilst on any of the College premises. Students and visitors are members of the public, who technically are not at work but to whom the College has a Duty of Care.

The policy and procedure cover reporting procedures for Executive, Directors, Managers, Employees, and Non-employees. Suitable information will be given to all employees regarding accident reporting and the location of the Accident Report Form. The person responsible for co-ordinating all accident reporting and investigations is the College Health and Safety Officer.

##### **SCOPE**

This policy applies to all College employees, learners, visitors, and contractors, who may have an accident or dangerous occurrence whilst on College premises.

##### **REFERENCES**

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)  
Social Security (Claims and Payments) Regulations

##### **DOCUMENTATION**

College Accident Reporting Guidance  
College online Accident Report Form  
Termly Accident Statistics Report  
College Incident Report form

## **3.2 ASBESTOS**

### **POLICY STATEMENT**

The College acknowledges the health hazards arising from exposure to asbestos and will protect those employees and other persons potentially exposed as far as is reasonably practicable by minimising exposure through the use of sufficient control measures and safe systems of work, supported by training of employees and the use of professional external contractors.

Competent, licensed contractors have been engaged to ensure compliance with regulations and the college operates an Asbestos Register that is periodically updated.

This policy requires the full co-operation of management and staff at all levels.

### **SCOPE**

This policy applies to College Facilities Management staff and all contractors/sub-contractors whilst on college premises.

### **REFERENCES**

Health and Safety at Work Act  
Control of Asbestos at Work Regulations  
Approved Code of Practice Asbestos at Work  
Hazardous Waste Regulations

### **DOCUMENTATION**

Asbestos Survey and Assessment Records  
Asbestos Removal Records



### **3.3 BUILDING EVACUATION (FIRE AND BOMB)**

#### **POLICY STATEMENT**

The College will so far as is reasonably practicable take steps to prevent, or minimise, the probability of all causes of fire and bomb alerts. The College acknowledges that despite these measures it cannot be assumed that a fire or a bomb alert will never happen.

Systems are in place to deal with this eventuality, and these will be regularly reviewed to ensure that they are adequate, i.e., fire evacuation drills, inspections of means of escape and maintenance of alarm systems and fire-fighting equipment will take place regularly.

All employees, learners, contractors, and visitors shall be given instruction on Fire Prevention /Evacuation procedures. Anyone having concerns regarding fire hazards, etc. should report them to a responsible person, so that the College can take the appropriate action to eliminate the issue.

#### **SCOPE**

This policy applies to all College employees, learners, visitors, and contractors whilst on college premises.

#### **REFERENCES**

Health and Safety at Work Act  
Regulatory Reform (Fire Safety) Order  
Smoke Free Regulations

#### **DOCUMENTATION**

College Fire Evacuation Procedures (Middleton/Rochdale)  
College Smoke and Vaping Policy  
College Emergency Evacuation Policy (Exams)  
College Business Continuity Plan

### **3.4 CATERING AND VENDING**

#### **POLICY STATEMENT**

It is the policy of the College to ensure that employees and learners have reasonable access to hot food and drink. This will be through the provision of meals, snacks and drinks by the College bistros and shops. The College acknowledges hazards associated with food hygiene and will exercise all reasonable precautions and due diligence in maintaining the highest standards of food hygiene and safety in catering and vending.

When an employee / learner experiences a problem regarding catering or vending, they should inform a responsible person (Catering Manager) immediately and the College will take the necessary measures to investigate and remedy the situation.

#### **SCOPE**

This policy applies to all employees, learners, and visitors whilst on college premises.

#### **REFERENCES**

- Health and Safety at Work Act
- Workplace (Health, Safety & Welfare) Regulations
- Food Safety Act
- Food Safety (General Food Hygiene) Regulations
- Food Safety (Temperature Control) Regulations
- Food Premises (Registration) Regulations
- Hazard Analysis Critical Control Point Regulations

#### **DOCUMENTATION**

- Temperature Records
- Probe Calibration Records
- Cleaning Schedules
- Staff Training Records

### **3.5 COMMUNICABLE DISEASES**

#### **POLICY STATEMENT**

The College recognises that the spread of communicable diseases is of major concern to many of its employees in relation to the provision of services and to their individual responsibilities. The College recognises that it has a statutory and moral responsibility to employees, and the public, and will endeavour, so far as is reasonably practicable, to manage these responsibilities in a sympathetic and caring manner.

In accordance with the College EDI Policy the College will take all reasonably practicable steps to prevent any discrimination against employees or persons applying for employment who are carriers of a communicable disease.

#### **SCOPE**

This policy applies to all College employees.

#### **REFERENCES**

- Health and Safety at Work Act
- Public Health (Control of Disease) Act
- Public Health (Infectious Diseases) Regulations
- Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR)

#### **DOCUMENTATION**

- College Guidance - Body Fluid Spillage's.
- College Guidance - Sharps.
- College EDI Policy

### **3.6 CONSTRUCTION WORK**

#### **POLICY STATEMENT**

The College is committed to ensuring that any construction work carried out on its premises is done so without risk to the health and safety of its employees, learners, visitors, and contractors.

The College will appoint, at the appropriate time, a Construction Design & Management Co-ordinator, and a principal contractor for each major project. It will ensure that those appointed are competent and have adequate resources available to carry out their duties competently. No appointments will be made until the College is reasonably satisfied that this is the case.

The first professional service to be procured will be that of Construction Design & Management Co-ordinator; a full scope of services will be issued containing all information on the condition of building/s affected under the College's control at or on which the construction work is to be carried out. The College will ensure that such work is planned in accordance with relevant standards or statutory provisions and that everyone is provided with the necessary information relating to the risks arising out of the work, the preventative or protective measures to be taken.

The College will ensure that no construction work commences until an adequate health safety file covering the work has been prepared, and that any health and safety file prepared in relation to any project is kept readily available for inspection and that when any such file is handed over to a third party the necessary steps are taken to ensure that the party understands the purpose and nature of the file.

#### **SCOPE**

This policy applies to the Head of Facilities & Risk Management, Project Manager and the Technical Services Manager, or any other persons requesting construction work.

#### **REFERENCES**

- Health and Safety at Work Act
- Management of Health and Safety at Work Regulations
- Construction (Design & Management) Regulations
- Work at Height Regulations

#### **DOCUMENTATION**

## 3.7 CONTRACTORS

### POLICY STATEMENT

The College as premise owner/occupiers will plan, co-ordinate and monitor the activities of contract companies to effectively minimise the risks presented to employees, learners, and visitors.

#### Approved Contractors

The College will only use contractors who have proved able to discharge their primary responsibility to safeguard employees, learners and visitors who may be affected by their undertakings. This will be administrated in the form of an approved list of contractors which will describe the contractor's capabilities and limitations. The list will be constantly reviewed, and sanctions will be applied as a result of poor health and safety performance including suspension of the works, financial penalties and removal from the approved list.

College Facilities Management undertake contractor safeguarding risk assessments and where the assessment deems it necessary contractors are required to register their employees with the Disclosure and Barring Service (DBS) to comply with the College's safeguarding procedure by validating the information on each employee with the Human Resources department, before commencing work on college premises. The College will prohibit any contractors' representative accessing the premises, who has not been risk assessed nor has the required valid DBS disclosure certificate.

If a contractor does not have or deemed unnecessary to have a DBS (specialised on-off work), the contractor will be chaperoned for the duration of their visit, by a member of the facilities team (term time).

#### Equipment

Plant and equipment such as mobile scaffold, ladders, PPE, lifting equipment, internal transport vehicles and electrical equipment will not be loaned to contractors unless exceptional circumstances prevent contractors from using or hiring their own equipment, and then only with authority to do so for a specified task and period, provided that equipment is in sound condition and the contractor is competent to use it.

### SCOPE

This policy applies to the Head of Facilities & Risk Management, Technical Services Manager and Facilities Co-ordinator, or any other Manager who may have a need to bring contractors on to college premises.

### REFERENCES

Health and Safety at Work Act  
Management of Health and Safety at Work Regulations

### DOCUMENTATION

Contractor Induction System  
Contractor Safeguarding Risk Assessments  
College Guidance – Managing Contractors

### **3.8 COVID-19 (or future outbreaks of significant impact, such as Covid)**

#### **POLICY STATEMENT**

The college will carry out all necessary measures to contain and prevent any spread of the covid-19 virus (or other significant outbreaks) among staff and students.

This will include, but not restricted to, follow all government advice and guidance, liaison with other educational establishments and co-operation with the recognised trade unions.

#### **SCOPE**

The policy applies to all personnel and students

#### **REFERENCES**

Government guidance relevant at time

#### **DOCUMENTATION**

COVID wide risk assessment

### **3.9 DISPLAY SCREEN EQUIPMENT**

#### **POLICY STATEMENT**

The College will take all reasonable steps to secure the health and safety of employees who are designated users of Display Screen Equipment. It is The College's intention to ensure that any risk from working with Display Screen Equipment is reduced to the lowest level possible.

The means by which the risks are reduced are:

Eyesight testing provided at 'Users' request.

Workstation Assessments - equipment adaptations, where necessary.

All new furniture purchased conforms to DSE Regulations and current British Standards.

#### **SCOPE**

This policy applies to all College employees designated as 'Users' of Display Screen Equipment.

#### **REFERENCES**

Health and Safety (Display Screen Equipment) Regulations

#### **DOCUMENTATION**

College Display Screen Equipment Assessment Form

College Display Screen Equipment Guidance

Corporate Eyesight Testing System

College Guidance – Working with Display Screen Equipment (DSE)

### **3.10 ELECTRICITY AT WORK**

#### **POLICY STATEMENT**

The College will ensure that all reasonable steps will be taken to secure the health and safety of employees and learners who use, operate or maintain electrical equipment. The College acknowledges that all work on electrical equipment can be hazardous and it is therefore the College's objective to reduce the risks as far as is possible.

It is the policy of the College to prevent the use of privately owned electrical equipment in any of its premises, unless a prior arrangement to inspect and test the equipment has been agreed with the Facilities Manager and the equipment is placed on the electrical equipment register.

#### **Equipment**

All faults should be reported immediately, and equipment removed from use.

Repairs or even fitting plugs must only be done by authorised and trained staff.

All portable power tools should be either battery powered or 110V centre tapped

All new portable power tools purchased should be either 110V or battery powered, all mains (240V) tools should be phased out.

Contractors who carry out work on any College premise will be required to use 110V or battery portable power tools at all times.

#### **SCOPE**

This policy applies to all College employees and contractors.

#### **REFERENCES**

Health and Safety at Work Act.

Electricity at Work Regulations.

#### **DOCUMENTATION**

College Guidance on Portable Electrical Appliances

College Guidance – Electricity at Work



### 3.11 EMERGENCY AND IMMINENT DANGER

#### POLICY STATEMENT

The College aims to reduce (to a low level) or eliminate the risks arising from work activities. However, the College acknowledges that despite putting in place appropriate measures it cannot be assumed that a major incident will never occur, although such an incident is highly unlikely. The College will maintain a business continuity plan to ensure injury and damage limitation in the event of such an incident.

**Definition of an Emergency:** “An incident that causes serious disruption to life or business arising with little or no warning, causing or threatening death, serious injury or extreme damage to property”.

An emergency could be:

- Major Fire
- Bomb Threat
- Major gas leak / explosion.
- Major water leak / flooding.
- Major mains power failure.

#### SCOPE

This policy applies to all College employees, learners, visitors and contractors.

#### REFERENCES

- Health and Safety at Work Act
- Management of Health and Safety at Work Regulations

#### DOCUMENTATION

- Business Continuity Plan

### 3.12 FIRST/ EMERGENCY AID PROVISION

#### POLICY STATEMENT

The College is committed to providing sufficient numbers of first/emergency aid trained personnel to deal with accidents and injuries occurring at work, and under a Duty of Care to provide first/emergency aid to learners, visitors and contractors whilst on College premises. To this end, the College will provide information and training on first/emergency aid to employees to ensure that statutory requirements and the needs of the organisation are met.

From time to time there may be occasions when learners require assistance in the administration of prescribed medication. There is generally **no legal** or contractual duty on members of staff, including agency workers, to administer prescribed medication (including controlled drugs) or supervise a learner taking it, so staff will provide this assistance on a **voluntary basis**. Training for those who volunteer to assist in the administration medication will be undertaken by the college's Occupational Health Advisor or other suitable qualified health professional.

#### SCOPE

This policy applies to all employees, learners, visitors and contractors.

#### REFERENCES

Health and Safety at Work Act  
Health and Safety (First Aid) Regulations

#### DOCUMENTATION

Student Medication Procedure  
College Guidance First Aid  
College First Aid Supply Request Form  
Staff Training Records

### **3.13 HAZARDOUS SUBSTANCES**

#### **POLICY STATEMENT**

The College acknowledges that no substance can be considered completely safe, and will take all reasonable steps to ensure that employees, learners, visitors and contractors are not exposed to substances hazardous to health or at least substances are controlled to within statutory limits.

The College undertakes to control exposure by engineering means where reasonably practicable. Where exposure cannot be controlled by engineering means, appropriate personal protective equipment will be provided. The College will also provide employees with health surveillance where occupations deem surveillance necessary.

#### **SCOPE**

This policy applies to all employees, learners, visitors and contractors.

#### **REFERENCES**

Health and Safety at Work Act  
Control of Substances Hazardous to Health (COSHH) Regulations  
Personal Protective Equipment at Work Regulations  
Dangerous Substances and Explosive Atmospheres Regulations 2002.

#### **DOCUMENTATION**

College Guidance on Substances Hazardous to Health  
College COSHH Assessment Form  
Statutory LEV Inspection Records

### **3.14 LIFTS AND LIFTING EQUIPMENT**

#### **POLICY STATEMENT**

The College will, take all reasonable steps to secure the health and safety of employees and others who use lifts and lifting equipment whilst on College premises by:

Assigning competent person to undertake maintenance checks, inspections and examinations.

Maintaining maintenance schedules and logs of checks, inspections and examinations.

Keeping records of all statutory inspections for at least 2 years or until the next inspection report, whichever is the longer.

#### **SCOPE**

This policy applies to all College employees, learners, visitors, and contractors.

#### **REFERENCES**

- Health and Safety at Work Act
- Management of Health and Safety at Work Regulations
- Provision at Use of Work Equipment Regulations (PUWER)
- Manual Handling Operations Regulations
- Lifting Operations & Lifting Equipment Regulations (LOLER)

#### **DOCUMENTATION**

- Statutory Inspection and Examination Records
- Service Records

### **3.15 MAINTENANCE OF PLANT AND EQUIPMENT**

#### **POLICY STATEMENT**

The College will take all reasonable steps to maintain the safety of all employees and learners operating machinery and equipment, including carrying out maintenance operations. The College will only specify and procure machinery and equipment that is designed to operate safely without compromising the safety of the user or maintenance operative.

Should any employee encounter difficulties operating/maintaining machinery safety, they should cease all operations, make safe the equipment/machinery (through cut-off/isolation) and inform their line manager immediately, so that steps can be taken to remedy the situation.

The College will provide sufficient information, instruction and training as is necessary to maintain the health and safety of all staff that operate and maintain machinery.

#### **SCOPE**

This policy applies to all College employees and learners.

#### **REFERENCES**

- Health and Safety at Work Act
- Management of Health and Safety at Work Regulations
- Consumer Protection Act
- Provision and Use of Work Equipment Regulations
- Supply of Machinery (Safety) Regulations
- Supply of Machinery (Safety) (Amendment) Regulations

#### **DOCUMENTATION**

Relevant inspection/check sheets

### **3.16 MANUAL HANDLING**

#### **POLICY STATEMENT**

The College will aim (so far as is reasonable practicable), to reduce or eliminate operations that involve manual handling. Measures to achieve this include ergonomic design of the workplace or activity and the provision of mechanical aids.

The College will also provided employees with information and training regarding manual handling operations

#### **Assessment of Risk**

An assessment of manual handling activities will be carried out by competent persons. Risks identified, will be reduced to the lowest level reasonably practicable.

#### **SCOPE**

This policy applies to all College employees.

#### **REFERENCES**

Health and Safety at Work Act  
Manual Handling (Operations) Regulations

#### **DOCUMENTATION**

College Manual Handling Assessment Form  
College Manual Handling Guidance

### **3.17 NOISE AT WORK**

#### **POLICY STATEMENT**

The College will take all reasonable steps to reduce the risk of hearing damage to employees who operate noisy equipment or operate in a noisy environment. The College will also ensure that where required noise assessments and health surveillance is carried out on employees subjected to high noise levels at work.

#### **SCOPE**

This policy applies to all College employees who work in a noisy environment.

#### **REFERENCES**

Health and Safety at Work Act  
Control of Noise at Work Regulations

#### **DOCUMENTATION**

Noise Survey Records

### **3.18 OCCUPATIONAL HEALTH**

#### **POLICY STATEMENT**

The College will take all reasonable steps to maintain the health of all employees whilst at work and will liaise with and take guidance from Occupational Health specialists where the College feels an employee's health could be being affected by the work they are undertaking.

Should any employee have cause to believe they have a work related health problem, they must inform their line manager at the earliest opportunity so that steps can be taken to remedy the situation.

#### **SCOPE**

This policy applies to all College employees

#### **REFERENCES**

- Health and Safety at Work Act
- Control of Substances Hazardous to Health (COSHH) Regulations
- Personal Protective Equipment at Work Regulations
- Manual Handling (Operations) Regulations
- Control of Noise at Work Regulations
- Health and Safety (Display Screen Equipment) Regulations

#### **DOCUMENTATION**

- Employee Occupational Health Records



### **3.19 ORGANISATIONAL STRESS**

The College acknowledges that all people encounter stress in both their work and personal lives and are committed to managing work-related stress as it would any other health and safety risk.

Through a process of risk assessment, the College will continue to identify hazards and assess all mental and physical risks to health and safety with the objective of reducing them, as far as is reasonably practicable, whilst creating a working environment in which all employees have the confidence to seek help for and discuss, any work-related problem they may have.

#### **POLICY STATEMENT**

The College recognises the importance of management and employees making a commitment to manage stress effectively and to minimise harmful stress levels by

- identifying specific stress hazards
- recognising symptoms of unhealthy stress
- acting promptly to provide support once stress is identified
- taking appropriate preventative action

#### **SCOPE**

This policy statement and guidance applies to all College employees

#### **REFERENCES**

- Health and Safety at Work Act
- Management of Health and Safety at Work Regulations

#### **DOCUMENTATION**

- College Stress and Mental Health and Wellbeing Policy
- College Stress Guidance for Mangers
- College Stress Guidance for Employees

### 3.20 OFFSITE WORKERS AND EDUCATIONAL VISITS

#### POLICY STATEMENT

Where employees are required to work at locations away from their normal base, and where employees take learners on educational & residential visits, the College will, so far as is reasonably practicable, take all necessary steps to maintain their safety and health.

It is the duty of the employee to carry out the activities in a safe manner as identified by the risk assessment, in order to control the risk and comply with any safe systems of work and safe working procedures. Where there is any doubt about the employee's ability to work to the agreed methods, owing to the nature of the particular location of the activity, work **should not** commence until the situation has been reported to and reviewed by their manager and a safe system of work has been put into place.

#### SCOPE

This policy applies to all College employees who work away from the College premises or undertake educational & residential visits with learners.

#### REFERENCES

Health and Safety at Work Act  
Management of Health and Safety at Work Regulations

#### DOCUMENTATION

College Guidance for Offsite Workers  
Educational Visits Guidance & Documentation  
EVOLVE on-line trip management system

### **3.21 PERSONAL PROTECTIVE EQUIPMENT**

#### **POLICY STATEMENT**

Curriculum and Services areas within the College will provide personal protective where the risk presented by a work activity cannot be controlled by other means. All reasonable steps will be taken by the College to secure the health and safety of employees whose work requires the use of PPE.

The College acknowledges that health and safety hazards will have been identified through risk assessment if this equipment is used. It is the intention of the College to ensure, through the proper use of this equipment, that any risks are reduced to a minimum, and that all employees who are required to use such equipment do so. Line managers have the responsibility to secure the use of PPE by their staff and take appropriate remedial action for non - compliance.

#### **SCOPE**

This policy applies to all College employees who are required to use personal protective equipment.

#### **REFERENCES**

- Health and Safety at Work Act
- Management of Health and Safety at Work Regulations
- Personal Protective Equipment at Work Regulations
- Control of Noise at Work Regulations
- Control of Substances Hazardous to Health Regulations
- Construction (Head Protection) Regulations

#### **DOCUMENTATION**

- Record of issue

### **3.22 PRESSURE SYSTEMS**

#### **POLICY STATEMENT**

The College will, so far as is reasonably practicable, ensure that all pressure systems used or owned are safe. The design, construction, repair and modification of pressure systems will be managed so as to prevent danger and such relevant information as is required in law will be made available and kept for record purposes.

Any problems or defects observed in pressure systems should be reported immediately to the Facilities Manager. The Facilities Manager will investigate the circumstances thoroughly and take any corrective measures required and advise persons concerned of the actions taken.

#### **SCOPE**

This policy applies to all College employees who use or maintain pressure systems.

#### **REFERENCES**

Health and Safety at Work Act  
Pressure Safety Systems Regulations

#### **DOCUMENTATION**

Statutory Inspection and Examination Records  
Service Records

### **3.23 RISK ASSESSMENT**

#### **POLICY STATEMENT**

The College accepts that work activities may, unless properly controlled, create risks to employees and others, and will take all reasonably practicable measures to reduce the risks to an acceptable level.

The College will take all reasonable steps to ensure that risk assessments are carried out which will detail the range of hazards associated with work activities, equipment, college events, educational and residential visits, together with any remedial actions.

Any employee who discovers a hazard during working activities should report the hazard to their line manager so that the necessary remedial action can be taken.

#### **SCOPE**

This policy applies to all College employees and learners.

#### **REFERENCES**

- Health and Safety at Work Act
- Control of Noise at Work Regulations
- Management of Health and Safety at Work Regulations
- Health and Safety (Display Screen) Equipment Regulations
- Personal Protective Equipment at Work Regulations
- Manual Handling Operations Regulations
- Control of Substances Hazardous to Health Regulations
- Provision and Use of Work Equipment Regulations

#### **DOCUMENTATION**

- Guidance on Risk Assessment.
- Activity/Work Equipment Risk Assessment Form
- Events Risk Assessment Form
- Educational Visits Risk Assessment Form
- Individual Learner Risk Assessment Form
- Work Related Safeguarding Risk Assessment Form
- Personal Emergency Evacuation Plan
- Risk Assessment Corrective Action Plan
- Pregnancy Risk Assessment – learner and staff

### **3.24 SAFE LEARNERS**

#### **POLICY STATEMENT**

The College understands that all learners are entitled to learning that takes place in a safe, healthy and supportive environment and will, so far as is reasonably practicable maintain the health, safety and welfare of all learners.

The College will ensure that all work-based, and related work placements, are adequately assessed in accordance with the Health and Safety Procurement Standards before a learner is placed into the working environment. The College will also ensure that work related learning safeguarding risk assessments are undertaken where learners meet the specified criteria.

A due diligence check will be carried out where students and apprentices are placed in conjunction with the Health and Safety WBL (apprentices' policy)

#### **SCOPE**

This policy applies to all tutorial / assessor staff, work skills development officers, and curriculum work experience placement officers

#### **REFERENCES**

- Health and Safety at Work Act
- Management of Health and Safety at Work Regulations
- Health and Safety (Training for Employment) Regulations
- SFA Health and Safety Procurement Standards (HASPS)

#### **DOCUMENTATION**

- Health and Safety Checklist
- Health and Safety Checklist – guidance notes
- Work Related Learning Logbook
- Work Related Safeguarding Risk Assessment Form
- Assessor review documentation (including H&S monitoring)
- College Safeguarding Policy

### **3.25 SAFETY REPRESENTATIVES AND SAFETY COMMITTEES**

#### **POLICY STATEMENT**

The College acknowledges the importance of consultation with employees on health and safety matters and the importance of the positive role played by safety representatives appointed under the Health and Safety at Work Act, Safety Representatives and Safety Committees Regulations and the Health & Safety (Consultation with Employees) Regulations.

The College undertakes to consult with safety representatives over issues related to health, safety and welfare and provide information, facilities, and assistance such safety representatives can reasonably require in order to carry out their functions.

#### **SCOPE**

This policy applies to all College safety representatives and other members of the College Health and Safety Committee.

#### **REFERENCES**

Health and Safety at Work Act  
Management of Health and Safety at Work Regulations  
Safety Representatives and Safety Committee Regulations  
Health and Safety (Consultation with Employees) Regulations

#### **DOCUMENTATION**

Safety, Health and Environment Committee Meeting Minutes  
Safety, Health and Environment Committee Membership List

### **3.26 SMOKING AND VAPING IN THE WORKPLACE**

#### **POLICY STATEMENT**

In line with current legislation, and as part of its continuing review of health, safety and welfare, smoking and vaping is prohibited within College vehicles and within College premises.

In order to maintain a safe and comfortable workplace for everyone the College has implemented a Smoking and Vaping Policy.

#### **SCOPE**

This policy applies to all College employees, learners, visitors and contractors.

#### **REFERENCES**

Health and Safety at Work Act  
Management of Health and Safety at Work Regulations  
Smoke Free Regulations  
Food Hygiene (General Food Hygiene) Regulations

#### **DOCUMENTATION**

College Smoking & Vaping Policy



### 3.27 TRANSPORT

#### POLICY STATEMENT

The College is committed to ensuring so far as is reasonably practicable any employee who drives a College owned or hired vehicle on College business does so without risk to the health and safety of themselves and others.

The College will ensure that all drivers of College vehicles:

Have attained the age of 21 years.

Have under taken the internal driver course (Minibus only)

Register a current copy of their driving licence with the Minibus technician to confirm compliance.

The College will also ensure that:

Any employee who uses their own vehicle for use on College business registers a copy of their driving licence (licence check will be completed) and current insurance certificate (including business use) on an annual basis with Human Resources.

College employees who use their own vehicles for use on College business whether they claim expenses or not **must** ensure that:

Their vehicle insurance covers business use

The College will ensure that the policy is planned and reviewed in accordance with current and relevant standards and statutory provisions and that the College will provide the necessary information and training for all employees representing the College in such undertakings.

#### SCOPE

This policy applies to all College employees who may be required to drive vehicles on college business.

#### REFERENCES

Transport Act  
Road Traffic Act

#### DOCUMENTATION

College Driving Policy  
College Minibus Risk Assessment  
College Driving on College Business Risk Assessment

### **3.28 WASTE DISPOSAL**

#### **POLICY STATEMENT**

The College is committed to ensuring the health, safety and welfare of its employees, and others who may be affected by waste materials which result from its work. College policy is to arrange for the disposal of all waste products regularly, safely and in accordance with current environmental legislation.

Recycling and reuse initiatives will be taken where reasonably practicable in order to help protect the environment and make better use of resources.

All employees, learners, visitors and contractors are required to dispose of waste products in receptacles specifically provided for that purpose taking note of any segregation requirements.

#### **SCOPE**

This policy applies to all College employees, learners, visitors and contractors.

#### **REFERENCES**

Health and Safety at Work Act  
Environmental Protection Act  
Environment Act  
Hazardous Waste Regulations

#### **DOCUMENTATION**

College Environmental Policy

### **3.29 WORKING ALONE**

#### **POLICY STATEMENT**

The College will ensure, so far as is reasonably practicable, that employees who are required to work alone or unsupervised for significant periods of time are protected from risks to their health and safety. Measures will also be adopted to protect anyone else affected by lone working.

Lone working exposes employees to certain hazards. It is the College's intention to either eliminate the risks from the hazards or, where elimination is not possible, to reduce them to an acceptable level through the risk assessment process.

#### **SCOPE**

This policy applies to all College employees who are required to work alone.

#### **REFERENCES**

Health and Safety at Work Act  
Management of Health and Safety at Work Regulations

#### **DOCUMENTATION**

Lone Working Policy  
College Risk Assessment Form

### **3.30 WORK RELATED VIOLENCE AND AGGRESSION**

#### **POLICY STATEMENT**

The College is responsible for the provision of a safe and healthy working environment for its employees. The College recognises that it has an obligation to strive to eliminate the danger posed by threats of violence and aggression whilst at work.

The College will:

Endeavour to minimise the risk to employees by providing a safe and healthy working environment. Particular attention will be paid to reception areas.

Provide training for employees, who may have to face aggression, or confrontation whilst at work e.g. challenging behaviour

Not tolerate verbal or physical harassment of its employees, assaults upon employees or their property by learners, visitors or members of the public during or outside their working hours, which are a result of their employment by the College.

Record and investigate all incidents of violence at work and take any remedial action that may be necessary.

#### **SCOPE**

This policy applies to all College employees

#### **REFERENCES**

Health and Safety at Work Act  
Management of Health and Safety at Work Regulations

#### **DOCUMENTATION**

College Incident Report Form  
College Guidance on Avoiding Difficult Situations  
College Generic Classroom Risk Assessment  
Lone Working Policy  
College Stress and Mental Health and Wellbeing Policy

#### 4. DOCUMENT REVIEW INFORMATION

Policy Date:	4/12/23
Policy Reviewed by :	H & S Officer/Executive Director of Finance & Estates

Date of SLT Sign Off:	
Equality Impact Assessment Completed? Yes	
Equality Impact Assessment Date:	
Next Policy Review Date:	30/09/2024