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**Longley Park Sixth Form College**

# **Health & Safety Policy**

## **PART ONE**

### **General Statement by the Principal**

As the Principal of the college, I recognise that along with the Corporation of Longley Park Sixth Form College I am ultimately responsible for the Health and Safety of everyone who works for the college and for the effect our work may have on other people such as students, contractors and visitors.

It is therefore my policy to ensure that everyone who works and studies at Longley Park Sixth Form College is able to do so in a safe and healthy environment and that their activities are as free from risk to themselves and other people as possible. This Policy shows the organisation and sets out the arrangements I have made in order to achieve this and to comply with the Health and Safety at Work Act 1974 and all other relevant regulations. I will ensure, so far as is reasonably practicable, that:

- a. all plant and equipment is safe to use and that safe systems of work are devised and followed;
- b. there are proper arrangements for controlling risks to health in connection with the use, handling, storage and transport of articles and substances;
- c. everyone is given sufficient information and training at the right level to ensure their health and safety at work;
- d. your workplaces and the means of reaching them are maintained in a safe and healthy condition;
- e. your working environment (i.e. lighting, heating, air quality) is without risk and there are adequate facilities and arrangements for your welfare.

I will ensure that the Policy is reviewed and updated to take account of new knowledge and new legal requirements. It is my policy to bring those amendments to your attention and to make sure that you receive appropriate training.

I will do as much as is reasonably practicable to make sure these arrangements are adequate and working well and, in order to assist me in this, the college uses the services of appropriately qualified professional health and safety consultants.

It is, of course, vital to the success of this Policy that all the staff and students in the college play their part in maintaining a high standard of health and safety at all times. This includes taking care of themselves and others, following the agreed working procedures and reporting any hazards as soon as possible. For your own safety's sake and for the safety of others, please make sure you understand and follow the arrangements in this Policy.

SIGNED:

DATED:

**Mo Nisbet, Principal**

**8<sup>th</sup> December 2010**

## **POLICY AND OBJECTIVES**

This Policy shows the college's commitment to ensuring high standards of Health and Safety at work. We will, so far as is reasonably practicable, take all precautions to ensure the health and safety of people (employees, students, regular sub-contractors and others) who may be affected by the college's activities and will pay particular attention to the provision of:

- Safe plant, equipment and systems of work;
- Arrangements for the safe use, handling, storage and transport of articles, materials and substances;
- Sufficient information, instruction, training and supervision to enable all affected persons to contribute to their own Health and Safety and to avoid hazards;
- A safe and healthy working environment, which complies with all relevant health, safety and welfare legislation and standards;
- Safe places of work and safe access to and from it;
- Adequate welfare facilities;
- Arrangements for safety auditing, safety inspections and the reporting and investigation of accidents, incidents, occupational ill health and hazards;
- Arrangements for the effective planning, organisation, control monitoring and review of preventative and protective measures;
- Arrangements for suitable and sufficient risk assessments to be undertaken and for records to be kept and made available to the staff;
- Arrangements for adequate consultation with the staff over matters that affect their Health and Safety.

The College embraces the 'Safe Learner' concept promoted by the Learning & Skills Council, by actively encouraging the teaching of health and safety as an integral part of the learning process.

### **Review**

A Deputy/Vice-Principal or other College Management Team (CMT) member will monitor the effectiveness of this Policy on an annual basis in conjunction with the safety consultant and will update it regularly after the appropriate consultation with staff. Any amendments will be brought to the attention of all employees.

The Policy will be formally reviewed at least annually by the Governing Body led by the Principal and the link Health & Safety Governor.

## **PART TWO**

### **Structure for Safety**

#### **Organisation and Responsibilities**

##### **2.1 The Corporation**

2.1.1 The Corporation has overall responsibility for ensuring that the requirements of the Health and Safety at Work Act and statutory regulations are met within the college. Specifically, they will ensure in consultation with the Principal that:

- a. there is an effective Health and Safety Policy with a suitable management structure to ensure the health and safety of staff, students, visitors and contractors at all times.
- b. sufficient money and time is given to meeting the aims of the Health and Safety Policy and for staff to receive adequate training;
- c. reports from the staff on matters of health and safety are acted upon - including hazards, accidents, incidents and ill health and that the Principal positively encourages the reporting of such incidents;
- d. when services are bought in, the competence and Health and Safety standards of that firm are of a high quality and are monitored by the College;
- e. competent health, safety and welfare advice is available and used;
- f. suitable and sufficient risk assessments are undertaken to identify any measures required to reduce or eliminate risks;
- g. employees and students are informed and consulted on matters which affect their health and safety;
- h. all serious incidents, injuries and ill health are reported to the Health and Safety Executive (HSE) as required by the Reporting of Injuries, Diseases, Dangerous Occurrences Regulations (RIDDOR) 1995.
- i. the policy and procedures are monitored and annually audited to ensure that they are up to date and being followed and adopt recommendations for improvements.

2.1.2 The Corporation will receive a termly report from the principal and review the college's Health and Safety each year.

2.1.3 The Corporation will appoint a specific governor as their link Health and Safety governor. This governor will champion Health and Safety in the college. S/he will:

- Be invited to Safety Committee meetings and inspections.
- Receive copies of reports to CMT on H&S issues.

- Lead governor scrutiny and assessment in response to the health and safety report to the governing body.
- Ensure that s/he has enough knowledge of health and safety to deliver these responsibilities effectively.

2.1.4 The Corporation has appointed a Principal of the college. They have delegated to the Principal the day to day duty to ensure that the college is a safe and healthy place for work and study.

## 2.2 The Principal

2.2.1 The Principal as head of the paid staff has the delegated duty to ensure, on a day to day basis, that the requirements of the Health and Safety at Work Act and statutory regulations and codes of practice are met within the College. Specifically, s/he will ensure that:

- a. there is an effective policy, organisation and arrangements for health and safety at the college;
- b. sufficient money and time is given to meeting the aims of the general Policy and for staff to receive adequate training;
- c. a termly report is prepared and presented to the Corporation on health and safety performance. Also to seek approval for changes in the college safety policies;
- d. staff and students know and understand their own health and safety responsibilities;
- e. Health and safety matters are discussed at the weekly College Management Team (CMT) meetings;
- f. assigns appropriate Health and Safety duties to staff;
- g. appoints a senior manager to act as Safety Co-ordinator;
- h. s/he acts on reports from the managers, staff and safety representatives on matters of Health and Safety - including hazards, accidents, incidents and ill health and that s/he positively encourages the reporting of such incidents;
- i. when services are bought in, the competence and health and safety standards of that firm are of a high quality;
- j. competent health, safety and welfare advice is available, sought and used;
- k. suitable and sufficient risk assessments are undertaken to identify any measures required to reduce or eliminate risks and relevant control measures are in place;
- l. there is an effective safety committee, chaired by the Safety Co-ordinator, that meets at least termly, as a means of consulting with staff and students on health and safety matters;

m. there is adequate welfare provision and that the college premises is in a safe and healthy condition;

n. all statutory notices are displayed and all relevant Statutory Authorities are notified of the college's activities;

o. all accidents and incidents are recorded, investigated and reported to the relevant bodies. That serious incidents, injuries and ill health are reported to the HSE as required by the Reporting of Injuries, Diseases, Dangerous Occurrences Regulations (RIDDOR) 1995;

p. the Health and Safety Policy and arrangements are monitored/audited at least annually.

2.2.2 The Principal will be assisted in this duty by another member of CMT who is delegated further duties relating to health and safety.

2.2.3 S/he is further assisted by all CMT members and the Governors who meet regularly to discuss and be consulted on matters of Policy relating to health and safety and other matters.

2.2.4 The Principal has general duties (see 2.8) and Management Duties (see 2.5 and 2.6).

2.2.5 The Principal of the college will set a good example by personal application of the Policy and by actively promoting health and safety.

## **2.3 Safety Co-ordinator**

2.3.1 The Deputy Principal will have specific responsibility as the Safety Co-ordinator. S/he is delegated the duty to co-ordinate Health and Safety within the college and to deputise for the Principal in matters of health and safety in his/her absence. Specifically they are responsible for:

a. bringing this Policy to the attention of all staff and ensuring it is updated as necessary;

b. monitoring the effectiveness of this Policy and the safety performance of the college and reporting to the College Management Team at their weekly meetings;

c. ensuring the staff are consulted about anything that affects their health and safety;

d. ensuring that there are effective arrangements, planning, organisation, control and monitoring for safety within the college and that the preventative and protective measures are regularly reviewed and legal requirements met;

e. ensuring, with assistance from the manager responsible for staff development, that all employees are adequately trained in safety and are aware of their duties ;

f. ensuring, with assistance from the Estates & Operations Manager, that when new projects are being planned, appropriate health and safety standards/requirements are considered at the design stage;

- g. acting on reports from employees on matters of health and safety including hazards, accidents, incidents and ill health;
- h. ensuring that all serious incidents, injuries and ill health are reported to the Health and Safety Executive as required by the Reporting of Injuries, Diseases, Dangerous Occurrences Regulations (RIDDOR) 1995;
- i. advising staff in the college on routine matters of health and safety;
- j. ensuring that safety monitoring systems, safety policies, generic risk assessments, safe systems of work and guidance are developed by managers where required for their areas of the college;
- k. operate the college Off-Site Activity Procedure including reviewing the procedure annually and recommending any changes required to the Corporation, as well as reporting termly to CMT.
- l. ensuring that all new members of staff receive induction training before they start work and that they understand their responsibilities for health and safety;
- m. heading up the college's COSHH and Risk Assessment teams;
- n. ensuring that all first aid kits are maintained and items replaced when used;
- o. ensure that formal Safety Inspections take place on a termly basis ;
- p. maintaining, with assistance from the Estates & Operations Manager an inventory of electrical plant and equipment and ensuring that regular servicing and replacement takes place as necessary (including regular inspection of portable electrical equipment by a competent person);
- q. providing appropriate arrangements for a Health and Safety library;
- r. reviewing this Policy annually to take account of changes within the college and changes to legislation and reporting back to the Governors so that amendments can be made;
- s. presenting termly accident statistics at Management meetings;
- t. assisting the Workplace Coordinator;
- u. providing necessary internal training and workshops to staff in health and safety matters.

2.3.2 The Safety Co-ordinator will set a good example to others by personal application of the Policy, such as wearing the appropriate personal protective equipment and by actively promoting health and safety.

2.3.3 The Safety Co-ordinator is assisted in these duties by the College Safety Officer.

## 2.4 College Safety Officer - Estates & Operations Manager

2.4.1 The College Safety Officer has been delegated the duty to assist the Safety Co-ordinator in their duties and to advise the college day-to-day on health and safety matters. The post holder should hold the NEBOSH National General Certificate in Occupational Safety and Health. The Estates & Operations Manager will hold responsibility as Safety Officer. The responsibilities of the Safety Officer include:

- a. seeing that staff are consulted about anything which affects their health and safety;
- b. advising staff in the college on routine matters of Health and Safety;
- c. liaising with the college's Health and Safety consultant when necessary and providing health and safety advice and information to staff on a day-to-day basis;
- d. supporting managers in the development of safety monitoring systems, safety policies, generic risk assessments, safe systems of work and guidance in their areas of the college;
- e. operating the Risk Assessment arrangements set out in Section 3.7(f) and supporting the Risk Assessment Group;
- f. ensuring that all accidents, violence, dangerous occurrences/near misses and occupational ill health are reported to him/her and entered in the accident book. S/he will ensure that, when necessary, an investigation of the incident is carried out by a person competent to do so;
- g. acting on reports from employees on matters of health and safety including hazards, accidents, incidents and ill-health;
- h. operating and managing systems which enable staff and students to report all accidents, violence, dangerous occurrences/near misses and occupational ill health;
- i. reporting serious incidents, injuries and ill-health to the Health and Safety Executive as required by the Reporting of Injuries, Diseases, Dangerous Occurrences Regulations (RIDDOR) 1995;
- j. maintaining all first aid kits and replacing items when used;
- k. assisting with formal safety inspections (with the appropriate staff);
- l. maintaining a Health and Safety library.
- m. reviewing this Policy annually to take account of changes within the college and changes to legislation and amending it in conjunction with the Safety Co-ordinator;
- n. compiling termly accident statistics for the CMT meetings;
- o. providing Health and Safety induction for new staff;
- p. providing necessary internal training and workshops for staff on health and safety matters;

- q. maintain and monitor Fire and Evacuation procedures;
- r. keeping records of staff health issues including display screen test, asbestos, and injuries that may affect a persons health or ability to carry out work tasks.
- s. obtain information on the health status of new employees and advise management of any restrictions to their work including issues related to manual handling and hazardous substances.
- t. ensure appropriate risk assessments are undertaken for pregnant staff on formal notification of pregnancy to the college. S/he will liaise with managers to ensure control measures are put in place.
- u. assisting the Workplace Coordinator,

2.4.2 As well as these delegated duties, the Safety Officer will also comply with the employees duties in Section 2.8.

## **2.5 College Management Team**

2.5.1 All members of the College Management Team have the following responsibilities:-

- a. to support and advise the Principal and Safety Co-ordinator on Health and Safety issues within their areas of responsibility.
- b. to consult with staff on issues related to health and safety through regular meeting cycles.
- c. to monitor the implementation of the Policy within their areas and to support managers and staff to meet its requirements.
- d. to ensure that all staff in their areas are aware of and follow procedures for reporting accidents and incidents and to support the Safety Co-ordinator in taking follow-up action and investigation.
- e. to monitor arrangements for Risk Assessments in their area and to work with the Safety Co-ordinator to ensure that they are sufficient, valid and that control measures are operated.
- f. to set a good example by personal application of this Policy and by actively promoting health and safety.
- g. to follow the requirements set out in this Policy as an Employee (Section 2.6) and as a Manager (Section 2.8).
- h. to work with their staff to ensure that all areas of the college are maintained in a neat and tidy state.

2.5.2 Each member of CMT is also allocated specific areas of responsibility which will have, in many cases, health and safety aspects. The personnel responsible for each area may change configuration. An up to date list of CMT members for each area forms Appendix 1 of the Policy and is available on the college Intranet. These responsibilities are:

- a. College Safety Co-ordination (see Section 2.3).
- b. Staff Development Management: responsible for the preparation of an annual Staff Development Plan which shows how the health and safety training needs of the college will be met.
- c. Curriculum Management: responsible for co-ordinating the production and monitoring of Directorate Safety Policies and Safe Systems of Work with the Directors of Teaching & Learning.
- d. Management of the College Inventory and Asset Register: to be maintained as an up to date record of equipment held by the college and to ensure that new equipment purchased carries CE marking.
- e. Management of College Insurance: to ensure that insurance cover is in place and that any requirements arising from this are acted upon.
- f. Management of Reception: to ensure that all visitors are made aware of safety and evacuation procedures as they sign into college.
- g. Management of the Student Services Team: responsible for co-ordinating the production of Pastoral Safety Policies and Safe Systems of Work covering all areas of Pastoral, Student Services, Study Support and tutorial work.
- h. management of Off Site Activity: ensuring the effective operation of the college's Off Site Activity Policy.

## **2.6 Other Managers**

All managers in the college share responsibility for the effective application of this Policy. These responsibilities cover all Directors of Teaching & Learning (aided by their Deputies) and other staff with line management roles. These include the Estates & Operations Manager, Learning Resource Centre Manager, Lifelong Learning Manager, Network Manager, Finance Manager, Student Services Manager, Human Resources Manager, Learning Development Manager, College Information Systems Manager and Database Manager. Members of CMT also hold these responsibilities as line managers of staff.

### **2.6.1 These responsibilities are:-**

- a. to ensure that suitable and sufficient risk assessments are undertaken for all activities within their remit and that appropriate control measures are put in place.
- b. to understand the limits of their own competence and to ask for help from the Safety Co-ordinator or Safety Officer when needed.
- c. to write and implement safety policies and safe systems of work for their areas, in consultation with staff, when these are required.

- d. to undertake training and development activity which is aimed to keep them up to date with safety requirements and best practice in their area.
- e. to manage the delivery of the college's Staff Development Plan within their area to ensure that health and safety training needs of the college and individuals are met.
- f. to monitor equipment and accommodation within their area to ensure it is properly maintained and safe and to work with appropriate staff to deal with problems when they arise.
- g. to assist in the investigation of any accidents or incidents in their area.
- h. to work with the Safety Officer to check fire and evacuation procedures for their area.
- i. to set a good example for staff they manage by following procedures and policies.
- j. to consult with staff on health and safety issues through regular meeting cycles and to act on any issues thus raised.
- k. managers also have general duties as set out in 2.8.

### **2.6.2 Specific Responsibilities of Other Managers**

Some managers have more specific health and safety responsibilities in addition to the general duties set out in 2.6.1. For each relevant manager they are set out below.

### **2.6.3 Estates & Operations Manager**

The Estates & Operations Manager is responsible for providing support services to ensure that the premises and its equipment are efficiently maintained and kept in a safe condition. S/he therefore has the following specific health and safety duties:

- a. to understand the college Health and Safety Policy and ensure that it is followed in his/her area;
- b. to keep up-to-date with all current legislation on health and safety standards in premises management and industry best practice;
- c. to ensure the safety of all plant and equipment through a programme of planned maintenance and inspection and keep appropriate records;
- d. to ensure that all inspections and examinations required for insurance purposes are arranged at suitable intervals and records kept in accordance with the relevant regulations;
- e. to ensure that risk assessments are carried out for all maintenance and repair works and that there are suitable controls in place;
- f. to establish a list of competent contractors and set up and run a permit to work system;

- g. to draw up a schedule of maintenance, inspection and testing for all ventilation systems, hot and cold water supplies and heating systems;
- h. to ensure all such systems are maintained and tested in accordance with the schedule and records kept;
- i. to maintain a schedule (as part of the asset register) relating to lifting equipment covered by the Lifting Operations and Lifting Equipment Regulations 1998;
- j. to ensure all lifting equipment is regularly maintained, inspected and tested by a competent person in accordance with the schedule and records kept;
- k. to ensure that a written scheme of examination is drawn up by a competent person for all pressure systems within the college;
- l. to ensure that regular examination and maintenance takes place in accordance with the schedule and that records are kept in accordance with the regulations;
- m. to ensure adequate provision of fire fighting equipment, arrange for it to be regularly maintained and keep an up-to-date register showing the location, type of equipment and dates checked;
- n. to ensure through regular inspection that fire routes are kept clear, fire fighting equipment is in place and that combustible materials are stored away from sources of ignition;
- o. when designing new or altering premises or plant to take all current safety legislation and guidance fully into account ;
- p. to ensure that the premises is inspected daily, to identify any health and safety issues, and suitable remedial action taken or reported to the Safety Co-ordinator;
- q. to assist in the investigation of accidents relating to property team and implement remedial action as required;
- r. to produce area safety policies and codes of practice in consultation with staff.

## **2.7 Directors of Teaching & Learning**

Directors of Teaching & Learning have responsibilities for curriculum delivery and management of resources in their course areas. They have the following health and safety responsibilities:

- a. to understand the college Safety Policy and to lead course teams in its implementation for their area.
- b. to undertake sufficient Risk Assessments with their team to ensure that potential hazards in their area are properly assessed and managed.
- c. to work with the Safety Officer and Safety Co-ordinator and to seek their advice as required.

- d. to produce with their teams area Safety Policies and Safe Systems of Work when these are required.
- e. to monitor the safety of equipment and accommodation in their area and report problems to appropriate staff if they arise.
- f. to set a good example through proper application of safety policies and systems.
- g. Directors of Teaching & Learning also have general duties as set out in 2.8.

## **2.8 General Duties of Staff**

All employees have a duty to co-operate with the employer to enable him/her to fulfil

his/her obligations under the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and all other related legislation. All employees will, therefore:

- a. take all necessary steps to ensure the health and safety of themselves and other persons (including sub-contractors and the public) who may be affected by their acts or omissions;
- b. use equipment, substances and specified safety equipment as instructed and trained;
- c. read and understand the Policy and comply with statutory health, safety and welfare obligations;
- d. report to their manager or supervisor:
  - any work conditions or practices they consider unsafe or unhealthy,
  - any shortcomings in the safety arrangements,
  - any accidents, incidents, dangerous occurrences or health problems;
- e. not interfere with or misuse anything provided for them in the interests of health, safety and welfare;
- f. ensure appropriate safety guidance and information is provided to any visitor or sub-contractor for whom they are responsible;
- g. use any Personal Protective Equipment as required and maintain it in good working order;
- h. follow the college risk assessment procedures and college Off Site Activity Policy;
- i. set a good example to others by wearing personal protective equipment as they have been trained and by encouraging others to do the same.

2.8.1 Any breach of these requirements will be treated as a breach of contract and appropriate disciplinary action will be taken.

2.8.2 The taking of any reasonable action to safeguard the health, safety and welfare of themselves and others will not result in any form of disciplinary action.

## **2.9 Students' Duties**

2.9.1 All students have a duty to co-operate with the college to enable it to fulfil its obligations under the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and all other related regulations. All students will, therefore:

- a. take all necessary steps to ensure the health and safety of themselves and other persons who may be affected by their acts or omissions;
- b. use equipment, substances and specified safety equipment as instructed and trained;
- c. study and comply the student duties contained in the colleges student diary and those in faculty and subject policies.

## **2.10 External Health and Safety Consultants**

2.10.1 Longley Park Sixth Form College will retain the services of Health and Safety Consultants to advise the managers of the college, when asked, on all matters relating to health and safety including as required:

- Legal Requirements affecting health, safety and welfare
- Drafting of Policy and college guidance
- Prevention of injury, disease and damage
- Selection of new plant or equipment
- Advice on drawing up of Risk Assessments and safe working practices
- Provision, selection and use of personal protective equipment.

2.10.2 They should also be able to carry out or assist with the following if required:

- Site inspection and surveys
- Diagnostics/Auditing
- Investigation of accidents/incidents
- Liaising with the HSE
- Compliance with all current legislation
- Undertake or arrange suitable induction and other training for staff

## **PART THREE**

### **Arrangements**

#### **3.1 Safety Advice**

##### **3.1.1 Safety Officer**

(a) The Safety Officer holds the NEBOSH National Certificate in Occupational Safety and Health. S/he is competent to deal with general health and safety matters and will engage external consultants when the need for special expertise arises.

(b) S/he also maintains a staff library which is available to everyone and contains:

- this Policy;
- copies of guidance or ACOPs to all the regulations mentioned in this Policy;
- manufacturers Guidance and Data sheets;
- HSE guidance and leaflets.

##### **3.1.2 Safety Consultant**

So that we can ensure we have the best possible advice on health and safety matters the college has secured appropriate consultancy support and we will be kept up to date with new legislation and training opportunities through that service. The consultants can be contacted through the Safety Officer.

##### **3.1.3 The Enforcing Authority**

Further advice on health and safety matters may be obtained from:

The Health and Safety Executive  
Edgar Allen House  
241 Glossop Road  
Sheffield S10 2GW

Tel : 0114 291 2300

Fax: 0114 291 2379

#### **3.2 Information to Employees**

##### **Relevant legislation:**

Health and Safety at Work Act 1974  
Management of Health and Safety at Work Regulations 1999  
Provision of Information to Employees Regulations 1989  
Other relevant Regulations

(a) The College recognises the need to provide information to employees on matters that affect their health and safety.

(b) Some information is available as a matter of course and staff are encouraged to read and make use of the following:

- The Health and Safety Law poster (sited Reception, G40 and staff room on 3<sup>rd</sup> floor)
- The college Health and Safety library
- This Policy which is available to every member of staff (via Directors of Teaching & Learning).
- Risk Assessments are on the shared drive in read only format.

(c) Copies of this Policy and all other relevant policies and guidance will be given to staff for their own reference on request from the Safety Officer.

(d) Information will also be given to staff when:

- Induction
- They are being consulted about proposed changes that affect their Health and Safety;
- There are changes to working patterns or procedures;
- New equipment, plant or machinery is brought in;
- Risk assessments are undertaken and when they are completed;
- New legislation is brought in.

(e) Such information may be verbal, in written form, as part of a practical demonstration or as part of a training session.

### **3.3 Consultation with Staff**

#### **Relevant legislation:**

Safety Representative and Safety Committee Regulations 1977

(a) These regulations set out to ensure that employees are properly represented in the decision-making process where health and safety matters are concerned.

(b) Staff at the college are consulted via the Health and Safety Committee which meets at least termly (see terms of reference). Staff members are volunteer Representatives of Employer Safety (ROES). Staff will also be consulted at team meetings on matters relating to their Health and Safety and also through the general supervision process whenever new working arrangements affecting them are being planned.

(c) All meetings are consulted by CMT on relevant matters of policy. Managers will consult further with the workforce on matters which affect their health and safety and report back up to the CMT so that their views and concerns can be taken fully into account.

(d) Staff will be consulted about risk assessments and be involved in establishing the appropriate levels of protection.

(e) When major changes are proposed or when the changes may have an effect on everybody, then a staff meeting will be called so that the views of the staff can be sought and taken into account.

### **3.4 Monitoring and Review of Policy**

#### **Relevant legislation:**

Health and Safety at Work Act 1974 Section 2(3)

(a) The Safety Co-ordinator will review this Policy annually with advice as necessary from external consultants. S/he will take a report to the CMT which will comment on the effectiveness of the Policy and make recommendations for additions, amendments and developments.

(b) Staff will be appropriately consulted before any amendments are made.

(c) Any amendments to the Policy will be brought to the attention of all employees and training will be given where necessary.

(d) Accident and ill-health statistics are presented to the CMT Termly. This will help them to identify areas of concern and to introduce appropriate policy.

(e) Health and safety matters will be a standing item on the CMT agenda and safety consultants or members of staff will be invited to attend for this item as necessary. Faculties and other teams will likewise consider health and safety issues at all of their meetings.

(f) By encouraging a good flow of hazard, accident and ill-health reporting from the staff and establishing good communication channels we hope to develop an effective method of reviewing and formulating protective policy.

(g) A reporting calendar to show how the college will monitor and review this Policy is given as Appendix 2 to this Policy.

### **3.5 Training**

The need for training is included in all Health and Safety legislation as a means of preventing accidents at work.

(a) We see training as being crucial to safe working and prevention of injury at work.

(b) Employees will not be asked to do anything without receiving appropriate training, instruction or information.

(c) The Personnel Manager has the overview to construct a programme of Health & Safety training for the College. Records of all training will be held by Human Resources.

(d) The college has a basic standard of training for all employees which is a general awareness of health and safety appropriate to their position in the college and a good working understanding of the hazards relating to their specific job. The Safety Officer, and relevant supervisors, will ensure that this level is achieved and maintained with refresher training as necessary.

(e) It is recognised that some individuals will have specific training needs related to the tasks they undertake such as Radiation Supervisors, first aiders and nominated risk assessors. The

HR Manager will take this into account when drawing up the annual training programme.

(f) The college will pay for training providing that it is:

- appropriate to the need,
- in the interests of the college and in the interest of the health, safety and welfare of the individual.

(g) Staff are encouraged to bring to the attention of their Manager any training courses or training needs which they think might be appropriate.

(h) The Staff Development Manager must agree all training, and will allocate such resources as are necessary with CMT approval as required.

(i) The Staff Development Manager will provide the Safety Co-ordinator with termly reports on health and safety related training as part of the regular Health & Safety report to CMT.

### **3.5.1 Induction training**

All new employees will go through a process of induction training which will include the following health and safety topics, where appropriate:

- fire and emergency evacuation procedures (including fire prevention);
- the arrangements for First Aid;
- procedures for reporting, recording and investigating all accidents, dangerous occurrences, incidents of violence and occupational ill-health;
- procedure for reporting hazards and problems in safety arrangements;
- safe systems of work in manual handling;
- safe use of Display Screen Equipment and individual assessment (where applicable);
- provision of protective clothing and/or equipment;
- any other specific training relevant to their workplace;
- Sources of advice (including this document);
- Risk assessments.

The College Safety Officer is responsible for delivering Health and Safety training for college induction.

### **3.5.2 Specialised training**

Special training will be given for specialist roles/tasks such as:

- First Aid and Emergency Aid
- Health and Safety advice
- Management Safety awareness (Managers)
- Risk Assessment
- Use of plant and machinery
- DSE Users
- Manual Handling
- COSHH
- Radiation Protection Supervisors
- Sports Facilities

- Fire Wardens
- Evening Staff

### **3.6 Recruitment and Selection**

#### **3.6.1 General**

(a) The college will endeavour to give equality of opportunity to all applicants, will not discriminate on grounds of gender, race or physical ability and will award jobs on merit.

(b) It is recognised, however that the physical demands of some of our work is beyond the capabilities of some people, and we feel it is in the best interests of the applicant and their prospective colleagues to attempt to assess their fitness to carry out the work safely.

(c) Since each individual is different it would be discriminatory to draw up a list of conditions which might be thought undesirable.

(d) Where health and safety issues may impinge on an appointment decision advice will be sought from an appropriate person such as an Occupational Health doctor. Each case will be considered on its merits.

(e) Each applicant will be required to complete a health questionnaire and will be asked to volunteer information relevant to the job.

(f) If a condition develops or becomes clear after the appointment then the same assessment will be carried out and the same equality of opportunity will be given.

(g) In all cases, the employee or applicant will be involved in the decision-making process as they are usually in the best position to understand their own capabilities.

(h) Each suitable applicant will be interviewed and the importance of Health and Safety within the college will be stressed.

(I) Information will be given about our policy provision and questions will be invited.

(j) New employees will be given induction training as set out in section 3.5.1.

(k) All applicants will be vetted through enhanced Disclosure (the new government agency operating police checks) to ensure that employees do not pose a risk to colleagues or students.

#### **3.6.2 Young Persons**

(a) We recognise that extra care must be taken when employing young and inexperienced people. They may have special training needs and will require extra supervision and control.

(b) Special risk assessments will be undertaken to establish what extra control measures are necessary where the young person is involved.

(c) No person under the age of 18 is allowed to operate any mechanical plant unless being trained under the close supervision of a competent person.

### 3.7 Risk Assessments

#### Relevant legislation:

The Management of Health and Safety at Work Regulations 1999

(a) Regulation 3 of this legislation require suitable and sufficient risk assessments to be carried out for all tasks undertaken in the college and for all significant risks to be identified and controlled.

(b) It is important to understand the difference between HAZARD and RISK. **A HAZARD** is “something which could cause harm” and a **RISK** is “the likelihood, high or low, that someone will be injured by the hazard”.

(c) An assessment of risk is a careful examination of what could cause harm to people in the working environment so that managers can assess whether they have taken enough precautions to prevent harm.

(d) It is the responsibility of all staff to report hazards so that appropriate actions including Risk Assessment can be undertaken. Hazards can be reported to your manager, the Safety Officer or Co-ordinator or to other relevant staff such as the Estates & Operations Manager or Director of Teaching & Learning.

(e) Many of the potential hazards at college are of a generic nature in that similar or repeated operations and hazards occur many times. These can often be managed by having safety measures which apply to all similar situations. Other potential hazards are more individual and will require specific control measures.

(f) The following procedure for Risk Assessment will therefore be adopted:

- The College Safety Officer and staff from across all areas of the college have been trained to carry out Risk Assessments.
- Each Directorate or other team will develop an annual Risk Assessment schedule to identify a programme of assessments to be undertaken. These should be passed to the Safety Officer for coordinating.
- Unplanned or unforeseen events can be added to this programme.
- Managers and staff have the responsibility to undertake Risk Assessments for their areas as set out in the duties described in Section 2 of the Health and Safety Policy. A rolling training programme for Risk Assessment will be provided.
- The college has established a Risk Assessment Group. This brings together a team of trained Risk Assessors from the five directorates and the non-teaching staff. This group will review and monitor the Risk Assessment Schedule and individual Risk Assessments. They will maintain a bank of generic Risk Assessments covering many common hazards and controls which are available to all college managers.
- Staff concerned about their Risk Assessments can refer them to the Risk Assessment Group or directly to the Safety Officer if they are urgent.

- First Aid, Fire, Asbestos and similar “Cross-college” Risk Assessments will be undertaken by the Safety Officer and the Safety Co-ordinator.
- As each Faculty or other team completes Risk Assessments they should be passed to the Safety Officer. S/he will either confirm the control measures identified or obtain further advice from the Risk Assessment Group or external consultants.
- Directors of Teaching & Learning and other team leaders should ensure that all Risk Assessments in the annual schedule for their area are completed and that control measures thus identified are put in place.
- Control measures will often identify the need for Area Safety Policies or Safe Systems of Work. The responsibility for development of these is set out under the management responsibilities in Section 2.

### **3.8 Accident/Incident Procedures**

3.8.1 It is vitally important that everyone in the college report every incident, however slight, involving themselves or others so that future injuries may be prevented.

#### **3.8.2 Definition of an Incident/Accident/Near Miss**

“Incident” means anything that interrupts your work and causes a problem or an injury and includes accidents, violent or aggressive behaviour, dangerous occurrences/near misses and occupational ill health.

#### **3.8.3 Reporting an Incident/Accident/Near Miss**

(a) There are Accident/Incident forms in Reception. They are also available in the following locations:

Security, Student Services and First Aid Room.

(b) The Accident/Incident forms will be replaced by the Safety Officer when necessary.

(c) Details of all incidents/accidents and “near misses” should be entered in the accident/incident database by the person to whom the accident is reported (usually the supervisor), although anyone can complete an accident/incident form.

(d) Significant incidents must reported directly to the Safety Officer or the Safety Co-ordinator in his/her absence so that s/he can decide what action should be taken.

#### **3.8.4 Accidents involving vehicles**

These should be reported to the Estates & Operations Manager as well as being reported to the Safety Officer as a vehicle accident.

#### **3.8.5 Accidents involving travelling staff**

(a) Travelling staff must record all accidents which occur when they are away from the college and must ensure the details are entered onto an accident/incident form as soon as possible.

(b) As before, significant incidents must reported directly to the Safety Officer so that s/he can decide what action should be taken.

### **3.8.6 Accident Investigation**

- (a) An accident is “an unplanned event”. However, this does not mean that it could not have been anticipated and therefore prevented.
- (b) All accidents are made up of a sequence of causes and the last thing in the sequence is usually the cause of an injury or damage to property.
- (c) The purpose of an investigation is to find out the underlying cause of the accident so improvements can be made and future accidents prevented.
- (d) All accidents, serious incidents, or near misses with potentially serious consequences will be investigated by a person competent to do so. Usually the supervisor is in the best position to do this – especially when the incident is minor.
- (e) Some action must be taken immediately following an incident to prevent it happening again. Do not wait for the investigation to take place before taking this remedial action, the important thing is to prevent injury.
- (f) Investigations will take place as soon after the incident as possible and will involve the following people:
- A competent investigator (someone with enough training, expertise and understanding of the factors involved – this may be the line manager, College Safety Officer or other person).
  - The injured person (if practical).
  - Anyone who witnessed, or was involved in, the incident.
  - Other competent or expert advisors.
- (g) An Incident Investigation Report will be completed and signed by the investigator and filed by the College Safety Officer.
- (h) The College Safety Officer is responsible for arranging the investigation, making sure that the findings are recorded and acted upon and for co-operating with the other parties to prevent a re-occurrence.
- (i) The College Safety Officer checks the accident/incident database on a monthly basis in conjunction with the Health & Safety Committee.

### **3.8.7 RIDDOR (Reporting to the Health and Safety Executive under RIDDOR '95)**

#### **Relevant legislation:**

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.

- (a) RIDDOR requires certain serious incidents to be reported to the Health and Safety Executive (HSE) within specified timescales. Failure to do so could result in a criminal prosecution.

(b) The College Safety Officer will be responsible for reporting all such incidents to the HSE. S/he must therefore be told about all incidents as soon as possible.

(c) Any accident or incident that is reportable under RIDDOR will also be reported to the Learning & Skills Council using form F2508. The College will establish a management system to ensure that all accidents/incidents are reviewed with a suitable timeframe to fulfil legislative and contractual requirements.

### **3.8.8 Reporting to the Department of Social Security**

In the event of an industrial accident or work-related ill-health employees will be provided with form B.I 95 in order to report it to the DSS, as required under the Claims and Payments Regulations 1979 (as amended).

### **3.9 Safe Systems of Work**

#### **Relevant legislation:**

Health and Safety at Work Act 1974 Sections 2(1) and 2(2)a

(a) A safe system of work is a laid down and considered method of working.

(b) It takes account of the hazards of the job and the people who may be affected by them.

(c) It requires forethought, planning and careful supervision as opposed to relying on the employee to use their common sense.

(d) A safe system of work requires adequate training and instruction and the selection of suitable plant and equipment

(e) Staff must co-operate with their employer and follow safe systems of work wherever they apply.

(f) Staff must also tell their manager whenever a safe system of work becomes out-of-date or unworkable for any reason so that amendments and/or changes can be made.

(g) Directors of Teaching & Learning and other managers will ensure that all works are covered by safe systems of work. They will ensure that staff are consulted about them and will ensure that they are brought to the attention of relevant staff.

### **3.10 Permits-To-Work**

#### **Relevant legislation:**

Confined Spaces Regulations  
Electricity at Work Regulations  
Gas Regulations  
Asbestos at Work Regulations

(a) Some of the tasks we undertake have a foreseeably high hazard content e.g.

- Working with electricity
- Working in confined spaces
- Working on asbestos (note: there is no asbestos in the college buildings)
- Maintenance.

(b) In these cases it is essential that risk assessments be carried out by the Estates & Operations Manager, supervisor and employee to determine the extent of the hazards and the specific controls that will need to be taken.

(c) Permits-to-work will be drawn up by the Estates & Operations Manager and used as a method of avoiding the risk of injury.

(d) They will be issued by the Estates & Operations Manager or in his/her absence the Facilities Technician and operated by the appropriate manager.

(e) The permit-to-work should identify:

- Who is to do the work
- When it is to be done
- The time span
- The specific work to be undertaken
- The precautions to be taken.

(f) The appropriate manager will ensure that all steps have been taken to ensure safe working.

(g) Contractors will provide their own lock-off padlock.

(h) When the work has been completed, the appropriate manager will check that it is safe to return the work environment back to its normal use and sign the permit off.

(i) S/he will give the signed-off permit to the Estates & Operations Manager who will file it in his/her office in the PTW box file.

### **3.11 First Aid**

#### **Relevant legislation:**

##### First Aid at Work Regulations

The college policy is to ensure that there is first aid cover at all times that the college is occupied and is provided by Student Services and Security. The college will also ensure that there is appropriate first aid cover for all of its off-site activities.

The Safety Officer has carried out an assessment of need for first aid provision within the college. Details of up to date cover requirements are available from reception.

First aid activities are co-ordinated by the Estates & Operations Manager as Safety Officer. S/he will review first aid measures taken after incidents and arrange for additional short refresher training sessions.

### **3.12 Staff Welfare**

#### **Relevant legislation:**

Health, Safety and Welfare Regulations

#### **3.12.1 Facilities in the College**

The following facilities have been provided for the comfort of staff working in the college:

Female and male toilets  
Hot and cold running water  
Drinking water  
Hand washing facilities  
Food storage area  
Comfortable seating – for rest periods.

### **3.13 Fire Precautions**

#### **Relevant legislation:**

Fire Precautions Act  
Workplace (Fire Precautions) Regulations

3.13.1 Staff at the college will be trained in fire precautions and are encouraged to monitor their working environment regularly for potential fire hazards.

3.13.2 The college will hold emergency evacuation drills as often as required to satisfy the Principal that the buildings can be swiftly cleared and at least twice per year.

3.13.3 Staff with particular responsibilities regarding Fire Precautions have the following duties:

a. Safety Officer:

- maintains a Fire Book with records of all drills and incidents;
- manages drills;
- undertakes a Fire Risk Assessment and arranges regular assessments to keep this up to date.

b. Estates & Operations Manager:

- ensuring that s/he, or a member of his/her staff tests the fire alarms once per week;
- inspects the premises regularly to ensure escape routes are clear and hazards are identified and dealt with;
- maintains emergency lighting and evacuation signs.

c. Fire Wardens:

Fire Wardens and deputies will be appointed for each area of the college. Their responsibilities are to sweep through their area of the building when the alarm sounds

and to report to the Nominated Fire Officer. All Fire Wardens and deputies will receive regular training by the Safety Officer.

d. Nominated Fire Officer:

- co-ordinates the Fire Wardens during the drill/incident;
- liaison with the Fire Brigade.
- closing the drill or incident to re-open the college or closing the college if appropriate.

### **3.13.4 Evacuation Procedures**

These are set out in the Student Diary and on noticeboards.

- (a) Raise the alarm by breaking the glass of the nearest firepoint.
- (b) Turn your back on the fire and escape to safety.
- (c) Do not stop to take personal belongings.
- (d) Evacuate the building using the nearest exit.
- (e) Report to the assembly point.
- (f) Do not re-enter the building until the Fire Brigade tells you it is safe.

### **3.13.5 Tackling the Fire**

You should not attempt to tackle a fire unless you have been trained. Do not take personal risks. If you have been trained:

- use an appropriate fire extinguisher as you have been shown.
- make sure you have an escape route.
- Do not put yourself at risk.

## **3.14 Maintenance of plant and equipment**

### **Relevant legislation:**

Provision and Use of Work Equipment Regulations (PUWER)  
Lifting Operations and Lifting Equipment Regulations (LOLER)

(a) These regulations require the employer to have:

- safe and well maintained equipment
- adequate training
- records of both the above
- accurate documentation relating to the safety of the equipment.

(b) We will ensure that all the equipment we use is safe and fit for the purpose and guarded to the highest standard. Where this is not practicable, suitable alternative provisions will be made to ensure the health and safety of the staff using it.

(c) The budget-holder will ensure that all equipment bought conforms to the BSEN and CE markings is maintained to the highest possible level.

(d) The Finance Team will notify the Estates & Operations Team when they receive an order for the purchase of electrical equipment. When new equipment is purchased the hazard/product data sheet is obtained and, in the case of electrical goods the in-house PAT tester will test and inspect all new equipment before putting it into service. Where necessary staff using the equipment will be trained how to use and maintain it properly and told about any specific hazards.

(e) Any personal equipment can only be used in college after PAT testing. The in-house PAT tester must agree a programme of inspection for such equipment.

(f) The Estates & Operations Manager is responsible for ensuring that all lifting equipment is regularly maintained and tested as required by the regulations.

(g) The Estates & Operations Manager maintains an inventory of plant and equipment for the college which is kept in the fire safe with the exception of portable electrics. This part of the inventory is kept by the Facilities Technician in his/her office.

(h) Equipment which has been recognised as unsafe pending disposal or repair must be secured in a way which renders it safe and inoperable. If portable, it should be handed to caretaking staff for storage. If it is a fixed appliance it should be clearly labelled and locked-off in an appropriate manner by the Safety Officer.

(i) The Network Manager and Estates & Operations Manager will ensure that the college complies with all statutory duties in relation to the disposal of hazardous waste.

### **3.14.1 Portable Electrics**

#### **Relevant legislation:**

Electricity at Work Regulations 1989

(a) The Electricity at Work Regulations require portable electrics to be checked as often as is necessary.

(b) It is our policy to ensure a good level of daily inspection supported by regular checks by a qualified electrician.

(c) Everyone has a duty to inspect the equipment they are using each time they use it, whether it belongs to them or the college.

(d) Portable electrics are P.A.T. tested by the in-house PAT tester. The Safety Officer is responsible for ensuring that records are kept up-to-date. Testing is carried out in accordance with the recommended guidelines set out in the Approved Code of Practice (ACOP). The majority of PAT testing will be conducted during the main holiday period between July and September annually.

(e) Any defective equipment will be taken out of service. It is your duty to report any equipment you believe to be defective to the in-house PAT tester.

### **3.14.2 Hiring equipment**

(a) When plant or equipment is hired in, it is visually inspected and the test sticker is checked.

(b) Staff using hired equipment will be given appropriate training or instruction in its use.

### **3.14.3 Record keeping**

(a) The Finance Manager maintains an asset register which contains all major plant and equipment owned by the college and this is updated every time a piece of equipment or plant is bought or de-commissioned. S/he checks the register regularly to identify any items where there are special insurance related requirements.

(b) Records of maintenance of plant and equipment are kept by the relevant manager.

(c) The Safety Officer maintains records of all portable electrical equipment.

### **3.15 Computers/Display Screen Equipment (DSE)**

#### **Relevant legislation:**

Health and Safety (Display Screen Equipment) Regulations

Display Screen Equipment can cause health problems when used over prolonged periods.

(a) The regulations have been introduced to attempt to prevent these problems by requiring employers to:

- assess the risks of ill health due to poor design or lack of awareness;
- ensure their staff understand the risks and how to prevent them;
- provide comfortable and adjustable furniture and equipment to enable them to do this.

(b) Anyone who regularly uses a computer for long periods of static use with little flexibility in working arrangements will be treated as a “user” as defined by the Health and Safety (Display Screen Equipment) Regulations 1992.

(c) All users will be trained to understand possible health problems and how to avoid them.

(d) They will be shown how to adjust their own workstation and encouraged to watch for and comment on bad practices and posture in colleagues.

(e) If anyone notices any physical problems such as eye-strain, headaches or aches and pains in upper limbs, they should report it at once to their manager or to the College Safety Officer who will take appropriate action.

(f) The Safety Officer will carry out formal DSE Assessments for all new workstations and for individual workstations whenever a new member of staff is employed. These will be carried out using a software driven system. Any concerns identified by staff will be handled by the individual’s line manager, IT Network staff or the Safety Officer.

(g) The IT Network staff will ensure the correct installation of all IT equipment.

(h) Chairs and workstations will be adjustable and have sufficient space for the user to work in comfort.

(i) Regular screen breaks are encouraged (at least every one hour) and staff should break up the screen work with activities involving more movement.

### **3.15.1 Eye Tests**

(a) All designated VDU users should have their eyes tested regularly (every two years) by a registered optician. New employees are given the option of having their eyes tested before they start work with costs met by the College. The College will pay for the VDU part of the test up to a maximum of £18.

(b) The college considers any member of staff whose job requires long periods of static VDU use, with little flexibility in working arrangements, as a VDU user.

(c) If anyone is prescribed eye-correction specifically for computer use the college will pay reasonable costs for eye correction up to a maximum agreed by CMT (currently £39).

(d) In order to claim staff should speak to their manager who will obtain authority from the Safety Officer in suitable cases.

### **3.16 COSHH (Substances Hazardous to Health)**

#### **Relevant legislation:**

#### Control of Substances Hazardous to Health Regulations

(a) Any substance whether liquid, gas, fume or solid has the potential to cause you harm if it finds a way inside or onto your body in sufficient quantities.

(b) Some substances are defined in law as being harmful. Some of these have their own set of regulations – Asbestos and Lead for example. The others are governed by the COSHH Regulations.

(c) Substances covered by the COSHH Regulations include:

- Chemicals
- Products
- Dust
- Biological hazards

(d) The regulations say that whenever people are working with or near these harmful substances, a detailed risk assessment must be carried out in order to reduce the risk of harm to the lowest possible level. The College Safety Officer will do this in conjunction with the COSHH Assessment Team (See Policy). (For departmental arrangements see area policies).

(e) Staff must not carry out any work involving harmful substances and/or products unless they have been trained in the preventative and protective measures determined by the risk assessment.

(f) Where appropriate, air monitoring and medical surveillance of employees, including biological tests, will be used to check the effectiveness of the control measures.

(g) When control measures are being introduced we will make every effort to prevent exposure by eliminating the substance or by controlling the work process. Only in the last resort will the use of respiratory protective equipment or clothing be considered.

(h) Good hygiene standards provide effective protection against many hazardous substances. We will provide the means to wash your hands and will ensure that you are able to eat and drink away from affected areas.

(i) Staff must ensure that they follow the safe working practice, use the facilities provided, follow good hygiene rules and wear the designated protective clothing and equipment.

(j) Learn to recognise the hazard warning signs or labels which tell you about the type of danger. They should tell you if a substance is poisonous, easily set on fire, or can cause burns.

### **3.16.1 Smoking**

Smoking is only permitted in designated areas outside the buildings.

### **3.17 Manual handling**

#### **Relevant legislation:**

Health and Safety (Manual Handling) Regulations

(a) Manual handling is the use of human effort to move any object.

(b) It is the policy of the college to eliminate manual handling tasks so far as is reasonably practicable. Where this is not practicable, tasks will be mechanised wherever possible.

(c) For any remaining tasks the college will ensure that no employee is required to lift or move anything that is too heavy for them. The Safety Officer will provide suitable training for staff.

(d) Area policy statements will identify the specific arrangements for risk assessments and the provision of safe systems of work for Manual Handling.

#### **3.17.1 Risk Assessment**

(a) The Safety Co-ordinator is responsible for ensuring all tasks involving manual handling are assessed and suitable control measures introduced and enforced in order to eliminate or minimise the risk. This will include a safe working practice that will be filed with the assessment.

(b) The following main areas of manual handling have been identified and assessed as part of our risk assessment process:

- Deliveries and storage
- Cleaning
- Library

(c) Records of the assessments are kept in the Safety Officer's office and are available to all employees on request.

### **3.17.2 The Load**

It is our policy to request weights of stock items to be kept where possible below 25 kilos.

### **3.17.3 The Environment**

In our premises we will ensure that traffic routes are kept clear and surfaces are sound and kept free from spillage.

### **3.17.4 The Person**

(a) All manual handling assessments will take into account the capabilities of the individual, and no one will be asked to lift or move anything that is too heavy for them.

(b) All staff involved in manual handling will be trained to prevent injury to themselves. The Safety Officer arranges this training for the college and will keep a record of all such training.

(c) It is essential that staff take heed of their training and follow their training and the guidance.

(d) It is also necessary for staff to report to their Manager any condition which might prevent them from undertaking manual handling tasks safely. They must also report any injury that may be related to handling at work.

## **3.18 Driving and Transport**

### **3.18.1 Minibus Drivers**

(a) All drivers will hold a category D1 on their driving licence before being allowed to drive the minibus. All drivers must have held their licence before 1<sup>st</sup> January 1997.

(b) All drivers must, as far as is practicable, establish and maintain to the satisfaction of the college, that they are reliable and able to drive safely. All drivers will be at least 25 years of age and no older than 65.

(c) The Safety Officer will maintain an up to date register of authorised drivers, and monitor the need for driver assessments, see (d) below.

(d) The Safety Officer will monitor driver compliance with regulations and will alert the staff and the Safety Co-ordinator to unsafe practices. Driver assessments will be undertaken as required and at least every three years.

(e) The college may withdraw authorisation on the recommendation of the Safety Officer or in the light of other evidence such as conviction for driving related offences.

(f) Under no circumstances should drivers:

- use mobile telephones whilst driving;
- smoke or eat whilst driving;
- consume any alcohol in the six hours prior to using the bus.

(g) All drivers must have undergone an enhanced disclosure before being allowed to drive the minibus on their own with students. This ruling will also apply to agency staff temporarily employed for driving duties unless they are escorted by a full-time employee of the college.

### **3.18.2 Checks and Maintenance**

All drivers will undertake the following checks on the minibus before use:

#### **Daily:**

- Tyre pressures correct
- Tyres not damaged (e.g. cuts/nails)
- Horn working
- Brakes operate efficiently
- Lights working
- Fluid levels correct
- Batteries charged

The Estates & Operations Manager will ensure that all minibuses are maintained regularly in accordance with the manufacturers instructions.

### **3.19 Noise and Vibration**

#### **Relevant legislation:**

Noise at Work Regulations 1989

(a) Noise at work can be harmful to the individual and a nuisance to others in the working environment as well as those living in the surrounding area.

(b) It is our policy to adopt the standards of the Regulations and to reduce noise to the lowest practicable level.

(c) Most of the work that we do will not expose employees to levels of noise over the working day which exceed 80dB(A) – the first “action level” in the regulations.

(d) The College Safety Officer will ensure that, where necessary, noise risk assessments are undertaken and that, where noise exceeds 80dB(A), it will be reduced using the following hierarchy of controls:

- reduce at source
- engineering controls
- isolation/reduced time exposure.
- All this will be done before considering the use of personal hearing protection.

(e) Area policies will identify action to be taken in noisy areas. Staff will be provided with relevant information on any noise or vibration assessments.

(f) If hearing protection is the only means of preventing hearing damage, then the type of protection chosen must be suitable for:

- The environment
- The individual
- Use with other PPE (if applicable).

(g) Where it is deemed necessary to provide hearing protection, staff will be trained how to use it effectively and instructed in the likely risks if it is not worn.

(h) If you do not wear hearing protection when you are supposed to, you will be in breach of your contract of employment and are subject to disciplinary action.

(i) Records of all risk assessments will be held in the Safety Officer's office and are available for all to see.

(j) Individuals at risk will be given a personal copy of any noise assessment relating to them.

(k) Contractors will ensure that the noise created by their activities is kept to the lowest possible level and that they comply with the regulations.

(l) Nuisance noise must be controlled and must not exceed acceptable and/or locally specified rules or conditions.

### **3.20 Tendering procedures/Letting contracts**

#### **Relevant legislation:**

Construction, Design Management Regulations 1994

(a) From time-to-time it will be necessary to contract outside companies to undertake work at our sites. The Estates & Operations Manager or Safety Officer will be responsible for letting and monitoring these contracts and ensuring that the requirements of the CDM and other relevant regulations are met.

(b) We recognise that the pre-tender stage of any contract is the time when health and safety issues must be considered so that they can be taken fully into account at later stages. The Safety Officer will therefore be consulted whenever tenders are being prepared.

(c) Because we attach such importance to health and safety performance we will not necessarily award contracts to the lowest priced bid. The college would need to demonstrate adequately that they were able to carry out the work to a high standard of safety at that price.

(d) The Estates & Operations Manager must supply all contractors with information on evacuation and other relevant college procedures and these should be followed by all contractors.

### **3.21 Competence of others**

(a) Whenever it is necessary to buy in services, we must do all that is reasonably practicable to assure ourselves that contractors are competent and that they have the same high standards of health and safety as those of Longley Park Sixth Form College.

(b) In order to do this, the following will be taken into account:

- suitability of their safety policy
- name of their safety advisor
- examples of previous method statements and risk assessments
- previous experience and range of customers
- membership of recognised professional and trade bodies.

(c) In the case of hire firms including buses, coaches, maintenance records kept under the Provision and Use of Work Equipment Regulations and LOLER will also be checked and documentary evidence of safe condition required. The Safety Officer will be responsible for this and maintain a register of monitored firms to be used by other staff.

(d) When we hire equipment and plant, the Estates & Operations Manager will mainly be responsible for this.

(e) When we hire Agency staff, the HR Manager will be responsible for ensuring the agency staff are competent regarding any Health and Safety related to their work and where necessary seek assurance that enhanced disclosures have been obtained by the employing agency.

### **3.22 Control of visitors/intruders**

(a) All visitors will be signed into the visitor's book in reception.

(b) All visitors to the college are given information outlining our health and safety arrangements and are encouraged to read it and ask questions.

(c) All visitors will be assigned to a member of the college staff and that person will be responsible for informing their charge of any rules, procedures or requirements made in the interests of health and safety.

(d) Although not employees, visitors nevertheless have a duty to take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions. They must carry out all instructions and safety rules and follow practices designed in the interest of health and safety.

(e) They should report any conditions and practices that they consider unsafe to the staff at the office, and staff have a duty to ensure adequate safety information is provided.

(f) Any non-authorised visitors will either be requested to leave or be informed and given access to the college visitor procedure.

### **3.23 Housekeeping**

(a) This refers to the general cleanliness, tidiness and storage of items and is vitally important wherever you are working.

(b) All classrooms, offices and other areas should be tidied with materials and equipment properly stored.

(c) Bad housekeeping can cause serious injuries through slips, trips and falls . It can also present a fire problem if combustible material is left lying around and if fire escape routes are blocked.

(d) It is our policy to encourage everyone to take responsibility for their own working environment and to tidy up after themselves – and others if necessary.

(e) The Network Manager will be responsible for ensuring that all PCs and other IT equipment is switched off at the end of the working day. Likewise, the Estates & Operations Manager will be responsible for ensuring that all lights and other non-IT electrical items are switched of to reduce the level of energy consumption and wastage during low/non occupancy.

### **3.24 Personal Protective Equipment (PPE)**

#### **Relevant legislation:**

Personal Protective Equipment at Work Regulations 1992

(a) We will make sure you are given suitable PPE where a risk assessment shows that the risk cannot be controlled by any other means, i.e. by stopping the practice altogether or by substituting a less hazardous alternative.

(b) Where PPE is thought necessary, the college will provide all items free of charge and will replace them free of charge - providing they have not been misused or mistreated.

(c) Staff must take care of their PPE and keep it in good condition. They must also make sure they wear it if they have been trained or told to do so.

(d) Anyone who refuses to do so may be disciplined and will not be allowed to carry out the task without it.

### **3.25 Educational Visits (Off-Site Activity)**

Whenever staff are involved in managing any activity away from the main college premises the Off-Site Activity Policy must be followed. Details of the policy are available from the Safety Co-ordinator. The policy aims to reflect best practice and guidance from the Department for Education and Skills. It is regularly reviewed and updated.

### **3.26 Work Placements**

3.26.1 The Workplacement Coordinator (WPC) will be responsible for ensuring that all work placements are managed effectively and that the risk to students or other members of the public through the activity of placements is reduced to an acceptable level. The WPC will ensure that all reasonable steps are taken to highlight risks with placement supervisors or managers and only allow students to proceed/continue on placement visits if there are suitable and sufficient risk assessments in place and adequate controls in place to manage the risks.

3.26.2 The WPC will be responsible for arranging visits and the inspection of placements prior to and during placements, recording evidence that the placement is suitable and safe for students to undergo work activity. The college system will comply with the Learning and Skills recommended guidelines. Where necessary the WPC will seek support or assistance from either the Director for Sports or the

Safety Officer if he/she is any doubt as to the safety of students or others as a result of the work activity being carried out.

3.26.3 The WPC will undertake any necessary training to ensure that they can continue to demonstrate competency in this area and stay abreast with current legislative and contractual arrangements.

## **PART FOUR**

### **4.1 Environmental Statement**

It is the policy of this college to ensure that its work and processes do not contribute to environmental pollution. We recognise that effective management of our environment makes us a responsible part of our community and is efficient use of our resources. We will comply with the requirements of the Environmental Protection Act and all relevant regulations.

We will encourage staff to avoid harming the environment and by making them aware of the environmental initiatives that the College participates in.

When disposal is necessary we will ensure that waste is stored safely and disposed of by licensed carriers, having satisfied ourselves that they will be disposing of it appropriately.

We will take steps to ensure that accidental spillage is controlled in accordance with advice from the manufacturer and the Environment Agency.

When purchasing new plant, transport and equipment we will take into account their energy efficient properties.

We will endeavour to minimise emissions to the atmosphere when working and will minimise the amount of waste generated by re-using or recycling as much as possible before resorting to disposal.

We will ensure that all plant, transport and equipment is regularly maintained so as to minimise pollution.

We are aware of how our activities may impact upon the environment and will seek to minimise adverse effects by means of the best available techniques, not entailing excessive cost, through a policy of continual improvement at the workplace, control of pollution and care for the local environment.

The college will aim to fully develop a Green Travel Plan that will be made available to all college users.

This Policy will be reviewed annually in December of each year.

Mo Nisbet  
Principal

Doug Liversidge CBE  
Chair of Governors

## APPENDICES

Appendices are subject to change by the College Management Team without referral to the Corporation so long as they do not represent a change to policy.

### APPENDIX 1

<b>Responsibility</b>	<b>CMT Member</b>	<b>Manager</b>
Safety Co-ordination		
Staff Development Management	Paul Ashdown	Personnel Manager
Management of the College Inventory and Asset Register	Trevor Wray	Finance Manager
Management of College Insurance	Trevor Wray	Finance Manager
Management of Reception	Mo Nisbet	Estates & Operations Manager
Management of the Student Services Team	Trevor Wray	Student Services Manager
Management of Off-Site Activity		Directors of Teaching & Learning
Management of the Curriculum	All CMT	Directors of Teaching & Learning

## **APPENDIX 2**

### **Review and Reporting Calendar**

Reports required within this Policy:

Termly report on Health and Safety to policies - cross college from Principal, delegated to Safety Co-ordinator.

Weekly item at College Management Team.

Termly Safety Committee meetings feeding into report to policies - cross college.

Termly report on "Off Site Activity" to CMT feeding into report to policies - cross college, from Safety Co-ordinator.

Termly Accident Report from Safety Co-ordinator to CMT, feeding into report to policies - cross college.  
Annual review of Health and Safety involving consultant sent to policies - cross college alongside termly report.