
HEALTH, SAFETY AND WELLBEING POLICY

1. GENERAL POLICY STATEMENT

The Governors, Principal and Chief Executive and Senior Management of the City of Bristol College regard the promotion of Health, Safety and Wellbeing measures as a mutual objective for the staff and students of the College.

It is the policy of the City of Bristol College to ensure, as far as is reasonably practicable, the health, safety and welfare of all of its employees, learners, contractors, visitors and other persons who may be affected by its operation, as outlined in this document and in accordance with current legislation. It will be applied equally and fairly and without exception. It is also the policy of the College to promote the wellbeing of its staff and students.

The College will, therefore, do all that is reasonably practicable to prevent personal injury and damage to property and to protect everyone affected by the operation of the College from foreseeable hazards.

The College also endorses the Safe Learner concept advocated by the Funding Agencies.

It will provide and maintain safe equipment and ensure safe systems of work. All necessary information, training and supervision will be provided to ensure implementation of this policy.

All persons whilst on College premises or taking part in external College activities are required to observe and comply with current Health and Safety legislation and guidance as implemented in this policy. They should also do all that is reasonably practicable to avoid or reduce Health and Safety risks.

The policy will be kept up-to-date, reviewed at least annually and whenever there are any changes, which may affect the policy, such as the introduction of new legislation or new working practices.

The organisation and arrangements for Health and Safety in the College are contained in Parts 3 and 4 of this Policy.

Signed:



Chair of Board of Governors

March, 2020

Signed:



Principal and Chief Executive

May, 2020

Contents

1. General policy statement	1
2. Definitions	4
3. Health and safety responsibilities	5
3.1. The Board of Governors	5
3.2. The Principal and Chief Executive	5
3.3. Vice Principal – Finance and Professional services	5
3.4. Vice Principal — Curriculum and Quality	6
3.5. The Strategic Leadership Team (SLT)	6
3.6. Director of Estates and Infrastructure (DE&I)	7
3.7. Director for Human Resources and Organisational Development (DHROD)	8
3.8. The Health, Safety and Wellbeing Manager (HSWM)	8
3.9. College Leadership team and Senior managers (including Heads of departments)	10
3.10. Tutors, Supervisors and Team Leaders	11
3.11. Employees	11
3.12. Students	12
3.13. The Clerk to the Governors	13
3.14. Duty Managers	13
3.15. First Aiders	13
3.16. Fire Marshals	13
3.17. Health and Safety Representatives	14
3.18. Health and Safety committee	14
4. Summary of arrangements	15
4.1. Risk Assessments	15
4.2. Safe Systems of Work	15
4.3. Manual Handling	16
4.4. Work Equipment	16
4.5. Display Screen Equipment	17
4.6. Personal Protective Equipment	17
4.7. Accident/incident Reporting and investigations	18
4.8. Fire Safety	19
4.9. Control of substances hazardous to health	19
4.10. Dangerous Substances and Explosive atmospheres (DSEAR)	20
4.11. Control of Legionella	21
4.12. Control of Noise	22
4.13. First Aid	23
4.14. Working at heights	23
4.15. Asbestos Management	24
4.16. Hand arm vibration	25
4.17. Electricity at Work	25
4.18. Lift Safety	26
4.19. Working Environment	27
4.20. Health and Safety training and Competency	27

4.21. New and Expectant Mothers	28
4.22. Temporary Workers (Including Volunteers)	29
4.23. Visitors	29
4.24. Young People	30
4.25. Disabled Persons (including Temporary Disabled)	30
4.26. Stress at work	31
4.27. Occupational health	32
4.28. Lone Working	33
4.29. Managing Contractors	34
4.30. Driving	34
4.31. Workplace Traffic	35
4.32. Slips, Trips and Falls	36
4.33. Offsite activities/ educational visits	36
4.34. Smoking within College Campuses (including E-Cigarettes)	37
4.35. Procedures and guidance documents	38
4.36. Infectious Diseases	38
5. Performance monitoring	39
6. Linked Policies	40

2. Definitions

Activities: These are operations arising from or inherent in the undertaking of the business of the College and which are, or should be, under the control of College staff; irrespective as to where they occur.

Areas: These are physical locations within premises from which the College operates. These can be categorised as follows:

- College owned leased or licensed premises. The current list of these is available from Estates and Infrastructure Management.
- Premises that are used under a less formal arrangement in return for a hire charge or some other form of consideration. The current list of these is available for rented properties from Finance and for leased properties from Estates and Infrastructure.

DHROD: Director of human Resources and organisational development

Directives: These include subordinate policies, procedures and guidance and Health and Safety Action and Information Bulletins.

DSE user: A member of staff who habitually uses DSE as a **significant** part of their normal work.

New or expectant mother: an employee who is pregnant, who has given birth within the previous six months or who is breast feeding.

Prescribed format: This means in writing clearly identifying the areas and activities concerned and, where appropriate, the extent of the responsibility.

Reasonable care: For the purpose of this Policy, the extent of the duty of 'reasonable care' is a function of the employee's position (authority) and professional expertise for which they are employed.

Strategic Leadership Team (SLT): A decision making body. It consists of the Principal and Chief Executive (hereinafter called the Principal) and a number of Senior Managers with significant curriculum and functional responsibilities. The Principal will make strategic decisions on Health and Safety in conjunction with the members of the SLT.

Students: Persons who are enrolled on courses delivered either directly by the College or by its agents or collaborative partners. Under Health and Safety legislation they are classed as members of the public, however, as a result of their participation on a course, they may be subject to hazards and risks to which visitors would not be exposed to.

Visitors: members of the public who are not employees, students or contractors. They include clients of e.g. Training Restaurants and Hair and Beauty Salons and invitees to College events and performances.

Young person: anyone under the age of 18.

3. Health and Safety Responsibilities

Everyone has a duty to ensure the health and safety of themselves and others. Therefore, we all have to cooperate with the College (as the employer) in executing its duties under health and safety legislation.

3.1. The Board of Governors

- The Board of Governors will ensure that their decisions reflect health and safety intentions articulated in this Policy Statement and the College's health and safety procedures.
- The Board recognises its role in engaging the active participation of staff and students in improving health, safety and wellbeing.
- The Board will take measures to ensure that it is kept informed of, and alert to, relevant safety, health, and Wellbeing issues.

3.2. The Principal and Chief Executive

As the only executive member of the Corporation, the Principal is accountable to the Board of Governors for health and safety within the College.

- The Principal is the 'responsible person' under the Regulatory Reform (Fire Safety) Order 2005 and has delegated executive responsibility for compliance to the College Managers.
- The Principal will ensure that the College premises, plant, equipment and all activities of the College comply with current health and Safety legislation and codes of practice and that adequate training and instructions are provided with regard to safety, health and wellbeing.
- The Principal will ensure that such information is provided as may be reasonably required by law to employees, students and other persons relevant to their health, safety and welfare.
- The Principal will delegate the task but not the responsibility to officers of the College such duties as are considered appropriate to assist in the discharge of health, safety and welfare responsibilities and will establish and maintain effective joint consultation across all levels of the College community.

3.3. Vice Principal – Finance and Professional services

The Vice Principal, Finance and Professional services whose direct report for health and safety is the Director for Estates and Infrastructure is responsible for:

- Ensuring that the Safety Policy influences and reflects the College's activities and to make available adequate resources to meet those requirements.
- Arranging, where appropriate, for specialist advisory assistance with respect to health, safety and welfare issues in order to ensure the College's compliance with its legal duties.

- Ensuring that the Senior Leadership Team (SLT) and College Leadership team identify hazards and assess the risks to their staff and to that of others (students and members of the Public) and set appropriate health and safety standards.
- Monitoring the College's health and safety performance and ensuring that any information from that monitoring is used to identify situations that create risks, and to direct actions accordingly.
- Ensuring that where budgetary proposals and/or subsequent approvals are inadequate for this, appropriate steps are taken to ensure that an acceptable level of health and safety management is achieved and maintained.

3.4. Vice Principal- Curriculum and Quality

Vice Principal — Curriculum and Quality is responsible for ensuring:

- The maintenance and development of the 'Safe Learner' concept.
- Appropriate sanctions are available in the event of unacceptable Health and Safety behaviour by Students.
- The Safeguarding of children and vulnerable adults.
- An appropriate balance between Equality and Diversity and Health and Safety.

3.5. The Strategic Leadership Team (SLT)

The SLT is responsible for:

- Demonstrating by personal example the College's commitment to its policy and the health, safety and welfare at work of all its employees and students.
- Ensuring that any strategic Health and Safety decisions are made in accordance with the requirements of this Policy.
- Ensuring that the Managers for whom they have line management responsibility are complying with this Policy.
- Ensuring that an adequate provision (equipment and staff) is included within budgets to ensure the management of the health and safety requirements at an appropriate level.
- Ensuring that the appropriate arrangements are in place to satisfy and maintain the requirements for the 'Safe Learner'
- Empowering all employees to "STOP" a process or activity if they believe there is a risk (danger) to themselves or anyone's Health and Safety.
- Ensuring that where the SLT lead and the Health, Safety and Wellbeing Manager decide it is appropriate, managers will be required to produce a written Health and Safety Action Plan for the Academic Year, the SLT lead will monitor progress through performance management.

3.6. Director of Estates and Infrastructure (DE&I)

The DE&I has been delegated the overall responsibility to set, establish and maintain an effective policy for safety, health and welfare. The DE&I is a member of the SLT and reports through the Vice Principal for Finance and professional services. He/she is responsible for the:

- Maintenance of the fabric, services and grounds of all College premises, where the College is responsible for these aspects, to at least the minimum legal standard.
- Maintenance of the fabric, services and grounds of all College premises, where the College is responsible for these aspects, to at least the minimum legal standard.
- Maintenance of the fabric, services and grounds of all leased premises where the landlord has formally consented, to at least the minimum legal standard or agreed standard; whichever is the higher.
- Undertaking/management of improvements/adaptations to the fabric, services and grounds of College premises and to leased premises with the formal consent of the landlord, to at least the minimum legal standard or agreed standard whichever is the higher.
- Management and maintenance of all communal and unallocated areas of College premises. Control of Contractors working on College Premises as detailed in the College's Procedure and guidance for the Control of Contractors.
- Identification of changes to technical requirements/standards relating to the fabric, services and grounds of College Premises and their adoption as appropriate.
- Maintenance of Facilities Operations Staffing levels to provide for at least the minimum assessed need for the security, safety and First Aid requirements of staff, students and visitors on College premises.
- Undertaking of inspections/testing of areas/equipment/services etc. as identified within subsidiary procedures and guidance.
- Ensuring the maintenance of a register of all premises owned/ leased/occupied by agreement by the College.
- Ensuring that the corporate risks arising from failure to comply with Health and Safety, Fire Safety and Food Safety Legislation are adequately assessed.
- Ensuring, in conjunction with the Clerk to the Governors, that the Health, Safety and Wellbeing Policy, Organisation and Arrangements are compatible with the structure of the College and all other policies; advising the SLT and/or relevant Managers where changes are required and facilitating those changes to ensure compatibility.
- Ensuring that all plant and machinery notified and on the H&S Asset Register is inspected, tested and maintained in accordance with agreed standards and that the register is maintained up to date.
- Maintaining and implementing the College's Procedures and guidance for the control of Asbestos and Legionella in those properties for which the College has a responsibility and ensuring that appropriate controls are in place for other properties leased/ occupied by the College.

3.7. Director for Human Resources and Organisational Development (DHROD)

The DHROD is responsible for ensuring that:

- The health and safety requirements of posts are adequately detailed within job descriptions.
- That relevant health and safety competency is explored at interview and any necessary competency deficiencies identified and remedied following appointment.
- In conjunction with the Health, Safety and Wellbeing, the Health and Safety Hazard Profiles are complete for new posts and posts where additional or replacement staff are recruited and actioned in accordance with the current Procedure and Guidance.
- In conjunction with the Health, Safety and Wellbeing, that reasonable adjustments are made and maintained for new and transferred staff, who have declared or have self-evident conditions, to eliminate or sufficiently mitigate risks arising from the Health and Safety Hazard profile of the post.
- That home visits to long term sick staff are undertaken as considered necessary, in conjunction with the relevant Manager, if appropriate, with a view to promoting and facilitating a return to work as soon as practicable
- In conjunction with the relevant Manager, and, where considered appropriate, the Health, Safety and Wellbeing Manager, and where a suitable and sufficient 'Return to Work' Risk Assessment is required for staff returning after long term sickness or other staff where appropriate, prior to their return to work, that the necessary arrangements and facilities are in place to implement safe return.
- The College's Policy for the Management of Stress is developed and implemented in accordance with legal and College requirements.
- Any mandatory health and safety training is completed prior to new starters being confirmed in post
- The College's Performance Management process will enable the Performance Indicators to include for health and safety initiatives and monitoring.
- In conjunction with the Health, Safety and Wellbeing Manager, that appropriate resources and arrangements are in place for the provision of Health and Safety training needs as identified in the Corporate Health and Safety Training Matrix or otherwise
- Comprehensive, accurate health and safety training records are maintained and available to appropriate staff.
- Coordination of staff health and Safety induction training.

3.8. The Health, Safety and Wellbeing Manager (HSWM)

The Safety, Health and Wellbeing Manager is appointed as the College's competent person with respect to safety, health and wellbeing matters and is responsible for ensuring:

- The provision of a full Health and Safety and Fire Safety advisory service to the SLT and relevant Managers.
- The provision of health and safety support and advice to all staff through the SLT and relevant Managers.
- The appraisal of changes to Health and Safety Legislation and advising the SLT and relevant Managers of any implications for the College.
- Adequate auditing and monitoring of health and safety compliance is undertaken including the taking of enforcement action as appropriate.
- Auditing and monitoring the suitability of work placement and work experience health and safety documentation.
- Ensuring that there is adequate provision for Health and Safety in collaborative ventures.
- The production and maintenance of College Health and Safety and Fire Safety Policies, procedures and guidance.
- Appropriate and timely liaison with HSE, Fire and Rescue Service and other relevant statutory and/or enforcing authorities.
- The investigation, by a competent person, and the reporting to the HSE/Funding Agencies, of all reportable incidents as required and, with other significant incidents, to the DE&I as considered necessary.
- Appropriate and timely liaison with appropriate officers of the Funding Agencies over Health and Safety.
- The arrangement and/or delivery of Health and Safety training to staff as appropriate; in conjunction with the DHROD
- The delivery of Health and Safety training to staff where this is deemed appropriate.
- Appropriate and timely consultation and liaison with Trade Union Safety Representatives.
- The maintenance of the College 'Accident Book' and the production and publishing of accident statistics.
- The coordination and monitoring of the First Aid provision within the College.
- The coordination and monitoring of the Fire/Emergency evacuation procedures in College premises.
- The monitoring, in conjunction with the DE&I, of contractors working on College sites to ensure that they comply with statutory requirements, and College procedures.
- The production and maintenance of Fire Risk assessments for all College occupied premises.
- Appropriate advice and support is given to Centre Managers in their management of Fire Safety.
- The maintenance of a register of specified information relating to collaborative partners' premises used by the College for delivery, in the agreed format, and facilitating its availability to appropriate staff. The Vice Principal – Finance and Professional services is assisted in identifying the requirements for appropriate insurance cover based on a risk management approach.
- The Vice Principal – Finance and Professional services is assisted in arranging and maintaining appropriate Insurance Engineering inspections of plant and equipment.
- The maintenance of Insurance Engineering inspection records and their distribution as required.

- The maintenance of appropriate records of employer H&S workplace assessments in the agreed format, and facilitating their availability to appropriate staff.
- Liaise with Senior Managers to identify any managers who need to produce Health and Safety Action Plans, and agree the contents of them. Ensure that progress according to the agreed timescale is being monitored.
- Liaising with the Human Resources and organisational development department in ensuring that new employees receive adequate health and safety inductions.

The Safety, Health and Wellbeing Manager is empowered to order work to cease, if it is considered a serious breach of statutory requirements, or that the hazards associated with the activity could present an immediate or serious risk to safety, health or welfare.

3.9. College Leadership team and Senior Managers (including Heads of departments)

The College leadership team and senior managers are responsible for:

- Implementing, monitoring and reviewing the effect of College health and safety policy in respect to their areas of responsibility.
- Showing by example that only the highest standards of safety are acceptable.
- Ensuring that health, safety and welfare is always considered at the planning stage of **ALL** projects.
- Ensuring that work projects, activities and equipment have been fully risk assessed and suitable control measures established **BEFORE** any work commences.
- Ensuring that all supervisory staff under their control are made fully aware of any requirements in respect of new work activities/processes/equipment/personnel within their area of responsibility and that all staff have been informed of safety requirements accordingly.
- Ensuring that all staff under their control have been provided with all necessary information, training and supervision to enable them to complete their duties safely.
- Ensuring new employees/contract labour have received general and job specific induction training.
- Consulting with and fully involving staff with regard to health and safety matters.
- Ensuring staff are released for and attend health and safety training when requested.
- Empowering all employees to “**STOP**” any work related or learning task if they believe there is a risk to themselves or others in respect to health and safety.
- Liaising with the Estates and Infrastructure department in ensuring that plant, equipment and the environment within their areas of responsibility, comply with current legislation and codes of practice.
- Ensuring all risk assessments within their areas of responsibility are suitable and sufficient, with appropriate control measures implemented with audits, inspections and reviews carried out, in line with college policy (on change of person responsible, legislation, after an accident/incident or as a minimum annually) across the College.

- Be familiar with all college health and safety procedures and ensure these procedures are implemented.
- Where a Manager and the Health, Safety and Wellbeing Manager decide it is appropriate, managers will be required to produce a written Health and Safety Action Plan for the Academic Year. This will be in an agreed format prepared by the H&S Team and managers will be required to report on progress and changes within the Academic Year. It will also be subject to monitoring by the Health and Safety Team. At the end of the Academic Year a written report on progress will be required together with an Action Plan for the coming year where appropriate. The Manager and Health, Safety and Wellbeing Manager will monitor satisfactory progress.
- Responsible for having an accessible central repository system where all health and documents including risk assessments are kept.

3.10. Tutors, Supervisors and Team Leaders

It is the responsibility of all tutors, supervisors and team leaders to ensure that all employees/students in their control have been made aware of all risk assessments for their areas of responsibility and that they are competent to work safely alone or to ensure that the appropriate health and safety training, and supervision, is put in place to ensure their continuous safety.

It is the primary responsibility of the tutors, supervisors and team leaders to monitor the safe working practices of their staff and students, by:

- Demonstrating through personal behaviour that only the highest standards of safety are acceptable.
- Using their expertise in identifying reasonably foreseeable risks and taking appropriate actions in eliminating or mitigating the risks.
- Establishing and maintaining a high standard of housekeeping.
- Ensure employees and learners are assigned tasks for which they have a suitable level of competence.
- Ensure full and proper supervision is maintained at all times, particularly where new, inexperienced, young or vulnerable people are employed or learning.
- Liaising/consulting with staff, students and management with regard to health and safety and welfare matters in their areas of responsibility.
- Ensuring, appropriate personal protective equipment (PPE) is available and used by staff and students for their applicable work activity at all times.
- Ensuring staff and students use appropriate safety controls and PPE as directed by risk assessment and or safe work systems.
- Ensuring safe working systems have been implemented and are adhered to.
- Assist with accident and near miss investigation as required.
- Empowering all staff and learners to “STOP” the activity or process if they believe there is a risk (danger) to themselves or anyone’s health and safety.
- Be familiar with all college health and safety procedures and ensuring all sections pertaining to areas of responsibility are adhered to.

3.11. Employees

All employees are responsible for:

- Taking responsibility for the health and safety of themselves and others who may be affected by their acts or omissions.
- Refraining from intentional or reckless interference with any equipment provided in the interests of health and safety, or deliberately mis-use such equipment.
- Co-operating in full with the College in relation to requests to ensure health, safety and welfare matters are properly controlled.
- Ensuring all safeguards, personal protective equipment and other relevant equipment is properly used, maintained and stored as directed at all times.
- Bringing to the attention of management any issues which may affect the safety of themselves or others during the pursuance of their work or learning at the earliest opportunity.
- Reading and adhering to all risk assessments, safe systems of work or formal working procedures designed to minimise risk within the work environment.
- Co-operating, and assisting, where required in the investigation of accidents and incidents within the workplace.
- Maintaining high standards of housekeeping throughout their work /learning area at all times.
- Promptly reporting of accidents and or near miss incidents to their tutor/line manager/supervisor.
- Not undertaking any tasks that they have not been trained in or competent to do.
- Complying with any reasonable request regarding health and safety.
- “STOPPING” any employee/student activity or process they believe may be dangerous to health and safety, bringing it to the attention of their tutor, supervisors, team leaders, line managers or safety representatives, immediately.
- Be familiar with all college health and safety procedures and ensuring all sections pertaining to areas of responsibility are adhered to.
- Failure to carry out these duties can result in disciplinary action against and/or prosecution of any employee(s) involved.

3.12. Students

Students owe a duty of care to anyone who might be affected by their actions. This legal responsibility is reinforced by a contractual undertaking to behave reasonably and observe College Policies and arrangements as a condition of enrolment.

All students will be expected to co-operate with their Heads of departments and tutors over Health and Safety matters and may be subject to disciplinary actions should they fail to do so. The duty of care owed by students who are children or vulnerable adults will be proportionally lower, dependent upon their particular circumstances. This will be reflected in the Student Code of Conduct.

3.13. The Clerk to the Governors

The Clerk to the Governors is responsible, in conjunction with the DE&I, for ensuring that the Health, Safety and Wellbeing Policy, Organisation and Arrangements are appropriately highlighted to Governors and that support is provided for governors to complete associated mandatory training.

3.14. Duty Managers

Duty managers are responsible for undertaking any Health and Safety duties, as contained within the Duty Manager's handbook, during or resulting from their period on duty.

3.15. First Aiders

First Aid trained staff are responsible for;

- Providing a basic level of first aid treatment to employees, learners and others as required.
- Ensuring serious cases are promptly dispatched to hospital.
- Familiarising themselves with the College's emergency procedures.
- Familiarising themselves with any **"special"** first aid requirements within their work area.
- Maintaining first aid boxes, eye wash stations and any other equipment designated for first aid use, in a clean and suitably stocked condition. The first aider will complete a monthly check of first aid supplies and request any missing items.
- Completing accident reporting documentation as required.
- Assisting in accident investigation where necessary.
- Ensuring that their training and competency levels are current, and to attend training as directed by the Health, Safety and Wellbeing Manager.
- Bringing to the attention of management any deficiencies in first aid provisions in the workplace in a timely manner.

In the event of a major incident, first aiders are to make themselves available by reporting to the incident control point to assist in dealing with any casualties etc. until the emergency services arrive on the scene and assume command.

3.16. Fire Marshals

Fire Marshals are responsible for;

- Assisting with fire/emergency evacuations and direct persons to the designated fire assembly points in the event of a fire situation (or evacuation drill).
- Providing a focal point for information at the fire assembly points.
- Liaising with the Fire controller with respect to persons trapped in the work place or know additional hazards which may be present in the work area.
- Familiarising themselves with the College's emergency procedures.
- Ensuring their training and competency levels are current, and to attend training as directed by the Health, Safety and Wellbeing Manager.

- Bringing to the attention of management any deficiencies in fire provisions within the College in a timely manner.

Fire marshals are not responsible for trying to extinguish fires unless such fires obstruct the emergency escape routes and have been trained to do so.

It is not the legal responsibility of any fire marshals to control the traffic, but where there are staff or students trying to drive in or away from the car parks where persons are assembled, then they should be asked to wait until the evacuation is finished.

3.17. Health and Safety Representatives

The health and safety representatives are designated Trades union representatives whose responsibilities are;

- Investigating health, safety and welfare complaints from employees which they represent
- Cooperating with the College in promoting a positive safety culture and ensuring a safe workplace.
- Investigating potential hazards and dangerous occurrences and investigating the causes of accidents
- Carrying out health and safety inspections in accordance with health and safety regulations
- Liaising with the Health and Safety Executives and any other enforcing authority on matters relating to health and safety.
- Attending health and Safety committee meetings.

3.18. Health and Safety committee

The health and safety committee consists of The Principal, SLT members, health and safety team and health and safety representatives. The committee is responsible for;

- Participating in the development of new policies, guidance documents and procedures, and authorising the implementation across the college
- Providing advice on strategies for the effective management of health and safety in the College.
- Carrying out audits and inspections in all areas of responsibility, implementing best practices and keeping records of all actions taken.
- Receiving and advising on reports and information provided by the Health and Safety Executives or any enforcing authority
- Considering formal reports submitted by the health and safety representatives.
- Monitoring the College's Health, Safety and Wellbeing Policy and procedures, ensuring its effectiveness.
- Advising on Health and safety training and its effectiveness,
- Providing effective channels of communication to all members of staff and students about health and safety matters.
- Examining health and Safety reports and accident/incident statistics and making recommendations on corrective actions.

4. Summary of Arrangements

These arrangements are linked to other college policies and procedures which should be read in conjunction with this policy.

4.1. Risk Assessments

The Management of Health and Safety at Work Regulations 1999, requires employers to carry out suitable and sufficient risk assessments, therefore the College shall ensure that it carries out adequate assessments of reasonably foreseeable risks associated with its undertaking in order to reduce the risks as low as reasonably practicable.

In order to achieve this, the college shall ensure that:

- Risk assessments are carried out before College activities take place and all employees and learners are informed of the findings of the risk assessments.
- It implements appropriate control measures for the identified risks which in some cases may require stopping the activities until satisfactory and effective control measures are in place.
- It reviews the assessments periodically (minimum annually) and particularly where they may no longer be valid or where there has been an accident/injury relevant to the activity or where there have been legislative changes or other significant change in work activities, processes, people involved in the activities etc.
- It Keeps records in writing of the risk assessments
- It provides relevant information, instructions and training to its employees, learners and others involved in the risk assessment process.
- Contractors, subcontractors and third parties working in the College premises also carry out suitable and sufficient risk assessments before permitted to commence work.
- Regular audits of its risk assessments are done by the Health and Safety department.

The Principal is the accountable person for the College, therefore he/she should ensure that risk assessments for the College are carried out and are suitable and sufficient. These responsibilities for carrying out risk assessments have been delegated to Heads of Departments, Senior Managers, Managers and College leadership team.

4.2. Safe Systems of Work(SSoW)

The Health and Safety at Work Act 1974 requires employers to provide systems of work which are safe and without risks to health and safety therefore, the College shall ensure that these safe systems of work are effective in controlling our risks. To achieve this the College shall

- identify those activities that require a safe system of work after implementing our risk assessment procedures
- identify safe methods of work for these activities; where necessary, these will be formal written safe systems of work
- implement these systems using the expertise of our competent employees involved in the work activities with advice from specialists as necessary

- monitor the implementation of the safe systems through workplace inspections
- Review accident/incident statistics to monitor workplace health and safety.

We can only ensure the success of these safe systems of work with the full co-operation of all our employees.

4.3. Manual Handling

The Manual Handling Operations Regulations 1992 requires employers to eliminate the risks from manual handling activities or mitigate the risks where manual handling cannot be avoided. Therefore, the College will ensure that risks associated with manual handling activities are reduced as low as reasonably practicable and measures will be taken to ensure safe lifting and carrying of loads. In order to achieve this, the College will ensure that:

- Operations which involve manual handling are eliminated, so far as is reasonably practicable.
- Specific manual handling risk assessments are undertaken by competent persons to identify tasks which present a risk of injury and the precautions required to reduce the risk as low as reasonably practicable.
- Recommendations arising from the assessments are implemented and employees are informed on the findings of the risk assessments and copies of the assessments are provided to all relevant employees.
- Equipment is provided where possible to minimise manual handling of heavy objects and ensure that two or more persons are available where the risk assessment identifies the need for assistance.
- Employees involved in manual handling activities are trained in the safe techniques to use and instructed to report to any health and safety concerns to their line managers
- Safe systems of work are used when carrying out manual handling tasks.
- Records of manual handling risk assessments are retained for at least 5 years

Manual handling assessments should be reviewed at least annually or more often if there have been changes in the matters to which they relate.

4.4. Work Equipment

The Provision and Use of Work Equipment Regulations 1998 requires employers to provide work equipment which is safe and without risks to health and safety. Therefore the College will ensure that risks associated with use of work equipment are eliminated and where this is not possible, are reduced as low as reasonably practicable. In order to achieve this the College will ensure that:

- Risk assessments in relation to work equipment are carried out by competent persons.
- Adequate control measures are implemented.
- No work equipment will be brought into the premises until it has been inspected by a competent person.

- No work equipment will be used on the premises unless it is inspected regularly.
- Full maintenance and inspection records will be kept up-to-date for all work equipment.
- Adequate information, Instruction and training will be provided to individuals to ensure they are competent to carry out their work related tasks.
- Employees are not permitted to bring their personal equipment for work purposes, unless this practice has been authorised in advance by their manager/supervisor.

4.5. Display Screen Equipment

The Health and Safety (Display Screen Equipment) Regulations 1992, requires employers to perform suitable and sufficient analyses of workstations and ensure that the risks associated with the use of display screen equipment are eliminated or mitigated as low as reasonably practicable. Therefore, the College shall take appropriate measures in reducing the risk for its employees who are classified as DSE Users. To achieve this, the College shall ensure that;

- The work stations of these users are adequately assessed and the minimum requirements of workstations are provided.
- Control measures are implemented within reasonable time.
- The DSE risk assessments are periodically reviewed in light of any changes to the users' workstation, equipment, health or legislation.
- Software is selected for its suitability for the task and ease of use.
- Rest breaks are provided to the users, away from the display screen equipment.
- Eye test and special corrective spectacles are provided to the Users on request.
- Training is provided to Users on best practices to adopt when using display screen equipment.
- Information is provided to all users on all aspects of health and safety relating to their workstations and control measures to reduce the risks.

DSE users requiring eye test or prescribed spectacles should contact the Health and Safety department for the eye test request letter and for further information.

4.6. Personal Protective Equipment

The Personal Protective Equipment at Work Regulations 1992 requires employers to provide suitable PPE to their employees if there are risks which cannot be completely controlled by other means. Therefore the College will;

- Ensure that PPE requirements are identified when carrying out risk assessments.
- Use the most effective means of controlling risks without the need for PPE, whenever possible and only provide PPE as a last resort.
- Carry out an assessment to identify suitable PPE.
- Ensure that PPE comply with the British Standards.
- Ensure that learners use appropriate PPE where the risk assessment identifies the need to wear PPE.
- Ensure that where two (or more) items of PPE are used simultaneously, these

- are compatible and are still effective when used together.
- Ensure that PPE is available to all staff who need to use it.
 - Provide adequate accommodation for correct storage of PPE.
 - Provide adequate maintenance, cleaning and repair of PPE.
 - Inform staff and learners of the risks that their work involves and why PPE is required.
 - Train staff in the safe use and maintenance of PPE.
 - Review assessments and reassess the need for PPE and its suitability whenever there are significant changes or at least annually.

4.7. Accident/incident Reporting and investigations

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, requires employers to report certain work related events to the HSE therefore the College shall keep records of all accidents and all RIDDOR reportable injuries, diseases and dangerous Occurrences shall be reported to the Health and Safety Executives within reasonable time.

The accidents requiring reporting under RIDDOR are:

- Any incident that results in over seven consecutive days of incapacity for work
- Accidents resulting in death or major injury.
- Dangerous occurrences
- Injuries to members of the public (including learners) taking to the hospital for treatment
- Reportable diseases and medical conditions.

The College will also ensure that accident investigations are carried out in order to implement effective controls and prevent reoccurrences. The accidents and incidents requiring investigations are;

- All accidents resulting in any reportable injury, (over 7 Days absence from work)
- All accidents, resulting to injuries (involving over 3 day's absence from work).
- All near-misses, accidents and incidents deemed necessary by the Health, Safety and Wellbeing Manager.

The nominated Competent Person (Health, Safety and Wellbeing Manager) is responsible for reporting all RIDDOR reportable injuries, diseases and dangerous occurrences to the Enforcing authority.

Accidents and injuries that are reportable to the enforcing authority will also be reported to our employer's liability insurer.

4.8. Fire Safety

The Regulatory Reform (Fire Safety) Order, 2005 requires the responsible person to take reasonably practicable fire safety precautions to ensure the safety of its employees and others. We are legally obliged to safeguard our employees and learners against exposure to the risks associated with fires.

We undertake to put in place arrangements for the assessment of risks from fires and implement appropriate control measures to minimise the identified risks.

These measures will include the following arrangements, procedures and controls:

- Inspection of the premises for fire safety.
- Inspection and maintenance of the fire detection systems.
- Weekly testing of the fire alarms.
- Provision, inspection and maintenance of fire safety provisions such as emergency lighting, fire extinguishers, fire suppression system, call points etc.
- Positioning of firefighting equipment in clearly visible areas
- Ensuring that escape routes and fire exits are easily identified and kept clear at all times.
- Training of staff in the College's evacuation procedure.
- Periodic fire marshal training and refresher training.
- Fire safety provisions for disabled people
- Ensuring that records of fire safety training, evacuation drills, fire alarm test and fire risk assessments are maintained.

COBC employees also have legal obligations to inform their manager or supervisor of situations where they identify serious and imminent danger to health and safety or any matters where they see limitations in our fire safety arrangements.

4.9. Control of substances hazardous to health (COSHH)

The Control of Substances Hazardous to Health Regulations 2002, requires employers to ensure that employees are not exposed to substances hazardous to their health and where this cannot be avoided, implement effective control measures to reduce their exposure as low as reasonably practicable.

The College acknowledges that no substance can be considered completely safe. Therefore, all reasonable steps will be taken to ensure all exposure of employees, learners and others to substances hazardous to health is prevented or at least controlled within statutory limits.

To achieve this, the College will ensure that:

- Competent persons are appointed to carry out risk assessments of the exposure to hazardous substances.
- All activities which involve, or may involve exposure to substances hazardous to health are assessed and appropriate control measures are taken if elimination or substitution of the substance is not possible.

- Inventories of all substances hazardous to health are kept on site and are maintained with appropriate hazard information.
- Engineering controls will be properly maintained and monitored by planned preventive maintenance and annual performance monitoring to ensure continued effectiveness.
- Systems of work, supervision or any other similar measures are reviewed at suitable intervals and revised if necessary.
- All employees and others who may work in the affected areas will be informed of the purpose and safe operation of all engineering controls.
- PPEs are only to be used as a last resort, or as a back-up measure during testing or modification of other controls.
- The type and use of PPEs are carefully assessed and maintained according to manufacturers' instructions. If possible, the number of different types will be minimised to prevent mistakes in servicing or replacement.
- Each risk assessment is reviewed at least annually
- Health Surveillance by competent persons is carried out where indicated to be necessary by the findings in the risk assessment.
- Employee health records of all exposures to substances hazardous to health are kept for a minimum of 40 years.
- All employees and learners are provided with comprehensible information and appropriate training on the nature of the hazardous substances they work with. Employees will be informed about any monitoring and health surveillance results.
- All changes to control measures and changes of PPE will be properly assessed and no new substances will be introduced into the workplace without prior assessment.

4.10. Dangerous Substances and Explosive atmospheres (DSEAR)

The Dangerous Substances and Explosive Atmospheres Regulations, 2002 requires employers to ensure the health and safety of its employees and others at work where explosive atmospheres may be present. Therefore, the College will take all reasonable steps to secure the health and safety of employees, learners and contractors who are required to work in potentially flammable atmospheres.

The College acknowledges that an explosion and fire incident can occur from the exposure of a flammable atmosphere to an ignition source. It is the intention of the College to ensure that any risks are reduced to as low as reasonably practicable. To achieve this the college will ensure that;

- Where there is the potential for an explosive atmosphere to occur, an investigation will be done to find alternative means by which the tasks can be

carried out in order to eliminate the formation of flammable atmospheres or provide less hazardous alternatives if the tasks cannot be avoided.

- Risk assessments on the potential formation of flammable atmospheres in the workplace are carried out by competent persons
- Adequate control measures are implemented for the identified risks
- Where there is the potential for an explosive atmosphere to form, the location will be designated a hazardous area and classified in zones taking into account the likely frequency and duration of occurrence.
- Suitable warning signs are displayed as appropriate in identified DSEAR areas in the College.
- Potential sources of ignition within the hazardous areas will be identified and electrical equipment and protective systems will be selected taking into account the hazardous area classification. Other sources of ignition will only be introduced under the safe working practices of a hot work permit.
- Systems, training and any information required are put in place so that staff are able to manage and control any unwanted events if they occur.
- Emergency evacuation procedures are practiced on a regular basis together with unscheduled rehearsals.
- Warning systems are tested on a regular basis and in line with installers and suppliers instructions and other recommendations.
- Suitable, sufficient and appropriate training is provided to all staff and learners who work in potentially flammable atmospheres.

4.11. Control of Legionella

The Control of Substances Hazardous to Health Regulations 2002, requires employers to control the risks to its employees and others from exposure to biological agents such as Legionella.

The College will take all reasonable steps in identifying potential legionellosis hazards in the workplace and to prevent or minimise the risk of exposure.

Legionellosis is a serious and potentially fatal disease in susceptible persons therefore the College will ensure that:

- Suitable and sufficient legionellosis risk assessments are carried out by competent persons
- all systems in the workplace that could be a potential source of infections are identified and assessed
- a control scheme is implemented to ensure the risk of exposure is minimized
- Special instructions are issued to maintenance staff.
- Persons carrying out control measures associated with the management of legionellosis receive appropriate in-depth training so they are able to perform their duties competently.

Safe Water Systems

The College is committed to providing a safe and healthy work environment for its employees and visitors, and this extends to the design, management and maintenance of safe water systems.

- The water system within the premises is formally assigned to the Estates department who shall ensure compliance with this policy and best current practice. The system shall be assessed and evaluated to ensure that there is a low risk to staff, visitors and others coming into contact with very hot water.
- Where practicable, temperature controls shall be used to reduce hot water temperatures at outlets to 50°C (55°C in healthcare premises). Where this is not practicable, signs shall be affixed warning of higher temperatures.
- Pipework runs shall be inspected and wherever practicable hot water pipes at temperatures above 60°C shall be either secured in inaccessible positions such that there is little risk of coming into contact with the pipework inadvertently, or else the pipework shall be boxed in or otherwise made safe.
- Water systems shall be assessed, maintained and checked to ensure that the system is microbiologically clean and action taken to implement guidelines for microbiological safety.
- Drinking water supplies shall be maintained in a good, clean and reliable condition, and, as appropriate, labelled.
- Records shall be kept of the actions taken to ensure and maintain safety in water systems.

4.12. Control of Noise

The Control of Noise Regulations 2005, applies to the College working/learning environment, therefore the College will ensure that it complies with legislative requirements. It is College policy to comply with the requirements of the law wherever it is reasonably practicable to do so.

Noise on College premises which causes distraction, annoyance or above the occupational exposure limit, will be reduced where reasonably practicable. Risk assessments will consider which areas have noise levels (if any), that may harm the hearing of employees/learners. Areas identified will be designated as Hearing Protection Zones and everyone entering the areas for any length of time are to wear appropriate hearing protection, including management, contractors and visitors.

Hearing Protection Zones will be clearly identified by appropriate signage.

Suppliers of all equipment and machinery purchased will be asked to supply an assessment of noise exposure to potential operators, which will be taken into account in buying decisions. Where reasonably practicable and consistent with other business needs, equipment will be chosen on the basis of having the lowest noise levels.

Noise induced hearing loss, due to exposure to unacceptable noise levels is a gradual process and may not be felt immediately therefore, the correct type of hearing protection

must be worn at all times, whilst being exposed to varying noise conditions within the Hearing Protection Zone.

All noise reduction arrangements, such as screens, vibration, isolation and reduction precautions, will be maintained in an efficient state of repair and the result of any tests or maintenance recorded by the responsible Manager of the area.

4.13. First Aid

The Health and Safety (First Aid) Regulations 1981, requires employers to provide adequate and appropriate means of rendering first aid to its employees at work.

To meet our legal duties, the College shall ensure that:

- There are adequate numbers of first aiders at various college locations
- First Aid provisions will be made readily available.
- Adequate reporting and recording of first aid injuries.
- First aid rooms are periodically inspected and maintained.
- The list of First Aiders is available at the helpdesk and strategic areas in the college
- Refresher training is arranged to take place prior to the expiry of first aiders' certificates.

Designated first aiders are responsible for restocking the first aid supplies in their areas and the Facilities team is responsible for maintaining the first aid room.

4.14. Working at heights

The Work at Heights Regulations 2005 requires employers to eliminate or mitigate the risks associated with work at heights as low as reasonable practicable. To achieve the requirements of this legislation, the College will ensure that;

- Work activities that involve work at heights are identified and the need to undertake work at height will be eliminated whenever it is reasonably practicable to do so.
- Risks associated with those activities where work at heights cannot be eliminated are evaluated and steps are taken to control them
- It provides the necessary preventive and protective measures to prevent falls of persons or materials from heights in the workplace.
- All necessary equipment to allow safe access to and egress from the place of work is provided
- All necessary equipment to ensure adequate lighting and protection from adverse weather conditions is provided when
- Suitable equipment is provided to enable the materials used or created in the course of the work to be safely lifted to and from the workplace and stored there if necessary
- Any working platform and its supporting structures are selected and/or designed in accordance with current standards

- Regular inspections of all equipment required for working at heights are undertaken
- Competent persons are appointed to be responsible for the supervision of all work at height and associated activities.

4.15. Asbestos Management

The Control of Asbestos Regulations 2012, requires the duty holder to control the exposure of workers and others to asbestos in the workplace. The College acknowledges the health hazards arising from exposure to asbestos and will protect employees and other persons potentially exposed as far as is reasonably practicable. To achieve this, the College will ensure that;

- Asbestos-containing materials within the College are managed to prevent the release of asbestos fibres into the air that can be inhaled by employees and others who may be present in the workplace.
- The premises are surveyed to determine whether asbestos-containing materials are present.
- The amount and condition of the asbestos-containing material are assessed and measures will be identified to ensure that airborne asbestos fibres are not present or formed in the workplace.
- There is a written plan that sets out the location of the asbestos-containing material and how the risk from this material are managed,
- The written plan and the arrangements are reviewed at six-month intervals, or when there has been a significant change to the College or employees.
- Access to asbestos-containing materials in the premises is controlled to prevent inadvertent disturbance of the material and the release of asbestos fibres.
- Systems are put in place to ensure that anyone liable to disturb asbestos-containing materials is made aware of their location.
- The condition of all asbestos-containing materials or materials suspected of containing asbestos are inspected at agreed intervals to ascertain that there has been no damage or deterioration. Where damage or deterioration is found the asbestos-containing material will be reassessed and repaired or removed as appropriate.
- There are procedures to deal with asbestos-related incidents (including the provision of information and warning systems), unless there is only a slight risk to the health of employees.
- Any work on, or removal of, asbestos-containing materials are controlled to ensure that adequate precautions are taken to prevent the release of asbestos fibres.
- Work with asbestos and asbestos-containing materials is to be carried out by a licensed contractor (licensed by the HSE) unless the work is exempted from the requirement for licensing.

4.16. Hand arm vibration

The Control of Vibration at Work Regulations 2005, requires employers to eliminate or mitigate the risks associated with workers' exposure to vibration as low as reasonably practicable. The College recognises that regular exposure to continuous vibration from the work processes has the potential to cause long-term ill health known as hand-arm or whole-body vibration syndrome. Therefore, the College will take all reasonable steps necessary to ensure that the health risks associated with the use of vibrating equipment and vehicles is reduced as far as is reasonably practicable to a minimum.

This will be achieved by ensuring that:

- Vibrating tools and vehicles will be purchased on the basis that they reduce exposure values to the lowest possible levels.
- Regular vibration exposure risk assessments are carried out by competent persons.
- The assessments are recorded and updated regularly, particularly when there are changes in work equipment and vehicles which may cause changes in vibration exposure values.
- When these assessments indicate that the exposure limit value is being exceeded or is likely to be exceeded, then that activity shall cease until the vibration exposure level is reduced to below the limit value.
- When the assessment indicates that the exposure action level is being exceeded then the exposure level will be reduced as far as is reasonably practicable.
- Adequate training of employees as part of its whole-body vibration control policy is provided.
- All employees who use vibrating machinery or drive vehicles likely to cause whole-body or hand–arm vibration will be provided with information, instruction and training about the harmful effects of vibration with instructions in what they must do in order to protect themselves and meet statutory requirements and the requirements of the College's policy.
- Regular inquiries will be made of those employees who use vibrating machines or vehicles to ascertain if any show adverse health effects associated with exposure to vibration. If these reveal such effects, then the advice of an occupational health practitioner will be sought.

4.17. Electricity at Work

The Electricity at Work Regulations 1989, requires employers to do everything reasonably practicable to prevent harm to workers and others as a result to exposure to electricity at work. Therefore, the College will ensure that all electrical systems and equipment are properly constructed in order to prevent workplace danger. It shall also ensure that electrical systems and equipment are suitable for the work, well inspected, maintained and used in safe manners so far as is reasonably practicable. In order for this to be achieved, it shall ensure that:

- The electrical installations and equipment are installed in accordance with the Institute of Engineering and Technology (IET) Wiring Regulations

- It maintains the fixed installation in a safe condition by carrying out routine safety testing
- It inspects and tests portable and transportable equipment as frequently as required (the frequency will depend on the environment in which the equipment is used and the conditions of usage)
- It promotes and implements a safe system of work for maintenance, inspection or testing, using risk assessments where necessary
- It does not permit live working unless it is not reasonable for it to be dead and adequate safety precautions are implemented and a permit to work must be issued by competent persons before work commences. This is also subject to the risk assessment being signed of and approved by a competent person.
- Its employees and contractors who carry out electrical work are competent to do so
- It exchanges safety information with contractors, ensuring that they are fully aware of (and prepared to abide by) the College's health and safety arrangements
- It provides suitable personal protective equipment for members of staff competent to carry out electrical work for example competent electrical installation staff and maintaining it in a good condition
- It maintains detailed records of the above arrangements.
- No member of staff is permitted to work on any high voltage

4.18. Lift Safety

The Lifting Operations and Lifting Equipment Regulations 1998 and The Provision of Work Equipment Regulations require employers to manage and control risks associated with lifting equipment at work. Therefore, the College shall ensure that;

- All Passenger lifts under its control are subject to a maintenance contract with a specialist contractor and also receive a Thorough Examination and Test by a competent person every 6 months. Improvements identified through inspections are undertaken and any defects repaired as required.
- Where defects in the lift's operation become apparent we will take immediate action to take the lift out of service and call our specialist maintenance contractors. Should there be any concern that a defect recurs despite this expert attention or in the event of any doubt whatsoever over the ongoing safety of the lift, we will arrange for an additional Thorough Examination prior to allowing the lift back into service.
- We monitor to ensure so far as is reasonably practicable that our lift maintenance contractors operate safe systems of work for the protection of building users including the use of barriers at lift landings when the doors are open to the shaft, warning signs when lifts are out of use .We also expect contractors to operate safe systems of work for their own protection and periodic monitoring takes place to check

that they appear to be working safely including use of props or other safety devices when working beneath the lift car and work at height controls when working above lifts.

- Lift clearly display safe working loads and the maximum number of passengers and we will ensure that when building works take place, that the lift is not used inappropriately and that safe load limits are adhered to.
- Lift are also equipped with emergency lighting and with a passenger alarm/emergency telephone.

4.19. Working Environment

The Health and Safety at Work Act and The Workplace (Health, Safety and Welfare) Regulations 1992 require employers to ensure the welfare of their employees at work.

To achieve this, the College will provide;

- Adequate heating system
- Adequate means of ventilation
- Lighting which is suitable for the tasks undertaken
- Adequate sanitary conveniences
- Adequate supply of wholesome drinking water
- Emergency lighting which lights escape routes and high hazard areas in the event of failure of the normal lighting.

All equipment provided for the purpose of the employees' welfare is subject to periodic checks, maintenance and repairs by competent engineers

For our members of staff who work outside, the College will provide suitable warm and weather proof clothing in the winter and sun protection in the summer. Additional rest breaks will be provided during extremes of weather and facilities for making hot or cold drinks will always available.

4.20. Health and Safety training and Competency

The Health and Safety at Work Act 1974 requires employers to provide information, instruction, training and supervision for its employees. The Health and Safety Executives define competency as the combination of training, skills, experience and knowledge that a person has and the ability to perform a task safely. Therefore, the College will ensure that:

- Training needs are reviewed at recruitment of new employees and formally on an annual basis during assessment/appraisal processes.
- Training needs are identified on an ongoing basis for example: as a result of risk assessments or accident investigations, through site inspections or audits; and arising from changes in legislation or standards.
- All contractors are inducted in the contents of this document with particular emphasis on their personal responsibilities.
- All new employees also receive basic induction training on general health and safety matters, including:

- Their legal duties, as set down in both criminal and civil law.
- Findings of risk assessments.
- Arrangements for first-aid.
- Fire, evacuation drills and other relevant emergency procedures
- Expected standards of behaviour and housekeeping.
- How to report accidents, incidents and 'near-misses'.
- How to report unsafe conditions or other safety concerns.
- Any special hazards and control arrangements affecting the workplace.

Where an individual takes on specific health and safety responsibilities they will receive relevant health and safety training in their areas of responsibilities. Training will also be provided at the introduction of new equipment, new technology or work procedures. Young workers i.e. those under 18 years old, will receive additional training and supervision as required, according to the outcome of an individual assessment.

4.21. New and Expectant Mothers

The Management of Health and Safety at Work Regulations 1999 requires employers to protect new and expectant mothers from the risks in connection with the work environment.

As a College by law our responsibilities for New and Expectant Mothers start once the employee notifies us in writing that they are pregnant, have given birth within the previous six months or are breastfeeding.

We recognise the extra vulnerability of pregnant and nursing mothers therefore risk assessments will be carried out when an employee notifies her manager that she is pregnant and additional measures will be applied for six months after the birth of the child.

The findings from the risk assessments shall be communicated to the expectant and nursing mothers and additional controls shall be implemented to protect them.

The College will also ensure that the workstations of expectant and breastfeeding mothers are properly assessed and controls implemented.

Additional risks to pregnant women and nursing mothers will be minimised where reasonably practicable, including their working hours, manual handling, sitting/standing for extended periods, working in extreme temperatures, the use of hazardous substances, working on surfaces with higher risk of slips, trips and falls and other workplace hazards.

If additional risks to expectant and nursing mothers cannot be reasonably reduced to safe levels, their manager/college will find alternative work (with no loss of terms or conditions), or authorise paid leave if alternative work is not available.

4.22. Temporary Workers (Including Volunteers)

The Health and Safety at Work Act 1974 (as amended) and the Management of Health and Safety at Work Regulations 1999 (as amended) apply to the health and safety of temporary workers employed by the College.

The College will ensure that temporary workers and volunteers are provided with information on the risks to their health and safety, including an induction covering the hazards in the College, emergency procedures and the management controls for those risks.

Temporary employees will be exposed to the complete range of risks to which other employees are exposed. They will also be unfamiliar with many of the procedures and will therefore need extra supervision for a period after their induction.

The College will ensure that the competencies of temporary workers and volunteers are assessed to ensure that they are capable of working safely. All temporary workers are also subject to DBS checks coordinated by the Human Resources department.

The responsibility for implementing this policy lies with the Line Managers who may delegate functions to the supervisor of the temporary workers.

4.23. Visitors

The Health and Safety at Work Act 1974 requires employers to ensure the health and safety of non-employees (Including visitors). The College has a duty of care towards all visitors, including contractors, and has regards for their health and safety, particularly as they may be unfamiliar with our premises, activities and risk control measures. Therefore, the College shall ensure that:

- It controls access of visitors, including contractors, to ensure the health, safety and security of its staff and learners
- Visitors are aware of our rules and procedures, including our smoking policy
- Members of staff accompany visitors wherever possible or, if unaccompanied, warn them of any danger areas or foreseeable risks by way of guidance and signage
- It takes or directs visitors to the fire assembly point in the event of an evacuation of the premises
- It records all injuries/accidents to visitors using the accident reporting system and carry out a thorough investigation.

Visitors should be made aware that they are not permitted to wander freely around workshops and other practical areas. This is important for safety and security reasons.

Visitors' Rules

The following visitors' rules should be explained to visitors on arrival to the premises by their hosts (College employees).

All visitors must:

- Follow the fire procedures displayed in the premises
- Adhere to any "no smoking" controls

- Park their vehicles in such a way as not to obstruct fire escape routes, roads, access or other vehicles
- Either be accompanied or authorised to enter the premises
- Remain within authorised areas and not enter any restricted areas unless accompanied
- Not take anything from the premises without permission
- Report all incidents and/or injuries to the host
- Wear appropriate protective clothing, which will be supplied when necessary.

4.24. Young People

The Management of Health and Safety at Work Regulations 1999, requires employers to ensure that young workers are protected at work from any risks to their health or safety. Although the general health and Safety precautions taken in the College to protect the workforce as a whole will in many cases, also protect the young people in our premises however, there are occasions when different and/or additional measures will be necessary. The College commits to reducing any identified risks to young persons and comply with legislative requirements relevant to young people. To enable the college achieve its commitments under this policy, the following arrangements shall be implemented;

- The College will ensure that work activities exposing young persons to unacceptable risks are eliminated, so far as is reasonably practicable.
- Where hazardous activities cannot be eliminated, the College shall ensure that suitable and sufficient risk assessments are carried out by competent persons for all work involving young people prior to the commencement of the activities or work and the findings of the risk assessments communicated to them prior to the activities or work.
- The College shall also ensure that effective controls are implemented to reduce the risks as low as reasonably practicable.
- Suitable information, instruction and training will be provided to young workers and learners to ensure their health and safety. Training needs will be identified and reviewed by a competent person. The effectiveness of any training provided will be monitored and regularly reviewed to ensure its continued effectiveness.

4.25. Disabled Persons (including Temporary Disabled)

The Equality Act 2010 requires the employer to make reasonable adjustments to the workplace and work to accommodate the needs of disabled employees and The Regulatory Reform (Fire Safety) Order, 2005 requires the responsible person to provide personal emergency evacuation plan for disabled people.

Where we employ/educate persons with disabilities, or where existing employees/students are disabled, the college will ensure that the workplace/learning area is adapted for individuals' needs including arrangements to ensure their health, safety and welfare so far as is reasonably possible.

In the case of temporary disability such as a broken limb, etc. it may be necessary to exclude the individual from the workplace if adaptations are not reasonably practicable in the short timescales involved. When individuals have been issued with a fit note by a doctor, they are not permitted to work unless either the date to which they have been signed as unfit to work has been reached or, if the fit note indicates they may be fit to work subject to conditions, that those conditions have been assessed and relevant changes have been made to meet them, if necessary seeking occupational health advice. We ensure that the needs of disabled staff/students are taken account of within risk assessments and if necessary, undertake an individual risk assessment for the work of the particular employee/student, taking into account their abilities and disabilities.

The risk assessment covers not only the risks to the individual but also any additional risks which may be created if the individual is unable to assist in anticipated emergency situations.

As a College we will also develop where applicable, Personal Emergency Evacuation Plans (PEEP) to cover emergency and/or evacuation situations.

Relevant risk assessments (and the PEEP) will be reviewed at frequencies which take account of any new disabled personnel that come to work at the College

4.26. Stress at work

The Health and Safety at Work Act, 1974 requires employers to ensure so far as is reasonably practicable the health, safety and welfare of its employees. This includes taking reasonable steps to prevent them from suffering stress-related illnesses as a result of their work.

The Health and Safety Executive (HSE) defines stress as “the adverse reaction people have to excessive pressure or other types of demands placed on them”.

The College understands that the HSE clearly links work-related stress to factors such as: excessive work demands, overwork, lack of control over work, bullying and harassment, lack of support from colleagues, managers and supervisors, lack of adequate training, unclear job roles or job role conflict and change.

The College is committed to protecting the health, safety and welfare of its employees and to promoting a positive work environment. The College also recognises that work-related stress can affect mental and physical health and that work-related stress is a health and safety issue which the college will address by identifying and reducing workplace stressors and developing good working practices.

This policy will apply to everyone in the College including temporary employees and all managers are responsible for ensuring that this policy is implemented.

In order to reduce work-related stress in the College:

- A positive workplace culture will be encouraged where staff wellbeing is prioritised and both staff and managers develop an increased awareness and understanding of stress at work issues
- local support will be provided for employees who are experiencing work-related stress to enable them to remain in work wherever possible or support them in returning to work
- wherever a manager perceives stress to be a potential problem for a member of staff; commonly during or as a follow-up to a period of sickness, that manager should talk to the member of staff in strict confidence and see if he or she requires additional support
- Managers should take all reasonable actions to support members of staff; typical long-term support might include a temporary or permanent change of job role, adjustment in workload, a tapered return to work, etc.
- prompt access to confidential occupational health support will be provided for any employees affected by stress
- Occupational health team with the affected member of staff will conduct appropriate assessments and identify all workplace factors that could be contributing to unacceptable levels of stress at work
- Assessments will include a review of the effectiveness of current measures taken to reduce workplace stress; these will be adapted and new control measures introduced wherever necessary to eliminate stress or reduce the risks from stress to acceptable levels
- Assessments will be regularly reviewed, particularly during periods of significant workplace or workforce change or where stress is identified as a particular issue
- training will be provided for all line managers and supervisory staff in good management practices in relation to stress at work, including training in identifying stress and taking appropriate action
- Occupational health service contracts will include support for stress at work, including individual confidential stress counselling, the provision of appropriate stress management training for managers, high-level support with assessments, etc.

4.27. Occupational health

The Health and Safety at Work Act and the Management of Health and Safety at Work Regulations 1999, require the employer to ensure the health, safety and welfare of its employees (which includes the provision of health surveillance where the risk assessment identifies the need).

To achieve this the college will ensure that;

- The risks to the health of its employees and learners are assessed by competent persons for all aspects their work and control measures implemented
- Risk assessments also identifies health risks to visitors and contractors and control measures implemented.
- Specific risk assessments are carried out for employees under 18 or vulnerable (including those with existing health issues) in order to reduce the risks to their health and safety.

- Risk assessments are recorded and appropriate steps are taken to reduce the risks at work as low as reasonably practicable.
- The findings of the risk assessments are communicated to the affected employees, learners, contractors or visitors.
- Suitable training, instructions and information is provided to the employees and learners to enable them implement the risk control measures
- Regular monitoring of the control measures is carried out to ensure that it is effective and improvements done where necessary.
- Occupational health surveillance is provided where the risk assessment identifies the need for health surveillance.
- Health surveillance is carried out by competent persons.

In addition, The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) requires reporting of certain major injuries, diseases and dangerous occurrences to our enforcing authority. Therefore, any employee who notices any of the symptoms of, or is diagnosed by a doctor as having any relevant occupational disease must report this to their line Manager/supervisor or the Health, Safety and Wellbeing Manager immediately. The Health, Safety and Wellbeing Manager in turn will report all cases of reportable diseases to the enforcing authority.

Employees should be aware that not reporting of occupational diseases may result to disciplinary actions.

All learner related Infectious diseases should be reported to student services who may contact Public Health England if the diseases are notifiable.

4.28. Lone Working

The Health and Safety at Work Act 1974, requires employers to ensure the health, safety and Welfare of its employees (including lone workers). Therefore, the College will ensure, so far as is reasonably practicable, its employees who are required to work alone or unsupervised are protected from risks to their health and safety. The College will also ensure that measures are adopted to protect anyone else (contractors) affected by lone working.

Arrangements

Assessments of the risks of working alone carried out under the Management of Health and Safety at Work Regulations 1999 will confirm whether the work can actually be done safely by one unaccompanied person. This will include the identification of hazards from, for example, means of access and/or egress, plant, machinery, goods, substances and environment, etc. Particular consideration will be given to:

- the remoteness or isolation of workplaces
- any problems of communication
- the possibility of interference, such as violence or criminal activity from other persons
- The nature of injury or damage to health and anticipated "worst case" scenario.

The College will also ensure that employees and others are given all necessary information, instruction, training and supervision to enable them to recognise the hazards and associated risks with working alone. Employees will also be required to follow the safe working procedures as devised and the information provided to lone workers will include the provision of first aid, communication procedures and awareness of emergency procedures.

4.29. Managing Contractors

The Health and Safety at Work Act 1974 and the Management of Health & Safety at Work Regulations 1999 impose duties to safeguard the health and safety of non-employees who may be affected by our activities. In addition, the Health and Safety at Work Act 1974 also imposes duties on contractors to ensure the health and safety of themselves and others, therefore the college will plan, co-ordinate, control and monitor the activities of contractors in our premises to effectively minimise the risks to employees, learners and others in the college. To achieve this, the college will ensure that;

- Only competent contractors will be appointed to work on our premises
- Adequate health and safety inductions are provided to all contractors
- Suitable and sufficient risk assessments and method statements are provided and implemented by contractors before permitted to work on our premises.
- All relevant health & safety requirements (including permits to work) are met and maintained throughout the contract duration.
- Periodic health and safety audits are carried out against the contractors risk assessments and methods statements.
- It stops any contractors' activities which pose a risk to health and safety or where the contractor fails to comply with the risk assessments and method statements.

4.30. Driving

The Health and Safety at Work Act 1974 requires the employer to ensure the health, safety and welfare of its employees. The college recognises the risks associated with driving on college business and is therefore committed to reducing the risks to its employees as low as reasonably practicable.

To achieve this the college will ensure that;

- College drivers are competent to drive and are in possession of valid UK driving licenses and motor vehicle insurances
- All employees are reminded not to drive if they are unwell or taking medications which could influence their driving.
- Employees are reminded to plan all journeys and set realistic timescales to prevent driving under pressure.

All employees who drive on College business should also ensure that they:

- Adhere to all traffic laws as they are fully responsible for their own safety whilst driving.
- Are in possession of the correct driving licenses for the type of vehicles which they are driving and appropriate motor vehicle insurance.

- Inform their managers of anything which could affect their ability to drive safely
- Inform their line managers of all accidents/incidents which occurred whilst on college business.
- Plan their journey putting into consideration the weather conditions, peak time, the length of the journey, breaking the journeys when necessary (at least a break every 2 hours)
- Are not under the influence of alcohol, drugs or prescribed medications and are well to drive.
- Do not use mobile phones or other electronic devices which could distract them whilst driving.

4.31. Workplace Traffic

The Workplace (Health, Safety and Welfare) Regulations 1992 requires employers to provide a workplace that is organised in a manner that pedestrians and vehicles can move safely.

Therefore, the College will ensure that the risks associated with the movement of vehicles within its premises are reduced as low as reasonably practicable. In order to achieve this, it will ensure that;

- College sites are organised in such a manner so as to allow the safe free flow of vehicles and pedestrians, including the provision of dedicated pedestrian/vehicle routes/entrance/exit points and crossing points wherever possible.
- Standard road markings, instructional/information signs are provided as deemed necessary
- Barriers are utilised to protect vulnerable structures and high risk pedestrian areas.
- All road and walkway surfaces are properly maintained.
- Speed control measures (speed bumps) will be utilised where deemed necessary.
- One-way systems will be used to avoid reversing activities where possible
- Suitable lightings are provided on all sites, where visibility is limited or restricted

Parking

Adequate staff/student parking will be provided. Designated parking spaces will be available for visitors and should be used for this purpose only.

Parking for disabled staff/students/visitors will be made available upon request. All vehicles brought onto site are entirely at the owners risk and the College accepts **NO** liability for any loss or damage that may occur.

Loading/Unloading

Loading and unloading operations will take place in designated areas only. Should a deviation be required from this, the loading/unloading operation will be managed on an individual basis with a safe system of work being established together with a separate assessment of risk and loading/unloading shall not commence until this has been established.

Visitors

Visitors to our sites are expected to adhere to College site rules at all times. Visitors are required to report to reception upon arrival and/or be escorted by a responsible member of staff at all times. Any visitor identification badges issued must be clearly displayed at all times.

4.32. Slips, Trips and Falls

The Workplace (Health, Safety and Welfare) Regulations 1992, requires the employer to ensure that the workplace is constructed to prevent the risks to health and safety of any person in the workplace. Slips, trips and falls are serious hazards and are associated with major/specified injuries than any other workplace injury. Statistics show that slip, trip and fall injuries result in many absences from work, cause unnecessary pain and suffering to employees and economic loss to organizations. Therefore the College will take measures to reduce the risks of slip, trip and fall injuries. To achieve this, the College will ensure that;

- Areas and operations which involve a high risk of slip, trip and fall accidents will be eliminated as far as reasonably practicable. Measures to achieve this will include careful design of work areas and traffic routes, regular maintenance of work areas and traffic routes, and regular inspection and monitoring of work areas and traffic routes.
- If the risks cannot be eliminated, the College will ensure that competent persons carry out suitable and sufficient risk assessments and effective controls are implemented.
- Employees and learners wear appropriate footwear and housekeeping is properly done to reduce injuries.
- Adequate information and training is provided to persons involved in activities or working in areas with the potential for slip, trip and fall accidents, including how to report hazards.
- Any injuries or incidents relating to slip, trips and falls are investigated, and that remedial actions are taken.
- Employees adhere to safe systems of work
- Regular inspections of work areas and traffic routes are carried out, which cover slip, trip and fall risks: housekeeping, trailing leads, lighting levels and the condition of floors and the building fabric, etc.
- Regular maintenance of buildings, work areas, traffic routes, equipment and lighting takes place and is recorded.

4.33. Offsite activities/ educational visits

The Health and Safety at Work Act 1974, requires the employer to ensure the health and safety of its employees and others. Therefore, the College will manage the health and safety risks associated with off-site activities and educational visits with the same level of care it applies to all work-related activities, recognising it has the same legal responsibilities for these activities.

A risk assessment will be developed for the off-site activities/visits, taking into account the risks created by the activities, the locations and any third parties involved in the activities. The risk assessments will also take into account any particular vulnerabilities that specific employees and learners face participating in the off-site activity.

Arrangements

For many off-site activities, the College has less control over the environment in which the activities are taking place and any other activities that are occurring in the same off-site locations, and therefore it is important for the Trip Coordinators to prepare for the event to minimise any risks.

In order to reduce all reasonably foreseeable risks, the college shall ensure that no offsite activity is approved unless there are suitable and sufficient risk assessments which identify risks associated with travelling to/from the off-site location, the risks to health and safety arising out of the activity at the off-site location, whether any of the participating employees or learners are at particular risk because of the activities associated with the event or location (e.g. existing health issues) and effective control measures implemented.

The Heads of departments and trip coordinators should ensure that all the necessary documents are approved prior to the trip/ offsite activities and the risk assessments are sent to the Health and Safety department for approval prior to the activities.

4.34. Smoking within College Campuses (including E-Cigarettes)

The Smoke-free (Premises and Enforcement) Regulations 2006, requires the employer to reduce the health risks to their employees and others to second-hand smoking as low as reasonably practicable. Therefore, all our workplace (including college owned/leased or hired) vehicles are smoke-free as all employees and learners have the right to work or learn in a smoke free environment. Smoking including E-Cigarettes is prohibited in all enclosed premises in the College (this includes college vehicles). This policy applies to all employees, learners, contractors, tenants and visitors.

All staff, learners, contractors and visitors are obliged to adhere to, and support the implementation of the policy.

The College's managers/Supervisors shall inform all employees, learners, contractors and visitors of the College policy and their role in the implementation and monitoring of the policy. Appropriate 'no-smoking' signs will be clearly displayed at the entrances to and within the premises, and in all smoke-free vehicles.

Smoking including E-Cigarettes may only take place in designated areas, well away from access, egress points, buildings and all known hazardous areas.

The College shall ensure that disciplinary measures are taken against a member of staff or learner who fails to comply with the requirements of this policy. Contractors and visitors

may be asked to leave the Premises if non-complaint. It is important to note that those who do not comply with the smoke-free law may also be liable to a fixed penalty fine and possible criminal prosecution.

4.35. Procedures and guidance documents (Bulletins)

Where appropriate the Health, Safety and Wellbeing Manager will produce and update subordinate Safety Procedures and guidance applicable to activities throughout the College. These, following consultation with the SLT, Senior Managers and Trade Union Safety Representatives, shall be sent to the Governors and Principal for approval. A copy will be published on the College Intranet page. It is the responsibility of all relevant Senior Managers to ensure that these are implemented as required within their areas of management responsibility.

4.36. Infectious Disease

The College recognises the need to have an Infectious Disease Policy, outlining the contingency measures that the College will bring into effect in the event of an infectious disease incident or outbreak.

For the purpose of this policy an infectious disease is one that is notifiable to Public Health England (PHE). Notification of infectious diseases' is the term used to refer to the statutory duties for reporting notifiable diseases in the Public Health (Control of Disease) Act 1984 and the Health Protection (Notification) Regulations 2010. A list of notifiable disease can be found on the PHE website.

Infectious diseases have the potential to spread through the population, staff and student communities, thereby careful management of any outbreak is important.

The policy aims to ensure that the College remains able to operate its business to the best of its abilities in such an event while protecting, as far as is reasonably possible, its staff, students and users of the College.

Reports of infectious disease can come from staff, students and or users who may pass on this detail through contact with Managers, HR, H&S or student services. Information should be recorded on the College accident and incident reporting procedure which is collated by the H&S team. The Health Safety and Wellbeing Manager will be the responsible person for the "Notification of the Infectious Disease" to the appropriate authority and also escalating the detail within the College, through their direct or appropriate SLT lead.

The College will identify an Infectious Disease Management Team (IDMT) either independently or as an extension of the Business Continuity work group, who will convene, discuss and action the College approach. The team will consist of senior staff representatives from H&S, Human Resources, Marketing and Communication, Student Services and should also include appropriate members of Curriculum provision, chaired by the Principal or Vice Principal.

Members of the IDTM will make operational and business recommendations to the Principal, SLT and Corporation.

An Infectious Disease communications strategy will be developed to ensure that staff are provided with up-to-date and accurate information on the status of any event. Information will be provided to staff via appropriate whole College communication.

As well as other important information, staff will be briefed on the symptoms of the Infectious Disease and who to contact should they believe they, or a colleague, or a student has an Infectious Disease. Staff will also be provided with instructions regarding personal hygiene and any precautionary recommendations to avoid the spread of any infectious disease. In collating this College information, the IDTM will be supported and refer to Central Government and Public Health England advice and where appropriate other local factors influencing decisions.

The above process and communication will be continuously reviewed and updated throughout the period of concern, to take account of the changing status of any infectious disease event including medical guidance.

The process will be factored into Business Continuity planning.

5. Performance monitoring

The College will ensure that periodic monitoring of its performance against health and safety standards are undertaken through active and reactive monitoring to ensure that it is effectively reducing all health and safety risks in the college and creating opportunities for continuous improvements.

The method of active monitoring of the College's health and safety performance shall be carried out through

- Our quarterly health and safety committee meetings where progress reports on actions are reviewed
- Periodic inspections of the Premises by the Health and Safety Officer
- Annual documentation audits by the Health and Safety Manager

Following both the premises inspections and the annual documentation audits, reports shall be available to the relevant Heads of departments which would highlight non-compliances, recommendations and timescales for corrective actions. These reports shall also be made available to the Director of Estates and Governors if required.

The method of reactive monitoring of the College's performance shall be carried out after an accident or incident investigation or any occupational related ill health

Reports

The Health Safety and Wellbeing Manager will produce an Annual Report to the Governing Body for their meeting in March. This will include all relevant matters which occurred during the previous Academic Year, and will be accompanied by a Summary Sheet which will be presented by the Principal.

6. Linked Policies

- Control of contractors policy
- Induction procedure
- Stress policy
- Safeguarding policy
- Fire evacuation policy and procedure
- Business continuity policy

Review frequency: Annually

Reviewer: Health, Safety and Wellbeing manager

Senior Manager Responsible: Director of Estates and Infrastructure