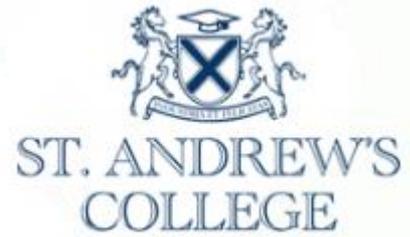


# Health and Safety Policy & Arrangements



**ST ANDREW'S COLLEGE**

13 Station Road  
Cambridge  
Cambridgeshire  
CB1 2JB

**Tel:** 01223 300529

**Email:** [Hanna.claydon@selectenglish.co.uk](mailto:Hanna.claydon@selectenglish.co.uk)

**Web:** [www.standrewscambridge.co.uk](http://www.standrewscambridge.co.uk)

**In conjunction with**

**AKEVA SAFETY SOLUTIONS LTD**

**Health, Safety & Training Consultants**

Unit 5, E-Space North, 181 Wisbech Road,  
Littleport, Ely, Cambs CB6 1RA

**Tel:** 0845 890 2511

**Fax:** 01353 865301

**E-mail:** [mail@akevasafetysolutions.com](mailto:mail@akevasafetysolutions.com)

**Web:** [www.akevasafetysolutions.com](http://www.akevasafetysolutions.com)

## DOCUMENT CONTROL AND REVISION

<b>Rev No:</b>	<b>Date:</b>	<b>Section:</b>	<b>Comment:</b>
1	Mar 2019	All	<ul style="list-style-type: none"><li>• New Document</li></ul>
			<ul style="list-style-type: none"><li>•</li></ul>
			<ul style="list-style-type: none"><li>•</li></ul>
			<ul style="list-style-type: none"><li>•</li></ul>

## CONTENTS

<b>DOCUMENT CONTROL AND REVISION</b>	<b>2</b>
<b>CONTENTS</b>	<b>3</b>
<b>1 INTRODUCTION</b>	<b>4</b>
1.1 PREFACE	4
1.2 HEALTH & SAFETY POLICY STATEMENT	5
<b>2 ORGANISATION</b>	<b>6</b>
2.2 DUTIES OF THE BOARD OF DIRECTORS	9
2.3 DUTIES OF DIRECTORS & THE PRINCIPAL	10
2.4 DUTIES OF SAFETY ADVISORS	11
2.5 DUTIES OF MANAGERS	12
2.6 DUTIES OF THE MAINTENANCE COORDINATOR	13
2.7 DUTIES OF OTHER STAFF	15
<b>3 ARRANGEMENTS</b>	<b>16</b>
3.1 ACCESS EQUIPMENT	16
3.2 ACCIDENT REPORTING AND RECORDING	17
3.3 ALCOHOL AND DRUG ABUSE	20
3.4 CONSULTATION WITH MEMBERS OF STAFF	20
3.5 CONTROL OF SUB-CONTRACTORS	21
3.6 ELECTRICAL TOOLS AND EQUIPMENT	22
3.7 FIRST AID & ILL-HEALTH ARRANGEMENTS	23
3.8 HAZARDOUS SUBSTANCES	24
3.9 LONE WORKING	26
3.10 MANUAL HANDLING	27
3.11 OFFICE SAFETY	29
3.12 PERSONNEL PROTECTIVE EQUIPMENT	31
3.13 RISK ASSESSMENTS	31
3.14 SAFE MONITORING AND AUDITS	32
3.15 TRAINING, INSTRUCTION, INFORMATION	33
3.16 TRANSPORT AND OCCUPATIONAL DRIVING	33
<b>APPENDIX A – PRIMARY CURRENT LEGISLATION</b>	<b>35</b>

## 1 INTRODUCTION

### 1.1 PREFACE

St Andrews is a family-run school based in Cambridge, operating from the head office and main school facility on Station Road in Cambridge. St Andrew's College includes Select English, a subsidiary of the College.

The college offers students, from all round the world, a broad range of courses starting with GCSE s and A Levels as well as university foundation courses such as: Architecture, Business and Engineering. The college also offers its students accommodation in various residential buildings managed by House Managers.

The health and safety policy and management system apply to all Select English and St Andrews Tutorial Services Limited operations, which include:

- Offices and classrooms in our operated facilities on Station Road and Regent Street.
- Accommodation, including homestay accommodation.
- Halls of residence
- Off-site summer camps

From here on in St Andrew's College will be referred to as '**the College**'.

This document is the Health & Safety Policy and Procedures for works carried out by, or on behalf of, the College. The document contains the procedures that need to be followed to ensure the continued health, safety and welfare of its members of staff, students and contractors whilst continuing to comply with the legislation that governs the work we undertake.

This is a comprehensive document that comprises of the following three sections:

- The Health & Safety Policy Statement.
- The Organisational Duties.
- The Companies Policies and Procedures.

**Health & Safety Policy Statement** – A general statement of the intentions of the Board of Directors in regard to health and safety. The policy statement is signed and dated by the Managing Director therefore indicating that health and safety is highly regarded, and that commitment comes from the 'top'. All Directors accept responsibility for health and safety.

**The Organisational Duties** – This section commences with a chart showing the safety structure of the College that is then followed by a list of individual responsibilities of all members of staff.

**Procedures or 'Arrangements'** – This section will contain procedures that need to be followed by all persons to ensure compliance with current legislation and reduce the risk to all persons who may be affected by the works carried out on our behalf including our students.

In order to reduce accidents and incidents, all personnel and contractors must adhere to the policies whilst carrying out the College's undertakings.

## 1.2 HEALTH & SAFETY POLICY STATEMENT

St Andrews Tutorial Services Limited (St Andrews) (including Select English) is committed to working in a way that protects the health, safety and welfare of members of staff, students and all those who may be affected by our activities.

We will comply with legislation as a minimum and strive to improve performance on a continual basis. We will measure performance improvement annually against our health and safety objectives.

We will promote equally the duties of management and members of staff. All members of staff and others working on our premises, have a duty to co-operate with our Principals and Managers, to maintain health and safety provisions, to take care of their own health and safety and that of others, and to report any concerns they may have or unsafe conditions they find. We are committed to:

- Providing a healthy and safe working environment;
- Considering mental health and wellbeing as equal to physical safety hazards;
- Identifying hazards and assessing risks and providing safe systems of work;
- Providing information, training and instruction;
- Consulting with our staff and stakeholders;
- Providing personal protective equipment where necessary;
- Providing advice and monitoring;
- Providing adequate welfare and accommodation facilities; and

St Andrews College, as the employer, is legally responsible for compliance with all relevant health and safety law and regulations. Our top management team are responsible for the day to day co-ordination of our health and safety arrangements.

We will implement a health and safety management system based on HSE guidance good practice principles; Plan-Do-Check-Act. Our approach to health and safety will be proportionate to the risk and embrace our guiding principles, which include:

- A sensible and proportionate approach to risk management enhances our students' preparation for the future.
- All incidents and near-misses must be reported and investigated to prevent repeat occurrences.
- We will seek to continually improve our approach to health and safety management through employee engagement.
- We will engage our contractors and suppliers in ways to improve how we manage health and safety.
- Health, wellbeing and safeguarding will be an essential part of our risk management programme.

This policy requires commitment from all parties; Principals, Managers, Staff, students and third parties (where applicable) to ensure its successful implementation.

This policy will be reviewed on an annual basis or before if there are any significant organisational changes or incidents.

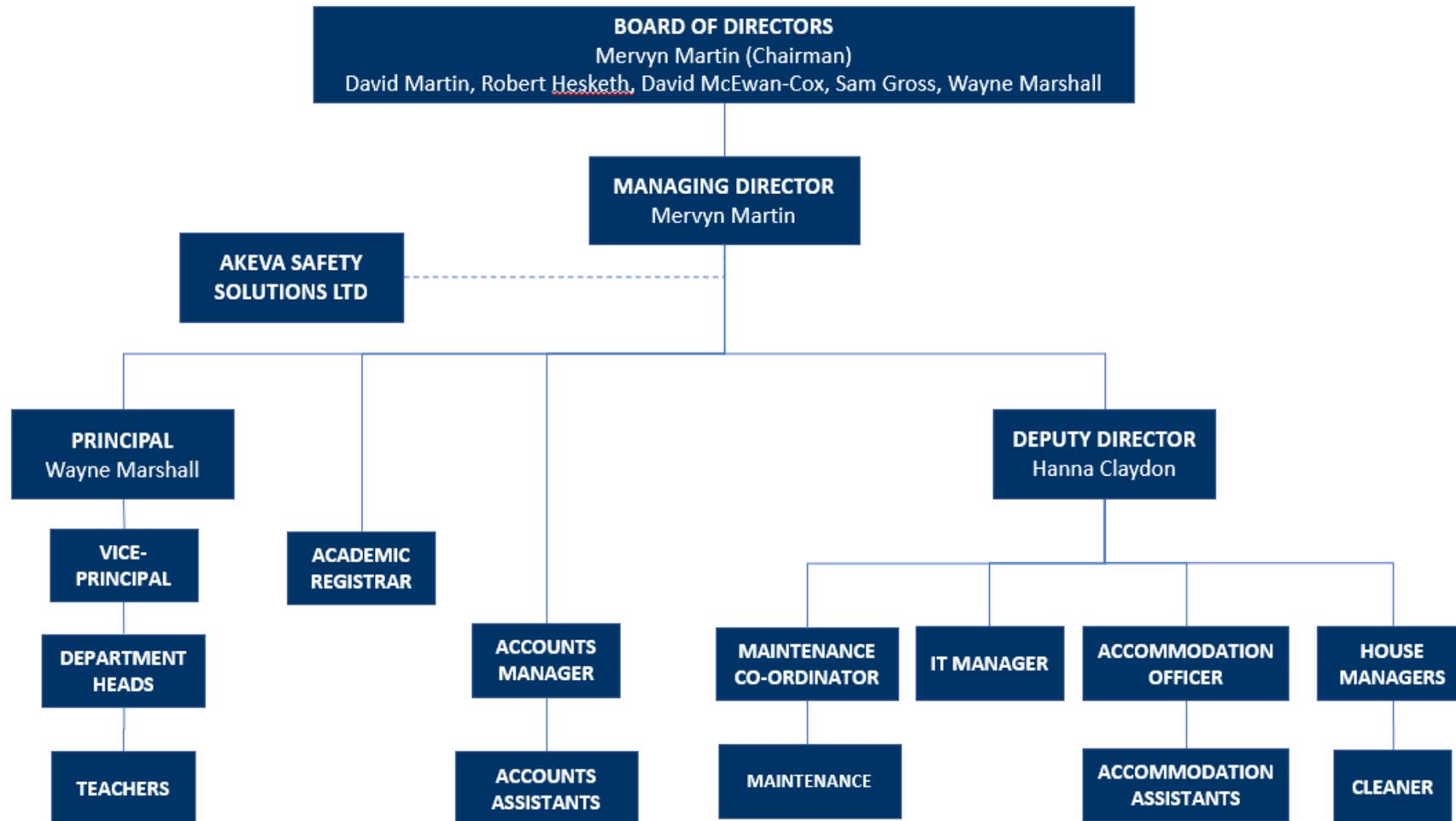
Signed:

Date:

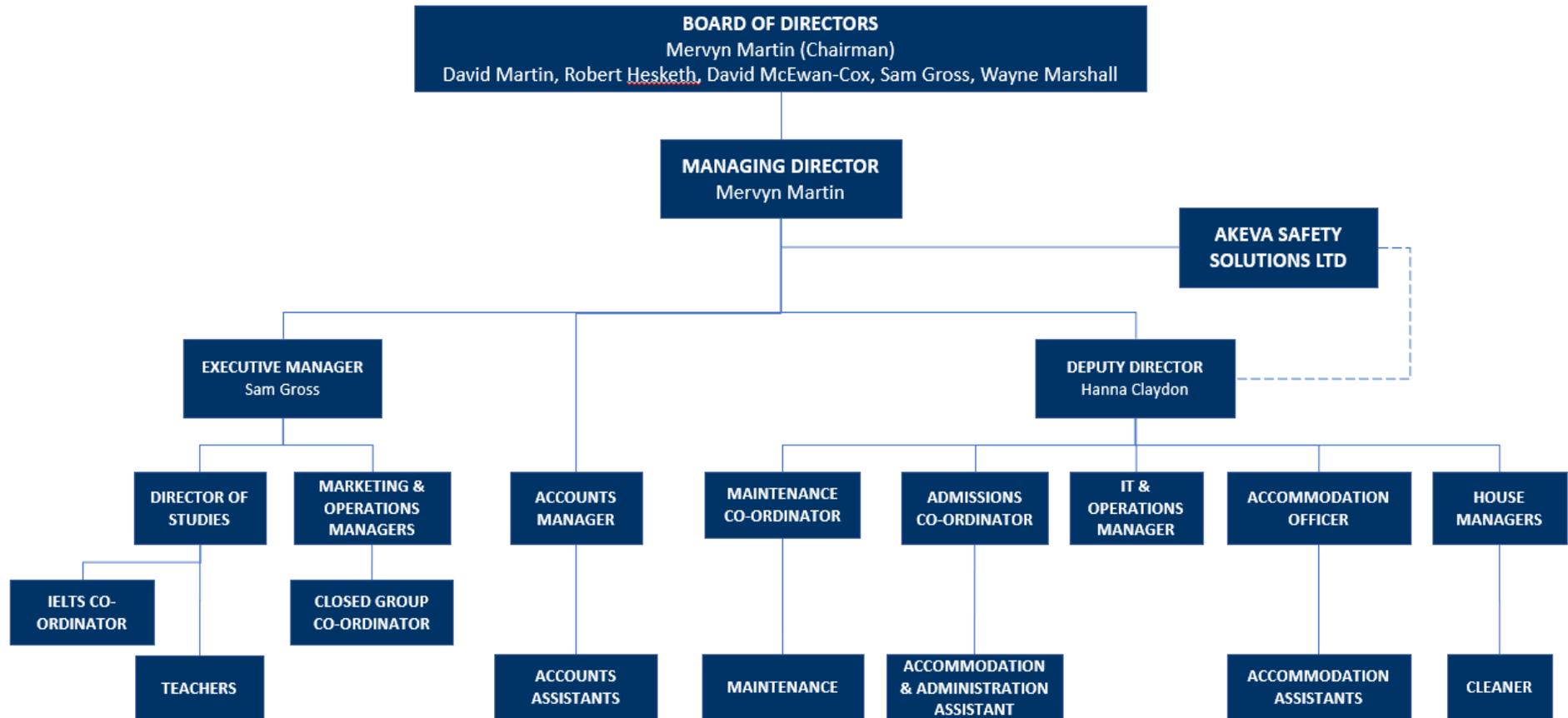
**Mervyn Martin** (Managing Director)

## 2 ORGANISATION

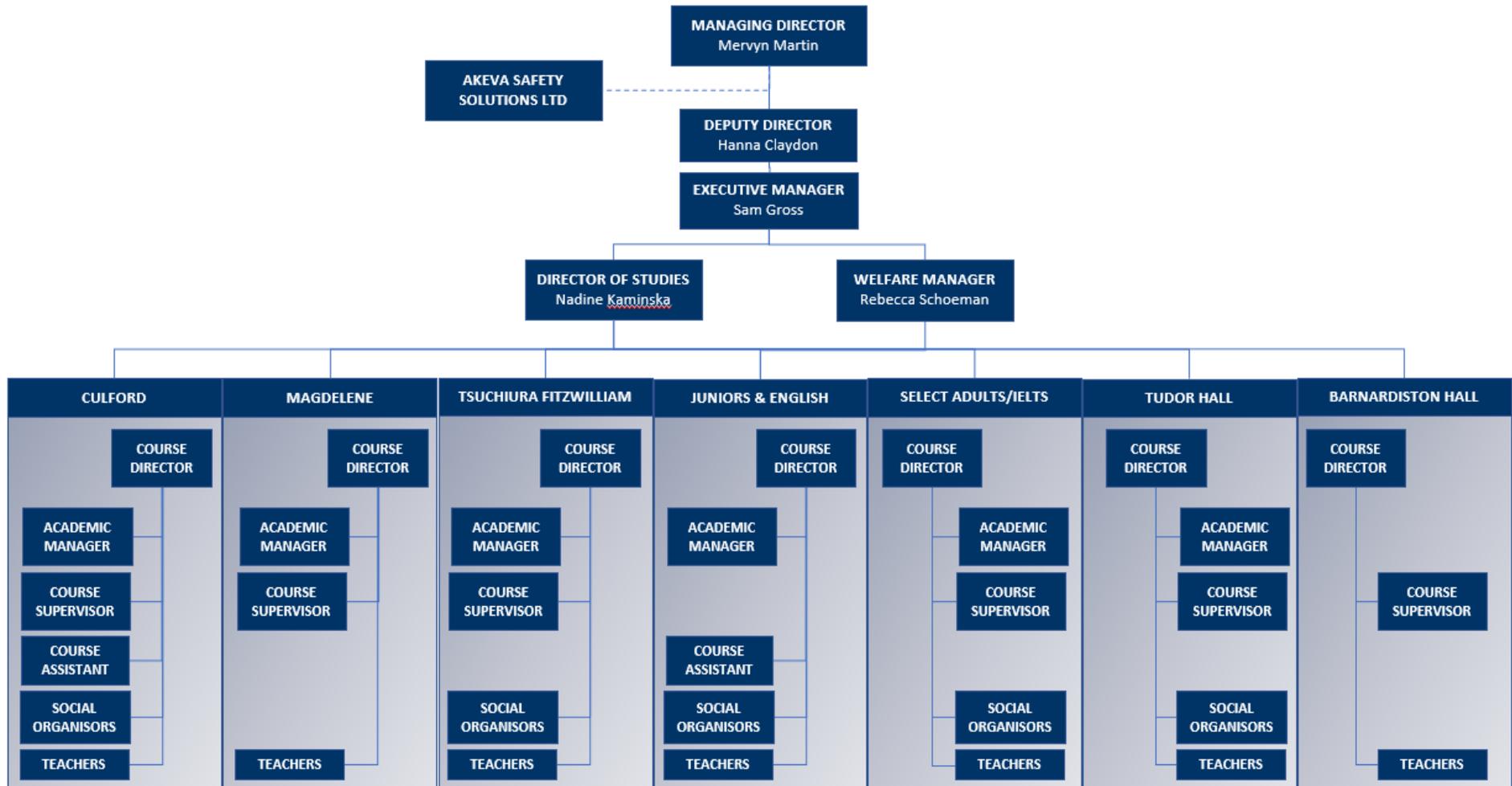
### 2.1.1 St Andrews College



2.1.2 Select English – Year Round



2.1.3 Select English – Summer Centre Management



## 2.2 DUTIES OF THE BOARD OF DIRECTORS

The board of directors represent the employer's responsibilities for the management of health and safety across the organisation's operations. The board of directors shall ensure that:

1. Board reports include monitoring and management review of health and safety compliance and performance.
2. They lead on health and safety and consider health, safety and wellbeing in any business change decisions which may impact health and safety risk management.
3. A Statement of the College's Policy for Health, Safety & Welfare is prepared and kept up to date and ensure that it is brought to the notice of all members of staff.
4. Competent health and safety advice is provided, at all management levels.
5. All members of staff are trained and competent in their health and safety responsibilities.
6. Members of staff and management are consulted on health and safety matters and that any concerns can be escalated to the top management team and if necessary the board.
7. Ensure that systems are in place to assess the risks to the organisation and that sensible control measures are established and maintained.
8. Sufficient monitoring programmes are in place, including inspections and audits and that any significant findings are communicated back up to the board of directors.
9. A Policy for the prevention of injury, ill health, damage and wastage is prepared and initiatives to eliminate accidents are set. Encourage proper reporting, investigation and costing of injury, ill health, damage and loss. Promote action to preclude recurrence and initiate analysis to discover accident trends.
10. Targets are set and monitored at board level to improve health and safety performance.
11. Adequate resources are available to meet legislative and College requirements on health, safety and welfare.

## 2.3 DUTIES OF DIRECTORS & THE PRINCIPAL

Directors include 'none company registered director roles', such as; deputy directors, directors of studies and leading school principals.

The responsibilities of Directors include:

1. Demonstrating visible commitment to health and safety as an essential part of the success of The College.
2. Complying with health and safety policies and procedures and coaching others in the importance of the effective management of health and safety risk.
3. Liaising with the Directors and external Consultants and co-ordinating staff training to ensure that all personnel are competent to do their jobs safely.
4. Ensuring that accurate and secure records of documents to demonstrate health and safety compliance are retained, together with audit trails related to the health and safety management system and records are secure and suitably backed up.
5. Ensuring that adequate training and development plans are in place to continually enhance the health and safety competence of members of staff.
6. Ensure that fire risk assessments and workplace inspections are carried out, at least annually, by a competent person and review any subsequent reports.
7. Checking that thorough investigations are conducted to prevent the recurrence of any work-related injuries, ill health, dangerous occurrences, property damage or near misses.
8. Reporting health and safety issues to the health and safety committee.
9. Providing feedback to members of staff in their areas; and
10. Attending health and safety co-ordination meetings and training.

## 2.4 DUTIES OF SAFETY ADVISORS

In accordance with the Management of Health and Safety at Work Regulations 1999, the College has appointed Akeva Safety Solutions Ltd to provide health and safety advice. Akeva Safety Solutions Ltd can be contacted on 0845 890 2511.

AKEVA's role includes:

1. Advise on the preparation and review of the College Safety Policy for Health, Safety and Welfare, including the organisation and arrangements for carrying out the Policy.
2. Give advice to management as requested on:
  - a. Legal requirements affecting health, safety and welfare.
  - b. Prevention of injury and damage.
  - c. Provision, selection and use of protective clothing and equipment.
  - d. New working methods, equipment or materials, which would reduce risks.
  - e. Proposed changes in legislation.
  - f. Potential hazards and safety factors affecting the selection of work equipment, other contractors and so on.
3. Assist Management in notifying the Health and Safety Executive of Dangerous Occurrences, Specified Injury and Accidents, in accordance with College Policy.
4. Carry out safety inspections and audits to monitor compliance of work being undertaken with the College Health and Safety Policy.
5. As requested, carry out investigations of serious accidents in accordance with College Policy and assist with subsequent reporting as required by RIDDOR 2013.
6. Provide advice on training requirements and arrange training courses where required.
7. Ensure that an assessment has been carried out of any noisy process or plant hazardous to health and that appropriate control measures, training, instruction, protective clothing etc. have been provided.
8. Set a personal example when visiting by behaving professionally and wearing all suitable protective clothing.
9. If requested attend contractors site meetings to advise / review safe working procedures.

## 2.5 DUTIES OF MANAGERS

*Managers are responsible for implementing the procedures and controls to ensure the safety of our staff & students and those who may be affected by our activities.*

Key Duties and Responsibilities include:

1. Maintaining awareness and compliance with the College Health & Safety Policy throughout.
2. Ensuring that risk assessments, for all activities, are suitable and sufficient. Where they need amending refer them to the relevant Director.
3. Communicating information to their teams, ensuring they are kept aware of the current position in terms of health and safety.
4. Promoting the health and safety values and policy.
5. Receiving and acting upon recommendations supplied by the directors and third-party health, safety and fire advisors.
6. Communicating information from the health and safety committee and management meetings.
7. Providing support and resources to the health and safety committee as is necessary to ensure continual improvement.
8. Ensuring that suitable training plans are in place for members of staff to undertake their work safely and without risk to health.
9. Attending training and personal development to enhance their own health and safety competence.
10. Investigating every accident or near miss and reviewing and amending risk assessments and method statements where necessary to prevent recurrence. Ensure that all accidents are reported as required under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrence Regulations) 2013.
11. Uses the College Disciplinary Procedure to address any serious or repeated violations of College safety procedures by staff.

## 2.6 DUTIES OF THE MAINTENANCE COORDINATOR

*The Maintenance Coordinator is responsible for ensuring that maintenance within the college premises is carried out or for ensuring the works carried out by contractors is adequately managed.*

*Specific duties for the Maintenance Coordinator include:*

1. Maintain awareness and compliance with the College Health & Safety Policy and promote its values throughout the maintenance team.
2. Ensuring that suitable and sufficient risk assessments and, where necessary, subsequent method statements are in place for all maintenance activities.
3. Receiving and acting upon recommendations supplied by the Directors and third-party health, safety and fire advisors.
4. Keep records of all maintenance issues reported and any subsequent actions carried out, by the maintenance team or contractors, to remedy any faults.
5. Ensure that suitable training plans are in place for maintenance staff so they are competent to undertake their work safely and without risk to the health and safety of other members of staff, students and visitors.
6. Attending training and personal development to enhance own health and safety competence.
7. Ensure that regulatory requirements, related to property risk management, are implemented. These requirements include, but are not limited to the following (read policy arrangements for all necessary requirements):
  - a. Ensuring that where fire risk assessments or workplace audits have been completed by a competent person any actions identified are closed out in accordance with the priorities.
  - b. Ensure that fire management plans are in place in all locations and service and maintenance of fire detection and firefighting equipment is completed.
  - c. Ensure that gas safety systems are serviced, maintained and have an annual gas safety inspection by a gas safe approved engineer.
  - d. Ensure that asbestos surveys are completed, where necessary, for all properties and where asbestos containing materials are in place, suitable management plans are implemented.
  - e. Ensure that electrical systems are maintained in a safe condition and fixed wiring inspections are completed by a competent person at least every five years.
  - f. Ensure that water systems are maintained to provide suitable water hygiene and management plans are in place to manage the risk from legionella.
  - g. Ensure that all portable appliances are tested and inspected in accordance with this Health & Safety Policy
8. Ensure that only approved and competent contractors are used for the completion of any physical work in the estate buildings.
9. Where contractors are used to carry out works, ensure they provide suitable risk assessments and method statements for their activities and monitor compliance with their RAMS.
10. Report, as soon as possible, any unsafe conditions or unsafe acts that may pose a risk to colleagues, students, visitors or contractors.
11. Investigate every accident or near miss and reviews and amends risk assessments and method statements where necessary to prevent recurrence. Ensure that all accidents are reported as

required under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrence Regulations) 2013.

12. Uses the College Disciplinary Procedure to address any serious or repeated violations of College safety procedures by staff.

## 2.7 DUTIES OF OTHER STAFF

The compliance with any policies and practices relating to health and safety is a condition of employment for all members of staff at St Andrews and Select English. Non-conformance with health and safety rules, safe operating procedures and / or instructions may lead to disciplinary action being taken. Carrying out unsafe working practices or condoning unsafe practices that have the potential to seriously injure another employee, student, visitor or contractor may be considered as gross misconduct and could lead to immediate dismissal.

All staff are responsible for the implementation of their part of this policy, and the procedures contained within. All staff should in particular:

1. Be fully aware of The College Safety Policy, its procedures and requirements and ensure that no student is put in a position where they are at risk of injury or ill-health.
2. Observe all safety rules, requirements and notices at all times.
3. Ensure that appropriate protective equipment and clothing is used and kept in good working order. Any equipment that becomes lost, damaged or worn out is to be reported to the Directors and replaced as necessary.
4. Ensure that all work equipment that you are responsible for is in good order and that any safety devices provided are fitted, properly adjusted and used. Any defects identified are to be reported to the directors immediately.
5. Ensure that all accidents, incidents, injuries, damage, defects or dangerous occurrences are reported promptly to the Directors.
6. Co-operate with the College in complying with the Health and Safety requirements set out in legislation, guidance, and within this Policy.
7. Take an active role in ensuring and improving the health and safety at the College.
8. It is important that you feel able to ask questions about health and safety, and that you feel capable of doing the task you are doing in a safe manner. If in doubt, inform your immediate Head of Department. **DO NOT TAKE CHANCES.**

## 3 ARRANGEMENTS

### Introduction

The Health & Safety at Work etc. Act 1974 (*HASAWA*) requires that arrangements are made, to provide for a safe system of work for all aspects of our undertakings. These arrangements have been developed to cover the College's activities as a whole and must be used when developing systems of work in offices or on sites.

### Arrangements or Control Measures?

We have included in this section specific known 'Arrangements' to combat hazards that are well established in our line of business therefore complying with the requirements set out in the HASAWA. However, more recently the term 'arrangements' has predominantly been replaced by the term 'Control Measure'. Either term is acceptable however, 'control measure' is a clearer definition of what is required at work when preventing or controlling known hazards in the workplace.

### Generic Control Measures

No two tasks are the same; all have something different about them and therefore it is essential to understand that the Arrangements identified in this section may have to be made more specific following completion of an individual task risk assessments *as required under The Management of Health & Safety at Work Regulations 1999* to take into account the environmental or other more specific site requirements.

When using this section, first check site conditions and any other restrictions that may be imposed due to the environmental circumstances. It is important also to consider other hazards such as prevailing weather conditions, other people working nearby or other persons having access to or from the area that your works are to be undertaken. All these factors can alter what is to be considered when carrying out the on-site 'Risk Assessment' and the 'Arrangement' to be used.

## 3.1 ACCESS EQUIPMENT

Access equipment may be used within the colleges departments or by the maintenance team. Only the maintenance team will be allowed to use access equipment over and above a stepladder, loft ladder or hop-up.

It is the policy of the College to ensure, so far as is reasonably practicable, where work is to be carried out above ground level, suitable access equipment will be supplied. Where access equipment is supplied, it is the responsibility of individuals to ensure that it is used in accordance with the manufacturer's recommendations, the site-specific risk assessment and any training that has been given.

### 3.1.1 Planning Procedures

Where necessary, the Maintenance Coordinator will arrange for the required type of access equipment to be provided considering the relevant standards and the work to be carried out.

### 3.1.2 Training & Instructions

Training is to be provided to members of staff on the safe use of the access equipment that includes the hazards and precautions relating to the various types of access equipment and their use.

### 3.1.3 Monitoring

The Head of Department will:

- Ensure that all access equipment is checked before use, by the user, to ensure that there are no defects.

- Ensure that where a defect is noted or the equipment is damaged, it is taken out of use immediately.
- Ensure that all access equipment is:
  1. The correct type
  2. Is stable and secure
  3. Has a solid, level, base
  4. Is used correctly
- Ensure that ladders will not be used to provide access or a working position if the type of work cannot be carried out safely from a ladder (e.g. carrying large items, work requiring both hands, etc.).
- Ensure the methods of use, which could result in damage to the equipment, is not permitted.
- Ensure that proper storage is provided for access equipment to prevent it being damaged.

### **3.1.4 Stepladders**

The Maintenance Coordinator is to ensure that only, EN131 professional use stepladders, are used in the workplace.

- Stepladders must not be used to work from unless there is no other item of equipment available and no safer method of carrying out the works this should be decided by means of a risk assessment.
- Stepladders must be in good condition and of adequate length and strength for the work in progress.
- Whenever a stepladder is used, it should only be sited on firm level ground and not leant against loose or fragile material or other equipment.
- Only one person may use a stepladder at a time and no equipment may be carried whilst climbing unless it is carried in a safe manner allowing the user to safely use both hands and feet. When stepladders are used, the user must face the ladder at all times.
- Defective equipment must not be used at any time. If a defect is noticed, it must be reported to a Head of Department immediately.
- Step ladders are for short duration (5minutes max) and light works only. As a rule of thumb, the waist should never go above the top tread.

## **3.2 ACCIDENT REPORTING AND RECORDING**

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

### **3.2.1 Introduction**

The importance of accident, incident and near miss recording, reporting and response cannot be overstressed. The necessity arises from two fundamental requirements:

- Only if every accident, incident and disease is reported can action be taken to prevent recurrence;
- A record should be filed in case the accident needs to be reported to the Health and Safety Executive or the accident results in a claim for industrial injury benefit or a claim against the College.

### 3.2.2 Near Miss Reporting

A near miss is an incident that has occurred but not resulted in injury or damage. The College will run a near miss system on a 'No Blame Culture' therefore encouraging personnel to report hazardous occurrences that may result in injury or damage. The importance of investigating near misses is to enable measures to be taken to prevent a recurrence which may result in injury or damage.

Where there is a near miss, the person identifying it is to complete the relevant form and pass it onto the Deputy Director / Principal who will take the necessary action to prevent the 'near miss' becoming the next accident.

### 3.2.3 Minor Injuries

All minor injuries reported by members of staff are to be entered into the accident book. They must be reported to the Deputy Director / Principal as soon as practicable, but within 12hrs and before leaving work. When the accident occurs on another premises, e.g. during a trip, the College accident book is to be completed as soon as possible and a copy of the report sent to the customer for their own accident records.

### 3.2.4 Lost Time & Over 7 Day Accidents

Where an employee or student suffers a lost time accident, the Deputy Director & Principal must be informed by the relevant Teacher / Head of Department and kept up to date with the proposed date of returning to work / lessons. An accident investigation will need to be carried out by the injured persons Head of Department to determine the causes so that measures can be put in place to prevent a recurrence.

Where the member of staff does not return to work for more than 7 days or is unable to carry out their normal duties for more than 7 days, not including the day of the accident the College Health and Safety Consultants will be informed and, as directed by the Deputy Directors / Principal, will carry out the investigation instead of the Head of Department.

All personnel with responsibilities under RIDDOR must still keep a record of all over 7-day injuries. A record in the accident book will be acceptable. Reporting of all over 7-day injuries must be reported within 15 days from the day of the accident.

### 3.2.5 Specified Injuries

Where a member of staff or student suffers a specified injury or is taken to hospital with a suspected specified injury, the Deputy Director and Principal are to be informed immediately. These will then in turn inform the College Health and Safety Consultants who will carry out an investigation as directed.

Nothing is to be moved in the accident area unless instructed by the Directors or where it would otherwise put people at risk to leave it. If the accident area must be disturbed, where it is feasible, take photographs or make a sketch first as this may help with the investigation.

Specified injuries are injuries such as:

- Fractures, other than to fingers, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding) which:
  - covers more than 10% of the body

- causes significant damage to the eyes, respiratory system or other vital organs
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which:
  - leads to hypothermia or heat-induced illness
  - requires resuscitation or admittance to hospital for more than 24 hours

Specified injuries are to be reported to the HSE's Incident Contact Centre immediately by telephone.

### **3.2.6 Dangerous Occurrences**

Dangerous occurrences must be reported to the Deputy Director and Principal immediately, they will then notify the College Safety Consultants. The area must not be disturbed unless the Deputy Director specifies so, or to prevent further danger.

### **3.2.7 Disease**

Any written diagnosis received from a doctor (e.g. medical certificate stating the type of industrial disease) must be forwarded to the Deputy Director / Principal immediately, together with a description of the type of work done by the person concerned to enable an investigation to take place.

The College Health and Safety Consultants will then be contacted to advise whether it needs reporting to the HSE under RIDDOR.

### **3.2.8 Fatal Accidents**

In the event of a fatal accident, the Deputy Director and Principal will be notified immediately. The Deputy Director will then notify the College Health and Safety Consultants.

Accidents resulting in death shall be reported concurrently to the local Police. Do not disturb the scene of the accident any more than necessary to make it safe for others to carry out an investigation (see below).

### **3.2.9 Notification to the Health & Safety Executive (H.S.E)**

The reporting of injuries, diseases and dangerous occurrences in accordance with RIDDOR can be carried out by telephone, in the case of fatal and specified injuries, and on-line, for all other injuries and dangerous occurrences.

*By Telephone* - Call the Incident Contact Centre on 0845 300 9923. The details that will be required are the same as that written on the F2508.

*On-line* - Go to [www.hse.gov.uk](http://www.hse.gov.uk) and click on 'Report an Incident' then follow the on-line instructions.

Notification under RIDDOR will only be carried out by the Deputy Director or other nominated person.

### **3.2.10 Dealing with Casualties**

Do not move a casualty who cannot move themselves unless the casualty is in imminent danger. The senior staff member must ensure that the casualty is dealt with as required by a qualified First-aider until medical help arrives or they are taken to hospital.

### **3.2.11 Emergency Services**

Ensure that the emergency services are contacted immediately in the case of serious injury. Where applicable, the Deputy Directors will ensure that the Board of Directors are advised of the circumstance of the incident.

### **3.2.12 Accident Area**

The accident area should be cordoned off and not disturbed any more than necessary (to facilitate safe removal of injured persons) until the accident investigators, i.e. the HSE, Police or our Safety Consultants, have carried out a full investigation. Do not clear away any evidence until given the all clear by the Deputy Director or Principal.

## **3.3 ALCOHOL AND DRUG ABUSE**

### **3.3.1 College policy towards alcohol and drug abuse**

Alcohol or drug abuse by members of staff, including management staff, can adversely affect the safety and health of themselves, students or others at work. Therefore, it is the policy of this College that any person known to be, or strongly suspected of being, affected by alcohol or drugs must be referred to the Deputy Director or Principal who will arrange for the person to be removed from the work area.

It must be noted that symptoms suggesting that a person is under the influence of drugs or alcohol may be created by other conditions, e.g. heat exhaustion, hypothermia, diabetes, etc. also the person may be affected by legitimate medication prescribed by a doctor. These conditions, while still requiring the person to be removed for safety reasons from their work, will obviously affect any disciplinary action that may be considered therefore, if there is any doubt as to the person's condition or cause of their condition, medical advice should be sought immediately.

## **3.4 CONSULTATION WITH MEMBERS OF STAFF**

### **3.4.1 Introduction**

It is a requirement of the Health and Safety (Consultation with Members of staff) Regulations 1996 for employers to consult with members of staff on matters relating to health and safety. These regulations complement the Safety Representatives and Safety Committees Regulations 1977, which place duties on employers to consult with safety representatives who have officially been appointed as such by the trade unions.

### **3.4.2 Means of Consultation**

The College will inform its members of staff of their rights to be represented by a safety committee and, if requested, will form a committee in accordance with the above legislation. If requested, the College will ensure periodic meetings are held with members of staff to discuss health and safety issues.

Members of staff will be consulted by the management, either directly or through the health and safety committee by the following means:

- Committee Meetings;
- Management Meetings;
- Annual Staff health and safety survey
- Memorandum;
- Written Instruction;
- Health and Safety notices;

- In consultation with Team Leaders;
- Directly; and / or
- Verbally.

### 3.4.3 Health and Safety Committee

The College Health and Safety Committee comprises of:

- Chairperson - Hanna Claydon
- Deputy Chairperson - Wayne Marshall
- Committee Members - The names of these will be identified on noticeboards.

The Health and Safety Committee will meet at least once every term.

## 3.5 CONTROL OF SUB-CONTRACTORS

Sub-Contractors may sometimes be appointed to carry out work on behalf of the College. It is the policy of the College that only approved sub-contractors will be employed.

### 3.5.1 Approval of Sub-Contractors

Before contractors are engaged, they must complete a questionnaire which will be sent out by the Maintenance Coordinator. Once the questionnaire and relevant documentation have been returned, it will be assessed and determined whether the sub-contractor can be engaged and, if so, what level of supervision is required.

### 3.5.2 Requirements of Sub-Contractors

Sub-Contractors will be required to comply with the following requirements which will be explained to them at a meeting with the Maintenance Coordinator before they commence any work for the College. If the Maintenance Coordinator is not available then the Subcontractor's Manager / Supervisor should report to a nominated member of staff.

All contractors will be required to:

- Work in compliance with the contents of this document and any additional site rules that are been put in place on each site.
- The relevant managers of each contractor will be required to develop a job specific method statement and risk assessment for all works with significant risk.
- In addition to the method statement and risk assessment, the following documents must also be supplied before works can commence on site:
  - Copies of relevant CoSHH, noise, vibration, manual handling assessments.
  - Copies of any relevant certificates of competence.
  - A copy of the Company's insurance certificates.
  - Copies of any equipment test certificates.
  - Any other document asked for by the Maintenance Coordinator.

All sub-contracted personnel are to be made aware of the requirements from the method statement and risk assessments.

Before starting work on any of our customer's premises, the sub-contractors Manager / Supervisor is to report to the Maintenance Coordinator and ask if there are any specific requirements / rules for that workplace and to obtain authorisation to commence work.

## **3.6 ELECTRICAL TOOLS AND EQUIPMENT**

### **3.6.1 Hazards**

The main hazards associated with this equipment include:

- Electric shock.
- Tripping.
- Unguarded machinery.
- Fire.

### **3.6.2 Planning Procedures**

All electrical equipment within the College and used by our members of staff at our customers workplaces will be supplied, installed, maintained or used in accordance with the relevant standards. Portable electrical appliances are electrical items that can be easily disconnected from the power source and moved from one location to another.

### **3.6.3 Testing of Equipment**

To ensure the safety of persons using portable appliances, it is College policy that all portable appliances will be inspected and tested every 2 years.

The Maintenance Coordinator is responsible for ensuring that all equipment is inspected and tested when due.

The mains supply of electrical equipment will be tested by a competent electrician in accordance with current legislation. All necessary works identified following the inspection will be carried out by a competent electrician.

### **3.6.4 Monitoring**

The Maintenance Coordinator will:

- Ensure that all power cables are placed clear of access ways.
- Portable appliances in their department are regularly checked to ensure they remain in good condition.
- Report any faulty appliances to the Maintenance Coordinator and take them out of use until told they are safe to use.

### 3.7 FIRST AID & ILL-HEALTH ARRANGEMENTS

The prevention of accidents and ill-health within the College's is everyone's responsibility, and each member of staff should ensure that they are familiar with any special instructions relevant to the area(s) in which they work for the proper handling of emergency situations.

#### 3.7.1 First Aid

In order to meet the requirements of the Health and Safety (First Aid) Regulations 1981, and other relevant legislation, the Deputy Director and Principal will ensure that any necessary first aid arrangements are arranged for each workplace location depending by the expected risk environment, employee/contractor population, available local hospital facilities, etc.

The Deputy Director / Principal will ensure that there is access to a first aid kit at each of the College's premises. The first aid kits will be provided by the College.

The Maintenance Coordinator is responsible for ensuring each first aid kit, provided by the College, is fully stocked with in-date items.

The Deputy Director / Principal will ensure that:

- All staff are made aware of the location of first aid kits and the steps to be taken in the event of needing access to it.
- First aid kits are replenished when needed.
- All staff are made aware of the requirement to report any injury however minor.
- A record is made of every accident suffered by a member of staff during the course of their work for the College at any location and any accident occurring on our premises involving a member of staff, a visitor or the public.

The College will review first aid arrangements at all of our work locations annually or more often if work arrangements or circumstances change or if the size of the workgroup warrants it and if deemed necessary put in place enhanced first aid arrangements that may include provision of a first aid training to a suitable person or persons.

#### 3.7.2 Ill-Health

All staff have a duty to report any instances of ill health that are adversely affecting their work, or where their work is adversely affecting their health so that any issues can be addressed. These problems should be reported to their Principal who will treat any information with utmost confidentiality.

The Principal will co-ordinate an occupational health assessment, where required, by the chosen external partner. In all instances where health problems could be adversely affected by particular work, or on return to work following an operation, for example, alternative work will be found whenever possible. For periods of long-term absence, the College may request a more detailed occupational health assessment.

#### 3.7.3 Training

Where deemed necessary appropriate first aid training and refresher training will be provided to a suitable number of staff. The College will ensure that the training is refreshed as required.

If work processes require additional specialised first aid provision, then appropriate personnel will be trained for that requirement. Sickness and holiday cover will be considered when determining numbers of first aid trained personnel.

### **3.7.4 Monitoring**

The Deputy Director and Principal will ensure that all arrangements for first aid are used and maintained to the required standards.

Appointed persons and if relevant nominated first aiders are to ensure that first aid boxes are re-supplied each time they are used and have enough equipment in them (as per the contents list in the box). In the office, it will be the responsibility of a person nominated by the Directors to check the first aid box.

Those who have the responsibility for first aid kits are to ensure that suitable equipment is still available and in date.

## **3.8 HAZARDOUS SUBSTANCES**

The Control of Substances Hazardous to Health Regulations 2002 imposes duties on every employer to identify all substances in use and to assess the risk to their members of staff (and others) from the substance, considering the manner in which it is being used, the quantities involved, and the possible numbers affected.

The work of some departments within the College sometimes brings members of staff and students into contact with some substances, which, to varying extents, are hazardous to health. Our general policy on dealing with these substances is given below:

- Exposure to substances hazardous to health will be prevented where possible, or adequately controlled by suitable protective or preventative measures.
- As far as practicable, the control shall be by means other than provision of personal protective equipment. Where required, however, adequate and appropriate protective equipment or clothing shall be supplied.
- It is important that members of staff receive adequate information, instruction and training in order for them to be aware of the risks to health from exposure to a substance, and the precautions and control measures that should be provided and carried out.

### **3.8.1 Planning Procedures**

Where practicable, the College will avoid the use of substances hazardous to health by finding an alternative method. Where this is not practicable and hazardous substances are used, a relevant safety data sheet will be obtained from the supplier so that the House Managers or Maintenance Coordinator can carry out a CoSHH assessment or arrange for one to be carried out.

Where the House Managers or Maintenance Coordinator do not feel competent enough to carry out a CoSHH assessment, specialist help will be engaged to provide written assessments and advice on precautions required with any substance where any risk to health is known or suspected. The details of assessments will be kept in a suitable register.

The House Managers or Maintenance Coordinator will:

- Verbally communicated the findings of the CoSHH assessment to those using the substance or those who could be affected by them. This communication is to be carried along with the

requirements of task risk assessments and method statements and must be done so prior to works commencing.

- Make a record of the communication process.
- Ensure copies of the assessments are available at the place of work to those using the substance or managing the process.

### 3.8.2 Training & Instruction

All members of staff engaged in any process involving the use or handling of any hazardous substance must be given full instructions and any necessary training in the health hazards and precautions, use of protective clothing, equipment, hygiene measures, etc. as required.

### 3.8.3 Monitoring

The Deputy Director / Principal will ensure that the written assessment, control measures and other information is in the workplace and that all procedures planned to handle or use any hazardous substance or process are carried out fully and that any equipment, hygiene measures, and protective clothing are provided and maintained as required.

Where the use of a particular substance necessitates the need for health surveillance to be carried out, the Deputy Director will arrange it with a suitable Occupational Health Specialist. Where necessary, the Directors will seek assistance from the College Safety Consultants.

**Note:** Under no circumstances, should anyone be allowed to use any substance unless a CoSHH assessment has been carried out and communicated.

### 3.8.4 Control Measures

The following rules apply to the handling, transporting and use of all substances. Special precautions relating to specific products are given in the specific written assessments.

- Chemical products must never be allowed to come into eye contact. Contact with skin and mucous membrane must likewise be avoided. Wear protective equipment and clothing supplied. Always observe good industrial hygiene practice.
- Do not swallow materials or use in areas where food is being consumed. Smoking is also prohibited during application and curing.
- Inhalation of chemical vapours or dust should be avoided. Adequate ventilation must be provided. Suitable respiratory protection will be provided if appropriate.
- Store all products in ventilated areas away from extremes of temperatures and environment.
- Clean all spillage's instantly and dispose of waste and used containers properly.
- Except for transport in closed packages, materials must be handled only by authorised personnel.
- Ensure the correct equipment for handling the products is available.
- If any person handling the materials shows the symptoms that may possibly have been caused by exposure to chemical products, they should be removed from the area and medical advice sought without delay.
- Read the data sheet, container labels and detailed health and safety information before using any products.
- **No hazardous substances are to be used if there is no CoSHH assessment available**

## **3.9 LONE WORKING**

### **3.9.1 Introduction**

It is possible that colleagues will, at times, be required to work alone either in the college grounds or when away on arranged trips. Whilst the Company will try to avoid the need for any person to work totally alone, where this cannot be avoided the company will take necessary measures to ensure their safety as below.

The implementation of this policy requires the total co-operation of all members of staff. The Deputy Director, Principal and Department Heads are responsible for ensuring compliance with this policy.

### **3.9.2 Planning**

Where staff are required to work alone, the Principal / Department Heads are to ensure they carry out a suitable and sufficient risk assessment, ideally involving the person(s) who will be working alone.

Any measures identified during the risk assessment process should take account of normal work and foreseeable emergencies, e.g. fire, equipment failure, illness and accidents. Managers should identify situations where people work alone and ask questions such as:

- Does the workplace present a specific risk to the lone worker?
- Is there a safe means of access and egress for the lone worker?
- Is there an adequate means of security?
- Can any necessary equipment be safely handled by one person?
- Are there any chemicals or hazardous substances being used that may pose a risk to the worker?
- Is there a risk of violence?
- Are there any other reasons why the individual may be more vulnerable than others?
- Does the lone worker have any medical conditions that could affect their safety?

### **3.9.3 Training & Instruction**

Where the job requires it, only those with specific training and experience will be allowed to work alone. The information from the risk assessment will be communicated to the person working alone by their Line Manager.

### **3.9.4 Monitoring**

Although lone workers cannot be subject to constant supervision, it is still the College's duty to ensure they are healthy and safe at work. Supervision of health and safety can often be carried out when checking the progress and quality of the work. This may take the form of periodic visits combined with discussions in which health and safety issues are raised.

### **3.9.5 Control Measures**

Any members of staff that may be carrying out work in places where they may be classed as a lone worker are to:

- Ensure they are aware of the findings of the risk assessment. If not, they must speak to their Department Head or the Principal.

- Comply with any specific instructions about contacting someone on a regular basis, keeping their Line Manager, or other nominated person, informed of their location / status.
- Ensure that they keep a mobile phone with them at all times and, if there is no reception, are aware of the location of the nearest telephone.
- Inform the Department Head or the Principal of any medical conditions that may put them at risk if working alone. Such staff **must never** be allowed to work alone.

As always, the Company does not expect anyone to put themselves at risk. If anyone is uncomfortable with the situation they are in or feel that there is an increased risk, then stop work and inform your Line Manager.

### 3.9.6 Emergency Procedures

Suitable emergency procedures should be developed in accordance with the risk to the Lone Worker so that they can respond quickly and correctly in the event of an emergency. On some occasions training in emergency procedures may be required.

Lone workers should be given information about first aid facilities available or be made aware of what to do about medical emergencies. There may be a need for certain lone workers to receive first aid training which the Department Head / Principal should identify during the risk assessment process.

## 3.10 MANUAL HANDLING

### 3.10.1 Introduction

The Manual Handling Operations Regulations 1992 apply to any situation where a load has to be moved by hand or bodily force. The regulations state:

*“A person shall not be employed to lift, carry or move any load so heavy as to be likely to cause injury to him / her”.*

### 3.10.2 Planning

The College will, as far as reasonably practicable, reduce the risk of injury through manual handling operations to all members of staff by:

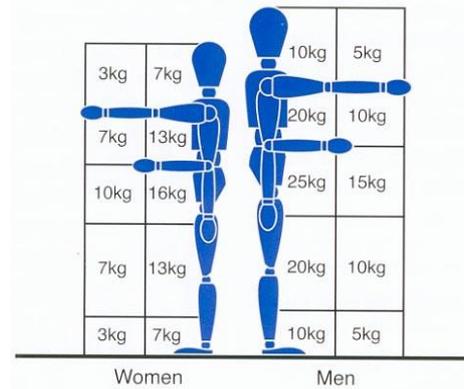
- Avoiding, where practicable, the need to lift items manually or failing this by;
- Assessing the operations which pose a significant risk of injury;
- Ensuring all persons are given suitable manual handling training (subcontractors are responsible for ensuring their own staff are trained).

The College realises that some tasks may have to be postponed until the appropriate number of persons are available to safely carry out the task (the average male should only lift 25kgs (16 kgs for women) manually but no-one should lift more than they feel comfortable with.

It is the Policy of the College that a preliminary manual handling assessment is to be carried out as part of the general risk assessment. Where this identifies that there is a significant risk from manual handling a more detailed assessment will be carried out by the Heads of Department. The manual handling assessment will be recorded.

A detailed assessment will need to be carried out if the preliminary assessment shows that the manual handling task involves:

- the lifting or lowering of a load which is unstable, difficult to grasp or greater than the weights identified in the adjacent figure or the operation is carried out where there are adverse working conditions; or
- The carrying of a load, with a weight exceeding those stated in the adjacent figure and the distance exceeds 10 metres without rest; or
- The pushing or pulling of a load from start where the force required exceeds 25kgs for men or 16kgs for women; or
- The lifting of a load, weighing more than 5kg load for men or 3kg load for women, from a seated position.



Where the use of a machine is impracticable, sufficient labour must be available to handle any heavy or awkward loads and instructions must be issued to site on the handling of these loads.

All staff will be given training in the correct methods of handling and lifting loads as part of their normal site safety training.

### 3.10.3 Training

All members of staff involved in manual handling operations will be trained in the relevant procedures. Regular refresher training will also be provided to maintain and enhance competence in manual handling operations.

Training will be based on the physical structure of the body and the effect of attempting to handle loads in various positions.

### 3.10.4 Monitoring

The Deputy Director, Principal and Heads of Department will:

- Ensure any persons required to complete manual lifting work have been given and have understood training on manual handling and associated lifting techniques.
- Ensure a Manual Handling assessment has been completed for the manual handling operation in question.
- Ensure that the required control measures for the works are being implemented.
- Instruct any member of staff in the correct handling and lifting of loads as required.
- Where necessary, ensure that suitable gloves are available for issue for the handling of materials, which could cause injuries to the hands.
- Ensure that no member of staff, particularly a young person is required to lift without assistance a load, which is likely to cause injury.
- Re-assess any manual handling operations which an employee has reported as being too difficult, unachievable or they do not feel comfortable with.

### 3.10.5 Control Measures

Anyone carrying out manual handling tasks must take into account the following:

- Wherever possible use mechanical means to lift and transport items.
- Where use of mechanical means is impracticable, then sufficient persons must be available to lift the relevant load and take into account the size, shape and weight of that load. Also consider the path the load must follow and the immediate environment, e.g. floor conditions, lighting, access etc.
- Carry out manual handling in accordance with any training given.

**Never carry any more than you are comfortable with. If unsure, speak to your Head of Department.**

## 3.11 OFFICE SAFETY

Due regard to the requirements of the Workplace (Health & Safety) Regulations 1992 will be taken for our offices and suggestions to improve facilities will be considered and brought up at routine meetings.

### 3.11.1 Hazards

The main hazards associated with the office environment are:

- Trailing wires / cables and other items left in walkways
- Manual handling
- Use of display screen equipment
- Flammable materials

### 3.11.2 Planning Procedures

The Deputy Director will ensure that all offices are suitably laid out in accordance with the Workplace (Health, Safety & Welfare) Regulations 1992, to ensure that work can be undertaken in a comfortable manner.

All equipment purchased for use will meet all necessary legal requirements.

Suitable and sufficient assessments will be carried out by the College Safety Consultants to identify the main hazards and any necessary control measures needed to be implemented.

### 3.11.3 Monitoring Procedures

All fire equipment will be checked, tested and maintained in accordance with the Regulatory Reform (Fire Safety) Order 2005 and the relevant Section of this document.

The Deputy Directors will nominate a person to carry out monthly checks of the offices to ensure that they are in good order.

### 3.11.4 Training & Instruction

It is the College's policy to ensure as far as reasonably practicable the health, safety and welfare of personnel working in or persons are visiting our offices and so will ensure adequate instructions, and where necessary training, is given.

### 3.11.5 Display Screen Equipment

The College will ensure that, as far as is reasonably practicable, only DSE that does not give rise to health risks is purchased. To further reduce any residual risks to members of staff from DSE, the Deputy Director will ensure that a suitable and sufficient risk assessment of work undertaken in the offices and the office environment itself is carried out.

All persons classified as 'users' (see below), once trained, will be given a self-assessment checklist to complete. On completion the checklists will be analysed by the Safety Consultants to determine whether a detailed risk assessment is required, and any subsequent changes need to be made to an individual's work station or work pattern.

- **'User'** – Is defined as an employee who habitually uses an item of DSE for an hour or more during each working day.
- Members of staff classed as 'users' must ensure they leave their workstation for at least 5 minutes in every hour. Other works such as filing and photocopying can be carried out in this time. 'Users' are expected to inform their line managers of any physical or psychological problems they may be experiencing due to excessive use of DSE.
- **Eye Tests** – The cost of an eye test will be covered for any user who may have a problem with their eyes due to continuous use of DSE. If an optician specifies the need for corrective lenses for the use of DSE, the College will cover the basic cost. Anyone wishing to upgrade will be expected to cover the difference in cost.

### 3.11.6 Office Safety

- **Working space** – Each person will be allocated a sufficient amount of space to enable them to carry out their daily duties. Sufficient storage space will be allocated to prevent the build-up of paper / files in gangways or under desks.
- **Lighting** – As far as reasonably practicable natural lighting will be used throughout the offices and to aid this all office windows will be regularly cleaned. Suitable blinds will be placed at office windows where a risk of glare may cause discomfort.
- **Furniture** – All office furniture is purchased and maintained so as not to present a risk to the health, safety and welfare of members of staff.
- **Filing Cabinets** will be used with care:
  - a. Only one drawer open at a time
  - b. Heavy items or large files of paper stored in the bottom drawer
  - c. Drawers will not be left open where there is a danger of someone walking past and tripping over them.
  - d. Stacking/storing of files, books etc. on top of cabinets will be avoided.

## 3.12 PERSONNEL PROTECTIVE EQUIPMENT

### 3.12.1 Planning procedures

Some activities within the college will require PPE to be worn, usually maintenance activities, these activities will be identified during the risk assessment process. During the risk assessment process, the Risk Assessor must identify how the risk will be managed, by means other than the issue of PPE. Where the risk cannot be reduced to an acceptable level by other means, PPE will be issued.

The Risk Assessor will establish what protective clothing and equipment will be necessary and will ensure that any special protective clothing or equipment required is CE Marked and any signs relating to the wearing of PPE are obtained and available for use on site.

The College will provide a suitable means for storing personal protective equipment to its members of staff.

### 3.12.2 Monitoring

The Deputy Director / Heads of Department will:

- Ensure that adequate supplies of all necessary CE Marked protective clothing or equipment are for use as required and that when issued to members of staff a record is to be kept in a protective clothing issue register.
- Ensure that the protective clothing or equipment is suitable for the specific process for which it is provided. The safety consultant as required can provide information and advice on the correct equipment to be issued.
- Ensure that members of staff are aware of the actions to be taken if their PPE becomes lost, stolen, damaged or worn out.

### 3.12.3 Misuse

Misuse or intentional damage to any items of personal protective equipment that can be attributed to an individual may result in disciplinary action being taken which may lead to dismissal.

## 3.13 RISK ASSESSMENTS

The Management of Health and Safety at Work Regulations 1999 require that suitable and sufficient assessments of risk should be carried out for all operations or undertakings in the workplace.

### 3.13.1 Explanation

A Risk Assessment is a step-by-step analysis of a job, task or process that considers the risks likely to be encountered and the necessary control measures required to reduce the risk.

The following definitions are based on those used in the English Courts:

**Risk** - The likelihood that a specified undesired event will occur, due to the realisation of a hazard by or during, work activities or by the products and services created by work activities.

**Hazard**- The potential to cause harm, including ill health and injury; damage to property, plant, products or to the environment; production losses or increased liabilities.

### 3.13.2 Planning Procedures

It is an important point that risk assessments are carried out for all work activities and any significant findings recorded. It is the responsibility of the Deputy Director / Principal to ensure that suitable and

sufficient risk assessments are carried out by the Maintenance Coordinator / Department Heads for the workplace.

A copy of each risk assessment will be made available for those carrying out the work.

### **3.13.3 Reviewing Risk Assessments**

Risk Assessments will be reviewed on a regular basis by the Heads of Department, this should not exceed annually. The review is to ensure that they are still relevant.

### **3.13.4 Communication**

On the completion of all risk assessments and the introduction of the required control measures, the findings are to be communicated to those who are affected along with any actions that they must take to prevent the risk being realised.

The communication of the findings of a risk assessment can be given as a College induction, or a method statement briefing and must be recorded on a relevant form.

## **3.14 SAFE MONITORING AND AUDITS**

In order that the Board of Directors can be sure that the procedures laid down in this document are controlling the hazards to which they were designed to control and that they are being adhered to, a series of monitoring arrangements, involving personnel at all levels, are to be implemented.

### **3.14.1 Members of staff**

All members of staff are to carry out self-monitoring to ensure that they are following the procedures laid down in this document. Any work equipment that is used is first to be inspected by the individual and any subsequent faults reported to the Maintenance Coordinator.

All staff are expected to bring to the notice of their Manager / Directors any areas where the College policy on Health, Safety, Welfare and Environment appears to be inadequate. The suggestions will be passed to the Directors for consideration.

### **3.14.2 Competent Advisor**

Akeva Safety Solutions (AKV) Ltd, the College's Safety Consultants, will carry out a safety visit of the College's premises on an annual basis

The inspecting Safety Consultant will look at workplace conditions and audit the Safety procedures to ensure they are up to date and valid. On completion of the inspection / audit the consultant will explain the report to the relevant person. This report will then be electronically distributed to the relevant personnel.

Once all the necessary actions have been taken, the report is to be signed off and placed in the relevant section of the College safety file where it will be checked during the next inspection.

### **3.15 TRAINING, INSTRUCTION, INFORMATION**

It is College policy to ensure that all members of staff are adequately trained to carry out their Health and Safety duties competently. Current health and safety legislation frequently specify that competent persons are employed by companies to carry out their undertakings.

#### **3.15.1 Training Requirements**

The Deputy Director and Principal will be responsible for identifying any training requirements and for ensuring all persons attend the training where necessary. Advice on this may be sought from the College Safety Consultants.

#### **3.15.2 Induction Training**

In compliance with Section 2(2(c)) of The Health and Safety at Work etc. Act 1974, the College is aware of the need to give information and instructions on any hazards in the workplace and any specific rules and procedures. Therefore, it is College policy that all new members of staff are inducted by the Principal or Head of Department. Records of the induction will be kept in the main office.

#### **3.15.3 Manual Handling Training**

It is College policy that all personnel will receive manual handling training and are updated on the techniques and the requirements of the legislation every three years.

#### **3.15.4 General**

The College is aware that under The Health and Safety at Work etc. Act 1974 and various supporting regulations, it has a duty to ensure members of staff receive enough information, training, instruction and supervision to allow them to carry out the College undertakings efficiently and safely. Therefore, wherever a training need is identified, the College is committed to supplying the relevant training where practicable.

### **3.16 TRANSPORT AND OCCUPATIONAL DRIVING**

It is College policy that all transport is of sound condition and suitable for the purpose for which it is provided, including private vehicles used on College business.

#### **3.16.1 Competence**

All persons required to drive any form of transport owned, hired, or used by the College to carry out its undertakings, must be suitably competent and hold the relevant licence.

The Deputy Director requires that members of staff provide a DVLA on-line code to obtain evidence of their driving record. The code gives employers up to 21 days to check the history. A photocopy of your licence will be taken and the checked on an annual basis.

When it is noted that someone has six points on his / her licence, on-line DVLA checks will be carried out by their director on a quarterly basis. If an employee has nine or more points the on-line checks will be carried out on a monthly basis.

It is the responsibility of any driver to inform their director if they are convicted of any offence in relation to their driving licence and penalties bestowed upon them. Failure to do this could result in the dismissal of that employee.

The College may at times, as deemed necessary by the management, arrange for driver assessments to be carried out. Those who fail these assessments will not be permitted to drive College vehicles.

### **3.16.2 Vehicle Maintenance**

All transport used for work activities must be in sound condition and suitable for the purpose and all drivers must have a valid current licence, a current MOT certificate and valid insurance. Staff driving on company business should also carry out normal checks on their own car to ensure the vehicle is roadworthy before setting out.

### **3.16.3 Security**

All drivers are responsible for the safety of their own vehicles. They must ensure that they leave their vehicles in a safe condition whereby unauthorised start up is prevented. Each vehicle must be parked in a sensible area where it does not present a hazard to other people. Keys must be removed, and the vehicle locked. Any other safety devices or immobilisers that are supplied by the College or manufacturer must then be fitted.

### **3.16.4 Mobile Phones**

It is the policy of the College that mobile telephones are not to be used whilst driving or waiting in stationary traffic unless they are on a hands-free kit. Even with hands free, drivers must not use the telephone dialling or texting systems whilst moving. Whilst it is not illegal to use hands free, if a mobile phone rings whilst driving, all drivers are encouraged to ignore it and call back at the earliest convenience i.e. whilst the vehicle is parked in a safe place and in a safe manner.

### **3.16.5 Satellite Navigation**

Some staff may have satellite navigation devices installed in their vehicles. If so, you are responsible for using any satellite navigation systems in a safe manner and must not operate them whilst the vehicle is moving.

### **3.16.6 Conduct**

All persons driving on behalf of the College must do so in accordance with the Road Traffic Act and Highway Code. At no time, during business or private use, will the College accept responsibility for any offences committed. If an offence is committed, the employee will be responsible for any fines imposed and may be subject to disciplinary action, which may result in their dismissal.

## APPENDIX A – PRIMARY CURRENT LEGISLATION

The following is a list of Health and Safety, Environmental and Other relevant legislation. Every attempt has been made to ensure the statutory legislation listed is up to date but, with an ever-changing legislative programme, no warranty is given or implied that it is complete or exhaustive. It is, however, representative of the legislation applicable to work in offices and on construction sites. The legislative framework is constantly being reviewed and updated. Check with the HSE for correct legislation applicable at any one time.

### ACTS AND STATUTORY REGULATIONS

#### **Employer's Liability (Compulsory Insurance) Act 1969**

#### **Health & Safety at Work etc. Act 1974**

#### **Regulatory Reform (Fire Safety) Order 2005**

Chemical (Hazard Information & Packaging for Supply) Regulations 2009

Control of Substances Hazardous to Health Regulations 2002

Electricity at Work Regulations 1989

Electricity Supply Regulations 1988

Health & Safety (Consultation with Members of staff) Regulations 1996

Health & Safety (Display Screen Equipment) Regulations 1992

Health & Safety (First Aid) Regulations 1981

Health & Safety (Information for Members of staff) Regulations 1989 (Poster)

Health & Safety (Safety Signs & Signals) Regulations 1996

Management of Health & Safety at Work Regulations 1999

Manual Handling Operations Regulations 1992

Personal Protective Equipment at Work Regulations 1992

Provision and Use of Work Equipment Regulations 1998

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

Smoke-Free (Premises Enforcement) Regulations 2006 (England)

Supply of Machinery (Safety) Regulations 1992

Work at Height Regulations 2005

Working Time Regulations 1998

Workplace (Health, Safety & Welfare) Regulations 1992

#### **Data Protection Act 2018**

#### **Disability Discrimination Act 1995**

#### **Equality Act 2010**

#### **Employment Act 1989**

#### **Employment Rights Act 1996**

#### **Road Traffic Act 1988**

#### **Social Security Act 1989**