

Health and Safety Policy & Arrangements



ST ANDREW'S COLLEGE

13 Station Road
Cambridge
Cambridgeshire
CB1 2JB

Tel: +44 (0)1223 903 048

Email: registrations@standrewscambridge.co.uk

Web: 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: 01353 865441

E-mail: mail@akevasafetysolutions.com

Web: www.akevasafetysolutions.com

DOCUMENT CONTROL AND REVISION

Rev No:	Date:	Section:	Comment:	Rev's By:
0	Mar 19	All	<ul style="list-style-type: none"> New Document 	
6	May 22	Sect 2.3 Duties of the health and safety advisors Sect 3.2 Dangerous Occurrences Sect 3.8.1 First Aid Sect 3.14 Risk Assessment Appendix A	<ul style="list-style-type: none"> Updated opening paragraph Removed repetitive/ irrelevant information Amended opening paragraph Updated COVID section Added relevant legislation 	
7	Apr 23	Cover page and throughout document Sect 2 Organisational Chart and reference throughout the document Sect 2.3 - Health and Safety Advisor Duties Sect 3.2 - Accident Recording Sect 3.13 - Personal Protective Equipment Appendix A	<ul style="list-style-type: none"> Updated logo and headings etc to be company colours. Updated Principal to Head Teacher and Facility Manager to Facilities Manager Updated Added notification periods to HSE Added section; 'Scope' Explaining duty of Personal Protective Equipment at Work (Amendment) Regulations 2022 to include Limb (a) and (B) workers in allocation of PPE Updated relevant legislation 	
8	Mar 24	Sect 2 – Organisation Sect 3.1 – Abrasive Wheels Sect 3.2 – Access Equipment Sect 3.5 – Building Maintenance Sect 3.6 – Consultation Sect 3.8 – Electricity at Work Sect 3.9 – Fire Safety Policy Sect 3.11 – Hazardous Substances Sect 3.14 – Occupational Health Sect 3.22 – Working at Heights Sect 3.23 – Work Equipment Appendix A – Primary Current Legislation	<ul style="list-style-type: none"> Updated New Added requirement for mobile towers. New Updated committee members. Updated Added requirement for fire safety plan Updated re: decanting of chemicals New New New Updated 	
9	Apr 25	Sect 3.14 Occupational Health Appendix A Whole document	<ul style="list-style-type: none"> Updates to Mental health, stress and wellbeing. Updated References to Covid/Coronavirus removed. 	Matt Symons
10	Jun 25	Sect 1 & Sect 2 Organisation & throughout document	<ul style="list-style-type: none"> Wayne Marshall, Principal replaced with Annette Poulain, Headmaster. Managing Director Tim Fish replaced with Johnatan Cuff. Removed Digital Marketing and added Finance Assistant 	

CONTENTS

DOCUMENT CONTROL AND REVISION	2
CONTENTS	3
1 INTRODUCTION	4
1.1 PREFACE	4
1.2 HEALTH & SAFETY POLICY STATEMENT	5
2 ORGANISATION	6
2.1 DUTIES OF THE BOARD OF GOVERNORS	7
2.2 DUTIES OF THE HEADTEACHER	8
2.3 DUTIES OF SAFETY ADVISORS	9
2.4 DUTIES OF MANAGERS	10
2.5 DUTIES OF THE FACILITIES MANAGER	11
2.6 DUTIES OF OTHER STAFF	13
3 ARRANGEMENTS	14
3.1 ABRASIVE WHEELS	14
3.2 ACCESS EQUIPMENT	16
3.3 ACCIDENT REPORTING AND RECORDING	17
3.4 ALCOHOL AND DRUG ABUSE	20
3.5 BUILDING MAINTENANCE	21
3.6 CONSULTATION WITH MEMBERS OF STAFF	22
3.7 CONTROL OF SUB-CONTRACTORS	23
3.8 ELECTRICAL TOOLS AND EQUIPMENT	24
3.9 FIRE POLICY AND PROCEDURES	25
3.10 FIRST AID & ILL-HEALTH ARRANGEMENTS	27
3.11 HAZARDOUS SUBSTANCES	29
3.12 LONE WORKING	30
3.13 MANUAL HANDLING	32
3.14 OCCUPATIONAL HEALTH	34
3.15 OFFICE SAFETY	37
3.16 PERSONNEL PROTECTIVE EQUIPMENT	39
3.17 RISK ASSESSMENTS	40
3.18 SAFE MONITORING AND AUDITS	40
3.19 TRAFFIC MANAGEMENT	41
3.20 TRAINING, INSTRUCTION, INFORMATION	42
3.21 TRANSPORT AND OCCUPATIONAL DRIVING	43
3.22 WORKING AT HEIGHTS	44
3.23 WORK EQUIPMENT	46
APPENDIX A – PRIMARY CURRENT LEGISLATION	48

1 INTRODUCTION

1.1 PREFACE

St Andrews, Cambridge, operating from the head office and main school facility on Station Road in Cambridge. St Andrews (St Andrews) Tutorial Services is a subsidiary of the Dukes Education Colleges Ltd.

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 St Andrews Tutorial Services Limited operations, which include:

- Offices and classrooms in our operated facilities on Station Road.
- Accommodation.
- Halls of residence.
- Canteen at 5, Glisson Road.

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 Governors 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'. The Headteacher accepts 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) 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 Headteacher, Deputy Headteachers 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.

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; Headteacher, Deputy Headteachers, Managers, Staff, students and third parties (where applicable) to ensure its successful implementation.

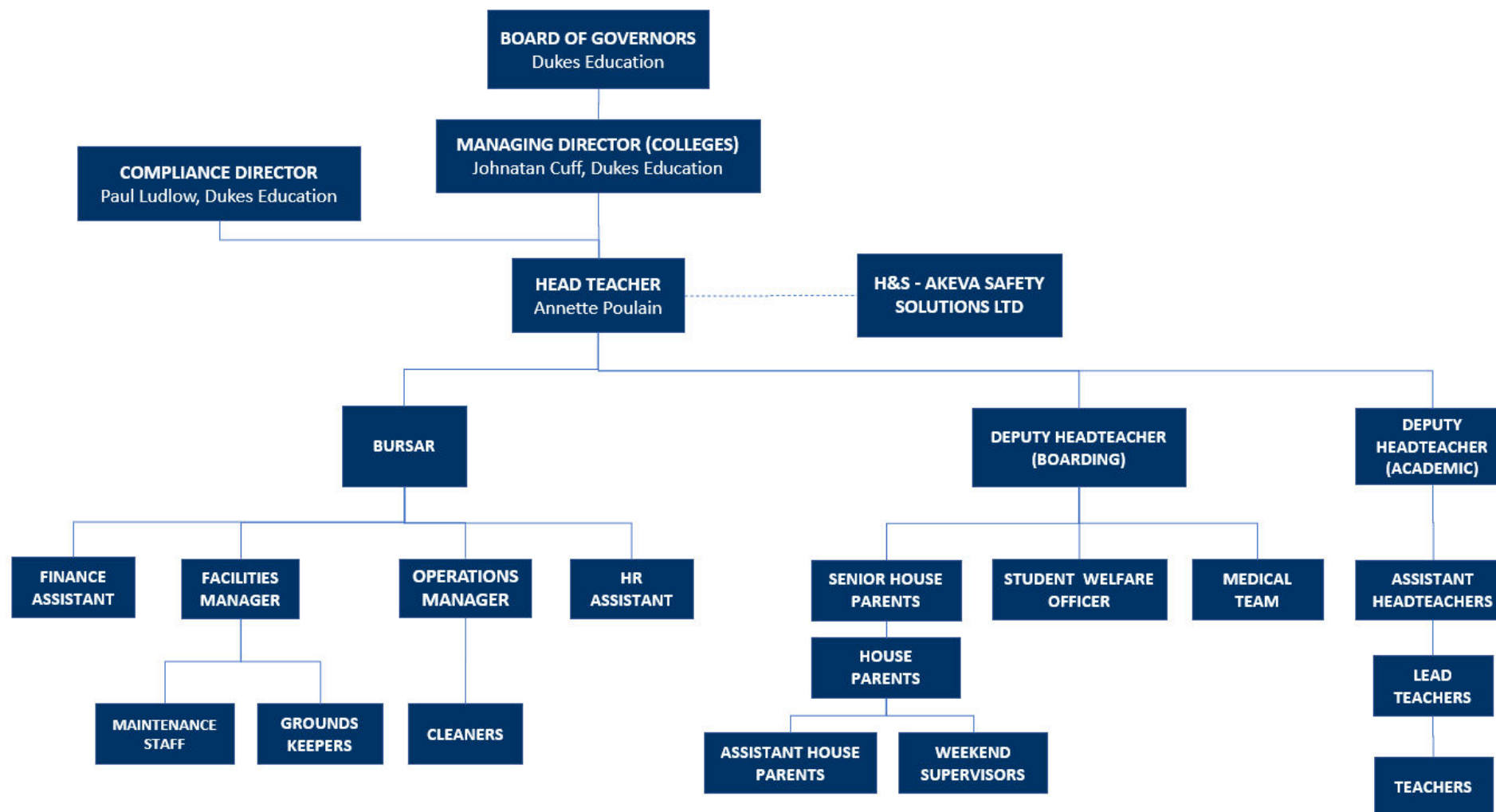
This policy will be reviewed on an annual basis or before if there are any significant organisational changes or incidents. The Policy is also approved annual by the College Governors.

Signed:

Date:

Annette Poulain (Headteacher)

2 ORGANISATION



2.1 DUTIES OF THE BOARD OF GOVERNORS

The Board of Governors represent the employer's responsibilities for the management of health and safety across the organisation's operations. The board of governors 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 governors.
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.

2.2 DUTIES OF THE HEADTEACHER

The responsibilities of Headteacher 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 Governors 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.

2.3 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 so that the College can effectively manage the health and safety within the company. Akeva Safety Solutions Ltd can be contacted on 01353 865441.

AKV's consultants will set a personal example when visiting the company's workplace / site by behaving professionally and wearing all suitable protective clothing and will on request:

1. Advise on the preparation and review of the Company Safety Policy for Health, Safety and Welfare, including the organisation and arrangements for carrying out the policy.
2. Give advice to management on:
 - a. Legal requirements where affecting health, safety and welfare.
 - b. Prevention of injury, ill-health and damage.
 - c. Provision, selection and use of protective clothing and equipment.
 - d. Safe working methods, equipment or materials, which would reduce risks.
 - e. Proposed changes in legislation.
 - f. Potential hazards on new sites before work starts, and safety factors affecting the selection of plant or equipment, contractors, and so on.
3. In accordance with the Company Policy and current legislation, assist management in notifying the Health and Safety Executive of new sites, Dangerous Occurrences, Specified Injury, Accidents, etc., in accordance with Company Policy.
4. Carry out workplace safety inspections and audits to monitor compliance of work being undertaken with the company health and safety policy.
5. Carry out investigations of serious accidents in accordance with Company Policy and assist with subsequent reporting as required by RIDDOR 2013.
6. Provide advice on training requirements and arrange training courses.
7. Attend contractors site meetings to advise/review safe working procedures.
8. Assist in the preparation of the Construction Phase Health and Safety Plan and attend tender meetings to advise on all safety matters.

2.4 DUTIES OF DEPUTY HEADTEACHERS/MANAGERS

Deputy Headteachers and 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 Headteacher 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.

2.5 DUTIES OF THE FACILITIES MANAGER

The Facilities Manager 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 Facilities Manager 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 Headteacher 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.

2.6 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. 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 Headteacher 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 Headteacher immediately.
5. Ensure that all accidents, incidents, injuries, damage, defects or dangerous occurrences are reported promptly to the Headteacher.
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 ABRASIVE WHEELS

The maintenance team uses work equipment that is fitted with abrasive wheels and realises that these can be a cause of major injuries. The main hazards associated with abrasive wheels include:

- Bursting of the wheel or disc
- Injuries from flying particles
- Cuts to hands, legs, etc.
- Dust from certain types of materials
- Loose clothing tangles in a disc
- Electric shock
- Noise
- Fire and explosion

3.1.1 Planning Procedures

Risk assessments will be undertaken for the work and the necessary control measures planned. Where applicable, the requirements of the site Method Statement will also be met.

The Facilities Manager will:

- Ensure that any equipment using abrasive wheels is provided and maintained in good condition.
- Ensure that sufficient maintenance operatives have been trained in the mounting of abrasive wheels and discs on the type of machine to be used. A record of trained persons will be maintained.
- Ensure that works with hand-held machines have been adequately risk assessed to include hazards such as fire, noise, vibration etc.
- Reduce the risk of dust-related diseases such as silicosis, as far as reasonably practicable, avoided. Where dust cannot be avoided, ensure adequate dust suppression is used, respiratory protection is provided, and there is a reduction in numbers exposed.
- Ensure that, where respiratory protective equipment (dust masks) are provided for the protection against breathing in stone dust, the individuals have been fit tested within the last 3 years.

3.1.2 Training and Information

Training in the mounting of abrasive wheels and the use of such equipment will be provided, by the company, to all personnel tasked with using or changing abrasive wheels.

3.1.3 Monitoring

The Facilities Manager will:

- Ensure that suitable storage facilities are available for abrasive wheels and enough suitable eye protection and other protective equipment are available and issued when required.
- Carry out regular checks on all equipment that uses an abrasive wheel then make a suitable record.
- Ensure that any abrasive wheel machine or tools being used with any defect, which could give rise to the injury, is taken out of use immediately.
- Ensure that the requirements of the risk assessment(s) and Health and Safety Plan (on sites) are being implemented.

3.1.4 Control Measures

All persons using such machinery are to ensure the disc or wheel is mounted correctly. This must only be done by a competent, appointed person.

- Guards must be fitted to all abrasive wheels and kept in position.
- Eye protection to BS EN 166 B must be worn when using abrasive wheels.
- Avoid wearing loose clothing.
- Hearing protection is to be always worn.
- All machines are to be inspected daily, before use, to ensure they are in good condition. This applies especially to electrical machines and associated power cables.
- Sparks from loose particles can cause fires or explosion if near to flammable materials. Ensure the work area is clear of such materials and of people who may be affected by such sparks.

- Ensure other control measures identified in the risk assessment(s) for the work have been implemented.

3.2 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.

3.2.1 Planning Procedures

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

3.2.2 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.

The only people that are permitted to erect the mobile tower are those that have received PASMA training.

3.2.3 Monitoring

The Facilities Manager / 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:
 - The correct type
 - Is stable and secure
 - Has a solid, level, base
 - 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.

3.2.4 Stepladders

The Facilities Manager 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.

3.2.5 Mobile Towers

- Ensure towers are always erected and dismantled as per advice leaflet and only by a competent person.
- Except when towers are being moved from place to place, caster brake wheels must be applied at all times.
- Wheels legs should only be wound to level the tower on uneven surfaces and not to gain extra height.
- When towers and podiums are being moved no person remains on the working platform (commonly known as tower surfing).
- Towers must only be moved with force applied at the base. The platform is to be clear of people and equipment.
- The height of the tower is not to exceed that recommended by the manufacturer.
- No person must climb up the outside of the tower.

3.3 ACCIDENT REPORTING AND RECORDING

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

3.3.1 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.

3.3.2 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 Headteacher who will take the necessary action to prevent the 'near miss' becoming the next accident.

3.3.3 Minor Injuries

All minor injuries reported by members of staff are to be entered into the accident book. They must be reported to the Headteacher 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.

3.3.4 Lost Time & Over 7 Day Accidents

Where an employee or student suffers a lost time accident, the Headteacher 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 Headteacher, 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.

3.3.5 Specified Injuries

Where a member of staff or student suffers a specified injury or is taken to hospital with a suspected specified injury, the Headteacher is 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 Headteacher, or where it would otherwise put people at risk. 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.

3.3.6 Dangerous Occurrences

Dangerous occurrences must be reported to the Headteacher immediately, they will then notify the College Safety Consultants. The area must not be disturbed unless the Headteacher specifies so, or to prevent further danger. The Headteacher must report to the Dukes Compliance Director. These occurrences must also be reported to the HSE under RIDDOR online within 10 days of the incident.

3.3.7 Disease

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

The College will report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by work.

These diseases include: -

- Carpal tunnel syndrome
- Severe cramp of the hand or forearm
- Occupational dermatitis
- Hand-arm vibration syndrome
- Occupational asthma
- Tendonitis or tenosynovitis of the hand or forearm
- Any occupational cancer
- Any disease attributed to an occupational exposure to a biological agent

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

3.3.8 Fatal Accidents

In the event of a fatal accident, the Headteacher will be notified immediately. The Headteacher 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).

The Headteacher must report to the Dukes Compliance Director.

3.3.9 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 online, 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 and click on 'Report an Incident' then follow the on-line instructions.

Notification under RIDDOR will only be carried out by the Headteacher or other nominated person; the Headteacher will also inform the Dukes Compliance Director.

3.3.10 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.

3.3.11 Emergency Services

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

3.3.12 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 Headteacher.

3.4 ALCOHOL AND DRUG ABUSE

3.4.1 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 Headteacher 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.

3.5 BUILDING MAINTENANCE

St Andrews College has a number of buildings which it uses for teaching purposes and as accommodation for students. There are various requirements under health and safety legislation and fire legislation to ensure that these buildings are maintained in a safe and habitable condition.

The Facilities Manager has been given the responsibility for ensuring that all buildings owned, or used, by St Andrews College, are maintained in a condition that is safe and healthy for the occupants.

3.5.1 Hazards

The main hazards associated with buildings are:

- Fire.
- Poorly maintained electrical equipment including portable appliances.
- Poorly maintained fixtures and fittings including flooring, wall coverings etc.
- Asbestos containing materials.
- Legionella
- Release of carbon monoxide.
- Pests and rodents.
- Water damage and mould.

3.5.2 Planning Procedures

The Facilities Manager will:

- Ensure that general risk assessments have been carried out for all buildings and that any additional controls are implemented.
- Where necessary arrange for surveys / assessments to be carried out to determine whether any high-risk areas need to be managed or further works are required. This may include asbestos surveys, legionella survey, structural surveys etc.
- Ensure that a suitable and sufficient maintenance regime has been developed for each building.
- Where necessary, ensure that an Asbestos Management Plan has been developed with a subsequent asbestos register and ensure they are kept up to date.
- Appoint competent contractors to carry out any statutory tests or servicing such as fire safety equipment, gas installations, electrical installations, air-conditioning systems etc.

- Develop and implement a system whereby building occupants can report hazardous situations or damage to any fixtures or fittings and then record any subsequent actions taken.

3.5.3 Monitoring

It is the policy of St Andrews College to ensure that inspections of all buildings are carried out as follows:

- Facilities Manager – once a term
- Health and Safety Consultants – Annually
- Headteacher or other member of the Senior Leadership Team – Annually with the Facilities Manager.

The Facilities Manager should also ensure that other monitoring, as stated within this policy, is carried out by competent persons including:

- Inspection of ACM's – Annually
- Water temperature monitoring – as required by the assessment.

3.5.4 Control Measures

All members of staff have a responsibility for ensuring that the areas where they work, or use, are safe and without risk to health and safety. If any members of staff, whether teaching staff, admin or House Parents, identify a fault or hazardous condition, they must report it to the Facilities Manager immediately by telephone or email.

3.6 CONSULTATION WITH MEMBERS OF STAFF

3.6.1 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.

3.6.2 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
- Verbally

3.6.3 Health and Safety Committee

The College Health and Safety Committee comprises of:

- Chairperson - Marius Pinte
- Deputy Chairperson - Annette Poulain
- Various Heads of Department
- A House Manager
- A teacher

The Health and Safety Committee will meet at least once every term and recorded which needs to be shared with the Compliance Director, Dukes Education.

3.7 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.

3.7.1 Approval of Sub-Contractors

Before contractors are engaged, they must complete a questionnaire which will be sent out by the Facilities Manager. 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.

3.7.2 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 Facilities Manager before they commence any work for the College. If the Facilities Manager 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 Facilities Manager.

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 Facilities Manager and ask if there are any specific requirements / rules for that workplace and to obtain authorisation to commence work.

3.8 ELECTRICAL TOOLS AND EQUIPMENT

3.8.1 Hazards

The main hazards associated with this equipment include:

- Electric shock
- Tripping
- Unguarded machinery
- Fire

3.8.2 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.

House Managers are to ensure that any portable appliances taken into the student accommodation for personal use complies with our policy 'Use of Portable Appliances in Student Accommodation'.

3.8.3 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 year. This will be carried out every September in the Halls of Residence and every January in each teaching premises. Equipment owned by students will be checked with each new intake.

The Facilities Manager is responsible for ensuring that all of the equipment owned / used by the college 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.

3.8.4 Monitoring

The Facilities Manager and members of staff 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 Facilities Manager and take them out of use until told they are safe to use.
- Ensure that the requirements of the Policy for the use of portable appliances in student accommodation are met.

3.8.5 Control Measures

Anyone using electrical equipment, on site or in offices, must ensure:

- All cable connections must be properly made. Under no circumstances will insulation tape alone, be used to protect any repair or join in extension cables. An authorised person will only do work on equipment.
- Extension cables will be minimised by the provision of adequate numbers of socket outlets. Extension cables, when used, will be routed so as not to cause tripping of similar hazards.
- Users of electrical equipment are to check the appliances before use for any sign of damage and report defects immediately. The following items need to be checked in relation to electrical items:
 - The cable / lead for any signs of damage, breakages, repairs.
 - The plug for signs of damage or scorching.
 - The equipment casing for signs of damage.
 - All control buttons / switches to ensure they work correctly.
 - Ensure there is an in-date sticker showing the date of the last test.
- That if anything goes wrong, the equipment is switched off and disconnected from the power supply.
- No-one lifts or pulls equipment by the cable; the connections may become broken and create a hazard.
- Cables are routed so as to be protected from damage or being tripped over.
- Other control measures identified on the risk assessment must also be implemented.

3.9 FIRE POLICY AND PROCEDURES

The policy and procedures for the control and management of fire risk reflects the requirements of the Regulatory Reform (Fire Safety) Order (FSO) 2005. In accordance with the FSO, the 'Responsible Persons' for the Company will be the **Headteacher**.

3.9.1 Duties of the 'Responsible Person'

It is the duty of the 'Responsible Person', under the Regulatory Reform (Fire Safety) Order 2005, to ensure that all the requirements are put in place. The areas that need to be considered are:

- | | |
|---|------------------------------------|
| • Fire risk assessments of our premises | • Fire training for employees |
| • Fire procedures | • Fire detection and alarm systems |
| • Means of escape | • Records of fire tests |

3.9.2 General Fire Precautions

In the event of fire, it is the policy of the Company that safety of life of staff and students shall override all other considerations, such as saving property and extinguishing the fire. The Company refutes the notion that the alarm should only be raised in the event of a large fire.

All staff and students are empowered to take this action if they believe there is a fire and authority need not be sought from any other person. The Company will always support anyone who operates the fire alarm system in good faith, regardless of whether or not the fire was a threat to life or property.

The 'Responsible Person' will ensure that suitable fire precautions have been developed which are suitable and sufficient for each workplace and student accommodation. These fire precautions will then be communicated to all persons working in the premises with suitable information provided to students and visitors.

Heads of Department are to ensure that staff are aware of the fire procedures local to the premises where they are working. House Managers are to ensure that all students are aware of the procedures for the accommodation they are living in.

3.9.3 Fire Risk Assessments

Suitable and sufficient fire risk assessments in the offices, teaching blocks and student accommodation will be carried out, by a competent person, as arranged by the Headteacher.

3.9.4 Fire Safety Arrangements

In compliance with the amendments to the Regulatory Reform (Fire Safety) Order 2005 we will develop a Fire Management Plan to identify all the fire safety arrangements we have in place which includes passive and active fire safety systems, fire procedures, training, inspections and monitoring etc. The Fire Management Plan will be reviewed and updated at least on an annual basis.

3.9.5 Fire Fighting Equipment

Firefighting and other emergency equipment is to be provided as necessary and will be maintained in accordance with legal requirements. Procedures for the inspection and maintenance of the equipment will be developed along with the requirements for periodic testing and evaluation of emergency procedures.

Members of staff are not expected to use any fire extinguishers unless they have received adequate training, are confident they know how to use them, that one extinguisher is sufficient and are safe to use them.

3.9.6 Training & Information

All staff and students will be provided with Training & Information on the emergency procedures relevant to their place of work, place of learning or accommodation. Relevant refresher training will be undertaken to maintain and enhance competence.

A suitable number of staff will be trained as Fire Marshals. Full training will be given every 3 years with annual updates.

3.9.7 Monitoring

The Governors will:

- Ensure that the requirements for fire-fighting equipment and other emergency equipment necessary for each premise' are available.
- Ensure that the equipment is inspected and maintained in accordance with the defined procedures and the appropriate records maintained.
- Ensure that personnel involved in the work are trained and competent to use fire-fighting equipment and other emergency equipment.
- Ensure that discharged fire extinguishers and other emergency equipment are returned to its operational state as soon as practical after use.
- Ensure that all personnel understand emergency procedures and they are evaluated as appropriate to the circumstances prevailing at each work site.

Regular internal monitoring in our various premises will include:

Fire exits	Visual	weekly
Fire extinguishers	Visual	weekly
	Inspection	annually
Emergency lighting	Test	monthly
	Run down	6 monthly
Fire alarm	Test	weekly
	Servicing	6 monthly

3.10 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.

3.10.1 First Aid

In order to meet the requirements of The Health and Safety (First Aid) Regulations 1981, and other relevant legislation, employers are required to carry out an assessment of first-aid needs. An assessment of first-aid needs will be carried out. It will involve consideration of the workplace hazards and risks, the size of the organisation and other relevant factors, to determine what first-aid equipment, facilities and personnel should be provided. The Headteacher will ensure that any necessary first aid arrangements are arranged for each workplace location.

The Headteacher 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 Facilities Manager is responsible for ensuring each first aid kit, provided by the College, is fully stocked with in-date items. These will be checked every 3 months and a tag attached to so that each check can be recorded.

The Headteacher 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.

3.10.2 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 Headteacher who will treat any information with utmost confidentiality.

The Headteacher 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.

3.10.3 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.

3.10.4 Monitoring

The Headteacher 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 Headteacher 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.

3.11 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 the 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.

3.11.1 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 Facilities Manager can carry out a CoSHH assessment or arrange for one to be carried out.

Where the House Managers or Facilities Manager 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 Facilities Manager 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.

3.11.2 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.

3.11.3 Monitoring

The Headteacher 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 Headteacher will arrange it with a suitable Occupational Health Specialist. Where necessary, the Headteacher 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.

3.11.4 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 spills 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.
- Hazardous substances must not be decanted into a separate container unless the container is correctly labelled, and suitable for storage of that chemical. The only exception to this is within the chemistry labs for teaching purposes.
- **No hazardous substances are to be used if there is no CoSHH assessment available.**

3.12 LONE WORKING

3.12.1 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 Headteacher and Department Heads are responsible for ensuring compliance with this policy.

3.12.2 Planning

Where staff are required to work alone, the Headteacher / 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?

3.12.3 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.

3.12.4 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.

3.12.5 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 Headteacher.
- 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 Headteacher 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.

3.12.6 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 / Headteacher should identify during the risk assessment process.

3.13 MANUAL HANDLING

3.13.1 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”.

3.13.2 Planning

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

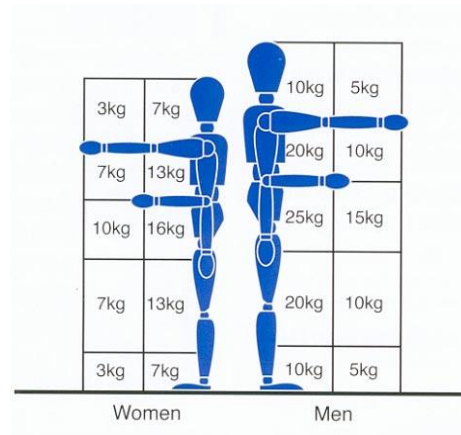
- Avoiding, where practicable, the need to lift items manually or failing this by.
- Assessing the operations which pose a significant risk of injury.
- Ensuring all persons are given suitable manual handling training (subcontractors are responsible for ensuring their own staff are trained).

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 should not exceed:
 - Force to stop or start the load 20kgs for men or 15kgs for women;
 - Sustained force to keep the load in motion 10kgs for men or 7kgs 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.

3.13.3 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.

3.13.4 Monitoring

The Headteacher 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.

3.13.5 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.

3.14 OCCUPATIONAL HEALTH

The purpose of Occupational Health Management is to protect people's health by minimising risk, ensuring fitness for work role / task, monitoring health and introduce workplace adjustments or specific arrangements as needed. An Occupational Health provider will be contracted to support the College as necessary.

3.14.1 Pre-Employment Health Screening

Following a job offer the applicant will be given a Health Questionnaire which is to be returned to the Company. This will be assessed to ensure there are no health issues that would prevent the new employee carrying out the works. Where necessary, a risk assessment will be carried out regarding the individual and the services of an Occupational Health provider may be sought.

Depending on the outcome of the screening a Baseline Health Assessment may be arranged within 12 weeks of starting and within the company probationary period.

3.14.2 General Health Monitoring

Once an initial 'pre-employment' health questionnaire has been completed, staff will then only be sent out a 'Staff Suitability Declaration' form, on an annual basis, for them to declare that they have no further health conditions that would affect their ability to work.

If any member of staff does have any health issues, they are to bring them to the attention of their Line Manager, or the Headteacher, so that any necessary action can be taken to ensure their work activities do not make the situation worse.

3.14.3 Early Intervention and Prevention

When a worker's health is interfering with their ability to meet performance expectations in a safe manner, early referral for an OH assessment enables proactive management to take place. Where it is suspected that someone may be suffering from an occupation health problem, a risk assessment will be carried out regarding this individual and, where necessary, the Headteacher may refer them to the Occupational Health Specialist.

3.14.4 Mental Health, Stress and Wellbeing

3.14.4.1 Introduction

All persons are at risk of experiencing high levels of stress, due to factors both inside and outside of work. The Company has a legal and moral duty to ensure its employees, and contractors, mental health and wellbeing whilst carrying out work on its behalf. Managers must look out for signs of stress in employees, in order to take action to help alleviate stress which could lead to a decline in mental health. Possible signs of stress can display through changes in behaviour or mood, and signs to look out for include:

- Taking more time off work
- Arriving late to work
- Appearing nervous or twitchy
- Mood swings
- Being withdrawn
- Loss of motivation, commitment, and confidence
- Increased emotional reactions such as being tearful, sensitive, or aggressive.

3.14.4.2 Responsibilities

Everyone has a responsibility to contribute to making the workplace mental wellbeing policy effective.

Directors and Managers have a responsibility to:

- Monitor the workplace, identify risks and work to eliminate or reduce them as far as reasonably practicable.
- Ensure good communication between management and staff, particularly regarding organisational and procedural changes.
- Assist and support employees who are known to have mental health problems or are experiencing acute stress outside work – for example due to bereavement or separation.
- Ensure staff are provided with the resources and training they need to carry out their job.
- Monitor workloads avoid overloading people, and ensure staff are taking their full holiday entitlement.
- Organise training and awareness of workplace mental wellbeing.
- Provide advice and support to employees and managers in relation to this policy.
- Monitor levels of sickness absence through mental health problems including stress-related illness.

Employees have a responsibility to:

- Raise issues of concern with their line manager, human resources or health and safety department.
- Accept opportunities for counselling when recommended.
- Look out for each other and encourage colleagues to seek support when needed.

3.14.4.3 Control Measures

To manage this risk to employees, a risk assessment will be completed to identify and mitigate any undue causes of stress related to work. Control measures identified in this risk assessment will be implemented, and the effectiveness of these control measures will be reviewed on at least a yearly basis.

Employees will be informed of the Company's Mental Health, Stress and Wellbeing Policy during its new employee induction and / or the site induction.

The company will provide employees with information about where they can obtain information, or assistance with mental health and wellbeing.

3.14.4.4 Periodic Review

The Directors will be responsible for reviewing the workplace mental wellbeing policy and for monitoring how effectively the policy meets its aims and objectives. Indicators to measure effectiveness may include:

- Working hours and patterns.
- Accidents at work.
- Staff complaints.
- Sickness levels.
- Staff turnover; employee surveys.
- Early retirement through ill health.
- Exit interviews.

The policy will be reviewed annually to ensure that it remains relevant.

3.14.5 Fatigue

3.14.5.1 Introduction

Fatigue at work can be caused by excessive workloads, long work hours, and an imbalance in work/rest time. Worker fatigue can lead to increased accidents onsite, ill-health, and reduced productivity. Changes to work hours, long travel times, and excessive physical work are all risk factors for fatigue at work. Although workers may try to push through fatigue it is important for managers to monitor and be aware of signs of fatigue. Signs and symptoms of fatigue include:

- Slower reaction times
- Lack of attention
- Absent-mindedness
- Reduced ability to process information.
- Reduced coordination
- Memory lapses
- Decreased awareness
- Underestimation of risk

3.14.5.2 Control Measures

Like any other hazard at work, fatigue at work must be managed. This includes assessing the risks of fatigue and identifying control measures to be implemented to prevent excessive fatigue caused by work tasks and schedules. Working hours will be controlled and overtime is discouraged due to the additional risk caused by these activities. Once all risks are assessed in relation to fatigue at work, control measures will be implemented, and monitoring for effectiveness will be completed to ensure all established control measures are sufficient.

3.15 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.

3.15.1 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

3.15.2 Planning Procedures

The Headteacher 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.

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

3.15.4 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.

3.15.5 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 Headteacher 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 workstation 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.

3.15.6 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:
 - Only one drawer open at a time
 - Heavy items or large files of paper stored in the bottom drawer
 - Drawers will not be left open where there is a danger of someone walking past and tripping over them.
 - Stacking/storing of files, books etc. on top of cabinets will be avoided.

3.15.7 Home Working

Where it is agreed that a member of staff is allowed to work from home, on a regular basis, the Company will ensure that the place that they will work from complies with current legislation. The measures stated above for DSE users will still apply.

Those that will be classed as 'Home Workers' will be required to allow for a DSE assessment to be carried out on an annual basis.

3.16 PERSONNEL PROTECTIVE EQUIPMENT

3.16.1 Scope

The requirement for the provision of personal protective equipment (PPE) by the company is documented in both PPE legislation, Personal Protective Equipment Regulations 2002 and Personal Protective Equipment at Work (Amendment) Regulations 2022 which is applicable to both limb (a) and limb (b) workers and both groups must be dealt with in the same manner regarding PPE. The definitions of both categories of worker are:

- Limb (a) workers are individuals who work under a contract of employment.
- Limb (b) workers are individuals who work under any other contract whether express or implied, who undertakes any services for another party other than the client or customer according to the contract. Limb (b) workers, in general, carry out irregular or casual works, only carry out work if they choose to, are not in business for themselves, and only have limited right to send others to work (such as shift swapping with someone on a preapproved list).

Where the need for PPE is identified in the risk assessment, a PPE suitability assessment will be conducted which will consider the size, fit, compatibility, and weight of PPE in conjunction with the worker's physical characteristics.

3.16.2 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 UKCA 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.

3.16.3 Monitoring

The Headteacher / Heads of Department will:

- Ensure that adequate supplies of all necessary UKCA 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.

3.16.4 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.

3.17 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.

3.17.1 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.

3.17.2 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 Headteacher to ensure that suitable and sufficient risk assessments are carried out by the Facilities Manager / Department Heads for the workplace.

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

3.17.3 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.

3.17.4 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.

3.18 SAFE MONITORING AND AUDITS

In order that the Board of Governors 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.

3.18.1 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 Facilities Manager.

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

3.18.2 Competent Advisor

Akeva Safety Solutions (AKV) Ltd, the College's Safety Consultants, will carry out a safety visit of the College's premise' 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.

The findings of any health and safety audits must be presented to the Governors in their termly meeting and monitored by the Compliance Director, Dukes Education.

3.19 TRAFFIC MANAGEMENT

Currently it is only the Station Road campus where there are any vehicles moving through the premises. The traffic management system in this area will be managed by the Facilities Manager.

3.19.1 Planning Procedures

The Facilities Manager will ensure that:

- A suitable and sufficient risk assessment has been carried out for the traffic management system.
- The barriers, at either end of the TM routes remain in a serviceable condition, including the posts that they rest upon.
- Suitable signs remain in place to give guidance to vehicle drivers and pedestrians.
- Suitable barriers remain in place to segregate pedestrians from vehicles.
- The markings on the ground, that identify the crossing points, remain visible.

3.19.2 Monitoring

The Facilities Manager will ensure that regular formal inspections are carried out of the condition of the traffic management system. This should be at least on a monthly basis.

3.19.3 Control Measures

All staff have a responsibility to ensure that the requirements of the traffic management system are observed by themselves, other members of staff, students and visitors.

All staff using the Station Road campus must:

- Use the footpaths when entering or leaving the premises and ensure that students and visitors do the same.
- Close and secure the barriers when entering and leaving the premises in a vehicle, unless another vehicle is behind them.
- Park vehicles in a sensible manner so as not to prevent access by others. Vehicles parking against the wall should be reverse parked.
- Keep speed to a minimum when entering and leaving the premises.
- Report any concerns with the traffic management system to the Facilities Manager immediately.

3.20 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.

3.20.1 Training Requirements

The Headteacher 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.

3.20.2 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 Headteacher or Head of Department. Records of the induction will be kept in the main office.

3.20.3 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.

3.20.4 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.

3.21 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.

3.21.1 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 Headteacher requires that members of staff provide a DVLA online 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 then checked on an annual basis.

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

3.21.2 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.

3.21.3 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.

3.21.4 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.

3.21.5 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.

3.21.6 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.

3.22 WORKING AT HEIGHTS

All work at height is now governed by the Work at Height (WAH) Regulations 2005. The main emphasis with this legislation is the need to avoid work at height wherever practicable. Where work at height cannot be avoided then a suitable plan must be put in place.

Work at height means all places, including places above or below ground, where persons could fall a distance liable to cause injury if the measures required by the WAH Regulations were not taken. This includes access to or egress from a place of work except by a permanent staircase.

Although other access equipment may sometimes be used, the majority of work at height carried out by the Company is from equipment such as:

- Mobile towers
- Ladders and stepladders
- Hop-ups

Work at heights is normally only carried out by the maintenance team although House Parents and teaching staff may sometimes use low level access equipment.

3.22.1 Hazards

The main hazards associated with work at heights include:

- Falls of persons from access equipment.
- Falls of materials.

3.22.2 Planning Procedures

When planning work on behalf of the Company, it is the responsibility of the relevant Manager / Head of Department, to follow the hierarchy set out in the Work at Height Regulations 2005, whereby:

- As far as is reasonably practicable, working at height is to be avoided.
- Where working at height cannot be avoided, suitable measures are to be put in place to prevent persons falling. This should first be achieved by providing access equipment with suitable edge protection such as mobile towers, podium steps etc. This type of equipment will give collective protection a priority to individual protective measures (e.g. fall restraint equipment).
- If a suitable work platform cannot, practically, be provided then the distance a person can fall must be mitigated, again looking at collective protection over individual protection.

- As a last resort where none of the previous precautions can be taken then the consequences from a fall must be mitigated.

Prior to carrying out any work at height the relevant Manager / Head of Department must:

- Carry out an assessment of the risks associated with the height and location at which the work is to be carried out then develops a subsequent safe system of work.
- Ensure that work is planned to ensure that a safe access / egress and working place is provided for personnel to work at heights before work commences on site.
- Where work cannot be carried out from a more suitable position, establish the most suitable equipment to be used in order to carry out the work safely taking into account the hierarchy.
- Establish what other works are being carried out nearby where other persons may be affected by the works carried out at height e.g. persons at risk from falling objects.
- Ensure that only competent persons are employed to carry out work at heights.
- Consult with employees on safety matters affecting the work to be carried out.

3.22.3 Training and Information

All persons required to work at height must be suitably competent. Prior to the works commencing all personnel are to be briefed on the contents of the risk assessment / safe system of work and any necessary emergency procedures. Other specific training will be provided for any operative required to erect and use towers, ladders or steps.

Regular refresher training to maintain and develop competence levels will also be provided.

3.22.4 Monitoring

The relevant Manager / Head of Department must ensure that:

- The work is carried out in accordance with the risk assessment / safe system of work.
- All equipment supplied for safe working at height is inspected before use by the users and once a term by the Facilities Manager or other nominated person. Records of formal inspections must be kept.
- All equipment for working at height is adequately maintained in accordance with the manufacturer's instructions.
- The safe system of work remains valid.
- Any measures, needed to protect others from works being carried out at height, are in place and are effective.

3.22.5 Control Measures

- The contents of the safe system of work are to always be adhered to. If there is any reason to believe that it is inadequate or not relevant, the relevant Manager / Head of Department must be informed immediately.
- All equipment supplied for safe working at height is to be used in accordance with any training given and the manufacturer's recommendations.
- All equipment is to be visually checked by the user daily. If any faults are found it is not to be

used and the relevant Manager / Head of Department informed immediately and the equipment taken out of use.

- Ensure that any other work equipment (tools), materials, waste materials etc. cannot fall from any working platform, or other place of work, where it is likely to cause injury to persons working below or damage to equipment / materials.
- The safety of others, including students, must be a priority consideration during the working period.

3.23 WORK EQUIPMENT

3.23.1 Introduction

The majority of work equipment used by the Company is of a relatively low risk and used in low-risk environments such as offices, teaching rooms and boarding houses. There is, however, some work equipment that is used that presents a higher risk to those using it as well as others in the vicinity.

Work equipment includes items such as:

- Computers, printers, photocopiers and other office equipment.
- Power tool and hand tools used by the maintenance team.
- Classroom equipment.

The implementation of this policy requires the total co-operation of all employees. All Managers and Department Heads are responsible for ensuring compliance with this policy.

3.23.2 Provision of work equipment

Sta Andrews College will ensure that any work equipment it provides is suitable for:

- The works it is to be used for,
- The environment it is to be used in
- Within the competence of those who will use it.

3.23.3 Planning Procedures

The Facilities Manager / Heads of Department will

- Ensure that, where necessary, work equipment is only installed by competent persons, for example equipment used in the chemistry and physics labs.
- Develop suitable inspection and maintenance regimes in the absence of recommendations by the manufacturers.
- Ensure that, where applicable, any equipment is tested or calibrated as required to ensure that it is working correctly.
- Not permit employees to carry out any maintenance work on equipment or systems unless they have received suitable training.
- Maintain records of inspections and maintenance as required.

- Where a risk assessment has been carried out and shows a significant risk from an item of work equipment, particularly in the event of a failure, that equipment must undergo a formal inspection on a weekly basis by a competent person nominated by the Facilities Manager.

3.23.4 Training

Suitable training will be provided for all work equipment as necessary. Familiarisation training for the specific equipment owned by the Company Inspection and maintenance of work equipment.

3.23.5 Control Measures

Anyone using work equipment must comply with the following:

- It is the duty of all colleagues to check any work equipment before use and to ensure they immediately report any problems with any work equipment to the Facilities Manager. The Company can only take the necessary measures to rectify a problem if it is reported.
- Where applicable, work equipment is only to be used in accordance with any training given and, where necessary, the manufacturer's instructions.
- Where guards, or other safety devices, are fitted they must be in good order and in position while the equipment is in use
- Only use the equipment in the manner for which it was intended.
- Any measures identified in the risk assessments must be in place.

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

Building Safety Act 2022

Employer's Liability (Compulsory Insurance) Act 1969

Fire Safety Act 2021

Health & Safety at Work etc. Act 1974

Regulatory Reform (Fire Safety) Order 2005

Building Regulations 2010

Chemical (Hazard Information & Packaging for Supply) Regulations 2009

Control of Electromagnetic Fields at Work Regulations 2016

Control of Substances Hazardous to Health Regulations 2002

Electricity at Work Regulations 1989

Electricity Supply Regulations 1988

Fire Safety (England) Regulations 2022

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

Personal Protective Equipment at Work (Amendment) Regulations 2022

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

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

Supply of Machinery (Safety) Regulations 2008

Work at Height Regulations 2005

Working Time Regulations 1998

Workplace (Health, Safety & Welfare) Regulations 1992

Fire Safety Act 2021

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