

John Leggott College

**West Common Lane
Scunthorpe
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HEALTH AND SAFETY POLICY

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HEALTH AND SAFETY POLICY

Reviewed July 2008

1. POLICY STATEMENT

This is a statement of Organisation and Arrangements (Code of Practice) for John Leggott College for the benefit of teaching and non-teaching staff and students, parents, visitors, contractors and all those on the College site including persons with disabilities. Copies of these documents along with other Codes of Practice and information on health and safety matters will constitute the College's safety manual.

This statement covers safety associated with the building structure, plant, portable and fixed equipment and services. It has been produced in full consultation with the Governors of the Corporation. It describes how the Principal is discharging his responsibilities in respect of students, visitors and other employees who are present on College premises and in the internal organisation, management and discipline of the College in accordance with the Articles of Government.

Statement of Intent

The College recognises its duty under Health and Safety law and the promotion of Safety, Health and Welfare of all staff, students, visitors, contractors and persons with disabilities is considered to be a mutual objective for the Governors and staff of John Leggott College. It is therefore the College's policy to ensure the Safety, Health and Welfare of all persons using or visiting the premises so far as is reasonably practicable.

1. To establish and maintain a safe, healthy and supportive working and learning environment throughout the College
2. To establish and maintain safe working procedures among staff and students, contractors and visitors.
3. To make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
4. To ensure the provision of sufficient information, instruction and supervision to enable all staff, students, visitors and contractors to avoid hazards and contribute positively to their own safety and health at work and to ensure that they have access to health and safety training as and when necessary.
5. To maintain a safe and healthy place of work and safe access to and egress from it.
6. To formulate effective procedures for use in case of fire and other emergencies and for evacuating the College premises.
7. To lay down procedures to be followed in case of accidents and accident investigations.

8. To make special arrangements to ensure the health and safety of any disabled persons or vulnerable groups using the College site.

The Principal has the overall responsibility for the application of the College Safety Policy. However, staff within the College, are responsible for implementing and maintaining compliance with the College safety policy in the areas for which they are responsible.

The practice of self-monitoring has become a vital feature of health and safety on all premises. At John Leggott College it is the responsibility of all staff to be vigilant on health and safety matters; the practice of self-monitoring is inherent in the line management structure for health and safety.

2. ORGANIZATIONAL STRUCTURE & RESPONSIBILITIES

All staff have a duty to ensure their own safety and the safety of those around them including colleagues, visitors and students.

The Health and Safety at Work Act 1974 states:

“It shall be the duty of every employee while at work:

- [a] to take reasonable care for the health and safety of himself / herself and of any other persons who may be affected by his acts or omissions at work, and*
- [b] as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as it is necessary to enable that duty or requirement to be performed or complied with.”*

The Act also states:

“No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.”

In order that the laws be observed and responsibilities to students and other visitors to the John Leggott College are carried out **ALL** employees are expected;

- 1 to know the special safety measures and arrangements to be adopted in their own working areas and to ensure they are applied;
- 2 to observe standards of dress consistent with safety and/or hygiene
- 3 to exercise good standards of housekeeping and cleanliness
- 4 to know and apply the emergency procedures in respect of fire, first aid and bomb evacuation;
- 5 to use and not wilfully misuse, neglect or interfere with things provided for their own safety and/or the safety of others
- 6 to co-operate with other employees in promoting improved safety measures in the College;
- 7 to co-operate with the appointed safety representative within the College, and the enforcement officer of the Health and Safety Executive.

- 8 It is the responsibility of individual staff to notify the Principal of any significant changes in their disability status, medical fitness or health that might necessitate an appropriate risk assessment to allow the college to do its best to maximise their health, safety and well being.

Corporation

Under the Health and Safety at Work Act the Corporation have the overall responsibility for Health and Safety. The Governing Body as a whole has collective responsibility for Health and Safety in the College. The Finance and General Purposes Committee has, as part of its role, the duty to regularly monitor and review all matters associated with Health and Safety.

The Principal (Nic Dakin)

The Principal is responsible for this policy being carried out on the premises at John Leggott College.

Deputy Principal (Estates) (Malcolm Fry)

The Deputy Principal has overall responsibility for Health and Safety and in conjunction with the **Facilities Manager (Barrie Kirk)**; they will both ensure the following:

- The management of effective Health and Safety throughout the College, and in particular ensure the College has an effective Health and Safety Policy.
- Co-ordinate the implementation of the safety procedures in the College and produce a line management structure making clear who does what.
- Be the focal point for day to day references on safety and give advice or indicate sources of advice.
- Maintain contact with outside agencies able to offer specialist advice (e.g. HSE, Croner, NLC Health & Safety Dept.).
- Report all known hazards immediately to the Principal who should inform the Governing Body and stop practices or the use of any plant, tools, equipment, machinery, etc, he considers to be unsafe until satisfied as to their safety
- Make recommendations to the Principal who should in turn make recommendations to the Governors as appropriate for additions or improvement to plant, tools, equipment, machinery etc. which are dangerous or potentially so.
- Make or arrange for investigation of premises, places of work and working practices on a regular basis and ensure that he is kept informed of accidents and hazardous situations
- Review from time to time:
 - the provision of first aid in the College
 - the emergency regulations
 - and make recommendations for improving the procedures laid down
- Inform the Governing Body from time to time of the safety procedures of the College, and provide them with up to date reports and safety issues

- The setting of an adequate budget for Health and Safety resources and for Health and Safety Training.
- Ensuring that the College has all required insurance at all times.
- Renewing any licences as required
- To chair of the Health and Safety Committee (Facilities Manager)
- Maintain full records of all Health and Safety matters, and ensuring all inspections are carried out at correct intervals.
- Monitor & review the College policy on health and safety procedures and update them as new safety information is supplied by outside consultants, HSE and other bodies, ensuring information is distributed to those who need to know.
- Ensure contractors working on site comply with their own and the colleges Health & Safety policies and procedures. This will include risk assessments and permits to work etc.

Assistant Facilities Manager (Christine Lumsden)

Reporting at designated intervals to the Facilities Manager on the operation of formal checks such as:

Fire alarms, emergency lighting, power trips and fire extinguishers.

Estates (caretaking & cleaning) - Completion of COSHH assessments and risk assessments as appropriate.

Catering - Reporting to the Facilities Manager at intervals on any Health and Safety issues that have arisen. Ensuring that all the catering staff have achieved appropriate qualifications, and receive suitable regular training.

Health Officer (Catherine Henderson)

Will be responsible for the reporting on provision of First Aid throughout the College to the Facilities Manager, this will include:

Recording of First Aid treatment given.

Student accidents

Maintenance of First Aid Boxes.

Heads of Subjects

Heads of Subjects are responsible for inspecting their department so as to maintain a suitable level of health and safety.

Heads of Subjects should ensure that they and their colleagues are fully conversant with the health and safety rules and the literature pertaining to their particular situation. It is the Heads of Subjects' duty to ensure that all such literature is readily available and, where practicable, displayed in prominent locations in the working environment.

Health and Safety information, warning of hazards and dangerous practices, must be displayed in prominent positions in working areas. It is indeed a health and safety requirement that this is done.

Heads of Subjects are responsible for producing a Safety Statement, including Safety Procedures and practices for their departments which are a supplement to the main policy.

They should be brought to the attention of staff and students under their charge and posted in a prominent position.

Heads of Subjects should identify any training requirements necessary to ensure the continuing safe working practice of the department.

Any Heads of Subjects requiring further information on health and safety should address enquiries to: Deputy Principal [Estates] or the Facilities Manager.

**Teaching Staff holding posts/position of Special Responsibility,
Assistant Facilities Manager, Technicians, Secretarial Support Staff,**

These staff:

Have a general responsibility for the application of the Corporation's policy to their own area of work and for the application of existing safety measures and procedures within that department/area of work. Advice or instructions given by the Corporation and the Principal, including the relevant part of this statement, shall be observed;

Shall, where necessary, establish and maintain safe working procedures in the area of working including arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances

Shall make every effort to resolve any health and safety problem in their area of work which any member of staff may refer to them and refer any of these problems for which they cannot achieve a satisfactory solution within the resources available to them

Shall carry out a regular safety inspection of the activities for which they are responsible and, where necessary, submit a report as appropriate

Shall ensure, so far as is reasonably practicable, the provision of sufficient information, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own safety and health at work

Shall where appropriate, seek the advice and guidance of the HSE

Shall report to the Head of Subject or Line Manager requirement for safety equipment and/or additions or improvements to plant, tools

Shall ensure that all cleaning materials, used by the College, are locked away in special stores when not in use.

Tutors

The safety of students is the responsibility of Course/Personal Tutors because tutors have traditionally in law carried responsibility for the safety of students whilst in their charge.

Tutors are expected to:

Exercise effective supervision of the students and to know the emergency procedures in respect of fire, bomb scare and first aid, and to carry them out

To know the special safety measures to be adopted in their own teaching areas and to ensure that they are applied

To give clear instructions and warning as often as necessary

To follow safe working procedures personally

To ask for protective clothing, guards, special safe working procedures etc. where necessary

To make recommendations to their Head of Subject, e.g. on safe equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.

Students

The students are expected to:

To exercise personal responsibility for the safety of self and fellow students

To observe standards of dress consistent with safety and/or hygiene

To observe all the safety rules of the College and in particular the instructions of all staff given in emergency situations.

To use and not wilfully misuse, neglect or interfere with things provided for their safety

To report students infringements/non compliance to the Head of Department or Deputy Principal [Estates].

Visitors

Regular visitors, contractors and other users of the premises [e.g. delivery persons from specific companies] should be required to observe the safety rules of the College.

Visitors will be made aware of the need to sign in at Reception. Their attention should be drawn to the information displayed and repeated on the visitors passes.

With respect to other users, the Principal or Facilities Manager will seek to ensure that hirers, contractors and others who use the premises conduct themselves and carry out their operations in such a manner that all statutory and advisory requirements are met at all times.

N.B. When the College premises or facilities are being used out of normal College hours for a College sponsored activity, then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and comply with the requirements of this section.

When the premises are hired to persons outside the employ of the governing body, it will be a condition that they are familiar with this policy, that they comply with safety directions and they will not, without the consent of the Governing Body, introduce equipment for use on College premises, alter fixed installations, remove fire and safety notices or equipment, nor take any action that may create hazards for persons using the premises or the staff or students of the College.

All contractors must report their presence on site. They are required to ensure safe working practices by their own employees and must pay due regard to the safety of all persons using the premises.

Where a contractor creates hazardous conditions and refuses to eliminate them or take action to make them safe, the Principal will take such actions as are necessary to prevent persons in his care from risk or injury.

All users of the College premises including hirers and contractors are referred to the Health and Safety at Work Act 1974, Section 8, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

New Staff

A college induction will be carried out for all new staff; this will include familiarisation with our Health and Safety Policy, our fire and evacuation procedures, first aid arrangements, security measures and reporting of Health and Safety issues through Heads of Department as appropriate, and the location of health & safety information.

3 GENERAL ARRANGEMENTS AND INFORMATION

Control of Substances Hazardous to Health (COSHH) Regulations 2002

The C.O.S.H.H. Regulations require an assessment to be made of all substances that may be hazardous to health and appropriate records and procedures developed concerning their storage, use and disposal.

The Control of Substances Hazardous to Health in Colleges

As employers, John Leggott College are required to have procedures in place which deal with risks from hazardous substances. These procedures must contain the following.

1. A risk assessment procedure.
2. Arrangements for controlling exposure to substances either by preventing exposure or, if this is not possible, by introducing adequate controls.
3. A system for testing and reviewing the control measures.
4. Arrangements for monitoring exposure at the workplace.
5. Health surveillance facilities for employees.
6. Details of training and information for employees in relation to risks and precautions.

In colleges hazardous substances are likely to be found in laboratories, workshops, print rooms and cleaners' cupboards. They can also be created by practical work, such as chemical experiments and work with micro-organisms.

A number of general assessments have been developed for most of the substances and experiments used for college science. The *Hazards* produced by the Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS), are particularly useful.

Each substance used in a work activity does not necessarily have to be assessed separately. When assessing the risks of work which involve the use of a variety of hazardous substances, e.g. in a laboratory, it is permissible to group the substances and assess the risks for each group.

It is not always necessary to record every assessment, but records are extremely important, not just in relation to the assessment themselves. For example, records can be kept of maintenance, examinations and the testing of control measures.

Thus, colleges are required to make decisions about risks based on informed judgements as a result of assessments. In order for a college to discharge this obligation in relation to hazardous substances, it must:

- (a) collect information about the substances and the relevant working practices – this should be an ongoing process
- (b) evaluate the health and safety risks by finding out what the level of exposure is, taking into account the circumstances at the time the risk assessment is carried out
- (c) decide what needs to be done in relation to the prevention or control of exposure, the implementation of control measures, the monitoring of exposure, health surveillance and information and the instruction and training of staff
- (d) record the assessment, unless it is self-evident and easily explained
- (e) Review the assessment regularly – this does not mean repeating the assessment but checking that it is still valid and making any necessary changes.

Display Screen Equipment

The **Health and Safety (Display Screen Equipment) Regulations 1992** the Regulations require employers to plan the activities of “display screen equipment users” in order to ensure that their daily work on display screen equipment is periodically interrupted by such breaks or changes of activity as are necessary.

Definitions

In these Regulations “display screen equipment” means any alphanumeric or graphic display screen, regardless of the display process involved, and “user” means any employee who habitually uses display screen equipment as a significant part of his or her normal work.

Display Screen Equipment in Colleges

Most teachers are unlikely to use display screen equipment as a significant part of their normal work. Therefore, teachers are unlikely to be classified as users. Pupils are even less likely to be classified as users. Only the staff employed in the college offices are likely to be governed by the Regulations. However, it is to the advantage of the Governing Body to treat the Regulations as best practice in order to reduce the risks to both teachers and students.

Where governing bodies identify members of staff who are users within the Regulations, they must assess the display screen equipment and workstations which those users use and take action to reduce the risks which are discovered. As employers, John Leggott College must also provide information and training for display screen equipment “users”. Finally, those members of staff who are users under the Regulations are entitled, on request, to have appropriate eye and eyesight tests by an optician or doctor, provided and paid for by the employer. If a user is prescribed a special pair of spectacles for display screen work, the employer must pay the cost of a standard pair of those spectacles. Any extra costs for designer frames or for lenses with optional treatments, which are not necessary for work, must be paid for by the employee.

First Aid Arrangements

The College will provide adequate first-aid equipment and facilities for employees if they are injured or become ill at work, and ensure adequate provision of qualified first-aiders to render first-aid to employees if they are injured or become ill at work. In the absence of a first-aider, an appointed person shall take charge of first-aid equipment and facilities and any situation relating to an injured or ill employee who will need help from a medical practitioner or nurse.

The **Health Officer** will oversee the successful provision of all First Aid facilities. All first-aiders will receive training and become qualified in accordance with standards approved by the Health and Safety Executive. Appropriate first aid equipment and materials will be provided and maintained on all College sites. Notices indicating first-aid arrangements will be posted on notice boards throughout the College.

The College has a common law responsibility to look after the students in its care and, where possible, first-aid arrangements for employees and students will be combined so long as they do not dilute the level of provision for employees. These arrangements will also cover visitors to the College.

The college First Aid room is located in the student services corridor, room number A048

Fire Procedure

The **Regulatory Reform (Fire Safety) Order 2005** which is designed to create a greater emphasis on fire prevention, and to identify all factors which may cause harm to people, property and/or the environment. Statutory provisions require employers to provide general fire precautions, including a fire risk assessment, training, fire warning systems, fire - fighting equipment and means of escape.

The College will ensure that instruction in fire safety is given by competent persons to all employees to ensure that they understand the fire precautions and the action to be taken in the event of fire.

In addition, notices setting out procedures to be followed in case of an outbreak of fire will be posted throughout the College. Fire alarms will be tested and fire drills held at least annually and details recorded.

The college Fire Risk Assessment is located in the Facilities Managers Office; room A052 in the Margaret Mason Centre, This assessment contains all information regarding testing, inspection and location of emergency assembly points, as well as the names of all fire wardens, as part of our fire policy.

Health and Safety Committee

The Health and Safety Committee will consist of the following personnel:

- Facilities Manager (Chair)
- Deputy Principal (Estates)
- Safety Representatives for Teaching Associations
- Safety Representatives for Support Staff
- Technicians
- Assistant Facilities Manager representing Catering & Caretaking
- Health Officer

This committee will meet twice per term to discuss any Health and Safety issues which have been raised. Minutes will be kept by the Facilities Manager.

The committee will also be responsible for carrying out a physical inspection of the whole premises throughout the year.

Health and Safety Law

In accordance with the Health and Safety Information for Employees Regulations 1989, the College will ensure that the relevant notice is displayed for access by staff and by visitors to the College.

Management of Health and Safety at Work Regulations

Risk Management

Once a risk assessment has been carried out, the **Management of Health and Safety at Work Regulations 1999** require employers to make sure that there are arrangements for action to be taken with regard to the risks identified by the risk assessment. Regulation 4(1) requires employers to make arrangements for the effective planning, organisation, control, monitoring and review of any preventative and protective measures.

The regulations require that, as part of health and safety management, employers must ensure that employees are provided with health surveillance which is appropriate with regard to the risks to health and safety which are identified by the assessment.

In addition, employers must provide all employees with clear and relevant information about any risks which are identified by a risk assessment and the preventative and protective measures which are to be taken.

The Regulations require that, when they give work to employees, employers must be reasonably sure that the demands of the job do not exceed the employee's ability to carry out the work without risk to themselves or others. In coming to this decision, employers should take into account the employee's capabilities, knowledge, experience and level of training. If extra training is needed, it should be provided.

Competence

Under the Regulations, unless employers are themselves competent to carry out their health and safety obligations and, in particular, are able to draw up and apply protective measures without assistance, they must have access to competent help in undertaking these tasks. The Approved Code of Practice, *Management of Health and Safety at Work* which accompanies the Regulations, advises that employers can appoint one or more of their own employees or they can engage external support from external specialists or health and safety consultants, who will act in an advisory capacity, or they can do both.

It is the employer's responsibility to ensure that those who are appointed as competent persons:

- (a) are in fact competent to carry out whatever task is given to them
- (b) receive sufficient information and support
- (c) are given enough time to fulfil their functions, having regard to the size of the workplace, the risks present at the workplace and the distribution of those risks.

The Regulations explain that a competent person means someone who has sufficient training and experience or knowledge and other qualities to be able to assist the employer effectively in the discharge of its health and safety responsibilities. Competency in this sense is not directly related to the possession of particular skills or qualifications and the Approved Code of Practice states that in what are called “simple situations” a competent person requires an understanding of relevant current best practice, an awareness of the limitations of his or her own experience and knowledge and a willingness and ability to add existing experience and knowledge. Where the provision of effective health and safety measures is more complex and technical knowledge is required, membership of a professional body or equivalent organisation and/or an appropriate health and safety qualification should be taken into account.

Employers also have an obligation to see that employees who have functions in the health and safety management system are competent to carry them out. Appropriate training should be provided wherever necessary. Monitoring and reviewing health and safety performance may indicate that some individual members of staff or staff groups are falling short of the required health and safety performance standards. This may indicate a need to provide information, instruction, training or support. Training needs may vary over time and those needs should be regularly assessed to take into account the induction of new employees, the changing roles of existing employees, the introduction of new equipment or new work arrangements and any other changes to existing practices.

Manual Handling

The Manual Handling Operations Regulations 1992 came into force with a new, comprehensive approach to reducing back problems at work. The Regulations are not confined to any particular type of workplace, such as factories, offices or shops, or to any particular type of work activity. Teachers, technicians and nurses are all protected by these Regulations whenever they are involved in manual handling activities. Although it is not required by the Regulations, teachers also have a duty of care to protect pupils in this area.

Definitions

In the Regulations, “manual handling operations” means any transporting or supporting of a load (including the lifting, putting down, pushing, pulling or carrying or moving thereof) by hand or by bodily force. “Load” includes any person or any animal.

Manual Handling Operations in Colleges

As employers, John Leggott College must ensure that all members of staff avoid manual handling operations where this is reasonably practicable. For any hazardous lifting operations which cannot be avoided there must be a risk assessment.

This duplicates the duty to assess risks under the **Management of Health and Safety at Work Regulations 1999**. As employers, John Leggott College must attempt to reduce the risk of injury during manual handling operations as far as reasonably practicable. Steps can include rearranging the task, breaking down the load, providing assistance or mechanical aids and providing training.

In colleges, teaching and support staff are often called upon to lift and move equipment and furniture and possibly move disabled persons. In each case it is a matter of judgement where there is a risk or injury and there is no such thing as a completely safe manual handling operation. However, risk assessment is now the employer’s responsibility and college staff can expect risks to be reduced to the lowest level “reasonably practicable”.

Personal Protective Equipment (P.P.E.)

“Personal protective equipment” means all equipment intended to be worn or held by a person at work in order to protect him or her against one or more risks to his or her health or safety, or any addition or accessory which is designed to meet that objective.

Personal Protective Equipment in Colleges

In colleges, personal protective equipment includes gloves, aprons, safety helmets, eye protectors, etc.

The Regulations state that every employer must ensure that personal protective equipment is provided to employees who may be exposed to a risk, as identified under the requirements of the **Management of Health and Safety at Work Regulations 1999**. In most areas of employment providing personal protective equipment is a “last resort” health and safety measure. It may be possible to do the job by another method which does not require the use of personal protective equipment or, if that is not possible, adopt other more effective safeguards. However, in education personal protective equipment is a vital part of controlling risk and both staff and students should be trained to use it effectively.

Members of staff must also be given information, instruction and training on the risk that the personal protective equipment is supplied to avoid or limit, how to use the personal protective equipment and what they have to do to look after that equipment. As employers, John Leggott College must take all reasonable steps to ensure that personal protective equipment is properly used by members of staff. It should also be remembered that teachers are role models for students.

Premises

Safety issues requiring immediate attention should be reported directly to the Facilities Manager or the College Principal.

Concerns relating to non-urgent hazards or requests for minor repairs and maintenance should be logged in accordance with the College’s reporting procedure on the appropriate form, for the attention of the Assistant Facilities Manager.

Provision and Use of Work Equipment

Aim of the Regulations

The Provision and Use of Work Equipment Regulations 1998 (PUWER)

The primary objective of the Regulations is to ensure the provision of safe work equipment and its safe use. Work equipment should not give rise to risks to health and safety, irrespective of its age or place of origin. The Regulations build on the existing general duties of employers to provide safe plant and equipment and they also overlap with existing specialist regulations, such as the **Electricity at Work Regulations 1989**

The Health and Safety Executive publication *Work Equipment: Guidance on regulations* says that the suitability of work equipment lies at the heart of the Provision and Use of Work Equipment Regulations 1998. It points out that the issue of suitability addresses the safety of work equipment from three aspects.

1. Its *initial integrity*. This means that when employers provide equipment they should ensure that it has been produced for the work to be undertaken and that it is used in accordance with the manufacturer’s specifications and instructions. If employers adapt equipment, then they must ensure that it is still suitable for its intended purpose.

2. The *place* in which it will be used. Employers must assess the location in which the work equipment is to be used to take into account any particular risks presented by the working environment.
3. The *purpose* for which it will be used. Employers must ensure that any equipment is suitable for the job in hand.

Definitions

“Work equipment” means any machinery, appliances, apparatus or tools and any assembly of components which, in order to achieve a common end, are arranged and controlled so that they function as a whole. “Use” means any activity involving work equipment and includes starting, stopping, programming, setting, transporting, repairing, modifying, maintaining, servicing and cleaning.

Work Equipment in Colleges

Examples of work equipment which can be found in colleges include ladders, overhead projectors, computers, photocopiers, any woodworking or metalworking tools, safety cabinets and other laboratory apparatus.

As employers, John Leggott College must ensure that work equipment is so constructed or adapted as to be suitable for the purpose for which it is used or provided. In addition, employers must:

- (a) select work equipment responsibly
- (b) ensure that any work equipment is only used for purpose and under conditions for which it is suitable
- (c) ensure that it is properly maintained
- (d) take special precautions where the use of work equipment involves a specific risk
- (e) provide employees who use work equipment with written health and safety information, instruction and training.

Reporting of Accident, Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

- 1 By law, any accident resulting in the death or specified major injury or any person must be reported to the Health and Safety Executive without delay. Injuries to employees which lead to incapacity for more than three days must also be reported to the Health and Safety Executive (RIDDOR).
- 2 All accidents, including those resulting in less serious but significant injuries, must be reported to the Principal, whether or not absence from work results.
- 3 It is the legal responsibility of an injured employee to report any accident in the Accident Book, which is kept by the Facilities Manager.
- 4 There should be no delay in reporting and dealing with any accident involving staff, students or visitors. An accident report form must be completed by the person in charge or person involved. The Facilities Manager will be responsible for ensuring that the appropriate information is supplied to the Health and Safety Executive. Investigations of the accident will be carried out by the Facilities Manager and any remedial work required to prevent an accident recurring will be dealt with as a matter of urgency.
- 5 Other hazards, near-misses and accidents involving damage to property should also be reported.

- 6 Certain dangerous occurrences [as defined in law] must be reported to the Health and Safety Executive without delay. Details of what constitutes a dangerous occurrence are contained in the R.I.D.D.O.R. information held by Facilities Manager.
- 7 The College is required to report cases of certain diseases which are linked with specified work activities as defined in law. Information about these are also contained in the R.I.D.D.O.R. information held by Facilities Manager.

Risk Assessment

The **Management of Health and Safety at Work Regulations 1999** contain a number of references to “risk” or “hazard”. A *hazard* is defined as something with the potential to cause harm and it can include substances or machines, methods of work, etc. A *risk* is defined as the likelihood that the harm from a particular hazard will be realised.

Employers are to make suitable and sufficient assessments of:

- (a) the risks to the health and safety of their employees while they are at work
- (b) the risks to the health and safety of persons who are not in their employment which arise as a result of the conduct of their undertakings.

Employers which have five or more employees must record the significant findings of any assessment. Therefore, colleges must record the significant findings of any risk assessment

Work Placement

College staff placing students with an employer for work placement or work experience will take all steps that are reasonably practicable to ensure that the following standards are met:

Students are supervised at placement by a suitably qualified member of staff;

All students are issued with any necessary protective clothing and equipment;

Employer Placement Providers have the relevant Health and Safety policies as required by the Health and Safety at Work Act 1974;

Safety of premises, plant, equipment and practices are managed to meet all requirements and steps are taken to monitor these standards on a regular basis;

Accidents notified in accordance with the requirements of the HSE;

Contractors, Sub-Contractors and Employer Placement Providers have insurance cover in accordance with the Employers (Compulsory Insurance) Act of 1969 and Regulations 1998.

Health and Safety literature is issued to all students when appropriate.

If an Employer Placement does not match the criteria for Health and Safety as required by the Health and Safety at work 1974 the College will not use the Employer until these requirements are met.

Workplace (Health, Safety and Welfare) Regulations 1992

Aim of the Regulations

The regulations apply to all workplaces, including colleges. The employer must ensure that any workplace within its control complies with the Regulations.

In addition to the specific health, safety and welfare requirements set out in the Workplace (Health, Safety and Welfare) Regulations 1992, there is, in regulation 5, an obligation on the employer or controller of the premises to see that the workplace and equipment, devices and systems in it are in an efficient state and kept in good order.

Definitions

“*Efficient*” refers to health, safety and welfare efficiency – not to productivity or financial efficiency. In health and safety terms, efficiency means identifying a defect and taking steps to protect people from any risk until the defect can be put right. If the defect is in a welfare facility such as a toilet, then if taking it out of service whilst being repaired would mean that there were not enough toilets to comply with the Regulations (see below), the defect should be dealt with immediately.

The Workplace Regulations and Colleges

The Regulations contains safety provisions dealing with route ways, windows, floors and stairs. They also contain a number of provisions dealing with the working environment, including temperature and ventilation, lighting, emergency lighting, room dimensions and space, workstations and seating and also general cleanliness and disposal of waste material. The Regulations have a major impact on colleges and need to be clear about the division of responsibilities for the college premises and the source of funding for both repairs and capital projects. The Regulations also cover facilities at work, laying down requirements for toilets, washing and changing facilities, clothing storage, drinking water and rest areas, including rest facilities for pregnant women and nursing mothers.

Requirements of the Regulations

Route ways

Every workplace must be organised to allow pedestrians and vehicles to move about safely.

Windows

Windows or windows in doors, gates and partitions must be of a safety material which is protected against breakage and which, if it does break, breaks safely. Windows, skylights and ventilators must not present a risk when being opened, closed or adjusted and they must be able to be cleaned safely.

Floors

Every floor and the surface of every traffic route in a workplace must be of a sound construction and must be strong and stable enough to cope with the loads which are placed on it and the traffic which uses it. Floors must be free of holes, slopes and uneven or slippery surfaces which could cause a person to slip, trip or fall or to drop anything which is being carried. Any holes, bumps or uneven surfaces which could cause an accident should be put right as soon as possible and, in the meantime, extra precautions should be taken.

Stairs

Every open side of a staircase should be securely fenced and the Approved Code of Practice, *Workplace Health, Safety and Welfare: Approved code of practice* (L Series No. 24, Health and Safety Executive, 1992), recommends an upper rail at 900mm or higher and a lower rail anywhere below this. There should be a handrail on at least one side of every staircase and there should be handrails on both sides if there is a particular risk of falling.

Falls and Falling Objects

So far as is reasonably practicable, suitable and effective measures must be taken to prevent any person falling or being struck by a falling object.

Temperature

The **Workplace (Health, Safety and Welfare) Regulations 1992** require that during working hours the temperature in all workplaces must be reasonable.

The Approved Code of Practice, *Workplace Health, Safety and Welfare: Approved code of practice* states that the temperature in workrooms should normally be at least 16°C (60.8°F) unless much of the work involves severe physical effort, in which case the temperature should be at least 13°C (55.4°F). However, these temperatures may not ensure reasonable comfort, depending on other factors such as air movement and relative humidity. These temperatures refer to readings taken using an ordinary dry bulb thermometer, close to anywhere a person works, at working height and away from windows.

Ventilation

The Regulations state that effective and suitable provision must be made to ensure that every enclosed workplace is ventilated by a sufficient quantity of fresh or purified air. In most cases, windows or other openings provide sufficient ventilation.

Lighting and Emergency Lighting

The Regulations require every workplace to have suitable and sufficient lighting which, so far as is reasonably practicable, must be by natural light. Lighting should be sufficient to allow people to work, use facilities and move around safely without risk of eye strain. Emergency lighting should be provided where there would be a special risk if normal lighting failed.

Room Dimensions and Space

The Regulations state that every room where persons work must have sufficient floor area, height and unoccupied space for the purposes of health and safety and welfare. The Regulations, or the Approved Code of Practice, *Workplace Health, Safety and Welfare: Approved code of practice*, make reference to non - employees, ie students and visitors. The Approved Code of Practice recommends that the total volume of the room when empty divided by the number of people who normally work in it should be at least 11 cubic metres. However, this calculation does not apply to rooms used for "lectures, meetings and similar purposes".

Suitability of Workstations and Seating

Workstations, including seating, should be arranged so that each task can be carried out safely and comfortably.

Cleanliness and Waste Material

Every workplace and its furniture, furnishings and fittings must be kept sufficiently clean. Similar requirements apply to floors, walls and ceilings. So far as is reasonably practicable, waste must not be allowed to accumulate, except in suitable receptacles. The standard of cleanliness required depends on the use to which the workplace is put.

Toilets

The Regulations state that “suitable and sufficient” sanitary conveniences must be provided at readily accessible places “Suitable and sufficient” means adequately ventilated and lit, clean and tidy and with separate facilities for men and women.

Washing and Changing Facilities

There must be “suitable and sufficient” washing facilities, including showers if the nature of the work requires this. “Suitable and sufficient” means that there is a supply of clean, hot and cold or warm water and that there are facilities in the immediate vicinity of every sanitary convenience and in the vicinity of any changing rooms. Washing areas must be clean, tidy and sufficiently lit and ventilated, with separate facilities for men and women.

Clothing Storage

There must be “suitable and sufficient” accommodation for work clothing, eg laboratory coats for science teachers and tracksuits for physical education teachers, and employees’ own personal clothing in a clean, warm, dry, well-ventilated place.

Drinking Water

There must be an adequate supply of “wholesome” drinking water for all persons at work in the workplace.

Rest Areas

There must be “suitable and sufficient” rest facilities for employees, including eating facilities.

Rest Facilities for Pregnant Women and Nursing Mothers

Suitable rest facilities must be provided for pregnant women and nursing mothers. They should be conveniently situated in relation to washing and toilet facilities.

4 Review of Health & Safety Policy

A review of all procedures will take place each year in time for the commencement of the new academic year.

Next review: July 2009

This Health and Safety Document has been approved by the College Corporation on:

Date: _____

Signed _____
Principal

Signed _____
Chair of Corporation

HEALTH & SAFETY POLICY

- The impact of this Policy will be to promote the health and safety of all students, staff and visitors to the college.
- Consultation was carried out with the Health & Safety Officer at North Lincolnshire Council. A slight addition was made to the policy as the result of this consultation.
- Implementation of this Policy will be monitored by the Corporation on an annual basis.
- The Policy will be published on the college website.
- The college will promote the Policy in all of its activities.

Policy Owner:	BK	Date of IA:	09.08
Impact assessment by:	BR	Version IA used:	1.1