



University of the
Highlands and Islands
Argyll College

Oilthigh na Gàidhealtachd
agus nan Eilean
Colaiste Earra-Ghàidheil

To: Board

Date: 22 September 2017

Status: For approval

Subject: Health & Safety Policy

Agenda Item 17.3.12

Attached is our revised Health and Safety Policy, which has been substantially redrafted by our H & S consultant. It is an extremely comprehensive document.

It is brought to the Board for approval.

Ailsa E Close

19/09/2017

Health and Safety Policy

of



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Written in accordance with the requirements of

*The Health and Safety at Work etc. Act 1974, Section 2(3)
The Management of Health and Safety at Work Regulations 1999 Regulation 5
The Fire Safety (Scotland) Regulations 2006, Regulation 10*

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Health and Safety Policy Statement

It is the aim of Argyll College UHI Ltd to minimise the risk of injury or ill health to any person who may be affected by our work activities and the Board of Directors are firmly committed to achieving the standards set out within this policy. High standards of health and safety go hand-in-hand with our ethos of providing a high quality educational experience to our students.

The responsibility for implementing this policy is shared between the Principal and Depute Principal, board directors, managers and staff.

As a College of further and higher education it is important to us to provide a safe environment in which our students can learn and in which our tutors can teach. We are also particularly aware of the need to ensure the safety of customers when the College provides services to the public, in support of our courses.

In particular, Argyll College UHI Ltd will: -

1. Accept its legal responsibilities for securing the health, safety and welfare of all its employees, students and all others affected by their activities;
2. Provide and maintain safe and healthy working conditions, so far as is reasonably practicable and taking account of any statutory requirements;
3. Provide information, instruction, training and supervision to enable staff and students to make a positive contribution to their own safety. Such information will include drawing this policy to their attention at induction;
4. Undertake risk assessments of our activities and implement the identified control measures including safe systems of work;
5. Ensure that all vehicles and work equipment are suitable for purpose and properly maintained;
6. Minimise the use of hazardous or dangerous substances and where their use cannot be eliminated, implement suitable controls;
7. Make available all necessary protective equipment and monitor its correct use;
8. Take steps to assess the competence of any contractor we engage and to ensure that information is exchanged on matters relevant to health and safety;
9. Ensure that any building work is managed in accordance with our client duties under the Construction (Design and Management) Regulations 2015;
10. Be prepared for emergencies such as fire and medical emergencies and investigate all incidents of injury or ill health;
11. Promote a positive health and safety culture within the organisation, in particular through managers consulting with employees on health and safety decisions.

It is the responsibility of the board and Principal to monitor the implementation of this policy and to ensure that adequate resources are provided, including appointing competent external advisors. The College will carry out an annual review of this policy to ensure that the policy is up-to-date and that it takes into account the current activities and premises of the organisation.

Signature:

Date:

Signature:

Date:

Fraser Durie
Principal

Andrew Campbell
Chair

Argyll College Organisation for Safety, Health and Welfare

The Board are responsible for oversight of the organisation's policy on health, safety and welfare and compliance with statutory obligations.

The Board has appointed Ken Jones as the board member with responsibility for health and safety. This post holder has responsibility for overseeing that the board acts as described in this policy. All board members however, continue to hold individual and collective responsibilities for their own decisions and actions.

The Board has a particular responsibility to:

1. Lead by good example, acting promptly where deficiencies are identified.
2. Attend training periodically in order to maintain awareness of legal requirements for health and safety and the responsibilities of directors.
3. Make suitable financial provision and allocate other resources as necessary to implement the health and safety policy.
4. Ensure that competent health and safety advice is available to the organisation to meet the requirements of Regulation 7 of the Management of Health and Safety at Work Regulations 1999 and Regulation 17 of the Fire Safety (Scotland) Regulations 2006.
5. Include health and safety as a regular agenda item at all Board meetings, receive reports from the Principal on current health and safety concerns and allocate responsibility for following up necessary actions.
6. Ensure that health and safety is taken into account and that board decisions are consistent with the objectives of this policy.
7. Initiate a programme of monitoring and audit to provide feedback to the board on the level of adherence to the organisation health and safety policy and the adequacy of that policy. At least once per year, formally review the health and safety performance of the organisation.
8. Ensure that the health and safety policy is reviewed on an annual basis.
9. Ensure that where it is intended to undertake a new type of course, take on new premises or other significant change, an assessment is made of any necessary health and safety requirements relating to the change and arrangements are made to implement any necessary action as part of the overall business plan.
10. Oversee the work of the Principal, checking that the responsibilities assigned are being fulfilled.

<https://www.argyll.uhi.ac.uk/t4-media/one-web/argyll/about-us/structure-and-policies/Organisation-chart>

The Principal has overall responsibility for the delivery of services and the supervision of staff. In particular, the Principal will:

1. Promote an interest and enthusiasm for health and safety, lead by good example and act promptly where deficiencies are identified.
2. Inform the board if there are insufficient resources to meet statutory requirements for health and safety or the intentions of this policy.
3. Appoint the organisation's external health and safety advisor and any other specialist advisors as required.
4. Table at the board meeting a report on health and safety performance at least once per year, and in the intervening time report to the board on current health and safety matters.
5. Endorse and table at the board meeting, an annual health and safety action plan and an outline of the resources required to implement it.
6. Report to the board, a summary report of accidents and incidents once per quarter, and where an incident caused or had the potential to cause, serious injury or death, report the matter immediately to the Chair of the board.
7. Advise the board on significant health and safety issues which have arisen or which are anticipated.
8. Update the board on key changes in legislation and industry health and safety standards and propose action which the College should take in order to comply.
9. Ensure that this policy is reviewed annually and at other times as necessary to take into account changes within the organisation, the work activities or legislation and guidance.
10. Ensure that policies for recruitment and staff management are compliant with legislation for health, safety, child and adult protection, and equality.
11. Ensure that managers reporting directly to the Principal are only given tasks for which they are competent, are aware of their health and safety responsibilities and that adequate manpower is provided for the safe completion of tasks.
12. Ensure that any proposal to the board for a new course, premises or other significant change, includes sufficient information on health and safety risks, compliance criteria, resourcing etc. to enable the board to adequately assess the health and safety implications.
13. Periodically review that the Financial Director fulfils the responsibilities under this policy.

The Financial Director has responsibility for the day to day development and delivery of the health and safety management system. In particular, the Financial Director will

1. Promote an interest and enthusiasm for health and safety, lead by good example and act promptly where deficiencies are identified.
2. Assist the Principal in the selection of the organisation's external health and safety advisor and any other specialist advisors as required.
3. Take the lead role in responding to any enforcement activity or correspondence from the Health and Safety Executive, Local Authority or Fire and Rescue Service.

4. Oversee the health and safety standards and practices of the organisation to ensure that they meet the requirements of this policy.
5. Updating the Principal in a timely manner of any serious health and safety concerns or incidents.
6. Ensure that staff selection processes include a check that qualifications, skills and attitudes of staff are consistent with the high health and safety standards expected.
7. Ensure employees reporting directly to the Financial Director are aware of their specific health and safety responsibilities, and monitor that those responsibilities are fulfilled via the staff appraisal system.
8. With the assistance of the Health and Safety Advisor, provide a draft update of this policy to the Principal on an annual basis and also ensure that College policies and procedures relating to health and safety, are developed and periodically reviewed, revised and reissued as necessary.
9. Ensure that insurance arrangements, meeting the requirements of the Employers' Liability (Compulsory Insurance) Regulations, are maintained
10. Ensure (1) that minimum standards of health and safety training are established for key roles with refresher periods identified; (2) that where relevant, central training programmes are established; and (3) there is an effective system for identifying and delivering appropriate skills/ health and safety training to individual employees specific to their role, both on starting employment and when their job role or work activities change.
11. Ensure that management practices relating to working hours, driving hours, employment of children and young persons, work experience and arrangements for pregnant employees, meet statutory requirements.
12. Ensure that there is a system in place for the reporting and investigation of all accidents, near misses and cases of ill health that are alleged to be work related, including the prompt escalation of reports when an incident has had, or had the potential for, a serious adverse outcome.
13. Ensure that there is a system in place for the completion of risk assessments in accordance with statutory requirements and that an audit programme is implemented to ensure that these are carried out as required.
14. Ensure that effective arrangements are in place for the selection of competent contractors including checks to reassure the College that the contractor is adequately resourced and capable of undertaking the proposed works safely. Additionally the Director will ensure that there are arrangements to monitor that the work is undertaken in a safe manner and to remove contractors from the approved list where necessary.
15. Implement a health and safety monitoring and audit programme with the assistance of the Health and Safety Advisor.
16. Provide to the Principal, an annual report on health and safety performance, and an annual health and safety action plan (including an indication of resourcing required), in order that he can table the reports to the board.
17. Inform the Principal if there appear to be insufficient resources to meet the objectives of this policy.
18. Ensure that the Principal is informed of the health and safety implications of any prospective new courses, premises or other planned changes, and of any changes in legislation.

19. Ensure that managers reporting directly to the Financial Director are only given tasks for which they are competent, are aware of their health and safety responsibilities and that adequate manpower is provided for the safe completion of tasks.
20. Ensure that any proposal to the Principal or board for a new course, premises or other significant change, includes sufficient information on health and safety risks, compliance criteria, resourcing etc. to enable the board to adequately assess the health and safety implications
21. Periodically review that the Property Manager fulfils the responsibilities under this policy.

The Property Manager supports the Financial Director by coordinating health and safety management activities within the College. They will:

1. Promote an interest and enthusiasm for health and safety, lead by good example and act promptly where deficiencies are identified
2. Keep the external health and safety advisor and any other specialist advisors informed of any relevant changes to the organisation, its activities or premises.
3. Initiate a review of this policy on an annual basis with the assistance of the health and safety advisor, and more frequently where appropriate e.g. as a result of changes within the organisation, the work activities or legislation and guidance
4. Ensure that disclosure checks are undertaken of College staff where applicable.
5. Ensure employees reporting directly to the Property Manager are aware of their specific health and safety responsibilities, by explaining their responsibilities as set out within this policy.
6. Oversee the delivery of any skills and health and safety training programme put in place by the College.
7. Implement management systems which ensure compliance with regulations relating to working hours, driving hours, employment of children and young persons, work experience and the work of new or expectant mothers.
8. Chair the Health and Safety Committee, ensuring that it has a constitution reflecting the legal requirements for health and safety consultation, and operates in accordance with that constitution.
9. Maintain health and safety information systems so that policies, procedures and other relevant information are available to managers, tutors, staff and students as applicable.
10. Oversee arrangements for the reporting of all accidents, near misses and cases of ill health that are alleged to be work related. Investigate such incidents, seeking assistance from the health and safety advisor where necessary, and ensure that statutory reports are made in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).
11. Oversee that risk assessments are undertaken as required and reviewed periodically. Instigate an audit programme to monitor that these are completed and enacted, seeking assistance from the organisation's health and safety advisor as required. (The risk assessments required include general risk assessment covering all activities and specific risk assessments where appropriate, e.g. for manual handling, the use of hazardous substances, fire safety, food safety, noise, vibration, display screen use and other areas as identified. Implement a system for the auditing of work placements.

12. Ensure that the College has a policy on the provision of spectacles where required by employees who are users of display screen equipment, and for encouraging them to receive regular eye tests.
13. In respect of any building the College occupies:
 - a. Ensure that building fabric and services are maintained in a safe condition.
 - b. Ensure that fixed wiring installations receive a periodic inspection and test by a SELECT or NICEIC registered electrician at the intervals recommended by the IET wiring regulations and also arrange for an annual visual check of condition by someone with appropriate competence.
 - c. Arrange for the testing of all portable electrical equipment provided for use in College' activities using competent internal staff or external electricians according to an agreed schedule and using calibrated equipment.
 - d. Ensure that a fire risk assessment is available and up to date for any premises occupied by the organisation, with the Health and Safety Advisor informed of planned alterations which affect the assessment in order that it can be updated.
 - e. Ensure that fire extinguishers are serviced on an annual basis, the fire alarm and emergency lighting are subject to weekly/ monthly testing respectively and that the alarm system is subject to a service contract.
 - f. Ensure that where premises were constructed prior to the year 2000, that there is an asbestos survey available on site, and that where asbestos is found to be present, there is a management plan and monitoring programme for dealing with it.
 - g. Ensure that there is a legionella risk assessment for each premises.
14. Ensure that arrangements are in place for statutory examination as necessary, e.g. pressure systems/ vessels, passenger lifts, lifting equipment and fume/ dust extraction equipment.
15. Ensure that there are adequate arrangements for the maintenance and periodic inspection of gas systems by GasSafe Registered Engineers;
16. Ensure that when statutory inspection reports are received, any corrective action identified is undertaken in the time scale specified, or that the plant is taken out of service;
17. Ensure that procedures are in place to comply with the Construction (Design and Management) Regulations 2015 during the planning and management of construction and alteration works.
18. Ensure that any design and specification work carried out by the organisation in respect of new buildings or alterations, takes into account the safety of those using and maintaining the installation/ equipment thereafter.
19. Oversee the purchase of equipment and materials, and that limitations are placed on the use of staff's own tools, to ensure that safety requirements are met and that relevant information such as instructions and safety data sheets are supplied.
20. Ensure that for equipment or materials purchased from outside the EU and the organisation is the 'importer' adequate arrangements are made to ensure that EU product safety legislation and material labelling requirements are met.

21. Ensure that the process for purchasing work equipment, vehicles and personal protective equipment includes an assessment to check that the items supplied are suitable and safe for the intended purpose and there are resources and procedures to keep them properly maintained.
22. Ensure that all hazardous substances purchased from suppliers are supplied with up to date product safety data sheets, that a COSHH assessment is requested from the Health and Safety Advisor and that both COSHH assessments and data sheets these are made available to staff and managers.
23. Ensure that where hazardous or dangerous substances are purchased that there are adequate safety arrangements for their storage, transport and disposal.
24. Oversee the implementation of the no smoking policy which must be applied within all buildings and College' vehicles.
25. Ensure that a first aid needs assessment is undertaken for each permanent location and oversee that there is suitable first aid equipment and training.
26. Ensure that the current certificate of Employers Liability Insurance is circulated to all Centre Managers at the renewal date for display at each Centre.
27. Ensure that prior to authorising anyone to drive on College business that a check is made that they have the relevant licence. Also to ensure that the licence check is repeated periodically in accordance with the driving policy and that the risks of driving are assessed.
28. Maintain records of (1) staff training, disclosure checks, qualifications and (2) premises/ fixed equipment records including safety tests, inspections and certifications.
29. Seek the advice of the College' Health and Safety Advisor before work involving hazardous materials, building alterations, demolition work, roof work, or work involving scaffolding, fork lift trucks, cranes, new lifting equipment, or powered access equipment.

Centre Managers and others who have been allocated with premises responsibilities will:

1. Promote an interest and enthusiasm for health and safety, lead by good example and act promptly where deficiencies are identified.
2. Ensure that an up to date copy of the Health and Safety Law poster and the current certificate of Employers Liability Insurance is displayed where they can be seen by all staff.
3. Ensure that if responsibilities are delegated, staff receive the necessary instruction to undertake the tasks competently and ensure that any employees under their control are adequately supervised.
4. Monitor that premises health and safety rules, including smoking restrictions, are enforced.
5. Ensure that health and safety inductions are completed for all students and staff based at the Centre.
6. Ensure that there are sufficient trained first aiders/ appointed persons at the location in accordance with the first aid risk assessment, monitor the dates when re-training is due and report to the Property Manager any shortfalls in numbers or training.
7. Check the contents of first aid boxes on a quarterly basis, ensuring they are fully stocked and that there are no items, other than first aid equipment, contained.

8. Carry out weekly health and safety inspections and recording the results within the relevant section of the site health and safety file.
9. Ensure that periodic testing is undertaken as advised within the health and safety file, and the results recorded, including a weekly test of the fire alarm, fire drills at least termly, monthly emergency lighting check, monthly check of any panic alarm and annual inspection of 'maintenance free' extinguishers.
10. Report any defects which cannot be safely dealt with immediately, to the Property Manager.
11. In the event of an accident, near miss or case of occupational ill health, ensure that the Property Manager is informed as quickly as possible and that when applicable, the accident book is completed.
12. Ensure that they or their staff (1) meet contractors; (2) ask them to sign in, and sign out when they leave (3) brief them on the fire procedure and local health and safety rules; (4) discuss the work to be carried out; (5) make arrangements to safely accommodate the work; (6) issue a permit to work if requested to do so by the Property Manager; (7) report any immediate concerns or difficulties to the Property Manager; (8) monitor that the contractor works within the scope and area agreed; (9) where possible to do so, and when there is safe access, check the quality of the work and report back to the Property Manager.
13. Prevent their staff from attempting to undertake maintenance or repair work, unless staff are competent and the work has been authorised by the Property Manager.
14. Prohibit access to parts of the premises where safe access is not in place.
15. Ensure that all portable electrical equipment belonging to the College and located at the Centre, is made available to the contractor undertaking portable appliance testing.
16. Coordinate routine cleaning of the premises and oversee opening and locking-up routines, safe use of vehicle charging equipment and the safe use of the premises in general.
17. Report to the Property Manager, any health and safety concerns which could affect the College at other locations and also any concerns which cannot be resolved easily and quickly, locally.
18. Ensure that staff and tutors based at the premises understand procedures for fire emergencies including their role in fire marshalling if applicable and arrangements for calling the fire brigade.
19. Ensure that food preparation and catering arrangements meet food hygiene standards.
20. Inspect any ladder, step ladder or hop-up on an annual basis and record the result in the health and safety file.
21. Read and understand the asbestos survey applicable to the premises, ensure that the recommendations of the asbestos management plan are implemented, ensure that staff and contractors are made aware of the locations where asbestos containing materials have been found and that measures are implemented to prevent disturbance.
22. Read and understand the contents of the legionella risk assessment for the premises, ensure that the recommendations of the action plan are implemented, including routine monitoring and temperature checks, record the outcome of monitoring and inspections in the legionella log book and inform the Property Manager of any problems including temperatures which are outside of the prescribed range.
23. Promptly inform the Property Manager of any visits of enforcing authority inspectors so that a coordinated response to any issues raised can be made.

24. Ensure a general risk assessment is completed for the premises, that the findings are implemented and the assessment is kept up to date.
25. Implement the findings of the fire risk assessment to the extent that the recommended actions are within their control, and keep a copy of the fire risk assessment, annotated with the progress made, in the health and safety file.
26. Ensure that staff under their control complete workstation assessments, and where any actions are delegated back to the Centre Manager, implement such actions as are requested.
27. Ensure that there are applicable manual handling and COSHH assessments for relevant activities within their control, that findings are implemented and the documents are kept up to date. Maintain a register of hazardous substances together with the safety data sheet and COSHH assessment for each one. Also retain copies of manual handling assessments.
28. Ensure that where new fixed equipment is installed, a risk assessment is undertaken to cover the risk posed to staff and students from the equipment.
29. Provide such information as may be requested by the Property Manager, in respect of the location, equipment and any safety checks undertaken.

Heads of Curriculum, all Curriculum Leads and others who have been allocated with responsibility to oversee the work of staff or tutors will:

1. Promote an interest and enthusiasm for health and safety, lead by good example and act promptly where deficiencies are identified.
2. Ensure that if responsibilities are delegated, the necessary instruction is given to enable tasks to be carried out competently.
3. Adequately supervise employees under their control.
4. If responsible for catering activities, ensure that food hygiene legislation is complied with and that the HACCP and associated records are present and up to date.
5. Monitor that premises or course health and safety rules, and the requirements identified within applicable risk assessments, are enforced.
6. Ensure that first aid risk assessment/s for premises used take into account the risks arising from course activities. Where a course takes place away from fixed premises, ensure that first aid equipment and where appropriate, trained personnel, are available.
7. Ensure that a check is made on the contents of first aid boxes kept for mobile activities, regularly, or prior to each activity as appropriate, to ensure they are fully stocked and that there are no items, other than first aid equipment, contained.
8. Report any defects which cannot be safely dealt with immediately, to the Centre Manager or Property Manager as appropriate.
9. In the event of an accident, near miss or case of occupational ill health, ensure that the Property Manager is informed as quickly as possible and that when applicable, the accident book is completed at the Centre.

10. Ensure that all portable electrical equipment belonging to the College is made available on request for portable appliance testing.
11. Report to the Property Manager, any health and safety concerns which could affect the College at other locations or in other fields and also any concerns which cannot be resolved easily and quickly, locally.
12. Familiarise with the hazards and precautions identified within relevant risk assessments for the premises where the curriculum lead's courses take place (see H&S file at Centre office).
13. Promptly inform the Property Manager of any contact from enforcing authority inspectors so that a coordinated response to any issues raised can be made.
14. Ensure a general risk assessment is completed for each of the courses under their jurisdiction, that the findings are implemented and the assessment is kept up to date.
15. Ensure that staff under their control complete workstation assessments, and where any actions are delegated back to the Centre Manager, implement such actions as are requested.
16. Ensure that there are applicable manual handling, noise, vibration and COSHH assessments for relevant activities within their control, that findings are implemented and the documents are kept up to date. Maintain a register of hazardous substances together with the safety data sheet and COSHH assessment for each one. Also retain copies of all other assessments.
17. Ensure that trip risk assessments are completed prior to any excursion.
18. Provide such information as may be requested by the Property Manager, in respect of the course, risk assessments, training and other applicable aspects of health or safety.

All staff and tutors will:

1. At all times, take reasonable care of themselves and have due regard for the health and safety of others who may be affected by their work activities, whilst they are at work.
2. Conduct general risk assessments of activities under their control when requested to do so, by using the appropriate College' form, and in accordance with any guidance or training provided, seeking further assistance from the Health and Safety Advisor as needed.
3. Familiarise themselves with risk assessments completed by others which are applicable to their work, and implement the precautions and safe methods of work identified in the assessments.
4. Ensure that students or staff under their control understand the hazards of applicable activities and the precautions required in order to protect themselves and others from harm, including any risk control measures identified within risk assessments.
5. Comply with organisation instructions and procedures relating to health and safety and make full and proper use of any protective or safety equipment provided.
6. Enforce the health and safety rules and requirements which apply to activities under their control including the health and safety rules set out in this section and the one below (for students).
7. Stop work and report to the manager any serious danger to health or safety, or defects in structures or equipment, or safety procedures that come to their notice and which they cannot immediately rectify.

8. Attend health and safety training and cooperate with any risk assessment, training or other safety programme.
9. Report to the manager any incidents which have led, or might have led, to injury or damage.
10. Look after personal protective equipment, storing it so that it does not become damaged and reporting loss or damage.
11. Not interfere with or misuse anything provided to safeguard their health and safety.
12. Carry out pre-use inspections of vehicles/ equipment and record such checks as requested.
13. Ensure that all equipment in use is in a serviceable condition, and has received necessary inspection.
14. Use vehicles, equipment, materials or substances in accordance with information, instruction and training provided by the organisation.
15. Not use defective equipment and ensure that it is withdrawn from service immediately.
16. Never use a hand held mobile phone whilst driving on the public road and to restrict the use of hands-free phones to short essential communications only, when conditions allow such calls to be taken without danger.
17. Not work under the influence of alcohol or drugs.
18. Only smoke in designated external areas, safely disposing of smoking materials in the bins provided.
19. Follow the fire procedure.

All students must:

1. Take care of their own safety and the safety of others when on College premises or taking part in College activities.
2. Follow safety instructions including wearing protective clothing and using safety equipment provided.
3. Stop work and report to the tutor if there is an accident or a possible danger to health or safety.
4. Listen during health and safety instruction.
5. Look after personal protective equipment, storing it so that it does not become damaged and reporting loss or damage.
6. Not interfere with or misuse anything provided to safeguard their health and safety.
7. Not engage in horseplay or pranks which put others at risk of harm.
8. Only use equipment which they have been authorised to use and enter areas they have been given permission to access.
9. If permitted to use work equipment such as hand tools or powered equipment, to check its condition before use, including in the case of electrical equipment, a check of the lead and plug for damage.
10. Not use defective equipment and ensure it is reported immediately.

11. Use equipment, materials or substances in accordance with instruction provided.
12. Not attend the College or a course when under the influence of alcohol or drugs.
13. Only smoke in designated external areas, safely disposing of smoking materials in the bins provided.
14. Leave the building and go to the assembly point if the fire alarm sounds (unless informed by staff that the alarm is being tested and that you are not required to leave).

Arrangements for Safety, Health and Welfare

This section sets out the health and safety management system and the way in which specific issues are dealt with.

Policy and Standards

The Board has agreed a statement of health and safety policy as shown at the start of this document. The organisation's policy and all actions taken in relation to health and safety are based on established industry standards, nationally issued guidance or codes of practice and specific legislation. Where the organisation does not have specific procedures for the control of a particular hazard it is our intention to apply these national standards.

Organisation

Our organisation statement that precedes this section is approved by the Board and reviewed annually, or more frequently where needed, for example in the event of changes to the organisation structure.

All persons working for the organisation have clear responsibilities set out in this document for health and safety. Where a staff member has specific health and safety responsibilities, fulfilment of those responsibilities is measured during audits, through annual appraisals and through ongoing monitoring by managers.

Competent health and safety advice is provided in support of our management team by an external Health and Safety Advisor. We also intend to make use of other specialist advisors and services as and when required.

Occupational Health

When inviting candidates for interview we check whether any special arrangements are necessary in order for them to be able to attend. After making a job offer, we ask whether any adjustments are needed to accommodate the employee and where appropriate arrange for assistance from an Occupational Health Advisor to assist us in specifying those adjustments. Similarly we obtain such assistance in the event of an existing employee developing a health condition for which reasonable adjustments appear necessary.

All staff and tutors are encouraged to report any health concerns which they feel are associated with or made worse by work. Such reports will be treated confidentially and occupational health assistance will be sought as needed.

Risk assessments are undertaken for new and expectant mothers at work, by our Health and Safety Advisor initially. Where occupational health support would be of benefit this is identified in the assessment.

The Health and Safety Advisor also provides one-to-one support for those experiencing health concerns associated with the use of display screen equipment.

None of our current activities create a hazard which would require statutory health surveillance but this will be kept under review.

Confidential medical details are held in the strictest confidence and will only be disclosed to the line managers, with the prior consent of the employee. However, information such as restrictions on particular types of work, or special precautions necessary for health and safety reasons, will be provided to the relevant managers to avoid putting the employee, or others, at risk.

Competence and Training

All employees and students are to be inducted in the contents of this policy by a designated staff member at each Centre.

Training needs are reviewed at recruitment of new starters and on an ongoing basis as a result of risk assessments, through site inspections and where new legislation or standards lead to additional training needs.

A programme of job-related training is implemented in order to ensure that all employees have the necessary skills and knowledge to work safely.

Specific health and safety training will be provided for employees, as appropriate to their role, for example, as applicable, first aid training, fire marshal training, manual handling training and training in the use of hazardous materials. Such training will be provided either by the Company's appointed health and safety consultancy, or by another specialist provider. The Staff Development Committee is responsible for co-ordinating training arrangements.

Contractors, Construction and Maintenance

Where contractors are engaged, steps will be taken to establish that they are competent to undertake the work safely; essential health and safety information will be exchanged prior to them starting work; and the safety of their working methods will be monitored.

Contractor management, including the management of construction works will be subject to a stand-alone policy.

Consultation

The College has a health and safety committee which includes staff representation. The minutes of meetings are circulated via email and are available to view on Sharepoint. The health and safety committee constitution and operations will be the subject of a stand-alone policy document.

In addition, health and safety is a standing item on all team meeting agendas.

Risk Assessment

Centre Managers, Tutors and some other staff undertake general risk assessments using the College' form and guidance. In addition there is a general risk assessment form designed for 'trip risk assessment'. Risk assessment training is provided periodically for key staff.

The guidance sets out when risk assessments are required and when they must be reviewed.

Our external advisor also assists us in undertaking specific risk assessments such as risk assessments for the use of hazardous or dangerous substances; manual handling; fire safety; the use of display screen equipment; first aid needs; and the needs of new or expectant mothers at work.

Signs and Notices

The Health and Safety Law poster and the current Employers Liability Compulsory Insurance certificate are displayed at each Centre.

Signage is displayed as specified within fire and general risk assessments.

Personal Protective Equipment and Clothing (PPE)

We recognise that the use of PPE as a risk control measure is a last resort as it protects only the user and is at risk of not being worn correctly. Our employees and students are supplied, free of charge, with any PPE identified as a required risk control measure within risk assessments (except in the case of safety footwear and weather proof clothing which some students require for their course and which we are not obliged to supply). We ensure that it is a good fit, is compatible with other PPE and that instructions are provided in its correct use. The personal issuing of PPE must be logged by the manager who provides it. Replacements are to be made available to employees on request.

Staff are responsible for ensuring that they have the correct PPE, for reporting loss or damage and for wearing it in accordance with the following requirements and as prescribed in risk assessments.

Head Protection:

Required to be worn whenever there is a risk from falling materials and in designated head protection areas (as indicated by signage).

Ear Protection:

Ear defenders or plugs, required to be worn where due to the noise level it is necessary to raise voices to conduct a conversation at 2 metres separation.

Eye Protection

Required to be worn when there are flying objects such as when drilling masonry.

Hand Protection

Required to be worn when using vibrating tools, working with chemicals and when there is a risk of abrasions and cuts. (note that gloves are not to be worn when there is a risk of being drawn into rotating parts of a tool)

Foot Protection

Required to be worn when there is a risk of injury to feet and required by all staff and students working in construction and engineering workshops.

Cold/wet weather protection and high visibility clothing

To be worn in bad weather conditions, and high visibility clothing to be worn at all times when working in the vicinity of traffic, or in areas where signage dictates it is worn.

Respiratory Protection

Filtering facepieces, or half masks with a particulate filter to be worn where fine dusts are generated. A face fit test is needed if harmful exposure is likely, e.g. where a technician regularly carries out this work.

Sun Protection

Some of our courses involve work out-of-doors where sun protection cream is warranted. The costs of sun cream will be reimbursed where the risk assessment identifies that it is required, provided that the product is at least factor 50.

Life Jackets

Life jackets must be worn when working on boats or next to deep or fast flowing water. Buoyancy aids are required where a life jacket would be restrictive or unsuitable such as when kayaking.

Climbing Equipment

Ropes, gear and harnesses must be utilised in accordance with risk assessments for outdoor activities.

All personal protective equipment must be properly maintained, stored in clean dry conditions and inspected before use. Where PPE has a life expectancy the date of first use, or where applicable end date, must be logged and the PPE replaced in time. Inspections of climbing equipment must be logged before each use. Self-inflating lifejackets must receive a monthly over-night inflation test, and pre-use inspections which check that the cylinder and firing mechanism is undamaged.

First Aid

The organisation ensures that arrangements are in place to respond to medical emergencies. First aid arrangements are in place at each permanent location and these will be reviewed via a first aid needs assessment. First aider details are displayed at each Centre.

Personal first aid kits are provided in College vehicles. These kits are checked by relevant Centre Managers and replacement items are available from Centres.

First aid training is provided for all staff appointed as first aiders. Refresher training is provided at least three yearly.

The Financial Director, in consultation with the Principal, will decide upon the investigation strategy for more serious incidents and will also ensure that reports to the enforcing authority are made where the incident involves a reportable injury, disease, or dangerous occurrence (RIDDOR). Advice will be obtained from the health and safety advisor as necessary.

A separate accident reporting policy is to be developed.

Performance Monitoring and Audit

Our health and safety advisor undertakes a review of our arrangements and this policy once per year, providing advice on any changes in legislation or best practice to be taken into account.

In addition, legal updates are provided once per quarter, the implications of which, are considered at Health and Safety Committee meetings. A programme of auditing and monitoring is to be developed.

Accident books are held at our premises and if entries are made, the pages are taken out, shared with the property Manager and stored confidentially.

The following are the specific health and safety arrangements that have been implemented to control particular hazards or to comply with specific legal requirements:

Our Working Environment

It is our intention to always maintain high standards at our premises for both the safety and health of our staff, tutors, students and any visitors.

Good standards of cleanliness and housekeeping are considered a priority and we always ensure that responsibilities are clearly allocated and tasks assigned in this respect. High standards of housekeeping are to be maintained in all areas including stores and attic spaces.

Snow and ice can be a hazard on our pathways and car parks in winter. Where possible we make arrangements with a contractor to grit our paths overnight or early in the morning when frost is due. Where we have a large car park and the whole area cannot be gritted we will cordon off or erect signs to warn of this. Where gritting needs to be carried out in-house a risk assessment will be completed to ensure that suitable PPE, work equipment and safety procedures are in place.

Our offices are equipped and repaired to the standards required by the Workplace (Health, Safety and Welfare) Regulations 1992.

Our premises and vehicles are designated as no smoking and statutory signage is displayed to this effect.

Fire Safety

All employees and students should receive a fire, health and safety induction at the Centre where they are based. In any case each premises has a fire plan displayed along with fire action notices.

For each premises, a fire safety risk assessment has been undertaken, we have fire extinguishers and the alarm systems are regularly serviced, emergency lighting is provided etc. A separate fire policy template is being developed in order that responsibilities can be clearly allocated, locally.

Manual Handling

Manual handling is not generally a significant risk although some staff may occasionally lift heavier items. The higher risk areas include practical courses and staff who may need to rearrange furniture.

Specific manual handling risk assessments are to be undertaken whenever loads are moved manually which could cause personal injury. The manual handling risk assessments will specify the precautions required to reduce the risk to the lowest level reasonably practicable. Recommendations arising from the assessments are to be implemented by managers, employees are to be instructed in the outcome and copies of the assessments are to be provided to all employees.

No staff are expected to undertake any type of manual handling work with which they are not comfortable and they are instructed to report to the manager, any health concerns that may make manual handling less safe for them. Staff who expect to be involved in manual handling will be provided with manual handling training to help them in understanding which types of lifting are safe, tasks which require assistance and safe lifting techniques.

Equipment will be purchased where needed to minimise or simplify handling of heavier objects e.g. trolleys, lifting straps, dollies. Gloves will be provided where needed.

Display Screen Equipment

Modern furniture is provided for our office staff, including adjustable chairs. Workstation assessments will be undertaken to identify any particular improvements required to individual workstations. These will be carried out by self-assessment software once it is introduced. Eye and eyesight examinations are state funded. Where needed solely for the use of the equipment, the cost of a basic pair of spectacles will be reimbursed by the College.

Work Equipment

Managers ensure that any equipment supplied for use by our employees is suitable for purpose and monitor that it is kept in good condition. Defective equipment is to be removed from service until it can be repaired or replaced. Equipment is to be maintained in accordance with manufacturers' instructions and staff and students are to be instructed in the correct use of powered equipment. Tutors are required to closely supervise the use of any powered equipment made available to students.

All tools must be subject to pre-use checks of condition by staff. Students must also be trained to undertake these checks themselves.

Portable electrical equipment including extension leads, audio-visual equipment, chargers for tools, power tools, hair styling equipment and office equipment are subject to portable appliance testing by an external specialist contractor. The frequency of testing is scheduled in accordance with IET guidance.

It is our policy that any circuit used for workshop activities or wet environments will be protected by RCD protection. Where this is not yet in place, the work has been programmed. Eventually we intend that the majority of circuits will be RCD protected within our premises, as recommended within electrical inspection reports. Workshop equipment is supplied via 110v CTE circuits where reasonably practicable.

Pressure vessels and systems will be subject to a statutory thorough examination and test by a competent specialist when of a type and scale to require it. Any lifting equipment will also be subject to statutory examination at the required frequencies.

In addition, maintenance procedures will be implemented to ensure that critical systems and workshop machinery is properly maintained in working order. Workshop machinery will be maintained by a combination of in-house staff who will undertake basic cleaning as per the user manual, and more involved tasks which will require specific training and will normally be undertaken by a contractor.

Where high noise levels or hand-arm vibration are associated with the use of equipment an initial assessment must be undertaken to identify if the noise or vibration exposure is likely to be hazardous. Where necessary a detailed risk assessment will be carried out. These are a specialist type of assessment on which our Health and Safety Advisor will advise.

Electrical Installations

All work to alter electrical installations is carried out by qualified electricians.

It is the organisation's policy that live working is prohibited although live testing is permitted with appropriate controls and suitable equipment. Such work may only be undertaken by qualified electricians.

No minor electrical work is permitted by staff, other than replacement of fuses in plugs by specific staff who have been authorised by the Property Manager.

Our office installations will be tested and inspected periodically by a competent electrician registered with SELECT or NICEIC. Frequencies of inspection and testing will be as defined in the IET wiring regulations (BS7671). Improvements will be implemented as necessary.

Hazardous and Dangerous Substances

We use limited quantities of hazardous and dangerous substances including paints, lubricants, glues, thinners, and sealants. Each Centre, is to list these on an inventory and a current safety data sheet is to be obtained from the supplier. Our health and safety advisor will assist us in undertaking a risk assessment of the use of each substance and we will then apply the recommended risk control measures.

Employees, tutors and students are provided with any necessary personal protective equipment and instructions on the precautions to be taken with each substance.

Once our COSHH assessments are in place for existing products, employees will only be permitted to purchase hazardous substances on our behalf, for which an assessment has been undertaken. There is no restriction on the purchase of substances which are not designated as hazardous, i.e. without warning symbols on the packaging, although regardless of the hazard status of the product, staff are advised to wear gloves and apply good personal hygiene practices.

Fuel will be kept in correctly labelled, sealed and purpose designed containers in a well ventilated and secure location, in a spill tray and with a dry powder extinguisher close-by on the escape route.

A legionella risk assessment has been undertaken for our Centres and routine water hygiene checks are carried out including water temperature checks of hot and cold water systems. These checks are recorded and the assessment is reviewed at the frequency recommended by the assessor.

There is a possibility of asbestos being present in a small number of our buildings. Where the premises are leased on a serviced basis, we will try to obtain the asbestos register from the landlord. Otherwise, asbestos surveys will be undertaken for all premises built prior to the year 2000 and as a result we will either write a statement explaining that no asbestos containing materials (ACM) have been identified, or, as applicable, write an asbestos management plan. Our Health and Safety Advisor will assist with this process. The asbestos management plan will be implemented by our managers including the provision of information to staff and contractors.

Infection Risks

Our staff may be placed at risk from biological hazards as a result of some of our activities including agriculture, horticulture and childcare. Our precautions for dealing with these hazards, including recommended inoculations, are being reviewed through our risk assessment process.

Although needles are not commonly found at our premises our staff are advised that if they find them they should cordon off the area, report it and seek further advice. A procedure for needle stick injury is being developed.

Insect repellents are provided on request, where required for work purposes.

Working at Height

Fixed ladders, loft ladders and step ladders are provided for carrying out small works at height. Access to shelving may also be undertaken from small hop ups. All ladders and stepladders must meet BSEN131 standards, have a maximum vertical load capacity of at least 150Kg and be inspected on at least an annual basis. A ladder inspection form is being developed.

Staff are not permitted to enter attic spaces unless the work area is securely boarded.

Our staff are not trained to erect tower scaffolds or mobile elevating work platforms, or to carry out roof-work and therefore these activities are not permitted in-house.

Confined Spaces

Staff are not permitted to carry out any work in drains or manholes which involve their head being below ground level due to the fatal risk of asphyxiation.

Hot Work

This type of work is only carried out infrequently by contractors working on our premises. It is not a type of work which we anticipate undertaking ourselves, e.g. use of heat guns. Where this type of contract work is required, we will control the work through a permit to work.

Vehicles and Driving

We check the driving licence of any employee who drives our vehicles at the time of their initial employment and at least annually thereafter. Our employees are expected to carry out pre-use inspections of vehicles and record any issues on the appropriate log sheet. The relevant Centre Manager will regularly review these sheets and take appropriate action. Employees are also required to ensure vehicles are safely loaded.

Our vehicles are maintained at the manufacturers required intervals and motor insurance and when required, MOTs, are arranged.

Our College driving policy has further details of our arrangements.

Stress

Managers maintain a dialogue with staff about work-loads and work pressures to ensure that these are effectively managed. In the event of employees feeling under excess pressure due to either home or work circumstances they are encouraged to report this to their manager so that suitable and effective changes can be explored.

We also provide training to staff and ensure that skills and abilities match the demands of the job.

Lone Working

The majority of staff and tutors are not regarded as lone workers because they would usually be on site when other staff are nearby in the same building, or are on the public road. However lone working does take place when staff are opening up or locking up at the end of the day, sometimes when they are home working and when carrying out visits to sites in preparation for fieldwork.

Risk assessments must take into account any lone working risks and identify additional precautions required.

I confirm that I have read the College's health and safety policy.

Please return this page to the HR Dept (Staff) or Centre Managers (Students)

Name	
Signature	
Date	