Barton Peveril Sixth Form College

Health & Safety Policy & Procedures

Version 7

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1 General Statement of Intent

Barton Peveril Sixth Form College recognises its responsibilities, as an 'Employer' under the Health and Safety at Work etc. Act 1974 and all other health and safety legislation and directives that affect the activities of the College.

A strong Health and Safety (H&S) culture and safe and secure environment are fundamental to the success of the college, and all staff, learners and visitors share responsibility for the promotion and improvement of H&S across the corporation.

We are committed to ensuring, as far as is reasonably practicable, the H&S of all our stakeholders, and creating a positive, proactive and legally compliant H&S culture. We will establish strong systems, communicate clearly and provide resources to help all employees understand their responsibilities.

We aim to maintain the highest standards of H&S and to continuously improve by encouraging strong leadership and a common-sense approach to H&S in our colleges. We aim to prevent exposure to risks, injuries and work-related ill health to all who may be affected by our work, by:

- Defining responsibilities,
- Maintaining safe and healthy workplaces and systems of work,
- Conducting risk assessments to ensure safe procedures and systems of work,
- Providing and maintaining safe equipment that is suitable for its intended use,
- Setting appropriate priorities,
- Providing competent H&S advice to staff,
- Ensuring competence by providing information, instruction, training and supervision to employees and learners;
- Provide suitable and sufficient information as may be reasonably required by law to staff, learners and other persons relevant to their health, safety and wellbeing
- Monitoring accidents and incidents and making recommendations for corrective action,
- Encouraging a sensible and proportionate approach to H&S.
- Providing adequate safeguarding system to protect vulnerable students and to meet the College's legal obligations
- Ensuring regulations, guidance and best practices are followed with reference to pandemics and external health issues

This policy will be reviewed every three years or sooner as required.

2 Safety Responsibilities of Groups and Individual Members of Staff are as follows:

All Members of Staff

Each member of staff is responsible for their personal safety and that of other persons in the College by the proper observation of College rules and procedures, where appropriate producing risk assessments and ensuring they are kept relevant and up to date.

Staff are reminded of the general duty imposed by the Health and Safety at Work etc Act 1974 at Sections 7 and 8 viz:

'It shall be the duty of every employee while at work

a to take reasonable care for the health and safety of himself and 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 cooperate with him so far as is necessary to enable that duty or requirement to be performed or complied with.'

'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 provision.'

You should inform The College Nurse or designated deputy if you have been injured, may have been injured or have a work related reportable disease. Some injuries, near misses and diseases are reportable under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) and must be recorded by the College. It is the responsibility of the employee to inform the above mentioned person(s) of these incidents.

Staff are also reminded that they must provide notice of 3 months if qualifications relating to Health and Safety issues are due to expire, eg First Aid. The HR Department has a responsibility to maintain a record of staff qualifications and their expiry date relating to health and safety matters.

All staff have a duty under the Child Protection and Safeguarding Policy to be alert to and act upon the indications of concern regarding the welfare and safety of any student in college. (College intranet:\Safeguarding Documents)

2.1 The Corporation

The Corporation in its role as employer will ensure, so far as is reasonably practicable, the health and safety at work of employees and others (e.g. contractors, students, visitors) in accordance with Section 2 and 4 of the Health & Safety at Work Act 1974.

In order to discharge this responsibility, the Corporation will:

a ensure that the College's Health and Safety Policy and procedures are kept up-to-date and that positive arrangements are in place to ensure that all staff and students are aware of and comply with its contents

b ensure that the policy contains rigorous and comprehensive systems for inspection, rectifying identified faults, monitoring and auditing health and safety management within the College
c receive reports from the College Health and Safety Committee in order to enable the Corporation to monitor the adequacy of arrangements and take any action necessary
d appoint a Health and Safety Governor to champion health and safety at Corporation meetings, attend Health and Safety Committee meetings and report formally to the Audit Committee

2.2 Principal

The Principal has overall responsibility for Health and Safety Policy organisation and arrangements throughout the College.

Additionally, the Principal will:

a make regular reports on safety matters to the Corporation
b provide liaison with the Inspectors, Funding Agencies and HSE with regard to safety aspects
c budget for safety and health matters

2.3 Vice Principal (Business Services)

The VP(BS) is responsible for the discharge of the Health and Safety Policy in the College and for the general oversight of safety organisation and arrangements within these areas and will:

a review the Health and Safety Policy, in conjunction with the Facilities Manager no less frequently than once every three years and when significant changes occur within the organisation of the College
b review the safety management systems within the College no less frequently than once every four years by means of an audit
c ensure compliance with health and safety matters associated with major building projects
d coordinate health and safety activities throughout the College
e ensure that injuries, diseases and dangerous occurrences as classified under RIDDOR, are reported to the enforcing authority
f make an annual report, in conjunction with the Facilities Manager, on safety matters to the Principal and the Corporation
g develop and establish emergency procedures and organise fire evacuation practices within the College
h Ensuring the necessary resources are always prioritised to meet the College legislative and stakeholder requirements.
i Attending any required training that assists in maintaining required competency levels.

2.4 The Facilities Manager / Health and Safety Officer

The College Facilities Manager undertakes the role of Health and Safety Officer and is responsible for the general advisory and information services throughout the College on matters of health and safety. The Facilities Manager is also responsible for establishing the Red File system and reviewing the files with Curriculum Staff.

Additionally, the Facilities Manager will:

a make an annual report, in conjunction with the VP(BS) on safety matters to the Principal and the Corporation
b encourage and promote pro-active health & safety management throughout the College
c to carry out/assist with workplace inspections and safety audits
d investigate and advise on hazards and precautions
e assist the VP(BS) to develop and establish emergency procedures and organise fire evacuation practices within the College
f make recommendations to the VP(BS) for matters requiring immediate attention, eg safety reports
g make recommendations to the VP(BS) on matters of safety policy in compliance with new and modified legislation
h publicise safety matters
i liaise with outside bodies concerning with safety and health matters
j monitor/investigate incidents and accidents to identify trends, introduce control measure and implement methods of accident reduction
k Chair the Health & Safety Committee

The Facilities Manager will, in addition to those items identified above, ensure that:

a reports on health and safety matters with respect to the College buildings and grounds are prepared
b safety procedures are developed and adhered to for operations carried out within the College by their staff and by outside contractors under their control; in particular they must ensure work complies with the Construction (Design and Management) Regulations
c routine maintenance checks and inspections required by legislation of fixed service equipment, ie boilers, pressure vessels etc are undertaken
d there is provision and maintenance of all 'fire' equipment, including liaison with the local Fire and Rescue Service regarding the maintenance of all College fire certificates and for the preparation and review of Fire Risk Assessments

The Facilities Manager has the Principal's authority to make and implement decisions throughout the college at any level if there is:

- immediate danger, or,
- dangerous practice, or,
- breach of the law

2.5 Vice Principals

The Vice Principals are responsible for:

a ensuring that health and safety is considered as an integral part of course syllabi both in the preparation of new course submissions and in their reviews as identified in the ‘Best Practice Guide’ to incorporating health and safety into the curriculum
b ensuring sufficient staff are adequately trained to undertake teaching duties that relate to or affect health, safety and welfare
c instigating appropriate disciplinary action where it is shown that staff have ignored or shown a disregard for health and safety matters outlined within the Health and Safety Policy, College Codes of Practice or Health and Safety legislation
d ensuring that all staff, full-time and part-time, receive and are aware of the implications of the Health and Safety Policy
e the VP (SP) is a safeguarding designated person responsible for coordinating and effecting the College's Child Protection and Safeguarding Policy

2.6 College Nurse

The College Nurse is responsible for supporting health and welfare issues within the College and in particular:

a when on duty to be responsible for attending to and monitoring student or visitor illness/injury and to refer students to their own doctor or hospital as appropriate
b to maintain the College medical room and equipment
c to monitor student health records prior to entry and on programme and to report/advise the Student Progres Advisor of illnesses that need to be brought to the attention of specific staff (eg epilepsy)
d to be responsible for the monitoring and maintaining of first aid equipment and kits on College site
e to assist in the development of health promotion activities in the College
f ensure adequate numbers of staff are trained in first aid procedures and to coordinate the work of the First Aiders
g to ensure the necessary records are maintained relating to accidents associated with the work of the College
h to liaise with the Facilities Manager and in particular to notify them of all injuries that are reported
i Ensure any RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) reportable injuries, near misses and diseases are reported
j Undertake an annual review of the first aid risk assessment

2.7 Directors of Department

The Heads of Department are responsible for the health and safety of their staff, the discharge of the Health and Safety Policy and for the organisation and arrangements in their area of work.

Additionally each Head of Department will:

a prepare reports on safety matters for the meetings of the College Health and Safety Committee
b nominate, in conjunction with Heads of Departments and Subject Leaders, teachers responsible for particular classrooms, laboratories and workshops and the associated equipment
c conduct safety inspections of their designated areas and to ensure hazards identified from those inspections are rectified
d notify the Facilities Manager of any proposed or impending changes affecting safety, health and welfare, in room allocation or usage
e budget for safety equipment for their designated areas
f attend to defect reports and recommendations from the Principal, staff, Safety Representatives and the Facilities Manager
g instigate and ensure that safety procedures are developed and adhered to for operations carried out within their designated areas
h confirm that Risk Assessments, including manual handling, noise, COSHH, and visual display unit assessments are undertaken and documented and that appropriate action is carried out
i ensure all portable electrical equipment is tested on a regular basis
j investigate reports of accidents and dangerous occurrences in designated areas
k ensure all accidents within their designated areas are reported to the Facilities Manager and copies forwarded to the Line Manager and/or the College Nurse where appropriate

l ensure equipment is maintained in a safe condition and that substances hazardous to health are stored in a safe place in line with COSHH regulations
m ensure that necessary personal protective equipment and storage facilities are provided and that maintenance procedures are in place
n circulate publicity relating to safety matters to staff within their control

2.8 Subject Leaders

Each Subject Leader is responsible to their manager for the provision of safe working conditions for staff and students and in particular for:nominating, in conjunction with their manager, teachers responsible for particular classrooms, laboratories and workshops and the associated equipment

a instigating and ensure that safety procedures are developed and adhered to for operations carried out within the section
b carrying out or allocate that the task of Risk Assessments associated with their particular subject matter, which include manual handling, noise, COSHH, and to ensure details are documented and that appropriate action is carried out
c ensuring all portable electrical equipment is tested on a regular basis
d ensuring all accidents within the subject are reported to the Facilities Manager and copies forwarded to the Line Manager and/or the College Nurse where appropriate
e ensuring equipment, including personal protection equipment, is maintained in a safe condition and that substances hazardous to health are stored in a safe place adhering to COSHH regulations
f identifying staff development requirements with reference to health and safety
g including within the teaching programme of full-time and part-time courses, specific safety modules as appropriate to their area of study, eg DSE Workstation Set-up, Electricity at Work, Storage and Handling of Substances
h ensuring that work experience employers are provided with written documentation indicating hazardous work areas/tasks that must not be undertaken by students unless proof of training/competence is available

2.9 Teachers

Teachers are responsible to their Subject Leaders for the immediate safety of the students in their classroom, laboratory or workshop. Nominated teachers are responsible for particular classrooms, laboratories and workshops and their associated equipment and as such it is their responsibility to ensure that it is maintained to a high standard with respect to health and safety issues. Additionally, each teacher will:

a follow safe working procedures personally
b give adequate safety information in lectures as required
c see that guards, special working procedures, protective clothing and equipment, etc, are provided and used where necessary
d attend to general tidiness in the work area
e ensure that clear instructions and warnings are given, to students, verbally and in writing as often as necessary
f report defects and make recommendations to their subject leader where necessary
g ensure all accidents are reported to the Facilities Manager and copies forwarded to the Line Manager and/or the College Nurse where appropriate
h Check “wellness” of students where appropriate to activity proposed

2.10 Work Experience Coordinator

The Work Experience Coordinator is responsible for developing procedures to ensure that students, placed with employers for work experience as part of their programme, are not subject to unacceptable risks and in particular they will ensure that:

a all work placement providers are assessed prior to use for the first time by phone or visit depending on sector and risk involved.
b monitoring arrangements are in place to ensure standards are maintained (phone, evaluation)
c they assist in the assessment of placements where there are particular causes of concern
d Risk Assessments are carried out for young people employed by or on work experience placement with the College

2.11 Technician/Teaching Assistant

The technician/teaching assistant is immediately responsible to the teacher whilst the class is in session, otherwise to their line manager.

Additionally, the technician/teaching assistants will:

a follow safe working procedures personally
b be familiar with the general and particular safety rules that apply to their area of work
c maintain good housekeeping standards
d report defects to their line manager

The Facilities Manager is responsible for ensuring the undertaking of the testing of portable electrical appliances throughout the College. Line Managers have a responsibility to ensure that all portable electrical appliances for which they are responsible are made available for testing and are tested.

2.12 Students

The student is responsible for their personal safety by proper observation of College rules and procedures.

In particular, the student will:

a observe standards of dress and behaviour appropriate to the working situation
b heed warnings and observe rules and ask for such warnings and rules where they are not made obvious
c not wilfully misuse, neglect or damage resources or equipment provided for safety
d take responsibility for highlighting other students' behaviour which contravenes good health and safety practice, either directly to the student or to a member of staff
e Use machinery or equipment only when authorised to do so and when appropriate instructions have been issued and safety systems are in operation.
f Use personal protective clothing, equipment or materials in accordance with appropriate instructions.

Note: a Student Health and Safety Guide is available on the College Intranet. Students can report health and safety issues via a link on the College intranet front Page.

2.13 Support Staff Managers

Each manager is responsible to their line manager for the provision of safe conditions for staff, students and visitors and in particular:

a attend to defect reports and recommendations from the Principal, Staff, Safety Representative and Facilities Manager
b conduct regular inspections of their area of responsibility and rectify hazards identified from those inspections
c budget for safety equipment for their area of responsibility
d instigate and ensure that safety procedures are developed for operations carried out within the area of responsibility
e ensure that Risk Assessments, including manual handling, noise, COSHH, and DSE assessments are undertaken and documented and that appropriate action is carried out
f ensure all portable electrical equipment is tested on a regular basis
g ensure all accidents within the area of responsibility are reported to the Facilities Manager and copies forwarded to the Line Manager and/or the College Nurse where appropriate
h ensure equipment, including personal protection equipment, is maintained in a safe condition and that substances hazardous to health are stored in a safe place

2.14 Health & Safety Committee Representatives

In accordance with the Safety Representatives and Safety Committee Regulations the safety representatives will:

a represent the employees in consultation with the employer and with their representative; investigate potential hazards and dangerous occurrences at the workplace and examine the causes of accidents at the workplace
b investigate complaints by any employee they represents relating to health and safety and welfare at work
c represent employees in consultations with inspectors of the Health and Safety Executive and of any other enforcing authority
d receive information from inspectors
e attend meetings of safety committees to which they are elected
f inspect the workplace if they have given the employer or their representative reasonable notice in writing of their intention to do so and have not inspected it in the previous three months; they may carry out additional inspections where there are substantial changes in work conditions

2.15 Staff Liaising with Contractors

Staff liaising with contractors carrying out work at the College should bear in mind that they have a responsibility to take appropriate action if they observe the contractor or their employees using any working practice or item of equipment which the member of staff considers to be dangerous or potentially dangerous. Such action could include stopping the work before reporting the matter to the Facilities Manager to rectify or, failing that, reporting to the Senior Leadership Team.

3 College Health and Safety Committee

The College Health and Safety Committee representing the various groups within the College comprises:

VP(BS)
Facilities Manager, H&S Officer (Chair)
Union Safety Representatives (1 representative from each recognised staff union)
Human Resources Manager
College Nurse
High Risk Subject Representative (PE, Art, Performing Arts)
Chief Technician (Science)
Security Manager
Health and Safety Governor Representative
Two students who would normally be officers of the Student Committee

3.1 Overall Function and Objective

To provide effective communication and consultation between management and employees in order that the Health and Safety Policy is properly maintained and developed.

3.2 Specific Functions:

- Identify hazards with significant risk and assist managers and teams in identifying new health and safety control measures.
- Monitor actions agreed for improvements to health, safety and wellbeing.
- Make recommendations to the College Management Team via the Committee where expenditure may be necessary for health, safety and wellbeing reasons.
- Assist in disseminating health and safety information throughout the College including reported accidents, incidents or near misses.
- Conduct safety inspections and audits.
- Be a champion for health, safety and wellbeing issues within the College.

The Health and Safety Committee comprises representatives from management and employees from various work areas and recognised trade unions.

Formally appointed trade union representatives, follow the requirements of the Safety Representatives and Safety Committees Regulations 1977. All other members will operate within the requirements of the Health and Safety (Consultation with Employees) Regulations 1996.

4 Arrangements

4.1 Asbestos Safety.

The College is committed to providing a safe and healthy workplace, this includes dealing efficiently and properly with any asbestos materials identified in the premises as required by 'The Control of Asbestos at Work Regulations 2012 ACOP' including the provision of up to date records. On identifying asbestos containing material all work should stop immediately. Report the occurrence to the Facilities Manager.

4.2 Construction work within College.

The College is likely to continue to undertake construction projects (of varying magnitude, duration and value) within its boundary. The college (as Client), Principal Designer and the Principal Contractor have duties under regulations to take appropriate measures to prevent the risk of injury to any person, prior to, during and post construction; this includes staff, students, visitors to the premises and contractors. The college will provide guidance on the health and safety requirements of any construction work within college

4.3 Contractors and Visitors.

The college will undertake its statutory duty to ensure so far as is reasonably practicable, that people other than employees (including contractors and sub-contractors, visitors, members of the public and trespassers) are not exposed to health and safety risks.

4.4 Control of Substances Hazardous to Health (COSHH).

The college acknowledges that no substances can be considered completely safe. All reasonable steps will be taken to ensure that the exposure of employees to substances hazardous to health is prevented, or at least controlled, to within the published Occupational Exposure Limits (OEL) and Maximum Exposure Limits (MEL).

Managers whose departments purchase hazardous substances will ensure that a Material Safety Data Sheet is obtained from the manufacturer or supplier for the product. If any doubt exists as to whether the product is classified as hazardous please contact the manufacturer. Substances identified as hazardous should not be used until a COSHH risk assessment has been completed, and appropriate training and information has been provided.

Departments will keep details of all COSHH assessments in their department Health and Safety Folder.

4.5 Display Screen Equipment (DSE).

The College acknowledges that health and safety hazards may arise from the use of this equipment and that principally the risks associated with the use of DSE relate to physical (musculoskeletal) problems, visual fatigue and mental stress. The college recognises its duty under regulation, and will assess potential risks to the health of

users of DSE and take appropriate action to reduce them to a minimum. All users of DSE will be required to complete the necessary training and undertake a workstation self assessment.

4.6 Electrical Safety.

Electricity can cause serious burns, fires and fatal shocks. The College will as far as reasonably practicable avoid danger and personal injury from electricity whether the danger be of direct electric shock or some other consequent danger such as burns, fires of electrical origin, electric arcing or explosions initiated by electricity. Periodic inspection and testing of the fixed electrical installation will be carried out by appointed contractors and periodic inspection and testing of portable electrical equipment will be undertaken by trained staff.

4.7 Emergency evacuation.

There is a possibility that individual buildings within college, or the entire college, may need to be evacuated due to a security incident, a localised or widespread fire, or other emergency. The emergency evacuation procedure will be communicated to all staff and students annually and evacuation drills will take place once each term.

4.8 Fire Safety.

A fire poses a high level of risk to the safety, wellbeing and the lives of its occupants. The College will provide and communicate guidance which sets out the basic principles to be adopted to ensure the highest standards of fire safety are in place and that legal obligations are met. The college will also provide all necessary fire detecting and firefighting devices and ensure their adequate maintenance.

In the event of a fire alarm sounding it is important that all staff are aware of their responsibilities with respect to fire action and that everyone responds conscientiously to their responsibilities. The fire evacuation procedure is detailed in the ‘Emergency Evacuation Plan’.

4.9 First Aid.

The College will comply with the requirements of the Health & Safety (First Aid) Regulations 1981. The college will maintain a register of qualified designated first aiders who are able to provide assistance to staff, students and visitors. The college Nurse is responsible for the provision and upkeep of all First Aid Kits and the provision of a First Aid policy.

4.10 Gas Safety.

The storage and use of gas presents the hazard of fire, explosion, or poor ventilation/flue extraction which could lead to a build-up of combustion products including carbon monoxide. The college will ensure it employs competent contractors to service and install gas installations.

4.11 Hot Work Operations

This is defined as a temporary operation with a tool at such a high temperature that could create a fire, irrespective of whether the work is done by an employee or by a contractor. Examples are welding, brazing, soldering, ‘hot’ cutting (e.g. Oxy-Acetylene Cutting) or grinding. Hot Works carried out by Contractors or college staff will be done so under the control of a Permit to Work issued by the Facilities Department.

4.12 Legionella.

Legionnaires‘ disease is a potentially fatal form of pneumonia caused by inhaling water droplets contaminated with the legionella bacterium. In buildings, legionella bacteria may be found in domestic water systems, fountains with sprays and locations where aerosols may be formed such as showers, taps or drinking water fountains. The College will control the proliferation of legionella organisms in water systems; the control and testing of Legionella is outsourced to a competent contractor

4.13 Lone working.

Although there is no general legal prohibition on working alone the potential risks will be considered either as part of an overall risk assessment of a job role or activity, or as a specific risk assessment. To assist, guidance notes including a lone working risk assessment form are provided by the college.

4.14 Machinery and Equipment

Employees and students should only use machinery or equipment for which they have been trained and must do so in accordance with the manufacturer's guidelines and any formal safe system of work and/or procedures in place.

Machinery or equipment designed to be used in conjunction with any guard must not be operated unless that guard is in place. All guards, interlocks and other safety devices are to be checked by the user of the equipment and/or the room technician prior to its use

4.15 Manual Handling.

The College acknowledges that manual handling is one of the most common causes of injury within the workplace. The college will ensure that operations which involve manual handling are reduced to a minimum and where unavoidable the risks from manual handling operations will be assessed through specific risk assessment and appropriate training. All staff will be required to undertake basic manual handling training, additional practical training will be provided to staff where regular manual handling operations are routinely conducted.

4.16 New and Expectant Mothers.

The College acknowledges that women and their newly born or unborn child are at increased risk from various physical, chemical, and biological hazards in the workplace. An Expectant Mothers’ risk assessment will be completed once the employee has advised the College that they are pregnant. The risk assessment will be reviewed at appropriate intervals throughout the pregnancy and upon their return to work after their maternity leave.

4.17 Noise and vibration at Work.

Noise has the potential to damage the ears and hearing of staff and students and must be controlled within the college environment. The college accepts its duty of care and responsibilities in respect of exposure to noise in all workplaces and will ensure that levels do not exceed those specifically legislated.

Managers are responsible for ensuring that their staff are not exposed to excessive noise or vibration in the workplace and shall reduce exposure through the use of technical engineering solutions and management controls. If as a last resort after all other control measures have been deemed insufficient it is identified that staff are required to wear hearing protection (noise safety) or gloves (vibration) then it is to be suitable and provided at no cost to the employee.

4.18 Occupational Health.

Occupational Health aims to ensure that people can be as effective as possible in their work and that their health is protected. The college's aim in developing a healthy workforce is to improve the health of the employees and to ensure that people are protected from the harm to their health that certain jobs can cause. The College will promote and maintain the physical, mental and social well-being of all employees and to improve the health of employees by appropriate and effective occupational health interventions

4.19 Personal Protective Equipment (PPE).

The college will carry out suitable and sufficient risk assessments for significant risks within the workplace. Following suitable consideration of the hierarchy of control measures and where no other suitable control measures can be introduced, personal protective equipment (PPE) will be employed. Managers will ensure that the correct PPE is available to staff, that it is kept in a good condition and replaced, as necessary. PPE will be freely available to staff as required, along with the appropriate level of training in its use.

4.20 Prevention of the spread of infection.

The college understands that situations can arise where someone may have an infectious condition without being aware of the problem, and that others may be at risk of this infection in certain circumstances. Guidance on the controls to prevent the spread of infection will be provided to ensure that the highest practicable margins of safety are maintained.

4.21 Provision and Use of Work Equipment (PUWER).

Directors of Department and other College Managers must ensure that equipment is suitable for the purpose for which it is to be used, or provided and maintained in efficient state, efficient working order and good repair. The Facilities Manager, in liaison with Directors of Department must ensure that specialist inspection contracts are maintained and the relevant certification is appropriately filed. This will include the implementation of a testing schedule of all portable appliances and fixed electrical systems in accordance with Electricity at Work Regulations and certificates of thorough examination for all lifting equipment.

4.22 Risk Assessment.

The College accepts that some of its operations may, unless properly controlled, create risks to employees, learners and others. The college will ensure that all reasonably practicable measures are taken to reduce these risks to an acceptable level. The college will ensure that a suitable and sufficient assessment of the risks to the health and safety of their employees and of others who may be affected by their work, are carried out and where required, recorded. No activity internal or external is to commence, without firstly ensuring a suitable and sufficient assessment of the risks and the implementation of its control measures exists. Where necessary, the risks must be communicated to the learner or other persons involved in the activity. All risk assessments must be documented in the department Health and Safety folder.

4.23 Security.

The college, as with all public buildings, retains the potential (and possible escalation) of risk of bomb threats, hoax calls, suspect packages, threatening or undesirable intruders. The College takes the physical security of its staff, students and visitors as its highest priority. The college has measures in place to protect its grounds and buildings. All security measures will be communicated.

4.24 Slips, Trips and Falls.

Slips and trips are one of the most common causes of RIDDOR reportable major injuries and account for over half of all reported injuries to members of the public. The College recognizes that with the number of staff and students transiting within the premises, the issue of slips and trips is of the highest importance and will take all reasonable steps in prevention.

4.25 Stress Management.

The College recognises that workplace stress is a health and safety issue and acknowledges the importance of identifying and reducing workplace stressors. The college will take all reasonable steps to ensure that suitable assessments are carried out which will identify the cause of stress hazards associated with the working activity, together with any necessary remedial actions. Employees are encouraged to discuss any work related stressors with line managers and / or the student counsellor, so suitable assessments and workplace adjustments can be made where appropriate.

4.26 Training.

Competence and confidence in staff's own abilities increases effectiveness of staff and reduces stress. If a member of staff is apprehensive about any aspects of their work then this should be discussed with their Line Manager.

All new staff joining the College will be provided with an induction programme which includes the critical elements relating to health and safety.

4.27 Trips off site

All off site trips must be processed through the trips system with the correct authorisations. Each trip must have a detailed risk assessment that has been approved through this system before the activity takes place.

4.28 Use of Minibuses and Other Vehicles

The College's policy on the use of minibuses and other College vehicles apply to **all** College road vehicles and are also the minimum standards to be applied to any vehicle hired for use on College business. Staff should refer to the College's Driving at Work Policy. All staff driving personal vehicles for college use must have the appropriate UK driving licence and vehicle insurance (Business use). Mobile Phones should not be used when driving due to their distracting nature. Fully, hands free in- car communication systems are approved.

4.29 Violence at Work.

The college is committed to ensuring that it's employees are able to carry out their work at all locations and in all circumstances, with the minimum risk of encountering violent or aggressive behaviour from learners, clients or members of the public. Should a member of staff have a concern they must discuss this with their line manager.

4.30 Working at Height.

Working at Height is defined as work in any place where a person could fall from a distance which is liable to cause personal injury. Where appropriate, every effort will be made to minimise or eliminate the necessity to work at height, specifically from ladders and/or stepladders. Where this is not practical all reasonable measures will be taken to ensure the safety of employees. No employee or learner will use any ladder and/or step ladder, or any other form of equipment used for working at height, without suitable training, authorisation and certification. Roof Access – No access is permitted to any roof area without the authorisation and agreement of the Facilities Manager

5 Monitoring Health and Safety

5.1 ***Inspections:*** To maintain and improve standards throughout the organisation the identification of faults is important. All staff have an obligation to report to either their Line Manager or the Facilities Manager damage or significant deterioration to their workplace or equipment.

Although remedial action is instigated as and when faults are identified, a formal safety inspection should be carried out by Heads of Departments annually. Concerns should be highlighted as they arise and not left until an inspection is due.

5.2 ***Auditing:*** As a means of confirming that the necessary systems to comply with legislation are in place and are being followed the organisation will arrange for health and safety audits to be carried out on a regular basis.

6 Health and Safety Policy Review

The College acknowledges that the Health and Safety Policy is a working document and will monitor and update the Policy as appropriate, undertaking a formal review on a three-yearly basis, with formal approval given by the Corporation.