



Learning Development Unit (Quality)

# HEALTH, SAFETY and WELFARE POLICY

## 2011-2012

<b>POLICY NO.</b>	<b>POL/008/000</b>
<b>APPROVED BY</b>	<b>Corporation</b>
<b>AUTHOR</b>	<b>Jeff Leach</b> Reviewed by Kim Mantle – July 2008 Reviewed by Kim Mantle - July 2009 Reviewed by Kim Mantle – May 2010 Reviewed by Kim Mantle – September 2011
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INVESTOR IN PEOPLE

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## 1. Health, Safety and Welfare Policy

The Principal of Stafford College fully accepts the responsibilities set out under the Health and Safety at Work etc Act 1974 and other relevant health and safety and fire legislation, to provide the resources to ensure the health, safety and welfare of college learners and employees.

The College prioritises safeguarding learners and is committed to the Skills Funding Agency's "Safe Learner" concept.

The College is committed to identifying, eliminating or controlling any hazards in the College workplace.

The Principal will monitor this Health, Safety and Welfare Policy and have it reviewed and revised as necessary.

The College is also committed to the health and safety of non-employees who may be affected by the operations of the College in particular learners, volunteers, contractors and emergency service personnel.

This Policy Statement, the following Health, Safety and Welfare Policy and the College working procedures will be communicated to all employees by publication on the intranet. A copy will be available to any employee for inspection via their Line Manager, their Faculty or Unit Office or the Health and Safety Officer.

Name: Stephen Willis (Principal)

Signed: 

Date: 13 October 2011

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## Main Objectives of this Policy

- (a) To ensure that Stafford College provides a safe and healthy environment for staff, learners, visitors and contractors.
- (b) To establish and maintain systems of work which are safe.
- (c) To ensure that learner safety is a priority in all of its arrangements and activities, the College is committed to the concept of the “safe learner” and prioritises safeguarding learners at all times and in all College locations.
- (d) To comply with all relevant statutory duties under health and safety legislation and fire legislation and to comply with relevant Codes of Practice.
- (e) To have an active risk assessment programme in place in order to assess the risks to staff and learners, from the activities undertaken by the college and to inform them of the control measures necessary for their protection and safety.
- (f) To regularly review this safety policy and procedures and revise as necessary.
- (g) Senior management to lead by example in developing a positive safety culture within the college and therefore enhancing the level of safety awareness amongst all staff.
- (h) To ensure meaningful consultation between management, staff and learners on matters of health, safety and welfare.
- (i) To monitor the effectiveness of the Health, Safety and Welfare Policy and Procedures.
- (j) The College is committed to the principle that legal requirements define the minimum level of achievement.
- (k) Recognise that accidents, ill health and incidents may result from failings in management control and are not necessarily the fault of individuals.

## Roles and Responsibilities

### 3. Duties under this Policy

As an employer, Stafford College Corporation has a legal duty under the Health and Safety at Work etc Act 1974 to ensure, as far as is reasonably practicable, that learners, staff, contractors and visitors are not exposed to risks to their health and safety.

#### 3.1 The Corporation:

- (a) To provide strategic leadership, direction and oversight for the College on health and safety and learner safeguarding issues, and to ensure that legislative requirements are fulfilled.
- (b) To review and approve the College's Health, Safety and Welfare Policy, as proposed by the Principal and Vice Principal (Resources) on an annual basis and to ensure that it reflects current Corporation priorities.
- (c) To set out the expectations of the Principal and senior managers with health and safety responsibilities.
- (d) To ensure that all decisions of the Corporation reflect its health and safety intentions as articulated in the Health, Safety and Welfare Policy statement.
- (e) To review the College's health and safety performance on an annual basis to ensure that any necessary amendments are incorporated.
- (f) To ensure that health and safety risk management systems are in place and remain effective (including the provision of insurance cover).
- (g) To ensure that the College's educational character and culture includes a positive commitment to health and safety.
- (h) To nominate a lead governor to represent the Corporation on health and safety issues.

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### **3.2 The Lead Governor:**

- (a) To ensure that health and safety risk management issues are properly addressed both by the Corporation and more widely within the College.
- (b) To directly raise health and safety issues with College management concerning the implementation of the Health, Safety and Welfare Policy.
- (c) To ensure that health and safety issues are dealt with effectively at the College, whilst standing back from the day-to-day operations, prepared to give opinion on relevant issues.

### **3.3 The Principal:**

- (a) To ensure that there is an effective Health, Safety and Welfare Policy within the College to ensure the health, safety and welfare of the employees while at work; to assume direct responsibility for the establishment of this programme.
- (b) To ensure that the Corporation is kept informed of relevant health and safety risk management issues in relation to the implementation of the Health, Safety and Welfare Policy.
- (c) To provide suitable information for inclusion in the Annual Report as required under section 79 of the Health and Safety at Work etc Act 1974.
- (d) To inform the Corporation with regards to any significant health and safety failures and of the outcome of the investigations into their causes.
- (e) To take the lead role in ensuring that learner's are safeguarded and that the College's Safeguarding Policy is adhered to.
- (f) To ensure that the Principal and other appropriate staff receive adequate training to ensure that learners are safeguarded.
- (g) To ensure that arrangements are in place to provide induction and training for staff on health and safety.
- (h) To ensure that the health and safety responsibilities delegated are properly assigned to competent staff and to continually review these responsibilities.
- (i) To take a direct interest in the administration of the health and safety programme and actively support those members of staff carrying out the programme.
- (j) To delegate the implementation and management of the safety management system to the Vice Principal (Resources).
- (k) To ensure that a positive health and safety culture is promoted within the College.
- (l) To set a personal example to all employees.

### **3.4 The Vice Principal (Resources):**

The Vice Principal (Resources) has senior management responsibility for ensuring the effective implementation of the Health, Safety and Welfare Policy. In carrying out this responsibility the Vice Principal (Resources) will:

- (a) Ensure that adequate physical and human resources are made available for the effective implementation and management of the safety system.
- (b) Make regular reports to the Senior Management Team on the effectiveness and failures of the safety management system and any issues arising.
- (c) Ensure the implementation of the Health, Safety and Welfare Policy by all Faculties and Units
- (d) Ensure the implementation of the Health and Safety Procedures by all Faculties and Units.
- (e) Ensure that employees, learners and contractors complaints about safety-related matters are rapidly and effectively tackled.
- (f) Chair the Safety Committee and ensure that actions decided upon at meetings are implemented.
- (g) Ensure that the risk assessment programme is implemented by the College and all Faculties

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and Units.

- (h) Commit the College to pursuing progressive improvements to health and safety performance.
- (i) Keep up to date with health and safety and fire legislation, standards and good practice.

### ***3.5 Heads of Faculty and Unit:***

Senior managers in these areas are responsible for the implementation and management of health and safety in their areas. To comply with this faculty and departmental managers will:

- (a) Produce, and keep up to date, individual faculty and departmental safety policies which work in conjunction with this policy.
- (b) Ensure the health and safety provisions and procedures affecting their areas are in place are communicated to all staff and learners and are adhered to.
- (c) Co-operate with the Principal in ensuring that systems and practices are established and adhered to, in order to ensure that all learners are safeguarded.
- (d) Appoint competent persons to assist them to carry out and maintain risk assessment monitoring activities in their respective areas and retain documented proof of the assessments and control measures.
- (e) Review risk assessments on an annual basis.
- (f) Ensure all college health and safety procedures are carried out within their areas of responsibility.
- (g) Ensure any hazardous substances are properly stored, used and disposed of.
- (h) Report to the Vice Principal (Resources) and the Health and Safety Officer any problems or imminent danger associated within their area of responsibility as soon as it is practicable to do so.
- (i) Maintain a safe and healthy environment for their staff.
- (j) Establish safe systems of work based upon the findings of the risk assessments for their staff and learners, and ensure they are followed.
- (k) Consult with the College Health and Safety Officer.

### ***3.6 Head of Corporate Services:***

The Head of Corporate Services role is to ensure the physical state of the college premises remain in a safety conditions and provide a suitable working and learning environment. To do this the Head of Corporate Services will:

- (a) Maintain a maintenance reporting system for all staff to be able to report problems.
- (b) Determine with the Health and Safety Officer the capability and competence of contractors by consideration of their Safety Policies, Risk Assessments and relevant systems of work before they are appointed and allowed to commence work on site.
- (c) Supervise with the Health and Safety Officer contractors when on site.
- (d) Organise and implement statutory inspections of equipment and premises, inclusive of water testing and management for legionella, pressure systems, asbestos, fire safety, lifts and emergency equipments and systems and local exhaust ventilation units.
- (e) Withdraw from use any unsafe equipment and where unable to organise safe repair, ensure safe disposal.
- (f) Ensure hazardous substances are properly stored and where necessary safely disposed of.
- (g) Initiate the necessary action to remedy defects in the college buildings and grounds.
- (h) Ensure that the in-house maintenance team work safely, in accordance with risk assessments, legal requirement and best practice, do not endanger themselves or others in the vicinity and set an example to outside contractors.
- (i) Ensure that the in-house maintenance team do not create additional hazards when carrying out work.

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### **3.7 The Health and Safety Officer:**

The Health and Safety Officer will advise the Vice Principal (Resources) with regards all aspects of health, safety and welfare within the college.

In the case of an emergency the Health and Safety Officer has the authority to take whatever action is considered necessary, in the interest of safety, and liaise with the Vice Principal (Resources) and the Head of Corporate Services at the first opportunity.

The Health and Safety Officer has the authority to prohibit the use of equipment, processes, areas and unsafe practices that they consider to be high risk. This authority covers activities by staff, learners, contractors, visitors and members of the public.

The Health and Safety Officer will:

- (a) Advise and assist faculty and departmental managers as to the implementation of procedures and policies within their areas of responsibility.
- (b) Report to the Safety Committee on the status of the safety management system.
- (c) Be responsible to the Vice Principal (Resources) for overseeing the development of the safety management system for the college
- (d) Investigate learners' complaints about safety-related matters rapidly and report recommendations to the Vice Principal (Resources) as soon as possible.
- (e) Give advice to the Vice Principal (Resources) of changes to legislation and codes of practice that affect the college and what action the College needs to take to ensure compliance with those changes.
- (f) Liaise with the enforcement authorities as necessary, Fire and Rescue Service, Health and Safety Executive Inspectors, Insurance Assessors and other such bodies.
- (g) Assist in promoting a positive health and safety culture within the College.
- (h) Implement plans and monitoring control measures employing active and reactive techniques.
- (i) Advise on training needs.

### **3.8 Duties of employees:**

All employees of the College have a Legal Duty to carry out their duties safely to prevent injury or ill health to themselves or to others:-

- (a) Employees must also promote the health, safety and welfare of learners and members of the public who may be affected by College activities, including work placements, field trips, residential and overseas visits.
- (b) Co-operate with those who have a duty to ensure health and safety by adhering to the findings of risk assessments, competent advice, instructions and procedures for health and safety.
- (c) Report all incidents and accidents using the Colleges Accident Reporting procedure and bring any incidents to the attention of the College Health and Safety Officer by the quickest possible means.
- (d) Report any unsafe practices that come to their notice to their Line Manager and the Health and Safety Officer.
- (e) Participate with the College to improve standards of health and safety, including the maintenance of safe practices by learners.

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### ***3.9 Duties of all other persons including Learners:***

- (a) No persons shall intentionally or recklessly interfere with or misuse anything that is provided by the College for the health and safety of all persons.
- (b) All persons entering the College for any reason must ensure that they report to the member of staff with whom they have a meeting, or in the case of learners ensure that their tutor has noted their attendance in the register.
- (c) No person shall bring into the College, or use any substance or equipment that has not been passed fit for use by the College.
- (d) All persons will abide by all College procedures which are in force. All such procedures are available on the College intranet. If any person is unable to access such documentation they must contact in the case of:
  - (i) Learners - their tutor,
  - (ii) Contractors - the Estates and Facilities Unit,
  - (iii) Visitors - the Main Reception,
  - (iv) Otherwise - the College Health and Safety Officer.
- (e) Learners must bring to the attention of the College any specific requirements they may have that may affect their safety or health whilst in College.

## **Arrangements, systems and procedures**

### **4. Health, Safety and Welfare Policy Review**

The Vice Principal (Resources) plans and organises an annual management review of the Health, Safety and Welfare Policy. Provisions are also made for more frequent reviews to be made in the event of a major health and safety problem emerging, important changes to Health and Safety legislation or changes in the organisation of work. The review is also considered by the Safety Committee.

- (a) This Health, Safety and Welfare Policy will be reviewed annually.
- (b) Consultation with all staff on all aspects of the policy will take place in good time before a new Policy is established.
- (c) The review will be carried out by the Health and Safety Officer, who will suggest any areas that need to be revised, and present them to the Senior Management Team for ratification or amendment.
- (d) The updated Policy will then be issued via the quality assurance process.

### **5. Inspections and Audits**

- (a) The Vice Principal (Resources) is responsible for planning, scheduling and initiating safety inspections and audits to verify the effectiveness of this Health, Safety and Welfare Policy and Procedures and to identify any needs for remedial and corrective action.
- (b) When conducting the health and safety audits the Health and Safety Officer has the authority to require remedial action to be taken to avert risks to health and safety arising from actions which do not conform to the College's Policy or Procedures.
- (c) Audits and Inspections will measure the Colleges health and safety management procedures against legal requirement, relevant Codes of Practice and Guidance Notes.

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## 6. Accident Reporting and Investigation

- (a) Initial investigation of all accidents, dangerous occurrence or work related ill-health events is the responsibility of Heads of Faculties and Units, with referral in more serious cases directly to the Health and Safety Officer.
- (b) The original Accident and Incident records are completed within each Faculty and Unit, and are then sent within Two Days to the Health and Safety Officer for examination.
- (c) The Health and Safety Officer is responsible for reporting incidents to the enforcing Authorities (HSE) & (SFA).
- (d) Accident Book Forms are to be completed in all cases where any person sustains an injury, however minor. Accident Book Forms should also be completed where employees are off site.
- (e) Accidents or incidents that are work related, or are possibly work related, that:
  - i. Are of a serious nature,
  - ii. Have lead to someone being taken to hospital,
  - iii. May possibly keep a person off work for more than 3 days,
  - iv. Necessitate a stay in hospital over 24 hours,Must be reported to Health and Safety Officer by phone and/or email immediately.

## 7. Training

### (i) Employees

The College aims to provide a valued, motivated and appropriately trained workforce:

- (a) The Vice Principal (Resources) is responsible for training provision with each individual Head of Faculty or Unit responsible for employees within their area.
- (b) The Principal will ensure that training is provided to staff as appropriate to safeguard all learners.
- (c) Managers will ensure that employee's and Contractors are adequately trained and instructed.
- (d) All supervisory staff will receive adequate training to ensure competence.
- (e) Managers are responsible for ensuring all training requirements within their Faculty or Unit regarding health and safety matters are met.
- (f) All health and safety training must to be endorsed by the Health and Safety Officer.
- (g) Managers are to ensure that all new employees, as part of their normal induction are informed regarding Health and Safety factors of importance.

Particular emphasis should be placed on:

#### Fire

Availability of First Aid facilities  
Action in emergencies  
Handling aggression and violence  
Codes of Practice in any area  
Safe use of equipment  
Use of vibrating tools/equipment  
Handling hazardous substances  
Noise at work  
Working at Height

#### Manual Handling

Work around asbestos containing materials  
Use of Personal Protective Equipment (where appropriate)  
Reporting failings to management  
Use of appropriate documentation  
Use and cleanliness of specialist equipment  
General cleanliness, tidiness and removal of obstructions and rubbish  
Areas with restricted access

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**(ii) Learners**

**All learners will be inducted in relevant Health and Safety Issues.** For all learners the induction will include:

- Evacuation Procedure
- First Aid Provision
- Reporting of Accidents, Near Misses and other safety-related matters relevant to their areas of learning
- Safeguarding, including how to seek further advice and help
- Risk Assessments

In addition, particular Health and Safety induction relevant to the provision that each learner is undertaking will be given. This will include for example: manual handling, COSHH, food hygiene, PPE, use of workplace equipment, etc, where appropriate.

The induction process will include checks (for example: by questioning, group work, etc) to ensure that all learners have understood and appreciate the issues, can apply good practice and know where to report any concerns about safety-related and safeguarding matters.

## **8. First Aid Arrangements**

The College's obligations under the Health and Safety (First Aid) Regulations 1981 are met as follows:

- (a) Each Faculty Head shall ensure an assessment of the number of designated First Aiders necessary at the various workplaces within their faculty is completed and maintained.
- (b) Where required by the appropriate management it will be the duty of each designated First Aider employee to:
  - (i) Hold and maintain First Aid containers,
  - (ii) Make arrangements for transportation of sick or injured persons to hospital or doctor,
  - (iii) Ensure that the Accident Book is completed correctly, and then the relevant records are sent to the Health and Safety Officer,
  - (iv) Provide minor assistance with First Aid.
  - (v) Undertake training appropriate to the above, such training to be arranged periodically by the College for qualified First Aiders.
- (c) The Health and Safety Officer shall maintain a central register of designated First Aid at Work trained employees.
- (d) The Colleges Insurers provide cover for First Aiders to treat learner, staff, contractors and members of the public in an emergency, providing that they are:
  - (i) Employed by the College,
  - (ii) Fully qualified First Aiders,
  - (iii) On duty,
  - (iv) On College owned premises and/or on work related trips and visits.

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## 9. Fire

Ensuring appropriate fire management arrangements is the responsibility of the Head of Corporate Services who will ensure:

- (a) That the College undertakes a full Fire Risk Assessment of all College sites in accordance with the requirements of the Regulatory Reform (Fire Safety) Order 2005.
- (b) A log of the location of all fire stop doors and emergency exit routes will be maintained for maintenance and inspection purposes.
- (c) A log of the location of fire fighting equipment will be maintained for maintenance and inspection purposes, and these locations made known to all employees.
- (d) All equipment and systems of work provided for the prevention of fire will be maintained by Corporate Services.
- (e) All equipment and systems of work provided for the early detection of fire will be maintained by Corporate Services.
- (f) All emergency exit routes and plans will be maintained at all times by Corporate Services.
- (g) Fire Marshals will be appointed and trained as necessary. A Fire Evacuation Procedure is drawn up and fire drills undertaken at least termly (ie minimum of three times each year).

## 10. Aggression and Violence

Aggression and Violence is the inflicting of emotional, psychological, sexual or physical harm on any person with whom one comes into contact, by use of physical or verbal intimidation or actual physical assault.

- (a) Communication; Heads of Faculties and Units and designated line managers must ensure:
  - (i) All information including policies, procedures and risk assessments regarding aggression or violence is communicated to all employees and other persons possibly at risk,
  - (ii) Employees abide by all the working procedures.
- (b) All complaints of aggression or violence made by an employee will be taken seriously.
- (c) All incidents of aggression or violence will be reported to the Health and Safety Officer.
- (d) Heads of Faculties and Units are responsible for ensuring the College Incident Reporting System is being adhered to in their faculty or unit.
- (e) Managing aggression and violence, the Heads of Faculties and Units:
  - (i) Will ensure that all tasks and areas within their Faculties and Units have been risk assessed for potential of aggression and violence,
  - (ii) Will ensure that assessments are kept up to date and amended following any workplace or task changes or following any reports of aggression or violence,
  - (iii) Will ensure that new procedures, processes and work locations are assessed before coming into being.
- (f) Workplace design:
  - (i) All future building works must consider provisions to decrease the possibility of aggression or violence, and take into account safe work areas designing out risk areas such as dark isolated areas, isolated entrances or exits, sufficient waiting areas,
  - (ii) Workplace layout must take into account the potential for aggression or violence, and take into account safe work areas designing out risk low desks where customer contact takes place, removal of potential missiles, lighting and security measures,
  - (iii) Workplace layout must be based upon the risk assessment.
- (g) Employees who have experienced aggression or violence will have immediate access to support from their line management.

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## 11. Lone Working

Lone workers are people working in isolated areas or premises away from all other persons or working separately in an area of a workplace that are otherwise occupied by fellow employees. Also those people who work outside of normal working hours. The definition also covers employees who work alone but in the presence of a Learner or Learners or a member or members of the general public.

- (a) Heads of Faculties and Units are responsible for ensuring all information including Policies, Procedures and Risk Assessments regarding Lone Working is communicated to all employees and other persons possibly at risk.
- (b) All employees must abide by the working procedures.
- (c) Heads of Faculties and Units are responsible for ensuring all tasks involving any lone working are Risk Assessed (see Lone Worker Policy, POL054).
- (b) All assessments must be kept up to date and amended following any workplace or task changes and:
  - (i) Risk assessments must be reviewed following any reported incidents or concerns,
  - (ii) New procedures and work locations must be assessed before new working takes place.
- (e) Lone workers at risk receive mandatory training based upon personal safety awareness and risk avoidance techniques.
- (f) Heads of Faculties and Units are responsible for ensuring lone working is as far as possible avoided. If it is not avoidable then it must be kept to a minimum.
- (g) All Lone Working undertaken must have a written system of work based upon full Risk Assessment, with full review and monitoring of the system
- (h) Employees on medication must seek advice from their general practitioner if there are any safety implications regarding to lone work.

## 12. Protective Clothing and other Personal Protective Equipment

- (a) Under the Personal Protective Equipment Regulations 1992 personal protective equipment is only considered when there is not possible alternative safety measure or as an addendum to other safety procedures.
- (b) Heads of Faculties and Units are responsible for ensuring that suitable personal protective equipment is provided for employees based upon full and proper risk assessment.
- (c) Equipment must:
  - (i) Be appropriate for the risk(s) involved,
  - (ii) Take into account any ergonomic requirements and the state of health of the person or persons who are to wear the equipment,
  - (iii) Correctly fit and be adjustable within the range for which it is designed.
- (d) The equipment must meet with any Act or Instrument in its design or manufacture in respect to health and safety.
- (e) All personal protective equipment provided should be maintained (including replaced or cleaned as appropriate) in an efficient state, in efficient working order and in good repair.
- (f) Practical training in the use of the equipment must be given and it must be shown that the person being trained understands the information being given.
- (g) Arrangements must be made to ensure employees report loss or defects of Personal Protective Equipment and replacements must be provided before work re-starts.
- (h) Employees must take reasonable care of all Personal Protective Equipment provided and only use for the purpose intended. The condition of the equipment should be checked regularly.
- (i) Where employees and Learners are provided with suitable safety wear, it is a condition that they are required to wear the equipment whilst carrying out their tasks or duties.

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## 13. Display Screen Equipment

- (a) Under the Health and Safety (Display Screen Equipment) 1992 Heads of Faculties and Units are responsible for ensuring:
  - (i) Risk Assessment of all workstations for the purpose of assessing the health and safety risks to which users are exposed,
  - (ii) Activities are planned with periodic interruption by such breaks or changes of activity to reduce their workload at that equipment,
  - (iii) Employee users are provided, at their request, with an appropriate eye and eyesight test,
  - (iv) Employee users are provided, where required, with special corrective appliances appropriate for the work,
  - (v) Users are provided with adequate health and safety training and information in the use of any workstation upon which they may be required to work.

## 14. Stress at Work

- (a) The College recognises the pressure and demands placed on employees and intends to reduce or eliminate the risk of physical and mental health problems created in the workplace.
- (b) The College will manage stress at work by providing a safe place of work for all employees in as stress free environment as possible, when it is unavoidable negative stress should be kept to an absolute minimum by good management.
- (c) The College has a Staff Stress Policy (POL010) and this will be reviewed and updated as appropriate to meet best practice and any requirements issued by the Health and Safety Executive.

## 15. Workplace

### 15.1 Cleanliness and Hygiene

- (a) All workplaces will be kept clean and free from refuse. Adequate refuse storage will be provided outside of the working environment.
- (b) All walkways, and where applicable traffic routes will be kept clean and tidy, free from slip or trip hazards. Such routes will be adequately lit at all times when in use.
- (c) All access and egress routes to premises will be kept clear and accessible to all persons regardless of any form of disability.

### 15.2 Facilities

- (a) Adequate numbers of toilet and washing facilities will be provided, with as far as possible separate facilities for both genders, and facilities will be provided in each workplace for disabled employees, learners, contractors and visitors.
- (b) Where necessary shower facilities will be provided and maintained.
- (c) All water storage, and where necessary water facilities must be inspected for bacterial contamination, in compliance of the L8 The Control of Legionella Bacteria in Water Systems

### 15.3 Confined spaces

- (a) Confined space entry will only take place in compliance with the Confined Spaces Regulations 1997 and following a full risk assessment of the task which indicates:
  - (i) It is safe to do so,

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- (ii) The safest method of entry and any additional precautions required.
- (b) Confined space entry will on all occasions require a written Method Statement, and a Permit to Work.
- (c) Confined space entry will be notified to the Health and Safety Officer in good time before it takes place.
- (d) Only those persons who have received full and proper training from an approved training provider will enter a confined space.
- (e) These restrictions will apply to all contractors undertaking work for the College, or work on the Colleges premises as well as the Colleges own employees.

#### **15.4 Construction work**

- (a) Construction work will only take place in compliance with the Construction (Design and Management) Regulations 2007 and following a full risk assessment of the task, safeguarding of learners and location of planned construction work which indicates:
  - (i) It is safe to do so,
  - (ii) The safest method of entry and any additional precautions required.
- (b) Construction work will on all occasions require a written Method Statement, and where the risk assessment indicates a written Permit to Work.
- (c) Where necessary under the Construction (Design and Management) Regulations 2007 appointments will take place where construction work requires:
  - (i) Construction Design and Management Co-ordinator,
  - (ii) Designer,
  - (iii) Principal contractor.
- (e) The College when acting as a client accepts its full duties as such, and will ensure as far as is possible the competence of anyone appointed under 15.4 (c).
- (f) Sub contractors appointed by a principal contractor will be subject to all restrictions, and policies from time to time in force on College premises.
- (g) All construction work will be notified to the Health and Safety Officer in good time before it takes place.

#### **15.5 Environmental Noise**

- (a) Under The Control of Noise at Work Regulations 2005 where the Noise level in the workplace causes concern amongst employees, or creates difficulty hearing normal speech, or alarms as full noise assessment will take place.
- (b) High levels of noise will be reduced by structural modification where possible, and full and proper maintenance of equipment.
- (c) Provision of hearing protection is a last resort method, and must only be considered for short duration exposure.

#### **15.6 Work at Heights**

- (a) Under the Work at Height Regulations 2005 any task entailing working at heights will only take place following a full risk assessment of the task and location of the planned work which indicates:
  - (i) That there is no safe alternative to working at height,
  - (ii) It is safe to do so, based on:
    - a. Consideration of all the access options,
    - b. Skills and training of the workforce.
  - (iii) Any additional precautions required enhancing the safest method chosen,
  - (iv) Additional equipment and training in use of equipment.
- (b) Working at heights will on all occasions require a written Method Statement, and where the risk

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- assessment indicates a written Permit to Work.
- (c) Adequate and competent supervision of working at height will take place.
  - (d) Those people who work at heights will be trained in proper methods of access, and use of safety precautions.
  - (e) Ladders will only be used for access. Permanent or semi-permanent access structures will always be considered before ladders.
  - (f) Semi-permanent access structures such as scaffolding will only be used when:
    - (i) Erected by a competent person,
    - (ii) Checked by a competent person at erection and then every 7 days or following any incidents that might possibly damage the structure, or following adverse weather.
  - (g) Where working at height is unavoidable prevention from falls will be achieved by:
    - (i) Physical barriers such as guard rails and or fixed fencing,
    - (ii) Barriers that prevent access to unprotected edges.
  - (h) Where work by unprotected can not be avoided, fall protection such as harnesses will be used but only where:
    - (i) Full an proper training has been provided,
    - (ii) Full risk assessment has been conducted leading to a written and agreed Method Statement,
    - (iii) An Emergency Action Plan has been established with necessary rescue equipment.
  - (i) Working at heights will be notified to the Health and Safety Officer in good time before it takes place.

## 16. Manual Handling

- (a) Under the Manual Handling Operations Regulations 1992 manual handling will only take place where it is not possible to undertake the task in any other way, and where it is necessary that a load be moved.
- (b) Where it remains necessary to move a load by hand it must be subject to a Risk Assessment.
- (c) All manual handling will be undertaken following a safe working method based upon the findings of the Risk Assessment.
- (c) Those persons undertaking manual handling techniques must attend a training course.

## 17. Risk Assessment

- (a) The Management of Health and Safety at Work Regulations 1999 require the College undertakes and records Risk Assessments for all its operations in which their employees are involved.
- (b) The scope of such Risk Assessments also includes risks, including safeguarding, to non-employees who may be affected.
- (c) The College complies with this requirement through implementation of the Risk Assessment Procedure contained in its Procedures.
- (c) The findings of all Risk Assessments are recorded and disseminated to all employees via line management. Relevant information for the safety of all other persons will be communicated to then verbally, and information is also available on the College intranet.

## 18. Disabilities

- (a) The College welcomes learners and staff with varying physical and learning abilities. As such the College will where necessary:
  - (i) Undertake specific Risk Assessment where learners and staff may face additional risks to those faced by learners and staff in general,
  - (ii) Ensure, where necessary, that learners and staff who require assistance to leave the College during emergency evacuation are provided with Personal Emergency Evacuation Plans

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- (PEEPs).
- (b) Learners and staff with disabilities who feel that they need additional support to protect their health and safety must ensure the College is informed of their specific needs. Also learners and staff with Personal Emergency Evacuation Plans (PEEPs) must ensure that they have copies of the plans with them at all times when attending the College, and the content is brought to the attention of any members of staff with whom they have had no previous contact.

## 19. Related Documents

Staff Stress Policy (POL010)

Safeguarding Policy (POL020) Health and Safety Procedures (QAL026/000)

QAL026/02/000	Accident Reporting Procedure
QAL026/08/000	Display Screen Equipment Procedure
QAL026/10/000	Emergency Evacuation Procedure
QAL026/11/000	First Aid Procedure
QAL026/25/000	Risk Assessments H&S

Safeguarding Procedure (QAL029)

Lone Worker Policy (POL054)

## 20. Distribution

All staff and learners via the intranet.

In addition, hard copies will be distributed to Faculty and Unit Managers and College Libraries.

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