



**ABBHEY COLLEGE** **IN MALVERN**

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# **Health & Safety Policy**

Abbey College in Malvern  
253 Wells Road,  
Malvern Wells,  
Worcestershire,  
WR14 4JF.

**2024- 2025**

# Abbey College in Malvern

## GENERAL POLICY

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# REVIEW PROCEDURE

This policy will be kept up to date to reflect changes in the nature of the business and size of the College. This policy is formally reviewed annually by the College in conjunction with Avon Safety Associates Limited, and any changes ratified as necessary.

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Abbey College in Malvern Ltd (Number 08661073)

Registered in England and Wales. Registered office: 253, Wells Road, Malvern, WR14 4JF

Member of ENGLISH UK, Accredited by the British Council for the teaching of English as a Foreign Language, DfES Reg. No. 8856026

# POLICIES

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# 1 - POLICIES

# GENERAL POLICY STATEMENT

In its pursuit of excellence in all of its activities the Proprietor of 'The Abbey College in Malvern' is committed to the promotion of Health and Safety measures and the absence of work-related accidents and ill health as a mutual objective for Management and Employees at all levels.

The Directors, Health & Safety Coordinator, Principal, Bursar, Line Managers and Supervisors are each responsible for ensuring that their operations are conducted in accordance with health, safety and environmental legislation and standards to which the organisation subscribes. Accountability for health and safety matters follows the acknowledged line management chain of authority to the manager or individuals specifically tasked to exercise control.

It is therefore the Management's Policy to do all that is reasonable to prevent personal injury and cases of ill health and damage to property and to protect everyone from foreseeable work hazards, including the public, in so far as they come into contact with the College, its operations and buildings. In particular, this Management has a responsibility to:-

- provide and maintain safe and healthy working conditions and work environment taking account of any statutory requirements;
- provide training and instruction to enable employees to perform their work with competence, safely and efficiently;
- make available all necessary safety devices and protective equipment and to supervise their use;
- maintain a constant and continuing interest in health and safety matters applicable to the College's activities, in particular, by consulting and involving employees or their representatives wherever possible on matters affecting their health and safety;
- ensure safe use of storage and handling of materials and substances

All employees have a duty to co-operate in the operation of this Policy by:-

- working safely and efficiently;
- using the protective equipment provided and by meeting statutory obligations;
- reporting incidents that have led or may lead to injury to people or damage to property, plant or equipment;
- adhering to the College Procedures, for securing a safe workplace;
- assisting in the investigation of accidents with the objective of introducing new measures to prevent a recurrence.

A copy of this statement, together with procedures will be stored on Share point and all staff will be informed.

The Policy will be continually reviewed by the Management and amended or added to as appropriate. This document contains additional policies and procedures in support of this statement.

Signed: *M. Nocer*

Title: Bursar

Date : 02/09/2024

# HEALTH & SAFETY ARRANGEMENTS

## 1. **Fire Precautions**

Actions in case of fire are covered by separate instructions posted on Fire Action Cards throughout the premises and on the notice board.

*(See fire procedures, safety policy - section 3 and the Fire Risk Assessment).*

## 2. **Accidents and Incidents**

Employees must report all incidents to their Line Manager. All accidents or incidents that require first aid treatment or any other medical attention must be recorded in the accident book. Where necessary, these will be followed by an investigation to determine the cause so as to remedy any faults and prevent recurrence. Accidents and incidents involving members of the general public must be recorded as above and in addition an accident report form completed.

*(See incident reporting, safety policy - section 3).*

## 3. **First Aid**

The location of first aid boxes and the names of first aiders and appointed persons are listed on the relevant notice boards.

## 4. **Safe Working Practices**

Instruction of employees in safe working practices and the maintenance of these practices are amongst the duties of Line Managers/Supervisor and Supervisors. Line Managers and Supervisors will also initiate any steps necessary to improve unsafe conditions.

## 5. **Training**

The training of employees in health and safety matters necessary to their work and in the operation of emergency procedures is the responsibility of their Line Managers.

## 6. **House Keeping**

Good housekeeping is important in our safety programme in which everyone must play a part. There are arrangements for:-

- the proper storage of clothing, equipment, chemicals, waste and the removal of waste;
- the provision of adequate space for equipment and working materials;
- maintaining a clean environment, offices, staff welfare facilities and first aid facilities.



**7. Maintenance**

The maintenance of equipment on which personal safety depends is the responsibility of both employees and management. All defective equipment will be withdrawn from use until faults are rectified, and all maintenance work undertaken will be by competent personnel.

**8. Safety Inspections**

Regular safety inspections of all areas will be undertaken in accordance with a timetable agreed by management outlined in the monitoring section. Remedial action as a result of the inspections to correct potentially harmful situations will be carried out as soon as possible, if reasonably practicable to do so.

**9. Personal Protective Equipment**

Every effort is made to provide appropriate personal protective equipment, subject to risk assessment and consultation between employees and management.

**10. Contractors**

Safety procedures and rules for contractors are outlined in the Code of Practice for Contractor's.

*(See codes of practice section of safety policy).*

**11. Risk Assessments**

Risk assessments are carried out as required under safety regulations and copies are available where appropriate. All risk assessments will be monitored and reviewed as necessary by appropriate person and Avon Safety will be consulted when deemed necessary.

# POLICY IMPLEMENTATION

This Health & Safety Policy will be implemented when planning or tendering for contracts and provision will be made for the health, safety and welfare of employees and others.

In all of the College's activities the Health & Safety Policy will also be implemented by providing and maintaining equipment and systems of work which are carefully designed and monitored and ensuring that:

1. Optimum safety standards are complied with when using, handling, storing and transporting articles and substances.
2. A high standard of instruction, training and supervision is given to employees and all necessary information regarding health and safety at work is provided.
3. The workplace is maintained in a high standard of cleanliness, hygiene and housekeeping and there are safe and proper means of access to and egress from places of work.
4. Adequate personal protective equipment is provided for all employees and is used by them.
5. There are specific arrangements entered into when sub-contracting work so that the Policy is adhered to by sub-contractors.
6. Adequate facilities and arrangements are to be provided for welfare at work.
7. All employees comply with the relevant laws and Regulations and co-operate with those responsible for enforcing them. A system will be maintained for the prompt reporting of accidents and their investigation together with implementing any preventative measures or statistical appraisals if appropriate.
8. The responsibilities of employees in connection with health and safety are specified clearly in writing.

# COSHH POLICY (control of substances Hazardous to health Regulations)

## Statement of Intent

The College acknowledges that no substance can be considered completely safe. All reasonable steps will be taken to ensure that all exposure of employees to substances hazardous to health is prevented or at least controlled to within statutory limits.

The College will where possible eliminate harmful substances or substitute with safer alternatives, where this is not possible exposure will be controlled by engineering means where reasonably practicable. Where appropriate, personal protective equipment (PPE) will be provided free of charge after consultation with employees or their representatives.

All employees will be provided with comprehensive information and instruction on the nature and likelihood of their exposure to substances hazardous to health.

All members of management and staff are to co-operate with the implementation of this Policy.

## Information and Training

The College will give sufficient information and training to ensure full understanding of the hazards to health posed by substances in the workplace and the importance of the control measures provided. Information will also be given to others who may be affected, such as contractors, temporary staff and visitors.

Line Managers and supervisors of areas that use substances hazardous to health will be given additional training to ensure the proper management of the risks.

## Controls

Substances/chemicals which may pose a risk to the health of people in contact with them may be present in the form of cleaning materials, used during equipment maintenance, pest control and present as smoke or dust. No chemical is completely safe in all circumstances.

Since the hazard to health posed by many substances is not fully understood it is good practice to use working methods to minimise exposure. Where the hazards are known specific steps can be taken.

The most important steps are:

- Identification of the hazard
- Assessment of the risk
- Elimination, prevention or control of the risk
- Maintenance and monitoring of the controls
- Monitor the health and welfare of the employees
- Inspection, audit and review of all controls

Produced by:	Date:	Checked by:	SAC	Date:	09/09/2021	Approved by:	MN	Date :	01/08/2023
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# ELECTRICAL SAFETY POLICY

As electricity has the potential to cause serious injury, this policy has been introduced by the College to ensure the safety of employees, customers and others. The College acknowledges that it has duties under the Electricity at Work Act 2019 to take precautions against possible risk from electricity in work activities.

The following procedures, aimed at eliminating the risk of electrocution, burns and fire, or reducing it to an acceptable level, will be adopted.

## Portable Electrical Appliances

For the purpose of this Policy a portable electrical appliance is defined as any item powered electrically and supplied via an electrical lead and plug or via a fused spur box.

- All college portable electrical appliances will be identified and will be listed in a Portable Electrical Appliances Register.
- All persons using hand held electrical appliances are responsible for inspecting plugs and lead before use.
- Any person finding an item of damaged equipment should bring this to the attention of their Line Manager immediately.
- All portable electrical appliances will undergo a formal visual inspection each year and be tested every year subject to requirements and suitable risk assessment.
- Staff and Students are instructed not to use their own portable electrical appliances until they have been tested and passed by a trained member of staff.
- Staff and Students are instructed not to use multi-plugs or 2-pin plugs without its own 3-pin adaptor under any circumstances.

## Fixed (Permanent Installation)

Any modifications, alterations or extensions to the fixed electrical installations will be designed and carried out by a professionally qualified and registered electrical engineer. All work carried out will comply with the current edition of the Institution of Electrical Engineers Regulations for Electrical Installation (IEE Regulations). Electrical switchgear and control equipment will be kept clean and free obstruction at all times.

## Fixed Equipment

To ensure safety and compatibility, all persons purchasing fixed equipment are responsible for obtaining from the manufacturer/supplier details of power requirements and for bringing

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these to the attention of a qualified person.

### **Maintenance**

All maintenance work will be carried out by a competent person to the standard recommended by the current edition of the IEE Guidance. Persons carrying out electrical maintenance work will be required to provide risk assessments for the tasks they will be carrying out. Live work is prohibited, except where it is unavoidable for the purposes of testing and certification.

The fixed electrical installation will be inspected and tested at intervals of five years by a contractor approved by the National Inspection Council for Electrical Installation Contracting (NICEIC) or equivalent.

### **Contractors**

Where possible, portable electrical appliances used by contractors on premises controlled by the College should be low voltage battery operated or operate at 110 volts supplied through a centre-tapped transformer. Where appliances are not available in battery or 110 volts versions the use of 240 volts equipment will be permitted in suitable environments, so long as such equipment is used with a residual current device operating at 30 mA/30mS.

Contractors will be required to confirm that any portable electrical appliances brought onto premises, have and are being tested by a competent person at suitable intervals. The College also reserves the right to inspect all equipment brought onto its premises.

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# LONE WORKING POLICY

The College understand that lone working is not always avoidable and will ensure, so far as is reasonably practicable, that employees and self-employed contractors who are required to work alone or unsupervised for significant periods of time are protected from risks to their health and safety. Measures will also be adopted to protect anyone else affected by solitary working.

Solitary working exposes employees and others to certain hazards. The College's intention is either to entirely remove the risks from these hazards or, where complete elimination is not possible, to reduce them to an acceptable level. The person responsible for the implementation of this Policy is the Health & Safety Coordinator and the co-operation of all management and employees is essential to its success.

## Arrangements

Assessments of the risks of working alone carried out under the Management of Health & Safety at Work Regulations will confirm whether the work can actually be done safely by one unaccompanied person. This will include the identification of hazards from, for example, machinery, electricity, falling from height, substances, physical attack, etc.

Particular consideration will be given to:

- (a) the isolation of the workplace
- (b) any problems of communication
- (c) the possibility of interference, such as violence or criminal activity from other persons
- (d) the nature of injury or damage to health and anticipated "worst case" scenario.

## Information, Instruction and Training

Employees and others will be given all necessary information, instruction, training and supervision to enable them to recognise the hazards and appreciate the risks involved with working alone. Employees will be required to follow the safe working procedures devised which will include the provision of first aid, communication procedures and awareness of emergency procedures. All employees are required to co-operate with these efforts to ensure safe working and to report any concerns to management.

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### Safe Systems of Work

Rules and instructions will be developed, if necessary in writing, to cover the following.

1. Ability/Training of employees, e.g. training qualifications and experience and medical fitness.
2. Suitability of equipment, e.g. type and quality of hand tools
3. Means of communication, e.g. telephone, remote manual or automatic alarm system and regular visits by competent person.
4. Provision of emergency aid for treatment of injuries, e.g. portable first aid kit and availability of first-aider
5. Emergency and accident procedures, e.g. means of summoning help by means of raising alarm, rescue plans and equipment and availability of firefighting equipment.
6. Adequacy of the supervision, e.g. for trainees, young people or new recruits, who must be confirmed as competent to work alone before supervision is relaxed to the level of occasional visits.
7. In certain circumstances, particularly when the risks are considered high or where specific legal requirements exist, some or all of the above procedures may be contained in a written permit to work, without which the activity may not take place.

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# SUBSTANCE ABUSE POLICY

## General

The College wishes to pursue a Policy to promote health and safety at work and acknowledge that it has a legal responsibility to safeguard the health, safety and welfare of all its employees and other persons who may be affected by alcohol and drug abuse.

The Proprietor, Health & Safety Coordinator, Principal, Bursar and Line Managers will be responsible for identifying and controlling risks at their level of responsibility. The Proprietor will have overall responsibility for the effective implementation of the Policy.

The College reserves the right to initiate drug and alcohol screening/testing on all or part of the work force routinely, occasionally or on a random basis.

## **Confidentiality**

If employees feel they may have a drink or drug problem, they are advised to seek help at an early stage. A Manager can be contacted at any time and any discussions will be treated in the strictest confidence, subject to the provisions of the law.

## **Assistance**

Drinking and drug problems will be treated as a health problem rather than an immediate cause for dismissal or disciplinary action if assistance/advice is sought. Any employee who seeks assistance/advice in relation to a drinking or drug problem will not be discriminated against in any way.

## **Alcohol**

The College requires its employees to attend for work in a fit and appropriate state with no impairment from the effects of alcohol. Being unfit for work due to alcohol consumption is prohibited and grounds for summary termination of employment.

The College reserves the right to initiate disciplinary action and arrange for alcohol testing on employees in the following specific circumstances:

- After an accident or incident, where there is suspicion of drinking that contravenes the College's regulations.
- Employee suspected of reporting for work with alcohol in their bloodstream from the previous evening's drinking.
- Witness evidence of erratic behaviour that it is suspected may put the health and safety of any employee at increased risk.
- Students – Please refer to appropriate policy.

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## Drug Misuse

This Policy of 'drug misuse' refers to the use of illegal drugs and the misuse, whether deliberate or unintentional, of prescribed drugs and substances such as solvents.

Drug misuse can harm the misuser both physically and mentally and, through the misuser's actions, other people and the environment.

Drugs can affect the brain and the body in a number of ways. They can alter the way a person thinks, perceives and feels, and this can lead to either impaired judgement or concentration. Drug misuse can also bring about the neglect of general health and well-being. This may adversely influence performance at work, even when the misuse takes place outside the workplace.

The College requires its employees to attend for work in a fit and appropriate state with no impairment from the effects of drug misuse. Being unfit for work due to drug misuse is prohibited and grounds for summary termination of employment.

Drug misuse during working hours is strictly prohibited and will result in summary termination of employment.

The College reserves the right to initiate disciplinary action and refer employees for drug testing in the following specific circumstances:

- If help is refused and/or impaired performance continues.
- After an accident/incident, where there is suspicion of drug misuse.
- Witness evidence of erratic behaviour which it is suspected may put the health and safety of any employee at increased risk.
- Students – Please refer to appropriate policy.

**N.B.** Possession/dealing will be reported immediately to the Police.

There must be no smoking or vaping on site under any circumstances.

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# DISPLAY SCREEN EQUIPMENT POLICY

The College will take all reasonable steps to secure the health and safety of employees who work with display screen equipment (DSE). The College acknowledges that health and safety hazards may arise from the use of this equipment. It is the intention of the College to ensure that any risks are reduced to a minimum. Whilst it is generally recognised that the use of DSE can be undertaken without undue risks to health, it is appreciated that some employees may have genuine reservations and concerns. The College will seek to give information and training to enable a fuller understanding of these issues.

## Implementation

The implementation of this Policy requires the total co-operation of all members of management and staff. There will be full consultation with employee representatives through existing channels of communication.

The person responsible for implementing this Policy is the Bursar.

## Arrangements for Securing the Health and Safety of Workers

The College will, in consultation with workers and their representatives:

- (a) carry out an assessment of each workstation, taking into account the DSE, the furniture, the working environment and the worker
- (b) take all necessary measures to remedy any risks found as a result of the assessment
- (c) take steps to incorporate changes of task within the working day, in order to prevent intensive periods of on-screen activity
- (d) review software to ensure suitability for the task
- (e) arrange for the provision of eye and eyesight tests prior to employment and at regular intervals thereafter and where a visual problem is experienced
- (f) arrange for the free supply of any corrective appliances (glasses or contact lenses) where required specifically for working with DSE
- (g) advise existing employees, and all persons applying for work with DSE, of the risks to health and how these are to be avoided.

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# PREVENTION OF VIOLENCE TOWARDS EMPLOYEES IN THE WORKPLACE

## Policy Statement

The College in recognition of its general duty under Section 2 of the Health and Safety at Work etc. Act 1974, and more specifically the current edition of the Management of Health and Safety at Work Regulations to provide safe systems and places of work including adequate information, instruction and supervision. Management accepts that any actual or implied threat of violence to employees is wholly unacceptable and will make every effort to eliminate or reduce to an acceptable level the risks of violence.

"Violence is behaviour which produces damaging or hurtful effects, physically or emotionally, on people" and can be defined as any incident in which an employee is abused, threatened or assaulted. Violence can take many forms including physical violence, verbal abuse and threats (with or without a weapon), rude gestures and innuendoes and sexual or racial harassment.

In order to meet its obligations to employees, the Management is committed to the following policy principles.

- (a) The risks faced by employees in carrying out their responsibilities and the increasing number of threats in our society are acknowledged.
- (b) Actual or threatened assaults on employees are wholly unacceptable and these guidelines are issued to provide assistance to employees in dealing with violent or aggressive behaviour.
- (c) Management recognises and acknowledges certain duties may carry additional risks to employees in dealing with violent or aggressive behaviour.
- (d) There is a commitment of the Management to supporting its employees who are subject to assault in the course of their employment. The extent of such support will depend on the individual circumstances of each incident and will be determined accordingly. Practical means of support may also be offered (e.g. time off - availability of counselling - positive staff welfare approach).
- (e) Every assault reported will be investigated thoroughly by Management and a written report submitted.
- (f) A central file of such incidents will be kept by Management and information relating to incidents collated. Copies will also be sent where applicable to the Insurance College.
- (g) The detailed guidelines outlined in other sections of this document will be reviewed regularly and as experience develops.
- (h) The Management is committed to full consultation with all concerned on all aspects of

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policies and procedures relating to violence to employees.

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# MANUAL HANDLING POLICY

## General Statement

Statistics show that manual handling is one of the most common causes of absence through injury at the workplace. More than one third of lost time accidents are caused in this way. These injuries may often have long-term effects. This Policy is intended to reduce the risk of manual handling injuries and to provide guidance on the measures that should be taken to ensure safe lifting and carrying at the workplace.

The person with the responsibility for implementing the provisions of this Policy is the Health and Safety Coordinator.

## Arrangements for Ensuring the Health and Safety of Workers

### Elimination of hazardous manual handling activities

The College will ensure that operations which involve manual handling are eliminated, so far as is reasonably practicable. Measures to achieve this include ergonomic design of the workplace and activities and the provision of mechanical aids.

### Assessment of risk

An assessment of manual handling activities will be carried out by competent persons. Risks which are identified will be reduced to the lowest level reasonably practicable. The following factors will be considered during the assessment, the task, the load, the individual and the environment:

Teachers receive health and safety training as and when it is needed which emphasises the importance of health and safety and highlights certain hazards such as; working at height, electricity, slips and trips and lifting etc.

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# PROVISION AND USE OF WORK EQUIPMENT POLICY

## General Statement

The requirements of the Provision and Use of Work Equipment Regulations shall be implemented by ensuring that work equipment is suitable and properly adapted for the purpose for which it is provided.

The College will select equipment with regard for the working conditions and the risks to the health and safety of employees who may use or be exposed to the equipment.

The selection of equipment shall take account of the following:

- initial suitability
- the location where it is to be used
- the purpose for which it is to be used

Where specific hazards are identified, access to the equipment shall be restricted to those employees given the task of using it.

If work equipment cannot be made totally safe, all practicable measures shall be taken to minimise the risk. Suitable training, instruction and information shall be provided to any employee at risk.

All equipment shall be checked for suitability by the Health and Safety Coordinator prior to its use and where appropriate details of such checks shall be documented and records maintained.

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# STRESS REDUCTION POLICY

## General Statement

The College recognises that, whilst a degree of stress can be a positive force at work, excessive pressures can have a negative effect on health and on performance at work. The College is committed to promoting good health at work; it is therefore concerned to recognise any negative effects that stress may have on individual members of staff, and to provide suitable support mechanisms for members of staff suffering from the negative effects of stress.

Through the risk assessment process, the College will continue to identify hazards and assess all mental and physical risks to health and safety with the objective of reducing them, as far as is reasonably practicable. The College recognises the importance of promoting emotional wellbeing. Through providing opportunities for staff members to share and exchange feelings and any areas of concern within a safe environment.

## Arrangements For Securing The Health And Safety Of Workers

The College acknowledges that stress in the workplace can be caused by any combination of a number of quite diverse factors, such as:

- job design and lack of control of workload
- working environment
- relationships with others at work
- communication arrangements.

The College also recognises that there may be problems outside the workplace that will cause an individual member of staff to suffer from the negative effects of stress, and that these may affect an individual's health and performance within work. In this situation undue negative stress may occur as a result of work-related and non-work-related factors.

The College will:

- ensure, so far as is reasonably practicable, that excessive stress is eliminated from the work environment, and that the necessary risk assessments are completed and acted upon in the case of workplace stressors
- provide suitable support mechanisms for members of staff suffering from the negative effects of stress
- encourage a working environment where members of staff who feel they are suffering from the negative effects of stress can approach their Manager in confidence, in order that necessary support mechanisms can be put in place
- encourage a culture where stress is not seen as a sign of weakness or incompetence

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- ensure adequate rehabilitation of employees returning to work after periods of absence
- provide suitable training and guidance for the Line Manager/Principal to enable them to recognise symptoms of negative stress in their staff and themselves
- provide suitable training and guidance to enable the Line Manager/Principal to undertake the necessary risk assessments in relation to stress in the workplace, and to arrange for implementation of effective control measures where appropriate
- provide information and training for staff in general on the effects of stress at work, effective communication, handling difficult situations, time management and employee relations
- undertake general health promotion activities within the workplace.

Where members of staff are suffering from excessive stress, the College will provide the necessary mechanisms to promote a return to full health as quickly as possible. Members of staff are encouraged to refer themselves to any one of the following:

- Line Manager
- Principal

All referrals will be dealt with in complete confidence. Members of staff will be offered any relevant counselling, help with stress reduction techniques and a full appraisal of their work situation.

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# WORKING AT HEIGHT POLICY

## Policy Statement

All reasonable steps shall be taken by the College to provide a safe working environment for employees required to carry out their roles or professional skills at height.

The College will provide the necessary preventive and protective measures to prevent falls of persons or materials from the workplace and will liaise with any other persons involved in the work activity.

Employees and any other persons involved in 'work activity at height' shall co-operate in the implementation of this Policy.

The responsibility for the implementation of this Policy lies with the Health & Safety Co-ordinator.

The College will, in consultation with employees and their representatives:

- (a) carry out an assessment of the risks involved in work at height and take steps to eliminate or put in place controls to ensure safety
- (b) provide all the necessary equipment to allow safe access to and egress from the place of work
- (c) provide suitable plant to enable the materials used in the course of the work to be safely lifted to, and stored if necessary at, the workplace
- (d) when working in an open environment, assess the effect of weather conditions on the type of work being undertaken and, if necessary, halt work temporarily (once the work, plant and equipment have been left in a safe condition) until such time as it is safe to continue
- (e) when working at dusk, night or dawn, provide sufficient local lighting, so that work can be carried out safely and access and egress are easily visible
- (f) arrange for the regular inspection of all equipment required for working at height, particularly where there is a statutory requirement to do so
- (g) appoint a competent person(s) to be responsible for the supervision of the erection, altering and dismantling of scaffolding and for the inspection of equipment used in work at height.

The College will prepare a method statement, incorporating the results of any risk assessments made, for work at height, to be followed by all involved in such work.

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Where it is not possible to follow the method statement:

- (a) no further work should be undertaken
- (b) a responsible person should be informed
- (c) alternative procedures will be outlined and workers will be advised of these following appropriate consultation.

The College shall provide any information, instruction and training that an employee may require to carry out his or her work in a safe manner when working at height.

The College shall ensure that supervisors responsible for ancillary plant and equipment used for the work are suitably and adequately trained and capable of providing the correct information on its use.

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# ENVIRONMENTAL POLICY

The College recognises that in its day-to-day operations there is an inevitably impact on the environment and are committed to continually improve environmental performance, minimising the potentially harmful effects whenever possible.

Through the development of advanced systems, facilitating ever more efficient tele-communications, the College contributes to environmental protection and conservation of resources. The use of electronic communications provides significant environmental benefits by reducing the need for paper based communication. Efficient electronic transfer of information also reduces the need for travel, reducing environmental pollution.

Our Policy begins with a consideration of the impact of the College's activities on both the local and wider communities and will take into account the use of raw materials, energy and waste.

The College therefore has the following commitments and objectives to:

- minimise disturbance to the local and global environment and to the quality of life of the local communities;
- comply with all relevant statutory regulation as a minimum level of performance and to prevent pollution and effectively manage any significant environmental impacts.
- maintain appearances and highest environmental standards within the College premises;
- take positive steps to conserve scarce and non-renewable resources;
- assess, in advance if possible, environmental effects of any changes and/or developments;
- provide necessary information to enable proper use, storage and disposal of College materials to avoid harm to the environment;
- provide necessary information to enable employees to operate processes properly and minimise effects on man and the environment;
- communicate the College's environmental aims and objectives to all staff, as well as to customers, investors and other external stakeholders and where applicable keep the public informed of major new projects in the locality.

## Overall

To develop the business paying full regard to the environment and taking into account the view of all parties whose interest may be affected.

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The College will act in accordance with appropriate codes of practice and monitor progress and review environmental performance against targets and objectives on a regular basis, (annually).

This Policy will be communicated to all employees together with information and training of employees in environmental issues and the environmental effects of their activities.

The Proprietor has responsibility for this Policy and through the Management Team will direct this Policy to all concerned.

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# ASBESTOS POLICY

## General Statement

The College acknowledges the health hazards arising from exposure to asbestos. It will, so far as it is reasonably practicable to do so, prevent the exposure of persons to asbestos by the use of appropriate control measures and safe systems of work, supported by training of employees. This Policy requires the full co-operation of all employees. The person responsible for the implementation of this Policy is the Health & Safety Coordinator.

## Arrangements for Securing the Health and Safety of Workers

It is the College's policy that employees do not work with asbestos.

In regard to contractors, no work where there is a risk of exposure to asbestos will be allowed to commence until an assessment of the risks has been carried out and a written safe system of work prepared. When visiting clients' premises built before 2000, where there may be some disturbance of the fabric, the likely presence of asbestos will be presumed and a copy of the register will be requested.

## Surveys

A full survey of the college has been carried on all premises occupied, where there is a risk that asbestos may be present, to identify its location and type. These surveys can be located on the Share Point. Any asbestos found would be identified on a register and managed until it could be safely removed.

## Training

Before starting work where they are likely to be exposed to asbestos, employees will be required to undergo training. Training will cover the health hazards associated with asbestos, correct work methods, the use of control measures, the use of protective equipment and hygiene procedures. Refresher training (including new information, standards and techniques) will be provided regularly.

## Procedures for Dealing with Health and Safety Issues

Where an employee raises health and safety concerns relating to work with asbestos the College will:

- (a) Take all necessary steps to investigate the circumstances;
- (b) Where appropriate, take corrective action;
- (c) Advise the employee of actions taken.

Where an employee has concerns about working with asbestos he/she must:

- Inform a responsible person immediately, usually a supervisor or manager.

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# GENERAL MAINTENANCE POLICY

It is the policy of the College to ensure the health and safety of all employees and any other persons that could be affected by the activities of the College. As general maintenance and construction work can involve exposure to serious hazards and the possibility of injury, the enclosed health & safety guidelines have been developed to ensure safety during this type of work. The enclosed information should therefore be read and taken into account when planning or carrying out any maintenance or construction work.

The enclosed guides are aimed at eliminating the risks from the activities, or reducing them to an acceptable level, and will be adopted.

The Health & safety Coordinator and Line Managers are each responsible for ensuring that their operations are conducted in accordance with health, safety and environmental legislation and standards to which the College subscribes. Accountability for health and safety matters follows the acknowledged line management chain of authority to the manager or individuals specifically tasked to exercise control.

Management duties under this policy include:

## Maintenance Work

To ensure safety during general maintenance and construction work the appropriate information and codes of practice on the task/activity should be used as a guide to working safely. The information should be made available as appropriate to employees carrying out maintenance and construction work.

## Contractor Selection

The appropriate safety information and codes of practice should be used by the College, as a guide to the essential health & safety requirements, when contractors are tendering for work and during the selection process. The information should also be used as a guide to safe working when work is being carried out by contractors on site.

This policy in line with other health and safety documentation will be continually reviewed by the Management and amended or added to as appropriate.

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# VEHICLE DRIVING POLICY

## General Statement

The College understands that due to the nature of the work some employees will travel extensively in the course of their employment. As an employer the College have a duty to ensure that their employees' activities including driving vehicles on UK and other roads are subject to risk assessment and to take action on the results. Employees are however expected to inform the Health & Safety Coordinator when visits involving travel outside Europe are due to take place so that the risk assessment can be reviewed/updated.

The Bursar is responsible for the operation of vehicles on College business, whether owned by a member of staff or hired for business purposes. The Campus Manager must ensure that drivers are aware of the College rules and procedures for the operation of vehicles and have read and understood the appropriate risk assessments.

The College rules for minibuses include:

- All drivers must hold a full and current driving licence for the class of vehicle being driven and for hire vehicles drivers must be over the age of 21.
- Drivers must not consume alcohol on the day on which any vehicle is being operated on College business, until driving is completed, nor on the night before an early morning departure.
- No alcoholic beverages may be consumed in vehicles.
- No smoking is permitted in College /hire vehicles.
- No mobile phones to be used under any circumstances whilst driving. Failure to comply with this requirement may result in disciplinary action as the College requires drivers to comply with all relevant laws and College policies whilst at work.
- All vehicle drivers must ensure that loads are securely stowed and that the carrying capacity of the vehicle is not exceeded. Conveyance of hazardous substances by road is subject to specific regulations, details of which can be obtained from the Health and Safety Advisor.
- Breakdown cover must be in place for all vehicles used on College business.
- All drivers must know what to do if they are involved in an accident or if the vehicle breaks down.
- Vehicle defects must be repaired as soon as possible and in the case of hired vehicles reported to the hire College promptly.

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- Each College vehicle must carry a First Aid Box, the contents of which must conform to the requirements of the Health and Safety (First Aid) Regulations 2013, and new regulation of 2019. Where applicable a suitable fire extinguisher.

### **Minibus Policy**

The use of the college minibus on the road is subject to this policy and all drivers must comply with the requirements of the policy.

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# POLICY FOR LIMITING INFECTION AS A RESULT OF OUTDOOR ACTIVITIES

## General Statement

The College recognises that it has a responsibility for the health and safety of its employees and that this responsibility extends to the possibility of employees and others becoming infected at work by harmful agents as a result of a work activity. The College will make every effort to eliminate or reduce to an acceptable level the risks associated with hazards such as bacteria, fungi, viruses, internal parasites, and other infectious proteins known as prions. These are called 'biological agents' in health and safety legislation. You may be harmed by micro-organisms by being infected with the micro-organism, by being exposed to toxins produced by the micro-organism, or by having an allergic reaction to the micro-organism or substances it produces.

Micro-organisms are found virtually everywhere in the natural environment. Most of these are harmless to humans and do many important jobs. They are used to make medicine. They can break down the oil from oil spills. They make about half of the oxygen we breathe. However, certain micro-organisms can cause harm - either by infection, allergy or being toxic.

You may come into contact with micro-organisms at work because you are exposed incidentally as a result of the kind of work you do, e.g. when working at external locations both inside and outside premises. Some of the possible hazards are: Aids (acquired immune deficiency syndrome), Hepatitis B, Leptospirosis (Weil's disease) and Tetanus.

The College due to the varied nature of the activities carried out by employees, considers possible infection/contamination when carrying out outdoor work and associated activity risk assessments.

All employees will be provided with comprehensive information and instruction on the nature and likelihood of their exposure to substances hazardous to health. All Line Managers and staff are to co-operate with the implementation of this Policy.

## Information and Training

The College will give sufficient information and training to ensure full understanding of the hazards to health posed by infection/contamination in the workplace and the importance of the control measures provided. Information will also be given to others who may be affected, such as contractors, temporary staff and visitors.

Line Managers and supervisors of areas that use substances hazardous to health will be given additional training to ensure the proper management of the risks.

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# WATERBORNE BACTERIAL DISEASE PREVENTION POLICY

## General Statement

The College understands that, due to the nature of the water systems in place, they have to consider the risks from the presence of Legionella, Pseudomonas and other harmful bacteria that may affect your staff or members of the public and take suitable precautions.

As an employer and being in control of the premises it occupies the College will:

- identify and assess sources of risk;
- prepare a scheme (or course of action) for preventing or controlling the risk;
- implement and manage the scheme – appointing a person to be managerially responsible, referred to as the ‘responsible person’;
- keep records and check that what has been done is effective

## Assessing the risk

The College will carry out a risk assessment of all water systems to find out if the water systems (including the equipment associated with the system such as pumps, heat exchangers, showers etc.) are likely to create a risk. The risk assessment will consider the following:

- Any conditions present which will encourage bacteria to multiply
- Water temperature stored or distributed between 20-45°C.
- The possibility that water droplets will be produced and, if so, could they be dispersed over a wide area? For example, from showers or water features
- Is it likely that anyone particularly susceptible will come into contact with the contaminated water droplets?

## Control measures

The College’s control measures put in place following risk assessment will be both appropriate and in line with current legal requirements to ensure health and safety.

Employees are however expected to inform the Health & Safety Coordinator if they have any concerns regarding water systems or when changes take place affecting the water systems so that the risk assessment can be reviewed/updated.

The Health & Safety Coordinator has been nominated to be responsible for the control of water systems. The Health & Safety Coordinator must ensure that employees are aware of the Company controls and procedures for the operation of safe water systems, and that they have read and understood the appropriate risk assessments.

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## WATERBORNE BACTERIAL DISEASE PREVENTION PROCEDURE

The College acknowledges that it has a duty to have suitable controls in place to reduce the risks from the presence of Legionella, Pseudomonas and other harmful bacteria to an acceptable level. Risks from legionella in water systems can be controlled by careful planning, a successful management policy, competent staff and attention to proper control strategies.

The College will where possible eliminate or prevent bacteria becoming a health issue and where this is not possible controlling the risk to an acceptable level. To achieve this, the College will:

1. Consider whether it can prevent the risk of legionella in the first place by looking at the type of water system. (For example, by modifying water systems, possibly removing water features causing water droplets etc.)
2. Produce an assessment to identify the health hazards of bacterial substances to introduce controls to eliminate risks or to reduce them as far as is reasonably practicable.

### Documentation and Design

The College will:

- prepare a written scheme which sets out how the risk from legionella is to be controlled.
- Prepare an up-to-date plan or schematic diagrams of the water systems.
- Name the person responsible for carrying out the assessment and managing its implementation;
- List the safe and correct operation of the water systems;
- List the control methods and other precautions the College will be using; and the checks will be carried out on the control scheme and how often.
- Design, maintain and operate the water services under conditions which prevent or control the growth and multiplication of legionella.

### Controls

The College will:

- ensure that the release of water spray is properly controlled;
- avoid water temperatures and conditions that favour the growth of legionella and other micro-organisms;
- ensure water cannot stagnate anywhere in the system by keeping pipe lengths as short as possible or by removing redundant pipework;
- avoid materials that encourage the growth of legionella;
- keep the system and the water in it clean; and
- when applicable/required treat water to either kill legionella (and other micro-organisms) or limit their ability to grow.

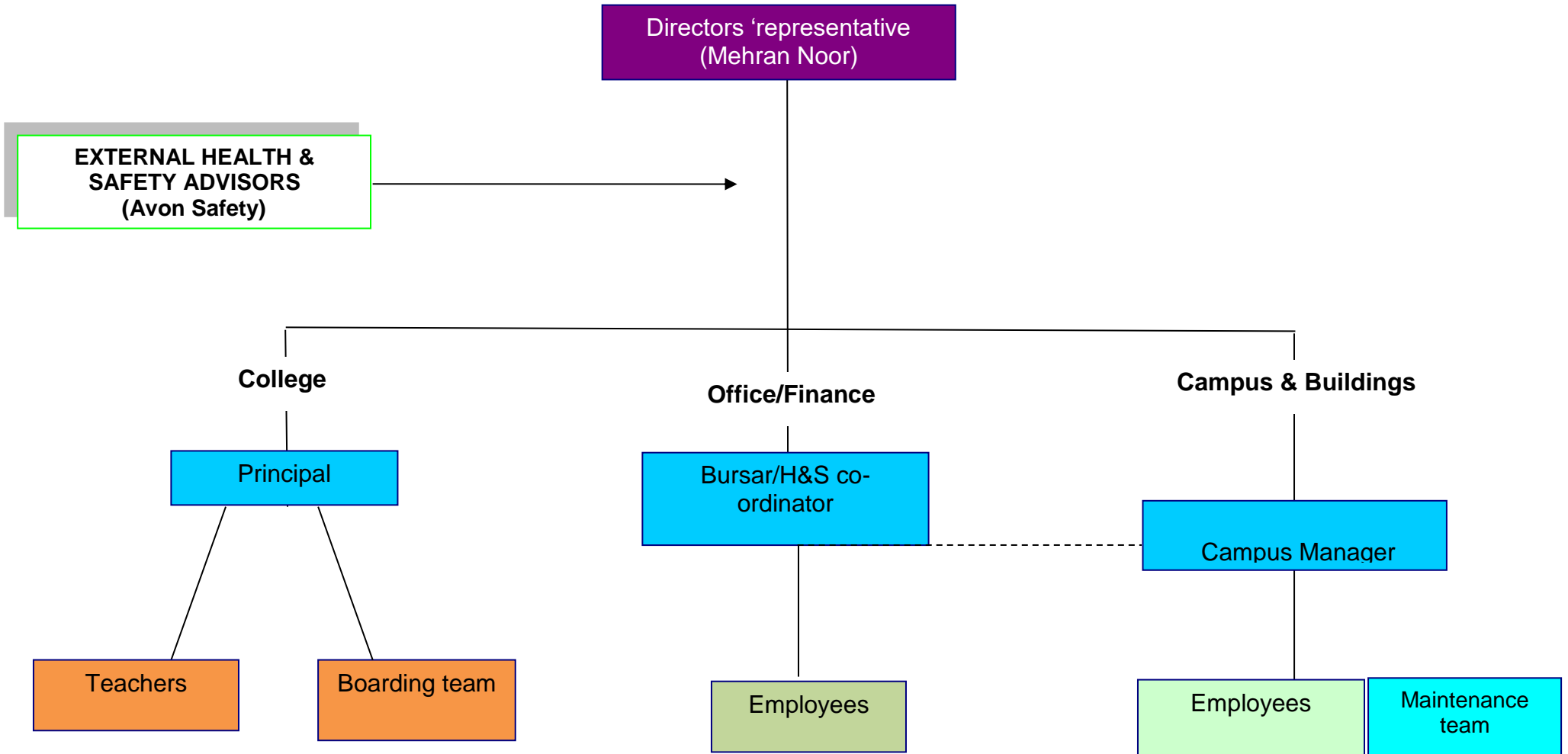
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# **ORGANISATION AND RESPONSIBILITIES**

## 2. ORGANISATION & RESPONSIBILITY

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# GENERAL COLLEGE – H & S ORGANISATIONAL STRUCTURE



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# HEALTH & SAFETY RESPONSIBILITIES

It is the Policy of the College that all reasonably practicable actions will be taken to ensure the maintenance of a safe and healthy working environment, the health and safety of all persons, and to prevent damage to College property, by promoting awareness of legal, personal and economic responsibilities.

It is the duty of all employees to conform to College Policy and safe systems of work, and to accept and carry out their responsibilities. Failure to do this will result in disciplinary action being taken against the employee. This awareness will be achieved through Induction Training and information provided in the Employee Safety Handbook. In this connection, employees are reminded of their own duty under Section 7 of the Health and Safety at Work Act, to take responsibility for their own safety and that of other workers, and to co-operate with the College so as to enable it to carry out its own responsibilities successfully.

Employees who authorise work to be carried out must ensure that sufficient information, instruction, supervision and welfare facilities are provided to enable others to avoid hazards and contribute to their own safety and health at work. They must also carry out safety inspections of the working environment under their control in order to maintain standards.

All employees should contribute towards making the work area, and access to it, as safe as possible. All working practices should be periodically appraised to ensure that the safest procedures are adopted. These will be achieved by undertaking risk assessments.

All sub-contractors employed by the College will be required to comply with, and adhere to the College Policy on Safety.

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## SPECIFIC RESPONSIBILITIES

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# Directors

The director is responsible for appointing a Health & Safety Co-Ordinator who will have the 'day to day' responsibilities for management and implementation of health and safety.

The additional responsibilities are:

1. To oversee the effective application of the Safety Policy with the aim of preventing accidents and reducing hazards.
2. To appoint a senior member of staff to administer the Safety Policy.
3. To co-ordinate the efforts of all parties on matters of health, safety and welfare.
4. To report to the Health & Safety Committee on matters of health, safety and welfare.
5. To arrange adequate funds and facilities to meet the requirement of the Policy.
6. To, when appropriate institute a review of the Policy and make appropriate changes.
7. To ensure that the disciplinary procedures are adequate to act against those who breach Safety Policy or safe practices.
8. To set a personal example.

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# BURSAR/PRINCIPAL

The Bursar and Principal, in addition to the responsibilities as employees, have the following Health & Safety Responsibilities:

The Bursar and Principal should ensure that:

1. Checks are carried out to determine whether the College Safety Policy is being implemented at all times. Exceptions being reported to the Proprietor or representative.
2. Any changes to improve the safety performance of the College are recommended to the Proprietor and/or Health & Safety Co-Ordinator.
3. Checks are carried out to ensure that prescribed risk assessments have been carried out by competent personnel and that these records are maintained. Exceptions being reported to the Proprietor.
4. Checks are made to ensure that employees are effectively instructed in safe systems of work and that records of instruction are kept. Exceptions being reported to the Proprietor and/or Health & Safety Co-Ordinator .
5. Checks are made to ensure that risk assessments are reviewed regularly.
6. Checks are made to ensure that risk assessments are undertaken on any new or proposed activities.
7. A personal example is set for others to follow.

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## MANAGERS / HEADS OF DEPARTMENTS

The Managers as well as managing the day to day activities acts as the local health and safety co-ordinator, in addition to their responsibilities as employees, are accountable for the monitoring of the health and safety system & framework and maintaining the associated documentation and records, i.e. ensuring that those people with duties and responsibilities under the system are meeting those duties and responsibilities and if they are not, exceptions are being reported to the Health & Safety Coordinator and/or Proprietors.

The Manager should ensure that:

1. Checks are carried out to determine whether the College Safety Policy is being implemented at all times. Exceptions being reported to the Health & Safety Coordinator and/or Proprietor.
2. Any changes to improve the safety performance of the College are recommended to the Health & Safety Coordinator and/or Proprietor
3. Checks are carried out to ensure that prescribed risk assessments have been carried out by competent personnel and that these records are maintained. Exceptions being reported to the Health & Safety Coordinator and/or Proprietor.
4. Risk assessments are carried out in those areas under his/her control and by others as required, to identify all hazardous activities and the risks associated with such activities.
5. 'Check that attention has been brought in writing to those concerned, of significant risks identified as a result of any such assessment' Exceptions being reported to the Health & Safety Coordinator and/or Proprietor.
6. Check that Safe systems of work are stipulated, so that all work, both on or off the premises, is carried out in accordance with statutory requirements, codes of practice and College rules. Exceptions being reported to the Health & Safety Coordinator and/or Proprietor.
7. Checks are made to ensure that employees are effectively instructed in safe systems of work and that records of instruction are kept. Exceptions being reported to the Health & Safety Coordinator and/or Proprietor.
8. Checks are made to ensure that risk assessments are reviewed regularly.
9. Checks are made to ensure that risk assessments are undertaken on any new or proposed activities.

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10. Checks are made to ensure that regular health and safety inspections are undertaken and that prompt remedial action is taken when any unsafe practice or condition is apparent.
11. Routine safety checks are carried out by all Supervisors in those areas under their control and provide Senior Management with evidence that safety inspections have been carried out, together with any recommendations and remedial action taken.
12. Suitable written records of inspections are kept and maintained.
13. Training records are produced and maintained.
14. A personal example is set for others to follow.

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## HEALTH AND SAFETY CO-ORDINATOR

The Health and Safety Co-ordinator, in addition to his responsibilities as an employee, is accountable for the monitoring of the health and safety system and framework and maintaining the associate documentation and records, i.e. ensuring that those people with duties and responsibilities under the system are meeting those duties and responsibilities and if they are not, exceptions are reported to the Proprietor.

The Health and Safety Co-ordinator should ensure that:

1. Checks are carried out to determine whether the College Safety Policy is being implemented at all times. Exceptions being reported to the Proprietor.
2. Any changes to improve the safety performance of the College are recommended to the Proprietor.
3. Checks are carried out to ensure that prescribed risk assessments have been carried out by competent personnel and that these records are maintained. Exceptions being reported to the Proprietor.
4. Risk assessments are carried out in those areas under his/her control and by others as required, to identify all hazardous activities and the risks associated with such activities.
5. 'Check that attention has been brought in writing to those concerned, of significant risks identified as a result of any such assessment' Exceptions being reported to the Proprietor.
6. Check that Safe systems of work are stipulated, so that all work, both on or off the premises, is carried out in accordance with statutory requirements, codes of practice and College rules. Exceptions being reported to the Proprietor.
7. Checks are made to ensure that employees are effectively instructed in safe systems of work and that records or instructions are kept. Exceptions being reported to the Proprietor.
8. Checks are made to ensure that risk assessments are reviewed regularly.
9. Checks are made to ensure that risk assessments are undertaken on any new or proposed activities.
10. Checks are made to ensure that regular health and safety inspections are undertaken and that prompt remedial action is taken when any unsafe practice or condition is apparent.
11. Routine safety checks are carried out by all Line Managers and Supervisors in those areas under their control and provide Senior Management with evidence that safety

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inspections have been carried out, together with any recommendations and remedial action taken.

12. Suitable written records of inspections are kept and maintained.
13. Training records are produced and maintained.
14. As custodian of all Health and Safety records, the general Health and Safety record keeping is up to date.
15. A personal example is set for others to follow.

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# HEALTH & SAFETY ADVISORS

The College has engaged the services of 'Avon Safety' to provide advice and guidance on general occupational health and safety issues.

Avon Safety provides:

1. An onsite inspection service with detailed safety reports.
2. Access to health and safety advice via telephone and email.
3. 24 Hour advice for emergency situations, via telephone link.
4. Assistance with any emergency/accident investigation.
5. An updating service to inform and guide clients, assisting with changes in the legislation.
6. General health and safety training.
7. Liaison with the Enforcing Authorities, both HSE and the Local Authority on behalf of the client with regard to safety requirements.

## Contact details are:

Mobile: 07712 886851  
(24 hr availability for accidents/incidents and H & S emergencies)

Office Tel: 01386 423808

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# SUPERVISORS

The Supervisors in addition to their responsibilities as employees of the College are accountable for the 'day to day' implementation and management of health and safety in and around the areas that are within their responsibility.

These responsibilities are:-

1. To familiarise themselves with the College Health and Safety Policy.
2. To ensure that their staff are adequately trained in safe working methods and are aware of any hazards.
3. To ensure that all employees are aware of the fire procedures and first aid facilities.
4. To seek to develop safe practices and encourage suggestions from employees.
5. To ensure that all safety rules are observed and protective equipment is worn or used when appropriate.
6. To ensure that safety devices are fitted, properly adjusted and maintained.
7. To ensure that defects in the workplace are reported and subsequently rectified.
8. To complete accident reports for all accidents involving injury, damage and where applicable reports completed as soon as possible after the incident.
9. To maintain good housekeeping standards.
10. To ensure that all visitors are made aware and comply with all aspects of health and safety legislation.
11. To ensure that staff whether on the premises or elsewhere avoid risks to the health and safety of themselves and any person not employed, but who may be affected by the operations of the College.
12. Suitable risk assessments are carried out by competent personnel and that suitable records are maintained.
13. Risk assessments are carried out in those areas under their control to identify all hazardous activities and the risks associated with such activities.
14. Attention in writing is brought to those concerned, of the significant risks identified as

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a result of any such assessments.

15. Safe systems of work are stipulated, so that all work both on or off the premises, is carried out in accordance with Statutory requirements, codes of practice and College rules.
16. Ensuring that employees are effectively instructed in safe systems of work and that records of instruction are kept.
17. Ensuring that risk assessments are reviewed regularly.
18. Ensuring that risk assessments are undertaken on any new or proposed activities.
19. To ensure that regular health and safety inspections are undertaken within those areas under their control and that prompt remedial action is taken when any unsafe practice or condition is apparent.
20. To conduct routine safety checks in those areas under their control and provide Senior Management with evidence that safety inspections have been carried out, together with any recommendations and remedial action taken.
14. Suitable written records are kept and maintained of inspections.
15. All repair and maintenance work undertaken on site is undertaken in a proper manner and that emergency repairs are dealt with effectively.
23. To set a personal example.

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# EMPLOYEES

Employees are reminded that they must co-operate with the College in achieving compliance with health and safety legislation and of their own moral and legal responsibility for conducting themselves in such a manner in their work as not to expose themselves or others to risk.

These responsibilities are:-

1. To be familiar with the Safety Policy and to implement it at all times.
2. Not promote or participate in horseplay, pranks or practical jokes as they may result in an accident or injury.
3. They must not intentionally or recklessly interfere with anything provided in the interests of safety or abuse of welfare facilities.
4. Develop a concern for safety personally and for others, particularly new employees.
5. To ensure that safety equipment, such as harness, gloves, goggles, overalls, shoes, etc. issued in the interest of safety are used and reasonable care should be taken in the use of such equipment. Any damage to such equipment must be reported to the Line Manager where necessary.
6. To take reasonable care when storing, handling and using chemicals and dangerous substances, lifting and carrying and using or cleaning work equipment including machines.
7. To keep tools and equipment in good condition, reporting any defects in plant or equipment to the Line Manager.
8. Not to undertake any activity, which compromises their personal health and safety or the safety of others.
9. To report all accidents, dangerous occurrences or hazards no matter how minor to the supervisor or Line Manager and ensure that plant and equipment is in a safe and secure state when unattended.
10. To report any industrial injury, industrial disease, or any incidents which could result in personal injury or property damage, to the line manager.
11. To avoid improvising and suggest ways of eliminating hazards.

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12. To operate only items of plant and equipment for which you are have been trained, deemed competent and authorised to use and check equipment prior to use to ensure that it is safe to use.
13. To co-operate with the College in maintaining a safe working environment and make your contribution to reducing accidents.
14. To set a personal example.

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# ORGANISATIONAL RESPONSIBILITY

## OVERALL RESPONSIBILITY

The Director has overall and final responsibility for Health and Safety within the College and its operations, these responsibilities have been delegated to the Health & Safety Co-Ordinator. They will ensure the College has an effective Policy for Health and Safety and will delegate specific responsibilities to ensure that all requirements of current Health and Safety legislation are satisfied.

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# SPECIFIC RESPONSIBILITIES

<b>Responsibility</b>	<b>Name</b>
Instruction in safe working practices:	H&S Co-Ordinator
Training:	Principal / H&S Co-Ordinator
Health and Safety Inspections:	H & S Coordinator/Supervisors
Office Safety Inspections:	H&S Co-Ordinator
Equipment Maintenance and Inspection	H&S Co-Ordinator
First Aid Provision:	Principal/Welfare Manager
Fire:- Equipment: Evacuations:	H&S Co-Ordinator/ Principal/Welfare Manager
Computer Equipment:	H & S Coordinator
Housekeeping on Site:	Campus Manager
Collection/Delivery Procedures:	H&S Co-Ordinator
Accident Reporting & Recording:	H&S Co-Ordinator/Welfare Manager
Accident Investigation:	H&S Co-Ordinator /H&S Advisor
Visitors (General):	Bursar / H&S Co-Ordinator
Visitors on Site (Contractors/sub-contractors):	H & S Coordinator
Risk Assessments:-	
COSHH:	H&S Co-Ordinator
General:	H&S Co-Ordinator
Manual Handling:	H&S Co-Ordinator
PPE:	H&S Co-Ordinator
VDU Screens:	Bursar / Users

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Duty Holders:

Asbestos Director

Electricity Director

Transport Director

Water/Legionnaire's Disease Director

Fire Director

Waste: (inc. Clinical Waste) H&S Co-Ordinator

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# CONTRACTORS

Contractors are responsible for ensuring that all persons under their control are aware of the following College procedures:

Fire Procedure, (including the means of raising an alarm, the sound of the alarm, position of exits and fire assembly point).

First Aid Arrangements, (including availability, first aider location and accident reporting).

Safe Systems of Work, (including permit to work systems where applicable).

Child Protection with regards to supervision of contractors when students are on site and restrictions on their movements i.e. no access to boarding houses.

All contractors must sign in and out of the campus, at the start and end of their daily work.

The Contractor must ensure that all equipment brought on to the premises/site, or on to site is fit for the purpose and in a good state of repair. All electrical equipment must be tested and have a current test sticker. Tools must never be left unattended, where students could have access to them.

The College reserves the right to inspect tools and equipment, and to order off the premises, any Contractor not complying with the Safety Policy and/or safe systems of work.

It is the responsibility of this College to inform the Contractor of any known hazards on the premises. It is the responsibility of the Contractor to provide Risk Assessments, Method Statements, or Safe Systems of Work, which must be adhered to in all aspects of safety.

The College may inspect all equipment and procedures before commencement of any work and at regular intervals during the period of any work.

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# PROCEDURES

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## **3. PROCEDURES**

# CONSULTATION WITH EMPLOYEES

The College acknowledges that it has a duty under the Health & Safety (Consultation with Employees) Regulations 1996 to consult employees on health and safety matters. It has chosen to fulfil this duty by direct consultation.

Employees will be provided with such information as is necessary to enable them to participate fully and effectively in the consultation. Such information will be provided by the means most appropriate to the matters and circumstances concerned. These means will include, but will not be limited to, the following:

- Conversations with individuals/Toolbox talks ;
- Staff meetings/Team briefings;
- Information displayed on notice boards;
- Ad-hoc Health & Safety Meetings

Any employee wishing to raise a matter for discussion should bring it to the attention of their Line Manager or the H&S Co-Ordinator.

# RISK ASSESSMENTS

The College acknowledges that it has a duty under the current edition of the Management of Health and Safety at Work Regulations to assess the health and safety risks associated with the activities/tasks encountered as a result of the College's activities. It recognises that the purpose of an assessment is to identify the health and safety hazards and to introduce controls to eliminate risks or to reduce them as far as is reasonably practicable.

To comply with health and safety regulations and to maintain the health and safety of employees, visitors and others, the College carries out risk assessments for all activities/tasks. The purpose of risk assessments is to identify any significant hazard and to ensure that the risk is where possible eliminated or controlled to minimise the potential of injury.

## **The College will:**

1. Maintain an up to date inventory of activities/tasks encountered as a result of the College's activities and ensure that risk assessments are carried out to cover these activities.
2. Maintain written and electronic records of risk assessments.
3. Review risk assessments every two years, or sooner if activities/tasks

The Health & Safety Coordinator is responsible for ensuring that risk assessments are carried out, recorded and reviewed, and for maintaining the activity/task Inventory and an up to date library of risk assessments.

## **For each activity the College's aim is to ensure that risk assessments:**

1. Identify all hazards.
2. Identify the employees or third parties that might be exposed to the hazards identified.
3. Identify the controls currently in place and ensure that they are adequate to maintain safety, using the College's 'hazard rating' scheme and that all associated health and safety regulations and approved codes of practice are identified and followed.
4. Where necessary introduce further controls to eliminate risks or reduce them as far as is reasonably practicable.
5. Are reviewed every two years or sooner if activities/tasks change significantly, to ensure that controls remain adequate to maintain safety.
4. Are recorded both in written and electronic format.

Line Managers/Supervisors are responsible for carrying out risk assessments and for bringing any significant findings to the attention of the persons concerned. They are also responsible for monitoring activities under their control, to ensure that all of the controls identified in the risk assessments are being followed and are sufficient.

All employees are responsible for using the controls identified in the risk assessments for tasks they carry out.

Where any employee considers that the controls identified in a risk assessment are not sufficient to reduce the risks to health and safety from the activities/tasks encountered to an acceptable level this should be brought to the attention of their Line Manager or the Health & Safety Co - Coordinator immediately.

***Further guidance on carrying out risk assessments is contained in the "Risk Assessment" file.***

# COSHH PROCEDURE

The College acknowledges that it has a duty under the current edition of the Control of Substances Hazardous to Health Regulations (COSHH) to assess the health risks associated with the substances it uses or produces, either intentionally or as by-products of its activities. It recognises that the purpose of a COSHH assessment is to identify the health hazards of substances before they are used and to introduce controls to eliminate risks or to reduce them as far as is reasonably practicable.

The College will:

1. Maintain an up to date inventory of substances used or encountered as a result of the College's activities.
2. Identify the health hazards associated with the substances listed in the inventory.
3. Identify the employees or third parties that might be exposed to the hazards identified.
4. Identify the controls currently in place.
5. Introduce further controls if required to eliminate risks or reduce them as far as is reasonably practicable.
6. Maintain written records of COSHH assessments.
7. Review COSHH assessments every two years, or sooner if substances or activities change significantly, to ensure that controls remain adequate.

The Health & Safety Coordinator is responsible for maintaining the COSHH Inventory and an up to date library of suppliers material safety data sheets (MSDS).

The Health & Safety Coordinator is responsible for carrying out COSHH assessments and for bringing any significant findings to the attention of those concerned.

Employees are responsible for using the controls identified in COSHH assessments.

Where any employee considers that the controls identified in a COSHH assessment are not sufficient to reduce the risks to health from substances encountered to an acceptable level this should be brought to the attention of their Line Manager or the Health & Safety Coordinator immediately.

Records of personal protective equipment (PPE) issued to individuals to control exposure to hazardous substances will be maintained by the Health & Safety Coordinator.

***Guidance on carrying out COSHH assessment is contained in the Risk Assessment manual.***

# PERSONAL PROTECTIVE EQUIPMENT

## PPE

Where it is not practicable to control exposure to hazards by any other means The College will provide employees with suitable PPE free of charge. The type of PPE required will be determined as part of the risk assessment process.

All employees are responsible for using PPE as directed. PPE damaged through natural wear and tear will be replaced free of charge. Equipment damaged through negligence, or lost, will be charged to the individual.

PPE is issued by Line Managers and employees may be required to sign to acknowledge receipt. All PPE remains the property of the College and must be returned on leaving.

Any employee experiencing problems using PPE should bring this to the attention of their Line Manager immediately.

Deliberate or serious breaches of health and safety rules will be considered as gross misconduct which may lead to dismissal.



# INCIDENT REPORTING PROCEDURE

## 1. **REPORTING of INJURIES, DISEASES and DANGEROUS OCCURRENCES REGULATIONS (RIDDOR)**

It is the responsibility of the College to investigate all incidents and dangerous occurrences to prevent recurrence and to report to the pertinent authority any of those incidents, dangerous occurrences which, according to RIDDOR must be reported. *(The Regulations are covered in the appendix)*

## 2. **RESPONSIBILITIES**

The Proprietor and H&S Co-Ordinator are responsible for investigating all incidents involving personal injury, incidents involving damage to property, plant, equipment, fittings/fixtures, together with all near misses.

## 3. **ACCIDENT BOOKS**

An Incident/Accident book will be kept in student's services office and it will be the responsibility of the First Aiders to ensure that these records are correctly completed. The Health & Safety Coordinator will maintain the record base.

## 4. **NOTIFICATION OF ACCIDENTS/DANGEROUS OCCURRENCES**

The Health & Safety Coordinator will be responsible for ensuring that any notifiable injuries, diseases or dangerous occurrences are reported to the Health and Safety Executive or the Accident/Incident Reporting Centre.

## 5. **ENFORCING AUTHORITIES**

**The HSE Enforcing Authority is:**

### **Birmingham**

19 Ridgeway  
9 Quinton Business Park  
Quinton  
Birmingham  
B32 1AL

It is the College's Policy that verbal communication regarding any accident is expressly forbidden. Any request for information by pertinent and relevant parties must be addressed to the Proprietor in writing, who will make the College's official response. This statement relates to both reportable and non-reportable accidents/ incidents under these Regulations.

If an accident or incident occurs and advice is required please contact the appropriate Safety Advisor for advice at the earliest opportunity. All accidents and incidents must be reported to your Line Manager and the Health & Safety Coordinator.

***Further advice and assistance is available from Avon Safety Limited. Their emergency contact number is 07712 886851.***

## CIVIL CLAIMS

The College acknowledges that employees and others (contractors, visitors and members of the public) who may be affected by our activities have the right to make claims for compensation, where they consider that an injury is the result of negligence on our part. Such claims will be dealt with on behalf of the College by our Employers' and Public Liability insurer.

There is a 'fast track' procedure that allows for small claims to be settled quickly. This procedure requires us to forward to our insurer any letter from a solicitor, alleging negligence on our part, within 21 days of receipt, providing evidence in our defence. The insurer then has 90 days to respond to the claimant's solicitor. To enable us, and our insurer, to comply with the requirements of the 'fast track procedure' the following College procedures must be followed:

1. All incidents must be recorded, investigated and, where necessary under RIDDOR, reported to the enforcing authorities as described in the Incident Reporting Procedure.
2. When any person is injured or is involved in an incident, other than an employee the incident report form A and B must be completed.
3. Any person receiving any information or a letter from a customer or a solicitor must forward this immediately to the Proprietor
4. The Proprietor will, unless he instructs someone else to act on his behalf, forward the solicitor's letter to the College's insurer with any evidence in our defence.
5. Direct correspondence with the claimant and/or his/her solicitor is strictly forbidden, as this may prejudice our defence.
6. All correspondence relating to the claim must be forwarded to the Proprietor immediately following receipt.

It is the College's responsibility to provide evidence in its defence. Therefore, the person responsible for investigating incidents is responsible for collating an 'Evidence File' for all reportable injuries and incidents and any other accidents where a claim is possible.

Evidence may take the form of the following documents, but this is not an exhaustive list:

- Entry in the accident book.
- Statements from the injured person(s), witnesses, supervisors and first aider. These should be signed and dated and contain only statements of fact not supposition.
- Copy of the accident/incident investigation report, with any photographs and diagrams.
- Pre and post-accident risk assessments.
- A copy of any written safety instructions given to the injured person(s).
- A record of any personal protective equipment issued to the injured person(s).
- Copies of any test certificates and/or records of maintenance and inspection of any

equipment involved in the incident.

- Any disciplinary evidence relating to the occurrence.
- Copy of any correspondence from the enforcing authority relating to the incident.

No evidence may be sent to the College's insurers without the permission of the Proprietor

A claim may be brought by anyone whether or not the accident has been recorded in the accident book or whether in the case of an employee, has taken time off work as a result.

# FIRST AID

## **FIRST AIDERS**

In the event of an injury you should seek medical attention from a first aider. First aiders are listed on main notice boards along with the locations of the first aid boxes/materials:

## **FIRST AID BOXES**

Office / Reception  
Kitchen (First Aid and Burn)  
C Block  
Science labs  
Boarding Team Accommodation  
Minibus  
Student Services  
Library  
Art Block  
Sick bay  
Swimming Pool  
Sports Hall

## **HEALTH SURVEILLANCE**

The College may from time to time carry out health surveillance to ensure the health of the workforce and the efficacy of the controls in place.



# ACCIDENT INVESTIGATION PROCEDURE

The following points need to be considered when investigating an incident:

## 1. GENERAL

Reach the scene as quickly as possible and leave the scene unaltered for as long as possible.

Keep an open mind and do not become emotionally involved.

Do not form any conclusions, in the first instance listen to those persons involved in the incident/accident.

## 2. ITEMS REQUIRED

Useful/required items are a pad of paper, pen and a disposable camera and a colleague to act as a witness.

## 3. REQUIREMENTS

Observation and assimilation of the scene.

The taking of photographs, sketches, etc.

Recording of all information, including the use of the incident form.

Interviewing and taking statements from injured persons, witnesses and others. These should be signed and dated.

Writing a report stating what in your opinion happened, including conclusions as to the remedial action required.

Be aware of the Health and Safety Regulations. If in doubt about the legal position in respect of Health & Safety regulations, (contact Avon Safety 07712 886851).

### **Use your own knowledge and skills to:**

- Establish all the relevant factors as quickly as possible – particularly the causation and sequence of events leading to the accident/incident.
- Interview all who appear to be able to contribute to the investigation.
- Evaluate all the facts as to the accuracy, reliability and relevance.

## 4. CONCLUSION

Attempt to reach conclusions on the basis of the reliable/relevant evidence and commit the results of the investigation to paper in a clear and concise manner. Never automatically discount any evidence which runs counter to the mainstream facts.

When making or recommending changes, consider the system of work, training, information, instruction and supervision. Recommended action should prevent future accidents/incidents of the type so far as this is practicable.

Following the incident monitor the situation until you are satisfied that a similar incident will not occur.

## **5. THE INVESTIGATION**

A good principle to adopt when questioning Injured Person/Witnesses is to start with WHAT, WHERE, WHEN, HOW or WHO. Questions starting with WHY will only put the witness on the defensive, and may even antagonise them, and should therefore be avoided. Typical questions might be:

- WHAT happened?
- WHAT did you see?
- WHAT time was it?
- WHERE were you at the time?
- WHERE was the injured person?
- WHEN did you realise something was wrong?
- HOW did it happen?
- HOW were you involved?
- WHO else was involved?
- WHO else saw the accident/incident?
- WHO reported the accident/incident?
- HOW could it have been prevented?

The question 'WHAT HAPPENED' will often promote the fullest response and it is vital that you listened to what is said, without interrupting the witness account of the incident. If you don't understand something, wait until the witness has finished before asking them to clarify a point. You require the witness's version of the events and therefore should not disagree with any of their statement or make any judgements of their evidence.

Once you have heard and recorded their account of the incident, repeat it back to them to ensure the account is fully understood and agreed with. This also allows them to add anything they may have momentarily forgotten. Once complete, end the interview on a positive note by inviting from them suggestions as to how it may be avoided in the future.



Ideally, the first to be interviewed should be the injured person, and as soon as possible following the event. However, this will depend on the extent of their injuries, and in such circumstances they should not be pressed for a statement.

The interview techniques apply to both witnesses and injured persons, and are best carried out at the scene of the incident. This facilitates the witness to use the scene to jog their memory and to explain to you what happened.

## 6. THE ACCIDENT REPORT

The accident book should be completed and the attached College Report Form.

## 7. INVESTIGATION REPORT

The following are the main headings with sub-headings required on both the Investigation Report.

Main heading.

Date(s) of investigation.

Names and addresses of persons interviewed and similarly for their employers.

Names of persons from who statements are taken.

Circumstances:

- Brief summary.
- Injured/deceased person (name and relevant details).
- Plant, equipment, machinery, work permits or other written documents.
- Narrative and any remedial (immediate) action taken.
- Sketch(is) (if necessary).
- Photographs.
- Plans/manuals/manufacturers – suppliers data/written instructions etc.
- Details of injuries/disease/illness/first aid details/ qualifications/ name/ treatment given (if known).
- Legal requirements.

### **COURSE OF ACTION**

Preventative measures:

- Before the accident/incident.
- After the accident/incident.
- Safety Policy/policies.

Comment.

Legal conclusion.

**ACTION**

Taken.

Proposed.

Transport of injured person to hospital.

# ACCIDENT/INCIDENT - REPORT FORM A

Date recorded:            /    /

Incident/Accident:

Date of accident/incident:    /    /

Time of accident/incident:

**About you**

1. Full name:  
 .....

2. Job title:

**About your organisation**

4. Name of organisation:  
 .....

5. Address and postcode of organisation:  
 .....

**About the injured person or person involved**  
*If more than one person was injured in the same incident, please complete a separate form for each injured person*

6. Full name:  
 .....

7. Home address and postcode:  
 .....  
 .....  
 .....

8. Home phone number:  
 .....

9. Age: .....                      10. Male/Female *circle as appropriate*

11. Was the injured person: *Tick only one box*

**About the injury**

12. What was the injury? *eg. fracture, laceration...*  
 .....

13. What part of the body was injured?  
 .....

14. Did the casualty go to hospital? *NB: A telephone call must be made to the Principal for anyone*

**Where the accident/incident happened**

16. Describe in detail where the incident happened:

.....  
.....  
.....  
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.....

**About the accident/incident**

17. Describe what happened: *Give as much detail as you can. For instance the name/type of any equipment or substances involved in the events that led to the accident, the part played by any people. If it was a personal injury, give details of what the person was doing. Use a separate piece of paper if you need to.*

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**Further details or sketch if required**

# ACCIDENT/INCIDENT - REPORT FORM B

## Near Miss report Form

This form should only be used to report a near miss/unplanned event which did not result in injury or ill health.

### Part 1 Person making the report:

Date of report: .....

Name: ..... (Please print)

Contact details/Tel No: .....

Employee / Apprentice / Visitor / Contractor (please circle as applicable)

### Part 2 Where did the incident/near miss take place?

Exact Location Details: .....

.....

### Part 3 When did the incident/near miss take place?

Date: .....

Time: .....

### Part 4 What happened?

Give details: .....

.....

Immediate Action Taken: .....

.....

Have you contacted senior management to enable them to respond to a dangerous situation/defective premises or equipment/machinery.

Yes/No (please circle as applicable)

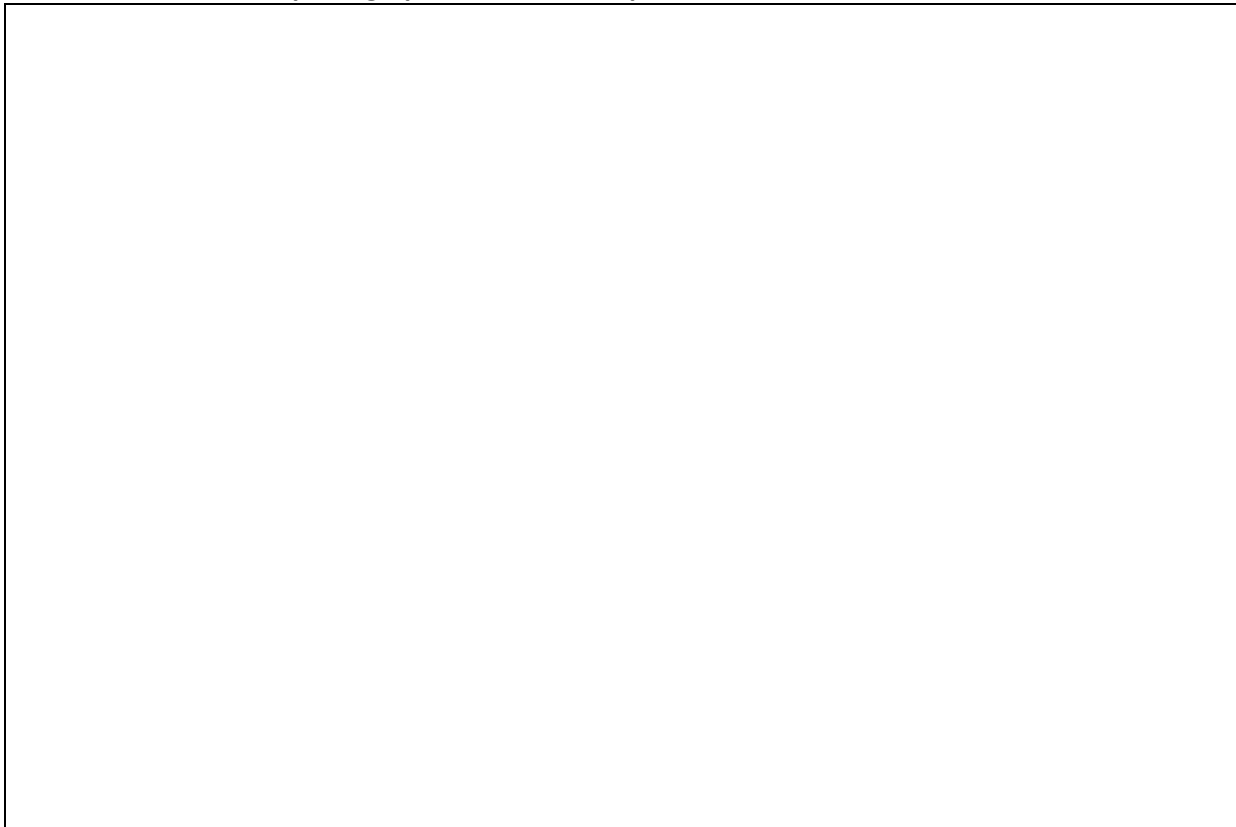
If no detail why not: .....

.....

**Part 4 Please Sign**

Signature: .....

**Part 5 Further details, photographs or sketch if required**



***Please return the completed form to the Health and Safety Co-ordinator  
as soon as possible.***

# FIRE AND EMERGENCY EVACUATION PROCEDURE

Generic advice – see individual plans for each building on share point in Fire Folder.

The person discovering the fire will sound the alarm.

2. The person discovering the fire will telephone the emergency services by dialling 999.
3. When the exchange operator answers, ask for the **FIRE SERVICE** and give the telephone number **01684 892300**.
4. When connected to the Fire Service state:

This is:                   **The Abbey College.**  
 Address:                 **The Abbey College,  
 253 Wells Road,  
 Malvern Wells,  
 Worcestershire,  
 WR14 4JF.**

Repeat the Telephone Number: **01684 892300** and that **'we have a fire'**.

5. Do not replace the receiver until this information has been correctly acknowledged.
6. If safe to do so, collect the visitors book and evacuate the building applicable by the nearest available exit and proceed to the evacuation assembly point, (in the car parking area).
7. Notify the principal or a senior person that you have called the Fire Service and hand over the visitors records or attendance lists where applicable.
8. **DO NOT re-enter the building until told to do so by a Senior Manager.**

***WALK DO NOT RUN – DO NOT STOP TO COLLECT PERSONAL BELONGINGS***

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Member of ENGLISH UK, Accredited by the British Council for the teaching of English as a Foreign Language, DfES Reg. No. 8856026



# FIRE INSPECTION & MAINTENANCE PROCEDURES

The College recognises that if the Fire Warning System and/or Fire Extinguishers were to fail the lives of employees and others could be put at risk.

## INDUCTION

During induction the College ensures that all staff are aware of the fire procedures, including how to raise the alarm.

## FIRE WARDENS

The college will train and maintain an appropriate number of Fire Wardens according to its risk assessments.

## FIRE DRILLS

Drills are conducted weekly during vacation courses, when new students are in residence, and at least termly during the academic year.

## INSPECTIONS

The College has the responsibility for inspections and tests and the College will carry out this duty as required to ensure that the warning system and equipment will function when required to. These inspections and tests include:

### DAILY

#### Nominated Persons

- Ensure all fire exits and routes are unlocked/unblocked and available for use.

### WEEKLY

#### Nominated Persons

- Check that the fire alarms are in working order
- Check that the fire doors are in working order
- Check that fire extinguishers are present, in good condition, wall mounted and not obstructed.

### MONTHLY

#### Nominated Persons

- Check that the emergency lights are in working order

### TWICE ANNUALLY

#### Nominated Persons

- Service all Fire alarms

### ANNUALLY

#### Nominated Persons

- Service all fire extinguishers & external check of emergency lights

Note any difficulties with above and inform Health & Safety Coordinator and/or Proprietor.

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The Health & Safety Coordinator will ensure that all inspections and tests are recorded, (*see Fire Risk Assessments*).

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## VISITOR POLICY

Abbey College is fortunate to occupy a rural location on the edge of a sparsely populated area. This same setting creates challenges because a fundamental feature of the school is that its campus is adjacent to open fields on at least half of its parameter. It is not possible to secure the grounds, as one might an urban school.

Our most important means of securing the safety of pupils is vigilance.

- Staff who observe strangers must either challenge them and/or report their presence to the main office, or, after normal school hours, to Student Services.
- Suspicious behaviour, with or without a visitors' badge, is a source of concern which should also be reported.

**All visitors** should initially report to the college reception, where

- Their identity will be ascertained
- They will be asked to sign in on the e reception (IPAD in reception)
- They will be given a visitor badge

Visitors will often fall into the these categories where the following will apply

### **Prospective Parents/Pupils**

- Such visitors will usually be met by the Principal and/or Admissions in the Meeting Room and then receive a guided tour around the campus – they will be accompanied at all times.

### **Parents of Current Students**

- They will be informed that they must remain with their child as long as they are on the college campus.
- Such parents may only enter their child's boarding house when accompanied by a member of staff

### **Visitors meeting Current Students**

- In the first instance, the legitimacy of such visitors should be checked. Have we been advised of the visit by the parents? If not, the parents should be contacted.
- ID should be requested to ascertain the identity of the visitor

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- In normal circumstances the visitor should meet with the student in the Meeting Room or similar area, and would not be expected to be given access to the college campus unaccompanied.

### **College Alumni**

- Alumni are expected to request permission in writing from the Principal or Vice Principal before visiting the college.
- Depending on the length of time that has elapsed since they were a student at the college, they will be given instructions on the restrictions on where they may go on the college campus e.g. it is unacceptable to enter boarding houses unaccompanied.

### **Visitors Meeting any Staff Member for Business Reasons**

- These visitors will be met in reception and will be shown to the Meeting Room. If the meeting takes place here, a visitors badge will not be required.
- If the meeting involves leaving the Meeting Room the visitor will be asked to wear a badge and will be continually accompanied.

### **Visiting Sports Teams**

- The member of staff accompanying the team should sign the visitors' book on behalf of the team. If it is a single person the team member should sign their name in the visitors' book
- The team will not require a visitor badge(s) as they will be continually accompanied
- It is not acceptable for visiting teams to be in the boarding bedrooms unsupervised. If school age visiting teams use college or house changing accommodation the college must provide adequate staff supervision

### **Visitors using College Facilities**

- A risk assessment must be completed in advance and submitted to the Matron for approval

### **Visitors Meeting any Staff Member for Personal Reasons**

- A visitor badge is not required as long as the visitor will be continually accompanied
- If a visitor is staying overnight, permission must be sought from the Principal in writing and the guest must be supervised at any time outside of the staff accommodation

**If in any doubt on how a visitor should be assessed, please refer to the Principal, Bursar, Welfare Manager or Proprietor.**

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# DISPLAY SCREEN EQUIPMENT (DSE) PROCEDURE

The College acknowledges that it has a duty under the current edition of the Display Screen Equipment Regulations and the Management of Health and Safety at Work Regulations to assess the health and safety risks of employees associated with the activities/tasks encountered as a result of working with computer workstations. This duty extends to the provision of information, equipment, the necessary guidance and training. It recognises that the purpose of an assessment is to identify the health and safety hazards and to introduce controls to eliminate risks or to reduce them as far as is reasonably practicable.

## The College will:

1. Identify all DSE 'Users' and the associated workstations that could be used by a 'User' and ensure that risk assessments are carried out to cover these activities.
2. Maintain written and electronic records of risk assessments.
3. Review risk assessments every two years, or sooner if activities, tasks, equipment or regulation change.

The Line Managers are responsible for ensuring that risk assessments are carried out, recorded and reviewed, and the Office Administrator/Health & Safety Coordinator are responsible for maintaining an up to date library of the DSE risk assessments.

## For each DSE workstation the College's aim is to ensure that risk assessments:

1. Identify all hazards.
2. Identify the employees that might be exposed to the hazards identified.
3. Identify the controls currently in place and ensure that they are adequate to maintain the health and safety of the user, and that all associated health and safety regulations and approved codes of practice are identified and followed.
4. Where necessary introduce further controls to eliminate risks or reduce them as far as is reasonably practicable.
4. Line Managers are responsible for carrying out risk assessments and for bringing any significant findings to the attention of the persons concerned. They are also responsible for monitoring activities under their control, to ensure that all of the controls identified in the risk assessments are being followed and are sufficient.

All employees are responsible for using the controls identified in the DSE risk assessments for the tasks they carry out.

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Where any employee considers that the controls identified in a risk assessment are not sufficient to reduce the risks to health and safety from the activities/tasks encountered to an acceptable level this should be brought to the attention of their Line Manager or the Health & Safety Coordinator immediately.

***Further guidance on carrying out DSE risk assessments is contained in the “Risk Assessment” file.***

### **Procedures for Dealing with Health and Safety Issues**

Where an employee raises a matter related to health and safety in the use of DSE, the College will:

- (a) take all necessary steps to investigate the circumstances
- (b) take corrective measures where appropriate
- (c) advise the employee of actions taken.

Where a problem arises in the use of DSE, the employee must adopt the following procedures:

- inform a responsible person immediately
- in the case of an adverse health condition advise his or her own general practitioner.

### **Information and Training**

The College will give sufficient information, instruction and training as is necessary to ensure the health and safety of workers who use DSE. This provision also applies to persons not in direct employment, such as temporary staff and contractors.

Line Managers who are responsible for users of display screen equipment will also be given appropriate training.

### **Eye and eyesight tests**

#### **Pre-employment**

The College will arrange on request for an eye and eyesight test to be carried out as part of a pre-employment health examination where applicable.

Where the results indicate that corrective lenses ‘glasses’ are required specifically for DSE work, and upon confirmation of employment in a position which requires the use of such equipment, the College will arrange for the supply of glasses.

#### **Job changes**

Employees who transfer to a job involving the use of DSE will be offered an eye and eyesight test. This entitlement also applies where use of DSE has become a significant part of the work for an employee not previously considered as a regular user.

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**Regular eye and eyesight tests**

Employees are entitled to an eye and eyesight test at intervals recommended by the person who carried out the previous test. All tests are specifically for users of DSE and must be arranged through the College.

**Visual discomfort**

Where an employee experiences visual difficulties and has reason to believe that these may be caused by work with DSE, the College will offer an eye and eyesight test.

**Costs of testing**

The costs of eye and eyesight tests will be met by the College, provided that testing has been arranged through the College. Where an employee obtains a test independently and without the knowledge of the College, even if the test is specifically related to display screen use, the College shall not be responsible for the costs incurred.

**Supply of glasses**

Where glasses are found necessary, specifically for the use of DSE, the College will pay the full cost of the corrective lens plus the cost of a basic pair of frames. Employees preferring enhanced frames will pay any balance of cost themselves. Evidence of purchase must be produced.

**Care and replacement of glasses**

The employee is personally responsible for the safekeeping of glasses. It is an offence to interfere with, or misuse, anything provided in the interest of health and safety.

Employees are expected to show the same degree of care for glasses as for any other item of College property. Anybody failing to observe this requirement may be subject to disciplinary procedures.

Where there is a change in an employee's visual defect and this results in a change to prescription requirements, the College will bear the cost of replacement subject to the procedures outlined above.

**Rest breaks**

The purpose of a break from DSE work is to prevent the onset of fatigue. To achieve this objective, the College will seek to incorporate changes of activity into the working day.

There is no prescribed frequency or duration of breaks from DSE work. Where possible, users will be given the discretion to decide the timing and extent of off-screen tasks. Any employee who believes that his or her DSE workload does not permit adequate breaks should bring this to the attention of management.

Users of DSE are encouraged, and will be expected, to take the opportunities for breaks.

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**Radiation and pregnancy**

Employees using DSE are not at risk from radiation. Scientific research has concluded that such concerns are unjustified. No adverse health effects have been found to arise from the use of DSE. Thus, there is no reason for a person who is pregnant, or is seeking to become pregnant, to avoid working with such equipment.

The College acknowledges that some employees may not be fully convinced by these assurances. It is recognised that, where an employee has a genuine concern, this can contribute to stress and ill health. The Policy is therefore that any pregnant employee may request a temporary transfer or a reduction in the volume of DSE work that she undertakes. Although no guarantee can be given, such requests will receive full and proper consideration and will be granted where this can be achieved without disruption of the College's operations.

**Assessment of the workstation**

DSE users will be invited to assist the College in providing a comfortable and safe working environment.

**Training**

All employees who use DSE will be given training to enable them to work without risk to health. Training will also cover the provisions of this Policy.

**SAFE SYSTEM OF WORK**

Badly adjusted furniture or equipment can result in discomfort and can even lead to disability in extreme circumstances. Poor work design can cause or aggravate these conditions. Unnecessary discomfort can be avoided by adopting the following simple precautions:

- make sure that all your furniture and equipment is functioning correctly.
- adjust furniture and equipment so that you are comfortable when working.
- take the opportunity to vary activities, breaking up long periods of DSE work.
- use your entitlement to eye and eyesight tests.
- report symptoms of discomfort or ill health as soon as you are aware of them.
- inform your employer of your training needs.
- do not tamper with electrical equipment — ask for assistance.

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# MANUAL HANDLING (MH) PROCEDURE

The College acknowledges that it has a duty under the current edition of the Manual Handling Operations Regulations and the Management of Health and Safety at Work Regulations to assess the health and safety risks of employees associated with the activities/tasks encountered as a result of manual handling operations. This duty extends to the provision of information, equipment, the necessary guidance and training. It recognises that the purpose of an assessment is to identify the health and safety hazards and to introduce controls to eliminate risks or to reduce them as far as is reasonably practicable.

## The College will:

1. Identify all activities that involve manual handling and any persons that may be put at risk and ensure that risk assessments are carried out to cover these activities.
2. Maintain written and electronic records of risk assessments.
3. Review risk assessments every two years, or sooner if activities, tasks, equipment or the regulations change.

The Line Managers are responsible for ensuring that risk assessments are carried out, recorded and reviewed, and the Health & Safety Coordinator is responsible for maintaining an up to date library of the MH risk assessments.

## Assessment of risk

An assessment of manual handling activities will be carried out by competent persons. Risks which are identified will be reduced to the lowest level reasonably practicable. The following factors will be considered during the assessment.

## The task

Bending and stooping to lift a load significantly increases the risk of back injury. Items should ideally be lifted from no lower than knee height to no higher than shoulder height. Outside this range, lifting capacity is reduced and the risk of injury is increased. Where items are required to be lifted from above shoulder height, a stand or suitable means of access should be used. Items which are pushed or pulled should be as near to waist level as possible. Pushing is preferable particularly where the back can rest against a fixed object to give leverage.

Carrying distances should be minimised, especially if the task is regularly repeated. Repetitive tasks should be avoided wherever possible. Tasks which involve lifting and carrying should be designed in such a way as to allow for sufficient rest breaks to avoid fatigue. Avoid tasks which require twisting the body wherever possible.

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**The load**

The load should be kept as near as possible to the body trunk to reduce strain and should not be of such size as to obscure vision. An indication of the weight of the load and the centre of gravity should be provided where appropriate.

Unstable loads should be handled with particular caution. The change in centre of gravity is likely to result in overbalancing. Ensure that there is a secure handhold, using gloves where necessary to protect against sharp edges or splinters.

**The individual**

Consideration must be given to age, body weight and physical fitness. Regard must be given to personal limitation; employees must not attempt to handle loads that are beyond their individual capability. Assistance must be sought where this is necessary.

Persons with genuine physical or clinical reasons for avoiding lifting should be made allowance for, as should pregnant women, who should not be required to undertake hazardous lifting or carrying tasks.

Sufficient knowledge and understanding of the work is an important factor in reducing the risk of injury. Individuals undertaking lifting or carrying will be given suitable instruction, training and information to undertake the task with minimum risk.

**The working environment**

There must be adequate space to enable the activity to be conducted in safety and the transportation route must be free from obstruction. Lighting, heating and weather conditions must be taken into account. Floors and other working surfaces must be in a safe condition, and adequate ventilation is required, particularly where there is no natural ventilation.

**Other factors**

Use of personal protective equipment may be necessary whilst carrying out manual handling activities. If the use of PPE restricts safe and easy movement, this should be reported. Constant interruptions from other workers must be avoided, as this can reduce the concentration of an individual.

**Duties of Line Managers and Supervisors**

Line Managers or supervisors must ensure that:

- (a) manual handling assessments are carried out where relevant and records are kept
- (b) employees are properly supervised
- (c) adequate information and training is provided to persons carrying out manual handling activities
- (d) any injuries or incidents relating to manual handling are investigated, with remedial action taken
- (e) employees adhere to safe systems of work
- (f) safety arrangements for manual handling operations are regularly monitored and reviewed

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- (g) employees undertaking manual handling activities are suitably screened for reasons of health and safety, before undertaking the work
- (h) special arrangements are made, where necessary, for individuals with health conditions which could be adversely affected by manual handling operations.

### **Duties of Employees**

Employees must ensure that:

- (a) they report to management (in confidence) any personal conditions which may be detrimentally affected by the manual handling activity
- (b) they comply with instruction and training which is provided in safe manual handling activities
- (c) their own health and safety is not put at risk when carrying out manual handling activities
- (d) they use equipment which has been provided to minimise manual handling activities
- (e) any problems relating to the activity are reported to a responsible person.

### **Information and Training**

Suitable information and training will be provided to persons who are required to carry out manual handling activities. Training needs will be identified and reviewed by a responsible person. Refresher training will also be given at reasonable intervals.

Employees will be informed of approximate weights of loads that are handled and objects which have eccentric weight distribution.

### **Safe System of Work**

Poor lifting and carrying techniques can result in discomfort and increase the risk of injury. In extreme circumstances, these injuries can have permanent effects. These risks can be reduced by adopting the following simple precautions.

- Ensure that formalised systems of work which have been designed for the work activity are complied with.
- Make full and proper use of aids to lifting and carrying, such as trolleys, chutes and access equipment.
- Store heavy items between shoulder and hip height. Where possible only store small, light items above shoulder or below knee height.
- Use the legs and knees to bend and lift — do not stoop or bend the back.
- Avoid tasks which require stretching or twisting.
- Ensure that regular rest breaks are taken where manual handling activities are repetitive or to prevent the onset of fatigue.
- Ensure that there are no sharp, hot or cold edges which could cause injury.
- Ensure that walkways are free from obstructions.
- Make full and proper use of personal protective equipment.
- Report any problems or concerns associated with manual handling operations to a responsible person without delay.

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# PROCEDURE FOR PREVENTION OF WORKPLACE VIOLENCE (EMPLOYEES)

The College recognises that it has a responsibility for the health and safety of its employees under the Health and Safety at Work Etc. Act 1974, and more specifically the current edition of the Management of Health and Safety at Work Regulations. The College accepts that this responsibility extends to any actual or implied threat of violence to employees is wholly unacceptable and will make every effort to eliminate or reduce to an acceptable level the risks of violence.

## 1. PREVENTION AND AVOIDANCE OF VIOLENCE

All employees should read and note the following advice in order that the possibility of violence towards them might be reduced and the effects of any violent incidents minimised.

The advice is not meant to be an exhaustive list of "do's and don'ts" since your response to awkward situations can vary enormously depending upon the circumstances of the particular occurrence. It is essential therefore, that you use your common sense and judgement to avoid such difficulties occurring.

### 1.1 Prevention of Acts of Violence

Employees should:

- Be perceptive and try to read situations;
- Avoid argumentative situations developing;
- Exercise care in what you say – try to be polite and objective – speak calmly, slowly, quietly and firmly;
- Offer alternatives; agree to talk at a later date, if appropriate leave the scene;

Make sure the person has suitable space, as people can feel threatened if you stand too close to them

### 1.2 Do Not Be Proactive

- Try to ignore all provocation, since responding to it may lead to violence;
- If the person becomes aggressive, make sure that he or she can back down without losing face;
- Managerially, attempts should be made to ensure:
  - Good communication between Management, employees and between employees and "others";
  - At all times YOUR personal safety is paramount - When in doubt – move away. Sometimes, leaving a situation is the appropriate professional response.

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### 1.3 When Violence Occurs

However good you are as an employee, whatever precautions you take, whatever procedures are established in your Management Structure, the possibility of violence, assault or threatening behaviour, cannot be totally eliminated. Therefore when violence occurs:-

- If you are in a room or near an alarm, raise the alarm;
- If the person is armed - carrying some sort of weapon (an ordinary table fork for instance is a weapon) wherever possible, do not attempt to disarm the person and avoid grappling with the person. Withdraw if you can.
- If you are attacked, try to break away and try to get furniture or equipment between yourself and the person. If escape is not possible, try to calm the person down by talking, but if you can get away, then RUN.
- If a person is actually damaging property, he or she should be left and you should try to move away from the situation.
- If, after a warning, the person continues to exhibit violent behaviour, contact your supervisor with a view to calling the police.
- Personal safety is always more important than property.

## 2. ACTION TO BE TAKEN IN THE EVENT OF VIOLENCE

2.1 If violence occurs in spite of all efforts to prevent it, then some measures must be taken to contain the incident. Assistance should be sought as soon as possible. This may include calling the Police.

2.2 Whilst accepting the overriding principle that people are more important than property, consideration must be given to the extent of the damage that should be allowed to take place before it becomes a danger not only to the person causing the damage, but to others.

2.3 If an employee is attacked, they should try to break away. However, they should endeavour not to put anyone else at risk by doing so. They should, if possible, avoid grappling single-handedly with anyone but should wait until assistance arrives.

When lone employees find themselves faced with a violent situation, they should not attempt physical intervention on their own unless it is essential for their own protection. They are advised that they should attempt to withdraw from a violent or potentially violent situation.

## 3. RECORDING VIOLENCE - THE PRINCIPLE

3.1 Recording and distributing information is essential in dealing with violent incidents. The importance of maintaining such records has been emphasised by numerous reports. Guidelines issued by the Health and Safety Executive in its document

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"Violence of Staff" state:

"Once it has been established that there is some problem of violence, it is necessary to initiate a formal reporting system. Without information about incidents of violence it is not possible to develop a methodical analysis, nor is it likely that effective strategies for prevention will be found".

3.2 The information should be used to identify situations when violence is likely to occur and to identify people likely to be violent or with a known history of violent behaviour.

3.3 The identification of people as potentially violent and holding such information on records is open to question. There is concern over the interpretation of "violence", e.g. a fear that someone who is NOT of a violent disposition may be described as such if they react angrily to a situation which may have been badly handled by an employee.

#### 4. **PROCEDURE TO BE INITIATED FOLLOWING AN ACT OF VIOLENCE**

There are three main aspects of post-violent procedure:

- CARE of assaulted employee.
- RECORDING for employee and Health and Safety records.
- RECORDING of incident.

##### 4.1 **Care of Employees**

- Medical treatment must be obtained whenever necessary. When an employee needs to attend hospital they must be accompanied.
- If an employee has to take sick leave, then regular contact should be maintained and support offered throughout the period of absence.

##### 4.2 **Recording – Employee and Health and Safety Records**

- Where death or any notifiable major injury to any employee occurs, the responsible person must immediately notify the proper Authority, and report to them in writing within 10 days. All such accidents must also be reported immediately.
- An Accident Report form must be completed as soon as possible.

##### 4.3 **Recording of Incident**

- In addition, an Incident Report Form (Appendix 1) must be completed as soon as possible.
- A full written report on the violent incident must be completed where possible by the employee involved, any witnesses, and by the person in charge at the time. All statements should be signed off and dated.

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- Copies of the Accident Report Form, the Incident Report Form and the Incident Investigation Report will be placed on the employee's personal file.
- A record and analysis of all violent incidents will be maintained and reported annually.

## 5. REPORTS TO THE POLICE

5.1 It is recommended that all acts of violence to staff which results in physical injury should be reported to the police.

5.2 It is acknowledged that there might well be circumstances in which an injured employee does not wish to press charges or make a statement against another person.

## 6. CONCLUSION

In an attempt to minimise the possible exposure to violence, Management will ensure that research into activities and jobs where violence may occur will take place. This data will be analysed to ensure that resources are directed to where they are most needed. A formal system for reporting and recording incidents where violence occurs will be established (Appendix 1). Employees will be positively encouraged to report any such incidents. The information gathered will be analysed and possible preventative strategies developed in an attempt to counteract any possible re-occurrences, this may include: revised work practices; employee training; additional security etc.

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## Appendix 1

**INCIDENT REPORT FORM**

Date of incident	Location	Time
Name	Address	
Position		
What were you doing at the time of the incident?		
<b>DETAILS OF ASSAILANT(S) (IF KNOWN)</b>		
Name(s)	Name(s)	
Address(es)	Address(es)	
Age	Age	
Male/Female	Male/Female	
Other Details	Other Details	
<b>WHAT HAPPENED? (Give an account of the incident, including relevant events leading to incident)</b>		
<b>OUTCOME (Injury? Verbal Abuse? Anti-Social behaviour? Damage to person/other property?)</b>		
Time lost		
Legal Action		
Police Informed?		
<b>DETAILS OF INCIDENT (Provide sketch if possible)</b>		
SIGNED .....		
DATE .....		

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# PROCEDURE FOR LIMITING INFECTION - OUTDOOR ACTIVITIES

## 1. AIDS

1.1 Aids (acquired immune deficiency syndrome) can occur in individuals following infection by a virus known as human immunodeficiency virus (HIV). As a result of this infection the body's normal defences against illness may break down. Where this happens an individual is open to infections which otherwise would not have occurred. Not all individuals who become infected with the virus will necessary develop aids.

1.2 Normal social and work contact with an infected person is safe for both employees and others. Infection is not spread through the air or by touch, nor is there any danger from handling objects that have been used by an infected person, or from sharing an office or washroom.

There is a risk where there is direct contact with blood or other bodily fluids of infected individuals particularly where the blood or bodily fluids can enter through an open wound.

## 2. HEPATITIS B

2.1 Hepatitis B is a liver disease caused by the Hepatitis B Virus (HBV) it can affect people in different ways ranging from no apparent symptoms, flu like symptoms or nausea to severe liver damage.

2.2 In the workplace anyone who comes into direct contact with the blood or other bodily fluids of an infected person is at risk.

## 3. HBV AND HIV IN CONTEXT

3.1 HBV is a many times more infectious than HIV.

3.2 HBV can survive for up to seven days at room temperature in the air or on surfaces e.g. tables, chairs. HIV cannot survive in air.

3.3 There is a vaccine to prevent infection from HBV, there is no vaccine to prevent infection from HIV.

## 4. TRANSMISSION

HBV and HIV cannot be transmitted from one person to another unless the virus enters the blood stream of the host from infected blood or bodily fluids. This can occur in a number of ways:-

4.1 Accidental injection of blood or other bodily fluids.

4.2 Splashes of blood or other bodily fluids into the eyes or other mucous membranes.

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4.3 Splashes of blood or other bodily fluids into cuts, open sores or abrasions.

## 5. PRECAUTIONS

The control of infection from blood borne viruses requires a sensible approach in taking appropriate action to protect all employees at risk by providing safe systems of work and training. It is likely that most workers will come into contact with blood or other bodily fluids either when collecting disposed sharps or as a result of an accident. However adopting a common sense approach should provide protection from any possible infections. The following precautions must be adhered to by all employees:-

- 5.1 Cover all cuts, sores, chapped skin or other open wounds with a waterproof dressing.
- 5.2 When collecting sharps always use anti syringe gloves (to EN388), used in accordance with the manufacturer's instructions.
- 5.3 Safety boots must always be worn on site.
- 5.4 Always use litter tongs to pick up litter and sharps if practicable.
- 5.5 Place discarded sharps in a yellow sharps box. When three quarters full, this must be disposed of as contaminated waste by a licensed waste carrier.
- 5.6 Do not use teeth when putting on/removing gloves.
- 5.7 Wear disposable sterile surgical gloves when administering First Aid.
- 5.8 Pull off sterile gloves so that they are inside out.
- 5.9 Hands must be washed with soap before and after applying dressings.
- 5.10 Hands and other parts of the body must be washed immediately with soap and water after contact with blood, other bodily fluids and after removing gloves.
- 5.11 If contact is made with blood or other bodily fluids, these may be cleaned up by using absorbent materials and a solution of one part bleach to ten parts water.
- 5.12 When handling needles and other sharp equipment great care must be taken to avoid accidentally cutting or piercing the skin. Used needles must be placed immediately into a sharps container and disposed of by incineration.
- 5.13 If accidental needle stick occurs, apply First Aid, place the sharp in a container which cannot be pierced and marked clearly, "contaminated sharps in transit" and follow the under noted procedure.

### Action Required If An Incident Occurs

- 5.14 If 'needlestick', cuts or open wounds come into contact with potentially contaminated

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sharps, encourage bleeding.

- 5.15 Wash the affected area thoroughly with soap and water.
- 5.16 If available, treat with alcohol either 'mediswabs' or 'hibisol' handwash or similar.
- 5.17 If the mucous membrane or eyes are affected, wash the affected area with copious quantities of running water.
- 5.18 Attend the nearest Hospital Accident and Emergency Department immediately taking the sharp in the container with you.
- 5.19 Advise the following information:
- the date, time and location of the incident
  - a description of the incident.
- 5.20 As soon as possible report the incident to a first aider.
- 5.21 Ensure an entry in the accident book is completed.
- 5.22 The Line Manager will, if appropriate undertake an accident investigation.

## 6. **Vaccination**

Active protection against Hepatitis B can be provided by a course of three injections that are normally spaced over a six month period that provide protection by stimulating the body to produce its own antibodies giving long term protection provided that booster injections are carried out at least every five years. In cases where rapid protection is required that time scale for the injections is altered so that the initial injection is followed by further injections at one and two months after the first with a booster at twelve months.

Such treatment may be considered for employees identified as being particularly at risk, however it must be remembered that vaccinations do not take the place of good infection control policies and practices.

## 7. **Conclusions**

In order to comply with legislation and to prevent the spread of infection the following five principles have been identified:-

### 8.1 **Risk Assessments**

Suitable assessments to be carried out in order to identify those individuals at risk.

### 8.2 **Provide Safe Systems of Work**

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From the risk assessments, put into place such controls as are necessary to eliminate or reduce the risks to an acceptable level i.e. provide instruction, training, and supervision.

### 8.3 **Isolate Potentially Infected Material**

All potentially infected material must be identified and handled properly including the safe disposal and incineration of all clinical waste, syringes and needles.

### 8.4 **Protect the Individual**

Personal Protective Equipment and clothing including gloves and boots are important in safeguarding those at risk and must be worn at all times. Any defects, loss or damage must be reported immediately.

### 8.5 **Monitoring Compliance**

Any written Policy is only as good as the level of compliance by employees and it is up to management to ensure that the precautions outlined in this Policy are put into practice by all those at risk and to this effect Proprietor will be responsible for ensuring its compliance.

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# CODE OF PRACTICE FOR CONTRACTORS AND SUB CONTRACTORS

## 1. INTRODUCTION

In order to minimise the risk of accident on and/or to property, or persons this organisation requires that:

- a. Before any Contractor or Sub Contractor is allowed to carry out work on and/or to our property, the Contractor or Sub Contractor must understand their statutory duties applicable to the work they have agreed to carry out.
- b. The Contractor must understand his Common Law duties to his employees, to ourselves and our employees, and any other person who may be affected by a breach of such duties.
- c. Our Health and Safety rules must be observed by Contractors, Sub Contractors and their employees.
- d. Before commencement of certain work, a Risk Assessment must be undertaken and a Method Statement may be submitted in order to satisfy the requirements of the Health & Safety at Work Act 1974, sections 2 and 3 and the current edition of the Management of Health and Safety at Work Regulations.
- e. Strict restrictions are placed on the movements of all Contractors and Sub Contractors and the locations they can work. Contractors and Sub Contractors will usually only be permitted to work outside when students are in residence, and will be supervised as appropriate.

To assure ourselves that the Contractors and/or Sub Contractors understand their obligations, we ask them to read this Code of Practice and sign and return to the nominated person. This Code of Practice shall be incorporated into, and form part of the contract between ourselves and the Contractor.

The Contractor/Sub Contractor will also provide details, of his/their College Safety Policy (where applicable), Safety Training and Safe Working Procedures.

### Categories of Contractors

College Contractors usually fall into one of four categories, as follows

#### Enhanced Contractors

When an individual works on the college campus most days of the week, for an extended period of time, but is not directly employed by the college through PAYE.

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The college requires the following

- Barred Check
- DBS
- ID Documents
- Evidence of right to work in UK
- Two satisfactory references
- Qualifications where appropriate
- Insurance

Enhanced Contractors have access to all areas of the college campus and do not require regular supervision or monitoring.

### Regular Contractors

When an individual works on the college campus most days of the week for an extended period of time, but is employed by another organisation. The college requires that the employer confirms in writing that the following checks have been conducted

- Barred check
- DBS
- ID Documents
- Evidence of right to work in UK
- 1 satisfactory reference
- Qualifications where appropriate

Regular Contractors have access to specific areas of the college related to their work. They do not have access to boarding houses.

### Occasional Contractors

When an individual occasionally works on the college campus or works around our students (nearly always self-employed or employed by somebody else). The college requires that the employer confirms in writing that the following checks have been conducted

- Barred check
- DBS
- ID Documents
- Evidence of right to work in UK
- Qualifications where required

Occasional Contractors have access to specific areas of the college related to their work. They do not have access to boarding houses unless accompanied

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by a member of staff. They are monitored when working on the college campus

### Ad hoc Contractors

When individuals infrequently work on the college campus on an ad hoc basis. The college requires

- ID Documents
- Barred Check

Ad Hoc contractors are always supervised by college staff

### **All Contractors working on the college campus must sign in and out**

## **2. INSURANCE**

- (a) The Contractor shall indemnify the organisation against and from any claim, damage loss or expense in respect of personal injury, damage to property or any loss (whether caused by negligence or not) which may arise out of or is connected with or in consequence of the carrying out, completion or maintenance of the work or which may arise from a breach by the Contractor/Sub Contractor or their servants or agents (whether or not in the course of their employment of any of the provisions of this Code of Practice). Provided nothing herein shall impose any liability upon the Contractor for negligence on the part of the organisation or its servants or agents.
- (b) The Contractor shall be liable for loss and/or damage to the site (which shall include work executed and all material intended for, delivered to and placed on or near to the site) from any cause whatsoever.
- (c) The Contractor shall insure his liabilities under clauses (a) and (b) above by the provision of:

### **Employers Liability Insurance**

Public Liability (Third Party) Insurance for a minimum of £5 million Contract Works or Contractors (All Risks) Insurance for the full value of the Contract works and such insurance's shall include an indemnity from the Insurer to this organisation.

- (d) In connection with clause (c) above, we may request details of such Insurances.

## **3. BEFORE COMMENCEMENT OF WORK.**

Permission must be obtained prior to commencement of work. The organisation must be notified before delivery of any material commences in order that storage facilities can be arranged.

You are reminded that you are responsible for complying with the relevant legislation including the Construction Regulations. You are also reminded that you will be

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responsible for providing the following information and items for your employees where applicable:

- First aid kits and certificated first aiders
- Washing and sanitary facilities
- Staffroom and meal accommodation.
- College fire evacuation procedures
- Clear instruction of restrictions on their movement within the college

**NB.** Should the works to be carried out fall within the requirements of the current edition of the Construction (Design and Management) Regulations then more specific rules and guidance will be issued prior to any commencement of the works.

#### **4. EMPLOYEE/STUDENT/VISITOR SAFETY**

You are advised that where possible work areas should be properly cordoned off and suitable warning notices displayed.

#### **5. TRAINING**

You will be required to make your employees available for any training which the organisation feels is necessary in order for your employees and sub-contractors to perform their duties in safety.

#### **6. COMMON LAW OBLIGATIONS**

The Contractor and his Sub Contractor must take reasonable care to ensure their employees are safe, in and about their work and secondly that all other persons who may be affected by the work or the carrying out thereof are safe. This means, for example, that they must provide safe means of access/egress, working places and systems of working, competent operatives, adequate supervision and adequate plant and appliances in good order and safe condition.

#### **7. STATUTORY OBLIGATIONS**

It is the duty of the Contractor to fully understand all statutory instruments, orders and regulations relating to the work he or his Sub Contractor is engaged upon.

You should be aware of the terms and regulations under the Health and Safety at Work etc. Act 1974 and attention is drawn to other legislation in certain sections of this Code. It must not however, be assumed that all relevant legislation is mentioned herein.

In addition you have a duty to inform and train this organisation (and any other Sub Contractors employees) on any specific hazards they are likely to encounter because of your operations. In the case of occupied premises the Contractor will regularly discuss with the organisation's nominated person any safety aspects.

#### **8. REPORTING OF ACCIDENTS AND DANGEROUS OCCURRENCES**

The organisation may investigate accidents that occur on its site and expect the co-operation of the Contractor and his employees in ascertaining the true cause in an

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effort to prevent a similar accident. All accidents must, therefore, be reported. In this instance an accident means any injury to personnel, damage to property, plant or equipment or any event which may have led to such an occurrence.

#### **9. PERSONAL PROTECTIVE EQUIPMENT**

The Contractor is reminded that he has a duty under the Health and Safety at Work etc. Act 1974 to provide safe systems of work for his employees. To this end the Contractor shall comply with all relevant statutory provisions and codes of practice in providing employees with all necessary personal protective equipment.

#### **10. SECURITY MOVEMENT WITHIN THE SITE**

The organisation reserves the right to take all appropriate security precautions to protect its own interests and especially reserve the right to stop and search all Contractors employees, vehicles, etc. should it deem this necessary.

Contractors will NOT go into any part of the premises except as may be necessary for the purpose of carrying out their work, which will be by prior agreement. Many areas of work may require contractors to be accompanied by college staff.

#### **11. VEHICLE MOVEMENT**

All Contractors vehicles are required to comply with any traffic restrictions imposed within the boundary of the property and in location where those speed limits are not specified, then.

- a. Contractors vehicles must not exceed 5 m.p.h. on the premises and during events must obtain the permission of the Principal and drive only at walking pace.
- b. The contractor shall ensure that all loads are properly secured before movement takes place.
- c. Reversing of large vehicles, particularly within buildings, is prohibited unless the driver is assisted by a guide whilst so doing.

#### **12. USE OF SERVICES**

In no circumstances may a connection be made to any service without permission having first been obtained. All work involving electrical installation, tools or equipment must be carried out strictly in accordance with the current 17<sup>th</sup> Edition of the I.E.E. Regulations.

#### **13. ASBESTOS**

No work will be carried out involving asbestos without the written permission of the organisation's nominated person. Work with asbestos must be carried out in accordance with the asbestos regulations and codes of practice.

#### **14. EXCAVATIONS**

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- a. Before excavation is commenced the Contractor shall ascertain the existence and route of any electric cables, drains, gas and water mains likely to be affected by the work.
- b. Excavations or openings, when left unattended, and at other times when necessary for the safety of persons in the vicinity, shall be securely fenced or otherwise adequately protected by the Contractor. All external excavations and obstructions shall be marked by an adequate number of warning lamps from one hour before sunset until one hour after sunrise.
- c. Shoring shall be carried out as laid down in the current edition of the Construction (Health, Safety and Welfare) Regulations.
- d. In the interest of general safety, during any excavation work the surrounding areas shall be maintained in tidy condition and loose material of any kind shall be kept clear of gangways and working spaces and not allowed to be an obstruction.
- e. All waste, earth, debris, mud etc. from excavations shall be removed by the Contractor who will ensure that floors and gangways are kept in a state which complies with statutory requirements.

#### **15. DRAINS. SEWERS AND UNDERGROUND PIPEWORK**

The Contractor shall establish the location of all such items which may be affected by the work and take adequate precautions to prevent damage caused by the weight or movement of Contractors plant, and blockages caused by new or waste materials.

#### **16. OVERHEAD WORK**

No work shall be carried out in any building until effective precautions have been taken to ensure the safety of persons below to the satisfaction of the organisation. Where necessary barriers will be erected or parts of the premises closed.

#### **17. ROOFS – WORK AT HEIGHT**

- a. Work at height permits and permission to work at height must be obtained from the nominated person prior to work commencing. Contractors' employees are not allowed on any roof without permission.
- b. Prominent notices warning of overhead work must be erected where appropriate, and the area fenced off in circumstances where considered necessary.
- c. Crawling boards must be used and adequate precautions must be taken to prevent employees falling from the roof.
- d. Contractors shall ensure that precautions are taken to prevent damage to the roof.
- e. Valleys, gutters, down pipes etc. must be kept free from obstruction and all rubbish or waste material removed from the roof

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- f. Any door leading on to the roof may be required as an escape route in the event of fire and shall not be obstructed.

## 18. LADDERS AND SCAFFOLDING

- a. The Contractor shall ensure that all ladders and access equipment are used in a safe condition and are used in accordance with accepted safe practice and relevant legislation.
- b. The erection of scaffolding must be carried out by qualified scaffolders and must comply at all times with statutory provisions including those relating to periodic inspection.

## 19. CRANES, HOISTS AND LIFTING TACKLE

Where the Contractor provides his own equipment (whether owned or hired) then the relevant inspection certificate must be available at the site. The Contractor shall comply with all the relevant statutory provisions.

## 20. DEMOLITION WORK

In every case the method of work and any safety precautions to be observed shall be submitted to the organisation and agreed in writing.

**NB:** All demolition work must be notified to the Health and Safety Executive, under the current edition of the Construction (Design & Management) Regulations. This notification is normally performed by the planning supervisor, but it is the duty of the main contractor to check that such notification has been made and to ensure the detail is included in the site safety plan. However, circumstances may arise when the main contractor holds responsibility for notifying the HSE

## 21. TOOLS/MACHINERY

Will be in good condition (electrical tools - 110v type). Will be stored correctly and not left accessible to staff, visitors or pupils.

The Contractor or his Sub Contractor shall permit the organisation or their appointed representative to inspect any item of machinery and the organisation reserves the right to remove, dismantle, or disconnect any item of machinery, without notice to the Contractor or his Sub Contractor which is considered, by the organisation or their professional advisers, to represent a hazard to persons or property contrary to this organisation's own common law or statutory obligations.

Any costs incurred in exercising this right shall be borne by the Contractor.

Any specialist charge reasonably incurred for the inspection or removal of such equipment will be borne by the Contractor.

Tools and machinery must not be left unsupervised/unsecure when students are on campus.

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**22. CARTRIDGE TOOLS**

These tools must not be used on the premises except with prior written permission. The immediate area should be evacuated until completion of the work and all necessary safety precautions shall be observed by the Contractor and employees of his Sub Contractor.

**23. NOISE LEVELS**

In any building or on any site occupied, noise levels due to Contractors equipment must be kept to a minimum and must not exceed 85 dB(A) unless all appropriate precautions have been agreed.

**24. MACHINERY GUARDS**

No guards or fencing may be removed from any machinery or plant unless written permission is obtained and the power supply suitably isolated.

Guards shall not be removed whilst the machinery is in motion and must be properly replaced and secured when work is completed and before the machine is re-started.

All necessary statutory regulations must be observed when it is necessary to examine, lubricate or adjust machinery in-motion with the guards removed

**25. PRESSURE VESSELS, VESSELS AND TANKS**

Any pressure vessel brought onto the premises must comply with the provisions of the current edition of the Pressure Systems Safety Regulations and other relevant legislation as regards construction and an appropriate Test Certificate should be available for inspection.

**26. TRIPPING HAZARDS**

The Contractor will ensure that all spillages are cleaned up immediately. Electric wires and leads etc. will be protected to prevent tripping hazards

**27. FIRE PREVENTION**

- a. The Contractor shall ensure that no operation or activity resulting from his or his Sub Contractors operations or operation of plant or equipment can result in fire or explosion. All employees and Sub Contractors of a Contractor whose duties entail entering the organisation's premises shall be informed by the Contractor of this Code of Practice and the requirement to avoid, or minimise, potentially hazardous conditions, and persons shall be made aware of the emergency alarm systems, the location and operation of extinguishers and of evacuation arrangements for the particular area.
- b. All operations involving "Hot Work" ' (cutting and welding etc.) or use of open flames (blow lamps, gas appliances, heated tar pots etc.) to be carried out within, on, or adjacent to the premises SHALL NOT be started unless permission is given by The Health & Safety Coordinator..

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HEATED TAR POTS SHALL NOT BE SITED ON ROOFS OR OTHER STRUCTURES. A STANDBY "SAFETY-MAN" MUST BE PROVIDED BY THE CONTRACTOR WHENEVER "HOT WORK' IS TO BE CARRIED OUT WITHIN, ON OR ADJACENT TO THE PREMISES.

- c. Contractors are responsible for the safe storage, handling and use of all compressed gas cylinders, or containers delivered to them, or used by them on the premises, and must at all times comply with the provisions of the current edition of the Highly Flammable Liquids and Liquefied Petroleum Gases Regulations.
- d. Contractors must ensure that all low flash point liquids' or mixtures (i.e.. those with a flash point below 90<sup>0</sup>F - 32<sup>0</sup>C) are safely stored, handled and used. When possible, safe liquids (those with a higher flash point) should be used.

Highly Flammable Liquids SHALL NOT be stored or decanted within buildings, and effective control of any potential source of ignition shall be carried out by the Contractor, including, prohibition of smoking within or adjacent to storage areas and points of use.

- e. Contractors shall ensure that all stocks of combustible materials are NOT stored on the premises, but stacked externally, remote from the building. Combustible materials or waste accumulating as a result of the work shall be removed to a safe external point as soon as possible, and at least at the end of each period of work.
- f. Contractors are responsible for the provision of adequate lighting and, where necessary, space heating for the comfort and safety of their staff. All access routes and walkways should be well lit and where space heating is necessary, a written permit must be obtained for the form of heating proposed before any heating equipment is operated within the premises. Temporary wiring must conform to the relevant sections of the current edition of the I.E.E. Wiring Regulations.
- g. Whenever work or operations may cause obstruction to, or render inaccessible any fire access exit or stairway leading into or from the buildings, written permission SHALL be obtained from the Fire Authority. In all cases, first consideration must be given to maintaining a safe means of egress to occupiers of any building. Where temporary alternative arrangements are approved and implemented, the facilities SHALL be accompanied by suitable directional and exit signs, and temporary lighting to the satisfaction of the Fire Authority.
- h. At the completion of every period of work within the premises, a senior employee of the Contractor shall carry out a thorough check of all the areas where work or operations have been carried out, to ensure no fire, or other unusual or hazardous conditions are present. Where "Hot Work" has been carried out, this inspection shall be carried out one hour after completion of the work and before the permit to work is returned.

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- i. Contractors must ensure that their employees and employees of their Sub Contractors strictly observe no smoking restrictions in defined areas whilst working on the premises.
- j. Contractors are to ensure that their employees are familiar with the fire procedures operative on the premises.
- k. Electric wires and leads at high level shall be suspended in such a way as to reduce drag on plugs or sockets. Electric wires and leads laid across the floors or other surfaces shall be protected against abrasion or chaffing.

## **28. BREACHES OF RULES**

It is to be acknowledged by the Contractor that any breach of this Code of Practice or any relevant statutory provision by their employees or their Sub Contractors or their employees shall be deemed to be a fundamental breach of contract which entitles this organisation at its election to terminate the contract without prejudice to any right to the organisation to claim damages in respect.

## **29. HOT WORK PERMITS AND PERMISSION TO WORK**

Hot work permits and permission to work must be obtained from the Health & Safety Coordinator.

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**30. UNDERTAKING**

I/We acknowledge that I/We have read and are aware of the foregoing Code of Practice and undertake and agree that I/We and our employees and our/my Sub Contractors and their employees shall at all times observe and conform with each and every provision of the said Code of Practice.

Date: .....20 .....

Signed ..... for the Contractor  
Proprietor/Representative

Print Name.....

The Contractor's name and address

.....  
.....  
.....

Contract No/Title .....

PLEASE RETURN THIS PAGE DULY COMPLETED TOGETHER WITH, APPROPRIATE DOCUMENTATION:

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# LADDER AND STEPLADDER PROCEDURE

The College in line with its policy of continuous improvement of the Health, Safety and Welfare of employees, has introduced this ladder procedure. It is the policy of the College that only employees trained in the use of ladders and stepladders are in fact allowed to use either a ladder or a pair of stepladders, and that all equipment is inspected.

All ladders and steps in use or belonging to the College will be formally inspected for safety on an 6 monthly basis, (normally in January and July), and those steps and step ladders that are safe to use will be painted with a band of colour on the side, in the 'colour code' for that year. Any equipment that does not meet the standard required to maintain safety is to be either repaired and tested or discarded.

## Training and Use

Training and supervision will be given by Line Managers/Supervisors, this to be recorded, and only steps and ladders that have the current years colour band are to be used. Equipment without the correct colour band is to be quarantined until they can be examined for safety and colour coded correctly.

## Training

The training will include a demonstration of correct use and cover the following points:

- Use of the correct type and height of ladder or stepladders.
- Colour banded and rejection/reporting of unsafe or incorrectly banded equipment.
- Placement of the ladder or pair of stepladders on a safe, non-slip and level base. Ladders with the upper part of the ladder resting against a firm surface.
- Rungs/steps should be in good condition, clean and strong enough to bear the weight.
- Type of suitable footwear, which should be worn.
- When to ask for assistance to 'foot' or hold the ladder or stepladders.
- Storage and handling. Ladders and stepladders must be stored securely to avoid them falling on people or obstructing walkways or exits.

## Employees

The following needs to be communicated to Line Managers/Supervisors, before you use stepladders or ladders:

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- Any problems or worries that you may have about using either stepladders or ladders.
- Any medical problems or conditions that may affect your safe use of stepladders or ladders.
- Any past history of stepladders or ladder accidents.
- Any doubts that you have regarding the condition or use of equipment.

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# GUIDANCE NOTES

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# 4 - GUIDANCE NOTES

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# GUIDANCE NOTES FOR SAFE WORKING

Under the Health and Safety at Work Act Etc., 1974 and other health and safety legislation, the College has a general duty is to provide safe systems of work that are so far as is reasonably practicable safe and without risk to health. The system must take account of the following factors:

1. Organisation.
2. Co-ordination of the work of those involved.
3. Training, instruction and supervision.
4. Layout of plant and appliances.
5. Method to be used.
6. General conditions of work.

This is further endorsed by the requirements to carry out risk assessments to identify hazards, evaluate risks and implement necessary control measures under the current edition of the Management of Health and Safety at Work Regulations and other regulations.

Listed within this section are the guidance notes, which have are available. These are held by Management and will be made available to staff as and when required or upon request.

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# MONITORING

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## 5 - MONITORING

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# MONITORING PROCEDURES

The College recognises the importance of regular safety inspections and will ensure that these inspections are undertaken and that these inspections are documented.

The following personnel will ensure that areas under their control are inspected at the frequency shown:

<b>Name</b>	<b>Area/Activity</b>	<b>Frequency</b>
Directors/Principal/Bursar	All areas and activities.	12 Monthly
H & S Coordinator	All areas and activities under his control.	6 Monthly
Supervisors/Line Managers	All areas and activities under their control.	Ongoing/as required
Health and Safety Advisors	As required.	Ongoing/as required.

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# MONITORING CHECKLIST – GENERAL LIST

NAME: ..... DATE: .....

TITLE: Proprietor/H & S Co-ordinator

	YES/NO
1. Review the Safety Policy annually.	
2. Are insurances adequate?	
3. Are sufficient funds available for health and safety purposes?	
4. Are all risk assessments current?	
5. Has suitable and sufficient training been undertaken as per risk assessments?	
<b>ASSESSMENTS</b>	
1. Are there any hazards which are not controlled?	
2. Have all risk assessments been completed?	
3. Have substances been assessed?	
4. Is the Substance Inventory up to date?	
5. Are all Health and Safety Data Sheets for all substances on your Inventory List?	
6. Are the procedures for dealing with spillages written down?	
7. Have all measures and actions decided upon as being necessary to prevent exposure to the risk been implemented?	
8. Are employees wearing the protective equipment correctly?	
9. Are there any changes, which need to be considered as part of the assessments?	
<b>INSPECTION : LIFTING EQUIPMENT</b>	
1. Has all lifting tackle, cranes or hoists, lifts - have been inspected at the appropriate intervals by a competent person?	
2. Is lifting equipment and lifting tackle stored correctly?	
3. Are safe working loads clearly displayed?	

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	YES/NO
<b>INSPECTION : PLANT &amp; MACHINERY</b>	
1. Are all statutory inspections of plant and machinery being carried out at the specified intervals?	
2. Are regular tests of emergency stops/telescopic guards made, are they operating correctly?	
3. Is there adequate area around the machine to allow the operator to work safely?	
4. Are all the mechanical and electrical safety devices and interlocks effective and operational?	
5. Are all machine guards in place?	
6. Are all emergency stops/isolation switches clear from obstruction?	
7. Are the extraction points operating effectively?	
8. Are the extraction points positioned to gain maximum effectiveness?	
9. Is the use of machinery restricted to trained staff only?	
10. Is machinery lighting adequate?	
<b>INSPECTIONS : ELECTRICS</b>	
1. Are all isolators, control boxes, electrical switchgear clearly identified as to the circuitry they control?	
2. Have all portable electrical appliances been inspected and are the records up to date?	
3. Is all defective equipment and appliances taken out of service until repaired?	
4. Are all leads and cables in good condition?	
5. Have you visually inspected the plugs and cables?	
6. Are plugs fitted correctly with the outer cable within the cord grips?	
<b>STORES</b>	
1. Are all storage racks securely fixed to the floor or walls?	
2. Are free standing racks tied together where necessary to ensure stability?	
3. Are materials stored safely in the racks with heavy objects stored on the lower shelving?	
4. Are articles and equipment stored so as to prevent damage or deterioration?	
5. Are all materials and substances stored in accordance with statutory requirements and in-house rules?	
6. Are suitable step ladders provided for access to high level racking?	
7. Are there sufficient and suitable safety instructions and information available for the materials, substances and equipment stored?	
8. Is all material handling equipment in safe working condition?	
9. Are employees using the protective equipment and clothing provided?	
10. Are guard rails, loading cramps etc. secure?	
	<b>YES/NO</b>

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11.	Are hazardous materials stored in accordance with the COSHH assessments?	
12.	Are the procedures for dealing with spillages written down and have employees been instructed in their application?	
13.	Is the use of fork lift trucks restricted to employees who have been trained, tested and hold a written authorisation to drive such fork lift trucks?	
14.	Are all fork lift trucks parked in approved and designated areas when not in use?	
15.	Is smoking prohibited in battery charging areas, with suitable notices displayed?	
16.	Are lorry wheels checked prior to fork lift trucks commencing loading/unloading operations utilising bridge plates or "floating" loading plates?	
17.	Have all employees been instructed on correct manual handling techniques?	
<b>FIRST AID</b>		
1.	Is the first aid box adequately stocked and readily available?	
2.	Are there any changes to the first aid procedures?	
3.	Do all your staff know who is in charge of and where is the nearest first aid point?	
4.	Have all accidents been recorded and where necessary reported to the authorities?	
5.	Have you investigated any accident within your control and are you satisfied that controls are adequate to prevent a recurrence?	
<b>FIRE</b>		
1.	Do we have an up to date fire risk assessment?	
2.	Is the fire assessment being complied with?	
3.	Has a fire risk assessment been completed?	
4.	Are there any alterations anticipated that may require approval by the Fire Authority?	
5.	Are there any changes or alterations to the premises which require the modifications to fire alarm/procedures or equipment?	
6.	Is all firefighting equipment maintained and serviced by a competent person?	
7.	Are adequate storage facilities provided for highly flammable liquids, LPG or petroleum spirits?	
<b>FIRE ALARMS</b>		
8.	Can you clearly hear the fire alarm in your part of the building?	
9.	Are all alarm points clearly marked and free from obstruction?	
<b>FIRE APPLIANCES</b>		

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10.	Are all fire appliances located in their correct position and free from obstruction? Fire extinguishers should be wall mounted approximately one metre from the floor.	
		<b>YES/NO</b>
<b>FIRE DOORS</b>		
11.	Are all external doors easily opened and free from obstruction?	
12.	Are fire exit signs clearly displayed?	
<b>MEANS OF ESCAPE</b>		
13.	Are all fire exits and access-ways to a means of escape clearly marked?	
14.	Is adequate lighting provided to their exits?	
15.	Is the outside fire passage kept clear of rubbish?	
16.	Is the assembly point clearly marked?	
<b>WELFARE</b>		
1.	Are the welfare facilities suitable and sufficiently maintained?	
2.	Are suitable arrangements available for employees' outdoor clothing?	
3.	Are all walls, windows, lights etc. in a good condition and are they kept clean?	
4.	Is drinking water available to all employees?	
5.	Are toilets and washing facilities suitable and sufficient and are they regularly cleaned?	
6.	Are barrier creams/soaps/hand drying facilities readily available?	
<b>GENERAL</b>		
1.	Are all statutory notices displayed?	
2.	Are in-house rules and procedures obeyed?	
3.	Are gangways, aisles and passageways clear of obstruction?	
4.	Are duckboards and working platforms in a safe condition?	
5.	Is there adequate space between the desks, equipment etc. to allow safe passage?	
6.	Is there a thermometer placed in a suitable position?	
7.	Is the temperature reasonable?	
8.	Has adequate provision been made for ventilation?	
9.	Is suitable lighting provided?	
10.	Are floors, passages and stairs maintained in a good condition and free from obstruction?	
11.	Are handrails secure?	
12.	Are there any trailing cables which could cause a person to trip/fall?	
13.	Is a good standard of housekeeping being maintained?	
14.	Are written safe systems of work in place?	
15.	Are safe systems of work adhered to?	
16.	Are spillages promptly cleaned up?	
<b>CONTRACTORS</b>		

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1.	Are outside contractors working in a manner, which does not cause potential harm to staff?	
		<b>YES/NO</b>
2.	Have you inspected the equipment used by the Contractor and are you satisfied as to the condition of that equipment?	
3.	Is there any information which you need to provide to the Contractor?	
<b>TRAINING</b>		
1.	Have all employees received suitable training covering their duties?	
2.	Have all employees been made aware of all known hazards and the precautions to be taken in connection with their work?	
3.	Have all employees been made aware of their legal responsibilities to:	
3.1	Carry out their duties in a safe and proper manner?	
3.2	Make full and proper use of all safety equipment, devices etc. provided	
3.3	Report immediately any unsafe conditions, defective plant, equipment etc.?	
<b>LADDER INSPECTION</b>		
<b>1.</b>	<b>GENERAL</b>	
1.1	Are there any loose or missing steps or rungs?	
1.2	Are there any loose nails, screws, bolts or other metal parts?	
1.3	Are there any cracked, split, worn or broken stiles, braces, steps or rungs?	
1.4	Are stiles twisted or distorted?	
1.5	Is each ladder clearly identifiable?	
<b>2.</b>	<b>STEPLADDERS</b>	
2.1	Are there any bent or loose hinge spreaders?	
2.2	Are stops on hinge spreaders broken?	
2.3	Are there any broken, split or worn steps?	
2.4	Are there any loose hinges?	
2.5	Are there any worn, broken or missing cords?	
<b>3.</b>	<b>POSITIONING AND USE OF LADDERS</b>	
3.1	Are ladders positioned on a firm, level surface?	
3.2	Are ladders firmly secured at the top, or if not possible, at the bottom? If neither of these are possible is the ladder "footed"?	
3.3	Are ladders set at the correct angle? (300 mm out to every 1200 mm up, 1 out 4 up).	
3.4	Are tools etc. carried in pockets or raised from a hoist line?	
3.5	Are rungs free from extraneous matter?	
3.6	Are ladders inspected for defects before and after use?	
3.7	Are all defects reported immediately and the ladder taken out of service until repaired or replaced with suitable written records kept?	

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# MONITORING CHECKLIST - OFFICE

NAME: ..... DATE: .....

TITLE: Principal/Bursar

	YES/NO
<b>ASSESSMENTS</b>	
1. Are there any hazards which are not controlled?	
2. Have all risk assessments been completed?	
3. Have substances been assessed?	
4. Is the Substance Inventory up to date?	
5. Are all Health and Safety Data Sheets for all substances on your Inventory List?	
6. Are the procedures for dealing with spillages written down?	
7. Have all measures and actions decided upon as being necessary to prevent exposure to the risk been implemented?	
8. Are employees wearing the protective equipment correctly?	
9. Are there any changes, which need to be considered as part of the assessments?	
<b>FIRST AID</b>	
1. Is the first aid box adequately stocked and readily available?	
2. Are there any changes to the first aid procedures?	
3. Do all your staff know who is in charge of and where is the nearest first aid point?	
4. Have all accidents been recorded and where necessary reported to the authorities?	
5. Have you investigated any accident within your control and are you satisfied that controls are adequate to prevent a recurrence?	
<b>FIRE</b>	
1. Has a fire risk assessment been completed?	
2. Are there any alterations anticipated that may require approval by the Fire Authority?	
3. Are there any changes or alterations to the premises which require the modifications to fire alarm/procedures or equipment?	
4. Is all firefighting equipment maintained and serviced by a competent person?	
<b>FIRE ALARMS</b>	
5. Can you clearly hear the fire alarm in your part of the building?	

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6.	Are all alarm points clearly marked and free from obstruction?	
		<b>YES/NO</b>
<b>FIRE APPLIANCES</b>		
7.	Are all fire appliances located in their correct position and free from obstruction? Fire extinguishers should be wall mounted approximately one metre from the floor.	
<b>FIRE DOORS</b>		
8.	Are all external doors easily opened and free from obstruction?	
9.	Are fire exit signs clearly displayed?	
<b>MEANS OF ESCAPE</b>		
10.	Are all fire exits and access ways to a means of escape clearly marked?	
11.	Is adequate lighting provided to their exits?	
12.	Is the outside fire passage kept clear of rubbish?	
13.	Is the assembly point clearly marked?	
<b>WELFARE</b>		
1.	Are the welfare facilities suitable and sufficiently maintained?	
2.	Are suitable arrangements available for employees' outdoor clothing?	
3.	Are all walls, windows, lights etc. in a good condition and are they kept clean?	
4.	Is drinking water available to all employees?	
5.	Are toilets and washing facilities suitable and sufficient and are they regularly cleaned?	
6.	Are barrier creams/soaps/hand drying facilities readily available?	
<b>INSPECTION</b>		
1.	Are all fire doors free from obstruction to allow the door closers to operate?	
2.	Are the emergency exits free from obstruction and kept unlocked when the premises are occupied?	
3.	Are all fire extinguishers wall mounted and kept free from obstruction?	
4.	Have all staff been instructed and trained in fire evacuation procedures?	
5.	Are the first aid facilities adequate and are all the staff aware of the arrangements for first aid?	
6.	Are toilet and washing facilities regularly cleaned and kept in a tidy condition?	
7.	Are soap and drying facilities provided?	
8.	Are adequate seating facilities provided?	
9.	Are adequate facilities provided for employees to deposit personal clothing?	
10.	Are all floors, passages and stairs free from obstruction and maintained in good condition?	

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	YES/NO
11. Is there adequate space between fixtures and fittings to allow staff and customers to pass safely?	
12. Are all passageways, corridors etc. kept clear and free from obstruction?	
13. Is there a thermometer placed in a suitable position?	
14. Is a reasonable working temperature achieved and maintained?	
15. Are there any trailing cables which could cause a person to trip and fall?	
16. Are portable electric heaters so positioned as not to be at risk?	
17. Are all electrical leads and cables in good condition?	
18. Are plugs fitted securely to cables?	
19. Are all portable electrical appliances regularly inspected by a competent person?	
20. Are all storage racks securely fixed to the floor or walls?	
21. Are free standing racks in a stable condition?	
22. Are all items of stock stored correctly?	
23. Is there adequate means provided to gain access to the racking?	
24. Are there adequate facilities provided for the storage and disposal of waste?	
25. Have all staff received suitable training, instruction covering their duties?	
26. Have staff been made aware of any known hazards or precautions to be observed in connection with their duties?	
27. Are staff aware of security procedures?	
28. Have all employees been made aware of their legal responsibilities to:	
28.1 Carry out their duties in a safe and proper manner?	
28.2 Report any unsafe condition or defective equipment?	

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# MONITORING CHECKLIST – STORES AREAS

NAME: H&amp;S Coordinator

DATE: .....

TITLE:

	YES/NO
<b>ASSESSMENTS</b>	
1. Are there any hazards which are not controlled?	
2. Have all risk assessments been completed?	
3. Have substances been assessed?	
4. Is the Substance Inventory up to date?	
5. Are all Health and Safety Data Sheets for all substances on your Inventory List?	
6. Are the procedures for dealing with spillages written down?	
7. Have all measures and actions decided upon as being necessary to prevent exposure to the risk been implemented?	
8. Are employees wearing the protective equipment correctly?	
9. Are there any changes, which need to be considered as part of the assessments?	
<b>INSPECTIONS : ELECTRICS</b>	
1. Are all isolators, control boxes, electrical switchgear clearly identified as to the circuitry they control?	
2. Have all portable electrical appliances been inspected and are the records up to date?	
3. Is all defective equipment and appliances taken out of service until repaired?	
4. Are all leads and cables in good condition?	
5. Have you visually inspected the plugs and cables?	
6. Are plugs fitted correctly with the outer cable within the cord grips?	
<b>STORES</b>	
1. Are all storage racks securely fixed to the floor or walls?	
2. Are free standing racks tied together where necessary to ensure stability?	
3. Are materials stored safely in the racks with heavy objects stored on the lower shelving?	
4. Are articles and equipment stored so as to prevent damage or deterioration?	
5. Are all materials and substances stored in accordance with statutory requirements and in-house rules?	
6. Are suitable step ladders provided for access to high level racking?	
	<b>YES/NO</b>

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7.	Are there sufficient and suitable safety instructions and information available for the materials, substances and equipment stored?	
8.	Is all material handling equipment in safe working condition?	
9.	Are employees using the protective equipment and clothing provided?	
10.	Are guard rails, loading cramps etc. secure?	
11.	Are hazardous materials stored in accordance with the COSHH assessments?	
12.	Are the procedures for dealing with spillages written down and have employees been instructed in their application?	
13.	Have all employees been instructed on correct manual handling techniques?	
<b>FIRST AID</b>		
1.	Is the first aid box adequately stocked and readily available?	
2.	Are there any changes to the first aid procedures?	
3.	Do all your staff know who is in charge of and where is the nearest first aid point?	
4.	Have all accidents been recorded and where necessary reported to the authorities?	
5.	Have you investigated any accident within your control and are you satisfied that controls are adequate to prevent a recurrence?	
<b>FIRE</b>		
1.	Do we have an up to date fire risk assessment?	
2.	Is the fire assessment being complied with?	
3.	Has a fire risk assessment been completed?	
4.	Are there any alterations anticipated that may require approval by the Fire Authority?	
5.	Are there any changes or alterations to the premises which require the modifications to fire alarm/procedures or equipment?	
6.	Is all firefighting equipment maintained and serviced by a competent person?	
7.	Are adequate storage facilities provided for highly flammable liquids, LPG or petroleum spirits?	
		<b>YES/NO</b>
<b>FIRE ALARMS</b>		
8.	Can you clearly hear the fire alarm in your part of the building?	
9.	Are all alarm points clearly marked and free from obstruction?	
<b>FIRE APPLIANCES</b>		
10.	Are all fire appliances located in their correct position and free from obstruction? Fire extinguishers should be wall mounted approximately one metre from the floor.	

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<b>FIRE DOORS</b>		
11.	Are all external doors easily opened and free from obstruction?	
12.	Are fire exit signs clearly displayed?	
<b>MEANS OF ESCAPE</b>		
13.	Are all fire exits and access ways to a means of escape clearly marked?	
14.	Is adequate lighting provided to their exits?	
15.	Is the outside fire passage kept clear of rubbish?	
16.	Is the assembly point clearly marked?	

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# **RULES COVERING HEALTH AND SAFETY AT WORK**

Produced by:	TW	Date:	2016	Checked by:	SAC	Date:	09/09/2019	Approved by:	MW	Date :	01/08/2023
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## 6 - RULES COVERING HEALTH & SAFETY AT WORK

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# EMPLOYEE RULES

## Rules Covering Health And Safety At Work

### 1. WORKING PRACTICES

Employees must:

- 1.1 report to management immediately any fault or damage to equipment.
- 1.2 use all substances, chemicals, liquids etc. in accordance with written instructions.
- 1.3 dispose of chemical waste in the correct manner.
- 1.4 return all substances, chemicals, liquids etc. to their designated safe storage area when not in use.

Employees must not:

- 1.5 use equipment unless they have been trained and authorised to do so.

### 2. WORKING CONDITIONS/ENVIRONMENT

Employees must:

- 2.1 make proper use of any equipment or facilities provided to control working conditions and environment.
- 2.2 keep all areas clear and in a clean and tidy condition.
- 2.3 dispose of all refuse, scrap and waste materials using the facilities provided.
- 2.4 clear up any spillage of liquids immediately.

### 3. PROTECTIVE CLOTHING AND EQUIPMENT

Employees must:

- 3.1 use all items of protective clothing and or equipment provided.
- 3.2 store and maintain protective clothing and equipment in the approved manner.

Employees must not:

- 1.1 misuse or wilfully damage any item of protective clothing or equipment provided.

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#### 4. FIRE PROCEDURES

Employees must:

- 4.1 comply with the emergency procedures.
- 4.2 report any use of firefighting equipment to the Health and Safety Co-ordinator.

Employees must not:

- 4.3 obstruct any fire escape route, firefighting equipment or fire doors.
- 4.4 interfere with or misuse any fire equipment provided.

#### 5. VEHICLES

Employees must not:

- 5.1 drive or operate any vehicle for which they do not hold an appropriate driving licence or permit.
- 5.2 carry unauthorised passengers.
- 5.3 use the Employers vehicles for unauthorised purposes.
- 5.4 drive or operate vehicles whilst suffering from a medical condition or illness that may affect their driving or operating ability.

#### 6. ACCIDENTS/INCIDENTS

Employees must:

- 6.1 seek medical treatment for any injury they may receive, no matter how slight. Upon returning from treatment they must report the accident to a first aider.
- 6.2 report all incidents as soon as it is practicable to their Line Manager.
- 6.3 notify any incident in which damage is caused to property or equipment to their Line Manager.

#### 7. PERSONAL HEALTH

- 7.1 The following infections are known as notifiable, Typhoid/Paratyphoid or any other Salmonella infection. Amoebic, or Bacillary Dysentery, Staphylococcal infection, and where staff are diagnosed with these, then the Local Authority (Environmental Health Department) must be notified immediately.

Employees must:

- 7.2 report any medical condition that could affect the safety of themselves or others to their Line Manager.

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7.3 co-operate with management in the implementation of medical and occupational health provisions.

## 8. PERSONAL HYGIENE

Employees general appearance and manner of dress must conform to College standards.

Employees must:

8.1 ensure their personal hygiene by utilising the facilities provided.

8.2 protect open wounds with the appropriate dressings.

8.3 report any infections immediately.

## 9. HAIR

9.1 Keep your hair clean and neat.

9.2 If you have long hair, tie it back before using moving machinery.

## 10. PROTECTIVE EQUIPMENT

Employees must wear the protective equipment provided and ensure that the head covered by the protective headwear when operating in the warehouse.

## 11. FIRST AID DRESSING

11.1 Skin infections contain large numbers of bacteria, all of which can readily pass through an ordinary dressing. Use of a waterproof variety eliminates the chances of this occurring and hence all boils, septic cuts and the like must be covered by a detectable (Blue coloured for Kitchen Staff) waterproof dressing.

11.2 Cover all cuts and sores with a blue coloured waterproof plaster or dressing for kitchen staff.

## 12. SMOKING

12.1 The College smoking policy must be followed at all times.

## 13. JEWELLERY

Employees must not wear jewellery in areas where contact with moving parts of a machine is possible.

## 14. SHOES

14.1 Wear suitable footwear that will protect your feet. These should be flat or low-heeled, slip resistant and provide adequate upper protection.

14.2 During delivery/collection/loading protective footwear should be worn as

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required.

## 15. LIFTING & CARRYING

15.1 Do not lift if too heavy. Remember - back straight, knees bent.

15.2 Never stand on boxes, chairs or equipment to reach, use appropriate access equipment (ladders, stepladders, hydraulic lift etc.).

## 16. WORK AREAS

Employees must:

16.1 keep work areas, and aisles clear of obstructions likely to cause trips and falls.

16.2 return tools and equipment to the correct storage area.

## 17. RULES COVERING GROSS MISCONDUCT

An employee will be liable to summary dismissal if he or she is found to have acted in any of the following ways:-

- a gross breach of the preceding safety rules.
- unauthorised removal of any item of first aid equipment.
- wilful damage to, misuse of, or interference with, any item provided in the interests of health and safety or welfare at work.
- unauthorised removal or defacing of any label, sign or warning device.
- misuse of chemicals, flammable or hazardous substances or toxic materials.
- smoking in any designated 'No Smoking' area.
- horseplay that could cause accidents.
- making false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrence.
- dangerously overloading any item of lifting equipment.
- non-compliance with any controls provided in the pursuit of safety.
- failure to comply with risk assessments requirement

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