



Health & Safety Policy & Procedure

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Health and Safety Policy Statement and Procedures

February 2024

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Part 1

NESCOT FURTHER EDUCATION & NEL CORPORATION STATEMENT OF HEALTH AND SAFETY AT WORK POLICY

1. NESCOT Further Education Corporation recognises and accepts its duty of care under the Health and Safety at Work Act 1974 to provide a safe and healthy working environment for all its employees, for students and for other people who use its premises. The Corporation and its employees will work together to promote safe working practices, prompt and accurate reporting procedures and to ensure that individuals are aware of their different responsibilities under the Act. The responsibilities of each individual or group are outlined below:

2. **The Corporation** will, as a responsible employer, make every endeavour to meet its legal obligations under the Health and Safety at Work Act and to meet specific regulations made under the Act, to ensure, in so far as is reasonably practicable, the health and safety of its employees and the general public. Particular attention will be paid to the provision of the following:

- i. Plant equipment and systems of work that are safe;
- ii. Safe arrangements for the use, handling, storage and transport of articles, materials and substances;
- iii. Sufficient information, instruction, training and supervision to enable all employees to contribute positively to their own safety and health at work and to avoid hazards;
- iv. A safe place of work, and safe access to it;
- v. A healthy working environment;
- vi. Adequate welfare facilities.

3. **Each employee** is responsible for ensuring that the work which they undertake is conducted in a manner which is safe to themselves, other employees, and students and to members of the general public, and for familiarising themselves and following health and safety guidance within their areas of work and across the college campus and obeying the advice and instructions on safety and health matters issued by their line manager. If any employee considers that a hazard to health and safety exists it is their responsibility to report the matter to their line manager, a member of the college leadership team or through the recognised Trade Union Representative or such other person as may be subsequently defined.

4. **Management and Supervisors** at all levels are expected to set an example in safe behaviour and to maintain a constant and continuing interest in employee safety, in particular by: –

- a. Acquiring the knowledge of health and safety regulations and codes of practice necessary to ensure the safety of subordinates' workplaces;

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- b. Acquainting subordinates with these regulations and codes of practice and giving guidance on safety matters and
- c. Ensuring that subordinates act on the instructions and advice given.

The College Leadership Team is ultimately responsible to the Members of the Corporation for the rectification or reporting of any safety hazard which has been brought to their attention.

5. Joint consultation on health and safety matters is important. Trade Union Representatives along with elected Staff Governors are invited to be a part of the Health and Safety Committee.
6. **A review**, addition or modification of this statement may be made at any time and may be supplemented as appropriate by further statements relating to the work of particular departments and in accordance with any new regulations or Codes of Practice.
7. The College Health and Safety Policy is in four parts:

Part I Policy Statement

Part II The Organisation of Health and Safety in the College

Part III Arrangements and Procedures for Health and Safety

Part IV Legislation and How Criteria Is Met

8. This policy statement will be brought to the attention of all employees, and students. The Policy and all changes will be available for all staff to view on Sharepoint, the website and intranet. These are also held in the Policy pages of staff 'My NESCOT HR' pages where acceptance can be monitored by Human Resources.
9. More detailed information is contained within parts 2, 3 and 4 of this policy document and associated guidance documents, available on SharePoint under Health and Safety and Security.
10. Further information about any health and safety matters should be sought from the Health and Safety Officer.

On request, the College Health and Safety Policy is available in different formats and other languages.

Principal and CEO: Julie Kapsalis

Signed



Date of Last Revision: February 2024

Date:1/2/2024

The Organisation of Health and Safety in the College

People and responsibilities

- Board of Governors
- Chief Executive Officer and Principal
- Chief Operating Officer
- Deputy Principal
- Assistant Principals and Heads of Departments
- Health and Safety Officer
- Trade Union Safety Representatives
- College Staff and Students

Regular audits will be carried out to check that designated responsibilities of the above are being carried out, as detailed below.

Chief Executive Officer (CEO) and Principal

The Chief Executive Officer and Principal is responsible to the members of the corporation and Board of Governors and has executive responsibility for ensuring the health and safety at work of all staff, learners and visitors to the college.

Chief Operating Officer (COO)

The Chief Operating Officer is responsible to the Chief Executive Officer and Principal for the successful implementation of the College Safety Policy, taking into account the advice of the Health and Safety Officer.

- a) Making arrangements to ensure, as far as is reasonably practicable and within financial constraints the safety of College Buildings and the means of access to or egress from.
- b) Making arrangements to ensure liaison with contractors employed on College premises on their safety and safe working practices while working on College premises, and that they are made aware of known hazards that exist in the proximity of their work area and of the associated precautionary measures they must take.
- c) Maintaining and updating safety literature in consultation with other member of the College Leadership Team and the Health and Safety Officer.
- d) Liaising with the Health and Safety Officer in the provision of such safety information that is necessary and appropriate for the different departments and units of the College.

Deputy Principal (Curriculum and Quality)

The Deputy Principal (Curriculum and Quality) is responsible to the Chief Executive Officer and Principal for ensuring that their Assistant Principals and Heads of Departments implement the Safety Policy.

The Deputy Principal (Curriculum and Quality) will also ensure that health and safety is considered as part of the Self-Assessment and Development Plans for the areas under their control and for taking any issues raised to the College Leadership Team.

They will facilitate the following administration process for staff wishing to request external H&S training-

Staff must submit form PD01 for attendance at a short course or form PD03 for a qualification course. The process will identify whether the course is approved by the College and to be paid from the Quality budget.

They will also make representation to the COO for any expenditure necessary for the implementation of the College Health and Safety Policy, including any training requirements, and for any identified developments necessary for the improvement of the health and safety arrangements within the departments under their control.

Assistant Principals and Heads of Departments (Heads of Curriculum)

Head of Departments (or equivalent position) are responsible to their Assistant Principal and Deputy Principal for:

- a) Making arrangements for the implementation of the Safety Policy and for monitoring its effectiveness within their specified areas.
- b) Ensuring that written safety rules consistent with the content of the College Safety Policy are compiled in the form of Codes of Practice [CoP] or Safe Operating Procedures [SOP] setting out detailed instructions for safe systems of work or safe methods of work in respect of potentially hazardous machines or work processes, or for the control of health hazards. That such detailed instructions are updated as necessary and submitted to the Health and Safety Officer for review where appropriate.
- c) Ensuring that a risk assessment is conducted on all hazardous procedures, and that a safe system of work is produced for and followed, by staff and students.
- d) Ensuring that, all plant and equipment held within their area of control is regularly examined, tested and relevant maintenance records compiled. That any defective equipment which creates a safety hazard is immediately withdrawn from use and conspicuously labelled to that effect.
- e) Ensuring that periodic inspections (at least annually) of all places of work under their control are carried out to ascertain that the agreed safe working practices are being adhered to by staff, students and contractors.
- f) Ensuring adequate and appropriate supervision and training of staff, students and visitors. This particularly applies to young students and inexperienced staff and those working out-of-hours or alone.

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- g) Ensuring that records are kept of dates, action necessary and action taken relating to items c, d, e and f above.
- h) Ensuring that emergency evacuation and other emergency procedures are made known.
- i) Reporting immediately to the Health and Safety Officer any serious or potentially serious accidents, occurrences or fires.
- j) Undertaking investigation of reports from staff or students on hazardous or potentially hazardous situations, instigation and implementation of corrective measures and liaison with the Health and Safety Officer.
- k) Promptly undertaking investigations of accidents occurring within their departments and informing the Health and Safety Officer of the findings of the investigation and any remedial action that has been taken.
- l) Informing the Health and Safety Officer on any special or newly identified hazards or new hazards about to be introduced.
- m) Informing the COO of any instances where advice tendered by the Health and Safety Officer has not been accepted.

Assistant Principals and the Deputy Principal are responsible for monitoring and ensuring all of the above is given adequate time and resource to ensure its completion.

Health and Safety Officer

The Health and Safety Officer is responsible to the Head of Estates and Chief Operating Officer for giving advice on the overall implementation of the Safety Policy within all areas of the College's activities.

They are responsible:

- a) For providing advice and assistance to managers, other staff and safety representatives in carrying out their respective duties, and the promotion of safety awareness throughout the College.
- b) For keeping themselves, and others, informed of new legislation and directives relating to health, safety and welfare which are relevant to the activities of the College.
- c) In conjunction with Human Resources and Staff Development for arranging training and/or retraining courses, internally or externally, to ensure awareness amongst staff of the requirement of safety legislation.
- d) For the reporting of accidents that fall within the scope of RIDDOR to the Health and Safety Executive and the Skills Funding Agency and Education Funding Agency (if appropriate) and for keeping the required records of all accidents and incidents.
- e) That evacuation procedures are practised periodically and that fire wardens are appointed.
- f) Ensuring the regular inspection and maintenance of fire warning systems, firefighting equipment and emergency lighting is carried out along with the Head of Estates.

Staff Governor and Trade Union Safety Representatives

The Corporation fully accepts the requirement for joint consultation with recognised trade unions and staff on health and safety matters. Elected Staff Governors and Union Representatives are invited to attend the Health and Safety Committee where they can bring forth health and safety issues that have been raised by those that they represent and speak on behalf of those Union Members/members of staff. In the absence of any elected Trade Union representatives, the staff governors would be in position to deliver those messages from the wider staff base.

Safety Representatives elected by recognised trade unions at the College are therefore authorised to carry out the functions prescribed in the regulations including:

- a) Investigation of potential hazards and dangerous occurrences at the workplace and examining the causes of accidents at work.
- b) Investigation of complaints by any employee he/she represents relating to that employee's health, safety and welfare at work.
- c) Inspection of the workplace periodically, and at any time whenever substantial changes in conditions of work have occurred, after giving the appropriate Head of Department reasonable notice of their intention to do so.
- d) Making representation to the College Leadership Team and the Health and Safety Officer in respect of potential hazards, accidents and general matters of health, safety or welfare at work of the employees.
- e) Consultation at the workplace with inspectors of the Health and Safety Executive or any other enforcing agency and to receive information from such Inspectors.
- f) Attending meetings of the College Health and Safety Committee when nominated by their trade union to attend in accordance with the jointly agreed constitution and terms of reference of the Committee.
- g) Inspecting and making copies of any document relevant to the workplace, or to the employees, which the College is required to keep by virtue of any statutory provision and with certain exceptions any other information within the CEO and Principal's knowledge that is necessary for the Safety Representative to fulfil their functions.

College Staff and Students

College staff and students at every level have, as individuals, a responsibility for health and safety under Common Law and Sections 7 and 8 of the Health and Safety at Work etc. Act 1974. Staff and Students should:

- a) Exercise the appropriate degree of care when performing all at-work/study activities so as to avoid risks to themselves and to other persons.
- b) Take positive steps to understand the hazards associated with their work/study and the necessary precautions to safely deal with such hazards.
- c) Co-operate with the College Management and others in meeting the requirements of statutory obligations and approved codes of practice concerning health and safety.

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- d) Familiarise themselves with the health and safety policies of the College, the Department in which they are employed and in other Departments where their College work may take them.
- e) Report to their supervisor/manager any health and safety problem that cannot be resolved, and any dangerous occurrences that arise.
- f) Report all accidents and incidents immediately to their supervisor / manager, whether anyone is injured or not, by completing the College Accident Report Form. Section 8 of the above quoted Act imposes one duty on all people, staff, students, contractors and members of the public including children, in that they must not intentionally interfere with or misuse anything that has been provided for the purpose of health, safety and welfare.

A Student representative may (at the college's discretion) be included in arrangements for consultation of college health and safety matters, at any time.

Arrangements and Procedures for Health and Safety

Note Reference to Department in the text of the document is to be regarded as equally applicable to all other branches of the College organisation structure such as Divisions, Centres, Sections and reference to "Head" are to be similarly interpreted.

All detailed general arrangements for implementing Health and Safety at work along with guidance documentation that is available on SharePoint and within departments is there to instruct on the correct procedure that is expected from all users of NESCOT. Line managers should ensure that all staff and users are directed to the appropriate guidance prior to engaging in any work/learning activities that may require such guidance. Individuals should be subject to appropriate training and instruction at the earliest opportunity. Acceptance of this policy is to understand and accept your individual responsibility for Health and Safety at NESCOT. Please use this policy in conjunction with any guidance, codes of conduct/practice, related policy or further instruction that you receive as part of your health and safety duties.

Reporting of accidents and dangerous occurrences

All accidents, including accidents to students, contractors and visitors occurring in the College must be reported on the appropriate College Accident Form available online and located at SharePoint in the Health Safety, Security and Reception shared document's section or through the QR coded posters displayed around the campus. The appropriate Head of Department, the Chief Operating Officer and the Health and Safety Officer telephone extension 5103 (Mobile 07718 576040) must be informed immediately of any serious accident or notifiable dangerous occurrence, please use the email below to submit the form unless directly using the QR code on the accident posters.

healthandsafety@nescot.ac.uk

Disturbance of the scene of a serious accident or notifiable dangerous occurrence should be kept to the minimum and should be consistent with the necessity to remove any continuing risk to other personnel or where there is further damage to plant or building.

Incidents in which no injury is sustained but which could cause injury if the circumstances recurred (near misses) should also be recorded.

Completed accident forms must be forwarded to the Health and Safety Officer within 24 hours of the accident occurring. Please use the QR code displayed on posters around the college as an alternative to take you to the online form.

For further details on the reporting of accidents and dangerous occurrences see guidance documentation available on SharePoint or via the Health and Safety Officer.

Risk assessments

It is our legal duty to produce and review risk assessments that outline the control measures undertaken in each area where hazards are present. These hazards should be identified and controlled so far as reasonably practicable by the Head of Department (or equivalent position) prior to engaging in the activity in question or commencing with the item in question.

Academic and support heads of departments are directly responsible for ensuring that all significant hazards within their department are identified and that suitable and sufficient risk assessments are carried out.

They must also ensure that:

1. Control measures introduced as a result of assessments are fully implemented and followed. If for whatever reason it is not possible to partly or fully implement all the identified control measures the Head of Department will ensure the task / activity does not take place and will inform the Health and Safety Officer of the situation.

The matter will then be referred to the Chief Operating Officer

2. Employees are informed of the relevant results and are provided with necessary training and supervision. Risk assessments should be stored in a place freely available to those who will be part of control measures and all reviews and changes highlighted clearly when made.
3. Any training needs identified in the risk assessment are fed into the College's staff development process.
4. Any injuries or incidents lead to a review of relevant assessments
5. Employees and students adhere to safe systems of work
6. Safety arrangements are regularly monitored and reviewed
7. Employees identified by the assessment as being at risk are subjected to appropriate health surveillance
8. Special arrangements are made, where necessary, for vulnerable persons.

General risk assessments for the college and premises are in place for external users to obtain as part of our duty of care to users.

Further information on risk assessments can be found in the guidance located under Health and Safety and Security on Sharepoint or from the Health and Safety Officer.

First aid arrangements

The college arranges cyclical first aid training that covers both adult and paediatric first aid to maintain a body of qualified staff from all areas of the college. Records of qualified personnel are kept by the College nurse, Human Resources and within department.

In the event of illness or injury when at work the person witnessing the accident or the person to whom the accident or illness is first reported, should proceed as follows:

During Normal Working Hours

- a) If the patient's condition is serious call an ambulance on 999 (9-999 on college phone) and also contact Reception, who will then contact the College Nurse, or if unavailable the nearest First Aider.
- b) For minor injuries, contact Reception who will contact the College Nurse or the nearest First Aider.
- c) If the patient merely requires a period of rest, arrange for someone to stay with them, or in the immediate proximity thereof. Reception will contact the College Nurse, or the nearest available First Aider, in all such cases, as further investigation may be required.

Lists of First Aiders, and the location of First Aid boxes are posted on notice boards throughout the College in departments and are available on SharePoint.

Outside Normal Working Hours

Until 21:00

- a) If the patient's condition is serious, call an ambulance on 999 (9-999 on college phone). Contact Reception and request the assistance of the Evening Duty Manager and a first aider.
- b) For minor injuries request the assistance of any trained First Aider. If in doubt seek skilled advice. This may involve calling an ambulance.

After 21:00

- i. If the patient's condition is serious call an ambulance 0-999 on direct dialling telephone, or 999, mobile phone. Request the assistance of a trained First Aider if one is available.
- ii. For minor injuries request the assistance of any trained First Aider if one is available.

Details of the illness or injury must be reported as laid down by the College Safety Policy and relevant guidance as soon as possible after the incident.

Fire precautions

On hearing the continuous alarm (examples of this both this and the lockdown alarm can be found under the health and safety SharePoint folder) all occupants are to leave the building at once and proceed to the designated assembly areas. The person discovering a fire is to shout "FIRE", operate the break glass alarm (if fitted) and alert reception who will call the fire brigade (in certain buildings the Fire Brigade are automatically notified). Full details of the action to be taken is given on notices displayed throughout the College.

Lecturers in charge, supervisors, or the senior person present, are to ensure that during emergency evacuation assistance is arranged for disabled persons and those who may be temporarily incapacitated. Senior department staff should be familiar with any Personal Emergency Evacuation Plans in the area.

Emergency exit doors must not be locked or obstructed and smoke stop or fire containment doors must not be wedged or propped open. Staff finding such doors wedged open should report the fact to the Head and / or the Health and Safety Officer and ensure the door is closed.

Unless fully conversant with all the emergency procedures every individual, when entering a room or area, is to ascertain the location of the fire alarm point, the nearest fire extinguishing equipment and at least two routes for evacuating the building.

If a fire may be extinguished, without risk to life, the extinguisher provided should be used, after raising the alarm provided the person has been trained.

There are restrictions in place for electrical equipment being brought to site for use. Unless explicit permission is given items should not be brought in from outside the college for use. E-Scooters are only permitted on site in the designated bike shed in the main car park, no charging of Electronic Scooters or separate battery packs is permitted on site whatsoever. Toasters should be restricted to food preparation areas unless explicit written consent is given by Senior Management.

For further details of the College's guidance documents in the Fire and Evacuation Guidance folder on SharePoint and the overarching Fire Management Procedure document.

Alcohol and substances

Employees must not report to work under the influence of illegal drugs, alcohol or other substances. Where staff are on external trips with students, those who are supervising students should not be intoxicated or consume alcohol with students, regardless of their age. The college has a zero-tolerance policy on drugs and substance mis-use. For further information and guidance, please refer to the staff code of conduct.

Smoking/vaping, drinking and eating

Smoking presents a hazard to health and, in many instances, a discomfort to others. Neither smoking nor Vaping is permitted and in any part of the College buildings or in any vehicles as outlined in the Staff Code of Conduct. Where the ingestion of harmful substances is likely, drinking, eating and the

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application of cosmetics are also prohibited. (These include corridors, teaching rooms, laboratories, workshops, projects areas, studios and staircases). For further information and guidance, please refer to the staff and students' codes of conduct.

Restricted areas

Access to rooms or areas accommodating plant, main switch-gear, lift machinery, heating and ventilation equipment, central heating boilers and certain other areas such as containment laboratories is restricted. Only authorised members of staff are permitted to enter such areas.

General tidiness

All staff and students should think and act positively in so far as good house-keeping is concerned. Wherever possible congestion is to be avoided, the need to retain redundant equipment which occupies much needed space, and the disposal of disused materials is to be periodically reviewed and, where necessary, approved appropriate disposal procedures are to be initiated.

Work surfaces, machinery, tools and general equipment must be left in a clean and safe condition. Entrances, exits and corridors must be free of obstruction and combustible material must not be stacked along fire/emergency exit routes. Walkways within rooms, including aisles in classrooms, are to be kept free of obstruction.

Reporting of hazards

Any person discovering a hazard, or anything which they consider a potential hazard, should at once notify the member of the staff in charge of the area at the time.

Members of staff should notify their line manager of serious and recurring hazards which should also be reported in writing to the Health and Safety Officer. If the Hazard is an item that requires movement from the Caretakers team, please report on Topdesk. Where possible, the hazard should not be left unattended or without a clear marker or signage that indicates that there is a potential hazard.

Training and supervision

In general, health and safety is regarded as an integral part of the professional, trade or operative skills. Safety training will normally be incorporated in occupational training.

Before commencement of their duties all new members of staff (including part time and casual staff) will receive information and training where appropriate on the general health and safety arrangements of the College. A comprehensive range of training is made mandatory for completion for new starters on Educare where the completion is monitored and prompted by Human Resources-where appropriate new courses/updates are made available and duty of completion information circulated on Sharepoint.

All students and newly appointed members of staff entering a workshop, laboratory or other area containing potentially hazardous equipment or substances must be familiarised with the basic disciplines and trained in safe practices relevant to the equipment to be used. (Training should normally be recorded by the area supervisor and the "trainee" should sign the record to signify their acceptance of the adequacy of the training.).

Suitable on the job familiarisation or refresher training is to be arranged as and when necessary, in particular, when potentially hazardous new equipment or procedures are to be introduced. When

changes occur to an existing member of staff's duties it may be necessary for additional training to be provided.

Any newly trained personnel should be subjected to a period of close supervision.

Health and safety inspections and associated remedial work

The maintenance of acceptable standards of safe working practices and conditions will periodically be monitored by the Safety Committee or nominated members of staff. Departments are responsible for 'self-inspections' twice per year.

Safety inspections may also be carried out by Inspectors of the Health and Safety Executive and by the Health and Safety Officer. It is the duty of all personnel to ensure that their work area and equipment is, to the best of their knowledge, safe and without risk.

Safety representatives

Safety Representatives elected by recognised trade unions are an integral part of the College safety organisation. Such representatives have a legal right to perform, on prescribed occasions their own inspections and investigations of the health, safety and welfare arrangements within the College.

The Head of Department or a nominated member of staff, and the Health and Safety Officer will normally accompany the Safety Representatives on their inspections.

The Safety Representatives should normally report in writing to the Head of Department via the Health and Safety Officer.

Teaching safety

An important part of safety and health in any education establishment is to inculcate safe methods of work into students as a preparation for their future careers. The aim is to develop in students an attitude of mind so that good safety practice is accepted as normal and they are capable of readily foreseeing possible hazards and of applying appropriate corrective measures to eliminate or reduce risks. All teaching practices that present risk must be accordingly assessed for hazards with control measures in place, this must be documented in line with the Management of Health and Safety at Work regulations. No individual who is not themselves trained or qualified to be carrying out specific activities or tasks should be conducting such activities.

Handling goods and materials

Due care is to be exercised by persons lifting and handling equipment to ensure that the equipment is not too heavy or awkwardly shaped to handle alone; in such circumstances assistance is to be requested. Special care is required when potentially hazardous equipment is being moved within the College.

When it is necessary to cross, or transit along, the public road the appropriate hazard warning signs are to be displayed on transportation vehicles and containers.

Visitors

All visitors must report to reception or Security. The person who invites, or escorts the visitors, is responsible for drawing their attention to the safety hazards in the area visited, to the precautions to be taken and to the relevant parts of the College safety policy. Visitors must wear a visitors pass (lanyard) for the duration of their visit. Please ensure that fire safety is considered and where possible information on potential PEEP is gathered.

Where visitors' entry is not being controlled, for an event for example (open evenings), there should be a risk assessment in place by the event coordinator highlighting the control measures in place for that individual event. Information should be shared amongst staff and where necessary, visitors, to ensure that measures are adhered to so far as reasonably practicable.

Safety information

The relevant mandatory safety warning signs and notices appropriate to the work area are to be prominently displayed in the proximity of any hazard. - Safety literature, safe working systems etc are available from supervisors, or other nominated persons.

Safety information of a general nature will be displayed on Safety Notice Boards and circulated through team meetings, via SharePoint and through announcements on the college intranet.

Departmental and general safety operations, procedures and guidelines should be read and agreed to, these should be signposted by line managers, any changes to these documents should be highlighted by the person(s) making the changes or conducting the review.

Additional information is available from the Health and Safety Officer.

Planning of new projects, procurement of new equipment and research

Whenever new projects, new hazardous substances and new equipment are planned, or when the layout of any work area is significantly altered health and safety aspects are to be assessed at the initial appraisal or feasibility study stage. If any hazardous substances are to be used or produced as a result of experiments etc. the hazards must be identified, a written risk assessment made of the particular procedure to be used, and the appropriate safety measures included in all stages of the work i.e., storage, use and disposal.

The risk assessment must be approved by the Head of Department/Curriculum (or equivalent position) and a copy forwarded to the Health and Safety Officer. A similar safety analysis is to be made in respect of the introduction of new processes or unfamiliar materials.

The operating instructions and safety advice of manufacturers and suppliers concerning the use of their products must be followed.

Project tutors / supervisors must regularly examine research workers project plans for potential hazards and to ensure that approved methods are being adopted.

Whenever new projects and new layouts involve alterations to the building or fixed services the Health and Safety Officer is to be informed at the planning stage to facilitate the consideration of safety features and regulations appropriate to buildings and fixed installations.

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Unauthorised equipment, materials etc. should not be brought into the College. Any personal items used within the College must be subjected to the same safety assessment and monitoring procedures as College equipment.

No equipment etc., is to be brought into the college premises without express permission from a member of the college management team or nominee.

Safety clothing and protective equipment

Everyone at work is expected to wear sensible working footwear and clothing. In workshops, chemical laboratories, biological laboratories and catering areas an apron, overall or laboratory coat are regarded as basic minimum for safe working.

In a number of areas special protective clothing and equipment is essential e.g. containment areas.

Eye Protection

Eye protection should be worn at all times when

- i) Operations are in progress using chemicals or other substances that would damage eyes or cause infection by this route.
- ii) When dusts or aerosols are likely to be produced or when there is a risk from cement splashes for example.
- iii) For all operations involving workshop and similar machinery.

Safety spectacles are considered to be the minimum eye protection required. Goggles or a face visor may be more appropriate in many cases. Contact lens wearers should always wear goggles where corrosive chemicals are being used.

Visitors to areas where eye protection is required who are not wearing prescription spectacles must be provided with a pair of safety goggles or spectacles. In general, visitors wearing protective spectacles need not be provided with further protection unless actually undertaking or observing potentially hazardous operations.

Dust Masks

Dust or particle masks/respirators should be made available for use in all laboratories or workshops etc where excessive dust or aerosols are likely to be created. However, the use of respiratory protection should be regarded as secondary to engineering controls i.e., local exhaust ventilation.

Where harmful dusts are likely to be produced a risk assessment must be completed and approved by the Head of Department and a copy forwarded to the Health and Safety Officer.

There are a number of work situations where the use of special protective clothing or equipment is essential; in such circumstances the work activity must not be performed

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without the use of the proper protection for the operator and others in the vicinity who may be affected by the activity.

Gloves

Where the risk of injury to, or contamination, or infection of the hands exists suitable gloves must be worn.

Care and the correct technique should be exercised when removing the gloves to ensure that any contaminants do not come into contact with the hands.

UNDER NO CIRCUMSTANCES SHOULD SAFETY EQUIPMENT BE MISUSED OR INTERFERED WITH.

For details on the provision and use of Personal Protective Equipment (PPE) see Health and Safety guidance stored in the SharePoint Health and Safety Folder.

Please note that Control of substances hazardous to health (COSHH) data sheets and equipment manuals will instruct on the correct and recommended PPE to be used. This advice should be adhered to at all times and enforced by the head of department or equivalent position. Tutors are responsible for ensuring that students are provided with or have brought the correct PPE prior to beginning any work/entering any area that requires.

Visitors to site should be provided with the appropriate PPE by department unless otherwise advised to bring their own. Contractors are expected to provide their own necessary PPE to complete the relevant work, which should be highlighted as part of their RAMS (Risk Assessment Method Statement).

Machinery, equipment and materials

Nobody is to handle, direct or supervise the use of specialised equipment or potentially hazardous machinery or materials, with which they are not familiar unless the close supervision of a full trained lecturer, technician or demonstrator.

No person should be permitted to use any such equipment or machinery unsupervised unless they have been adequately trained and instructed in their use. A record of such training and of trained persons should be kept by the Department.

When equipment is used all guards, safety devices and access covers are to be properly fitted, adjusted and used throughout the whole period of operation of the equipment unless the Head of Department has authorised in writing, that use of the equipment without any such device on each occasion of use. All equipment must be regularly maintained and the appropriate measures taken to prevent unauthorised use of dangerous apparatus and machinery.

Care should be taken to ensure safe storage arrangements for all machinery, equipment and materials.

In specialist areas, such as the Farm or construction areas, all equipment is subject to use by people that are qualified and trained in their specific field. Correct use, service and ongoing maintenance will be enforced by the lead member of staff in that particular department. Where proper use and techniques require additional safety instruction, guidance should be given to all users (staff and students alike) and be formally documented. Where there are rules and legislation surrounding the

storage or disposal of particular items procured by the department, it is the responsibility of the department to document these processes and ensure that they are followed by all users.

Working outside normal hours

All work outside of normal hours should be done with the express approval and knowledge of a line manager. Controls must be introduced by the line manager to mitigate against any further risks that may develop as a result of the work taking place out of college hours by means of risk assessment and procedural documents.

Experimental work of a potentially hazardous nature should not normally be carried out at night, during weekends, Bank Holidays and other times when the College is closed.

If it is essential that such work is carried out during these periods prior authorisation must be obtained from the Head of Department or equivalent position, or their nominee, and arrangements made to ensure adequate first aid cover.

Full-time students may not work out of hours unaccompanied unless given specific authority in writing by the Head of Department. Part-time students must be accompanied/supervised by a member of staff. All students require the authority of the Head of Department, or his nominee to work out of hours.

Any lone-working that takes place must be risk assessed. Lone-working should be avoided where possible, after which point specific control measures should be introduced to improve the safety of the lone-worker.

Unattended equipment

Adequate precautions must be taken by anyone who intends to leave equipment, other than standard items such as refrigerators, running overnight. A form signed by the Head or nominee must be prominently displayed or attached to, the equipment. The form should give clear and complete instructions, including the name, address and the telephone number of the person or contact in an emergency.

Potentially hazardous experimental equipment should not be left unattended.

Tools or potentially hazardous equipment should not be left unattended at any time.

Areas which are potentially hazardous should be signposted as such if the hazard cannot be removed immediately. Where possible, access should be restricted to areas with such hazards.

Working at height

Working at height should only be undertaken by competent staff who have been trained and given express permission to do so. Any work equipment that facilitates working at height should be inspected/erected by qualified personnel.

Ladders should be on a routine inspected cycle. Scaffold towers should be tagged with the inspection record and only erected by those who are Prefabricated Access Suppliers' and Manufacturers' Association (PASMA) trained. Working at height should be supported by documentation that shows the correct use.

Design, development and manufacture

Any processed designed, developed or manufactured equipment must conform to modern safety standards and be safe and free from risks. Any such equipment must be approved for use by Senior staff before being placed into circulation.

Operability studies and safety analysis are to be carried out at an early stage when equipment is being designed, developed or manufactured within the College. Appropriate performance tests and examinations are to be carried out and all findings are to be permanently documented.

As far as reasonably practicable the same principles should be applied to experimental and research equipment.

Permit to work

Certain high-risk tasks require a permit to work before they can commence, see relevant guidance for details.

Micro-organisms and potentially infectious materials

Special Codes of Practice and Regulations apply to work with these materials. Qualified staff members should always be consulted about such work and a risk assessment completed. The risk assessment must be approved by the Head and a copy forwarded to the Health and Safety Officer.

Educational visits/field work

All educational visits are subject to their own individual risk assessments, considerations should be made for individual activities taking place within the visit. Where appropriate risk assessments should be acquired from the host prior to commencement of any such visit.

Overall responsibility for safety is vested in the member of staff in charge. During the preparatory stage, a comprehensive appraisal is to be made of all safety, health and welfare aspects. Particular attention should be given to the adequacy of clothing, lifesaving equipment and the plans for emergencies or other contingency situations.

Consideration shall also be given to the safety to the public of unattended monitoring equipment, traps etc. Attention must be given to the safety of the public during all operations.

Department (local) rules

Risk Assessments, Codes of Safe Practice and detailed procedures should all be tailored to each department and readily available to all relevant staff. Heads of Department or the equivalent role will be responsible for ensuring that all of these documents are in place, up to date and adhered to at all times by all users. Industry specific information on safety should be included, line managers are responsible for ensuring that all practices being conducted in their area are done in the safest way possible, where risks have been deemed to be too high, consideration should be given to eliminating the task.

Policy review

This policy will be reviewed on an annual basis as a minimum by the Health and Safety Officer, checked and approved by the COO and CEO & Principal of NESCOL. The guidance documents that accompany this are subject to cyclical review. Notification of the Policy review will be shared for all staff on Sharepoint, it is the responsibility of line managers to ensure that all staff working in their department are aware of these changes. Acceptance of the changes to the policy will be added to 'My NESCOL HR' where appropriate.

Part 4**Legislation and How Criteria is Met**

The Management of Health and Safety at Work Regulations 1999 (MHSW) consolidate previous regulations of the same name, together with previous regulations concerning new and expectant mothers at work, and previous regulations concerning young persons.

The legislation is concerned with the management of risks within the College and advice on how to comply with the main requirements is as follows:

General assessment of risks

(a) The requirement to assess risks to health and safety within the College is the cornerstone of the legislation. Assessment of all risks is not practicable, but departments are expected to have assessed all reasonably foreseeable significant risks and in particular, risks which are identified by any relevant specific health and safety regulations.

See relevant guidance for details of the Risk Assessment arrangements in the Health and Safety Guidance folder on SharePoint.

(b) The MHSW Regulations specifically require that particular account must be taken of risks to new and expectant mothers when assessing risks in work activities. Risk assessments for pregnant employees should be in writing. Risks include those to the unborn child or child of a woman who is still breast-feeding, not just risks to the mother herself.

A "new or expectant mother" is an employee who is pregnant, who has given birth within the previous six months, or who is breast-feeding. An employee is expected to notify her employer in writing that she falls into the definition, but there is no statutory obligation for her to do so. Until such time as notification has been received, departments are not required to take action.

These assessments are normally carried by the Head of Department in consultation with Human Resources who will ensure that all controls are implemented by the departments.

(c) The Regulations require formal written risk assessments for young people.

Heads of departments are responsible for carrying out risk assessments for young people, special consideration will be given for any young person who is on work experience within their department.

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(d) The head of department is responsible for ensuring, so far as is reasonably practicable, the health and safety of all employees, students, visitors and others under their control or who may be affected by the work activities of their department.

Arrangements for health and safety:

MHSW place a duty on heads of departments (or equivalent post) to have arrangements in place within their departments for:

- a) Planning – to identify priorities and set objectives
- (b) Organising – to ensure a means of progressive improvement by a management strategy for safety
- (c) Control – to ensure that the safety systems and safety plans are implemented
- (d) Monitoring – practical measurement tools are in place
- (e) Review – of priorities for remedial action and of policy adherence

The ways in which heads of departments will demonstrate they are actively managing health and safety within their department are:

Quality and Resource Review (QRR)

Health and safety is included as part the College's QRR process during which the Senior Management Team will ask heads of department to report on all of the following:

- Action taken following any accidents within their departments
- Risk Assessment including any identified control measures that could not be partly or fully implemented.
- Actions from Departmental Safety Inspections
- Health and safety actions from Departmental Meetings
- Departmental Local Health and Safety Rules

Self-Assessment Reports and Development Plans:

Health and safety performance will one of the areas reviewed as part of departmental self-assessment process.

Health and safety will also be considered when departments are compiling their development plans with special attention given to the additional resources required for any health and safety requirements.

Departmental Meetings:

Health and safety will be a standing agenda item on all departmental team meetings.

The action from departmental team meetings relating to health and safety will be forwarded to the Health and Safety Officer who can advise on any outstanding actions.

Safety Inspections:

Regular safety inspections are an important part of a department's system for managing health and safety. College policy recognises this and requires departments to carry out inspections at regular intervals (at least bi-annually). There will be periodic unscheduled inspections by the Health and Safety Officer to ensure compliance with health and safety requirements across College premises. This may include the incorporation of health and safety considerations into daily patrols undertaken by the Security Team. The completion of both planned and unscheduled inspections will be tracked by the Health, Safety and Security Team and reported termly to the Health and Safety Committee, along with any significant issues found or lessons learnt.

Accident Investigation:

Investigation into the causes of accidents will enable heads of departments to review the effectiveness of the health and safety arrangements within their department.

The Health and Safety Officer will escalate information on any investigation with details of all accidents occurring within departments. The head of department will carry out an internal investigation into the cause and assess if any further action is necessary.

For all accidents that come within the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations a formal accident investigation will be carried out by the Head of Department and a report on the findings sent to the Health and Safety Officer.

Accident Statistics:

The Health and Safety Officer will provide the College Health and Safety Committee with statistical accident data including information for the same period in the previous year.

The committee will ask heads of departments to provide information on any accident trends that are identified.

Health surveillance:

This will be organised by the College Nurse/Occupational Health Service when required, but departments are responsible for identifying work with risks, which requires health surveillance, and for recruiting workers into the College scheme. Departments are also required to act on feedback from the College Nurse/Occupational Health Service.

Emergency procedures:

The MHSW Regulations require the College to establish written procedures, including evacuation procedures and procedures to call the emergency services, to deal with foreseeable situations that could present serious and imminent danger.

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Fire risk is the main risk to be considered, other emergency situations could arise including chemical spillages, gas leaks and bomb warnings.

Upon the fire alarm sounding the fire investigation team will investigate the cause of the activation and if they are required ensure the emergency services are called.

The emergency services will be called by Reception or Duty Caretaker ensuring that the full address of the College is provided and as much information about the emergency.

The College uses a system of Fire Wardens to ensure the premises have been vacated; the person responsible for each area will check the area to ensure everyone has vacated the premises and report the area clear.

For details of the College's Evacuation procedure see related guidance document in the Health and Safety folder on SharePoint.

For full details of the College's emergency procedures see the fire safety information here <https://bitly.ws/ZfVK> in the Health and Safety Guidance folder on SharePoint and further supporting documents.

Information for employees:

There is a requirement to provide information for employees (and students) on health and safety. This requirement includes information on risk assessments, the preventative and protective measures and the emergency procedures relevant to each individual's work.

The College health and safety policy statement appears on SharePoint, the intranet and website.

Training:

There has always been a requirement to provide training for employees on health and safety matters.

New employees must be provided with Health and Safety Induction Training which will be provided by the line manager as soon as possible and re-emphasised at the formal Cross College staff inductions which take place once a term.

All heads of department will be provided with training in the management of health and safety to ensure they are competent to deal with the health and safety issues arising within their department.

Other staff training will be necessary to ensure and update competency, including the competency to carry out risk assessment.

Health and Safety training will be discussed and reviewed as part of the College's annual performance review process. Line managers will ensure their heads of department is appraised of the need for any health and safety training so this can be included in the departmental staff development plan.

Line managers will ensure that staff under their control attend all appropriate health and safety training.