

**KING EDWARD VI COLLEGE**  
STOURBRIDGE  
— EST. 1552 —

# HEALTH & SAFETY POLICY ARRANGEMENTS

King Edward VI College, Stourbridge

## Health & Safety Policy

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### 1 Health and Safety Policy: Statement of Intent

**At King Edward VI College, through the way we work and behave, all our people (staff, students, and stakeholders) will be protected from the risks of occupational injury or ill health.**

It is our intent to show an ongoing and determined commitment to improving health and safety at work throughout our organisation. We endeavor to ensure the health safety and wellbeing of all our staff and all those who may be affected by our activities, and we will comply with health and safety legislation.

This policy seeks to reflect our commitment to ensuring that health and safety is paramount to the organisation, and we will set out to achieve this in 4 core areas.

1. **AWARENESS: “All our people have an awareness and understanding of health and safety hazards and risks that affect our organization and our mission.”**
  - Adequate resources will be provided to ensure all our people, sub-contractors and stakeholders are aware of this policy and committed to its effective implementation.
  - There will be active open communication and consultation between all our people, the sub- contractors, and stakeholders. Health and safety will be integrated into our communications, wherever appropriate
  - We will identify our workplace health and safety hazards. We will inform our people, the sub- contractors and stakeholders, as appropriate, of these workplace hazards and what control measures are in place to reduce the level of risk
  - External audits and a fire risk assessment will be conducted to potentially highlight any workplace hazards that may have previously gone unnoticed
  - Staff will be provided with regular refresher training alongside an annual health and safety briefing delivered at the start of the new academic year
2. **COMPETENCE: “All our people have the competence to undertake their work with minimum risks to health and safety”.**
  - Adequate training, information and instruction will be provided to those persons who require it on the health and safety issues that affect them.
  - Hazards in the workplace will be suitably assessed and persons will be adequately informed of the health and safety hazards and risks that affect their work.
  - We will take action to control risks to an acceptable level and reduce the potential for incidents.
  - All our people will be informed of the occupational health risks that affect their work. We will take action to prevent, reduce or control occupational health risks to an acceptable level and reduce the potential for ill health, including assessing all our people’s fitness for work. Health surveillance will be conducted to satisfy health and safety legislation.
3. **COMPLIANCE: “Our work activities achieve compliance with legislation, and our people are empowered to take action to minimise health and safety risks”.**
  - We will report and investigate accidents, incidents and near misses to drive

improvement in our health and safety management. Any lessons learned from such events will be used to take corrective action to prevent recurrences. Full root cause analysis will take place to identify areas of improvement.

- We will actively and openly, review and report on our health and safety performance against published objectives and target

**4. EXCELLENCE: King Edward VI College is recognised for excellence in education and also aspires to achieving excellence in the way it manages health and safety”.**

- We will constantly encourage, develop, review and share “health and safety good practice” both internally and externally
- We will encourage our people to contribute to a positive health and safety culture and to challenge and champion fellow employees on health and safety standards

Signed:  \_\_\_\_\_

Name: Holly Bembridge (Principal)

Date: 6 September 2023

## **2** Responsibilities

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### **2.1** The Principal

The Principal has overall responsibility for health and safety and in particular for:

- Ensuring that adequate resources are available to implement the health and safety policy
- Ensuring health and safety performance is regularly reviewed at board level
- Monitoring the effectiveness of the health and safety policy
- Reviewing the policy annually
- Carrying out the role of fire marshal and appointing others to carry out the role in their absence

### **2.2** The College Governors

The college governors have responsibility for:

- Ensuring that the College complies with legislation and follows best practice in the management of health and safety
- Making sure that adequate health and safety resources are available to meet health and safety requirements
- Ensuring that staff and students are not exposed to unnecessary risks and that significant risks are adequately controlled
- Making sure that monitoring procedures are in place for health and safety, either through direct observation or via discussion during governors' meetings
- Fully scrutinise the annual health and safety report and address any concerns

### **2.3** Assistant Principal (Student Journey)

The Assistant Principal is responsible for:

- Supporting the Estates and H&S manager in the development and implementation of an effective health and safety strategy
- Assisting in regular reviews of the college's health and safety strategy
- Ensure that trip organisers are competent and comfortable with the responsibility of organising and managing the trip/visit and are aware of what relevant paperwork should be in place before trip/visit can take place

### **2.4** Senior Leadership Team

The Senior Leadership Team is responsible for:

- Supporting the implementation of the college's Health and Safety Policy and procedures
- Ensuring that all members of their team are aware of their responsibilities and have received appropriate training
- Ensuring that there are appropriate documented structures for the discussion of health and safety matters with their teams, e.g., team meetings, etc
- Ensuring that areas of particular concern, which cannot be solved at this level are communicated effectively to the Estates and Health and Safety Manager
- Supporting and participating in the established system of communication in respect of health and safety within the College
- Investigating and where necessary, taking action in respect of any health and

safety issue highlighted by employees

- Investigating all accidents that occur in their areas of responsibility
- Ensuring that adequate resources are available to implement the Health and Safety Policy
- Fulfil the role of fire marshal as and when required

## **2.5 Faculty Directors**

Each Faculty Director is responsible for effective management of health and safety within his or her own area. In particular this includes:

- Ensuring that safe systems of work are implemented.
- Enforcing personal protective equipment requirements.
- Ensuring that employees are adequately trained for the tasks they perform.
- Monitoring premises and work equipment, reporting faults where necessary.
- Identifying and reporting health and safety related problems
- Identifying training needs.
- Investigating and reporting on accidents and incidents.
- Participating in the risk assessment programme and ensuring that risk assessments are completed for all activities within their subjects
- Setting a good example on health and safety matters.
- Encourage subject areas to ensure good housekeeping including regular classroom and office clear outs and provide a safe working environment for students and fellow staff members
- Support the Estates and Health and Safety Manager during internal and external audits

## **2.6 College staff**

All employees of the College have responsibilities in respect of health and safety. In particular they will:

- Co-operate at all times with the Senior Leadership Team in the implementation of and adherence to Health & Safety Policy and procedures;
- Take reasonable care for their own safety and for the safety of others who may be affected by their actions at work
- Not intentionally or recklessly interfere with or misuse anything provided for the purpose of health and safety at work
- Report all health and safety concerns to line managers
- Pro-actively report near misses
- Assist with the completion of the risk assessment programme
- Provide risk assessments for activities for which they are the responsible leader
- Ensure a safe working environment is maintained for staff and students at all times
- Ensure that all relevant health and safety training is up to date
- Comply with health and safety related policies and procedures

## **2.7 Estates and Health and Safety Manager**

The Estates and Health and Safety Manager is responsible for co-ordinating many health and safety activities and for acting as the primary source of health and safety advice within the College. In his absence the Deputy Estates Manager will assume these responsibilities. These responsibilities specifically include:

- Co-ordinating the College's risk assessment programme
- Administering the accident investigation and reporting procedure
- Liaising with the Health and Safety Executive (HSE), the College's insurers and other external bodies
- Submitting reports as required by Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)
- Co-ordinating the health and safety inspection programme
- Identifying health and safety training needs
- Providing or sourcing health and safety training
- Providing health and safety induction training to new employees
- Identifying the implications of changes in legislation or HSE guidance
- Preparing and submitting progress reports on an annual health and safety action programme
- Sourcing additional specialist health and safety assistance when necessary
- Displaying the health and safety law poster, a copy of the College's health and safety policy statement, employer's liability certificate, health and safety responsibility chart, and fire and accident reporting procedure
- Ensuring the site has adequate fire marshals and first aiders at all times
- Completing the induction checklist for new starters and long-term temporary employees
- Keeping and maintaining the Health and Safety Policy Manual and updating with any new procedures when given
- Ensuring that any actions arising from the health and safety audits are addressed, and recording any hazardous substances and materials.
- Ensuring that there is an effective health and safety policy and that it is reviewed on a regular basis to ensure that it remains suitable for the needs of the college
- Determining health and safety objectives and assigning clear responsibilities for meeting them
- Allocating resources to implement the health and safety policy, achieve health and safety objectives, avoid personal injury and property damage so far as is reasonably practicable through a structured risk assessment programme
- Ensuring that health and safety responsibilities are clearly communicated to college staff
- Assisting in the establishment of a system of monitoring and performance measurement that ensures effective implementation and working of the College's health and safety policy and strategy.
- Implement and monitor a written asbestos management plan

### **2.7a Deputy Estates Manager**

- To support the Estates and Health and Safety Manager in his role by virtue of expertise, observation and awareness.
- To deputise in the absence of Estates and Health and Safety Manager to ensure compliance and that any accident, incident or near miss reporting is fulfilled.
- Support the Estates and Health and Safety Manager with any remedial actions resulting from the Health & Safety Committee meetings
- Assist the Estates and Health and Safety Manager with any internal and external audits that are carried out and any resulting actions
- Assist the Estates and Health and Safety Manager with health and safety compliance e.g. legionella compliance, fixed electrical testing, fire safety compliance etc

### **2.7b Estates and Events Co-ordinator**

- Ensure that any external hirers have relevant insurances, provide all H&S related information and that they are briefed on their health and safety responsibilities and the college health and safety arrangements in regard to fire evacuation, first aid and security
- Ensure any event has been fully risk assessed

### **2.7c Administration Assistant**

- To support the Estates and Health and Safety Manager to organise, prepare and provide documentation for the Health & Safety Committee
- Take minutes at the Health and Safety Committee meetings and disseminate them to all staff via the weekly briefing notes
- Actively encourage staff participation in upcoming Health and Safety Committee meetings
- Collate all contractor's health and safety information e.g., liability insurance, risk assessments, training records and references

### **2.8 The Human Resources department will:**

- Keep a record of medical conditions disclosed by individual staff to pass to the first aid team if required
- Prompt the Estates and Health and Safety Manager to deliver H&S induction training to all new staff
- Ensure that all new or expectant mothers receive a risk assessment carried out by their line manager within an agreed time of notification
- Organise and manage appointments for staff to attend health surveillance and any medical screening by the occupational therapist
- Work with the Estates and Health and Safety Manager to ensure any relevant training for new staff is delivered
- Organise with the Estates and Health and Safety Manager when individuals may require a specific workplace risk assessment
- In collaboration with the Estates and Health and Safety Manager, identify specific responsibilities for health and safety and include within job description

### **2.9 College Medical Welfare Officer (MWO)**

The College Medical Welfare Officer will work alongside the Estates and Health and Safety Manager to ensure that the College fulfils its requirements under the Health and Safety (First Aid) Regulations 1981 and will be responsible for:

- Producing and regularly reviewing and revising a college wide first aid risk assessment
- Carrying out a risk assessment for area of responsibility
- Ensuring that there is adequate first aid provision
- Identifying the need for more experienced first aid provision e.g first aid at work trained staff
- Delivering all first aid training that they are qualified to deliver
- Creating and disseminating on a weekly basis a first aid rota that covers the whole college day, including sports fixtures, lettings and events
- Partaking in promoting a healthier workplace by circulating Government and HSE produced literature which advises on combating psychosocial hazards e.g stress and depression
- Being aware of changes in the NHS homely remedies policy and to uphold them
- Ensuring that first aid kits are adequately stocked and monitored
- Ensuring that spare stock of first aid supplies is maintained
- Formulating personal emergency evacuation procedures (PEEPs) for students and staff

who may require them;

- Ensuring that fire evacuation chairs /sliders are in place and that they are maintained within the required timeframe and to the required standard
- Assist the Estates and Health and Safety Manager with the procurement of any workplace PPE
- Looking after the first aid equipment and ensuring that containers are re-stocked necessary

## **2.10 First Aiders**

All first aiders must have the necessary training and qualifications, as evidenced by a current first aid certificate issued under a training course approved by the HSE.

It is the responsibility of all first aiders to maintain a valid certificate of competence and to advise the College Medical Welfare Officer when it is due to expire. The first aider will also keep a record of training and qualifications. The list of first aiders and their locations are displayed on notice boards. All information of a personal nature obtained in the course of first aid duties will be treated as confidential.

First Aiders will:

- Act in accordance with their training at all times
- Summon further medical help where necessary
- Look after the casualty until recovery has taken place or further medical assistance has arrived
- Ensure their own safety at all times
- Record all treatments for which they are responsible, with specific details of the injury or other reason for treatment
- Keep the College Medical Welfare officer informed of annual leave dates, wherever possible
- Confirm to the Estates and Health and Safety Manager monthly injury accident figures

Appointed persons are responsible for:

- Taking charge when a person has been injured or falls ill (in the absence of a first aider)
- Calling an ambulance where necessary

Appointed persons are those that are normally on site when first aiders have finished for the day. This includes Reception staff, security staff and the estates team.

## **2.11 SENCo**

The SENCo will pass on any relevant information to the Medical Welfare Officer where there are specific requirements regarding a student medical and/or mobility need.

We recognise that, on occasion, the MWO and the Learning support team will need to liaise about an individual's health, mobility or medical needs.

- Produce risk assessments relating to any students who have high needs or where a student needs additional care outside of what is generally provided
- Liaise with the Estates and Health and Safety Manager to address any health and safety or access concerns



### 2.12 Health and Safety Committee

The Health and Safety Committee will provide an opportunity for representatives to confer with the college leadership team on health and safety issues. Typically, the topics covered by the Committee are to:

- Identify and prioritise safety issues
- Identify training requirements for employees
- Review safety records including accidents and incidents
- Agree changes in working practices, if required
- Review the implications of any changes in health and safety legislation
- Regularly review and revise risk assessments

Committee representatives are drawn from a wide cross-section of the College's operations and therefore have a wide practical knowledge of the processes and activities undertaken within college.

### 2.13 Staff Safety Representatives

The health and safety representative is responsible for:

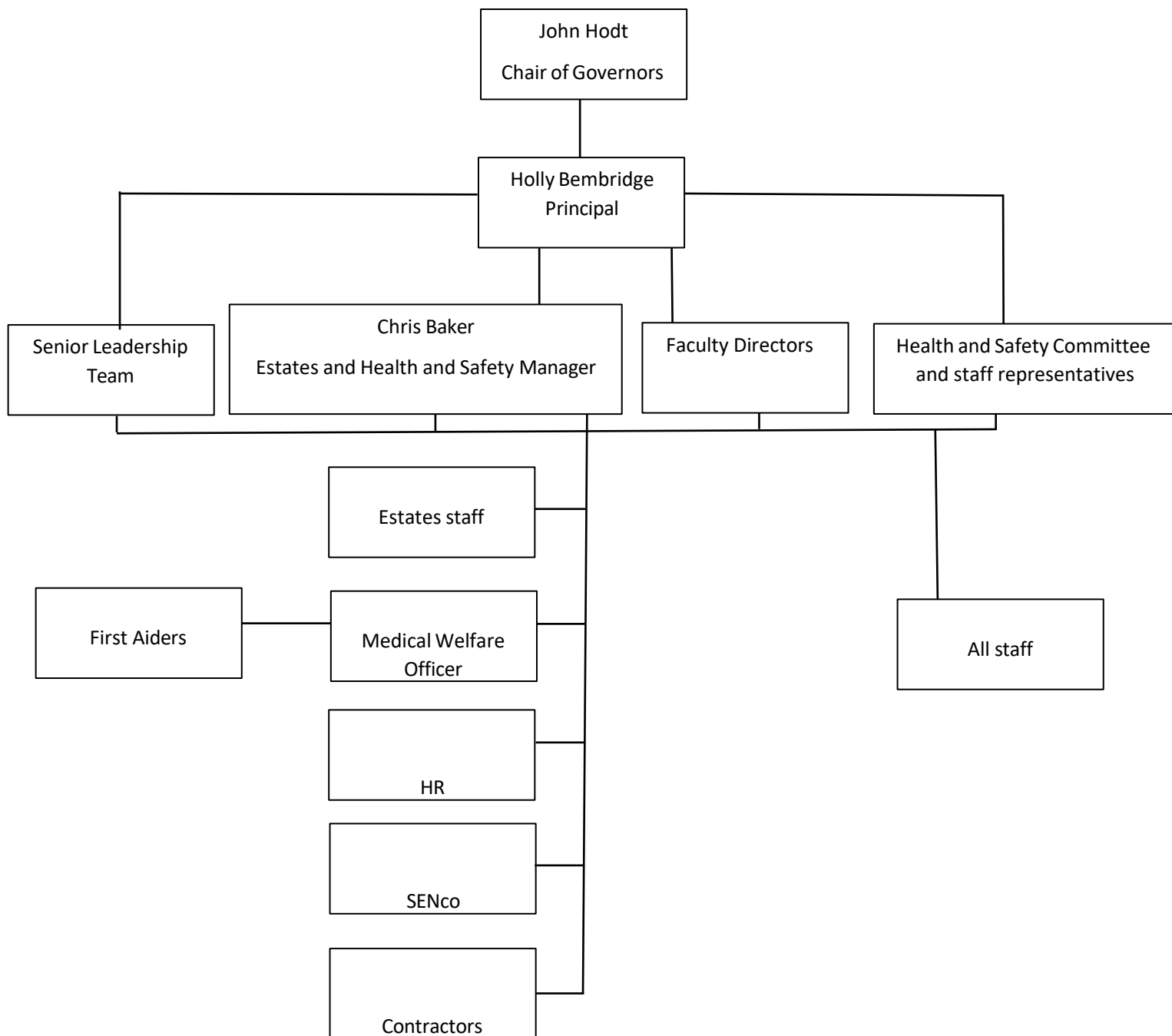
- Liaising between staff and management on health and safety issues
- Participating in Health and Safety Committee meetings
- Assisting the College with the introduction of health and safety initiatives, All accidents\*, and any injuries however small, that occur either in college or on an associated trip or outside activity must be reported to the Estates and Health and Safety Manager using the College's accident reporting system. Accident records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive.

### 2.14 Radiation protection Supervisor (schools)

The RPS has the day-to-day responsibility for the security, safe storage, use and monitoring of radioactive sources in the college, and for ensuring that staff understand the standard operating procedures, model risk assessments and undergo all relevant training.

\*An accident is defined as: **“Any unplanned event that results in injury, ill health of people or damage or loss to property, plant, materials or the environment or a loss of a business opportunity”.**

### 3 Health & Safety Structure Chart



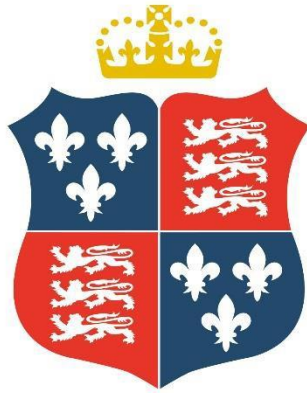
#### 4 Policy measuring and monitoring

This policy will be continually monitored and updated, particularly when changes in the scale and nature of our operations occur.

#### 5 Policy review cycle

The policy will be updated on a regular basis and as a minimum at least every 12 months or following a restructure of the organisational structure, change in process, following an accident or enforcement notice

Date of review	Date agreed	JCC	Governors	Review date	Comments
September 2023	October 2023	11 September 2023	LGB 18 October 2023	September 2024	



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# HEALTH & SAFETY POLICY ARRANGEMENTS

King Edward VI College, Stourbridge

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## [Health & Safety policy links \[reviewed at the same time as H&S policy\]](#)

External policies can be accessed via our website [here](#)

Internal staff policies are available on request to external parties

### **External**

1. [Alcohol and substance misuse \(students\)](#)

### **Internal**

2. [Alcohol and substance misuse \(staff\) – internal staff link](#)
3. [Minibus guidelines – internal staff link](#)

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## **Accident, RIDDOR, Incident and Near Miss Policy**

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### **Introduction**

When an accident or injury occurs in the workplace, we all have a legal and moral duty to record the incident.

The College defines an **accident** as:

“An unplanned or unexpected event, which causes injury to persons, damage to property or a combination of both”.

The College defines a **near miss** as:

“An unplanned event that does not cause injury or damage, but could have done so”.

The College defines a **dangerous occurrence** as:

“An unplanned incident that may not have caused a notifiable injury under RIDDOR but it had the potential to do so and must therefore be reported to the enforcing authority”.

It is recognised by the College that injury or damage does not have to occur for an event to be classed as an accident.

The Accident Reporting and First Aid Procedures will help in reducing incidents in the workplace, ensure legal compliance, and reduce the risk of repetition.

### **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)**

The Regulations impose the duties on employers to report to the Health and Safety Executive all specified work related injuries, diseases and dangerous occurrences. It applies to all work activities. It is the duty of the Estates and Health and safety Manager to ensure that RIDDOR reportable injuries, diseases and dangerous occurrences are reported to the HSE.

### **First Aid**

It is our policy to ensure that appropriate first aid arrangements are in place for our staff and any visitors to our premises. This includes providing sufficiently trained employees for our business needs and maintaining an adequate supply of first aid equipment. It also involves providing enough information to staff to enable first aid assistance to be sought during normal working hours. Where work is regularly undertaken outside these hours, then adequate first aid cover will be provided.

# Accident Reporting and First Aid Procedure

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## Procedure following an accident

### 1. First Aid

- In the event of an injury/medical need first aid should be requested by contacting reception on 200. If the Medical Welfare Officer is not immediately available, Reception will call other First Aiders who are on the first aid Rota
- If the accident is serious the Medical Welfare Officer or the first aider will decide if an ambulance should be called and Reception will be immediately informed. The Medical Welfare Officer/first aider will remain with the casualty and brief the ambulance service on the situation
- No employee should use their private car to transport a casualty to hospital. If an ambulance is not required, then a taxi is to be used
- If the accident was caused by a hazardous substance, the safety data sheets must be made available to the ambulance service
- The First aid team will notify the Estates and Health and Safety Manager immediately of any accident

### 2. Investigation

- The Estates and Health and Safety Manager will:
  - Ensure that the area is left undisturbed and sealed off, until authorised
  - Organise an investigation to determine the cause of the accident/dangerous occurrence
  - Take photographs of the site of the incident and any other relevant tools, equipment, etc. if necessary
  - Obtain witness statements
  - Obtain statement, if possible, from injured person
- The Estates and Health and Safety Manager will make a full report and include all the above information and forward it to the Principal, Assistant Principals and Deputy Chief Finance Officer for onward transmission to the insurance company, etc
- The Insurance Company providing Employer's Liability Insurance may require a copy of the entry into the Accident Report Book, the F2508 and details of the accident investigation

### 3. Recording

- Once first aid treatment has been provided, the injured person/first aider must complete relevant details on an accident form, which is available on the staff portal
- Once the Accident Form has been completed, the form will be sent to the Estates and Health and safety Manager for him to review and act accordingly and be kept in a secure and confidential place in line with the Data Protection Act. The Accident Form must be kept for a period of 3 years from the date of the last entry. The injured person may make a copy of the page entry
- When the First Aid & Welfare Officer and the Estates and Health and safety Manager have completed their investigations, they will retain a copy of the form for recording purposes and send an additional copy to Human Resources.



- The Line Manager will review any appropriate risk assessments and safe working procedures to ensure any further remedial actions are taken
- The Estates and Health and Safety Manager will decide if the accident/incident meets the criteria for Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

#### 4. Official Notification/Reporting

A full list of all reportable accidents, incidents, diseases and dangerous occurrences can be found on the HSE website:-

(<http://www.hse.gov.uk/riddor/what-must-i-report.htm> or [http://www.hseni.gov.uk/riddor\\_booklet.pdf](http://www.hseni.gov.uk/riddor_booklet.pdf) for Northern Ireland)

If notification is required, the Estates and Health and safety Manager will be responsible for completing the report. Fatal and specified injuries to workers must be immediately reported by telephone, HSE's Incident Contact Centre by telephone (0845 300 99 23) and followed up with an online report form (<http://www.hse.gov.uk/riddor/report.htm>). All other reportable incidents should be reported using the online system within 15 days

Should the incident be sufficiently serious, the enforcing authority may make their own investigation. For this reason the scene of the accident, etc., must be preserved until such time as permission is granted to disturb it

A copy of the completed RIDDOR report will be kept together with all other relevant forms, statements, etc., in a dedicated file

#### 5. Reportable Injuries, Diseases and Dangerous Occurrences

- Reportable Accidents and Dangerous Occurrences - All types of reportable accidents and dangerous occurrences are identified on the above website
- Reportable Diseases - Reportable diseases are those prescribed by the Health and Safety Executive and diagnosed by a General Practitioner or other Specialist as being caused by the individual's occupation. In such circumstances the individual's General Practitioner will notify the College in writing. Thereafter, the Estates and Health and safety Manager is responsible for reporting the disease to the HSE as at paragraph 4 above

#### 6. Incidents/Near Misses

- An incident/near miss can be defined as something that has happened which is not intended to do so. No injury or damage has to have occurred, i.e. a roof tile falling to the ground narrowly missing a person
- It is important to notify the Estates and Health and safety Manager of any incidents immediately, before they result in an injury
- The person involved will complete an Accident/Incident or Near Miss Report Form on the staff portal and will be contacted in due course if more information is required. The Estates and Health and safety manager will also check on the welfare of the person involved

# The management, monitoring, and control of asbestos policy

## Introduction

Asbestos is the collective name for a group of fibrous minerals which are mechanically strong and resistant to heat and chemicals. Asbestos has been used in a wide range of applications in the past because of its excellent thermal insulation, fireproofing and other physical and chemical properties.

Inhaling asbestos fibres can lead to asbestos related diseases - these are mainly cancers of the lungs and chest. Asbestos does no harm provided it is in good condition and remains undisturbed. Asbestos which remains 'in-situ' is not prohibited but they must be managed and must not pose a risk to health. However, when it is disturbed or damaged it can release fibres into the air, which when inhaled can become a danger to human health.

The Control of Asbestos Regulations 2012 requires the college to carry out a risk assessment on work with or near asbestos materials or any material suspected as, or likely to contain, asbestos.

The management, monitoring and control of asbestos policy sets out how King Edward VI college will manage the risk posed to staff, students, visitors and contractors by asbestos-containing materials and how we will comply with the Health and safety at work act 1974, and the Control of Asbestos Regulations 2012

## Definitions/Terminology

- Duty Holder: King Edward vi college is the legal Duty Holder, in accordance with Regulation 4 of the Control of Asbestos Regulations
- ACM: ACM is a collective term for Asbestos Containing Materials
- AMP refers to the Asbestos management plan
- UKATA is the UK governing body for training associated with Asbestos
- CDM refers to Construction, Design and Management regulations 2015

## Responsibilities/Duties

### Duty Holder – King Edward vi college

The Control of Asbestos Regulations outlines specific duties placed upon the duty holder. The circumstances will decide how and whether these responsibilities are shared. Responsibility for the asbestos management plan and for ensuring the management, monitoring and control of asbestos policy is implemented, is delegated to the Estates and Health and safety Manager. In the absence of the Estates and Health and safety Manager, the deputy estates manger will assume responsibility.

In accordance with the Control of Asbestos Regulations King Edward vi college will:

1. Prevent, as far as is reasonably practicable, exposure to asbestos fibres
2. Determine the location of materials likely to contain asbestos
3. Presume that materials contain asbestos unless there is evidence that they do not
4. Make a written record (the Register) of the location of asbestos and suspected asbestos material and keep it up-to-date
5. Ensure a suitable Asbestos Management Plan, based on building surveys, re-inspections and risk assessments, is produced and implemented

6. Keep a check on the condition of asbestos and suspected asbestos materials to ensure that they are not deteriorating
7. Assess the risk of exposure from asbestos and suspected asbestos materials and record the action necessary to ensure that:
  - Any material known or suspected to contain asbestos that may create a risk of exposure (because of its state and location) is repaired or, if necessary, removed. This can only be conducted by approved and licensed contractors who will be monitored by the enforcing authority
  - Any material known or suspected to contain asbestos is maintained in a good state of repair
  - Information about the location and condition of material containing asbestos, or suspected to contain asbestos, is known and is given to anyone likely to disturb it
8. Prepare and implement a written management plan to control these risks and ensure that information about the location and condition of any asbestos is provided to any person who is liable to disturb it
9. Ensure that any asbestos surveys are carried out prior to construction works and that all relevant parties receive a copy before works commence
10. Ensure building maintenance and refurbishment works are undertaken with due regard to asbestos risks and in accordance with the AMP
11. Ensure only competent licensed or accredited contractors are engaged in asbestos removal and supervisory projects and that all removal contracts are notified to the HSE as required
12. Ensure all ACMs are suitably risk assessed, periodically inspected, and confirm no significant risk is posed by them
13. Ensure training, instruction and information on asbestos and asbestos management is provided to appropriate staff, students, and contractors
14. Suitably label ACM locations or materials
15. Provide appropriate resources to manage and, where appropriate, remove ACMs
16. Regularly review the Asbestos Management System
17. Recognise its responsibilities to contractors and others involved in building and maintenance projects established through the Construction (Design and Management) Regulations 2015 and its duties as the 'Duty Holder' of owned buildings as defined by Regulation 4 of the Control of Asbestos Regulations 2012

### **Estates and IT staff**

1. Before conducting any works that may interfere with the fabric of any building, Estates and IT staff will refer to the AMP to determine the locations of any potential ACM's.
2. Estates and IT staff will periodically familiarise themselves with the AMP.
3. Estates and IT staff will bring to the attention of the Estates and Health and safety Manager any previously undetected ACM'S
4. Estates and IT staff will take part in refresher asbestos awareness training that is approved by UKATA.
5. The Estates and IT team must ensure that any work carried out does not disturb any ACM and any contractors carrying out any work should ensure that they have read and signed the asbestos register for the site.

### **Staff, students, and visitors**

Each member of staff, students and visitors have a responsibility in law to cooperate with the college and to not interfere with anything established or provided in the interests of health and safety. This includes:

1. Not interfering with any building material or building service and should not penetrate the fabric of the building to attach any fixtures or fittings
2. Not removing or interfering with signage indicating the presence of asbestos or placed in the interests of health and safety
3. Cooperating with the college and the Estates and Health and safety Manager on all matters relating to asbestos and health and safety
4. Reporting any concerns to the Estates team immediately
5. Attending any training if requested

The structure below shows the key roles and appointments for the effective and safe management of Asbestos and the communication chain that will ensure this policy is correctly adhered to.

### **Duty Holder – King Edward VI College**

King Edward VI college has the overall responsibility for the health, safety and welfare of all its staff students and others affected by our work activities and for the effective implementation of the management, monitoring and control of asbestos policy.

### **Estates and Health and safety Manager**

The Estates and Health and safety Manager is the nominated person with the relevant skills competency and knowledge to assist the duty holder in complying with their duties under the control of asbestos regulations.

### **Deputy Estates Manager**

The Deputy estates manager will assume responsibility for assisting the duty holder in the absence of the Estates and Health and safety Manager.

### **Estates and IT staff**

The Estates and IT teams will refer to the asbestos management plan before carrying out any works that will affect the fabric of the buildings. The Estates and Health and safety Manager must be notified of any upcoming works that are planned. They must ensure that before commencement of any works that contractors have read the asbestos management plan and signed the asbestos register.

### **Contractors**

Contractors must read the asbestos management plan and sign the asbestos register before commencing any works. The AMP will be forwarded along with any relevant surveys to contractors before any major refurbishment works start.

### **Externally appointed capital works project manager/ Principal Designer**

Any appointed persons to project manage or facilitate the role of principal designer must consult the asbestos management plan and asbestos register before design work commences.

# Asbestos Management procedure

## Identification of Asbestos

The Estates and Health and safety Manager will ensure that asbestos surveys are carried out in accordance with HSG264 "Asbestos: The survey Guide". When using an external organisation then that company must be HSE licensed.

All asbestos survey data will be held centrally within the college database and a hard copy will be stored at reception and within the gatehouse.

Any samples for analysis will be sent to a company that is HSE licensed for the identification of asbestos fibres.

Any air testing will be carried out by a company that is HSE licensed for asbestos air sampling and analysis.

Once located, labels will be fixed to ACM's to highlight to others their precise location. No works should take place in that area unless prior agreement has been reached with the Estates and Health and safety Manager.

## Training requirements

### Employees

In accordance with regulation 10 of the control of asbestos regulations any worker liable to disturb asbestos while performing their normal everyday work is required to receive adequate asbestos awareness training.

Every employer must ensure that adequate information, instruction, and training is given to those employees who are liable to be exposed to asbestos during the course of their work.

The Estates and Health and safety Manager will ensure that all relevant personnel will undertake initial training and then annual refresher training to ensure they are kept updated on new developments in the management and control of asbestos to ensure competent performance of their specific duties.

Attendance will be recorded and maintained ready for inspection if required. Employees will also be given training on how and where to access the asbestos register and to ensure that it is consulted before any maintenance works are undertaken.

### Contractors

Any worker liable to disturb asbestos while performing their normal everyday work is required to be trained. Every employer must ensure that adequate information, instruction, and training is given to those employees who are liable to be exposed to asbestos during the course of their work.

The Estates and Health and safety Manager will ensure that all employees of appointed contractors, who are liable to work with asbestos, have undertaken asbestos training.

Contractors must have undertaken one of the following UKATA approved training courses:

- Awareness training
- Training for work with asbestos that does not require a licence from the HSE
- Training for work with asbestos that does require a licence from the HSE

## **Asbestos Waste**

Any asbestos removed from a site must be done so in accordance with the hazardous waste regulations and be accompanied by the relevant waste consignment note.

An approved asbestos removal company must provide a secure, lockable container for the temporary storage of asbestos waste generated by surveys or inspections. This waste will be disposed of as required and the waste consignment note retained.

## **Emergency Procedures**

The following procedure should be followed if suspected or confirmed ACM's have been damaged.

1. Evacuate all staff, visitors, and personnel from the immediate area.
2. Secure the area to prohibit anyone re-entering - by physical controls, locking rooms if possible or by placing estates/security staff at entrance to area.
3. Inform the Estates and Health and safety Manager and request immediate assistance in securing the immediate vicinity and limiting the escape/spread of asbestos.
4. The Estates and Health and safety Manager must contact the Principal and any other specialist advisor deemed necessary - to assist in managing the accident scene and checking the site asbestos register.
5. Depending on the severity of the incident and likelihood of release of asbestos fibres a record should be kept of names of persons who were working in that area.
6. The Estates and Health and safety Manager will arrange for asbestos air sampling and analysis before reoccupation.

The following procedure should be followed whenever suspected ACMs are found during maintenance or refurbishment works:

1. Stop work immediately.
2. Isolate the area, i.e. shut doors and windows etc.
3. Post warning notices and inform people in the immediate area and request that everyone move away.
4. Contact the Estates and Health and safety Manager for guidance and instruction.
5. Appropriate risk assessments and control procedures shall be agreed following consultation with the Estates and Health and safety Manager and implemented to avoid exposure of ACMs to building users.
6. The Estates and Health and safety Manager will make arrangements to have the materials damaged, sampled and analysed and if needed a competent licensed contractor will be appointed to facilitate the Encapsulation, treatment or removal of the disturbed ACMs carried out in accordance with current legislation before areas are re-occupied.
7. Additionally, background air sampling will be undertaken of the affected area to ensure that the presence of any asbestos fibres is below the control limits, prior to re-occupation. Once results are known they will be notified to the Estates and Health and safety Manager.

### **Additional emergency procedures for Project Areas:**

1. The Construction Site Manager should halt all local works and take any necessary or recommended action. Such action may include informing staff and building occupants and clearing of the area or site.
2. The Project Manager and the Estates and Health and safety Manager must be informed of all developments.
3. General, contractor specific and site health and safety reporting procedures may be triggered by these events. Where the emergency has been caused by finding damaged ACMs it is likely that the long term action will be the removal of the material, with costs apportioned to the project.

### **Management of Asbestos Containing Materials (ACMs)**

#### **Management of ACMs**

Management options stated within the Asbestos Register are assigned by the Estates and Health and safety Manager and are considered the appropriate choice at the time of Register review.

Long term ACM maintenance considerations, including cost, resources, potential for exposure etc, will be taken into account and opportunities taken for removing materials, particularly during periods of building closure or refurbishment.

In general ACMs with higher risk scores will be identified for remedial works, whilst those with lower scores will be retained within the management scheme for in-situ materials.

Records of decisions made, together with any discussion and rationale supporting such decision, will be kept by the Estates and Health and safety Manager.

#### **Inspection of ACMs**

The Estates and Health and safety Manager will conduct annual inspections of confirmed ACM's with significant importance placed upon access, condition and deterioration. ACMs of higher score may be subject to more regular re-inspection than those of lower score.

Re-inspections of known or suspected ACMs, will be carried out by a UKAS accredited Inspection company and will be arranged and co-ordinated by the Estates and Health and safety Manager. Re-inspection will require checking of known ACMs against Register information.

Where ACMs are in good condition, with minimal potential for fibre release, they may be left in-situ. The Estates and Health and safety Manager is responsible for ensuring these materials are kept in a sound condition.

All known ACM's have received a score rating following a risk assessment of the material based on product type, condition, surface treatment, asbestos type, location, position of material, for example how accessible it is during normal building occupancy, susceptibility to damage, number of people potentially exposed, whether the material is subject to maintenance, refurbishment or other possible disturbance. This is provided by a UKAS accredited asbestos surveyor appointed by the Estates and Health and safety Manager.



## **Removal of ACM's**

Only approved Licensed Asbestos Removal Contractors will be appointed by the Estates and Health and safety Manager. Remedial works to ACMs, including encapsulation, will generally be carried out by a Contractor holding a License under the Asbestos Licensing Regulations. These removal works will take place outside of operation hours.

Choice of Licensed Contractor and management of the Preferred Contractor will be subject to in-house selection and approval procedures, co-ordinated by the Estates and Health and Safety Manager.

Audits of Contractors undertaking work with ACMs will be carried out by the Estates and Health and safety Manager. Such audits will include assessment of quality of completed work, safety issues throughout the remedial works, compliance with Contractor's own Safety Management systems.

Only organisations holding the appropriate qualifications, are HSE licenced, and UKAS accredited will be approved.

Any remedial works to remove any ACM's will be documented in the asbestos management plan.

## **Action Plan**

The Estates and Health and safety Manager will devise an action plan which will contain priorities and targets to include remedial or removal works. Consideration will be given to ACM risk assessment score, building occupation constraints, financial resources, training issues, other planned building works and survey requirements.

## **Policy review**

The management, monitoring and control of asbestos policy and the asbestos management plan contained within this policy will be annually reviewed alongside the College health and safety policy or following a significant event that involves asbestos located on site.

The intention of the review will be to assess:

- Management procedures and their effectiveness.
- Effectiveness of the management plan in terms of its integration into all matters relating to the building fabric and use
- Overall progress made against the Action Plan
- Suitability and maintenance of communication, instruction, training of personnel, employees and contractors
- Suitability and success of record keeping tasks

## Children and Young Persons Policy

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The Management of Health and Safety at Work Regulations place specific duties on employers to protect young persons at work. The amended Regulations recognise the fact that, due to lack of maturity, experience or knowledge of potential risk, young persons may be exposed to a greater degree of danger from workplace hazards than their adult counterparts and so are deemed vulnerable by the HSE. As a consequence, any risk assessment of a task in which young person's participate, must fully take this into account.

### Definitions

A young person is any person who has not attained the age of 18.

### Scope of Activities

Managers must ensure that no young person will be employed for work for which they are responsible which:

- Is beyond their physical and/or psychological capacity;
- Involves harmful exposure to agents which are toxic, carcinogenic, cause heritable genetic damage or harm to the unborn child or which, in any other way, may chronically affect human health;
- Involves harmful exposure to radiation;
- Involves the risk of accidents which it may reasonably be assumed cannot be avoided by young persons owing to their insufficient attention to safety or lack of experience or training;
- Exposes the young person to a risk to health from extreme heat or cold, noise or vibration;
- Exposes the young person to risks arising from the use or handling of explosives or objects containing explosives;
- Involves high voltage electrical hazards.

However, it may still be appropriate to employ young persons in some of the above capacities where:

- It is necessary for their training;
- They are supervised by a competent person;
- Any risk will be reduced to the lowest level that is reasonably practicable.

Children may not be employed:

- Before the end of school hours (unless on work experience);
- Before 7am or after 7pm on any day;
- For more than two hours on any school day or Sunday;
- For more than 4 hours without a rest break of 1 hour.

### Risk Assessment Considerations

When making or reviewing a risk assessment for tasks to be undertaken by young persons, the following considerations will be considered:

- The inexperience, lack of awareness of risks and lack of physical maturity of young persons;
- The fitting out and layout of the workplace and any specific workstations;
- The nature, degree and duration of exposure to physical, biological and chemical agents;
- The form, range and use of work equipment and the way it is handled;
- The extent of the health and safety training provided or to be provided to the young persons.
- The level of supervision that will be provided.

## **Children and Young Persons Procedure**

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The College will ensure the following procedures are in place for any children or young person's either visiting or working within the College.

### **Children visiting the premises**

Children visiting the premises will be restricted to specific areas of the college and must be accompanied by a member of staff at all times, as approved by the Principal.

### **Young persons**

Young persons will be subject to risk assessment upon their arrival on site to ensure that they are not exposed to any hazards which may affect their health, safety and welfare.

If the risk assessment results in moderately low scores, the young person who will be working in college will undertake all relevant training alongside a full health and safety induction. They will remain under the supervision of a designated, member of staff.

If control measures in place following the risk assessment result in medium to high risk, then those activities or tasks must not take place.

## Children and Young Persons Health and Safety Induction

Child/Young Person's name	
Start date	
Job title/role	
Line Manager	

As a manager, you have a particular responsibility for the young people who work for you. Always remember that they are more vulnerable than experienced members of staff. In particular, early on, you must discuss the following items with them:

### 1 Contact Arrangements

Routine contact: Name:				
In case of problems: Name:				
Telephone numbers	Home	Mobile	Work	
Name and role of mentor:				
Name of safety representative:				

### 2 Tour of the Workplace

Completed

Give a general tour of the workplace		
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### 3 Specific Restrictions

Completed

Must not use the following equipment:		
Must be supervised when operating machinery.		
Must not enter the following areas:		

### 4 Personal Protective Equipment - importance of use

What must be used and when. Detail items here:		
Is the correct size equipment available (if applicable)?		

### 5 Emergency Evacuation Procedure

Location of fire exits	
Location of fire extinguishers and break glass points	
Name and location of fire marshal	
Action on discovering a fire	
Inform employee of fire alarm testing regime	
Action on hearing fire alarm	
Location of dept. assembly point	
Emphasise that it is an offence to block fire doors	
Emphasise the importance of keeping fire doors shut	

**6 First Aid And Accident Reporting**

How to contact a first aider and who it is		
How to call an ambulance		
How to report an accident		

**7 Job Safety**

Hazards and precautions (Where applicable)	Hazards Present in Job	Safety Overview Given	Specific Training Required
Chemical Substances			
Electrical			
Lifting and Handling			
Machinery and Equipment			
Display Screen Equipment			
Housekeeping			
Site transport			
Other (please specify)			
			Completed
Hazard reporting			
Unsafe acts and conditions			
Job Specific Hazard (Please complete)			
(a)			
(b)			
(c)			
Conduct risk assessments for the work tasks allocated to the student			

**8 Display Screen Equipment Users**

Risks and precautions outlined. Assessment completed if required.	
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**9 Training**

Extra training required not specified in Section 6 - Detail here:	

I confirm that the checklist has been completed	
Child/Young Person's signature	
Line Manager's signature	
Date	

**Note: Make two copies of this form when completed. Keep the original, give one copy to the employee/person on work experience and give the other copy to the HR department.**

## Children and Young Persons: Information for Mentors

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**Your role is to look after the young person you have been allocated and provide support and guidance to them.**

It is very easy to forget that young people do not always appreciate the risks involved in an activity. They may:

- be physically and psychologically immature;
- lack awareness of the risks involved in the work they may be asked to do;
- be ignorant of risks associated with plant, equipment and substances;
- be eager to impress or to please;
- have a tendency to high spirits.

### Remember

- What you teach this person now is their foundation for their future working life. Teach them the right and safe way
- If you take short cuts, you may have the knowledge and skills to deal with problems. The young person won't be able to do that. Teach them the right and safe way.
- A young person starting work will be eager to please. Encourage them to ask questions about the risks and safe working practices of the job.
- Encourage them to discuss and report any hazards they see.
- Tell them it is OK to say 'no' if they are unsure of what to do, or seek your advice before beginning a task.
- Reinforce the need to wear the correct equipment and to use the correct safe working precautions and personal protective equipment.

**Mentor Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **Contractors (Selection and On-site Control) Policy**

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### **Introduction**

The Health and Safety at Work etc. Act provides that the College and the contractor have duties to ensure the health and safety of their own and each other's employees. This means that the place of work, the equipment used, the systems of work employed and the competence of the personnel are covered by legal requirements.

### **Selection of Contractors**

Section 3 of the HSW Act implies a duty on the College to ensure that any contractor is competent to carry out the tasks required. Cost will never be the main criteria for the selection of a contractor. Before commencing major works a pre-contract meeting will be arranged by the Project Manager to discuss safety matters.

### **Safety Policy**

The Estates and Health and safety Manager, selecting contractors to carry out works must ensure that their safety policy, where appropriate, outlines their commitment to safety. A copy of the contractor's Safety Policy along with other relevant documentation will be requested during the tender process.

The College must also satisfy itself that a copy of the policy document has been distributed to the employees and self-employed staff of the contractor and that its procedures are understood by them.

### **Risk Assessment**

Contractors must provide the College with risk assessments and detailed method statements on how the tasks will be completed and what tools/equipment will be used.

The Estates and Health and safety Manager must also investigate the following:

- Have the workers received training for the works to be carried out?
- To what extent is there supervision for the task?
- What is the competency of the contractors in the management of health and safety?
- What are the proposals for safe working?
- Has the contractor ever been subject to enforcement action?
- How does the contractor's accident record compare to that of other companies?
- Can the contractor's health and safety attitudes be checked with previous clients?

The investigations must be recorded and kept on file for future reference.

### **Control of Contractors on Site**

The Estates and Health and safety Manager wishing to engage any contractor must send them a copy of the Colleges Safety Requirements for Contractors on Site form for their signature prior to their engagement.

This form identifies all the safety requirements for contractors working on any of our sites.

The Estates and Health and safety Manager engaging contractors will be expected to monitor their compliance with this form.

### **On-site Safety Checklist**

When the contractor arrives on site and prior to the commencement of any work, the Estates and Health and safety Manager will undertake a thorough Health and safety induction with the site foreman. They will then ensure that all other contractors under their control will receive the onsite induction through the foreman. Contractors will sign to indicate they have received this.

## **Contractors: Site Rules**

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### **1 Introduction**

- 1.1 All contractors are required to comply with College's Contractor Controls Procedure.
- 1.2 The Contractor's management and supervisory staff must ensure this information is brought to the notice of their employees including any employees of sub-contractors.
- 1.3 If there is any doubt or misunderstanding about the contents of this agreement, the Contractor must approach the College for clarification before proceeding with the work.

### **2 Terms Used**

- 2.1 "College" refers to King Edward VI College, Stourbridge or any of its constituent parts.
- 2.2 "The Contractor" refers to contractors, sub-contractors, engineers and self-employed persons working under a contract on premises owned or occupied by the College.
- 2.3 Each Contractor has the responsibility for ensuring that his employees understand and comply with the relevant health and safety procedures detailed in this agreement.

### **3 Legal Obligations**

- 3.1 The Contractor must comply with the legal duties detailed in the Health and Safety at Work etc. Act and such subordinate legislation or codes relating to the work such as regulations covering these subjects (this list is non-exhaustive):
  - Construction
  - Management of health and safety
  - Workplaces
  - Work equipment
  - Personal protective equipment
  - Manual handling
  - Noise
  - Electricity Welding
  - Pressure systems
  - First aid
  - Etc.
- 3.2 The Contractor shall, adhere to these guidelines, and provide additional information as required.
- 3.3 The College shall have the right to require the Contractor on receipt of verbal instruction supported by notice in writing later, to remove any of his employees who have failed to comply with such provisions of Statutory Regulations, Approved Code(s) of Practice and the College's policies and procedures.



## **4 Contractual Obligations**

We require the Contractor to:

- 4.1 Provide the College with proof of Public Liability Insurance cover up to the required limit.
- 4.2 Ensure all construction equipment brought onto site and any plant, machinery and ancillary equipment which he installs, complies fully with the regulations described in 3.1 above and any relevant European Product Directives and appropriate European and British Standards.

The College retains the right to stop any activity or the use of any equipment which it considers exposes employees or others to risk of injury or ill health. The College will not accept responsibility for any increase in cost arising out of such action.

The Contractor and its employees must obey any written or verbal instructions on health and safety given by appropriate college representatives.

The rules and procedures described in this document do not relieve the Contractor from their general legal or contractual obligations.

## **5 Health and Safety Documentation**

5.1 The Contractor shall provide the following information to the College if appropriate:

- Health and Safety Policy
- Risk Assessment(s) on which the policy is based
- Risk Assessment, Safe Working Procedure or specific method statement relating to the work that will be carried out.

5.2 Conversely, the Contractor will be informed about any risks relating to the area in which the work is to be carried out.

5.3 Periodically throughout the works, The Estates and Health and Safety Manager will undertake a Health and safety Audit with the site foreman to ensure works are being carried out safely and in line with what was agreed at the Health and safety induction.

## **6 Authority to Proceed**

6.1 There are certain activities, which require written authority from the College before proceeding with the work. Where Contractors work for the College on a regular basis this can be done annually provided it covers the activities listed. These are:

- Cartridge operated fixing tools
- Confined spaces
- Cranes
- Erection, dismantling and demolition
- Fire prevention
- First aid and welfare
- Ground penetration
- Gas and oxygen
- Highly flammable liquids
- Plant, equipment and energy sources
- Welding

The Contractor must read each relevant section below carefully before commencing the operations and activities.

## **7 Security (inc. access to and exit from site and place of work)**

### 7.1 Access

- On initial arrival employees of Contractors must report to Reception and sign in the Visitors Book. A visitors badge may be handed out and must be worn whilst on site. Please also remember to sign out and return the visitors badge upon leaving the site
- Contractors must supply DBS details for all operatives and subcontractors under their control. Specific limitations are placed on those that do not have an enhanced DBS with child barred list check. They will be required to wear a Red lanyard (others wear green) and will be accompanied at all times during term time. Where operatives do not have the correct level of DBS and the college cannot facilitate the supervision required then they shall be asked to return to complete works outside of the college day (after 6pm, weekends or during the holiday periods)
- Contractors must limit their usage of a mobile phone whilst on the college grounds and at no point is it acceptable for any student to be included in any photos being taken. Mobile phone usage should be limited to outside the college campus, the estates and health and safety managers' office and reception area where possible
- Contractors must ensure their employees use the proper access provided, e.g. walkways, paths, stairs, etc., when going to and from their place of work, and must keep clear of those areas not directly connected with their work. Contractors must not interfere with, impede or misuse access provided by the College

### 7.2 Site Entry:

- The responsible manager reserves the right to search all personnel, vehicles, containers or goods before entry to or exit from the site should this be required

### 7.3 Site Exit:

- All persons leaving the site must sign out prior to leaving
- Property or scrap belonging to the College must not be removed from site without proper authorisation. Permission can be obtained from the Estates Manager

## **8 Site Health and Safety Procedures**

### 8.1 Facilities Available for Contractors Use

- The Contractor must agree which of the site's facilities are to be made available to them with the Estates and Health and safety Manager. The site standards must be adhered to. If the Contractor provides all facilities for the health, safety and welfare of their employees' good housekeeping as determined by the site rules must be adhered to.
- Contractors, subcontractors and their respective employees are asked to eat and/or drink only in those areas defined for that purpose.
- When using site facilities, the site standards for behaviour and dress must be adhered to.
- Contractors shall provide all necessary first aid and welfare facilities for their employees as required by the Health and Safety (First Aid) and Construction (Health and Welfare)

Regulations.

- This will necessitate providing and maintaining separate washing and toilet facilities together with suitable accommodation for meals and drying/changing clothes.
- The College may allow Contractors to share existing facilities provided the facility can adequately accommodate the additional numbers involved.

#### 8.2 Demolition, Dismantling, Erection of Structures

- No demolition, dismantling or erection of any structure must commence until the Contractor has obtained written permission from the College, and provided a suitable written safe system of work in accordance with Guidance Note GS28 or 29, parts 1, 2, 3 and 4.

#### 8.3 Plant, Equipment and Energy Sources

- Contractors will not be allowed to operate any equipment including plant and machinery or use energy sources (gas, compressed air, electricity, etc.) belonging to the College unless written permission has been given by the Estates and Health and safety Manager
- It is the responsibility of the Contractor to ensure that any College equipment and energy source provided is used safely and that defects are reported as soon as possible.
- Contractors must ensure tools and equipment connected to energy source are compatible, e.g. pressure, voltage, etc., and safe for their intended use and must ensure their employees are properly trained and competent to connect and safely use the equipment provided.

#### 8.4 Ground Penetration

- No ground penetration shall commence unless written permission has been obtained from the Estates Manager. Buried services should be obtained and made safe before commencing work.
- Where 'live' services may be present, hand excavation should be carried out until the location of the service has been clearly identified.
- Contractors must erect suitable edge protection around excavations or openings. Excavations, openings or obstructions near or on roadways and walkways must be clearly identified by a sufficient number of barriers, cones, warning signs, lamps, etc., particularly during the hours of darkness.

**All ground penetration work must be carried out in accordance with the Construction Design and Management Regulations.**

#### 8.5 Protective Equipment

- Protective clothing and equipment required under Statute Law or Approved Code(s) of Practice for the particular work being undertaken, e.g. safety helmets, ear defenders, safety footwear and eye protection, must be provided by the Contractor and worn or used by their employees/sub-contractors.
- The College reserves the right to specify additional or alternative protection to that normally used. Anyone refusing to accept these requirements may be asked to leave the site to ensure the safety of all other employees.

#### 8.6 Fire Protection

- There is a strict no smoking policy within the building(s) or on campus. Persons found in

violation of this rule may be asked to leave the site.

- Fire extinguishing equipment is available on site, however, should it prove necessary to use any of this media, the Estates and Health and safety Manager must be advised, who will ensure that the extinguisher is replaced.
- The contractor and his employees or sub-contractors will be aware of the evacuation procedures in case of an emergency and follow any directions given by our personnel at this time.
- Any work which requires the disconnection of part or all of the site fire alarm system must be advised to the Estates Manager
- Contractors site huts (if required) must be kept at least 10 metres from any building or external combustible store.
- Contractors must take adequate fire precautions when carrying out work, particularly where hot work is involved, e.g. burning, welding, grinding, etc.
- For welding, when required to work on equipment or systems that are coded systems, the Contractor must produce evidence of Certification to the required standard for each operative carrying out the work. **All welding must cease 2 hours before the end of the last shift worked each day.**
- Contractors must ensure their employees clearly understand and implement satisfactory fire precautions and the correct hot work conditions including any associated fire procedures such as location and use of fire equipment, evacuation procedures, etc. **All hot work must cease 2 hour before the end of the last shift worked each day.**
- Fire doors, extinguishers, hose reels, hydrants and escape routes must be kept clear at all times.

#### 8.7 Control of Substances Hazardous to Health (COSHH)

- Contractors will be expected to comply with the requirements of the COSHH regulations.
- It is also essential for the Contractor to provide their employees with adequate information, instruction and training on the hazards and corresponding precautions relating to the use of hazardous substances and must ensure these precautions are effectively implemented.
- Flammable liquids and liquefied petroleum gases must not be brought onto the site without the prior written permission of the commissioning manager. All such materials shall be stored and used in accordance with current statutory obligations.
- Contractors must implement the following general precautions:
  - Replace lids on containers when not in use
  - Remove empty containers and dispose of them safely and in accordance with current legislation
  - Ensure the 'No Smoking Policy' is vigorously applied
  - Provide suitable extinguishers near to the work
  - Ensure flammable liquids are not discharged into drains
- A complete list of all hazardous substances (as defined by the COSHH Regulations) intended to be used on the site, with the quantities and hazards of each defined, must be supplied to the commissioning manager/ The Estates and Health and safety Manager. The College reserve the right to require additional protection at Contractors cost.
- At all times all materials, whether hazardous or not, must be stored correctly and labelled appropriately.
- COSHH data will be made available on all occasions necessary, for Contractors information.

## 8.8 Gas and Oxygen Equipment

- Contractors gas and oxygen equipment brought onto our College's premises must comply with and be maintained to the relevant statutory requirement/standards. In the case of gas cutting equipment, flash back arrestors must be used.
- Portable cylinders must be safely stored in a separate enclosure designed for this purpose or in the College's liquefied petroleum gas (LPG) store, provided there has been prior agreement to use this facility. Under no circumstances must LPG or oxygen cylinder stores be erected without prior written permission from the College.
- Gas equipment, including hoses, must not obstruct roadways, walkways or other means of access. Hoses not in use should be coiled up and stored safely.
- Cylinders must never be placed in confined spaces. At the end of each working period, isolation valves must be closed and hoses disconnected where possible. The correct procedure must be followed when using gas or oxygen equipment in confined or semi confined spaces.

## 8.9 Highly Flammable Liquids

- Any on-site stocks of flammable liquids are to be kept in purpose built flammable stores or enclosures.
- Flammable liquid storage areas are to be kept uncongested and tidy.
- All flammable liquids are to be carried in specially designed safety containers and not in open cans and buckets.
- The quantities of ready-use flammable liquids are to be kept to a minimum and when not required returned to the designated storage area.
- Flammable liquids are to be kept away from potential sources of ignition.
- Suitable spark limiting tools should be provided for use in areas where there may be flammable vapours.

## 8.10 Use of College's Equipment

- Equipment belonging to our college is not to be used or interfered with, in any way without prior authorisation by the Estates and Health and Safety Manager.
- Connections must not be made to the site services distribution systems, e.g. compressed air, water, electricity or fire alarm without the written permission of the Estates Manager. This permission will be withheld if the equipment intended to be connected to such services does not conform to Statutory Regulations of Codes of Practice and/or our college's requirements.
- All written permission issued in accordance with the above shall be produced for inspection by the College's management if requested.
- Any connection/disconnection which may affect the computer system must be agreed in writing in advance with the IT Manager.

## 8.11 Equipment Supplied by Contractor (including cranes and other lifting equipment)

- All tools and equipment shall conform to and be tested in accordance with Statutory Regulations, or Approved Code(s) of Practice. The College shall have the right to inspect and reject equipment considered unsuitable at no extra contract price. Certificates of conformity must be produced on request.
- Where portable equipment and tools are being used these shall be 110-volt type, or air operated equipment. Mains voltage (240 volts) may only be used when a residual current breaker is fitted. The Contractor shall provide the necessary transformers which must be

240/110V winding provided with an earthed centre-tap and will ensure that appropriately protected cabling is used with such equipment and tools.

- Lifting or hauling tackle, wrenches, ropes, etc., are not to be attached to any plant, equipment, pipework or building without written permission of the relevant manager. All such tackle must be registered and have a current test certificate (made readily available) where appropriate. Equipment must be properly marked with an identity number and safe working load.
- Contractors must ensure that any of their employees permitted to change abrasive wheels, have received appropriate training and are appointed in writing to carry out this work.
- Contractors who bring cartridge operated fixing tools onto the premises must produce a suitable written safe system of work for the use and storage of this equipment on site. The written system shall detail authorised users, storage arrangements, control measures for the issue and return of the equipment, limitations of the type of work undertaken, and safety precautions during use.
- The use of equipment which will expose either contractors' employees or XYZ's employees to noise levels in excess of 80 dB(A) must be agreed with our commissioning manager prior to commencing work and adequate protective measures taken.
- Adequate guarding, extraction, shielding, etc., in accordance with Statutory Regulations or Approved Codes of Practice shall be provided.
- All cranes brought onto site, whether owned by the contractor or hired, must carry relevant test certificates, thorough examination reports, and manufacturer's handbook.
- Only persons who are competent and authorised will be permitted to operate cranes. If necessary, the Contractor must prove to the satisfaction of the college that such employees can operate cranes safely.
- Travel routes for cranes and crane standing must be agreed with the College to avoid potential danger from overhead lines and structures, underground services, soft ground, etc.
- Similarly, work must not be undertaken on or near overhead cranes without authority from the College and in such cases the work must be done in accordance with Section 27 of the Factories Act and any other relevant legislation.

#### 8.12 Electricity

- Contractors authorised to work on electrical equipment must comply with all aspects of the Electricity at Work Regulations and supporting guidance. Please also see section on Permits to Work.

**Note: All equipment must be treated as "live" unless isolated and clearly marked accordingly.**

- Repair or installation of any electrical equipment must only be carried out by competent personnel. Evidence of such competence will be required.
- During work on electrical apparatus, proper account should be taken of the Electricity at Work Regulations and other relevant publications.

#### 8.13 Permit to Work Systems

- Permits to work are required for working at height, working with electricity, roof work, confined spaces and hot work.
- Hot work will require certain conditions to be met before commencing work. The permit conditions must be strictly adhered to during the course of the work. Hot work includes

any activity which generates heat, e.g. grinding, burning, welding, tar boilers, blowlamps, etc.

#### 8.14 Working at Height

- Contractors who provide their own means of access must ensure that all equipment used meets the required standard and in addition, is properly maintained. All work at height will be completed under permit to work conditions.
- Scaffolding must only be erected or dismantled by suitably trained and qualified scaffolders.
- Openings created in roofs, floors or other areas where persons could fall must be properly protected with covers or guard rails.
- Where material may fall, effective steps must be taken to erect suitable barriers and to warn people below about the danger.
- Contractors working on roofs must check for fragile material before commencing work. Suitable edge protection must be provided where appropriate on every roof where persons can fall and on pitched roofs, suitable crawling boards must be used as part of the Contractor's safe system of work.
- Contractors must not work above open chests, tanks or similar vessels containing liquid or other substances where a fall could lead to asphyxiation or drowning unless suitable precautions have been taken to prevent this.
- Any working at height **must not** be carried out alone

#### Harnesses

- A safety harness should be worn and secured to a suitable anchor point when it is not possible to provide a safe place of work at height.
- Safety harnesses must comply with appropriate standards and be properly maintained and regularly inspected. Records of examinations must be kept readily available on site and contractors using this equipment must ensure it is worn and connected at all times.
- Any uncertainty about the suitability of securing a harness to an existing structure should be discussed with the College before proceeding with the work.

#### 8.15 Housekeeping and Disposal of Materials

- Contractors must keep their work areas tidy and not allow rubbish or scrap to accumulate. If storage is necessary for material or waste, the College must be consulted so that, if appropriate, an area can be allocated for this purpose.
- Combustible waste must be removed from the premises frequently to minimise the risk of fire. Material should be stored safely, clear of access ways and fire routes.
- Material must not be thrown from height. If material has to be transferred from one level to another, proper arrangement must be made using skips, waste chutes or other proper transfer systems.
- All materials brought on the site and subsequently residual to the work, remain the property of the Contractor (unless already paid for by the College) and must be disposed of by the Contractor, unless specific agreement is given in writing by the Estates and Health and safety Manager to use the sites' disposal facilities.
- The disposal of all wastes and effluent generated by the contractor is the responsibility of the Contractor to remove from the site in accordance with current legislation.
- For disposal of hazardous products, all disposal details, including authorised carrier, disposal site and method are to be supplied to the College for their records.

#### 8.16 Spills and Leaks

- Contractors must take all reasonable steps to prevent spillages and leaks. Any which do occur must be dealt with immediately, every effort being made to contain any material involved.

#### 8.17 Accidents and Dangerous Occurrences

- Contractors must ensure their employees report all injuries, as soon as possible, by recording details in the College's Accident Book.
- The Contractor is responsible for notifying the H.S.E. of any injury, disease or dangerous occurrence on the College's property as per RIDDOR Regulations.
- All reportable accidents or dangerous occurrences must be notified to the Estates Manager.
- The Contractor must nominate a competent person to have specific responsibility for all matters relating to safety. This person will liaise with the Estates and Health and safety Manager on all matters as required.
- The Estates and Health and safety Manager should effectively monitor from time to time the Contractor's activities. Ensuring suitable health and safety precautions are properly implemented and that employees receive adequate information, instruction and training to understand the dangers and corresponding safeguards associated with the work.

#### 8.18 Occupational Health and Hygiene

- The Contractor shall ensure that all employees are medically fit to carry out their duties on the site.
- The College reserves the right to eject from the site, any contractors' employees considered to be acting under the influence of alcohol or drugs, etc. The Contractor shall provide the College with assessments of potential health hazards for their workers on the site conducted in accordance with the COSHH Regulations.

#### 8.19 Noise

- Contractors must implement suitable precautions to eliminate or control noise from plant and equipment brought onto site and must advise the College about noise above the statutory action levels so that persons who may be affected can be properly protected. Contractors must also comply with their legal duty under the Noise at Work Regulations.
- If applicable, signs identifying noisy areas will be displayed and Contractors must ensure their employees who work in these areas wear suitable hearing protection.

#### 8.20 Vehicles Under Power

- Contractors are not permitted to drive any type of vehicle other than delivery trucks and vans on college premises unless they have been specially selected, adequately trained and authorised in writing. Contractors must provide the College with written evidence of competency prior to allowing their employee to drive on college premises.
- Contractors must ensure:
  - Drivers always observe speed limits and give way to pedestrians and internal transport
  - Passengers are not carried on vehicles unless a proper seat and restraint has been provided for this purpose.
  - Personnel do not get on or off vehicles while in motion.



- Vehicle loads are with safe limits, properly secured, and do not project beyond the vehicle body unless suitable precautions have been taken to avoid striking pedestrians, adjacent structures or other vehicles.
- Contractors must not bring vehicles onto college premises unless they are roadworthy and conform to current legal requirements.
- Vehicles supplied by Contractors must be properly maintained in accordance with the manufacturer's recommendations. Internal roadways must be kept clear except where permission has been given to load or unload. In such circumstances, the driver must remain with the vehicle in case it has to be moved in an emergency. Trailers may be uncoupled and parked in designated areas.

#### 8.21 Confined Spaces

- A confined space is defined in the Work in Confined Spaces Regulations 1997 as 'any place including any chamber, vat, silo pit, trench, pipe, flue, well or other similar space in which, by virtue of its enclosed nature, there arises a reasonably foreseeable specified risk'. The specified risks are: injury from fire or explosion; loss of consciousness from an increase in body temperature; loss of consciousness or asphyxia or from any gas, fume, vapour or lack of oxygen; drowning; asphyxia or from free flowing solids.
- Work should be under the control of a permit to work system and any person entering a confined space must be trained and deemed competent.
- The contractor should present a detailed risk assessment and method statement for the work to be done.
- Where the risk assessment deems it necessary, the atmosphere within the confined space should be tested for toxic and flammable gases and for oxygen levels.
- Any confined space entry incident can lead to multiple fatalities from people attempting to enter a toxic or oxygen depleted atmosphere to rescue those inside. It is essential that the contractor has emergency arrangements in place for any such eventuality.

#### 8.22 Record Keeping

- All records shall be kept in an easily retrievable management system for 3 years unless otherwise specified in current legislation.
- All records pertaining to work undertaken on the behalf of the College will be made available upon request.

**The Contractor shall provide one copy of any drawings, manuals, etc. as required for the files.**

#### 8.23 Safety Induction Training

- On site induction training will be required, in all instances, the level being determined by the Estates and Health and safety Manager.

#### 8.24 Long Term Contractors/Facilities Management Services

- All contractors who provide an ongoing service(s) to the College are defined as long term contractors/facilities management services.
- They will be subject to the terms and conditions of these guidelines in all respects.
- The College will ensure that all appropriate risk assessments are made available to the contractor as required.
- An induction training package will be provided to all new Long Term Contractors, for the

purpose of training all of their staff who will be employed on site.

- Contractors must liaise with the person managing their contract for Permit to Work instructions.

8.25 Approved Contractors List

- Only those contractors who agree to the above terms and conditions will be included on the College's approved contractors list

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We agree to adhere to all of the above requirements when working on the College's premises.

Contractors Name .....

Contractors Address .....

.....

Signed on Behalf of the Contracting Company .....

Print Name.....

Date .....

## Control of Substances Hazardous to Health (COSHH) Policy

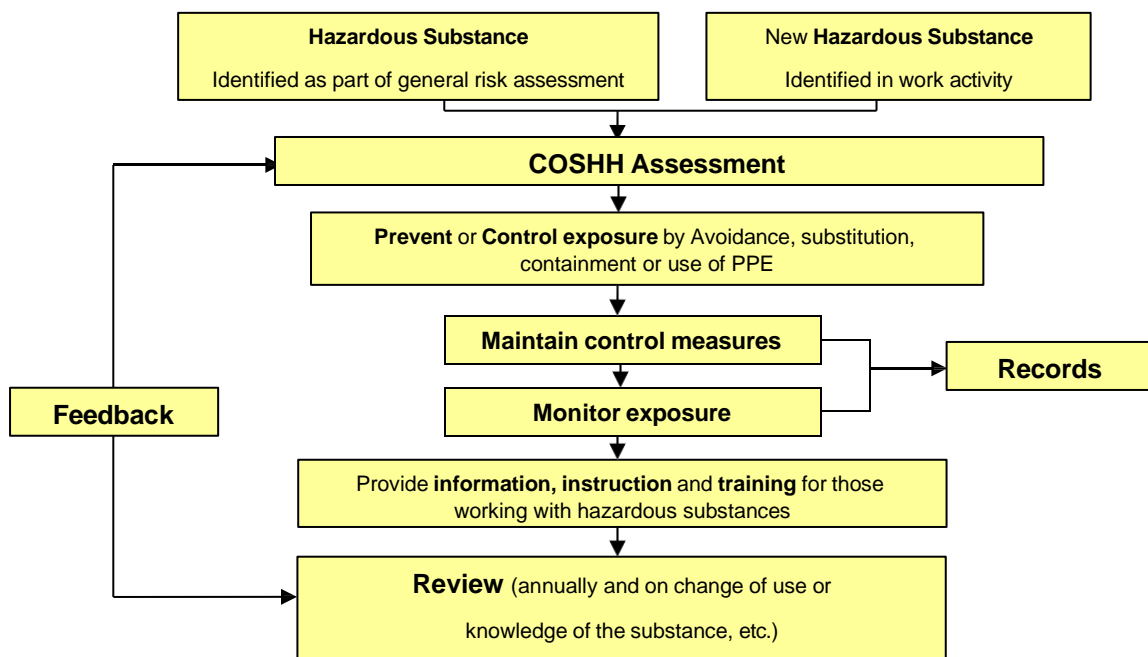
The Control of Substances Hazardous to Health Regulations aim to control the exposure of employees to hazardous substances encountered at work, therefore requiring employers to assess the risks from hazardous substances and take appropriate precautions.

COSHH was introduced to produce a systematic means of information on health and hazards to workers and to also place a general responsibility on employers to do all that is 'reasonably practicable' to ensure the health and safety of employees. To meet these regulations the College will:

1. Identify which substances are used in the everyday operation of the building(s).
2. Establish how each substance is used, the work practices and the method of handling, storing, etc.
3. Assess the exposure and risk to health of employees that may be affected by the process, either from one exposure, short-term or long-term exposure.
4. Agree upon the action required to reduce the exposure where an assessment indicates an unacceptable exposure or risk. Suggestions are:
  - to remove the substance from use;
  - make changes to work practice;
  - to use a less hazardous substance;
  - to use a less hazardous form of the same substance;
  - to improve the environment by possible ventilation or exhaust extraction;
  - to introduce control measures.
5. Complete the initial assessment and assessment reports.

Where it is appropriate for the protection of the health of employees who are, or are liable to be, exposed to a substance hazardous to health, the College will ensure that such employees are under suitable health surveillance.

The College will ensure that employees are trained in the use of hazardous substances.










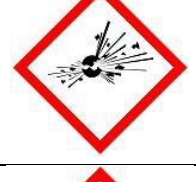



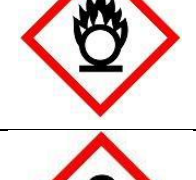
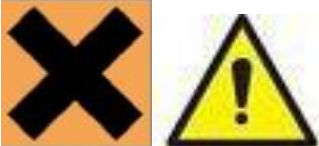




## **COSHH Information**

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- Material safety data sheets (MSDS) will be provided for all hazardous substances held on site.
- The COSHH inventory will be held and updated by the cleaning supervisor Estates manger and science technicians
- All containers must be clearly labelled.
- If there is any doubt about the contents of a container, the contents are to be disposed of in accordance with current legislation.
- Should there be deterioration or evidence of adulteration by impurities the material is to be disposed of in accordance with current legislation.
- All personnel using hazardous substances will be provided with sufficient instruction and advice to ensure their safe use.

**The COSHH Regulations are there to help you to work safely with hazardous products. Make sure you know what to do.**

## New COSHH Symbols

Old Symbol	New Symbol	Category
		Aquatic toxicity, pollutant
		Toxic
		Corrosive
		Explosive
		Flammable
		Oxidising
		Less serious health hazards such as skin irritancy/sensitisation Symbol previously meant warning
		Compressed or liquefied gas
N/A		Sensitiser, carcinogen, mutagen or teratogen

**1. Task/ Activity**

**2. Substances / Product Names**

**3. Hazardous Ingredients**

**4. GHS Classification**



IRRITANT/  
HARMFUL



TOXIC



HEALTH  
HAZARD



EXPLOSIVE



CORROSIVE



OXIDISING



FLAMMABLE

**5. Is the substance a known carcinogen and does it have a workplace exposure limit?**

**6. Incompatible substances**

**7. Nature of Exposure & Risk**

Nature of exposure	Tick if applicable	Description of Hazard	Risk (Low/Med/High)
Inhalation			
Ingestion			
Eye contact			
Skin contact			
Injection			
Other			

**8. Control Measures**

**9. Type of personal protective equipment (PPE) required**

Type	Tick if applicable	BS/EN No.	Comments
Goggles			
Overalls			
Gloves			
Apron			
Respirator			
Other			

**10. Storage Requirements**

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**11. Spillage / Disposal Requirements**

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**12. Operator Training / Information Requirements**

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Date of issue	Assessed by

**Assessment review**

Assessment review date	Completed by	Signature
/ /		
/ /		
/ /		
/ /		

## Display of Health and safety Notices

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The College will ensure that there is displayed information in the form of notices, documents and other articles as follows:

- **The Health and Safety Information for Employees Regulations**  
This requires employers to bring to the attention of their employees information relating to general requirements, duties, etc. under, health and safety law. The College will display a poster in each building. However, the distribution of a leaflet to each employee with the full detail required will fulfil the requirements of the Regulations.
  
- **Employers Liability (Compulsory Insurance) Act**  
This act places a duty on employers to take out and maintain approved insurance policies with authorised insurers against liability for bodily injury or disease sustained by their employees during the course of their employment. The College is required to display an up-to-date Certificate of Insurance at each place of business for the information of employees (Reception).
  
- **Health and Safety (Safety Signs and Signals) Regulations**  
All safety signs, regardless of when they were erected or placed, must comply with this regulation. The Regulations also lay down requirement for:
  - Emergency escape signs;
  - Fire-fighting signs;
  - Signs on containers and pipes;
  - Identification and location of fire-fighting equipment;
  - Signs for obstacles and traffic routes;
  - Illuminated signs;
  - Acoustic signals;
  - Verbal, communication and hand signals;
  - Periodic inspection to confirm that standards are maintained.



The types of signs specified are as follows:



**Prohibition Signs**

These must be round with a white background, red border and cross bar. Symbols must be black and placed centrally on the background without obliterating the cross bar. These signs mean that something **must not** be done.



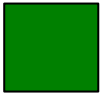
**Warning Signs**

These must be triangular with a yellow background, black border and black symbol which is centrally placed. These signs warn of a particular hazard.



**Mandatory Signs**

These must be round with a blue background and white symbol. These signs state what action must be carried out, e.g. wear protective equipment.



**Safe Condition Signs**

These must be square or oblong with white symbols on a green background. These signs indicate safe conditions such as first aid points or emergency routes.

## Display Screen Equipment Policy

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The College will meet its obligation within the Health and Safety (Display Screen Equipment) Regulations (DSE) by assessing health and safety risks, providing employees with suitable working conditions for working on display screen equipment (all alpha-numeric and graphic display screens, laptops, microfiche, process control screens and screens used to display line drawings, graphs, charts or computer generated graphics, but not television or film pictures) and to provide appropriate information and training.

### Operator/Computer Interface

In designing, selecting, commissioning and modifying software and in designing tasks using display screen equipment, the College will ensure that the software is suitable for the tasks, the systems display information is in a format and at a pace which is adapted to operators, and that the principles of software ergonomics are applied.

### Prevention of Fatigue

Whenever possible, jobs at display screens will be designed to consist of a mix of screen-based and non-screen based work to prevent fatigue and to vary visual and mental demands. Where spells of intensive display screen work are undertaken without being integrated with non-screen work, such as data or text entry tasks, employees will ensure that this work is occasionally broken with non-screen work before the onset of fatigue. Short frequent breaks prove more beneficial than long, less frequent ones.

### Display Screen and Workstation Assessments

DSE assessments will be undertaken for all "Users" on a bi-annual basis. The assessment will include Posture, Seating, Training, the display screen and monitor, the keyboard and workstation, the environment, cleaning and ancillary equipment, activity levels, homeworking, use of laptops and telephones. The assessment will also take account of health issues such as WRULD's, headaches, eyestrain and other health issues. Any required remedial actions will be taken to reduce all hazards to lowest reasonably practicable level.

### Definition of a DSE user

**Members of staff who are covered by this policy are those who:**

- Would normally use DSE for continuous periods of more than one hour at a time
- Use DSE more-or-less daily, for periods of more than one hour
- Need to quickly transfer information to or from DSE
- Need to apply high levels of concentration
- Are highly dependent on DSE or have little choice about using it
- Need special training to use DSE

### User's Eyesight

If a member of staff who is a regular DSE user requests an eye test, the College is required to provide one. If an eye test shows that the member of staff requires glasses, the college is required to pay reasonable costs towards them, if they are required for work with DSE. Requests for eye test appointments will be made via the HR, who will provide full details of the arrangement.

## **Display Screen Equipment Procedure**

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### **Individual Health and Safety Guidelines**

The Estates and Health and Safety Manager will arrange an assessment of individual workstations, display screen equipment and workplace according to ergonomic principles as specified here and in the Regulations, with respect to the requirements for display screen equipment design and workplace layout. Where appropriate, health and safety training will be provided to employees with the aim to increase the users competence to use the workstation equipment safely and reduce risk to their health.

Completed DSE Workstation Analysis forms will be sent to the Medical Welfare Officer.

The College will provide all new employees (identified as users) with a DSE workstation assessment as part of their induction to the College.

All DSE workstation assessments will be reviewed on bi-annual basis or when a workstation significantly changes.

## Display Screen Equipment Self-Assessment Form

Your name in full	King Edward VI College, Stourbridge
Date of assessment	How long do you spend using your computer each day?
Department	Line Manager:

Have you read the User Guidebook *before* completing this form: YES / NO

A	Education and Training	Y	N	Considerations	Comments
1	Has your present employer made available to you health and safety training in the use of your workstation?	<input type="checkbox"/>	<input type="checkbox"/>		
2	Has your present employer made available to you documented information concerning the risks of using display screen equipment?	<input type="checkbox"/>	<input type="checkbox"/>	Have you been given a DSE user guidebook?	
3	Are you aware of the availability of eyesight tests provided by your employer?	<input type="checkbox"/>	<input type="checkbox"/>	Is an eyesight test required? Contact your line manager	
4	Is the software suitable for your tasks?	<input type="checkbox"/>	<input type="checkbox"/>	Do you require further training?	

B	Posture	Y	N	Considerations	Comments
1	Are you aware of the correct posture for DSE usage?	<input type="checkbox"/>	<input type="checkbox"/>	Check your DSE user guidebook	
2	Do you sit face on to the monitor (i.e. not at an angle)?	<input type="checkbox"/>	<input type="checkbox"/>	Avoid upper body twisting	
3	Is the monitor positioned at the correct comfortable viewing distance?	<input type="checkbox"/>	<input type="checkbox"/>	Is it too close/too far?	
4	Is there sufficient space on the workstation to correctly re-position the monitor?	<input type="checkbox"/>	<input type="checkbox"/>	Is there sufficient desk depth?	

**You must be at the correct height to avoid typing with wrists bent down or back. Your forearms should be horizontal (parallel with the desk surface). Height of chair may need adjusting.**

**Your feet must be flat on the floor (or footrest) with thighs parallel to floor without experiencing any pressure from the seat on the backs of the legs.**

**The seat depth must be sufficient to provide full support or to avoid hitting backs of calves.**

C	Chair	Y	N	Considerations	Comments
1	Is your chair stable and correctly functioning?	<input type="checkbox"/>	<input type="checkbox"/>	Check for broken castors, etc.	
2	Is the chair comfortable?	<input type="checkbox"/>	<input type="checkbox"/>	Do you know how to adjust it?	
3	Is the seat height adjustable?	<input type="checkbox"/>	<input type="checkbox"/>		
4	Is the back rest height adjustable?	<input type="checkbox"/>	<input type="checkbox"/>	Does it move up and down?	
5	Is the back rest rake adjustable?	<input type="checkbox"/>	<input type="checkbox"/>	Does it move forward and back?	
6	Does the chair have castors?	<input type="checkbox"/>	<input type="checkbox"/>	Does it have a 5 wheel base?	
7	Are you satisfied with the chair arms? N/A <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do they collide with the desk?	
8	Can you use all the mechanisms for adjusting the chair?	<input type="checkbox"/>	<input type="checkbox"/>		
9	Is the floor under your chair in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	Check for torn carpets, etc.	

D	The Display Screen	Y	N	Considerations	Comments
<b>The image on the screen</b>					
1	Is the information on the screen clearly defined and easy to read?	<input type="checkbox"/>	<input type="checkbox"/>	The screen may need cleaning. The font size, text and background colours may need changing.	
2	Are the brightness and contrast controls adequate and easily adjustable?	<input type="checkbox"/>	<input type="checkbox"/>	Find where the buttons are.	
3	Is the image stable and flicker free?	<input type="checkbox"/>	<input type="checkbox"/>	If not, report this to the IT Dept.	

The monitor					
1	Monitor type: CRT <input type="checkbox"/> Flat screen <input type="checkbox"/> Laptop <input type="checkbox"/>				
2	Is the monitor able to pivot and tilt?	<input type="checkbox"/>	<input type="checkbox"/>		
3	Is the monitor at a comfortable height?	<input type="checkbox"/>	<input type="checkbox"/>	Eyeline should be level with top of screen. Move off CPU?	
	If no:				
	Is it too high/on CPU or stand? <input type="checkbox"/> Is it too low? <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are monitor blocks required?	

E	Keyboard	Y	N	Considerations	Comments
1	Is the keyboard angle and height adjustable?	<input type="checkbox"/>	<input type="checkbox"/>	Most keyboards have fold out legs	
2	Are the key symbols adequately readable?	<input type="checkbox"/>	<input type="checkbox"/>		
3	Is the keyboard stable whilst in use?	<input type="checkbox"/>	<input type="checkbox"/>	Does it move when you type?	

F	Workstation	Y	N	Considerations	Comments
1	Rectangular <input type="checkbox"/> Right angled <input type="checkbox"/> Curved <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2	Is the workstation suitable for computer usage? If no, tick reason: Desk too small <input type="checkbox"/> Desk too narrow (depth) <input type="checkbox"/> CPU to be removed <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3	Is there adequate free space on the work surface?	<input type="checkbox"/>	<input type="checkbox"/>	Clear any clutter and use filing trays	
4	Is the work surface free from sharp corners, edges or protruding parts?	<input type="checkbox"/>	<input type="checkbox"/>		
5	Is there adequate space on the work surface in front of the keyboard to support hands and arms if required?	<input type="checkbox"/>	<input type="checkbox"/>	Try pushing the keyboard back. A separate support may be needed.	
6	Is there adequate leg room under the desk? If no, tick reason Pedestal <input type="checkbox"/> CPU <input type="checkbox"/> Boxes <input type="checkbox"/> Other <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Relocate any boxes, CPU, etc.	
7	Is storage space available for personal belongings/filing?	<input type="checkbox"/>	<input type="checkbox"/>	Is filing storage required? Avoid placing bags, briefcases, etc. in walkways.	
8	Is the layout of the desktop equipment e.g. telephones etc., satisfactory?	<input type="checkbox"/>	<input type="checkbox"/>	If not, rearrange. Avoid cradling telephone handset between chin/shoulder	
9	Have all obstructions and hazards (especially tripping hazards) been eliminated in your work area?	<input type="checkbox"/>	<input type="checkbox"/>		
	If no, tick reason Cable <input type="checkbox"/> Torn carpet <input type="checkbox"/> Boxes <input type="checkbox"/> Floor box <input type="checkbox"/> Other <input type="checkbox"/>			Avoid trailing cables. Ensure floor boxes are closed flush.	

G	Ancillary Equipment	Y	N	Considerations	Comments
1	Is a copyholder in use at this workstation?	<input type="checkbox"/>	<input type="checkbox"/>	This will avoid over-flexing neck muscles. Is a copyholder required?	Required Y <input type="checkbox"/> /N <input type="checkbox"/>
2	Is a footrest in use at this workstation?	<input type="checkbox"/>	<input type="checkbox"/>	This can improve your posture.	Required Y <input type="checkbox"/> /N <input type="checkbox"/>

H	Cleaning	Y	N	Considerations	Comments
1	Are cleaning materials available for the:	<input type="checkbox"/>	<input type="checkbox"/>	These should be kept clean	Required Y <input type="checkbox"/> /N <input type="checkbox"/>
	screen?				
	keyboard?	<input type="checkbox"/>	<input type="checkbox"/>		

I	Lighting	Y	N	Considerations	Comments
1	Have glare and/or reflections on the DSE screen been eliminated e.g. from lights, desks, windows, open blinds, walls, etc.?	<input type="checkbox"/>	<input type="checkbox"/>	You may need to move the screen or desk. A screen filter may be necessary	
2	Does the general office lighting enable you to view the screen clearly?	<input type="checkbox"/>	<input type="checkbox"/>	Too dark or light?	
3	Is the lighting suitable for all office tasks?	<input type="checkbox"/>	<input type="checkbox"/>	Too dark or light?	
4	Is a task lamp in use at this workstation?	<input type="checkbox"/>	<input type="checkbox"/>	Is a task lamp required?	
5	Have adequate window blinds been provided?	<input type="checkbox"/>	<input type="checkbox"/>	Are they working? Do they block sunlight?	

J	Noise	Y	N	Considerations	Comments
1	Are the general noise levels in your work area acceptable?	<input type="checkbox"/>	<input type="checkbox"/>	A noise reading or screening may be required	

K	Atmosphere	Y	N	Considerations	Comments
1	Is the temperature adequate to prevent discomfort from excess heat/cold?	<input type="checkbox"/>	<input type="checkbox"/>	Do you know how to adjust the controls?	
2	Is the humidity adequate to avoid discomfort from dry eyes?	<input type="checkbox"/>	<input type="checkbox"/>	Please circle if: too hot/too cold/variable/draughty/review heating/air con. required	
3	Is the workstation free from dust collection?	<input type="checkbox"/>	<input type="checkbox"/>		
4	Is the workstation free from smells/odours?	<input type="checkbox"/>	<input type="checkbox"/>		

L	Workstation Activity Levels	Y	N	Considerations	Comments
1	Do you take breaks away from the screen every hour (5 minutes per hour)?	<input type="checkbox"/>	<input type="checkbox"/>	Not necessarily away from your desk, just the screen	
2	Can you change activities to avoid eye strain?	<input type="checkbox"/>	<input type="checkbox"/>	e.g. photocopying, making/taking calls.	
3	Are you aware of any exercise programme to defeat DSE fatigue?	<input type="checkbox"/>	<input type="checkbox"/>	Please refer to DSE user guidebook	

M	Reporting	Y	N	Considerations	Comments
1	Do you know whom to report if you are experiencing problems (e.g. health and/or equipment) regarding the workstation?	<input type="checkbox"/>	<input type="checkbox"/>		

N	Health Monitoring	Y	N	Considerations	Comments
1	Are you free from any physical or visual discomfort whilst working at your computer? If no, give details of: symptoms you regularly experience (see right)	<input type="checkbox"/>	<input type="checkbox"/>	Please circle if experiencing discomfort as follows or specify on the right:	
	frequency of symptoms: Hourly <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/>			Headache/eye strain/blurred vision	Have you had a recent eye test?
	Occasionally <input type="checkbox"/> During work <input type="checkbox"/> After work <input type="checkbox"/>			Neck ache	Your monitor may be at an incorrect height
	Are you free from strains or aches of the hand when using: • computer mouse? • computer keyboard?			shoulder ache	Try moving the mouse closer
2	Are you currently consulting with GP or Physiotherapist?	<input type="checkbox"/>	<input type="checkbox"/>	Back ache	Try adjusting the chair's back support
	Are you using the correct size/shape mouse?	<input type="checkbox"/>	<input type="checkbox"/>	Wrist ache	A wrist rest may be beneficial, especially for 'think time'
	Is an ergonomic keyboard required?	<input type="checkbox"/>	<input type="checkbox"/>		Y <input type="checkbox"/> / N <input type="checkbox"/>

O	Laptop Users	Y	N	Considerations	Comments
1	Is there a docking station in use?	<input type="checkbox"/>	<input type="checkbox"/>	Is a separate keyboard or mouse required?	Y <input type="checkbox"/> / N <input type="checkbox"/>
	If no, is your laptop usage: Heavy <input type="checkbox"/> Average <input type="checkbox"/> Light <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are raiser blocks required? If so, how many (in 25mm increments)	Y <input type="checkbox"/> / N <input type="checkbox"/>

P	Telephone Work	Y	N	Considerations	Comments
1	Do you use a telephone and work on the computer at the same time?	<input type="checkbox"/>	<input type="checkbox"/>	Is a telephone headset required?	Y <input type="checkbox"/> / N <input type="checkbox"/>
	If yes, how much time is spent, on average per week?				

Q	Homework	Y	N	Considerations	Comments
1	Do you use a computer at home for office related work?	<input type="checkbox"/>	<input type="checkbox"/>	Is an assessment required?	
	If yes, how many hours do you use it for work on average per week?				
2	Is the workstation set up suitable?	<input type="checkbox"/>	<input type="checkbox"/>	Correct chair, desk, etc.	

R	Miscellaneous	Y	N	Considerations	Comments
1	Are there any other matters you wish to raise concerning your workstation? If yes, please give details below	<input type="checkbox"/>	<input type="checkbox"/>		

I give permission for the information to be shared with my Employer

User's signature
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Date completed
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**Please return this form as soon as possible to the Estates Manager**

Assessment checked by		Any further action required?	Y <input type="checkbox"/> / N <input type="checkbox"/>	Follow up action completed on	
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## **Electricity at Work Policy**

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Employees, unless adequately trained, will under no circumstances attempt to install or repair sockets, plugs and tools or interfere with plant, appliances or electrical installations. These jobs will be undertaken by an authorised and competent person, either employed by the College or by contractors, agents or manufacturers called to the building.

### **Guidelines and Precautions**

The Electricity at Work Regulations were introduced to ensure that precautions are taken against risk or death or personal injury from electricity in work activities. All electrical work undertaken will conform to these Regulations. The Regulations address a number of different aspects to the achievement of electrical safety, which may be summarised as follows:

- Planning and design;
- Installation;
- Commissioning;
- Use;
- Routine maintenance and fault repairs;
- Dismantling at end of required life.

Within the Regulations are specific guidelines for the requirement of suitable 'hardware', i.e. the components used to make up electrical systems and also for safe systems of work. Furthermore, the Regulations impose general requirements to ensure that all electrical systems are, first, of such construction and, second, are maintained so as to prevent danger.

The College will ensure, through planned preventative maintenance, that:

- Mains supplies are inspected and checked for breaks, clean and tight connections and loading;
- Plant and equipment is maintained according to the manufacturers and installers guidelines;
- Appropriate warning and safety signs will be posted alongside plant, equipment or supplies.

In view of the dangers represented by electricity it is extremely important that electrical work, other than small tasks such as the changing of light bulbs, is undertaken only by those with the expertise (in the form of technical knowledge, experience, skills and competence) to do so, in all aspects of the job or task. Such work is often assigned to contract electrical engineers, and work must conform to the Regulations in every respect.

### **Portable Appliance Testing (PAT)**

The College is required by law to test every portable appliance in use. The term 'portable appliance' is deemed as being an appliance or equipment that can be readily disconnected from the system, typically via a 13-amp plug top. Many items which fall within this classification, e.g. appliances, kitchen equipment, DSE, photocopiers, etc., and the items, their leads and plugs will be tested on a regular basis by a competent person using approved testing equipment.

The results of these tests will be logged using a Testing Log Sheet and a self-adhesive label must be affixed to each appliance showing the date tested and by whom. Should an appliance fail the test, the item must be removed immediately for repair or replacement.

These tests represent a legal requirement and it is important to retain the log sheets and evidence that the required tests have been carried out.

The College will ensure that this required testing is undertaken on a periodic basis.



## Electrical Safety Procedure

Any portable electrical equipment brought onto the College's premises must be reported to the Estates Administrator for electrical testing and recording.

When a check is carried out, a 'Portable Electrical Equipment Inspection and Test Report Form' must be completed and filed with the Estates Administrator.

Evidence of testing will be logged on a file held by the Estates Administrator.

The following checklist gives a list of items which will be verified when checking out the safe operation of computer equipment.

Item	Check
Mains plug	<ul style="list-style-type: none"> <li>• Wired correctly, connections secure</li> <li>• No bare wires or whiskers</li> <li>• Outer insulation secure in cord grip</li> <li>• Correct fuse rating for appliance</li> <li>• No signs of overheating or scorching</li> </ul>
Mains lead to appliance	<ul style="list-style-type: none"> <li>• No mechanical damage, cuts,</li> <li>• No sharp kinks, twists or burn marks</li> <li>• No taped joints</li> </ul>
Extension lead	<ul style="list-style-type: none"> <li>• Check plug and mains lead as extension leads must not be used as permanent sockets</li> </ul>
Multiple socket extension	<ul style="list-style-type: none"> <li>• Check plug and mains lead as above</li> <li>• Check correct fuse</li> </ul>
Equipment	Outer case: <ul style="list-style-type: none"> <li>• no mechanical damage</li> <li>• no broken parts</li> <li>• no cracks</li> <li>• no burns or scorch marks</li> <li>• no evidence of tampering</li> <li>• no makeshift repairs</li> <li>• no signs of wear or abuse</li> </ul>
Switch ON	<ul style="list-style-type: none"> <li>• Verify correct</li> </ul>
Switch OFF	<ul style="list-style-type: none"> <li>• Insulation test</li> <li>• Optional flash test</li> <li>• Optional leakage test.</li> </ul>

Equipment will be checked for safe electrical operation at defined frequencies using the following table as a guideline.

<b>Suggested initial maintenance intervals</b>			
<b>Equipment</b>	<b>User Checks</b>	<b>Formal Visual Inspection</b>	<b>Combined Test and Inspection</b>
Equipment hire	N/A	Before issue/after return	Before issue
Construction (for indication only)	110 V – weekly 230 V mains – daily/every shift	110 V – monthly 230 V mains – weekly	110 V – before first use on site then 3-monthly 230 V mains – before first use on site then monthly
Light industrial	Yes	Before initial use then 6-monthly	6-12 months
Heavy industrial/high risk of equipment damage	Daily	Weekly	6-12 months
Battery operated (less than 20 volts)	no	no	no
Extra low voltage (below 50V AC) e.g. telephone equipment, low voltage desk lights, etc.	no	no	no
Office information technology, e.g. desktop computers, fax machines and copiers	no	1-2 years	No, if double insulated, otherwise up to 5 years
Double-insulated items, not hand-held only moved occasionally, e.g. slide projectors, desk lamps, fans	no	2-3 years	no
Double-insulated items (Class II) , hand-held, e.g. some floor cleaners, kitchen equipment and irons	yes	6 months – 1 year	no
Earthed equipment (Class 1) e.g. kettles and some floor cleaners	yes	6 months – 1 year	1-2 years
Equipment used by the public, e.g. in hotels	By member of staff	3 months	1 year
Cables, leads and plugs connected to the above and mains voltage extension leads	yes	1 year	2 years

## **General Safety**

- Never handle mains operated electrical equipment unless you thoroughly understand its use and operation
- Never leave any light sockets without a bulb even if the circuit is known not to be live
- Never handle electrical equipment with damp hands
- Do not attempt to repair electrical equipment unless you are qualified to do so
- On discovering damage to electrical equipment or services, first isolate the damage by removing the apparatus, closing the room or area, and then report the damage to the Estates and Health and safety Manager

## Fire Safety Policy

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The College will arrange for and maintain a fire risk assessment to assist in meeting its obligations under the statutory requirements as specified under:

- The Management of Health and Safety at Work Regulations 1999
- The Regulatory Reform (Fire Safety) Order 2005

These obligations are of particular relevance at the time of any consultation with the Fire Authority on subjects that were originally contained within the fire certificate. The College insurer will require a suitable and sufficient risk assessment to be undertaken.

The fire risk assessment will focus on:

- Identifying potential fire hazards
- Identifying who could be at risk in the event of a fire
- Evaluating the level of risk from the fire hazards and deciding how effective are the existing controls to eliminate, control or avoid the fire hazards (control measures include: fire safety emergency plan, fire detection and warning systems, means of escape, means of fighting fire, fire safety training and fire prevention measures)
- What needs to be done to mitigate the risk
- Recording the assessment and communicating information to persons at risk
- Confirming that an appropriate process is in place to review and monitor the control measures

The College will also ensure that:

- All fire call points are identified and weekly call point tests (different call point every week) undertaken and recorded
- Adequate and suitable fire extinguishing appliances are provided and maintained
- Suitable means of fire detection and signalling of the presence of fire is provided and maintained.
- Adequate means of escape are provided and maintained
- Suitable signs designating fire fighting equipment and means of escape are provided and maintained.
- A fire logbook is provided and maintained
- Fire training is provided to employees
- Evacuation drills are undertaken at all of the College's buildings at least twice a year and the results recorded
- All fire extinguishers are in the correct locations, of the correct type and are checked on a monthly basis by the estates team and receive an annual service by an external contractor
- Fire rated doors are routinely inspected in house by the estates team, with any remedial works noted and arranged with the Estates and Health and safety Manager that require an external contractor
- Suitable fire procedures are published in respect of:
  - Action to be taken on discovering a fire.
  - Action to be taken on hearing the alarm.
  - Responsibility of key personnel in the event of a fire.

The College will liaise with local Fire Authorities regarding any changes likely to affect the means of escape at the planning stage.

## Fire and Emergency Evacuation Procedures

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KING EDWARD VI COLLEGE  
STOURBRIDGE

### Procedure Document

## *Fire and Emergency Evacuation*

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### **1 On discovery of a fire – staff members should**

- a) Follow the instructions to sound the alarm on the 'Fire action' notices (Blue/Red) displayed at each fire break glass point – these are situated in each corridor and area of the external doors to each block.
- b) Dial reception (Number 200) and give a brief description of the emergency.
- c) Attack the fire with fire fighting appliance(s) provided, only if life is at risk, and only if trained to do so.

### **2 On hearing a continuous alarm – all staff**

- a) Leave the building by the nearest route, closing doors and windows behind you.
- b) Do not return to the building for any reason until authorised to do so.
- c) If you are in charge of students, you should ensure their safe evacuation.
- d) Any student who has mobility issues and where stated in their PEEP, should be escorted to the refuge point at the top of the nearest stairwell.
- e) Go with your students to the assembly point shown on the 'Fire Action' notice and report to the SLT member wearing the high visibility jacket that their classroom or office is empty
- f) If you hear an intermittent fire bell, do not leave the building, but be on alert and be prepared to evacuate if required
- g) Anyone expressing any concerns should go straight to a member of SLT in the high visibility jacket.
- h) The most senior member of an office needs to report that the office is clear to the member of SLT in the high visibility jacket.

**DO NOT TAKE RISKS.** Your primary concern is to ensure your own safety and that of students. Students must be encouraged to stay in their teaching groups and staff must where possible. If the evacuation had the potential to carry on for longer than 15 minutes, then consideration would be given to disperse groups.

## STAGE ONE – When the fire alarm sounds

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### 3 Evacuation details – all staff

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- a) Upon the sounding of the fire alarm (a continuous ringing of the bell), all staff should evacuate immediately by the nearest available route without stopping to collect personal belongings. If the nearest route is blocked by fire, use the next nearest route.  
**Do not attempt to use lifts.**
- b) Teaching staff should ensure that their own class leaves the building by the nearest route, remembering that there are external fire stairs to the top floor of the Daisy Druller building and biology laboratories in the Geoffrey Lycett building. Staff must assist any student with mobility issues to the nearest refuge point
- c) Staff and students will then assemble at the assembly point designated for the room they have just vacated.
- d) It is the responsibility of students in rooms where no member of staff is present (e.g. study areas and other 'free' rooms) to leave the room and assemble in the area designated on the fire action notice. A member of estates will sweep these rooms first.
- e) It is the responsibility of each member of staff of each group to inform the students during the first week of teaching as to the evacuation route for the room that they use.
- f) All staff will have attended the start of year fire safety training. For all other staff that start throughout the course of the year, this training is delivered as part of their wider health and safety induction.

### 4 Evacuation of people with disabilities

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In the first instance the safe evacuation of any member of staff or student with a disability is the responsibility of the College not the fire brigade. The College Medical Welfare Officer is responsible for Personal Emergency Evacuation Plans (PEEPs) and will ensure that the individuals concerned understand their PEEP. There is a separate policy concerning the development of PEEPs (Personal Emergency Evaluation Plan procedure). Those with disabilities will have a PEEP devised to outline the procedure relating to their evacuation.

- a) Staff with disabilities should familiarise themselves with emergency arrangements in their PEEP and ask for any training required from the Medical Welfare Officer/Estates and Health and Safety Manager.
- b) Students with PEEPs will have had training with their PEEP.
- c) Staff should be aware of any student with disabilities in their charge who may need assistance during emergency evacuation.
- d) Where possible, people with a disability should be assisted to a place of safety outside.
- e) If it proves impossible to evacuate a person with a disability, he or she should be accompanied to a designated 'refuge' and await evacuation by Estates team and college medical welfare officer or until the fire brigade arrive on site
- f) Student/staff who have bags containing essential medical equipment are permitted to take these with them.

## 5 **Nominated staff role - procedures**

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The following ensures, as far as reasonably practicable at the time of a fire bell ringing, that each college area is accounted for:

- a) Immediately when the alarm sounds, a member of SLT will pick up the PEEPs folder, the high visibility jacket and the megaphone from the emergency cupboard located in the Principal's office.
- b) The SLT members will check the alarm panel in the Trevor Whitehouse building, if safe to do so. The first person to reach the panel will become the senior fire marshal. All SLT should then make their way to the correct assembly point to act as senior fire marshal.
- c) Staff and students will evacuate buildings.
- d) Staff will report the evacuation of their area to the SLT member wearing the high visibility jacket.
- e) Estates staff will support evacuation and if safe to do so will sweep building.
- f) The Estates, Lettings and Events Co-Ordinator will ensure all paperwork to support the fire evacuation is in place and periodically checked for precision
- g) Security staff and first aiders will make their way to the assembly point to assist with evacuation and ensure all access gates and routes are clear

Unless it is a planned fire drill, the alarms will continue to sound until the fire brigade arrive. The senior fire marshal (member of SLT) will liaise with the fire brigade after they arrive.

## 6 **Estates and reception staff – procedure in event of fire alarm**

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- a) Ascertain from those evacuating if there is a real fire within the building.
- b) If there is a real fire phone 999 immediately.
- c) If the alarm is unexplained check the fire panel to see what the cause may be.
- d) Phone the alarm company and explain the situation, whether it is a real fire, accidental alarm or an unexplained alarm.
- e) If a break glass has been activated accidentally then reset the alarm and change the glass.
- f) Estates will proceed with caution and from direction of the Estates and Health and safety Manager, will sweep the entire building

## 7 **Checks and fire drills**

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The fire alarms in the main college site are checked and tested weekly.

A fire drill will be carried out at least once per academic year for each building. The drill will be evaluated, and the results of the evacuation reported to the next Staff Briefing and reviewed at the termly disaster management committee meeting.

It is a legal requirement that the blue and red 'Fire Action' notices and assembly plans are displayed prominently and that students are aware of their fire escape routes and assembly points. The notices should be checked at regular intervals and missing, or damaged notices replaced.

Estates staff carry out periodic building inspection checks that are documented and recorded within the estates department. These are reviewed and any remedial actions are followed up by the Estates and Health and Safety Manager

## **STAGE TWO – Emergency evacuation of college site**

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### **1 Raising the alarm**

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The fire alarm system will have alerted staff to leave college buildings.

### **2 Evacuation Procedures**

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- a) Using the fire bell as an initial signal, students and staff must evacuate the buildings in the normal way to their designated areas (as above).
- b) Students and staff must remain in their designated area until told to evacuate the college site by a fire marshal.
- c) In certain circumstances a member of SLT may direct staff and students off site. In these instances, the Lower High Street gates and the car park gates will be opened to facilitate the swift evacuation of students and staff.
- d) When all buildings have been cleared, if danger persists for the staff and students remaining onsite, the senior fire marshal (the first member of the SLT to wear the orange fire marshal jacket) may judge that the college should be evacuated.
- e) SLT will lead the evacuation of staff and students from the college grounds once they have been advised by the senior fire marshal to do so. At this point the Principal or representative may elect to implement the college disaster management plan.

### **3 Dispersal**

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If the decision has been made to carry out a full site evacuation, then this will start with the first building that is being evacuated. Led by the senior fire Marshal, the senior leadership team and the Estates and Health and Safety Manager, a decision will be made in what order to evacuate the remaining buildings safely.

### **4 Emergency evacuation during a college gathering in the Quad**

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From time to time, activities, events, and college gatherings take place within the quad area that is in the middle of the college campus. With the potential for a large number of staff and students to be congregated in the middle of the campus this could have an impact on the need to evacuate them in an emergency or also hamper an evacuation from a building.

#### Large gatherings

During large gatherings, e.g., Remembrance Day, the double exit gates located at the entrance to the car park and the entrance to Lower high street will be un padlocked, kept clear and manned by a security guard in case of emergency egress. During the gathering, all fire marshals will be in place and ready to act as required during an evacuation.

The fire marshals will direct all persons to the emergency exit gates to clear the quad area as quickly and efficiently as possible. This will move all persons away from imminent danger and will also allow for a building evacuation to take place safely. During the evacuation procedure it would be decided upon the level of risk as to whether the building occupants would be safer to also exit through the emergency gates.



### Activities and smaller events

For activities and smaller events that take place during the college day, the event organiser will formulate a risk assessment, considering the location, number of attendees, time of year and the potential to have to carry out a fire evacuation. This information must be shared to all participants, including those who are not employed by the college i.e., visitors, vendors etc.

During these activities, security staff and estates staff are always on hand and local to the event due to the size and nature and to offer additional help. There would be a combined effort from the estates team, security and the SLT during an evacuation to move anyone gathered in the quad, out towards the emergency gates.

## **5 Emergency evacuation – The college library within the Crown Centre**

The college library is located off site within the crown Centre, a short distance away from the main campus. Due to this arrangement the college library is not connected to the main campus and so on-site staff will not be aware immediately of any emergency. The steps below are what will be required in the event of an emergency.

- a) Upon hearing the alarm within the college library, the library staff will contact the main campus in two ways. One will be to call and inform reception of the need to evacuate. The other will be to notify security and estates on the radio system.
- b) Reception will notify SLT and a member of staff will make their way to the designated fire Assembly point in Coventry Street.
- c) Estates staff will make their way to the college library to assist and check the building over once safe to do so.
- d) Library staff who are not playing a role in informing the main campus will evacuate the students and sweep the building on their way out. They will direct and accompany students over to the assembly point and remain there until instructed otherwise.
- e) The fire marshal and the Estates and Health and safety Manager will liaise with crown Centre staff regarding the ongoing situation and in the event that the alarm has been triggered within the shopping Centre. Based on the information at that time we will decide on when it is safe to allow all staff and students to return to the new library.

## **6 Fire safety plan summary**

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### **SLT Role – Fire Marshals:**

- a) If you hear a continuous or intermittent bell, the SLT will make their way to the control panel in the Trevor Whitehouse building. The first member of the SLT to arrive at the control panel will wear the orange high visibility jacket and will be the designated senior fire marshal. The senior fire marshal will collect from the control panel area a megaphone, a site map, assembly point information, a clipboard and room information. Prior to arriving at the control panel a member of SLT will collect the envelope containing the PEEPs from the emergency cupboard located in the Principal's office.
- b) The location of the fire is identified and the SLT make their way to the relevant Assembly Point.

- c) The senior fire marshal directs SLT to assist with evacuation of the relevant building.
- d) The senior fire marshal in coordination with the Estates and Health and Safety Manager directs a member of SLT and Estates to sweep the relevant building to ensure it is empty, assuming there is no evidence of fire or if safety is in jeopardy.
- e) Under the supervision of the senior fire marshal, SLT assist with managing the incident and the fire services when they arrive.
- f) Liaise with senior fire marshal and other SLT members and fire services over possible need for college evacuation and implementation of college disaster management plan where relevant.
- g) The Medical Welfare Officer (if on site) should attend all fire alarms, continuous or intermittent. The designated member of staff who is first Aid on-call should also attend, particularly if it is known that the Medical Welfare Officer is not on site.

#### **Estates and Health and Safety Manager's role:**

- a) Evaluate the potential threat to the health and safety of all students and staff and coordinate the safe internal sweep of the building
- b) Assist the senior fire marshal with operational management of building/site evacuation.

#### **Estates and events coordinator role:**

- a) Distribute room checklists to senior fire marshal.

#### **Security staff:**

- a) Assist with ensuring access and egress routes are kept clear

#### **Teaching staff will:**

- a) If you hear a continuous fire bell, ask students to leave teaching rooms swiftly and calmly via the nearest fire exit and proceed to the designated fire assembly point, ensure that the doors and windows are closed on leaving the room, if it is safe to take the time to do so.
- b) Ensure that the doors are closed on leaving the room.
- c) Accompany students to the designated assembly point where you will see the member of SLT with a high-vis jacket.
- d) Report the room number evacuated to the senior fire marshal who will be at the assembly point wearing a high visibility jacket.
- e) Report any concerns observed while evacuating the building.

#### **Operational staff will:**

- a) If you hear a continuous fire bell, leave offices and other rooms swiftly and calmly via the nearest fire exit, ensure that the doors and windows are closed on leaving the room, if it is safe to take the time to do so.
- b) Ensure that the doors are closed on leaving the room.
- c) Assemble at the designated assembly point.
- d) Report the room vacated to the senior fire marshal who will be at the assembly point wearing a high visibility jacket

# Personal Emergency Evacuation Plan

Section 1. PEEP General Information					
<b>Name of Person Assessed:</b>		<b>Staff / Student</b>		<b>Date</b>	
<b>Student Number:</b>		<b>PT:</b>			
<b>Mobile Number:</b>					
Name of assessor & Team / Dept					
Please provide broad details of your day, giving approximate locations and times.		Day	Location	Times to and from	
<b>Subjects are:</b>		Monday			
		Tuesday			
		Wednesday			
		Thursday			
		Friday			
Which areas of the campus do you use most often?					
Do you use any areas in particular outside normal college hours?					
Days and times this Plan will cover		Monday – Friday 08.40 – 16.00			
Can you see visual alarm signals?	Yes	No	Can you hear audible alarm signals?	Yes	No
Could you safely use the stairs in an emergency?	Yes	No	Would you use the stairs without assistance?	Yes	No
Please describe your disability or the condition/illness which means you would require help during an emergency evacuation					
Do you have a full-time personal assistant?		Yes		No	
Section 2. Visually Impaired Persons					
Do you use any aids or 'assistive' technologies (cane, guide dog, etc) to help you access the building? If yes, please give details.		Yes		No	
Can you follow exit signage without assistance?		Yes		No	
The following questions need only be answered by visually impaired persons with some visual capacity					
Are all escape routes clearly signposted to meet your requirements? If not, please describe what you would		Yes		No	

require					
<b>Section 3. Mobility Impaired Persons</b>					
Do you use a wheelchair and/or other devices to aid your mobility? If yes, please describe.	Yes			No	
If you are a wheelchair user, please answer the following questions, otherwise go to Section 4					
Do you use your wheelchair at all times while you are at college?	Yes	No	Do you have a manual chair, or an electrically operated chair?	Man	Elec
Are you aware lifts are not to be used in the event of a fire/ emergency evacuation?	Yes	No	In the event of an emergency, would you be content to be carried downstairs by the following members of staff	Yes	No

<b>Section 4. To be completed for all Plans</b>					
Are there any measures that could be introduced that would further aid your evacuation in an emergency? Please describe or, if not, please state no.			Yes		No
In the event of an evacuation, would you need to use the ResQmat? If yes, has the ResQmat been demonstrated?			Yes		No
			Date trained:		
Assessor – Record the actions to be taken by the individual (and/or helper/staff) in the event of an emergency evacuation.					
I have advised him / her to wait with a staff member until the classroom / corridor / stairwell is clear before evacuating.					
Walk through of evacuation scenario completed	Yes	No	Evacuation Practice completed	Yes	No
Date of next PEEP review					
Signed (Assessor)			Date		
I understand that under the Data Protection Act this information will be shared with other members of staff at King Edward VI College and I agree to notify my Line Manager / PT (please delete as necessary) of any changes in my circumstances which may affect this Plan.					
Signed (Staff/ Student)			Date		

**Distribution of copies:** Assessed person, Support Assistant (if applicable), Personal Tutor, relevant teaching staff, SENCo (if hearing or visual loss)

## Fire Safety: Emergency Response Form

This form is to be completed after each evacuation to provide information on any further training or remedial actions required.

Department/Area/Building/Site location	
Date / /	Time :
Nature of evacuation (e.g. fire drill, actual fire, etc.)	
Fire Brigade called?	Yes <input type="checkbox"/> No <input type="checkbox"/>
What time elapsed between the sounding of the alarms and evacuation of department?	
Did everyone evacuate in your department/area/building?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Doors closed by staff?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Hold-open doors worked/Hold-shut doors released?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Did everyone know what to do and where to go?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Best exits used by staff?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Nobody re-entered the building?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Fire alarm reset?	
What went well?	
What went wrong?	
Suggested corrective action	
Action taken	
Debrief/report circulated (date)	/ /
Name	Signature
<b>When completed, this form should be returned to the Safety Co-ordinator</b>	

## Fire Safety Inspection Checklist

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**KING EDWARD VI COLLEGE**  
STOURBRIDGE

Fire safety building inspection checklist

**Building name** .....

**Date of inspection** .....

**Inspected by** .....

<b>Management arrangements</b>	Yes	No	Comments
Is there a Workplace Fire Risk Assessment readily available?			
Is there a Workplace Personal Emergency Evacuation Plan (PEEP) readily available?			
Is there a list of Fire Wardens that have been appointed to assist in emergency evacuations?			
Is the location of the buildings Fire Logbook known and readily available?			
Are the fire and emergency evacuation procedures regularly reviewed and relevant to operational requirements?			
Have all staff received fire and emergency evacuation procedure training?			
<b>Fire alarm system</b>			
Is the fire alarm panel in a healthy state and reporting no faults?			
Is the fire alarm tested weekly?			
Are all call points clearly visible and un-obstructed?			
Can all staff raise the alarm by activating the fire alarm call point?			
Are there visual pictorial signs over each call point?			
Is routine servicing in place and are service records accessible?			
Is the Emergency lighting system tested and maintained? Are records easily accessible?			
<b>Fire extinguishers</b>			
Are fire extinguishers readily available for use? Have any been moved from their identified position?			
Are fire extinguishers un-obstructed and freely visible?			
Are fire extinguishers with pressure gauges in the green?			
Are all fire extinguishers within their annual inspection date? See label			

<b>Fire safety signs and notices</b>			
Are Fire Action Notices near to the call points, un-obstructed and information clearly visible?			
Are escape route directional and final exit signs un-obstructed and clearly visible?			
Are fire doors and final exit doors clearly signed?			
<b>Escape routes and exits</b>			
Are all escape routes kept clear and free from obstruction?			
Do all fire doors close correctly?			
Are final exit doors clear, un-obstructed on both sides and open freely?			
Are external pathways from exits leading away from the building clear and un-obstructed and lead to a place of safety?			
Are fire evacuation slides in place at the top of each stairwell?			
<b>Sources of ignition, smoking materials, and combustible materials</b>			
Is waste put in a safe, secure place awaiting collection (ie not accessible to the public or others)?			
When not in use, are electrical items switched off?			
Are all stocks of flammable liquids kept in purpose-built flammable liquid stores?			
Are flammable liquids kept away from all possible sources of ignition?			
Are there any signs of illicit smoking taking place?			
Are all combustible materials removed from the immediate vicinity of live electrical equipment? e.g., rubbish piled around electrical sockets			

<b>Comments and additional hazards spotted.</b>

# First Aid and Supporting Students with Medical Conditions Policy

**RESPONSIBILITY:** Safeguarding Lead and Medical Welfare Officer

**REVIEW DATE:** September 2023

## Policy Statement

King Edward VI College ensures that all students receive appropriate care and support throughout their journey here at the college. This policy has been developed in line with the Department for Education’s guidance released in September 2016 (updated 16<sup>th</sup> August 2017) – “Supporting students at school with medical conditions”.

Ofsted places a clear emphasis on meeting the needs of students with SEND and disabilities and this includes children with medical conditions.

The Health and Safety (First-Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities, and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work.

King Edward VI College will ensure adequate and appropriate equipment, facilities and personnel are provided by carrying out a first aid needs risk assessment and ensuring that the college comply with all regulations.

King Edward VI College will ensure there is provision for all non-employees which includes students, visitors, and contractors.

The aim of this policy is to ensure that King Edward VI College fully comply with The Health and Safety (First-Aid) Regulations 1981 and that there are adequate numbers of competent first aid personnel available to deal with accidents and injuries occurring during any college related business.

Roles	Responsibilities
<b>The Principal</b>	<ul style="list-style-type: none"> <li>• The overall implementation of the First Aid and Supporting Students with Medical Conditions Policy and procedures.</li> <li>• Ensuring the level of insurance in place reflects the level of risk.</li> <li>• Making staff aware of this policy.</li> <li>• Ensuring the correct level of insurance is in place for the Medical Welfare Officer who supports students in line with this policy.</li> </ul>
<b>Assistant Principal (Student Support and DSL)</b>	<ul style="list-style-type: none"> <li>• Ensuring that the First Aid and Supporting Students with Medical Conditions Policy, as written, does not discriminate on any grounds including, but not limited to: ethnicity/national origin, culture, religion, gender, disability, or sexual orientation.</li> <li>• Ensuring that all students with medical conditions are able to participate fully in all aspects of college life.</li> <li>• Ensuring that relevant training is provided and delivered to staff members who take on responsibility to support students with medical conditions.</li> </ul>



	<ul style="list-style-type: none"> <li>• Guaranteeing that information and teaching support materials regarding supporting students with medical conditions are available to members of staff with responsibilities under this policy.</li> <li>• Ensuring the policy is developed effectively with partner agencies.</li> <li>• Liaising with healthcare professionals regarding the training required for staff.</li> <li>• Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.</li> <li>• If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy.</li> </ul>
<b>Medical Welfare Officer</b>	<ul style="list-style-type: none"> <li>• Keeping written records of any and all medicines administered to individual students and across student population.</li> <li>• Working with the Estates and Health and Safety Manager and Health and Safety Officer, ensure the first aid needs risk assessment is in place and ensure where areas need improvement are prioritised</li> <li>• Periodically check first aid kits are fully stocked and all contents remain in date.</li> <li>• Periodically review locations of first aid kits and ensure locations remain relevant.</li> <li>• Ensure all first aiders certification is in place and in date.</li> <li>• Periodically check all three defibrillators are in place, fully charged and the equipment that is with them is in good condition and in date.</li> <li>• The day-to-day implementation and management of the First Aid and Supporting Students with Medical Conditions Policy and procedures.</li> <li>• Making staff that need to know, aware of a student’s medical condition by emailing them the IHCP and adding to CPOMS</li> <li>• Developing Individual Healthcare Plans (IHCPs).</li> <li>• Developing and reviewing PEEPs for both staff and students when needed</li> <li>• Notifying the relevant staff when a student has been identified with requiring support in the college due to a medical condition.</li> <li>• Liaising locally with lead clinicians on appropriate support.</li> <li>• Informing the college of infectious diseases or health risks.</li> <li>• Make sure that the first aid rota is covered daily</li> </ul>
<b>First Aid Team</b>	<ul style="list-style-type: none"> <li>• Act in accordance with their training at all times</li> <li>• Respond promptly to any request for assistance</li> <li>• Look after the casualty until they have recovered, or further assistance has arrived</li> <li>• Ensure their own safety at all times</li> <li>• Fill out all documentation as required</li> <li>• Ensure that the treatment room is kept tidy after use and re-stock any equipment used</li> <li>• Inform the Medical Welfare Officer if supplies are running low</li> <li>• Inform the Medical Welfare Officer of any annual leave or change of hours that could affect the first aid team rota</li> <li>• Inform the Medical Welfare Officer of when their first aid qualification is due for renewal</li> <li>• Do not store medicines anywhere apart from the Medical Welfare Officer’s Room</li> <li>• Do not attempt to give any treatment you haven’t had training for</li> </ul>

<b>All King Edward VI College staff</b>	<ul style="list-style-type: none"> <li>• Taking appropriate steps to support all students, especially those with medical conditions.</li> <li>• Where necessary, make reasonable adjustments to include students with medical conditions into lessons.</li> <li>• Administering medication, if they have agreed to undertake that responsibility.</li> <li>• Undertaking training to achieve the necessary competency for supporting students with medical conditions, if they have agreed to undertake that responsibility.</li> <li>• Familiarising themselves with procedures detailing how to respond when they become aware that a student with a medical condition needs help.</li> </ul>
<b>Students</b>	<ul style="list-style-type: none"> <li>• Students who are competent will be encouraged to take responsibility for managing their own medicines and procedures.</li> <li>• Where possible, students will be allowed to carry their own medicines and devices. Where this is not possible, their medicines will be located in the Medical Welfare Officer's room</li> <li>• If students refuse to take medication or to carry out a necessary procedure, parents may be informed so that alternative options can be explored.</li> <li>• Where appropriate, students will be encouraged to take their own medication under the supervision of a teacher or the Medical Welfare Officer</li> </ul>
<b>Parents and Carers</b>	<ul style="list-style-type: none"> <li>• Keeping the College informed about any changes to their child/children's health.</li> <li>• Completing a parental agreement form, for the college to administer medicine.</li> <li>• Providing the college with the medication their child requires and keeping it up to date.</li> <li>• Collecting any leftover medicine at the end of the course or year.</li> <li>• Discussing medications with their child/children prior to requesting that a staff member administers the medication.</li> <li>• Where necessary, developing an Individual Healthcare Plan (IHCP) for their child in collaboration with the Medical Welfare Officer, other staff members and healthcare professionals.</li> </ul>
<b>The Local Governing Body</b>	<ul style="list-style-type: none"> <li>• Ensuring a policy for medically supported students is in place and reviewed regularly. Clearly stating the roles and responsibilities of those involved in the arrangements to support students with medical conditions.</li> </ul>

## Definitions

- "Medication" is defined as any prescribed or over the counter medicine.
- "Prescription medication" is defined as any drug or device prescribed by a doctor.
- A "staff member" is defined as any member of staff employed at King Edward VI College.

## **Trips and Visits**

- First Aid requirements for trips and visits are that as a minimum one first aider from the college should attend on all trips.

## **Teaching of staff**

- Teachers and support staff will receive training on the Supporting Students with Medical Conditions Policy as part of their new starter induction.
- Teachers and support staff who undertake responsibilities under this policy can receive the following training;
  - Asthma
  - First Aid
  - Epi-pen
  - AED refresher sessions
- The clinical lead for this training is the Medical Welfare Officer. Staff undertaking Epi-pen or emergency inhaler training must be signed off as competent.
- No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility.
- The Medical Welfare Officer will keep a record of training undertaken and a list of teachers and Support Staff qualified to undertake responsibilities under this policy.

## **Individual Healthcare Plans (IHCPs)**

- Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the student, parents/carers, Medical Welfare Officer, Special Educational Needs Key Worker and medical professionals.
- IHCPs will be easily accessible whilst preserving confidentiality.
- IHCPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner or if there is any change to medication dosage.
- Where a student has an Education, Health and Care Plan or special needs statement, the IHCP will be linked to it or become part of it.
- Where a child is returning from a period of hospital education or alternative provision or home tuition, we will work with the education provider to ensure that the IHCP identifies the support the child needs to reintegrate.

## **Medicines**

- Where possible, it is preferable for medicines to be prescribed in frequencies that allow the students to take them outside of college hours.
- If this is not possible, prior to staff members administering any medication, the parents/carers of the student must complete and sign a parental agreement form.
- None prescription medication such as Paracetamol or Ibuprofen will not be given for more than three consecutive school days without a prescription or doctor's letter in line with manufactures guidelines.
- Where a student is prescribed medication without their parents'/carers' knowledge, every effort will be made to encourage the student to involve their parents while respecting their right to confidentiality.
- Medicines MUST be in date, labelled without any alterations to label, and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.
- A maximum of four weeks supply of the medication may be provided to the college at one time.

- Controlled drugs may only be taken onto college premises by the individual to whom they have been prescribed. Passing such drugs to others is an offence which will be dealt with under our Drug and Alcohol Policy in line with The Misuse of Drugs Regulations 2001
- Medications will be stored appropriately in the Medical Welfare Officer's room.
- Any medications left over at the end of the course/term/year will be returned to the student's parents. If Medication is not collected by the parents, medication will be safely disposed of in the correct manner at the local pharmacy
- Written records will be kept of any medication administered to students.
- Students will never be prevented from accessing their medication
- King Edward VI College cannot be held responsible for side effects that occur when medication is taken correctly
- Controlled drugs must be counted

### **Emergencies**

- For all medical emergencies that concern students, staff or visitors, the Medical Welfare Officer (via their mobile or reception) should be contacted immediately.
- Medical emergencies will be dealt with under the college's emergency procedures.
- Where an Individual Healthcare Plan (IHCP) is in place, it should detail;
  - What constitutes an emergency?
  - What to do in an emergency?
- Students will be informed in general terms of what to do in an emergency such as telling a teacher.
- If a student needs to be taken to hospital, a member of staff will remain with the child if needed, until their parents arrive.

### **Avoiding unacceptable practice**

King Edward VI College understands that the following behaviour is unacceptable;

- Assuming that students with the same condition require the same treatment.
- Ignoring the views of the student and/or their parents.
- Ignoring medical evidence or opinion.
- Sending students home frequently or preventing them from taking part in activities at the college.
- Sending students to the treatment room alone if they become ill.
- Penalising students with medical conditions for their attendance record where the absences relate to their condition.
- Making parents feel obliged or forcing parents to attend the college to administer medication or provide medical support.
- Creating barriers to students participating in college life, including college trips.
- Refusing to allow students to eat, drink or use the toilet when they need to in order to manage their condition.

### **Insurance**

- All staff who undertake responsibilities within this policy are covered by the college's insurance.

## Complaints

- The college complaints procedure is available on the staff portal. All concerns should be reported immediately to Assistant Principal (Safeguarding Lead).

## Location of the Treatment Room

- The treatment room is located within the Student Support Centre.

## Location of First Aid Kits and Response Bags

### The Frank Foley Building

Reception

FF1.04

Kitchen

### Student Support Centre

Treatment Room & MWO Office

### The Daisy Druller Building

Ground Floor Entrance

1<sup>st</sup> Floor by DD1.04

### Coventry Street

Estates office

Careers Hub

### Henry Hickman

Study space desk

Gym Office

### Dr Johnson house

Entrance foyer

Response bags in multiple rooms

### New Library

1<sup>st</sup> Floor within main library area

### The Geoffrey Lycett Building

GL 1.03

GL 0.17

### The Trevor Whitehouse Building

Finance Department

Chambers

Staff

Kitchen

Executive Office

### Sir Maurice Wilkes Building

Office on 2<sup>nd</sup> Floor

### The Sharon Phillips Building

SP 1.04

### Hayley Hall

Corridor by Main Hall

## Location of the Automated External Defibrillators (AED's)

- Outside of the reception building on Duke Street
- Entrance of the Trevor Whitehouse Building
- Greenfields
- New Library
- Maurice Wilkes building
- Mobile unit in MWO office

## Location of Eye Wash stations

Eye wash stations include x 2 eye wash bottles, x 4 eye wash pods, x 4 eye pads and x 2 pairs of gloves

### The Geoffrey Lycett Building

GL0.02	- Eye wash station
GL0.03	- Eye wash bottle
GL0.04	- Eye wash station
GL0.05	- Eye wash bottle
GL 0.08	- Eye wash station
GL0.11	- Eye wash bottle
GL 0.12	- Taps and eye wash bottle
GL 0.17	- Taps and eye wash bottle
GL 0.22	- Taps
GL 1.01	- Eye wash station
GL 1.02	- Eye wash station
GL 1.03	- Taps and eye wash bottle
GL 1.05	- Eye wash station
GL 1.07	- Eye wash station
GL 1.11	- Eye wash station

### The Trevor White House Building

TW 1.07 (Art print Rm) - Eye wash Station

### The Sharon Phillips Building

SP 1.02 (Textiles) - Eye wash station

## On-site First Aiders

The college have conducted a first aid needs risk assessment to ascertain the required amount of first aid trained staff. We comfortably meet the required ratios outlined with The Health and Safety (First-Aid) Regulations 1981. We appreciate that the requirements under the regulations require us to meet the correct ratios for employees, however we also strive to and will ensure we have the correct levels of provision for our students, visitors, contractors and others within our duty of care.

A list of named fist aiders and extension numbers of which they can be called upon can be found on the staff portal.

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## Managing medications

- 9.1** It is important to implement and maintain an effective management system for the administration of medicines to all students in our care, and to ensure that King Edward VI provides support to individual students with medical needs. This policy has been written with guidance laid down by the Supporting Pupils at College with Medical Conditions guidance - December 2015.
- 9.2** Where possible, it is preferable for medicines to be prescribed in frequencies that allow the students to take them outside of college hours.
- 9.3** If this is not possible, prior to the Medical Welfare Officer administering any medication, the parents/carers of the student must agree to the IHCP.
- 9.4** Students at King Edward VI College are all 16 – 19 year olds and therefore are entitled to consent to their own treatment, and this can only be overruled in exceptional circumstances. Like adults, young people (16-17year olds) are presumed to have sufficient capacity to decide on their own medical treatment, unless there is sufficient evidence to suggest otherwise.
- 9.5** None prescription medication such as Paracetamol or Ibuprofen will not be given for more than three consecutive college days without a prescription or doctor's letter in line with manufactures guidelines.
- 9.6** Where a student is prescribed medication without their parents'/carers' knowledge, every effort will be made to encourage the student to involve their parents while respecting their right to confidentiality.
- 9.7** Medicines MUST be in date, labelled without any alterations to label, and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.
- 9.8** A maximum of four weeks supply of the medication may be provided to the college at one time.
- 9.9** Controlled drugs may only be taken onto college premises by the individual to whom they have been prescribed. Passing such drugs to others is an offence which will be dealt with under our alcohol and substance misuse policies in line with The Misuse of Drugs Regulations 2001.
- 9.10** Government guidelines state that ***Students who are prescribed a controlled drug may legally have it in their possession if they are competent to do so, but passing it to another student for use is an offence.***
- 9.11** All medicines should be stored safely. Students should know where their medicines are at all times and be able to access them immediately. Where relevant, they should know who holds the key to the storage facility. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should be always readily available to students and not locked away. This is particularly important to consider when outside of college premises, e.g. on college trips.
- 9.12** Any medications left over at the end of the course / term / year will be returned to the student / parent. If medication is not collected by the student / parent, medication will be safely disposed of in the correct manner at the local pharmacy.
- 9.13** Written records will be kept of any medication administered to students and kept in the Medical Welfare Officer's office.
- 9.14** Students will never be prevented from accessing their medication.
- 9.15** King Edward VI College cannot be held responsible for side effects that occur when medication is taken correctly.
- 9.16** The College Medical Welfare Officer may administer a controlled drug to a student for whom it has been prescribed. Administering medicines should be done in accordance with the prescriber's instructions.

- 9.17** Prescriptions from overseas MUST be clearly labelled with student's name, date of birth with instructions in English. UK equivalent will be sought from the GP if not identifiable/not written in English.

## **Asthma**

- 10.1** Asthma is the most common chronic condition, affecting one in eleven children. On average, there are two children with asthma in every classroom in the UK. There are over 25,000 emergency hospital admissions for asthma amongst children a year in the UK.

Children should have their own reliever inhaler at college to treat symptoms and for use in the event of an asthma attack. If they are able to manage their asthma themselves they should keep their inhaler on them, and if not, it should be easily accessible to them. However, an Asthma UK survey found that 86% of children with asthma have at some time been without an inhaler at college having forgotten, lost or broken it, or the inhaler having run out.

On the 1st October 2014 the Human Medicines (Amendment) (No. 2) Regulations 2014 allowed colleges to obtain, without a prescription, salbutamol inhalers, if they wish, for use in emergencies. This will be for any student with asthma, or who has been prescribed an inhaler as reliever medication. The inhaler can be used if the student's prescribed inhaler is not available (for example, because it is broken, or empty).

**10.2** **Students who can use an emergency salbutamol inhaler**

The emergency salbutamol inhaler will only be used by students who have been diagnosed with Asthma, and prescribed a reliever inhaler OR who have been prescribed a reliever inhaler for a different respiratory condition. The emergency salbutamol inhaler will also be used for anyone displaying asthmatic symptoms.

**10.3** **Arrangements for the supply, storage, care and disposal of emergency inhalers**

### **Salbutamol**

Salbutamol is a relatively safe medicine, particularly if inhaled, but all medicines can have some adverse effects. Those of inhaled salbutamol are well known, tend to be mild and temporary and are not likely to cause serious harm. The student may feel a bit shaky or may tremble, or they may say that they feel their heart is beating faster.

**10.4** **Supply**

Emergency Salbutamol inhalers and spacers are purchased by the college from:

Eureka Direct  
Unit 5  
145 Sterte Road  
Poole  
BH15 2AF



### **10.5 Storage and care of the inhaler**

All emergency inhalers and spacers are kept in the Medical Welfare Officer 's office.

The college's Medical Welfare Officer is responsible for the storage and care of all inhalers and spacers. On a half termly basis they must:

Check that the inhalers and spacers are present and in working order, and the inhaler has a sufficient number of doses available

Make sure that replacement inhalers are obtained when expiry dates approach

Make sure that replacement inhaler housings and spacers are available following use

Check that the plastic inhaler housing (which holds the canister) has been cleaned, dried and returned to storage following use, or that replacements are available if necessary.

### **10.6 Disposal**

All spent and expired inhalers will be disposed of via local pharmacies.

### **10.7 The emergency asthma inhaler kit**

The emergency asthma inhaler kit includes:

- A Salbutamol metered dose inhaler
- A plastic spacer
- Instructions on using the inhaler and spacer
- Instructions on how to clean and store the inhaler
- Manufacturer's information
- Face shield

## 10.8 Responding to asthma symptoms and an asthma attack

Salbutamol inhalers are intended for use where a student has asthma. The symptoms of other serious conditions/illnesses, including allergic reactions, hyperventilation and choking from an inhaled foreign body can be mistaken for those of asthma, and the use of the emergency inhaler in such cases could lead to a delay in the student getting the treatment they need.

For this reason, the emergency inhaler should only be used by students who have been diagnosed with asthma, and prescribed a reliever inhaler, or who have been prescribed a reliever inhaler.

### **Common 'day to day' symptoms of asthma are:**

- Cough and wheeze (a 'whistle' heard on breathing out) when exercising
- Shortness of breath when exercising
- Intermittent cough

These symptoms are usually responsive to use of their own inhaler and rest (e.g. stopping exercise). They would not usually require the student to be sent home from college or to need urgent medical attention.

### **The signs of an asthma attack are:**

- a) Persistent cough (when at rest)
- b) A wheezing sound coming from the chest (when at rest)
- c) Being unusually quiet
- d) Difficulty breathing (they could be breathing fast and with effort, using all accessory muscles in the upper body)
- e) Nasal flaring
- f) Unable to talk in complete sentences. Some people will go very quiet.
- g) May try to tell you that their chest 'feels tight'
- h) Appear exhausted
- i) Have a blue/white tinge around lips
- j) Are going blue
- k) Has collapsed

***A student may be prescribed an inhaler for their asthma which contains an alternative reliever medication to salbutamol (such as terbutaline). The salbutamol inhaler should still be used by these children if their own inhaler is not accessible – it will still help to relieve their asthma and could save their life***

## 10.9 **Responding to signs of an asthma attack:**

- a) Keep calm and reassure them, call for a Medical Welfare Officer / first aider
- b) Encourage them to sit up and slightly forward
- c) Use their own inhaler – if not available, use the emergency inhaler
- d) Remain with them while the inhaler and spacer are brought to them
- e) Immediately help them to take two separate puffs of salbutamol via the spacer
- f) If there is no immediate improvement, continue to give two puffs at a time, every two minutes, up to a maximum of 10 puffs
- g) Stay with them until they feel better. They can return to college activities when they feel better
- h) If they do not feel better or you are worried at ANYTIME before you have reached 10 puffs, CALL 999 FOR AN AMBULANCE
- i) If an ambulance does not arrive in 10 minutes give another 10 puffs in the same way

## **Record of administration of medication**

- 11.1** Use of the emergency inhaler should be recorded. This should include where and when the attack took place (e.g. during sports, classroom etc.), how much medication was given, and by whom. An accident report form must be completed by one of the first aid team and the student's parents must be informed either via email or phone.

## **Support and training for staff**

- 12.1** All staff will be trained on how to alert the Medical Welfare Officer and / or the first aid team when a student has symptoms of Asthma.
- 12.2** The Medical Welfare Officer and the First Aid team will be trained to recognise the symptoms of an asthma attack, and how to distinguish them from other conditions with similar symptoms. They will also be trained on the following;
- a) Awareness of the asthma policy
  - b) How to check if a child is on the asthma register
  - c) How to access the emergency salbutamol inhaler
  - d) Recognising the symptoms of an asthma attack and distinguishing them from other conditions with similar symptoms
  - e) Recognising when emergency action is necessary
  - f) Administering salbutamol inhalers through a spacer
  - g) Making appropriate records of asthma attacks
  - h) Responding appropriately to a request for help from another member of staff

## **Anaphylaxis policy**

- 13.1** King Edward VI College recognises that allergies are becoming an increasingly common condition affecting young people. We aim to support our students in all aspects of college life and encourage them to achieve their full potential.

### **13.2 What is Anaphylaxis?**

Anaphylaxis is an acute, severe allergic reaction requiring immediate medical attention. It usually occurs within seconds or minutes of exposure to a certain food or substance, but on rare occasions may happen after a few hours. Common triggers include peanuts, tree nuts, sesame, eggs, cow's milk, fish, certain fruits such as kiwifruit, and also penicillin, latex and the venom of stinging insects such as bees, wasps or hornets.

### **13.3 Signs and Symptoms of Anaphylaxis**

The most severe form of allergic reaction is anaphylactic shock, when the blood pressure falls dramatically and the patient loses consciousness. Fortunately, this is rare among young people. More commonly, there may be swelling in the throat, which can restrict the air supply, or severe asthma.

Any symptoms affecting the breathing are serious. Less severe symptoms may include tingling or itching in the mouth, hives anywhere on the body, generalised flushing of the skin or abdominal cramps, nausea and vomiting. In its most severe form the condition can be life-threatening, but it can be treated with medication. This may include antihistamine, salbutamol inhaler or adrenaline injection, depending on the severity of the reaction.

#### **13.4 Individual Healthcare Plan (IHCP)**

When a student with an allergy applies to join King Edwards, or a current student is diagnosed with the condition, they are required to contact the Medical Welfare Officer to establish how the student's allergy may affect their college life and complete an IHCP. The IHCP will then be sent to all relevant staff and the first aid team. The IHCP will state what to do in an emergency, on college trips and dosage of any medication that is needed.

#### **13.5 Adrenaline Auto Injectors**

Every student who is at risk of anaphylaxis should be prescribed two adrenaline auto- injectors. Treatment of anaphylaxis requires intramuscular adrenaline – an injection of adrenaline into the thigh muscle which should rapidly reverse symptoms. The student will be prescribed two pens (Epi-pen, Jext pen or Emerade) which is a pre-loaded injection device containing one measured dose of adrenaline. Emergency Auto Injectors are kept in the Medical Welfare Officer's office.

#### **13.6 Inhalers**

Some students may also suffer asthma symptoms so will be prescribed a reliever inhaler. This will be on their Emergency Action Plan/care plan and will be carried with their adrenaline auto injector pen. The college also has emergency Salbutamol on site, see the Asthma policy for more info

### **14 Promoting Equality and Diversity**

- Do not assume that students with the same condition require the same treatment.
- Do not ignore the views of the student and/or their parents.
- Do not ignore medical evidence or opinion.
- Try not to send students home frequently or prevent them from taking part in activities at the college.
- Do not send students to the treatment room alone if they become ill.
- Do not penalise students with medical conditions for their attendance, record where the absences relate to their condition.
- Do not make parents feel obliged or force parents to attend the college to administer medication or provide medical support.
- Do not create barriers to students participating in college life, including college trips.
- Always allow students to eat, drink, take their medication or use the toilet when they need to in order to manage their condition.

## Legionella Policy

The College has a duty of care to control the risk of *Legionella* bacteria proliferation and exposure in hot and cold water systems under our control. This policy has been developed to control, monitor and reduce identified risks.

We will ensure that adequate procedures are developed to manage *Legionella* within our water systems and to ensure the College comply with general legal duties defined under the following:

- Health & Safety at Work etc. Act 1974 Sections 2, 3, 4 & 6
- Management of the Health and Safety at Work Regulations 1999, particularly Regulations 2, 3, 4 & 6
- Control of Substances Hazardous to Health Regulations (COSHH) 2002, particularly Regulations 6, 7, 8, 9 and 12, where the definition of hazardous substances includes harmful micro-organisms
- Public Health (Infectious Diseases) Regulations 1988
- Approved Code of Practice (ACOP) L8 (Fourth Edition) Legionnaires Disease – The control of *Legionella* Bacteria in Water Systems, and associated Guidance Documents HSG 274; Parts 1, 2 and 3
- RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)

The College is fully committed to meeting these legal obligations to all employees and others (e.g. students, contractors, visitors, etc.) who may be affected by its undertaking by ensuring an ongoing strategy and prioritised programme of controls for the management of *Legionella* in hot and cold water systems is established and implemented as follows;

- Undertaking a suitable and sufficient risk assessment
- Identifying a written scheme for the prevention and control of identified risks
- Appointing persons to be responsible for implementing and managing the written scheme
- Maintenance of records, checks, maintenance and established control measures
- Providing necessary training and refresher training where required
- Reviewing systems, procedures and risk assessments on a regular basis

The Principal has overall responsibility for the management of risk within the college.

The Estates and Health and safety Manager is nominated as the Responsible Person for *Legionella* control.

The Deputy Estates manager is nominated as the Deputy Responsible Persons for *Legionella* control.

The Responsible Person is accountable for the day to day management of *Legionella* proliferation and exposure in premises to which they are assigned responsibility for, including:

- Ensuring that a suitable *Legionella* risk assessment has been undertaken by a competent person, which will include a schematic diagram of the water system(s) present in the premises where there is a risk of *Legionella* proliferation and exposure. A competent person will be able to identify which systems pose a risk and help establish the scope of works for the risk assessment(s) to be undertaken.
  - Taking action to eliminate or reduce the risks as identified by any risk assessment and/or any remedial action plan or written monitoring scheme.
  - Carrying out regular documented checks, audits and reviews of the water systems, action plan, monitoring scheme, risk assessment and records.
  - Ensuring that employees receive adequate information, instruction and training appropriate for the tasks they undertake.
  - Ensuring that all appropriate monitoring and maintenance responsibilities are clearly assigned and are undertaken for all water supply and storage systems.
  - Keeping monitoring and maintenance records relevant to the risk assessment and written scheme.
  - Establishing suitable emergency procedures in the event of a system failure or identified risk, for example a positive *Legionella* result.
- Ensuring effective lines of communication for all matters relating to this policy.

## Legionella Procedure

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### Background

Each year within the UK, approximately 200 to 300 cases of Legionnaire's Disease are identified and reported (*source; Public Health England*). The recognised mode of transmission, where infection with respect to *Legionella bacteria* has been identified, is by inhaling of airborne water droplets containing viable *Legionellae* which have been small enough to pass deeply into the lungs (5 microns).

Legionellosis is the collective name given to the pneumonia-like illness caused by legionella bacteria. This includes the most serious legionnaires' disease, as well as the similar but less serious conditions of Pontiac fever and Lochgoilhead fever. Legionnaires' disease is a potentially fatal form of pneumonia and everyone is susceptible to infection. Epidemiological studies have demonstrated that males are three times more likely to contract Legionnaire's Disease than females and that other risk factors with regard to individual susceptibility include being above the age of 55 years, being a heavy smoker or drinker, having an existing illness or being on immunosuppressant drug therapy.

Initial symptoms include high fever, chills, headache and muscle pain. A dry cough may develop and most patients suffer difficulty with breathing. Diarrhoea, vomiting, confusion and delirium can also be symptomatic of Legionnaires' disease.

The bacterium *Legionella pneumophila* and related bacteria are common in natural water sources such as rivers, lakes and reservoirs, but usually in low numbers. Since legionella bacteria are widespread in the environment, they may also contaminate and grow in purpose-built water systems such as cooling towers, evaporative condensers, hot and cold water systems and whirlpool spas. The bacteria can survive at low temperatures, thrive at temperatures between 20°C and 45°C and are killed at higher temperatures. Hot water temperature, stagnant water, sediment, and the presence of other micro-organisms are important factors in the "proliferation" of *Legionella* bacteria in water systems.

There are many potentially hazardous water systems within the built environment that pose a risk in terms of *Legionnaire's disease* including:

- (a) Hot water and cold water services,
- (b) Water systems incorporating either a cooling tower or an evaporative condenser,
- (c) Other water systems that contain water above 20 ° C and are liable to generate aerosols during normal operation, maintenance procedures or breakdowns.

The guidance outlined within this document is intended to ensure that suitable precautionary measures are employed to minimise any such potential for proliferation and/or dissemination of *Legionella* bacteria. The objective will be to protect our staff, service users, consultants/contractors, visitors, and the public in general from Legionnaires' disease associated with our premises.

We will employ a "risk led" approach to control *Legionella* bacteria in our water systems by utilising specialist risk assessors (external consultants) to identify potential risks and necessary precautions to either eliminate or reduce/control risk.

## **Risk Assessment**

In order to comply with the requirements outlined within the L8 Approved Code of Practice (4<sup>th</sup> Edition), The College will undertake suitable risk assessments on all applicable premises under our control. The aim of which, will be to identify all *Legionella* risks and either recommend how to eliminate them where practical, or reduce the risks through a series of precautionary measures to an acceptable level.

The College will ensure that anyone undertaking a risk assessment will be competent and demonstrate an adequate degree of experience, qualifications and knowledge of different water systems and *Legionella* management.

Where risks have been identified, a suitable written scheme will be developed detailing the precautions and checks required to minimise the risk of *Legionella* proliferation and exposure in water systems. Precautions may, where appropriate, include the following:

- Controlling the release of water spray and aerosols;
- Avoidance of water temperatures and conditions that favour the proliferation of *Legionella* and other micro-organisms;
- Avoidance of water stagnation, e.g. cold water storage tanks connected such that there is no through-flow of water, adequate turnover, removing dead legs, regular flushing of little used outlets, etc.;
- Avoidance of the use of materials in our water systems that harbour bacteria and other micro-organisms, or provide nutrients for microbial growth;
- Ensure that hot and cold water storage vessels are cleaned/disinfected regularly by a competent contractor;
- Maintenance of showerheads or spray taps (regular descale/disinfection);
- Action to ensure the correct, safe operation and maintenance of the water system;
- Consideration of water sampling for microbiological analysis by a UKAS approved laboratory, especially if occupants within the premises are vulnerable.

The risk assessment should be incorporated into our site log book and any recommendations or remedial works required will be carried out and proof of their completion entered into the site log book.

## **Review**

In order to ensure proactive *Legionella* management at our premises and continual improvement, we will conduct a review of our *Legionella* risk assessments annually. A review may be undertaken at any time if there:

- are major refurbishments or changes made to our water systems
- a loss of control has been identified in the precautionary checks performed on the systems;
- if current knowledge changes to suggest that a reassessment of the risks is required.

All records in relation to *Legionella* management will be available for inspection for a minimum period of five years.

## Instruction and Training

All employees involved in the management of the college's water systems and *Legionella* control will receive appropriate training.

All staff who are involved in maintenance or have the responsibility for carrying out preventative maintenance tasks, water checks, and water treatments for the management of *Legionella* will also need to be appropriately trained.

The level and type of training required will depend on their respective duties and responsibilities. Appropriate training/instruction is to be given to:

- Responsible Person (and deputy) with the delegated responsibility of managing the water system(s) on our premises;
- The person (and deputy) responsible for carrying out relevant checks on our water systems;
- The person/s responsible for carrying out the risk assessment and identifying the programme of preventative maintenance.

These key positions are fundamental in ensuring control measures are implemented and ensuring that the college fulfils its legal obligations in the control of *Legionella*.

## Routine Monitoring and Bacteria Checks

A suitable written scheme will be detailed by the risk assessment indicating the type of ongoing maintenance and monitoring necessary to control the risk of *Legionella* bacteria proliferation and exposure in water systems present in the premises to which this policy refers to.

As best practice and in accordance with Technical Guidance HSG 274 Part 2, the following checks should be conducted and recorded:

Service	Action to Take	Frequency
<b>Calorifiers</b>	Inspect calorifier internally by removing the inspection hatch or using a borescope and clean by draining the vessel.  The frequency of inspection and cleaning should be subject to the findings and increased or decreased based on conditions recorded.	Annually, or as indicated by the rate of fouling.
	Where there is no inspection hatch, purge any debris in the base of the calorifier to a suitable drain.  Collect the initial flush from the base of hot water heaters to inspect clarity, quantity of debris, and temperature.	Annually, but may be increased as indicated by the risk assessment or result of inspection findings.
	Check calorifier flow temperatures (thermostat settings should modulate as close to 60°C as practicable without going below 60°C).	Monthly
	Check calorifier return temperatures (not below 50°C, in healthcare premises not below 55°C).	



Service	Action to Take	Frequency
<b>Hot Water Services</b>	For non-circulating systems: take temperatures at sentinel points (nearest outlet, furthest outlet and long branches to outlets) to confirm they are at a minimum of 50°C within one minute (55°C in healthcare premises).	Monthly
	For circulating systems: take temperatures at return legs of principal loops (sentinel points) to confirm they are at a minimum of 50°C (55°C in healthcare premises).  Temperature measurements may be taken on the surface of metallic pipework.	Monthly
	All HWS systems: take temperatures at a representative selection of other points (intermediate outlets of single pipe systems and tertiary loops in circulating systems) to confirm they are at a minimum of 50°C (55°C in healthcare premises) to create a temperature profile of the whole system over a defined time period.	Representative selection of other sentinel outlets considered on a rotational basis to ensure the whole system is reaching satisfactory temperatures for legionella control.
	For circulating systems: take temperatures at return legs of subordinate loops, temperature measurements can be taken on the surface of pipes, but where this is not practicable, the temperature of water from the last outlet on each loop may be measured and this should be greater than 50°C within one minute of running (55°C in healthcare premises).  If the temperature rise is slow, it should be confirmed that the outlet is on a long leg and not that the flow and return has failed in that local area.	Quarterly (ideally on a rolling monthly rota).
<b>POU water heaters (no greater than 15 litres)</b>	Check water temperatures to confirm the heater operates at 50–60°C (55°C in healthcare premises) or check the installation has a high turnover.  POU water heaters in excess of 15 litres should be inspected for temperature on a monthly schedule to ensure the output temperature is ≥60°C.	Monthly–six monthly, or as indicated by the risk assessment.
<b>Combination water heaters</b>	Inspect the integral cold water header tanks as part of the cold water storage tank inspection regime, clean and disinfect as necessary. If evidence shows that the unit regularly overflows hot water into the integral cold water header tank, instigate a temperature monitoring regime to determine the frequency and take precautionary measures as determined by the findings of this monitoring regime.	Annually
	Check water temperatures at an outlet to confirm the heater operates at 50–60°C.	Monthly
<b>Cold water storage tanks</b>	Inspect cold water storage tanks and carry out remedial work where necessary.	Annually
	Check the tank water temperature remote from the ball valve and the incoming mains temperature. Record the maximum temperatures of the stored and supply water recorded by fixed maximum/minimum thermometers where fitted.  The temperature should be below 20°C; if above this then necessary actions should be undertaken i.e. improving insulation, ensuring adequate turnover within a 24 hour period (12 hour in healthcare properties).	Annually (Summer) or as indicated by the temperature profiling

Service	Action to Take	Frequency
<b>Cold Water Services</b>	Check temperatures at sentinel taps (typically those nearest to and furthest from the cold tank, but may also include other key locations on long branches to zones or floor levels). These outlets should be below 20 °C within two minutes of running the cold tap. To identify any local heat gain, which might not be apparent after one minute, observe the thermometer reading during flushing.	Monthly
	Take temperatures at a representative selection of other points to confirm they are below 20°C to create a temperature profile of the whole system over a defined time period. Peak temperatures or any temperatures that are slow to fall should be an indicator of a localised problem.	Representative selection of other outlets considered on a rotational basis to ensure the whole system is reaching satisfactory temperatures for legionella control.
	Check thermal insulation to ensure it is intact and consider weatherproofing where components are exposed to the outdoor environment.	Annually
<b>Showers and spray taps</b>	Dismantle, clean and descale removable parts, heads, inserts and hoses where fitted.	Quarterly or as indicated by the rate of fouling or other risk factors, e.g. areas with high risk patients.
<b>Point of Use Filters</b>	Record the service start date and lifespan or end date and replace filters as recommended by the manufacturer (0.2 µm membrane POU filters should be used primarily as a temporary control measure while a permanent safe engineering solution is developed, although long-term use of such filters may be needed in some healthcare situations).	According to manufacturer's guidelines.
<b>Base exchange softeners</b>	Visually check the salt levels and top up salt, if required. Undertake a hardness check to confirm operation of the softener.	Weekly, but depends on the size of the vessel and the rate of salt consumption
	Service and disinfect.	Annually, or according to manufacturer's guidelines
<b>Multiple Use Filters</b>	Backwash and regenerate as specified by the manufacturer.	According to manufacturer's guidelines
<b>Thermostatic Mixing Valves</b>	Risk assess whether the TMV fitting is required, and if not, remove. Where needed, inspect, clean, descale and disinfect any strainers or filters associated with TMVs. To maintain protection against scald risk, TMVs require regular routine maintenance carried out by competent persons in accordance with the manufacturer's instructions.	Annually or on a frequency defined by the risk assessment, taking account of any manufacturer's recommendations
<b>Expansion Vessels</b>	Where practical, flush through and purge to drain. Bladders should be changed according to the manufacturer's guidelines or as indicated by the risk assessment.	Monthly–six monthly, as indicated by the risk assessment

Service	Action to Take	Frequency
<p><b>Infrequently Used Outlets</b></p>	<p>Consideration should be given to removing infrequently used showers, taps and any associated equipment that uses water. If removed, any redundant supply pipework should be cut back as far as possible to a common supply (e.g. to the recirculating pipework or the pipework supplying a more frequently used upstream fitting) but preferably by removing the feeding 'T'.</p> <p>Infrequently used equipment within a water system (i.e. not used for a period equal to or greater than seven days) should be included on the flushing regime.</p> <p>Flush the outlets until the temperature at the outlet stabilises and is comparable to supply water and purge to drain. Regularly use the outlets to minimise the risk from microbial growth in the peripheral parts of the water system, sustain and log this procedure once started.</p> <p>For high risk populations, e.g. healthcare and care homes, more frequent flushing may be required as indicated by the risk assessment.</p>	<p>Weekly, or as indicated by the risk assessment</p>

## Lone Working Policy

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Lone working is defined as working with no other person within visual or normal audible range. The availability within range need not be on a continuous basis, but the adequacy of non-continuous coverage must be assessed in relation to the hazards of the work concerned, in determining if the work will be considered as 'lone-working'.

Whilst employees have responsibilities to take reasonable care of themselves, it is the duty of the College to organise and control working patterns. Safe systems of work will be instigated after the identification of hazards and the assessment of risk.

### Safe Systems of Work

- When the work to be undertaken consists solely of work such as office administration, no special action is required, but if outside normal working hours the notifications relating to such work must be given.
- A risk assessment will be made of the work environment and task to be completed. This may conclude that one person cannot control the risks involved, e.g. employees working in a laboratory or workshop or in remote buildings, etc.
- When the work is to be done during normal working hours, the approval must be given to named individuals for specific tasks (taking into account any known health problems of the individual). If the three conditions given below can be assured, these specified tasks could be allowed for unspecified occasions. However, when the work is to be done outside normal hours, approval may be given only for specific occasions.

In giving approval for lone working, managers will identify any hazards by completing a suitable and sufficient risk assessment and ensure that:

- all equipment (whether this be laboratory apparatus, machinery, hand tools or even a pair of steps) to be used is in safe working order;
- safe working procedures are available and are known to the employees concerned, they have the training and competence to use the equipment and to follow the procedures, and will not improvise or take potentially dangerous short-cuts;
- the area in which the work is to be carried out is in a condition to permit the work to be carried out safely, e.g. it has adequate space, is tidy and has safe means of access.
- In addition, when the work is to be undertaken outside or during normal working hours, the Manager will ensure that arrangements have been made for checking at agreed intervals appropriate to the nature of the hazards.
- When the work involves the use of equipment for which the hazard is significant, even though the working procedures ensure that the risk is small, either the work will not be undertaken outside normal working hours or arrangements must be made for another employee to be present.

## **Lone Working Procedure**

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- All out-of-hours and lone working must be formally notified to and authorised by your line manager.
- Reception/Estates must be notified of your whereabouts in order that they can check on your safety and contact you in an emergency.
- All employees will make use of control measures and equipment provided to minimise any risks including the use of a man down system which can send out a signal in an emergency
- All employees will comply with any safe systems of work and standard operating procedures.
- Working at height must not be undertaken by lone workers.
- Working with power tools is prohibited by lone workers
- When leaving the premises, employees must notify Reception/Estates/Security
- All employees must take special care when leaving offices or attending appointments after dark and to remain on guard when travelling on public transport late at night or in remote places.

## Lone Working Risk Assessment

Type of Activity:	
Location(s) of Work:	
Brief Description of Work	
How long should the work take:	
Equipment to be used:	
Hazardous materials used:	

**Hazard Identification:** Identify all of the hazards specific to the lone working activity; evaluate the risks (low/medium/high); describe all existing control measures and identify any further measures required.

Specific hazards should be assessed on a separate risk assessment form and cross-referenced with this document. Specific assessments are available for hazardous substances, biological agents, display screen equipment, manual handling operations and fieldwork.

Hazard (s)	Risk L/M/H	Control Measures (i.e. alternative work methods, training, supervision, protective equipment.)
1. Slips, trips and falls		
2. Fire or other emergency		
3. Electrical shock/burn		
4. Equipment/machinery		
5. Manual handling of loads		
6. Intruders/violence		
7. Fire		
8. Accident		
9. Hazardous materials/substances		
10. Fall from height		
11. Fall of objects/materials		
12. Compressed air		
13. Explosion		
<b>Other Hazards:</b>		

	Yes	No	N/A
<b>Emergencies:</b>			
14. Are there adequate emergency arrangements in place to deal with:			
a) Intruders			
b) Fire			
c) Accidents			
<b>Condition of the workplace:</b>			
15. There is a safe means of entry and exit to the workplace			
16. There is adequate heating for the job to be carried out			
17. There is adequate illumination for the job to be carried out			
18. The building is suitably maintained and free from hazards			
19. There is adequate ventilation for the job to be carried out			
20. All equipment, especially powered tools and access equipment such as ladders, can be used safely			
21. Lifting operations can be performed safely by one person			
22. Fire precautions are sufficient for the job			

23. Is there access to adequate rest, refreshment, and welfare facilities			
24. Is there access to adequate sanitary conveniences			
25. Is there access to adequate first aid facilities			
26. Has necessary PPE been provided			
	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>Medical suitability:</b>			
27. Does the job impose any extra demands on the lone worker's physical or mental stamina?			
28. Does the lone worker suffer from any illness that might increase the risks of the job?			
29. What medical/physical conditions would restrict suitability			
30. <b>Persons at Risk:</b> Identify all those who may be at risk.			
<b>Training:</b> Identify the level and extent of information, instruction and training required. Consider experience of workers.			
31. What training is required to ensure competency?			
32. Has necessary information / training been given?			
33. Where hazardous materials are to be used is the person trained and competent to use them?			
34. Where equipment/machinery is to be used is the person trained and competent to use them?			
<b>Supervision:</b> Identify the level of supervision required.			
35. Is suitable supervision in place			
36. Periodic telephone contact with lone workers necessary			
37. Periodic site visits to lone workers			
38. Regular contact (telephone, radio, etc)			
39. Automatic warning devices, e.g., motion sensors, etc			
40. Manual warning devices, e.g., panic alarms, etc			
41. End of task / shift contact			
42. How will the person be supervised?			
43. Identify all necessary supervisory measures.			

**Additional Information:** Identify any additional information relevant to the lone working activity, including emergency procedures, first aid provision, etc.

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**Assessment carried out by:**

<b>Name:</b>		<b>Date:</b>	
<b>Signature:</b>		<b>Review Date:</b>	

## **Manual Handling Policy**

The college will ensure, so far as is reasonably practicable, that all hazards arising from manual handling activities are eliminated where possible and where it is not the risk will be reduced to a minimum.

### **Risk Assessments**

Manual handling operations will be identified and assessments conducted where necessary with results recorded.

The assessment is carried out under four main headings: load, task, individual and environment.

Employees are required to report any health problems which may affect their ability to lift safely, and also to co-operate with the College.

Following the risk assessment, sufficient training, information, instruction and advice will be provided to ensure that employees can carry out their duties safely.

If you have not received manual handling training then you should refrain from lifting heavy objects that are beyond your physicality and contact a member of the estates team.



## Manual Handling Procedure

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All manual handling activities will be identified.

### Manual Handling Assessments

The College will train manual handling assessors to identify those tasks which include an element of manual handling. Upon identification, they will also complete manual handling assessments for each of these tasks. These will be reviewed annually or when any of the tasks identified change significantly.

During the assessment, the following will be considered:

- providing mechanical lifting aids of some kind?
- changing the layout of the working area so as to allow people to work in a better way?
- redesigning the load so as to make it easier to handle?
- allocating more people to the job so as to reduce the overall burden on each person?
- training the workforce in safer working practices?

Alternatively, can the working system be redesigned so as to eliminate the need handling the load altogether?

### Training

All relevant personnel will receive manual handling training which will be reviewed on a regular basis. Information on any specific manual handling techniques appropriate to the tasks completed will also be provided.

### Information on Safe Lifting

'Safe lifting' basically means using common sense. It is not a question of strength, it's a commitment to lifting correctly each time an object is lifted or moved. Listed below are basic safety tips which, when followed, will prevent accidents or injury to employees.

Basic safety tips when moving objects:

1. Get help – if there is any doubt about your ability to move the object by yourself.
2. Get a good grip – to make carrying easier and to protect your fingers and toes. Use your palms and whole of fingers.
3. Wear gloves - to protect against slivers, cuts, scratches and burns.
4. Lift with your legs – don't really put your back into it.
5. Feet should be hip width apart, leading foot in direction of travel.
6. Keep your arms close to your body with elbows tucked in.
7. Your head should be facing in the direction of travel with chin tucked in.
8. Keep hands in the clear – fingers can be crushed when load is put down carelessly.

When lifting or lowering from a high place these guidelines must be followed:

- Stand on a sturdy ladder or platform, never on the top rung.
- Lift the load in smaller pieces if possible.
- Push up the load to see how heavy and stable it is.
- If necessary make it a two person job (this is often best when lifting or lowering from high places as the exercise is done with weaker arm muscles at that height).
- Slide the load as close to yourself as possible before lifting.
- Grip firmly and slide it down, if lowering.

## Manual Handling Assessment Checklist

- Consider the risk of injury from manual handling operations
- identify steps that can remove or reduce the risk
- decide your priorities for action

Summary of Assessment	Overall priority for remedial action: nil/low/med/high
Operations covered by this assessment	Remedial action to be taken:
Locations:	Date by which action to be taken:
Personnel involved:	Date for reassessment:
Date of assessment:	Assessor's name: Signature:
Date of acceptance:	Manager's name: Signature:
<b>Section A: Preliminary</b>	
1. Do the operations involve a significant risk of injury? If 'yes' go to Q2. If 'no' the assessment need go no further If in doubt answer 'yes'.	
2. Can the operations be avoided/mechanised/automated at reasonable cost? If 'no' continue with the assessment. If 'yes' avoid, mechanise or automate then check that the result is satisfactory	
<b>Section B: See overleaf</b>	
<b>Section C: Overall assessment of risk</b>	
1. What is your overall assessment of the risk of injury? If not 'insignificant' go to Section D. If 'insignificant' the assessment need go no further	
<b>Section D: Remedial Action</b>	
1. What remedial steps should be taken, in order of priority?	
<ul style="list-style-type: none"> <li>• Complete the summary above</li> <li>• Compare it with your other manual handling assessments</li> <li>• Decide your priorities for action</li> <li>• Take action and check that it has the desired effect.</li> </ul>	

Section B: more detailed assessment, where necessary					
Questions to consider		Level of risk			Possible remedial action
If the answer to a question is 'yes' place a tick against it and then consider the level of risk	Yes	low	med	high	Make rough notes in this column in preparation for completing Section D
The tasks: do they involve:					
• Holding loads away from trunk?					
• Twisting?					
• Stooping?					
• Reaching upwards?					
• Large vertical movement?					
• Long carrying distances?					
• Strenuous pushing or pulling?					
• Unpredictable movement of loads?					
• Repetitive handling?					
• Insufficient rest or recovery?					
• A work rate imposed by a process?					
• Handling whilst seated?					
• Holding static positions for long periods?					
The loads: are they:					
• Heavy?					
• Bulky or unwieldy?					
• Difficult to grasp?					
• Unstable / unpredictable / likely to shift?					
• Sharp / hot / rough / hazardous?					
The working environment: are there:					
• Constraints preventing good posture? (space / clothing / PPE)					
• Poor / uneven / slippery floors?					
• Variations in levels, e.g. steps / slopes?					
• Hot / cold / humid conditions?					
• Strong air movements?					
• Poor lighting conditions / glare / sudden light level changes?					
Individual capability: does the job:					
• Require unusual height / strength / capability?					
• Pose a hazard to those with a health problem?					
• Pose a hazard to those over 55 or under 18?					
• Pose a hazard to those who are pregnant?					
• Call for special information/ training?					
• Other factors:					

## New or Expectant Mothers Policy

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### Introduction

The Management of Health and Safety at Work Regulations require employers to carry out a specific risk assessment where women of child bearing age or new and expectant mothers may be at risk from a work process, working condition or physical, chemical or biological agent.

### Definition

A new or expectant mother means a worker who is pregnant, who has given birth within the previous six months or who is breastfeeding. "Given birth" is defined as "delivered a living child or, after 24 weeks of pregnancy, a stillborn child".

### Reporting

- You should inform your Line Manager and the HR Manager in writing as soon as the pregnancy is confirmed in order to establish that it is safe to continue employment in the existing role throughout the pregnancy.
- Pregnant employees will continue to be employed in their existing jobs unless a risk assessment has identified that the job is potentially unsuitable due to danger to the employee or the unborn child.

### Specific Risks During Pregnancy

- Most general light office activities present no risk to the expectant mother. However, some tasks such as lifting of heavy items and stretching and reaching, must be avoided.
- Working with any chemicals must be covered by a COSHH assessment, which must take into account special risks associated with pregnancy. Exposure to any chemicals known to cause problems and identified with appropriate risk phrases, must be specifically prohibited. These include known carcinogenic substances which are listed in Appendix 5 of EH40 – Workplace Exposure Limits, published by the HSE and revised annually.
- The use of any chemicals listed in Table 1 of EH40, must be avoided. Chemicals listed in Table 2 of EH40 should not have any adverse effects when used up to the occupational exposure standard but to limit anxiety, exposure will be reduced as low a level as is reasonably practicable or avoided completely.
- Working with lead and mercury has been identified as a significant hazard and must be suspended during pregnancy.

Other hazards of special consideration for this group include:

- Noise
- Vibration
- Ionising radiations
- Non-ionising radiations
- Temperature extremes
- Physical fatigue
- Biological agents
- Stress
- Lone working

Help on the assessment of risks during pregnancy may be obtained through the Estates and Health and safety Manager.

### **Risks from Working with Display Screen Equipment**

The college is aware that, in the past, anxiety has been expressed about the possible effects of radiation emissions from DSE during pregnancy. Considerable research has been carried out and there is now substantial evidence that these concerns are unfounded. In light of this evidence, pregnant women do not need to stop work with DSE. However, to avoid problems caused by stress and anxiety, women who are pregnant or who are planning to start a family must discuss these concerns with their Line Manager as soon as possible. A DSE assessment of their workstation will take place once the Estates and Health and safety Manager has been notified that the new or expectant mothers risk assessment has been completed.

### **Elimination of Risk**

If the College considers that there is a danger to the employee or the unborn child, the existing job will be modified so as to eliminate the risk wherever possible. If this is not possible, Human Resources must be contacted for further advice and the employee may be suspended on full pay until the workplace risks can be eliminated

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## New/Expectant Mothers Risk Assessment Form

College					
Name			Department		
Assessor			Ext.	Date	
Email			Number of weeks pregnant		
Notes *	(P) = Needs to be considered during pregnancy				
	(N) = Needs to be considered for new mothers				
	(B) = Needs to be considered for mothers who are breast feeding				
Hazard	Risk please tick		Remedial Action or Comments	Considerations	
	Yes	No			
1. Manual Handling Tasks – Does the employee handle loads entailing risk?			Notes * (P) (N)		
				Consider each task that the pregnant worker may undertake. Determine: <ul style="list-style-type: none"> <li>● The nature, duration and frequency of tasks/movements</li> <li>● Whether the task can be altered to reduce the manual handling risks.</li> <li>● Whether aids/equipment could be provided to assist with the task.</li> <li>● Patterns of working time and rest breaks</li> <li>● Ergonomic factors and working environment</li> <li>● Whether it is necessary to discontinue the task during pregnancy and if necessary upon her return to work (especially following a Caesarean section).</li> </ul>	
2. Prolonged exposure to loud noises – Is the employee working in designated hearing protection zones?			Notes * (P)		
				<ul style="list-style-type: none"> <li>● Prolonged exposure could increase blood pressure and tiredness, therefore must be avoided if possible.</li> <li>● Hearing protection will also be provided and made mandatory during pregnancy.</li> </ul>	
3. Does the employee have access or work with equipment which causes shocks, vibration or movement?			Notes * (P)		
				<ul style="list-style-type: none"> <li>● Regular exposure to shocks, low frequency vibration or excessive movement may increase the risk of a miscarriage.</li> </ul>	
4. Does the employee work in areas of extreme heat or cold?			Notes * (P) (B)		
				<ul style="list-style-type: none"> <li>● Pregnant women are more susceptible to heat, stress and fainting.</li> <li>● Breastfeeding may be impaired by dehydration.</li> </ul>	
5. Is the employee working overtime or has long working hours?			Notes * (P) (N)		
				<ul style="list-style-type: none"> <li>● Consider the number of hours worked and the tasks to be completed.</li> </ul>	

6. Does the employee work at night or is there any shift work involved?				Notes * (P) (N)
				<p>Special consideration must be given to expectant and new mothers who work at night. If a medical certificate is provided stating that working at night could affect her health or safety you must:</p> <ul style="list-style-type: none"> <li>• Offer her suitable alternative employment during the daytime. If that is not available/reasonable: <ul style="list-style-type: none"> <li>○ Give the new/expectant mother paid leave for as long as is necessary to protect her health/safety.</li> </ul> </li> </ul> <p>The above applies only if the risk arises at work. Seek advice from occupational health specialists.</p>
Hazard	Risk please tick		Remedial Action or Comments	Considerations
	Yes	No		
7. Are there hazards from workload and deadlines?				Notes * (P) (N) (B)
				<ul style="list-style-type: none"> <li>• The amount of work should be manageable for the individual.</li> <li>• The time to complete work should be within the capability of the individual.</li> </ul>
8. Does the user experience mental and/or physical fatigue from standing, posture or other work? (Please detail where this could apply)				Notes * (P) (N)
				<ul style="list-style-type: none"> <li>• Working near sources of heat must be avoided.</li> <li>• Ensure an even pace of work.</li> <li>• Allow frequent breaks and avoid long working hours.</li> <li>• Ensure seating is available where practical.</li> <li>• Avoid situations where awkward posture is necessary for long periods of time.</li> </ul>
9. Does the work involve sitting in the same position for long periods of time?				Notes * (P)
				<ul style="list-style-type: none"> <li>• There is a relatively high risk of thrombosis or embolism, particularly with constant sitting.</li> <li>• In the later stages of pregnancy, women are more likely to experience backache</li> </ul>
10. Does the employee work in awkward or confined spaces / workstation?				Notes * (P) (N)
				<ul style="list-style-type: none"> <li>• Due to the increase in abdominal size, it is hazardous to work in confined spaces or at workstations that do not adjust sufficiently</li> <li>• Dexterity, agility, co-ordination, speed of movement, reach and balance may also be impaired.</li> </ul>
11. Workstation size and configuration (including seating)				Notes * (P) (N)
				<ul style="list-style-type: none"> <li>• In the latter stages of pregnancy it may be necessary to adjust the workstation to suit the increasing size of the pregnant woman.</li> </ul>
12. Is display screen equipment in use and has a risk assessment been conducted recently?				Notes * (P) (N)
				<ul style="list-style-type: none"> <li>• Has a workstation assessment recently been conducted?</li> </ul>

13. Does the employee work in conditions that involve biological or chemical agents/compounds (e.g. Hepatitis B, Herpes, Tuberculosis, Chicken Pox, Typhoid, Rubella, etc.) that are known to endanger the health of that worker or unborn child?				Notes * (P) (N) (B)
				<ul style="list-style-type: none"> <li>Assess the likelihood of the woman being exposed to these agents at work, e.g. if a colleague contracts a disease from a biological agent, the new or expectant mother will be advised and appropriate action arranged.</li> <li>Biological agents known to harm an unborn child include Rubella (German Measles) and Toxoplasma, Hepatitis B, HIV, herpes, TB, syphilis, chickenpox, typhoid, etc.</li> <li>The actual risk to health by chemical agents can be determined following a risk assessment of a particular substance at the place of work.</li> </ul>
Hazard	Risk please tick		Remedial Action or Comments	Considerations
	Yes	No		
14. Does the employee handle any hazardous products, e.g. drugs, pesticides, lead, etc.? (please specify)				Notes * (P) (N)
				<ul style="list-style-type: none"> <li>If any of the following risk phrases appear on the health and safety data sheet, a full risk on the use of the product must be completed: R40, R45, R46, R61, R63, R64 (on some alder sheets R47) or any numbers with SK in front of them</li> </ul>
Note: The safety data sheet must be checked to ensure that the pregnant worker will not be put at risk whilst continuing to use these products.				
15. Is the employee exposed to carbon monoxide or is there lack of sufficient oxygen?				Notes * (P) (N)
				<ul style="list-style-type: none"> <li>Pregnant women may have a heightened susceptibility to exposure. Take into account the control measures which are already in place.</li> </ul>
16. Is the employee lone working or in professional isolation?				Notes * (P) (N)
				<ul style="list-style-type: none"> <li>Assess the risks for the specific task. If necessary, discuss with H &amp; S Manager</li> <li>Continue to review this at regular stages of the pregnancy.</li> </ul>
17. Is any working at height e.g. climbing steps or ladders (please detail) conducted?				Notes * (P) (N)
				<ul style="list-style-type: none"> <li>Tasks which include climbing activities, e.g. ladders, step stools, etc., should be avoided.</li> </ul>
18. Are there slips, trips and falls hazards on the same level?				Notes * (P) (N) (B)
				<ul style="list-style-type: none"> <li>Wet surfaces, trailing cables, etc.</li> </ul>
19. Does the employee conduct tasks requiring balance or speed?				Notes * (P) (N)
				<ul style="list-style-type: none"> <li>Determine if any tasks apply.</li> </ul>
20. Is protective clothing and/or personal protective equipment (PPE) required?				Notes * (P) (N)
				<ul style="list-style-type: none"> <li>For those who wear overalls or uniforms, special requirements/concessions may be necessary.</li> </ul>
21. Is the employee exposed ionising/ion-ionising radiation?				Notes * (P) (N)
				<ul style="list-style-type: none"> <li>Do not allow any pregnant worker to use 'leak detector' guns.</li> </ul>



22. Travel to, from or whilst at work – Does the employee work in conditions that require excessive travelling / commuting?				Notes * (P) (N) (B)
				<ul style="list-style-type: none"> <li>Risks include fatigue, vibrations, stress, static posture, discomfort and accidents.</li> </ul>
23. Are welfare / resting facilities adequate and appropriate? (Including facilities to express and safely store breast milk, easy access to liquid refreshment, etc.)				Notes * (P) (N) (B)
				<ul style="list-style-type: none"> <li>Tiredness increases during and after pregnancy.</li> <li>The need for rest is both physical and mental.</li> <li>Is there appropriate access to facilities for breastfeeding mothers to express and store breast milk?</li> </ul>
24. Are hygiene facilities, e.g. toilets, etc. suitable and within easy access?				Notes * (P) (N) (B)
				<ul style="list-style-type: none"> <li>Is there easy access to toilets, e.g. close proximity, etc.?</li> </ul>
Hazard	Risk please tick		Remedial Action or Comments	Considerations
	Yes	No		
25. Is the employee exposed to occupational stress or violence?				Notes * (P) (N)
				<ul style="list-style-type: none"> <li>Hormonal, physiological and psychological changes can affect susceptibility to stress, anxiety or depression.</li> <li>Those who are in direct contact with customers and the public are particularly vulnerable.</li> </ul>
26. Does the employee have any pre-existing medical condition(s)?				Notes * (P) (N) (B)
				<ul style="list-style-type: none"> <li>Only consider those conditions that may have a detrimental effect on the course of pregnancy and the ability to work in comfort and safety.</li> </ul>
27. Has the employee reported any medical conditions resulting from the pregnancy, e.g.				Notes * (P) (N)
Morning sickness				<ul style="list-style-type: none"> <li>Shift work, exposure to nauseating odours</li> <li>Overtime, evening work</li> <li>Backache</li> <li>Varicose veins, haemorrhoids</li> <li>Frequent visits to the toilet,</li> <li>etc.</li> </ul>
Tiredness/fatigue				
Receiving medical care				
Any restrictions imposed by a doctor				
Other (please specify)				
28. Detail any other additional hazards /factors which have been identified during the Risk Assessment appraisal. Continue on a separate sheet if required.				Notes * (P) (N) (B)
				<ul style="list-style-type: none"> <li>working in pressurised encloses</li> <li>underwater diving</li> <li>Underground mining work</li> <li>Personal protective equipment (which is not generally designed for use by pregnant women)</li> <li>Etc.</li> </ul>

29. Given the information above, do you consider that there is a risk to the health and safety of the employee?

Record of Assessment		
<b>Initial Assessment</b>	Signature	Date
Agreed by New or Expectant Mother		
Agreed by Manager or Assessor		
<b>Follow up Assessment</b>	Signature	Date
Agreed by New or Expectant Mother		
Agreed by Manager or Assessor		
<b>Return Review</b>	Signature	Date
Agreed by New Mother		
Agreed by Manager or Assessor		
<p><b>Please note: Further assessments will be required during pregnancy and upon return to work.</b>  <b>Date the appropriate columns on the form to indicate when these reviews were completed.</b>  <b>Add and date any further remedial actions required.</b></p>		

## Noise at Work Policy

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The College will comply with the Noise at Work Regulations and will ensure that such procedures are in place that the risk to the employee from hearing damage is eliminated or reduced to the lowest possible level. Where it is not practicable to alter processes to reduce the noise levels below current legislative requirements, suitable hearing protection will be provided.

Provision and use of ear protectors depends upon the level of noise exposure, and, should ear protection be issued to employees then employees will wear those protectors whenever exposed to the noise (if it applies to the action levels). Below these levels, it will not be a legal duty for the employee to wear the issued ear protectors, however, by providing such ear protectors the College has taken action to protect employees when exposed to noise, and, in such cases the College will recommend that they be worn.

All employees required to wear hearing protection will receive training in the correct use of their ear defenders or ear plugs.

The College will ensure that such procedures are in place to maintain permanent hearing protection in good working condition.

The Regulations<sup>1</sup> came into force on 6<sup>th</sup> April 2006. The new action levels are:

- **Lower exposure action values (LAV):** daily or weekly noise exposure of **80dB(A)** and a peak sound pressure of 135 dB(C).
- **Upper exposure action values (UAV):** daily or weekly noise exposure of **85dB(A)** and:
- **Exposure Limit Values (ELV):** daily or weekly noise exposure of **87dB(A)** and a peak sound pressure of 137 dB(C).

All exposure measurements are in Lepd<sup>2</sup> or Lepw<sup>3</sup>.

As a guideline, if any employee has difficulty being understood by others at about 2 metre's distance as a result of localised noise, then it will be the College's responsibility to undertake a 'Noise Assessment' to establish whether the exposure is likely to reach action levels and then what action to take. Should this situation arise, inform the Estates and Health and safety Manager, who will then take the following steps:

- assess the noise levels and exposure;
- keep the employees informed;
- reduce the noise as far as reasonably practicable;
- if action required provide ear protection;
- periodically review exposure and action.

**NOTE** – The Estates and Health and safety Manager will look to arrange any noise producing activities to take place in the holiday period or outside of the college operational hours.

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<sup>1</sup> Control of Noise at Work Regulations 2005.

<sup>2</sup> Daily Personal Noise Exposure Level (based on 8-hour working day)

<sup>3</sup> Weekly Personal Noise exposure level (based n 8 hour working day)

## Noise at Work Procedure

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If you work in areas where you are exposed to noise, please ensure you wear the appropriate protective equipment provided, e.g. earplugs or ear defenders. All employees should observe the following rules:

- Wear ear protectors at all times if exposed to a noise hazard at or above 85dB(A)
- It is advised that areas where noise levels are in excess of 80dB(A) hearing protection should be worn.
- Do not use cotton wool for ear protection – it is not effective and can damage the ear.
- Make sure that ear plugs are a good fit and are properly inserted
- Regularly clean re-usable earplugs to the manufacturer's instructions
- Use disposable earplugs only once
- Hands should be clean when handling all types of earplugs
- Ear defenders should be a good fit to the head all around the seal
- Ensure that ear defenders are worn the correct way round
- See that ear defenders are always in a serviceable condition
- Do not alter the pressure of ear defenders by bending the headband.
- Do not wear damaged or worn out ear protection. Replace immediately.
- Ensure that you are aware of the procedure for replacement of damaged or worn out ear protection.

## Permit to Work Policy

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### Requirements

The College must observe a safe system of work and this is required for all work situations. The basic steps of all safe systems of work are as follows:

- Correct planning of work activities;
- Selection, provision and use of suitable equipment;
- Provision of properly trained, competent personnel;
- Adequate supervision by properly trained, competent personnel having the necessary authority to control the activities;
- Ensuring that any necessary equipment test certificates and other documents are available;
- Preventing any unauthorised movement or use of work equipment;
- Ensuring the safety of persons who are involved in, or affected by, work operations.

Through the Health and Safety Policy the safe system of work must be effectively communicated to all parties concerned, including contractors.

All permits to work must be obtained from the Estates and Health and safety Manager or Deputy Estates Manager and before works can commence.

### Permit to Work Systems

These systems are designed to ensure that measures identified when work procedures were designed are actually carried out. They involve the use of specially designed forms which can only be issued by nominated people for a designated period only. All permit to work systems include the following basic principles:

- Isolation of plant and equipment from power and services must be adequate and secure.
- Residual hazards must be identified, controlled and understood.
- The equipment and workplace must be clearly and correctly identified.
- Changes of intent must be prevented.
- Instructions must be written clearly and checked.
- The equipment and workplace can be recommissioned provided that the maintenance and production employees are not in any danger.

## Permit to Work - Confined Spaces

<b>Permit No.</b>		<b>Location</b>	
<b>Concise Description of Work</b>			
<b>Duration of Permit</b> <b>Note:</b> The maximum duration of a single permit is 24 hours. After this length of time a new one must be completed.	Date	/ /	
	Start Time	:	
	Finish Time	:	
<b>Withdrawal from Service: The above plant/location has been withdrawn from service and persons under my supervision have been informed</b>			
<b>Acknowledgement of Issuer</b> I understand the hazards of this work and the precautions to be taken at all times. The hazards have been fully explained to the operative carrying out the work, and I consider them competent and fully trained to do it safely.	Signature of Permit Issuer:		
	Print Name:		
<b>Acceptance of Permit Conditions</b> <b>Acceptor/Contractor:</b> I have read and understood this permit and will undertake to work in accordance with the conditions in it. Work will not start until the safety measures indicated on the precautions sheet attached have been completed and the sheet signed. I accept and understand these safety measures and consider the work can be undertaken safely. I will supervise any other operatives involved in carrying out the above work.	Signature of Acceptor:		
	Print Name:		
	Contractors signature:		
	Company Name:		
<b>Time Extension:</b> The permit authoriser only can agree an extension. The expiry time of this permit is extended to the following:	Additional hours required		
	Date	/ /	
	Start Time	:	
<b>Change of Authoriser</b> - I have formally handed over the responsibility for this permit to a new authorised person.	Signature of Current Authoriser:		
	Print Name:	Print Name:	Time: :
	Time	:	
<b>New Authoriser</b> I accept responsibility for the permit and have re-assessed the status of the work and agree that it can continue. I have also advised the acceptor of my responsibility.	Signature of New Authoriser:		
	Print name		
	Time	:	
<b>Cancellation of Permit.</b> I have cancelled the permit for the following reason/s:	Signature of Issuer:		
	Print Name		
	Date	/ /	
<b>Completion of Work:</b> All work completed and all persons, materials and equipment withdrawn. The location has been left safe and tidy.	Signature of Acceptor:		
	Date	/ /	
	Time	:	
<b>Return to Service:</b> I accept the plant or location back into service, and have destroyed my working copy of the permit	Signature of Issuer:		
	Date	/ /	
	Time	:	
<b>Notes:</b> The permit is automatically suspended when the fire alarm is activated. Check with issuer before continuing work that it is safe to do so.			

**Working in Confined Spaces must always be undertaken by 2 persons**  
**NOTE: All sections of this permit must be completed**

Precaution	Tick		Comments
	Yes	No	
Spades fitted			
Manhole/vents open			
Total disconnection			
Lockout/tagout procedure			
Isolation/notification of fire alarm system			
Isolated mechanical/electrical			
List of products/hazards to be encountered			
Residues emptied			
Totally clean			
Inert gas purged/mech, through ventilation			
Local hazards removed/drains blocked etc.			
Constant monitor of gases			
Personal protective equipment			
Standby resus. equip			
Breathing app. to be worn/in position			
Hazard signs and barriers			
Assessment of risk statement from operator			
Explosive proof electrics			
Non sparking/safe tools used			
Lighting flameproof & intrinsically safe			
Ops. trained in entry into confined spaces			
Ops. to work in pairs/observed			
Supervisor/rescue & communication			
COSHH procedure			
Inspection of operator training certificate			
Method of rescue & communication			
Access to vessel			
Additional requirements.			

Any incident which arose during the work carried out under the permit must be entered here.

## Permit to Work - Electrical Work

<b>Permit No.</b>		<b>Location</b>	
<b>Concise Description of Work</b>			
<b>Duration of Permit</b> <b>Note:</b> The maximum duration of a single permit is 24 hours. After this length of time a new one must be completed.	Date	/ /	
	Start Time	:	
	Finish Time	:	
<b>Withdrawal from Service: The above plant/location has been withdrawn from service and persons under my supervision have been informed</b>			
<b>Acknowledgement of Issuer</b> I understand the hazards of this work and the precautions to be taken at all times. The hazards have been fully explained to the operative carrying out the work, and I consider them competent and fully trained to do it safely.	Signature of Permit Issuer:		
	Print Name:		
<b>Acceptance of Permit Conditions</b> <b>Accepter/Contractor:</b> I have read and understood this permit and will undertake to work in accordance with the conditions in it. Work will not start until the safety measures indicated on the precautions sheet attached have been completed and the sheet signed. I accept and understand these safety measures and consider the work can be undertaken safely. I will supervise any other operatives involved in carrying out the above work.	Signature of Acceptor:		
	Print Name:		
	Contractors signature:		
	Company Name:		
<b>Time Extension:</b> The permit authoriser only can agree an extension. The expiry time of this permit is extended to the following:	Additional hours required		
	Date	/ /	
	Start Time	:	
<b>Change of Authoriser</b> - I have formally handed over the responsibility for this permit to a new authorised person.	Signature of Current Authoriser:		
	Print Name:	Print Name:	Time: :
	Time	:	
<b>New Authoriser</b> I accept responsibility for the permit and have re-assessed the status of the work and agree that it can continue. I have also advised the acceptor of my responsibility.	Signature of New Authoriser:		
	Print name		
	Time	:	
<b>Cancellation of Permit.</b> I have cancelled the permit for the following reason/s:	Signature of Issuer:		
	Print Name		
	Date	/ /	
<b>Completion of Work:</b> All work completed and all persons, materials and equipment withdrawn. The location has been left safe and tidy.	Signature of Acceptor:		
	Date	/ /	
	Time	:	
<b>Return to Service:</b> I accept the plant or location back into service, and have destroyed my working copy of the permit	Signature of Issuer:		
	Date	/ /	
	Time	:	
<b>Notes:</b> The permit is automatically suspended when the fire alarm is activated. Check with issuer before continuing work that it is safe to do so.			



**NOTE: All sections of this permit must be completed**

Precaution	Tick		Comments
	Yes	No	
All electrics isolated?			
Lock off, tag out system in place?			
Earthing, if required?			
Any electrical equipment used must be 110volt			
Work area cleared of obstructions			
Senior staff advised of permit implementation?			
Safe method of work determined/method statement available?			
System for notifying electricians of an emergency evacuation in progress in place?			
Local hazards determined: List:			
Personal Protective equipment required:  <ul style="list-style-type: none"> <li>• Safety harness</li> <li>• Gloves (what type?)</li> <li>• Hard hat</li> <li>• Ear protection</li> <li>• Other: specify</li> </ul>			
Safety equipment required:  <ul style="list-style-type: none"> <li>• Tool holder</li> <li>• Ladders (inspection required)</li> <li>• Scaffold handover certificate?</li> <li>• Other: specify</li> </ul>			
Further fire extinguishers required?			
First aiders available/where is the first aid box?			
For contractors:  Method statement received? Risk assessment completed? Evidence of electrical qualification available?			
Additional requirements			

Any incident which arose during the work carried out under the permit must be entered here.

Signature of Acceptor

Date / / Time :

## Permit to Work - Hot Work

<b>Permit No.</b>		<b>Location</b>	
<b>Concise Description of Work</b>			
<b>Duration of Permit</b> <b>Note:</b> The maximum duration of a single permit is 24 hours. After this length of time a new one must be completed.	Date	/ /	
	Start Time	:	
	Finish Time	:	
<b>Withdrawal from Service: The above plant/location has been withdrawn from service and persons under my supervision have been informed</b>			
<b>Acknowledgement of Issuer</b> I understand the hazards of this work and the precautions to be taken at all times. The hazards have been fully explained to the operative carrying out the work, and I consider them competent and fully trained to do it safely.	Signature of Permit Issuer:		
	Print Name:		
<b>Acceptance of Permit Conditions</b> <b>Acceptor/Contractor:</b> I have read and understood this permit and will undertake to work in accordance with the conditions in it. Work will not start until the safety measures indicated on the precautions sheet attached have been completed and the sheet signed. I accept and understand these safety measures and consider the work can be undertaken safely. I will supervise any other operatives involved in carrying out the above work.	Signature of Acceptor:		
	Print Name:		
	Contractors signature:		
	Company Name:		
<b>Time Extension:</b> The permit authoriser only can agree an extension. The expiry time of this permit is extended to the following:	Additional hours required		
	Date	/ /	
	Start Time	:	
<b>Change of Authoriser</b> - I have formally handed over the responsibility for this permit to a new authorised person.	Signature of Current Authoriser:		
	Print Name:	Print Name:	Time: :
	Time	:	
<b>New Authoriser</b> I accept responsibility for the permit and have re-assessed the status of the work and agree that it can continue. I have also advised the acceptor of my responsibility.	Signature of New Authoriser:		
	Print name		
	Time	:	
<b>Cancellation of Permit.</b> I have cancelled the permit for the following reason/s:	Signature of Issuer:		
	Print Name		
	Date	/ /	
<b>Completion of Work:</b> All work completed and all persons, materials and equipment withdrawn. The location has been left safe and tidy.	Signature of Acceptor:		
	Date	/ /	
	Time	:	
<b>Return to Service:</b> I accept the plant or location back into service, and have destroyed my working copy of the permit	Signature of Issuer:		
	Date	/ /	
	Time	:	
<b>Notes:</b> The permit is automatically suspended when the fire alarm is activated. Check with issuer before continuing work that it is safe to do so.			

**Hot work must always be undertaken by 2 persons**  
**NOTE: All sections of this permit must be completed.**

Precaution	Tick		Comments
	Yes	No	
Spades/blanks fitted			
Total Disconnection/drain down			
Lockout/tagout in operation			
List of hazardous products which may be encountered			
List any hazardous materials to be used			
Isolated mechanical/electrical			
Isolation of fire alarm system required?			
Hazard signs and barriers?			
Local hazards removed, i.e. trip and slip?			
Personal Protective equipment required? List			
Floors vacuumed clean of combustible materials?			
All wall and floor openings and gaps covered with sheets of non-combustible material?			
Combustible floors and constructions protected or wetted down?			
Where work is above floor level non-combustible curtains or sheets suspended beneath the work to collect sparks			
Barrier off area if sparks cannot be contained.			
Are fire extinguishers in the area, and of the correct type?			
Find out where the nearest telephone is for emergency purposes			
First Aiders available/where is the first aid box?			
Additional requirements			

Any incident which arose during the work carried out under the permit must be entered here.

Signature of Acceptor \_\_\_\_\_

Date

Time

## Permit to Work - Roof Work

<b>Permit No.</b>		<b>Location</b>	
<b>Concise Description of Work</b>			
<b>Duration of Permit</b> <b>Note:</b> The maximum duration of a single permit is 24 hours. After this length of time a new one must be completed.	Date	/ /	
	Start Time	:	
	Finish Time	:	
<b>Withdrawal from Service: The above plant/location has been withdrawn from service and persons under my supervision have been informed</b>			
<b>Acknowledgement of Issuer</b> I understand the hazards of this work and the precautions to be taken at all times. The hazards have been fully explained to the operative carrying out the work, and I consider them competent and fully trained to do it safely.	Signature of Permit Issuer:		
	Print Name:		
<b>Acceptance of Permit Conditions</b> <b>Acceptor/Contractor:</b> I have read and understood this permit and will undertake to work in accordance with the conditions in it. Work will not start until the safety measures indicated on the precautions sheet attached have been completed and the sheet signed. I accept and understand these safety measures and consider the work can be undertaken safely. I will supervise any other operatives involved in carrying out the above work.	Signature of Acceptor:		
	Print Name:		
	Contractors signature:		
	Company Name:		
<b>Time Extension:</b> The permit authoriser only can agree an extension. The expiry time of this permit is extended to the following:	Additional hours required		
	Date	/ /	
	Start Time	:	
<b>Change of Authoriser</b> - I have formally handed over the responsibility for this permit to a new authorised person.	Signature of Current Authoriser:		
	Print Name:	Print Name:	Time: :
	Time	:	
<b>New Authoriser</b> I accept responsibility for the permit and have re-assessed the status of the work and agree that it can continue. I have also advised the acceptor of my responsibility.	Signature of New Authoriser:		
	Print name		
	Time	:	
<b>Cancellation of Permit.</b> I have cancelled the permit for the following reason/s:	Signature of Issuer:		
	Print Name		
	Date	/ /	
<b>Completion of Work:</b> All work completed and all persons, materials and equipment withdrawn. The location has been left safe and tidy.	Signature of Acceptor:		
	Date	/ /	
	Time	:	
<b>Return to Service:</b> I accept the plant or location back into service, and have destroyed my working copy of the permit	Signature of Issuer:		
	Date	/ /	
	Time	:	
<b>Notes:</b> The permit is automatically suspended when the fire alarm is activated. Check with issuer before continuing work that it is safe to do so.			

## Roof Working Must Always be Undertaken by 2 Persons

**NOTE: All sections of this permit must be completed**

Precaution	Tick		Comments
	Yes	No	
Weather conditions satisfactory if working on roof?  <b>Note:</b> A review of weather conditions must be completed throughout the duration of the permit			
Safe access to roof available?			
CCTV camera available/in operation?			
Senior staff advised of permit implementation?			
Safe method of work determined/method statement available?			
System for notifying roof workers of an emergency evacuation in progress in place?			
Local hazards determined: List:			
Personal Protective equipment required:  <ul style="list-style-type: none"> <li>• Safety harness (if no collective protection system in use)</li> <li>• Gloves (what type?)</li> <li>• Hard hat (mandatory)</li> <li>• Other: specify</li> </ul>			
Safety equipment required:  <ul style="list-style-type: none"> <li>• Tool holder</li> <li>• Youngman boards/board walks</li> <li>• Roof ladders (inspection required)</li> <li>• Hot Work Permit required?</li> <li>• Scaffold handover certificate?</li> <li>• Other: specify</li> </ul>			
Hazardous materials to be used: List			
Further fire extinguishers required			
First aiders available/where is the first aid box?			
For contractors:  Method statement received? Risk assessment completed? Evidence of qualification for roof work etc. available?			
Additional requirements			

Any incident which arose during the work carried out under the permit must be entered here.

Signature of Acceptor

Date     /     /     Time     :

## Permit to Work - Working at Height

<b>Permit No.</b>		<b>Location</b>	
<b>Concise Description of Work</b>			
<b>Duration of Permit</b> <b>Note:</b> The maximum duration of a single permit is 24 hours. After this length of time a new one must be completed.	Date	/ /	
	Start Time	:	
	Finish Time	:	
<b>Withdrawal from Service: The above plant/location has been withdrawn from service and persons under my supervision have been informed</b>			
<b>Acknowledgement of Issuer</b> I understand the hazards of this work and the precautions to be taken at all times. The hazards have been fully explained to the operative carrying out the work, and I consider them competent and fully trained to do it safely.	Signature of Permit Issuer:		
	Print Name:		
<b>Acceptance of Permit Conditions</b> <b>Acceptor/Contractor:</b> I have read and understood this permit and will undertake to work in accordance with the conditions in it. Work will not start until the safety measures indicated on the precautions sheet attached have been completed and the sheet signed. I accept and understand these safety measures and consider the work can be undertaken safely. I will supervise any other operatives involved in carrying out the above work.	Signature of Acceptor:		
	Print Name:		
	Contractors signature:		
	Company Name:		
<b>Time Extension:</b> The permit authoriser only can agree an extension. The expiry time of this permit is extended to the following:	Additional hours required		
	Date	/ /	
	Start Time	:	
<b>Change of Authoriser</b> - I have formally handed over the responsibility for this permit to a new authorised person.	Signature of Current Authoriser:	Print Name:	Time: :
	Print Name:		
	Time	:	
<b>New Authoriser</b> I accept responsibility for the permit and have re-assessed the status of the work and agree that it can continue. I have also advised the acceptor of my responsibility.	Signature of New Authoriser:		
	Print name		
	Time	:	
<b>Cancellation of Permit.</b> I have cancelled the permit for the following reason/s:	Signature of Issuer:		
	Print Name		
	Date	/ /	
<b>Completion of Work:</b> All work completed and all persons, materials and equipment withdrawn. The location has been left safe and tidy.	Signature of Acceptor:		
	Date	/ /	
	Time	:	
<b>Return to Service:</b> I accept the plant or location back into service, and have destroyed my working copy of the permit	Signature of Issuer:		
	Date	/ /	
	Time	:	
<b>Notes:</b> The permit is automatically suspended when the fire alarm is activated. Check with issuer before continuing work that it is safe to do so.			

**Working at height must always be undertaken by 2 persons**

**NOTE: All sections of this permit must be completed**

Precaution	Tick		Comments
	Yes	No	
Weather conditions satisfactory if working outside? <b>Note:</b> A review of weather conditions must be completed throughout the duration of the permit			
Barriers and warning signs in place?			
Senior staff advised of permit implementation?			
Staff advised to ensure the public do not enter barriered-off area?			
Safe method of work determined/method statement available?			
System for notifying those working at height of an emergency evacuation in progress in place?			
Local hazards determined: List:			
Personal Protective equipment required:  <ul style="list-style-type: none"> <li>• Safety harness (if no collective protection system in use)</li> <li>• Gloves (what type?)</li> <li>• Hard hat (mandatory)</li> <li>• Other: specify</li> </ul>			
Safety equipment required:  <ul style="list-style-type: none"> <li>• Electrical/mechanical lifting device</li> <li>• Tool holder</li> <li>• Ladders (inspection required)</li> <li>• Hot work permit required?</li> <li>• Scaffold handover certificate?</li> <li>• Other: specify</li> </ul>			
Further fire extinguishers required?			
First aiders available/where is the first aid box?			
For contractors:  Method statement received? Risk assessment completed? Evidence of qualification for working at height, etc. available? Evidence of certification to use electrical/mechanical lifting device?			
Additional requirements			

Any incident which arose during the work carried out under the permit must be entered here.

Signature of Acceptor

Date     /     /     Time     :

## Personal Protective Equipment (PPE) Policy

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In meeting the Personal Protective Equipment Regulations (PPE) the college will carry out a suitable and sufficient risk assessment of all activities within the workplace, where it has been identified that PPE will be used as a control measure.

The College will provide suitable PPE to employees who may be exposed to any risk while at work, except where the extent of any risk has been adequately controlled by other equally effective means. Such protective equipment will be without cost to the employee.

It is important that PPE is seen as 'last resort' protection. Its use will only be prescribed when engineering and management solutions (and other safe systems of work) do not effectively protect the worker from danger. The following guidelines will meet this responsibility.

### 1. Assessments and Issue of PPE

Prior to choosing any PPE, the College will assess any risks which have not been avoided by other means, and periodically review the assessment to establish any significant change in the work practice or risk.

PPE must be compatible with other items of PPE. When PPE is supplied, it must bear the 'CE' mark. The college will ensure that any PPE provided is properly used and is maintained in an efficient state, working order, good repair, and in hygienic condition, thereby protecting the health and safety of employees in the function it is issued for. Adequate storage facilities will be provided for when the equipment is not in use.

Use PPE as specified. This is required under the PPE at Work Regulations.

### 2. Information, Instruction and Training

The College will provide employees required to wear PPE with such information, instruction and training as is adequate and appropriate to enable the employee to know:

- The risk(s) which PPE will avoid or limit;
- The purpose and manner in which PPE will be used;
- Action by the employee, if applicable, to ensure that the PPE remains in an efficient working order;
- The correct way of wearing the equipment;
- The maintenance and storage of PPE.

### 3. Storage

Suitable storage must be provided for PPE in order to minimise loss or damage and prevent exposure to cold, damp or bright sunlight, e.g. pegs for helmets, pegs and lockers for clothing, spectacle cases for safety glasses.

### 4. Line Managers' Responsibility

Line Managers must take reasonable steps to ensure that PPE provided is used. For example, by carrying out daily compliance audits for employees in their areas.

### 5. Users' Responsibility

Each employee issued with PPE will make full and proper use of the equipment issued and ensure that it is returned to the storage facility after use. Any faults or significant signs of malfunction will be reported immediately.



## Personal Protective Equipment Procedure

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All employees, temporary staff and visitors will:

- Wear the appropriate PPE where required and provided
- Ensure PPE is suitable and fits correctly
- Inspect PPE before use and report defects, loss or problems to the relevant line manager or provider of the PPE.
- Correctly store the PPE after use.
- Sign for all PPE (except disposable PPE) provided.

### Compatibility of PPE

- Where two or more items of PPE are used, they must be compatible with each other. The user/wearer must be comfortable, and able to carry out their work.

### Reporting Loss or Defect

- Managers must ensure that all employees are instructed to report the loss or defects of any PPE provided.
- The employee must report any defect or loss as soon as possible.

### Guidance

It is essential that all PPE is suitable for use and replaced immediately if it shows signs of deterioration. The following information provides some guidance on the types of basic care of the product and some obvious defects to be aware of.

#### Safety helmet

- Do not store in direct sunlight as it degrades the plastic
- If the hat has been dropped or something has fallen on it, it must be replaced
- Use the chin strap (if in place) to prevent it slipping off your head
- Do not use the hat if it has exceeded the manufacturer's recommended lifetime from production (*usually* 3 years) – the production date is stamped in the helmet, usually on the peak.
- Do not paint or deface as this will degrade the plastic

#### Safety footwear

- Keep footwear clean so defects can be seen
- If the steel cap becomes damaged, the sole is cracked or punctured, or uppers torn, the boots must be replaced.

#### (Disposable) Respirators

- These should be selected for the substance or material being used and assessed to ensure an appropriate protection factor is selected.
- These have a limited shelf life and if they are visibly dirty must not be used and must be disposed of. This should then be replaced with a new mask.
- Ensure the elastic face straps fit and have not perished. If the straps are damaged it may prevent the mask fitting properly and a new one must then be obtained.
- Facial hair will prevent a seal to the face.
- Use medical wipes to clean respirators, goggles and other types of personal items after use.

### **Safety harnesses**

- These must be checked every time they are used
- Seams and stitching should be visually inspected before use
- Ensure you know how to use the harness properly
- If any defects are identified, then you should not use the harness.

### **Hi-visibility jackets**

- Keep the jacket clean – it is designed such that you can be seen from substantial distances.
- Replace torn or worn jackets

### **Wellington boots**

- Substantial damage to the upper of the boot could reduce its protective/waterproof qualities and should therefore be replaced
- Keep your boots clean so defects can be seen

### **Overalls**

- Don't keep oily or dirty rags in the pockets as the oil soaks through the overalls to the skin and cause skin irritations. Prolonged skin contact with 'unrefined' or mildly refined mineral oils may cause scrotal or skin cancer.
- Replace torn or worn overalls

### **Safety eye wear**

- The impact resistance and physical protective qualities – chemical, molten metal, gas etc. should be assessed for suitability.
- Keep the safety eyewear clean.
- Do not use them if they are substantially scratched or damaged.
- The arms of safety spectacles get the most wear and tear and if they become loose, tighten them up.
- If the safety eyewear has been hit or impacted with an object then they must not be used and must be replaced.

## Risk Assessments Policy

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### Introduction

The College will complete risk assessments to ensure that all hazards to be found in the workplace and work operations are either eliminated or remedial actions implemented to reduce the level of potential harm to a minimum. Following the risk assessment, where required safe working procedures will be written and provided to all appropriate personnel. In assessing the risks in the workplace, the College will follow the Health and Safety Executive's 5-step approach (<http://www.hse.gov.uk/pubns/indg163.pdf>):

- Identify the hazards;
- Decide who might be harmed and how;
- Evaluate the risks and decide on precautions
- Record the findings and implement them;
- Review the assessment and if necessary, revise it.

### Identifying Hazards

The College will identify the hazards by the following:

- Consultation and conducting inspections of the workplace;
- Analysing jobs;
- Adopting a "what if" approach;
- Listing all Acts and Regulations as they apply to the workplace.

Manufacturers' instructions, accident records, ill health records, etc., can help to identify hazards.

### Who Might be Harmed?

- Office workers – teaching and support staff
- Estates staff
- Contractors
- People sharing your workplace
- Operators
- Cleaners
- Members of the public.

Particular attention will be paid to:

- Employees with disabilities
- Visitors
- Inexperienced employees
- Lone workers
- Young persons

### Evaluating the Risks

For the hazards listed, do existing precautions:

- Meet the standards set by legislation?
- Comply with a recognised industry standard?
- Represent good practice?
- Reduce risk as far as reasonably practicable?

The following should be provided:

- Adequate information, instruction or training?
- Adequate systems or procedures?

If so, risks are adequately controlled but the precautions that are in place need to be indicated. If the risk is not adequately controlled, an 'action list' will be written.

### **Recording the Findings**

The College must be able to show that:

- A proper check was made.
- Persons affected are identified.
- Obvious significant hazards are dealt with
- The precautions are reasonable and the remaining risk is low.

Records will be kept for future reference: an inspector may ask for them or if you become involved in any legal action they will be required.

### **Review and Revision**

If there is a significant change in working practices, e.g. purchase of new machinery or substances, employment of new employees, etc., this could present new hazards. Amendments will not be made for trivial changes, only for significant ones.

Risk assessments need to be reviewed to determine their suitability following any related accident.

It is good practice to review assessments from time to time (and especially following any accident) to ensure precautions are still working effectively.

## **Risk Assessment Procedure**

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### **Management of the Risk Assessment Process**

It is the responsibility of all Faculty Directors and Subject Leaders to ensure that risk assessments are in place for the activities of which are taught in their classroom and that are under their control

All staff within each department should have access to the risk assessments and all staff should have received risk assessment training.

### **Procedure**

- A risk assessment will be conducted using the Risk Assessment Form and identifying hazards
- The Risk Assessment Form will be returned to the Subject leader upon completion for review.
- Subject Leaders and Faculty Directors will inspect and implement proposed courses of action reducing risk to as low a level as possible.
- Complete a safe working procedure if required.
- Record all findings and review all risk assessments either annually or if something significant changes in the work process/area.

The risk assessment form can be found on the staff portal under the heading “college forms” and then proceed to the estates folder or by clicking the link below

<https://staffportal.kedst.ac.uk/college-admin/forms/estates-and-health-safety/>

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## **Training Policy**

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The College will arrange safety training for employees and will identify any special requirements of training for those employees whose duties involve some particular safety or environmental requirement.

All new employees will undergo general and specific (to their intended work area) induction training. It is the responsibility of the department supervisory staff to see that each new or relocated employee understands all of the safety requirements of his/her job and work area.

New employees will be provided with a 'Health and Safety Induction Checklist' which contains the necessary information with regard to fire wardens, first aiders, etc.

A 'Health and Safety Training Matrix' will be completed for each employee.

## Training Procedure

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### General

The College has compiled a Training Plan that identifies the training needs of all personnel, based on job description, responsibilities and any relevant health and safety risks and environmental aspects associated with their work or environment. The Administration Assistant will auto enrol staff onto the IHasco online training platform. Using the training matrix, all staff will be sent online courses to undertake that are relevant to their role.

### Induction

All staff will receive health and safety awareness training at induction. For some members of staff, information provided at induction will be sufficient, e.g.:

- general safety awareness
- fire safety
- evacuation procedures
- reporting of accidents/incidents
- COSHH
- DSE
- manual handling
- PPE
- risk assessment

Additional training is necessary where there are significant health and safety risks. Staff working in these risk areas will therefore undergo additional training/briefings to lessen risk and maintain legislative compliance.

Senior management also requires awareness of strategic issues associated with health and safety management and its contribution to overall business performance, thereby gaining commitment to successful implementation of the Health and Safety Policy.

### Training Plan

The training plan is divided into four stages:

- Identification of necessary skills college-wide. These are identified on the health and safety skills matrix held by the Estates and Health and safety manager
- Identification of individuals who require skills.
- Identification of current level of skill ('skills gap'), based on areas on knowledge of health and safety impacts,
- Identification of skills gaps, i.e. which areas require training.

## Visitors Policy

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### Introduction

College employees are responsible for the health and safety at all times of visitors and customers they invite onto the College's premises.

### Employee Responsibilities

When confirming dates and times of visits with visitors/customers ensure that:

1. You must complete all relevant paperwork if the visitor is a speaker or host of an event
2. The visitor is asked if they have any special requirements or disabilities that require specific arrangements to be made. Determine exactly what assistance is required, e.g. ramps for wheelchair access, allocated car parking, etc.
3. You explain the location and layout of the building, and the facilities available, including disabled toilets only available on the ground floor.
4. Reception is informed of the date and time of the visit, name of the visitor, and specific arrangements to be made.
5. Ensure that the visiting person has a valid DBS certificate. If the visitor does not then a separate risk assessment should be carried out and the visitor should be escorted throughout the duration of their visit.
6. If out of hours you must ensure first aid provision

On the day of the visit ensure that:

- Either you or a nominated deputy is informed by reception on the arrival of your visitor.
- You attend reception without delay and escort your visitor to the relevant meeting room pointing out the amenities and health and safety procedures.
- Your visitor is accompanied at all times during their visit.
- In the event of a fire or other emergency your visitor is escorted to the assembly point and is accounted for until reoccupation. Except where the visitor is in a wheelchair when they must be escorted to the safe refuge (usually the nearest stairwell) to await rescue.
- If in the event that your visitor has an accident you contact a first aider and that an accident form is completed and the Estates and Health and safety Manager and Health and Safety Officer is informed

### Reception Responsibilities

When you are informed by a college employee that they have arranged for a disabled person to visit the premises, you must ensure that:

1. Prior to the visit you have a clear understanding of the date, time and name of the visitor, their specific requirements and the arrangements to be made, and the College's host.
2. Prior to the visit if wheelchair access is required you have requested the completion of a Personal Emergency Evacuation Plan (PEEP).
3. Fire Warden's (responsible for the area that the guest is visiting) are informed of their attendance.
4. On the day of the visit the host employee is contacted and requested to attend reception as soon as their visitor arrives.



## Visitors Health & Safety Information

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Health and safety legislation requires that we provide a safe place of work for our employees, visitors, contractors, and anyone else who may be affected by what we do.

To that end we request your co-operation in complying with the following:

- Behave in a safe manner at all times.
- Provide the college with any relevant paperwork before your visit e.g., [DBS certification](#)
- Act in accordance with the College's health and safety procedures, and in line with your host instructions.
- Display your visitors' pass at all times - available from Reception.
- Understand and follow the emergency procedures.
- Behave in a way that is conducive to good health, safety and welfare and observe the no smoking policy or risk being asked to leave the premises.
- Report any unsafe acts and conditions.
- If at any time during your visit to the college premises you have an accident/incident/near miss please inform your host who will ensure the accident is reported and you receive appropriate first aid/medical attention.
- If at any time during your visit to the college premises you become ill please inform your host who will ensure you receive appropriate first aid/medical attention.

### Fire/Emergency Procedures

1. If during your visit you hear the fire alarm sounding your host will escort you out of the premises and take you to the assembly point.
2. If the alarm sounds and you become separated from your host please leave the building by the nearest emergency exit and go to the assembly point situated in the middle of the courtyard area
3. Please remain with your host representative until the all clear is given to re-enter the building.
4. If for any reason you decide to terminate your visit please ensure that you inform your host representative.
5. If you discover a fire:
  - Shout "FIRE" to alert either your host or any other employee
  - Immediately operate nearest break-glass fire alarm call point
  - If alone, call the Fire Brigade, and evacuate the area
  - DO NOT take undue personal risk

**On leaving the building go immediately to the assembly point as advised by your host, or as detailed on a Fire Action Notice. Please remain with you host representative until the all clear is given to re-enter the building.**

## **Working Environment Policy**

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### **Introduction**

A good standard of general housekeeping is essential to safety and it is the responsibility of all staff to ensure that this is achieved.

Estates and Health and safety Manager will organise and control:

- provision of adequate systems and equipment;
- provision of maintenance, inspection, monitoring and recording of housekeeping.

Line managers will:

- ensure personnel follow good housekeeping practices;
- conduct weekly visual checks of housekeeping and report to their manager.

The College will provide the following:

### **Heating**

- A sufficient number of thermometers shall be provided to enable employees to determine the temperature in any workplace inside the building
- The College will aim to maintain the environment at a comfortable 19°C
- The College will aim to maintain the temperature at a minimum of 16°C
- All portable heating appliances will be PAT tested as per current guidelines.
- During the summer months all efforts will be made to maintain the temperatures at comfortable levels by means of fans and portable air conditioning units.

### **Lighting**

- Lux (unit of illuminance) levels appropriate to the working area
- Task lamps, where necessary will be provided
- Special consideration will be made to those personnel who undertake fine work.
- All emergency lighting will be tested on a regular basis and results recorded.

### **Sanitary facilities**

- Suitable and sufficient toilets shall be provided at readily accessible places
- Sanitary disposal bins will be provided
- Cleaning regime
- Toilet facilities will be available for disabled personnel and visitors.

### **Workstations**

- Sufficient space for each employee
- Suitable software and work equipment
- Workstation assessments
- Suitable training will be provided as required.
- A self-assessment form will be provided for all homeworkers to complete, from which all reasonable remedial actions will be taken.

### **Resting facilities**

- Facilities for pregnant women or nursing mothers to rest
- A smoke-free environment
- Facilities for making hot drinks and heating food, e.g. kettle and microwave
- An adequate supply of wholesome drinking water.

### **Housekeeping**

- Access corridors to fire exits, and the fire exits themselves, must be kept clear and unobstructed, and areas around Workstations, test equipment, etc., must be kept tidy, particularly avoiding obstacles that could cause trips or falls.
- Workstations and tables must be kept in a tidy condition, with any equipment, etc. (which is not in use) stored, as far as practicable, away from the working area.
- Storage areas will be tidy and carefully organised, taking particular care that stacks are stable, heavy objects that are to be handled manually are stored at waist height to prevent bending or stooping, and that flammable and other hazardous substances are not stored at heights or in places that are otherwise difficult to access.

## Work Equipment Policy

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### Introduction

The objective of this policy is to ensure that equipment used at work does not result in health and safety risks regardless of its age, condition or origin.

The College is required by law under the Provision and Use of Work Equipment Regulations (PUWER) to ensure that all work equipment provided for use is suitable for the intended use; safe for use, maintained in a safe condition and, in certain circumstances, inspected to ensure this remains the case; used only by people who have received adequate information, instruction and training; and has suitable safety measures such as protective devices, markings and warnings.

### Definition of Work Equipment

- The definition of work equipment is broad and ranges from simple tools to complete installations, e.g. hammers, knives, ladders, drills, photocopiers, floor polishers, shrink-wrap machines, man-riders, lifting equipment (including lifts), fork lift trucks and vehicles.
- The term 'installation' includes a series of machines connected together such as a conveyor system, a fire sprinkler system, or even scaffolding.
- Private cars are not considered to be work equipment. However, cars which are not privately owned are considered to be work equipment but they will fall within the remit of road traffic legislation i.e. they must have a current MoT certificate and be in a roadworthy condition. Where cars used at work are on private roads they will be governed by the PUWER and this policy will apply.
- Where employees provide their own work equipment then it is the duty of the College to ensure it complies with the Regulations, otherwise it will not be authorised for use.
- The definition applies to all new, second hand and existing work equipment.

### Scope

- This policy applies to all College employees with responsibility for purchasing or approving work equipment for use on the college campus
- It also applies to all employees with a responsibility for the provision and use of work equipment and those with a managerial responsibility for employees using the work equipment to ensure they have the appropriate levels of training and supervision.
- Where College employees are required to use or operate work equipment owned by or leased from a third party or another employer, it will be the duty of their line manager to ensure that the work equipment is safe for use and complies with the general requirements of this policy.

## Work Equipment Procedure

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### Purchasing New Equipment

- Before equipment is purchased, hired or contracted for use (whether new or second hand) it must be ascertained that it complies with the requirements of UK legislation. This will be included in the specification details of the supply contract and a 'Declaration of Conformity' will be supplied with the equipment.
- Consideration must be given to how the equipment will be installed, used, and maintained, as well as any specific training requirements for operators and supervisors. The manufacturer will be responsible for providing information on how to install, use and maintain the equipment.

### Existing Work Equipment

- Existing work equipment must be assessed to ensure compliance with the PUWER. Other hazards such as manual handling, hazardous substances, electric shock, noise etc., will also be considered.
- The responsibility for ensuring assessments are carried out rests with individual subject leaders in conjunction with the Estates and Health and safety Manager even where a service level agreement exists with a third party for the equipment.
- Any non-compliance identified by the assessment must be rectified within a reasonable time-scale depending on the severity.
- Records of risk assessment must be kept either by the person responsible for the equipment or through a service level agreement with a third party such as facilities management or service providers.
- In many cases the assessment will already be complete and the only action will be to confirm that all the requirements are being met.
- Any control measures identified will be incorporated into existing operating procedures and related training. These controls must be regularly monitored by the Estates Manager.

### Monitoring and Audit

- The Estates and Health and safety Manager will monitor compliance with this audit by ensuring that all work equipment has been the subject of risk assessment and records are available to confirm this.
- The Estates and Health and safety Manager will carry out an annual audit of compliance with this policy and report any non-conformance to the responsible manager.

### Routine preventative maintenance

The Provision and Use of Work Equipment Regulations 1998 (PUWER) require that:

- All work equipment be maintained in an efficient state, in efficient order and in good repair.
- Where any machinery has a maintenance log, the log is kept up to date.

- Maintenance operations on work equipment can be carried out safely.

The level of inspection and maintenance required will depend upon the type of work equipment being used, its use, and the conditions to which it is exposed. This will be determined through the risk assessment process and the use of manufacturer's guidelines and recommendations.

Any inspection and maintenance should concentrate on the safety-related parts which are necessary for the safe operation of the work equipment. In summary, the types of inspections required include:

- Visual checks before use (e.g. electric cable condition on hand-held power tools, functional testing of brakes, lights on mobile machinery)
- Weekly/monthly inspections (e.g. presence of guarding, function of safety devices, Tyre pressures)
- More extensive thorough examinations (e.g. general condition of a ladder, close examination of a safety harness, portable appliance testing)

Thorough examinations will be undertaken by a competent person. A competent person will be employed by the college to undertake maintenance and servicing of equipment and should be scheduled to take place over the summer holiday period. Such an inspection will involve a systematic and detailed examination of the work equipment. To determine the extent of any thorough examination, the competent person will assess the risks and consider factors such as where the work equipment is used, frequency of use, and its age and condition.

Subject leaders and departmental managers are responsible for ensuring that all inspections are carried out as mentioned above. Visual and weekly/monthly inspections can be conducted by the relevant technicians in that department. The Estates and Health and safety Manager will work with subject leaders and technicians to identify work equipment, create a centrally stored inventory, discuss and plan periodic inspections and arrange for thorough examinations.

## **Working at Height Policy**

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### **Introduction**

All work completed at height on behalf of the College will be undertaken in compliance with the Working at Height Regulations (2005). The first consideration will always be to seek an alternative means of completing the work where at all possible. A permit to work is applicable.

### **Planning and Organisation** - The College will:

- Complete a risk assessment to identify all the hazards associated with the task.
- Implement any remedial actions where possible arising from the above risk assessment.
- Using the risk assessment, plan the safest possible method of completing the job.
- Provide appropriate work equipment is selected to suit the task.
- Provide suitable personal protective equipment.
- Ensure all personnel are competent to undertake work at height.
- Use Permits to Work at Height when necessary.

### **Training** - The College will:

- Provide any employee completing the task with training in safe working at height to include any specific conditions which may apply to that particular task.

- Train the employee in the use of all safety equipment and personal protective equipment as necessary
- Communicate the safe method of working on any specific task to the employee.

**Inspection** – The College will:

- Ensure all safety equipment, e.g. harnesses, safety nets, ladders, etc., are inspected on a regular basis by a competent person
- All the above equipment is maintained in a safe condition

### **Contractors**

- Only contractors who are able to provide evidence of competence will be used.
- Contractors will be required to provide a method statement for the work to be completed.
- Work at height, where necessary, will be completed under permit to work conditions.
- All work will be monitored by the Contractor's representative.
- Where used evidence of certification on the erection and inspection of scaffolding will be required.

Every effort should be made to carry out tasks from ground level. Where this is clearly impracticable the following precautions shall be included in a safety system of work involving working at height.

## Working at Heights Procedure

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### Risk Assessment

A risk assessment must be completed to prevent, so far as is reasonably practicable, anyone falling a distance which is liable to cause personal injury.

Consideration must be given to the following:

- How long the work will last;
- What risks there will be during erection of the platform;
- How difficult the platform will be to maintain;
- How many people will need to use the equipment;
- How easy it will be to maintain security;
- Whether part of the structure can be provided early in the work so that there is a permanent working platform;
- Emergency evacuation;
- Falling materials;
- Barriers and warning signs;
- etc.

### Working Platform

- Ensure it is secure!
- It must support the weight of workers using it and any materials and equipment they are likely to use or store on it.
- Ensure it is stable and will not overturn, e.g. tied scaffolds. Mobile elevating work platforms may not be safe on uneven or sloping ground. Ladders should be footed on stable ground.
- Provide and fit guard rails, barriers, etc., at open edges of floors, floor openings, edges of roofs and edges of working platforms.

### Access Platform

1. Hard hats must be worn at all times.
2. There must be no more than 2 people on the machine at any time, one of whom must be a trained member of staff.
3. Always make sure the following inspection has been carried out before use:
  - Wheels / wheel nuts;
  - Hydraulic fluid;
  - Battery power;
  - Structure for visible defects;
  - All operational controls.
4. Always clear any possible obstructions from route to be taken before moving machine; it is far easier than trying to drive around them.
5. Only use machine on level floor.
6. Make sure safe working load is not exceeded - any tools/equipment taken up in cradle must be made secure before moving machine at all.
7. Always work within specified reach - do not lean out of cradle. If you cannot comfortably reach work area, move machine or outreach nearer.
8. Never take machine higher than is comfortable for you or your work partner if applicable.
9. If 'driving' whilst cradle is raised, make sure cradle is at least lower than any possible head hazards/obstructions.



10. Never stand on railways to gain extra height.
11. Do not use platform as a climbing frame or a 'stepping stone' to gain access to the balcony.
12. Always push down lock stop (red button on controller) before climbing off machine.
13. Always make sure machine is shut down and locked with the key removed before leaving it unattended.

### **Guard Rails and Toe boards**

Suitable precautions shall be taken to prevent falls. Guard rails, toe boards and other similar barriers shall be provided whenever someone could fall and receive injury. They shall be:

- Made from any material, providing they are strong and rigid enough to prevent people from falling and be able to withstand other loads likely to be placed on them. For example, guard rails fitted with brick guards need to be capable of supporting the weight of stocks of bricks which could fall against them;
- Fixed to a structure, or part of a structure capable of supporting them;

They shall include:

- A main guard rail at least 910mm above any edge from which people are liable to fall;
- A toe board at least 150mm high;
- A sufficient number of intermediate guard rails or suitable alternatives positioned so that the unprotected gap does not exceed 470mm. Where the barrier is solid or the space between the upper part of the barrier and the toe board is completely occupied by mesh (for example a brick guard) or similar, an intermediate guard rail is not required.
- Barriers other than guard rails and toe boards can be used, so long as they are at least 910mm high, secure and provide an equivalent standard of protection against falls and materials rolling, or being kicked, from any edges.
- If the risk comes from falling through openings or fragile material (for example, roof lights or asbestos roof sheets), an alternative to guard rails or a barrier is to cover the opening or materials. Any covering shall be:
  - strong enough to support any loads likely to be placed on it (including the weight of a person); and
  - fixed in position to prevent accidental dislodgement. To prevent people removing covering, mark them with a warning (for example, 'Hole below – do not remove').

### **Mobile Elevating Working Platforms**

- Shall be hired by reputable suppliers.
- Shall be used only by trained personnel.

### **Scaffolds**

- Shall be erected by competent scaffolding suppliers.
- Shall be inspected and testing after initial erection, every 7 days thereafter or earlier if weather conditions may have weakened the structure.

## Safe Use of Ladders

**Please Note – no staff unless trained are permitted to use ladders**

What can be done to reduce this risk?

- Do not use ladders when working alone
- See that the ladder cannot slip.
- Ensure ladders are tied near the top.
- Keep rungs and footwear clean.
- Use both hands when climbing or descending.
- Secure ladders at base to prevent slipping outwards and sideways.
- Set ladders at the correct angle, 300 mm out to every 1200 mm up.
- Always check ladders before and after use. Report any defects immediately.
- Never use a makeshift ladder.
- Do not use ladders with cracked or broken rungs or other defects.
- Do not overreach from a ladder - always move it.
- Do not stand a ladder on a drum, box or other unsteady base.
- Never overload a ladder, or support it on its bottom rung on a plank.
- Do not use ladders that are too short.

## Step Ladders

Before using a step ladder check the condition of:

- Treads
- Stiles
- Hinge arrangement
- Restraining rope between legs
- Damaged stepladders to be taken out of use and either destroyed or returned to the supplier.

## **Working at Height: Inspection of Ladders Procedure**

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- Aluminium or steel ladders will be inspected for rough burrs and sharp edges. Look carefully for loose joints and bolts, insecure welds and cracks.
- Wooden ladders must not be painted as the paint could hide possible defects. Check carefully for cracks, rot, splinters, broken rails or rungs.
- Pre use checks of all ladders must take place before they are used, and the findings reported back to the Estates and Health and Safety Manager
- Any defects must be reported to the Estates and Health and safety Manager and the ladder must be taken out of circulation and clearly labelled “do not use”. If the ladder cannot be repaired it must be rendered useless and dismantled by a competent person prior to disposal.
- All ladders need to be given a reference number, which must be affixed to the ladder. The number must also be recorded onto the inspection sheets.
- A biannual inspection of all ladders will take place and will be recorded within the Estates department.
- On an annual basis a competent person will inspect all ladders on the register and complete the register. It is therefore important to ensure every ladder has been identified and registered.
- The competent person will be arranged by the Estates and Health and Safety Manager.

## Working at Height: Ladder inspection checklist pre – use



ESTATES AND IT PRE-USE LADDER SAFETY CHECKLIST			
Department		Inspection performed by:	
		Date	
Q#	YES	NO	
<b>Pre-use inspection/condition</b>			
(or write in n/a if not applicable)			
1			Are ladder feet or foot pads in good condition?
2			Is the ladder clean and free of mud and grease?
3			Are all manufacturers' labels intact and legible?
4			Rungs in good condition, not cracked or bent?
5			Rails in good condition, not cracked or bent?
6			Are metal joint cleats safe and tight?
7			Are section end supports on extension ladder safe and tight?
8			Does the step ladder spreader bar open fully and lock in place?
9			Is the ladder unpainted to allow for a good inspection?
<b>Site conditions and set up</b>			
10			Are there any holes? If so are they covered or planked to prevent punching through?
11			Are sloped surfaces corrected to keep ladder level during use? Is the ladder placed on a firm solid surface?
12			Is the ladder staked at the bottom or tied at the top for stability so that it doesn't move during use?
13			Does the ladder need a stabilizer bar to prevent tipping?
14			Is the ladder positioned in front of a door and blocked off or posted to preclude access?
15			Do extension ladders extend at least 3' above the landing?
16			If extension ladder does the ladder need a leveler on one side for leveling/ stability?
17			No metal ladders near electrical lines?
18			Are extension ladders set at the proper angle? 1' out for every 4' up? Or an approximate 75 degree angle?
<b>Proper Use considerations</b>			
19			Have users undertaken ladder safety training?
20			Use three points of contact when ascending or descending ladders. Use a tool belt or bucket and rope to transport materials to working height.
21			Face ladder at all times
22			Do not overreach when using a ladder, keep belt buckle between the rails.
23			Keep both feet on the ladder. Do not place one foot on the ladder and the other one on something else.
24			Make sure you don't exceed the weight limit of the ladder – check the labels.
25			Use the right ladder for the job.
<b>Don'ts</b>			
26			Don't use ladders in bad weather, use your good judgement
27			Don't stand any higher than the third rung from the top of a step ladder.
28			Don't work off the back side of a ladder – rails not meant for climbing unless a two person ladder
29			Don't use a step ladder folded in half like an extension ladder.
30			Don't lean too far or overreach. Reposition the ladder closer to the work instead.
31			Don't use a ladder as a bridge or scaffold.
32			Don't use a damaged or unsafe ladder. Report to Estates and H&S manager
33			Don't put a ladder on a box, barrel or other object to gain additional height.
34			Don't paint ladders – they can't be inspected properly
35			Don't stand on the top two steps of step ladders

## Working at Height: Ladder inspection Biannual checklist

**Recommended Inspection Period: Every 6 months by Estates manager/Deputy Estates manager**

1.	Name of person carrying out inspection	
2.	Date/Time of Inspection	
3.	Department and Location of Ladder	
4.	Ladder Unique Identification	
5.	Classification (BS2037/1129 Class 1 or EN131 Professional) Classification can be found on label	
6.	Date/Time of Next Inspection	
8.	Any Particular Concerns of Note	

Inspection Points	Y	N	Comments/ Actions
Is ladder free from any modification.			
Is ladder free from any distortion or warping that could affect stability.			
Are stiles (uprights) free of damage (e.g. worn, split, bent, etc.)			
Are feet on stiles in good condition i.e. not damaged, excessively worn or missing.			
Are ladders/step ladders free from damage.			
Are ladders/step ladders free from rust.			
Are ladders/step ladders free from paint.			
Are all rungs (steps) present, tight and in good condition.			
If present, is any anti-slip rubber on rungs in good condition.			
Labels- are they present and free from damage.			
Is the weight limit clearly identified.			
Are any brackets, hooks and catches (if present) securely fixed, working smoothly and free from damage, corrosion and contamination.			
If tie rods and struts are present, are they securely fixed and free from damage, corrosion and contamination.			
For stepladders, are locking bars present, not damaged and can they engage/lock properly.			
For stepladders, is any working platform free from damage (i.e. not split or buckled).			
Are all fixings (hinges, pivots, etc.) in good condition and working properly.			