



NEW COLLEGE
OXFORD

POLICY DOCUMENT
Health and Safety Policy

**Statement of best practice endorsed by
Conference of Colleges Meeting in May 1999**

**Health and safety At Work etc. Act 1974
Management of Health and Safety Regulations 1999**

OBLIGATIONS OF COLLEGE GOVERNING BODIES

Obligations are imposed upon the governing bodies of colleges, partly by virtue of their status as employers. The Health and Safety at Work etc. Act 1974 and related legislation ('relevant statutory provisions') impose general and specific requirements upon college Governing Bodies.

Breaches of health and safety legislation, including any failure to implement a 'risk management strategy', are criminal offences and command unlimited sentences at Crown Court and/or unlimited fines.

In the context of a college, the policy itself and the means of implementing it should be adopted at the highest level within that organisation: the Governing Body. Implementation should encompass all employees' i.e. non-academic staff, academic staff including Fellows: whether members of the Governing Body or not.

College officers may be tasked with implementation of defined requirements, but overall responsibility for health and safety cannot be delegated. Whatever arrangements are made for delegating implementation, it is the Governing Body which will be answerable in the case of proceedings.

The most effective way to achieve compliance is through what has come to be known as a risk management strategy. Compliance could be achieved by Governing Body oversight of relevant college officers and/or by the appointment of a competent external person (i.e. a health and safety auditor) providing a report not less frequently than annually.

Governing Bodies need to be able to demonstrate that health and safety is being managed effectively. This is a specific requirement of the Management of Health and Safety Regulations 1999. These regulations require Governing Bodies (as employers, but in respect of students, staff, visitors, contractors and members of the public) to:

- carry out a written risk assessment procedure
- put in place preventative and protective measures
- have arrangements for the 'effective planning, organisation, control, monitoring and review of the protective and preventative measures'.

The above deals with an institution's obligations under relevant criminal law. Requirements under civil law are based on the duty of care owed to those affected by the institution's activities.

Among the regulations currently relevant to health and safety are:

- The Management of Health and safety at Work Regulations 1999
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Provision and Use of Work Equipment Regulations 1998
- The Manual Handling Operations Regulations 1992
- The Health and safety (Display Screen Equipment) Regulations 1992
- The Personal Protective Equipment at Work Regulations 1992
- The Control of Substances Hazardous to Health Regulations 2005
- The Noise at Work Regulations 2006
- The Electricity at Work Regulations 1989
- The First Aid Regulations 1981
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
- Safety Representatives and Safety Committee Regulations 1977
- The Furniture and Furnishings (Fire) Safety Regulations 1988/1989
- Fire Precautions (Workplace) Regulations 1997
- The Health and Safety (Consultation with Employees) Regulations 1996
- The Working Time Regulations 1998 and 1999
- The Control of Vibration at Work Regulations 2005

HEALTH AND SAFETY POLICY AND PROCEDURES

INTRODUCTION

1. The Health and Safety at Work etc. Act 1974, along with other Regulations, contains the most important provisions for business, their organisations and employees.
2. The general objectives within the scope of the above act and regulations are:
 - a. To secure the health, safety and welfare of employees at work.
 - b. To protect people other than employees at work against risks to their health and safety arising out of work activities.
 - c. To control the keeping and use of explosive or highly flammable or otherwise dangerous substances and generally prevent people from unlawfully having and using such substances.
 - d. To control the release into the atmosphere of noxious or offensive substances from premises, which also may come within the scope of the environmental protection legislation.
 - e. To identify hazards in the workplace and carry out risk assessments and introduce such control measures as necessary.
3. The Health and Safety at Work etc. Act 1974 places general duties on:
 - a. the employer.
 - b. the self-employed (e.g. contractors).
 - c. the manufacturers, suppliers, designers and importers of articles and substances for use at work.
 - d. the people in control of premises and all people at work.

These legal requirements apply to all types of work.

- 4 The scope of the legislation is comprehensive and is designed to encourage employers and employees to take a wide-ranging view of their role and responsibilities. Some duties imposed by the legislation are absolute and must be complied with and this health and safety policy and procedures manual has been designed to meet all the legal requirements and obligations.

HEALTH & SAFETY POLICY

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Section B - Amendment Control Sheet

Section C – Health & Safety Policy Statement

Health & Safety Policy Statement

The Governing Body regards health and safety matters to be a priority and an integral part of all its activities including the maintenance of quality and standards.

The Governing Body considers health and safety to be a management responsibility equal to that of any other function. It is, therefore, the policy of the College to provide and maintain a working and educational environment that is, so far as is reasonably practicable, safe and without risks to health, adequate as regards welfare facilities and that ensures that persons not in the College's employment are not exposed to risks which may arise from the College's activities.

The Governing Body is resolved to provide and maintain equipment and systems of work which are so far as is reasonably practicable, safe and will provide such information, training and supervision as is necessary to achieve this aim.

The Governing Body will provide such resources as may be necessary to enable it and its employees to meet their health and safety responsibilities.

In order to implement this policy the commitment of everyone concerned is necessary and it is a condition of employment that all employees will co-operate with the College by:

- a) following instructions in the safety rules or notices displayed on College property.
- b) complying with any code of practice or guidance which may apply to their work or workplace.
- c) taking reasonable care for health and safety of themselves and of persons who may be affected by their acts or omissions at work.

The Governing Body stresses its commitment to health and safety to the extent that, where disregard of safe working practice by an employee seriously puts at risk the health and safety of him or herself or any other person, this will be considered as gross misconduct and may lead to disciplinary action or dismissal.

The policy will be reviewed annually and amended as circumstances and as legal requirements change.

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Signed Date

Position

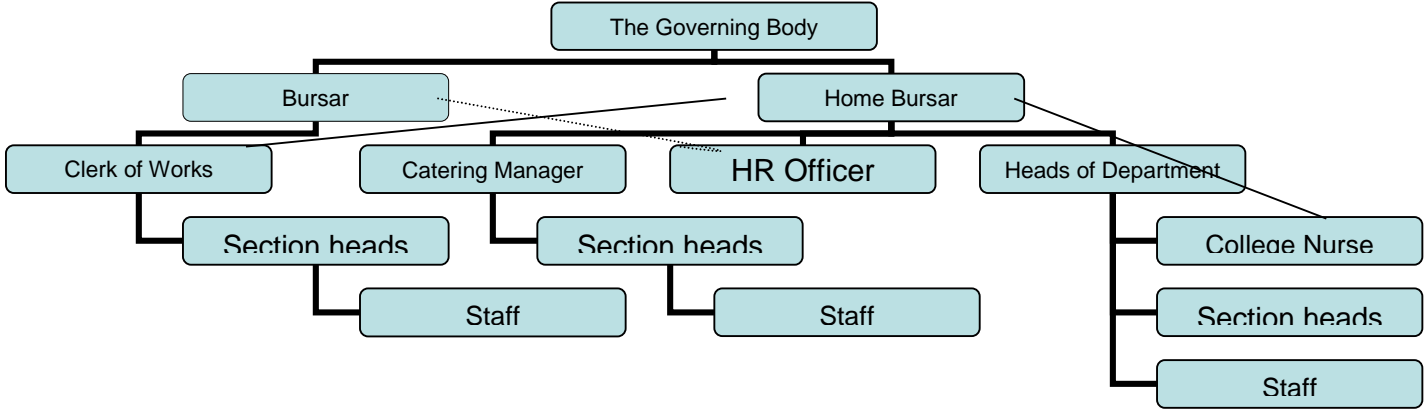
Section D - Distribution List

1. The Warden
2. The Governing Body [copy located with Warden's PA]
3. The Senior Tutor
4. The Dean
5. The Bursar
6. The Home Bursar
7. The Accountant
8. The Tutor for Admissions
9. The IT Officer
10. The Catering Manager
11. The Head Chef
12. The Food Service Manager
13. The SCR Butler
14. The Head Porter
15. The Caretaker, The Weston Buildings
16. The Academic Administrator
17. The Clerk of Works.
18. The Land Agent
19. The Deputy Clerk of Works
20. The Librarian
21. The Accommodation Manager
22. The Domestic Manager
23. The College Nurse
24. The Development Director
25. The Development Officer
26. The Beer Cellar Manager
27. The JCR Steward
28. The Groundsmen
29. The Boatman.
30. Additional Copy [to be held in office of the Assistant to the Home Bursar]

Section E - Organisation and Responsibilities

1. Governing Body
2. Health and Safety Manager (The Home Bursar)
3. Health and Safety Officer - maintenance (The Clerk of Works)
4. Health and Safety Officer – catering (The Catering Manager)
4. Heads of Section
5. HR Officer (Recording and reporting reportable accidents)
6. College Nurse (First Aid)
7. Staff

E1 Organisation Chart



E1 Responsibilities - The Governing Body

- 1.1 The Governing Body takes ultimate responsibility for health and safety and for ensuring that this policy is for the benefit of its employees and others who are affected by implemented College activities.
- 1.2 The Governing Body requires an annual report on health and safety, in the form of the notes of the meeting of the Health and Safety Consultative Group. The report should cover the following for the previous twelve months:
 - A list of all reportable accidents and diseases to employees, students or others affected by the college's activities.
 - Any improvement or prohibition notices served on the College by HSE Inspectors for any matters relating to health and safety.
 - Any prosecutions taken out against the College by any of the enforcing authorities.
 - Any major incidents such as a fire or other event of significance affecting employees, students or others
 - Any significant failings in health and safety reported by the Health and Safety Manager, heads of section, enforcement officer, insurance company representative or health and safety advisor.
- 1.3 The Governing Body accepts responsibility for ensuring that the College allocates sufficient resources in terms of staff training and funds to fulfil its legal obligations and the standards set out in this policy.

E2 Responsibilities - Health & Safety Manager (HSM) – The Home Bursar.

- 2.1 Unless otherwise determined by the Governing Body, the College's HSM is to be the Home Bursar. There will be two designated Health and Safety Officers [HSOs]. Heads of Section will deal with health and safety on a day-to-day basis. The Bursar will assume the duties of the HSM in the Home Bursar's absence.
- 2.2 The HSM will be responsible to the Governing Body for all health and safety matters, including:
 - Monitoring and recording health and safety incidents;
 - responding to complaints or queries from heads of department or other staff;
 - through the College Nurse, appointing sufficient first aiders and ensuring that they are given adequate training which is periodically updated;
 - appointing sufficient staff to deal with emergencies and ensuring that they are given adequate training, particularly in emergency procedures;
- 2.3 The HSM will encourage and support all Heads of department and staff in maintaining high standards of health and safety;
- 2.4 Through the HR Officer, the HSM will be responsible for ensuring that the College accident book is kept up to date and for ensuring that any reportable accidents (or diseases) are reported to the Health and Safety Executive;
- 2.5 The HSM will have overall responsibility for managing, updating and reviewing the College health and safety policy whenever circumstances dictate;
- 2.6 The HSM will be responsible for ensuring that all accidents are thoroughly and effectively investigated to ensure that a recurrence is avoided if at all possible.
- 2.7 The HSM will be responsible with the for liaising with the HSE Factory Inspector, Fire Officers, Insurance Assessors and other officials in relation to health and safety matters.
- 2.8 The HSM's responsibilities will be taken on by the Bursar in the absence of the Home Bursar.

E3i Responsibilities - Health & Safety Officer (HSO) The Clerk of Works

One of the two HSOs will be the Clerk of Works who will, with the heads of relevant sections, oversee health and safety relating to the estate on a day-to-day basis. The HSO will be assisted by the Deputy Clerk of Works and Heads of department to whom they may formally delegate specific health and safety tasks.

The HSO will assist the HSM in liaising with the HSE Factory Inspector, EHO, Fire Officers, Insurance Assessors and other officials in relation to health and safety matters.

E3ii Responsibilities - Health & Safety Officer (HSO) The Catering Manager

One of the two HSOs will be the Catering Manager who will, with the heads of relevant sections, oversee health, safety and food hygiene on a day-to-day basis. The HSO will be assisted by the heads of catering sections such as the Head Chef and Food Service Manager to whom they may formally delegate specific health and safety tasks.

The HSO will assist the HSM in liaising with the HSE, EHO, Fire Officers, Insurance Assessors and other officials in relation to health, safety and food hygiene matters.

HR Officer

The HR Officer will be responsible for ensuring that the College accident book is kept up to date and for ensuring that any reportable accidents (or diseases) are reported to the Health and Safety Executive.

College Nurse

The College Nurse will be responsible for:

1. Assessing the requirement for trained first aiders such that there is a reasonable distribution of people with first aid skills around the College;
2. Keep first aid training records;
3. Ensure that first aiders are sent on the appropriate refresher courses in order to keep their qualification current;
4. Keep first aid boxes supplied with up to date materials.

5. Occasional occupational health consultations with staff.

E5 Responsibilities - heads of department

- 5.1 Shall be responsible for health and safety within their area of control. Heads of department will ensure that all members of staff in their section comply with the policies and procedures set out in this document;
- 5.2 Shall ensure that, on a day-to-day basis, health and safety standards are maintained and that staff are not placed at risk. Where they are in doubt they should seek advice from the HSM, HSO or Peninsula Business Services;

In particular heads of department will be responsible for:

- ensuring that their staff use the correct procedures including guards or control measures.
 - ensuring that their staff wear the appropriate personal protective clothing.
 - keeping their area of the workplace clean and tidy and without obstructions or other potential causes of slips, trips and falls.
 - adequately supervising staff to ensure that they do not exceed their experience, knowledge and training.
 - giving appropriate instruction and training to their staff* in relation to health, safety and welfare.
 - answering promptly queries from staff* or referring the matter to the appropriate person.
 - ensuring that equipment used by staff* is maintained in a safe condition.
 - setting an example to staff* in all matters relating to health and safety.
- 5.3 Shall notify the College HSM in the case of a serious accident or a circumstance which could necessitate normal proceedings being suspended.
- 5.4 Shall be responsible for the health, safety and welfare of employees within his/her section. The Home Bursar will be responsible for dealing with any serious breach of safety after consultation with the relevant parties.
- 5.5 Shall regularly consult staff as and when necessary to identify matters relating to their health and safety that need to be addressed.

- 5.6 Shall inform and instruct their assistants and staff to ensure that they are capable of identifying hazards and risks to health and safety and dealing with accidents and complaints and taking preventative action.
- 5.7 Shall monitor for safe practice the conduct of maintenance in any area for which they exercise responsibility and for any contractor or visitor to their area.
- 5.8 In carrying out the above duties heads of department will apply to the HSM for the necessary training and information to fulfil their responsibilities.
- 5.9 Shall assist in the production and review by the HSM of risk assessments relating to their responsibilities, in accordance with the “Management of Health and Safety at Work Regulations 1999” (Regulation 3).
- 5.10 Shall, in conjunction with the HSM be responsible for dealing with officials from the Health and Safety Executive, Fire Authority, Insurance Companies in relation to health and safety in their areas.
- 5.11 Shall assume any appropriate additional health and safety responsibilities determined by the College.

E6 Responsibilities – members of staff

- 6.1 Members of College staff have responsibilities in both criminal law and common law not to endanger themselves or others in connection with their work. In addition, staff have a responsibility under their contract of employment.
- 6.2 The legal responsibilities are defined principally in the Health and Safety at Work, etc. Act (HASAWA) 1974 and Management of Health and Safety at Work Regulations (MHSWR) 1999. These responsibilities will be covered at induction and in further training. They are reproduced in full beneath.

“HASAWA Section 7: General duties of employees at work. It shall be the duty of every employee while at work

- (a) to take responsible care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work; and**
- (b) as regards any duty or requirement imposed on his employer or any other person by or under the relevant statutory provisions, to co-operate with them so far as is necessary to enable the duty or requirement to be performed or complied with.”**

“MHSWR regulation 12 Employees duties -

- (1) Every employee shall use any machinery, equipment, dangerous substance, transport equipment, means of production or safety device provided by their employer in accordance both with any training in the use of equipment concerned which has been received by them and the instructions respecting that use which have been provided by them by the said employer in compliance with the requirements and prohibitions imposed upon that employer by or under the relevant statutory provisions.**
- (2) Every employee shall inform his employer or any other employee of that employer with specific responsibility for the health and safety of their fellow employees -**
 - (a) of any work situation which a person with the first mentioned employee’s training and instruction would reasonably consider represented a serious and immediate danger to health and safety; and**

- (b) of any matter which a person with the first mentioned employee's training and instruction would reasonably consider represented a shortcoming in the employer's arrangements for health and safety.**

in so far as that situation or matter either affects the health and safety of that first mentioned employee or arises out of or in connection with their own activities at work, and has not previously been reported with this paragraph.

- 6.3 Staff are required to have regard to their own health and safety and equally to look after the health and safety of others who might be affected by what they might or might not do.
- 6.4 Staff in particular are required to:
- follow the arrangements and information contained in this safety policy and any other guidance or training given by the College.
 - observe and have regard to the various signs and notices displayed on the College premises.
 - use personal protective equipment provided by the College.
 - in cases of doubt seek guidance from his or her head of department or the HSM.
- 6.5 Comply with any control measures laid down within the risk assessments appropriate to their areas of work.
- 6.6 Report any hazards or defects to his or her head of department immediately.

Section F - Risk Assessment

(Management of Health and Safety at Work Regulations 1999)

Policy

1. This safety policy forms part of the College's risk assessment strategy and details the main prevention and protective measures required to reduce risks so far as is reasonably practicable.
2. The ways in which risks can be reduced are many but start with the College's intention to comply with the Health and Safety at Work etc. Act 1974 and its supporting Acts and Regulations, in particular the Management of Health and Safety at Work Regulations 1999.
3. Generic hazards identified, arising out of the College's activities, include:
 - a) Fire
 - b) Machinery and Equipment
 - c) Hazardous Substances
 - d) Slips, Trips and Falls
 - e) Working at Heights
 - f) Noise
 - g) Manual Handling
 - h) Motor Transport
 - i) Electricity/Gas
 - j) Vibration
 - k) Asbestos
 - l) Display Screen Equipment
 - m) Personal Injury
 - n) Activities Involving Persons Under the Age of 18
 - o) Lone Working
 - p) Food Hygiene
 - q) Pregnancy
 - r) Stress
 - s) Crowds
4. The risk associated with the various hazards identified depends on the employee's particular task. However, as some tasks are allocated only to certain workers (normally those trained to carry out the tasks), exposure to the hazards associated with those tasks will be limited to those employees who have the knowledge, skill and experience to understand the hazards and guard against them.
5. Each of the hazards identified above is addressed in a later chapter within this safety policy.
6. In general terms risks will be reduced by the following policies and arrangements:-

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- 6.1 A positive attitude towards Health and Safety from Senior Members of the College, supported by the statements made in Section A of this policy.
 - 6.2 The College managing Health and Safety on a structured basis, including a formal Health and Safety organisation, with employees nominated to undertake certain Health and Safety responsibilities and tasks.
 - 6.3 The establishment of formal arrangements for self monitoring and inspection of the College's premises, systems, machinery, equipment, etc. and of a system of reporting to HSM and the HSO. and Heads of Department.
 - 6.4 Removing the hazard by substitution.
 - 6.5 Combating risks at source.
 - 6.6 Adapting work where possible to suit the individual employee.
 - 6.7 Exploiting technological developments to improve and make safer the College's working practices.
 - 6.8 Progressively examining and identifying means of reducing risks which cannot be altogether prevented.
 - 6.9 Giving priority to measures which protect the whole workplace and all those who work in it.
 - 6.10 By training employees in Health and Safety awareness with respect to their own tasks and responsibilities.
 - 6.11 By an active Health and Safety culture.
7. In addition to approving general measures designed to identify hazards and reduce risk, the Governing Body will seek the advice when necessary of a competent person or authority in order to determine and assess hazards and to carry out particular risk assessments.
 8. Health and Safety awareness is to be integrated within the College's overall management arrangements and includes the following four main elements:
 - a) Planning
 - b) Organisation
 - c) Control
 - d) Monitoring
 9. The College expects the active support and co-operation of its employees in the implementation of this Health and Safety policy.

Procedure

10. A detailed Risk Assessment will be carried out by the appropriate Head of Department for each of the hazards listed at paragraph F3 using form F1 (copy attached).
11. The education and training of employees with respect to Risk Assessment awareness and control measures will be the responsibility of the appropriate Head of Department in accordance with Regulation 10 (MHSWR) 1999.
12. Detailed compliance with the Risk Assessment will be the responsibility of the appropriate Head of Department.
13. In accordance with Regulation 4 of the MWSWR 1999, all employees will comply with the control measures outlined within the detailed Risk Assessment.
14. When carrying out the detailed Risk Assessment, appropriate provision will, at all times, be made for the safety of others who may be affected by the activity involved.
15. If the Risk Assessment procedure suggests that a more detailed assessment is required, the Head of Department should refer to:
 - G5 COSHH
 - G18 Manual Handling / Materials Handling
 - G24 Personal Protective Equipment/Clothing
 - G25 Pregnancy
 - G34 Display Screen Equipment (DSE)

F1 RISK ASSESSMENT FORM

Assessment No: _____ Location / Dept: _____
 Assessment Date: _____ Assessor's Name: _____
 Task / Activity / Area Assessed: _____

Further assessments required:	
Fire	<input type="checkbox"/>
COSHH	<input type="checkbox"/>
Manual Handling	<input type="checkbox"/>
Display Screen Equipment	<input type="checkbox"/>
Nursing and Expectant Mothers	<input type="checkbox"/>
Young Persons	<input type="checkbox"/>

Persons involved in or affected by the task:

- Employees _____
- Visitors _____
- Contractors _____
- Members of the public _____
- Others

Special Groups: (Where individual assessments will be required)

- Nursing and Expectant Mothers _____
- Young Persons _____
- Disabled _____
- Service Users

Hazards Identified

Worst Case Outcome

Current Control Measures in Place

Likelihood

Score

Rating

Worst Case Outcome					Likelihood given precautions in place				
10	8	5	3	1	10	8	5	2	1
Fatality	Severe injury	Lost time injury	Minor injury	No injury	Certain / imminent	Very likely	Likely	Unlikely	Remote

High 50-100
1-19

Risk Rating Table
Medium 20-49

Low



F1 RISK ASSESSMENT FORM

Action required (note any temporary action / control measures required):

Action Review Date

Action Completed (Name and title) /
Date

Further actions that may require longer term consideration:

Action Review Date

Action Completed (Name and title) /
Date

If any issues are outstanding from the 'Action Review' date, detail the reasons:

Signature:

Date:

Assessment Review Date (as required):

Assessment Review Date (as required):

New risk assessment required: Yes / No

New risk assessment required: Yes / No

Completed by (Name):

Completed by (Name):

Signature:

Signature:

Arrangements

G1. Accident Reporting and Investigation (RIDDOR)

- 1.1 All accidents, injuries, diseases and dangerous occurrences involving employees, students or others on College premises must be reported immediately. The College is required to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 and HSE guidance HS (R) 23 “A Guide to RIDDOR”. Employees are encouraged to make themselves aware of accidents and disease reporting.
- 1.2 Employees must report all such accidents/incidents immediately to their Departmental Manager. All such reports will be recorded in the College form AR1 which will detail the person’s name and give brief details of the accident including dates, times, location and description of the events of the accident. This form will then be given to Assistant Bursar. The College accident book will be completed by the Assistant Bursar. All accidents will be investigated as soon as practicable by the Manager or HSM. using the standard forms.
- 1.3 All fatalities, major injury accidents and dangerous occurrences must be reported to the enforcing authority (normally HSE) immediately by telephone on 0845 300 9923. The telephone report will be followed by the submission of official report form F2508 within 10 days of the accident.
- 1.4 In the event of a serious injury, the area in which the accident occurs must not be changed with in any way following the removal of the casualty to hospital. Clear up operations will only commence after the HSE have deemed this appropriate.
- 1.5 The official form F2508 shall be sent to the Enforcing Authority for all accidents to employees who, as a result of an accident, are absent from normal work for more than 3 days following the accident.
- 1.6 All employees will report any disease or occupational ill health as soon as they are aware or suspect they are suffering ill effects as a result, or in connection with, their duties as employees. Such diseases, etc. will be recorded as for accidents and the enforcing authority will be notified on official form F2508.
- 1.7 An example of accident form is at:

Attachment G11(c) - Accident Report AR1 and AR2
- 1.8 Accidents and cases of ill health will be investigated to endeavour to identify the cause of the accident or ill health. Measures for prevention will be devised wherever possible, in order to attempt to prevent recurrences.
- 1.9 Full co-operation is required from all employees during any investigation by the College, insurers or enforcing authority inspectors.
- 1.10 All entries in the accident book will be checked periodically by the HSM with the aim of noting recurrences or trends.

G2. Alcohol, Drugs and Solvents

- 2.1 The Governing Body is concerned that employees should not expose themselves or other persons to risks to their Health and Safety and that employees should be, so far as is reasonably practicable, fit and well for work at all times.
- 2.2 No person will be allowed to be at work if they are under the influence of alcohol, drugs, solvents or medication which will affect their judgement.
- 2.3 Any employee who is aware of any person who is at work and under the influence of drugs, alcohol, solvents or such medication must report the matter immediately to their Head of Department or the Assistant Bursar.
- 2.4 Employees who are taking medication or prescribed drugs which may affect their actions or reactions at work should inform their Head of Department. The Head of Department, together with the HSM, who will determine if redeployment is necessary (for example to non-hazardous working).
- 2.5 To use alcohol, uncontrolled drugs or solvents whilst at work or under their influence whilst at work is considered by the Governing Body to be a very serious matter and subject to the same disciplinary action as any act of gross misconduct.

G3. Asbestos

- 3.1 The Governing Body aims to comply with the Control of Asbestos at Work Regulations 2002 (as amended) and the Asbestos (Licensing) Regulations 1983.
- 3.2 All types of asbestos can be dangerous if disturbed. The danger arises when fibres, as a very fine dust, become airborne and are breathed in. Exposure can cause diseases such as lung cancer.
- 3.3 It is possible that asbestos exists in some areas of the College. If it is discovered, it should not be disturbed or touched, the area affected should be sealed and the discovery reported to the Clerk of Works or Deputy Clerk of Works, the Assistant Bursar or the Home Bursar.
- 3.4 The remedies - permanent sealing or removal - are not to be undertaken by employees of the College. The Clerk of Works or Deputy Clerk of Works will arrange for a qualified contractor to undertake whatever work is necessary in the shortest timescale possible.
- 3.5 All areas of the College will be surveyed by a competent organisation, in order to ascertain whether any Asbestos Containing Materials (ACMs) are present (or are presumed to be present)
- 3.6 An up to date Asbestos Register will be kept, recording the location, type and condition of the ACMs or presumed ACMs.
- 3.7 An assessment will be made of the likelihood of exposure to fibres. A plan will be prepared, in conjunction with the competent organisation, setting out how the risks from these materials are to be managed.
- 3.8 The plan will be reviewed and monitored periodically.
- 3.9 Information on the location and condition of the ACMs will be provided to anyone who is liable to work on, or disturb, them.

G4. Control of Policy

- 4.1 It is the legal responsibility of the College to provide and maintain this Health and Safety policy.
- 4.2 The HSM and HSO. and all Heads of Departments are responsible for the day-to-day operation of this policy and the local arrangements which form part of the policies and procedures within each department.
- 4.3 The HSM will be responsible for the accuracy and relevance of the policy and make a copy of the Policy readily accessible to all staff. Staff will also be provided with any Health and Safety information which is relevant to their employment, whether it derives from this policy or any other source.
- 4.4 The HSM, HSO. and other Heads of Departments, will monitor the policy and recommend amendments to the Governing Body.
- 4.5 A competent person or authority designated by the HSM will review the College's compliance with this policy and ensure that the law, guidance, codes of practice relating to Health and Safety, and the Governing Body's duty of care, are being fulfilled.
- 4.6 All employees have a responsibility for reporting defects or failings and for full involvement in Health and Safety matters. Employees should report any defect to their Head of Department but are entitled to right of direct access to the HSM.
- 4.7 The HSOs and Departmental Heads will be responsible on a day-to-day basis for dealing with Health and Safety matters.
- 4.8 The Governing Body requires a Management Team Meeting to meet on a regular basis to consider Health and Safety issues (this is convened once a term by the Bursar)
- 4.9 The annual review of policy will consider the appropriateness of risk assessments; feedback both from individual employees and from the Management Team Meeting and reports from HSE Inspectors, Fire Officers, Insurance Advisors and other officials. Recommendations for policy amendment will be made to the Governing Body.

G5. Control of Substances Hazardous to Health (COSHH)

- 5.1 The Governing Body recognises that certain substances used at work can be dangerous or hazardous depending on their use, condition of, storage and other factors, the environment, exposure and chemical make-up.
- 5.2 The College will comply with all legislation in relation to hazardous substances in particular the Control of Substances Hazardous to Health Regulations 2005 (As Amended) and the Codes of Practice and guidance issued by the HSE.
- 5.3 It is important that all employees understand the dangers and hazards associated with substances used at work and are fully aware of the precautions that are needed to prevent or reduce any risks to Health and Safety. The College will identify all hazardous substances and assess the risks associated with their use to identify preventative measures that will be brought to the attention of all employees.
- 5.4 The procedures for dealing with hazardous substances will be as follows:
- a) All potentially hazardous substances will be identified and include all those substances classified as HARMFUL, TOXIC, VERY TOXIC, CORROSIVE OR IRRITANT.
 - b) In addition to the above, all substances that are classified as having a workplace exposure limit (WEL) will be included. Reference should be made to the latest edition of HSE EH/40. Combinations of substances can become hazardous if mixed.
 - c) All such substances identified above will be marked with an appropriate warning label. Substances will be stored in a safe manner and their use restricted to designated personnel.
Note: Particular care will be paid to substances such as weed-killer and fertiliser, utilised by Gardens staff.
 - d) To identify hazardous substances the College will:
 - Use information supplied with the product, etc.
 - Use substance data sheets.
 - Observe warning notices.
 - Have regard to HSE guidance and other guidance from trade associations, consultants or other competent persons.
 - Use information gathered from experience in the use of substances.
 - Refer to technical publications.
 - e) All hazardous substances identified will be subject to a risk assessment as required under regulation 6 of the Control of Substances Hazardous to Health Regulations 2005. All employees need to be aware that substances include not just liquids but also dusts, fumes, solids and any composition that can be hazardous to health.
 - f) Assessments will be carried out only by those persons deemed to be competent and trained to do so. Assessments will be suitable and sufficient and will include:
 - An assessment of the risks to health

- The steps which need to be taken to achieve adequate control to the exposure (in accordance with regulation 7) and
 - The identification of other actions that may be required (by virtue of regulations 8-14)
- g) Assessments will be carried out using the pro-forma (see Attachment G5.1). Assessments will consider the following:
- The hazardous properties of the substance.
 - Information on health effects provided by the supplier.
 - The level, type and duration of exposure.
 - The circumstances of the work, including the amount of substance involved.
 - Activities, such as maintenance, where there is the potential for a high level of exposure.
 - Any relevant occupational exposure standard, maximum exposure limit or similar occupational exposure limit.
- h) If comparison shows that control is likely to be, or to become, inadequate, the assessment will also determine the steps, or further steps that need to be taken to gain and maintain adequate control.
- i) The assessment may require sampling or other measurement to determine the maximum sensible exposure. If appropriate, 8-hour personal sampling will be undertaken.
- j) The records of assessment will be kept in the Health and Safety file and will also be available where the product is stored or used, whichever is the more appropriate.
- k) All employees will be trained in the use of any such substances identified as hazardous and in accordance with the assessment. All such training will be recorded.
- l) Assessments will be reviewed if the results of any monitoring show it to be necessary, whenever there is evidence to suspect that the assessment is no longer valid or circumstances have changed substantially and at least annually.
- 5.5 The HSM in conjunction with the Heads of Department will ensure that, as a result of the assessment, exposure is adequately controlled. **Control will, wherever possible, be by methods other than by the use of personal protective equipment (PPE) which will be the last resort.**
- 5.6 Exposure to substances that have a WEL [Workplace Exposure Limit] will be set at a level where there is no positive evidence of adverse effects on human health.
- 5.7 Substances used by employees that are contained in the list of WEL's in EH40, will be reduced to at least that standard.
- 5.8 The following methods of preventing or controlling hazardous substances will be considered and followed where appropriate:
- Elimination of the use of the substance
 - Substitution of the substance with a less hazardous one
- For controlling exposure, in order of priority:

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- Enclosing processes and the substance.
- Using engineering and process systems which reduce exposure.
- Partial enclosure and local exhaust ventilation (LEV).
- General ventilation.
- Reduction in the number of employees exposed.
- Reduction in the length of exposure time.
- Regular cleaning, maintenance and disinfection.
- Provision of safe and suitable storage.
- Suitable and effective disposal.
- Suitable personal protective equipment.
- Prohibition of eating, drinking and smoking where hazardous substances are used or stored and used.
- Provision of adequate welfare arrangements.

5.9 The selection of PPE will be determined after considering the following:

- The ability of the material to resist penetration by a substance where the risk is by absorption.
- The adequacy of the design of the clothing and whether it is suitable for its intended use.
- The environment in which it will be worn.
- When dust is a hazard, dust-release and the dust release characteristics of the material.

5.10 The HSM in conjunction with the Heads of Department will endeavour to ensure that control measures, PPE and other measures are properly used or applied, and that each employee will make full and appropriate use of any control measure, PPE, etc. and report any defect in the measures or PPE.

5.11 The College will ensure that, where relevant, any control measures provided are maintained in an efficient state, in efficient working order, in good repair and in a clean condition. Where engineering controls are provided to meet the requirements of the regulations, the College will ensure that thorough examination and testing of those controls is carried out, in the case of local exhaust ventilation plant, at least once every 14 months.

5.12 An appropriately detailed CoSHH Assessment will be carried out by the relevant Head of Department, for specific chemicals and other substances used both on and off site, using Attachment G5.1.

- All approved control measures, will be implemented without delay.
- Training in the use of the CoSHH Assessments will be the responsibility of the Head of Department.
- Detailed compliance with CoSHH Assessments will be the responsibility of the appropriate Head of Department. In addition all employees are expected to be accountable for their own actions in relation to the substances they are using during the course of their work.

e) It is College policy that employees will use hazardous substances only in accordance with the information and instruction that they have been given.

5.13 The College will, where the assessment indicates that it is required;

- To protect the health of employees, or

- For ensuring the maintenance of adequate control of exposure of employees,

ensure that the exposure of employees is monitored in accordance with a suitable procedure and that employees are under suitable health surveillance where appropriate.

A record will be made and maintained of all monitoring carried out and that record, or a summary thereof, will be kept available;

- Where the record is representative of the personal exposure of identifiable employees, for at least 40 years, or
- In any other case, for at least 5 years,

from the date of the last entry made in it.

Employees shall have access, on reasonable notice, to their personal monitoring record. Copies of these monitoring records will also be available to the Health and Safety Executive as required.

5.14 The College will provide appropriate first aid and clean up materials for use in the event of an accident, incident or emergency. Training in chemical management and the use of spill clean up materials will be provided for identified members of staff.

5.15 In order to comply with the requirements of the HSE.'s 'L8 Approved Code of Practice for the control of legionella in water systems', the College will:

- Employ a competent contractor to carry out the necessary risk assessments, sampling and biological testing, who will then produce a report detailing the findings of the assessment.
- Carry out such remedial work as is required to remove the hazard of legionella, if identified, from any parts of the water systems.
- Carry out periodic temperature checks on designated points in hot and cold water systems to ensure that the water temperatures are being maintained at the levels specified in the Approved Code of Practice
- Clean and de-scale shower heads periodically
- Employ a competent contractor to carry out the required 6-monthly and annual tests on the water systems, as laid down in the Approved Code of Practice
- Maintain a record of the results of any sampling of the water system, as well as the results of the periodic checks carried out.

This information sheet links to Risk Assessment Reference Number:

NAME OF PRODUCT / SUBSTANCE:

MANUFACTURER'S NAME:

USE / EXPOSURE (DETAILS OF THE WAY IT IS USED):

DATE OF MSDS SHEET:

LOCATION OF MSDS SHEET:

IS THE HAZARDOUS SUBSTANCE GENERATED AS A RESULT OF A PROCESS?

HAZARD WARNING SYMBOL ON CONTAINER LABEL: (circle)

YES / NO

Workplace Exposure Limit (WEL):



POTENTIAL HARM OR ILL EFFECTS: (state what harm may occur)

ACTION TO BE TAKEN IN CASE OF EMERGENCY:

FIRST AID ARRANGEMENTS:

SPILLAGE RELEASE ACTION:

MANAGEMENT (contact in case of emergency):

Name:

Telephone No:

WORK METHOD: (including precautions and controls to be implemented)

Date of Review:

Date of Review:

Name of Assessor:

Name of Assessor:

Position

Position

COSHH INFORMATION SHEET

(Information provided here is a summary of details provided on the relevant COSHH assessment sheet for the substances named)

Product Name	How can it harm?	What PPE is required?	What First Aid is needed?	Other Comments

Information Sheet compiled by:

Date:

Next Review:

G6. Crowds and Crowd Control

- 6.1 Overcrowding can lead, in emergency, to congestion of evacuation routes, panic, trampling and fatality.
- 6.2 For standard events in College, involving large numbers (including normal use of the Bar), standard Risk Assessments have been developed.
- 6.3 For similar events held for the first time, specific Risk Assessments will be developed by the HSM. and/or the HSO. in consultation with the relevant Heads of Department or Student representatives or Academic Staff.
- 6.4 All such Risk Assessments will draw on specialists' advice and will consider the following:
 - Numbers, including maximum safe numbers.
 - Vulnerable groups such as children, disabled.
 - Event timing and duration.
 - Are gatecrashers possible?
 - Is alcohol to be consumed?
 - Parallel events.
 - Provision of concise information for crowd control.
- 6.5 The relevant Risk Assessment will form part of the event planning briefing. Refer to the HSE publication IND (G) 142L "Managing Crowd Safety in Public Venues".

G7. Electrical Safety

- 7.1 The Governing Body aims to comply with the Electricity at Work Regulations 1989 and the guidance form contained in HS (R) “Memorandum of Guidance of the Electricity at Work Regulations 1989”. In addition the College will also comply with other codes of practice, guidance and the current edition of the IEE Regulations (16th Edition).
- 7.2 Electrical work and installation will be carried out only by those persons deemed to be competent to do so.
- 7.3 Electrical hazards arise from poor design, construction and installation, inadequate standards of maintenance, or misuse and incorrect operation. The College will reduce these hazards to a minimum by the use of competent persons, using safe systems of work, approved materials and equipment and through regular testing and inspection.
- 7.4 Staff who use electrical equipment must report any fault or defect immediately to their Head of Department. **Staff must not attempt to carry out any repairs or interfere with any equipment unless they are designated competent to do so.**
- 7.5 As soon as staff become aware of any defect they should stop using and isolate the equipment by removing the power source. They should then report the defect. All staff will be given training to ensure that this procedure is followed.

7.6 Portable Appliance Testing (PAT)

All electrical equipment will have at least a visual inspection before it is used. Routine inspection and preventative maintenance are essential if accidents are to be avoided. All College-owned portable apparatus, including extension leads, will be recorded in a register. The frequency of the recall will depend on the type and use of the apparatus based on an assessment of risk.

- 7.7 In relation to portable electrical appliances, guidance contained in HSE Guidance Note PM32 “The Safe Use of Portable Electrical Appliances” will be followed. A copy will be kept in the Health and Safety file.
- 7.8 In relation to electrical equipment, Heads of Department and employees must have regard, in particular, to the following:
- Strength and capability of the equipment.
 - Adverse or hazardous requirements or circumstances.
 - Insulation protection and placing of conductors.
 - Earthing and other precautions.
 - Integrity of reference conductors.
 - Connections.
 - Means of protection from excess of current.
 - Means of cutting off the supply and for insulation.
 - Precautions for work on equipment made dead.
 - Work on live conductors.

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- Work space, access and lighting.
- The competence of users to prevent danger and injury.

7.9 An abstract of the Electricity at Work Regulations 1989 will be posted in the College Maintenance Department.

7.10 In addition to the above the College will have regard to guidance given by HSE as follows:

- GS27 Protection against electrical shock
- GS37 Flexible leads, plugs, sockets, etc.
- GS38 Electrical test equipment for use by electricians
- GS44 Electrical working practices
- HG (G) 13 Electrical testing

7.11 Any electrical shocks suffered by any employee, student, visitor etc. must be reported immediately and entered into the accident book.

7.12 A permit to work must be issued before a contractor is authorised to work on a College-based electrical supply. The permit to work must be completed before a College employee uses the supply following any contractual work.

7.13 Wherever possible electrical tools and equipment should be rated at 110v. This significantly reduces the risk of harm from electrocution that occurs when 240v appliances are used.

7.14 Although the risks of harm are reduced, care must still be taken to ensure that plant; transformers and tools are properly maintained, inspected and tested at regular intervals.

7.15 Care must be taken to ensure that correct voltage routings are used and that 110v equipment is not connected directly to a 240v supply.

G8. Employee Dress

8.1 All employees must dress in such a manner that is appropriate for their job having regard to section G24 “Personal Protective Equipment and Clothing”.

8.2 Employees must not wear any jewellery, including dangling chains which are liable to cause danger or increase the risk of injury. Employees should be aware of the dangers of wearing any loose, baggy or hanging clothing which can become trapped or entangled causing serious injury. Long hair should be tied back when using equipment where entanglement is possible.

Sensible footwear should be worn at all times. Slippers, backless footwear or open-toed shoes are considered inappropriate, soles should permit a good grip on floors and stairs, and heels should be appropriate, given that there are uneven surfaces and stairs in and around College.

8.3 Where appropriate items of PPE (personal protective equipment) must be worn whilst the task for which the PPE has been provided is being carried out. All PPE must be maintained in a clean and serviceable condition.

G9. Disabled Persons

- 9.1 The Health & Safety at Work etc. Act 1974 requires employers to exercise a general duty of care towards their employees.
- 9.2 The College aims to provide full and fair opportunity for employment for disabled applicants and to ensure, through full and practical assistance where required, their continued employment and promotion. Employees who become disabled will be accorded every possible opportunity for maintaining their position or for re-training if appropriate.
- 9.3 The College's Health & Safety policy has been prepared to ensure a safe and healthy environment for all employees, students and visitors.

G10. Fire

G10 (a) Action to be taken in the event of a fire

Fire notices are posted in all rooms giving instructions about evacuation.

- 10.1 The College will be provided with fire protection in accordance with fire precautions legislation.
- 10.2 Fire fighting equipment, means of escape and warning systems will be maintained at all times on the premises. Fire alarm activators and sounders will be tested on a weekly basis following a pre-arranged schedule.
- 10.3 Fire-fighting equipment will be provided in accordance with the College Fire Officer's advice. Appropriately marked signs will indicate the position of extinguishers. Extinguishers that are appropriate to the circumstances will be provided. All staff, students and members will be made aware of the position of fire extinguishers.
- 10.4 Extinguishers should be used only by those staff, students and members who have been trained in their correct use and only if it is safe to do so.
- 10.5 Means of escape in case of emergency will be clearly marked. All staff, students and members will be required to be aware of the exits in their area and the location of their assembly point.
- 10.6 ***All means of escape must be available for use at all times.*** Access to the means of escape must be kept clear and unobstructed at all times. All staff are responsible for maintaining escape routes and reporting any defects or obstructions.
- 10.7 Any person on discovering a fire must raise the alarm by activating the nearest break-glass point.
- 10.8 As part of staff training, all staff, students and members must be made aware of the following:
 1. General fire prevention principles
 2. Action to take on discovering a fire
 3. Means of raising the alarm and the position of alarms
 4. Action to take on hearing the alarms
 5. Stopping work procedures
 6. Location of fire fighting equipment
 7. Means of escape
 8. Assembly points
- 10.9 The College fire and evacuation procedures are detailed within Attachments G10a and G10b respectively.

10.10 A fire log will be maintained in the Porters Lodge.

10.11 The relevant HSO and Head Porter/ and nominated Heads of Department will inspect the premises at agreed intervals to ensure that the fire arrangements are being maintained. Fire-fighting equipment will be checked bi-annually by a competent person or organisation.

10.12 Appropriate notices and signs will be displayed throughout the College premises

10.13 A personal emergency evacuation plan will normally be developed by the College in consultation with any disabled residents.

(b) Codes Of Practice For Contractors

1 Fire Management Arrangements

A comprehensive heat and smoke detector system has been installed in every area within the main College curtilage.

Once the detectors are triggered, audio alarms sound in each area in the affected part of College. All main site alarms are automatically relayed to the Lodge. The Fire Brigade should be contacted via the College Lodge.

In the event of an alarm sounding and/or the discovery of a fire, individuals should leave their workplace immediately and go to their designated assembly area. Affected areas may be reoccupied only on authority from the Lodge or the senior Fire Brigade officer on site.

Fire fighting equipment is provided throughout the College.

Individuals should never put themselves at unnecessary personal risk.

2. First Aid Arrangements

- a. A number of College members or staff have been trained to carry out first aid and hold current certificates. An up to date list of qualified first aiders is held in the Lodge and other key places throughout the College.
- b. First aid equipment is available in the Porters Lodge.
- c. All incidents should be reported in the first instance to the duty Lodge Porter or outside properties Wardens who will identify which trained staff are available. Should the emergency necessitate it, make contact with and arrange transportation to the appropriate local hospital.

3. Accident-Reporting Procedure

The Management of Health and Safety at Work Regulations 1999 require a record to be kept of all notifiable accidents or dangerous occurrences. The College's accident reporting forms are held in all departments and houses and the accident book is kept in the Assistant Bursars Office. Whether or not they are notifiable (for definitions see the Accident Book), all accidents, dangerous occurrences, illnesses, diseases and medical conditions that arises out of or in connection with activities conducted on College premises should be recorded in the Accident Book.

G11. First Aid

- 11.1 The College, in making adequate arrangements for first aid, will comply with the Health and Safety (First-Aid) Regulations 1981 and HSE Approved Code of Practice, L74 “First Aid at Work”.
- 11.2 The College will maintain an adequate number of qualified first aiders in order to provide first aid cover at all times. The names of all first aiders will be displayed throughout the premises.
- 11.3 The HSM. will be responsible for recording names and location of first aiders and will file first aid certificates with the date of initial training and refresher training.
- 11.4 Training of first aiders will be in accordance with the HSE-approved list of courses and course providers.
- 11.5 The prime aim of any employee dealing with an injured or ill person is to sustain life and if possible to stabilise the condition until professional assistance arrives. In the case of an emergency, the employee will, if safe to do so, be taken to the nearest casualty or emergency treatment hospital or other medical centre or await the arrival of an ambulance. It is the responsibility of the first aider (or appointed person) to call for an ambulance where it is deemed necessary.
- 11.6 First aid kits will be kept in accordance with the “Contents List” overleaf. The overall responsibility to maintain the first aid kits and their materials lies with the College Nurse, but first aid cabinets will be checked and replenished weekly and after known use by the Porter’s Lodge staff.
- 11.7 **No medicine, drugs or other medications will be administered by any member of staff other than a College doctor or the College nurse.**
- 11.8 Adequate training and information will be provided to employees so that they are aware of the above arrangements including the location of equipment, materials and personnel.
- 11.9 All First Aid treatment provided by the First Aiders shall be recorded in the Accident Book, which is kept in the Lodge. The HSM. shall ensure that all details and proposed actions are suitable and sufficient. In the case of more serious accidents the HSM and/or HSOs shall carry out a separate investigation. Where required the Enforcing Authority will be notified as per RIDDOR.
- 11.10 Following an investigation of the accident by the Head of Department, the HSO./HSM shall complete a record of the investigation.

Note: The Head of Department must inform the HSM. if the employee is unavailable for work for more than three days after the day of the accident (including non work days).

First Aid Kit contents

The contents of the first aid kit should be replenished to the minimum acceptable standard as follows;

- 1 Guidance Card
- 20 Individually wrapped, sterile, adhesive dressings
- 2 Sterile eye pads, with attachment
- 6 Triangular bandages
- 6 Safety pins
- 6 Medium (10 cm x 8 cm), sterile, individually wrapped, unmedicated dressings
- 2 Large (13 cm x 9 cm), sterile, individually wrapped, unmedicated dressings
- 3 Extra large (28 cm x 17.5 cm), sterile, individually wrapped, unmedicated dressings
- 20 Individually wrapped Medi-Wipes
- 1 pair Disposable gloves

G11 (b) Reportable Items Checklist

1. Death of an employee.
2. Major injuries to an employee, e.g. most fractures, loss of consciousness, amputation, etc.
3. Violence in the workplace.
4. Injuries to non-employees, e.g. visitors, customers etc. if hospital treatment is required.
5. Workplace injury causing an employee to be absent for more than three consecutive days after the day of the accident.
6. Injuries to non-employees whilst in attendance on hospital premises.
7. Incidents relating to materials or substances causing injury or death to an employee and/or non-employees involving road vehicles.
8. Incidents involving the collapse, overturning or failure to any load-bearing part of lifting machinery, e.g. cranes, hoists, fork lifts, etc.
9. Failure of pressure systems.
10. Unintentional contact with overhead electric lines.
11. Electrical short circuit or overload resulting in fire or explosion and causing stoppage of plant for more than 24 hours or having the potential to cause a fatality.
12. Any incident concerning uncontrolled use of explosives.
13. Release of biological agents which are likely to cause severe human infection or illness.
14. Malfunction of radiation generators, etc.
15. Malfunction of breathing apparatus.
16. Failure of any freight container via its load-bearing parts while it is being raised lowered or suspended.
17. Failure of diving equipment endangering of diver's life, e.g. malfunction of lifting equipment and breathing apparatus.
18. Collapse, complete or partial, of scaffolding.
19. Uncontrolled or accidental escape of substances from a pipeline or pipeline works.

20. Accident/incident involving carriage of dangerous substances by road e.g. overturned tanker, collision with another vehicle causing the release of a dangerous substance.
21. Unintended collapse or partial collapse of building or structure, floor or wall, or false-work (temporary works).
22. Where explosion or fire causes stoppage of work on the premises for more than 24 hours.
23. The sudden, uncontrolled release of flammable substances either internally or in external conditions.
24. The accidental release or escape of any substance in a quantity sufficient to cause the death, major injury or any other damage to the health of any person.
25. Gas incident causing death or injury (including gas containers).
26. Gas incident liable to cause death or injury, i.e. faulty appliance, defective pipe work, etc.

NOTE: Peninsula Business Services Limited will supply the necessary advice and documentation required in such incidents.

27. Occupational diseases as certified by a medical practitioner and as such relating to the workplace.

ACCIDENT REPORT FORM
PLEASE COMPLETE ALL SECTIONS

SECTION A – Location of Accident

Name of Casualty

Contact Details

Post Code

Telephone Number

Date of Accident

Time of Accident

Place of Accident

College Member/Employee

(Please circle where appropriate)

Contractor

Visitor

Other

SECTION B – Description of Accident

SECTION C – Advice or Treatment Given?

SECTION D – Action

(Please circle where appropriate)

Minor accident/incident: Yes No
No

Major accident/incident: Yes

(Domestic Bursar to be notified if “yes”)

Ambulance summoned: Yes No
No

Police summoned Yes

Hospitalised: Yes No

If yes, where:

Next of kin informed: Yes No

If yes, who:

**PLEASE COMPLETE SECTIONS A, B, C, AND D OF THIS FORM BEFORE
SIGNING BELOW**

Signed: _____ Department Head /
First Aider

Full Name: _____ (Print in capital
letters)

Date & Time of Form Completion: _____

FOR OFFICIAL USE ONLY

REPORTING

College Accident Book : **Yes** **No**

(Please circle where appropriate)

College Nurse Informed

RIDDOR (HSE):

Outcome :

Date received by Domestic Bursar : _____ Report:

THIS FORM MUST BE SENT TO THE DOMESTIC BURSAR AS SOON AS POSSIBLE

G11(c) AR2 Accident Report Form

(To be completed and forwarded to Assistant Bursar)

College Name and Address	Persons Name and Home Address	Works No: Department:
		Job Title: Years of Service: Sex: Age: N.I. No.: Date Started Employment:
Time and Date of Accident:	Time:..... am/pm	Date:
Exact Location of Accident:		
Witnesses to Accident:		
1. What was the person actually doing at the time of the accident?		
2. Was the person authorised to do this?		
3. Had the person been adequately trained to carry out the task?		
4. Had the injured person or other person acted in an unsafe manner, is so, how?		
5. Were safety devices, if provided, being used, if not, why?		
6. Was protective clothing and equipment, if applicable, available and being used?		
7. If machinery was involved, please state: <ul style="list-style-type: none"> a) Name of machine: b) Part of machine causing injury: c) Was the machine in motion: d) Was any fault found with the machine: 		
8. If not machinery, please state tool, object or substance being used:		
9. What were the circumstances immediately prior to the accident? (i.e. did anything occur that may have led to the accident?)		

10. What was the probable cause of the accident?
11. What action is being taken to avoid reoccurrence?

Signature

Position

Date

Reviewed by

Signature

Position

Date

G12. Food Hygiene

- 12.1 Contamination caused by disease, inadequate procedures, poor personal hygiene, pest infestation or chemicals, can lead to illness and, in extreme cases of food poisoning, to death.
- 12.2 The College's kitchens, food handling areas and processes are inspected at regular intervals by Oxford City Council's Environmental Health Officers.
- 12.3 All employees who handle food must have a Basic Food Handling certificate.
- 12.4 All staff must be COSHH trained and attend regular refresher training.
- 12.5 Regular cleaning and pest disinfections must be undertaken in all food handling areas. In annex and house kitchens during each vacation the Warden arranges for a thorough clean of each of such kitchens.
- 12.6 Food is purchased only from approved sources which can satisfy the Managers' food hygiene audit trail.
- 12.7 In the main kitchen, the food temperature and installation monitoring programme has been introduced.
- 12.8 Food Hazard Analysis and Critical Control Points (HACCP) assessments will be carried out for all food preparation activities. All food preparation staff will be instructed upon the outcomes of HACCP assessments.

G13. Gas safety

- 13.1 The risks associated with the use of gas depend on the circumstances. These risks include carbon monoxide poisoning, fire, explosion and asphyxiation.
- 13.2 It is Governing Body policy to comply with the Gas Safety (Installation and Use) Regulations 1994, which are designed to achieve safety in relation to gas installations, servicing and use of fittings and appliances.
- 13.3 All gas-related work shall be carried out only by a competent person or persons. Normally these would be approved by HSE, i.e. Gas Safe registered.
- 13.4 Gas fittings will be of correct construction, material, strength and size and should be regularly maintained by a competent member of staff or contractor.
- 13.5 Employees, unless competent and authorised to do so, must not interfere in any way with any gas appliances or fitting.
- 13.6 Any employee who smells gas should initiate evacuation procedures (as for fire).
- 13.7 Any fault or defect in any gas appliance or fitting must be reported immediately to the appropriate Head of Department and the Clerk of Works or Deputy Clerk of Works.
- 13.8 A permit to work must be issued before a contractor is authorised to work on a College-based gas supply or fitting. The permit to work must be completed before a College employee uses the supply following any contractual work.

G14. Hand Tools

Ref - Provision and Use of Work Equipment Regulations 1998

- 14.1 Hand tools are classed as work equipment and, as such, need to be considered in line with section G15 'Machinery and Equipment'.
- 14.2 All hand tools must be used for the job for which they are intended. Where none that are suitable are provided, employees should request the purchase of appropriate hand tools through their Head of Department.
- 14.3 Employees must use hand tools in a safe manner and in accordance with any training given in their use.
- 14.4 Hand tools must be maintained in an efficient working condition. Any defects must be reported and repaired.
- 14.5 Electrically-powered hand tools are to comply with BS2769 (1964) and, unless marked 'all insulated', shall be effectively earthed (also see section G7 Electrical Safety).
- 14.6 Hand tools must be stored appropriately and not be subject to substances or articles which will affect their safe use.
- 14.7 When not using hand tools employees must take appropriate care not to expose themselves or others to undue risk. Any employee who is unsure of the correct use of hand tools should consult his or her Head of Department or request training (see section G33).

G15. Machinery and Equipment

Ref: - Provision and use of Work Equipment Regulations 1998 Machinery Directive (CE Marking) Lifting Operations and Lifting Equipment Regulations 1998

- 15.1 The Governing Body's aim is to provide, for employees' use, equipment which is, so far as reasonably practicable, safe and without risk to health. The College will therefore satisfy the requirements of all legislation in relation to equipment and in particular the Provision and Use of Work Equipment Regulations (PUWER) 1998, guidance on the regulations produced by HSE, the Machinery Directive (91/368/EEC) and associated Regulations and information.
- 15.2 The College will endeavour to ensure that the right equipment is purchased. Prior to use, equipment will be checked and any manufacturer's guidance will be considered. Information, instruction and training will be given to employees who will use the equipment. Such training will include risks, the preventative and protective measures, the correct use of guards, systems of work and any personal protective clothing which is required to be worn.
- 15.3 Employees must not use any equipment unless they are competent to do so and have received the necessary information, instruction and training.
- 15.4 Employees must report any damage, malfunction or unsafe equipment to their Head of Department. Employees must not interfere with or repair any equipment unless competent and authorised to do so.
- 15.5 All equipment will be maintained in efficient working order. Particular items of equipment will have a routine and planned maintenance programme. Any equipment which requires legal testing or maintenance will be entered in the relevant register or log and such maintenance kept up to date by the Clerk of Works or Deputy Clerk of Works.
- 15.6 Proper and safe procedures will be adopted for maintenance of equipment, including the isolation of sources of energy.

Note: See also Section G14 'Hand Tools'.

- 15.7 The following general principles will be applied in line with B.S. 5304:1988 'Code of Practice for Safety of Machinery' and PUWER 1998.
 - a) Identifying the hazard - The main risks associated with equipment are; contact; entanglement; being struck by ejected particles; trapping; burns through friction contact; and from being struck by materials being machined.
 - b) Eliminating or reducing the hazard - Using enclosed areas by guarding; using recognised manufacturers; filling in any gaps, etc.

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- c) Using safeguards - Trip devices; electro-sensitive systems; two hand control devices; and mechanical devices using interlocks.

- d) Using safe working practices - Physical safeguards reduce risk, however, safe systems of work must be adopted including planning, setting, use, adjustment and maintenance.

15.8 Particular requirements and regulations apply to certain machinery and will be complied with appropriately, e.g.

Grounds Maintenance Machinery
Workshop Machinery

DAILY VEHICLE CHECKLIST (GOODS VEHICLES)

Form VC/1

DATE:

DRIVER'S NAME:

VEHICLE REGISTRATION:

**TRAILER FLEET
/ SERIAL NUMBER:**

ODOMETER READING:

Items marked with * refer to artic lorry and trailer combinations

ITEM	YES	NO	ITEM	YES	NO
FUEL LEVEL			LIGHTS		
OIL LEVEL			INDICATORS		
WATER LEVEL			WIPERS		
BRAKE FLUID LEVEL			WASHERS		
BATTERY			HORN		
FUEL / OIL LEAKS			EXCESSIVE ENGINE EXHAUST SMOKE		
BATTERY SECURITY			BRAKE HOSES *		
TYRE CONDITION			COUPLING SECURITY *		
TYRE PRESSURE			ELECTRICAL CONNECTIONS *		
WHEEL NUTS			BRAKES		
SPRAY SUPPRESSION			SECURITY OF BODY / WINGS		
STEERING			REGISTRATION PLATES / MARKERS		
SECURITY OF LOAD					
RECORD DEFECTS HERE:			DEFECTS RECTIFIED:		

If no defects found write NIL

Driver's Signature:

Defects Rectified by:

Position:

Signature:

Date:

Ensure that any provided accessories such as fire extinguisher, tow rope, first aid kit, warning triangle or vehicle jack are in order and in place.

Any report listing defects is part of the vehicle's maintenance record and must be kept, together with the details of the remedial action taken, for at least 15 months. "Nil" defect reports should be kept for as long as they are useful.

G16. Housekeeping

- 16.1 The general tidiness and cleanliness of the premises is a key factor in the promotion of Health and Safety and can contribute greatly to reducing risks and accidents.
- 16.2 **All employees** are responsible for the general state of the premises in respect of rubbish and debris. Employees must dispose of any waste material in the containers provided and must not allow accumulations of waste material.
- 16.3 All employees must keep their own areas of responsibility clean and tidy. Corridors need to be kept free not only from solid objects but also from any fluids or liquids. Spillages must be cleaned up immediately using appropriate materials and observing the relevant warning signs during and after the operation.
- 16.4 No combustible materials must be allowed to accumulate, and all entrances and exits must be kept free from any object which is likely to affect safe movement through them.
- (Employees will be responsible for clearing away any and all mess or surplus material of which they are the cause and for placing it in the relevant containers.)**
- 16.5 Although accumulations of dirt or waste should be reported by employees to their Head of Department, it is stressed that general cleanliness and hygiene is the responsibility of all employees, not just those designated as Scouts.

G17. Lone Working

- 17.1 The College will ensure, so far as is reasonably practicable, that employees and self-employed contractors who are required to work alone or unsupervised for significant periods of time are protected from risks to their health and safety.
- 17.2 Measures will be adopted to protect anyone else affected by solitary working.
- 17.3 Solitary working exposes employees and others to risks from certain hazards. The Colleges intention is either to entirely remove the risks from these hazards, or where complete elimination is not possible, to reduce them to an acceptable level.

G18. Manual Handling and Material Handling

Ref: - Manual Handling Operations Regulations 1992

- 18.1 The Governing Body accepts that there are risks of injuries to employees from manual handling operations; to prevent and reduce those risks, it will comply with the requirements of Manual Handling Operations Regulations 1992 and guidance given by the HSE.
- 18.2 As a starting point, no employee will be expected to and therefore must not move any load which they think is liable to cause injury. Employees should have regard to good manual handling techniques and follow the approved systems of work including the use of any manual handling aids provided.
- 18.3 Employees who have to carry out manual handling operations will be adequately trained in the process and the best way to move loads so as to reduce the risk of injury.
- 18.4 The College will identify all manual handling operations by the means of Risk Assessments (See Section F) and this includes pushing, pulling, lifting, carrying and supporting a load.
- 18.5 In the first instance, if the task can be avoided then it should be. If the task can be automated or mechanised it will be assessed to reduce the risks to the lowest level reasonably practicable.
- 18.6 All remaining manual handling operations which involve a risk of injury and can not be avoided, automated or mechanised, will be assessed to reduce the risks to the lowest level reasonably practicable.
- 18.7 Assessment Procedure

Manual handling assessments will be carried out by the Head of Department in conjunction with the HSO. and HSM , using the appropriate form (Attachment G18.a). These assessments will examine the manual handling operations and determine the measures that need to be put into place to prevent or reduce the risk. These Risk Assessments and the preventative and protective measures will be made available to all employees who need them and will be kept in the Health and Safety file held by the HSM

18.8 Good Lifting and Handling Practice - Advice to Employees

The safest and best way of lifting and loading will vary depending on the size, shape and weight of the object you need to move. However, there are a few general principles that will help you ensure good practice.

Stop and Think

The first and probably the most important step in lifting safely is to stop for a moment and think. Think about the object you are going to lift, how you are

going to lift it and what you need to do once you have lifted it. At this stage you should identify any hazards that may be involved in the operation. Remember, you are assessing the risks to your own Health and Safety. Some of the most important things to consider are:

Assessing the load

- What is the weight of the load?
- Is the weight evenly distributed, is it unstable or unbalanced?
- Is it sharp or are there other hazards (e.g. hot, cold, oily, etc). Do you need protective equipment?
- Does the size or shape make it difficult to handle safely?

Assessing the Task

- Are there any mechanical aids that can be used to assist with the job?
- Do I need help with the load (even light loads may need two people to lift them safely if they are large or bulky)?
- Is the working area clean and tidy or are there any obstructions, tripping or slipping hazards that need to be removed first?

Don't forget that manual handling is not just about lifting loads, they also have to be moved. It's just as important to check the route you're going to be taking as it is to check the area you're lifting in. Again remember to look for slipping and tripping hazards along the route. If you need to carry the load for any distance consider the need to stop to take short rests or adjust your grip. If you do need to stop, try to find somewhere to place the load that is about waist height rather than on the floor, because when you start off again the lift is much safer. Just a little forward planning can help make your job much safer and a lot easier at the same time.

Adopt a Good Posture

A good posture is essential to ensure safe manual handling and any good posture must start with a firm and stable base. So, make sure you're wearing suitable footwear and not lifting from a slippery or unstable position. Start the lift with the feet slightly apart (around the width of your shoulders is about the right spacing). Where the size of the load allows, it's best to position your feet either side of it with your leading leg as far forward as you feel comfortable with. If you need to separate your feet much wider than the width of your shoulders, you should think about getting someone to help, even though the load may be fairly light. Now bend your knees so that your grip on the load is as near to level with your waist as possible. Don't kneel or bend your knees beyond the point where it gets difficult to straighten them up again. Remember, keep the back straight (you may find tucking your chin in slightly helps). Keep your shoulders level and facing in the same direction as your hips, don't twist to one side.

Get a Firm Grip

Lean forward a little over the load if it helps you to get a good grip. The best type of grip to use depends on the sort of object you will be lifting, but the most important thing is to make sure the load isn't going to slip.

Use gloves wherever they help improve your grip and always use them if the objects are sharp or hazardous. If you find you have to vary or adjust your grip during the move make sure you do it as smoothly as possible.

You will find that a hook type of grip is far less tiring than keeping your fingers straight and trying to grip the side of an object.

Don't Snatch or Jerk

All lifting and moving operations should be carried out as smoothly as possible. Snatching or jerking the load produces a strain on your body that is much higher than it would be if the operation were carried out in a smooth continuous movement. Remember that this advice also applies to tasks where you need to push or pull objects as well. If you find you need to reposition the load or change your grip after the initial lift, consider resting the load on a bench or table to do this.

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G18(a) Manual Handling Assessment

Manual Handling Assessment No.

Date

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See Risk Assessment Code No.

Description of Task					
Questions to consider: (If the answer to question is 'Yes' place a tick against it and then consider the level of the risk)	Level of risk: (Tick as appropriate)				Possible remedial action: (Make rough notes in this column in preparation for completing Risk Assessment)
The tasks - do they involve:	Yes	Low	Med	High	
<ul style="list-style-type: none"> • holding the loads away from the trunk? • twisting? • stooping? • reaching upwards? • large vertical movements? • long carrying distances? • strenuous pushing or pulling? • unpredictable movements of load? • repetitive handling? • insufficient rest recovery? • a work rate imposed by a process? 					
The loads - are they:	Yes	Low	Med	High	
<ul style="list-style-type: none"> • heavy? • bulky/unwieldy? • difficult to grasp? • unstable/unpredictable? • intrinsically harmful (e.g. sharp/hot)? 					
The working environment - are there:	Yes	Low	Med	High	
<ul style="list-style-type: none"> • constrains on posture? • poor floors? • variations in floor levels? • hot/cold/humid conditions? • strong air movements? 					
Individual capability - does the job:	Yes	Low	Med	High	
<ul style="list-style-type: none"> • require unusual capabilities? • hazard those with a health problem? • hazard those who are pregnant? • call for special information/training? 					
Other factors:	Yes	Low	Med	High	
<ul style="list-style-type: none"> • Is movement or posture hindered by clothing or personal protective equipment? 					
Deciding the level of risk will inevitably call for judgement. The guidelines in Appendix 1 may provide a useful yardstick.					
Name of Assessor:			Signature of Assessor:		

G19. Motor Transport within College Premises

- 19.1 As the College site is not designated for motor traffic and as all areas experience continual heavy pedestrian use, particular care must be taken when manoeuvring private cars, contractors' vans, motorised trolleys or trucks within the premises.
- 19.2 To control the extent of traffic and parking on the site, all vehicles, including contractors' motorised trolleys or trucks need authority to enter the premises. Operators of authorised motorised trucks or trolleys must be specifically briefed about hazards before they are authorised to operate on the site.
- 19.3 All drivers must confine their speed to a normal walking pace and whenever possible should seek assistance in manoeuvring by a member of staff.
- 19.4 The interaction of vehicles and pedestrians will be subjected to regular Risk Assessment with outcomes communicated to relevant staff.

G20. Noise at Work

Ref: - **Control of Noise at Work Regulations 2006**

Note: **Whilst it is not envisaged that excessive noise will be a problem in the College, this section may need to be applied when refurbishment or construction is being carried out.**

20.1 Exposure to noise at work can cause irreversible hearing damage. It is one of the most common health problems and can be difficult to detect as the effects build up gradually over time and there is a natural degeneration due to age.

Often the dangers can be reduced by relatively simple and inexpensive means. This guidance note gives advice on the legal requirements and the hierarchy of control for dealing with noise exposure in the workplace

20.2 Although gradual hearing loss over a period of time is a natural ageing process, exposure to excessive noise levels can cause immediate, temporary or permanent loss of hearing due to damage to the hearing system. For example, the ability to hear all noise or specific frequencies of noise can be lost, or 'tinnitus' (ringing in the ears) can develop. The effect on each person varies according to their sensitivity. The employer is held responsible in law for any hearing loss which may have resulted from exposure to noise at work. Noise can also create stress and can be a safety hazard at work, interfering with communication and making warnings harder to hear.

20.3 The new Control of Noise at Work Regulations came into force in April 2006. They require employers to take a modern risk management approach to noise in the workplace.

These regulations revoke and replace the previous Noise at Work Regulations which referred to two action levels relating to daily personal exposure, averaged out over an eight hour day. 85dB (A) is the first action level and 90dB (A) is the second. There is also a peak action level of 140dB (A) associated with high intensities of noise, e.g. a jet engine or explosion, where there is an instant risk.

The new Control of Noise at Work Regulations require employers to prevent or reduce risks to health and safety from exposure to noise at work. Employees also have duties under the Regulations. The Regulations require employers to

- assess the risks to their employees from noise at work
- take action to reduce the noise exposure that produces those risks
- provide their employees with hearing protection if they cannot reduce the noise exposure enough by using other methods
- make sure the legal limits on noise exposure are not exceeded
- provide employees with information, instruction and training
- carry out health surveillance where there is a risk to health

The Regulations do not apply to members of the public exposed to noise from their non-work activities, or making an informed choice to go to noisy places, and low-level noise which is a nuisance but causes no risk of hearing damage.

Employers in the music and entertainment sectors have until 6 April 2008 to comply with the new Noise Regulations. Meanwhile they must continue to comply with the previous Noise at Work Regulations.

Work related noise-induced hearing damage is entirely preventable. The following measures are instrumental in this:

- employers must take action to reduce exposure to noise and provide protective measures for employees
- manufacturers must design tools and machinery to operate more quietly
- employees must make use of the protective measures supplied
- employees exposed to hazards such as high noise levels should be provided with appropriate health surveillance

20.4 The new Control of Noise at Work Regulations require employers to take specific action at certain action values. These relate to the levels of exposure to noise of their employees averaged over a working day or week; and the maximum noise (peak sound pressure) to which employees are exposed in a working day.

The values are:

- **Lower Exposure Action Values:** – daily or weekly exposure of 80 dB; peak sound pressure of 135 dB;
- **Upper Exposure Action Values:** – daily or weekly exposure of 85 dB; peak sound pressure of 137 dB.
- **Exposure Limit Values** - There are also levels of noise exposure which must not be exceeded which are:
daily or weekly exposure of 87 dB; peak sound pressure of 140 dB.

These exposure limit values take account of any reduction in exposure provided by hearing protection.

Controlling noise can be achieved by:

- **Engineering controls** – purchasing equipment which has low vibration and noise characteristics
- **Orientation and location** – moving the noise source away from the work area, or turning the machine around
- **Enclosure** – by surrounding the machine or other noise source with sound-absorbing material
- **Use of silencers** – these can suppress noise generated when air, gas or steam flows in pipes or is exhausted to the atmosphere
- **Lagging** – this can be used on pipes carrying steam or hot fluids as an alternative to enclosure

- **Damping** – this can be achieved by fitting proprietary damping pads, stiffening ribs or by using double skin construction techniques
- **Screens** – these are effective in reducing direct noise transmission
- **Absorption treatment** – in the form of wall applications or ceiling panels
- **Isolation of workers** – in acoustically-quiet booths or control areas which are properly enclosed
- **Personal protection** – the provision and wearing of ear muffs (defenders) or plugs. This must be regarded as the last line of defence, and engineering controls should be considered in all cases. Areas where personal protective devices must be worn should be identified by signs, and adequate training should be given in the selection, fitting and use of the equipment, as well as the reasons for its use.

20.5 Firstly, decide if you have a noise problem e.g.

- You have to shout to be clearly heard by someone two metres away.
- You or your employee's ears are ringing after leaving the workplace.
- People use equipment which causes loud explosive noises such as cartridge-operated tools or guns.
- If radios are in the area and the volume is excessive this is usually due to the fact that it is masking excessive background noise.

Workplaces such as engineering workshops, sawmills, bottling plants, discos, textile mills, or anywhere that uses noisy machinery and equipment, such as on construction sites or in forestry, are examples of environments in which excessive noise occurs. Consideration should also be given to the people who may visit these places and may be at risk.

If you answered 'yes' to the question 'Do you have a noise problem', you will need to assess the risks to decide whether any further action is needed, and plan how you will do it. The aim of the risk assessment is to help you decide what you need to do to ensure the health and safety of your employees who are exposed to noise. It is more than just taking measurements of noise – sometimes measurements may not even be necessary.

Your risk assessment should:

- identify where there may be a risk from noise and who is likely to be affected
- contain a reliable estimate of your employees' exposures, and compare the exposure with the exposure action values and limit values – this would normally be done by commissioning a noise survey from a competent person
- identify what you need to do to comply with the law, e.g. whether noise control measures or hearing protection are needed, and, if so, where and what type
- identify any employees who need to be provided with health surveillance and whether any are at particular risk - it is essential that you can show that your estimate of employees' exposure is representative of the work that they do. It needs to take account of:
 - the work they do or are likely to do
 - the ways in which they do the work

- how it might vary from one day to the next

Your estimate must be based on reliable information, e.g. measurements in your own workplace, information from other similar workplaces, or data from suppliers of machinery.

You must record the findings of your risk assessment. You need to record in an action plan anything you identify as being necessary to comply with the law, setting out what you have done and what you are going to do, with a timetable stating who will be responsible for the work.

Review your risk assessment if circumstances in your workplace change and affect noise exposures. Also review it regularly to make sure that you continue to do all that is reasonably practicable to control the noise risks. Even if it appears that nothing has changed, you should not leave it for more than about two years without checking whether a review is needed.

You need to make sure that your risk assessment has been drawn up by someone who is competent to carry out the task and is based on advice and information from people who are competent to provide it. You, or people within your company, may well be competent in some or all areas. You may, however, choose or need to go to external consultants.

If employees are likely to be exposed to noise at or above the **Lower Exposure Action Value** you need to:

- Identify which workers are at risk from hearing damage.
- Inform employees and make hearing protection available.
- Determine the daily personal noise exposure of the workers.
- Identify whether noise control measures or hearing protection are needed and if so, the type of hearing protection required and in which area.
- Record the noise assessment and review regularly or if something changes.

If employees are likely to be exposed to noise at or above the **Upper Exposure Action Value** you should reduce their exposure to noise, so far as is reasonably practicable, in ways other than by providing hearing protection.

You must ensure that:

- Areas where these levels are reached are clearly identified as areas where hearing protection must be worn.
- The immediate risk is tackled e.g. by providing hearing protection as a stop gap.
- All exposed personnel are informed and adequately trained.
- Ways of reducing noise exposure by engineering controls or organisational means are identified.
- Priorities for action are established; consider where changes could be made to produce immediate benefits and what your future strategy should be.
- Arrangements for health surveillance are made for employees.
- Someone is responsible for ensuring any necessary action is taken.

20.6 There are many techniques for controlling exposure to noise. Before doing anything drastic, you should consider the following:

- Can the work be done in a quieter way?
- Can you replace whatever is causing the noise with something less noisy?
- Try to introduce a low-noise purchasing policy for machinery and equipment.

Some controls to consider for reducing noise levels:

- Avoid metal on metal impacts e.g. line chutes with abrasion resistant rubber.
- Add damping to machine panels to reduce vibration.
- Fit silencers to air exhausts and blowing nozzles.
- Ensure regular maintenance of machinery and equipment.
- Erect enclosures around machines.
- Use barriers and screens to block the direct path of sound.
- Position noise sources further away from workers.
- Use absorptive materials within the building to reduce reflected sound.
- Segregate noisy machinery and processes from quieter areas.
- Limit the time spent in noisy areas.

20.7 The main types of hearing protection are:

- Earmuffs (ear defenders), which completely cover the ear.
- Earplugs, which are inserted in the ear canal.
- Semi-inserts which cover the entrance to the ear canal.

Hearing protection must reduce the employees' noise exposure to below the new action values, be suitable for the environment that they work in and be compatible with other protective equipment used by the employee.

It is important to ensure that employees are trained in how to fit and use hearing protection. Suppliers of hearing protection will help you make the best choice for your needs and will often help with your training needs.

Employers should ensure that any personal protective equipment is stored, maintained, cleaned and used according to the manufacturer's instructions and that it is CE marked.

20.8 Health surveillance usually entails:

- Regular hearing checks in controlled conditions and keeping records.
- Informing employees about the results of their hearing checks.
- Encouraging employees to seek further advice from a Doctor where hearing damage is suspected.

20.9 Health surveillance usually entails:

- Regular hearing checks in controlled conditions and keeping records.
- Informing employees about the results of their hearing checks.

- Encouraging employees to seek further advice from a Doctor where hearing damage is suspected.

20.10 You are required to provide information, instruction and training for employees who are exposed to noise above any of the action levels. This should include:

- The likely noise exposures and any risk to hearing.
- Information about hearing protection, this includes the correct fitting of personal protective equipment.
- How to report defects of hearing protection and noise control equipment.
- The employees' duties to comply with the employer's arrangements.

20.11 **The New Control of Noise at Work Regulations: A Summary**

General

The new Regulations came into force on 6 April 2006. They revoke and replace the previous Noise at Work Regulations. This summary is based upon the Regulations and HSE Guidance.

The new Regulations' main requirements mirror those currently in place, namely:

- carrying out risk assessments
- providing protection to employees exposed to different levels of noise
- demarcation of hearing protection zones
- providing information, instruction and training to employees regarding the risks

Although the duties in the new Regulations are similar to those in the previous Regulations, there are three major changes:

New Action and Limit Values

Under the previous Regulations there are three **Action Levels**. The new Regulations retain the principle of Action Levels but they are now called **Action Values** and their levels have been reduced. Additionally, the new Regulations have **Exposure Limit Values**. See table 1 for a comparison and details of the action required.

The previous Action Levels were based on continuous or daily exposure. The new Action Values can be based on daily exposure or average noise levels over a 1 week period (where noise exposure varies from day to day).

Health Surveillance

Health surveillance is not specifically mentioned in the previous Regulations but is recommended in the Guidance to the Management of Health and Safety at Work Regulations.

Under the new Regulations employers must provide health surveillance for any employees who are likely to be exposed to noise above the Upper Action Value or who may be at risk for any other reason (e.g. they already suffer from hearing loss or are particularly sensitive to noise). In these cases the employees must make themselves available for surveillance (at the employer's expense and in work time).

Elimination or Control of Exposure to Noise

The new Regulations place more emphasis on elimination of risk at its source or, where this is not reasonably practicable, reduction to as low a level as is reasonably practicable. Where employees are likely to be exposed to a noise at or above the Upper Action Value, the employer must reduce exposure to as low as is reasonably practicable by establishing and implementing a programme of organisational and technical measures, excluding the provision of personal hearing protection, as appropriate to the activity.

Actions taken in all cases must be based on the general principles of prevention set out in the Management Regulations and must include consideration of:

- other working methods that reduce exposure to noise
- choice of appropriate work equipment emitting the least possible noise
- the design and layout of workplaces, workstations and rest facilities
- suitable and sufficient information and training for employees, such that work equipment may be used correctly, in order to minimise their exposure to noise
- reduction of noise by technical means
- appropriate maintenance programmes for work equipment, the workplace and the systems
- limitation of the duration and intensity of exposure to noise
- appropriate work schedules with adequate rest periods

Other Issues

If, as a result of a noise survey, you designate part of your workplace as an area where hearing protection must be worn, you may also need to consider how employees will hear the fire alarm or other indications of emergencies while they are wearing their ear protection. You may need to consider additional visual aids such as flashing lights.

G21. Non-Statutory Inspections

- 21.1 The respective Heads of Department are responsible for the periodic inspection of processes, equipment and materials which are detailed in this policy. Some of these inspections are not required by law but will be undertaken in order to maintain the highest standards of Health and Safety.
- 21.2 First aid kits will be checked regularly and replenished, then and after known use, by the College Nurse in conjunction with the HSM and the HSO.
- 21.3 **All staff will be responsible for examining any equipment or machinery before they use it.**
- 21.4 The HSO. will inspect fire-fighting equipment and means of escape and will arrange for alarms to be tested in accordance with section G10.
- 21.5 Services, electricity, gas etc. will be inspected regularly by competent persons.
- 21.6 Lighting, heating, ventilation and welfare facilities will be inspected periodically to ensure their continued adequacy.

G22. Office Safety

Note: It must be remembered that College consists of old buildings and therefore presents greater potential risk than traditionally safe working areas.

- 22.1 There are a number of risks associated with working in an office and, although such areas are generally of low risk, the following points should be borne in mind:
- Floors and aisles should be kept clear at all times.
 - Floors should be kept free of materials or substances likely to cause persons to slip, trip or fall.
 - Anything heavy or awkward which is likely to cause injury should not be lifted
 - Filing cabinets should not be overfilled and materials should not be stored on top of ledges, filing cabinets etc. Filing cabinets must be of the type which allows only one drawer to be opened at any one time.
 - Interference with any electrical equipment should be avoided, and electrical faults and defects should be reported immediately
 - Guidance or instructions on notices or signs should be followed
 - Fire exits should be kept clear at all times
- 22.2 There are particular risks associated with the use of display screen equipment (DSE) that can be avoided. These are dealt with separately in section G34.
- 22.3 Office staff must make themselves familiar with the arrangements for dealing with emergencies including fire (see section G10).
- 22.4 Employees are required to keep their own work areas clean and tidy at all times. Employees are advised not to drink and eat in the vicinity of electrical equipment.
- 22.5 Employees must not use anything other than stepladders or other specifically designed aids to reach high shelves or other areas out of reach from the ground, e.g. files on shelves.
- 22.6 Any hazardous materials or substances used in the office must be treated as any other as per section G5 dealing with the Control of Substances Hazardous to Health. Assessments will be carried out and made available as appropriate.
- 22.7 Effective cable management procedures must be implemented where electrical equipment is in use.

G23. Permit to Work (PTW) Systems

- 23.1 The assessment of risks will identify processes or procedures that require the issue of permits to work (PTW). These processes or procedures are listed on Attachment G23a and a specimen permit to work at Attachment G23b.
- 23.2 In all cases the permit to work system must specify:
- The member of College staff responsible for the PTW
 - The period of time for which the PTW is valid
 - The contractor representative responsible for signing the permit
 - How the PTW is to be recorded
 - The responsibilities of those involved in the PTW
 - The warning signs and notices which are required for the PTW
 - The details of any locking off or other system to prevent defeating the PTW
 - The procedures and necessary precautions to be followed.
- 23.3 The HSM and /or the HSO. will approve all PTW systems.
- 23.4 PTW systems will be constantly monitored and reviewed at least annually to assess their effectiveness.
- 23.5 **Only competent and designated employees or contractors will be permitted to undertake a process involving a PTW.**
- 23.6 All employees involved in the PTW system must receive adequate training in the PTW and be deemed competent before work can commence.
- 23.7 Until a permit is cancelled it supersedes all other instructions.
- 23.8 There must be communication and liaison between those involved in the PTW and others who may be affected by it or in the vicinity.
- 23.9 Once the work is complete the PTW document should be cancelled and returned to the College person responsible for that PTW.
- 23.10 Employees uncertain in relation as to what is required regarding a PTW should ask their Head of Department, HSM or HSO.

COLLEGE

G23(a) Processes Requiring A Permit To Work

1. Hot work (including welding operations).
2. Work at height (in hazardous areas or where a detailed risk assessment determines the need for specific controls.)
3. Work on the Chapel organ.

G23(b) Permit To Work

Permit to Work No. 001

Pre-Site Assessment					
Contract No:-				<u>Handover</u>	
Location :				Certified & Issued by : Project/Supervisor	
Work to be carried out :-				Signature :	
(Please tick as appropriate)				Date:	
Supply	To be isolated	Is not isolated	N/A	Issued to Service/Installation Engineer	
Steam				Signature:	
Gas				Date:	
Liquids/ Effluent				This Permit is valid from:-	
Hydraulic				Date :-	Time :-
Pneumatic				To	Time :-
Moving Parts				<u>Handback</u>	
Electricity: Power				Works completed/handed back-materials have been removed/installed & services reconnected.	
Control circuit				Service/Installation Engineer	
Lighting				Signature:	
Heating				Date: Time:	
Telephone				Received by : Project/Supervisor	
Fire Alarm				Signature:	
Other				Date: Time:	

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Hot Work	Is Permitted	Not Permitted	N/A	<u>Completion Statement</u>
Burning/ Welding	Is Permitted	Not Permitted	N/A	
Residual Hazards		Other Relevant Doc		
Gas/Fume		Details	Issued	
Liquid/ Effluent		Risk Assess		Has the work been successfully completed:-
Dust/Solid		Method State		
Hot		COSHH		Has there been any unforeseen difficulties:-
Flammable		Confined PTW		
Toxic		Safety Signs		
Corrosive		Isolation/Tag		
High Pressure		Fire Extinguish		Signature:-
Confined Space				
Other Hazards				

G24. Personal Protective Equipment (PPE) and Clothing

Ref:- Personal Protective Equipment at Work Regulations 1992

- 24.1 The Governing Body aims to meet fully the requirements of the Health and Safety (Personal Protective Equipment) Regulations (PPE) 1992 and requires employees to be provided with suitable and effective personal protective equipment (PPE) and clothing. Such provision will be specified by the relevant Risk Assessments. The College recognises that PPE is a last resort in reducing and preventing risk.
- 24.2 Employees must co-operate with the College in the use of PPE and must wear such PPE if instructed to do so. Employees will receive training in the correct use of PPE including the reasons for it being worn.
- 24.3 Employees must abide by the rules in relation to PPE and must not misuse or damage any PPE. Employees must report any damaged, worn or defective PPE immediately to their Heads of Department. Failure to comply with the PPE requirements will lead to disciplinary action.
- 24.4 PPE which is provided to be worn within the College must be stored within the College in the areas provided. PPE is provided free of charge on the basis that it is used only for the purpose for which it is provided. Damaged, worn or defective PPE will be replaced by the College as soon as it is reported.
- 24.5 PPE will be provided in accordance with European Standards and carry the EC mark for PPE. A list of such standards is provided overleaf.
- 24.6 Head protection should generally be worn where there is a risk of a head injury due to falling objects or in confined spaces where there is a risk of hitting the head.
- 24.7 Eye protection will be provided in accordance with the PPE Regulations 1992 and for any situation where there is a risk of eye injury, particularly the use of machinery which can transmit hazardous particles or for areas where hazardous substances are used.
- 24.8 Any employees who require eye protection should ensure that they use the correct protection to the task, the risks involved and that task training is given in the use of the PPE.
- 24.9 Hearing protection will be provided to employees in designated areas and in accordance with section G20 Noise. Employees who wish to wear ear protection in other areas may do so if it does not affect Health and Safety in any other way and by permission of the employee's Head of Department.
- 24.10 Respiratory protection will be provided only to nominated employees for specific situations; the appropriate instruction and training in its use will be given.

24.11 Safety footwear will be provided for those employees whose work involves a significant risk of injury to the foot. Normally safety footwear will be provided to those employees working in the Maintenance Department. All employees need to be aware of the importance of wearing strong footwear with a good grip to prevent slips on the floor. See G8 Employee Dress.

24.12 Protective clothing will be provided for those staff who work outdoors in inclement weather.

24.13 Protective gloves will be provided to a variety of employees for various tasks. The particular type will be decided by means of Risk Assessment.

Further information on PPE is enclosed - see attachment G24a, a specimen Supplementary Risk Assessment.

24.15 Where PPE is provided to protect the employee against hazardous substances, the College retains the responsibility for the cleaning of the items. Employees are not to take such items home for cleaning.

PERSONAL PROTECTIVE EQUIPMENT/CLOTHING PPE REGULATIONS 1992

1. Protective Clothing

BS 697	:	1986	Specification for rubber gloves for electrical purposes
BS1651	:	1986	Specification for industrial gloves
BS2653	:	1955	Protective clothing for welders
BS5426	:	1987	Specification for work wear

2. Protective Footwear

BS1870	:		Safety Footwear
Part 1	:	1986	Specification for safety footwear other than all rubber and all plastic moulded types
Part 2	:	1976	Lined rubber safety boots
Part 3	:	1981	Specification for PVC moulded safety footwear

3. Head Protection

BS4033	:	1966	Specification for industrial scalp protectors
BS5240	:	1987	Part 1 Industrial safety helmets specification
BS4033	:	1968	Bump caps (work in confined spaces)

4. Face/Eye Protection

BS679	:	1989	Filters for use during welding, etc.
BS1542	:	1982	Equipment for eye, face and neck protection during welding, etc.
BS2092	:	1987	Specification for industrial eye protectors

5. Respiratory Protection

BS4275	:	1974	Recommendation for the selection, use and maintenance of respiratory protective equipment (RPE)
BS4667	:		Specification breathing apparatus 1974 parts 1,2, and 3 and 1982 part 4
BS5343	:	1986	Gas detector tubes
BS4555	:	1970	Specification for high efficiency dust respirators
BS4558	:	1970	Specification for positive pressure, powdered dust respirators
BS2091	:		Respirators for protection against harmful dust, gases, etc.

6. Miscellaneous

BS1397	:		Safety belts and harness
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7. It should be noted that whilst PPE still carries a BS number current regulations require that all PPE conforms to CE standards. Where an item of equipment does not carry a 'CE' mark then it may not be supplied as PPE and an alternative must be found.

G24(a) Personal Protective Equipment Assessment

Risk Assessment Code Number

Date:.....

		Risks																			
		The Personal Protective Equipment at Work Regulations 1992 apply except where the Construction (Head) Protection Regulations 1989 apply									The Control of Substances Hazardous to Health Regulations 1994 and the Noise at Work Regulations 1989 will apply to the appropriate hazards										
		Mechanical						Thermal													
		Falls from a height	Blows, cuts, impact, crushing	Stabs, cuts, grazes	Vibration	Slipping, falling over	Scalds, heat, fire	Cold	Immersion	Non-ionising radiation	Electrical	Noise	Ionising radiation	Dust fibre	Fumes	Splashes, spurts	Gases, vapours	Harmful bacteria	Harmful viruses	Fungi	Non-micro biological antigens
PARTS of the BODY	Head	Cranium																			
		Ears																			
		Eyes																			
		Respiratory tract																			
		Face																			
		Whole head																			
	Upper limbs	Hands																			
		Arms (parts)																			
	Lower limbs	Foot																			
		Legs (Parts)																			
	Various	Skin																			
		Trunk/abdomen																			
		Whole body																			

N.B: P.P.E. is a last resort

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Name of Assessor:.....

Signature of Assessor.....

G25. Pregnancy

Ref:- Management of Health and Safety at Work Regulations 1999 Pregnant Workers Directive

- 25.1 The Governing Body aims to meet the requirements of the Management of Health and Safety at Work Regulations 1999 and will ensure that sufficient and appropriate Risk Assessments relating to pregnant employees and nursing mothers are carried out and maintained on file awaiting notification of pregnancy by an employee.
- 25.2 Where a risk to a pregnant employee, the foetus or (in the case of pregnancy that has come to term) the mother and child is identified then every step possible will be made to remove the risk. In the event that the risk cannot be removed then the employee will be relocated to a job that is free of such risks. In the event that neither course of action is possible then the employee will be suspended from work on full pay.
- 25.3 It is the duty and responsibility of the employee to notify the college that she is pregnant and to provide medical proof of the pregnancy.
- 25.4 Once notified of a pregnancy, the relevant Head of Department will undertake specific Risk Assessments relating to the pregnant worker's work tasks. These will be discussed with the pregnant worker and any alterations necessary to her work schedule will be agreed.
- 25.5 No employee who is either pregnant or who has recently come to term should undertake any activities or use any hazardous substances that might put herself, the foetus or new born baby at risk of harm.
- 25.6 Risk Assessments relating to pregnancy will be carried out by the Head of Department and the HSM with the assistance of the college doctor or nurse using attachment F1 [in the front part of this policy]

G26. Premises

- 26.1 All College premises will be maintained in a condition which, so far as is reasonably practicable, is safe and without risk to health. When fulfilling this commitment reference will always need to be made to the age and structural features of the buildings.
- 26.2 All employees have a responsibility to maintain the premises and not to do anything to damage the College. Employees must report any defects or damage to their Head of Department.
- 26.3 The following are a list of general rules for employees to follow (most are included in various parts of this policy):
- do not cause obstructions
 - do not run
 - do not leave cables trailing on the floor
 - do not attempt to interfere with or repair any equipment or machinery unless you are authorised and competent to do so
 - report all defects, damage or dangerous conditions or system of work
 - dispose of rubbish and refuse promptly and in accordance with approved practice
 - use appropriate ladders to gain access to heights
 - do not move any load liable to cause injury
 - do not obstruct fire exits
 - observe all signs
 - on leaving work ensure it is left in a tidy and clean state and ensure that materials are stored away
 - follow approved procedures, instruction and training at all times
- 26.4 Sufficient heating, lighting and ventilation will be provided and maintained by the College where practicable.
- 26.5 Notices designed to protect the Health and Safety of employees will be displayed on the College premises. Such notices will be positioned in conspicuous places and employees are required to comply with them. Employees must not interfere with, remove or deface any signs or notices.
- 26.5 In accordance with the Workplace (Health, Safety and Welfare) Regulations 1992, the College will maintain adequate welfare facilities, toilets, drinking water, washing and drying facilities.

G27. Purchasing Policy

- 27.1 It is the Governing Body's policy only to buy articles or services which will meet the Health and Safety standards expected by the College or the standards set by official bodies, including the European Community (EC) and British Standards (BS).
- 27.2 In purchasing any articles or services, regard shall be given to Health and Safety and relevant Quality standards.
- 27.3. Any tender for contracts will include adequate clauses on Health and Safety and must be consistent with the relevant contractor's Risk Assessments and College's Health and Safety Policy.
- 27.4 No piece of machinery shall be purchased unless it meets the requirements and specifications of the Provision and Use of Work Equipment Regulations 1998.
- 27.5 When any equipment or article is purchased, the purchaser must seek adequate Health and Safety information.
- 27.6 Before the purchase of any equipment or article, whenever necessary, consultation will take place with the HSO. and/or appropriate Head of Department with respect to Health and Safety.
- 27.7 Any hazardous substance purchased from a supplier will be required to include the Material Safety Data Sheet (MSDS) specifying the ingredients etc. of the substance, in order to assist the College in producing a relevant COSHH Assessment.
- 27.8 When purchasing any article or substance, the College will endeavour to acquire items presenting least risk in terms of Health and Safety and environmental protection.
- 27.9 When purchasing articles or substances regard shall be given to the need for examination, testing, inspection and maintenance.

G28. Review and Communication of Policy

- 28.1 In so far as it affects their actions, this policy and any related guidance, information, instruction and training must be communicated to all employees and visitors to the College premises.
- 28.2 Copies of this policy will be distributed in accordance with an agreed distribution list (see section D).
- 28.3 The “Policy Statement” (section C) will be displayed in a prominent place.
- 28.4 Appropriate aspects of this policy will be covered in the induction of all new employees in the form of the relevant departmental Code of Practice. All employees are to have access to the full policy either from the HSM , HSO. or from any person within the distribution list (see section D).
- 28.5 Employees will be trained in those elements of the policy which relate to their responsibilities and will be required periodically to demonstrate their understanding of the procedures.
- 28.6 Any employees who can contribute to the policy and its improvements should do so through their Head of Department, the HSM and HSO.
- 28.7 The policy is a working document and will change constantly as employees, materials, equipment and system change. It will be formally reviewed once per year by the HSM.and submitted to the Governing Body for revision and re-approval.
- 28.8 All employees will be made aware of any changes of significance which have been made as a result of the review process.
- 28.9 Consideration in any review will be given to recommendations of HSE, Fire Authority and other recognised agencies.
- 28.10 The College has taken on the services of a Health and Safety Consultancy (Peninsula Business Services Limited). An annual review of the College documentation will be carried out by the Consultants to ensure that the text and references to legislation and regulations are kept up to date.

G29. Safety Committees

- 29.1 The College has a Health and Safety Consultative Group which meets up to three times a year or as necessary. Membership of the committee shall consist of the HSM, HSOs., Heads of Department and sections and a staff representative. The HSM. will chair the Committee. The Minutes are taken by the Home Bursar's Assistant.
- 29.2 The meeting shall normally meet in 6th week.
- 29.3 The function of the meeting is to ensure the effective management of Health, Safety and Welfare within the College. Special notes are made in relation to significant Health and Safety occurrences.
- 29.4 The Chairman or his/her representative shall arrange for notes to be written and distributed.

G30. Slips, Trips and Falls

- 30.1 Slips, trips and falls are the single most common cause of injuries at work and account for over a third of major injuries reported each year.
- 30.2 The Governing Body therefore requires strict observance of the Workplace (Health, Safety and Welfare) Regulations 1992 which specified that floors must be suitably surfaced, in good condition and free from obstructions.
- 30.3 Employees are encouraged to report to their Head of Department or the HSM or HSO. any obvious hazards to safe movement, including:
- Spillage of wet and dry substances
 - Trailing cables
 - Miscellaneous rubbish
 - Loose rugs or mats
 - Slippery surfaces
 - Poor Lighting
 - Smoke/steam obscuring view
 - Unmarked changes of level or slopes
- 30.4 Notices are to be prominently displayed when floors are being cleaned and Scouts are to wear suitable footwear.
- 30.5 Pedestrian routes and emergency entrances and exits are to be kept free from avoidable obstructions.
- 30.6 Unavoidable ground-level obstructions are to be cordoned off.
- 30.7 Warning signs are to be prominently displayed when hazards exist from overhead working, and areas into which objects from overhead working might fall are to be cordoned off to prevent pedestrian or motor access.

G31. Statutory Inspections

31.1 Statutory inspections which need to be carried out on the College premises are listed below:

- Boilers
- Fire detection / alarm / lighting
- Lifts / lifting equipment

31.2 It is the responsibility of the HSO. in conjunction with the HSM to ensure that all statutory inspections are carried out by competent persons, within the time-scale and a record kept of the result of the inspection.

31.3 Any inspection which identifies any unsafe equipment or practice will lead to the decommissioning of the equipment or suspension of the practice until the required standard can be achieved.

31.4 Lifts and lifting equipment are covered by specific statutory regulations that require regular inspection and testing of the lifts and the lifting mechanisms (chains, motors, pulleys etc.) by a competent person. An annual insurance inspection must also be carried out.

G32. Stress

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

G33. Training

- 33.1 The Governing Body recognises the importance and value of Health and Safety training and is committed to providing adequate information, instruction and training. Training will be given in accordance with the requirements under Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999.
- 33.2 The Governing Body will ensure that all new employees receive induction training as soon as is reasonably possible after commencing employment with the College. The induction training will cover the following in so far as each item is relevant to the employee's tasks and responsibilities.
- Safety Policy
 - Accident, diseases and reporting
 - Fire arrangements
 - Emergency arrangements
 - First aid treatments
 - Electrical safety
 - Manual handling safety
 - Machinery and equipment
 - Safe use of display screen equipment
 - Safe use of hazardous materials
 - The College's Risk Assessment policy
 - Protective and preventative measures adopted as a result of the risk assessments
 - Use of personal protective equipment and clothing
 - Employee responsibilities

New employees will be escorted around the College to familiarise them with key features such as fire escape routes, fire-fighting equipment and assembly areas.

- 33.3 Information relevant to an employee's particular tasks or job will be provided by the relevant Head of Department.
- 33.4 Employees will be made aware during induction and continuation training of those elements of the College's Health and Safety policy which relate to their own responsibilities and tasks. The policy will be made available by the, HSM HSO and Head Department, to any employee on request.
- 33.5 All staff training will be recorded and records kept by the HR Officer.
- 33.6 The College will continually review the Health and Safety training needs of employees and will endeavour to ensure that employees are competent for the task they are required to perform. Any employee who wants further information, instruction or training should seek this in the first instance from his or her Head of Department.

- 33.7 Employees must not attempt any task that they are not trained or competent to perform. Heads of Department should first satisfy themselves that employees are adequately trained before allocating tasks to them.
- 33.8 Whenever appropriate, notices will define whether special procedures, training or arrangements are required for the conduct of task. Employees must have regard to such notices and must not remove or deface notices.
- 33.9 The College will ensure that managers receive adequate training, instruction and information to ensure that they can properly manage their Health and Safety responsibility and exercise due care in relation to the employees under their control.

G34. VDU's and Display Screen Equipment (DSE)

- 34.1 The College will to comply with the Health and Safety (Display Screen Equipment) Regulations 1992 and follow guidance produced by the HSE.
- 34.2 There are a number of potential risks from using D.S.E., but these are preventable if the equipment is used correctly. The users will be provided with the correct advice and forms so that they can carry out self assessments on their own work stations taking into account:
- the display screen equipment
 - the desk and work surfaces
 - chair
 - environment
 - type of work
 - user
 - the screen graphics
- 34.3 The Assessments and results will be made available using the appropriate forms (see attachment G34.A and G34.B).
- 34.4 All employees (including any who are not in direct employment e.g. agency staff) who are classed as users will receive information on the Health and Safety aspects of using their workstations, and the best postural positions to adopt.
- 34.5 Where a problem arises in the use of display screen equipment e.g. eye strain, upper limb pains, headaches etc., employees must inform their Heads of Department. The College will:
- take all necessary steps to investigate the circumstances
 - take corrective measures where appropriate
 - advise the employee of the action taken.
- 34.6 The College will consider changes of task within the working day, to prevent intensive periods of on-screen activity. See also attachment G34.3 giving guidance on work breaks.
- 34.7 Where a visual problem is experienced in relation to the use of display screen equipment, an employee can request an appropriate eyesight test, and this will be arranged. A full eye and eyesight test will be arranged for new employees who are to be classed as users via the College approved opticians. (See Head of Department for current details on the College approved opticians).
- 34.8 All users who, as a result of the eye and eyesight test, require prescriptive lenses for D.S.E. use (only), will be provided free of charge with corrective spectacles. The College is obliged to purchase a basic pair of corrective glasses [frames and lenses] up to a maximum of £100.00 when there is a need for the glasses for DSE use only. Should a more expensive pair of spectacles be preferred by the user, then the £100 allowance can be used as a contribution

towards the overall costs. Evidence of purchase must be produced before payment is made.

- 34.9 If employees need eyesight tests in connection with their D.S.E use in College employment, they should confirm in advance that the College is prepared to defray the cost if not using the College nominated Optician. Eyesight tests should be arranged by the employee concerned once the College has been alerted to the request for an appropriate authorisation.
- 34.10 Where there is a change in an employee's requirement for spectacles, which is associated with the use of D.S.E., the College will meet the cost of replacement, subject to the conditions set out above.
- 34.11 The employee is personally responsible for the safekeeping of spectacles that are supplied in accordance with a statutory requirement in the interest of Health and Safety. Careless damage to these will result in the employee being responsible for replacement.

G34(a) Risk Assessment Questionnaire For Users Of D.S.E.

DSE WORKSTATION AUDIT

Form DSEW

Location: _____ Ref. No: _____
 Name _____

Item	Feature	Adequate/ appropriate	Variance where 'No' applies
1 Display Screen	1.1 Stable image	Yes/No	
	1.2 Well defined characters	Yes/No	
	1.3 Adjustable light	Yes/No	
	1.4 Adjustable contrast	Yes/No	
	1.5 Swivel	Yes/No	
	1.6 Tilt	Yes/No	
	1.7 Free from glare reflection	Yes/No	
2 Keyboard	2.1 Separate/moveable	Yes/No	
	2.2 Tilt able	Yes/No	
	2.3 Non-reflective surface	Yes/No	
	2.4 Adequate key symbols	Yes/No	
3 Work Desk	3.1 Height (mm)	Yes/No	
	3.2 Low reflective surface	Yes/No	
	3.3 Document holder	Yes/No	
	3.4 Space in front of keyboard (mm)	Yes/No	
	3.5 Adequate work space	Yes/No	
4 Chair	4.1 Stable	Yes/No	
	4.2 Adjustable height	Yes/No	
	4.3 Adjustable back rest	Yes/No	
	4.4 Footrest	Yes/No	
5 General Environment	5.1 Adequate room space	Yes/No	
	5.2 Adequate light	Yes/No	
	5.3 Low glare/reflection	Yes/No	
	5.4 Noise	Yes/No	
	5.5 Temperature	Yes/No	
	5.6 Humidity	Yes/No	

Assessed by (Name): _____ (Signature): _____
 Date: _____
 Action Required _____
 Review Date: _____

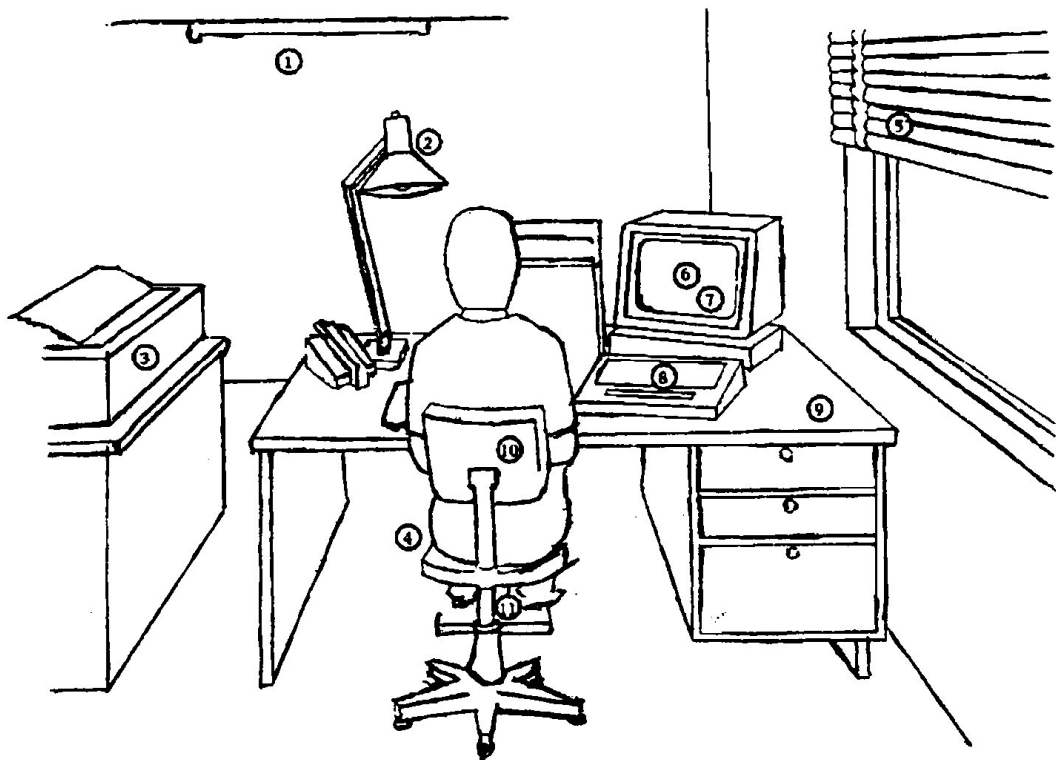
Manager's Signature: _____ Date: _____

ASSESSMENT REVIEW

DATE	BY	ACTION

Note: If action is necessary, the Manager who signed the original assessment should sign underneath the entry in the action column after carrying out rectifying measure(s).

G34(b) Illustration of Workstation issues to be assessed



SUBJECTS DEALT WITH IN THE SCHEDULE

- (1) ADEQUATE LIGHTING
- (2) ADEQUATE CONTRAST, NO GLARE OR DISTRACTING REFLECTIONS
- (3) DISTRACTING NOISE LIMITED
- (4) LEG ROOM AND CLEARANCES TO ALLOW POSTURAL CHANGES
- (5) WINDOW COVERING
- (6) SOFTWARE: APPROPRIATE TO TASK, ADAPTER TO USER, PROVIDES FEEDBACK ON SYSTEM STATUS, NO UNDISCLOSED MONITORING
- (7) SCREEN: STABLE IMAGE, ADJUSTABLE, READABLE, GLARE / REFLECTION FREE
- (8) KEYBOARD: USABLE, ADJUSTABLE, DETACHABLE, And LEGIBLE
- (9) WORK SURFACE: ALLOW FLEXIBLE ARRANGEMENTS, SPACIOUS, GLARE FREE
- (10) WORK CHAIR: ADJUSTABLE
- (11) FOOT REST

G34(c) Breaks while using D.S.E. - advice for employees

In most tasks, natural breaks or pauses occur. Whenever possible, display screen tasks should be designed to consist of a mix of screen-based and non screen-based work to prevent fatigue and visual problems. Where the job unavoidably contains spells of intensive display screen work requiring sustained attention and concentration, deliberate breaks or pauses must be introduced.

Nature and Timing of Breaks

Where display screen work involves intensive use of the keyboard or mouse, an activity demanding similar use of arms and hands should be avoided during breaks. Similarly, if display screen work is visually demanding, any activities during breaks should be of a different nature. Breaks must allow users to vary their posture. Exercise routines that include blinking, stretching and focusing on distant objects can be helpful.

General Guidelines for Breaks

1. Breaks should be taken before the onset of fatigue, not in order to recuperate.
2. Breaks or changes of activity should be included in working time. They should not result in a higher pace or intensity of work on account of their introduction.
3. Short, frequent breaks are more satisfactory than occasional long breaks e.g. a 5 minute break after 50 minutes continuous display screen work is likely to be better than a 15 minute break every 2 hours.
4. Wherever practicable, users should be allowed some discretion as to how they carry out tasks. Individual control and common sense over the nature and pace of work and breaks is often required.

The timing and nature of the break is more important than its length

G35. Vibration

- 35.1 Hand-arm vibration can be caused by operating hand-held power tools, such as road breakers, and hand guided equipment, such as powered lawnmowers, or by holding materials being processed by machines, such as pedestal grinders.

Regular and frequent exposure to hand-arm vibration can lead to permanent health effects, known collectively as hand-arm vibration syndrome (HAVS), as well as specific conditions such as carpal tunnel syndrome and vibration white finger (VWF).

- 35.2 There are hundreds of tools which can cause ill health due to vibration, some of the more common ones include chip breakers, hammer drills, chainsaws, woodcutting machinery, powered lawnmowers, strimmers, jigsaws, riveting guns, etc. Materials that vibrate whilst being held, for example, items being ground on a pedestal grinder for extensive periods of time, also need to be considered.

Regular and frequent exposure to vibration can lead to various health effects such as

- Pain, distress and sleep disturbance
- Finger blanching in cold or damp conditions.
- Loss of touch and temperature sense.
- Loss of grip strength.

These effects can restrict the jobs employees can do as well as affect activities away from the work environment.

- 35.3 The Control of Vibration at Work Regulations 2005 requires employers to adopt a modern risk management approach to vibration in the workplace. Employers need to:

- Assess the vibration risk to employees
- Ascertain if they are likely to be exposed above the daily exposure action value (EAV) if they are – take action to eliminate or reduce exposure to as low as is reasonably practicable and provide health surveillance
- Ascertain if employees are likely to be exposed above the daily exposure limit value (ELV) if they are – take immediate action to reduce their exposure below the limit value.
- Provide employees with information and training regarding health risks and actions to control the risk
- Consult trade union or employee safety representatives
- Record the risk assessment and actions taken
- Retain health records for employees subject to health surveillance
- Review and update the risk assessment regularly

There is a transitional period for the limit value until July 2010, however this only applies to equipment being used before July 2007. The exposure limit value may be exceeded only if all other requirements within the regulations have been complied with and all reasonably practicable actions to reduce exposure have been taken.

- 35.4 Employers are required to take action to control vibration risks when employees are subject to exposures above the daily exposure action value (EAV). It should be remembered that increased exposure levels will lead to greater risks, therefore employers will need to take more action to reduce the risk. The daily exposure action value is 2.5 m/s^2 .

The exposure limit value (ELV) is the maximum amount of vibration that an employee may be exposed to on a daily basis. The regulations set this at 5 m/s^2 . This corresponds to a high risk which employees should not exceed.

- 35.5 A risk assessment should be carried out to identify who is at risk and to what extent. It should enable you to ascertain if employees are likely to be above the EAV or ELV, and to highlight which tasks need to be controlled. The assessment should lead to an action plan aimed at reducing the risks from vibration.

The following structured approach could be adopted:

- List equipment that may cause vibration and what it is used for
- Obtain information about the equipment (make, model, power, vibration risks etc)
- List employees using the equipment and the jobs they do
- Note the length of time the equipment is used (i.e. how long persons actually use the equipment while it is vibrating)
- Ask employees about the vibration of equipment and other related issues such as how heavy it is, how it is held and operated etc
- Record the information and assess who is likely to be at risk.

It should be remembered that vibration figures provided by equipment suppliers/manufacturers will not take into account any degenerative factors due to poor maintenance and over use of the equipment. These factors may increase the vibration magnitude level into the over exposure level.

Use the information above to decide whether work activities produce a high, medium or low risk of vibration. Take action to reduce the risk from exposure while undertaking the high risk activities, then, address the medium and low risk tasks. Vibration data measurements can also be made if more accurate vibration information is required.

- 35.6 There are many techniques for controlling exposure to vibration, these may include:

- Eliminate exposure by adopting alternative work methods
- Ensure that equipment is suitable for the task

- When purchasing new tools, request the vibration exposure level figures from the supplier / manufacturer and purchase tools to the lowest vibration level available.
- Consider workplace design – use jigs or suspension devices to reduce the grip needed
- Maintain and monitor the condition of tools to ensure that there is no rise in the exposure level as a result of use
- Plan work activities to reduce exposure, for example job rotation

Keeping the hands and body warm will help to maintain a good blood flow. Control measures such as the following may help:

- Wearing gloves.
- Using heated handles.
- Avoiding pneumatic exhausts which affect workers hands.
- Welfare arrangements provided to allow workers to keep warm during breaks.
- Avoiding smoking and use of massage and exercise techniques.

Regularly check and monitor the measures that have been implemented to ensure they remain effective at controlling the risk. Discuss vibration issues with employees, managers, supervisors etc and check the results of any health surveillance.

35.7 Employers are required to provide information and training for employees who are exposed to vibration. This should include:

- The health effects of hand-arm vibration
- Sources of hand-arm vibration
- The level of risk and whether it is high (above the ELV), medium (above the EAV) or low
- Risk factors (e.g. level of vibration, exposure duration, frequency etc)
- How to recognise and report symptoms
- Arrangements for health surveillance

Ways to reduce the risks which may include the selection, use and maintenance of tools, use of protective equipment etc.

35.8 Health surveillance is required for all employees who are likely to be regularly exposed above the EAV, despite the actions that may have been taken to reduce the risk. The purpose of health surveillance is to:

- Identify employees who may be at particular risk e.g. smokers
- Identify symptoms at an early stage so that action can be taken
- Prevent disease progression
- Retain employees
- Monitor the effectiveness of the control measures

Surveillance may consist or regularly seeking information from employees about the early symptoms of health effects by completing a questionnaire. If an employee reports the onset of any symptoms of this condition you should assume there is a risk of HAVs and should refer the employee to an Occupational Health Practitioner and act upon any advice given. Records of medical examinations and reports of diagnostic tests such as finger blanching should be maintained. Due to medical confidentiality you should ensure that these records are kept in a secure location.

In the event of confirmation of HAVS from an Occupational Health Practitioner you must notify the relevant Enforcing Authority.

G36. Visitors and Sub-Contractors

- 36.1 For all major contracts a pre-site occupation meeting will be held in College at which the designated College representative(s), the managing architects and the contractors' representative(s), inter alia, will discuss and agree the management of Health and Safety in relation to the contract. Attachment G36a is a specimen of the standard College Health and Safety brief for contractors.
- 36.2 All visitors and contractors must report in to and out of the College premises at the Lodge. The Lodge will note the name of the visitor/contractor and the purpose of their visit/work.
- 36.3 In the case of contractors, a College representative will be made responsible for supervising any work being carried out on the premises.
- 36.4 Visitors and contractors will be required to wear any personal protective equipment deemed necessary. All visitors and contractors will be given general information regarding the Health and Safety arrangements in the premises.
- 36.5 Depending on the circumstances, visitors and contractors will be given copies of the College's Health and Safety Code of Practice for Contractors and provided with additional information, instruction and training as deemed necessary.
- 36.6 Contractors will, in certain circumstances, be required to inform the relevant HSO, of their safety policy and arrangements. Other information will also be required regarding bringing into the premises hazardous materials or electrical equipment.
- 36.7 It is the responsibility of the College representative who is responsible for the visitors' or contractors' presence, to ensure that employees, other visitors and/or contractors are not placed at risk by those visitors or contractors. Equally the College has a responsibility to the visitors and/or contractors and will ensure that they are never put at risk by action or omissions of the College or its employees.
- 36.8 A written contract may be required for certain tasks involving contractors. The the relevant HSO or departmental head will be responsible to ensure this contract contains adequate Health and Safety clauses.
- 36.9 In certain cases a 'Permit to Work' system will be issued for work involving hot work and where isolation is required. See section G23.

G36(a) Health And Safety Brief For Contractors

The College's Governing Body is resolved to make the reasonable practicable provision required by the Health and Safety Act (1974) to ensure the Health and Safety on its premises of everyone who may be affected by the activities undertaken on those premises. This includes employees of all categories, students, contractors, suppliers and visitors (residential and non-residential).

The Governing Body look to everyone who uses its premises to contribute actively to the success of its Health and Safety Policy. It expects contractors specifically both to satisfy their direct obligations under the Health and Safety at Work Act (1974) and subsequent amplifying regulations and to ensure that any of their employees working on the College's premises complies fully with the provisions of this brief.

The main means by which the College achieves compliance and ensures standards is through an adequate risk management strategy. The principle potential hazards within the College for which control measures are in force have been identified as:

- | | |
|----------------------------|---------------------------|
| a. Fire | i. Electricity |
| b. Machinery and equipment | j. Vibration |
| c. Hazardous substances | k. Asbestos |
| d. Slips, trips and falls | l. Lead |
| e. Working at heights | m. Pressurised containers |
| f. Noise | n. Lone workings |
| g. Manual handling | o. Young persons |
| h. Motor transport | p. Stress |

To inform contractors of the arrangements in place to promote safety in the workplace and to guide them with respect to best practice, a recommended code of practice is attached.

Before beginning its operations a contractor's representative, in conjunction with the the HSM or the HSO. or his designated representative, is to identify which of these risks apply to the contractor's employees and what control measures should be applied by the College, the contractor or both.

Before on-site work commences, a meeting of the College's architects (if they are involved), the contractors and the Clerk of Works and other College representatives will be held on site. At this meeting, the contractor will also be invited to table a copy of his H&SW method statement and generic risk assessments; the following issues will be covered:

- Location of services and domestic facilities
- Consideration of the need for H&S checks during the contract (e.g. scaffolding, asbestos)
- Whether or not permits to work are required
- Incident reporting
- First aid arrangements

- Responses required in the event of fire
- Security, including College pass, arrangements
- Personal protective equipment

Points of contact

Contractor's employees are to sign a register in the Clerk of Works offices or College Lodge or the Lodge at Weston Buildings at the beginning and end of their shift periods to provide a record of which members of the Contracts' team are on site at any one time, and are to use as their point of contact, if assistance or services are required, the HSO. or, in his absence, his designated representative.

Once the contract is complete, the contractor should inspect the site and provide a detailed assessment of the H&S risks likely to be experienced and the adequacy of the control measures that had been adopted.

G36(b) Codes Of Practice For Contractors

1. Fire Management Arrangements

A heat and smoke detector system has been installed in most rooms within the main College premises. Once the detectors are triggered, audio alarms sound in each property and in the affected part of College. All main site alarms are automatically relayed to the Lodge. The College's internal fire management is exercised via the Lodge staff.

In the event of an alarm sounding and/or the discovery of a fire individuals should leave their workplace immediately and go to their designated assembly area where the first person to arrive should act as a point of contact for the Lodge and Fire Brigade. Affected areas may be reoccupied only on authority from the Lodge or the senior Fire Brigade officer on site.

Fire fighting equipment is provided throughout the College. It should be used only by trained personnel, subject to the overriding condition that staff should never put themselves at unnecessary personal risk.

2. First Aid Arrangements

Besides the College Doctors and College Nurse (when they are conducting surgeries within the College), a number of College members or staff have been trained to carry out first aid and hold current certificates. An up to date list of qualified first aiders is held in the Lodge and in every first aid box.

First aid equipment is available in the College Lodge.

All incidents should be reported in the first instance to the College Lodge who will identify which trained staff are available, or, should the emergency necessitate it, make contact with and arrange transportation to the appropriate local hospital.

3. Accident-Reporting Procedure

The Management of Health and Safety at Work Regulations 1999 require a record to be kept of all notifiable accidents or dangerous occurrences; the College's accident book is kept in the Home Bursary. Whether or not they are notifiable (for definitions see the Accident Book), all accidents, dangerous occurrences, illnesses, diseases and medical conditions that arise out of or in connection with activities conducted on College premises should be recorded in the Accident Book.

4. **Use of Machinery / Equipment**

a. **Hazards**

Many serious accidents at work involve machinery. Hair or clothing can become entangled in rotating parts; shearing can occur between two parts moving past one another; crushing can occur between parts moving towards one another, or between machinery or parts moving towards a fixed part.

People can be struck by moving parts of machinery; cutting or severing can occur from sharp edges, and material can be ejected from machinery causing injury.

Parts of the body can be drawn in or trapped between running parts in rollers, belts and pulley drives; stabbing or puncture of the skin can occur from sharply-pointed parts; and friction or abrasion is possible from contact with rough surface parts.

b. **Best Practice**

You should:

- Know how to stop any machine before you start it.
- Check that all guards are in position and all protective devices are working.
- Check that the area around the machine is clean, tidy and free from obstruction.
- Tell your supervisor at once if you think a machine is not working properly or any safe guards are faulty.
- Wear appropriate protective clothing and equipment, such as appropriate eye protection or safety shoes.

You should never:

- Use a machine unless you are authorised and trained to do so.
- Try to clean a machine in motion; always switch it off and unplug or isolate it
- Use a machine or appliance which has a danger sign or tag attached to it. Danger signs should be removed only by an authorised person who is satisfied that the machine or process is safe.
- Wear dangling chains, loose clothing, gloves, and rings or have long hair which could get caught up in moving parts.
- Distract people who are using machines.

5. **Use of Hazardous Substances**

The correct handling of hazardous substances is governed by the Control of Substances Hazardous to Health (COSHH) Regulations 2005.

For the purposes of COSHH, substances hazardous to health are:

- Substances or mixtures of substances specified under the CHIP regulations (as amended), and listed in the HSE 'Approved Supply List', i.e. substances which display one of the following warning labels:



Very toxic
or toxic



Harmful or
irritant



Corrosive

- Substances with Workplace Exposure Limits (listed in EH40).
- Biological agents connected with activities such as sewage treatment or healthcare.
- Any kind of dust in substantial concentration (e.g. flour).
- Any other comparably hazardous substance which may not be covered by CHIP, e.g. some pesticides or medicines.
- The principle hazards from COSHH-regulated substances are burning, irritation or other damage to skin or eyes and damage to lungs from inhalation.
- Any COSHH substances needed for use in the Bar should be kept secure in the Maintenance Department.
- COSHH-regulated substances do not include asbestos and lead (which are separately regulated – for further information refer to the Maintenance Department), radioactive agents and asphyxiates plus those which are hazardous because they are under pressure.

Best Practice

You should:

- Only use COSHH-labelled substances if no safer substances are available.
- Always take care to follow the manufacturer's instructions (refer to label), noting in particular what you should do if you become contaminated.
- Use protective clothing if the College provides it.
- If the college does not provide protective clothing, yet you think it advisable to do so, speak to your departmental head.
- Strictly observe exposure limits and accurately record your exposure time.
- Where inhalation poses risks, keep the room in which you are working ventilated.

- Make sure that when they are not in use you lock away COSHH-labelled substances in the appropriate secure cabinets provided and that containers are securely stoppered.
- If you spill a hazardous substance, immediately clear it up or if necessary seek specialist assistance in clearing it up.
- If you become contaminated, take the action prescribed on the container's label or seek help immediately from the First Aider or the College Nurse, and record the incident in the College Accident Book.
- Always wash your hands after using hazardous substances.
- Not smoke, eat or drink where hazardous substances are used or stored.

6. Slips, Trips and Falls

The Hazards

The single most common cause of major injuries at work is a fall, slip or trip; the great majority occur at ground level, but not all.

The obvious hazards are uneven or slippery surfaces, slopes, hidden steps or changes of level, obstacles (including trailing cables), loose rugs and carpet, poor lighting, smoke or steam obscuring view and unsuitable footwear.

Avoidance

The following practices are strongly recommended:

- Promptly report all potential hazards.
- Do not run.
- Wear sensible shoes.
- Clean up spillages, or report them to the Bar if specialised cleaning materials or practices are needed.
- Keep office floors and working areas free of obstacles.
- Where lighting is inadequate, use a torch.

7. Working at Height

Falling from height is a particular hazard during construction or maintenance work, but other common hazards are falls as follows:

- From roof edges or through fragile roof materials.
- From scaffolds if guard rails are not provided.
- From ladders, usually by over-reaching or because the ladder slips.
- Through holes in floors and platforms, if not covered or fenced.
- Being struck by falling materials.

Contractors will complete a risk assessment for any circumstances where there is a risk of falling where significant injury may occur. The safest possible method for working at height will be used at all times.

Recommended best practice to protect others:

- Place barriers and signs around the affected workplace.
- Prevent materials from falling from scaffolds and other overhead sites by enclosing these areas with sheeting.
- Keep all unauthorised people out.
- Use enclosed debris chutes and be careful not to throw materials from scaffolds or ladders when engaged in any work at height.

When engaged in the following work, the recommended best practice is:

Roof work:

- In consultation with the relevant HSO, ensure that a specific risk assessment is undertaken before the job is attempted.
- Ensure safe access (e.g. by scaffold or tower).
- Ensure safe means of moving across the roof (e.g. purpose-made ladders or crawling boards).
- Avoid walking along a line of roof bolts.
- Use edge protection.
- Wear protective headgear.

Scaffold work:

Ensure that all scaffolds used on College property are erected, altered or dismantled under the supervision of competent contractors.

Ladder work

- Use ladders only if alternative, safer methods of access are not available, (e.g. mobile towers, scaffolds).
- Do not use a ladder longer than 4m unless fixed or tied.
- Ensure that ladders are of an authorised variety and are in a safe condition before use, and are resting on a firm, level surface.
- Ensure that ladders are long enough to extend at least 1m or 3 rungs beyond the resting place.
- Ladders should be angled so that the base will not slip outwards (4 units up to 1 unit out from the base).
- Ensure they are resting against a solid surface.
- Do not carry heavy or lengthy items up ladders.
- Carry light tools in a shoulder bag.
- Do not over-reach.
- Wear protective headgear.

8. Use of Electricity and Gas

Electricity

Each year about 1000 accidents at work are reported involving shock and burns; about 30 are fatal.

The main hazards are:

- Contact with live parts causing shock and burns (normal mains voltage of 240v can kill).
- Faults, which could cause fires.
- Fire or explosion, where an electrical source could combine with a potentially flammable or explosive atmosphere.
- Wet environments, which can make unsuitable equipment live.
- Extension leads (which are at greater risk of damage).
- Overloading of sockets.

Contractors should adopt the following best practice to reduce risk:

- Allow only qualified personnel to use electrical equipment.
- Use air, hydraulic or hand-powered tools as alternative to electric tools, where appropriate.
- Ensure that equipment is safe when supplied and subsequently maintained in a safe condition.
- For portable equipment, use socket outlets which are close so that equipment can be easily disconnected in an emergency.
- The ends of flexible cables should always have the outer sheath of the cable firmly clamped to stop the wires pulling out of the terminals.
- Damaged sections of the cable should not be used.
- Only approved contractors should be used to join lengths of cable.
- Voltage should be reduced to the lowest needed to get the job done.
- An RCD should be used for equipment operating at 240v or higher.
- Tools and power socket outlets should be switched off before plugging in or unplugging.
- Equipment should be switched off before cleaning or making adjustments.

Gas

There is a danger of fire and explosion from piped gas supplies and of toxic fumes from gas appliances if they are not working properly. Explosions can occur in gas and oil-fired stoves and boilers.

Best practice

The College will comply with the relevant regulations and will have gas installations checked and maintained regularly only by GAS SAFETY registered specialist, who will be expected to comply meticulously with GAS SAFETY regulations.

Permit to Work

If contractors should need in the course of their contracted tasks within the College premises to interrupt the electricity or gas supply, they may do so only if they have received from the HSO. or a designated representative, a. They must also formally hand the supply back to the College representative once the work is complete, and, in doing so, make clear if and how they have altered the configuration of that supply.

9. Protection against noise

Loud noise at work can cause irreversible hearing damage, accelerate normal hearing loss and cause tinnitus (troublesome noises in the ear) and stress.

Best Practice

Any excessive noise experienced on or near College site should be reported to the HSO. , who will arrange for it to be measured by a competent person, and for those potentially at risk to be informed and either provided with an alternative workplace or provided with ear protection. An approximate guide to unacceptable noise levels is the '2 metre rule': can 2 people standing 2 metres apart hear each other without shouting?

10. Motor Transport in College

Every year over 5,000 accidents involving transport in the workplace are reported; over 60 of these are fatal.

The use of motor transport in College is confined to designated areas, access to which is controlled. The main hazard is from contractors' transport and primarily during vacations. Staff receiving deliveries should ensure that the driver of the delivery vehicle is carefully marshalled between arrival of the vehicle and departure.

The Maintenance Department and Lodge Staff in particular have been briefed to contribute to a safer environment by ensuring that all vehicles parked on college premises are specifically authorised, and, on those occasions when they open the gates to permit access, by marshalling vehicles in person or ensuring that another responsible person does it.

Contractors should seek assistance whenever manoeuvring vehicles into and out of college premises.

11. Vibration

Vibration is often associated with noise, but is difficult to measure. Excessive exposure through the use of hand-held power tools and machinery such as chipping hammers, grinders and chain saws can cause hand-arm vibration syndrome (HAVS) – a painful condition affecting blood circulation, nerves,

muscles and bones in the hands and arms. Its best known effect is vibration white finger (VWF).

Whole-body vibration (WBV) mainly affects the drivers of vehicles such as dumpers, tractors and lift trucks and can cause low back pain and spinal damage. Risks within College activities are likely to be low and related largely to contracted work.

Best Practice

- Use the right tool for the job.
- Use no more than sufficient force.
- Keep tools in good working order.
- Avoid using known hazardous machines, tools or processes.
- Do the job an alternative, safer way.
- Ensure that recommended maintenance checks are meticulously carried out.
- If using equipment with high vibration levels, take frequent breaks from the activity, keep the body warm and exercise fingers to improve blood flow.

12. Handling of Pressurised Containers Plant and Systems

Devastation can occur if a piece of pressurised plant fails and bursts violently apart. There will be further risks if the system contains harmful substances such as flammable or toxic materials.

There may be particular risks associated with the maintenance of such plant.

Hazards arise with many kinds of pressurised plant and equipment including steam boilers and associated pipe-work, pressurised hot-water boilers and heating systems, air compressors and high-pressure water jetting.

Best Practice

Contractors are strongly recommended to:

- Adhere strictly to the Pressure Systems and Transportable Gas Containers Regulations 1989.
- Plan to use non-pressurised equipment wherever possible.
- Use low pressure rather than high pressure.
- Undertake no modification or repair that may give rise to danger.
- Prepare written schemes for examination of pressure vehicles, fittings and paper-work.
- Keep accurate records (with a copy for the College) of all alterations made.

13. Asbestos

Usage

Asbestos has been widely used, e.g. as lagging on plant and pipework, in insulation products such as fire-proofing panels, in asbestos cement roofing panels, and as sprayed coating on structural steelwork to insulate against fire and noise.

Hazard

Any type of asbestos can be dangerous if disturbed. The danger arises when asbestos fibres as a very fine dust become airborne and are breathed in. Exposure can cause diseases such as lung cancer. The use of white asbestos has been banned in the UK from 1999.

Recommended practice

Well-sealed asbestos is often best left alone. If discovered, it should be immediately resealed and reported to the HSO. in the first instance and then to the HSM and relevant HSO, who will take specialist advice from a licensed contractor as to whether or not to have it removed.

Any member of staff or contractor who may have come into contact with asbestos should thoroughly decontaminate affected skin and clothing. Should there have been a risk of inhalation a doctor should be consulted.

Section G3 provides further detailed guidance on the procedure to be adopted to manage asbestos in college premises.

14. Lead

Hazard risks may arise when lead dust or fume is located in powder, dust or paste swallowed; or compounds absorbed through the skin.

As well as obvious work such as high temperature melting, making batteries or repairing radiators, there may be risks from repair or demolition of structures which have been painted with lead-based paints.

Recommended Practice

No College staff member should attempt to work on lead. Where repair or maintenance work is necessary, the College will consult a specialist contractor qualified to work within the Control of Lead at Work Regulations 1998 and the associated Approved Code of Practice.

15. Manual Handling

The hazards

Common hazards are the manual movement of loads and frequent forced or awkward movements of the body, leading for example to back injuries and severe pains in the hand, wrist, arm or leg – ‘repetitive strain injury’.

Moving materials mechanically is dangerous, and people can be crushed or struck by material if this should fall from a lifting or moving device or is dislodged from a storage stack.

Every year over 5,000 accidents are reported involving transport in the workplace; over 60 of these are fatal.

Recommended Best Practice

Manual Handling:

Particular attention must be paid to assessments specifically prepared for the work activity being undertaken.

Safe Lifting:

Needs to be planned, and equipment used must be designed for the task for which it is used and regularly maintained. Besides this:

- Only certified and serviceable lifting equipment must be used.
- Safe working loads must not be exceeded.
- Loads must be securely attached (if necessary bound).
- Centre of gravity must be checked by a short test lift before attempting the full lift
- Packing should be used to prevent damage from sharp edges.
- Sufficient staff should be in attendance to monitor the lift and ensure that bystanders are kept at a safe distance.
- Warning signs should be displayed.

Safe Stacking

- Stack on a firm, level base, ideally on a properly-constructed rack.
- Ensure stacks are stable.
- Do not allow stacked items to protrude into walkways.
- Do not climb stacks; use a ladder or steps.
- Do not lean heavy stacks against walls.
- Do not de-stack by throwing from the top or pulling out from the bottom.

16. Lone Working

The Hazard

Where possible, lone working should be avoided, because the lone worker has no immediate recourse in the event of attack, illness or accident.

Best Practice

- Avoid lone working when possible.
- Heads of Department should contact lone workers periodically.
- Lone workers should leave with the Lodge or nearest contact their whereabouts and expected cease-work time.
- Where they are available and effective, personal attack alarms should be worn.
- Medical fitness for lone working will in future be considered before employment and at periodic appraisals.

17. Young Persons (Under 18s)

Particular care needs to be taken when employing young persons (under 18s), because they may be relatively inexperienced, immature and less aware of risks associated with their workplace and/or workstation.

Health, Safety and Welfare regulations specifically debar young persons from using the following electrical woodworking equipments:

- Circular saw
- Sanders
- Planes

College specifies constraints in relation to which equipment, in the Catering Department and Maintenance Department, may be used by young persons, and the training and supervision needed in relation to equipments which may be used.

Beyond these constraints, if an employee who is a young person, or that person's Head of Department, is concerned about any aspect of safety in relation to the person's duties or workplace, s/he should immediately bring this to the attention of the HSM and/or the HSO

G37. Working at Height

(Working at height is defined as any work being undertaken at a height from which a person could fall and injure themselves)

37.1 Falls from height are the single most frequent cause of work-place fatalities, whilst falling objects cause a high proportion of reported injuries.

37.2 Whenever work is to be undertaken at height on College premises, secure fencing is to be provided to prevent people falling from edges and objects falling on to people below.

Risk assessments will be completed for any circumstances where there is a risk of falling where significant injury may occur. The safest possible method for working at height will be used at all times.

37.3 Protective headgear is to be used for all work conducted at a height of 1100mm or more or where a risk assessment deems the wearing of protective headgear is compulsory.

37.4 Where there is a risk of anyone on any College site falling from height, fencing should be at least 1100mm high and have two guard rails. Tanks, pits and structures should be securely covered or fenced to a height of at least 1100mm.

37.5 Fixed ladders should be of sound construction, properly maintained and securely fixed. Rungs should be horizontal and give adequate foothold and the stiles should extend at least 1100mm above the landing. Fixed ladders over 2.5m long at a pitch of more than 75° should be fitted with safety hoops or permanently fixed fall-arrest systems. Fixed ladders should only be used if it is not practical to install a staircase.

37.6 Slips and trips which may be trivial at ground level may result in fatal accidents when on a roof. Precautions should be taken where there is a risk of falling off or through a roof. These may include fall-arrest devices and crawling boards. Fragile roofs or surfaces should be clearly identified.

37.7 People should, as far as possible, avoid climbing on top of vehicles or their loads. If this is not possible, effective measures such as providing fencing should be taken, to prevent falls. If a tanker is loaded from a fixed gantry and access is required onto the top of the tanker then it should be provided. Sheeting of lorries should be carried out in properly equipped designated places.

37.8 When moving goods up or down between levels, the edge should be fenced and secure handholds should be provided where necessary.

37.9 If fencing or covers cannot be provided, or have to be removed, effective measures should be taken to prevent falls. Access should be limited to

specified people and in high risk situations written 'Permit-to-Work' systems should be adopted.

- 37.10 A safe system of work should be operated which may include the use of a fall-arrest system or safety lines and harnesses and secure anchorage points. Systems which do not require disconnection and re-connection of safety harnesses should be used. If there is no need to approach edges, the length of the line and anchorage position should prevent the edge being approached.
- 37.11 Scaffolding may only be assembled on site by qualified contractors. Particular care must be taken when manoeuvring poles and equipment around corners and where forward vision is restricted.
- 37.12 Arrangements must be made for independent safety inspections (scaff-tagging) at the statutory intervals.

G38. Workshops and Maintenance Facilities

38.1 There are a number of risks associated with Workshops and Maintenance Facilities, including:

- the use of machinery, particularly power tools, abrasive wheels and woodworking machines (see Sections 14 and 15)
- the use of hand tools (see section 14)
- noise (see section 20)
- dust and fumes (see section 5)
- manual handling (see section 18)

38.2 **Particular attention needs to be given to good housekeeping.** Tools should be stored in designated storage areas when not in use.

38.3 All substances and fluids must be stored correctly and employees must never leave tins open or put any substances in unmarked tins or containers.

38.4 All materials should be stored in a safe and secure manner.

38.5 Access to the workshop will be restricted to only those employees who need access to it and are authorised.

38.6 Floors must be kept clear at all times. Spillages must be cleared up immediately.

38.7 Any damage to the workshop, fittings, fixtures or equipment must be reported immediately to the HSO., if necessary.

38.8 Periodic inspections of the workshop will be undertaken by the HSO. or HSM.

G39. Registers and Records

- 39.1 The college also recognises that it has a duty to maintain records of certain activities.
- 39.2 Responsibility for the maintenance of the records may be delegated to Department Heads at the discretion of the Home Bursar or Bursar.

G40. Hot Liquids and Substances

- 40.1 Hot liquids and substances are encountered on a day-to-day basis throughout the college.
- 40.2 This will be within the heating installation, domestic hot water supply and when cooking food or boiling water to prepare beverages.
- 40.3 Risk assessments have been undertaken from which safe working procedures will be prepared.
- 40.4 Maintenance staff etc working on the heating installation and domestic hot water supply will do so under a Permit to Work.
- 40.5 Catering staff will prepare and cook food in accordance with the laid down kitchen procedures.