



Health and Safety Policy

of

Jewel & Esk College

INDEX

Section	Contents	Page No.
1	General Statement of Policy	4
2	Responsibilities	
2.1	Jewel & Esk College Board	5
2.2	Principal/Chief Executive	5
2.3	Directors, Senior Managers	5, 6
2.4	Line Managers	6, 7, 8
2.5	All Employees	8, 9
2.6	Students	9, 10
2.7	Visitors, Contractors and Others	10
2.8	Health and Safety Manager	10, 11
2.9	Senior Manager, Facilities	11
2.10	Electrical Duty Holder	12
2.11	Senior Manager, ICT	12
2.12	Human Resources Department	13
2.13	Janitorial Services	13
2.14	Fire Wardens	13
2.15	First Aiders and Appointed Persons	14
2.16	Security Guard – Hall of Residence	14
2.17	Off Site Workers	14
2.18	Young Person(s)	15
2.19	Pregnant Workers	15
2.20	Lone Workers	15
3	General Arrangements	
3.1	Health and Safety Management	16
3.2	Health and Safety Audit, Monitoring and Review	16
3.3	Risk Assessment	16
3.4	Health and Safety Induction	16, 17
3.5	Fire Safety Training	17
3.6	General Safety Training	17
3.7	Accident Reporting And Investigation	17, 18
3.8	Near Miss Reporting	18
3.9	Hazard Reporting	18
3.10	First Aid	18, 19
3.11	Occupational Health	19
3.12	Fire/Evacuation Warning Systems	19
3.13	Escape Routes	20
3.14	Fire Extinguishers	20
3.15	Fire Wardens	20
3.16	Smokefree	20
3.17	Advice and Consultancy	20
3.18	Safe Systems of Work	21
3.19	Personal Protective Equipment (P.P.E.)	21
3.20	Waste Disposal	21
3.21	Housekeeping and Storage	21
3.22	Restricted Access	21
3.23	Fluids and Gases under Pressure	22
3.24	Electrical Equipment	22
3.25	Machinery and Equipment	22
3.26	Substances Hazardous to Health	22, 23
3.27	Visitors, Contractors and Others	23

Section	Contents	Page No.
3	General Arrangements	
	3.28 Vehicles and Mobile Phones	23, 24
	3.29 Workplace Transport	24
	3.30 Legionella	24
	3.31 Young Person(s)	25
	3.32 Pregnant Employees & Students	25
	3.33 Lone Workers	25
	3.34 Abrasive Wheel Operators	25
	3.35 Forklift Truck Operators	25
	3.36 Welfare Facilities	26
	3.37 Intoxicants and Drug Abuse	26
	3.38 Working at Heights	26
	3.39 Display Screen Equipment (DSE)	26
	3.40 Manual Handling Operations	26
	3.41 Hot Work Operations	26, 27
	3.42 Issue of Health and Safety Policy to Employees	27
	3.43 Specific Work Related H&S Policies	27
Appendix 1	Health and Safety Organisation Chart	28

SECTION 1 - GENERAL STATEMENT OF POLICY

It is the Policy of Jewel & Esk College to protect and promote, so far as is reasonably practicable, the health, safety and welfare of all its employees, students, visitors and others who may be affected by its activities in accordance with the requirements of the Health and Safety at Work Act 1974. The College considers that good health and safety performance is a fundamental prerequisite if the College's aims are to provide a first class working and teaching establishment.

In particular, it is the intention of the College, where it is reasonably practicable to ensure:-

- The provision and maintenance of plant and systems of work which are, as far as is reasonably practicable, safe and free from risks to health by the careful identification, elimination or control of foreseeable hazards in the College Campus'. This is seen as an essential part of offering quality education and training.
- That safety is considered in all planning activities as well as in day-to-day work.
- The provision of suitable information, instruction, training, equipment, safety devices and supervision to enable employees to perform their work safely and to understand the risks associated with their activities, the control measures in place and the actions to be taken in the event of an emergency or imminent danger.
- The provision and maintenance of a safe, risk free working and learning environment, along with suitable welfare facilities.
- That the College maintains a constant, continuing interest in all health and safety matters, and regularly consults with employees and students.
- That all levels of Management and Supervision lead by example continually promoting safe and healthy working practices in full compliance with this policy.
- All levels of Management and staff have responsibility for the health and safety of themselves and persons, facilities within their designated area of control.
- The day to day management of health and safety at each College Campus will be managed by the Senior Management Team in their respective areas.

Guidance in support of the Policy Statement, detailing organisation, responsibility and arrangements is contained in sections 2, 3 and Appendix 1 of this Policy.

The College recognises the fundamental principles of the Scottish Funding Council's concept of the Safe Learner, and will envelop, support and promote their philosophy of 'promoting risk education, awareness and the learning of health and safety', especially in the preparation of 'Young Persons' to be safe and healthier workers.

The Board and the Principal of the College, fully support this Policy Document and will ensure its implementation and monitor its application. They will also ensure it is reviewed periodically or as required, bringing any necessary changes to the attention of all College employees.



Signed:
Mandy Exley
Principal



Signed:
Tom Drake
Chair of the Board

SECTION 2 - RESPONSIBILITIES

The responsibilities for safety parallels the general management structure of the College: each level of management is responsible for those below, and accountable to those above; to the extent that who has control, has responsibility. This is so that responsibility for ensuring high standards of health and safety performance remains with those who design, arrange or direct the work of the College, and to develop a thriving safety culture throughout the College.

2.1 Jewel & Esk College Board

The Board recognises that it has responsibility for health, safety and welfare matters. It will authorise and approve the Policy and support the efforts of the Principal and the Executive Team and managers in achieving policy objectives.

2.2 Principal/Chief Executive

The Principal shall have ultimate responsibility for all operational activities within Jewel & Esk College. Providing and maintaining adequate workplace health, safety and welfare provisions and standards to safeguard all employees, students and others; such as visitors, contractors, neighbouring companies and the public at large. The Principal in conjunction with the Board is responsible for signing the Policy Statement and will:-

- 2.2.1 Monitor the overall effectiveness of the Health and Safety Policy. Ensuring the policy is reviewed at least annually and revising where necessary.
- 2.2.2 Ensure adequate resources are made available to comply with health and safety requirements.
- 2.2.3 Delegate responsibilities both general and specific to appropriate staff as identified in the following sections, to ensure the above is effectively applied. The structure of health and safety responsibility is shown in the organisational chart at Appendix 1 to this policy.
- 2.2.4 The Principal will ensure the implementation of this policy by active management and review of health and safety within the organisation.
- 2.2.5 The Principal will actively promote good health and safety standards and set a good personal example.

2.3 Directors and Senior Managers

Responsible to the Principal of Jewel & Esk College for health and safety issues in terms of implementation, monitoring, and review of the policy, the Directors and Senior Managers will:-

- 2.3.1 Be responsible for the day to day health and safety management of all personnel and students within their departments and areas of control.
- 2.3.2 Actively promote and encourage the development of a culture of health and safety awareness within their area of responsibility.
- 2.3.3 Make proper arrangements for the investigation, analysis and reporting of all notifiable accidents, incidents and near misses, with a view to preventing similar occurrences in the future.

- 2.3.4 Ensure regular health and safety inspections and any necessary remedial works identified are carried out where applicable.
- 2.3.5 Ensure managers/nominated employees carry out risk assessments, and where necessary, any remedial/preventative actions are completed. They should ensure that risk assessments are monitored and regularly reviewed when necessary.
- 2.3.6 Ensure safe systems of work are in place and adhered to by all employees and students.
- 2.3.7 Consult effectively with all employees under their control on health and safety matters.
- 2.3.8 Consider the health and safety implications of any materials, plant or equipment purchased by the department on behalf of the College, consulting with the Senior Manager, Facilities and/or the Health and Safety Manager where necessary.
- 2.3.9 Set a good personal example on health and safety.

In addition to the above Managers who are responsible for all aspects of the day to day management of the Campus(s) in their control shall:-

- 2.3.10 Ensure that any premises and equipment under their area of control are suitable, safe and without risks to health.
- 2.3.11 Appoint a Nominee(s) who will be responsible for the day to day management of their areas of control in their absence.
- 2.3.12 Ensure that regular fire and emergency practice drills are carried out each term and they are recorded, with the assistance of the Senior Manager, Facilities and the Health and Safety Manager where applicable.

2.4 **Line Managers**

This level of management has responsibility for the day to day management of the health, safety and welfare of all personnel and students within their departments. They are responsible for the effective implementation and achievement of this policy in their specific areas of control, Managers will:-

- 2.4.1 Ensure that the organisation of health and safety responsibility within the department is clearly defined and documented.
- 2.4.2 Where applicable ensure health and safety training and supervision of students is an indispensable element of departmental teaching.
- 2.4.3 Ensure that all employees, students, visitors and contractors are made aware of any hazards, safety rules and/or procedures which may be encountered within their areas of control, including the precautions to be taken against these hazards and procedures to be followed in the event of a fire or emergency situation.
- 2.4.4 Empower members of the departmental staff to act, to suspend or stop any departmental activity that is not being carried out correctly and which could cause harm to others or damage to property etc.

- 2.4.5 Appoint suitable person(s) to select, purchase and issue Personal Protective Equipment/Clothing ensuring the equipment/clothing is maintained or replaced as necessary. This will be recorded.
- 2.4.6 Enforce the wearing of Personal Protective Equipment/Clothing in designated areas where applicable.
- 2.4.7 Ensure all equipment, plant and substances used are suitable for the task; handled, stored and distributed correctly and kept in good working condition through regular inspection, maintenance and servicing where required.
- 2.4.8 Ensure all equipment, plant and substances are correctly disposed of with the appropriate documentation kept on file.
- 2.4.9 Ensure all necessary instruction, training, information and supervision is provided as appropriate to enable employee duties to be conducted safely. This includes for the induction of new employees and students.
- 2.4.10 Ensure all accidents, incidents and near misses are properly recorded and reported and that they are effectively investigated where applicable to ensure that suitable preventative measures are put in place to prevent reoccurrence. (Where appropriate with the assistance of the Health and Safety Manager.)
- 2.4.11 Familiarise themselves with the guidance on accident reporting to make themselves aware of what is a reportable accident to the HSE (Health and Safety Executive), and ensure that such accidents are reported immediately on the Accident Reporting system.
- 2.4.12 Enforce disciplinary procedures where appropriate when non-compliance of health and safety procedures have been identified.
- 2.4.13 Monitor and enforce the "Smokefree" Policy" within their areas of responsibility.
- 2.4.14 Seek advice and guidance from the Health and Safety Manager as appropriate on health and safety issues.
- 2.4.15 Ensure the needs of high risk/special workers and students (e.g. disabled, pregnant, lone workers, young/vulnerable persons, home workers) are assessed and adequate measures are taken to ensure their health, safety and welfare within their area of responsibility.
- 2.4.16 Ensure regular safety inspections are carried out and recorded within their area of responsibility where applicable.
- 2.4.17 Where applicable ensure safe systems of work are in place and adhered to by all.
- 2.4.18 Consult with employees under their control on health and safety matters and ensure that health and safety is a regular agenda item at departmental meetings.
- 2.4.19 Assess the health and safety training needs of employees under their control and provide appropriate training in conjunction with the CPD/ Learning Consultant and Health and Safety Manager where required.

- 2.4.20 Promote a culture of health and safety awareness and set a good personal example on health and safety.
- 2.4.21 Consider the health and safety implications of any materials, plant or equipment purchased on behalf of the College. Consulting the Senior Manager, Facilities and/or the Health and Safety Manager where applicable.
- 2.4.22 Nominate competent personnel to carry out suitable and sufficient risk assessments, which take account of all significant hazards inherent in the work within their area of responsibility, ensuring they are recorded and any remedial requirements are addressed and acted upon. Also ensure the risk assessments database is maintained and that risk assessments are regularly monitored and reviewed as necessary.
- 2.4.23 Report to their immediate superior on a regular basis on the application and implementation of health and safety matters within areas under their control.
- 2.4.24 Nominate competent personnel within their area of control to train and act as fire wardens and evac chair operators.
- 2.4.25 Actively participate in fire drills, ensuring roll calls are carried out where applicable.

2.5 All Employees

All College employees are expected to comply with any health and safety arrangements that are in force within the College. Staff are under a legal obligation to take reasonable care for the health and safety of themselves and others. Anyone contravening these stipulations may be subject to College disciplinary proceedings. All employees must familiarise themselves with, and conform to the College Health and Safety Policy, and will:

- 2.5.1 Assist the College in fulfilling its health and safety obligations by taking reasonable care for the health and safety of themselves and others, who may be affected by their acts or omissions.
- 2.5.2 Promote a culture of health and safety awareness and set a good personal example on health and safety.
- 2.5.3 Observe all safety rules, codes of practice, safe systems of work or instructions devised for their health and safety. Co-operate fully with managers in the investigation of accidents, incidents and near misses and the management and implementation of health and safety within their working environment.
- 2.5.4 Not interfere with or mis-use anything provided in the interest of health and safety.
- 2.5.5 Report all hazards, potential dangers, accidents and damage that may occur in the course of their work, to their Manager and Health and Safety Manager without delay and where applicable to the Facilities department, this should include all 'near misses'. For all accidents resulting in injury, seek medical attention from a First Aider without delay.
- 2.5.6 Ensure that all safety/protective equipment is used/worn in the designated areas and that it is maintained as supplied and in line with manufacturer's

recommendation and appropriate training, reporting any defects to their Manager.

- 2.5.7 Make suitable suggestions and recommendations with regards to improvements in areas of health, safety and welfare, to their Manager, Safety Representative or the Health and Safety Manager, and assist in the risk assessment process wherever reasonably practicable or necessary.
- 2.5.8 Work safely, and not remove any safety device or guard provided for the purpose of ensuring safety.
- 2.5.9 Adhere to and enforce the "Smokefree" Policy within the College Campus'.
- 2.5.10 Use any designated walkways, avoiding traffic areas where possible.
- 2.5.11 When bringing vehicles onto College property, adhere to and obey all speed limits, warning signs and other safety and traffic signs. At all times ensuring that vehicles are parked safely in designated parking spaces.
- 2.5.12 Ensure that their own areas of work are kept clean, tidy and free from hazards that may cause poor posture, slips, trips or falls at all times.
- 2.5.13 Actively participate in fire and emergency evacuations.
- 2.5.14 Take responsibility for any students, visitors or contractors etc., under their control, ensuring that they are made aware of the College's fire and emergency evacuation procedures. If safe to do so escort students, visitors and contractors etc. (under their control), to the Fire Assembly Points during evacuations.
- 2.5.15 Upon hearing the fire alarm follow the Fire guidance on evacuating the building safely.
- 2.5.16 Ensure that they complete the Posturite on-line training packages.

2.6 Students

It is for the College and College Staff to ensure the health, safety and welfare of students. Students do however have a part to play, in particularly they will:-

- 2.6.1 Follow any health and safety rules, which apply in their course areas and in the College, and conduct themselves in a way that does not endanger themselves or others.
- 2.6.2 Ensure that where they are instructed to wear safety/protective equipment it is used and worn in the designated areas and that it is maintained as supplied and in line with manufacturer's recommendation and appropriate training, reporting any defects to their lecturer.
- 2.6.3 Not misuse any equipment provided in the interest of health and safety, i.e. fire alarms, fire extinguishers, personal protective equipment.
- 2.6.4 Report all accidents, incidents or anything they consider may be a risk to health and safety to their course lecturer or a member of staff.
- 2.6.5 Adhere to the Smokefree Policy within the College Campus'.

- 2.6.6 Use any designated walkways, avoiding traffic areas where possible.
- 2.6.7 When bringing vehicles onto College property, adhere to and obey all speed limits, warning signs and other safety and traffic signs. At all times ensuring that vehicles are parked safely in designated parking spaces.

2.7 Visitors, Contractors and Others

- 2.7.1 All visitors, contractors and others arriving on site are expected to report to Reception where they will be required to sign in on arrival and out upon departure.
- 2.7.2 All visitors, contractors and others invited to or expected to work on College property are required to fully comply with both this College Policy and any other specific rules and conditions applicable to them throughout their period of engagement or visit.
- 2.7.3 On no account should any on-site work be conducted by a contractor, sub-contractor or self-employed person until they have received a copy of the College's "Rules and Conditions for Contractors".

All visitors, contractors and others, whilst on College premises, shall:

- 2.7.4 Comply with all relevant health and safety legislation appropriate to their area of work activity/equipment/substances used and service provided.
- 2.7.5 Comply and co-operate fully with all instructions, safe working practices and guidance as supplied by the College and its management.
- 2.7.6 Ensure positive co-operation and co-ordination with the College providing any health and safety documentation or information requested.
- 2.7.7 Report to their Manager and the Health and Safety Manager and where applicable the Facilities Department any incident, accident, near miss or potentially dangerous situation, which could cause injury or ill health to persons or damage to property.
- 2.7.8 Ensure that any protective equipment identified as being required for the work activity is provided, used and enforced at all times.
- 2.7.9 Ensure sufficient information, instruction, training and supportive supervision as necessary is provided so that work and learning can be conducted in a safe and healthy manner, without risk to either College employees, students or others that may be affected.

Persons with Key Health and Safety Responsibilities

2.8 Health and Safety Manager

The Health and Safety Manager has a key responsibility for supporting the development of a safe and healthy working environment and shall act as the 'competent' person for advising on health and safety matters to the College by:

- 2.8.1 Assisting with the co-ordination of health and safety support services whilst giving advice and guidance to all. In addition, assist management with the monitoring and review of health and safety performance and documentation.

- 2.8.2 Assisting the Principal in periodically reviewing and improving the Health and Safety Policy Document.
- 2.8.3 Assisting with the investigation of accidents, incidents and near misses, in addition to the preparation and maintenance of formal reports and records e.g. RIDDOR.
- 2.8.4 Assisting with the co-ordination, organisation and monitoring of relevant health and safety training, fire drills and emergency evacuation procedures and ensure records of these activities are kept.
- 2.8.5 Promoting and give advice on safe working practices including equipment, protective clothing, plant and machinery.
- 2.8.6 Advising the Principal, Senior Managers, Line Managers and staff on Health and Safety.
- 2.8.7 Representing the College in dealings with the enforcing authority.
- 2.8.8 Assisting nominated employees in the completion of risk assessments and inspections.
- 2.8.9 Ensure Fire Risk Assessments and Safety Audits are carried out when required.

2.9 **Senior Manager, Facilities**

The Senior Manager, Facilities has a key role with regards health and safety and will be responsible for the day to day maintenance of the Campus', and will:-

- 2.9.1 Ensure the safety and maintenance of building service systems, and site/building access and egress.
- 2.9.2 Select and vet the appointment of contractors used in the above operations to ensure competent and safe completion of work.
- 2.9.3 Ensure that maintenance and repair work is carried out in a way, which does not put employees, students, visitors or others at risk.
- 2.9.4 Ensure the completion of risk assessments, method statements and safe working procedures for works to be carried out by contractors they appoint and for staff under their control, reviewing them when required.
- 2.9.5 Where applicable assist with the investigation of accidents, incidents and near misses, ensuring that reports are compiled and appropriate remedial actions are completed.
- 2.9.6 Where applicable, assist nominated employees in the completion of risk assessments and inspections.
- 2.9.7 Ensure effective emergency evacuation procedures are in place and that fire drills are carried at least once per term and that these are recorded.
- 2.9.8 Ensure that statutory inspections are completed and recorded accordingly.

2.10 **Electrical Duty Holder**

As the College appointed “authorised” person with specific responsibility for site electrical safety the Electrical Duty Holder (whether an employee or contractor) will:-

- 2.10.1 Take all reasonable steps and exercise due diligence in ensuring that all on-site electrical systems, fixed and portable tools or equipment are installed, operated and maintained in a safe condition and that suitable records are kept.
- 2.10.2 Ensure safe electrical working procedures and arrangements in line with legislative and College requirements, especially when working on or near live conductors. This includes the application of isolation procedures and permits to work for high-risk activities.
- 2.10.3 Co-operate with the College so far as is necessary to ensure that the duty placed upon them is adequately fulfilled.
- 2.10.4 Work strictly within their personal level of competence and in a manner that should not give rise to danger. Seek expert advice for issues outside of personal competency. Similarly, ensure that any person (electricians) working with them, or for them, are competent.
- 2.10.5 When using outside contractors for electrical work, ensure they are registered with an organisation, which checks the work of its members, such as NICEIC.
- 2.10.6 Ensure that protective equipment is suitable, adequately maintained and properly used.
- 2.10.7 Ensure that statutory inspections such as 5 yearly fixed testing and annual PAT testing are carried out and this is recorded.

2.11 **Senior Manager, ICT**

The Senior Manager, ICT is responsible for IT within the College and will:-

- 2.11.1 Support the application of safe working procedures relating to the safe use and operation of Display Screen Equipment etc.
- 2.11.2 Ensure the safe operation, installation and maintenance of all on-site IT equipment and photocopiers using contractors where applicable.
- 2.11.3 Ensure all purchased IT equipment complies fully with all relevant legislation.
- 2.11.4 Assist with general ergonomic considerations when positioning and installing equipment.
- 2.11.5 Consult with the Facilities Department when planning work, which may affect the buildings electrical systems or give rise to electrical hazards.
- 2.11.6 Ensure that employees under their control isolate (by disconnecting the power lead) and earth the equipment (due to stored energy in the circuit board) prior to working on it.
- 2.11.7 Ensure that all computer equipment is correctly disposed off and that the appropriate documentation is kept.

2.12 Human Resources Department

The Human Resources department will ensure:-

- 2.12.1 That accurate records are kept in relation to training, medical, and personnel matters.
- 2.12.2 That College HR policies comply with current Health and Safety legislation.
- 2.12.3 That all new employees are fully inducted with regards to health and safety policies and procedures.
- 2.12.4 That all employees complete the mandatory Posturite training courses which include Fire Safety, Manual Handling and Display Screen Equipment.
- 2.12.5 That Managers carry out risk assessments for pregnant workers as soon as the College is made aware and that any remedial actions are completed, and that the assessments are regularly reviewed throughout the course of the pregnancy and upon return to work where applicable.

2.13 Janitorial Services

The Manager/Supervisor, Janitorial Services will act as Fire and Emergency Co-ordinator for the Edinburgh Campus and the Head Janitor will act as Fire and Emergency Co-ordinator for the Midlothian Campus, and in their absence the appointed nominee(s) will take on this role. They will coordinate the activities of the Fire Team and First Aiders in the event of a fire or emergency evacuation of the Campus they are responsible for, and act as point of contact for the Emergency Services.

2.14 Fire Wardens

At each College Campus a suitable number of employees will be appointed and trained as fire wardens. In the event of an evacuation of the building becoming necessary fire wardens will have the following responsibilities.

- 2.14.1 Attend appropriate training course as necessary to fulfil duties of a fire warden.
- 2.14.2 If safe to do so assist employees, students and visitors from the building and search the area of the building for which they have responsibility, including toilets, storage areas etc., checking that the area is completely cleared where possible, ensuring they never put themselves at risk.
- 2.14.3 If safe to do so, close any windows or doors, which are open when leaving the building.
- 2.14.4 Attack small fires with extinguisher provided, if safe to do so, and within their own capabilities as instructed through appropriate training sessions.
- 2.14.5 Proceed, without delay, to the nearest Fire Assembly Point, carry out role calls where applicable and then report immediately to the Fire and Emergency Co-ordinator.
- 2.14.6 For further details please refer to the College's Fire Strategy.

2.15 First Aiders and Appointed Persons

At each College Campus a suitable number of employees will be appointed and trained as first aiders and appointed persons, and their responsibilities will be to:-

- 2.15.1 Administer first aid treatment to those in need, in line with their training, assist the emergency services if called upon to do so and ensure that Janitorial Services are advised where first aid boxes need replenishing.
- 2.15.2 After treating the patient ensure the Accident/Incident form is completed on the electronic form, if using a paper version, they must ensure it is passed to the Health and Safety Manager to ensure it is entered on to the system.
- 2.15.3 All first aiders must keep a log of first aid treatment/assistance given and a list of supplies used in their logbook.
- 2.15.4 Where hospital treatment is deemed necessary First Aiders are required to arrange for the patient to be taken to hospital and report back to the appropriate Manager and the Health and Safety Manager on their condition.
- 2.15.5 For further details please refer to the guidance document on First Aid.

2.16 Security Guard – Hall of Residence

- 2.16.1 Ensure all visitors sign the visitor's book upon arrival, and ensuring they enter their time of departure.
- 2.16.2 Check Student's and Staff ID badges where applicable.
- 2.16.3 During noncore hours act as the Fire and Emergency Co-ordinator for the Hall of Residence.

2.17 Off-Site Workers

Off Site workers, those engaged on work in premises not controlled by the College must exercise a particularly high level of self-discipline and safety awareness and skill:-

- 2.17.1 Inform their Manager of any unsafe conditions, customer requests, working practices, accidents, incidents or near miss situations encountered.
- 2.17.2 Comply fully with the host employer's policy/rules and conditions for safe working when working on non College premises (in addition to College policy directions).
- 2.17.3 Whilst working at non college premises, ensure an understanding of the procedures for fire, serious or imminent danger and on-site hazards and precautions, in addition to being aware of the responsible person for Health and Safety on the site.
- 2.17.4 Where applicable carry out a risk assessment for the work activities to be undertaken by themselves.

High Risk Workers

2.18 Young Person(s)

Health and Safety legislation and the Education sector have differing interpretations of the term 'Young Person' (a combination of both Young Workers and Children under law). As part of this policy, a 'Young Person' will be defined under two categories, regardless of whether they are an Employee or Learner; the first being a person who has reached the school leaving age, but has not yet reached 18 years of age (Young Worker); The second being those persons under the age of school leaving age (Children). From a Management control point of view, both categories will be referred to as Young Persons and will be treated as employees and as such, the control is defined under health and safety legislation. All safeguarding procedures will be adhered to. The College will show a higher duty of care towards the 'Young Worker', and an even higher duty still, to those classified as 'Children'.

Emphasis will be on ensuring that the Young Persons' level of interpretation and understanding of their own responsibilities is in line with the requirements expected under law of all employees, and in regards to this policy. Young Persons shall:-

- 2.18.1 Comply with the requirements identified by any relevant 'Young Persons' risk assessments.
- 2.18.2 Comply fully with this Policy document and any other health and safety guidance given by their appointed manager or lecturer.
- 2.18.3 Whenever in doubt, stop the work/learning activity immediately and seek advice from their appointed manager or lecturer.

2.19 Pregnant Employees and Students

- 2.19.1 In order for the College to fulfil its legal obligations and in line with individual's legal obligations, any employee who knows they are pregnant should notify their Manager or HR Advisor as soon as possible. Students should advise their course lecturer as soon as possible.
- 2.19.2 Once notified, the College in conjunction with the pregnant employee/student will carry out an appropriate risk assessment of the employee's/student's tasks/activities to ensure her and her unborn child or not put at any unnecessary risk.

2.20 Lone Workers

Lone Workers are classified as persons who are required to work by themselves without close or direct supervision.

- 2.20.1 Lone Workers will ensure that the area they are working within is safe and that they follow the instructions set out by the safe system of work or risk assessment.
- 2.20.2 An employee whom in the course of their work is required to work alone must advise their employer if they have any health problems, which could put them at risk.

SECTION 3 - GENERAL ARRANGEMENTS

3.1 Health and Safety Management

- 3.1.1 The College has a Health and Safety Committee, which meets regularly. For further details please refer to the Policy on Consultation and Communications with staff and students.
- 3.1.2 Health and Safety is regularly reviewed on various college management meetings and team meetings.

3.2 Health and Safety Audit, Monitoring and Review

- 3.2.1 Health and Safety is regularly reviewed by the Audit Committee (please refer to terms of reference), by departmental managers and the Health and Safety Manager.
- 3.2.2 Health and Safety inspections will be carried out at the appropriate intervals as and when required by an appointed person.

3.3 Risk Assessment

- 3.3.1 It is the responsibility of all senior managers to ensure that risk assessments are carried out by competent personnel within their areas of responsibility. Copies of completed risk assessments will be added to the risk assessment data base. Risk Assessments will be reviewed at regular intervals, or if there has been any significant change in the work/learning activity or environment.
- 3.3.2 Display Screen Equipment Users and Home Workers will complete the posture on-line training and will then complete the on-line self assessment.
- 3.3.3 Out Based/Off Site Workers will carry out self-assessment on the appropriate forms.
- 3.3.4 Risk assessments will also be conducted for Student Educational and Residential visits, Work Placements, Students with special needs etc., for further details please refer to the relevant guidances.
- 3.3.5 The risk assessment process will take into consideration the different age groups within the College, especially taking into consideration the higher duty of care required for Young Persons and the elderly and safeguarding policy and procedures. They will also consider the needs of high risk workers and persons with a disability.
- 3.3.6 For further details please refer to the guidance on Risk Assessment.

3.4 Health and Safety Induction

- 3.4.1 All new employees will receive appropriate induction from the Senior Manager or Line Management regarding health and safety relevant to their area of employment, including instructions on the College's fire and emergency procedures, accident reporting, this will be recorded and made available on request.
- 3.4.2 New employees will also be provided with a copy of the Health and Safety Policy and any other policies or guidance relevant to their work by their line manager.

- 3.4.3 All new Students will receive appropriate induction regarding health and safety within their course area to include fire and emergency procedures, accident reporting, this will be recorded and made available on request.

3.5 Fire Safety Training

- 3.5.1 All employees are required to complete the mandatory fire safety training provided on the College Intranet.
- 3.5.2 Fire Extinguisher training will be provided at regular intervals when appropriate for nominated employees.
- 3.5.2 Procedures for fire evacuation will be regularly displayed in suitable locations throughout the College Campus and on the Health and Safety page on the College Intranet.
- 3.5.3 Practice evacuation drills will be carried out each term at each College Campus'.

3.6 General Safety Training

- 3.6.1 All employees are required to complete the health and safety training provided on the College Intranet.
- 3.6.2 Employees will receive basic health and safety guidance and training in the course of their employment, which will give them an appreciation of the fundamentals of good health and safety practices.
- 3.6.3 Training for employees that require specialist training to enable them to carry out their work safely and within the confinements of the law will receive this training in conjunction with their Senior Manager and HR.

3.7 Accident Reporting and Investigation

An accident is defined as any unplanned event that results in causing injury or ill health to people, damage to property or the environment

- 3.7.1 All accidents/incidents, however slight, must be reported, without delay, on the appropriate Accident/Incident report form on the Intranet or if this cannot be accessed then it should be reported on the accident form which is available from various locations; Reception, College Intranet. A copy of the completed form should be sent to the Health and Safety Manager.
- 3.7.2 Accidents will be investigated to the extent necessary to identify their underlying cause(s) and to enable these to be remedied. The primary responsibility for the investigation rests with the Senior Managers and/or Line Managers of the area in which the accident/incident occurred. The results of the investigation should be recorded on the accident/incident form, or on an accompanying report.
- 3.7.3 The College is under a legal obligation to report some accidents/incidents to the authorities, by telephone, immediately it becomes aware of them. Therefore staff should familiarise themselves of what is a reportable accident and ensure that these are reported as soon as possible to the Health and Safety Manager.

3.7.4 The scene of any serious accident/incident must remain undisturbed until the accident has been fully investigated. The Local Manager for that area must ensure that full details of the scene of the accident/incident are recorded and where applicable take witness statements and record without delay, (taking photographs where possible). For these purposes a serious accident/incident can be considered to be any accident resulting in hospital treatment or an occurrence reportable under the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995' (please refer to guidance on accident reporting).

It is, therefore, important that all reportable accidents are reported without delay to ensure that this obligation can be met. If in doubt consult your Manager or the Health and Safety Manager.

3.7.5 The Health and Safety Manager will review all accident/incident forms and will carry out further investigations were deemed necessary.

3.7.6 For further details please refer to the guidance on Accident Reporting.

3.8 **Near Miss Reporting**

A 'Near Miss' is defined as an incident that has the potential to cause harm or damage even though no harm or damage is caused.

3.8.1 Near misses must be reported, without delay, on the Near Miss report form which is available on the College intranet, if this cannot be accessed forms can be obtained from the Health and Safety Manager or Reception; the completed form should be sent to the Health and Safety Manager.

3.8.2 Near Misses will be investigated to the extent necessary to identify their underlying cause(s) and to enable these to be remedied. The primary responsibility for the investigation rests with the Senior Managers or Line Managers of the area in which the near miss occurred. The results of the investigation should be recorded on the appropriate form or in an accompanying report.

3.9 **Hazard Reporting**

A hazard is anything (article, substance or situation) with the potential to cause harm, injury to people or damage to the environment i.e. electricity, slippery floors, spillages dangerous parts of machinery etc. The risk is the probability or likelihood of the hazard being realised and the severity of its consequences.

3.9.1 Any hazards identified must be reported immediately to the appropriate manager, Facilities Helpdesk or the Health and Safety Manager either verbally or via email, to ensure that remedial action is taken.

3.10 **First Aid**

3.10.1 All Campuses will have appropriate First Aid provisions relevant to the work activity carried out and also the number of employees located on the site. First Aid boxes will be located with the Receptionist, First Aiders, First Aid Appointed Persons and the First Aid room where applicable.

3.10.2 A duty rota for first aiders will be agreed and implemented. The duty first aiders will be provided with a mobile phone and grab bag which they will collect from and sign for at Reception at the start of their session.

- 3.10.3 A regularly updated list of trained and qualified First Aiders and First Aid Appointed Persons will be held by the Receptionist showing the name, department and extension of the First Aider and who is on duty; this will also be available on the College Intranet.
- 3.10.4 First Aiders and Appointed Persons will re-sit their First Aid Qualification every three years with an HSE approved training provider.
- 3.10.5 First Aiders trained in the use of defibrillators will re-sit their qualification annually.

3.11 Occupational Health

- 3.11.1 The occupational environment and health of employees will be monitored where appropriate so as to ascertain that their well being is not impaired by the working conditions.
- 3.11.2 The College's Occupational Health provider will visit regularly to carry out routine referrals, health checks, assessments etc.
- 3.11.3 Employees wishing to make an appointment with Occupational Health can either do so via their line manager or by contacting HR direct.
- 3.11.4 Managers wishing to refer employees to Occupational Health should contact HR to make an appointment.
- 3.11.5 The College offers the facility for employees who use Display Screen Equipment to have their eyes tested every twelve months with an approved Optician. Where employees are required to wear glasses that are DSE compliant will receive a payment up to a maximum of £60 from the College towards these glasses please refer to guidance on DSE.
- 3.11.6 The College has separate policies for Stress and a guidance document for Infectious Diseases.
- 3.11.7 The College also provides employee support via an independent confidential Employee Assistance Programme, for further details contact the HR department.

3.12 Fire/Evacuation Warning Systems

- 3.14.1 Fire Warning Systems will be tested weekly at each College Campus for a maximum duration of 10 seconds whether they are automatic, electronic or manual systems (this should be recorded and made available on request). Employees need take no action on these occasions unless the warning system continues beyond 10 seconds. Staff will familiarise themselves and their students as to the sound of the alarm(s) and when the system is tested at the Campus they are based at.

3.13 Escape Routes

3.13.1 Escape routes will be regularly checked by an appointed person.

3.13.2 Employees should familiarise themselves with the escape routes and fire exits which are clearly marked within and around their working area and, outwith hours they should satisfy themselves that their escape routes are unobstructed.

3.14 Fire Extinguishers

3.14.1 Only employees trained in the use of fire extinguishers should attack small fires with the correct extinguisher provided, if safe to do so, and within their own capabilities as instructed through appropriate training sessions.

3.14.2 Fire Extinguisher training will be provided as and when required for nominated employees.

3.14.3 Fire extinguishers will be serviced annually by an approved contractor. This will be recorded and made available on request.

3.14.4 A member of the janitorial team at each College campus will visually check the fire extinguishers once a month to ensure they are in situ, not damaged and are fully charged. This will be recorded and made available on request.

3.14.5 If fire extinguishers are used, damaged or missing the Facilities Helpdesk should be contacted to ensure a replacement is provided.

3.15 Fire Wardens

3.15.1 Fire Wardens have been appointed to co-ordinate evacuation efforts in the event of an emergency arising.

3.15.2 A regularly updated list of trained Fire Wardens will be held by the Health and Safety Manager and Senior Manager, Facilities showing the Fire Wardens name, department and extension. This will also be available on the College Intranet.

3.16 Smokefree

3.16.1 Smoking is not permitted in any of the College Buildings.

3.16.2 Designated smoking areas have been marked out and signed at each College Campus, smoking is not allowed in any other areas of the College grounds or in front of any College buildings.

3.16.3 For further information and guidance please refer to the Smokefree Policy.

3.17 Advice and Consultancy

3.17.1 The Health and Safety Manager will act as the College's 'competent person' on health and safety matters.

3.17.2 Where other outside health and safety consultancy or specialist advice is required, this should be done in conjunction with the Health and Safety Manager where applicable.

3.18 Safe Systems of Work

3.18.1 Formal safe systems of work will be developed and published by managers, with the assistance of the Health and Safety Manager where applicable, to cover potentially hazardous operations in areas under their control.

3.18.2 Managers will be responsible for ensuring that work is carried out in accordance with these safe systems.

3.19 Personal Protective Equipment (PPE)

3.19.1 PPE will be freely issued to employees as required, along with the appropriate level of training in its use. This will be recorded and made available on request.

3.19.2 Managers will ensure that the correct personal protective equipment is available to employees, that it is kept in a good condition and replaced as necessary.

3.19.3 Managers and employees will ensure that the appropriate personal protective equipment is worn.

3.19.4 Where students are required to wear PPE as a part of their course activity, lecturers will ensure that the PPE is appropriate for the activity and that it is worn correctly by the student within the designated.

3.20 Waste Disposal

3.20.1 All waste will be disposed of in accordance with the Duty of Care imposed by the Environmental Protection Act and the appropriate Waste Regulations.

3.20.2 Waste will be removed by registered, approved and competent contractors.

3.20.3 Copies of transfer notes will be retained by the Department arranging the disposal of the waste to which the transfer note refers for a period of at least 3 years.

3.21 Housekeeping and Storage

3.21.1 Managers will ensure that good housekeeping practices are maintained within areas of their responsibility.

3.21.2 All material, whatever its location, will be stored in such a way as not to cause a hazard or harm to any employee, student or visitor, in line with the manufacturers guidelines/data sheets where appropriate.

3.22 Restricted Access

3.22.1 All areas of high risk i.e. boiler and plant rooms, must be appropriately identified for unauthorised entry.

3.22.2 Areas identified as restricted access must be adhered to at all times, and only those persons authorised may facilitate their use.

3.23 Fluids and Gases under Pressure

- 3.23.1 All pipe work i.e. water (hot and cold), compressed air, and gas must be identified and clearly marked.
- 3.23.2 Pipe work containing water (hot and cold), compressed air, and gas must be isolated and drained before any work is undertaken.
- 3.23.3 Compressed gases must be used and stored as laid down in the manufacturer's guidelines and current legislation.

3.24 Electrical Equipment

- 3.24.1 Employees who purchase portable electrical equipment will ensure it is suitable for the task and conform to current British or E.U standards and should be 'CE Marked'. All equipment must be submitted for logging, inspection and testing before it is put into services.
- 3.24.2 Periodic inspection and testing of the electrical installation will be carried out in accordance with the requirements of the Institute of Electrical Engineers Wiring Regulations 17th edition by appointed contractors.
- 3.24.3 An appointed contractor will carry out periodic inspection and testing of Portable Electric Equipment.
- 3.24.4 Employees and Students should not bring any electrical equipment in to the campus without the approval of their manager/lecturer and the Facilities Department.

3.25 Machinery and Equipment

- 3.25.1 Employees should only use machinery or equipment for which they have been trained for and must do so in accordance with the manufacturer's guidelines and any formal 'Safe System of Work' in place at the time.
- 3.25.2 Machinery designed to be used in conjunction with any guard must not be operated unless that guard is in place.
- 3.25.3 All guards, interlocks and other safety devices will be checked by the user of the equipment and/or the room technician prior to its use.
- 3.25.4 Lifting Equipment, Lifting Tackle are liable to an insurance inspection by a nominated insurer.
- 3.25.5 An approved competent contractor will service all equipment in line with their maintenance programme.

3.26 Substances Hazardous to Health

- 3.26.1 Managers whose departments purchase hazardous substances will ensure that a Material Safety Data sheet is obtained from the manufacturer or supplier for the product prior to first purchase. A copy should be retained on file in the department. (If any doubt exists as to whether the product is classified as hazardous please contact the Manufacturer or the Health and Safety Manager for guidance.)

- 3.26.2 Substances identified as hazardous should not be used until a risk assessment has been carried out, and appropriate training and information has been provided.
- 3.26.3 Managers will be responsible for ensuring that this information is brought to the attention of employees required to use, handle or transport the substance, and that the recommended safety precautions are followed.
- 3.26.4 It will be the duty of all employees who use/handle/transport hazardous substances to ensure that they comply with the safety requirements outlined in the above documents and in any formal safe system of work in place.
- 3.26.5 Substances should be kept in their original containers with the correct label clearly visible. When the need arises for a substance to be transferred from one container to another, the new container should be suitable and clearly labelled of its contents.
- 3.26.6 Managers are to keep an up to date inventory of all substances held or used within their departments.
- 3.26.7 For further details please refer to the guidance on Substances Hazardous to Health.

3.27 Visitors, Contractors and Others

- 3.27.1 The person responsible for receiving visitors to site/or the Receptionist will ensure that the visitor enters their details in the visitor's book.
- 3.27.2 The appropriate member of staff, or their deputy, where applicable will escort the visitor(s) from reception to their office or meeting room. Known and approved Visitors, Contractors or Suppliers are permitted unaccompanied access after an appropriate member of staff has received them into the building.
- 3.27.3 When leaving the premises where applicable visitors must be escorted back to reception where the staff member/receptionist should ensure that departure details are entered into the visitor's book.
- 3.27.4 Employees are responsible for the health, safety and welfare of their visitor(s) whilst on site, therefore they should ensure that their visitor(s) are made aware of:-
- College's emergency evacuation procedures.
 - The location of fire routes, fire exits and assembly point(s).
 - Any hazards they may encounter during their stay.
 - Any safety rules they must follow if they need to carry out work on site.
- 3.27.5 In the event of an evacuation from the premises the staff members responsible for visitors must ensure that they are escorted to a fire assembly point, if safe to do so. If the visitor is missing then the Fire and Emergency Co-ordinator should be made aware of this.

3.28 Vehicles and Mobile Phones

- 3.28.1 All employees driving vehicles on College business must have a valid UK driving licence and must exercise proper control of the vehicle at all times.

- 3.28.2 If staff use their own vehicle on College business they must ensure that the vehicle is taxed, that they have the correct insurance for driving on occasional business use and that the vehicle is in a reasonable condition i.e. serviced and maintained correctly.
- 3.28.3 Hand-held mobile phones or hands free kits are not to be used whilst driving.
- 3.28.4 Mobile Phones should not be used when under taking a task which has been identified as high risk, due to their distracting nature.
- 3.28.5 For further details on the use of mobile phones refer to the policy Provision and Use of Mobile Phones for College Staff.

3.29 **Workplace Transport**

It is the Colleges' aim to ensure a safe vehicle and driver environment, as appropriate across its campuses. In particular, the College where reasonably practicable will ensure:-

- 3.29.1 That there are adequate management controls in place to carry out suitable and sufficient assessments for all vehicle operation types, that control measures are put in place where required and that these are continually monitored and reviewed in order to minimise or where possible, eliminate foreseeable transport related hazards in the workplace.
- 3.29.2 That suitable arrangements are in place for the safe operation of vehicles, and specifically that related to the separation of vehicles and pedestrians. In addition, campuses should be appropriately laid out in respect of internal traffic routes, warning signage, parking for various vehicle types, pedestrian routes, lighting, traffic control etc.
- 3.29.3 Pedestrians use any designated walkways, avoiding traffic areas where possible.
- 3.29.4 Persons bringing vehicles onto College property adhere to and obey all speed limits, warning signs and other safety and traffic signs. At all times ensuring that vehicles are parked safely in designated parking spaces.
- 3.29.5 That all drivers of college vehicles are adequately trained (i.e. have completed the MIDAS training course), licensed, authorised, physically fit and generally competent to carry out their driving duties.
- 3.29.6 That all vehicles purchased by the college are properly specified prior to purchase and adequately maintained and insured afterwards.

3.30 **Legionella**

- 3.30.1 A suitable and sufficient assessment will be completed by the Senior Manager, Facilities to identify and assess the risk of exposure to legionella bacteria from work, learning, leisure activities and water systems on the premises and any necessary precautionary measures implementing control measures and procedures where applicable.
- 3.30.2 The assessment will be regularly reviewed, and will also be reviewed when there is reason to believe that the original assessment may no longer be valid.

3.31 **Young Person(s)**

Young Person(s) will be provided with a higher level of training, information and supervision taking into account their inexperience, lack of awareness of existing and potential risks and their immaturity.

3.32 **Pregnant Employees and Students**

3.32.1 An Expectant Mothers risk assessment will be completed once the employee/student has advised the College that they are pregnant. The risk assessment will be reviewed at appropriate intervals throughout the pregnancy and upon their return to work/learning after their maternity leave.

3.32.2 Facilities will be made available for pregnant employees/students if they are feeling unwell or need to rest.

3.33 **Lone Workers**

3.33.1 The Lone Workers Risk Assessments should be reviewed whenever there is an occasion that an employee may have to work alone. From the risk assessment a Safe System of Work should be produced. The system should include checks on the lone worker at regular intervals either by telephone, email or other appropriate means.

3.33.1 Employees with known health problems should be assessed before being allowed to work alone.

3.34 **Abrasive Wheel Operators**

Only competent employees should operate abrasive wheels. Employees should hold the appropriate qualification for dressing or replacing abrasive wheels. These employees will be responsible for:-

3.34.1 The correct selection, storage, setting and periodic redressing of abrasive wheels.

3.34.2 The secure mounting of machinery and guarding.

3.35 **Forklift Truck Operatives**

Only competent and qualified personnel to operate forklift trucks as well as other similar devices. All drivers shall:-

3.35.1 Not be permitted to drive such equipment unless they have been selected, trained and authorised to do so.

3.35.2 Ensure that daily safety checks are carried out on equipment before use and these checks are recorded.

3.36 **Welfare Facilities**

The following facilities are provided for the welfare of employees and students:-

- Drinking Water
- Rest area for eating away from the workstation/classrooms
- Facilities for changing clothing where required

- Storage facility for work and personal clothes where required
- Sanitary Conveniences
- Washing Facilities

3.37 Intoxicants and Drug Abuse

3.37.1 The College may refuse admission to the premises to any employees or students where reasonable doubt is suspected of them being incapable of performing their duties/studies as a result of intoxicants or drugs.

3.37.2 If an employee's doctor has prescribed drugs, which may influence their ability to perform their duties, then they are required to register this with their Line Manager or the HR department. They may be required to have an assessment with Occupational Health.

3.37.3 For further guidance please refer to the College's policy on alcohol and substances misuse.

3.38 Working at Heights

3.38.1 Working at Height is defined as work in any place where a person could fall from a distance which is liable to cause personal injury.

3.38.2 Where working at height cannot be avoided a risk assessment should be completed on the activity to be undertaken, the equipment to be used and the ability of the individual(s) carrying out the task. A safe system of work should then be implemented and adhered to.

3.38.3 Roof Access – No access is permitted to any roof area without the authorisation and agreement of the Senior Manager, Facilities who will agree a "Safe System of Work" and will issue a Permit to Work.

3.39 Display Screen Equipment (DSE)

3.39.1 All employees who use display screen equipment will be required to complete the DSE training provided on the College Intranet.

3.39.2 After completing the training employees will be required to complete the self-assessment, which is provided on the College Intranet.

3.39.3 For further details please refer to the guidance on Display Screen Equipment.

3.40 Manual Handling Operations

3.40.1 All Employees will be required to complete the manual handling training which is provided on the College Intranet.

3.40.2 The College will provide appropriate mechanical handling equipment to reduce or eliminate risks where possible.

3.40.3 For further details please refer to the guidance on Manual Handling.

3.41 Hot Work Operations

The definition of hot work at the College is a temporary operation with a tool at such a high temperature that could create a fire, irrespective of whether the work is done

by an employee or by a contractor. Examples are: welding, brazing, soldering, 'hot' cutting (e.g. Oxy-Acetylene Cutting) or grinding.

3.41.1 Only trained competent personnel are permitted to carry out 'Hot Work'.

3.41.2 Hot working in the teaching classroom will be done so under the supervision of the Classroom Technician/Lecturer.

3.41.3 Hot-works carried out by Contractors will be done so under the control of a Permit to Work issued by the Facilities Department.

3.42 **Issue of Health and Safety Policy to Employees**

3.42.1 All employees will be given, and are required to read a copy of the College Health and Safety Policy.

3.42.2 The Health and Safety Policy will be available on all College notice boards and the Intranet.

3.43 **Specific Work related Health and Safety guidance**

3.43.1 The College will produce separate guidance for the following areas:

- Accident and Incident Reporting
- Control of Substances Hazardous to Health
- Consultation and Communications with Staff and Students
- Construction Work
- Display Screen Equipment
- Fire
- First Aid
- Fork Lift Truck Operators
- Infectious Diseases
- Manual Handling Operations
- Risk Assessment
- Safety In Staff and Student Inductions
- Smokefree
- Students Educational and Residential Visits
- The Club
- Violence and Violent Incidents
- Work Placements for Students

3.43.2 These guidances will be available on the College Intranet.

END OF POLICY

This policy will be reviewed annually or whenever there are any changes in legislation or procedures which directly affect the policy.

Appendix 1 Health and Safety Organisation Structure

