



**Central College
Nottingham**

Health & Safety Policy

February 2015

For Review in February 2016

Key Purpose and Objectives

Central College Nottingham accepts that it has a statutory and moral duty to ensure, in so far as is reasonably practicable, the health and safety of all employees and furthermore to ensure that any person engaging in activities undertaken by the College or on behalf of the College does not endanger themselves or others participating in any authorised College activity.

This Health and Safety Policy is the central document in the College's health and safety management system. The College's health and safety objectives are to ensure compliance with all relevant statutory legislation and the policy is led by and designed to meet these objectives. Documents and procedures are, where appropriate, implemented to enact the policy, and are in turn led by the College's objectives.

Key Responsibilities

The Board (Governors) has ultimate responsibility to take all measures within their power to make sure that the College environment is safe and risks regarding the health and safety of the staff, students and members of the public are maintained at an acceptable level.

The Principal is appointed by the Governors and possesses overall responsibility for health & safety within the College and shall ensure that the College complies with all its statutory duties.

The Executive Management Team assists the Principal to ensure the College complies with all its statutory duties.

The Vice Principal Corporate Services is the appointed 'Senior Manager Responsible for Health & Safety', who will co-ordinate health and safety policy and practice in the College as a whole.

The Vice Principal Organisational Development ensures that no part of this policy is in direct conflict with any of the Company's employment, equal opportunities or disciplinary procedures.

The Head of Estates & H&S is responsible for the provision, development and management of a comprehensive buildings management operation and advises the Senior Manager Responsible for Health and Safety of developments in and the implications of legislation, standards, best practice and evolving technology relating to health and safety.

The Health & Safety Advisor is responsible for implementing and reviewing the College's arrangements for health and safety in order to make appropriate recommendations. **Facilities Managers** are responsible for the management of the College maintenance function of the buildings, equipment and facilities under their control. These posts report directly to the Head of Estates and H&S and work towards ensuring that the College meets the requirements of legislation and guidance relating to health and safety.

All staff of the College have to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions, and must co-operate with their employers on health and safety matters.

Policy and Legislative Connections

The Policy takes into account statutory legislation in the following areas:

- The Health and Safety at Work etc. Act 1974
- All other statutory provision and approved codes of practice.
- The Regulatory Reform (Fire Safety) Order 2005

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Executive Summary

1 Introduction

The Health & Safety Policy Document

- 1.1 This document is Central College Nottingham's (the Corporation's) Health and Safety Policy, and it has been produced in accordance with Section 2(3) of the Health and Safety at Work Etc. Act 1974. The Health and Safety at Work Act places duties in respect of health and safety on employers and employees and on each person who has to any extent the control of the College premises. The Management of Health and Safety at Work Regulations 1999 extend these duties in various respects.
- 1.2 This Health and Safety Policy is the central document in the Corporation's health and safety management system. The Corporation's health and safety objectives are stated within the policy document arrangements, and the policy is led by and designed to meet these objectives. Documents and procedures are, where appropriate, implemented to enact the policy, and are in turn led by the Corporation's objectives.
- 1.3 The Health and Safety Policy is not a stand alone document; health and safety affects all parts of the organisation and impacts significantly upon the wellbeing of employees, students and members of the public. Therefore, the Health and Safety Policy is closely aligned to the Corporation's aims and objectives and its policies and procedures.
- 1.4 Central College Nottingham's Board of the Corporation (herein after referred to as the Board) will have ultimate responsibility to take all measures within their power to make sure that the College environment is safe and risks regarding the health and safety of the staff, students and members of the public are maintained at an acceptable level.
- 1.5 The Corporation's health and safety vision is explained in the section entitled '**Aims & Objectives**', its commitment to health, safety and welfare is expressed in the section entitled '**Policy Statement**'. This is a broad outline of the Corporation's commitment to the responsible management of health, safety and welfare.

Allocation of Responsibilities

- 1.6 All employees are responsible for health and safety at work, they have to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions, and must co-operate with their employers on health and safety matters.
- 1.7 The Principal will ensure through the Vice Principal Corporate Services, and through the Safety Advisors that appropriate measures are implemented and carried out.
- 1.8 The Vice Principal Corporate Services will co-ordinate health and safety policy and practice in the College as a whole. However, some staff will have additional responsibilities for health and safety because of their seniority or particular role in the organisation and will, in turn, be responsible for health and safety within their respective areas.
- 1.9 The Policy Document gives details of the specific responsibilities of all members of staff in the section entitled '**Responsibilities**'. A copy of this Policy Document will be made available to all staff, both full-time and part-time. The reference material referred to in the document is held by the Safety Advisors and is available to all staff.

- 1.10 Persons responsible for health and safety matters cannot delegate their responsibility to others. Nevertheless, it is acceptable to delegate specific tasks to other persons provided the responsible person is satisfied that those tasks are fully and properly carried out. In practice, this means that managers will often distribute specific tasks to individuals or groups, but should periodically check that their instructions have been followed.
- 1.11 Documents and procedures issued in support of this policy will require the performance of specific tasks by particular employees. Again, these tasks can be delegated by the person identified in the procedure, provided that he or she is satisfied that the task has been fully carried out.
- 1.12 Failure to carry out a task or responsibility specified in the Health & Safety Policy or in any associated procedure, or deliberate or negligent infringement of any part of the Health & Safety Policy, may lead to disciplinary action, whether or not the remedy is explicit.

Arrangements

- 1.13 The way in which the Corporation shall achieve its policy is explained in the section entitled '**Arrangements**'. This section is divided into individual topics so that it can be easily referred to and updated. The objective of each of these arrangements is stated within the appropriate section.

Aims & Objectives

- 1.14 Below are the aims and objectives of the College in relation to managing health and safety, the service standards for the Health & Safety Management Team are closely aligned with these.

Assurance –

That the College has met or exceeded its statutory obligations regarding health & safety

a. Involvement –

Of stakeholders at all levels in the management of health & safety

b. Integration –

Of health and safety into all the College's operations and activities

c. Compatibility –

Between the College's aims and objectives and its health and safety policies and procedures

d. Continual Improvement –

In the way health and safety is managed and in the College's health and safety performance

e. Sensible Health & Safety Management –

Not bureaucratic compliance

3 Responsibilities

3.1 The Corporation/Governors

- 3.1.1 Central College Nottingham's Board of the Corporation who are the Governors will have ultimate responsibility to take all measures within their power to make sure that the College environment is safe and risks regarding the health and safety of the staff, students and members of the public are maintained at an acceptable level.
- 3.1.2 The Board shall:
- a. approve this health and safety policy and any revisions.
 - b. ensure that due consideration is given to the health and safety consequences of any policy decision taken by the board.

3.2 The Principal

- 3.2.1 The Governors appoint the Principal who possesses overall responsibility for health & safety within the College and shall ensure that the College complies with all its statutory duties under the Health and Safety at Work Act 1974, the Regulatory Reform Order (Fire Safety) 2005 and all relevant statutory instruments.

3.3 Executive Management Team

- 3.3.1 In assisting the Principal to ensure the College complies with all its statutory duties the Executive Management Team shall:
- a. implement this health and safety policy.
 - b. ensure that sufficient resources are allocated to health, safety and welfare issues so as to ensure that legislative standards are met and, where reasonable, exceeded.
 - c. be aware of developments in legislation and shall accordingly allocate additional resources where necessary.
 - d. recognise duly appointed trade union health and safety representatives and ensure that a suitable method of consultation exists with regard to issues on which the College is required to consult.
 - e. appoint a member of the Executive Management Team to be responsible for health and safety matters.
 - f. ensure that health and safety is accorded appropriate priority in all of the college's activities.
 - g. ensure that major issues of health, safety and welfare are discussed and resolved at the appropriate Executive Management Team meeting.
 - h. periodically review the College's health and safety policy and make any appropriate changes for the promotion of improved standards of health, safety and welfare.
 - i. appoint sufficient competent persons to undertake specific tasks required by this policy.
 - j. ensure that sufficient resources are allocated for the provision of any training required by relevant legislation or by this policy.

3.4 Vice Principal Corporate Services

- 3.4.1 The Principal has identified the Vice Principal Corporate Services as the appointed 'Senior Manager Responsible for Health & Safety', who will co-ordinate health and safety policy and practice in the College as a whole.
- 3.4.2 The Senior Manager Responsible for Health and Safety shall:
- a. report all major health and safety issues to the appropriate Executive Management Team or Board meeting.
 - b. consult regularly with the College's appointed safety advisers.
 - c. update the Executive Management Team and the Board about proposed changes in legislation and any potential impact on the College's activities.
 - d. present significant changes in the College's health and safety policy to the Board for approval.
- 3.4.3 The Principal appoints financial responsibility to the Vice Principal Corporate Services who is responsible for allocating sufficient funds via a financial framework from which the Head of Estates & H&S and the Health & Safety Advisor can ensure that the College meets the requirements of legislation and guidance relating to health and safety.

3.5 Human Resources Department

- 3.5.1 The Human Resources Department where relevant, will:
- a. ensure that no part of this policy is in direct conflict with any of the College's employment, equal opportunities or disciplinary procedures through the VP Organisational Development.
 - b. arrange for occupational health services or assistance as required to implement any part of this policy through the HR Manager.
 - c. arrange for examination by a competent medical practitioner and any appropriate health surveillance whenever required by this policy through the HR Manager.

3.6 Head of Estates & Health & Safety

- 3.6.1 The Head of Estates & H&S is responsible for:
- a. the provision, development and management of a comprehensive buildings management operation, to ensure the optimum co-ordination, planning, control, rationalisation and operational safety of the physical assets owned by the College.
 - b. advising the Senior Manager Responsible for Health and Safety of developments in and the implications of legislation, standards, best practice and evolving technology relating to health and safety.
 - c. periodically reviewing the College's building management operation and the arrangements for health and safety and making appropriate recommendations to the Executive Management Team.
 - d. liaising with appropriate enforcement agencies, network groups and industry bodies on behalf of the College.

3.7 Health & Safety Advisor

3.7.1 The Health & Safety Advisor reports directly to the Head of Estates and H&S and shall:

- a. in conjunction with management and employee representatives, prepare health and safety procedures for approval by the College Health & Safety Management Group or Health & Safety Committee.
- b. be responsible for the implementation of the health & safety policy and procedures. These duties include managing a health and safety inspection programme for the purpose of securing improvements in working conditions and practices, which includes monitoring of all risk assessments conducted within the college by other areas.
- d. provide advice and guidance to College staff regarding emergency procedures, plant and equipment, storage of materials, transport, facilities, selection of contractors, safe systems of work.
- e. provide advice and guidance to College staff regarding the assessment of risk, provision of information and identify shortcomings in training or information required for the proper performance of this policy and make arrangements for the provision of suitable training and information.
- f. investigate reported injuries and dangerous occurrences and circulate appropriate information and suggested revisions to safe systems of work throughout the College.
- g. consult with trade union appointed Safety Representatives in order to fulfil the College's responsibilities under the Safety Representatives and Safety Committees Regulations.

3.8 Facilities Managers

3.8.1 The Facilities Managers report directly to the Head of Estates & H&S and are responsible for the management of the College maintenance function of the buildings, equipment and facilities under their control ensuring that the College meets the requirements of legislation and guidance relating to health and safety.

3.9 The College Health & Safety Committee

3.9.1 The aim of the College Health & Safety Committee is to:

- a. consider the overall general standards of safety and any relevant matters that are outstanding to ensure that all parties are aware of these matters and the action being taken to adequately address them. Day to day matters are reviewed on a monthly basis by the College Health & Safety Management Group.
- b. consult on proposals for the improvements, alterations or additions to health safety and welfare matters.
- c. promote co-operation between employers, employees and students in the development and carrying out of any measures to ensure the health and safety at work of employees and others who may be affected by the work activity.
- d. monitor health & safety performance and where it is felt necessary recommend new health and safety measures and standards, or revise existing ones.

3.10 The College Health & Safety Management Group

The aim of the College Health & Safety Management Group is to:

- a. address day to day matters which have a health and safety, security, premises or accessibility (DED) implications.
- b. monitor health and safety performance across the college and where it is felt necessary recommend new health and safety measures and standards, or revise existing ones.
- c. Progress actions resulting from the Health and Safety Committee and consider recommendations resulting from Workplace inspections and determine the action/implementation of those recommendations.
- d. Receive and review relevant Health and Safety Policy and procedures and over see the conducting of Risk Assessments in accordance with an agreed programme.

3.11 Heads of Department, Heads of School, Curriculum Managers and Support Staff Managers

- 3.11.1 The Heads of Departments, Heads of School, Curriculum Managers and Support Staff Managers hereinafter referred to as 'Managers', have delegated responsibilities with regards to the safety of their staff.
- 3.11.2 The Head of Learner Services is responsible for the safety of staff working within the Playgroup and for ensuring that children, students or visitors who come into the Playgroup comply with the relevant Statutory Regulations and College Health and Safety Policy.

3.12 All Employees

- 3.12.1 All employees have the responsibility to promote health and safety within the College and to co-operate with Directors, Heads of School and Support Staff Managers to achieve a healthy and safe workplace. In compliance with the Health & Safety at Work Act 1974 All employees must:
 - Take reasonable care for their own health and safety
 - Consider the safety of other people who may be affected by their acts or omissions
 - Work in accordance with information, instruction and training provided
 - Refrain from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons
 - Report any hazardous defects in tools and equipment, or shortcomings in the existing safety arrangements, to a responsible person without delay
 - Not undertake any task for which authorisation and/or training has not been given

3.13 Health & Safety for Students

3.13.1 The tutors are responsible for the day-to-day health, safety and welfare of students.

3.13.2 Central College Nottingham seeks to make places where students study and the activities carried out, as safe as is reasonably practicable. We rely on student co-operation to make the College and its activities as safe as possible for everyone's benefit.

1. Under certain circumstances legal action may follow if either the College and/or the students are found to be negligent with regard to health and safety.
2. Students are therefore required to take all reasonable care to ensure that their actions do not endanger themselves or others. Whilst it is the responsibility of the College to provide and maintain equipment that is safe students should not use any equipment they consider to be unsafe and should report it immediately to the person in charge.
3. Students must ensure that they are familiar with the relevant health and safety information and safe operation procedures in their curriculum area.
4. Students must not undertake any procedure unless authorised to do so.
5. 14-16 students will be subject to certain prohibitions these will be defined in the individual curriculum areas arrangements for young persons.
6. Students must familiarise themselves with relevant "Codes of Safe Practice" which are written and provided in areas of higher risk for certain equipment, machines and operations which they are authorised to use.
7. In the event of an accident involving personal injury or injury to others, the circumstances must be reported to the person in charge of the class and first aid treatment must be sought.
8. A Health and Safety Directive from the EC on pregnant workers was introduced in January 1995. The College wish to apply the same safety standards to students as to employees. This involves carrying out a risk assessment on College activities for any student who is pregnant, has given birth in the last six months or who is breast feeding. The aim is to ensure that new mothers are not exposed to agents, processes or conditions that could jeopardise their health.

3.13.3 Central College Nottingham is committed to excellence in health and safety performance and to meeting its duties of care to the health, safety and well being of its employees and students, as well as others, including visitors, who may be affected by the college activities. It recognises that this requires commitment to, and application of, good practice in health and safety by its managers and staff.

3.14 Health & Safety Review Statement

3.14.1 Central College Nottingham recognises its statutory duty to provide effective reviewing of its health and safety provision. This is achieved by informal and formal arrangements. College Managers, who upon identifying or becoming aware of ineffective health and safety practices or situations, will remedy accordingly and expedite a review.

3.14.2 The College Health & Safety Committee and the Board carry out a formal review annually.

3.14.3 The Health & Safety Management Group receives and considers procedures, codes of practice and general health and safety systems in accordance with scheduled review dates or evidence of ineffectiveness.

3.14.4 The Board receives and considers an annual report. The content of the report addresses the following items:

1. Summary of significant matters raised at Health & Safety Committee meetings together with action taken to address those matters.
2. Statement regarding policy implementation and any suggested changes to Health and Safety Policy.
3. Statement regarding current health and safety resources together with identified health and safety expenditure for the coming year.
4. Summary report covering accidents, incidents and matters reported to the relevant authorities.
5. Statement regarding safety inspections, external audit reports and other monitoring activities.
6. Summary of contact with enforcement agencies, e.g. HSE, EHO, Fire etc., including any enforcement notices received.
7. Major corporate health, safety or welfare initiatives for the coming year or description of the health and safety plan.
8. Summary of outstanding health, safety or welfare matters from previous report.

4 Arrangements/Associated Procedures

4.1 Risk Assessments

Principles

- a. Central College Nottingham recognises its statutory duty to carry out health and safety risk assessments.
- b. Risk assessment is an essential component of good health and safety management. It is the tool used to ensure that the measures taken to prevent or reduce risk are appropriate, relevant and realistic.
- c. In order for risk assessments to be suitable and effective, the risk assessment process itself must not be inappropriately applied, unreasonably time-consuming or over-complex.

Objectives

- a. To implement a risk assessment system that is effective, efficient and suitable to meet Central College Nottingham's business needs.
- b. To comply with the College's statutory duty to prepare suitable and sufficient risk assessments.
- c. To contribute to the improved health, safety and welfare of the College's employees, students and the general public through the identification and prevention or control of significant risk.

Policy

- 4.1.1 The law requires that all workplaces and work activities are examined with Risk Assessments undertaken including written assessments where hazardous activities are identified. Within the College, this means all areas and activities, including those involving students whilst studying.
- 4.1.2 The College is committed to fostering a positive health and safety culture, the foundation of which will be a proactive risk assessment regime which details the range of hazards associated with working operations and the remedial actions necessary to control any hazards to an acceptable level.
- 4.1.3 Managers are responsible for ensuring that suitable and sufficient risk assessments based upon the tasks that employees or students are likely to perform shall be carried out within each of the College's schools or business areas.
- 4.1.4 Preventative and / or risk control measures identified by risk assessment shall be implemented within each school or area by the responsible Manager.
- 4.1.5 Employees affected by each risk assessment shall be kept informed about significant risks, the measures implemented to prevent and / or control each risk, and the results of any review of the risk assessment carried out in accordance with paragraph 4.1.3.
- 4.1.6 Each school or area shall monitor its own performance in order to ensure that the preventative and / or risk control measures that have been identified are properly implemented, observed and effective. Risk assessments shall be reviewed at least once in every year, or whenever there is cause to believe that they are no longer valid.
- 4.1.7 The College shall maintain a register of all health and safety risk assessments which shall be regularly reviewed via the performance monitoring process. Staff will be able to access completed and in date risk assessments via Staff Net.

Risk Assessments (Continued)

- 4.1.8 Where the College's activities significantly impact on the health, safety or welfare of other people not employed by the College, a risk assessment shall be carried out by the school or area carrying out that activity in order to identify the significant risks and any appropriate preventative and / or risk control measures.
- 4.1.9 The College shall instruct all employees regarding the basic processes of health and safety risk assessment, and shall encourage the participation of employees in the identification and reporting of risk.

Legal Requirements

Health and Safety at Work etc Act 1974

Management of Health and Safety at Work Regulations 1999

Related Policies & Procedures

Health & Safety Policy

Health & Safety Documents and Procedures

(4.1) Risk Assessment Procedure

4.2 Staff Consultation

Principles

- a. Central College Nottingham recognises its statutory duty to consult with employees under the applicable legislation about specified health and safety matters.
- b. Central College Nottingham recognises that consultation is an essential step in the normal management process.

Objectives

- a. To comply with the College's statutory duty to consult with employees about the specified health and safety matters.
- b. To contribute to the improved health, safety and welfare of the College's employees and students through consultation with those parties who are affected by the College's activities.

Policy

- 4.2.1 Central College Nottingham will ensure as-far-as-reasonably practicable that it maintains a safe and healthy working environment and that employees are involved in the process and their input is considered.
- 4.2.2 The experience and knowledge of applicable staff will be taken into account when health and safety policies and procedures are being developed and considered.
- 4.2.3 Central College Nottingham will actively encourage staff to play an active role and have a stronger commitment towards health and safety in order to establish a joint problem-solving culture with a proactive approach.

Staff Consultation (Continued)

- 4.2.4 Central College Nottingham will actively encourage a greater co-operation between all levels of staff towards developing and maintaining a strong and effective health & safety management system.
- 4.2.5 Central College Nottingham will ensure that appropriate staff are consulted where changes are planned, new technologies introduced or where potential risks are increased or introduced.

Legal Requirements

Health and Safety (Consultation with Employees) Regulations 1996

Safety Representatives and Safety Committee Regulations 1977

Related Policies & Procedures

Health & Safety Documents and Procedures

(4.2) Staff Consultation Procedure

Health & Safety Committee Remit – Terms of Reference

4.3 Health & Safety Workplace Inspections

Principles

- a. Regular formal inspection of the College's workplaces and other areas under the College's control is an essential tool for the identification of hazards relating to the work environment.
- b. The frequency at which inspections are carried out should be such that they are regular enough to identify emergent hazards, yet not so frequent that they become unreasonably time-consuming.

Objectives

- a. To contribute to the improved health, safety and welfare of the College's employees, students and visitors by regular formal inspection of workplaces in order to identify hazards and prevent or reduce any risk of harm.
- b. To contribute to the improved health, safety and welfare of the College's students and visitors by regular formal inspection of public areas under the College's control.

Policy

- 4.3.1 Central College Nottingham shall ensure that health and safety inspections are carried out at frequencies appropriate to the level of risk.

Health & Safety Workplace Inspections (Continued)

- 4.3.2 The College shall appoint persons to carry out inspections of workplaces and other relevant areas at agreed frequencies in defined areas.
- 4.3.3 Persons appointed to carry out workplace inspections shall ensure that an Elected Trade Union Safety Representative or other appropriate employee is afforded the opportunity to observe and contribute to the inspection. This shall not preclude the legal right of Elected Trade Union Safety Representatives to inspect their workplace at least every three months (or more frequently by agreement).
- 4.3.4 Procedures shall be implemented to allow employees to report any unsafe condition observed in workplaces or other relevant areas.

Legal Requirements

Safety Representatives and Safety Committee Regulations 1977

Workplace (Health, Safety and Welfare) Regulations 1992

Health and Safety (Miscellaneous Amendments) Regulations 2002

Related Policies & Procedures

Staff Consultation Procedure

Health & Safety Documents and Procedures

(4.3) Health & Safety Workplace Inspections Procedure

Workplace Inspection Form

4.4 Health & Safety Accident/Incident and Near Miss Reporting

Principles

- a. "Health & safety" accident/incidents include injuries, dangerous occurrences, occupational ill-health and violent incidents which cause injury or illness to persons, damage to property or a combination of both.
- b. A near miss is defined as an unplanned incident that does not cause injury or damage, but had the potential to do so.
- c. Appropriate procedures are necessary to ensure that incidents are properly reported and investigated so that the College has the opportunity to determine and address the root causes of the incident and prevent its re-occurrence.
- d. Incidents will not be properly reported unless employees are made fully aware of the procedure and reasons for doing so, and are reassured that they will not be unduly blamed for reporting incidents.

Accident/Incident and Near Miss Reporting (Continued)

Objectives

- a. To comply with the College's statutory duty to report certain classes of incident to the statutory authority.
- b. To encourage the prompt and accurate reporting of health & safety incidents.
- c. To reduce incident rates.

Policy

- 4.4.1 Central College Nottingham will endeavour to reduce the occurrence of accidents and diseases along with the related costs, lost time and human suffering, embedding a culture in which employees understand that they can report all such events without fear of blame or harassment.
- 4.4.2 The College has established a reporting system for accidents/incidents and near misses. All accidents/incidents, including minor accidents requiring self-administered first aid, accidents requiring first aid treatment from a qualified first aider and/or medical treatment and near misses are required to be reported on a College Accident/Incident Report Form.
- 4.4.3 Staff are responsible for ensuring that where they are notified of an injury to a student, visitor or contractor in their care, an accident/incident form is completed. The form is available in an electronic format on the front page of the College intranet – Staff Net under its own button link, or pre printed copies are available on receptions.
- 4.4.4 The accident/incident and near miss report forms are sent to College Health & Safety staff for review. Significant incidents shall be investigated for the purpose of ensuring that suitable measures are taken to reduce the likelihood of the event re-occurring and all RIDDOR reportable accidents are investigated as per statutory requirements.

Accident forms must be distributed to;-

Health & Safety Staff for monitoring and review

Relevant Head of School / Head of Department

Injured Person

- 4.4.5 Elected Trade Union Safety Representatives shall be informed of accidents and ill health occurrences amongst the members they represent to enable them to fulfil their functions to investigate and inspect such events as provided for by law.

Legal Requirements

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

Safety Representatives and Safety Committee Regulations 1977

Occupiers' Liability Act 1957 & 1984

Health and Safety at Work etc Act 1974

Management of Health and Safety at Work Regulations 1999

Accident/Incident and Near Miss Reporting (Continued)

Related Policies & Procedures

Health & Safety Documents and Procedures

(4.4) Accident/Incident and Near Miss Reporting Procedure

(4.1) Risk Assessment Procedure

(4.5) First Aid Procedure

4.5 First Aid

Principles

- a. The purpose of first aid is to sustain life, prevent deterioration in the existing condition and to promote recovery until the appropriate medical assistance is available. As such, it is essential that there are sufficient trained personnel and facilities so that first aid assistance can be given to any employee or visitor who may be injured or become ill on the College's premises.
- b. Arrangements are also required to ensure that appropriate equipment, communications or assistance are available to peripatetic employees.

Objectives

- a. To comply with the College's statutory duties relating to the provision of first aid facilities.
- b. To ensure that first aid provisions are appropriate with regard to levels of risk.

Policy

- 4.5.1 Within Central College Nottingham it is a relatively low risk environment although some areas have an increased risk within workshops and laboratories and procedures to reflect this. Incidents can be categorised into minor injuries, injuries requiring first aid assistance and emergencies.
- 4.5.2 The College shall, using risk assessment, ensure that there are sufficient trained persons to provide competent first aid assistance, or appointed persons to take charge of a medical situation for all its centres and leased premises in regular use as a College venue.
- 4.5.3 All staff should make themselves aware of who within their centre or area of operation is a trained first aider and how to contact them. Where required, a first aid duty rota may also be in operation to ensure appropriately trained first aiders are on call during weekday college opening hours.
- 4.5.4 Within the college there are three grades of first aid personnel;

Full First Aider - staff that have successfully completed a full 'First Aid at Work' qualification as approved by the HSE are appointed as competent persons to provide first aid treatment and deal with a medical emergency. These appointed first aiders shall be paid a premium at the rates published from time to time. This rate shall be periodically reviewed.

Emergency First aider – staff that have completed an 'Emergency First Aid at Work' course and are able to deal with a medical emergency and summon assistance. These staff are not paid a premium as the qualification they hold is not a 'full' first aid qualification.

First Aid (Continued)

Appointed Person – staff who have no formal first aid qualification and (*where having regard to, the nature of the undertaking, the number of employees and students and the location it is identified in the risk assessment that it is adequate and appropriate to have no first aider*) are appointed to take charge of situations relating to an injured person who will need help from a medical practitioner or nurse and to contact the emergency services accordingly. These staff are not paid a premium as they have no actual first aid qualification.

- 4.5.5 First aid kits are either, carried by duty first aiders or are permanently located in areas identified as medium risk areas such as workshops, laboratories or salons. A first aid kit is also kept on reception for the use in evenings and weekends and in all reception areas.
- 4.5.6 First aid personnel are responsible for replenishing the contents of either the kits they carry about their person or the first aid kits they make use of within their departments. Stock for replenishment of kits is managed and distributed by the Health and Safety team.
- 4.5.7 Central College Nottingham shall ensure that adequate and appropriate equipment and facilities are available so that competent persons are able to provide first aid assistance.

Legal Requirements

Management of Health and Safety at Work Regulations 1999

Health and Safety (First Aid) Regulations 1981

Health and Safety (Miscellaneous Amendments) Regulations 2002

Related Policies & Procedures

Health & Safety Documents and Procedures

(4.4) Accident/Incident and Near Miss Reporting Procedure

(4.1) Risk Assessment Procedure

(4.5) First Aid Procedure

4.6 Fire Prevention

Principles

- a. The Regulatory Reform (Fire Safety) Order 2005 requires fire precautions to be put in place 'where necessary' and it places an onus on the 'responsible person' who may be the employer, owner or occupier of premises to carry out fire risk assessments and to comply with fire safety duties.
- b. Central College Nottingham recognises its statutory duty to carry out fire risk assessments and the requirement to comply with fire safety duties as identified within the Order.

Objectives

- a. To implement fire precautions where necessary that are effective, efficient and suitable to meet Central College Nottingham's statutory duty.
- b. To comply with the College's statutory duty to prepare suitable and sufficient fire risk assessments.
- c. To contribute to the improved safety of the College's employees, students and visitors through the identification and compliance with fire safety duties as identified within the Order.

Policy

- 4.6.1 Central College Nottingham will take all reasonably practicable steps to prevent or minimise the probability of all causes of fire. It is accepted that despite these measures it cannot be assumed that fire will not break out.
- 4.6.2 Fire risk assessments and regular audits and tests are carried out to inspect means of escape and maintenance of fire fighting equipment and fire warning systems. Fire evacuation drills are undertaken in accordance with the regulations.
- 4.6.3 The College will exercise suitable control over contactors operations on site and the fire risks associated with their operations. All contractors working on any of the college sites are bound under contract to comply with the College's Control of Contractors procedure.
- 4.6.4 Schools or departments within the college who are at a higher risk of fire and explosions occurring through their activities will conduct risk assessments ensuring they identify fire as a hazard and will implement control measures as necessary to reduce the risks to an acceptable level.

Legal Requirements

The Regulatory Reform (Fire Safety) Order 2005

Management of Health and Safety at Work Regulations 1999

Furnishings (Fire) (Safety) Regulations 1988

Related Policies & Procedures

Fire Prevention (Continued)

Health & Safety Documents and Procedures

- (4.1) Risk Assessment Procedure
- (4.6) Fire Prevention Procedure
- (4.7) Emergency Evacuation Procedure
- (4.8) Control of Contractors Procedure

4.7 Emergency Evacuation

Principles

- a. The Regulatory Reform (Fire Safety) Order 2005 requires the developing of an emergency action plan to include how the evacuation of premises will be carried out and states that an evacuation must be practiced at least annually.
- b. Central College Nottingham recognises its statutory duty to develop emergency action plans and to carry out fire drills in the form of practice evacuations.

Objectives

- a. To develop emergency action plans that are effective, efficient and suitable to meet Central College Nottingham's statutory duty.
- b. To contribute to the improved safety of the College's employees, students and visitors through the effective evacuation of buildings and premises.

Policy

- 4.7.1 Emergency procedures are required to ensure that all employees and visitors are quickly removed to a place of safety should a situation of serious and imminent danger occur, and that the situation is quickly dealt with by competent persons (usually outside agencies).
- 4.7.2 Central College Nottingham has emergency evacuation procedures that outline the evacuation process to ensure all staff, students, visitors and contractors, both able and disabled, can leave the buildings safely in an emergency.
- 4.7.3 It is important that all staff and students are aware of and fully understand these procedures. are responsible for making themselves aware of the buildings they work and study in and for ensuring that they are aware of the emergency exits.
- 4.7.4 Emergency evacuation practices are held to cover different days of the week and evenings. This is so that staff and students become familiar with the procedure and that observations can be made of the evacuation in order for improvements to be made if necessary.
- 4.7.5 Key staff will be trained as fire wardens to assist during fire evacuations and this training will also include principles of fire prevention.

Emergency Evacuation (Continued)

Legal Requirements

The Regulatory Reform (Fire Safety) Order 2005

Management of Health and Safety at Work Regulations 1999

Related Policies & Procedures

Health & Safety Documents and Procedures

(4.6) Fire Prevention Procedure

(4.7) Emergency Evacuation Procedure

4.8 Control of Contractors

Principles

- a. Although contractors are directly responsible for the health and safety of their own employees, Central College Nottingham needs to be assured that reasonable measures are in place during contract work to protect its employees, students and other affected persons from harm or loss.

Objectives

- a. To develop emergency action plans that are effective, efficient and suitable to meet Central College Nottingham's statutory duty.
- b. To contribute to the improved safety of the College's employees, students and visitors through the effective evacuation of buildings and premises.

Policy

- 4.8.1 From time to time Central College Nottingham will use contractors for facilities repair, maintenance and development work, although contractors are directly responsible for the health and safety of their own employees, the College needs to be assured that reasonable measures are in place during contract work to protect its employees, students and other affected persons from harm or loss.
- 4.8.2 The College shall introduce suitable procedures to ensure that health and safety is managed throughout each project life cycle, from conception to completion and that contract works are let only to persons or organisations that are competent to carry out the works in accordance with the relevant statutory provisions.
- 4.8.3 The College shall provide its contractors with any relevant health and safety information that is reasonably accessible to the College, and that would not normally be available to a competent contractor.
- 4.8.4 The College shall monitor the health and safety performance of its contractors, and shall take the results of any such monitoring into account when letting or reallocating contract work.

Control of Contractors (Continued)

Legal Requirements

Building Regulations 2000

Construction (Design and Management) Regulations 2015

Construction (Head Protection) Regulations 1989

Construction (Health, Safety and Welfare) Regulations 1996

Control of Asbestos Regulations 2012

Related Policies & Procedures

Health & Safety Documents and Procedures

(4.6) Fire Prevention Procedure

(4.8) Control of Contractors Procedure

(4.9) Asbestos Management Procedure

4.9 Asbestos Management

Principles

- a. Central College Nottingham recognises its statutory duty to prevent or reduce the risk of harm to its employees caused by exposure to asbestos fibres in the air.
- b. The College also recognises its statutory duty to manage asbestos within buildings under its control so as to prevent or reduce the risk of asbestos fibres being released into the air.

Objectives

- a. To comply with the College's statutory duties relating to the management of asbestos and work with asbestos.
- b. To prevent or reduce any harm, suffering and lost time caused by exposure to airborne asbestos fibres.
- c. To provide information to relevant persons regarding the location of asbestos containing materials.

Policy

- 4.9.1 The College shall not knowingly expose its employees or any other persons to harmful levels of airborne asbestos fibres, and employees are not permitted to knowingly work on any asbestos-containing material in such a way as is likely to result in the uncontrolled release of asbestos fibres into the air.

Asbestos Management (Continued)

- 4.9.2 The College shall keep and maintain information relating to the location of known asbestos containing materials in non-domestic areas and shall make such information available to persons who are likely to have cause to disturb such materials.
- 4.9.3 The College shall periodically examine the condition of materials within its buildings so as to ensure that such materials are not allowed to degrade to a condition whereby asbestos fibres are likely to be released into the air.
- 4.9.4 Any asbestos containing material that has to be removed to prevent or reduce the risk of harm shall be removed and disposed of by a licensed contractor.

Legal Requirements

Health and Safety at Work etc Act 1974

Control of Asbestos at Work Regulations 2012

Special Waste Regulations 1996

Related Policies & Procedures

Health & Safety Documents and Procedures

(4.8) Control of Contractors Procedure

(4.9) Asbestos Management Procedure

4.10 Legionella Management

Principles

a. Central College Nottingham understands its responsibility to prevent or reduce the risk of the proliferation of legionella bacteria in stored water systems in premises managed by the College to below a level that harm may be caused to persons using the stored water supplies. The College shall implement reasonable measures to prevent or control the risk of legionella proliferation in premises.

Objectives

- a. To comply with the College's responsibilities relating to the management legionella.
- b. To prevent or reduce any harm caused by exposure to airborne legionella bacteria.

Policy

- 4.10.1 Central College Nottingham shall implement reasonable measures to prevent or control the risk of legionella proliferation in premises owned or managed by the College.
- 4.10.2 College employees who specify new or replacement hot water systems shall, where reasonably practicable specify new or replacement systems that reduce the amount of stored water supplies and ensure the removal of any dead legs from the system (or parts of) which is being renovated or replaced.

Legionella Management (Continued)

Legal Requirements

Health and Safety at Work etc Act 1974

Control of Substances Hazardous to Health Regulations 2002

Related Policies & Procedures

Health & Safety Documents and Procedures

(4.10) Legionella Management Procedure

4.11 Health and Safety Provision for Pregnant Employees

Principles

- a. Pregnant workers may be at greater risk of harm than other employees when carrying out certain tasks such as moving heavy loads, and their work must therefore be re-assessed to ensure that reasonable adjustments are made to their work routines where necessary to reduce the risk of harm.

Objectives

- a. To comply with the College's statutory duties relating to the employment of pregnant workers.
- b. To take reasonable additional steps to protect pregnant workers from any unacceptable risk of harm.

Policy

- 4.11.1 Pregnant workers may be at greater risk of harm than other employees when carrying out certain tasks such as moving heavy loads, and their work must therefore be re-assessed to ensure that reasonable adjustments are made to their work routines where necessary to reduce the risk of harm.
- 4.11.2 The college recognises that from time to time some of its female students may also be new mothers or pregnant, and where this is identified, the college has a duty-of-care to reduce the risk of harm to mother and child from its activities, wherever possible.
- 4.11.3 Central College Nottingham recognises that some of its operations may, unless properly controlled, pose specific risks to the health and safety of pregnant women and new mothers and will take all reasonably practicable measures to eliminate or reduce these risks to an acceptable level.
- 4.11.4 The College shall ensure an assessment is made of the risks to pregnant employees or students, paying particular attention to:
 - any night-shifts or extended working hours.
 - possible exposure to chemicals, radiation, lead or biological agents.
 - heavy manual work including manual handling.
 - any long distances or flights of stairs to be traversed at work.
 - the frequency and duration of rest periods.
 - the availability of rest facilities.
 - other hazards likely to affect the health and safety of the mother or child.

Health and Safety Provision for Pregnant Employees (Continued)

- 4.11.5 Reasonable adjustments shall be made where necessary to the pregnant worker's duties or pregnant student's activities in order to prevent or control any additional risk. If risks are such that they can no longer be reasonably and sufficiently prevented or controlled, the pregnant worker shall be offered an alternative task without detriment to her conditions of service or suspended until such a time as she is able to continue with her normal work in accordance with the College's employment policies and procedures.

Legal Requirements

Health and Safety at Work etc Act 1974

Management of Health and Safety at Work Regulations 1999

Health and Safety (Miscellaneous Amendments) Regulations 2002

Working Time Regulations 1998 (As amended 1999 & 2001)

Related Policies & Procedures

Maternity Procedure – HR

Health & Safety Documents and Procedures

(4.11) Health & Safety Provision for Pregnant Employees Procedure

Pregnancy Risk Assessment Form

4.12 Children, Young Persons and Vulnerable Adults

Principles

- a. Education providers of both pre and post-16 learning and skills have responsibilities to ensure the safety of children, young people and those adults deemed 'vulnerable'.

Objectives

- a. To comply with the College's statutory duties relating to the health and safety of children, young persons and vulnerable adults in relation to the provision of education.
- b. To take reasonable additional steps to protect children, young persons and vulnerable adults from any unacceptable risk of harm.

Policy

- 4.12.1 Central College Nottingham recognises (for the purpose of this policy) that current health and safety regulations relating to the workplace define a child as someone who is not over the minimum school leaving age, and a young person as someone who is under 18.

- 4.12.2 A vulnerable adult is defined as a person 'who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation'. NIACE

(2007) *Safer Practice, Safer Learning*

Children, Young Persons and Vulnerable Adults (Continued)

- 4.12.3 Safeguarding arrangements look at keeping children, young persons and vulnerable adults safe from a much wider range of potential harm and looks at preventative action not just reaction, where it is identified within these arrangements that there are significant workplace health and safety hazards risk assessments are carried out and control measures implemented with these persons in mind.

Legal Requirements

Health and Safety at Work etc Act 1974

Management of Health and Safety at Work Regulations 1999

Related Policies & Procedures

Child Protection Policy and Procedures Incorporating Guidance for the Protection of Vulnerable Adults and 14-16 Key Stage 4 College Provision

Health & Safety Documents and Procedures

4.13 Lone Workers and Peripatetic Workers

Principles

- a. Central College Nottingham believes that its employees, contractors and partners should be able to carry out their work without fear of physical attack or physical or verbal abuse.
- b. The College recognises its responsibility to provide employees who work alone with reasonable means to protect themselves from violent or abusive behaviour, and to obtain assistance in an emergency.

Objectives

- a. To implement reasonable measures to protect employees, contractors and partners who work alone from harm through violence or abusive behaviour.
- b. To implement reasonable measures to enable peripatetic employees to summon assistance.

Policy

- 4.13.1 Central College Nottingham has defined lone work as:

Work which is specifically intended to be carried out unaccompanied or with out immediate access to another person for assistance or work carried out in isolation at community venues or private houses. This can be during normal working hours at a remote or isolated location within the normal workplace or off site, or, when working outside normal working hours.

- 4.13.2 Lone workers are defined as individuals who work on their own without close or direct supervision and peripatetic workers as community out reach workers working with individuals and groups of people in community venues.

- 4.13.3 Central College Nottingham recognises its responsibility to provide employees who work alone with reasonable means to protect themselves from violent or abusive behaviour, and to obtain assistance in an emergency.

Lone Workers and Peripatetic Workers (Continued)

- 4.13.4 Where an employee regularly carries out tasks involving lone working in public areas and feels at risk, they must bring it to their Line Manager's attention. Managers are also responsible for identifying individuals and groups of employees who may regularly work on their own, as defined above, and also to identify occasions where staff could be at risk from lone working.
- 4.13.5 Where any such lone working is identified, the College shall ensure that an assessment of risk is carried out and shall implement protective measures proportionate to the level of risk involved.
- 4.13.6 Any communications, tracking, alarm or protective equipment issued in pursuance of this policy shall be suitable for its purpose and, if appropriate, shall be periodically tested to ensure its correct operation.
- 4.13.7 Employees who are handling College property are expected to hand it over if a specific demand with violence is made rather than place themselves at unnecessary risk. A police report shall always be made in such situations.

Legal Requirements

Health & Safety at Work etc Act 1974

Management of Health and Safety at Work Regulations 1999

Personal Protective Equipment at Work Regulations 1992

Related Policies & Procedures

Estates – Out of Hours Call out Procedure

Health & Safety Documents and Procedures

(4.13) Lone Workers and Peripatetic Workers Procedure

Lone Worker Risk Assessment Form

4.14 Induction and Health and Safety Training

Principles

- a. Central College Nottingham recognises its statutory duty to provide health and safety training and information to employees, both at the time that they are first employed and periodically afterwards.
- b. The College also recognises the requirement to ensure that students receive relevant instruction and information in aspects of health & safety whilst undertaking a course of study at the College.
- c. The College also recognises the need to provide training and information relating to safe systems of work, plant, equipment and technology where the lack of such training is likely to lead to harm or loss.

Objectives

- a. To comply with the College's statutory duties relating to the provision of training and information.
- b. To increase productivity, enhance the learner journey and prevent or reduce any significant risk of harm or loss by the timely provision of appropriate training and information.

Induction and Health and Safety Training (Continued)

Policy

- 4.14.1 The College shall arrange health and safety training during work time for employees according to their level of responsibility and the tasks that they carry out.
- 4.14.2 The arrangements for the provision of health and safety training shall be reviewed periodically and at any other time when there has been cause to suspect that it is no longer appropriate, suitable or sufficient.
- 4.14.3 In order to secure the health and safety of employees and students, the College will provide a health and safety induction and training to all new employees.
- 4.14.4 Managers, advised by the Health and Safety team are responsible for delivering the health and safety induction in accordance with the **induction checklist** to new employees during their first week at the college.
- 4.14.5 Course tutors are responsible for providing students with adequate health & safety information and training at initial induction. This must include general college procedures i.e. fire and evacuation, accident reporting along with specific training for their course. This training may be ongoing, specific to the course and with regular testing of the knowledge gained.
- 4.14.6 Where a learner undertakes work experience as part of a course arranged by the College, tutors must take steps to assess and ensure that 'relevant training' in relation to health and safety is provided by the employer offering the work placement and its duration.

Legal Requirements

Health & Safety at Work etc Act 1974

Management of Health and Safety at Work Regulations 1999

Health & Safety (Training for Employment) Regulations 1990

Related Policies & Procedures

New Employee's Passport to Induction

Health & Safety Documents and Procedures

(4.14) Induction and Health and Safety Training Procedure

(4.26) Work Placement Procedure

4.15 Health & Safety Monitoring and Review

Principles

- a. Successful Health and Safety Management (HSG 65) was first prepared by the HSE's Accident Prevention Advisory Unit in 1991. It looks at health & safety management and identifies that successful management depends on effective systems that include, policy, organisation and arrangements, planning and implementation, measuring performance, review of performance and that these are backed up by a system of auditing.
- b. Central College Nottingham recognises its statutory duty to monitor health and safety performance and periodically review its health and safety arrangements.
- c. The College will adopt the HSG 65 framework as its health and safety management system.
- d. Effective monitoring and review of health and safety arrangements will contribute to improved health and safety performance throughout the College.

Objectives

- a. To comply with the College's statutory duties relating to the health and safety monitoring and review.
- b. To identify areas for improvement relating to the College's health and safety performance and arrangements.

Policy

- 4.15.1 The College shall introduce procedures to enable the effective monitoring of the health and safety performance of its management, employees and contractors, including regular workplace inspections, accident trend analysis and health and safety auditing.
- 4.15.2 Regular reports and recommendations relating to the College's health and safety performance shall be prepared for consideration by the College's Executive Management Team, Board and Health & Safety Committee as appropriate.
- 4.15.3 Health and safety performance shall be included in the College's annual Self Assessment Report.
- 4.15.4 The College shall introduce procedures to enable the effective periodic review of its health and safety arrangements.

Legal Requirements

Health & Safety at Work etc Act 1974

Management of Health and Safety at Work Regulations 1999

Related Policies & Procedures

Health & Safety Documents and Procedures

- (4.3) Health & Safety Workplace Inspections Procedure
- (4.4) Accident/Incident and Near Miss Reporting Procedure
- (4.15) Health & Safety Monitoring and Review Procedure
- Health & Safety Committee Remit – Terms of Reference

4.16 Control of Substances Hazardous to Health (COSHH)

Principles

- a. Central College Nottingham recognises its statutory duty to identify and control risks arising from the storage, transport, use and disposal of hazardous substances and from hazardous by-products used for or generated by its work activities.
- b. The term 'hazardous substances' refers to any gas, vapour, fume, liquid, solid, or dust which has been assigned a maximum exposure limit (MEL) or occupational exposure standard (OES), is marked as hazardous on the label (harmful, irritant, corrosive or toxic) or displays similar effects.
- c. Hazardous substances may cause harm when inhaled, absorbed, ingested or injected. Substances may cause harm only at the point of contact or may be systemic (affects remote body parts). The harm may be short or long term or even permanent.
- d. For these reasons, it is essential that suitable and sufficient information is available with any substance used at work and that appropriate preventative or protective measures are in place.

Objectives

- a. To comply with the College's statutory duties relating to the control of hazardous substances.
- b. To prevent or reduce any risk of harm or nuisance to employees and other persons who may come into contact or otherwise be affected by the College's use or generation of hazardous substances.

Policy

- 4.16.1 COSHH regulations make sure the risks from hazardous substances are properly controlled. College operations fall into two main areas, the office / classroom environment and the workshop / laboratory environment.
- 4.16.2 Central College Nottingham shall ensure that any potentially harmful substance for use at work or emitted by any work process is identified and that suitable and sufficient information is available in respect of that substance.
- 4.16.3 Preventative and protective measures shall be implemented according to the form of substance, the nature and degree of potential harm and the process during which it is used or emitted. Where reasonably practicable, measures other than the use of respiratory protective equipment (RPE) or personal protective equipment (PPE) shall be selected.
- 4.16.4 The College will take all reasonable steps to ensure that audits and CoSHH risk assessments are carried out which will detail the range of hazards associated with working with hazardous substances and the control measures necessary to control any hazards to an acceptable level. Safety Data Sheets must also be current for all chemicals in use and be available for audit.

Legal Requirements

Health and Safety at Work etc Act 1974

Control of Substances Hazardous to Health Regulations 2002

Special Waste Regulations 1996

Control of Substances Hazardous to Health (COSHH) (Continued)

Related Policies & Procedures

Waste Disposal Procedure

Environmental Policy

Health & Safety Documents and Procedures

(4.16) Control of Substances Hazardous to Health Procedure

(4.37) Waste Control and Disposal procedure

4.17 Flammable Substances

Principles

- a. Central College Nottingham recognises its statutory duty to identify and control risks arising from the storage, handling and generation of flammable substances used or produced within work activities.
- b. There is an enormous variety of flammable substances to be found within the workplace. These may range from the obvious, e.g. petrol, paint thinners, welding gases and heating fuels, to the not so obvious, e.g. packaging materials and wood working dusts.

Objectives

- a. To comply with the College's statutory duties relating to the safe handling and storage of flammable substances.
- b. To prevent or reduce any risk of harm to employees and other persons who may come into contact or otherwise be affected by the College's use or generation of flammable substances.
- c. To reduce the likelihood of fire and its spreading in relation to the safe storage, use, handling and generation of flammable substances.

Policy

- 4.17.1 Central College Nottingham accepts that some work processes require the use of flammable substances and will take all reasonable steps to reduce the risk to the health and safety of employees and students using and working with flammable substances.
- 4.17.2 The college also accepts that some work processes may produce, as by products potential flammable dusts, gases and fumes and as such will take reasonable steps to reduce their production and level of risk to the health and safety of persons working within the college.
- 4.17.3 The College will carry out risk assessments of work activities and storage arrangements and undertake all reasonable steps to reduce the risks found as a result of assessments.
- 4.17.4 The College shall provide suitable arrangements for the safe storage and transport of flammable substances ensuring that they are held in appropriate storage areas until required. Managers will arrange for employees to be given training, equipment, instruction and information necessary to ensure they take appropriate precautions and use the appropriate P.P.E in these conditions.

Flammable Substances (Continued)

Legal Requirements

The Regulatory Reform (Fire Safety) Order 2005

Health & Safety at Work etc Act 1974

Control of Substances Hazardous to Health Regulations 2002

Dangerous Substances and Explosive Atmospheres Regulations 2002

Special Waste Regulations 1996

Related Policies & Procedures

Waste Disposal Procedure

Environmental Policy

Health & Safety Documents and Procedures

(4.17) Flammable Substances

(4.31) Waste Control and Disposal procedure

4.18 Radiation – Ionising and Non-Ionising

Principles

- a. Central College Nottingham recognises its statutory duty to eliminate or reduce as low as possible the extent of staff and student exposure to ionising radiation sources which may be found in the form of electromagnetic rays (x-rays, gamma rays) or particles (alpha & beta particles) where they are used within work processes.
- b. The College also recognises its statutory duty to protect the eyes and skin of staff and students from exposure to hazardous sources of non ionising radiation in the form of artificial optical radiation (AOR) and electromagnetic fields (EMF) where they are used within work processes.
- c. AOR includes light emitted from all artificial sources in all its forms such as ultraviolet, infrared and laser beams. EMF includes power frequencies, microwaves and radio frequencies.
- d. The college recognises its statutory duties regarding the keeping and use of radioactive substances on college premises, the requirements to obtain permits regarding use of radiation sources where required, and to protect the environment from radioactive pollution by controlling the disposal of any radio active waste.

Objectives

- a. To comply with the College's statutory duties relating to exposure to sources of both ionising and non ionising radiation.
- b. To comply with the College's statutory duty in relation to the keeping and use of radioactive substances on its premises.

Radiation – Ionising and Non-Ionising (Continued)

Policy

- 4.18.1 Central College Nottingham shall appoint a *Radiation Protection Supervisor (RPS)* ensure that any source of ionising or non-ionising radiation for use within work processes is identified and that suitable and sufficient information is available in respect of that substance.
- 4.18.2 Risk assessments for all uses of ionising radiation will be conducted, the RPS will assist in the production of Local Rules appropriate to the radiation risk and the nature of the work carried out, and in securing compliance with them.
- 4.18.3 The college will ensure the local rules are made known and observed.
- 4.18.4 If necessary, the RPS will contact the Radiation Protection Adviser or the Environment Agency for advice regarding whether permits are required for any ionising radiation sources in use and held by the College.
- 4.18.5 Risk assessments will identify where staff or students are exposed to sources of non-ionising radiation and preventative and protective measures shall be implemented according to the form of source, the nature and degree of potential harm and the process during which it is used or emitted.

Legal Requirements

Health & Safety at Work etc Act 1974

Ionising Radiations Regulations 1999

Control of Artificial Optical Radiation at Work Regulations 2010

Environmental Permitting (England and Wales) Regulations 2010

Related Policies & Procedures

Environmental Policy

Local Rules – Radiation

Health & Safety Documents and Procedures

(4.31) Waste Control and Disposal procedure.

4.19 Electrical Equipment – Electrical Safety & Portable Appliance Testing

Principles

- a. Central College Nottingham recognises its statutory duties to protect employees from harm from contact with electricity, all reasonable steps will be taken to ensure the health and safety of employees and others who use, operate or maintain electrical equipment.
- b. The College recognises its statutory duties to periodically inspect and test electrical installations and equipment, and to maintain such installations and equipment in order to reduce the risk of harm, loss, fire or explosion.
- c. Whilst there are no statutory regulations specific to portable appliance testing, the college recognises the requirement to periodically inspect and test portable electrical equipment in line with IEE guidelines.

Objectives

- a. To comply with the College's statutory duties relating to electrical installations.
- b. To introduce proactive measures to identify faulty electrical installations and equipment so as to prevent or reduce any risk of harm or loss to employees, students and other persons.

Policy

- 4.19.1 The College shall ensure that any installation, inspection, testing, commissioning, decommissioning, alteration or repair of any part of any electrical installation or appliance is performed only by persons who have been trained and authorised to perform the particular task.
- 4.19.2 Any installation, inspection, testing, commissioning, decommissioning, alteration or repair on any electrical installation shall be performed in accordance with the Electricity at Work Regulations, IEE Wiring Regulations and to the standards required by the National Inspection Council for Electrical Installation Contracting.
- 4.19.3 The College shall ensure that equipment deemed as Portable Appliances will be tested in line with the Code of Practice for In-Service Inspection and Testing of Electrical Equipment from the Institution of Electrical Engineers (IEE).

Legal Requirements

Health and Safety at Work etc Act 1974

Management of Health and Safety at Work Regulations 1999

Provision and Use of Work Equipment Regulations 1999

Electricity at Work Regulations 1989

Electrical Equipment (Safety) Regulations 1994

Electricity (Safety, Quality and Continuity) Regulations 2002

Related Policies & Procedures

Health & Safety Documents and Procedures

(4.19) Electrical Equipment – Electrical Safety & Portable Appliance Testing Procedure

4.20 Working with Visual Display Units/Display Screen Equipment

Principles

- a. Central College Nottingham recognises its statutory duty to ensure that computers, computer peripherals and computer workstations provided to or used by employees in pursuance of their work comply with the standards published in the relevant schedules to the Regulations.
- b. Central College Nottingham recognises its statutory duty to provide free eye testing when requested by a user of computers at work.

Objectives

- a. To comply with the College's statutory duties relating to the provision and use of computers.
- b. To prevent or reduce any risk of injury to employees who use computers at work.

Policy

- 4.20.1 The College shall ensure so far as is reasonably practicable that any computer, computer peripheral or computer workstation provided for the use of its employees or used by its employees for the performance of their work meets the standards published in the relevant schedules to the Regulations.
- 4.20.2 The College shall implement a procedure that shall allow employees to review the computer equipment and the working environment available to them and to make reasonable adjustments to their computer equipment and working environment or to request adjustments to be made on their behalf to the extent required to meet the objective stated above.
- 4.20.3 The College shall ensure that risks associated with the use of display screen equipment are prevented or controlled. The College shall also ensure that free eyesight tests and subsequently prescribed corrective appliances are, upon request, provided free of charge to employees who work or will work with display screen equipment.
- 4.20.4 Training, information and instruction shall be provided as necessary to employees who work with display screen equipment for both operational and health and safety purposes.

Legal Requirements

Health and Safety at Work etc Act 1974

Health and Safety (Display Screen Equipment) Regulations 1992

Health and Safety (Miscellaneous Amendments) Regulations 2002

Related Policies & Procedures

Health & Safety Documents and Procedures

(4.20) Display Screen Equipment Procedure

DSE Workstation Assessment Form

4.21 Work Place Equipment

Principles

- a. Central College Nottingham recognises its statutory duty to ensure that plant and equipment provided to employees for work purposes are safe to use, are maintained in a safe condition and are used only by suitably trained and authorised persons.
- b. There are many decisions to take when purchasing or hiring plant and equipment including cost, expected resale value, suitability for use, achievement of relevant build and quality standards, work rate, life expectancy, portability and ease of use. Health and safety is not therefore expected to be the overriding consideration.

Objectives

- a. To comply with the College's statutory duties relating to the provision and use of plant and equipment.
- b. To prevent or reduce any risk of injury to employees who use plant and equipment at work.
- c. To ensure that health and safety matters are accorded appropriate priority when plant and equipment is hired or purchased for use at work.

Policy

- 4.21.1 All reasonable steps will be taken to ensure the health and safety of employees and others who use, operate or maintain workplace equipment. Central College Nottingham acknowledges that using this equipment can be hazardous and is therefore its intention to reduce the risks as far as is possible.
- 4.21.2 The College shall ensure that health and safety issues are considered when purchasing or hiring any plant, equipment or vehicle for use at work. Any plant, equipment or vehicle which is purchased or hired by the College shall be suitable for the task and used only for the task(s) for which it was specified.
- 4.21.3 Plant or equipment owned or hired by the College for use at work shall be maintained in good working order. Plant or equipment that is likely to deteriorate to a condition of danger will be maintained according to a planned preventative maintenance schedule and records of all servicing and maintenance must be held.
- 4.21.4 Employees making use of plant, equipment or vehicles provided by the College for use at work shall be given suitable and sufficient training, instruction and information in accordance with the type and level of risk associated with such use.
- 4.21.5 All machinery and equipment in any of the workshops in the College has been identified as potentially hazardous. It is important that staff follow instructions and guidelines to ensure the safety of staff and students using the machinery and working in the workshops.
- 4.21.6 Students will given full instruction and training on how to use and maintain a range of hand tools within their area of training. Training and supervision will be given to students in the use of hand held power tools and fixed machinery. Authorisation will not be given for students to use power tools or machinery until competence can be proven.

Work Place Equipment (Continued)

Legal Requirements

Health and Safety at Work etc Act 1974

Management of Health and Safety at Work Regulations 1999

Lifting Operations and Lifting Equipment Regulations 1998

Provision and Use of Work Equipment Regulations 1998

Pressure Systems Safety Regulations 2000

Control of Vibration at Work Regulations 2005

Noise at Work Regulations 2005

Health and Safety (Miscellaneous Amendments) Regulations 2002

Related Policies & Procedures

Health & Safety Documents and Procedures

(4.21) Work Place Equipment Procedure

4.22 Driving at Work & College Vehicles

Principles

- a. Central College Nottingham recognises its statutory duties to provide vehicles for use at work that are, so far as is reasonably practicable, safe and free from defect.
- b. Central College Nottingham understands the need to take reasonable steps to ensure that employees' personal vehicles that are used for work purposes are suitably maintained and insured.
- c. Central College Nottingham understands the need to take reasonable steps to ensure that employees who drive the College's vehicles or drive their own vehicles on the College's behalf are suitably trained to drive such vehicles and that such employees drive considerately and safely while at work.

Objectives

- a. To comply with the College's statutory duties relating to the provision and use of vehicles for work.
- b. To prevent or reduce any risk of harm or loss to employees, students and other road users as a result of the College's work practices.
- c. To contribute to the College's reputation by encouraging considerate driving by employees while at work.

Driving at Work & College Vehicles (Continued)

Policy

- 4.22.1 The College shall ensure that all vehicles provided by the College for use at work are suitable for the task(s) for which they have been provided and shall take reasonable steps to ensure that vehicles provided to employees for use at work are fully and effectively maintained in good working order and free from defect.
- 4.22.2 The College shall implement procedures to ensure that employees who use vehicles provided by the College carry out a regular, full and effective functionality check of the of the essential safety components of those vehicles.
- 4.22.3 The College understands the need to take reasonable steps to ensure that employees who drive the College's vehicles or drive their own vehicles on the College's behalf are suitably trained to drive such vehicles and that such employees drive considerately and safely while at work.
- 4.22.4 The College shall require evidence that employees who drive any vehicle on College business are in possession of a current and valid licence to drive that class and type of vehicle.
- 4.22.5 The College shall require evidence that employees who use their own vehicles for College business (and claim business mileage expenses) are insured to use their vehicles on college business, and are in possession of a valid MOT test certificate for vehicles that are three years old and over.
- 4.22.6 The College shall provide persons who drive at work with extensive, comprehensible information regarding legal requirements, safe working practices and emergency actions relating to using vehicles on public roads.
- 4.22.7 The College prohibits the use of mobile phones while driving at work, and may invoke disciplinary action against persons who use or cause or permit the use of mobile phones while driving.

Legal Requirements

Health and Safety at Work etc Act 1974

Road Traffic Act 1988

Road Vehicles (Construction and Use) Regulations 1986 (as amended)

Related Policies & Procedures

Health & Safety Documents and Procedures

(4.22) Driving at Work & College Vehicles

4.23 Working at Height

Principles

- a. Central College Nottingham understands that falling from height is the most common cause of workplace deaths and serious injuries.
- b. The College recognises its statutory duties to provide safe access and places and systems of work for its employees who work above ground level.
- c. The College also recognises the need to take reasonable measures to restrict unauthorised third party access to works at height, and to prevent equipment and materials from falling and causing harm or loss to employees and other persons.

Objectives

- a. To comply with the College's statutory duties relating to work at height.
- b. To prevent or reduce any risk of harm or loss to employees and other persons as a result of works at height.

Policy

- 4.23.1 The College shall ensure that suitable work equipment and places and systems of work are available to its employees to prevent or arrest falls from height or falling objects, and that employees are trained as necessary to make full and proper use of such equipment and systems of work.
- 4.23.2 The College shall provide suitable and sufficient training to relevant employees so as to allow them to recognise locations where the equipment provided by the College would be unsuitable equipment for working at height, and shall instruct employees to refer such situations to their relevant Manager and to await instructions before carrying out the work.
- 4.23.3 The College shall implement procedures to identify tasks for which ladders or stepladders would be unsuitable equipment for working at height, and shall restrict the use of ladders and stepladders for the performance of such tasks.
- 4.23.4 Access equipment owned by the College shall be periodically examined and maintained in a safe working condition and only ladders and scaffold that are displaying a current safety code should be used.
- 4.23.5 The College shall take reasonable steps to ensure that Contractors working on the College's behalf use such safe equipment and systems of work so as to prevent or reduce the risk of harm or loss to third parties.

Legal Requirements

Health and Safety at Work etc Act 1974

Work at Height Regulations 2005

Construction (Design and Management) Regulations 2015

Construction (Head Protection) Regulations 1989

Working at Height (Continued)

Related Policies & Procedures

Health & Safety Documents and Procedures

(4.8) Control of Contractors

(4.21) Work Equipment

(4.23) Work at Height Procedure

Work at Height Risk Assessment

4.24 Confined Spaces

Principles

- a. Central College Nottingham recognises its statutory duties to provide safe access and places and systems of work for its employees who work in a confined space.
- b. The College understands the need to take reasonable steps to ensure that employees who undertake work within confined spaces are suitably trained to do so and that such employees are made aware of the risks of such work.

Objectives

- a. To comply with the College's statutory duties relating to work in confined spaces.
- b. To prevent or reduce any risk of harm or loss to employees and other persons as a result of working in confined spaces.

Policy

- 4.24.1 Confined spaces are areas which have difficult access or egress due to restricted or limited dimensions. Additional hazards may include a lack of breathable air, extremes of temperature, excessive humidity or condensation, lack of natural light, toxic gases, fumes, vapour, dust or sludge.
- 4.24.2 Central College Nottingham is committed to controlling access to these areas and ensuring all persons entering these areas have had the required training.
- 4.24.3 The College shall undertake a risk assessment and implement reasonable measures to prevent or control work carried out within confined spaces, and for the rescue of persons in the event of an emergency.
- 4.24.4 The College shall also provide relevant employees with information regarding the significant risks identified within the working environment and the emergency arrangements.

Legal Requirements

Management of Health and Safety at Work Regulations 1999

Confined Spaces Regulations 1997

Confined Spaces Continued)

Related Policies & Procedures

Health & Safety Documents and Procedures

(4.24) Working in Confined Spaces Procedure

4.25 Personal Protective Equipment (PPE)

Principles

- a. Central College Nottingham recognises its statutory duties to provide suitable Personal Protective Equipment to its employees and students to protect them against identified risks that cannot be prevented or sufficiently controlled by other more effective means.
- b. The College also accepts that Personal Protective Equipment neither eliminates risk nor prevents harm, and does not contribute to the protection of other persons who may be affected by the works.

Objectives

- a. To comply with the College's statutory duties relating to the provision, use, storage and maintenance of Personal Protective Equipment.
- b. To accord priority to measures other than the use of Personal Protective Equipment for the prevention or control of risk.

Policy

- 4.25.1 Central College Nottingham shall implement preventative or control measures that eliminate risk, prevent or reduce harm, prevent or reduce loss or protect the greater number of persons rather than issue Personal Protective Equipment.
- 4.25.2 Any Personal Protective Equipment that has been provided by the College shall sufficiently reduce the risk of harm to the wearer, and shall be suitable for the individual's use and comfort, and shall not unreasonably inhibit the user's ability to carry out his or her work.
- 4.25.3 Central College Nottingham shall provide employees and students with sufficient and appropriate training and information to allow them to make full and proper use of Personal Protective Equipment, to inspect such equipment for damage, and to report any damaged or lost Personal Protective Equipment.
- 4.25.4 The College shall implement reasonable measures to maintain or replace as necessary any Personal Protective Equipment so that it remains effective at all times.
- 4.25.5 Suitable storage shall be provided where necessary to protect Personal Protective Equipment from damage or to prevent cross-contamination with other clothing.
- 4.25.6 No charge of any kind shall be made to any employee for the provision of any item of Personal Protective Equipment, except that if an employee is permitted to specify an item of Personal Protective Equipment that is more expensive than the item that is standard issue, and the item that is standard issue would have been suitable to prevent harm and would have been suitable for use by that employee, the employee shall be asked to contribute the cost difference between the specified item and the item that is standard issue.

Personal Protective Equipment (PPE) (Continued)

4.25.7 Students may in some instances be required to provide their own safety boots and protective overalls.

Legal Requirements

Health and Safety at Work etc Act 1974

Personal Protective Equipment Regulations 1992

Health and Safety (Miscellaneous Amendments) Regulations 2002

Related Policies & Procedures

Health & Safety Documents and Procedures

(4.25) Personal Protective Equipment Procedure

4.26 'Out of College' Trips and Visits

Principles

- a. Central College Nottingham recognises its statutory duty to ensure the health and safety of anyone else on the premises or anyone who may be affected by its activities. This includes participants such as students participating in 'out of College' activities such as a trip or visit.
- b. The College also recognises its statutory duty to assess the risks of trips and visits, implement control measures as necessary to reduce levels of risk to an accepted level and communicate the requirement of these measures.
- c. Teachers, other staff or volunteers in charge of students whilst on an 'out of College Activity' also have a common law duty to act as any reasonably prudent parent would do in the same circumstances.

Objectives

- a. To comply with the College's statutory duties relating to planned out of college activities such as trips or visits involving students.
- b. To prevent or reduce any risk of harm or loss to employees, students and other persons as a result of the participation on pre arranged out of college trips and visits.

Policy

4.26.1 Educational trips and visits can form part of a students training programme making it necessary for staff to accompany students to a wide range of venues and activities. A procedure and application pack within that procedure, support this policy to ensure the relevant assessments and control measures are in place.

Out of College' Trips and Visits (Continued)

Legal Requirements

Health & Safety at Work etc Act 1974

Management of Health and Safety at Work Regulations 1999

Related Policies & Procedures

Health & Safety Documents and Procedures

(4.26) Out of College Activities Procedure

OCA1 Authorisation Form

OCA2 Risk Assessment Form

OCA3 Health Declaration Form

OCA4 Participants List

OCA5 Details for Insurance Cover

OCA6 Cost Form

OCA7 Student List – Payments for Trip/Visit

OCA8 Checklist – Educational Visits

4.27 Work Placements & Work Based Learning

Principles

- a. Whilst on work experience, students are designated as employees for the purposes of health and safety legislation and they must be afforded the same health & safety protection as other employees.
- b. The college recognises its duty-of-care to ensure that students undertake work experience in a healthy and safe environment.

Objectives

- a. To comply with the College's statutory duties relating to students undertaking work experience as part of their course.
- b. To prevent or reduce any risk of harm or loss to students and other persons as a result of the participation on pre arranged work experience.

Policy

- 4.27.1 Young persons are considered to be at greater risk from workplace hazards due to their lack of experience and maturity, and are therefore owed a greater duty of care, even when on work experience they are designated as employees for the purposes of health and safety legislation and they must be afforded the same health and safety protection as other employees.
- 4.27.2 Where a learner undertakes work experience as part of a course arranged by the College, tutors must take steps to assess and ensure that 'relevant training' in relation to health and safety is provided by the employer offering the work placement and its duration. A procedure supports this policy to check and monitor health, safety and welfare issues of Work Placement Providers.

Work Placements (Continued)

4.27.3 The College also provides opportunities for work placement students within the College. In these cases the College will meet its obligations with regard to the Health & Safety of the work placement students in accordance with legislation relating to young people at work.

Legal Requirements

Health & Safety at Work etc Act 1974

Management of Health and Safety at Work Regulations 1999

Health & Safety (Training for Employment) Regulations 1990

Related Policies & Procedures

Health & Safety Documents and Procedures

(4.14) Induction and Health and Safety Training Procedure

(4.27) Work Placement Procedure

ER04 Workplace Health & Safety Standard 10

ER04 Workplace Health & Safety Assessment Form

4.28 Catering and Vending

Principles

a. Central College Nottingham recognises its statutory duties in relation to food hygiene within it's areas of catering and vending.

Objectives

a. To ensure the College does not include anything in food, remove anything from food or treat food in any way which means it would be damaging to the health of people eating it.

b. To ensure that the food served or sold is of the nature, substance or quality which consumers would expect.

c. To ensure that the food is labelled, advertised and presented in a way that is not false or misleading.

Policy

4.28.1 Central College Nottingham acknowledges the hazards associated with food hygiene (such as contamination by harmful bacteria), and will exercise all reasonable precautions and due diligence to maintain the highest standards of catering and vending.

Legal Requirements

Food Safety Act 1990

General Food Law Regulation (EC) 178/2002

General Food Regulations 2004 (as amended)

Catering and Vending (Continued)

Related Policies & Procedures

Health & Safety Documents and Procedures

Catering – Health & Safety Due Diligence

4.29 Safety Signs and Signals

Principles

- a. Central College Nottingham recognises its statutory duty to display specific safety signs whenever there is a risk that has not been avoided or controlled by other means, e.g. by engineering controls and safe systems of work so as to notify employees and others who may be affected of either dangers present or, of safe conditions.

Objectives

- a. To comply with the College's statutory duties relating to displaying appropriate safety signage.

Policy

- 4.29.1 Central College Nottingham will take all reasonable steps to ensure that all safety signs, signals and makings (pipe work etc) used or displayed on College premises to warn and instruct staff and students of risks to their health and safety, including fire safety, will comply with current legislation as regards colour, size, shape and pictogram.

Legal Requirements

Health & Safety (Safety Signs and Signals) Regulations 1996

Management of Health and Safety at Work Regulations 1999

Related Policies & Procedures

Health & Safety Documents and Procedures

(4.29) Safety Signs and Signals Procedure

4.30 Pressure Systems

Principles

- a. Central College Nottingham recognises its statutory duties relating to systems or equipment which contain a gas or a liquid under pressure.

Objectives

- a. To comply with the College's statutory duties relating to providing a safe workplace and safe work equipment.

Pressure Systems (Continued)

Policy

- 4.30.1 Central College Nottingham will, so far as is reasonably practicable, ensure that all pressure systems used are safe. The design, construction, repair and modification of pressure systems will be managed so as to prevent danger and such relevant information as is required in law will be made available and kept for record purposes.

Legal Requirements

Health and Safety at Work etc Act 1974

Management of Health and Safety at Work Regulations 1999

Provision and Use of Work Equipment Regulations 1998

Pressure Systems Safety Regulations 2000

Related Policies & Procedures

Health & Safety Documents and Procedures

(4.21) Work Equipment Procedure

(4.30) Pressure Systems Procedure

4.31 Waste Control and Disposal

Principles

- a. The college recognises its duty towards the environment in regard to waste and its disposal, which will be responsibly conducted with only approved carriers used for special waste as legally required.

Objectives

- a. To comply with the College's statutory duties relating to waste control and disposal.
- b. To ensure employees, students, other persons or the environment are not exposed to harm from any hazardous waste produced during any college activity.

Policy

- 4.31.1 Central College Nottingham have assessed waste control and disposal and have made provision for waste product and material to be collected and stored in suitable identified containers. Arrangements are in place to dispose of waste product and material in an environmentally friendly way.
- 4.31.2 All employees are responsible for keeping places of work neat and tidy, disposing of waste materials in containers designed to eliminate spillage, fumes and dust or for recycling.
- 4.31.3 The College will maintain a Waste Data Stream and information for the disposal of special waste via the Services Manager, in cooperation with staff from areas where special waste is produced, along with local enforcement officers and only specialist contractors.

Waste Control and Disposal (Continued)

Legal Requirements

Collection and Disposal of Waste Regulations 1988

Waste (England and Wales) Regulations 2011

Environmental Protection Act 1990

Related Policies & Procedures

Waste Strategy 2012 and 13 (Estates)

Health & Safety Documents and Procedures

4.32 Slips, Trips and Falls

Principles

a. HSE statistics suggest that slips and trips are a major cause of accidents to education employees, pupils/students and others and are significantly high in the food industry.

Objectives

a. To assess areas of risk and implement reasonable and practicable control measures in order to control slip and trips risks within the College environment.

Policy

4.32.1 Statistics show that slip, trip and fall injuries result in many absences from work, cause unnecessary pain and suffering to employees and economic loss to an organisation. The College slips trips and falls procedures are intended to reduce the risk of slip, trip and fall injuries as low as reasonably practicable.

Legal Requirements

Health & Safety at Work etc Act 1974

Management of Health and Safety at Work Regulations 1999

Workplace (Health, Safety and Welfare) Regulations 1992

Related Policies & Procedures

Health & Safety Documents and Procedures

(4.32) Slips, Trips and Falls Procedure

4.33 Visitors

Principles

- a. Central College Nottingham recognises its statutory duties to protect people not in its employ such as visitors from harm, loss and unreasonable inconvenience as a result of the College's work activities.

Objectives

- a. To comply with the College's statutory duties relating to the protection of persons not employed by the organisation.

Policy

- 4.33.1 Central College Nottingham recognises its responsibility for all visitors to the College and provision has been made to address this responsibility.
- 4.33.2 The College shall implement all appropriate and reasonably practicable measures to protect members of the public from any unacceptable risk of harm or loss due to its operations, and shall provide suitable information to members of the public where appropriate in order to allow them to avoid such risk.
- 4.33.3 The College shall arrange such periodic inspections and tests of equipment and facilities that are provided for the use of by students and other persons as are required by law or are otherwise necessary to protect such persons from any unacceptable risk of harm or loss.
- 4.33.4 The College's employees shall treat members of the public courteously and respectfully at all times.
- 4.33.5 Reasonable care shall be taken to ensure that any of the protective arrangements made under this policy are suitable and sufficient for the needs of disabled and other vulnerable persons who are likely to benefit from the arrangements.

Legal Requirements

Health and Safety at Work etc Act 1974

Disability Discrimination Act 1995

Occupiers' Liability Act 1957 & 1984

Management of Health and Safety at Work Regulations 1999

Construction (Design and Management) Regulations 2015

Health and Safety (Safety Signs and Signals) Regulations

Related Policies & Procedures

Equality and Diversity Policy

Health & Safety Documents and Procedures

(4.33) Visitors Procedure

4.34 Smoking

Principles

- a. Research from a variety of sources indicates that there is an increased risk of lung cancer, heart disease and chronic respiratory illnesses in non smokers who regularly breathe in other people's smoke.
- b. Central College Nottingham recognises that smoking at work is covered as a public health issue by the Department of Health, with a few exceptions all public and places of work became smoke free in Great Britain by 1st July 2007.

Objectives

- a. To comply with the College's statutory duties relating to enforcing a smoke free workplace and to commit to providing a safe and healthy place to work, in which all employees are free from increased risks of poor health through passive smoking.

Policy

- 4.34.1 Central College Nottingham operates a no smoking policy throughout all of its buildings, sites and vehicles; smoking is only permitted in designated areas and this policy applies to all staff, students, visitors and contractors.
- 4.34.2 The College recognises its responsibility to provide those who use its premises with a smoke free environment and aims to have a strict adherence of its no smoking policy, as the college recognises that this can also help reduce the risk of fire, especially in higher risk areas.
- 4.34.3 The College shall require staff, students and visitors to comply with any local requirements and where designated shelters are in operation, to use these and to maintain good housekeeping practices.
- 4.34.4 Central College Nottingham recognises its duties in regards to fire and evacuation procedures and persons will be expected to avoid smoking when evacuating and assembling outside whilst the alarms are sounding.
- 4.34.5 Employees who wish to stop smoking will be provided with appropriate support in which to help them stop.

Legal Requirements

Health & Safety at Work etc Act 1974

Workplace (Health, Safety and Welfare) Regulations 1992

Related Policies & Procedures

HR - Smoking Policy

Health & Safety Documents and Procedures

4.35 Violent Conduct/Bullying

Principles

- a. Central College Nottingham believes that its employees, students, contractors and stakeholders should be able to carry out their work without fear of violent conduct.

Objectives

- a. To implement reasonable measures to protect employees, students and partners within the College environment from harm through violence or abusive behaviour.

Policy

- 4.35.1 Violent conduct is defined as any incident in which an employee or student is abused, threatened or assaulted either physically or verbally by a member of staff, a student or member of the public in circumstances arising out of the course of his or her employment or education at the college.
- 4.35.2 The College has implemented measures/procedures in to protect staff and students from the psychological and physical effects of violent conduct and/or bullying.

Legal Requirements

Health & Safety at Work etc Act 1974

Management of Health and Safety at Work Regulations 1999

Related Policies & Procedures

HR - Harassment and Bullying Policy

Health & Safety Documents and Procedures

(4.35) Violent Conduct

4.36 Work Related Stress

Principles

- a. Central College Nottingham recognises that Work Related Stress (WRS) can be a cause of ill health, and can lead to a loss of productivity and absence from work.

Objectives

- a. To reduce the occurrence of stress and its associated ill health effects.

Policy

- 4.36.1 Central College Nottingham recognises that work related stress is a health and safety issue and that risks to health can be minimised by the implementation of good management practices.
- 4.36.2 Central College Nottingham is aware that, whilst a degree of controlled stress can be a positive force at work, excessive pressures can have a negative effect on health, performance and safety.
- 4.36.3 Central College Nottingham has a duty to inform everyone within the college of its commitments to minimising the harmful effects of stress, the procedures that should be followed and who is responsible for each step.

- 4.36.4 The college is committed to promoting good health at work, and is therefore active in recognising any negative effects that stress may have on individuals at work, and for providing suitable support mechanisms for members of staff suffering from the negative effects of stress.
- 4.36.5 The college also recognises where negative stress could be a factor for large groups of staff, especially during major change and mergers, and is committed to reduce such stress as-far-as reasonably practicable, where it can by good management and communication.
- 4.36.6 Through the risk assessment process, Central College Nottingham will continue to identify stress related hazards and assess mental and physical risks to health and safety with the objective of reducing them, as-far-as-reasonably practical.
- 4.36.7 Where staff are identified as having excess stress, Central College Nottingham will provide the necessary mechanisms to promote a return to full health as quickly as possible. Members of staff are encouraged to refer to their Line Manager, a Vice Principal or the Human Resources Department in full confidence. Members of staff will be offered any relevant counselling, help with stress reduction techniques and an appraisal of their work situation.
- 4.36.8 Central College Nottingham has an open approach to stress and the potential ill health caused and therefore is active in its prevention and is open and fair in its; management of stress, individuals and its processes for reporting.

Legal Requirements

Health and Safety at Work etc Act 1974

Employment Rights Act 1996

Protection from Harassment Act 1997

Disability Discrimination Act 1995

Management of Health and Safety at Work Regulations 1999

Working Time Regulations 1998

Workplace (Health, Safety and Welfare) Regulations 1992

Related Policies & Procedures

Whistle Blowing Procedure

Capability Procedure

Disciplinary Procedure

Flexible Working Procedure

Grievance Procedure

Recruitment & Selection Procedure

Health & Safety Documents and Procedures

(4.36) Work Related Stress Policy

4.37 Manual Handling

Principles

- a. Manual handling accounts for around a third of injuries reported to the enforcement authorities, approximately half of which are injuries to the back. Such injuries can often result in lost time at work and considerable pain and suffering to the injured party.
- b. Central College Nottingham recognises its statutory duty to prevent or control the risk of harm to employees arising from the manual handling of loads at work.

Objectives

- a. To comply with the College's statutory duties relating to the prevention and control of manual handling risks.
- b. To prevent or reduce any harm, suffering and lost time caused by manual handling injuries.

Policy

- 4.37.1 Manual handling refers to any task which requires the use of bodily force and includes lifting, supporting, pulling, pushing or transporting a load. Statistics show that manual handling is one of the most common causes of injury in the workplace, and may have long-term effects.
- 4.37.2 Central College Nottingham recognises the need to reduce risks from manual handling operations to the lowest reasonably practicable level for both business purposes and the reduction of injury and ill health.
- 4.37.3 The College shall therefore arrange its work activities so as to avoid the need for manual handling where reasonably practicable, or reduce the risk whenever manual handling cannot be avoided.
- 4.37.4 Where practicable, lifting and carrying equipment such as hoists and trolleys will be provided. Where this is not practicable reasonable steps will be taken to minimise the risk of injury to staff and students through manual handling activities.
- 4.37.5 Suitable training shall also be provided to all employees who are likely to undertake manual handling operations which involve a risk of injury, Managers will ensure suitable manual handling risk assessments are carried out and the recommended control measures are implemented.

Legal Requirements

Health & Safety at Work etc Act 1974

Manual Handling Operations Regulations 1992

Health & Safety (Miscellaneous Amendments) Regulations 2002

Related Policies & Procedures

Health & Safety Documents and Procedures

(4.37) Manual Handling Procedure

4.38 Noise and Vibration

Principles

- a. Central College Nottingham recognises its statutory duties to prevent or reduce the risk of harm to its employees as a result of exposure to excessive noise or vibration at work.

Objectives

- a. To comply with the College's statutory duties relating to the prevention and control of the risk of harm caused by exposure to excessive noise or vibration.
- b. To prevent or reduce any harm, suffering and lost time caused by exposure to excessive noise or vibration.

Policy

- 4.38.1 Central College Nottingham recognises its statutory duties to prevent or reduce the risk of harm to its employees & students as a result of exposure to excessive noise or vibration whilst within the college environment.
- 4.38.2 The College will take all reasonable steps necessary to ensure that the risk of hearing damage to staff and students who work with noisy equipment or in a noisy environment is reduced to a minimum.
- 4.38.3 The College shall ensure through its purchasing procedures that any plant or equipment purchased or hired for use at work does not generate unreasonable levels of noise and vibration.
- 4.38.4 Plant and equipment that may generate harmful levels of noise or vibration shall be maintained in good working order so as to reduce the likelihood of noise and vibration levels increasing significantly through wear and tear.
- 4.38.5 The College shall carry out surveys as necessary to establish which employees and students are likely to be exposed to levels of noise or vibration that are likely to cause harm, and shall implement suitable measures to reduce such exposure to a reasonable level.
- 4.38.6 Where necessary the College shall introduce a programme of health surveillance in consultation with employees and a registered medical practitioner for employees who are shown through surveys to be regularly exposed to harmful levels of noise or vibration, or who have been diagnosed as having symptoms of harm caused by exposure to noise or vibration.
- 4.38.7 The College shall provide relevant employees with information regarding the significant results of any relevant surveys, the methods available to reduce risk, the nature of Noise Induced Hearing Loss (NIHL) and Hand-Arm Vibration Syndrome (HAVS), including causes, symptoms and effects, the results of any health surveillance, and the course of action to take should symptoms become apparent.

Legal Requirements

Health and Safety at Work etc Act 1974

Management of Health and Safety at Work Regulations 1999

Noise at Work Regulations 2005

Control of Vibration at Work regulations 2005

Noise & Vibration Control (Continued)

Related Policies & Procedures

Health & Safety Documents and Procedures

(4.25) Personal Protective Equipment (PPE) Procedure

(4.38) Noise & Vibration Control Procedure

4.39 External Venues – Delivery of Curriculum

Principles

- a. The college will from time to time use facilities other than its own or leased by the college, to conduct classes or whole courses. Many of these are in the community and owned by other organisations, with a number being in community halls, council properties, and schools or mixed use buildings.
- b. Central College Nottingham recognises its statutory duties to ensure that employees and students are in a safe and healthy environment with suitable welfare facilities, regardless of the buildings and teaching location being used.

Objectives

- a. To comply with the College's statutory duties relating to the requirement to ensure external venues are assessed and provide a safe and suitable environment for the delivery of curriculum courses.

Policy

- 4.39.1 Central College Nottingham recognises its statutory duties to ensure the suitability of facilities which may be utilised to deliver training on behalf of the College. It is the responsibility of staff organising any course in venues other than those under the strict control of the college, to ensure that such checks are carried out so as to evidence that they provide a safe and suitable teaching environment and prevent or reduce the risk of harm to its employees and students.
- 4.39.2 Where students are being taught by an external organisation, staff must check and ensure that the organisation has appropriate and adequate health and safety systems and documentation in place, including insurance arrangements, which is applicable to the courses and activities being conducted

Legal Requirements

Health and Safety at Work etc Act 1974

Management of Health and Safety at Work Regulations 1999

Related Policies & Procedures

External Venues – Delivery of Curriculum (Continued)

Health & Safety Documents and Procedures

(4.1) Risk Assessment Procedure

(4.14) Induction and Health and Safety Training Procedure

(4.39) External Venue Assessment Procedure

SNCT07 Workplace Health & Safety Assessment Form

4.40 Safety Procedures

Principles

- a. Central College Nottingham recognises its statutory duties to undertake health and safety risk assessments for all its activities. Where hazards are identified that involve increased levels of risk, Written safety procedures will be completed to provide staff and students with information and detailed written methods of work to enable them to work safely.

Objectives

- a. To comply with the College's statutory duties relating to the requirement of suitable and sufficient risk assessments being conducted and where necessary are supported by detailed written safety procedures.

Policy

- 4.40.1 Where risk assessment identifies activities with hazards which have increased levels of risk, risk assessments will be supported within each School or Department with appropriate “arrangements” in the form of written safety procedures for both staff, and where applicable students.

Legal Requirements

Health and Safety at Work etc Act 1974

Management of Health and Safety at Work Regulations 1999

Related Policies & Procedures

Health & Safety Documents and Procedures

(4.1) Risk Assessment Procedure

(4.14) Induction and Health and Safety Training Procedure

(4.40) Safety Procedures

4.41 Additional Activities

Principles

- a. The legal framework for health & safety identifies that all employers have a duty-of-care to ensure so far as is reasonably practicable, the health & safety of anyone who may be affected by their activities. In essence this includes any and all activities that are conducted in the name of the college for students, staff, visitors and the general public.

Objectives

- a. To ensure that activities conducted in the name of the college which are not strictly related to either specific courses or the general working of the College will be treated the same, as for all other activities in terms of the requirements of health and safety.

Policy

- 4.41.1 The college shall ensure that all additional activities are planned, organised and undergo suitable and sufficient risk assessment with appropriate control measures implemented.
- 4.41.2 The college will also ensure that any activity that is deemed as non insurable or is of significant high risk will not be undertaken.

Legal Requirements

Health and Safety at Work etc Act 1974

Management of Health and Safety at Work Regulations 1999

Related Policies & Procedures

Health & Safety Documents and Procedures

(4.1) Risk Assessment Procedure

(4.41) Additional Activities

4.42 Occupational Disease – Blood Borne Virus's & Zoonoses

Principles

- a. Central College Nottingham recognises its duty to ensure that employees are aware of common occupational diseases relevant to their work, and to implement reasonable measures to protect employees from exposure to such diseases.
- b. The BBV's of most concern are hepatitis B and C and Human Immunodeficiency Virus (HIV). Those most at risk are employees or students who may receive a needle stick injury whilst providing beauty treatments such as epilation.
- c. Zoonoses refers to diseases carried by animals which may be transmitted to humans. Well known examples are anthrax, rabies and malaria. However, employees in the UK (especially construction and maintenance workers) are more likely to come into contact with leptospirosis (rat's urine), psittacosis (dried pigeon waste products) and tetanus (soil used for animal husbandry).

Objectives

- a. To comply with the College's statutory duties relating to the prevention, control and reporting of occupational diseases.
- b. To improve employee awareness about relevant occupational diseases.
- c. To prevent or reduce any occurrence of occupational diseases amongst employees.

Policy

- 4.42.1 The college shall identify groups of employees who are, by the nature of their work, at risk of exposure to occupational diseases, and shall implement reasonable measures to prevent or reduce such risk.
- 4.42.2 At risk groups shall be provided with information regarding the risks of exposure to, consequences of and preventative and protective measures against such exposure.
- 4.42.3 The College shall encourage at-risk employees to be vaccinated against occupational diseases if such vaccination is available. The College shall arrange for such vaccinations to be available free of charge to at-risk employees.

Legal Requirements

Health and Safety at Work etc Act 1974

Management of Health and Safety at Work Regulations 1999

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

Related Policies & Procedures

Health & Safety Documents and Procedures

(4.1) Risk Assessment Procedure

(4.4) Accident/Incident and Near Miss Reporting Procedure

(4.42) Occupational Disease